

MINUTES of: City of Carlos Regular Council Meeting City Hall, Carlos, Minnesota

Thursday, March 11, 2021

7:00 PM

Meeting was available to be attended in person or over Zoom

1. Mayor Michael Bous called City of Carlos Regular Council meeting to order at 7:00 PM
2. Pledge of Allegiance @ 7:00 pm
3. Roll Call was taken; Mayor Michael Bous, Council Members Ronna Berghoff, Teresa Zweig, Chris Miller and Todd Burgess were present. City Clerk/Treasurer Lori Johnson, Fire Chief Tim Sukke, Fire Department Secretary Olivia Niblett and City Engineer Jared Voge were present
4. Meeting Minutes from February 11, 2021 were reviewed. Todd Burgess made a motion to approve the minutes, Chris Miller seconded it; February 11, 2021 Minutes were approved 4-0.
5. Miranda Wendlandt CPA, CFE of CLA LLP presented the Audit Report for City of Carlos 2020.

Mayor asked for Petitions from the Public

Todd Whiting, local Realtor and Lynn Timm, Carlos & Alexandria Building Inspector presented a petition regarding the price of water/sewer hook-up fees for 2 lots in Carlos which are in 2nd Street East cul-de-sac. Their point was that these lots have already been developed with water/sewer access; the cost of which has been collected in Special Assessments. There was discussion. The issue was resolved with a motion made by Michael Bous to have the water hook-up fee of \$750 and a sewer hook-up fee of \$750, for a total of \$1500, [for each of these 2 lots on 2nd St. East]. Chris Miller seconded the motion. Motion passed with a vote of 4-1, with Todd Burgess dissenting.

6. Nathan Kunde from Otter Tail Power gave a presentation on replacing the 8 City owned Street Lights with several options for a contract with Otter Tail to provide and maintain updated equipment.

City Treasurer Report given by Lori Johnson

Current Balance City Checking Account:	\$185,557.43
Current Balance Savings Account at First Western:	\$ 13,106.29
Current Balance MPFA Debt Service Fund:	\$ 51,156.84
Current Balance CD#6942:	\$100,000.00
Current Balance CD#6204	\$100,000.00
Current Balance Bremer Savings Account:	<u>\$164,230.86</u>
Total City of Carlos Assets:	<u>\$616,051.42</u>
Carlos Fire Department CD #6385	\$ 66,794.18

Receipts for February totaled: \$29,376.77

Disbursements for Month of February: \$55,839.60 This included our Semi-Annual Interest Payment to MPFA for \$9,800, which was required to be wired thus including also a wire fee of \$20.00. Disbursements in February also included many of the annual Firemen's paychecks.

Claims #1794- #1815 for month of March total \$24,486.02.

Treasurer Lori asked Council if we are now supposed to return to our original policy of water shut-offs for those that fall 2-3 months behind on paying their bill (which was in place before we made special provisions because of Covid).

Council said yes, that special exception was to expire December 31, 2020 and we should now be returning to normal policy, as long as we are in compliance of all parts of the cold weather rule.

Councilman Todd Burgess asked about a claim regarding the credit card bill and a late fee on it. Lori explained that the postal service is not as efficient as it previously was, and since our meeting is only once per month, sometimes the payment does not get to the vendor in time. It was decided this bill, as well as any other that could possibly incur a late charge, should be made via ACH from now on.

Motion to approve Claims and Treasurer's Report by Todd Burgess, seconded by Chris Miller.

Treasurer's Report approved 4-0.

7. Engineer Report, Jared Voge did not have anything particular to report, but stated he was available for any questions.
8. Public Works Report: Jeff Gunderson was not able to be in attendance because he had already put in an eleven hour shift plowing snow. Lori reported for him that during the last month, he had taken care of the burn pile and had to spend extra time with online inspections and reports that are normally done by an in person visit by the MPCA. His hourly report for month of February was available.

9. City of Carlos Clerk Report

- a.) Posted Meter Readings. Bills were mailed out March 8.
- b.) Continued working with CLA Auditors.
- c.) I received a request last Thursday to prepare the amount to be charged for Fire and Rescue Protection for 2022 for Township meetings on Tuesday. John had previously prepared an in-depth detailed report to arrive at the amount for 2019. For 2020, we just continued to have the same amount. John was called to ask if we could tweak the numbers of the previous report to come up with an amount for 2022. He told them there was no way you could have it done that fast. However, I was given the new # of Fire Calls and First Responder Calls for 2020 and asked to input that into the formula; while leaving the property values the same. I did that, it took a couple of hours and put me behind schedule in preparing for tonight's meeting. After I had finished the report, I was told they did not really want the First Responder calls included in the calculation. In conclusion, I believe this was a mis-communication and mis-understanding that we will work on getting better for next year, including starting the process earlier so we have time to properly compute the amounts.
- d.) Today Bryan and Ethan from XS Consulting came to the office to help to get our Zoom meeting scheduled from the Zoom Room, instead of office computer. They had tried to help through connecting to this computer from their office and were unable to do so. They said it had not been set up correctly and they had to make some changes on site. Hopefully it works now.
- e.) Spoke with Todd from Rose City Sign and they said there is at least one more pole they can take care of that they can reach without putting a big truck on the field. I told them that sounded good- AS LONG AS THEY CAN DO IT WITHOUT DAMAGE TO THE BALL FIELD.
- f.) Sent letters to 2 address in Carlos regarding garbage accumulation. By next week, if the residents do not take care of their garbage, we will have the Douglas County Sheriff give them a Citation.
- g.) A newer resident to Carlos, Troy Jacobs, donated the beautiful picnic table that is now in front of the office.
- h.) Per decision made in February by Council, I placed the order from Century Link for the basic land line at the Event Center. First month's cost (including set-up) will be \$108.86; thereafter it will be a total of \$48.09 monthly. Technician is scheduled to complete hook-up Friday, March 12th. Yesterday Rod Meyers requested I find out how much it would cost to have Internet put in Event Center. I did make the call to get that information. On month-to-month service it would be \$169.99 per month and that would include the phone service with unlimited long distance. With this option there is an Installation and Activation Fee of \$99.00. They have a 2-year contract option also: that price would be \$139.99 per month and the installation, activation fee is waived. Not sure what they are thinking because the Council already said the City will pay for only Basic Land Line.
- i.) Registration is now open for the Municipal Clerks Institute that will be held virtually, May 3-7, 2021. There are 4 full days of classes and speakers. The cost for MCFOA members is \$485.
- j.) Lynn Wanek requested some trees be removed that are on City property that are leaning over her property.

10. Fire Department Report: Fire Chief Tim Sukke gave the report for the Fire department:

- a.) Curt Severson has officially retired now.
- b.) Both township meetings went well
- c.) Mason Sukke has finished most of his Fire Fighter I training
- d.) Chief Sukke suggested that possibly the Fire Department take care of the burn pile as a practice session.

11. Ball Park Committee Report: Clarke Comer said he appreciated all the City has been doing for the Ball Park with the lights, score board, field maintenance. Clarke said they originally had a 5-year plan which has become drawn out to be more than 5 years. The next phase was going to be batting cages, which was under consideration when there were ideas to have a Youth Baseball Program which has since been dropped. After hosting the Regionals last year (which were very successful, and thank you) it has again become something they are thinking about. Council responded that if the Baseball Association has someone to run the Batting Cages, it would not be a problem to the City. Clarke had some quotes made up of what it would cost to put up a building with batting cages in; wondering if the City was interested in being involved with this project and to make it a multi-purpose facility. Another option for batting/pitching cages they could do on their own would be just some concrete slabs. Council stated that they are not interested in being involved with a building project for the Base Ball Association. Clarke asked if the City would grant permission for Association to use their own funds to put up the cement slabs alongside the ball field. Council said the Base Ball Association could use their own money to do that and they would also then be responsible for any maintenance of the concrete batting/pitching slabs.

12. Sheriff Department Log: Report available for anyone to look at on back table.

UNFINISHED BUSINESS

A. Review Drafts, Discussion on new Fire Hall location and funding

The legal drafts of contract that were presented are very different than what the Council and Fire Chief Sukke understood to be the agreement. It was decided that there needs to be meeting that includes all involved: Superintendent Rick Sanstead, Alan Zeitheimer, both attorneys, Fire Chief Tim Sukke, and a couple of Council members to represent the City. Clerk Lori was to contact everyone and coordinate a date and time for meeting.

B. Schedule Meeting for Union Contract Lori presented a recent email that had been received regarding the availability of Union Rep, Attorney and Mediator. [March 19, 22 & 26 April 5 & 9] Of these choices, the Council preferred March 22. Lori was to send confirmation email to all involved.

NEW BUSINESS

A. Firemen's Field- Field House: already discussed

B. Cameras City Buildings: Office, Water Treatment Plant, Fire Hall, Event Center: Todd Burgess proposed, for consideration, a possibility of security cameras for City protection.

C. XS Consulting Service Contract: 3 Options for a Service Contract. This would be in addition to the monthly fees we already pay. There was discussion. Ronna Berghoff made a motion to go with the Option of pre-pay \$500 block and get services at a reduced hourly cost. Todd Burgess seconded the motion. Motion passed 5-0.

MISCELLANEOUS: Question was presented concerning Fire Department paychecks. Lori said she had issued most of them last month, except for 3 additional ones that Adam just recently submitted the vouchers for. Lori said all had cleared except two: Tim Sukke and Maria Doucette.

REMINDERS OF UPCOMING EVENTS: Set a Date for Carlos Clean-Up. Planning is going forward for Fire Department July Street Dance, dependent on rules in force at that time.

ADJOURNMENT: Todd Burgess presented motion to adjourn, Chris Miller seconded it. Motion carried 5-0. March 11, 2021 Council Meeting was adjourned at 10:05pm.



Lori D. Johnson, City of Carlos Clerk/Treasurer