

# **MINUTES of: City of Carlos Regular Council Meeting City Hall/ Office, Carlos, MN**

**Thursday, November 14, 2024 7:00 PM**

**Meeting was available to be attended in person or over Zoom.**

**Mayor Todd Burgess called City of Carlos Regular Council meeting to order at 7:00pm.**

- **Pledge of Allegiance @ 7:00 pm**

- **Roll Call** was taken: Mayor Todd Burgess, Council Persons Ronna Berghoff, Donna Eveslage, Ashley Wildman were present. Councilman James Young was absent. In attendance: Fire Chief Colton Steidl and Deputy Chief Jacob Steidl, Clerk Lori Johnson, Public Works Kalin Hacker. Also in attendance were Teresa Zwieg, Jackie Dokken, Damon & Katie Bullock, Wayne Johnson, Chris Gallagher representing Blue Collar Bob's, Tom Fischer representing XS Consulting. City Engineer Jared Voge and Quinn Symanietz representing Precision I.T. Solutions attended via Zoom.

- **HEAD ELECTION JUDGE REPORT. COUNCIL CANVASS ELECTION RESULTS**

Total Registered @ 7am:**326** Additional Registered during Election Day :**35** Total Votes:**303**

Mayor: Ronna Berghoff: 168 Lyle Yochim: 85 Write in: 6

Council Member (Elect 2) Amanda Dahmes:70 Ashley Wildman:192 Damon Bullock:119 Write in: 7

- **Meeting Minutes from October 10th were reviewed.** Ashley Wildman made a motion to approve October Minutes, Donna Eveslage seconded them. Motion Carried.

- **Mayor requested Petitions from the Public: there were none**

## **COMPANIES SEEKING TO BE CITY OF CARLOS' IT SUPPORT AND PROTECTION COMPANY WILL GIVE THEIR PRESENTATIONS AND TAKE QUESTIONS FROM COUNCIL. DECISION ON RECOVERING DATA FROM NON-FUNCTIONING D DRIVE.**

**A. XS CONSULTING:** Tom Fischer said he was prepared to answer questions

- Council requested more of an explanation on the Block Time billing. Tom proceeded to explain that the Block Time dollars are used as Carlos requests Support on various issues. We have 10 antivirus licenses which require updates and patches to maintain maximum security. Every night there is a back up of Clerk's computer. For these services there is a monthly bill.
- Regarding the External D Drive that failed: Clerk reported that as the new computer was initially set up the technicians had asked what information was important to be taken from the old desktop computer, she told them that the majority of it needed to be saved because as a government entity we are required *by law* to keep all of those minutes, documents and records. The technicians put what was requested unto the D storage drive. There was a misunderstanding in that Clerk assumed the D drive was being backed up along with daily current information. Unfortunately, that was not the case and when the D drive failed, all those archives were lost. There is a company that can possibly recover that information.
- Tom explained about an alternate way of hiring XS Consulting's services which is through a Support Agreement. This is a flat monthly cost (for our number of computers, it would be \$400) and they then manage our system and take care of whatever we might need for that rate. That does not include hardware or any new or renewing licenses.

**B. PRECISION IT SOLUTIONS:** Quinn Symanietz presented what his Company can offer Carlos through Zoom:

- Quinn started by addressing the issue of Anti-Virus software, recommending a brand called ESET Endpoint Protection which offers best in class protection against ransomware & zero-day threats.
- The Firewall Equipment recommended by Quinn is an enterprise grade system called UniFi Gateway Security Firewall Console with Life Time License.
- The WiFi Access Point is ceiling mounted with 2000' coverage and supports 350+ devices; it does not require annual license renewals; it is a one and done.
- They partner with Synology C2 offering Cloud and Local Back up. All device backups are verified every day.
- RMM Monitoring & Management Software runs 24/7 to track computer issues before the customer is affected.
- PRECISION IT offers a fully Inclusive Support Contract that includes full-time device, trouble ticket, monitoring and support assisting any computer or technology questions that arise.

**C. BLUE COLLAR BOB'S:** Chris Gallagher presenting because Bob had to be onsite with another Customer.

- Needs to assimilate what Carlos' needs are before giving an actual quote: it appears Carlos has 10 computers, printer, need backup and support. Both Bob and Chris have many years' experience in the computer industry, including the special requirements involving government entities, Fully licensed to do any cabling.
- Would like to sit down with Carlos to find out exactly what you need and what you would like to build a customized plan that suits you. Council asked if their company would have a flat monthly rate for support or bill by the hour? Chris replied they would also like to work up a unique plan best suited for us after talking with us.

**COUNCILS' DISCUSSION and DECISION:** (1.) To use the equipment already in place (2.) Definitely need a Support Plan rather per hour billing. Ronna Berghoff made the Motion to continue with XS Consulting, using their \$400 Monthly Support Agreement plan and to have them attempt to retrieve lost data on Storage Device; Ashley Wildman seconded the Motion. Motion Carried.

**REPORTS OF OFFICERS, BOARDS AND COMMITTEES:**

a.) **City Treasurer Report by**

**Lori Johnson**

<b>NOVEMBER TREASURER REPORT</b>	
Oct 31 Balance City Checking Account:	\$150,482.24
Oct 31 Balance Savings Account at First Western:	\$324,785.80
Oct 31 Balance MPFA Debt Service Fund:	\$83,957.42
Oct 31 Bal CD#1242780; Matures 3/18/25, 4.81%	\$205,041.10
Oct 31 Bal CD#1237634; Matures 12/21/24, 5.25%	<u>\$103,403.42</u>
City of Carlor TOTAL:	<b>\$1,248,794.89</b>
Oct 31 Balance CFD Savings Account	\$136,941.63

**Receipts for OCTOBER totaled: \$34,355.72**

**Disbursements for OCTOBER: \$33,201.22**

**Late Fees on Oct. Water Bills: \$196.19**

<u>Date</u>	<u>ELECTION JUDGES PAYROLL</u>	<u>Claim #</u>	<u>Check #</u>	<u>Amount</u>
11/13/24	Darla Barker		11847	\$141.99
11/13/24	Nicole Botzet		11848	\$83.11
11/13/24	Jackie Dokken		11849	\$298.29
11/13/24	Sue Midboe		11850	\$370.12
11/13/24	Marcia Okerlund		11851	\$131.59
11/13/24	Jeff Schiffman		11852	\$83.11
11/13/24	Barbara Trenne		11853	<u>\$180.08</u>
				<b>\$1,288.29</b>

**CLAIMS 2713- 2742 NOVEMBER 2024**

<u>Date</u>	<u>Vendor</u>	<u>Claim#</u>	<u>Check#</u>	<u>Amount</u>
11/14/24	Douglas Cty Sheriff	2713	11854	\$901.20
11/14/24	Alex Rubbish	2714	11855	\$123.32
11/14/24	D&D Mfg	2715	11856	\$235.00
11/14/24	Brothers Market	2716	11857	\$194.53
11/14/24	Gopher State One Call	2717	11858	\$6.75
11/14/24	VOIDED CHECK#s: 11859, 11860, 11861, AND 11862			\$0.00
11/14/24	Menards	2718	11863	\$240.65
11/14/24	ACE	2719	11864	\$109.11
11/14/24	AW RESEARCH	2720	11865	\$198.70
11/14/24	LMC	2721	11866	\$122.25
11/14/24	Bolten & Menk	2722	11867	\$392.00
11/14/24	Auto Value	2723	11868	\$96.69
11/14/24	Northstar Medical Services	2724	11869	\$222.00
11/14/24	Hawkins	2725	11870	\$1,582.18
11/14/24	Ellingson Plumbing, Heating	2726	11871	\$2,319.80
11/14/24	Dakota Supply Group	2727	11872	\$1,167.30
11/14/24	Carr's Tree Service	2728	11873	\$4,400.00
11/14/24	Midwest Lock & Door	2729	11874	\$26.85
11/14/24	Ultimate Safety Concepts	2730	11875	\$8,248.27
11/14/24	Tim Sukke	2731	11876	\$2,287.50
11/14/24	All Flags, LLC	2732	11877	\$397.45
11/14/24	RMB	2733	11878	\$20.00
11/14/24	Carlos Area Fire JPA	2734	11879	\$1,500.00
11/14/24	Premier Specialty Vehicles	2735	11880	\$88,500.00
11/14/24	Jacob Steidl	2736	11881	\$290.78
11/14/24	Evan Hacker	2737	11882	\$76.38
11/14/24	Kalin Hacker	2738	11883	\$404.68
11/14/24	Sue Midboe	2739	11884	\$42.88
11/14/24	Lori Johnson	2740	11885	\$105.86
11/14/24	Brandon Communications	2741	11886	\$2,100.00
11/14/24	Rose City Sign	2742	11887	<u>\$3,000.00</u>

**\$119,312.13**

Ashley Wildman made a motion to approve November Treasurer Report and Claims; Donna Eveslage seconded it. Motion passed.

**b.) Engineer Report, Jared Voge:**

- Updates on the New Fire Hall: in the JPA meetings we are continuing to work on Plans and Specs.
- Update on Water Service Line Project: There was an information letter sent out to residents still on the unknown list as required by MDH. Anticipating possibly some more funding to become available from the State. For now, residents do not have to do anything else. If they would like to finish the survey including photos, we will certainly catalogue those for future MDH requests.

**c.) Public Works Report: Kalin Hacker Reported**

- Discharged the Ponds; did all required testing
  - Brush Pile: approximately 340 yards of compost; we need to decide what we want to do with this. City can use some for ballpark and park area. Possibly sell the rest? To Residents or a company?
  - Question on whether City or Otter Tail Power owns street lights? City owns poles on Main Avenue; Otter Tail services the lights. For a problem with flickering Street Light, report to Otter Tail.
  - Brush Pile continues to be open 8am to 4:30pm M-F until we have snow. Do not plan to plow out there.
  - Kalin has been hauling to dump excess garbage from cleaning things out.
  - Kalin has obtained his CDL license.
  - Next year should look into some new poles for flags
  - Mayor noticed a resident on 4<sup>th</sup> Street that has stakes in at edge of property; probably need to advise him they will be broken off when plowing snow and that City does own the right of way.
  - Wayne Johnson asked if the truck needs DOT every year? Yes, Mayor will check on that.

**d.) Carlos Clerk Report:**

- Meters read 10/31/24. Water bills were done and sent Wednesday November 6th. Late Fees this month were \$196.19.
- I have been working with El Dorado Utility Software to convert all of our data to their system. It has been a lot of work; I think it will be good. For the Reading at end of November and December bills will be using El Dorado.
- I have been working with the IT companies we are the most interested in to present their proposals at November's Meeting, along with XS Consulting.
- I attended the Region III Clerk's Meeting in Hancock. It was very interesting and informational. The City of Hancock recently invested in a new building for their City Hall, Meeting Rooms, Library, Fire Hall. It was absolutely beautiful. It makes me think we should update our City Hall with at least a coat of paint and new carpet. There were two presentations. One was on some very interesting ways to respond to the shortage of Day Care Crisis. The other was a five part presentation from Widseth company. One of the main take-aways I received from that is how important City Planning is. It should be a major project done every 5-10 years by an entire Planning Committee, assistance from an engineer planner, and usually will cost thousands of dollars. The plan is flexible to a point and can be tweaked every year as needed. It is NOT something you tell the clerk to come up with.
- Election on November 5th and the prep leading up to it were very busy. I think it was a record breaking turn out for voters. Our Judges did a Fantastic job!!!
- Bolton-Menk Had a notice I was required to post and sent out flyers and letters to many residents for the Service Line Project that say, "any questions-call 852-3000". I have had a lot of calls and I have absolutely no idea of what to tell these people.
- I have been working with Herby's to help them get their Liquor License renewed. I had to remind them twice to return the form for the MN AGE department. I went to Alexandria to the Sheriff's office to drop off the form and went back to pick it up a few days later when they had finished to pick it up. They still have not decided which Insurance Company they are going to use for 2025. The AGE MUST have a copy of that before they will issue a license. Then, I wrote the letter to Herby's as requested by Council to state very clearly when their payments for each quarter of 2025 will be due. That was received as a "Nasty-Gram". I was asked to work out a way to collect Herby's Fee for Liquor License in 12 monthly Auto Payments. I set that up and sent them an Agreement that needs to be signed. I have not received that back as of this time.
- I was requested by Council to write letters informing people living on Main Avenue of the requirement to file a request for Conditional Use Permit. I have written and sent the letter to 105 Main Avenue. However, I have a question regarding the rest of the letters: This rule should be applied consistently and I am wondering about the people already living on the first floor on Main Avenue, 212 Main and 203 Main.
- Clerk reminded Mayor & Council to turn in hours for 2024 paycheck.

**e.) Fire Department Report: Fire Chief Colten Steidl**

CARLOS FIRE DEPT. CALL LOG OCTOBER 2024						
	<u>City of Carlos</u>	<u>Belle River</u>	<u>Carlos Township</u>	<u>Alex Township</u>	<u>Mutual Aid</u>	<u>TOTALS</u>
<b>MEDICAL</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>8</b>
<b>FIRE RESCUE</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>

- November 24<sup>th</sup> planning on Turkey Bingo.
- Mayor of Nelson, Sean Gay, has requested a quote for fire protection for city of Nelson. Colten had some concerns regarding response time; their current provider, Osakis is about 3 miles closer. Discussion on legal costs involved in re-mapping coverage area. Nelson requested fire protection only, not medical; this would cause complications in formula. Was determined to have conversation with Osakis Fire Chief first.
- Raffle at Herby's December 9<sup>th</sup> @ 6pm. Tickets are \$50 each; Grand Prize \$5,000; Second prize \$3,000; Third place \$1,500. Then \$100 prizes for 4<sup>th</sup> through 10<sup>th</sup> place.

**f.) Ball Park Committee Report, Ronna Berghoff:** Water shut off. Bathrooms winterized & locked.

**g.) Sheriff Department Log:** Looks good.

**UNFINISHED BUSINESS**

- A. NEW FIRE HALL UPDATE:** next meeting November 25<sup>th</sup>.
- B. BRUSH PILE / CITY DUMP:** previously discussed
- C. UPDATE "NUISANCE PROPERTIES":** Mayor Todd brought to Donna Eveslage attention something that had been reported to him; she'll look into it. Donna asked Council's opinion on how long furniture can be left out in front of a person's yard "free stuff". Council responded about a week, sooner if it gets rained on. Clerk mentioned that RESTORE, from Habitat for Humanity will come pick up items that are in good shape, if you call them. You can also get a tax credit for a donation that way.

**NEW BUSINESS**

- A. New Attorney:** Mayor commented that possibly Swenson Lervick Syverson from Alexandria is one to check out along with the one Klecker referred to, Joe Krueger of Quinlivan & Hughes from Long Prairie. Council requested Clerk determine which attorneys locally handle municipalities and send out RFPs.
- B. Resolution to Certify Past Due Water/Sewer bills to Douglas County Property Tax:** Clerk presented a list of residents currently 60 days or more past due and explained they had until the end of month before we have to provide the list to Douglas County. Donna Eveslage made a Motion to Approve Resolution 11-29-2024 to send to Douglas County the list of Residents with a 60 day or more outstanding balance on their water bills to be applied and collected with their 2025 Property Taxes; Ronna Berghoff seconded it. Motion carried.
- C. Schedule meeting to prepare Final 2025 Budget and Tax Levy:** It was decided to schedule this for December 9<sup>th</sup> at 6:30pm. Ronna Berghoff (a member of JPA) introduced information regarding the financing of the New Fire Hall that will need to be considered in preparing the Final Budget and Tax Levy.

**MISCELLANEOUS:**

- Todd Burgess requested Clerk seek information from LMC regarding rules on Council members attendance.
- Address Judge Pay next meeting.
- Clerk brought up the Elected Leaders Institute can be signed up for at any time; the in person classes are February 28 through March 1, however the online portion begins three weeks prior.

**REMINDERS of UPCOMING EVENTS:**

- Turkey Bingo November 24<sup>th</sup>

**ADJOURNMENT:** Ashley Wildman made a motion Adjourn; Donna Eveslage seconded it. Motion carried. Meeting was closed at 10:03pm



Lori D. Johnson, City of Carlos Clerk/Treasurer