

MINUTES of: City of Carlos Regular Council Meeting

City Hall/ Office, Carlos, Minnesota

Thursday, May 12, 2022 7:00 PM

Meeting was available to be attended in person or over Zoom

1. **Acting Mayor Ronna Berghoff 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 attended via Zoom. Acting Mayor Ronna Berghoff, Council Members Teresa Zwiig, Donna Eveslage and James Young were present. Also in attendance City Clerk/Treasurer Lori Johnson, Fire Chief Colten Steidl and City Engineer Jared Voge.
4. **Meeting Minutes from April 7, 2022 and Corrected March Minutes.** Motion to Approve April and May Minutes was made by Teresa Zwiig; seconded by James Young. Motion passed 4-0.
5. **Miranda Wendtland from CliftonLarsonAllen CPA-Audit Firm presented the Annual Audit Report. Copies of Audit are available on City of Carlos website.**

BECAUSE OF STORM ON MAY 12th, MEETING HAD TO BE SUSPENDED TO FINISH AT A LATER DATE.

MEETING CONTINUED MAY 23, 2022:

Mayor Todd Burgess called the meeting to order at 7:45pm

6. **Donnie Froemming presented to Council:** Requesting variances to ordinances regarding subdivision control (1.) Request to change Title Opinion from being required in Preliminary Plat application and moved to being required in Final Plat (2.) We request a vote to give variance to lots 1-8 on Block 2 to allow 15' setback from street, 10' set back from alleyway, and 10' set back on side. (3.) Request to strike Dedication Requirements for parks (4.) Request to amend \$2000 Escrow Requirement (5.) Request to strike verbiage regarding time constrictions on development. (6.) Request to strike Tree Preservation requirement. (7.) Request a vote to have future discussion related to the topic of implementation of project infrastructure
Motion to approve the variances as requested by Donnie Froemming, with Escrow amended to \$350, was presented by Teresa Zwiig. Motion seconded by Donna Eveslage; motion passed 5-0.
Public Hearing on the Preliminary Plat will be held on the next meeting, June 9th.
7. **John from AlexTronics** presented a proposal for Security Cameras.
8. **Petitions from Public:**
Tom Toenjes: on behalf of Lions, for Carlos Event Center, Tom presented estimate for electric work that needs to be done. Ronna Berghoff made a motion to approve this expenditure for electric work; Teresa Zwiig seconded it. Motion passed 5-0. Next Tom presented 2 quotes for insulation of the storage area (old and new). The more reasonable quote was by Gary Lien and was \$2183 and that includes labor. Ronna Berghoff made a motion to approve the insulation project for \$2183; James Young seconded it. Motion passed 5-0.
Tom brought up another issue: sewer back-up into his basement on May 9th. Comment was made, again, that there is no communication of alarm system to Jeff Gunderson's phone. City engineer Jared Voge commented that he would need to work with Jeff Gunderson to obtain more information to make a recommendation for a solution to this problem. Possibly a camera system can be used to find out exactly what and where the problems are; problem spots can be monitored and cleaned more frequently.
Linda Fread: Requested permission for a tenant of her mobile home park to put up a temporary fence. This would be a black snow fence in his back yard to confine his dog. Council approved this request; this is acceptable within existing ordinances.
Citizen Complaints: Three complaints were received. One was that toxic garbage is being burned. Second, junk and clutter on property. Third was also on junk, clutter and old junk cars. Council responded that the clerk should write letters to give warnings to residents to comply with ordinances.

9. **Report from Planning Committee for New Fire Hall.** Nothing new to report, working on plans – no costs determined yet.

10. City Treasurer Report given by Lori Johnson

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| April 30 Balance City Checking Account: | \$324,459.31 |
| April 30 Balance Savings Account: | \$ 13,113.96 |
| April 30 Balance MPFA Debt Service Fund: | \$ 81,046.54 |
| April 30 Balance CD#6942: | \$100,000.00 |
| April 30 Balance CD#6204 | \$100,000.00 |
| April 30 Balance Bremer Savings Account: | <u>\$164,269.20</u> |
| Total City of Carlos Assets March 31, 2022: | \$782,889.01 |
| Carlos Fire Department CD #6385 | \$ 67,195.85 |

Receipts for April totaled: \$48,798.58

Disbursements for Month of April: \$43,492.65

Claims #2065 - #2083 for month of May total \$9,885.45

Additional Claims #2084 - #2085 \$1,732.73

Late Fees on April water bills sent on May 6 totaled: \$50.67

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

11. **Engineer Report**, Jared Voge: Issues with MPCA have been resolved. As requested, Jared went to 307 Douglas to review the drainage. There is some water flow into that area from the alley; to correct situation there would have to be some grading done and it would be done on the homeowner's property. Council suggested sending a letter to homeowner with Jared's findings as to where and how to improve grading. Since this would all be on private property, it would be homeowners' responsibility.

12. **Public Works Report**: Jeff Gunderson not available. His report may be found on City webpage.

13. City of Carlos Clerk Report

- a) The meters were read on May 2nd and 3rd. We had some trouble getting the Auto-Gun Touch Reader to communicate with Hand Held Device. We had to manually input the touch readings. I was certainly glad that 105 of them were already downloaded with the Radio Reads. Chad from Core & Main will be coming tomorrow or Wednesday to help figure out what the problem is. I did reach out to Gardonville and requested higher speed internet capability for the office; they have not yet gotten back to me. Water bills were done on May 6. There were 10 shut off letters sent. All had paid except two had to be shut off. As of now there is only one customer still shut off. Also included on the water bills was the Annual Dog License Fee and a Message to remind people to bring me their updated Rabies Vaccination records.
- b) We worked on getting a Preliminary Plat Application prepared. I received assistance from Ronna, Jared, Ben and Lynn (who actually came in the office). I was very appreciative of the assistance. We finally arrived at a template. It was a learning experience because I had not done that before.
- c) I received a request from our neighbor, Mary Fuchs: She would like to purchase one of our extra desk chairs.
- d) In addition to the water shut-off letters, I wrote 2 letters to residents: one concerning garbage and one concerning a semi parked on a city street. The person with the semi immediately took care of his situation by renting a parking space from Doug Muyres. The garbage situation has not yet been rectified.
- e) I posted information on our webpage, bank, firehall, Herby's, city office bulletin board and left some flyers at post office regarding this Saturday's Carlos Clean up.
- f) I had reports to file for ARPA to federal government. There were some new updates involved, so the process ended up taking the most of a day.
- g) A request from Gary Lien to purchase 1989 Allied snowblower that we don't use and is in the shed.
- h) Microsoft is requiring that everyone convert to an annual subscription instead of monthly. I reached out to LMC Information Manager to see if there is a cheaper group rate through LMC; we have our adobe purchased through them. She said because it is MS, they cannot secure a group rate. She said there is a government rate, but to get that you have to have at least 20 licenses. She did take the time to look over the invoice we have received from XS Consulting and said it looked correct.
- i) I spoke with Karen Grundei and she has offered to stay on this one last year in case there are any questions, she will be available to help. Sue Midboe has accepted responsibility as Primary Head Judge, and if Jackie Dokken is still willing, she will take the Head Judge Training also. I am forwarding all Election information and contacts to Sue.
- j) I received a form regarding applying EPA approved herbicides along Great River Energy's Utility Corridor. We have to respond yes or no. *Council requested more information.*

- k) Our Locator tool is shot; it is 30 years old. Jeff had Dean from Core & Main send it in to see if it could be repaired. The answer was no, but if we purchase our new one from them, they will give us a \$100 credit. The Locator will cost \$1000 (less the \$100 credit). Todd Burgess presented a motion to purchase a new locator; Donna Eveslage seconded it; motion passed.
- l) I am required to attend a meeting on Friday with Douglas County Emergency Management and FEMA. They are gathering reports of costs to determine if Douglas County will qualify for an Emergency Declaration, in which case we would be eligible for FEMA Funds. I contacted Rose City and got an estimate on putting back up the new City Sign. Jeff's OT hours would be eligible to be included. Debris removal in situations where it blocks a road or driveway can also be included. While speaking with Rose City, I requested a quote on our Main Avenue lights (just heads-not poles).

14. Fire Department Report:

- ISO flow test: 1060 to 1090 gallons per minute with capacity of 2000 to 2700 gallons per minute -as compared to last time test was done 850 gallons per minute, so has improved significantly.
- Call volume: Medical Calls: City of Carlos had 5 medical, Belle Reiver 1, Carlos Township had 6, Alex Township had 1. Fire Calls: None.
- Bobbie Gavin has been voted to CFD to act as First Responder. *Ronna Berghoff made a motion to approve Bobbie Gavin to First Responder; Donna Eveslage seconded it. Motion passed.*
- Revisions were made to New Fire Hall Plan and sent back to Drafter.

15. Ball Park Committee Report: Teresa Zwiieg reported that she completed the thatching and clean up work on the field, as well as the City Park. Ronna Berghoff reported they have played a game on field.

16. Sheriff Department Log: looks good.

UNFINISHED BUSINESS

A. Security Cameras: Already discussed.

B. Meters: Already discussed.

NEW BUSINESS

A. Communicate to Residents Phosphorus Issue: Decided we should put a Notice on website.

B. Put Notice on Webpage: Anyone who would like to be included in our Mass-Messaging system should submit their information to Clerk.

C. Review and Approve CFD SOP: Teresa Zwiieg made a motion to approve the wording of SOP, but request format be cleaned up; Donna Eveslage seconded it. Motion Carried.

MISCELLANEOUS: (a.) Discussion on ways to secure entrance to Brush Pile; was suggested to look into a key FOB system. (b.) City Council and Mayor Elections - Proper procedure? (c.) Request for updated Budget Reports (d.) Teresa reported on attending Emergency Preparedness meeting.

ADJOURNMENT: James Young made a motion to adjourn the meeting; Ronna Berghoff seconded it. Motion passed. Meeting Adjourned at 11:10pm.



Lori D. Johnson, City of Carlos Clerk/Treasurer