

MINUTES of: City of Carlos Regular Council Meeting

City Hall/ Office, Carlos, Minnesota

Thursday, February 9, 2023 7:00 PM

Meeting was available to be attended in person or 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 and Fireman Tim Sukke, Public Works Superintendent Jeff Gunderson, City Clerk/Treasurer Lori Johnson, and City Engineer Jared Voge.

3. **Meeting Minutes from January** were reviewed. Motion to Approve January 12, 2023 was made by Ronna Berghoff; seconded by Donna Eveslage. Motion passed.

4. **Carlos Elementary Teachers:** Abby Johnson, Stephanie Groetsch, and Kristen Schmidt presented their plans to use the school district field beyond the currently used area as outdoor learning spaces with landscaped green areas. They had questions regarding access to water lines. Jeff Gunderson said it shouldn't be a problem and that he would assist them when they got that far.

5. **Lynn Timm, Building Inspector:** Lynn came to meeting to comment on Building Permit Fees and presented a comparison to what Alexandria has. She was available for questions. Mayor Todd said we were curious as to what other *smaller* towns use for building permit fees.

6. **Mayor requested Petitions from the Public:** None.

7. **REPORTS OF OFFICERS, BOARDS AND COMMITTEES:**

a.) **City Treasurer Report given by Lori Johnson**

January 31 Balance City Checking Account:	\$367,023.37
January 31 Balance Savings Account:	\$ 13,132.03
January 31 Balance MPFA Debt Service Fund:	\$ 62,289.18
January 31 Balance CD#6942:	\$100,000.00
January 31 Balance CD#6204	\$100,000.00
January 31 Balance Bremer Savings Account:	<u>\$365,384.50</u>
Total City of Carlos Assets January 31, 2023:	\$1,007,829.08
Carlos Fire Dept CD #6385	\$ 67,346.74

RECEIPTS for Month of January: \$33,101.66

DISBURSEMENTS for Month of January: \$41,207.78

CLAIMS #2261 - #2285 for month of February total: \$41,465.59

Late Fees on January water bills sent on February 7th totaled: \$497.14

Donna Eveslage made a motion to approve the Treasurer's Report and Claims, Ashley Wildman seconded it; motion passed.

b.) **Engineer Report, Jared Voge:**

Jared stated that all of his comments pertain to the New Fire Hall, which will be discussed in "Unfinished Business".

c.) **Public Works Report:** Jeff Gunderson

- Only comment Jeff had pertained to Lakes Area Excavating combining their fee for managing brush pile on same invoice as their sidewalk plowing.

d.) **Carlos Clerk Report, Lori Johnson:**

- Meters read 2/3/23. Water bills were done and sent February 7th Late Fees totaled: \$497.14.
- The CLA Auditors came January 24th and 25th. The week before they came I had 55 assignments to submit to their portal. When they were here, they had (as always) many more requests for items to pull out and explain. Karen Grundei was not able to help because she had recently had surgery on her leg and it wasn't healing like it was supposed to. The Auditors still email me requests, this morning I had 3 more. I am getting through all of it; I will still be trying to put the office back in order and re-file everything well into next week.
- As you remember at last month's meeting the printer sounded like it needed help. I called our printer repair person, he realized that it needed a whole new replacement part, which he had to order. The part did not come in until the second day the auditors were here. That crippled my preparation of some of the assignments the auditors had requested, because I was also unable to use the scanner.

- The temporary Cisco router that XS Consulting brought for us to use while they were getting ours fixed had less ports on it. When they installed the temporary one, they said to just alternate what was plugged in and I could leave the Zoom cord unplugged until we were ready for a meeting. As it turns out, the cord that transfers data for the zoom iPad is also the way it receives its power. There fortunately was enough reserve battery for us to get through our January meeting, but by the end of the month when the Fire Hall committee met, it was completely dead. We now have our original one repaired and reinstalled, so we should be OK.
- For some reason, I have not yet been able to reconcile the January Statement. I worked on it last night until 10pm, then decided to prepare the claims for tonight and go back to the reconciliation later.
- I do not plan to attend the Clerk's Conference in St. Cloud this year. I am sure I can get much of the information I need through downloads from LMC. I am thinking about going to a networking meeting for my local Clerks region in Garfield on February 15. I also received an invite to a networking meeting in Fergus Falls on February 24th with special guests Val Martin, an Economic Development Authority Director and Greg Wagner from WCI.
- I received an email from DCSO requesting we provide a list of items we would like them to focus on, with the related ordinances. If you could provide me that list, I will try to look up the correlating ordinances. *Council commented that we have all ordinances online. Just send him the link; don't waste your time going through all this.*
- Hopefully the 3 new Council members have been receiving their downloads from LMC regarding their conferences they are signed up for.

e.) Fire Department Report: Fire Chief Colten Steidl

CARLOS FIRE DEPT. CALL LOG JANUARY 2023						
	<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	2	0	7	0	0	9
FIRE / RESCUE	0	0	1	0	2	3

- Brush pile was burned. They will get the debris all pushed back together and light it again at some point, before Spring.

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

g.) Sheriff Department Log: It was noted that there was a log of an hour and a half of patrolling in Miliona. Clerk agreed to email Sheriff's Department about that.

UNFINISHED BUSINESS

A. NEW FIRE HALL: Jared Voge handed out documents

- On the first document, per request of Council at last meeting, their team has done some research into grants and funding options. Jared went over first Memo is a Summary of Grants available and chart in back explains what each is for and includes links of each for more information. The majority are for equipment related items; however they did find a couple, (Otto-Bremer Trust and State Farm) that possibly could apply to the new building. Jared noted that some towns are working with State legislators to obtain bonding bills; that would be an option for Council to write Mary Franson and Torrey Westrom. Jared reported on the HR3728 bill was researched and they found that in 2021 it was a referred to Sub-Committee on Economic Development Public Buildings and Emergency Management but did not move past that Sub-Committee and was never enacted as legislation.
- The second document is a drawing of what was discussed at the last meeting – of reducing it to one story, the bays modified; 6 Columns. *Fireman Tim Sukke noted it would be better not to have to deal with columns.* Jared said he could draw it both ways so they could discuss it. *Councilwoman Ashley asked the purpose of meeting rooms?* She was told that the bays for firetrucks would have locks on them so the meeting room could be available to public. Jared continued saying the overall height of the building was decreased and they modified the plan to only be one unisex bathroom with 2 showers. 6 full bays and a half bay for First Responder rig. Jared requested that Council would look these plans over and get back to him by the end of next week so he can start to crunch some numbers. *Mayor Todd asked about the possibility of reducing the height over 2 of the bays and the half bay to 14' instead of 16'; would that be a cost savings?* Jared said he would check into it.

- Fireman Tim Sukke said he had recently had a good conversation with Alan Zeithamer (school board member who has been advocating for us since this project began 10 or so years ago). Alan had said the school board was willing to help in any way they could and he also suggested it is very worthwhile to contact legislators.
 - Jeff Gunderson commented that it is important to keep the meeting room nice because it does get A LOT of use. Mayor Todd stated it is a pretty good size meeting room.
- B. Update Building Permit fees:** Councilwoman Donna Eveslage said she had emailed each of Council members a copy of Freeport building permit fees, for a comparison. Mayor Todd commented on one thing he noticed from the email Donna had sent was their Fire Department charges individual residents for calls they make and assistance they perform. The residents are able to turn these charges into their insurance companies and get reimbursed most of the time. Todd noted we have not done that in past but might be something to look into. Donna Eveslage reported on her investigation of what other towns are charging for sweeper, lawn mower fees. Ashley Wildman made a motion to accept our ordinance fee schedule as is; Donna Eveslage seconded it. Motion passed.
- C. Decision on Holiday Street Lights:** Council decided not to purchase any additional lights at this time.

NEW BUSINESS

- A. Fire Protection Contract between Carlos Township, City of Carlos, and Belle River Township:** Council stated that the calculation should be based on an 8% increase of expenses from last year; this is \$84,240. Clerk stated she is able obtain the other data to input into the calculation from County personnel. Council requested to be notified when the meetings are so they can put it into their schedules and that the townships also like to have someone from Fire Department to attend in case of questions.
- B. Decision on whether to move Carlos CDs into new terms:** Council decided to move both of the \$100,000 CDs into the new Special Rates now available. Donna Eveslage made a motion to put CD #406942, normally maturing on April 16th into the 10 month special at 4.3%, understanding there will be a \$150 penalty for early closure of this one; Ashley Wildman seconded it. Motion passed. Ashley Wildman made a motion to move the other CD #406204 maturing October 16th to the 6 month Special at 4.04% rate, understanding this will have an early withdrawal penalty of \$750; Donna Eveslage seconded it. Motion passed. It was also agreed to roll accrued interest back into the CDs instead of depositing into general fund.
- C. SIGN UNION CONTRACT:** Ronna Berghoff made the motion to accept the Union Contract as written; James Young seconded it. Motion passed.

MISCELLANEOUS:

- Donna Eveslage requested confirmation that we are going to bill the 3 garbage services the \$100 fee. Clerk said yes, that was agreed upon.
- Another question was raised by Donna as to the business on Main Avenue (that formerly was the elevator); now that he blocked off main door is it still a business? Council said that he does have a business there and might be living there as well. It was discussed whether that was allowed because it is zoned C-1. It was noted that there are several other apartments on Main Avenue. Jared said that those would be grandfathered in because they were there previously; any new residences would need a conditional use permit.
- Jeff Gunderson asked if he should get an application from Otter Tail Power to put in a light pole on corner of 3rd Street and Carlos Avenue, since there will be new buildings going up there? Yes.

REMINDERS of UPCOMING EVENTS: None

ADJOURNMENT: Ronna Berghoff made a motion to adjourn the meeting; Ashley Wildman seconded it. Motion passed. Meeting Adjourned at 9:06pm.



Lori D. Johnson, City of Carlos Clerk/Treasurer