

# MINUTES of: City of Carlos Regular Council Meeting

City Hall, Carlos, Minnesota

Thursday, September 9, 2021 7:00 PM

Meeting was available to be attended in person or over Zoom

1. **Acting Mayor Todd Burgess called City of Carlos Regular Council meeting to order at 7:00**
2. **Pledge of Allegiance @ 7:00 pm**
3. **Roll Call** was taken; Acting Mayor Todd Burgess, Council Members Teresa Zwieg, Chris Miller, Ronna Berghoff and Donna Eveslage were present. Also in attendance City Clerk/Treasurer Lori Johnson, Public Works Operator Jeff Gunderson, and City Engineer Jared Voge.
4. **Meeting Minutes from August 12, 2021, were reviewed.** Ronna Berghoff made a motion to approve August Minutes. Chris Miller seconded the motion. August 12, 2021 Minutes were approved 4-0.
5. **Mayor asked for Petitions from the Public**

### Gary and Sonja Lien

Stated they are in process of putting more of their land for sale to developer. The acreage will be approximately 20 acres, adjacent to south side of Carlos City limits. This will be sold to a hand-picked developer, will include 33 lots (being 100'x180' or more each) and will include the stipulation that these are all stick built homes. The sale is to take place on November 1<sup>st</sup>.

The Liens are requesting a "Letter of Intent to Annex".

*Council asked Engineer Jared Voge for advice regarding this matter. Jared responded first step would be to consult with City Attorney.*

### Tom Toenges

A.) Storage Remodel: Lions would like a written letter confirming approval of Storage Remodel Project.

Mayor asked for a motion: Chris Miller made a motion to Approve Storage Remodel, Donna Eveslage seconded it. Motion passed 4-0.

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

August 31 Balance City Checking Account:	\$392,167.13
August 31 Balance Savings Account at First Western:	\$ 13,109.60
August 31 Balance MPFA Debt Service Fund:	\$ 18,907.83
August 31 Balance CD#6942:	\$100,000.00
August 31 Balance CD#6204	\$100,000.00
August 31 Balance Bremer Savings Account:	<u>\$164,247.42</u>
<b>Total City of Carlos Assets as of August 31, 2021:</b>	<b><u>\$788,431.98</u></b>
Carlos Fire Department CD #6385	\$ 66,993.06

Receipts for August totaled: \$154,530.15

Disbursements for Month of August: \$133,986.67

Claims #1915 - #1931 for month of September total \$43,944.37

Late Fees on August water bills sent on September 7 totaled: \$939.47

Ronna Berghoff made motion to approve the Treasurer's Report and Claims, Chris Miller seconded the motion; Motion passed 4-0.

7. **Engineer Report**, Jared Voge reported that the 2 issues he had were: (a) the discussion on street repair which will be discussed later in the meeting and (b) the letter from MN Pollution Control Agency received this week.  
(b): The letter is a standard letter from MPCA pertaining to phosphorus levels in which they requested a response within 30 days. Jared recommended a response to that letter saying "yes, we have received your letter. We need to do some analysis as to what this new limit actually means to our water treatment facility and whether it is possible for us to meet it. We are requesting an additional 90 days to respond to them with more specific information. Nothing else to report at this time; available for any questions.

Council Requested to hear **PRESENTATION by Bryan Coons about Pavement Restoration** at this time because it relates to Jared Voge's report. He reported about new technology, called Replay, of environmentally friendly sealer for streets. He observed when they filled cracks that the asphalt on our streets is still good and is prime candidate for using the Replay to extend the life rather than to go through

expense of new Mill & Overlay. Bryan also stated that any work they do now can be billed out in 2022. Jared Voge commented that he is familiar with the Replay product and agrees that the whole town does not need the Mill & Overlay. Jared suggested doing 2<sup>nd</sup> Street as an example to see how we like it, also the streets that were done in 2015-2016 would benefit from the Replay to preserve them. In regards to pavement on East side, Jared said he would need to review that more before making a recommendation because that area is more worn.

## **8. Public Works Report:**

- A. First of all going back to issue of Storage Remodel at Calos Event Center. Jeff explained to Council a piece of history involving water lines; there are 2 of them; one goes to kitchen and one goes to bathrooms and also formerly went to Herby's (until Herby's disconnected from there and is now getting his water supply entirely from Main Avenue). There was an on/off switch that was broken and always in the on position. When water infrastructure was put in, Jeff had a new water line put in as an option to serve the bathrooms at Event Center in case former line would start leaking or something. Since they will have a back-hoe involved to do this remodel, Jeff is wondering if it might be a good time to connect the new line. *Ronna made a motion to have this water line connected now, when there is the back-hoe there for the remodel; Chris seconded the motion. Motion passed 4-0.*
- B. Still having a lot of trouble with lawn mower: cast iron pulley completely wearing out, oil leak is getting worse, have put in new gaskets several times and that doesn't fix it, going to have to pull the engine off possibly a crack in block. Jeff asked Council if they were ready yet to get new lawn mower. Jeff had checked out availabilities and like was mentioned at last meeting, nothing at this time, but we can get in on Wadena order for springtime, which they put in by the end of September; that cost would be \$11,040 which saves us shipping costs. *Council asked if there were any other quotes to consider.* Jeff said that last spring we had gotten several quotes and this was the best one. Chris Miller made a motion to approve getting new lawn mower for spring. *Ronna commented she would like more information. Teresa asked what all area is included in City responsibility to mow?* Jeff listed all the places and said he typically puts in 100 hours of mowing each year. *Todd commented that with new fire hall property, there would be another 6 acres to mow.* Donna Eveslage seconded the motion. Motion passed 3-2, with Chris Miller, Teresa Zweg and Donna Eveslage voting yes; Ronna Berghoff and Todd Burgess voting no.
- C. Jeff explained more on letter from MPCA. He told us that 20 years ago they went through a lot of meetings with MPCA and we were able to get the Long Prairie River off the impaired list and put on area of concern, which bought us a lot of time. What they are trying to do is to get everybody to discharge a limit of 1. With our little Pond System we are mostly controlled by mother nature; some years have been a 1 other years up to 2 or 3. It is known that for a pond system to get 50% removal of phosphorus is awesome; in Jeff's last two phosphorus management plans, we've been getting 75% removal which is phenomenal. About 15 years ago when they stopped putting phosphorus into laundry detergent it helped bring the numbers down. Last few years, numbers have started to slip back up. Jeff said he has done his homework: he has gone to school, gone to Herby's – pretty much anybody commercial is using phosphorus free products. Jeff said the problem is the dishwasher detergent you will find that has phosphorus is cheaper than those that are phosphorus-free. So, what do we do? Write everyone in Carlos a letter saying they can't use phosphorus? To make matters worse, the MDH has rigid rules on copper which is corrected by adding a phosphorus product. This year Jeff is inputting a new management strategy. This year another thing that will help is lower water levels and won't have to transfer once to second pond. That should give the Engineers some good numbers to work with in writing their report to MPCA that they will be able to state that we really are doing all we can. Jeff told Jared Voge he would give him any information they need; Jarod said yes, they will be collecting a lot of it. Jeff confirmed that he has all the records and information that they could possibly need.

## **9. City of Carlos Clerk Report**

- A. Wayne was able to get all but 7 of Meters read, some he couldn't find or were behind a locked fence; water bills were done on September 7. I sent 10 Water Shut-Off Letters that have September 17 as the Shut-Off Date. The plan is to get together with Chad and Dean from Core & Main sometime in the week of September 20-24 for training on installation of Radio Read adapters.

- B. Just a couple of signatures left for bank paperwork to get the signors all up to date at the bank to include Chris and take Michael off, one for Chris and one for Teresa.
- C. I called Alex Electronics to ask about Security Cameras. I was able to speak with John Iveland, who informed me that to give any kind of quote he would need a lot more detail. I passed this information on to Todd Burgess and Council. He did say that for the brush pile you would want a game-type motion camera which would cost about \$350 and would involve a monthly subscription fee of \$20 to relay that info to a cell phone. He commented the most difficult part of that would be to keep someone from stealing the camera; he suggested maybe put it in a bird house.
- D. I emailed XS Consulting with our concerns about billing. They were quite positive with their response – saying they agreed with a lot of what I pointed out and would adjust some of the invoices plus give us a \$250 credit for some of the initial installation mistakes.
- E. Gary and Sonja Lien stopped by with some exciting news about being in the process of selling more of their land to a developer. What they said they need from us is “Letter of Intent to Annex”. Lynn Timm was in today and we discussed the procedure to do this; I provided Council with the information she gave me.
- F. I see that someone put on my desk information about the Capital Projects plan. That is great, because I was going to request help from anyone that could help me find it, or maybe we could come up with newer version since a lot of things have changed. Who was it that found this info? *Todd said, "I did"*. Thank you very much for that, it will give us something to work with.
- G. I received several calls about high water bills last month. I told them I did not have the authority to change anything, but we would bring it up for Council to discuss. *Teresa asked how the system estimates*. I told them the in doing the estimate, it has you enter in the percentage you want to use. The recommendation is to use between 65% and 85%. *Todd and Donna both commented that their July bill had been unusually high. Council recommended Clerk consult with Softline and try to get to bottom of problem. Clerk agreed to do that. Ronna suggested putting a notice out saying something like, "we understand that water bills have looked different these last couple of months, please know we are looking into this problem and will keep you posted as we get more information". Donna suggested maybe putting a note on water bill cards directly. Teresa said only problem with that is it will be another whole month before that goes out; post something on website.*

**10. Fire Department Report:** Fire Chief Tim Sukke not in attendance.

**11. Ball Park Committee Report:** Clarke Comer not in attendance.

**12. Sheriff Department Log:** Looks good this month; no out of town patrolling.

## **UNFINISHED BUSINESS**

### **1) REVIEW Updated Proposed 2022 Budget; Prepare Proposed Levy for 2022**

Clerk handed out hard copies of proposed 2022 budget we have worked on so far. Council took a little time to look that over and pointed out a couple of additional corrections. Council agreed to put the preliminary Tax Levy at 1.03% of last year. This is traditionally how Council manages this because the Final Tax Levy cannot be higher than the Preliminary, but may be adjusted lower. Ronna Berghoff made a motion to set preliminary Tax Levy at 1.03% of last year, Donna Eveslage seconded it; motion passed 4-0.

### **2) Review Lawn Mower Purchase:** already discussed and voted on

### **3) Options for Security Cameras:** Todd Burgess received information regarding Alex Electronics and will set up an appointment to discuss with them.

### **4) Review and Approval of new Block Time Services Agreement with XS Consulting:** Ronna Berghoff made a motion to approve the \$250 credit and approve new Block Time Agreement, Teresa Zwiig seconded it; motion passed 4-0.

### **5) Review and decide on Lions request for additional storage:** already discussed and voted on.

### **6) Review and decide on Street Plan:** Bryan Coons from Bergen stated it is important to get the streets sealed and protected before winter comes. Bryan stated they will be in area next week, and if we decide to get it done now we will not have to pay the bill until 2022. *Todd Burgess asked how often this process needs to be repeated.* Bryan said 8-10 years. Donna Eveslage made a motion to have the Replay Sealant put on the newer asphalt and the south side, along with a test area on east side, Teresa Zwiig seconded it; motion passed 4-0. *Jared recommended a notice be put out to make residents aware that this is going to take place.*

## **NEW BUSINESS**

- 1) **Water Bills** discussed earlier; research into software, find out problem.
- 2) **Discussion on Zoning:** Clerk was not able to find zoning map; since we have adopted our new ordinances, we need to establish a zoning map. We now have a chance to create a new one. Clerk consulted with Building Inspector, Lynn Timm, and she offered some examples of what other towns do. Jared stated he thought previously that was a project John Rolf said he would complete before he was completely done. Teresa said she would reach out to him. Jared said it won't be that complicated since we have all data and drawings of town. This was put on schedule to work on in coming months.

## **MISCELLANEOUS:**

Jeff Gunderson asked about project to remodel shop to fit new fire truck. Fire Dept is planning to designate one of their training meetings to come over and help. Jeff said he will get started clearing stuff out.

**REMINDERS of UPCOMING EVENTS:** Grape Stomp coming up; Carlos Fire Department and First Responders will be working it.

**ADJOURNMENT:** Ronna Berghoff presented motion to adjourn, Teresa Zwiig seconded it. Motion carried 4-0. September 9, 2021 Council Meeting was adjourned at 9:05 PM.



Lori D. Johnson, City of Carlos Clerk/Treasurer