

City of Ellendale
January 12th, 2023
Regular Council Meeting
7:00 pm

Agenda:

7:00 Call Meeting to Order

1. Pledge of Allegiance
2. Swearing in of Mayor Matthew Bartsch and Council Members Jon Asplund and Scott Groth
3. Approve Agenda

7:10 Consent Agenda Items

1. Accounts Payable/Claims
2. Minutes
 - December 8th, 2022: Public Hearing and Council Meeting Minutes
3. Financials

7:15 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.

7:20 Reports:

1. Fire Department
 - Fire Hall Committee – on hold until spring of 2023
2. Maintenance
 - Quote needed to have a 220 installed on the north side of the Ambulance Bay - tabled until spring
 - Quote needed to have electricity installed at the cold storage building – tabled until spring
3. Ellendale Parks and Trail Committee (EPTC)
4. Steele Suites
5. Codification
 - Meeting
 - Workshop scheduled for January 12th at 6:00 pm – *does another workshop need to be scheduled?*
 - Review
 - 507 School Street
 - Council Member Froman to speak with property owner regarding paint pails stored on side of property and requirements for garbage receptacles
 - 508 School Street
 - *Vacant Building Code* – Deputy Clerk/Treasurer Engel to contact property owner regarding plan to secure barn
 - Notice of Violation/Warning Administrative Citation

- 609 School Street
 - o *92.18(V) – Public Nuisances Affecting Peace and Safety* – Mayor Bartsch to take updated pictures for Council to review
- Administrative Citation
 - 205 5th Ave W
 - o *92.20 – Unlicensed and Abandoned Vehicles* – May 1st deadline
- Attorney Letters Sent
 - 409 5th Avenue West – Order sent from Attorney’s Office with a 30-day deadline
 - 109 6th Avenue East; 199 8th Avenue East; 306 4th Avenue West; 408 7th Avenue West
 - o Review 109 6th Avenue East, 306 4th Avenue West and 408 7th Avenue West June 1st
 - o Review 199 8th Avenue East October 1st

6. Clerk

- Attorney Council Meeting fee change

8:00 Unfinished Business

1. Board of Appeal and Equalization Training
 - Council Member Asplund – *Completed*
2. Board of Appeal and Equalization Meeting
 - April 13th at 7:00 pm
3. FEMA Training
 - Council Members – *Council Member Froman completed*
4. CEDA Strategic Planning
 - Work session scheduled January 26th at 6:30 pm

8:15 New Business

1. Resolutions
 - 2023-1: City Appointment for 2023
 - 2023-2: Approving Invoice Payments before Council Meeting
 - 2023-3: Master Fee Schedule
 - 2023-4: Allowing Wire/Automated Bank Payments
 - 2023-5: Master Fine Schedule
2. Ordinances
 - 2022-5: An Ordinance Declaring and Laying Out a Public Street – *need Council approval*
 - 152:211(B): Required Trash Areas – *to be posted to public for 10 days with changes and approved at next meeting*
3. Monthly Meeting
 - Discussion regarding number of monthly meetings

8:45 Mayor/Council Updates

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

9:00 Adjournment

**MINUTES OF ELLENDALE
CITY COUNCIL MEETING
THURSDAY, JANUARY 12TH, 2023
7:00 PM**

Present: Mayor Matthew Bartsch; Council Members Jon Asplund, Jackie Froman and Scott Groth; Clerk/Treasurer Kim Zimprich; Fire Chief Logan Busho

Absent: Council Member Derek Bartness; Deputy Clerk/Treasurer Steve Engel; Utilities and Maintenance Supervisor Josh Otto

Visitors: Star Eagle Reporter Eli Lutgens

Call Meeting to Order: Meeting was called to order at 7:03 pm by Mayor Matthew Bartsch. The Pledge of Allegiance was recited.

Oath of Office:

1. Matthew Bartsch: Matthew Bartsch was given the Oath of Office and welcomed to another term as Mayor.
2. Jon Asplund: Jon Asplund was given the Oath of Office and welcomed to the start of his Council term.
3. Scott Groth: Scott Groth was given the Oath of Office and welcomed to another term on the Council.

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

Consent Agenda Items: A motion was made by Council Member Asplund to approve the Consent Agenda Items, which included Accounts Payable/Claims in the amount of \$129,353.08, December 8th, 2022: Public Hearing and Council Meeting Minutes and Financials. Council Member Froman advanced. Motion carried, all in favor.

Public Input: No one was present during public input.

Reports:

1. Fire Department
 - Fire Hall Committee Update: A design proposal was presented to the Council and a meeting was scheduled for February 9th at 6:00 pm to meet with an APX representative since Joey, who was the contact person, no longer works there.
 - Pumper Truck: Fire Chief Busho reported the gauges froze on the Pumper Truck and Great Plains will be completing the repairs.
 - 2022 Report: Fire Chief Busho stated there were 167 calls in 2022, 124 being medical calls. The Ellendale Ambulance provides a quarterly clothing stipend for the EMRs and the Fire Department will turn in the data to the Clerk's Office to pay the EMRs for 2022.
2. Maintenance
 - Electricity for Ellendale Days: A quote is needed to have a 220 installed on the north side of the Ambulance Bay for use during Ellendale Days. A quote will be submitted by Resler Electric in spring of 2023.
 - Electricity Cold Storage: A quote will be submitted by Resler Electric for electricity at the cold storage building in the spring of 2023.

3. Ellendale Parks and Trails Committee (EPTC)

- The next meeting has yet to be scheduled.

4. Steele Suites

- A meeting is scheduled with Attorney Rahrick on Wednesday, January 18th at 10:00 am to discuss progress on this project.

5. Codification Committee

- Meeting

- A workshop was held on January 12th at 6:00 pm to review codes and procedures. The topics that were discussed will be reviewed at the next Council Meeting.

- Review:

- 507 School Street: A complaint was filed regarding proper storage of garbage receptacles and empty paint pails stored on the side of the house. Council Member Froman addressed this property and the issues have been abated.
- 508 School Street: 117.01 Vacant Building Code (in regard to barn/garage not being secured). Deputy Clerk/Treasurer Engel spoke with the property owner who plans to address this in the spring.

- Notice of Violation/Warning Administrative Citation:

- 609 School Street: 92.18(V) Public Nuisances Affecting Peace and Safety. Mayor Bartsch sent updated pictures of this property to the Clerk's Office and progress has been made. Mayor Bartsch will check on the property before the next Council Meeting to see if more progress has been made before further action is taken.

- Administrative Citation:

- 205 5th Avenue West: 92.20 Unlicensed and Abandoned Vehicles. The deadline to abate this violation is May 1st.

- Attorney:

- 409 5th Avenue West – An Order has been sent from the Attorney's Office with a 30-day deadline.
- 109 6th Avenue East; 199 8th Avenue East; 306 4th Avenue West; 408 7th Avenue West:
 - 109 6th Avenue East; 306 4th Avenue West; 408 7th Avenue West: Review properties June 1st per plan submitted by property owner.
 - 199 8th Avenue East: Review property October 1st per plan submitted by property owner.

6. Clerk

- Attorney Council Meeting Fee Change: This was included in the Council packet for the Council to be aware of.

Unfinished Business:

1. Board of Appeal and Equalization Training: Council Member Asplund completed this training. Council Member Bartness is the other member.
2. Board of Appeal and Equalization Meeting: This meeting is scheduled for April 13th at 7:00 pm in the Council Chambers at the City Clerk's Office.

3. FEMA Training for Mayor and Council: Council Member Froman and Mayor Bartsch completed this training. It was decided that the remaining Council Members do not need to complete this training since two Council Members and the Clerk/Treasurer completed the training.
4. CEDA Strategic Planning: This work session is scheduled for January 26th at 6:30 pm in the Council Chambers at the City Clerk's Office.

New Business:

1. Resolutions:

- 2023-1: City Appointments for 2023: A motion was made by Council Member Groth to approve Resolution 2023-1. Council Member Froman advanced. Motion carried, all in favor.
- 2023-2: Approving Invoice Payments before Council Meetings: A motion was made by Council Member Froman to approve Resolution 2023-2. Council Member Asplund advanced. Motion carried, all in favor.
- 2023-3: Master Fee Schedule: A motion was made by Council Member Groth to approve Resolution 2023-3. Council Member Froman advanced. Motion carried, all in favor.
- 2023-4: Allowing Wire/Automated Bank Payments: A motion was made by Council Member Groth to approve Resolution 2023-4. Council Member Asplund advanced. Motion carried, all in favor.
- 2023-5: Master Fine Schedule: A motion was made by Council Member Groth to approve Resolution 2023-5. Council Member Froman advanced. Motion carried, all in favor.

2. Ordinances:

- Ordinance 2022-05: An Ordinance Declaring and Laying out a Public Street: A motion was made by Council Member Groth to approve Ordinance 2022-5. Council Member Froman advanced. Motion carried, all in favor. This will be published in the newspaper and will be effective on the publication date.
- Ordinance 2023-01: An Ordinance Amending Section 152.211 of the Ellendale City Code Relating to Required Trash Areas: The Council agreed to the changes made. This will be posted for public viewing for 10 days and presented at the next Council Meeting for approval.

3. Monthly Meetings: Discussion revolved around the number of Council Meetings that should be held a month. No decision was made and this was tabled for the next meeting.

Mayor/Council Updates:

Mayor Bartsch: He stated he appreciates Maintenance Otto for continuing to work after his father passed away.

Council Member Asplund: He had nothing to present.

Council Member Bartness: He was absent.

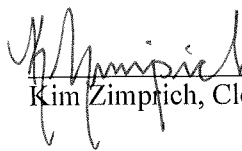
Council Member Froman: She asked if there could be a grace period for new to town persons regarding codification violations. She also mentioned that a welcome packet may be useful.

Next, she stated Ellendale Days is June 23rd-25th and would like the Council to be involved in this event.

Council Member Groth: He thanked the city staff for ordering flowers for Maintenance Otto's father's funeral.

Next, he brought up an idea to possibly contact the person who owns the land to the west of Crown Ridge and ask to have a row or two of corn stay in over the winter to aid in blocking snow from drifting. This may be something to look into before the next winter season.

A motion was made by Council Member Asplund to adjourn the Council Meeting. Council Member Froman advanced. Motion carried, all in favor. The meeting was adjourned at 8:07 pm.



Kim Zimpich, Clerk/Treasurer

2/9/2023

Date



Matthew Bartsch, Mayor

2/9/2023

Date

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