

MINUTES of: City of Carlos Regular Council Meeting

City Hall, Carlos, Minnesota

Thursday, July 15, 2021 7:00 PM

Meeting was available to be attended in person or over Zoom

1. **Acting Mayor Todd Burgess called City of Carlos Regular Council meeting to order at 7:00**
2. **Pledge of Allegiance @ 7:00 pm**
3. **Roll Call** was taken; Acting Mayor Todd Burgess, Council Members Teresa Zwiig and Chris Miller were present; Ronna Berghoff participated via Zoom. City Clerk/Treasurer Lori Johnson and Public Works Operator Jeff Gunderson were in attendance. City Engineer Jared Voge and Fire Chief Tim Sukke were also in attendance.
4. **Meeting Minutes from June 10, 2021 were reviewed.** Ronna Berghoff made a motion to approve June Minutes, with the correction to include motion to accept the Bargaen, Inc. company's proposal for crack filling for streets of Carlos. Chris Miller seconded the motion. June 10, 2021 Minutes were approved 4-0.
5. **Mayor asked for Petitions from the Public**
 - A.) Teri Toenges stated she was here to report instead of her husband Tom Toenges (president of Lions), who was unable to attend this meeting:
 - (1.) Thanks for gravel, Jeff did nice job.
 - (2.) Behind Event Center there needs to be some landscaping to re-direct water flow
 - (3.) Trees need trimming in alleys
 - (4.) Neighborhood Night Out will be August 4. Prior years City made donation for this event, wondering what would be available this year. **** Todd responded that City is not able to make donations to anything; Teresa said we should look back on records to confirm***
 - (5.) As new manager for the Event center, Teri is reporting items needing attention:
 - (a.) front door does not always lock properly and needs new weather stripping; in past Alex Glass has done this work, looking for approval to have them come again and take care of it
 - (b.) need an electrician to come look at plug ins not working and sometimes problem with overload, looking for approval for electrician***Todd said they need bids before it can be approved

6. City Treasurer Report given by Lori Johnson

June 30 Balance City Checking Account:	\$302,203.81
June 30 Balance Savings Account at First Western:	\$ 13,108.48
June 30 Balance MPFA Debt Service Fund:	\$ 82,176.02
June 30 Balance CD#6942:	\$100,000.00
June 30 Balance CD#6204	\$100,000.00
June 30 Balance Bremer Savings Account:	<u>\$164,241.84</u>
Total City of Carlos Assets as of June 30, 2021:	<u>\$761,830.15</u>
Carlos Fire Department CD #6385	\$ 66,893.00

Receipts for June totaled: \$188,936.29

Disbursements for Month of June: \$18,794.85

Claims #1880 - #1898 for month of July total \$88,804.85

Late Fees On June water bills sent on July 7 totaled: \$674.34

Chris Miller made a motion to approve the Treasurer's Report and Claims, Teresa Zwiig seconded the motion; Motion passed 4-0.

7. **Engineer Report**, Jared Voge reported that scheduling was in process for City pavement crack repair with Bargaen, Inc. company. Nothing else to report at this time; available for any questions.
8. **Public Works Report:**
 - A. Ponds were discharged. Normal turtle wars; brought up the turtle catcher I built 20 years ago and there was a turtle latched onto it that finally let go after 2 days. Thanks to Todd Meir who built me brand new turtle catcher.
 - B. Tim Sukke and boys did wonderful job with gravel on alleys; got 8 blocks done and brought an extra load for touch ups (7 yards of that is left).

- C. Water Tower Crew was here to do the tower cleaning. When they got in there, they found the tower was nice and clean- the new water treatment facility is doing a good job.
- D. Sewer Cleaners will be here about next Wednesday
- E. Tuesday Dean and Chad from Core & Main are coming from Fargo to do some training on new Meter Reader
- F. Vacation this year will be from August 16 to Tuesday after Labor Day. Jim Grundei and Wayne Johnson are available to fill in while Jeff is gone.

9. City of Carlos Clerk Report

- A. Related to discussion on street repair, I wanted to bring up an email I received from MNDOT about the Small Cities Assistance Program. This is aid available to MN cities of population 5,000 or less to be used for construction and maintenance of roads located within the city.
- B. Meter Readings had to be estimated. The water bills were done on June 6. Next week, Tuesday, we have a meeting scheduled with Chad and Dean from Core & Main to get our new meter reader properly set up and training. They will also train Jeff, Jim Grundei and Wayne Johnson how to install the radio read adapters. There is new information regarding legal water shut-offs and evictions on delinquent accounts. There has been a fund established for assistance to those who got behind on their rent. I need to find out if this will also apply to utilities. We must give them a 15 day notice and then we may now start to implement water shut-offs on delinquent accounts.
- C. I attended the MCFOA conference in St. Cloud. It was great to meet other clerks and I learned quite a bit. One thing I was taught is that when we publish our calendar in January of meeting dates throughout the year, that serves as proper notice. It is an extra, non-required service to post the monthly agendas. Also on a Regular Council Meeting we can vary from the agenda. On the SPECIAL meetings, we are ONLY allowed to discuss what is posted on the Agenda.
- D. We will need to re-do the paperwork from the bank to get the signors all up to date at the bank to include Chris and possibly the new Council person.
- E. I sent letter to Jeff Forrestal along with copies of parking ordinances. He moved his camper the next day.
- F. The Legal proceedings for the garbage problem have concluded. The residents at 10 Carlos Avenue now have subscribed to a garbage service. The other property, 505 Douglas Avenue, has agreed to get a garbage service. Both parties had to pay court fees and a \$50 fine
- G. The School Board meeting is Monday July 19; they will officially put the final stamp of approval on the Lease Contract. Rick Sanstead and others are wanting to have a little celebration for the long sought victory.
- H. Thanks to Karen Grundei for covering for me while I was gone. We do have a family reunion coming up the last week of July, Karen has also agreed to cover that time ***Ronna noted that when I am gone to make sure Karen has the Wi-Fi password and that I should send council members an email with that info, in case they need it.*

10. Fire Department Report: Fire Chief Tim Sukke gave report:

- A. Meetings have been moved to second Mondays of month so that needed reports are available.
- B. Things went well for Carlos Days and Street Dance on July 10; count was down a bit with other events going on.
- C. Alex is getting a new Ladder Truck and CFD is exploring possibility of getting their used one. Would be an amazing deal to purchase it at \$20,000; value being much more (purchased at over \$500,000 and still in good shape). Need to do some measuring to see where we could store it.
- D. Ronna and Teresa commented that we should be thinking about getting a committee of Fire Department, Carlos City, Carlos and Belle River townships to start planning the New Fire Hall.

11. Ball Park Committee Report: Clarke Comer reported:

- A. Carlos Baseball team had pretty good year. Thanks to City for maintenance on lights and scoreboard; both working very well.
- B. New Agrilime on Pitcher's mound and Home Plate. New Tarp coming to cover Pitcher's Mound.
- C. Regional Tournaments start Saturday July 1. We were asked to host as the 2nd site this year which would just be the July 31st afternoon game and back up for any games rescheduled because of weather that end up being same time as scheduled games. With the City's permission, we will be

doing that. Chris Miller made motion to approve Carlos to be Back up Host for Regional Tournament games, Teresa Zwiag seconded it; motion passed 4-0.

- D. Clarke met with new Cubs manager and they are going to get together after season to make plans for best way to utilize the ball field to accommodate both groups. Looking forward to working with him.
- E. Ronna thanked Clarke for all his time and energy put in for the baseball association. She asked about the miscellaneous items in near shed. Clarke responded there is a lawn mower that belongs to Cougars (he had spoken with someone who was going to take that away) and also some old batting cages that need to be re-purposed. Other than that, not sure what is there; will get together with Jeff to take care of it.

12. Sheriff Department Log: This month there were items on the logs that pertained to patrol outside of city limits, so Clerk made Sheriff's Department aware of that. They said they had a new employee and would talk to all deputies to make sure they are aware that only time within Carlos City limits can be logged and billed to Carlos. Clerk short- paid this month's bill by 2 hours of time. Report available for anyone to look at on back table and is on the City of Carlos webpage.

UNFINISHED BUSINESS

- 1) **Official Approval of Daker Split:** Ronna made a motion to officially approve, Chris seconded it; motion passed 4-0
- 2) **Update on lease with ISD206 of land for Fire Hall:** School Board approved Lease at their Board Meeting on Monday night. Council will wait for Final Copy for their approval.
- 3) **Update on Insurance Renewal:** Clerk handed out property and vehicle list for review. Clarke Comer, a licensed insurance agent, requested to be considered for the Insurance Agent position for City of Carlos; stating he is a member of the community and more involved and more readily available. Ronna Berghoff made motion to change our insurance agent to Clarke Comer with Farmers Insurance, Chris Miller seconded the motion; motion passed 4-0.

NEW BUSINESS

1) REVIEW 2021 YTD Actual vs. Budget; Discussion on 2022 Budget

One item to be considered is the Agrilime for ballfield. Council said we have already gone over budget for the ballfield this year, so that will be Baseball Association's responsibility. It was decided that Council will take Budget Reports home to review.

- 2) American Rescue Plan Funds for Carlos:** Clerk has filed the necessary paperwork to receive our share. We will be getting a total of approximately \$55,000 and it will come in 2 portions. It is Clerk's understanding that the rules of this program are a bit less restrictive than the CARES Act. Ronna requested that information on the ARP be emailed to Council members so they can review the new rules.

MISCELLANEOUS: Donna Eveslage stated that she would be interested in the vacant Council position that is to be appointed. Ronna Berghoff made a motion that Donna Eveslage be appointed to fill vacant Council seat, Chris Miller seconded it; motion passed 4-0.

REMINDERS of UPCOMING EVENTS: Neighborhood Night Out Wednesday August 4th. Miltona Tornado days coming up.

ADJOURNMENT: Ronna Berghoff presented motion to adjourn, Teresa Zwiag seconded it. Motion carried 4-0. July 15, 2021 Council Meeting was adjourned at 8:30PM.



Lori D. Johnson, City of Carlos Clerk/Treasurer