The Regular council meeting was called to order on Thursday, March 14, 2019 by Mayor Michael Bous, at 7 pm. at Carlos City Hall with Teresa Zweig, Ronna Berghoff, Todd Burgess and Maria Doucette present. John Rolf, Clerk, Ralph Bradley, Police Chief and Jeffrey Gunderson, Carlos Public Works were also present. Mayor Bous led the council in the pledge of allegiance @ 7 pm.

Mayor Bous asked the council to review the minutes of the February 13, 2019 council meeting. Motion by Doucette and seconded by Burgess to approve the minutes of the February 13, 2019 council meeting. Motion carried 5-0.

Ordinances — None

Public comment: — Ed Thull, Carlos Lions Club was present to request the City to purchase a commercial floor scrubber for use in clean up at the Carlos Events Center. Mr. Thull also asked if the council would purchase a “white screen”. Many gatherings and business presentations could use one. The city office could also benefit for its use occasionally.

Jason Klimek @ 104 5th Street West was present to ask if the City could do something about the water accumulated at the base of his driveway. After discussion, the City informed that there wasn’t much the City could do. A suggestion was made for Klimek to pump the water away. Curb and gutter was discussed when the project was done in 2016 but a decision was made to do the project on 5th Street without the installation without curb and gutter.

Clerk Rolf distributed two issues of the Pension Newsletter from the State Auditor’s office. Also the Clerk distributed a newspaper clipping regarding the Brandon and Evansville water treatment plant improvement projects. Also Rolf distributed the annual recap of Lakes Area Recreation work and budget.

Treasurer’s Report:
Rolf presented the Treasurer’s report consisting of the Statement of Receipts, Disbursements and Fund Balances as of 2.28.2019; Receipts List encompassing February 1-28, 2019; Bank Reconciliation for February 28, 2019; Disbursements dated February 1-28, 2019; Rolf presented the Claims list for approval. Rolf discussed highlights of the report. The ACH transactions on the Disbursement Report were highlighted and all councilors initialed their review. Motion was made by Doucette and seconded by Burgess to approve Claims 1255-1273 and all reports, Motion carried 5-0. Copies of all reports were available to the public.

Engineers Report: Jared Voge, Bolton/Menk had no items to raise or discuss.

Council Reports for March 14, 2019 Council meeting

Carlos Police Monthly Activity Report — Ralph Bradley
- Worked 34 hours.
- 18 traffic stops.
- One unlock for a vehicle.

Monthly Public works report — Jeff Gunderson
- Read no meters.
- Plowed snow and snow and snow...
- Replaced one failed hydraulic hose on snow plow

Monthly Clerk’s Report — John Rolf

1. Douglas County Public Works — Received a phone call from Steve Johanson Monday, March 11 indicating they had received approval to order their new pickup so we should be able to get ours as soon as they get delivery. ©
2. Final Report to Minnesota Twins — Submitting final report as requested by Minnesota Twins for the grant they provided in 2017 which included copies of receipts and other paraphernalia.
3. Garbage @ 202 6th Street: The home at this location has been foreclosed. The occupant had dozens of garbage filled bags strewn along the property. Several residents complained. I spoke with the owner and also the occupant. She called back and said she had arranged for removal.
4. **Utility Billing** – Meters were estimated. 15 shut off letters mailed with disconnection date of April 18. Delinquent amounts total $10,000.00 with amounts over 90 days.

5. **Township Fire Contracts** – I attended Carlos Township meeting Feb 14 to discuss proposed new method of calculating 2020 fiscal year fire protection contract and inform of 2020 contract amount. Interesting comment from one township supervisor... "This is exactly what I have been asking for." When questioned he had asked for an explanation of how amounts asked of Carlos Township for fire protection were determined. He seemed pleased. I was unable to attend Belle River meeting but did talk to Doug Stiede Belle River township supervisor one on one and explained the change. Both discussions went well and I don't expect any challenges. Ed Niblett, Tim Sukke and myself attended the Belle River annual meeting. I explained briefly the change in billing and increase. There were no negative comments. They asked a few questions.

Adam Pitcher, Matt/Ronna Berghoff and Olivia Niblett attended the Carlos Township Annual meeting. We were on the agenda there. Jeff Karrow Alexandria Fire Chief made his presentation first and mentioned they had good cooperation on mutual aid calls from the CFD. Their fire protection fee declined to $19,000. I explained we adopted a formula to determine the cost of fire protection to insure fairness. No one challenged it and everyone seemed satisfied with the explanation.

The last remaining process is to draft a new contract which will require a large amount of time as the original description of the area covered has been changed several times as a result of discussions held between the Alexandria Fire Chief and former Carlos Fire Chief.


7. **CFD, CFR** – Was unable to attend March 4 CFD meeting. Will attend in April.

8. **Regional Safety Group Meeting** – Jeff & John attended first meeting 19 February in Fergus Falls. The next meeting is March 19th. Only Jeff G. has to attend based on the content.

9. **Clerk's comments:** YTD 2019 hours worked equals 268 hours vs. 241 in 2018. Spent extra time this year attending township meetings and preparing analysis for CFD contracts.

10. **Payable exceptions** – CFD

11. **Building permits issued** – Sent an application for building permit to new owner of 105 Main Avenue; No response, will send another with a warning.

12. **Event Center/Town Hall** –

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<th>Carlos Lions Contributions</th>
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<td>Total Expenditures</td>
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13. **WWTP Property Cleanup** – Mattocks paid $414.00 for month of December and January. Sent letter indicating February would be late but would be coming.


Carlos Fire Department Report – Getting some repairs done on the pumpers tail lights and also the generator on the rescue rig. We should be budgeting for a new pumpers 5-10 years for $500,000+. Questions were asked regarding CFD preparation for train derailments. They do training on this. They have a company on call to contact in a chemical spill. They were not notified regarding this last derailment. Douglas County Sheriff's directed traffic while the railroad crossing in the City was closed. Negotiations continue for bare land currently owned by District 206.

Carlos First Responders Report – They are looking at replacing their AED unit so that it is compatible with Douglas County Sheriff's and North Memorial Ambulance units. Carlos Creek Winery has asked the CFR to be present on Friday September 13th and Sunday September 15th to address any needs by attendees. The Clerk is planning on attending the April 1, 2019 CFD/CFR meeting and will request an earlier contribution of $8,000 made to the Carlos First Responder Association be returned to the City of Carlos – Carlos First Responder Fund.

Firemen's Field Report/Carlos Baseball Association - Waiting to see if field conditions are such to allow replacement of 5-6 ballasts on lights.

**Unfinished Business**
Purchase of Floor Scrubber – Motion by Burgess and seconded by Zwieg to purchase a Clarke Model MA30 13B floor scrubber from Central Lakes Restaurant Supply in the amount of $53,550.00 for use primarily in the Carlos Events Center but also to be available to use by the City if needed. Motion by Burgess and seconded by Zwieg. Motion carried 5-0.

Purchase of a White Screen – Motion by Burgess and seconded Berghoff to purchase a white screen to be used by the Carlos Events Center and the City office up to $250.00 Motion carried 5-0.

Carlos First Responders/Carlos Fire Department Merger – No update at this time. City clerk has the City attorney reviewing the resurrection or dissolution of the Carlos First Responder Association.

New Ordinance Adoption – After discussion was held a motion was made by Berghoff to adopt the Minnesota Basic Code as the ordinances of the City of Carlos as available from the League of Minnesota Cities. Motion was seconded by Zwieg. Motion carried 5-0.

Alley between 4th & 5th – Tabled.

Wisper Wireless lease renewal – Lease renewal is in progress.

Law Enforcement after 6.30.2019 – Troy Wolberson, Sherriff will be present at the April meeting to answer questions and discuss a potential contract.

CFD Equipment Lease – Motion by Berghoff and seconded by Zwieg to authorize the Carlos City Clerk and Mayor to sign the lease for CFD equipment with SCF Public Finance pending the City attorney favorable review of documents. Motion carried 5-0.

Water Meter Reading Upgrade – Given the forecasted weather, Dean Eilertsen of SENSUS was unable to be here. We will try to schedule again in April.

Sign for WWTP – The sign for the WWTP compost site was available to view asking only Carlos City residents to use the site.

New Business

Attorney Retainer for Collecting NSF Checks – Discussion was held regarding continuing the retainer paid to Thomas Klecker to represent the City in collection of NSF checks. The consensus was to continue this till June 30 and cancel. The clerk is to let Ervin Dahl know the City’s plans.

Review of 2018 Fiscal Year Audit by CliftonLarsonAllen – Due to weather, Miranda Wendlandt representing CliftonLarsonAllen was not able to attend. City Clerk Rolf handed out the Final Audit along with the presentation materials. The review and audit were discussed. Motion was made by Burgess and seconded by Berghoff to approve the 2018 Audit as presented. Motion carried 5-0.

Consumption and Display Permit – Motion was made by Berghoff and seconded by Burgess to approve the Consumption and Display Permit for the Carlos Lions Club. Motion carried 5-0.

Newsletter – Newsletter will be published in April. Dawn Schlosser will coordinate Garage Sale day for Saturday May 11, 2019 from 7 am - 3 pm.

Maquire Iron contract – Consensus of the council was not to sign a long term contract for cleaning the water tower at this time but ask them to clean the tower in 2019.

Housing needs in Carlos – Clerk met with Douglas County HRA director to address the future housing needs of the City. One of the steps prior to anything else would be to do a Housing survey. His recommendation was to await Federal update of 2018 income guidelines. The council was however, interested. The council members could only identify two bare lots with a high likelihood of being available for sale.

Adjournment - Motion made by Burgess and seconded by Berghoff to adjourn at 8:55 pm. Motion carried 5-0.

John H. Rolfs, Clerk-Treasurer, City of Carlos

Michael Bous, Mayor, City of Carlos