

MINUTES of: City of Carlos Regular Council Meeting City

Hall, Carlos, Minnesota

Thursday, January 13, 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, and Donna Eveslage were present. Also in attendance City Clerk/Treasurer Lori Johnson; City Engineer Jared Voge was in attendance via zoom.
4. Meeting Minutes from December 9, 2021 and Special Meeting Minutes From Dec 15, 2021 were reviewed. Donna Eveslage made a motion to approve Minutes. Teresa Zwiig seconded the motion. December 9, 2021 Minutes and December 15, 2021 Minutes were approved 4-0.
5. Rick from Gardonville Telephone requesting to put 2 more antennas on top of our water tower. One of old antennas will come down. They will add additional monthly rent fees accordingly. Rick said they will keep us posted as to when new antennas go up and the old one comes down. Teresa Zwiig made a motion to accept the change in antennas on water tower; Donna Eveslage seconded it; motion passed.
6. Mayor asked for Petitions from the Public
Darlya Johnson and her sisters, residents of Townhomes on 7th Street West: Requested the City put another street light in middle of block because it is so dark in that area. Todd Burgess made the comment that that is a County Road which may require County to give permission. Council said we can look into it. They said the contact person is Stacy Magdee 320-460-0489.
7. City Treasurer Report given by Lori Johnson

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|---|---------------------|
| December 31 Balance City Checking Account: | \$533,663.60 |
| December 31 Balance Savings Account: | \$ 13,111.79 |
| December 31 Balance MPFA Debt Service Fund: | \$ 34,411.15 |
| December 31 Balance CD#6942: | \$100,000.00 |
| December 31 Balance CD#6204 | \$100,000.00 |
| December 31 Balance Bremer Savings Account: | <u>\$164,258.40</u> |
| Total City of Carlos Assets December 31, 2021: | \$945,444.94 |
| Carlos Fire Department CD #6385 | \$ 67,094.38 |

Receipts for December totaled: \$199,863.12
(this includes the 2nd half of tax settlement of \$80,623.94, and the second half of Carlos' Local Government Aid from Sate of \$57,733.82)
Disbursements for Month of December: \$57,159.24
Claims #1984 - #2004 for month of January total \$80,749.79
Late Fees on December water bills sent on January 6 totaled: \$360.20
Ronna Berghoff made motion to approve the Treasurer's Report and Claims, Teresa Zwiig seconded it; motion passed 4-0.
8. Engineer Report, Jared Voge reported ongoing negotiations with MPCA including an upcoming virtual style meeting sometime in January. Jared asked if there were any Council members that would like to participate in this meeting; Teresa Zwiig said she could be available to attend. Jared said he would try to coordinate a date, time that will work for all involved.
9. Ben Oelson from Home Town Planning: He came to our meeting at our invitation to assist us with Zoning issues. He stated that the initial time it takes to develop a zoning map can vary; possibly can be done in one afternoon. A Public Hearing will be required, of which Notice has to be given at least 10 days before. First step would be to discuss where you want what zone, then to create a map with the zones specified. Basic level would be a meeting of 2 hours to discuss the Ordinances and another meeting of a couple hours to work on the mapping. Clerk asked about procedure for Interim Ordinance- whether that had to be published? Ben said, as long as there was an adopted Resolution in the minutes, that should be sufficient. Donnie Froemming, in attendance and introduced himself as the new owner of land to be developed within City of Carlos, stated that the Interim Ordinance is a bit daunting. Council reassured him that this was not meant to hold back development; just need to get this done correctly for all concerned. It was decided to schedule a special meeting on January 19th @ 7pm to continue working on zoning.

10. Public Works Report: Jeff Gunderson was not in able to attend tonight's meeting; feeling a bit under the weather and realized there is snow forecast for tonight, so decided to stay home and take care and be prepared to plow snow. The question presented to Council: who would substitute for Jeff in the event he was unable to plow snow? Council agreed we should have a back up plan available. 3 other companies to check on would be: Lakes Area Excavating, R&R Ready Mix, Tim Sukke. Clerk said she would make the calls.

11. City of Carlos Clerk Report

- The meters were read on January 4th due to the holiday on Monday; 57 need to be estimated because of the large snow banks blocking residents meters. Water bills were done on January 6. There was a total of \$360.20 assessed in Late Fees.
- XS Consulting: We have 1 Invoices (January) for our monthly MS365 subscription fee @ \$76.50 each. We have used \$298 of our last Block Time Contract of \$500 purchased 11/10/2021.
- I have begun work with CliftonLarsonAllen for our 2021 Audit. So far they have given me a list of 54 items or reports to produce for them. I will be working more intensely on these next week. From past experience, I expect there to be many additional requests. They are scheduled to come to our office to finish in person January 18 through 19th or 20th.
- I have done some research on rules for ARPA funds. One particular item I found out about was purchase of fire trucks or emergency vehicles IS a LISTED ACCEPTABLE use of ARPA funds. Also, with ARPA funds it is allowed to combine funds for a joint purpose, (as compared to CARES where that issue was debatable and finally allowed right before the deadline). In other words, we can combine ARPA funds with Belle River Township and Carlos Township for items for the Fire Department.
- I have received emails regarding grant funds available for the Fire Department. I have passed information of these to the Fire Department and the information was simply returned to me. Also, one of the emails came from Widseth engineering, who has a dedicated grant writer. I asked Todd about that and he suggested I forward the info to Jared Voge which I did. One other item on this subject is the Fire Department is supposed to submit a Roster form every year by June 30th to MBFTE. Last year, despite many notices and requests (more than 10) they did not respond. So now, this fiscal year, July 1, 2021 through June 30, 2022, our Fire Department has funds limited to the default minimum based on 10 Firefighters. For the next Fiscal year, they will need to submit their roster by June 30, 2022. There are additional training grants available from other sources; but they must be applied for. I do not consider this my job; I forward the information, but a lot of the info required on filling out these grants I do not know. One positive thing is that I did finally receive the CFD Minutes from Olivia.
- For some unknown reason, the bank stopped making our monthly transfers as they were instructed, from the checking account 0053 to the MPFA Savings account. I submitted an inquiry to them, and they did not find any reason why this happened. The transfers are supposed to be set up to continue until manually stopped. We will be signing a new agreement for the auto-transfer for this new year; I will make sure it includes enough to compensate for no transfers being done November, December of 2021. The bank also informed me that now that Chris has resigned, we will have to do all that paperwork for signatures over again. They are waiting to see what you decide as to the vacant Council seat before they prepare new paperwork.
- Jeff has been putting many extra hours with all the snowplowing. The extra hours as well as trudging through snowbanks to try to get meter readings has resulted in beginning to feel under the weather, like bronchitis is trying to set in. Which brings up the question, can we find someone we can call for backup if Jeff is not able to work on a particular day? To drive the snowplow, a person needs a CDL. Snowplow drivers in the state of MN are exempt from being required to have the DOT health card.
- It is time for my annual review, so we need to get that scheduled. I will be requesting a raise as I have not had one since I started August 2019. Also I may need permission to put in some overtime with the Audit, working on zoning, researching ARPA funds and other grants.

12. Fire Department Report: There is a new Fire Chief after elections: Colten Steidl. New Firetruck should be here within the month. Need flags on hydrants in town. Ask homeowners who are able to dig out around hydrants. Christmas party coming up.

13. Ball Park Committee Report: YMCA reached out to Carlos Cubs about a possible partnership. Have not had any meeting on this yet so do not know what that would look like or how it would work. Possibly something to pursue would be is a partnership with the school to improve, maintain and utilize ball park behind the school. Nothing else to report this month.

14. Sheriff Department Log: Looks good.

UNFINISHED BUSINESS

- A. Planning Committee for New Fire Hall:** Tim, Eric, TJ, Jake, Andy and others make up Fire Department sub-committee. Then 2 need to be designated to attend overall committee. One or two from Carlos township, one from Belle River township and then Todd and Ronna are the City of Carlos representatives. Look at previous plans and discuss what changes we want to that design. Carlos township requested there be a meeting room. Ronna will be in charge of organizing these committee meetings.
- B. Carlos Sign:** Clerk did some research through LMC to find out how other towns manage this. Found out all different kinds, different prices depending on what materials are to be used and how elaborate you want. It was suggested that solar power would be a good way to light it. There are specific rules involved being it is on State Highway. We would need to get at least 3 bids. Donna Eveslage will be in charge of this project. Some sign companies to contact would be Indigo, Rose City Canopy, Creative Impact Design, Winning Edge, Brainerd Signs (Donnie suggested he had good experience with them and they were about half the price of others)
- C. Resolution to Approve Changes to Council and Mayor pay for different types of meetings:**
Regular meetings: Council \$100, Mayor \$200. Special Meeting/ Union Negotiations: Council and Mayor all \$80.
Township meetings/Committee meetings: Council, Mayor all \$40 Motion to approve Resolution is 2022-3 by Ronna Berghoff, seconded by Teresa Zweg; Motion passed 4-0.

NEW BUSINESS

- A. Discussion and Decision on new Council vacancy.** Todd Burgess said he had contacted a former Council member who said he might be willing to do it. We should get word out: on water bill, mass message, note on website. This person would be appointed to finish Chris Miller's term, an additional 3 years. This coming election in November 2022, Mayor's position will be up for election. Also 2 Council positions are up for re-election.
- B. Resolution of Annual Designations:** official newspaper: Echo Press, primary bank: First Western Bank & Trust, City Attorney: Klecker and Burkhammer, Acting Mayor: Ronna Berghoff, Water Superintendent: Jeff Gunderson & Teresa Zweg, Sanitary Inspector: Todd and Teresa, Civil Defense Director: Fire Chief Colten Steidl and Ronna, Planning Commission: All Councilmembers and Mayor, Buildings & Maintenance: Jeff and Todd, Streets and Lighting: Jeff and Todd, Recreation: Ronna and Donna, City Growth: Donna and Teresa, Weed Inspector: Jeff and Todd, Board of Adjustments & Appeals: all council, Personnel Committee: Ronna and Teresa. Signors at Bank for checks, transfers, CDs: Mayor, Clerk, Deputy Clerk and Donna Eveslage. Signors at Bank for Safety Deposit Contract: Clerk and Todd Burgess. 2022 Federal Mileage Rate: \$0.585/mile
Examine and Sign Time Cards: Teresa Auditing Firm: CLA Ronna Berghoff made motion to pass Resolution 2022-1, Donna Eveslage seconded it, motion passed 4-0.
- C. Set the 2022 Calendar (also schedule times for special meetings to do zoning, budget, and fire hall committee)** For Regular Council meetings: 2nd Thursday looks fine for 2022 except April because of Holy Thursday. Move April's meeting to April 7th. Regular Council Meetings: Feb 10, Mar 10, Apr 7, May 12, June 9, July 14, Aug 11, Sept 8, Oct 13, Nov 10, Dec 8 Budget Meetings: Send out copies of Budget YTD Quarterly to all Council. Scheduled Meeting August 24th at 6:30pm.
- D. Approve 2022 Fee Ordinance Schedule:** Council was provided copy of current fee schedule. Council decided to leave all fees the same except NSF check fee raised to \$35. Ronna made Motion to Approve Resolution 2022-1-13, Teresa seconded it, motion carried.
- E. Electronic Funds Transfers:** Review current list, keep as is except add Century Link. Motion by Donna to approve Resolution for 2022 Electronic Funds Transfer, seconded by Teresa. Motion carries.
- F. Resolution to Approve New amount to be auto-transferred monthly from checking to the MPFA Savings fund.** The amount would be \$7780. Motion to approve Resolution 2022-4 made by Teresa, seconded by Ronna. Motion passed. It was decided to do a one time transfer to make up for the 2 that were missed Nov. and Dec. 2021 of \$15,498.00
- G. Resolution to Renew Douglas County Sheriff Contract** Contract has increased from \$39.44 to \$42.00 per hour. Todd Burgess made a motion to Renew Contract, Donna Eveslage seconded it. Motion passed.

MISCELLANEOUS: None.

REMINDERS of UPCOMING EVENTS: Lions Meatball Event February 5

ADJOURNMENT: Ronna Berghoff presented motion to adjourn, Teresa Zweg seconded it; motion carried. January 13, 2022 Carlos Council Meeting was adjourned at 10:05 PM.



Lori D. Johnson, City of Carlos Clerk/Treasurer