

**City of Ellendale**  
**January 11<sup>th</sup>, 2024**  
**Regular Council Meeting**  
**7:00 pm**

**Agenda**

**7:00 Call Meeting to Order**

1. Pledge of Allegiance
2. Approve Agenda

**7:05 Consent Agenda Items**

1. Accounts Payable/Claims
2. Minutes
  - December 14<sup>th</sup>, 2023: TNT Public Hearing and Council Meeting Minutes
3. Resolutions
  - 2024-6: Authorizing a Donation of Money from Crystal Valley to the Ellendale Fire Department for a Grain Rescue Tube and Tools
  - 2024-9: Authorizing Donation of Money from the Ellendale Fire Relief Association Gambling Funds for Tanker Repairs
4. Financials

**7:10 Public Input**

*Those wishing to speak must state their name and address for the record. Each person will have three (3) minutes to make his/her remarks. Speakers will address all comments to the City Council as a whole and not one individual councilmember. The Council may not act on an item presented during the Public Comment period unless the item is already on the agenda for action. When appropriate, the Council may refer inquiries and items brought up during the Public Comment period to the City Clerk-Treasurer for follow-up.*

**7:15 Report**

1. Fire Department
  - Fire Hall Committee
  - Fire Contracts
  - Expenses
    - \$5,895.61 Great Plains Vacuum Test – *over by \$895.61 and needs approval*
2. Maintenance
  - A/C motor in Community Center to be replaced – *Jensen Heating to repair*
  - Community Center Furnace and Thermostat – *Jensen Heating to submit a quote*
  - Door Handles for Community Center and Council Chambers – *Engel task*
  - Snowplow
  - Expenses
    - \$525.00 Pallet of Sidewalk Salt from Lerberg's Food – *needs approval*
    - \$3,000.00 Sand/Salt from Theile – *needs approval*
3. Ellendale Parks and Trail Committee (EPTC)
  - Update

4. Community Gathering Place Mural Project Committee
  - Resolutions 2024-7: Authorizing Donation of Money from the Ellendale Area Heritage Society to be Utilized for Mural Expenses – *needs approval*
  - Resolution 2024-8: Authorizing Payment to Chandler Anderson, the Artist Painting the City Mural, for His Services – *needs approval*
5. Steele Heights
  - Update
6. Codification
  - Attorney
    - 409 5<sup>th</sup> Avenue West
      - Attorney to send stipulation letter through certified and postal mail
    - 109 6<sup>th</sup> Avenue East; 408 7<sup>th</sup> Avenue West; 199 8<sup>th</sup> Avenue East
      - Review progress
7. Clerk
  -

#### **8:45 Unfinished Business**

1. Keen Bank CD
  - \$20,000.00 transferred from General fund to a 9-month CD – *review current interest rate*

#### **8:55 New Business**

1. Resolutions
  - 2024-1: Ellendale City Appointments
    - Review – *needs approval*
  - 2024-2: Authorizing the City Clerk/Treasurer or Deputy Clerk/Treasure to Pay certain Vendors Prior to Submitting the Bills to Council
    - Review – *needs approval*
  - 2024-3: Approving the Master Fee Schedule for 2024
    - Review – *needs approval*
  - 2024-4: Allowing Wire/Automated Bank Payments
    - Review – *needs approval*
  - 2024-5: Adopting the Master Fine Schedule for 2024
    - Review – *needs approval*
2. County EMS Tabletop Meeting
  - Schedule a meeting in April
3. New Member Photos for EMS Badges
  - Jon and Jackie
4. Storm Sewer Grant project
  - GIS mapping

5. 2023 Audit

- Hill, Benda, Skov & Bernau, P.A. – *needs approval*

**9:25 Mayor/Council Updates**

1. Mayor Bartsch
2. Council Member Asplund
3. Council Member Bartness
4. Council Member Froman
5. Council Member Groth

**9:45 Adjournment**

**MINUTES OF ELLENDALE  
CITY COUNCIL MEETING  
THURSDAY, JANUARY 11TH, 2024  
7:00 PM**

**Present:** Mayor Matthew Bartsch; Council Members Jon Asplund, Derek Bartness, Scott Groth and Jackie Froman; City Clerk/Treasurer Kim Zimprich; Deputy Clerk/Treasurer Steve Engel; Fire Chief Logan Busho; Utilities and Maintenance Supervisor Josh Otto

**Absent:**

**Visitors:** Steele County Sheriff Lon Theile; Steele County Times Reporter Kay Fate

**Call Meeting to Order:** Meeting was called to order at 7:00 pm by Mayor Bartsch. The Pledge of Allegiance was recited.

**Agenda:** A motion was made to approve the Agenda by Council Member Groth. Council Member Froman advanced. Motion carried, all in favor.

**Consent Agenda Items:** A motion was made by Council Member Bartness to approve the Consent Agenda Items, which included Accounts Payable/Claims in the amount of \$152,208.90, December 14<sup>th</sup>, 2023; TNT Public Hearing and Council Meeting Minutes, Resolution 2024-6: Authorizing a Donation of Money from Crystal Valley to the Ellendale Fire Department for a Grain Rescue Tube and Tools, Resolution 2024-9: Authorizing Donation of Money from the Ellendale Fire Relief Association Gambling Fund for Tanker Repairs, and Financials. Council Member Froman advanced. Motion carried, all in favor.

**Public Input:** Steele County Sheriff Lon Theile was recognized. Towing during a snow emergency was discussed. It was suggested that the vehicles that are in violation be given a warning before being towed. Lon stated the Sheriff Deputies are there to help hand out warnings and assist in setting up towing services if needed.

**Reports**

1. Fire Department

- **Fire Hall Committee:** A motion was made by Mayor Bartsch to approve \$3,000.00 for additional drawings from APX that the USDA is requesting. Council Member Asplund advanced. All in favor, motion carried.
- **Fire Contracts:** Fire contracts with the townships were discussed. In the past, the townships have been investing half of the contract fee into a township CD. At this time, there is approximately \$71,000.00 not accounted for in township records compared to city records. Therefore, going forward, it was proposed that the full contract amount be paid to the city and the city will be placing half in a Fire Department Equipment CD and the other half will go toward Fire Department expenses. Since these are city funds, it would be in the best interest of the city to collect the full amount. The Council agreed to change one contract this year and the remaining contracts in 2025. They also plan on working with the Fire Department for a plan on how to collect the money that is not accounted for.

A motion was made by Council Member Groth to approve the changes for the Somerset Fire Contract to be paid in full. It was noted that there were no changes to the Fire Contract for Bath, which does not have a Fire Department Equipment CD. Also noted there were no changes to the Fire Contracts for Berlin, Lemond, and Summit; they will continue paying half their contract fee to the city and half to the township CD. Council Member Bartness advanced. Motion carried, all in favor.

- **Expenses:**
  - **Great Plains Vacuum Test:** A motion was made by Council Member Bartness to approve paying the extra \$895.61 to Great Plains for an extra valve that was installed during the vacuum test, a total of \$5,895.61. Council Member Asplund advanced. Motion carried, all in favor.

- A motion was made by Council Member Groth to approve the additional amount of \$900.00 for a grain tube, the remaining being paid by the Crystal Valley donation (Resolution 2024-6), purchased from Grain Guardian. Council Member Bartness advanced. Motion carried, all in favor,
  - A motion was made by Council Member Bartness to approve the purchase of aluminum materials from Metal Services for truck shelving in the amount of \$500.00. Mayor Bartsch advanced. Motion carried, all in favor.
  - A motion was made by Council Member Asplund to approve the purchase of clevises for the front of the truck from Arnold's in the amount of \$300.00. Council Member Froman advanced. Motion carried, all in favor.
  - Rebuild Tanker: Fire Chief Busho presented two hard quotes to rebuild the tanker. The Great Plains quote was \$180,000.00 with no pump. The Heiman quote was \$150,000.00 with a small pump. A soft quote from Osco was also presented, which was \$140,000.00 with a pump, tank, and a lifetime warranty. It was proposed for an additional \$7,500.00 to paint the tanker black to match the other trucks. The State Purchasing Venture was also considered when gathering quotes. This was tabled for Fire Chief Busho to obtain the hard quote from Osco and Deputy Clerk/Treasurer Engel to obtain finance options through Keen Bank, to be presented at the next Council Meeting.
2. Maintenance
- A/C Motor in Community Center: The plan is to not have this replaced and obtain a quote for a new unit.
  - Community Center Furnace and Thermostat: Jensen Heating has yet to submit a quote for a new unit.
  - Door Handles for Community Center and Council Chambers: Deputy Clerk/Treasurer plans to have information on this for the next meeting.
  - Snowplow: Two snowplows were presented for purchase. The 2017 snowplow from Owatonna was priced at \$100,000.00 and the 2004 Clark's Grove snowplow priced at \$40,000.00. The State Purchasing Venture was also considered. A motion was made by Council Member Groth to approve the purchase of the 2017 Owatonna snowplow in the amount of \$100,000.00 and to take out a loan from Keen bank in this amount. Council Member Bartness advanced. Motion carried, all in favor.
  - Part-Time Maintenance: A motion was made by Council Member Groth to reclassify Jeffery Shultz's job position to Part-Time Maintenance, from Summer Seasonal Maintenance, with the understanding that he may not work more than 520 hours annually, at the rate of \$19.48 per hour. Council Member Bartness advanced. Motion carried, all in favor.
  - Expenses
    - Lerberg's Pallet of Sidewalk Salt: A motion was made by Council Member Bartness to approve the purchase of a pallet of sidewalk salt from Lerberg's in the amount of \$525.00. Council Member Asplund advanced. Motion carried, all in favor.
    - Theile Sand/Salt: A motion was made by Council Member Bartness to approve the purchase of sand/salt from Theile, up to \$3,000.00. Council Member Asplund advanced. Motion carried, all in favor.
3. Ellendale Parks and Trails Committee (EPTC)
- This committee does not meet in the winter months and will resume meetings in the spring.
4. Community Gathering Place Mural Project Committee

- Resolution 2024-7: Authorizing Donation of Money from the Ellendale Heritage Society to be Utilized for Mural Expenses: A motion was made by Council Member Groth to approve Resolution 2024-7. Council Member Bartness advanced. Motion carried, all in favor.
- Resolution 2024-8: Authorizing Payment to Chandler Anderson, the Artist Paintin the City Mural, for His Services: A motion was made by Council Member Bartness to approve Resolution 2024-8. Council Member Groth advanced. Motion carried, all in favor.
- Meet the Artist Event: This will be held at the Community Center on Tuesday, January 16<sup>th</sup> at 7:00 pm.

5. Steele Suites

- Steele Suites was not approved for the additional funding through the Minnesota Workforce Housing Grant. Financing with David Drown and Associates regarding the TIF was discussed. The plan is to have a meeting with Developer Darrin Stadheim, MN Workforce Sara Bunn, Deputy Clerk/Treasurer Engel, Mayor Bartsch and Council Member Groth in the near future. Updates will continue at the Council Meetings.

6. Codification

- Attorney
  - 409 5<sup>th</sup> Avenue West: Attorney Rahrck is to certify and postal mail the stipulation to the property owner to be signed, with a deadline to abate the violation by May 1<sup>st</sup>, 2024.
  - 109 6<sup>th</sup> Avenue East; 408 7<sup>th</sup> Avenue West; 199 8<sup>th</sup> Avenue East: No significant progress has been made. Attorney Rahrck will contact the property owner requesting an updated timeline.

7. Clerk

- Public Safety Aid: It was shared that the city received \$29,538.00 through the state for public safety. Deputy Clerk/Treasurer Engel will look at what expenses can be used with this aid.

**Unfinished Business:**

1. Keen Bank CD: \$20,000.00 was transferred from the General Fund into a 9-Month Business CD. A motion was made by Council Member Groth to transfer \$20,000.00 from the General Fund to a 10-Month Business CD at the rate of 5%, APY 5.02%; this investment will be a Water Fund CD. Council Member Bartness advanced. All in favor, motion carried.

**New Business:**

1. Resolutions:

- 2024-1: Ellendale City Appointments: A motion was made by Council Member Bartness to approve Resolution 2024-1. Council Member Froman advanced. Motion carried, all in favor.
- 2024-2: Authorizing the City Clerk/Treasurer or Deputy Clerk/Treasurer to Pay certain Vendors Prior to Submitting the Bills to Council: A motion was made by Council Member Groth to approve Resolution 2024-2. Council Member Bartness advanced. Motion carried, all in favor.
- 2024-3: Approving the Master Fee Schedule for 2024: A motion was made by Council Member Bartness to approve Resolution 2024-3. Council Member Froman advanced. Motion carried, all in favor.
- 2024-4: Allowing Wire/Automated Bank Payments: A motion was made by Council Member Groth to approve Resolution 2024-4. Council Member Froman advanced. Motion carried, all in favor.
- 2024-5: Adopting the Master Fine Schedule for 2024: A motion was made by Council Member Bartness to approve Resolution 2024-5. Council Member Asplund advanced. Motion carried, all in favor.

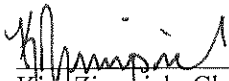
2. County EMS Tabletop Meeting

- The plan is to schedule a meeting in April. Deputy Clerk/Treasurer Engel will contact County EMS Kristin Sailor regarding a date.
3. New Member Photos for EMS Badges
    - Pictures of Council Member Asplund and Froman were taken before the meeting.
  4. Storm Sewer Grant Project
    - Bolten and Menk are working on this project and plan to use GIS mapping the first year. There will be a charge after the first year and this will be presented to the Council for discussion to see if this service will be needed after the first year.
  5. 2023 Audit
    - A motion was made by Council Member Asplund to approve Hills, Benda, Skov & Bernau, P.A. to perform the 2023 City of Ellendale Audit. Council Member Bartness advanced. Motion carried, all in favor.

**Mayor/Council Updates:**

1. Mayor Bartsch: He encouraged attendance of the Meet the Artist Event at the Community Center on Tuesday, January 16<sup>th</sup> at 7:00 pm.
2. Council Member Asplund: He had nothing to present.
3. Council Member Bartness: He had nothing to present.
4. Council Member Froman: She had nothing to present.
5. Council Member Groth: He had nothing to present.

A motion was made by Mayor Bartsch to adjourn the Council Meeting. Council Member Bartness advanced. Motion carried, all in favor. The meeting was adjourned at 8:54 pm.

  
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 Kim Zimprich, Clerk/Treasurer

2/8/2024  
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 Date

  
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 Matthew Bartsch, Mayor

2/8/2024  
 \_\_\_\_\_  
 Date

The Minutes are a true and exact copy of the Minutes as they appear in the City of Ellendale Minutes Book.