

City of Ellendale
March 14th, 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
 - February 8th, 2024: Council Meeting Minutes
3. 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
 - Lindell Engineering, Inc Quote – *needs approval*
 - Lease Purchase Agreement from NCL to rebuild Tanker Truck – *needs approval Lease*
 - Expenses
 - Sorenson's Fridge and Freezer Purchase \$1,058.00 - *needs approval*
2. Maintenance
 - Community Center A/C, furnace and thermostat – *Jensen Heating to submit a quote*
 - Door handles for Community Center and Council Chambers – *review Southern Lock and Glass quote*
 - Diesel fuel tank for City – *discussion*
 - Lease Purchase Agreement from NCL for Snowplow loan – *needs approval*
 - Boulevard tree removal – *508 Radel Court*
 - 2024 Ellendale Overlays – *review quote from Ulland Brothers Inc.*
 - Water Shut Off Procedure –
 - Reminder letters to be sent with March utility bills – *letter in packet*
 - Who will be appointed to serve the notices personally if needed – *50.117(A) in packet*
 - 210 4th Avenue West water shut off valve broken and is the city's responsibility
 - Spring Clean Up Day – *May 18th, 9:00 am – 12:00 pm?*
 - Expenses
3. Community Gathering Place Mural Project Committee

- Mural to be finished painting by the end of March and to cure in large room at Community Center until May 1st, then to be taken down and stored in small meeting room at Community Center until assembled outside on posts
4. Steele Heights
 - Resolution 2024-12: Supporting an Application to the Minnesota Housing Workforce Housing Development Program – *needs approval*
 5. Codification
 - Attorney
 - 409 5th Avenue West
 - The signed stipulation letter has yet to be received from the property owner; deadline for abatement is May 1st
 - 109 6th Avenue East; 408 7th Avenue West; 199 8th Avenue East
 - Waiting for an update from Attorney Rahrnick
 6. Clerk
 - Marvin Purrier Concrete and Masonry Construction LLC Estimate for Clerk’s Office Repairs
 - Review estimate and discuss .
 - GO Temporary Tax Abatement Bond Re-financing- Long Term Bond.
 - David Drown and Associates Shannon Sweeney to initiate the long-term bond process and to begin certification of the TIF district with the county for 2025

8:15 Unfinished Business

1. Community Center
 - Quote from Community Foundation for large meeting room remodel – *review and approve*
 - Quote to paint exterior of Community Center – *review and approve*
 - Work cannot begin until the Mural is out of the large meeting room
2. County EMS Tabletop Meeting
 - April 13th at 9:00 am to 1:00 pm at the Community Center
3. Keen Bank CD
 - 9 Month Business CD is 4.75%

8:30 New Business

1. CEDA Representative Jennifer Howard
 - Temporary leave of absence
2. Pay Equity Workshop
 - If the Council is interested, schedule a date in May
3. Consolidated Communications
 - Discontinuing their TV services on June 11th
4. 2024 Board of Appeal and Equalization Meeting
 - Wednesday, April 10th from 1:00-3:00 pm at the Council Chambers in Blooming Prairie

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, MARCH 14TH, 2024
7:00 PM**

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

Absent: Mayor Matthew Bartsch

Visitors: Steele County Times Reporter Kay Fate

Call Meeting to Order: Meeting was called to order at 7:02 pm by Acting Mayor Groth. The Pledge of Allegiance was recited.

Agenda: A motion was made to approve the Agenda by Council Member Bartness. 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 \$133,272.10, February 8th, 2024: Council Meeting Minutes and Financials. Council Member Asplund advanced. Motion carried, all in favor.

Public Input:

Reports

1. **Fire Department**

- **Fire Hall Committee:** The plan is to have the Council meet with APX and USDA Lori Balati to discuss the Lindell Engineering, Inc quote and to have the opportunity to discuss this project further. Council Member Froman will coordinate a meeting time.
- **Lease Purchase Agreement from NCL to Rebuild Tanker Truck:** This was tabled to wait for the township money to arrive. When the money is received, the Council will discuss what an appropriate downpayment will be for the Lease Purchase.
- **Fire Department Fish Fry:** The next Fire Department Fish Fry is scheduled for Friday, March 22nd at the Community Center beginning at 5:30 pm.
- **Expenses:**
 - **Sorenson's Fridge and Freezer Purchase:** A motion was made by Council Member to approve the purchase of a fridge and freezer for the fire hall in the amount of \$1,058.00 from Sorenson's. Council Member advanced. Motion carried, all in favor.
 - **Leaf Blower:** A motion was made by Council Member Bartness to approve the purchase of a leaf blower for \$300.00 from Miner's Outdoors. Council Member Asplund advanced. Motion carried, all in favor.
 - **Ladder Truck:** A motion was made by Council Member Bartness to approve the purchase of a replacement pump and hydraulic fluid for the Ladder Truck, up to \$1,125.00. Acting Mayor Groth advanced. Motion carried, all in favor.

2. **Maintenance**

- **Community Center Furnace and Thermostat:** A quote was presented to the Council from Jensen Heating for a new rooftop unit in the amount of \$13,860.00, which does not include electrical work. This is not in the 2024 budget. The second option is to have the motor on the unit replaced, however, a quote for this repair was not obtained. Deputy Clerk/Treasurer Engel will obtain a quote for repairing the motor and present it to the Council when received.

- Door Handles for Community Center and Council Chambers: The quote from Southern Lock and Glass was reviewed by the Council. A motion was made by Acting Mayor Groth to approve the repair to the north door at the Community Center for \$950.00 and two doors at the Maintenance Building for \$6,900.00, a total of \$7,850.00. Council Member Bartness advanced. Motion carried, all in favor. Noted, this was not budgeted for 2024 and will be taken from unassigned monies.
- Diesel Fuel Tank for City: Discussion continued on this subject. It was discussed that this project may cost up to or more than \$5,000.00, which is not budgeted for; however, the Ellendale Fire Relief Gambling is willing to donate \$2,000.00. Placement of where the diesel barrel would go was also discussed. In the end, this was tabled until next month to gather more information.
- Lease Purchase Agreement from NCL for Snowplow Loan: A motion was made by Council Member Bartness to approve the lease purchase agreement from NCL for the purchase of a snowplow from the City of Owatonna, with a \$30,000.00 down payment, annual lease payments being \$17,467.31, for a term of 5 years. Council Member Asplund advanced. Motion carried, all in favor.
- Boulevard Tree Removal: The Council was informed that 508 Radel Court will be having boulevard trees taken down at the property owner's expense. This was discussed last year, and the Council was okay with this plan then and still are. The Council was also informed that the property owner at 508 School Street will also be taking down two trees. The Council was also okay with this action.
- 2024 Ellendale Overlays: The Council reviewed the 2024 Ellendale Overlays quote submitted by Uland Brothers Inc. A motion was made by Council Member Froman to approve the quote for the three areas along 3rd Avenue and patching the area on Rose Drive for up to \$60,000.00. Council Member Bartness advanced. Motion carried, all in favor.
- Water Shut Off Procedure:
 - The Council was informed that a water shut off reminder letter will be mailed with the March utility bills to the property owners and renters who are three months arrears; the letter was included in the Council Packet. The plan is to begin the water shut off process by the first of May.
 - It was asked by Clerk/Treasurer Zimprich who will be appointed to serve the notices personally if the certified letter is not signed for and receipted to the city since this is the procedure in the Ellendale Codification Manual. Council Member Asplund stated he would fulfill this position.
 - Also discussed was the fact that the last three properties that needed to have their water shut off, the valves were broken; the most recent property being 210 4th Avenue West. This was brought up because according to the Ellendale Codification Manual it is the city's responsibility to repair the valves that are broken, and this may be an added expense to the water fund when enforcing the water shut off procedure.
- Spring Clean Up Day: Spring Clean Up Day is scheduled for May 18th from 9:00 am to 12:00 pm at the Maintenance Shop building. Notices will be sent with the April water billing.
- Expenses
 - RDO: A motion was made by Council Member Asplund to approve the RDO repair on the backhoe to fix the main lift cylinder seal kit, which was \$2,082.03, along with the 1500-hour inspection fee. Council Member Bartness advanced. Motion carried, all in favor.

- Valve Exercise through Rural Water: A motion was made by Acting Mayor Groth to approve up to \$1,160.00, approximately eight hours, of valve exercise through a contracting company. Council Member Bartness advanced. Motion carried, all in favor.
 - Generator: A motion was made by Council Member Froman to approve the purchase of a generator from Harbor Freight in the amount of \$650.00. Council Member Asplund advanced. Motion carried, all in favor.
3. Community Gathering Place Mural Project Committee
- According to Artist Chandler Anderson, he plans to be finished painting the mural by the middle of March and would like to keep it up in the large meeting room until May 1st to cure. He can then take the mural panels down and store them on an eight-by-four-foot platform in the small meeting room at the Community Center. The Council agreed with this plan.
4. Steele Heights
- Resolution 2024-12: Supporting an Application to the Minnesota Housing Workforce Housing Development Program: Due to Mayor Bartsch being absent, this was tabled until the whole Council is present.
5. Codification
- Attorney
 - 409 5th Avenue West: The signed stipulation letter has yet to be received from the property owner, and the deadline for abatement is May 1st.
 - 109 6th Avenue East; 408 7th Avenue West; 199 8th Avenue East: No significant progress has been made and the Clerk's Office is waiting for an update from Attorney Rahrlick.
6. Clerk
- Marvin Purrier Concrete and Masonry Construction LLC Estimate for Clerk's Office Repairs: A motion was made by Acting Mayor Groth to approve the quote from Marvin Purrier in the amount of \$36,000.00 to complete repairs on the exterior of the Clerk's Office, with the understanding that the extra cost that is not budgeted for will be taken from the what was not spent last year and unassigned monies. Council Member Bartness advanced. Motion carried, all in favor.
 - GO Temporary Tax Abatement Refinancing Long Term Bond: A motion was made by Council Member Bartness to approve having David Drown and Associates Shannon Sweeney to initiate the long-term bond process and to begin certification of the TIF (Tax Increment Financing) district with the county for 2025. Council Member Froman advanced. Motion carried, all in favor.
 - Ellendale Days Youth Dance DJ: A motion was made by Acting Mayor Groth to approve payment for the DJ for the 2024 Ellendale Days Youth Dance in the amount of \$450.00. Council Member Bartness advanced. Motion carried, all in favor.
 - Beaver Lake Letter of Support: The design for the infrastructure to be completed at Beaver Lake was presented to the Council stating the county is applying for grants through the DNR. Acting Mayor Groth will submit a supporting letter on behalf of the city.

Unfinished Business:

1. Community Center:
- Quote from Community Foundation for Large Meeting Room Remodel: A motion was made by Acting Mayor Groth to accept the quote from the Community Foundation to remodel the large meeting room at the Community Center, the city paying \$9,778.00 of the \$16,670.00 total. Council Member Froman advanced. Motion carried, all in favor. Acting Mayor Groth will gather

paint samples to present to the Council for the interior of the large meeting room. The Council agreed with the exterior being painted a cream color.

- Quote to Paint the Exterior of the Community Center: A motion was made by Council Member Bartness to approve the quote from Benjamins' Brushes Inc to paint the exterior of the Community Center in the amount of \$4,450.00. Council Member Asplund advanced. Motion carried, all in favor.
 - Construction Begin Date for Large Meeting Room: It was discussed that construction cannot begin until the Mural is out of the large room at the Community Center. The Council again agreed to allow Artist Chandler Anderson to store the mural in the large meeting room until May 1st and to store the panels in the small meeting room after, until the mural is ready to be posted outside.
2. County EMS Tabletop Meeting: This is scheduled for April 13th from 9:00 am to 1:00 pm at the Community Center.
 3. Keen Bank CD: The current interest rate on a 9-Month Business CD is 4.75%. The city has invested \$80,000.00 in Business CDs since November 2023. The Council decided not to invest more money in CDs at this time.

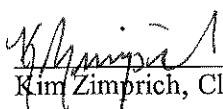
New Business:

1. CEDA Representative Jennifer Howard: The Council was informed that Jennifer Howard from CEDA will be taking a temporary leave of absence beginning in June. CEDA will coordinate a replacement representative.
2. Pay Equity Workshop: This was discussed, and it was decided that instead of holding a workshop, pay equity information will be presented at the first Budget Meeting this year.
3. Consolidated Communications: The Council was informed that Consolidated Communications will be discontinuing their TV service on June 11th. The letter was included in the Council Packet.
4. 2024 Board of Appeal and Equalization Meeting: This is scheduled for Wednesday, April 10th from 1:00 pm to 3:00 pm at the Council Chambers in Blooming Prairie.

Mayor/Council Updates:

1. Mayor Bartsch: He was absent.
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 Council Member Asplund to adjourn the Council Meeting. Council Member Bartness advanced. Motion carried, all in favor. The meeting was adjourned at 9:05 pm.



Kim Zimprich, Clerk/Treasurer

4/11/2024

Date



Scott Groth, Acting Mayor

4/11/2024

Date

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