

# MINUTES of: City of Carlos Regular Council Meeting

City Hall/ Office, Carlos, Minnesota

Thursday, July 14, 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. Roll Call was taken: Mayor Todd Burgess, Council Members Ronna Berghoff, Teresa Zwieg, Donna Eveslage were present. Also in attendance Public Works Manager Jeff Gunderson, Fire Chief Colten Steidl. Council Member James Young and City Clerk/Treasurer Lori Johnson were absent.
4. Meeting Minutes from June 9, 2022. Motion to Approve May Minutes was made by Teresa Zwieg, seconded by Ronna Berghoff. Motion passed 4-0.
5. Mayor requested Petitions from the Public: None.

## 6. REPORTS OF OFFICERS, BOARDS AND COMMITTEES:

a.) **Report from Planning Committee for New Fire Hall:** Drawing is completed; now being looked over by engineers for mechanical approval. Ronna Berghoff had reached out to several grant writers and financial options. She was impressed with Gail Leverson from Widseth. When we get to the point of hiring the Contractor for the project, we will send out Requests for Proposals and choose the best one at that time.

### b.) City Treasurer Report given by Lori Johnson

June 30 Balance City Checking Account:	\$342,219.39
June 30 Balance Savings Account:	\$ 13,115.04
June 30 Balance MPFA Debt Service Fund:	\$ 96,621.61
June 30 Balance CD#6942:	\$100,000.00
June 30 Balance CD#6204	\$100,000.00
June 30 Balance Bremer Savings Account:	<u>\$164,280.54</u>
<b>Total City of Carlos Assets June 30, 2022:</b>	<b>\$816,236.58</b>
Carlos Fire Department CD #6385	\$ 67,195.85
Receipts for June totaled: \$59,996.74	
Disbursements for Month of June: \$27,757.52	
Claims #2114 - #2136 for month of July total \$88,166.91	
Additional Claims #2137 \$840.00	
Late Fees on June water bills sent on July 6 totaled: \$177.44	

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

c.) **Engineer Report, Jared Voge:** Not Available to attend this meeting; he did reach out to Mayor Todd Burgess to let him know. Jared told Todd that he had nothing new to report and to asked if there were any questions the Council might have. Todd told him he did not know of any questions.

### d.) Public Works Report, Jeff Gunderson:

- J&R Wastewater checked in and told Jeff they will be here in September
- Jeff reported that according to his inspection and analysis, he is pretty confident that we are having trouble with Float #1 in Lift Station. When J&R gets here, Jeff will have them also inspect it and probably then the decision will be made to replace that Float.
- New lawn Mower is here.
- Jared Voge and someone from their Water Engineering team stopped by and looked at water gauge in Well House. It was agreed by all that it should not be laying horizontal. Paul Brinkman from Ellingson's came and they cut it apart; it was completely plugged up. They installed it vertically with an extra valve and pressure gauge. Pumps are running well.
- Well House was hit by lightning hit on Monday morning. Luckily nothing was permanently damaged, a couple fuses blown out. Everything was back up running and online by the next morning. The storm also took out a bolt on Water Tower, which Jeff has on order.
- With all the rain and high levels of water, we have been having problems with beavers blocking water flow. Jeff has had Lakes Area Excavating out several times to dig out culverts. Next step will be to get someone to trap and remove some of these beavers.

**e.) Carlos Clerk Report, Lori Johnson:**

- Meters read June 30th. Water bills were done and sent July 6th.
- I passed on the information to Gary Lien that Council agreed he may purchase 1989 snow blower; he said the \$1000 is fine and he will get together with Jeff when Jeff has time
- We received the first half of our property tax revenue from Douglas County on July 1<sup>st</sup>. The amount is \$99,244.51. We also received the second half of the ARPA funds allocated to us, \$26,828.79 on July 1<sup>st</sup>. We had \$19,184.02 left in the account from the first half after spending \$7,431.09 on radio meters and \$213.68 on Fire Department printer. Our current balance in the “ARPA Other Federal Funds 203” is \$46,012.81. There is not a pressing timeline in which we must spend it, as there was with the CARES dollars. We have until December 31, 2026 to decide how to spend it. One item we have been discussing is a newer reliable Emergency Response Vehicle, which would be an acceptable use of the ARPA dollars, per their requirements.
- I have learned from speaking with Lynn Timm, correspondence with Thomas Klecker and emails from Ben Oleson that to proceed with the Annexation of Toby Weibye property, the next step is to send this Notice by Certified Mail to all concerned and have a public hearing. After 30 days, if no objections – either in response to certified Notices or Public Hearing, we may Annex this property by Ordinance. *Ronna Berghoff made motion to send Certified Letters and continue with Annexation Process; Donna Eveslage seconded it. Motion Carried.*

**f.) Fire Department Report: TJ Carlson:**

- June Call Log; 7 medical calls (1 in Carlos, 4 in Carlos Township, 2 in Alex Township). 1 Fire Call in Belle River Township.
- The Hazmat drill that was scheduled for July has now been moved back to sometime in September.
- Repairs needed on Ladder Truck; these were things they knew about when they bought it. He believes it would come to approximately \$7500. Also, they were going to have it looked over to see what else should be done immediately. He was wondering if some of the ARPA money could be used for those repairs.
- Tornado Siren: board burnt out, until fixed the siren can only sound by operating it manually. The replacement part has been ordered, still waiting on that. Douglas County has asked us to put a radio on the siren; this would enable them to test it without turning it on. 36 sirens in County, 20 have radios. Cost of that would roughly be about \$3,000.
- Carlos Dayz went well; pretty good crowd. Blocking the street off went very well; less confusion, cleaner, no one tried to bring in their own coolers. Sales were good.

**g.) Ball Park Committee Report:** Pretty quiet. Carlos Cubs will be done in July.

**h.) Sheriff Department Log:** Report looks pretty thorough; they are doing a better job.

**UNFINISHED BUSINESS**

**A. Discussion on Lift Station:** Jeff already discussed and reported on that this meeting.

**B. Resolution for “Intent to Annex”:** Ronna Berghoff made the motion to approve Resolution for Intent to Annex;  
Donna Eveslage seconded it. Motion carries.

**C. Discussion on Additional Costs involved to put up Carlos Signs on Highway:** Donna Eveslage reported that Rose City Canopy is now saying the costs for the 2 actual signs will be \$1,975 each. Cost of Labor and additional materials needed will be \$13,650. They also require that thorns and brush be removed before they start work. The question came up: who now owns that land and if they will still allow us to have the sign there. Jeff said he will look at thorns and brush to get it cleaned out. Ronna Berghoff made a motion to approve accepting Rose City’s costs and to go forward with signs; Todd Burgess seconded the motion. Motion Carries.

## **NEW BUSINESS**

### **A. Newsletter should be put out again to Inform Residents of Current Issues needing to be addressed:**

- 1.) Expired License Tabs
- 2.) Mowing and Keeping-up Lawns
- 3.) Trees on the Roads and Sidewalks; getting storm damage cleaned up
- 4.) Phosphorus Information and Education
- 5.) Zoning and Real Deal Addition
- 6.) Fire Hall

### **B. Old Mower- Sell: Sell Mower, "As Is"**

### **C. Report on Traffic Safety Signs:** Donna Eveslage investigated and reported we would need to order them from Traffic Safety Warehouse. Prices: 12" Sign \$3,895 solar powered, weather resistant, field repairable, 300' detection range, 6 year warranty on solar panels, 2 year warranty on battery, 1 year warranty on LED signs.

18" Sign would be \$5,270. Check with Douglas County Public Works regarding whether County could help pay for these, considering these are also County Roads.

## **MISCELLANEOUS:**

- a.) **Active Shooter Plan:** yes, we should have one. Use template provided and develop one we can look at next month.
- b.) **Jeff Gunderson** will be taking vacation from August 15 to September 7<sup>th</sup>. He will have Wayne Johnson up to date on everything that needs to be taken care of in his absence.
- c.) **Letters:** Be more specific. For property on 505 Douglas next letter should be: Needs to get cleaned up within 2 weeks; if not, then City will hire it done and assess the cost to property taxes. Do try to find out if the property is in foreclosure.
- d.) **Is it OK to pull weeds and brush out of culverts and manholes?** Jeff said yes, absolutely. They are a nuisance.

**REMINDERS of UPCOMING EVENTS:** No Community Night Out this year; Lions decided not to sponsor it this year. Reminder that in August we have 2 meetings, regular and a special Budget meeting.

**ADJOURNMENT:** Ronna Berghoff made a motion to adjourn the meeting; Donna Eveslage seconded it. Motion passed. Meeting Adjourned at 8:18 pm.



Lori D. Johnson, City of Carlos Clerk/Treasurer