

MINUTES of: City of Carlos Regular Council Meeting

City Hall/ Office, Carlos, Minnesota

Thursday, April 13, 2023 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

1. Pledge of Allegiance @ 7:00 pm

2. Roll Call was taken: Mayor Todd Burgess; Council Members Donna Eveslage, Ashley Wildman, Ronna Berghoff and James Young were present. Also in attendance Fire Chief Colten Steidl, City Clerk/Treasurer Lori Johnson and Public Works Manager Jeff Gunderson. Engineer Jared Voge and Finance Professional Jason Murray were also in attendance.

3. Meeting Minutes from March were reviewed. Motion to Approve March 9th 2023 Minutes was made by Ashley Wildman; seconded by Donna Eveslage. Motion passed.

4. Mayor requested Petitions from the Public: Tom Toenges requested a policy be made to have scheduled routine checks on all manholes to avoid ever again having sewer backup into any resident's home. *Councils' response to this is that it is checked regularly. Also now we have the alarm for lift station. Jeff Gunderson reported that the company we hire (supposedly annually) to clear sewer lines did not come last year due to some staffing problems and has not come yet this year. Jeff has been checking the lift station daily to keep an eye on grease build up, etc. Jeff called another company, Johnson Jetline, to come and at least jet out the lift station. When J&R do come this year, Jeff will have them do twice as much to make up for last year.* Tom Toenges also requested (Lions President) that they be included in decision about date of City Clean Up, since they usually are help with this Project. *Jeff Gunderson reported that he has been in contact with Nathan Reinbold of Pope-Douglas Recycling and all of the dates in May are already taken. Council agreed on June 10th.* Tom Toenges said they would discuss that date at their next Lions meeting at end of April and get back to us as to whether Lions will be available to help.

5. JASON MURRAY, Finance Professional from David Drown Associates, Inc.: Jason attended the meeting to advise us on our financing options for the New Fire Hall Building.

- The proposed cost of new Fire Hall is \$3,225,000
- This amount exceeds borrowing threshold for General Obligation Capital Improvement
- Recommendation to use tax exempt Public Project Revenue; this must be issued through an Economic Development Authority
- City of Carlos would need to create an EDA, which requires a public hearing
- In this scenario the EDA borrows the funds and leases the Fire Hall to the city to make the bond payments. The annual lease payments would be part of each year's budgetary levy, increasing it to almost double the current tax levy
- This option would have a higher interest rate and higher issuance cost than other types of financing (for example General Obligation Bonds)
- Jason Murray recommends the City and/or Fire Department to have a formal discussion with the Townships in the served area to arrive at a cost share formula.

6. REPORTS OF OFFICERS, BOARDS AND COMMITTEES:

a.) City Treasurer Report given by Lori Johnson

March 31 Balance City Checking Account:	\$322,209.75
March 31 Balance Savings Account:	\$ 13,163.00
March 31 Balance MPFA Debt Service Fund:	\$ 75,129.13
March 31 Balance CD#1237632: Special 6 mo., 4%	\$99,397.95
March 31 Balance CD#1237634: Special 10 mo., 4.25%	\$99,879.59
March 31 Balance Bremer Savings Account:	<u>\$365,975.36</u>
Total City of Carlos Assets March 31, 2023:	\$975,754.78
Carlos Fire Dept CD #1237127: 12 mo., 3.75%	\$ 67,397.66

RECEIPTS for Month of March: \$34,685.47

DISBURSEMENTS or Month of March: \$38,246.99

CLAIMS #2301 - #2331 for month of April total: \$41,304.99

Late Fees on March water bills sent on April 6th totaled: \$562.58

Ashley Wildman made a motion to approve the Treasurer's Report and Claims, James Young seconded it;

motion passed.

b.) Public Works Report: Jeff Gunderson reported the Lift Station was recently cleaned by Johnson Jet-Line. All readings are normal. Jeff explained the new contract with Minnesota Pump Works is simply a renewal of the agreement we have had with them over last several years. Annual inspections of for hydrants are done. Mower is currently at the dealer in Osakis for a warranty issue. This year so far we have had 98 inches of snow, coming close to being a record year. 259 snow plowing hours. Requesting the Council approve purchase of more gravel to maintain alleys and the gravel road on East 5th Street. *Mayor Todd Burgess said yes, that is no problem; work with Tim Sukke to get what you need.*

c.) Carlos Clerk Report, Lori Johnson:

- Meters read 4/4/23. Water bills were done and sent April 6th. Late Fees totaled: \$562.54. Since the billing went out with the note about the Cold Weather Rule ending April 30, I have received several long past due payments. I will prepare to send out water shut off letters 2-3 weeks before that date; any not paid up by the 30th will be shut off.
- I sent out Garbage Hauler License Applications and Invoices. I have received a complete response and payment from Alex Rubbish; only a Certificate of Insurance emailed to me from West Central Sanitation, and no response from Waste Management.
- There was some excitement regarding emails from Rep. Mary Franson that came on Friday and I did not realize it until Mary figured out my home email and sent the info to me there. Luckily she also sent an email to Donna and our Super-Team was able to get something together to submit to the MN Bonding Committee. Thanks to everyone, especially Ronna and Colten. I am excited to hear how it all turned out!!
- XS Consulting sent an invoice through email and I called the new front desk administrator to ask about it, thinking we probably needed a new Block Time agreement. I was surprised to find out that we used up our entire \$500 that was sent in February and had already accumulated \$603.16 more in invoices! Julie used to give me a heads up when we getting close to needing a new contract. I have copies of Invoices and how they were applied for Council to look at.
- I received 2 emails from West Central Initiative. The first is about the apple trees. The second is about applying for a grant for “Welcoming Week” or maybe kind of a Community Night out.
- I emailed all Council members about CLA billing us for more than they agreed to bill us for. You will need to discuss and let me know what you want me to pay.

d.) Fire Department Report: Fire Chief Colten Steidl

CARLOS FIRE DEPT. CALL LOG MARCH 2023						
The Alex Fire Department and the	<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	1	2	9	3	0	15
FIRE / RESCUE	1	0	0	0	0	1

Fire Department has adopted a new Fee Schedule: \$500 per hour for Fire Calls, with a one hour minimum.

Douglas County has finally received the parts to get the siren fixed. Fire Department passed an Amendment to the Standard operating Procedures: If a Firefighter or First Responder requests a leave of absence while in a probationary status, upon their return from leave of absence, they will begin their probationary period over. While on leave of absence, the firefighter or first responder will be personally responsible to maintain their certifications.

Mayor Todd requested that clerk request time on Alexandria Township agenda to discuss their paying of a proportionate share of the medical expenses incurred by the Carlos First Responders in their serving calls to that area.

e.) Ball Park Committee Report: Clarke Comer reported that first home game would be May 21. Also the baseball club is trying to schedule a home game to be played on Carlos Dayz. Tech college reached out; they seem to want to play on our field again this year. Isaac Peterson is new manager of Cougars team.

f.) Sheriff Department Log: Pretty quiet. Noticed they have now been careful to log out if they are leaving city limits.

UNFINISHED BUSINESS

- A. NEW FIRE HALL:** Discussion pertaining to how to proceed on Financing:
- Meet with township fire hall committee members before addressing the township board as a whole
 - Set up appointment to seek legal advise
- B. Plan for City Clean-Up Day:** already discussed; decision made to take the June 10th date
- C. Light on corner of 2nd Street East:** agreed this is needed; clerk to call Otter Tail Power to get application

NEW BUSINESS

- A. Lawn Clean-Up of Ballfield and City Park:** Ashley Wildman made a motion to once again hire Zwiigs Service to clean up and thatch ballfield and city park; Donna Eveslage seconded it. Motion carried.
- B. Discuss Inter-fund Loan Payback to Sewer Account:**
- Suggested to determine annual amount of any gain in Water Fund, as compared to previous year, to be voted to use as payback amount for that year towards the Loan from the Sewer account. Clerk to look into numbers and report back next month

MISCELLANEOUS:

- Donna Eveslage reported that she is in the process of getting updates on our new Speed Signs.
- Donnie Froeming's new development was discussed. Jeff Gunderson suggested new curb-stops for water mains be used, as the ones in the ground are 23 years old. Also, he suggested that each new residence have their own individual curb-stop to save future complications.
- Mayor Todd Burgess requested YTD Budget reports sent out to all Council members before next meeting
- Ronna Burgess requested getting quotes from other Audit companies

REMINDERS of UPCOMING EVENTS: None

ADJOURNMENT: Ronna Berghoff made a motion to adjourn the meeting; Donna Eveslage seconded it. Motion passed. Meeting Adjourned at 9:20pm.



Lori D. Johnson, City of Carlos Clerk/Treasurer