

August 10th, 2023
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
 - July 13th, 2023: Public Hearing
 - July 13th, 2023: Council Meeting Minutes
3. Resolutions
 - Resolution 2023-18: Accepting a Donation of Money from the Ellendale Joint Ambulance Service for a Clothing Stipend for Emergency Responders for Second Quarter 2023
 - Resolution 2023:19: Accepting a Donation of Money from Burnes Shores Acres Cooperative for the Ellendale Fire Department and Ellendale Ambulance
 - Resolution 2023-20: Accepting a Donation of Money from Hope Creamery, Misgen Auto Parts, Inc., and the Ellendale Cafe for National Night Out Expenditures
4. 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. Emergency Manager
 - Jerry Ibberson
2. Fire Department
 - Fire Hall Committee
3. Maintenance
 - Update
4. Ellendale Parks and Trail Committee (EPTC)
 - Update
5. Community Gathering Place Mural Project Committee
 - Update
6. Steele Suites
 - Update

7. Codification

- Review

- 505 School Street: 92.28: Weeds - abated
- 507 School Street: 92.28: Weeds - abated

- Notice of Violation/Warning Administrative Citation

- Administrative Citation

- Attorney

- 409 5th Avenue West – Deadline August 5th per Court Order and Attorney to follow-up with property owner
- 109 6th Avenue East; 199 8th Avenue East; 306 4th Avenue West; 408 7th Avenue West
 - o 109 6th Avenue East, 306 4th Avenue West and 408 7th Avenue West – Attorney to request an updated timeline from property owner
 - o 199 8th Avenue East – Review October 1st

8. Clerk

- Russ Nelson Invoice

8:00 Unfinished Business

1. CEDA

- Strategic Planning

8:15 New Business

1. Approve Employee Reviews

- Clerk/Treasurer Zimprich and Utilities and Maintenance Supervisor Otto

2. Schedule Detachment Hearing

- September 14th @ 6:30 pm?

3. Schedule Budget Meeting

- August 17th at 6:00 pm?

8:30 Mayor/Council Updates

1. Mayor Bartsch
2. Council Member Asplund
3. Council Member Bartness
4. Council Member Froman
5. Council Member Groth

8:45 Adjournment

**MINUTES OF ELLENDALE
CITY COUNCIL MEETING
THURSDAY, AUGUST 10TH, 2023
7:00 PM**

Present: Mayor Matthew Bartsch; Council Members Jon Asplund, Jackie Froman and Scott Groth; City Clerk/Treasurer Kim Zimprich; Deputy Clerk/Treasurer Steve Engel; Emergency Manager Jerry Ibberson; Fire Chief Logan Busho; Utilities and Maintenance Supervisor Josh Otto

Absent: Council Member Derek Bartness

Visitors: Steele County Times Reporter Kay Fate

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

Agenda: A motion was made to approve the Agenda by Council Member Groth. Council Member Asplund 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 \$119,526.80, July 13th, 2023: Public Hearing Minutes and Council Meeting Minutes, Resolution 2023-18: Accepting a Donation of Money from the Ellendale Joint Ambulance Service for a Clothing Stipend for Emergency Responders for Second Quarter 2023, Resolution 2023-19: Accepting a Donation of Money from Burnes Shores Acre Cooperative for the Ellendale Fire Department and Ellendale Ambulance, Resolution 2023-20: Accepting a Donation of Money from Hope Creamery, Misgen Auto Parts Inc., and the Ellendale Café for National Night Out Expenditures and Financials. Council Member Froman advanced. Motion carried, all in favor.

Public Input: There was no public input.

Reports

1. **Emergency Manager Jerry Ibberson**

- Emergency Manager Ibberson first thanked Council Member Froman for organizing a successful National Night Out event. Next, he gave an update on his recent training.

2. **Fire Department**

- **Fire Department Expenses:** Fire Chief Busho stated Com-Tec performed repairs on a fire truck and an invoice will be submitted.
- **New Members:** There will be two new members joining the Fire Department, Jeff Schultz and Kyle Powers.
- **Fire Hall Committee Update:** The Council reviewed the updated proposal from APX. The plan is to address the extra monies needed during budgeting.

3. **Maintenance**

- **Siren Repair on 8th Avenue East:** Maintenance Otto stated the siren on 8th Avenue East needs repair and is gathering a quote from Federal Signal. Deputy Clerk/Treasurer will submit an insurance claim.
- **Generator by Treatment Plant:** A motion was made by Mayor Bartsch to approve the purchase of two generator batteries for up to \$350.00. Council Member Asplund advanced. Motion carried, all in favor.

- Casey's Lift Station Panel: Maintenance Otto will obtain a quote from Sonic Concrete for a concrete pad and Resler Electric for conduit work to have the panel installed at the Casey's Lift Station, to be presented at the next Council meeting.
 - Bike Racks: Maintenance Otto will install the two bike racks with the guidance of the Ellendale Parks and Trails Committee.
 - Signs: A motion was made by Council Member Groth to approve the purchase of two Children at Play signs, for up to \$150.00, to be installed by the park. Council Member Froman advanced. Motion carried, all in favor.
 - Rose Drive: The water main valve was repaired on Rose and Simplicity Drive. The next step is for Maintenance Otto to complete patch work on Rose Drive.
 - Stop Signs: The school has requested to have two stop signs installed at 4th Street and 7th Avenue for safety reasons. Maintenance Otto will obtain a quote.
4. Ellendale Parks and Trails Committee (EPTC)
- No update.
5. Community Gathering Place Mural Project Committee
- The Southern Minnesota Initiative Foundation awarded the Community Gathering Place Mural Committee a grant for \$10,000.00. The committee plans to meet again at the end of August.
6. Steele Suites
- Regarding the Steele Suites project, the Clerk's Office is waiting on documents for the extension and extra grant funding from the state.
7. Codification
- Review
 - 505 School Street: 92.28 Weeds – This violation has been abated.
 - 507 School Street: 92.28 Weeds – This violation has been abated.
 - Parking the Wrong Way on the Street: There has been a complaint made by a city resident that there are cars parking the wrong way on the street. This city resident was previously directed to contact the Sheriff's office because this was the Sheriff's and Attorney's direction to the Clerk's Office. The Council agreed with this procedure.
 - 401 6th Avenue West: It was brought up that there are cars parked on the grass at this property and the vehicles are overhanging in the alley way, which makes it difficult to plow snow in the winter months. Maintenance Otto will take pictures and present them at the next Council meeting for review.
 - Notice of Violation/Warning Administrative Citation
 - No violations at the present time.
 - Administrative Citation
 - No citations at the present time.
 - Attorney
 - 409 5th Avenue West: The deadline was August 5th per Court Order and Attorney Rahrnick will follow up with the property owner regarding what has yet to be abated.

- 109 6th Avenue East; 199 8th Avenue East; 306 4th Avenue West; 408 7th Avenue West:
 - 109 6th Avenue East; 306 4th Avenue West; 408 7th Avenue West: Attorney Rahrnick requested an updated timeline from the property owner on all three properties.
 - 199 8th Avenue East: This property will be reviewed October 1st per plan submitted by the property owner.

8. Clerk

- Russ Nelson Invoice: A motion was made by Council Member Groth to approve the payment of the Russ Nelson invoice submitted for repairs completed on the railing by the post office that was hit by the city plow truck this past winter, in the amount of \$297.00. Council Member Froman advanced. Motion carried, however Council Member Asplund abstained.
- MPCA Grant: The EDA was awarded the MPCA grant for the vacant lot they own to perform soil testing at this site. The results will reflect what needs to be completed to make the lot buildable.
- Marijuana Ordinance: The Council discussed this and decided to wait on enacting an Ordinance.

Unfinished Business:

1. CEDA

- The Steering Committee is reviewing the Strategic Plan and it will be presented to the Council after review.

New Business:

1. Approve Employee Reviews

- A motion was made by Council Member Groth to approve the employee reviews for Clerk/Treasurer Zimprich and Utilities and Maintenance Supervisor Otto. Council Member Asplund advanced. Motion carried, all in favor.

2. Schedule Detachment Hearing

- This is scheduled for September 14th at 6:30 pm.

3. Budget Meeting

- This is scheduled for September 7th at 6:30 pm.

Mayor/Council Updates:

1. Mayor Bartsch: Mayor Bartsch thanked Council Member Froman for organizing National Night Out and thanked those who participated.
2. Council Member Asplund: Council Member Asplund commented that he had a good time at National Night Out.
3. Council Member Bartness: He was absent.
4. Council Member Froman: Council Member Froman asked if the carpet in the Community Center hallway has been cleaned yet. Steam Brothers will be there on August 22nd to clean the carpet.
5. Council Member Groth: Council Member Groth asked about obtaining a quote to replace eleven streetlights on 5th Avenue with LED lights to match the other streetlights. Deputy Cler/Treasurer Engel stated it is in the 2024 Budget to be discussed at the Budget meeting.

He next asked about the water shut off valves being the homeowner's responsibility. It was corrected at the meeting that the valves are the city's responsibility.

A motion was made by Council Member Froman to adjourn the Council Meeting. Council Member Groth advanced. Motion carried, all in favor. The meeting was adjourned at 8:06 pm.



Kim Zimplich, Clerk/Treasurer

9/14/2023

Date



Matthew Bartsch, Mayor

9/14/2023

Date

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