

MINUTES of: City of Carlos Regular Council Meeting

City Hall/ Office, Carlos, Minnesota

Thursday, December 8, 2022 7:00 PM

Meeting was available to be attended in person or over Zoom

a) Mayor Todd Burgess called City of Carlos Regular Council meeting to order at 7:00pm

b) Pledge of Allegiance @ 7:00 pm

c) **Roll Call** was taken: Mayor Todd Burgess; Council Members Teresa Zwieg, Donna Eveslage, James Young and Ronna Berghoff were present. Also in attendance Fire Chief Colten Steidl, Public Works assistant Wayne Johnson, City Clerk/Treasurer Lori Johnson, and City Engineer Jared Voge.

d) Meeting Minutes from November 10, 2022 Minutes were reviewed. Motion to Approve November 10, 2022 was made by Teresa Zwieg; seconded by Ronna Berghoff. Motion passed.

e) Mayor requested Petitions from the Public: None.

f) REPORTS OF OFFICERS, BOARDS AND COMMITTEES:

a.) **Report from Planning Committee for New Fire Hall:** Jared Voge has information and reports he has prepared regarding the New Fire Hall that he will present along with the Engineer Report.

b.) City Treasurer Report given by Lori Johnson

November 30 Balance City Checking Account:	\$255,805.99
November 30 Balance Savings Account:	\$ 13,121.96
November 30 Balance MPFA Debt Service Fund:	\$ 46,684.73
November 30 Balance CD#6942:	\$100,000.00
November 30 Balance CD#6204	\$100,000.00
November 30 Balance Bremer Savings Account:	<u>\$364,764.63</u>
Total City of Carlos Assets November 30, 2022:	\$880,377.31
Carlos Fire Dept CD #6385	\$ 67,346.74

RECEIPTS for Month of November: \$35,160.13

DISBURSEMENTS for Month of November: \$192,881.11

CLAIMS #2221 - #2242 for month of December total: \$29,084.10

Late Fees on November water bills sent on December 7 totaled: \$176.03

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

c.) Engineer Report, Jared Voge:

Jared Voge reported on the work done preparing estimated costs for the new Fire Hall: a) topography, as previously reported is \$877,500 b) the estimated building costs come to \$3,302,050 for a total estimated project cost of \$4,179,550.

Building Construction estimated with codes for Risk Level IV, which is what is required for Fire Stations.

This breaks down to:

\$1,634,730 for Garage Space

\$1,006,900 for Occupied Space for a sub-total of \$2,641,630

\$264,170 add 10% for contingency costs

\$396,250 add 15% for administrative, design, engineering and legal

\$3,302,050 Total Estimated Building Costs

Jared also stated that this information has also been emailed to Jason Murray so he can begin working on Financing options for us.

- Reported that the draft of the Carlos Wastewater Treatment Facility MPCA permit is now in the 60-day public notice stage in which comments may be made. Jared stated he does not foresee any problems in obtaining the permit.
- Jared noted that he had just received the email regarding the ROW permit application by the subcontractors who will be trenching in the Fiber for Charter. He will look it over and get back to us.

d.) Public Works Report: Jeff Gunderson

- Cell phone was outdated and required to be replaced. The cheapest one possible was chosen.
- At the MRWA meeting Jeff attended today, an option was presented for a cellular alarm system for the lift station which would cost approximately \$20 plus the Verizon service fee of about \$152 per year.
- J&R Wastewater, who traditionally come annually to clean our sewer lines have not shown up yet this year. Jeff has not heard from them and is not sure they will make it this year. Jeff is suggesting we have Johnson Jet-Line come and at least clean out the lift station.
- Meter Read Radios: currently have 211 working. Have requested some 2-wire radios that we could install in the townhomes; none are available at this time.
- The furnace is now working in the Brown Shed.
- Regarding the MPCA draft: (1) does not request a chloride test (2) does request an ammonia-nitrogen test, which is no problem (Jeff does already test for that) (3) we do river monitoring in spring only, not fall. Can only discharge in spring when there is flow over the dam
- Snowplowing: a) Cul-de-sac on 6th Street, difficult to make everyone happy because there is no place to put snow. b) Gravel road, 5th Street East down by Dakers Mobile homes: hard to plow without leaving ridge along their driveways, farmer on other side of road has plowed right up to edge which leaves no ditch to put snow. c) on Main Avenue they have not been keeping their cars off the street, so it makes that difficult to keep that cleared off. d) discussion involving substitute for snow plowing if Jeff is not available
- Folks in building across street have offered to sell a steel dock that is in good shape to us for about half of what it is worth. This would be very useful for Jeff to have out at the ponds. *Donna Eveslage made a motion that the City buy this for \$300; James Young seconded it. Motion passed.*

e.) Carlos Clerk Report, Lori Johnson:

- Meters read 12/01/22. Water bills were done and sent December 7th
Late Fees totaled: \$176.03. 2 of the 5 customers that were sent letters stating that if their past due was not paid, their balances would be Certified to their Douglas County property taxes ended up not paying and being Certified to Douglas County.
- As per Council's direction, I requested that Megan Burkhammer write the letter to property owner @ 225 5th St E. and to have the Sheriff's Department serve the letter. That was accomplished November 21. The letter that Ms. Burkhammer wrote gave a time period of 30 days for compliance.
- I received an Email from Douglas County Emergency Manager, Julie Anderson, asking what kind of a City Evacuation plan we have?
- The Verizon Cell service that Jeff has been subscribed became obsolete and we had to update him. He had to get a different phone, and Jeff requested the cheapest one available. It is another basic flip phone for \$39.99 plus a case for \$19.49.
- There was another Zoom update that Brian, from XS Consulting, came to the office to take care of. This only took about ½ hour. I was asked by XS Consulting that they need to do a security update to all computers. They can do this remotely, but the computers need to be on. They are planning to do this tomorrow morning, so please make sure your computer is charged up or plugged in and left on tomorrow. It is time for another Block Time Agreement, which is included in Claims.
- The Snowflake Streetline order to Display Sales has been submitted. The final cost, including shipping, will be \$9,384.00. We will not get them until sometime in 2023. We do not have to pay for them until we receive them.
- I received a request for a ROW permit from the company that will be doing the trenching for Charter. I requested Jared's assistance to make sure this gets completed correctly.

f.) Fire Department Report: Fire Chief Colten Steidl

CARLOS FIRE DEPT. CALL LOG NOVEMBER 2022					
	<u>City of Carlos</u>	<u>Belle River</u>	<u>Carlos Township</u>	<u>Alex Township</u>	<u>TOTALS</u>
MEDICAL	4		10	3	17
FIRE/RESCUE		2	3		6

(Fire total includes one joint call to Nelson, the Corral)

- Colten asked if the contractor who did the work on heating system in Brown Shed plans to come back and install toilet in fire hall. *James Young responded that he needs water shut off at street to do this because inside the shut off has deteriorated. He will coordinate a time when Jeff is available to shut the water off to get this done.*

- Colten reported that some are still contacting Mike Trinka for Fire Department. *Clerk said she would put Colten's info on web page for the contact person.*
- Colten reported that someone had contacted them with a question about if they were able to fill a swimming. This was discussed; Council's opinion that it was up to whether CFD wanted to do it and if they have the time and manpower.
- Burn pile will be scheduled soon. They will call dispatch and also give clerk a heads up so the message can be relayed to residents.
- Teresa Zweg said she had no new information to report on the status of the money originally donated for the First Responders. She said she will keep us updated on any progress.

g.) Ball Park Committee Report: Nothing to Report.

h.) Sheriff Department Log: Report Ok. Mayor Todd brought up it is time decide whether to renew contract with Douglas County Sheriff Office for 2023. Rate will be going up to \$43.75 per hour (an increase of \$1.75) for a monthly total of \$875. Todd Burgess made the motion to approve Douglas County Sheriff Contract for 2023; Donna Eveslage seconded it. Motion passed.

UNFINISHED BUSINESS

- A. Approve Updated Budget and Finalize 2023 Tax Levy** Council reviewed Budget to make sure revisions from Budget meeting on December 6 were properly implemented. Ronna Berghoff made the motion to increase the tax levy 5%; Donna Eveslage seconded it. Motion carried. The new tax levy will be \$188,600.
- B. Update on Speed Signs:** Donna Eveslage reported that the signs are in; they will be installed when weather permits. We will be invoiced after installation.
- C. Update on Charter:** James Young reported the fiber will be trenched in in the Spring.

NEW BUSINESS

- A. RESOLUTION DESIGNATING 2023 POLLING PLACE** Ronna Berghoff made the motion to approve this Resolution; James Young seconded it. Motion carried.
- B. Dates:** for possible meeting to discuss 2023 Union Contract. Ronna Berghoff volunteered to put together a letter with Council's suggestions for new contract.

MISCELLANEOUS:

- Clerk requested permission to pay building permit state surcharge online. We had to go back through 2014 to file quarterly reports that were missed by previous clerks. Donna Eveslage made a motion to pay the State Building Permit Surcharges online; Teresa Zweg seconded it. Motion carried.
 - Todd Burgess reported he needed to sign CLA Auditors Master Services Agreement and Statement of Work for their work to begin for 2022 Audit. Todd also suggested we seek options for the 2023 Audit.
 - Teresa Zweg said she will be leaving her computer so it will be available to be transferred to new Council member Ashley Wildman.
 - Set Meeting date: for January will be second Thursday, the 12th The rest of the dates will be set at the January meeting.
- **REMINDERS of UPCOMING EVENTS:** Santa Days at Herby's Dec. 16th from 5:30 – 7:00 pm.

ADJOURNMENT: Ronna Berghoff made a motion to adjourn the meeting; Donna Eveslage seconded it. Motion passed. Meeting Adjourned at 9:50 pm.



Lori D. Johnson, City of Carlos Clerk/Treasurer