

MINUTES of: City of Carlos

Meeting was available to be attended in person or over Zoom.

City Hall/ Office, 109 1st St W Carlos, MN 56319

Thursday, January 9, 2025 7:00 PM

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

- **Pledge of Allegiance @ 7:00 pm**
- **Roll Call** was taken: Mayor Todd Burgess, Council Persons Ronna Berghoff, Donna Eveslage, Ashley Wildman and James Young were present. In attendance: Fire Chief Colton Steidl and Deputy Chief Jacob Steidl, Clerk Lori Johnson, Public Works Kalin Hacker. Also in attendance were Teresa Zwieg. Wayne Johnson and City Engineer Jared Voge attended via Zoom.
- **Meeting Minutes from December 12th were reviewed.** Ashley Wildman made a motion to approve November Minutes, Ronna Berghoff seconded them. Motion Carried.
- **Mayor requested Petitions from the Public: there were none**

REPORTS OF OFFICERS, BOARDS AND COMMITTEES:

a.) City Treasurer Report by Lori Johnson

JANUARY TREASURER REPORT

Dec 31 Balance City Checking Account:	\$ 381,108.24
Dec 31 Balance Savings Account at First Western:	\$ 436,221.61
Dec 31 Balance MPFA Debt Service Fund:	\$14,528.72
Dec 31 Bal CD#1242780 Matures 3/18/2025	\$205,041.10
Dec 31 Bal CD#1237634: Matures 12/21/24, 5.25%	0
Dec 31 Balance Bremer Savings Account	<u>\$486,923.39</u>
Total City of Carlos Assets as of December 31:	<u>\$1,523,823.06</u>
Dec 31 Balance CFD Savings Account:	<u>\$137,973.45</u>

Receipts for DECEMBER totaled: \$255,771.79

Disbursements for DECEMBER: \$79,248.96

TOTAL CLAIMS for Month of January: Claims #2764-2783

total: \$15,048.34

Plus Council Payroll Checks# 11910-11914

\$10,934.24

PT Public Works Check # 11915

\$31.40

\$26,013.98

CLAIMS 2764- 2783 JANUARY 2025

Date	Vendor	Claim#	Check#	Amount
1/9/25	Douglas Cty Sheriff	2764	11916	\$901.20
1/9/25	Alex Rubbish	2765	11917	\$123.32
1/9/25	D&D Mfg	2766	11918	\$240.00
1/9/25	Brothers Market	2767	11919	\$269.74
1/9/25	Menards	2768	11920	\$79.98
1/9/25	ACE	2769	11921	\$210.92
1/9/25	AW RESEARCH	2770	11922	\$347.04
1/9/25	Bolten & Menk	2771	11923	\$226.50
1/9/25	Lakes Area Excavating Inc.	2772	11924	\$585.00
1/9/25	Ellingson Plumbing, Heating	2773	11925	\$360.72
1/9/25	Inspectron, Inc	2774	11926	\$375.00
1/9/25	DouglasCty Auditor/Treasurer	2775	11927	\$53.08
1/9/25	League of MN Cities	2776	11928	\$813.00
1/9/25	LMCIT	2777	11929	\$2,197.00
1/9/25	EDP Solutions	2778	11930	\$123.00
1/9/25	Golden West Ind Supply	2779	11931	\$564.70
1/9/25	Alexandria Tech College	2780	11932	\$1,500.00
1/9/25	Kalin Hacker	2781	11933	\$20.00
1/9/25	Precision IT	2782	11934	\$4,636.24
1/9/25	Precision IT	2783	11935	<u>\$1,421.90</u>
				\$15,048.34

Donna Eveslage made a motion to approve November Treasurer Report and Claims; Ronna Berghoff seconded it. Motion passed.

b.) Engineer Report, Jared Voge:

- Updates on the New Fire Hall: in the we are continuing to work on Plans and Specs. At the next JPA meeting on Monday, Adam will attend and we will be able to see and discuss the cost estimates.
- Working with Kalin on some water testing regarding some concerns that came up from the Water Service Line Project

c.) Public Works Report: Kalin Hacker Reported

- Discharged the Ponds; did all required testing
 - Otter Tail Power will assist in putting up new box for Christmas Lights.
 - Got the Truck DOT Inspected.
 - Lift Station Calibrated.
 - 2 Thermostats went out at Well house; had Ellingson's come out and repair that.
 - Found back up for snow plowing: R&R Ready Mix at \$100 per hour. They will use their own equipment. Kalin said he will get a contract from them ASAP. Ashley Wildman made a motion to approve R&R being back up for snow plowing; Donna Eveslage seconded it. Motion carried.
 - Question about whether Carlos allows Christmas trees into the Brush Pile? Council said no special rules regarding that.
 - Otter Tail Power would like a response as to how City plans to proceed with the city-owned poles and lights on Main Avenue; Otter Tail will no longer service these lights. Ronna Berghoff made the motion to put in cheapest option, aluminum alloy poles with LED lights; Donna Eveslage seconded the motion. Motion carried.
 - Kalin asked the Council to consider getting a pressure washer to clean city vehicles, rather than the cost and inconvenience of going to car wash. Council agreed that would be a good idea.

d.) Carlos Clerk Report:

- Meters read 12/2/24. Water bills were done and sent Friday December 6th. Late Fees this month were \$383.38
- I have been working with El Dorado Utility Software to convert all of our data to their system. We will be completely converted to their system before the end of December.
- On Thursday November 21 I lost access to the internet. Per communications with Council Members and Mayor, it appeared we would be going forward with Precision IT. I called Quinn and he had the internet back up and running within minutes after he got here. We will need to complete and sign the contract. Quinn has requested that Council & Mayor leave their laptops after this meeting so he can make sure they all have the proper protection.
- I received another dog complaint; this was for an address on 8th Street West. Of course, I can and will send a letter. I just wanted to ask Council's advice on Following up further. *Council said to send letter informing person of complaints and our dog ordinances.*
- I received an email back from Steve Johansen regarding Douglas County Public Works being our back-up snowplow provider. Unfortunately, they do not have labor capacity to take on anymore. He did suggest calling R&R or Richard Vogt (RSB Excavating).
- I have sent Herby's a form to sign to set them up for AutoPay on both their Liquor Licenses and their water payments. I have sent these forms twice with no response.
- I received a signed document from Jeff Forrestal that he lives at 305 Main Avenue (signed by Paul Kruchten). I am still seeking Council's direction on the people already living on the first floor on Main Avenue, 212 Main and 203 Main. *Council responded that, yes, those properties were grandfathered in; however they should also receive a letter requiring the variance.*
- I have sent out 3 RFPs for City Attorney. To Swensen, Lervirck in Alexandria, James Peters in Glenwood, and Joseph Kruegers in Long Prairie.
- WCI has put out various new Grant Opportunities for Community Resilience up to \$500,000 per project with due dates ranging from December 19 to February 28.
- I have received the Audit Engagement Letter that needs to be signed from Clasen & Schiessl CPAs. I have spoken to them and we will be on their schedule the week of February 17th; with work on the Audit commencing as soon as they receive the signed Engagement Letter.
- The date scheduled for the Local Weed and Inspector's Training is March 19th, with request for forms filled out by March 1st.

- I have received an update from Bolton-Menk with timelines and more details available. I have printed out a couple of copies for anyone to look at, if interested

e.) Fire Department Report: Fire Chief Colten Steidl

CARLOS FIRE DEPT. CALL LOG NOVEMBER 2024						
	<u>City of Carlos</u>	<u>Belle River</u>	<u>Carlos Township</u>	<u>Alex Township</u>	<u>Mutual Aid</u>	<u>TOTALS</u>
MEDICAL	1	1	2	2	0	6
FIRE RESCUE	0	0	1	0	0	1

- Annual Elections for Officers; No Changes, Colten will continue to be Fire Chief.
- Question on the credit card for CFD. *Clerk responded that she did call; credit card company is requiring a new application. Will continue to work on that.* planning on Turkey Bingo.
- Regarding the request of Mayor of Nelson, Sean Gay, for a quote for fire protection for city of Nelson: Colten did contact Osakis Fire Chief and told him about Nelson’s request and asked for information as to how much Osakis currently charges Nelson for Fire Protection. He said he would get that information; have not heard back from him. *Mayor recommended to inform Nelson that they would be responsible for all rezoning costs up front and our cost to cover Nelson would not be any lower than they are currently being charged by Osakis, probably higher.*
- *Mayor commented that CFD had not had Financial Statements since September. Clerk explained there was an issue with the proper accounting of CFD’s CD being turned into Savings Account and that Clerk is working on it and will get the reports to CFD ASAP.*
- Colten reported that date for receiving First Responder Rig had been pushed out a bit. Clerk said that as far as using ARP funds that would be OK , as long as we have a definite purchase order and Invoice.
- Raffle at Herby’s December 9th @ 6pm. Tickets are \$50 each; Grand Prize \$5,000; Second prize \$3,000; Third place \$1,500. Then \$100 prizes for 4th through 10th place.

f.) Ball Park Committee Report, Ronna Berghoff: Nothing new to report.

g.) Sheriff Department Log: Looks good.

UNFINISHED BUSINESS

- A. NEW FIRE HALL UPDATE:** last meeting on November 25th Committee picked out some things for interior.
- B. DISCUSS and DECIDE IT Company, Sign Contract:** Ashley Wildman made a motion that Precision IT will be our IT provider; Donna Eveslage seconded the motion. Motion carried.
- C. Update on Data Recovery and Final Bill with XS Consulting:** Ronna Berghoff reported that they were able to recover everything. Company is sending copy of results through Fed Ex and should arrive Monday. Total bill was **\$2075**, which we already paid. Ronna said she would continue talking with Tom about what we owe and how much XS will contribute to Recovery Cost.
- D. BRUSH PILE / CITY DUMP:** previously discussed
- E. UPDATE “NUISANCE PROPERTIES”:** Nothing new to report.
- F. NEW ATTORNEY:** Clerk has sent out RFPs. Megan Burkhammer will continue to do criminal issues.

NEW BUSINESS

- A. Resolution 2024.12.12: City of Carlos Budget and Property Tax Levy for Fiscal Year 2025:** Ronna Berghoff made the motion to accept the Resolution 2024.12.12 for 2% tax increase; Donna Eveslage seconded it. Motion carried.
- B. Discuss Wage Increase for Election Judges:** Council wanted more information, suggesting ask other Cities, through LMC, what they pay their judges. Keep on Agenda for a later time.
- C. Approve 2025 Liquor Licenses: Herby’s and Lions:** Ronna Berghoff made motion to approve Liquor Licenses for Herby’s and the Lions; Ashley Wildman seconded it. Motion carried.

D. Set Meeting Dates for 2025: January 9, February 13, March 13, April 10, May 8, June 12, July 10, August 14, September 11, October 9, November 13, and December 11. **Schedule of Budget Meetings to be Quarterly:** April 2, August 6, October 1, December 3.

MISCELLANEOUS:

- Ronna Berghoff made a motion to approve Audit Engagement Letter with Clasen & Schiessl CPAs; Ashley Wildman seconded it. Motion carried.
- Ashley Wildman made a motion to approve rolling over maturing CD to another 6-month CD term at 4.5%; Donna Eveslage seconded it. Motion carried.

REMINDERS of UPCOMING EVENTS:

ADJOURNMENT: Ashley Wildman made a motion Adjourn; Donna Eveslage seconded it. Motion carried.
Meeting was adjourned at 8:10pm

Lori D. Johnson

Lori D. Johnson, City of Carlos Clerk/Treasurer