

# MINUTES of: City of Carlos Regular Council Meeting

City Hall/ Office, Carlos, Minnesota

Thursday, March 10 17, 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. New Council Member, James Young, was sworn in.
4. 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 Operator Jeff Gunderson, City Engineer Jared Voge Fire Chief Colten Steidl.
5. Meeting Minutes from February 17, 2022. Teresa offered some clerical corrections and clarifications. Donna Eveslage made a motion to approve the corrected Minutes, Ronna Berghoff seconded the motion. February 17, 2022 Minutes were approved 4-0.
6. Carl Kvale, a local realtor was here to represent the contractors who were contemplating the purchase of Gary Lien's property south of town for the purpose of development. According to Carl, the group came to a road block when they seriously started considering the initial costs that would be involved. Mr. Kvale suggested one way to handle these infrastructure costs could be for the City to take out a bond and be repaid over the course of time through assessments as the houses begin to sell. Carl Kvale made the point that the supply of housing is critically low. He said there may be grant funds available from the Economic Development in Alexandria; with the proper applications there may be approximately \$150,000 available. Ronna Berghoff and Todd Burgess commented that Carlos is already committed to building the new Fire Hall, and not sure how much else Carlos could get involved in at this time. Carl reminded them that the new housing would bring in additional tax revenue and that the bonding comes from investors- not the City of Carlos checkbook. It was decided to table it for now and bring in Jason Murray to educate everyone on the process of bonding.
7. Mayor asked for other Petitions from the Public. None presented.

## 8. City Treasurer Report given by Lori Johnson

February 28 Balance City Checking Account:	\$406,068.05
February 28 Balance Savings Account:	\$ 13,112.85
February 28 Balance MPFA Debt Service Fund:	\$ 65,473.65
February 28 Balance CD#6942:	\$100,000.00
February 28 Balance CD#6204	\$100,000.00
February 28 Balance Bremer Savings Account:	<u>\$164,263.71</u>
<b>Total City of Carlos Assets February 28, 2022:</b>	<b>\$848,918.26</b>
Carlos Fire Department CD #6385	\$ 67,195.85

Receipts for February totaled: \$59,667.48

Disbursements for Month of February: \$59,523.87

Claims #2030 - #2042 for month of March total \$21,695.89

Additional Claims #2043 - #2044 \$181.96

Late Fees on February water bills sent on March 7 totaled: \$637.76

Teresa Zwiig made motion to approve the Treasurer's Report and Claims, Donna Eveslage seconded it; motion passed 4-0.

9. Engineer Report, Jared Voge's first item was he brought copies of the zoning map, revised according to Council discussions. Second item, Jared handed out letter to MPCA pertaining to ongoing discussions and negotiations. He went through the letter explaining everything. First of all the MPCA has changed the limit allowed for phosphorus levels and they want to know if we can accept the new limit or if we have to create a plan to make our system accommodate these new levels. Based on projections, Jared's study determined that our current loading system can accommodate the increased phosphorus levels up to a population growth of 650 and the flow system will be OK up to a population growth of 850. Jared said that with additional chemicals added, our system could handle up to 1700 to 2300 population. Jared is recommending that since that the system can handle the population growth by adding chemical, that City of Carlos NOT enter into a large expensive project at this time. Jared said the cost of additional chemicals needed would be approximately \$5,000 to \$10,000. Jared said the Administrator of MPCA indicated that funding would also be available at a future time in which we were getting close to the limit and needed to impose a more comprehensive plan to continue to be under the limit. Jared is requiring that the MPCA give a written response to this letter, confirming that funding will be available in the future if needed. Teresa Zwiig made a motion to approve Jared Voge's recommendation; Ronna Berghoff seconded it; motion passed. Todd Burgess asked Jared what his opinion was on Carl Kvale's presentation. Jared said that there are ways (for example a 429 plan where the entire

bonded amount is due within a certain period of time that the *developers* are held responsible for, involving the project as a whole rather than assessing individual lots), to manage this without as much risk on the back of the City.

## **10. Public Works Report:**

- Jeff Gunderson reported he attended the MRWA Conference and learned that in the near future the requirements for water and wastewater testing are going to ramp up considerably. Jeff said he has been previously doing some of this testing which they are going to start requiring, so he has a baseline to start from. Another point is that as they get stricter on lead testing, we should be OK because we do not have any lead pipes in Carlos. Another test they are going to start to get stricter on is for PFAs. This usually pertains to man-made discharge from industry, which we don't have to deal with here. However, another form of PFA comes from the foam discharge of the Fire department. Fire Chief Colton Steidl said have changed the constitution of the foam chemicals lately, but they still have some old stuff they are not allowed to use. Jeff reminded him to dispose of it properly- NOT pour down the drain!
- The next item Jeff reported on was the concern over the illegal parking habits of a certain resident on 5<sup>th</sup> Street. That person has been warned but continues to park trailers and vehicles in a dangerous and obstructive way. Todd Burgess suggested that from now on just hire a tow truck to remove them. Also it was recommended that the Douglas County Sheriff be involved.
- Third item Jeff reported was that Meter Radios now have a 44 week lead time to receive an order, which will put us into next winter again. So should we ask Dean from Core and Main to get us whatever he can find? Teresa asked about needing some 2-wire types, and how many of those we need. Jeff said we need at least 22 of those. Question was raised as to which funds are available in the budget for this. It was determined that we need an additional 125 meters, at a cost of \$148 each; for a total of less than \$20,000. Another question was raised about new houses and how those meters will be paid for. In our fee schedule, it does state that new houses are required to pay for their own council-approved meter. Ronna Berghoff made a motion to approve the order and purchase of the additional 125 meters necessary to complete the project; Teresa Zweg seconded the motion. Motion carried 4-1. Todd Burgess voted no.
- Fourth item Jeff reported on the unusual amount of snow we have had this year (73 inches). Jeff stated that the last time we had even close to that much snow was back in the day when Rick and Dick Zweg, Curt Severson and Tim Sukke helped out with plowing. Now there is no one to help, and Jeff had more than one person can handle. Larry Roske was available and is an independent businessperson with his own insurance. Jeff asked him to help keep the alleys cleared out as he went by on the streets with the big plow truck and plugged them up.
- Ronna asked about the flags on fire hydrants. Jeff reported most of them had them. Ronna requested Jeff order more so that all hydrants in town will have them.

## **11. City of Carlos Clerk Report**

- The meters were recorded on March 2nd. Because of all the large snow banks blocking residents meters once again the majority of meters were estimated. To avoid Estimation, we simply have to get the rest of the town equipped with Radio Reads. The readings for meters with radios were done within a half hour. Water bills were done on March 7. There was a total of \$637.76 assessed in Late Fees. I checked with WCMNCA and they are still processing 2 applicants from Carlos. I found out the Cold Weather Rule will end April 15. Council suggested that notices get sent out to inform customers that the Cold Weather Rule is ending; anyone with over 60 days past due will get a notice and then if they don't take care of it- their water WILL be shut off.
- I spent many hours the week of Feb 20-25 preparing for Auditors; and worked with them in our office February 28- March 1st. It is primarily completed; they said just a couple questions left, which we can manage over the telephone. The auditors required a lot of adjustments; particularly around transactions involving the First Responders Fund (226). We have been in the process of combining 225 and 226 into one account; Auditors wanted all transactions involving 226 to be consistently coded as 225. This will require adjusting the CFD statements, so I will need to work with Adam Pitcher on that. One additional adjustment the Auditors wanted involved the recording of revenue distributed by Douglas County of our Property Tax to be more specific. They wanted the penalties and interest to be separately noted rather than including them in the general tax revenue.
- Teresa and I spent quite a bit of time trying to figure out the Fire Protection Calculations.
- I have the new Bank Signature Forms that need to be signed by those we agreed will be Signors this year.
- I did reach out to Ben Oelson with questions regarding the time frame required for officially posting the Notice for our Public Hearing on Zoning. He just responded today and said he would send information later today.

- Last date to Register for MCFOA was March 8th, so I did that with City Credit Card.
- The dates are March 22-March 25th. The classes I chose to sign up for include: (a.) Building Strong Teams (b.) Deep-Dive into Elections (c.) Budget 201 (d.) ARPA
- Gary Lien came into the office yesterday and reported that the sale of his property fell through. He asked that I report this to Council.
- I received an email from DEED pertaining to a Redevelopment Conference coming up in April. This will be at Breezy Point Resort and they are providing all meals. This is available to any of our Council members.
- Skywarn Spotter Training class is being held March 17 at Douglas County Public Works meeting room. This is available to anyone. Teresa Zwiég made a motion to approve a Council member going to the Deed Conference at Breezy Point; Todd Burgess seconded it. Motion passed.

#### **10. Fire Department Report:**

- Call volume: slow month
- Training was done on new Ladder Truck Monday night.
- Sub-Committee meeting for new Fire Hall earlier tonight. A few tweaks were put into the generic floor plan. Tim Sukke will be getting that over to the draftsman in Osakis. *Todd Burgess asked if they were also going to reach out to draftsperson in St. Rosa; Colten said I think so.* One request by the Townships was that the meeting room be made larger.
- *Todd Burgess made a comment about training required for driving Ladder Truck; is CDL required?* Fire Chief Steidl said there would definitely be special training for the driving of the truck; a CDL is not actually required.

**11. Report from Council members who went to Township Meetings:** Todd Burgess and Teresa Zwiég attended both Township meetings. They presented the new calculations for 2023 Fire Protection Services. At Carlos Township meeting, they automatically accept the Fire Protection amount and only vote on the First Responder portion. They did approve the amounts presented. Same night went over to Belle River Township meeting. They also approved the new calculations presented for 2023. There was some heated discussion pertaining to the new Fire Hall; primarily centered around lease with ISD206. Todd gave them a copy of actual lease and answered their concerns. Belle River citizens were also concerned that a lot of them live outside the lines drawn for the Carlos Fire Department Protection area; of course they were objecting to having to share in the cost of new Fire Hall when they will not be benefited by it. *Ronna asked about the calculations for the First Responder portion.* Teresa responded that actually the lines on map for First Responders are different than those for Fire Protection, so to try to keep it as fair as possible a separate calculation is done. Ronna Berghoff made a motion to approve the Fire Protection Contract for 2023; Donna Eveslage seconded the motion. Motion carried.

**12. Ball Park Committee Report:** Carlos Cubs are getting ready for registration in April. First home game is scheduled for April 24.

**13. Sheriff Department Log:** It was noted that there are calls logged in that are outside of the city limits of Carlos: on Page 3, page 17, and last page. Todd Burgess said, as Mayor, he will call the Sheriff's Department and discuss our concerns.

### **UNFINISHED BUSINESS**

- A. Planning Committee for New Fire Hall:** Ronna Berghoff presented minutes: Committee met; established specs for layout. Carlos Township requested there be Internet and Zoom capabilities in the meeting room. Concerns were expressed on what potential costs will be; how elaborate of a building was being planned.
- B. Carlos Sign:** Donna Eveslage Reported: She called Bruce with Rose City Canopy, they gave a quote for sign on Office/Shop (\$556), basically a smaller version of highway sign. Donna showed us all what the design will look like. Each of large Highway signs (two signs) would be \$2800; labor would be \$185 per hour. There was discussion about the sign coming into town, by car wash. It was decided to also have that sign updated the same as design as others. Teresa Zwiég made motion to approve contract with Rose City Canopy to do all 4 signs; James Young seconded the motion. Motion carried.
- C. Resolution to Update Credit Card Policy:** The auditors had noted that the policy had never been updated even though now the limit on credit card is \$10,000 instead of \$2,000. It was decided to have the limit set at \$5,000. Teresa Zwiég made motion to pass the Resolution for New Credit Card policy with limit at \$5,000; Ronna Berghoff seconded it. Motion carried.

## **NEW BUSINESS**

- **Carlos Clean- Up Day:** Jeff said he will discuss with Nathan Reinbold from Pope-Douglas Recycling Center to secure a date and let us know at next meeting.

**MISCELLANEOUS:** Teresa Zwiieg asked about the corrections the auditors made. Clerk Lori said she will lay out adjusting entries for everyone to see. This will change the December 2021 Reconciliation, so that will have to be re- presented and signed. Clerk asked Councils' direction as to how to post the entry involving the purchase of new fire truck. Council said best to check with Auditors. Todd Burgess brought up one additional Miscellaneous item: regarding the accident with plow truck to, in the future, get a Sheriff accident report.

## **REMINDERS of UPCOMING EVENTS:**

**ADJOURNMENT:** Ronna Berghoff made a motion to close the meeting to continue with a closed meeting regarding a Personnel Issue. Regular meeting was adjourned at 10:02 PM



Lori D. Johnson, City of Carlos Clerk/Treasurer