

# MINUTES of: City of Carlos Regular Council Meeting

## City Hall, Carlos, Minnesota

Thursday, January 14, 2021 7:00 PM

Meeting was available to be attended in person or over Zoom

1. Mayor Michael Bous called City of Carlos Regular Council meeting to order at 7:00 PM
2. Pledge of Allegiance @ 7:00 pm
3. Oath of Office was taken by Mayor Michael Bous, Councilman Todd Burgess, and Councilman Chris Miller.
4. Roll Call was taken: Mayor Michael Bous; Council Members Ronna Berghoff, Teresa Zweig, Chris Miller and Todd Burgess were present. City Clerk/Treasurer Lori Johnson and Public Works Supervisor/Personnel Jeff Gunderson were also present. City Engineer Jared Voge attended via Zoom.
5. Meeting Minutes from December 10, 2020 were reviewed. Todd Burgess made a motion to approve the minutes with a correction; Teresa Zweig seconded it; December 10, 2020 Minutes were approved 4-0.
6. Mayor asked for Petitions from the Public. There were none.

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

Current Balance City Checking Account:	\$354,992.32
Current Balance Savings Account at First Western:	\$ 13,105.23
Current Balance MPFA Debt Service Fund:	\$ 45,450.36
Current Balance CD#6942:	\$100,000.00
Current Balance CD#6204	\$100,000.00
Current Balance Bremer Savings Account:	\$164,225.55
<b>Total City of Carlos Assets:</b>	<b><u>\$777,773.46</u></b>
Carlos Fire Department CD #6385	\$ 66,542.93

Receipts for November totaled \$199,309.25

This includes the November 2020 Property Tax Settlement from Douglas County of \$87,571.08. It also includes the Second half of LGA from the State of \$47,058.00.

Disbursements for Month of December: \$43,004.84

Claims #1749- #1770 for month of January total \$150,788.38. This includes our final Bond Payment to Wells Fargo for \$91,237.50 and our Final Bond Payment to First Western Bank & Trust for \$35,656.25

Motion to approve Claims and Treasurer's Report by Todd Burgess, seconded by Ronna Berghoff. Treasurer's Report approved 4-0.

8. Engineer Report, Jared Voge, Participated through Zoom. Presented his Memo regarding 2021 Fee Schedule: SAC -\$2,000 per unit, WAC- \$1,500 per unit, Sewer Trunk Area- \$2,500 per acre, Water Trunk Area- \$2,250 per acre. Jared recommended, after the audit, to consult with David Drown Associates to confirm that is an appropriate charge and comparable to other towns.

### 9. Public Works Report: Jeff Gunderson:

1. Read Meters.
2. Snow Plowed 3 Times
3. Rose City Canopy came and installed Score Board and fixed lights on one pole.
4. Otter Tail Power has begun process of Replacing all street lights to LED
5. MPCA has been doing Online Inspections; this has taken a lot of extra time.

His hourly report for month of December was available.

## 10. City of Carlos Clerk Report

- a.) Water bills done and mailed on January 7.
- b.) Coordinated with Rose City Canopy for their work at Ball Field. They do not have the invoice ready yet. They said they will have it by our February meeting.
- c.) Zach from XS Consulting met with Michael, Chris and myself to attempt to improve our understanding of the Zoom equipment. He was here about 3 hours, but spent 2 hours interfacing with his office to work out a glitch for us.
- d.) Prepared Liquor & Tobacco License for Herby's. They have paid all past due from 2020 and the 1<sup>st</sup> Qtr of 2021.
- e.) Prepared required Pay Equity Report for the Minnesota Management & Budget Office.
- f.) Prepared Summary Financial Budget for Submission to State Auditor.
- g.) Updated and re-printed Financial Statements for CFD.
- h.) Working on Report of Outstanding Indebtedness due Feb. 1<sup>st</sup>  
Preparing for CLA Auditors coming Jan. 19-20<sup>th</sup>
- j.) Meeting with Jeff and Union Representative and correspondence with City Attorney.
- k.) Set up Registration for Chris Miller Class with LMC.
- l.) Received a question on 217 Main property: Can that be either a personal residence or business? For a business, would any permit be required? Response from Council regarding personal vs. business is that stipulation would

**11. Fire Department Report,** Todd Burgess said he had gotten a call from Tim Sukke who reported that things pretty slow; he did have a phone conversation with Alan Zeithamer- still working on ISD206 land option for New Fire Hall.

**12. Ball Park Committee Report:** Clarke Comer, was not in attendance. Nothing to report.

**13. Sheriff Department Log:** Report available for anyone to look at on back table.

## UNFINISHED BUSINESS

- A.** Report on Work done at Firemen's Field – already discussed
- B.** Trunk Fees on New Development to be added to 2021 Fee Schedule, previously discussed.  
Ronna Berghoff made a motion to go ahead with what Jared proposed, Todd Burgess seconded it. Motion passed 4-0.
- C.** Discussion on new Fire Hall location and funding. Previously discussed: slow progress.

## NEW BUSINESS

- a)** Review 2020 City Budgets compared to actual results; Todd suggested that June or July we re-visit this issue to see how we are doing (budget compared to actual).
- b)** SAFES Report Summary of Budget required to be submitted to State Auditor by Jan. 31, 2021. Lori still has a couple of questions to verify with State Auditor
- c)** Report of Outstanding Indebtedness, Report that is due to County.
- d)** Pay Equity Report; due once every 3 years. Lori has done, needs approval by Mayor, then can be submitted.
- e)** Schedule the discussion on Union Contract: Council said to find out when Union Rep and City Attorney are available, then we will work with those dates.

### **f) Official Designations:**

Official Newspaper: Echo Press; Primary depository: First Western Bank & Trust and Bremer Bank;

City Attorney: Thornton, Dolan, Bowen, Klecker & Burkhammer, PA;

Acting Mayor: Ronna Berghoff

Standing Committees consisting of a minimum of two. These Committees for 2021 shall be as follows:

Water Superintendent:	<u>Jeff Gunderson</u> and <u>Teresa Zwiag</u>
Sanitary Inspector:	<u>Teresa Zwiag</u> and <u>Chris Miller</u>
Civil Defense Director:	<u>Fire Chief Tim Sukke</u> and <u>Ronna Berghoff</u>
Planning Commission:	All council members
Buildings & Maintenance:	<u>Jeff Gunderson</u> and <u>Todd Burgess</u>
Streets & Lighting:	<u>Jeff Gunderson</u> and <u>Todd Burgess</u>
Recreation:	<u>Chris Miller</u> and <u>Ronna Berghoff</u>
City Growth:	<u>Chris Miller</u> and <u>Michael Bous</u>
Weed Inspector:	<u>Jeff Gunderson</u> and <u>Michael Bous</u>
Board of Adjustment & Appeals:	All council members
Personnel Committee	<u>Ronna Berghoff</u> and <u>Teresa Zwiag</u>

**Official Designations, continued:**

Signers on checks (3), transfers (3) and certificates of deposit (3) shall be the Clerk or Deputy Clerk, Mayor Michael Bous and one of 2 member of the council Todd Burgess or Teresa Zwiig. Signers on the Safe Deposit Contract shall be two individuals one of which shall be the clerk or deputy clerk and either Michael Bous, Todd Burgess, Teresa Zwiig or Ronna Berghoff or Chris Miller

Signer for Payroll: Michael Bous.

Motion to Approve Resolution: Ronna Berghoff, Seconded Teresa Zwiig. Motion passed 5-0.

**g) Designate Regular Council Meeting Dates for 2021**

JANUARY 14th	MAY 13th	SEPTEMBER 9th
FEBRUARY 11th	JUNE 10th	OCTOBER 14th
MARCH 11th	JULY 15th	NOVEMBER 10th
APRIL 8th	AUGUST 12th	DECEMBER 9th

Todd Burgess made a motion to Approve Official Meeting Dates for 2021; Teresa Zwiig seconded it. Motion carried 5-0.

**MISCELLANEOUS:**

a.) Todd Burgess presented a thought for Council to consider: Because of uncertainty with Covid – proposing a freeze on wages.

b.) Ronna Berghoff suggested setting up a time for a personnel discussion with herself, Teresa Zwiig and Lori Johnson to discuss overtime, amongst other things; that was acceptable to Teresa and Lori and a date of Jan 27 was set up @ 12:45pm.

c.) Jeff Gunderson suggested that since we now have a Council Member with a CDL, it would be a good idea to have him ride along with Jeff to train for doing the Snow Plowing – just in case in the event Jeff would be unavailable to do it. Chris Miller said he would be available to do this. Council thought it sounded like a good idea, providing we check with LMC as to insurance liability. Chris Miller said he would give them a call.

**ADJOURNMENT:** Todd Burgess presented motion to adjourn, Ronna Berghoff seconded it.

Motion carried 5-0. January 14, 2021 Council Meeting was adjourned at 8:15pm.



Lori D. Johnson, City of Carlos Clerk/Treasurer