

**City of Ellendale**  
**June 13<sup>th</sup>, 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
  - May 9<sup>th</sup>, 2024: Council Meeting Minutes
  - May 23<sup>rd</sup>, 2024: Special Meeting Minutes
3. Resolution
  - 2024-17: A Resolution Accepting 2024 Appropriation for EDA and Ambulance from Steele County
  - 2024-18: A Resolution Disbursing 2024 Appropriation for EDA from the City of Ellendale
4. Financials

**7:10 Violation Hearing**

1. 109 6<sup>th</sup> Avenue East; 408 7<sup>th</sup> Avenue West; 199 8<sup>th</sup> Avenue East – *Discuss Clean-Up at Properties*

**7:20 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 Council Member. 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.*

**7:30 Reports**

1. Codification
  - City Resident Concerns
    - 601 Lageson Court: Unauthorized Tower (152.102; 152.219) - *postponed at last meeting*
    - 217 8<sup>th</sup> Avenue East: 92.19 Nuisance Parking and Storage (A) & 92.20 Inoperable Motor Vehicles (A) - *update*
  - Notice of Violation/Warning Administrative Citation
    - 601 and 603 Lageson Court; 801, 803 and 805 Dale Court – Ordinance: Title IX: General Regulations; Section 92.38, Owners Responsible for Trimming, Removal and the Like – *postponed at last meeting*
  - Attorney
    - 109 6<sup>th</sup> Avenue East; 408 7<sup>th</sup> Avenue West; 199 8<sup>th</sup> Avenue East – *to be addressed in Hearing*
2. Auditor Andrew Bernau
  - 2023 Audit Report

3. Fire Department
  - Fire Hall Committee
  - New Member Chris Olson – *needs approval*
  - Expenses
    - Tool Inventory – *provide list of tools*
  
4. Maintenance
  - Community Center Replacement of Motor on A/C Unit – *Jensen Heating to submit a quote*
  - Water Shut-Off Procedure – *update*
  - 302 4<sup>th</sup> Street Sewer Connection
  - Expenses
  
5. Park and Trails Committee
  - \$400.00 Gravel for Off Street Parking at City Park - *needs approval*
  - Mulch Playground at City Park – *quote needed*
  
6. Community Gathering Place Mural Project Committee
  - Jones, Haugh, Smith Wind Load Testing - *discussion*
  - \$1,900.00 Survey Property Lines - *discussion*
  - Tree removal - *discussion*
  - Sign installation - *discussion*
  - Mural needs to be taken down by June 26<sup>th</sup> – *to be stored in Community Center meeting room*
  
7. Steele Heights
  - Update
  
8. Clerk
  - Community Hall Audio Quote – *unassigned money if approved*

**8:30 Unfinished Business**

1. Fall Clean-Up
  - September 7<sup>th</sup>, 9:00 am – 12:00 pm
  
2. Unassigned Money
  - \$44,296.29 current balance of unassigned money
  - \$36,000.00 estimate for Clerk Office Repairs - *\$23,000.00 to be used from last year*
  
3. \$29,538.00 Public Safety Money
  - How should this be used? - *postponed at last meeting to check into giving 1/3 to Ambulance*

**8:40 New Business**

1. 2025 Street Work
  - Crown Ridge

**8:50 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, JUNE 13TH, 2024  
7:00 PM**

**Present:** Mayor Matthew Bartsch; Council Members Jon Asplund, Derek Bartness, Jackie Froman and Scott Groth; Clerk/Treasurer Kim Zimprich, Deputy Clerk/Treasurer Steve Engel; Fire Chief Logan Busho; Utilities and Maintenance Supervisor Josh Otto; City Attorney Mark Rahrlick; Auditor Andrew Bernau

**Absent:** None

**Visitors:** City Residents Brian Anderson, Ross Aronson, Laura Krenke, Rebecca Larson, Andy Lerberg, Joel and Connie Meyer, Barbara Mrotz, Cynthia Nelson, Ed and Gwen Reiss; City Property Owners Kelli and Victor Mrotz, Daniel Petsinger; Independent Media Aaron Lake; Independent Investigative Journalist and Advocate Keith Haskell; Steele County Times Reporter Kay Fate; Jo Lerberg; Mr. and Mrs. Blye

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

**Agenda:** A request was made to allow Auditor Andrew Bernau to present the 2023 Audit before the Public Input. 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 Bartness to approve the Consent Agenda Items, which included Accounts Payable/Claims in the amount of \$113,239.08, May 9<sup>th</sup>, 2024: Council Meeting Minutes, May 23<sup>rd</sup>, 2024 Special Meeting Minutes, Resolution 2024-17: Accepting 2024 Appropriation for EDA and Ambulance from Steele County; Resolution 2024-18: Distributing 2024 Appropriation for EDA from the City of Ellendale, and Financials. Council Member Froman advanced. Motion carried, all in favor.

**Violation Hearing:**

1. 109 6<sup>th</sup> Avenue East; 408 7<sup>th</sup> Avenue West; 199 8<sup>th</sup> Avenue East: It was stated there is a grain trailer at the 6<sup>th</sup> Avenue East Property, a vehicle and building material at the 7<sup>th</sup> Avenue West property and additional removal of items at the 8<sup>th</sup> Avenue East property. This was tabled until the Codification Report.

**Report**

1. Auditor Andrew Bernau: He presented the 2023 Ellendale Audit.

**Public Input:**

1. Jo Lerberg: She stated she was present for the Community Gathering Place Mural Project Committee Report.
2. Barb Mrotz: She stated she was present for the Community Gathering Place and Mural Project Committee Report.
3. Daniel Petsinger: He submitted two written complaints to the City Council.
4. Keith Haskell: He was given three minutes to make his remarks.
5. Mr. Blye: He asked why the ramp at the front of the City Office is noncompliant. It was stated the city is waiting for the contractor to complete the work.
6. Kelli Mrotz: She stated she was there to support the Mural project.
7. Andy Lerberg: He stated he was there to support the Mural project.

8. Gwen Reiss: She stated she was there for the mural report and to discuss the street parking complaint to be addressed under Codification Report: 217 8<sup>th</sup> Avenue East.
9. Ed Reiss: He stated he was there to discuss the street parking complaint to be addressed under Codification Report: 217 8<sup>th</sup> Avenue East.

## Reports

### 1. Codification

- City Resident Concerns

- 601 Lageson Court: Unauthorized Tower (152.102; 152.219): This was postponed at the last City Council Meeting. The City Attorney explained how this property is in violation of the City Code. A motion was made by Mayor Bartsch to issue an Administrative Citation regarding this violation. Council Member Bartness advanced. Motion carried, all in favor.
- 217 8<sup>th</sup> Avenue East: 92.19 Nuisance Parking and Storage (A) and 92.20 Inoperable Motor Vehicles (A): The property owner agreed to have the three vehicles removed within the next three weeks. An update will be given at the next Council Meeting.
- Notice of Violation/Warning Administrative Citation
  - 601 and 603 Lageson Court; 801, 803, and 805 Dale Court: Ordinance: Title IX: General Regulations; Section 92.38, Owners Responsible for Trimming, Removal and the Like: This was postponed at the last meeting. It was reported that the properties have been mowed; therefore, the violation has been abated.

- Attorney

- 109 6<sup>th</sup> Avenue East; 408 7<sup>th</sup> Avenue West; 199 8<sup>th</sup> Avenue East: This was tabled under Violation Hearing. It was decided that the Clerk's Office will send a letter to the property owner outlining what has yet to be removed from the three properties for them to be compliant with the city code.

### 2. Fire Department

- Fire Hall Committee:

- Deputy Clerk/Treasurer Engel will contact APX for an update.

- Fire Department New Member:

- Chris Olson: A motion was made by Council Member Groth to approve Chris Olson joining the Ellendale Volunteer Fire Department. Council Member Asplund advanced. Motion carried, all in favor.

- Expenses:

- Tool Inventory: A motion was made by Mayor Bartsch to approve the purchase of wildfire tools that were presented, not to exceed \$825.00. Council Member Bartness advanced. Motion carried, all in favor.

#### Roll Call Vote:

Mayor Bartsch: Aye  
 Council Member Asplund: Aye  
 Council Member Bartness: Aye  
 Council Member Groth: Aye  
 Council Member Froman: Aye

- Rescue Truck Repair: A motion was made by Council Member Groth to approve the repairs of the rescue truck, up to \$1,000.00. Council Member Bartness advanced. Motion carried, all in favor.

Roll Call Vote:

Mayor Bartsch: Aye  
Council Member Asplund: Aye  
Council Member Bartness: Aye  
Council Member Groth: Aye  
Council Member Froman: Aye

- Ellendale Days: Fire Chief Busho stated there will be a flag retirement ceremony during Ellendale Days this year.

3. Maintenance

- Community Center Replacement of Motor on A/C Unit: A quote has yet to be submitted from Jensen Heating.
- Water Shut-Off Procedure: An update was given regarding the first round of water shut of notices that were mailed. There will be another round mailed out at the end of June. The hope is to lower the amount of what will be assessed to property owners regarding delinquent utilities this year compared to last year.
- 302 4<sup>th</sup> Street Sewer Connection: It was brought to the city's attention that this property was not connected to the city sanitary sewer system in the 1970's; however, the engineer signed off stating it was connected. The property is now connected to the city sanitary sewer system. The Council agreed that this will be the city's responsibility, however, a claim may need to be submitted to the city's insurance company. An invoice for this service from the contractor has yet to be submitted to the City Clerk's Office.
- Expenses
  - Empire Pipe: It was stated Empire Pipe found a partial collapsed line on 6<sup>th</sup> Avenue. Maintenance Otto will gather quotes.
  - Ulland Brothers: It was reported that Ulland Brothers plan to begin street work on 3<sup>rd</sup> Avenue and Rose Drive on June 14<sup>th</sup>.

4. Park and Trails Committee

- Playground Equipment: A motion was made by Council Member Groth to approve the purchase of replacing the swings at the City Park and Crown Ridge Park in the amount of \$3,570.00. Council Member Bartness advanced. Motion carried, all in favor.

Roll Call Vote:

Mayor Bartsch: Aye  
Council Member Asplund: Aye  
Council Member Bartness: Aye  
Council Member Groth: Aye  
Council Member Froman: Aye

- Millings for Off Street Parking at City Park: A motion was made by Council Member Bartness to approve the purchase of six loads of millings for \$600.00 from Joel Thiele for off-street parking at the City Park. Council Member Asplund advanced. Motion carried, all in favor.

Roll Call Vote:

Mayor Bartsch: Aye  
Council Member Asplund: Aye  
Council Member Bartness: Aye  
Council Member Groth: Aye  
Council Member Froman: Aye

- Mulch Playground at City Park: A motion was made by Mayor Bartsch to approve the purchase of 100 yards of mulch from Sequoia in the amount of \$2,725.00. Council Member Bartness advanced. Motion carried, all in favor.

Roll Call Vote:

Mayor Bartsch: Aye  
 Council Member Asplund: Aye  
 Council Member Bartness: Aye  
 Council Member Groth: Aye  
 Council Member Froman: Aye

- Rent Loader to Move Rock: A motion was made by Council Member Groth to approve the rental purchase of a loader from Joel Thiele, in the amount of \$100.00, to move a rock by the compost site to the City Park. Council Member Bartness advanced. Motion carried, all in favor.

Roll Call Vote:

Mayor Bartsch: Aye  
 Council Member Asplund: Aye  
 Council Member Bartness: Aye  
 Council Member Groth: Aye  
 Council Member Froman: Aye

5. Community Gathering Place Mural Project Committee

- Jones, Haugh, Smith Wind Load Testing: A motion was made by Council Member Groth to accept the Wind Load Testing document submitted by Jones, Haugh and Smith. Council Member Bartness advanced. Motion carried, all in favor.
- \$1,900.00 Survey Property Lines: A motion was made by Mayor Bartsch to approve to have the city property where the mural will be placed surveyed in the amount of \$1,900.00, noting this will be an unassigned money expense. Council Member Bartness advanced. Motion carried, all in favor.

Roll Call Vote:

Mayor Bartsch: Aye  
 Council Member Asplund: Aye  
 Council Member Bartness: Aye  
 Council Member Groth: Aye  
 Council Member Froman: Aye

- Tree Removal: The Council decided at the November 9<sup>th</sup>, 2023, Council Meeting, as documented in the Minutes, that they will wait to decide if the tree needs to be removed after the mural is erected. They again agreed to follow through with this decision.
- Sign Installation: The Committee will gather quotes regarding sign installation.
- Mural: It was stated the mural will be taken down by June 26<sup>th</sup> and will be stored in the meeting room at the Community Center until it is ready to be installed.

6. Steele Heights

- The city has yet to hear from the state regarding the deferred loan that was submitted.

7. Clerk

- Community Hall Audio Quote: A motion was made by Council Member Groth to approve the Community Center Audio quote in the amount of \$3,043.00, which will be unassigned money. Council Member Bartness advanced. Motion carried, all in favor.

Roll Call

Mayor Bartsch: Aye  
Council Member Asplund: Aye  
Council Member Bartness: Aye  
Council Member Groth: Aye  
Council Member Froman: Aye

- Ellendale Days Garage Sale at the Park: It was asked if a city resident could have a garage sale at the City Park on Friday and Saturday of Ellendale Days. It was confirmed there are no events booked those days at the park. The Council consensus was to allow the city resident to have a garage sale on those days at the city park.
- Community Center Quilts: Discussion revolved around what to do with the two quilts in the Community Center. Barb Mrotz from the Ellendale Heritage Society was present and stated they would not store them. Council Member Groth stated he will have them taken down before renovations begin in the hall in July.

Unfinished Business:

1. Fall Clean-Up: This is scheduled for September 7<sup>th</sup>, 9:00 am – 12:00 pm at the City Maintenance Shop.
2. Unassigned Money: It was stated the current balance of unassigned money is \$44,296.29. The estimate for the Clerk Office repairs are \$36,000.00. There is \$23,000.00 left in the Capital fund that can be used for these repairs. Also noted that during this meeting the Council approved \$1,900.00 of unassigned money to survey the city property where the mural will be placed and \$3,043.00 of unassigned money for the Community Hall audio installation.
3. \$29,538.00 Public Safety Money: This was postponed at the last meeting to check into giving a third of it to the Ellendale Ambulance, which is okay to do since the ambulance is considered public safety. A motion was made by Council Member Groth to issue a check for \$10,000.00 to the Ellendale Ambulance from the public safety money that was disbursed to the City of Ellendale. Council Member Bartness advanced. Motion carried, all in favor.

Roll Call Vote:

Mayor Bartsch: Aye  
Council Member Asplund: Aye  
Council Member Bartness: Aye  
Council Member Groth: Aye  
Council Member Froman: Aye

A motion was made by Mayor Bartsch to approve applying the remaining \$19,538.00 of the public safety money to the down payment of the snowplow. Council Member Bartness advanced. Motion carried, all in favor.

Roll Call Vote:

Mayor Bartsch: Aye  
Council Member Asplund: Aye  
Council Member Bartness: Aye  
Council Member Groth: Aye  
Council Member Froman: Aye

New Business:

1. 2025 Crown Ridge Street Repair: A motion was made by Council Member Groth to approve the engineering fee, which will be unassigned money, from Bolton and Menk for a plan to repair the streets in Crown Ridge. Mayor Bartsch advanced. Motion carried, all in favor.




Roll Call Vote:

Mayor Bartsch: Aye  
Council Member Asplund: Aye  
Council Membre Bartness: Aye  
Council Member Groth: Aye  
Council Member Froman: Aye

Mayor/Council Updates:

1. Mayor Bartsch: He thanked the audience for attending the meeting and thanked the city staff for a successful audit.
2. Council Member Asplund: He thanked the Mural Committee for the work they have done.
3. Council Member Bartness: He had nothing to present.
4. Council Member Froman: She asked about having two stop signs installed on 3<sup>rd</sup> Avenue and 5<sup>th</sup> Street North, making this intersection a four-way stop. Maintenance Otto will gather quotes for two stop signs and if the Council decides to install them, a Resolution will need to be passed.
5. Council Member Groth: He stated the lights on Main Street (5<sup>th</sup> Avenue) look nice.

A motion was made by Council Member Bartness to adjourn the Council Meeting. Council Member Asplund advanced. Motion carried, all in favor. The meeting was adjourned at 9:06 pm.

  
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Kim Zimprich, Clerk/Treasurer

7/11/2024  
\_\_\_\_\_  
Date

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

7/11/2024  
\_\_\_\_\_  
Date

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