

May 11th, 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
 - April 13th, 2023: Board of Appeals and Equalization Minutes; Council Meeting Minutes
3. Resolutions:
 - 2023-13: Accepting a Donation of Money from the Ellendale Joint Ambulance Service for a Clothing Stipend for Emergency Responders for First Quarter 2023
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. Fire Department
 - Fire Hall Committee
 - 36 pack of flares through Grainger for \$325.00 – *need approval*
2. Maintenance
 - 508 Radel Court Tree Removal – *Street Commissioners to review*
 - Chip Sealing - *\$1.95/square yard*
 - Draft a plan of what streets need work – *Maintenance Otto to meet with Street Commissioners*
 - Seasonal Utilities and Maintenance position published April 20th and 27th with May 10th deadline to have applications submitted – *Schedule interviews*
 - Quote needed to have a 220 installed on the north side of the Ambulance Bay - *Tabled until spring*
 - Quote needed to have electricity installed at the cold storage building – *Tabled until spring*
3. Ellendale Parks and Trail Committee (EPTC)
 - Meet the second Tuesday of the month at 6:30 pm
4. Steele Suites
 - Update
5. Codification
 - Review
 - 405 7th Avenue West – 92.19(A); 92.19(B)(3)(a); 92.20(A)

- 505 School Street – 92.18(V)

- Notice of Violation/Warning Administrative Citation
- Administrative Citation
 - 205 5th Ave W
 - 92.20 – Unlicensed and Abandoned Vehicles – *Abated and follow-up letter sent*
- Attorney Letters Sent
 - 409 5th Avenue West – *Court Date June 29th @ 10:15 am via Zoom*
 - 109 6th Avenue East; 199 8th Avenue East; 306 4th Avenue West; 408 7th Avenue West
 - *June 1st review 109 6th Avenue East, 306 4th Avenue West and 408 7th Avenue West*
 - *October 1st review 199 8th Avenue East*

6. Clerk

8:00 Unfinished Business

1. CEDA
 - Strategic Planning – *Mayor Bartsch to follow up*
2. Clean Up Day
 - Saturday, June 3rd, 9:00 am – 12:00 pm
3. De-annexation
 - B. Wayne Parcel 15-024-2001
4. Tree Removal
 - 508 Radel Court tree removal – *Street Commissioners to follow-up*

8:15 New Business

1. Ordinance 2023-04: Amending Chapter 152 of Ellendale City Code
 - Council review and approve to post if no changes
2. Personnel Policies
 - Schedule workshop to review
3. City Policies and Procedures
 - Schedule workshop to review

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, MAY 11TH, 2023
7:00 PM**

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

Absent:

Visitors: City Resident Jim Crosby; Blooming Prairie Times Reporter Kay Fate

Call Meeting to Order: Meeting was called to order at 7:01 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 Bartness to approve the Consent Agenda Items, which included Accounts Payable/Claims in the amount of \$29,681.57, April 13th, 2023; Board of Equalization Meeting and Council Meeting Minutes, Resolution 2023-13: Accepting a Donation of Money from the Ellendale Joint Ambulance Service for a Clothing Stipend for Emergency Responders for First Quarter 2023 and Financials. Council Member advanced. Motion carried, all in favor.

Public Input: City resident Jim Crosby spoke about the pond at Simplicity Drive, which is located in the back of his yard. He stated he is under the impression this is a retention pond because there is storm water draining into the pond. He presented a verbal quote from Olson Excavating to clean out the pond, which will be between \$4,000.00 and \$6,000.00. A motion was made by Council Member Groth to approve paying 50% of the total cost of Olson Excavating to clean out the Simplicity Drive pond since it is a retention pond that the city utilizes. Council Member Froman advanced. Motion carried, all in favor.

Reports:

1. Fire Department

- Fire Hall Committee Update: No update.
- Donation: A donation was made to the Fire Department for turn out gear in the amount of \$200.00 from Ted Radke.
- Fire Department Expenses:
 - A motion was made by Mayor Bartsch to approve the purchase of a 36 pack of flares through Grainger in the amount of \$325.00. Council Member Bartness advanced. Motion carried, all in favor.
 - A motion was made by Council Member Bartness to approve the purchase of four air horns to replace the current horns in the two tankers in the amount of \$116.00 each plus shipping and handling. Council Member Groth advanced. Motion carried, all in favor.

2. Maintenance

- 508 Radel Court Tree Removal: The Street Commissioners were to review this task. The Council came to the consensus that since this is a healthy tree the city will not use the budget to take this tree down. The property owner will be notified of this decision by the Clerk's Office.

- Other Trees: Council Member Groth amended the previous motion to approve \$1,200.00 for tree removal at the April 13th meeting to approve up to \$2,500.00 for tree removal. Council Member Bartness advanced. Motion carried, all in favor.
 - Chip Sealing: The cost for chip sealing is \$1.95/square yard. A motion was made by Council Member Groth to approve chip sealing on Gunnar Lane, 1st Street North, 3rd Avenue West, 5th Street to Radel Court, 5th Street to 8th Avenue West, 7th Avenue West, half of 5th Street North and half of 4th Street North at \$1.95/square yard through Russ Pierson in Blooming Prairie. Council Member Bartness advanced. Motion carried, all in favor.
 - Draft Plan for Street Work: This task was completed and discussed above in the Chip Sealing section.
 - Seasonal Utilities and Maintenance Position: The position was posted in April, with a deadline of May 10th to have applications submitted. The next step is to schedule interviews. Council Member Bartness and Council Member Asplund will interview the three applicants with Maintenance Otto. The Clerk's Office will schedule the interviews within the next two weeks.
 - 220 Installed on North Side of Ambulance Bay: A quote was submitted from Resler for \$1,200.00. Council Member Froman will connect with the Ellendale Day's Committee and RJ's regarding the cost of this. Maintenance Otto will connect with Resler if and when the electricity needs to be installed.
 - Electricity Installation at Cold Storage Building: This was approved at the November 2022 Council Meeting for \$5,600.00 and will be completed this year.
3. Ellendale Parks and Trails Committee (EPTC)
- The EPTC meets the second Tuesday of every month at 6:30 pm. A plan was submitted for the two parks in Ellendale. A motion was made by Council Member Groth to approve the purchase of three garbage cans, two dog waste posts, three information centers, and two bike racks in the amount of \$5848.00. Council Member Bartness advanced. Motion carried, all in favor. Future costs to consider will be concrete for installing the above items.
4. Steele Suites
- The plan is to have a meeting with Sarah Bunn regarding grant options on Monday, May 15th. Due to a funding gap, the project will be delayed until 2024. Darin Stadheim was notified by the Clerk's Office that there is brush on the property that needs to be cleaned up.
5. Codification Committee
- Review:
 - 405 7th Avenue West: 92.19(A); 92.19(B)(3)(a); 92.20(A)
 - A motion was made by Council Member Asplund to send a Notice of Violation/Warning Administrative Citation to this property citing the above codification violations. Council Member Bartness advanced. Motion carried, all in favor.
 - 505 School Street: 92.18(V)
 - A complaint was submitted regarding an excess of personal property in the backyard of the above property. A phone call was made to the property owner who stated the basement was flooded and the items in the backyard are waiting to be hauled to the dump. The property owner was reminded that city clean-up day is June 3rd and the property owner plans to take advantage of that day to clean up the backyard. A verbal agreement was made over the phone to have this violation abated by June 4th.
 - 507 School Street
 - A complaint was made regarding overflowing trash bins at this property. The Clerk's Office spoke with the property owner who stated the house is being remodeled and the garage is being cleaned

out. The Clerk's Office will again follow up with the property owner to provide a reminder that the city clean-up day is on June 3rd.

- Notice of Violation/Warning Administrative Citation:
 - No violations/warning administrative citations to review.

- Administrative Citation:
 - 205 5th Avenue West: 92.20 Unlicensed and Abandoned Vehicles. This violation has been abated and a follow-up letter was sent to the property owner.

- Attorney:
 - 409 5th Avenue West – A court date is scheduled for June 29th at 10:15 am via Zoom.

 - 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: Review properties June 1st per plan submitted by property owner. It was noted there was activity at 306 4th Avenue West.

 - 199 8th Avenue East: Review property October 1st per plan submitted by property owner. It was noted there was activity at this property.

6. Clerk

- A motion was made by Council Member Bartness to approve two additional claims for 2021 payroll checks that were not cleared and are now void; one in the amount of \$94.31 and the second in the amount of \$258.33, a total amount of \$352.64. Council Member Froman advanced. Motion carried, all in favor. Let it be noted Mayor Bartsch abstained due to having a conflict of interest.

Unfinished Business:

1. CEDA

- Mayor Bartsch was assigned the task to follow up with Dylan regarding the steering committee. The steering committee survey has been posted on the city Facebook and website.

2. Clean-Up Day

- This is scheduled for June 3rd from 9:00 am to 12:00 pm.

3. De-annexation

- Brian Wayne requested de-annexation from the city for his parcel 15-024-2001. A motion was made by Council Member Groth to approve the de-annexation of parcel 15-024-2001 from the city. Council Member Bartness advanced. Council Member Asplund opposed. Motion carried.

4. Tree Removal

- This was addressed under the Maintenance Report.

New Business:

1. Ordinance 2023-04: Amending Chapter 152 of Ellendale City Code

- A motion was made by Council Member Bartness to approve the posting of Ordinance 2023-04: Amending Chapter 152 of Ellendale City Code. Council Member Groth advanced. Motion carried, all in favor. This will be posted for ten days, to be approved at the next Council Meeting.

2. Personnel Policies

- A workshop is scheduled for June 15th at 6:00 pm to review Personnel Policies.

3. Policies and Procedures

- A workshop is scheduled for June 15th at 6:00 pm to review Policies and Procedures.

Mayor/Council Updates:

Mayor Bartsch: Nothing to present.

Council Member Asplund: The water shut off procedure was reviewed. The Clerk's Office will contact the sheriff's department to see if they would be willing to serve water shut off notices to property owners. The Clerk's Office will also gather data of utility accounts that are three months delinquent to be presented at the next Council Meeting.

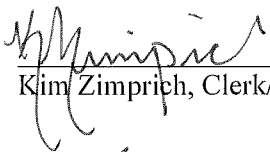
Council Member Bartness: Nothing to present.

Council Member Froman: She asked about the Safe Routes to School and it was stated that CEDA Jennifer Howard is following up with the NRHEG Superintendent.

Next, she brought up the mural and will speak to the ECAG and Ellendale Committee regarding the mural and gathering quotes.

Council Member Groth: Nothing to present.


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 9:07 pm.



Kim Zimprich, Clerk/Treasurer

6-8-2023

Date



Matthew Bartsch, Mayor

6-8-2023

Date

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