

# **MINUTES of: City of Carlos Regular Council Meeting**

**City Hall, Carlos, Minnesota**

**Thursday, May 13, 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**
- 2. Pledge of Allegiance @ 7:00 pm**
- 3. Roll Call** was taken; Mayor Michael Bous, Council Members Teresa Zweig, Todd Burgess, Chris Miller were present. Council member Ronna Berghoff attended via Zoom. City Clerk/Treasurer Lori Johnson and Public Works Operator Jeff Gunderson were in attendance. City Engineer Jared Voge was also in attendance.
- 4. Meeting Minutes from April 8, 2021 were reviewed.** Todd Burgess made a motion to approve the minutes, Chris Miller seconded it; March 11, 2021 Minutes were approved 4-0.

**5.**

## **Mayor asked for Petitions from the Public**

- (a.) Linda Fread along with Brad Nyberg from Nyberg Surveying requested that the property including mobile homes and the house at 301 5<sup>th</sup> Street East be separated into 2 parcels. Brad Nyberg presented a picture of property with a line drawn where they would like the property separated. The mobile homes would be on East side and the house on the other. Linda told Council it was her intention to purchase one of the mobile homes for her to personally live in and the house would be for sale. Council wanted to know if there are separate water shut-offs for the house and the mobile homes. Linda Fread and Brad Nyberg did not know if there are 2 separate shut-offs. Michael Bous made a motion that pending confirmation there are 2 separate water shut-offs, Council would approve the separation of the parcel into 2 parts. Todd Burgess seconded it; motion passed 5-0.
- (b.) Linda Fread brought forth a second petition regarding property on corner of Douglas Ave. and 5<sup>th</sup> St E: they have a car on the street that does not have license, title, lights or reflectors of any kind parked on the road that poses a danger to other traffic going by at night. Council said there is an ordinance requiring any vehicle parked on city street must be licensed and functional. Council requested Clerk send letter to resident with warning.
- (c.) Thomas Toenjes presented a petition on behalf of the Lions again regarding the request for a strong beer permit. Clerk had received information that the Lions will have to fill out a new application with the State to have strong beer. Clerk had pulled off an application form off the AGE website that she thought was the appropriate form, and had also submitted a call to personnel at AGE to determine if that is, in fact, the correct form. Currently waiting on response and call back from AGE. Council said Clerk should continue to seek information from AGE. Ronna Berghoff made a motion to approve a license for Lions to have strong beer and wine as long as the license includes specifically that verbiage "strong beer, wine and set-ups" and we get the correct application with AGE; Todd Burgess seconded it.
- (d.) Thomas Toenjes also presented a petition on behalf of the Lions to request that the Council approve that Jeff Gunderson build Lions a cart to put their popcorn machine on. Council recommended Lions buy a cart rather than take up Jeff's time to build one.
- (e.) Thomas Toenjes also presented a petition on behalf of the Lions for permission to expand storage area at the Event Center. Thomas said the Lions would make a 2-year commitment to donate to the City approximately \$35,000 this year and the balance next year. Councilwoman commented that we are in process of trying to get a new Fire Hall built, which would free up storage space in the brown shed. Thomas said another related issue is that in the existing storage area the floor needs to be replaced and they would like to insulate the storage area. Councilman Todd Burgess said he would like to see some numbers and estimated costs before it could be considered and approved.

## **5. City Treasurer Report given by Lori Johnson**

Current Balance City Checking Account:	\$166,013.94
Current Balance Savings Account at First Western:	\$ 13,107.42
Current Balance MPFA Debt Service Fund:	\$ 61,665.52
Current Balance CD#6942:	\$100,000.00
Current Balance CD#6204	\$100,000.00
Current Balance Bremer Savings Account:	<u>\$164,236.35</u>
<b>Total City of Carlos Assets:</b>	<b><u>\$605,023.23</u></b>
Carlos Fire Department CD #6385	\$ 66,893.00

Receipts for April totaled: \$29,698.13

Disbursements for Month of April: \$44,139.70

Claims #1844 - #1863 for month of May total \$12,845.20.

Late Fees On April water bills sent on May 6 totalled \$544.12

There was a question on by Councilman Todd as to why not have the interest on the CDs rolled over to add to the balance. Treasurer said as far as she knew, bank should allow that, if that is what Council decided to do. Councilwoman Teresa Zwiig suggested these CDs be earmarked for certain capital projects. Question was raised as to payment to Rose City Sign, thinking that was paid last month; Treasurer stated that last month it was the invoice to Alexandria Electric that was paid, both of these being for the same project of repairing stadium lights. Treasurer reported that with the combined 2 payments, we have now gone over the budgeted amount of \$6000 for 2021 stadium repairs. Treasurer also made comment that possibly that would result in less of a budget for Stadium in 2022. Councilwoman Teresa Zwiig responded that the overage should just come out of general City Funds and not be subtracted from Stadium budget in 2022. Teresa Zwiig made a motion to approve the Treasurer's Report and Claims, Ronna Berghoff seconded the motion; Motion passed 5-0.

**6. Engineer Report**, Jared Voge said he had noticed that the streets that were done in 2015 Road Projects are looking pretty good, with the exception of some cracks and that at some point those cracks should be filled and sealed. Council recommended we have the same company do the work as did on other side of town because they did a good job.

## **7. Public Works Report:**

- a.) Jeff Gunderson reported Clean-Up day went very well; with the Lions taking over extra items for disposal in the "Green Warrior Project".
- b.) Jeff made a comment that the exact area of the existing storage area is 16x20 and previously it had been brought up that area might be used for a walk-in cooler.
- c.) Jeff reported he had done street sweeping for Carlos, Nelson and Miltona; we bill the County and Miltona for their portion.
- d.) Next Point was the need for Gravel for alleys. Last year we got 10 loads from Tim Sukke at a price of \$1,927. There was some discussion by Council as to whether just putting a little gravel on each year was sufficient to take care of the alleys, or if something more extensive should be done. Jeff said that many years ago (more than 20) there was a project done to do a very comprehensive job on alleys that cost about \$20,000 back then. It was also mentioned that possibly we could tar a couple of the alleys, for example behind post office and alley between Herby's and Event Center. It was stated that would be pretty expensive, and maybe consider that at another time. Todd Burgess made a motion to approve up to 15 loads of gravel as needed; Chris Miller seconded it.
- e.) Question was raised about campers on City property; Jeff said they were the construction guys working on County Road 9 and he had given them permission to be there with the suggestion they patronize the local businesses. Council said it was OK, just in the future they would like to know about it in case anyone approached them with questions.

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

- a.) Jeff took about 2/3 of the readings and after that he could not get the reader gun to communicate with the Sensus Meter Reader unit. Since I cannot get the meter reader to post to the billing software, I manually read and entered each reading from the Meter Reader into the billing system. The 1/3 of residents Jeff could not read, I had to estimate. Bills were mailed out May 6.

- b.) The Municipal Institute that I had wanted to attend was already closed due to limited capacity (even though it is to be virtual classes, they would only accept a certain amount because this is a 3-year program and those registering for the first year will hopefully be taking the 2<sup>nd</sup> year in person, and they only have capacity for a certain amount). That check (#10815, \$445.00) that was signed for my registration has been voided. There is a MCFOA Annual Conference coming up June 15-18. This involves classes, speakers and meeting other clerks. This is going to be held at St. Cloud State University. Because this event also has a limited capacity, I used the City Credit to get registered. The cost of this 3 day event, including meals, was \$325. There is also a limited block of discount hotel rooms; I registered myself for Tuesday and Wednesday nights at a price of \$100 per night.
- c.) The LMC had a small group gathering in Osakis for a few local clerks and elected officials on Wednesday April 28 that I was able to attend. The Osakis Clerk and Mayor, Garfield Mayor, and 2 representatives from LMC were there, in addition to me. It was very nice to actually meet them and discuss various issues; mostly relating to how we have been handling things during the pandemic. They said there will be another chunk of money coming to cities; this is not supposed to have as many rules attached as last years. The LMC president that was there said we should have no trouble using this funding for a more reliable First Responder vehicle.
- d.) I received a notice that there will be a special election in November to fill a vacancy on ISD school board.
- e.) I received 2 calls last week from daycare providers pertaining to large aggressive dogs being loose. They had jumped the orange snow fence at 505 Douglas and were chasing after the little ones as they walked by. I called the Sheriff office and they said they would send someone over to talk to them. I have not heard any more regarding this incident.

**9. Fire Department Report:** No one from Fire Department was in attendance to give report.

**10. Ball Park Committee Report:** Clarke Comer was not in attendance. Ronna Berghouf reported that Carlos Cubs are beginning June 6<sup>th</sup>.

**11. Sheriff Department Log:** Report available for anyone to look at on back table and is on the City of Carlos webpage.

### **UNFINISHED BUSINESS**

- A. Contract with ISD 206:** Clerk provided a copy of T. Klecker letter and draft from School District Attorney with Klecker's comments and red lines on it. The 3 concern's Klecker pointed out were:
  - (a) time line of 2 years to complete construction
  - (b) we need to review default provisions
  - (c) lease has some restrictions on use of property.Councilwoman Ronna stated that we agree to a timeline, probably not just 2 years; it needs to be clarified whether they are referring to getting started on construction or the completion of. The rest of Council agreed with this. Clerk stated that Superintendent Rick Sanstead had called and said the School Board meeting was next Monday and he was wondering if we would have a response to the draft or input on it. It was suggested to set up a phone conference with T. Klecker, T. Sukke and Council members on Monday try to agree on an answer to present to school board.
- B. Contract with OtterTail Power:** Council discussed the information sent to us by OtterTail Power. One thing they are wondering: is the pole replacement required, or can just the fixture be switched out. They do not like the idea of tearing up the sidewalks at this time to put new poles in. If new poles are required, they said they would wait until some future time when they plan to re-do the sidewalks.
- C. Decision on Meter Reader:** 4 Quotes on Meter Reader and/or new meters were considered. If we stay with current company we can get Radio adapters to put on current meters; otherwise the quotes are for new companies in which we would have to get all new meters. Ronna Berghoff made a motion to go with current company, Sensus, and their package deal to get us started for \$16,477.69; Chris Miller seconded the motion. Motion carried 5-0.
- D. Union Contract:** Reviewed and approved for official signing. Todd Burgess made a motion made a motion to have it signed; Ronna Berghoff seconded. Motion carried 5-0.

## **NEW BUSINESS**

- A. Annual Work Comp Application.** Same as previous years. Nothing new to discuss.
- B. Signature required on legal form needed by City Attorney to have access to County Court computer records:** Council agreed this should be signed.

## **MISCELLANEOUS:**

- Michael Bous brought up fact that we seem to have a problem with garbage; possibly one solution could be to get bids on City-wide garbage pickup from various vendors. Council decided that would be worth getting more information on and discussing at the next meeting.
- Michael Bous gave his official resignation as Mayor effective Tuesday May 18<sup>th</sup>; this is due to the fact that he is moving outside city limits and State of MN has law requiring that Elected Officials must live within city limits.
- Chris Miller said he has an issue with his new job of getting here by 7:00: he asked if we could move the meeting to 7:30 or if he should step down from his position. Ronna said yes, there is a complication to moving meeting to 7:30, meetings already run late. It was suggested to Chris that he join the meeting through the audio portion of Zoom until he can get here. Chris agreed that would work.
- Currently Ronna Berghoff is listed as Acting Mayor; there was some discussion and it was decided that Todd Burgess would have more time, and therefore he should be the one to take over as Acting Mayor.
- Point was brought up that we would need an additional check signor. It was decided that Teresa Zwieg would take that responsibility and that Clerk should find out from bank what she needs to do to be on their official list of signors.
- In regards to the empty Council seat it was discussed that if Paul Kruchten still wants to do it, he should notify us in writing; and otherwise Council will scout out possibilities.
- Todd Burgess would like cameras put on Agenda for discussion next month. Michael Bous said he had spoken with Matt and he is retiring out of the business, not taking on any new clients but he suggested we might look into Alex Electronics.
- Todd Burgess also brought up that there has been increased amount of objects on 503 Muyres and it should be reviewed.

## **REMINDERS of UPCOMING EVENTS:**

**ADJOURNMENT:** Todd Burgess presented motion to adjourn, Chris Miller seconded it. Motion carried 5-0. May 13, 2021 Council Meeting was adjourned at 9:25pm.



Lori D. Johnson, City of Carlos Clerk/Treasurer