

**City of Ellendale**  
**June 23<sup>rd</sup>, 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. June 9<sup>th</sup>, 2022: Council Meeting Minutes

**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.*

1. Steele County Lon Thiele
2. Berlin Township
  - 2023 United Pacific railroad track infrastructure

**8:00 Reports:**

1. Andy Bernau
  - 2021 Audit
2. Steele Suites
  - Update
3. Fire Department
  - Fax Machine Quote
4. Maintenance
  -
5. Ellendale Parks and Trail Committee (EPTC)
  - West basketball hoop is bent
6. Codification Committee
  - Review
    - Vacant Building Registrations – *due date July 1st*
    - Rental Registration – *Council to approve; should there be a fee for registration?*
    - Open Discussion – *Codification procedure*
  - Notice of Violation
    - 114 6<sup>th</sup> Avenue East (June 26<sup>th</sup> deadline) - *resolved*

- 601 School Street (July 25<sup>th</sup> deadline)
- 609 School Street (July 25<sup>th</sup> deadline)
- Warning Administrative Citation
  - 117 5<sup>th</sup> Avenue East (May 31<sup>st</sup> deadline) - *tabled for full Council to be present*
- Administrative Citation
  - 409 5<sup>th</sup> Avenue West (June 6<sup>th</sup> deadline) – *tabled for full Council to be present*
  - 518 Radel Court (June 6<sup>th</sup> deadline) – *Mayor Bartsch to request court order on vehicle*
  - 109 6<sup>th</sup> Avenue East; 199 8<sup>th</sup> Avenue East; 306 4<sup>th</sup> Avenue West; 408 7<sup>th</sup> Avenue West (September 1<sup>st</sup> deadline)

7. Clerk

**8:30 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 and Sequoia to do digging and landscape repair
4. 520 6<sup>th</sup> Street Modular Home
  - Attorney working on Title issues
5. Clerk's Office and Pump House
  - Reinhardt Painting quote to paint the exterior of the Clerk's Office - *attempted to gather two other bids without success*
  - Clarification on quote from Luke Dobberstein to demolish Pump House
6. 908 and 906 Simplicity Drive Lot Combining
  - Deputy Clerk/Treasurer to begin an administrative process to begin and Public Meeting to be scheduled
7. ECAG Electric Sign
  - Attorney to draft an Easement to allow the sign to be placed on city property
8. July Council Meeting
  - Scheduled for July 14<sup>th</sup> at 7:00 pm

**9:00 New Business**

1. Personnel Policy 10.0 Paid Holidays
  - Does the Council want to add Juneteenth Federal Holiday?
2. Public Hearing TIF District Proposal
  - July 28<sup>th</sup> at 7:00 pm

**9:10 Mayor/Council Updates**

1. Mayor Bartsch
2. Council Member Groth
3. Council Member Bartsch
4. Council Member Kibler

5. Council Member Goebel

**9:25 Adjournment**

**MINUTES OF ELLENDALE  
CITY COUNCIL MEETING  
THURSDAY, JUNE 23RD, 2022  
7:30 PM**

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

**Absent:** Council Member Duane Goebel; Utilities and Maintenance Supervisor Josh Otto

**Visitors:** Sheriff Lon Theile, Berlin Township Rick Johnson; Auditor Andy Bernau; City Resident Jim Crosby; National Night Out Jackie Froman

**Call Meeting to Order:** Meeting was called to order at 7:30 pm by Mayor Matthew Bartsch. The Pledge of Allegiance was recited.

**Agenda:** Additions were added to New Business, which included Resolution 2022-16: Authorizing Transfer of Real Property and a Certificate of a Zoning Compliance Application for a new build at 902 Dutton Drive. A motion was made to approve the Amended Agenda by Council Member Groth. Council Member Kibler 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 \$72,427.29 and June 9<sup>th</sup> Council Meeting Minutes. Council Member Groth advanced. Motion carried, all in favor.

**Public Input:**

1. Steele County Sheriff Lon Thiele:

- He recognized Fire Chief Logan Busho stating he does an amazing job. He reported the Ellendale Fire Department did a wonderful job last week with the recovery incident in Hope.
- He asked that the Ellendale Days Committee contact the Minnesota Department of Transportation to have Highway 30 closed during the parade on June 25<sup>th</sup>. He also stated he would make a call to Union Pacific to let them know the parade is at 4:00 pm to avoid railroad traffic at the time of the parade.

2. Berlin Township:

- Rick Johnson spoke about the 202 Union Pacific railroad track infrastructure and stated there is a meeting scheduled at 6:00 pm on July 20<sup>th</sup> at the Community Center with Berlin Township and the Union Pacific Railroad, which is open to the public. This will be an informational meeting. Rick suggested it would be beneficial to have a city representative at the meeting. Rick was given the phone number to Senator Dornink and it was suggested that he be invited to the meeting.

3. City Resident Jim Crosby:

- He was recognized and stated he was at the meeting to observe.

**Reports:**

1. Andy Bernau:

- The 2021 City Audit was reviewed with the Council. A motion was made by Council Member Groth to accept the 2021 Financial Statement Audit. Council member Kibler advanced. Motion carried, all in favor. Andy will submit the Audit to the State on June 27<sup>th</sup>.

2. Steele Suites:

- The Attorney continues to work on Title issues that have arose with the sale of the modular home that is at the future property of Steele Suites.

- Dirt Merchant received the bid for the water/sewer project at Steele Suites through Bolton and Menk. Clerk/Treasurer Zimprich will sign the contracts and submit them.

### 3. Fire Department

- Fax Machine Quote: Fire Chief Busho is waiting on a quote from Justin at Steele County Dispatch.
- RFPs for Fire Hall: The Attorney revised the RFPs and wanted to make sure the top dollar amount was \$450,000.00. Also needed is a date for the quotes to be received and a start date for the project. Deputy Clerk/Treasurer Engel is currently working on the Environmental Study and Budget to be submitted to Lori from USDA. A motion was made by Mayor Bartsch to set the bid deadline for October 1<sup>st</sup>, 2022, and the start project date for April 1<sup>st</sup>, 2023. Council Member Bartness advanced. Motion carried, all in favor.
- Pumper at Great Plaines: Rick Johnson and Tyler McGowan will be picking up the Pumper Truck on June 24<sup>th</sup>. Logan Busho and Frank Altrichter brought the Pumper Truck up to Great Plaines. They are requesting \$25.00 plus mileage. A motion was made by Council Member Groth to pay \$25.00 an hour, which is 9 hours round trip, and IRS mileage rate for the 550 miles. Council Member Bartness advanced. Motion carried, all in favor.
- Blade Order: 10 blades at \$7.00 a blade was purchased through Miner's, which was approved previously by Mayor Bartsch and Council Member Groth.
- Fire Department Recovery Incident in Hope, MN: Fire Chief Busho shared the incident with the Council and stated protocols were taken as a department to debrief.
- Frontline Worker Pay: The Fire Department qualifies for Frontline Worker Pay and Logan will be submitting the information and will contact the Clerk's Office if more information is needed.
- National Night Out: Jackie Froman stated instead of having the NRHEG Cheerleaders do face painting, tattoos and mini footballs will be ordered through the National Night Out website. She did a price check on the previous items and added items and the total order was over the \$300.00 previously approved. A motion was made by Council Member Groth to approve the purchase of National Night Out items, up to \$325.00, an added \$25.00 from the previous approval. Council Member Kibler advanced. Motion carried, all in favor.

4. Maintenance: Maintenance Otto was not present and no Maintenance report was given.

### 5. Ellendale Parks and Trail Committee (EPTC)

- The EPTC met on June 21<sup>st</sup> in the Crown Ridge Park. The committee is making a proposal to place one bench on the west side, on the hill and one on the east end, a short distance away from the playground equipment. Mayor Bartsch made a motion to install the benches in the proposed locations. Council Member Kibler advanced. Motion carried, all in favor. Updated quotes will be gathered and presented to the Council.
- The west basketball hoop is bent at the city park and Maintenance Otto will make the repair. If he is not able to make the repair, the next step will be to pour another slab to have it straightened.
- The park plan was given to the Council and the EPTC is currently gathering data through a survey from the community to see where the priorities are.
- CEDA Robert Harris is looking into grants for the parks.

### 6. Codification Committee

- Review

- Vacant Building Registration: Letters have been sent with a deadline of July 1<sup>st</sup>. One registration has been received of the nine letters that were sent on May 17<sup>th</sup>. Council Member Kibler offered to make calls to those who have not submitted their registration, reminding them if it is not filed, the charge will be assessed to their property taxes, along with an assessment fee.
- Rental Registration: A motion was made by Council Member Groth to approve the edited Title XI, Chapter 116 of the Ellendale Codification Manual and take out the rental registration fee in the Master Fee Schedule. Council Member Bartness advanced. Motion carried, all in favor.
- Open Discussion: Open discussion focused on what is not working with the codification process. This was tabled for another discussion to be held at the next Council Meeting and it was asked the Council Members bring ideas of what may work in regard to the codification process.

- Notice of Violation:

- 114 6<sup>th</sup> Avenue East: A Notice of Violation regarding the lawn needing to be mowed was sent on June 16<sup>th</sup> and the issue was abated on June 17<sup>th</sup>.
- 601 School Street: A Notice of Violation letter was sent with a deadline of July 25<sup>th</sup>.
- 609 School Street: A Notice of Violation letter was sent with a deadline of July 25<sup>th</sup>.

- Warning Administrative Citation:

- 117 5<sup>th</sup> Avenue East: A letter was sent explaining what needs attention with a deadline of May 31<sup>st</sup>. This was tabled since codification procedure discussion will continue at the next meeting.

- Administrative Citation:

- 409 5<sup>th</sup> 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 6<sup>th</sup> is the deadline. This was tabled since codification procedure discussion will continue at the next meeting.
- 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 6<sup>th</sup> is the deadline. Mayor Bartsch is to request court order on vehicle. This was tabled since codification procedure discussion will continue at the next meeting.
- 109 6<sup>th</sup> Avenue East; 199 8<sup>th</sup> Avenue East; 306 4<sup>th</sup> Avenue West; 408 7<sup>th</sup> Avenue West: A letter was sent stating a \$100 citation will be added each month beginning in April to each property until reviewed September 1<sup>st</sup>. The citations will be waived if the properties are up to Code by the September 1<sup>st</sup> due date. There has been no activity on the above properties as of June 22<sup>nd</sup>.

## 6. Clerk

- COVID Test: Steele County provided free COVID tests to the city and they are available at the Clerk's Office.
- 114 6<sup>th</sup> Avenue East: This home is currently vacant and the owner requested to have the water shut off at the curb stop. Maintenance Otto will follow through with this task.
- Ellendale Day's Bands: There will be bands playing at RJ's Bar for Ellendale Days and it was asked if it rains, if the bands could perform in the Ambulance Bay. The Council was okay with this as long as liability was checked with the city insurance. Deputy Clerk/Treasurer to follow through with this task.

- Teen Dance: A motion was made by Council Member Groth to approve a \$400.00 payment to the DJ at the teen dance on Saturday for Ellendale Days in the Community Center. Council Member Bartness advanced. Motion carried, all in favor.
- Crown Ridge Trees: The Council previously approved to have the willow trees cut down at the pond in Crown Ridge; however, this was not followed through with. Deputy Clerk/Treasurer will contact Gordy's Total Tree to have this task complete.
- SMIF Donation: Council decision was not to make an annual donation to SMIF.

### **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 in conjunction with Sequoia Landscape.
4. 520 6<sup>th</sup> Street Modular Home: Addressed under Steele Suites and will be placed there for future Agendas until complete.
5. Clerk's Office and Pump House
  - Three quotes were attempted for painting the exterior of the Clerk's Office and only one quote was received. Pence Painting did not return a phone call and Haugen Painting did not show up to scheduled appointment time. A quote from Reinhardt Painting was presented to the Council for \$4400.00 to paint the Clerk's Office, which includes \$200.00 for each of the two doors. A motion was made by Council Member Groth to accept the quote for \$4400.00 to paint the exterior of the Clerk's Office, which includes the two doors. Council Member Bartness advanced. Motion carried, all in favor.
  - 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. Mayor Groth stated this does not include the electrical work. Maintenance Otto seemed to be willing to demolish the building when approached and has already contacted an electrician. The plan is to have Maintenance Otto attempt demolition; and if he is not able to complete this project, Luke Dobberstein will be contacted.
6. 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.
7. ECAG Electric Sign: The Attorney is working on an Easement to allow the sign to be placed on city property.
8. July Council Meeting: The new Ordinance is effective in July and the Council Meeting is scheduled for July 14<sup>th</sup> at 7:00 pm.

### **New Business:**

1. Personnel Policy 10.0 Paid Holiday: A motion was made by Mayor Bartsch to add Juneteenth as a holiday recognized by the City of Ellendale. Council Member Bartness advanced. Motion carried, all in favor.
2. Public Hearing TIF District Proposal: A Public Hearing is tentatively scheduled for July 28<sup>th</sup> at 7:00 pm. There were concerns regarding the TIF Proposal and Mayor Bartsch will speak with David Drown and Associates Shannon Sweeney for clarification and will connect with the Clerk's Office after.
3. Resolution 2022-16: Authorizing Transfer of Real Property: A motion was made by Council Member Kibler to approve Resolution 2022-16. Council Member Bartness advanced. Motion carried, all in favor.

4. Certificate of Zoning Compliance Application: A motion was made by Council Member Groth to approve the Certificate of Zoning Compliance Application for a new build at 902 Dutton Drive. Mayor Bartsch advanced. Motion carried, all in favor.

**Mayor/Council Updates:**

Mayor Bartsch: He thanked the Clerk Office staff for their work toward a successful 2021 Audit.

Council Member Groth: He thanked the Fire Department for their work.

Council Member Bartness: He stated he has received calls regarding Maintenance Otto storing his personal hunting gear at the recycling site. Council Member Bartness will speak with Maintenance Otto about not storing his personal items on city property.

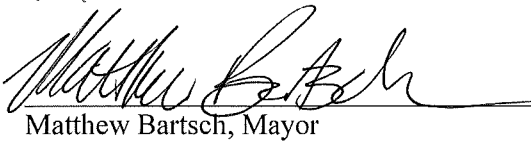
Council Member Kibler: She had nothing to present.

Council Member Goebel: He was absent.

A motion was made by Council Member Kibler to adjourn the Council Meeting. Council Member Bartness advanced. Motion carried, all in favor. The meeting was adjourned at 10:10 pm.

  
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Kim Zimprich, Clerk/Treasurer

7/14/2022  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Matthew Bartsch, Mayor

7/14/2022  
\_\_\_\_\_  
Date

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