

MINUTES of: City of Carlos Regular Council Meeting

City Hall/ Office, Carlos, Minnesota

Thursday, June 9, 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 Zwiig, Donna Eveslage and James Young were present. Also in attendance City Clerk/Treasurer Lori Johnson, Public Works Manager Jeff Gunderson, Fire Chief Colten Steidl, Ben Oleson from HomeTown Planning, Donnie Froemming from RealDeal Addition and Rebecca Petersen from WCI; City Engineer Jared Voge attended via Zoom.

PUBLIC HEARING for PRELIMINARY PLAT submitted by Donnie Froemming of Real Deal Addition:

Ben Oelson summarized the variances being requested on Preliminary Plat regarding set-backs, lot sizes, trees (which does not need to be a variance because there are no significant trees worth saving).

The development is divided into 4 Phases; according to written ordinances, there would be 2 years plus a 2-year extension allowed for each phase: Donnie is asking not to be confined to that time frame; requesting instead to have time frames considered at the beginning of each phase.

Engineer Jared Voge stated that storm water management and all of the comments submitted on his earlier Memorandum will need to be in addressed and in place before any work on Phase 2.

Ronna Berghoff created a motion to accept the Preliminary Plat and Phase 1 with Variances as noted; Prior to Phase 2 all issues and points submitted by Engineer will have to be addressed. Donna Eveslage seconded the motion. Motion passed 5-0.

Rebecca Petersen from West Central Initiative presented a report concerning projects WCI has been doing and future projects coming up. Open to addressing any issues or needs we might have. Apple Tree Project: they will be donating 2 apple trees to each community; they will contact us in the fall when it is time to plant.

4. **Meeting Minutes from May 12 and 23 Minutes.** Motion to Approve May Minutes was made by Ronna Berghoff, seconded by James Young. Motion passed 5-0.
5. **Mayor requested Petitions from the Public:** Jackie Dokken asked if we have any ordinances designating where and where NOT modular/mobile homes may be put. Council Responded: Yes, they may only be in certain neighborhoods that already have modular/mobile homes. They have to meet certain standards and criteria as set forth in ordinances and would have to be a minimum of a double wide.
6. **REPORTS OF OFFICERS, BOARDS AND COMMITTEES:**

a.) **Report from Planning Committee for New Fire Hall:** still waiting on final draft. Everyone agreed this needs to be completed ASAP!!

b.) City Treasurer Report given by Lori Johnson

May 31 Balance City Checking Account:	\$329,463.16
May 31 Balance Savings Account:	\$ 13,114.50
May 31 Balance MPFA Debt Service Fund:	\$ 88,833.78
May 31 Balance CD#6942:	\$100,000.00
May 31 Balance CD#6204	\$100,000.00
May 31 Balance Bremer Savings Account:	<u>\$164,271.99</u>
Total City of Carlos Assets May 31, 2022:	\$795,683.43
Carlos Fire Department CD #6385	\$ 67,195.85

Receipts for May totaled: \$36,341.97

Disbursements for Month of May: \$36,296.26

Claims #2093 - #2109 for month of June total \$7,996.18

Additional Claims #2110 - #2112 \$374.81; Claim #2113 \$925.00

Late Fees on May water bills sent on June 7 totaled: \$70.45

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

c.) **Engineer Report, Jared Voge:** Nothing in particular to report: available for any questions.

d.) Public Works Report, Jeff Gunderson:

- Eventually, there will be a street light required near Donnie's development
- Carlos Sign on corner by carwash that was blown over during storm has been dis-assembled; Donnie Froemming volunteered to work with Jeff to put back up. Council agreed that would be best way.
- Pond Samples
- Trimmer
- Gravel: Todd Burgess made a motion to get up to 16 loads of gravel from Tim Sukke and to hire him to help work on alleys; Teresa Zwiag seconded it. Motion passed.
- Lift Station: we have J&R clean sewer every year. Memorial day weekend Minnesota Pump Works had to come for alarm situation. Afterwards, they suggested 2 quotes: one is an Air Mixing Unit, which is supposed to keep grease from building up; second is for a Monitoring Unit, which will connect Jeff and others to have immediate notice of alarms.
- Well House issue: needs to be replumbed so Jeff can get in there and clean, install a shut-off valve and a manual pressure gage (so that if anything goes wrong with digital gage, you still have a back up).
- Lawn Mower completely died. Called Wadena- new one should be here by end of June. Meanwhile they are lending us a mower until new one gets here.

e.) Carlos Clerk Report, Lori Johnson:

- Meters read June 2nd It went pretty smoothly this time. The guys had several more radio read adaptors in place. Water bills were done and sent June 7th.
- I passed on the information to Fire Chief, Colten Steidl that Council accepted the content of the CFD SOP, but are requesting the formatting gets cleaned up.
- Todd Burgess and I had to meet at Bank to get a document notarized for our SAM account; which is the way the Federal government sends us funds for grants, etc. such as ARPA Funds.
- For the value of the 1989 Allied snowblower: years ago it was put up for sale at \$1,000 and no one inquired about buying it. *Donna Eveslage made a motion to sell snow blower for \$1000; James Young seconded it. Motion passed.*
- I would still like an answer regarding if Council would be willing to sell one of the extra chairs to Mary Fuchs. *Donna Eveslage made a motion to sell chair for \$25; Ronna Berghoff seconded it. Motion passed.*
- The Carlos Gun and Rod Club Raffle will be September 24th at 8:00pm at Herby's. They have filed all the required paperwork to the MN Dept of Alcohol and Gambling Enforcement.
- I was required to attend the meeting last Friday to see if Douglas County would qualify for FEMA to declare a Federal disaster for the storm on May 12th. The threshold to submit a claim for each category had to be \$3500. So once again I asked Donnie Froemming if he would like to submit an invoice, and he declined. The category of "debris removal" all we had was Jeff's OT, which of course did not meet the \$3500 threshold by itself so Jeff's extra OT will be added to his Comp Time. The other claim was for putting back up the Carlos sign. Rose City Sign quoted an amount of \$5000 to do it, saying they would only consider using a steel structure to put it up. *We have already discussed this and with Donnie's help and his auger we decided to put the sign back up with treated posts.*
- I participated in a Zoom meeting with the MN Small Cities Organization for a Recap on what the MN legislature accomplished, or more realistically what they did not accomplish. They did pass the Frontline Worker Benefit for those who worked through the Pandemic in their regular capacities (not from home). Jeff will qualify for this as he is considered an essential worker. *Council suggested that I apply for this also.* Another item that did pass was the Broad Band Grant Program for unserved and underserved areas. There are applications to fill out. *Council recommended to let the internet companies work on securing the grants, instead of me spending time on it.*
- I am required to attend a meeting on June 21st for all municipal clerks and school district clerks. This is for the clerks' responsibilities during the upcoming Primary and Election. I did call and found out that for our Council members who were appointed, they will have to be elected – but they are elected to finish out the term of the position they took on. So although we will have everyone on the ballot this time, it will go back to normal in following years. The City Filing period is from August 2 through August 16 at 5:00pm.

f.) Fire Department Report, Fire Chief, Colton Steidl:

- May was busy for CFD: 24 medical calls (7 in Carlos, 12 in Carlos Township, 5 in Alex Township). 8 Fire Calls (5 in Carlos, 1 Belle River, 1 Carlos Township, 1 mutual aid in Forada).
- Need to get semi-trailer platform fixed up for use for band at Carlos Street Dance; it got damaged in storms.
- Brush pile? When would you like that taken care of? *Clerk told about Julie Anderson (Douglas Cty Emergency Mgr.) told us about wood chippers from Pope-Douglas Waste Mgmt. that would like to use our brush pile for mulch for their compost project. Everyone thought that was great*

g.) Ball Park Committee Report: They are playing games on field now; no problems. Jeff Gunderson reported he put fertilizer on field and has weed spray to put on as soon as there is a calm day. Ronna Berghoff reported next Sunday little kids would be going to get their gear; their practices will be starting Mondays & Wednesdays.

h.) Sheriff Department Log: Council commented they seem to be keeping closer track of their time. Donna Eveslage brought up possibility of getting a sign that keeps track of speed. Council agreed that was something worth looking into.

UNFINISHED BUSINESS

A. Security Cameras: Discussion pursued weighing cost vs. need (risk). Decided to table issue for now; revisit at some future time.

NEW BUSINESS

A. Discussion on Lift Station: already discussed this meeting

B. Discussion on putting new sign back up: Motion to approve getting materials required to put sign back up made by Teresa Zwieg; seconded by Ronna Berghoff. Motion carried.

C. Resolutions to accept Donations by Lions to Fire Dept (\$5,000) and to City of Carlos (\$18,000) Motion to accept these donations made by Donna Eveslage; seconded by James Young. Motion carried.

D. Specific points or discussion on YTD budget (not going over entire thing line by line)

There were 10 items that were pointed out for possible correction.

MISCELLANEOUS: (a.) Donna Eveslage stated she was going to call Bruce from Rose City Sign to insist the Carlos Signs on Highway be finished before we have our Carlos Dayz July 9th

REMINDERS of UPCOMING EVENTS: Carlos Dayz July 9th Clerk asked Fire Dept. to send over copy of flyer to put on webpage.

ADJOURNMENT: Ronna Berghoff made a motion to adjourn the meeting; Donna Eveslage seconded it. Motion passed. Meeting Adjourned at 9:00pm.



Lori D. Johnson, City of Carlos Clerk/Treasurer