

# MINUTES of: City of Carlos Regular Council Meeting

City Hall/ Office, Carlos, Minnesota

Thursday, March 9, 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 Ashley Wildman, Ronna Berghoff and James Young were present. Also in attendance Fire Chief Colten Steidl, and City Clerk/Treasurer Lori Johnson. City Engineer Jared Voge attended via Zoom.

**3. Meeting Minutes from February** were reviewed. Motion to Approve February 9<sup>th</sup> 2023 Minutes was made by Ronna Berghoff; seconded by Ashley Wildman. Motion passed.

**4. Mayor requested Petitions from the Public:** Austin Larson requested permission to do a small business out of his secondary building on his property at 305 Main Avenue. He would like to do customized application painting and he said there would be very little extra traffic and it would not be noisy. *Council said that as long as it had no negative affects on any neighbors it would be OK; they also stated they appreciated him coming to the meeting and making the request.*

**5. AUDIT 2022 REPORT; CLA Miranda Wendlandt and Becca Nielsen presenting.** Generally, the Auditors reported no problems were found. A complete copy of their Presentation and the Audited Financial Statements can be found on the City of Carlos webpage.

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

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

February 28 Balance City Checking Account:	\$330,693.64
February 28 Balance Savings Account:	\$ 13,137.06
February 28 Balance MPFA Debt Service Fund:	\$ 70,095.53
February 28 Balance CD#1237632: Special 6 mo., 4%	\$99,397.95
February 28 Balance CD#1237634: Special 10 mo., 4.25%	\$99,879.59
February 28 Balance Bremer Savings Account:	<u>\$365,664.79</u>
<b>Total City of Carlos Assets February 28, 2023:</b>	<b>\$978,868.56</b>
Carlos Fire Dept CD #1237127: 12 mo., 3.75%	\$ 67,397.66

RECEIPTS for Month of February: \$40,845.23

DISBURSEMENTS or Month of February: \$65,529.39

CLAIMS #2286 - #2300 for month of March total: \$15,085.80

Late Fees on February water bills sent on March 6<sup>th</sup> totaled: \$491.54

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

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

MPCA sent final Waste Water Permit, with the changes we had requested. Jared stated that it looked pretty standard and is what we expected. The rest of his comments pertain to the New Fire Hall, which will be discussed in "Unfinished Business".

**c.) Public Works Report:** Jeff Gunderson has been at the MRWA Conference in St. Cloud the last several days. He will be back and be available tonight if needed for plowing snow. In his absence, Wayne Johnson has been doing Readings, Flushing filters and whatever miscellaneous might be required.

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

- Meters read 2/28/23. Water bills were done and sent March 6<sup>th</sup>. Late Fees totaled: \$491.54. The Cold Weather Rule ends April 30. I will prepare to send out water shut off letters 2-3 weeks before that date; any not paid up by the 30<sup>th</sup> will be shut off.
- I finally got the January statement reconciled. I had to double check everything, then finally figured it out! On February 21<sup>st</sup> Donna and I got the CDs rolled over to the new special rates. The penalties for early withdrawal along with any accumulated interest were included in the new balances. We also had them change how the quarterly interest is handled to now be added to the CD balance.
- There have been MANY dog complaints. Dogs running loose and constant barking. It is an issue the Council should find a resolution for. *Council responded that there was really nothing they can do and the neighbors should resolve the matter between themselves.*

- I entered a request on the LMC Memberlink to see what other towns use for invoicing the garbage companies who come through their town. I received a few responses; I have included them in the Council packets for review.
- I completed the applications on Senators Amy Klobuchar and Tina Smith websites for “Congressionally Directed Spending Request” FY24. I also sent emails to Senator Torey Westrom, Rep. Mary Franson, and Rep Michelle Fischbach. Maybe something will come of it.
- I obtained the data on market values of the portions of Carlos Township and Belle River Township that is covered by the Carlos Fire Department, as well as for the city of Carlos. With Colten’s assistance I had the Medical and Fire tallies for each area for 2022. One thing that is maybe worth discussing are the amount of medical calls to Alex Township that at this time we don’t recover any costs from. Last year there were 22. I input the new data into the formula we have used in the past and have a spreadsheet available for your consideration and discussion. Rebecca Anderson needs the completed report by March 14<sup>th</sup>, the Carlos Township Annual Meeting. *The Council and Fire Chief Colten had a discussion on whether Alex Township should be charged for all the Medical First Responder calls (2022 there were 24 of them). They agreed there should be a meeting with the Alex Township to review this; with the charges being included with next year’s report. Council also discussed the fact that the First Responders are now merged with the Carlos Fire Department and in future this should be given to each governmental unit as a single charge (instead of trying to break the numbers down between CFD and CFR, because our accounting and books now treat this as a single entity).*
- Our Snowflake Christmas decorations were delivered today. Since Jeff is at conference, I called Wayne to come help accept the delivery. Then we unpacked the crate and carried each snowflake upstairs to Jeff’s Christmas decoration area. Otherwise there would have been a big crate either in front of Jeff’s plow or the ladder truck. Looks like there might be a possibility of Jeff having to go out and plow; I’m sure he wouldn’t appreciate having to deal with unpacking that crate in the middle of the night.

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

CARLOS FIRE DEPT. CALL LOG FEBRUARY 2023						
The Alex Fire Department and the	<u>City of Carlos</u>	<u>Belle River</u>	<u>Carlos Township</u>	<u>Alex Township</u>	<u>Mutual Aid</u>	<u>TOTALS</u>
<b>MEDICAL</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>4</b>
<b>FIRE / RESCUE</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>

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

**g.) Sheriff Department Log:** Pretty quiet. The current payment was short paid by an hour and a half because of patrolling in Miltona that was included on our logs from last month.

**UNFINISHED BUSINESS**

- A. NEW FIRE HALL:** Jared Voge gave presentation via Zoom. He had previously emailed several documents to Clerk, who had printed and distributed copies to each Council, Mayor and Fire Chief. Jared shared his screen as he went over these documents.
- As noted on the introductory memo, the Bolten-Menk team had made modifications to the original plans which brought total costs down from \$4,179,550 to \$3,036,978. Jared recommended that since this was as far as the cost could be reduced, without significantly changing the whole project, it was time to submit the plan to Jason Murray to begin financial projections.
  - Summary of modifications made:
    - 1) Roof now at a pitch instead of flat
    - 2) Modified to eliminate the posts within garage area
    - 3) Site work has been reduced; still working on options for the infiltration pond
  - Council agreed it was time to submit plan to Jason Murray; Jared Voge said he would take care of that.
- B. Report on Fire Protection Contract:** Clerk had implemented changes in calculations report that Council had requested and reprinted out copies for approval. Ronna Berghoff made a motion to approve the Carlos Fire Department Calculation for the 2024 Budget; Ashley Wildman seconded it. Motion was approved. The Carlos Township Annual meeting is on March 14<sup>th</sup> at 7:00pm; the Belle River Township is the same night, a little later in the evening. Mayor Todd Burgess, Fire Chief Colten Steidl and probably Council Person Ronna Berghoff plan to attend these meetings to present this information to the townships. A copy of the 2024 Fire Protection Contract is available on Carlos City website.

## **NEW BUSINESS**

- A. Resolution to Adopt Douglas County Hazard Mitigation Plan:** Clerk explained that this is the same Plan that Douglas County Emergency manager, Julie Anderson had asked us to review for any revisions we would want. This now is the completed document and she is requesting we make a Resolution to officially adopt it into our City Ordinances. The Resolution was assigned the title "3.9.23-1"; James Young made the motion to approve this Resolution, Ashley Wildman seconded. Motion carried.
- B. Plan for City Clean-Up Day:** this was tabled for now because it is usually Jeff Gunderson who coordinates the date for our clean-up with Pope-Douglas Waste Mgmt. and he is not available at tonight's meeting.

**MISCELLANEOUS:** Todd Burgess requested an item for future agenda: to set up plan to pay sewer fund back for the loans it has given water fund over the years.

**REMINDERS of UPCOMING EVENTS:** None

**ADJOURNMENT:** Ronna Berghoff made a motion to adjourn the meeting; Ashley Wildman seconded it. Motion passed. Meeting Adjourned at 8:43pm.

A handwritten signature in black ink that reads "Lori D. Johnson". The signature is written in a cursive style and is underlined.

Lori D. Johnson, City of Carlos Clerk/Treasurer