

City of Ellendale
June 9th, 2022
Regular Council Meeting
7:30 pm

Agenda:

7:30 Call Meeting to Order

1. Pledge of Allegiance
2. Approve Agenda

7:35 Consent Agenda Items

1. Accounts Payable/Claims
2. May 26th, 2022: Council Meeting Minutes
3. Resolutions:
 - Resolution 2022-13: Accepting 2022 Appropriation for EDA and Ambulance from Steele County
 - Resolution 2022-14: Accepting 2022 Appropriation for EDA from the City of Ellendale
 - Resolution 2022-15: Accepting Donations of Money from Private Contributors for the City Mural Project
4. Financials

7:40 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.

7:45 Reports:

1. Steele Suites
 - Update
2. Fire Department
 - Fax Machine Quote
3. Maintenance
 - Stipend for person who waters city plants
4. Ellendale Parks and Trail Committee (EPTC)
 - Update
5. Codification Committee
 - Review
 - Vacant Building Registrations – due date July 1st
 - Rental Registration – Attorney to edit Ordinance for Council review
 - Swimming Pool Ordinance – need clarification
 - Notice of Violation
 - 604 8th Avenue West (May 30th deadline) – resolved
 - 114 6th Avenue East – Clerk’s Office spoke with owner, no letter sent

- 507 School Street – *Resolved before letter was sent*
- 601 School Street (July 25th deadline)
- 609 School Street (July 25th deadline)
- Warning Administrative Citation
 - 117 5th Avenue East (May 31st deadline)
- Administrative Citation
 - 409 5th Avenue West (June 6th deadline) - *No response*
 - 518 Radel Court (June 6th deadline) – *Mayor Bartsch to request court order on vehicle*
 - 109 6th Avenue East; 199 8th Avenue East; 306 4th Avenue West; 408 7th Avenue West (September 1st deadline)

6. Clerk

- 706 5th Street – *apron repair*

8:40 Unfinished Business

1. Fire Department Ladder Truck

- Minor repairs to be completed

2. Lagoon Road

- Attorney to create Lagoon Road Ordinance for Council review

3. Community Center

- Advanced Masonry Restoration (AMR) to complete Community Center structural repairs and timeline is late August, early September
- Sequoia quote – *see packet*

4. 520 6th Street Modular Home

- Update on sale

5. Council Meeting Change to Second Thursday of Month at 7:00 pm

- Approve Ordinance

6. Clerk's Office and Pump House

- Seasonal Maintenance to paint outside of Clerk's Office
- Council Member Goebel to contact Sequoia regarding sidewalk and ramp repair
- Waiting on quote from Luke Dobberstein to demolish Pump House

7. 908 and 906 Simplicity Drive Lot Combining

- Administrative process to begin and Public Meeting to be scheduled

8. 305 School Street

- Attorney to create Utility Easement

9. National Night Out

- Update from Jackie Froman

9:10 New Business

1. Bids

- Steele Suites Sanitary Sewer and Watermain

9:20 Mayor/Council Updates

1. Mayor Bartsch
2. Council Member Groth

3. Council Member Bartness
4. Council Member Kibler
5. Council Member Goebel

9:30 Adjournment

**MINUTES OF ELLENDALE
CITY COUNCIL MEETING
THURSDAY, JUNE 9TH, 2022
7:30 PM**

Present: Acting Mayor Scott Groth; Council Members Derek Bartness and Duane Goebel; Clerk/Treasurer Kim Zimprich; Deputy Clerk/Treasurer Steve Engel; Fire Chief Logan Busho

Absent: Mayor Matthew Bartsch; Council Member Stephanie Kibler; Maintenance Supervisor Josh Otto

Visitors: Senator Gene Dornik (Senate District 27); Jackie Froman

Call Meeting to Order: Meeting was called to order at 7:30 pm by Acting Mayor Scott Groth. The Pledge of Allegiance was recited.

Agenda: A \$50.00 claim was added to the Consent Agenda Items for a deposit to be paid back for a May 29th Community Center rental, making the new total submitted \$17,644.19. A motion was made to approve the Amended Agenda by Council Member Bartness. Council Member Goebel 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 \$17,644.19, May 26th Council Meeting Minutes, Resolution 2022-13: Accepting 2022 Appropriation for EDA and Ambulance from Steele County, Resolution 2022-14: Accepting 2022 Appropriation for EDA from the City of Ellendale, Resolution 2022-15: Accepting Donations of Money from Private Contributors for the City Mural Project and Financials. Council Member Goebel advanced. Motion carried, all in favor.

Public Input: Senator Gene Dornik was recognized who represents the Senate District 27. He gave a brief introduction of himself and an outline of what the Senate is currently doing for Minnesota. Acting Mayor Groth asked if there was possible funding for utility repair for Highway 30/5th Avenue. Senator Dornik will look into this.

Reports:

1. Steele Suites:

- A meeting is scheduled the morning on June 10th with the Clerk's Office, Attorney Rahrlick, CEDA Robert Harris, Mayor Bartsch, Financial Advisor Shannon Sweeney and Developer Darrin Stadheim.

2. Fire Department

- Pumper Truck: The main pumper truck will be taken to Little Falls this coming weekend for repairs on the panel and to install chains on the tire. The Fire Department debit card will be used to gas up the pumper truck. Either the city truck will be used or the Fire Department will submit mileage for reimbursement if a personal vehicle is used.
- Fax Machine Quote: Fire Chief Busho is waiting on a quote from Justin at Steele County Dispatch.

3. Maintenance

- Stipend for Person Who Waters the City Plants – Discussion was held regarding a stipend for the person who waters the city plants. In the end, Council decision was to not pay this person because this has always been a volunteer position. Also, if a volunteer is not available, the Seasonal Maintenance person can be assigned this task.

4. Ellendale Parks and Trail Committee (EPTC)

- Compliments have been made from community members regarding the installation of the basketball hoops and court. However, it was brought to the Council's attention that the west basketball hoop has been bent due to people dunking.

5. Codification Committee

• Review

- Vacant Building Registration: Letters have been sent with a deadline of July 1st. One registration has been received of the nine letters that were sent on May 17th.
- Rental Registration: The Attorney edited the current Ordinance, which delete the inspection requirements. This was tabled to give the Council time to review.
- Swimming Pool Ordinance: Clarification was needed regarding the Swimming Pool Ordinance in the Codification Manual (152.222). In a past Council Meeting, it was discussed to add a more in-depth Ordinance to the Codification Manual without knowledge that there was a current Ordinance. The current Ordinance was reviewed. A motion was made by Acting Mayor Groth to remove the Swimming Pool Ordinance from the Codification Manual. Council Member Bartness advanced. Motion carried, all in favor.

• Notice of Violation:

- 604 8th Avenue West: A Notice of Violation letter was sent with a May 30th deadline. This issue has been resolved.
- 114 6th Avenue East: The Clerk's Office spoke with the owner and the owner plans to mow the lawn the weekend of June 11th; therefore, no letter was sent.
- 507 School Street: The issue was resolved before a letter was sent.
- 601 School Street: A Notice of Violation letter was sent with a deadline of July 25th.
- 609 School Street: A Notice of Violation letter was sent with a deadline of July 25th.

• Warning Administrative Citation:

- 117 5th Avenue East: A letter was sent explaining what needs attention with a deadline of May 31st. This was tabled to be discussed at the next meeting since Mayor Bartsch and Council Member Kibler were absent.

• Administrative Citation:

- 409 5th Avenue West: Another Administrative Citation was sent with the maximum fine set and stating if not paid and abated, legal action may be the next step. June 6th is the deadline. This was tabled to be discussed at the next meeting since Mayor Bartsch and Council Member Kibler were absent.
- 518 Radel Court: Another Administrative Citation was sent with the maximum fine set and stating if not paid and abated, legal action may be the next step. June 6th is the deadline. Mayor Bartsch is to request court order on vehicle. Mayor Bartsch was not present; therefore, this was tabled.
- 109 6th Avenue East; 199 8th Avenue East; 306 4th Avenue West; 408 7th Avenue West: A letter was sent stating a \$100 citation will be added each month beginning in April to each property until reviewed September 1st. The citations will be waived if the properties are up to Code by the September 1st due date. There has been no activity on the above properties as of June 8th.

• Further Discussion:

- Council discussion focused on the current codification procedure not working. Points were made that a phone call can be made to abate a majority of the issues that are presented. Council Member Derek stated he has talked to a handful of residents and they have taken care of the codification

issues without a letter being sent. This has also been the case with the Clerk's Office. It was stated that appointing a contact person may be a better procedure in abating minor issues. No action was made and this discussion was tabled so that all Council persons can be involved at the next meeting.

6. Clerk

- Lerberg Fitness Annual Membership: A motion was made by Acting Mayor Groth to approve the purchase for an annual membership to Lerberg Fitness for the Fire Department, for \$600.00. Council Member Goebel advanced. Motioned carried, all in favor.
- 706 5th Street: In 2018, the Council agreed to have the apron repaired at 706 5th Street because the neighbor damaged the apron. A motion was made by Council Member Goebel to approve the city to have work done on the apron for repair. Council Member Bartness advanced. Motion carried, all in favor.

Unfinished Business:

1. Fire Department Ladder Truck: Minor repairs to be completed per DOT inspection.
2. Lagoon Road: The Attorney will create a Lagoon Road Ordinance for Council review.
3. Community Center: Advanced Masonry Restoration to complete Community Center structural repairs with a timeline of late August, early September. Sequoia Landscape submitted a quote for digging and landscape repair. A motion was made by Council Member Goebel to accept the quote for Sequoia in the amount of \$1240.50. Council Member Bartness advanced. Motion carried, all in favor.
4. 520 6th Street Modular Home: The Attorney is working on Title issues that have arose with the sale of the modular home.
5. Council Meeting Change to Second Thursday of Month at 7:00 pm: Council Member Bartness made a motion to approve Ordinance 2022-1. Acting Mayor Groth advanced. Motion carried, all in favor.
6. Clerk's Office and Pump House
 - The Seasonal Maintenance was going to paint outside of Clerk's Office; however, Clerk/Treasurer Zimprich contacted two places this date, Reinhart and Pence, for quotes because it is going to be a bigger project than expected. Quotes will presented to the Council when received.
 - Council Member Goebel contacted Sequoia regarding sidewalk and ramp repairs, however, did not receive a response. This was taken off the Agenda because the budget will focus on painting the exterior building at the present moment.
 - A quote was submitted by Luke Dobberstein in the amount of \$3350.00 to demolish the pump house by the Clerk's Office, with an additional \$1000.00 if the cement is more than 24" thick. Acting Mayor Groth will follow up with Luke regarding what is included in the quote since there is electric hooked up to the Pump House.
7. 908 and 906 Simplicity Drive Lot Combining: Deputy Clerk/Treasurer Engel will begin the Administrative process with the county and a Public Meeting has yet to be scheduled.
8. 305 School Street: The Attorney will not be creating a Utility Easement for the property owner because the Council decided not to vacate. The property owner wanted to place a fence across the road, however, this is not legal. It was suggested the property owner place road signs to deter parking.
9. National Night Out: An update was provided to the Council by Logan Busho on behalf of Jackie Froman before she arrived at the meeting. The plan is to have a variety of contests including hula hoops, water balloons and sidewalk chalk. The Council was okay with a street by the park to be blocked off for the sidewalk chalk

contest. Other plans are to collect food shelf items, have a mini donut stand and Steele County will be bringing down the Emergency Operation Trailer. Council Member Bartness made a motion to approve expenditures up to \$300.00 to cover prizes for contests to be held at National Night Out. Council Member Goebel advanced. Motion carried, all in favor. Jackie Froman will work with the Clerk's Office regarding purchases.

10. Fire Department Building: A quick update was provided stating that Fire Committee Member Jackie Froman is working with the Attorney on updating the RFPs.

New Business:

1. Steele Suite Sanitary Sewer and Watermain Bids: A motion was made by Council Member Goebel to accept the lowest bid from Dirt Merchant in the amount of \$108,363.60. Council Member Bartness advanced. Motion carried, all in favor.
2. Ellendale Days: A motion was made by Council Member Bartness to approve the rental of two portable restrooms for Ellendale Days (Saturday and Sunday); one to be placed by the tractor pull and the other in the Methodist Church parking lot. Acting Mayor Groth advanced. Motion carried, all in favor.
3. ECAG Electric Sign: A motion was made by Acting Mayor Groth to approve the electric sign to be placed on city property with an easement from the city pending the Attorney's advice, who will be contacted tomorrow. Council Member Bartness advanced. Motion carried, all in favor.

Mayor/Council Updates:

Mayor Bartsch: He was absent.

Council Member Groth: He asked if the trees that were taken down at the Community Center will be replaced. There is no money left in the budget for this year; however, it was suggested this be budgeted for next year.

Next, he extended a thank you to Lonnie Misgen for cleaning up the dilapidated building on the corner of Commercial Street and 8th Avenue.

Council Member Bartness: He had nothing to present.

Council Member Kibler: She was absent.

Council Member Goebel: He plans to look into signage for the Community Center to be placed on 5th Avenue/Highway 30.

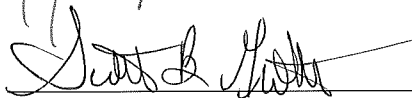
A motion was made by Council Member Bartness to adjourn the Council Meeting. Council Member Goebel advanced. Motion carried, all in favor. The meeting was adjourned at 9:00 pm.



Kim Zimprich, Clerk/Treasurer

6/23/2022

Date



Scott Groth, Acting Mayor

6/23/22

Date

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