

MINUTES of: City of Carlos Regular Council Meeting

City Hall/ Office, Carlos, Minnesota

Thursday, April 7, 2022 7:00 PM

Meeting was available to be attended in person or over Zoom

1. Mayor Todd Burgess called City of Carlos Regular Council meeting to order at 7:00pm
2. Pledge of Allegiance @ 7:00 pm
3. **PUBLIC HEARING AND DISCUSSION ON ZONING MAP AND ORDINANCE**

AMENDMENT

A comment from the public was raised as to why the church is zoned as R2. *Answer by Council was because of possible future use of the building.*

Another question: why are the tri-plex units located on the corner of Carlos Avenue and 3rd Street East zoned as R1? *Council answer: if that tri-plex was ever removed and something else built there, it would be R1.*

Donnie Froemming presented the Council with some possible plans for his development. This would involve a possible 4-plex; twin homes on the first level, with apartments above each for caretakers.

There was discussion as to whether the property that Donnie Froemming recently purchased should be zoned R1 or R2. *Final decision by Council was to leave the area zoned R1, stating when Donnie was ready to put up any unit that did not fall in description of R1, he could seek Council approval. As long as it is not an apartment complex, they assured him they will be fine with it and grant approval.*

Ronna Berghoff made a motion to accept the Zoning map and related changes in Ordinance as they were presented; Donna Eveslage seconded the motion. Motion passed unanimously.

4. **Roll Call** was taken: Mayor Todd Burgess, Council Members Ronna Berghoff, Teresa Zwiag, Donna Eveslage and James Young were present. Also in attendance City Clerk/Treasurer Lori Johnson; Public Works Operator Jeff Gunderson, Fire Chief Colten Steidl and City Engineer Jared Voge was in attendance on Zoom.
5. **Meeting Minutes from March 10, 2022.** There were some corrections noted and it was decided not to approve the March minutes at this time.
6. **Jason Murray**, Carlos City Financial Representative, presented information on the process of bonding and the impacts it involves. City's ability to obtain funding comes down to Statutory Authority and the Funding Mechanism for Obligated Authority. Capital Improvement Bonds are for Public buildings, public streets, etc. For a new Development you would Probably look into Special Assessments. The ability for Cities to borrow is based on Debt to Population Ratio and Debt to Market Value. Population threshold is usually 1 to 10,000 or more. The Market Value Threshold is generally 10%. When you go over these thresholds, the cost of borrowing (interest rate) goes up. Pertaining to the new developments being considered, most cities would help finance these through Special Assessments. To protect the City from the developer walking away, you would assess certain amounts per lot and get some sort of additional collateral or credit pledge- usually comes in form of Letter of Credit. Each year, as more is paid on the Debt a new, lower, Letter of Credit is written. In the possibility of the developer defaulting, the Letter of Credit takes precedence over the lien. Cities then generally claim the property and become land owners-sellers. Another way is through tax increment financing, which would be increased taxes on the new development parcels. Usually you would do one or the other- not both. The tax increment financing would be based on selling lots to families that meet the criteria for certain income, then you can capture the increment between tax paid on bare lot and tax paid on developed lot (example maybe \$4-5000 per year) and re-direct that money to pay the developer for their cost of funding the infrastructure or bond payments. *Council person Ronna Berghoff commented that the New Fire Hall is currently our first priority because we have a set 5 year time limit on that, which has already begun.* For the Fire Hall Mr. Murray stated that there are basically 2 ways to finance that: (a) General Obligation Capital Improvement Bonds or (b) Lease-Revenue Bond (which involves some other entity financing and building the project and then lease it back from them- this is the more expensive option). As far as the Capital Improvement Bonds, it is comes down to maximum principal and interest which is base on market value. There was a question from the public as to whether there were Grants we could apply for. *Council responded that yes, grants are being considered – first step in applying for grants would be to come up with the dollar amount needed for the project, which is what they are currently working on. Mayor Todd Burgess stated to Jason Murray that first would come the plans and financing for the Fire Hall; then see where we are at, and address assisting the new developments*

as much as possible at that time. Jason said yes, he would be available to help secure the financing for the new fire hall. Ronna Berghoff asked Jason Murry if he had any suggestions for a grant writer who specializes in projects like this. Jason said he would check around.

7. **Donnie Froemming** presented a proposal for his plots, knowing that it then has to be opened up for a public discussion. That is why he asked to be on the Agenda- to have this discussion, so next month he can hopefully have it approved. Donnie asked that a certain number smaller lots that were previously set up that he had no control have the previous City set-backs, before the new zoning law and map. So Donnie is asking for a Preliminary Plat Application which could be submitted and posted 10 days before next Council meeting, at which time there would be public discussion and hopefully get approved to proceed.

8. **Mayor asked for other Petitions from the Public. Steven Meyer** asked if the City had any plans pertaining to water in the old part of town. He said every spring he ends up with a lake in his yard. He understood that a previous Council had promised him that eventually there would be storm sewers and curb and gutter in the area near his property. *Council responded that they will look into it and have the city engineer look into it.*

9. **City Treasurer Report given by Lori Johnson**

March 31 Balance City Checking Account:	\$369,340.55
March 31 Balance Savings Account:	\$ 13,113.40
March 31 Balance MPFA Debt Service Fund:	\$ 73,259.75
March 31 Balance CD#6942:	\$100,000.00
March 31 Balance CD#6204	\$100,000.00
March 31 Balance Bremer Savings Account:	<u>\$164,266.50</u>
Total City of Carlos Assets March 31, 2022:	\$819,980.20
Carlos Fire Department CD #6385	\$ 67,195.85

Receipts for March totaled: \$24,473.67

Disbursements for Month of February: \$43,492.65

Claims #2045 - #2059 for month of April total \$24,598.99

Additional Claims #2060 - #2062 \$346.79; Claim #2063 \$500.00

Late Fees on March water bills sent on April 7 totaled: \$662.91

Donna Eveslage made motion to approve the Treasurer's Report and Claims, Ronna Berghoff seconded it; motion passed.

10. **Engineer Report**, Jared Voge first item was the letter to MPCA that we previously talked about has been submitted to them; we have not yet received their response. Jared assumes they are working on our permit; the permit processes can take between 6 and 24 months. Jared noted the previous discussion on 307 Douglas and the water flow in that area and said he would look into that

11. **Public Works Report: Jeff Gunderson reported**

- 916,000 gallons during the month.
- New stop sign installed
- Sewer Cap was damaged by Carr's Tree Service. City of Carlos incorrectly received the bill for that. Jeff took a copy of bill to Carr's Tree Service to show them and have them pay it.
- Bricks along sidewalk on Douglas Avenue get hit quite often because they are too close to sidewalk for plowing. Jeff found out this latest occurrence was from the County when they came in to remove snow from boulevards on Douglas Avenue.
- Clean-up Day: only date available was May 14, so I took it. Should be same as last year, no tires.
- Writing a phosphorus letter: Jeff did get ahold of Kevin with MPCA. He said other cities are dealing with same problem. He sent some information we might incorporate into our letter to try to educate the public. This usually pertains to man-made discharge from industry, which we don't have to deal with here.
- Lead and Copper survey coming up in April that he has ready to go. We have no lead lines in the entire town. However, coming up the schools and day cares are going to be required to do multiple testing.
- Lights on Main street: we Have only a couple of replacement bulbs available. It might be a good time to look for replacement heads for the Main Street poles and convert them to LED. *Council agreed that sounded like a good idea and appreciate if Jeff could get some pricing on these light heads.*
- Next item is Radios: we were able to Radio read 71 meters; we have a third of the town hooked up.
- Jeff has the old mower fixed up so we can use it until we get our new one, which should be soon.
- Gravel is still froze solid; as soon as frost comes out he will start filling up pot holes.

12. City of Carlos Clerk Report

- The meters were read on April 1st and 4th. Water bills were done on April 7. There was a total of \$662.91 assessed in Late Fees. I put a message on all water bills that the Cold Weather Protection Rule is done and anyone over 60 days past due should expect a notice, then water shut off. One problem that seems to consistently come up is we need better internet for our communication between devices, which work through wi-fi. *Council commented that we should find out if we can get better internet service.*
- The Auditors sent a Management Representation Letter that needs to be signed by Mayor. They will be presenting their Audit findings at our May meeting.
- I received an email from West Central Initiative asking us to join in Proclaiming May 6 as Child Care Appreciation Day.
- There is an invitation to all Elected Officials to attend Leadership for Elected Officials for Emergency Management training on April 13 1pm to 3:30pm at Alex Fire Station. Presenter will be Joe Kelly from Homeland Security. Julie called today to say she appreciated Todd and Teresa attending the Skywam class.
- Last month we missed some of the spots required for the new Bank Signature Forms; we have them here again, Patty flagged all spots that need to be signed.
- I attended the MCFOA Conference March 22nd to March 25th. It was very informational. I learned a lot about Elections and ARPA amongst other things.
- I received a reminder email from DEED pertaining to a Redevelopment Conference coming up in April. The last day to register for the block rate for rooms is April 12.
- I attended the LMC workshop on March 30 on Safety & Loss Control. It was very interesting.
- I had a couple of emails that probably pertain more to Fire Department. One is a request for a patch and one is a Community Safety matching grant. It doesn't specifically say, but it might be able to be used towards safety cameras.
- There also seems to be a lot of funds available for a grant program for the Fire Department which Jared sent me a link to; I forwarded that information to Colton, Adam, and Olivia.
- I have received another barking dog complaint. Seeking direction on exactly how to handle dog complaints.

13. Fire Department Report:

- Call volume: 2 total
- **Darrin** Thesing retired from Fire Department
- Mike Michaelson was voted on by Fire Department to be new member. *Ronna Berghoff made a motion to approve Mike Michaelson being added to the Fire Department Roster; Donna Eveslage seconded it. Motion passed.*
- Douglas County Emergency Management is planning a drill for train accident on July 26. *Comments were made that the class offered April 13 for Training for Elected Officials in Emergency Management would be very beneficial. Todd Burgess said he could not go because it was during a week work day. Teresa Zwieg offered to go.*

14. Ball Park Committee Report: Carlos Cubs registration is open.

- 15. Sheriff Department Log:** Todd Burgess stated that he had a phone conversation with Sheriff Troy Wolberson. The discussion was about the calls logged that are outside of the city limits of Carlos; Troy said he understood our concern and will talk with his deputies. Nicole Carlson commented that she saw a policeman on foot patrol one evening. March's log looks good.

UNFINISHED BUSINESS

- A. Planning Committee for New Fire Hall:** Ronna Berghoff stated that she received an email from Carlos Township stating that unless there is a Joint Powers Agreement established, Carlos Township will NOT be providing any funding towards the new fire hall.
- B. Carlos Sign:** Donna Eveslage Reported: She said the plans were in place, basically just waiting for snow to melt. *Teresa Zwieg asked Donna if she had found out anything about the fee to State for having a sign along a state highway; currently the Commercial Club is being billed. Donna said she would look into it.*
- C. Security Cameras:** Todd Burgess stated he had talked with AlexTronics and he said there are several options. Todd said would be best to have someone come in and look and give suggestions as to what might work best for us. James Young suggested that one way to control the city brush pile might be a sticker for window. It was suggested that a trail cam would be best suited for that area. There is a notice of \$400 fine painted on sign out there. James Young is going to take care of this project.

NEW BUSINESS

A. RESOLUTIONS- REELECTIONS:

Re-Establishing Redistricting and Polling Location Ronna Berghoff made a motion to approve the Resolution; James Young seconded it. Motion passed.

B. Lawn Clean up of Ballpark and City Park. Teresa Zwiag stated that her business was interested in taking care of thatching and preparing ball field and park; just as they have done for many years. Todd Burgess made a motion to have Zwiag Service take care of this; Ronna Berghoff seconded the motion; Teresa Zwiag abstained from voting. Motion passed 4-0.

MISCELLANEOUS:

REMINDERS of UPCOMING EVENTS: Clean-Up Day May 14; it was requested that a message be sent out in our Mass Messaging system. Something for Agenda next month would be to send out newsletter for people who currently aren't receiving the Mass Messages to get on the list and Info to residents about phosphorous. Carlos Dayz July 9th.

ADJOURNMENT: James Young made a motion to adjourn the meeting; Ronna Berghoff seconded it. Motion passed. Meeting Adjourned at 9:27pm.



Lori D. Johnson, City of Carlos Clerk/Treasurer