

**MINUTES of: City of Carlos Regular Council Meeting City Hall/ Office, Carlos, MN
Thursday, September 12, 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, Ronna Berghoff, Donna Eveslage, Ashley Wildman and James Young were present. In attendance: City Engineer Jared Voge, Fire Deputy Chief Jacob Steidl, Clerk Lori Johnson, Public Works Kalin Hacker. Also in attendance were Teresa Zwieg, Barb Trenne, Jackie Dokken, Donald Schlosser.
- **Meeting Minutes from August 8th were reviewed.** Ashley Wildman made a motion to approve August Minutes, Ronna Berghoff seconded them. Motion Carried.
- **Mayor requested Petitions from the Public:**
- **Donald Schlosser:** Made comments regarding the Brush Pile and how it has been mismanaged since the beginning. He said in Osakis they don't have any trouble with their brush pile. They have a big sign that says if you are not from Osakis you will be charged \$250 for dumping here, and they have a trail camera set up. COUNCIL RESPONSE: We also have a sign; our penalty is \$400. Osakis has their own police to patrol and supervise the area. We only have the 20 extra hours that we contract for with the Douglas County Sheriff department and they are not going to patrol our brush pile. We have only one full time maintenance person and he does not have time to sit and guard the entrance to the brush pile. Since the storm a year ago May, the brush pile has been getting out of hand and we decided to close it until we can get it cleaned up. We are seeking ideas on how to keep it under control.
- **2 Written Complaints were addressed**
 - 1) CITIZEN COMPLAINT: The weeds at Post Office are out of hand. There's even a little tree growing through the bench. COUNCIL'S RESPONSE: Call Alexandria Post Office and report this.
 - 2) CITIZEN COMPLAINT: Many, many cats at residence in Carlos; multiple cats indoors and out. Estimated about 15-20 cats. These cats appear to be sick, injured, covered with feces and most likely not all have been vaccinated. The concern is for disease and the resident being overwhelmed by the number of cats in the area since the elevator closed. Reference General Regulations Title 9; 91.19. This person needs the cities' help to deal with this. COUNCIL RESPONSE: Find out more information and table it to next month.

REPORTS OF OFFICERS, BOARDS AND COMMITTEES:

a.) City Treasurer Report by Lori Johnson

SEPTEMBER TREASURER REPORT

Aug 31 Balance City Checking Account:	\$191,132.04
Aug 31 Balance Savings Account at First Western:	\$322,436.16
Aug 31 Balance MPFA Debt Service Fund:	\$73,372.13
Aug 31 Bal CD#1242780: Matures 9/18/24., 5.06%	\$200,027.40
Aug 31 Bal CD#1237634: Matures 12/21/24, 5.25%	\$103,403.42
Aug 31 Balance Bremer Savings Account	<u>\$481,907.29</u>
Total City of Carlos Assets as of August 31:	<u>\$1,372,278.44</u>

Receipts for AUGUST totaled: \$34,190.44 Disbursements for AUGUST: \$78,362.15

Late Fees on August Water Bills: \$358.91

Claims #2667 - #2688 total: \$45,143.88

Claims #2689 - #2692 total: \$ 98.76

TOTAL CLAIMS for month of September: \$45, 242.64

CLAIMS 2667 -2688 SEPTEMBER 2024

Date	Vendor	Claim#	Check#	Amount
9/12/24	Douglas Cty Sheriff	2667	11790	\$901.20
9/12/24	Alex Rubbish	2668	11791	\$123.32
9/12/24	D&D Mfg	2669	11792	\$235.00
9/12/24	Brothers Market	2670	11793	\$312.02
9/12/24	Gopher State One Call	2671	11794	\$6.75
9/12/24	Thornton, Dolan, Bowen	2672	11795	\$215.00
9/12/24	Auto Value Parts	2673	11796	\$5.49
9/12/24	Hawkins	2674	11797	\$1,918.55
9/12/24	Ellingson Plumbing	2675	11798	\$140.00
9/12/24	Bolton & Menk	2676	11799	\$216.00
9/12/24	MDH	2677	11800	\$554.00
9/12/24	XS Consulting	2678	11801	\$1,340.00
9/12/24	Menards	2679	11802	\$143.35
9/12/24	TireMaxx	2680	11803	\$1,135.16
9/12/24	Immense Impact LLC	2681	11804	\$665.00
9/12/24	MFSCB	2682	11805	\$107.00
9/12/24	Alex Tech & Comm Coll	2683	11806	\$794.68
9/12/24	Med Compass	2684	11807	\$1,580.00
9/12/24	Douglas Cty Sheriff	2685	11808	\$288.00
9/12/24	Kalin Hacker	2686	11809	\$63.36
9/12/24	LMCIT- P&C	2687	11810	\$25,910.00
9/12/24	LMCIT - WC	2688	11811	<u>\$8,490.00</u>
				\$45,143.88

PART TIME PAYROLL

9/12/24	Wayne Johnson	11812	\$62.79
	VOID	11813	
	VOID	11814	

CLAIMS 2689 - 2692 SEPTEMBER 2024

9/13/24	Sue Midboe, mileage	2689	11815	\$39.80
9/13/24	Jackie Dokken, mileage	2690	11816	\$29.48
9/13/24	Jeff Schiffman, mileage	2691	11817	\$14.74
9/13/24	Barb Trenne, mileage	2692	11818	<u>\$14.74</u>
				\$98.76

Election Judge Payroll - MN State Primary

9/12/24	Darla Barker	11819	\$152.38
9/12/24	Nicole Botzet	11820	\$27.70
9/12/24	Jackie Dokken	11821	\$306.14
9/12/24	Sue Midboe	11822	\$352.06
9/12/24	Marcia Okerlund	11823	\$131.59
9/12/24	Jeff Schiffman	11824	\$110.82
9/12/24	Barb Trenne	11825	<u>\$124.67</u>
			\$1,205.36

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

b.) Engineer Report, Jared Voge:

- 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. Depending on what the MDH is going to require, the City of Carlos may have to get the rest of the Surveys completed. Unfortunately, the time to use the State Grant to accomplish this has expired.
- Updates on the New Fire Hall: in the JPA meetings we are discussing room sizes, bays, site layout. We are planning to have a formal plan with cost estimate to present to the JPA for discussion at their next meeting, September 23.

c.) Public Works Report, Kalin Hacker:

- Found different companies that have large scale grinders, one out of Garfield and one out of Osakis (Mid MN Grinding & Mulch). Waiting for calls back on both of those.
- Would like to request a tool purchase; Milwaukee 7 piece tool kit. It has updated drills, angle grinder, hacksaw. Price would be \$1149 from Ace or Fleet Farm. Todd suggested also check Hilltop. James Young said DSG is having a sale Sept. 30th of 10% off. Council said to work with James to get the best price.
- Tim Sukke has started putting more gravel and improving some of the alleys; one behind water treatment plant, potholes on road out to brush pile. Tim stated that road has sunk quite a bit and to get it built back up to where it was would cost \$7-8 thousand for materials and labor. Council said we should first get the brush pile under control before we put money into re-building that road.
- Quote for black dirt to fill ruts along outer edge of baseball field would be a couple of loads at \$300 each. If they (Tim Sukke) does the work it would be an additional \$800 for labor. Ronna suggested that we use the funds set aside for the ball field. Best to wait until Spring to see what it looks like then.
- Request to have a credit card for miscellaneous expenses. It would be for the same account we currently have; just an additional user and card. Ronna Berghoff made a motion to get the credit card set up for Kalin, Donna Eveslage seconded it. Motion carried.
- Ronna Berghoff made a motion to get Kalin a laptop from Amazon; Ashley Wildman seconded it. Motion carried.

d.) Carlos Clerk Report:

- Meters read 9/3/24. Wayne did Readings since Kalin was off that day. Water bills were done and sent Tuesday September 6th. Late Fees this month were \$358.91. Wayne also flushed water filters and took readings at the water plant and lift station.
- I have been working with Clarke Comer to get our Property & Casualty Insurance, as well as the Work Comp Insurance prepared.
- We had the MN State Primary on August 13th. There were 6 Election Judges working in shifts to cover the long day (7am-8pm). City of Carlos has 324 Registered Voters.
- There were 42 votes; 30 Republican, 11 Democrat, and 1 spoiled ballot.
- We have been working on the budget for 2025. Later in the meeting the Council will set the our initial taxes for the city. This may be adjusted; the final taxes must be Certified to the County by December 30, 2024. Since our population of Carlos was recorded as 502 in the 2020 Census, we also must have a Public Truth in Taxation Hearing Special Meeting sometime after November 24 and before December 30 and held at 6pm or later. This may be scheduled immediately preceding the December Regular Council Meeting. COUNCIL agreed that would be the best time.
- I will be taking off October 1-3. I have already spoken with Jackie Dokken and she has agreed to work those days.
- Todd Burgess stated we need to send out water shut off letters. Clerk agreed.

e.) Fire Department Report: Deputy Fire Chief Jacob 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	3	0	4	0	0	7
FIRE RESCUE	0	0	1	0	0	1

- Mayor asked about any info on Medical Rig? Jacob said it is likely they are going to get one from the same place in Fergus Falls that they got the last one. Waiting for it to be available after they get a new one, we will get their current one.

f.) Ball Park Committee Report, Ronna Berghoff: Nothing to report.

g.) Sheriff Department Log: Just a couple of items mentioned that are outside of City, but they were only a few minutes. Otherwise looked good.

UNFINISHED BUSINESS

- A. NEW FIRE HALL UPDATE:** Working on getting EIN number
- B. BRUSH PILE / CITY DUMP:** previously discussed
- C. UPDATE “NUISANCE PROPERTIES”:** Nothing new to report at this time.
- D. DECISIONS Required for Utility Software:** Clerk reported that she had contacted several companies. They all look like they would work. I called Sensus to confirm they can work with these companies. All have a transfer fee in addition to their regular annual fees. Muni-Link is much more expensive than the others, so not considering that one. Two companies are similar in price and the way they work: Civic and Banyon. Around \$8700 for transition and \$2000 for annual support. The one I am leaning towards is called El Dorado. It is a lot cheaper, about \$3000 (which includes transition fees and the annual fee). They work with UBMax customers like us. They have a Public Alert system included. They also work with Municipal Impact which is where we get our webpage from. COUNCIL suggested Clerk put together a Comprehensive Chart, also check with League to see what other cities are using. We will continue this discussion next month.

NEW BUSINESS

- A. Ellingson Quote; Heaters at Event Center:** the two heaters back by the bathrooms do not shut off. Quote on new ones that can be regulated is \$1886.34 for 2 including labor. Donna Eveslage made a Motion to purchase the heaters for the Event Center; Ronna Berghoff seconded it. Motion carried.
- B. Resolution 9.12.24 to Approve Donation:** Ronna Berghoff made a motion to approve Resolution 9.12.24 of Lions Donation of \$1500; Donna Eveslage seconded it. Motion carried.
- C. Carlos Lions Request to purchase Fryer:** Ronna Berghoff made a Motion to approve purchase of Fryer; James Young seconded it. Motion carried.
- D. Decision on Maturing CD#1242780** Currently the choices are a 6-month CD for 4.81%, 12-month is 4.5%. Donna Eveslage made a Motion to put the currently maturing CD into the 6-month CD at 4.81%; Ashley Wildman seconded it. Motion carried.
- E. Discussion & Decision on Miscellaneous Donations to Civic Organizations, (Community Education, WCI, etc.)** Ashley Wildman made a Motion to donate \$200 to WCI, \$550 to Community Education, \$750 to YMCA (this is for year 2025); Ronna Berghoff seconded it. Motion carried.
- F. Set Taxes Payable 2025** Ronna Berghoff made a motion to set Tax Levy for 2025 at a 4% increase over the current year; Ashley Wildman seconded it. Motion carried.

G. Set Date, Time for: PUBLIC HEARING FOR TRUTH IN TAXATION MEETING:
set for 6:30pm immediately before the December Council Meeting on the 12th.

MISCELLANEOUS:

- Ronna Berghoff suggested we look into getting the street striping & handicap markings to make sure we are up to date and compliant. We will check into Douglas County Sentence to Serve group and Ronna was going to get a quote from a company she knows.
- Todd Burgess said we should look for a different IT company. Some possibilities: Networks for hire, Precision IT, Computer Specialists, etc. Also look into the League for what others are doing. Possibly have XS Consulting come and educate Council as to what they actually are providing for us.
- Ronna Berghoff brought up that the Fire Department should have a credit card to use for after hour times they need gas. Put on next month agenda.
- Todd had been asked by some residents to have new Public Works communicate with them before shoving piles of snow, ice and rocks up on their yards. Another thing to think

REMINDERS of UPCOMING EVENTS:

ADJOURNMENT: Ashley Wildman made a motion Adjourn; Donna Eveslage seconded it. Motion carried. Meeting was closed at 8:53 pm


Lori D. Johnson

Lori D. Johnson, City of Carlos Clerk/Treasurer