

MINUTES

City of Carlos Regular Council Meeting

City Hall, Carlos, Minnesota

Thursday, March 12, 2020 7:00 PM

1. **Mayor Michael Bous called City of Carlos Regular Council meeting to order at 7:00 PM, March 12, 2020.**
2. **Pledge of Allegiance @ 7:00 pm**
3. **Roll Call** was taken: Mayor Michael Bous; Council Members Ronna Berghoff, Teresa Zweig, and Todd Burgess and Council Member Maria Doucette were present. Public Works Official Jeff Gunderson, County Engineer Jared Voge, Fire Chief Tim Sukke, Fire Dept. Secretary Olivia Niblett and City Clerk/Treasurer Lori Johnson were in attendance.
4. **Miranda Wendlandt from CliftonLarsonAllen CPA Firm presented the results of the 2019 Audit.** Reports are available to review upon request.
5. **Meeting Minutes from February 13, 2019 were reviewed.** Todd Burgess made a motion to Approve the minutes, Maria Doucette seconded it. February 13, 2020 Minutes were approved.
6. Mayor asked for **Petitions from the Public.**
 - a.) **Chris Miller** presented his petition regarding his dogs being a nuisance, kids bothering his dogs, and possible solutions to resolve this situation. Discussion about fences; we will check out requirements and get back to Chris.
 - b.) **Linda Fread** presented the petition that the gravel road on East 5th Street is in very bad shape and needs repair. Jeff said he would get some loads of gravel ordered.
7. **City Treasurer Report given by Lori Johnson**
 - a. Water/ Sewer billing was completed and emails were sent out on March 9th.
 - b. All residents that we sent shut-off letters to cooperated and took care of their outstanding bill.
 - c. Receipts were primarily from water bills. There were 2 payments from Douglas County Public Works to pay Invoices for Jeff's Plowing County Roads. There was one deposit from John's Blackridge Credit card, a "rewards" balance that had accumulated and they deposited it to our checking when he closed it out. \$300!!
 - d. Disbursements include the annual Firemen's paychecks, first payment to the Auditors for \$6037.50, Larry Steidl for his services \$3850; otherwise normal utilities and payroll, etc. Also, there was originally a check to MPFA for \$10,125 which I mailed three days before it was due – but the morning it was due he called and had not received it yet so I had to do a wire transfer and void the check. One other unusual activity on the credit card was the payment to Brandon Communications for \$1032. This was done because of a time deadline to apply for a grant.
 - e. Claims: from #1519-1545 total \$26,302.68 This month's claims include the annual payment of \$13,898.43 for Firemen's turnout gear. There are 3 more annual payments, 2021-2023. Rose City Canopy finally sent the bill for their work last November. Otherwise, normal utilities, etc.
 - f. We will need to transfer money from the Bremer Savings account to cover this month's claims. I would suggest \$25,000.
 - Objection was brought to claim#1528 for \$84.99 to buy battery for old police car since it was donated. Lori said she would call Alex Tech to talk to them about that. Motion to approve Treasurers Report (with exception of Claim) and approval of transferring \$25,000 from Bremer Savings to Blackridge Checking made by Todd Burgess, seconded by Maria Doucette, carried 4-0.
- 8 **Engineer Report**, Jared Voge: Nothing to report. Available for questions.
9. **Public Works Report**, Jeff Gunderson
 - a) Rural water convention was great; would've been beneficial to attend all 3 days.
 - b) Filter order is in; they are on sale now.
 - c) All Storm Drains are open.
 - d) Annual Fire Extinguisher Inspection done.
 - e) Janet Aultman, from the Regional Safety Committee will be coming to do a walk though on March 31st to give us heads up if anything needs to be changed for OSAHA's approval.
 - f) No Frost under snow. Ball field lights? *cannot work on lights until late fall
 - g) City Clean Up Day April 25th? * YES, April 25th will work. See attached PDF poster

10. Clerks Report, Lori Johnson

- A. Included in your packets:
- 1) Completed Annual Designation of Responsibilities for 2020
 - 2) Sheriff's Log
 - 3) Current Rates for Humane Society, we will need to update and turn in our agreement.
 - 4) Message from Nathan Reinbald, regarding City Clean-up Day; Jeff will discuss that more fully
 - 5) Documents regarding Muyres Estate Property
 - 6) March 3rd PNP Results
 - 7) Douglas Assessment Board of Review Schedule
 - 8) Possible Grant Funding sent from Jared @ Bolton & Menk; too late, deadline 3/13/20.
 - 9) Possible MN Dept of Health Grant, Jared says this pertains to Well Head Protection.
 - 10) Email from new resident about community activities
 - 11) Memo from MN Dept of Health: they raised their fee from \$6.36 to \$9.72; which means a monthly increase for all of our Health Fee from \$0.53 to \$0.81
- B. Next week I will be attending the Minnesota Municipal Clerks Conference. My classes start at 8 AM Tuesday morning. I will be leaving Monday evening; I will stay at my son's house in Sartell.
- C. The March 3rd PNP went well. We have about 318 registered voters in the City of Carlos. We had 41 people vote, a little more than 10% turnout. All Expenses involved in this Primary are being paid by the Republican and DFL Parties. I will submit our expenses for payment.
- D. I contacted the Humane Society to determine what our "agreement" is with them.
- E. What we currently have in place is any dog that is brought to them: first of all they find out for sure where the dog was found so they know who to call. Then they will call Jeff, whose cell number they have on file to get the City's OK. Then they will keep the dog for 7 days. If the owner comes during that time, they pay the fees. If no one shows up, they charge the City for one week of boarding. After that they consider the dog "theirs". They give it tests to make sure it is healthy; if so, they will have it spayed or neutered and all vaccinations and put the dog up for adoption. So we will need to update our form and return it to them.
- F. RE: Muyres property. The immediate question seems to be, "how do we want to handle assessments?" This will be discussed in "New Business".
- G. There is another training available for Municipal Clerks May 4-8. This one is presented more like classroom education. The cost for this would be \$445. My proposal is: If I can go to this training, I would not ask for any raise in wages this year. I would rather use any money spent on me to become better at my job.
- Ronna Berhoff made a motion to accept this proposal; Teresa Zweig seconded it, motion passed 4-0.

11. Fire Department Report, by Fire Chief Tim Sukke See attached PDF, *Requested Council's permission to give retired firemen old gear which is outdated. Council agreed.

12. First Responders Report: Officially merged with Fire Department, this report will be combined with Fire Department Report from now on.

13. Ball Park Committee Report: Nothing new to report, except *cannot work on lights until late fall

UNFINISHED BUSINESS

- a) **John Rolf** reported on adopting New Ordinances, certain procedure needs to be followed. First, we have to determine zoning of areas are Commercial, Residential, Industrial, etc. John said he would put that together for Council to look at next meeting. Also any parts of old ordinances you want to preserve you have to note that. There were 2 issues mentioned: Fencing and the Quarterly payment of Liquor License. Council agreed to have Lawyer to write up these special ordinances.
- b) **John Rolf** reported on Fire Protection Contract between Carlos Township, City of Carlos and Belle River Township *See attached Report*

➤ Ronna Berghoff made motion to approve Report, Todd Burgess seconded it, passed 4-0.
- c) **John** suggested putting money away for future street projects.
- d) **John** asked if anything else: Council asked about Personnel Policy. John said that has been completed.
- e) **Tim Sukke** asked about any decision on Mason Sukke special assessment. John mentioned that there is a feature in law that says if mistake was done, (honest mistake) there might be a way to change outcome. It was decided to ask City Attorney what our options are and go from there.
- f) Report from Council Members who attended Carlos Township Meeting: No objection to helping with cost of New Fire Hall.
- g) Continued Discussion on new Fire Hall location and Funding: Tim Sukke said he had advice from friend who was an attorney that said stay away from Joint Powers Committee because it involves a LOT of attorney fees. Belle River Township Meeting is on 1st Monday of month. Next meeting April 8th at 8pm at St. Nicholas Church. Lori to call and get Todd and Ronna on agenda.

NEW BUSINESS

- a) **Auxiliary** is planning "Big Truck Day". Would be Sunday, May 3, 2-7pm; Spaghetti Feed. Request Council allow them to block off Main Avenue to display Big Trucks. Todd Burgess made a motion to approve blocking off Main Avenue, Maria Doucette seconded; passed 4-0.
- b) **Muyres Estate property**: Discussion on whether to assess for water and sewer already put into that property. Question was raised as to whether Muyres Estate would sell property to City, thinking then we could assess for water, sewer as **we** sold each lot. Council told Lori to communicate with Klecker about whether Muyres would sell, and how much? Todd Burgess said we can have Jared Voge plot it out. Jared noted that when we get to the point of discussing
- c) Platt posting with book? Council does not want to purchase this.
- d) **Other Items on Agenda** were previously discussed.

MISCELLANEOUS/ UPCOMING EVENTS: Todd asked about progress of demolition of 204 Main Avenue; Ronna said she would ask them and report back next month.

ADJOURNMENT: Maria Doucette presented motion to adjourn, Ronna Berghoff seconded it; March 12, 2020 Council Meeting was adjourned.

CLOSED MEETING was conducted regarding personnel issues.

Lori D Johnson

Lori D. Johnson, City of Carlos Clerk/Treasurer