

**MINUTES of: City of Carlos Regular Council Meeting City Hall/ Office, Carlos, Minnesota Thursday, November 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 Ronna Berghoff, Ashley Wildman, and Donna Eveslage were present. James Young was absent. Also in attendance: Fireman TJ Carlson, City Clerk/Treasurer Lori Johnson, Part-Time Public Works Wayne Johnson. Also in attendance was Dan Nokovich and family

**3. Meeting Minutes from October** were reviewed. Ashley Wildman made a motion to approve October 17<sup>th</sup> minutes; Donna Eveslage seconded it. Motion passed.

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

**Dan Nokovich:** Petitioned by praying for City of Carlos.

**Bremer Representative, Steven Otto:** Reported that Bremer had submitted a proposal to handle the banking needs of Carlos. This included a checking account as well as a couple of options for Savings Accounts. He explained the ICS system for keeping funds secure. He also told about a desk scanner that would enable remote deposits. Option One: would continue the 3.25% Interest Rate on the Savings if we continued to also hold savings accounts with First Western Bank. Option Two: Bremer would give us 5.3% Interest on our Savings with them if we move all of our accounts to Bremer. Steven said to get back him as soon as we make a decision.

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

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

October 31 Balance City Checking Account:	\$212,490.39
October 31 Balance Savings Account:	\$154,164.44
October 31 Balance MPFA Debt Service Fund:	\$ 30,205.19
October 31 Balance CD#1237632: Special 6 mo., 5.1%	\$101,369.57
October 31 Balance CD#1237634: Special 10 mo., 4.25%	\$99,879.59
October 31 Balance Bremer Savings Account:	<u>\$469,013.26</u>
<b>Total City of Carlos Assets October 31, 2023:</b>	<b>\$1,067,122.44</b>
Carlos Fire Dept CD #1237127: 12 mo., 3.75%	\$ 67,397.66

**RECEIPTS**

Month of October: \$129,123.81

**DISBURSEMENTS**

Month of October: \$236,156.39

**CLAIMS #2467- #2482**

Month November: \$13,674.81

**Fees on October water bills**

Sent on November 7<sup>th</sup>  
totalled: \$576.90

Ashley Wildman made a motion to approve the Claims #2467-5482, Berghoff seconded it. Motion passed.

**b.) Engineer Report, Jared Voge: Not in Attendance, on vacation.**

**CLAIMS 2467 -2482 NOVEMBER 2023**

	<u>Date</u>	<u>Vendor</u>	<u>Claim#</u>	<u>Check#</u>	<u>Amount</u>
	11/9/23	BREMMER Bank	2467	11546	\$100,000.00
	11/9/23	Alex Rubbish	2468	11547	\$118.44
	11/9/23	Brothers Market	2469	11548	\$99.23
	11/9/23	Jim & Judy's	2470	11549	\$363.94
	11/9/23	GSOC	2471	11550	\$17.55
	11/9/23	RMB	2472	11551	\$644.00
<b>Late</b>	11/9/23	Douglas Cty Sheriff	2473	11552	\$875.00
	11/9/23	Core & Main	2474	11553	\$1,459.41
	11/9/23	INSPECTRON	2475	11554	\$728.43
	11/9/23	Hawkins	2476	11555	\$1,908.18
	11/9/23	CARLOS Township	2477	11556	\$28.00
	11/9/23	Ultimate Safety Concept	2478	11557	\$5,525.00
Ronna	11/9/23	Allstate Peterbilt	2479	11558	\$1,428.93
	11/9/23	MN State Fire Dept Assn	2480	11559	\$175.00
	11/9/23	Thornton, Dolan, Bowen	2481	11560	\$277.50
	11/9/23	Lori Johnson	2482	11561	<u>\$26.20</u>
					<b>\$113,674.81</b>

**c.) Public Works Report:** Jeff Gunderson is on vacation; however he had reported he is caught up with everything. Ball Park is now winterized. Carlos had a couple of direct lightening hits which melted some water meters. Jeff had mentioned he is looking for some suitable weather to get out and do street sweeping. Donna Eveslage asked about the signs we discussed last month. Clerk said Jeff said “yes”.

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

- Meters read 11/1/23. Water bills were done and sent November 7<sup>th</sup>. Late Fees this month were \$576.90. I prepared and sent out 8 letters to residents with 90-day and over past due balances informing them that if their account is not caught up by November 30<sup>th</sup>, their past due balance will be Certified to their Property Tax. The Resolution is prepared; any customers that pay their balances before November 30<sup>th</sup> will be removed from Exhibit 1, which is attached to the Resolution.
- I received one Proposal for Professional Audit Services from the CPA Firm of Clasen & Schiessl located in Pequot Lakes Minnesota. I called them to introduce myself and asked a few questions. I asked if they use a portal to collect information and documents (which is how are previous Audit Firm operates) and they said “Yes, since Covid, that is the way they handle all of their Audits”. I prefer using this system; seems to make the entire project a more organized and generally goes smoother. As you can see their fee for the 2023 Audit would be \$10,500, with an in-person Presentation fee of an additional \$500. I asked if they would consider doing the Presentation via Zoom for a reduced price. They told me they would be glad to do the Presentation over Zoom, and for that there would not be an additional charge (because it would alleviate their travel expenses and extra time). We did not get any other proposals, except for CliftonLarsonAllen Audit Firm who has stated they will do it for \$19,084. *Donna Eveslage made a motion to hire Clasen & Schiessl, CPAs to perform our 2023 and 2024 Audits; Ronna Berghoff seconded it. Motion passed.*
- Otter Tail Power contacted me to inform me that it is time to renew our 20-year contract with them. Jasen Anderson could not be at the meeting tonight, but did stop by and visit with me this afternoon, just in case I could foresee any questions. He said basically everything is the same as it always has been. The only new thing is now the State has allowed for a Franchise Fee to be charged. It is a fee charged to Otter Tail Power from City of Carlos. However, this in turn is simply just charged back to the customers by Otter Tail. Basically it just raises all of our electric bills.
- Thornton Law Office has submitted a new Contract for 2024. Their rate is increasing from \$125 per hour to \$160 per hour. They said the increase is necessary to keep up with current costs. For Private Clients they charge \$300 per hour.
- Gardonville Wisper Wireless has submitted their Contract to be signed (as discussed last month) for 5-year Lease Agreement for Water Tower Antenna Site. In this Contract they have the stated price of \$85 per antenna per month. Everything else appears to be as discussed.

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

CARLOS FIRE DEPT. CALL LOG OCTOBER 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>
<b>MEDICAL</b>	<b>0</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>5</b>
<b>FIRE RESCUE</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>3</b>

- Reported that there was a big house fire north of Carlos; no one was hurt.
- Head on car collision on Hwy 29. No one was seriously hurt.
- Turkey Bingo Sunday November 19<sup>th</sup> at Event Center

**f.) Ball Park Committee Report:** Nothing new to report; everything is winterized.

**g.) Sheriff Department Log:** Looks good.

**UNFINISHED BUSINESS**

**A. UPDATE “NUISANCE PROPERTIES”** Committee Member Donna Eveslage reported: Everything is going pretty well with one exception. Not sure how to handle this exception, requesting Council’s advice. *Council stated that it is best to just be consistent and if necessary have Attorney send a letter to this resident as they are not getting things taken care of.*

**B. NEW FIRE HALL**

Fire Hall Committee Members Ronna Berghoff and Todd Burgess reported they had a conference call with Attorney Klecker on the 8<sup>th</sup>:

- He reviewed the edits they had put on joint powers
- Requested to be in contact with LMC attorney to review language required for insurance of Joint Powers, making sure also acceptable to Dist. 206
- Stated he would also connect with Jason Murray to clarify terms, etc

Next step will be to get this Joint Powers Agreement written up and have a Fire Hall Committee meeting to approve it. Once that is in place they can proceed to work on plans.

**C. REAL DEAL INVESTMENTS, LLC. Donnie Froemming:**

- Not in Attendance; Postpone to future meeting.

**D. AUDITOR 2023:** already discussed.

**NEW BUSINESS**

**A. OtterTail Power Contract Renewal:** Ronna Berghoff made a motion to approve Contract; Ashley Wildman seconded it. Motion passed.

**B. City Attorney Contract Renewal:** Ronna Berghoff made motion to approve; Donna Eveslage seconded it. Motion passed.

**C. Resolution to Certify Past Due Water/Sewer bills to Douglas County Property Tax:**

Ronna Berghoff made a motion to approve Resolution; Ashley Wildman seconded it. Motion passed.

**D. Schedule meeting to prepare Final 2024 Budget:**

Council agreed to schedule the meeting Monday, November 27<sup>th</sup> at 6:30pm.

**MISCELLANEOUS:**

- Clerk Lori asked if we were going to make a decision with regards to banking options: *Council discussed the options. Ronna Berghoff made a motion to go with First Western Bank, Option 1- where we leave our accounts basically the same except now they have agreed to give us 4.5% Interest Rate; along with this we leave our Savings at Bremer and continue to get 3.25% Interest. Donna Eveslage seconded the motion. Motion passed.*
- Clerk also brought up that it was discovered that our signors on Bremer Savings Account were outdated. *Council agreed it should be changed to Donna Eveslage, Ashley Wildman, and Lori Johnson.*
- Ronna brought up that she had multiple complaints about the building inspector, and we should continue to look for someone different. We signed a year contract with our current company which will run until June 9<sup>th</sup> of 2024. Council suggested that Clerk should check out who other small towns use for their building inspectors.

**REMINDERS of UPCOMING EVENTS:**

Fire Department Turkey Bingo November 19<sup>th</sup>

Santa Days at Herby’s Friday December 8<sup>th</sup>

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



Lori D. Johnson, City of Carlos Clerk/Treasurer