

# MINUTES of: City of Carlos Regular Council Meeting

City Hall, Carlos, Minnesota

Thursday, August 12, 2021 7:00 PM

Meeting was available to be attended in person or over Zoom

1. Acting Mayor Todd Burgess called City of Carlos Regular Council meeting to order at 7:00
2. Pledge of Allegiance @ 7:00 pm
3. Roll Call was taken; Acting Mayor Todd Burgess, Council Members Teresa Zwiég, Chris Miller and Ronna Berghoff were present. Also in attendance is our newly appointed Council member Donna Eveslage. City Clerk/Treasurer Lori Johnson, Public Works Operator Jeff Gunderson, Fire Chief Tim Sukke and Baseball President Clarke Comer were in attendance. City Engineer Jared Voge attended via Zoom.
4. Meeting Minutes from July 15, 2021, were reviewed. Ronna Berghoff made a motion to approve July Minutes. Donna Eveslage seconded the motion. July 15, 2021 Minutes were approved 5-0.
5. Mayor asked for Petitions from the Public

### Tom Toenges

- A.) Tom Toenges stated, as president of Lions, items presented by Teri Toenges last meeting (front door does not always lock properly and needs new weather stripping) and (need an electrician to come look at plug ins not working) are maintenance items and should not require estimates.
- B.) Tiles at Event Center need replacing (bad to point of tripping hazard). Possibly might need to hire labor to get this done.
- C.) Concern about water bill too high. *Council explained that the reason was because the previous couple of months had to be estimated and is now catching up to normal.*
- D.) In regards to the request last month for City to donate to Neighborhood Night Out; previous years the City has contributed. *Council responded the reason the Council said no last month was because it was requested as "donation", City cannot contribute donations. If the request had been for a "contribution" they would have approved it.*
- E.) Strong Beer license for Lions/Event Center, want to get that finalized. *Council responded they had already approved that in a previous meeting.*
- F.) Storage Remodel: Lions have obtained an estimate for this work from Gary Lien (have requested other estimates, no other contractors responded). *Council responded they would like to think about this issue for another month.*

Ronna Berghoff made a motion to approve the door maintenance, electrical maintenance and tile repair; Teresa Zwiég seconded the motion. Motion passed 5-0.

Cliff Barten brought up the issue that the Sewer Cleaners drove truck through his property to get to manhole without asking permission. *Jeff Gunderson stated that previously Cliff's son had lived there and he was aware that they come in to access manhole. Sewer Cleaners did not realize Cliff was now living there instead. Council said from now on he would be given 24hour notice.*

### 6. City Treasurer Report given by Lori Johnson

July 31 Balance City Checking Account:	\$300,226.04
July 31 Balance Savings Account at First Western:	\$ 13,109.06
July 31 Balance MPFA Debt Service Fund:	\$ 89,932.79
July 31 Balance CD#6942:	\$100,000.00
July 31 Balance CD#6204	\$100,000.00
July 31 Balance Bremer Savings Account:	<u>\$164,244.63</u>
<b>Total City of Carlos Assets as of July 31, 2021:</b>	<b><u>\$767,512.52</u></b>
Carlos Fire Department CD #6385	\$ 66,993.06
Receipts for July totaled: \$112,209.64	
Disbursements for Month of July: \$107,758.76	
Claims #1899 - #1914 for month of August total \$27,504.02	
Late Fees on June water bills sent on August 7 totaled: \$804.41	

Teresa Zwiég made a motion to approve the Treasurer's Report and Claims, Donna Eveslage seconded the motion; Motion passed 5-0.

7. **Engineer Report**, Jared Voge reported that pavement crack repair with Bargaen, Inc. has been completed. Nothing else to report at this time; available for any questions.

Council Requested to hear **PRESENTATION by Bryan Coons about Pavement Restoration** at this time because it relates to Jared Voges report. He reported about new technology, called Replay, of environmentally friendly sealer for streets. He observed when they filled cracks that the asphalt on our streets is still good and is prime candidate for using the Replay to extend the life rather than to go through expense of new Mill & Overlay. Bryan also stated that any work they do now can be billed out in 2022.

Jared Voge commented that he is familiar with the Replay product and agrees that the whole town does not need the Mill & Overlay. Jared suggested doing 2<sup>nd</sup> Street as an example to see how we like it, also the streets that were done in 2015-2016 would benefit from the Replay to preserve them. In regards to pavement on East side, Jared said he would need to review that more before making a recommendation because that area is more worn.

#### 8. **Public Works Report:**

- A. Water Tower Crew was here to do the tower cleaning. This is the first time they have been here in 3 years and when they got in there, they found the tower was nice and clean- the new water treatment facility is doing a good job.
- B. Sewer Cleaners were here and did their annual cleaning.
- C. Bargaen Company filled all cracks in streets throughout town
- D. LMCIT Loss Control Consultant came to check things out and talk with me and Lori for about 2-1/2 hours. He comes once a year to assure we are in compliance and to minimize any Liabilities. He looked over all records I keep for Tower Maintenance, Sewer Cleaning, Safety Data and was happy with all the documentation and we passed with flying colors.
- E. After Sewer Cleaners were here and the Lift Station was cleaned, it was a good time to have the Pump Inspectors come. First time they have been here since we replaced both pumps 2 years ago. Everything clean, calibrations good, running like brand new.
- F. Vacation this year will be from August 16 to Tuesday after Labor Day. Jim Grundei told us he does not want to continue working for the City- says with Grandkids, pull tabs, etc. he is just too busy. Wayne Johnson has been training with me and I feel very comfortable he will do fine while I am gone.
- G. One item pertaining to budget: I made a call to Wadena to check into what they have available for mowers. Nothing at this time, but we can get in on their order for springtime, which they put in by the end of September; that cost would be \$11,040 which saves us shipping costs.
- H. *Ronna asked if there would be another sweeping of streets.* Jeff replied he will sweep before winter.
- I. *Todd asked Jeff if he would recommend a water ban like some other towns are doing.* Jeff replied that at peak he was running 75,000 gallons a day, now ball park has been cut back to 3 days per week instead of 7 which will reduce that amount significantly. I have capability of running 250,000 gallons per day; so we are OK.
- J. *Ronna asked for more details pertaining to Wayne taking over for Jim.* Clerk said that Jim was getting \$15 per hour, and assumed Wayne would get the same. Jeff said that Wayne is adequately trained for taking readings, flushing filters, doing meter readings at end of month, knows where shut off equipment is in case of emergency. *Council said that sounded good.*

#### 9. **City of Carlos Clerk Report**

- A. Meter Readings read; water bills were done on August 7. Chad and Dean from Core & Main came July 20<sup>th</sup> to get our new meter reader properly set up and training. They were not able to train on how to install the radio read adapters; scheduled that for a later date in August. Unfortunately, the day they were going to come, Chad's father had to be air lifted to a Cities hospital; this will be rescheduled in September. Jim Grundei has informed us that he no longer wants to work for the City. Jeff has spent a few training sessions with Wayne to show him what to do while Jeff is on vacation. I sought advice from LMC on shutting off water; then posted a Memo on our City webpage and in Post Office regarding this. I will be sending out shut off letters the first of September. *Council said shut off letters should go out sooner than later because of cold weather rule coming up.*
- B. The bank has re-done all the paperwork to get the signors all up to date at the bank to include Chris and take Michael off. COUNCILMEMBERS: PLEASE DO NOT LEAVE TONIGHT BEFORE YOU SIGN ALL OF THIS PAPERWORK.

- C. August 10 there was a Primary for a School Board position at the Carlos Event Center (Carlos Township, Belle River Township and Carlos City combined). Karen Reported that out of a total of 2240 registered voters; 157 people voted.
- D. The 4-H club dropped off the benches they made to donate to the city. Looking for ideas as to where they should be placed.
- E. Clarke has been working on getting our Insurance Renewal completed. We do have an invoice for the Work Comp portion; the Property and Casualty portion has been accepted by the LMIT and is "bound", do not have invoice for that yet.
- F. **Clarke Comer, our new insurance agent, proceeded to go over a couple of Insurance highlights:** (1.) We have a \$250,000 limit on Equipment Coverage, so street sweeper is now included in group rather than being separate item. (2.) We got the DNR truck entered with a value of \$35,000 (3.) Then we bumped up office value \$20,000 to account for all new technology. (4.) Working with Tim Sukke on getting all volunteer fire personnel to complete the non-smoker form, which gives us a discount. (5.) Workers Comp has minimal changes.

**10. Fire Department Report:** Fire Chief Tim Sukke gave report:

- A. Going to replace First Responder rig with Unit 10 old pumper.
- B. Lost 1 member, Kyle Peterson; moved out of area. Was also a First Responder, so that hurt. Have a possible new recruit that is going to start coming to meetings. If he decides to become a member, we will put him on 1 year probation. Caleb Hacker. Other towns are having similar recruitment problems; thinking of expanding the radius where they can live and possibly putting it on Facebook.
- C. House burn training had to be postponed because it is so dry.
- D. Next month we have been invited to help out with Grape Stomp again.
- E. Was notified that we did NOT get awarded the DNR grant for coming year; we have gotten it last 2 years and they have more applicants than money.
- F. Going to be working at Fair from Thursday 4-9pm.
- G. CFD has decided to purchase Alexandria's used Ladder Truck; now need Council's approval. Transaction would not take place until probably sometime in October when they get their new truck. Alex Fire Dept. took rig to fairgrounds and showed a group of 6 CFD; they also said they will help train in future. The plan is to have a select group which will be trained to drive this truck (it is 80,000 pounds vs. normal 15,000 pounds, a big difference). No repairs needed to make it functional and safe. Thinking of remodeling the shop here for a place to store it; truck is 13' high by 46' long. *Jeff Gunderson said there is a lot of things that can be cleaned out. Todd Burgess commented that it would probably work to take down 1/3 of balcony to make room. Discussion on whether to hire someone to do remodel or have Jeff plus several fire department guys do the job. Todd mentioned that repair costs might be high; but he was on board with purchasing – smart investment. Teresa asked about the truck sitting out at the water treatment plant. Tim said it needs a new skid, which DNR said they could supply. Right now, as is, it is not usable.*
- H. Tim found out at Chief's meeting there is discussion on doing a county wide railroad derailment training exercise.
- I. *Ronna Berghoff made a motion to approve buying the fire truck, as long as there is a designated trained group of people to drive & operate it. Todd brought up question as to how it was going to be paid for. Teresa stated that there is \$10,000 allotted in the CFD budget for equipment that is available. Ronna said she splitting the cost between Fire Department and City would be an addition to her motion. Donna Eveslage seconded it. Motion passed 5-0.*
- J. Tim said another expense that will be coming up is the cordless jaws; it went down again for the 2<sup>nd</sup> time this year and they are looking into replacement costs.

**11. Ball Park Committee Report:** Clarke Comer reported:

- A. Carlos Baseball season is wrapped up. Donated old unused equipment to charity.
- B. *Todd commented that he saw a couple of kids using the batting net as a hammock. Donna said that she, living right next to field, would try to keep an eye out for kids messing around.*

**12. Sheriff Department Log:** Looks good this month; no out of town patrolling.

## **UNFINISHED BUSINESS**

- 1) **REVIEW 2021 YTD Actual vs. Budget; Discussion on 2022 Budget** Teresa suggested Clerk filling in new amounts where available and printing out updated version for Council to go over. Ronna suggested scheduling a special meeting to go over Budget. Scheduled for Wednesday, August 25 @ 7:30pm.
- 2) **Resolution to Accept American Rescue Plan Funds for Carlos:** Ronna Berghoff made a Motion to accept Resolution 2021.8.12; Chris Miller seconded it. Motion passed 5-0.
- 3) **Review and Approval of new Block Time Services Agreement with XS Consulting:** Clerk said she wanted to review with them about some of invoices that were charged at possibly incorrect amounts. Council agreed that was a good idea. Teresa asked if it was ever resolved what the problem was when the computer went down. Lori said it was some kind of "bio" test the system was calling for and they gave her some "key" to use if it happens again. Council wanted to look over invoices. There are 2 monthly fees; one is the Microsoft 365 subscription rate, the other is the monthly fee for monitoring (which should be billed at \$85/hr using Block time contract dollars, but has mostly been billed @ \$95/hr.) Council decided not to pay any more until we get this straightened out. Going forward we should set up a log of every time we call them: the purpose and length. Clerk commented that LMCIT security person said that it was good we had them monitoring for the cyber security. Ronna made a motion to continue another Block Time contract with XS Consulting as long as we get these billing issues taken care of and from now on we keep a log of calls; Teresa seconded it. Motion passed 5-0.
- 4) **Review and Resolution to Adopt Final Draft of Lease Contract with ISD206 for land to build New Fire Hall:** Ronna Berghoff made a motion to accept Final Draft of Lease Contract with ISD206 for land to build New Fire Hall; Chris Miller seconded it. Motion passed 5-0.
- 5) **Todd Burgess stated that one thing that needs to go back on old business for next month is: looking into security cameras.**

## **NEW BUSINESS**

- 1) **REVIEW Douglas County Emergency Operations Plan; Resolution to Adopt**  
Ronna Berghoff made motion to adopt Douglas County Emergency Operations Plan; Donna Eveslage seconded it. Motion passed 5-0.
- 2) **Todd Burgess suggested New Business for Next Month:** Need to establish Acting Mayor in case Todd is unavailable. Council said Ronna Berghoff is already in place for that.

**MISCELLANEOUS:** Todd Burgess suggested we schedule a time for Council tour of facilities and buildings. Ronna Berghoff suggested we do this before the Special Meeting on the 25<sup>th</sup> @ 6:00pm. This was agreed to and scheduled.

Ronna stated we should update Council member info on website.

Tim Sukke requested a key pad be put on overhead door in shop so Fire Dept can access truck without having to find Jeff or Lori. Put on New Business for next month.

## **REMINDERS of UPCOMING EVENTS:**

**ADJOURNMENT:** Ronna Berghoff presented motion to adjourn, Teresa Zwiig seconded it. Motion carried 5-0. August 12, 2021 Council Meeting was adjourned at 10:06 PM.



Lori D. Johnson, City of Carlos Clerk/Treasurer