

**City of Ellendale**  
**February 9th, 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
  - January 12<sup>th</sup>, 2023: Council Meeting Minutes
3. Resolutions
  - 2023-6: Accepting Donation Money from the Ellendale Joint Ambulance Service for a Clothing Stipend for Emergency Responders for Fourth Quarter 2022
  - 2023-7: Accepting Donation Money from Gordon, Donna and Kari Thostenson for Responding to a Fire Call in December of 2022
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.*

1. Gwen Reiss
  - May 6<sup>th</sup> Spring into Ellendale Festival from 10 am to 3 pm
  - Mural

**7:15 Reports:**

1. Fire Department
  - Fire Hall Committee
2. Maintenance
  - Approval for salt purchase through Joel Thiele Trucking, LLC for \$3,336.45
  - Approval for generator batteries from Kibble Equipment for \$347.16
  - 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)
4. Steele Suites
5. Codification
  - Review
    - 91.06 Kennels: Regarding definition of Kennels

- 152.209 (3): Regarding snow fencing
- 152.226: Regarding temporary materials for accessory buildings
- 152.094-152.100: Regarding conflicting information – *Deputy Clerk/Treasurer Engel is working on this with the Attorney*
- Notice of Violation/Warning Administrative Citation
  - 609 School Street
    - *92.18(V) – Public Nuisances Affecting Peace and Safety* – progress has been made and Mayor Bartsch to check on property
- Administrative Citation
  - 205 5<sup>th</sup> Ave W
    - *92.20 – Unlicensed and Abandoned Vehicles* – May 1<sup>st</sup> deadline
- Attorney Letters Sent
  - 409 5<sup>th</sup> Avenue West – Council approval for court action from Attorney’s Office
  - 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
    - June 1<sup>st</sup> review 109 6<sup>th</sup> Avenue East, 306 4<sup>th</sup> Avenue West and 408 7<sup>th</sup> Avenue West
    - October 1<sup>st</sup> review 199 8<sup>th</sup> Avenue East

6. Clerk

**7:45 Unfinished Business**

1. Fire Department Appreciation Dinner
  - February 15<sup>th</sup> at 6:00 pm at the Community Center
2. Board of Appeal and Equalization Meeting
  - April 13<sup>th</sup> at 7:00 pm
3. CEDA Strategic Plan
  - Steering Committee
4. Ordinance 2023-01: Amending Section 152.211 of the Ellendale City Code Relation to Required Trash Areas
  - Review
5. Monthly Meetings
  - Discussion

**8:00 New Business**

1. National Night Out
  - Will the city be participating this year?

**8:15 Mayor/Council Updates**

1. Mayor Bartsch
2. Council Member Asplund

3. Council Member Bartness
4. Council Member Froman
5. Council Member Groth

**8:30 Adjournment**

**MINUTES OF ELLENDALE  
CITY COUNCIL MEETING  
THURSDAY, FEBRUARY 9TH, 2023  
7:00 PM**

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

**Absent:** Deputy Clerk/Treasurer Steve Engel

**Visitors:** City Residents/Business Owners Ed and Gwen Reiss; Blooming Prairie Times 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 Bartness to approve the Consent Agenda Items, which included Accounts Payable/Claims in the amount of \$164,005.65, January 12<sup>th</sup>, 2023: Council Meeting Minutes, Resolution 2023-6: Accepting Donation of Money from the Ellendale Joint Ambulance Service for a Clothing Stipend for Emergency Responders for Fourth Quarter 2022, Resolution 2023-7: Accepting Donation Money from Gordon, Donna and Kari Thostenson for Responding to a Fire Call in December of 2022 and Financials. Council Member Asplund advanced. Motion carried, all in favor.

**Public Input:**

1. Gwen Reiss

- First, Gwen stated May 6<sup>th</sup> is the Spring into Ellendale Festival from 10 am to 3 pm.
- Next, she presented the two murals that were voted for and the voting boxes, requesting that the votes be counted. The final count was 92 for the original 1999 version and 221 for the 2021 new version. Gwen shared with the Council that if the owners of the Café do not want the new mural to be placed on their building, she would allow the mural to be placed on her Two Dove Boutique building. The estimate for the 2021 new version at this time is \$16,000.00. The Council requested an updated estimate, which would include having the mural on posts in the city garden by the Café. At this time, the Council took the votes into consideration, however, did not make a final decision on the mural design.

**Reports:**

1. Fire Department

- Fire Hall Committee Update: The meeting that was scheduled for February 9<sup>th</sup> at 6:00 pm to meet with an APX representative since Joey, who was the contact person, no longer works there was canceled. The meeting was rescheduled for Tuesday, February 21<sup>st</sup> at 6:00 pm.
- Fire Department Appreciation Dinner: The Council was reminded that the dinner is scheduled for Wednesday, February 15<sup>th</sup> at the Community Center.
- Fire Hoses: The fire hoses that were approved and ordered from Great Plains Fire in 2022 have arrived.
- Fire Department Volunteer Openings: There have been a couple of applications submitted. At this time, there are three volunteer openings for the Fire Department.

- Tanker Payment: The last Tanker payment will be made this year. The Fire Department will be forming a committee to go over all the vehicles and come up with a future plan for Fire Department vehicles.

## 2. Maintenance

- Salt Purchase through Joel Thiele Trucking LLC: A motion was made by Mayor Bartsch to approve the purchase for salt through Joel Thiele Trucking LLC in the amount of \$3,336.45. Council Member Bartness advanced. Motion carried, all in favor.
- Generator Batteries Purchase through Kibble Equipment: A motion was made by Council Member Groth to approve the purchase of generator batteries through Kibble Equipment in the amount of \$347.16. Council Member Froman advanced. Motion carried, all in favor.
- Electricity for Ellendale Days: A quote is needed to have a 220 installed on the north side of the Ambulance Bay for use during Ellendale Days. A quote will be submitted by Resler Electric in spring of 2023. It was noted, this may be around \$1000.00.
- Electricity Cold Storage: A quote will be submitted by Resler Electric for electricity at the cold storage building in the spring of 2023.
- Grease Gun Purchase: A motion was made by Mayor Bartsch to approve the purchase of a grease gun in the amount of \$199.99 from Bomgaars. Council Member Asplund advanced. Motion carried, all in favor.
- Elevator Water Main: Maintenance Otto reported the water main at the elevator needs repair and he will be addressing this in the spring.
- Community Center Fan: There is a fan in the Community Center that is no longer working. The Council asked that quotes be obtained to replace both fans so they match. Council Member Groth will reach out to someone from the Community Foundation to discuss what the décor will be when the hall is updated and gather quotes.
- Lawn Mower Lease: The lawn mower lease is up this June. For this year, \$2800.00 is budgeted and the new payment will be \$3485.00. This will be an extra \$685.00 annually and for this year it would be taken out of unassigned money. A motion was made by Council Member Groth to approve the new lawn mower payment, which the city will own after five years, payment being \$3485.00 annually. Council Member Bartness advanced. Motion carried, all in favor.

## 3. Ellendale Parks and Trails Committee (EPTC)

- The next meeting is tentatively scheduled for February 28<sup>th</sup> at 6:00 pm.

## 4. Steele Suites

- A meeting was held with Attorney Rahrlick and Stadheim Properties on Wednesday, January 18<sup>th</sup> at 10:00 am to discuss progress on this project. The plan is to meet with Attorney Rahrlick and Stadheim Properties again in the spring.

## 5. Codification Committee

- Review:
  - 91.06 Kennels: Regarding definition of Kennels: A motion was made by Mayor Bartsch to remove 91.06 Kennels from the Codification Manual. Council Member Bartness advanced. Motion carried, all in favor. Attorney Rahrlick will prepare the Ordinance to be presented to the Council when complete.
  - 152.209 (3): Regarding snow fencing: A motion was made by Council Member Bartness to add verbiage to allow snow fencing from October 1<sup>st</sup> through May 1<sup>st</sup> to section 152.209 (3) of the

Codification Manual. Council Member Groth advanced. Motion carried, all in favor. Attorney Rahrnick will prepare the Ordinance to be presented to the Council when complete.

- 152.226: Regarding temporary materials for accessory buildings: No action was taken. This was tabled until the next meeting for further discussion.
- 152.094-152.100: Deputy Clerk/Treasurer Engel is working on edits regarding conflicting information in these sections of the Codification Manual with Attorney Rahrnick to be presented to the Council when complete.
- Notice of Violation/Warning Administrative Citation:
  - 609 School Street: 92.18(V) Public Nuisances Affecting Peace and Safety. Progress continues to be made at this property. The Council will check on the property before the next Council Meeting to see if more progress has been made before further action is taken.
- Administrative Citation:
  - 205 5<sup>th</sup> Avenue West: 92.20 Unlicensed and Abandoned Vehicles. The deadline to abate this violation is May 1<sup>st</sup>.
- Attorney:
  - 409 5<sup>th</sup> Avenue West – An Order was sent from the Attorney’s Office with a 30-day deadline and the deadline has expired. The next step is to send a Court Action from the Attorney’s Office seeking a warrant to allow the city to enter onto the property and abate the issue. In regard to the costs of clean-up, this will either be assessed to the property taxes or billed to the person residing there.

A motion was made by Council Member Groth to have the Attorney’s Office send a Court Action for property 409 5<sup>th</sup> Avenue West. Council Member Bartness advanced. Motion carried, all in favor.

- 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:
  - 109 6<sup>th</sup> Avenue East; 306 4<sup>th</sup> Avenue West; 408 7<sup>th</sup> Avenue West: Review properties June 1<sup>st</sup> per plan submitted by property owner.
  - 199 8<sup>th</sup> Avenue East: Review property October 1<sup>st</sup> per plan submitted by property owner.

6. Clerk

- Clerk/Treasurer Zimprich stated an appraiser will be in the city on February 14<sup>th</sup> at 10:00 am for the LMC insurance. Utilities and Maintenance Supervisor Otto will be available to allow him entry into all city buildings.

**Unfinished Business:**

1. Fire Department Appreciation Dinner: The Council and city staff are invited to the Fire Department Appreciation Dinner on February 15<sup>th</sup> at 6:00 pm as stated in the Fire Report.
2. Board of Appeal and Equalization Meeting: This meeting is scheduled for April 13<sup>th</sup> at 7:00 pm in the Council Chambers at the City Clerk’s Office.
3. CEDA Strategic Plan
  - The Steering Committee was discussed. The plan is to have five people on the committee, Council Member Groth will be on the committee. Mayor Bartsch will connect with CEDA Dylan regarding how to

advertise for a Steering Committee, then will follow up with the Clerk's Office for a possible Facebook post.

4. Ordinance 2023-01: Amending Section 152.211 of the Ellendale City Code Relation to Required Trash Areas
  - A motion was made by Mayor Bartsch to post the edited changes in Ordinance 2023-01 which will read in 1 (B) as follows: "Garbage receptacles shall be stored within five (5) feet of the residential or accessory building structure". Council Member Bartness advanced. Motion carried, all in favor. This will be posted for ten days, then presented at the next Council Meeting for approval.
5. Monthly Meetings
  - The consensus was to keep Council Meetings to once a month.

**New Business:**

1. National Night Out (NNO)
  - The city plans to participate this year and the Clerk's Office will make this registration. NNO is scheduled for August 8<sup>th</sup>.

**Mayor/Council Updates:**

Mayor Bartsch: Nothing to present.

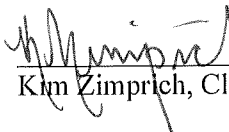
Council Member Asplund: Nothing to present.

Council Member Bartness: Nothing to present.

Council Member Froman: Nothing to present.

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 8:38 pm.

  
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Kim Zimprich, Clerk/Treasurer

3/9/2023  
\_\_\_\_\_  
Date

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

3/9/2023  
\_\_\_\_\_  
Date

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