

# MINUTES of: City of Carlos Regular Council Meeting City

Hall, Carlos, Minnesota

Thursday, February 17, 2022 7:00 PM

Meeting was available to be attended in person or over Zoom

1. Mayor Todd Burgess called City of Carlos Regular Council meeting to order at 7:00pm
2. Pledge of Allegiance @ 7:00 pm
3. Roll Call was taken: Mayor Todd Burgess, Council Members Ronna Berghoff, Teresa Zwiieg, and Donna Eveslage were present. Also in attendance City Clerk/Treasurer Lori Johnson; City Engineer Jared Voge was in attendance via zoom.
4. Meeting Minutes from January 13, 2022. Donna Eveslage made a motion to approve Minutes. Teresa Zwiieg seconded the motion. January 13, 2022 Minutes and Special Meeting January 19, 2022 Minutes were approved 4-0.
5. Mayor asked for Petitions from the Public  
**Tom Toenges, President of Lions:**
  - (1) Event Ctr floor needed refinishing; quote from Service Master which was \$2700. They decided that was too high and Tom and his wife Terri did the work. They are requesting that City pay for wax which came to \$189.
  - (2) Regarding work on additional storage at Event Center: an electrician will be needed to do re-wiring. Lions will get estimates; they believe City should pay for electrician.
  - (3) Insulation: would like the old and new storage areas to be insulated to save on heat bill; Lions are willing to do work but would like City to pay for the insulation.
  - (4) Lions would like to plant tree in City Park in remembrance of Jim Grunde. *Todd Burgess made a motion that City pay for wax; Donna Eveslage seconded it. Motion carried. Ronna Berghoff made a motion to accept tree in Jim's honor; Donna Eveslage seconded it. Motion carried.*
6. **City Treasurer Report given by Lori Johnson**

January 31 Balance City Checking Account:	\$461,946.30
January 31 Balance Savings Account:	\$ 13,112.34
January 31 Balance MPFA Debt Service Fund:	\$ 34,412.61
January 31 Balance CD#6942:	\$100,000.00
January 31 Balance CD#6204	\$100,000.00
January 31 Balance Bremer Savings Account:	<u>\$164,261.19</u>
<b>Total City of Carlos Assets January 31, 2021:</b>	<b>\$873,732.44</b>
Carlos Fire Department CD #6385	\$ 67,195.85

Receipts for January totaled: \$40,805.83  
Disbursements for Month of January: \$129,393.02  
Claims #2006 - #2027 for month of February total \$9,992.67  
Additional Claims #2028 - #2029 \$841.36  
Late Fees on January water bills sent on February 7 totaled: \$543.78  
*There was discussion as to how to account for the additional \$10,000 that is to be transferred from General account to the Fire department for half of cost of new fire truck. It should be noted that this is separate and in addition to our annual \$13,000 for Fire Protection. Teresa raised a question on bills for garage door opener: the cost should be expensed entirely to City rather than 50% to Fire Department. Todd Burgess asked about the claim to pay for donation to Community Education, there was some discussion and it was decided to approve it.*  
Teresa Zwiieg made motion to approve the Treasurer's Report, Claims, Ronna Berghoff seconded it; motion passed 4-0.
7. **Engineer Report**, Jared Voge shared screen to show map as discussed at Special meeting: County Road 9 & Cty. Rd 13 designated as Collector Roads, all other designated local streets. Ronna Berghoff made a motion to approve the Functional Classification map; Donna Eveslage seconded it; motion carries. Jared had sent copies of Zoning Map which were distributed. Jared asked for clarification on several areas on zoning map. First was in NW area, was decided should be Industrial. Then two areas were questioned as to whether R1 or R2. It was decided R1. Then there were a few areas in the center of town should be C1 or C2; it was decided they should all be C1. Jared would update map with these clarifications; next step would be to set a public hearing to adopt zoning map. There was a request from Donnie Froemming to make his property south of 3<sup>rd</sup> Street East to R2 instead of R1. Council said that there could still be special requests to make a specific lot R2, but they did not want to zone the entire area R2. Donnie Froemming also questioned the setbacks for lots on his properties; they have already been drawn and utilities put in- therefore cannot adhere to new setback allowances. He would like the front and rear setbacks to smaller, with always make sure enough room to have off street parking. It was decided to that Donnie would submit a formal plan and then variances will be

discussed. Jared suggested that the Public Hearing to approve Zoning Map be set. Todd Burgess made a motion to have it scheduled for April 7<sup>th</sup> at our meeting; Teresa Zwiig seconded it. Motion passed. Jared reported on a meeting with MPCA, Teresa Zwiig and himself; approach Carlos presented to MPCA was accepted by them. Jared also presented a graph showing flow and loading analysis to determine at what point of City growth will our current facilities no longer meet the Phosphorous Limit. The current limit would be exceeded with a population growth of only 150 people. Because this is a new limit requirement, the City would be eligible for grant funds to bring our system up to compliance level – if we decide to proceed with a facility plan now. We will need to make a decision by the next meeting. *Todd Burgess made the comment to NOT accept the current situation and to proceed with plans to improve our facilities with grant assistance to meet future growth; the other Council members agreed. Jeff Gunderson stated there were a couple of ways to proceed: create new pond, resurrect old 2-acre pond- ideas should be discussed at next meeting.* Jared said he will bring more information to next meeting.

#### **8. Public Works Report:** Jeff Gunderson reported

- Some private individuals had been pushing their snow- but did not push it far enough back to start with and are now running out of room. Black car and white cars have been moving out of way for Jeff to plow. Excursion in front of Ironwood Construction finally left today, however Jeff expects there will be something else parked out there. Another problem is at 502 Douglas, vehicles and trailers are parked in a way that interferes and obstructs normal traffic. Need to have letters sent they are in violation of ordinance.
- Snowplow hydraulic hose broke down on holiday and thanks to Lakes Area Excavating for helping; took about 5 hours for repair. Jeff bought them a couple cases of beer out of his own pocket as thanks.
- Regarding Meters: snow is just too high to get into yards to read meters. Of the 98 Radio Adaptors that have been purchased, there are only about 18 left. We should order enough to cover entire town, so when weather improves they will be able to install them. When ordered, there is already a long wait. One issue that we have run into is that houses built by Victor Roob in the southern addition were installed by their plumbers and they did not bother to hook up the 3<sup>rd</sup> wire, which we need for the radio adaptors. For these it would be good to get the 2-wire Radio Adaptors. Also on the manufactured homes need to have the 2-wire kind.

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

- The meters were recorded on February 2nd. Because of all the large snow banks blocking residents' meters and Jeff spending a lot of time plowing snow as well of fighting off being sick, the majority of meters were estimated. The readings for meters with radios were done within a half hour. Water bills were done on February 7. There was a total of \$543.78 assessed in Late Fees.
- Due to not feeling well, I missed about a week of work. I had a Covid test and fortunately it came back negative. So, it was just normal flu. Thank you all for understanding and being flexible with re-scheduling the meeting for tonight.
- I was able to re-schedule the Audit with CliftonLarsonAllen to February 28- March 1st. This will give me a good, dedicated week to prepare.
- The new Fire Truck was delivered. We were able to put together a check for them. We might want to double check the way it was posted. We had discussed the City paying half and the Fire Department paying half; however, there is not have an account in the General Fund that was suitable for this. I made our annual transfer to the Fire Department of \$13,000 and posted the payment from the Fire Department.
- I contacted the bank to have the "catch-up" transfers from checking to the MPFA Savings Nov. and Dec. of 2021. I also did another "catch-up" transfer for Jan. and Feb. of 2022. We will be set up back on a regular automatic transfer schedule as of March 5th.
- They have announced the dates for the Minnesota Clerks and Finance Officers Association to be March 22- March 25th. That was a very good experience for me last year; I learned a lot and got to know some of the other clerks. I plan to attend this year as well. I have to decide which of the classes to sign up for.

**10. Fire Department Minutes for 2-14-2022:** The meeting was called to order by Colten Steidl. Secretaries report was read, motion to accept by Jake Steidl, seconded by Steve Niblett. Treasurer's report was not read, Adam Pitcher was not in attendance.

- ❖ Contract for Nasty Habit is completed, and down payment has been paid
  - Jeff will donate half the cost of the band
  - Food trucks will not be brought in, as the food is too popular and quite a bit of the customers is there for food and to support the department
  - Matt Berghoff is going to talk to Rick Severson to see if we can get power from Behengs again.
  - A fence will be placed around the dance this year, so no coolers or glass are brought in
    - Need to decide where the fence will be placed, as well as making sure renters that are going to be affected are notified.
    - Need to talk with the Baseball Association to see if they have any fencing that we could borrow, or if we need to buy some prior to the dance

- Assignment sheet will be completed later on, closer to dance
- Jeff will have bean bag tournament again this year
- Parade will start at 2 again this year, last year it went well and there was good timing between the water fights and when the band started
- Everything is about the same with CNL as it was with HBN, except unsure of signage, Todd will look into that
- Pete is trying to get a hold of the trailer seller again so that we have it for the dance
- ❖ Ladder truck is here, need to decide equipment will be placed on it
  - To be ISO certified we would need to have 1500 feet of LDH- but that is strictly for homeowners within the city that are so many feet from a fire hydrant, so does not necessarily pertain to us
- ❖ Unsure where the bylaws for the department are, needing to update, Olivia will work on that
- ❖ Attendance policies have been updated, and signed and placed in all files
  - Included in this is 6 meetings a year, 12 hours on truck training, and 1 hour with a certified instructor
  - Also brought up there is to be no alcohol consumption at trainings or calls
  - Daytime attendance is low again, need to make sure it is increased as there were 12 calls last night, and only 4 were responded to
  - Cannot count the call if the truck does not roll out, and the sheriff department contacted the chief regarding attendance
  - Discussed if we should just bring in first responders, place them on the fire department but do not require them to go through fire training, yes, that will be placed in advertising
- ❖ Need to order more pagers, and nothing was brought up regarding grant at the chiefs meeting.
  - Tim Sukke made a motion to order 4 pagers, seconded by Andy Schmitz
    - Tim will order the pagers, as well as contacted Chad to reset the radio in the ladder truck to program it to Carlos
- ❖ We are able to get Narcan for the First Responders, but will not be as it is too much of a hassle
- ❖ Railroad class/drill is in August, when it gets closer, we need to pick a weeknight when to do this, will replace Monday night training
- ❖ Fire Hall sub-committee need to meet soon-they will pick a date and let everyone know
- ❖ Darrin will be retiring March 2022, need to find is start date as he would like to retire on that date as well
- ❖ Need to order: one axe handle, six swatters, four Indian Packs, and Duct Tape
  - Motion to accept by Ted Niblett, seconded by Todd Whiting
  - Needing saw blades as well, but TJ is able to get some from work
- ❖ Pipeline Safety Training is March 1<sup>st</sup> at the Holiday Inn, let Evan know if you would like to go and he will RSVP (dinner provided)
- ❖ City and Townships will need call numbers
  - City Council meeting was rescheduled, will be this Thursday the 17<sup>th</sup>
  - Township Meetings will be March 8<sup>th</sup>, needing people to attend all

Motion to adjourn by Parker Sukke, seconded by Ted Niblett.

Jeff Dahl, Teresa Zwieg, Todd Burgess, and Mike Michaelson in attendance.

1. Rick Zwieg (X)	10. Stanley Niblett	19. Bob Steidl
2. Maria Doucette	11. Matt Thoennes	20. Jon Doucette (X)
3. Eric Thesing (X)	12. Steve Niblett (X)	21. TJ Carlson (X)
4. Ted Niblett (X)	13. Derek Steidl (X)	22. Adam Pitcher
5. Tim Sukke (X)	14. Darrin Thesing (X)	23. Jacob Steidl (X)
6. Todd Whiting (X)	15. Olivia Niblett (X)	24. Colten Steidl (X)
7. Parker Sukke (X)	16. Evan Hacker (X)	
8. Matt Berghoff (X)	17. Andy Schmitz (X)	
9. Kalin Hacker (X)	18. Savanna Steidl (X)	

- Fire Chief Colten Steidl turned in Calls Sheet to be used in formulas for new Fire Protection amounts for Carlos and Belle River Townships, and Carlos City. Also, Colten noted that the Emergency Relief refresher course only had one attendee, rather than the 4 we were billed for. Clerk said she will get that corrected. Another concern is a donation made out to Carlos Fire Department needs to be deposited into Fire Department account; bank won't allow it to be deposited into City account.
- Ladder truck is here and in service. Will be putting stickers on.
- CFD has a sub-committee for planning the new Fire Hall. Will be able to bring more specifics as to size needed and layout to accommodate all the trucks and equipment to next meeting.
- Asked about call list to notify everyone in case City has announcement or change. We can put Colten and other Fire Department members on our Call list.
- Carlos Fire Department got recertified for ISO. Expectations are that the ISO rating will be improving; that will benefit everyone in town on their homeowner's insurance. They will be back this summer to do further flow testing with the City which will increase the rating even more. Jeff Gunderson added that with all the new construction projects we probably have double the flow capacity from what they have on their records (last calculated about 20 years ago).

11. **Ball Park Committee Report:** Nothing to report. It is covered with snow.
12. **Sheriff Department Log:** It was noted reported time spent at Brothers' Market is not within City Limits and should not be paid for by City of Carlos. Clerk said she had already called them on that and had short-paid by 1.75 hours.

## **UNFINISHED BUSINESS**

### **A. Discussion and Decision on new Council vacancy:**

James Young, a resident of Carlos, volunteered to fill the 3-year term that was left vacant when Chris Miller resigned the end of December. Todd Burgess made a motion to appoint James Young to this position; Donna Eveslage seconded it; motion passed.

### **B. Planning Committee for New Fire Hall:** Todd and Ronna are the City of Carlos representatives; Tim, Eric, TJ, Jake, Andy and others make up Fire Department sub-committee. Of those, 2 need to attend overall committee. Bill Krivanek has been appointed from Carlos township, Jerry Lusty will represent Belle River township. Ronna Berghoff is the coordinator for the Committee.

### **C. Assign Responsibility for Fire Protection Contract between Carlos Township, City of Carlos and Belle River Township:** Clerk Lori Johnson said she will work on it if Teresa will collaborate. Teresa agreed.

### **D. Carlos Sign:** Donna Eveslage Reported: She has obtained a couple of quotes. First one is from Rose City Canopy, they created a sample of sign having bright colors: each sign (two signs) would be \$2800; labor would be \$185 per hour and each sign would take between 4-6 hours. They proposed using aluminum bond material, screwing that into the plywood and then rebuilding the back side of sign so there is not a wind tunnel. Rose City was concerned the sign is too far away from turn to Carlos; Donna explained that we are bound by regulations governing State Highway protocol. In regard to lighting, Rose City said you could use solar power, but in their opinion that is a maintenance nightmare. We don't know if electricity would be an option out there. Donna got another quote from Winning Edge: they have not created a design at this time, but gave a rough estimate that if we went with ¼" alumicore the price would be \$2268; if we went with ½" alumacore the price would be \$2556 per sign. Their cost of labor to design and to install was quoted as \$75 per hour. For both plans they would use the original posts and neither would be able to do more than give quotes until the snow melts. *Jeff Gunderson commented that the sign out by the carwash and the sign here on this building could use touching up. Council agreed that was a good idea. Todd Burgess commented that some stop signs need to be replaced. Teresa commented that we need to make sure all the fire hydrants have flags, so in case of fire the CFD can easily locate the hydrants under all this snow.*

## **NEW BUSINESS**

- **Discuss Zoning; Work on Next Steps**
- **Decide on Language of Adjusted Ordinance for Land Use**
- **Approve Zoning Map, or make adjustments**
- **Set Time/Date for public Hearing**

Todd Burgess stated we have taken care of most of these already. Clerk should email Ben Oelson about the language for updating ordinance.

**MISCELLANEOUS:** Carl Kvale, Realtor, would like to be on Agenda for next month. Donna brought up that she had heard that Drown & Associates were good to contact for City Finances We told her that is already who we work with, in particular, Jason Murray. Teresa Zwiieg brought up that the Fire Department was wondering if there is a copy of their by-laws around here someplace. Teresa found out from a former Council member that there never were By-Laws for the Fire Department because that would fall under the City; however there possibly could be a Hand Book someplace. It was suggested that the LMC has Templates to use to put one together and another source of reference would be other Fire Departments.

## **REMINDERS of UPCOMING EVENTS:**

**ADJOURNMENT:** Ronna Berghoff presented motion to adjourn, Donna Eveslage seconded it; motion carried. February 17, 2022 Carlos Council Meeting was adjourned at 8:50 PM.



Lori D. Johnson, City of Carlos Clerk/Treasurer