

MINUTES of: City of Carlos Regular Council Meeting

City Hall/ Office, Carlos, Minnesota

Thursday, January 12, 2023 7:00 PM

Meeting was available to be attended in person or over Zoom

1. Oath of Office for Elected Officials, was done by all Council and Mayor.
2. Mayor Todd Burgess called City of Carlos Regular Council meeting to order at 7:00pm
3. Pledge of Allegiance @ 7:00 pm
4. **Roll Call** was taken: Mayor Todd Burgess; Council Members Donna Eveslage, Ashley Wildman and Ronna Berghoff were present. Council Member James Young attended via Zoom. Also in attendance Fire Chief Colten Steidl and Fireman Jacob Steidl, Public Works assistant Jeff Gunderson, City Clerk/Treasurer Lori Johnson, and City Engineer Jared Voge.
5. Meeting Minutes from December were reviewed. Motion to Approve December 8, 2022 and Special Budget Meeting December 6, 2022 was made by Ronna Berghoff; seconded by Donna Eveslage. Motion passed.
6. Mayor requested Petitions from the Public: None.

7. REPORTS OF OFFICERS, BOARDS AND COMMITTEES:

a.) City Treasurer Report given by Lori Johnson

December 31 Balance City Checking Account:	\$387,186.21
December 31 Balance Savings Account:	\$ 13,126.45
December 31 Balance MPFA Debt Service Fund:	\$ 54,483.17
December 31 Balance CD#6942:	\$100,000.00
December 31 Balance CD#6204	\$100,000.00
December 31 Balance Bremer Savings Account:	<u>\$365,074.43</u>
Total City of Carlos Assets December 31, 2022:	\$1,090,870.26
Carlos Fire Dept CD #6385	\$ 67,346.74

RECEIPTS for Month of December: \$196,716.66

this includes: our 2nd Half Tax Settlement \$78,754.92

and the 2nd Half distribution of our Local Government Aid from the State

DISBURSEMENTS for Month of December: \$68,740.60

CLAIMS #2243 - #2260 for month of January total: \$13,747.04

Late Fees on December water bills sent on January 6 totaled: \$423.25

Mayor Todd Burgess asked if it might be possible to upgrade our CDs to one of the current offers at a much better rate. Clerk Lori said she would ask the bank.

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

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

Jared noted that he had just received the email regarding the ROW permit application by the subcontractors who will be trenching in the Fiber for Charter. He will look it over and get back to us.

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

- Jeff explained it would be very helpful to get the "wings" to attach to the snowplow. The previous plow had these and they were attached by welding. They would be \$250 for the pair for a generic set; to get the ones made by the plow company would cost \$1400. *There was discussion about bolting on vs. welding. Council approved the \$250 wings as long as they could be bolted on.*
- Rural Water Conference is March 7-9 and Jeff would like to go again. Last year Pat from Miltna drove and they shared a room. *Council approved.*

d.) Carlos Clerk Report, Lori Johnson:

- Meters read 1/3/23. Water bills were done and sent January 6th Late Fees totaled: \$423.25.
- Megan Burkhammer requested information as to if resident at 225 5th St E had complied with letter. I put a request out to Council asking if someone could go by and verify. Donna Eveslage responded that she went by; she said it appears to be cleaned up as much as possible in winter time. The charge to have the Sheriff serve the letter was \$61.78; this was paid by the attorney’s office and in turn charged to us. The letter had stated that the resident would be responsible for all charges incurred. The PO Box we had been given for this person is not viable; I called him on the phone number he gave us in his application, and he answered. He gave me an alternate address (his parents). I told him about the bill and he said it was OK to add it to his water bill.
- When I contacted Douglas County Emergency Manager, Julie Anderson, relaying the message from Council regarding what kind of a City Evacuation plan: we do not have an established plan, asking what we should have. Julie responded that this was a countywide operations plan; all she really needed were the major roads people would use if they had to evacuate. Since we have at least 3 roads leaving town, we are good.
- I called and checked into the alarm system for the lift station per Jeff’s request. We received a quote from OmniBeacon which I printed and is in the Council Miscellaneous File. The charge would be \$20 (for an item that normally sells for \$805) and the wireless fee for one year of \$152. *Ronna Berghoff made a motion to approve this alarm system; Donna Eveslage seconded it. Motion carried.*
- On Tuesday of this week, mid-morning, all of a sudden I had no internet. I contacted Gardonville, they said they had no reports of outages. He was kind enough to walk me through all sorts of trouble shooting. Eventually it was concluded that the problem was in the Cisco router we have from XS Consulting. I called XS and they did some remote testing and came to the same conclusion. Brian, from XS, said they had a spare that they would have to configure for our use, and he would bring it by the next morning. Wednesday, after he had installed it, I realized the Printer was now not connected to the system. Another call to XS; they were able to fix this remotely. They eventually succeeded in installing the security update on all laptops. Brian configured Teresa’s laptop for Ashley to use. I gave it to her last night; not sure if it is working for her.
- The Display Sales sent me information on their sale on pole lights that is good through March. I emailed that information to all Council so you could look that over.
- Jared has been working with the company that will be doing the trenching for Charter on getting the proper ROW permit completed.
- Auditors will be here January 24th and 25th ; they expect me to have the “field work” (a list of 55 assignments) done by the 16th.
- I have completed W2s, Outstanding Debt Report due to County, and several other end of year reports required by County and State.

e.) Fire Department Report: Fire Chief Colten Steidl

CARLOS FIRE DEPT. CALL LOG			DECEMBER 2022		
	<u>City of Carlos</u>	<u>Belle River</u>	<u>Carlos Township</u>	<u>Alex Township</u>	<u>TOTALS</u>
MEDICAL	2	2	6	0	10
FIRE/RESCUE	1	0	1	0	2

- Bob Steidl was removed from the Fire Department last month.
- Plans are to burn the Carlos brush pile on January 23rd, weather permitting; alternate date will be Jan. 30th They will need it plowed out before they proceed with burn. *Jeff said they should get Lakes Area Excavating to do that work because City does not have required equipment.*
- Beginning to make plans for next summer’s Carlos Dayz. Boy Scouts are going to be involved; Jeff Dahl, Herby’s, bean bag tournament; Fire Dept. hire evening band, some talk about possibly some music in the afternoon. Requesting City to be involved in some way. *Todd Burgess said there used to be a Carlos Fun Dayz committee; this was not the City Council, rather a variety of interested people. That Committee is not around anymore. Ronna Berghoff said she had reached out to Nicole Botzet regarding something to replace the 5K her family previously put on for many years. Also, Ronna suggested it would be nice for Lions to put on breakfast after the 5K. Probably the Auxiliary will be putting on Silent Auction as they have previous years. One possibility would be to use the Event Center or the park for vendors. Todd Burgess mentioned maybe a Kiddie Tractor Pull and maybe a softball or baseball tournament. Ronna suggested maybe hiring some inflatables for the kids in the park, maybe pig races. Ashley Wildman mentioned midday bingo. Everyone was in agreement we would like to get it built up to more what it used to be and agreed it is important to get started early in planning. Ronna suggested getting a committee together to begin working on it.*

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

g.) **Sheriff Department Log:** Report Ok. One interesting item was a request from the apartment manager to have an officer walk through the building and increase patrol. Basically, pretty quiet month.

UNFINISHED BUSINESS

NEW FIRE HALL Jared Voge reported on a letter Jason Murray had sent outlining 3 different methods to finance the fire hall. Jared said he had a conversation with Jason as to the City's capacity for debt; for the City to go it alone the capacity is between 1.5 and 2 million. *Donna Eveslage commented that originally the plan was to build basically a Morton pole shed type building, and how did that get to be so expensive (estimated \$4+ million).* Jared said that because it is a public safety building it is required to comply with specific codes. Jared said he had his team look into how costs could be trimmed. He said the quickest way would be to eliminate the 2nd level. Jared suggested getting a committee together; have a meeting and determine the necessities vs. the wants. If the townships were to take part in this, the financial capacity would be increased to a level to build the fire hall per the 4+ million plan. Jared said that would be more complicated and would take more time; if you were going to go that way, you need a rock-solid agreement to ensure all parties are committed to the life of the entire project. Colten discussed that they could probably restructure the plan so the Chief's office could be moved elsewhere, and the second level could be eliminated. Possibly a couple feet of height could be taken off and the upper area not be finished and simply used as cold storage. Comments were made that if we downsize it too much it is basically just the same as we have now; if we are going to do this let's make it something we can be proud of. In conclusion, it was decided to get the committee together for a meeting. Ronna took the initiative to send emails to find out people's schedules to coordinate a time for the meeting. In response to the question of Bolton & Menk having grant writers to research to find whatever grants may be available; Jared said yes their grant team would be looking into all possibilities. Jared did comment that it is easier to find grants for gear, etc. than a new building. Ronna queried Jared if his grant team was aware of federal legislation introduced in June 2021 for Fire Station Construction grant HR3728 which would provide 1 billion under emergency management for Fire Station construction of new buildings and upgrading existing ones. Jared said he would look into it. Ronna said she also had another contact; an Eagan Battalion Chief Steve White who is State Fire Marshall Division who specifically does help with grants for fire department buildings. His number is (218) 579-0128 which I will forward to you. Jared said he and his staff would like to be included in the meeting.

NEW BUSINESS

- A. **2023 Appoint Annual Designations:** this was discussed and designations were made; Donna Eveslage made a motion to approve **Resolution 2023-1**, Ashley Wildman seconded it. Motion passed.
- B. **Electronic Funds Transfers** list was reviewed. Ronna Berghoff made motion to approve **Resolution 2023-2**, Donna Eveslage seconded it. Motion passed.
- C. **2023 Fee Ordinance Schedule:** This was reviewed, discussed and updates made. It was decided to ask Lynn Timm for input on Building Permits and to continue discussion on that section later; the remaining Fee Schedule shall be updated as agreed upon in **Resolution 2023-3**. Motion to pass this resolution was made by Ronna Berghoff, seconded by Ashley Wildman. Motion passed.
- D. **Amount to be auto-transferred monthly from checking to the MPFA Savings fund:** This was discussed and agreed that \$5,000 will be the 2023 monthly amount of transfer. Donna Eveslage made the motion to approve **Resolution 2023-4**, Ronna Berghoff seconded it. Motion passed.
- E. **Set the 2023 Calendar (also schedule times for special meetings to do budget, etc.)** Meeting Dates for monthly Council Meetings were set; it was decided to set the exact dates for additional budget meetings when it becomes closer to that time.

MISCELLANEOUS: None

REMINDERS of UPCOMING EVENTS: None

ADJOURNMENT: Ronna Berghoff made a motion to adjourn the meeting; Donna Eveslage seconded it. Motion passed. Meeting Adjourned at 9:36pm.



Lori D. Johnson, City of Carlos Clerk/Treasurer