

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**
- **Oath of Office for Elected Officials:** Ronna Berghoff Mayor, Ashley Wildman, Damon Bullock Council members.
- **Roll Call** was taken: Mayor Todd Burgess, Council Persons Ronna Berghoff, Donna Eveslage, Ashley Wildman, Damon Bullock, 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, City Engineer Jared Voge and Justin Kurtz attended via Zoom.
- **Meeting Minutes from December 12th were reviewed.** Ashley Wildman made a motion to approve December Minutes, Damon Bullock 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: **\$1,523,823.06**

Dec 31 Balance CFD Savings Account: **\$137,973.45**

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>

Ashley Wildman made a motion to approve December Treasurer Report and Claims; **Damon Bullock** seconded it. Motion passed.

b.) Engineer Report, Jared Voge:

- Working on collaborating on some resident and water plant with Kalin.

b.) Public Works Report: Kalin Hacker Reported

- Received the 2025 MN Department of Health Sampling Schedule Justin going over it with him.
- Receiving emails about lead and copper testing seminars for next year's test. Sent over to Kalin from Justin
- In the next few week starting annual water report all water pumped out of the ground in 2024. Usually a small fee paid to the DNR for that water.
- Allstate Peterbuilt to replace hydraulic line on plow truck. Council approved
- Tim Sukke Excavating to be backup for snow removal. Council approved.
- Christmas Lights on Douglas Street were repaired.
- Signature for Ottertail Power to replace lights on main street.

d.) Carlos Clerk Report:

- Meters read 12/31/24. Water bills were done and sent Tuesday January 7th. This was the first month using our new Utilities Software, El Dorado. The portal for paying with a Credit Card is not yet available; they expect that to be up and running within a couple of weeks. It was a very time consuming process to get everyone transferred over to the new system. Each resident's information had to be verified: their meter number, radio number, mailing address, banking information if signed up for autopay, last meter reading. Of course all these had to be double checked, because these numbers have to be EXACTLY correct or they will not work.
- I have been working with Quinn and Leah from Precision IT to get everything up and running with our new IT system. He has most everything in order; however he needs XS Consulting to release their control on laptops and MSO365. He finally did connect with Aaron, but they have not been able to communicate for a long enough time to get everything accomplished. Quinn is hoping possibly tomorrow, but for sure on Monday he should finally have all the laptops set up correctly. For now, Donna's laptop is ready. Todd's laptop is ready to be converted over to Damon, they should be able to do that through a phone call. James' computer still has XS control on it, so Quinn will have to get that done when he and Aaron can get together. Ronna and Ashley will have to leave their laptops here to get them set up.
- I wrote the letter to the person owning the dog that we had a complaint on. It obviously has not done any good; I saw the same dog loose and following the UPS man when he was trying to make a delivery, 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.
- Of the 3 RFPs for City Attorney that I sent out, I received 2 back. I have printed their responses for the Council to view and decide I have sent out 3 RFPs for City Attorney. To Swensen, Lervick in Alexandria, James Peters in Glenwood, and Joseph Kruegers in Long Prairie.
- I have already received lists of requests from our Auditors. I will be busy with all that plus many various reports and W2s now for the next few weeks.
- I received a notice about the upcoming MCFOA conference; not sure yet if I want to go or not.
- We got Kalin signed up for his MN Rural Water Conference and his hotel reserved.

e.) Fire Department Report: Fire Chief Colten Steidl

CARLOS FIRE DEPT. CALL LOG December 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	2	1	2	2	0	7
FIRE RESCUE	0	0	0	0	0	0

- Annual Elections for Officers; No Changes, Colten will continue to be Fire Chief.

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

g.) **Sheriff Department Log**: Looks good.

UNFINISHED BUSINESS

A. NEW FIRE HALL UPDATE: Meeting monthly, working on information for township meetings.

B. WAGE INCREASE FOR ELECTION JUDGES: We are in the ballpark for pay, no change to be made.

C. BRUSH PILE / CITY DUMP: previously discussed. Looking good.

D. UPDATE “NUISANCE PROPERTIES”: 1 property identified.

E. NEW ATTORNEY: Swenson Lervick chosen for city civil. Megan Burkhammer will continue to do criminal issues.

NEW BUSINESS

A. Appoint Annual Designations: Ashley Wildman made the motion to accept The Resolution 2025-1 For Designations; James Young Seconded it. Motion carried.

B. Approve 2025 Fee Ordinance schedule: Donna Evaslage made the motion to accept The Ordinance Number 2025-2 Ashley Wildman Seconded it. Motion carried.

C. Resolution to approve Electronics Funds Transfer: Ashley Wildman made the motion to accept The Resolution 2025-3 For Allowing Electronic funds transfer payments. Donna Evaslage Seconded it. Motion carried.

D. Resolution to approve new amount to be auto transferred monthly from checking to the MPFA Savings fund: Ashley Wildman made the motion to accept The Resolution 2025-4 Change Monthly Transfer Amount Damon Bullock Seconded it. Motion carried.

MISCELLANEOUS:

None

REMINDERS of UPCOMING EVENTS:

ADJOURNMENT: James Young made a motion Adjourn; Ashley Wildman seconded it. Motion carried. Meeting was adjourned at 8:43pm



Ashley Wildman, City of Carlos Council Member