

City of Ellendale
September 8th, 2022
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
 - August 11th, 2022: Council Meeting Minutes
3. Financials

7:10 Oath of Office

1. Resolution 2022-24: Appointing A Person to Fill A Vacancy
2. Jackie Froman

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.

1. 103 4th Avenue West
 - Sewer backup

7:20 Reports:

1. Fire Department
 - Call Sheet Printer
 - Hydraulic hose quote to be obtained for Ladder Truck
 - Schedule Fire Committee Meeting
2. Maintenance
 - Contact Steele/Waseca regarding who is responsible for the electricity to the pole at the bar and the Café for future use of electricity for Ellendale Days
 - Welder Purchase (up to \$900)
 - Load of gravel for Commercial Street (estimate \$600)
3. Ellendale Parks and Trail Committee (EPTC)
 - Resolution 2022-25: Accepting Tree Donation
4. Steele Suites
 - City Clerk's Office is waiting for the revised Grant Agreement from MN Housing
 - Modular Home pick up – *completed*
5. Codification

- Review
 - 409 5th Ave W – Letter sent from Attorney’s office regarding possible legal action
 - 518 Radel Court – Letter sent from Attorney’s office regarding possible legal action
 - 109 6th Avenue East; 199 8th Avenue East; 306 4th Avenue West; 408 7th Avenue West
- Attorney to draft letter and send regarding possible legal action
- Notice of Violation/Warning Administrative Citation
 - 601 School Street
 - o *92.18(V)* – letter sent August 12th
 - 609 School Street
 - o *92.18(V)* – letter sent August 12th
 - 117 5th Avenue East
 - o *92.18(V)* – letter sent August 12th
- Administrative Citation

6. Clerk

- SEMCAC – *Use of Community Center Monday thru Friday*
- Fall Festival – *October 1st from 10 am to 3 pm*

8:20 Unfinished Business

1. Lagoon Road

- Attorney working with Steele County to have the road surveyed for a right-of-way easement to be developed, then create a Lagoon Road Ordinance

2. Community Center

- Advanced Masonry Restoration (AMR) to complete Community Center structural repairs and timeline is late August or early September and Sequoia to do digging and landscape repair

3. Clerk’s Office and Pump House

- Maintenance to demolish Pump House – *foundation to be demolished*
- Marvin Purrier to repair exterior north stairs – *next year budget*
- Sequoia to repair planter – *demolished, to rebuild after ramp repair next year*
- Landscape material ready to pick up at Sequoia
- Jensen Heating to vent crawl space – *Resler to wire for fan*
- Water in crawl space – *Serve Pro cleaned out and dehumidified*
- Jensen Heating – *ordering a/c repair parts*

4. Noise Ordinance Enforced Signs on Highway 30

- Deputy Clerk/Treasurer sent an e-mail to MN DOT

5. ECAG Electric Sign Easement and Agreement with the City

- Easement to be signed – *Attorney meeting on September 9th*
- Attorney Rahrlick to draft the agreement for Council to review

6. 908 and 906 Simplicity Drive Lot Combining Public Hearing

- Public Hearing scheduled for September 15th at 7:00 pm

7. Tax Abatement Public Hearing

- Public Hearing scheduled for September 15th at 7:21 pm

8. Special Council Meeting

- Scheduled for September 15th at 7:41 pm – *approve Combining Properties, Tax Abatement Resolution and 2023 Budget*

9. TNT Meeting

- Tentatively scheduled for December 8th at 6:30 pm

8:50 New Business

1. Resolution 2022-26: Authorizing a Transfer of Funds
2. Resolution 2022-1-01: Amending the Ellendale City Appointments
 - Feedback from Council before approval
3. Approve Employee Reviews
4. CEDA Strategic Planning and Contract
 - Discussion
5. Employee and Council Pay
 - Discussion

9:30 Mayor/Council Updates

1. Mayor Bartsch
2. Council Member Groth
3. Council Member Bartness
4. Council Member Kibler
5. Council Member Goebel

9:45 Adjournment

**MINUTES OF ELLENDALE
CITY COUNCIL MEETING
THURSDAY, SEPTEMBER 8TH, 2022
7:00 PM**

Present: Mayor Matthew Bartsch; Council Members Derek Bartness, Jackie Froman and Scott Groth; Clerk/Treasurer Kim Zimprich; Deputy Clerk/Treasurer Steve Engel; Fire Chief Logan Busho

Absent: Council Member Stephanie Kibler

Visitors: City Resident Andy Lerberg (103 4th Avenue West); City Residents Jon Spatenka, Wanda Wicker and Calvin Haun (601 School Street); NRHEG Star Eagle Reporter Jessica Lutgens (via Zoom)

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

Agenda: Additions to the Agenda included three additional claims under Accounts Payable. The claims were for Don Madden for a welder for Maintenance, which had prior approval, Jay Monson for Fire Department helmet lenses, which also had prior approval, and Fire Department member insurance renewal through the Volunteer Firefighter's Association for \$160. The new claim total was \$61,770.76. A motion was made to approve the Amended Agenda by Council Member Groth. Council Member Bartness advanced. Motion carried, all in favor.

Consent Agenda Items: A motion was made by Council Member Groth to approve the Consent Agenda Items, which included Accounts Payable/Claims in the amount of \$61,770.76, August 11th, 2022: Council Meeting Minutes and Financials. Council Member Bartness advanced. Motion carried, all in favor.

Oath of Office:

1. Resolution 2022-24: Appointing A Person to Fill A Vacancy: A motion was made by Council Member Bartness to approve Resolution 2022-24. Council Member Groth advanced. Motion carried, all in favor.
2. Jackie Froman: Council Member Froman was given the Oath of Office and welcomed to the Council.

Public Input:

1. 103 4th Avenue West
 - Property owner Andy Lerberg at 103 4th Avenue West was present and spoke about there being a sewer backup at 103 4th Avenue West on August 27th when the city received approximately four inches of rain; this was due to the lift pump not being able to keep up. A SCADA system was installed at the pump station, which may help alert Maintenance in the future quicker to help prevent this issue. The Deputy Clerk/Treasurer Engel will file a claim with the League of Minnesota Cities.
2. 601 School Street
 - Jon Spatenka, Wanda Wicker and Calvin Haun were present to discuss Codification letters that were sent to the property 601 School Street. Mayor Bartsch and Council Member Groth plan be at 601 School Street on September 9th at 8:00 am to follow through with checking on the codification violations since the residence at 601 School Street state the violations have been abated.

Reports:

1. Fire Department
 - No Parking Sign: A motion was made by Council Member Groth to approve the purchase of four No Parking signs for the Fire Hall doors for up to \$400.00. Council Member Bartness advanced. Motion carried, all in favor.

- Call Sheet Printer Quote: A motion was made by Council Member Groth to approve the purchase of a call sheet printer through Joel Adams PC Consulting in the amount of \$200.00. Council Member Bartness advanced. Motion carried, all in favor.
 - Hydraulic Hose Quote for Ladder Truck: A motion was made by Mayor Bartsch to approve the purchase of five hydraulic hoses for up to \$1000.00 through Arnold's to be made for the Fire Department to install on the Ladder Truck. Council Member Bartness advanced. Motion carried, all in favor.
 - Battery Charger and Compressor for Ladder Truck: A motion was made by Mayor Bartsch to approve the purchase of a battery charger and compressor for the Ladder Truck through Heiman. Council Member Bartness advanced. Motion carried, all in favor.
 - Schedule Fire Committee Meeting: Clerk/Treasurer Zimprich and Deputy Clerk/Treasurer Engel will be meeting with Attorney Rahrlick on August 9th at 10:00 am and will schedule a meeting that fits his schedule.
 - Down Spout on Hall: Maintenance Otto to check the down spout on the east side of the Fire Hall.
2. Maintenance
- Steele/Waseca Pole and Electric Box by the Café for Use at Ellendale Days: Deputy Clerk/Treasurer Engel will follow through with this task.
 - Welder Purchase: Maintenance Otto purchased a welder in the amount of \$450.00 on September 7th, which a prior approval was made for up to \$500.00. Mayor Bartsch and Council Member Groth approved a purchase for gas for the welder in the amount of \$210.00 on September 8th.
 - Load of Gravel: A motion was made by Council Member Groth to approve the purchase of a load of gravel through Dobberstein Backhoe, LLC for up to \$600.00. Council Member Bartness advanced. Motion carried, all in favor.
3. Ellendale Parks and Trails Committee (EPTC)
- Resolution 2022:25: Accepting Tree Donation: A motion was made by Council Member Bartness to approve Resolution 2022-25. Council Member Froman advanced. Motion carried, all in favor. It was noted the tree donation was made in memory of Orville Langlie.
 - Tree Donation: A motion was made by Mayor Bartsch to approve the tree donation from Scott and Chuck Groth to have two trees planted in front of the Community Center where they were taken out this year in memory of Paul and Mary Groth. Council Member Bartness advanced. Motion carried, all in favor. Let it be noted Council Member Groth abstained due to Paul and Mary being his parents.
 - Meeting: EPTC meeting is scheduled for September 13th at 7:00 pm at the Community Center since the a/c is not working in the Clerk's Office.
4. Steele Suites
- Revised Grant Agreement from MN Housing: The Clerk's Office is waiting on the revised agreement.
 - Modular home pick-up: This task has been completed.
5. Codification Committee
- Review:
 - Codification violations were submitted the day of the Council Meeting, thus were not on the Agenda or included in the Council Packet. A copy was presented to the Council. All violations were tabled for Council to have time to review. The violations and pictures will be e-mailed to the Council Members for review for next meeting.

- Notice of Violation/Warning Administrative Citation:
 - 601 School Street: This was addressed in Public Input.
 - 609 School Street: Mayor Bartsch and Council Member Groth will check on violations at this property on September 9th to see if they have been abated.
 - 117 5th Avenue East: Mayor Bartsch and Council Member Groth will check on violations at this property on September 9th to see if they have been abated.
- Administrative Citation:
- Attorney Letters Sent:
 - 409 5th Ave W – A letter was sent from Attorney’s office regarding possible legal action. Clerk/Treasurer Zimprich will follow up with Attorney Rahrlick at the meeting scheduled for September 9th.
 - 518 Radel Court – A letter was sent from Attorney’s office regarding possible legal action. Clerk/Treasurer Zimprich will follow up with Attorney Rahrlick at the meeting scheduled for September 9th.
 - 109 6th Avenue East; 199 8th Avenue East; 306 4th Avenue West; 408 7th Avenue West – The Council approved to have the Attorney draft letters and send regarding possible legal action at the last meeting. Attorney Rahrlick will be notified of this task at the September 9th meeting.

6. Clerk

- SEMCAC: Council agreed to allow SEMCAC use of the Community Center Monday through Friday.
- Fall Festival: This event will be held on Saturday October 1st from 10:00 am to 3:00 pm, hosted by Two Doves Boutique Gwen Reiss.

Unfinished Business:

1. Lagoon Road: The Attorney is working with Steele County to have the road surveyed for a right-of-way easement to be developed, then create a Lagoon Road Ordinance. Follow up on this task will take place at the Attorney September 9th meeting.
2. Community Center: Advanced Masonry Restoration (AMR) to complete Community Center structural repairs with a timeline of late August, early September in conjunction with Sequoia Landscape. Deputy Clerk/Treasurer Engel will follow up with AMR regarding a date.
3. Clerk’s Office and Pump House
 - Pump House: Maintenance demolished the building and Sonic Concrete demolished the foundation.
 - North Stair Repair: This will be budgeted for 2023 and Marvin Purrier will do the repair work.
 - Clerk’s Office Planter Repair and Landscape: Sequoia demolished the planter and will wait to install a new one after the ramp is repaired, which will be budget for 2023 and Marvin Purrier will repair the ramp.
 - Clerk’s Office Landscape: Maintenance will pick up from Sequoia.
 - Clerk’s Office Crawl Space: This was vented by Jensen Heating and Resler wired for a fan.

- Water in Crawl Space: Serve Pro cleaned out and dehumidified. A claim was filed with the League of Minnesota Cities.
 - Clerk's Office A/C Repair: A motion was made by Mayor Bartsch to accept the quote from Jensen Heating for a new A/C unit in the amount of \$4000.00. Council Member Bartness advanced. Motion carried, all in favor.
4. Noise Ordinance Enforced Signs on Highway 30: Deputy Clerk/Treasurer Engel sent an e-mail to MN DOT and is waiting for a response.
 5. ECAG Electric Sign Easement and Agreement with the City
 - Easement: The Easement has been approved and has yet to be signed. This will be addressed at the September 9th Attorney meeting.
 - Sign Agreement: Attorney Rahrck will draft a Sign Agreement. This will be followed up with at the Attorney meeting on September 9th.
 - Tree Removal: A motion was made by Mayor Bartsch to approve payment of \$300.00 for tree removal by the ECAG sign. Let it be noted the ECAG will be paying an additional \$300.00 as the cost will be split. Council Member Groth advanced. Motion carried, all in favor. Also noted, this will be taken out of unassigned money since there is no money left in the tree budget for 2022.
 6. 908 and 906 Simplicity Drive Lot Combining Public Hearing
 - The Public Hearing is scheduled for September 15th at 7:00 pm
 7. Tax Abatement Public Hearing
 - The Public Hearing is scheduled for September 15th at 7:21 pm
 8. Special Council Meeting
 - The Special Meeting, which will address approving combining of lots, Tax Abatement Resolution and the 2023 Budget, is scheduled for September 15th at 7:41 pm.
 9. TNT Meeting
 - Meeting scheduled for December 8th at 6:30 pm

New Business:

1. Resolution 2022-26: Authorizing a Transfer of Funds: A motion was made by Council Member Groth to approve Resolution 2022:26. Council Member Bartness advanced. Motion carried, all in favor.
2. Resolution 2022-1-01: Amending the Ellendale City Appointments: A motion was made by Council Member Groth to approve Resolution 2022-1-01. Council Member Froman advanced. Motion carried, all in favor.
3. Approve Employee Reviews: A motion was made by Mayor Bartsch to approve all Employee Reviews. Council Member Groth advanced. Motion carried, all in favor.
4. CEDA Strategic Planning and Contract
 - Council Member Groth will speak with CEDA Ron Zeigler regarding the 2023 Contract and Strategic Planning.
5. Employee and Council Pay
 - A motion was made by Mayor Bartsch to approve a 3.25% raise for City Staff, effective January, 2023. Council Member Bartness advanced. Motion carried, all in favor.

- A motion was made by Council Member Groth to raise the monthly salary of Mayor and Acting Mayor to \$130.00 and Council Members to \$90.00. This will be done by Ordinance through the Attorney's Office.

Mayor/Council Updates:

Mayor Bartsch: He stressed to have everyone look at the budget before the meeting to see where costs can be cut so property taxes can be at a low percentage.

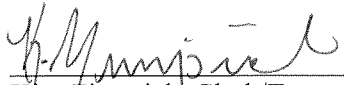
Council Member Groth: He had nothing to present.

Council Member Bartness: He had nothing to present.

Council Member Kibler: She was absent.

Council Member Froman: She thanked the Council for appointing her.

A motion was made by Council Member Bartness to adjourn the Council Meeting. Council Member Froman advanced. Motion carried, all in favor. The meeting was adjourned at 9:22 pm.



Kim Zimprich, Clerk/Treasurer

10-13-2022

Date



Matthew Bartsch, Mayor

10-13-2022

Date

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