

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

Thursday, October 10, 2024 7:00 PM

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

Acting Mayor Ronna Berghoff called City of Carlos Regular Council meeting to order at 7:00pm.

Mayor Todd Burgess was absent.

- **Pledge of Allegiance @ 7:00 pm**
- **Roll Call** was taken: Acting Mayor Ronna Berghoff, Donna Eveslage, Ashley Wildman were present. Mayor Todd Burgess and Councilman James Young were absent. In attendance: City Engineer Adam Luckhardt in as substitute for Jared Voge, 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 Bullock. Justin Kurtz, Licensed Public Works staff, attended zoom.
- **Meeting Minutes from September 12th were reviewed.** Ashley Wildman made a motion to approve September Minutes, Ronna Berghoff seconded them. Motion Carried.
- **Mayor requested Petitions from the Public:**

REPORTS OF OFFICERS, BOARDS AND COMMITTEES:

a.) City Treasurer Report by Lori Johnson

OCTOBER TREASURER REPORT

Sept 30 Balance City Checking Account:	\$151,222.29
Sept 30 Balance Savings Account at First Western:	\$323,549.22
Sept 30 Balance MPFA Debt Service Fund:	\$78,641.45
Sept 30 Bal CD#1242780: Matures 9/18/24., 5.06%	\$0.00
Sept 30 Bal CD#1242780; Matures 3/18/25, 4.81%	\$205,041.10
Sept 30 Bal CD#1237634: Matures 12/21/24, 5.25%	\$103,403.42
Sept 30 Balance Bremer Savings Account	<u>\$483,194.58</u>
Total City of Carlos Assets as of September 30:	<u>\$1,481,472.31</u>

Receipts for SEPTEMBER totaled: \$247,469.03 Disbursements for SEPTEMBER: \$279,596.49

Late Fees on September Water Bills: \$161.23 Claim #2693 total: \$4,000.00

Claims #2694 - #2712 total: \$9,511.22

TOTAL CLAIMS for month of October: \$13,511.22

<u>Date</u>	<u>Vendor</u>	<u>Claim#</u>	<u>Check#</u>	<u>Amount</u>
9/19/24	MN State Comm & Tech	2693	11826	\$4,000.00
10/10/24	PAYROLL CHECK: Jackie Dokken		11827	\$384.33

CLAIMS 2694-2711 OCTOBER 2024

<u>Date</u>	<u>Vendor</u>	<u>Claim#</u>	<u>Check#</u>	<u>Amount</u>
10/10/24	Douglas Cty Sheriff	2694	11828	\$901.20
10/10/24	Alex Rubbish	2695	11829	\$123.32
10/10/24	D&D Mfg	2696	11830	\$235.00
10/10/24	Brothers Market	2697	11831	\$339.61
10/10/24	Gopher State One Call	2698	11832	\$5.40
10/10/24	Thornton, Dolan, Bowen	2699	11833	\$525.50
10/10/24	Menards	2700	11834	\$81.55
10/10/24	ACE	2701	11835	\$141.17
10/10/24	JIM&JUDY'S	2702	11836	\$228.38
10/10/24	QUILL	2703	11837	\$167.72
10/10/24	AW RESEARCH	2704	11838	\$169.90
10/10/24	LMC	2705	11839	\$261.00
10/10/24	Alex Irrigation & Landscaping, Inc	2706	11840	\$175.00
10/10/24	Douglas County Demo Landfill,	2707	11841	\$15.60
10/10/24	USABluebook	2708	11842	\$223.52
10/10/24	Central Lakes Restaurant Supply	2709	11843	\$1,587.35
10/10/24	Carlos Firefighters Relief Associat	2710	11844	\$4,000.00
10/10/24	INSPECTRON INC	2711	11845	\$300.00

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

b.) Engineer Report, Adam Luckhardt:

- Updates on the New Fire Hall: in the JPA meetings we are continuing to work on layout; getting some rough costs; targeting a follow up meeting on that at the end of month
- Update on Water Service Line Project: There are approximately 90 residents that did not comply with the Survey Request. We are waiting to hear back from the MDH to let us know what the next steps will be. Everyone that has not turned in adequate information, which includes a picture, will get another letter. Acting Mayor Ronna requested a list of those that have not yet complied with completing the survey, so if it's people we know we can go to them and get it done.
- To address the issue of people living in areas zoned "C-1" commercial: the rules allow for an apartment on the second floor above the business on first floor. To property owners who are, or intend to, have people living on the first floor on Main Avenue, they will be required to file for a conditional use permit. If these properties are sold, the conditional use permit would cease, and the building will go back to being zoned "C-1". The council requested Clerk to write letters informing the owners of 2 properties this currently applies to.
- Pertaining to Ordinances involving Franchise Fees:
 - The document brought to the attention of Council regarding an ordinance with Center Point Energy, dated 5/4/2015, signed by the 2015 Council, was examined and discussed. It was confirmed by current Council that the meaning of this document is that Center Point is exempt from fees for 20 years, until 5/4/2035.
 - Regarding the questions on the Otter Tail Electric Contract: after comparing with the contract we have on file with this document presented by Otter Tail Power with a request for signature; Council advised that if there were no changes, it was appropriate to sign and return the document to Otter Tail Power.

c.) Public Works Report:

- **Justin Kurtz reported via Zoom:**
 - Water Samples were done today and are finished for the year.
 - Brought Kalin a Class D Water study guide to start looking at.
 - Getting the Pond ready to discharge in the next couple of weeks.
 - Kalin has done a really good job so far.
- **Kalin Hacker Reported:**
 - Brush Pile: Carr's Service finished the 22nd load of removing brush from our pile. They decided they could not do any more because the remaining brush was too filled with dirt.
 - Spoke with Lakes Area Excavating and they agreed to separate brush from dirt. It would be late fall or winter before they will have time to get to this. Cost for this will be \$3,000.
 - Kalin will be able to burn manageable piles one at a time, once the dirt is removed.
 - It was decided to re-open the brush pile during Kalin's work hours.
 - Kalin said he would rope off certain areas and put new signage where new brush and leaves should go.
 - Ronna Berghoff made a motion to allow Kalin to do whatever he thinks best to control the brush pile, up to a cost of \$10,000; if the cost goes above that come back to Council to have further discussions. Ashley seconded the motion; motion passed.
 - Kahlin said he will open brush pile during his working hours at end of next week. Clerk will put out public alert.
 - Went to city of Alexandria to look at the Street Sweeper we will be buying from them next spring. Similar to what we have now, more automated, in good condition.
 - CDL driving classes are scheduled for the end of this month.
 - Working on winterizing buildings, equipment. Got hydrants flushed.
 - Tool sale got moved to next week.
 - Will be using gravel on alleys to get rid of potholes.
 - Will fix handle on teeter-totter.
 - Paving Lines: quote is for \$750 to do handi-cap lines by Event Center, by office. Also diagonal parking lines by office. No parking sign in front of garage doors. No parking zone in front of Fire Hall. Ashley

made the motion to approve this striping project, Donna seconded it. Motion passed.

- Kalin is taking vacation November 22-30. Wayne will be available.
- Kalin possibly has someone interested in being back up snow plow driver.
- Note to get new flags put up where needed before Veteran’s Day.

d.) Carlos Clerk Report:

- Meters read 9/27/24 because I would be out of town the next week. Water bills were done and sent Tuesday October 8th. Late Fees this month were \$161.23. 17 Water Shut Off Letters were mailed on 9/17/24. Most paid their balance due; a couple arranged to get assistance from Agencies. Two homes were actually shut off; one still remains.
- I have a worksheet with the Utility Software options so you can get a comparison.
- I have been seeking information on IT companies. I posed a Research Question with the LMC; also I requested from other clerks what they use through the MemberLink in LMC. LMC does not directly provide any IT services, nor will they recommend anyone. They said they could help us with any proposal we do get to help us understand exactly what each is offering in layman’s terms. I have reached out to all in Alexandria area plus a couple others. Some have responded; I have information I have received from them forwarded to the Council’s email. I also reached out to Tom from XS Consulting to let him know we are shopping around, and that the Council would welcome him to come to explain to them exactly what they do provide for us and what each of the costs are for.
- We had a problem with the separate storage block XS Consulting had provided us with. When they first set up the office computer, they asked if there was anything on the old computer I needed to save. I said YES, so at that time they took the info off the old computer and put it on this separate storage device they call “the book”. On my computer, I can access that by going to D drive. That is also where I have been storing all the recordings of meetings. I always assumed they backed up that hard drive along with the rest of the computer every night. Shortly before I went on vacation, this “storage unit-the book” died. I was not too concerned because I was thinking they had all that backed up. Well they have not been backing up this additional hard drive. They sent us the name of a separate company that we can hire to try to retrieve the info. The quotes for that are between \$2000 and \$4000 depending how fast we need it.
- Council recommended that the companies we are considering for IT, along with Tom from XS Consulting come to the next meeting and give their presentations.

e.) Fire Department Report: Fire Chief Colten Steidl

CARLOS FIRE DEPT. CALL LOG AUGUST 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>
MEDICAL	4	3	7	0	0	14
FIRE RESCUE	0	1	3	0	0	4

- November 24th planning on Turkey Bingo.
- Raffle at Herby’s December 9th @ 6pm. Tickets are \$50 each; Grand Prize \$5,000; Second prize \$3,000; Third place \$1,500. Then \$100 prizes for 4th through 10th place.
- CFD thinking it would be wise to have a credit card available for after hours emergencies. Council agreed. Clerk to get one new credit card set up for CFD with \$5,000 limit in CFD and Colten Steidl’s name.

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:

- Working on getting EIN number and taxing authority authorized.

B. BRUSH PILE / CITY DUMP: previously discussed

C. UPDATE “NUISANCE PROPERTIES”: Nothing new to report at this time.

D. Decision Required on gWorks; Retiring Softline

Spreadsheet Comparison of companies available with pricing and pro & cons on each. Clerk recommends El Dorado. Ahsley Wildman made a motion we go with El Dorado for our new Water/ Sewer Software Company; Donna Eveslage seconded the motion. Motion passed.

NEW BUSINESS

- A. **Update on Striping;** Previously discussed.
- B. **IT Company;** Previously discussed.
- C. **CFD Credit Card;** Previously discussed.
- D. **Zoning Discussion;** Previously discussed.
- E. **CENTERPOINT and OTTERTAIL Franchise Ordinances;** Previously discussed.
- F. **Annual Liquor Licenses for Herby's and Lions Event Center:** Mayor Todd Burgess will need to sign this paperwork. Council agreed that Herby's needs to have a written letter sent to them that very specifically sets when each quarter's payment is due.

MISCELLANEOUS:

- Ronna Berghoff stated we should include the Decision on New Attorney on next meeting New Business.

REMINDERS of UPCOMING EVENTS:

- Turkey Bingo November 24th

ADJOURNMENT: Ashley Wildman made a motion Adjourn; Ronna Berghoff seconded it. Motion carried. Meeting was closed at 8:58 pm

A handwritten signature in cursive script that reads "Lori D. Johnson". The signature is written in black ink and is underlined with a solid black line.

Lori D. Johnson, City of Carlos Clerk/Treasurer