

MINUTES of: City of Carlos Regular Council Meeting

City Hall/ Office, Carlos, Minnesota

Thursday, November 10, 2022 7:00 PM

Meeting was available to be attended in person or over Zoom

- a) **Mayor Todd Burgess called City of Carlos Regular Council meeting to order at 7:00pm**
- b) **Pledge of Allegiance @ 7:00 pm**
- c) **Roll Call** was taken: Mayor Todd Burgess; Council Members Teresa Zwiig, Donna Eveslage, James Young and Ronna Berghoff were present. Also in attendance Fire Chief Colten Steidl, Public Works assistant Wayne Johnson, City Clerk/Treasurer Lori Johnson, City Engineer Jared Voge and Head Election Judge Sue Midboe.
- d) Meeting Minutes from October 13, 2022 Minutes were reviewed. Motion to Approve October 13, 2022 was made by Ronna Berghoff; seconded by Donna Eveslage. Motion passed.
- e) **Head Judge Sue Midboe** gave report of City of Carlos results of Midterm Elections November 8th. 208 of possible 349 eligible voters came out; Sue reported the election went very smoothly. Sue reported that for the Local Offices: Todd Burgess re-elected Mayor; Council members Donna Eveslage, James Young, Ronna Berghoff were also re-elected. Teresa Zwiig did not seek re-election. Ashley Wildman won the open seat. Karen Grundei, former Head Judge has retired from that position. We have a new "Head-Judge-in-Training", Jackie Dokken. Wages for her position were discussed. Teresa Zwiig made a motion for it to be \$16 per hour; Ronna Berghoff seconded it. Motion carried.
- f) **Mayor requested Petitions from the Public:**
Linda Fread: Reported that there are 2 campers where people are living on the 225 5th St. E; she asked if this is legal according to our City Ordinances. Secondly, she pointed out that also on that property are old couches and chairs circling a burn pit filled with garbage and cans. *Mayor Todd Burgess said we are aware of the garbage on the property, and the Council is working on it.* Linda also mentioned the garbage on the lawn of 502 Douglas Avenue.

Council decided to have the discussion on this issue now, instead of later under Old Business, since it had been brought up. Clerk Lori stated that the person at 225 5th St E had not been receiving his mail due to unpaid PO box fees, which meant he did not receive the letter previously sent to notify him he was not adhering to City Ordinances to have his yard full of garbage and to demand he correct the situation. *Mayor Todd recommended that a Deputy serve him a letter to make sure he gets it. Council Teresa Zwiig recommended that we have the City Attorney write the letter (hopefully getting a more immediate response coming from the Attorney, rather than Clerk). The question was discussed pertaining to rules about people living in campers. Mayor Todd stated that it states in our ordinances that there cannot be 2 houses per dwelling. It was agreed that this also has to be addressed and City needs to be consistent with rulings. Council directed Clerk to search ordinances for exact language and to have City Attorney write and have Deputy serve the letter.*

Amanda Dahmes: Requested information on what is involved in getting a permit to have chickens. She stated that it would be a beneficial experience for her children. She also stated that she understood there needed to be restrictions and rules involved, but since we are a small rural community it could be beneficial for a lot of families, especially those with kids in 4-H. *Ronna Berghoff read the Carlos Ordinance pertaining to farm animals which states they can only be kept in an agriculture district of the city (which we do not have) or a residential lot of at least 10 acres in size (of which there are none). It was also stated by Council that this issue had been brought up by another resident and he was told "No", he could not have chickens.* Amanda referred to Parkers Prairie (which is twice the size of Carlos) and that they allow chickens under strict rules and regulations. *Mayor Todd said we could look into what other communities are doing, possibly submit a research question to LMC.* Amanda said she would be glad to collect information. *An additional point stated by Ronna Berghoff is that we do not have the staff available to supervise a program such as this.* Amanda volunteered to be in charge of supervising. She asked if there might be room for a medical exception. *Council left this with stating if Amanda could bring more information, we could look at it again next meeting.*

g) REPORTS OF OFFICERS, BOARDS AND COMMITTEES:

a.) Report from Planning Committee for New Fire Hall: Jared Voge has information and reports he has prepared regarding the New Fire Hall that he will present along with the Engineer Report.

b.) City Treasurer Report given by Lori Johnson

October 31 Balance City Checking Account:	\$480,169.89
October 31 Balance Savings Account:	\$ 13,119.26
October 31 Balance MPFA Debt Service Fund:	\$ 38,895.46
October 31 Balance CD#6942:	\$100,000.00
October 31 Balance CD#6204	\$100,000.00
October 31 Balance Bremer Savings Account:	<u>\$164,470.74</u>
Total City of Carlos Assets October 31, 2022:	\$896,655.16
Carlos Fire Dept CD #6385	\$ 67,346.74

RECEIPTS for Month of October: \$31,355.78

DISBURSEMENTS for Month of October: \$286,670.11

CLAIMS #2211 - #2220 for month of November total: \$12,015.07

Late Fees on October water bills sent on November 7 totaled: \$265.98

Teresa Zwiig noted that there was more of a difference between the Receipts Journal with the Deposits on the Reconciliation than normal. Clerk Lori remembered that the draft for the Auto-Draft water payments had not occurred on October 25 when it was recorded in the Receipts Journal, but instead actually occurred on November 2nd. That accounted for \$5,516.58 of the difference. In addition, there is an entry of \$7,780 in the Receipts Journal for the Transfer from the 601 Water Fund to the 303 MPFA Fund. We have a separate bank savings account for the MPFA where that is shown as a receipt. That explains the remaining discrepancy. Ronna Berghoff made a motion to approve the Treasurer’s Report and Claims, Teresa Zwiig seconded it; motion passed.

c.) Engineer Report, Jared Voge:

- Reported that Carlos did receive the draft of Wastewater Treatment Facility MPCA permit via Email from Laura Lacquement . The pre-public notice period is from Oct. 17 to Nov. 16, after which there will be a 60 day public notice in which comments may be made. Jared stated the draft permit is basically what we expected. They did change the language from “Unnamed Wetland” to “Long Prairie River”. Jared requested Council’s permission to contact MPCA and verify this. *Council replied, “yes you have permission; please follow through with whatever you deem necessary”.* The Phosphorus limit is 177kg/yr. After Spring discharge, will determine if additional chemical treatment will be required to keep the annual total under the limit. After the 60 day public notice, the MPCA will issue our permit. A phosphorus management plan will be due 180 days after permit is issued.
- The Second Issue Jared Voge reported on was regarding the new Fire Hall: a) topography, concept site and utility plan that Council authorized Bolton & Menk to produce at the Oct. 13th meeting. Their estimated cost for the site work and utilities is \$877,500.
- Council has not yet received the estimated basic costs on the building from the lumber yard who was initially tasked to do this (almost a year ago). Council therefore appointed Jared Voge and Bolton & Menk to take over getting us the complete initial estimate of costs for the entire project. Jared said he would have that information completed and available for the December meeting. Jared also stated that as soon as an estimate was available, he would email this information to Clerk and Council, and also to Jason Murray so he can begin working on Financing options for us.
- Jared Voge requested this be put forth with a Motion. Todd Burgess made the motion to that Bolton & Menk be assigned the task of providing the comprehensive set of initial estimates of costs for the New Fire Hall Project, to include building material costs, electrical, HVAC, plumbing, site work – the total project cost. Donna Eveslage seconded the motion. Motion passed unanimously.

d.) Public Works Report, Jeff Gunderson not available, on vacation.

e.) Carlos Clerk Report, Lori Johnson:

- Meters read 10/31/22. Water bills were done and sent November 7th
Late Fees totaled: \$265.98. There are 5 customers with balances 90 days or more. Of these 2 of them have told me they are working with WCMCA, but I have not seen anything from them as of yet. I have prepared Letters for these 5. Of course if they pay before November 30th, they will not be included in the Certified List to Douglas County.
- I received the official Order of Annexation from the MBAU Administrator from the Office of Administrative Hearings for the Annexation of the Weibye property. I sent out Letters, as required, to Carlos Township, Douglas County Auditor, MN Secretary of State, Trinity Church, and Toby Weibye. So this is completed. We are required to pay Carlos Township the amount of \$28 in 2023 and 2024; in lieu of the property taxes they will not receive from this property.
- I received returned, undeliverable mail from Ethan Swenson @ 225 5th St E. dating back to March 8, 2022. I asked the Post Office why they had waited until 7 months later to return the mail to us. They responded that Ethan’s fee for his PO box had not been paid; they had all that mail setting in a box waiting for him to pay his bill so they could give him his mail. Didn’t seem right to me. I would have appreciated it being returned immediately so I would realize he had not been receiving his water bills. (He is set up on auto-pay so he was not behind on his account). I have left a couple of messages to him stating I needed an updated mailing address. Included in this returned pile of mail, was the letter I thought I had sent him regarding the mess on his yard. So now I can re-write it with specific dates as Council suggested. I did send an Email, including pictures to Megan Burkhammer for guidance as was suggested. I have included a copy of her response to each of Council.
- I received payment of \$612.50 for old lawnmower from Debbie Burgess. Todd eventually came and got the mower.
- Letter from West Central Initiative confirming we will receive 2 apple trees next spring.
- The Display Sales person has sent me a quote on a couple of varieties of the Snowflake Streetline decorations (these are custom made per order). She told me if we order them now, we will receive the current pricing even though we will not get them until sometime in 2023. We do not have to pay for them until we receive them. She said the prices will be going up after the first of 2023. She also said there may be sales on some pole decorations after the first of the year.

f.) Fire Department Report: Fire Chief Colten Steidl

CARLOS FIRE DEPT. CALL LOG OCTOBER 2022					
	<u>City of Carlos</u>	<u>Belle River</u>	<u>Carlos Township</u>	<u>Alex Township</u>	<u>TOTALS</u>
MEDICAL	1	1	5	1	8
FIRE/RESCUE			1		1

- Colten reported that the heating system in Brown Shed is making noises and it appears there is something wrong with it. Requested that Council authorize someone to come in and check on that. *James Young suggested he could contact a company called Affordable Service from Osakis to come check on it tomorrow. Rest of the Council agreed that was good, James was given Wayne Johnson’s cell number to have him come and unlock the Brown Shed when they arrived.*
- Colten reported that they had contacted someone to come in with an excavator and manage the piles and paths at the City Brush Pile. The Fire Department will schedule a burn after snow.
- Teresa Zwiieg reported she had looked into the status of the money originally donated for the First Responders: (a) ball was dropped between the lawyer and the First Responders. First Responders were supposed to sign a Resolution to Dissolve the First Responders Association; Teresa had contacted John Rolf to see if he knew anything about this Resolution- he does not have it. We need to find that Signed Resolution, First Responders may possibly have it. If we cannot find it, next step is to go back to attorney and ask what the next step is. (b) Teresa did find out that if the money sets in the bank too long, the State will take it. Teresa stated the lawyer working with this is Michael Cass. Teresa said this needs to be resolved and it will take some work; Teresa said she would be willing to work on this. (c) Teresa also found out that the money can not just be combined with the Fire Department funds. It needs to be earmarked a certain criteria within the Fire Department. (d) Teresa did find out from the bank where this money is that the account is still active. Since Teresa is not on the account she could not find out the amount. Savannah Steidl is a signor on the account.

Teresa said she will plan on coming to the next Fire Dept meeting and hopefully have contacted the lawyer by then.

g.) **Ball Park Committee Report:** Nothing to Report.

h.) **Sheriff Department Log:** Report Ok; looked like a pretty quiet month.

UNFINISHED BUSINESS

- A. **Christmas Decorations:** *Council discussed options.* Ronna Berhoff made a Motion to order two of the 7 Snowflake with garland Street Lines unit price of \$4,172 each plus whatever shipping will be; Donna Eveslage seconded it. Motion passed.
- B. **Discuss Troublesome Properties, Attorney's Response.** Discussed earlier in meeting; it was decided to get attorney more involved.
- C. **Update on Digital Speed Signs:** Donna Eveslage had put in a call to get update and has not yet heard back. She did comment that the last she had spoken with the company, they had told her it could take 2-3 months. The company said weather permitting they will install them as soon as they arrive.
- D. **Update on Charter Fiber:** James Young stated the process is involved in "a challenge". James explained that this means that the State is determining which company would be awarded State funding. Gardonville has requested to put fiber in Carlos with the State funding; Charter is proposing to do it without State funding. It will not be put in until next Spring because the process involves trenching.

NEW BUSINESS

- A. **RESOLUTION 11-30-2022 to Certify Past Due Water Bills with Douglas County Auditor:** Ronna Berhoff made a Motion to approve Resolution 11-30-2022; James Young seconded it. Motion carried.
- B. **Set up Budget Meeting to Determine Final Budget and Tax Levy:** It was set for December 6th at 6pm.
- C. **Discuss Wages for Head Judge-in-Training, Deputy Clerk:** Wages for Head-Judge-in-Training, Jackie Dokken, was already determined to be \$16 per hour. It was decided that Ronna and Teresa (the personnel committee) would talk with Karen Grundei (the Deputy Clerk) to determine wages, etc.
- D. **Donna Eveslage brought up the need to determine a back-up for Jeff Gunderson for Plowing Snow:** it was decided that for back-up (1.) Tim Sukke (2) Lakes Area Excavating (3) R&R. Clerk should contact these, in that order, and get confirmation and get an agreement in writing. As far as additional help in the event of a huge snow storm: this would be up to Jeff to determine; just so it is something that can be documented as far as wages and it is set up with our insurance.
- E. **Reminder that Council Members need to provide a list of committee meetings that were attended to come up with an accurate total for the Annual Wages.**
- F. **Election Results need to be Canvassed by Council:** Vicki Doehling, County Auditor has sent Election Results. Ronna Berhoff made a Motion to accept the Canvass of the Election Results; Donna Eveslage seconded it. Motion carried.

MISCELLANEOUS:

- Jared Voge brought up the fact that when Charter eventually starts trenching in fiber, they **MUST** file a right of way permit
- Todd Burgess had a request from a resident to have a tree replaced that had originally been planted in the city right of way (boulevard) in front of her property that was recently been cut down because it was dead. *Discussion from Council was that being the tree was in city boulevard, it was not her tree to start with. The City paying to have the dead tree cut down was doing everyone a favor.*

REMINDERS of UPCOMING EVENTS: Special Budget meeting December 6th at 6:00pm.

ADJOURNMENT: Ronna Berghoff made a motion to adjourn the meeting; James Young seconded it. Motion passed. Meeting Adjourned at 9:03 pm.

Lori D. Johnson

