

MINUTES of: City of Carlos Regular Council Meeting

City Hall/ Office, Carlos, Minnesota

Thursday, October 13, 2022 7:00 PM

Meeting was available to be attended in person or over Zoom

PRIOR TO MEETING THERE WAS A COUNCIL TOUR OF CITY FACILITIES @ 5:30PM

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, Teresa Zwieg, Donna Eveslage, James Young were present. Also in attendance Fire Chief Colten Steidl, Public Works assistant Wayne Johnson and City Clerk/Treasurer Lori Johnson. Justin Kannas attending from Bolton&Menk in lieu of Jared Voge. Council Member Ronna Berghoff attended via Zoom.

d) Meeting Minutes from September 8, 2022 Minutes were reviewed. Motion to Approve September 8, 2022 was made by Teresa Zwieg; seconded by Donna Eveslage. Motion passed.

e) **Mayor requested Petitions from the Public:**

Tom and Terri Toenges from Carlos Lions Club. When doing the physical properties tour, Tom & Terri met us at the Carlos Event Center. They showed us the new Storage Addition. They had 2 requests: (a)the Hall back door needs to be replaced and (b)Request to purchase a defibrillator for the Event Center. Donna Eveslage made a motion to accept and approve both of these requests; James Young seconded it. Motion Carried.

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

a.) **Report from Planning Committee for New Fire Hall:** Todd Burgess reported that Jared Voge did get in contact with Dustin Tomoson from Ringdahl Architects and the plans were sent to Bolton & Menk. Justin Kannas Reported that there was no survey available, so the first step required would be to get a topographic survey done. After that they will be able to put the building draft that has already been created by the lumber yard with the survey results and come up with a conceptual plan which would include the costs for grading, parking, driveways and utility infrastructure. They would be able to come up with the some rough project costs to send to Jason Murray of Drone & Associates to start working on the Financing. At that point an architect would need to be selected to develop the final design. Then the Construction contract would be awarded. Justin stated that Bolton & Menk could coordinate the entire project. *Council members voiced their opinion that it would be good to have a central point for organizing and putting everything together. Ronna Berghoff voiced an opinion that she would like the work contracts to be awarded to local companies.* Justin replied there are a couple ways to go about this: to hire a general contractor who would subcontract all the various work to people he is comfortable with; **or** hire a Contract Manager and to have more direct control on who is working on the project. Justin warned that this second option sometimes runs into timeline problems getting all sub-companies to work together. Donna Eveslage made a motion that we move forward with Bolton & Menk to get the surveying done and develop a concept plan with estimates that can be presented to Jason Murray to begin work on a Financing plan. James Young seconded the motion. Motion carried 5-0.

b.) City Treasurer Report given by Lori Johnson

September 30 Balance City Checking Account:	\$521,979.82
September 30 Balance Savings Account:	\$ 13,116.73
September 30 Balance MPFA Debt Service Fund:	\$ 31,108.01
September 30 Balance CD#6942:	\$100,000.00
September 30 Balance CD#6204	\$100,000.00
September 30 Balance Bremer Savings Account:	<u>\$164,384.98</u>
Total City of Carlos Assets September 30, 2022:	\$917,832.16
Carlos Fire Department CD #6385	\$ 67,295.85

Receipts for September totaled: \$49,324.47

Disbursements for Month of September: \$26,576.34

Claims #2178 - #2210 for month of October total: \$269,538.44

This includes Transfer Check of \$200,000 from FWB to BREMER SAVINGS

Late Fees on September water bills sent on October 6 totaled: \$206.35

James Young made a motion to approve the Treasurer's Report and Claims, Teresa Zwieg seconded it; motion passed.

c.) Engineer Report, previously reported within New Fire Hall Report.

d.) Public Works Report. Jeff Gunderson not available:

- Clerk Lori Johnson reported that we received 119 radios from Core & Main. We probably have enough to cover the entire town now. Wayne and Jeff have been installing them.

e.) Carlos Clerk Report, Lori Johnson:

- Meters read 9/29/22. Water bills were done and sent October 6th. Late Fees totaled: \$206.35. There were 20 shut off letters sent. Of those, we only had to do 2 shut offs; both of them have since paid and got their water turned back on.
- I was contacted by the MBAU Administrator from the Office of Administrative Hearings. I had used the incorrect template for our Annexation by Ordinance. She emailed me the correct one and told me what I needed to do to finish it correctly. There is a \$100 fee involved.
- I received a complaint regarding 225 5th St E. I personally drove by there and realized it was at **least** as bad as the complaint had stated. I wrote a letter to tell them it is against City Ordinance to have the mess they have. *Council person Ronna Berghoff made a comment that the letter should have included exact dates. Also we should be careful about declaring that they will receive a misdemeanor, because we don't know for certain that will be the result. Ronna suggested better terminology would be to say we will pursue legal charges. It was recommended to get legal guidance pertaining to these letters.* There was another question/complaint by Linda Fread that they have campers on that property with water and electricity hooked up and it appears people are living in them. *Council said they are not allowed to live in the camper; must be checked out to see who is there and how long. Another question came up as to the camper at 105 Main Avenue. Council stated we should search the zoning rules and for sure be consistent with all parties. We should seek legal guidance on this issue as well.*
- I contacted the Auditor's Office to make sure I had the correct procedure for assessing the amount we were invoiced for the clean-up of 505 Douglas to the owners' property taxes.
- I tried to contact the business that does the wood chipping; I received no response.

f.) Fire Department Report: Fire Chief Colten Steidl

CARLOS FIRE DEPT. CALL LOG SEPTEMBER 2022					
	<u>City of Carlos</u>	<u>Belle River</u>	<u>Carlos Township</u>	<u>Alex Township</u>	<u>TOTALS</u>
MEDICAL	0	1	8	2	11
FIRE/RESCUE	1	1			2

- Colten reported the Ladder truck is back from getting repairs. We have received one bill for about \$10,000 and there will be another one coming for approximately \$8,000; so total for ladder truck will be about \$18,000. The truck should be completely safe to use and they are going to start training on it again.
- Next item is they have started researching and shopping for ambulance since we do have the ARP funds that can be designated for that.
- Colten brought up the fund that was donated for First Responders to use as a retirement account (that was later discovered cannot be used for that); seems this is in "legal limbo" and no one really knows where it is and the status of it. Teresa volunteered to reach out to John Rolf to try to find out information.
- Ronna brought up the brush pile; how we had determined on our tour that was a project we would leave in the hands of the Fire Department to take care of. They are able to go ahead and hire an excavator to move piles around however it will best suit their needs. Colton said yes, they will take care of it, but the actual burning will have to wait until snowfall. Donna mentioned that there should be a notice put out to public before they go ahead with the burn.

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

h.) Sheriff Department Log: Report Ok; appeared to be some problems the Sheriff had to take care of.

UNFINISHED BUSINESS

- CANCEL RESOLUTION 2022-9-8. REPLACE WITH ORDINANCE 2022-10-13:** Ronna Berghoff made a motion to approve Rescinding Resolution 2022-9-8 and Adopting Ordinance 2022-10-13; Donna Eveslage seconded it. Motion passed.
- Make Decision on old lawn mower (considering info on rules from LMC):** the LMC stated that an Officer could not purchase an asset from the City, but an employee could under a sealed bid situation. Ronna Berghoff made the comment that Todd's wife could purchase the lawn mower just as well as her husband Matt Berghoff since both Todd and Ronna are Officers. It was agreed. James Young made a motion to let Debbie Burgess purchase the old mower since that bid was higher. Donna Eveslage seconded it. Todd Burgess Abstained. Motion Carried 4-0.

C. Carlos Brush Pile: already discussed.

D. Christmas Decorations: Jeff Gunderson had stated that his main preference is to work with the company Display Sales because he has worked with them before, and they are from Minnesota. Council requested to get pricing on the Snowfake garland options and we will discuss at next meeting.

NEW BUSINESS

- A. Multi-Hazard Mitigation Plan Update 2022 for review and approval:** This is the plan put out by the Douglas County Emergency Management Team specifically for Carlos. They would like us to look it over and make any changes or corrections on it and send it back to them to draw up the final copy. Changes by the Council include changing the wording from City Administrator and Emergency Coordinator to Mayor and Fire Chief. Ronna Berghoff made the motion to accept the plan, with these changes; James Young seconded it. Motion carried.
- B. Approval of Liquor Licenses for 2023:** Donna Eveslage made a motion to approve 2023 Liquor Licenses for Herby's and Carlos Lions; Ronna Berghoff seconded it. Motion carries.

MISCELLANEOUS: Todd Burgess mentioned that the East side Garage Door is not closing tight; a call should be made to Viking Garage door to fix it. It should still be under warranty.

Points from the walk around include: at ball Field: grass clippings, rubber tarp, wheel barrow, water hose, wood scraps left from dugout project. 10 Carlos Ave, 102 5th St. W, 201 8th St, 101 Main, 225 5th St E, 503 Muires, 102 Main, 16 Carlos Ave, barrels stacked against brown shed. It was suggested we get legal guidance as to how much we have authority to request improvements done. It was suggested that some have made improvements which should be acknowledged, but to remind them that there is still room for improvement.

Ronna Berghoff suggested that we contact XS Consulting to get these zoom meetings set up correctly and cc Ronna so she can coordinate a time that will also work with her schedule.

REMINDERS of UPCOMING EVENTS: Election November 8th.

ADJOURNMENT: Ronna Berghoff made a motion to adjourn the meeting; James Young seconded it. Motion passed. Meeting Adjourned at 9:11 pm.



Lori D. Johnson, City of Carlos Clerk/Treasurer