

# MINUTES of: City of Carlos Regular Council Meeting City Hall/ Office, Carlos, Minnesota Thursday, July 13, 2023 7:00 PM

Meeting was available to be attended in person or over Zoom.

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 Ronna Berghoff, Ashley Wildman, James Young and Donna Eveslage were present. Also in attendance Fire Chief Colten Steidl, City Clerk/Treasurer Lori Johnson, Public Works Manager Jeff Gunderson, Donnie Froemming, and Engineer Jared Voge.

3. **Meeting Minutes from June** were reviewed. Motion to Approve June 8<sup>th</sup> 2023 Minutes was made by Ronna Berghoff; seconded by Donna Eveslage. Motion passed.

4. **Mayor requested Petitions from the Public:**

**Pastor Mark Schwarz and Lisa Rediehs from Trinity Lutheran Church** in Carlos came to tell the Council about their intentions to put up an electronic sign in front of the church; they were wondering if there are any Ordinances forbidding that and if it would be OK with Council if they proceeded with this plan. *Council replied there is no ordinance against it, and they are welcome to put up the sign.*

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

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

June 30 Balance City Checking Account:	\$421,509.39
June 30 Balance Savings Account:	\$ 13,179.42
June 30 Balance MPFA Debt Service Fund:	\$ 90,234.88
June 30 Balance CD#1237632: Special 6 mo., 4%	\$99,397.95
June 30 Balance CD#1237634: Special 10 mo., 4.25%	\$99,879.59
June 30 Balance Bremer Savings Account:	<u>\$366,888.55</u>
<b>Total City of Carlos Assets June 30, 2023:</b>	<b>\$1,091,089.78</b>
Carlos Fire Dept CD #1237127: 12 mo., 3.75%	\$ 67,397.66

**RECEIPTS** for Month of June: \$167,759.57

**DISBURSEMENTS** or Month of June: \$37,067.55

**CLAIMS #2381 - #2402** for month of June total: \$92,427.11

Late Fees on June water bills sent on July 6<sup>th</sup> totaled: \$266.41

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

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

Reported on the Capital Budget Request Report for 2024, which has been submitted. Nothing else at this time; available for questions.

**c.) Public Works Report:** Jeff Gunderson reported: Spray, Read Meters, Mow Cat Tails at Detention, Fertilize Ballfield, Flush Filters, Water Apple Trees, City Clean-Up (very successful turnout), Trim Trees, Mow, Pond Samples, Install Alarm Lift Station, Take dumpsters from Clean-Up to Dump, OverFlow Tower, Flush Hydrants

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

- Meters read 7/3/23. Water bills were done and sent July 6th. Late Fees this month were \$266.41. Along with water bills I sent out mailings: the Code Enforcement letter, copy of Building Permit Fee Amendment, and info regarding Charter. Also included was info on the coming up Carlos Days. I also sent these mailings to residents who receive their water bills via email. It did take quite a bit of extra time. I think it was worth it, because I have had at least 10 Carlos Residents get signed up on the Charter list. I have had a couple of calls regarding the Code Enforcement letter. One of our residents came in to give me a report about how he was down to just 5 vehicles on his yard; he stated that one of them belonged to someone else who was supposed to come and take very soon – then he would be within the City Code limit of 4 vehicles.
- I attended the League of Minnesota Cities annual Conference in Duluth June 21-24. It was quite informational, and I believe very worth attending. It is very helpful to talk with other city representatives to see how they are handling the particular situations of their cities.
- Karen Grundei has resigned as Deputy Clerk and Jackie Dokken has been hired to fill that position. I will

be going on vacation July 26-August 8; Jackie will be available to work during that time.

- Kalin Hacker from the Fire Department called and wants MS Office 365 and the security program put on their laptop. I contacted XS Consulting and they are able to do that remotely. Colten agreed the Fire Department would pay for this.

**e.) Fire Department Report: Fire Chief Colten Steidl**

CARLOS FIRE DEPT. CALL LOG JUNE 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	1	1	5	1	0	8
FIRE / RESCUE	2	1	1	1	1	6

Fire Chief Steidl reported the Carlos Days Event went well.

- f.) Ball Park Committee Report:** Season is almost done; except for play-offs. Do not have schedule for that yet.

- g.) Sheriff Department Log:** Looks OK; prefer there to be more patrol of County Rd. 9

## **UNFINISHED BUSINESS**

- A. NEW FIRE HALL:** A letter was emailed to City Attorney Tom Klecker for advice on how to set up the Joint Powers agreement. Have not yet heard back. Decided while waiting on Klecker, it would be advantageous to have another meeting of Fire Hall Committee.
- B. DONNIE FROEMMING Preliminary Plat for Phase Two:** Donnie continued to explain and discuss options for layouts of homes on his development property; attempting to find ways to start the next phase without undertaking the entire cost of the streets within the development solely on his shoulders or at least to do this section by section. Council stated they would like to see more exact numbers. Nothing further was decided at this time; Donnie stated he would continue working on plans and continue to finish construction on Phase One.
- C. Look over Budget corrections:** one update was made; otherwise everything satisfactory

## **NEW BUSINESS**

- A. Birthday party at Herby's want to close the street Aug 12:** Ashley Wildman made a motion to approve this with the understanding they accept total responsibility for clean-up, Herby's insurance is responsible for any damages, and access to the Fire Department is not blocked. Ronna Berghoff seconded the motion. Motion carried.
- B. Pavement Management Plan should be updated:** Jared Voge reminded that a Pavement Management Plan was completed in 2018 for all streets east and south of the 2015 Improvements Project were to be overlayed between 2020 and 2022. Due to budget constraints, this has not been accomplished yet. In 2023 MN legislative session, there has been funding allocated for Local Road Improvement Plan which is particularly unique in that it designates a portion specifically to small towns. This would give Carlos an opportunity to apply for funding assistance to accomplish this PMP which was originally agreed upon. The Application period to apply for this funding will begin early fall 2023 and close by the end of 2023. The LRIP Committee would study these applications during early 2024 and announce their decisions on awards late spring of 2024. In addition, LMC has created a program to assist member cities with costs involved in securing the LRIP funding. To proceed, the first step is to submit application for the LMC Grant Navigator program.
- C. Bank Signature Updates** FWB had prepared the paperwork to change the Signors on Bank accounts to accommodate the change from Karen Grundei as Deputy Clerk to Jackie Dokken. All those that were required to sign did so.

## **MISCELLANEOUS:**

- Donna Eveslage reported that she had reached out to Douglas County Public Works to get an update on the status of the solar speed signs; no further information is available at this time.
- It was reported that Otter Tail has put in the new streetlight.

- With the sending out of information regarding the Code Enforcement for “Nuisances” the question is now, what is the process to go forward. It was decided the next step would be to identify the properties which the residents would receive the next letter with a time line in which they must comply. It was decided the Council will begin the August 10<sup>th</sup> meeting at 6pm for a drive around to determine which would receive these letters.
- Mayor Todd was approached by a resident requesting permission to plant a tree in the city boulevard by their house. *Council discussed this and the decision was made to **NOT** allow this.*

**REMINDERS of UPCOMING EVENTS:**

- Big Truck Night at Trinity Lutheran Church August 2. Fun, food, prizes.
- Rose City Threshing July 29-30

**ADJOURNMENT:** Ashley Wildman made a motion to adjourn the meeting; Donna Eveslage seconded it. Motion passed. Meeting Adjourned.

*Lori D. Johnson*

Lori D. Johnson, City of Carlos Clerk/Treasurer