

July 13th, 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
 - June 8th, 2023: Council Meeting Minutes
 - June 21st, 2023: Audit Review Meeting Minutes
 - June 21st, 2023: Employee Review Meeting Minutes
3. Resolutions
 - Resolution 2023-5-02: A Resolution Amending the Master Fine Schedule for 2023 (added a \$50 per month fine for water meters that are not changed)
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
2. Maintenance
 - Water shut off discussion
 - Schedule employee reviews for Maintenance Otto and Clerk Zimprich – July 18th or August 1st
3. Ellendale Parks and Trail Committee (EPTC)
 - Meet the second Tuesday of the month at 6:30 pm
4. Community Gathering Place Mural Project Committee
 - Update
5. Steele Suites
 - Update
6. Codification
 - Review
 - Codification violations submitted - *included in Council Packet*
 - Notice of Violation/Warning Administrative Citation

- 405 7th Avenue West; 92.20(A) Inoperable Motor Vehicles – *abated*
 - Administrative Citation
 - Attorney
 - 409 5th Avenue West – *Deadline August 4th per Court Order*
 - 109 6th Avenue East; 199 8th Avenue East; 306 4th Avenue West; 408 7th Avenue West
 - 109 6th Avenue East, 306 4th Avenue West and 408 7th Avenue West – *Attorney notified of no reportable progress on any of the properties and Attorney will follow up with property owner*
 - 199 8th Avenue East – *Review October 1st*
7. Clerk
- 2023 Historic Preservation Award – *2 Doves Boutique*
 - National Flood Plain Insurance

8:00 Unfinished Business

1. CEDA
 - Strategic Planning

8:15 New Business

1. Personnel Policies
 - Need approval
2. Policies and Procedures
 - Need approval
3. National Night Out
 - Approval for expenses
4. Schedule Public Meeting for De-annexation
 - August 10th at 6:15 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, JULY 13TH, 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; Fire Chief Logan Busho

Absent: Council Member Derek Bartness; Utilities and Maintenance Supervisor Josh Otto

Visitors: New Richland Star Eagle Reporter Jessica Lutgens; 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: Approving Ordinance 2023-04: Amending Chapter 152 of the Ellendale City Code (regarding setbacks) was added to New Business. A motion was made to approve the Amended Agenda by Council Member Asplund. Council Member Froman advanced. Motion carried, all in favor.

Consent Agenda Items: A motion was made by Council Member Asplund to approve the Consent Agenda Items, which included Accounts Payable/Claims in the amount of \$235,988.73, June 8th, 2023: Council Meeting Minutes, June 21st, 2023: Audit Review Meeting Minutes; Employee Review Meeting Minutes, Resolution 2023-5-02: Amending the Master Fine Schedule for 2023 (added a \$50.00 per month fine for water meters that are not changed) and Financials. Council Member Froman advanced. Motion carried, all in favor.

Public Input: There was no Public Input.

Reports:

1. Fire Department

- **Fire Department Expenses:** A motion was made by Council Member Groth to approve \$1500.00 for medical expenditures. Council Member Froman advanced. Motion carried, all in favor.
- **Fire Hall Committee Update:** The feasibility report has yet to be submitted to the USDA. The Clerk's Office is waiting for financial information from the townships and for the budget breakdown from APX. Deputy Clerk/Treasurer Engel will follow up with the townships and Council Member Froman will follow up with APX.

2. Maintenance

- **Floor Jack Expense:** A motion was made by Council Member Groth to approve the purchase of a floor jack with a three-year warranty for up to \$200.00 at Harbor Freight. Council Member Froman advanced. All in favor, motion carried.
- **Sprayer Repair:** A motion was made by Council Member Froman to approve paying the L&D Ag Service invoice, when received, for the sprayer repair for up to \$300.00. Council Member Asplund advanced. Motion carried, all in favor.
- **Water Shut Off Discussion:** The Council agreed to not shut off water at this time. The plan is for Clerk/Treasurer Zimprich to draft a water shut off informational letter to send with the utility certification letters for 2023, with a plan to begin the water shut off process in April of 2024.
- **Schedule Employee Reviews:** Utilities and Maintenance Supervisor Otto's review is scheduled with Council Member Asplund and Council Member Bartness for July 18th at 4:00 pm. Clerk/Treasurer Zimprich's review is scheduled for July 20th with Council Member Groth and Council Member Froman.

3. Ellendale Parks and Trails Committee (EPTC)

- The bike racks have been delivered and placement will be decided by the committee. Maintenance Otto will install. Mayor Bartsch will meet with Clerk/Treasurer Zimprich on July 14th to check on the status of the other items that were approved for purchase at the May 2023 Council meeting.

4. Community Gathering Place Mural Project Committee

- A meeting is not scheduled; however, they plan to meet in August.

5. Steele Suites

- The Clerk's Office is working with the Minnesota Workforce Housing grant to address the funding gap. Either Mayor Bartsch or Council Member Groth will contact the developer regarding maintaining the property.

6. Codification

- Review:

- Codification Violations Submitted: Three of the five violations have been abated. There were concerns about weeds growing by the front of the house at 505 School Street and 507 School Street. Council Member Asplund will speak with the property owners regarding their plan to abate the violation.

- Notice of Violation/Warning Administrative Citation:

- 405 7th Avenue West: Regarding 92.20(A) Inoperable Motor Vehicle, this violation has been abated.

- Administrative Citation:

- No citations at the present time.

- Attorney:

- 409 5th Avenue West: The court ordered deadline for this property is August 4th, 2023.

- 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 Rahrick was notified of no reportable progress on any of the properties and was asked by the Clerk's Office to request an updated plan from the property owner. It was noted there was activity at 306 4th Avenue West this week.
- 199 8th Avenue East: This property will be reviewed October 1st per plan submitted by the property owner.

7. Clerk

- 2023 Historic Preservation Award: It was shared with the Council that 2 Doves Boutiques received this award.
- National Flood Plain Insurance: The Council decided to not obtain flood plain insurance.
- Ellendale Days Portable Toilet Invoices: A motion was made by Council Member Groth to approve paying the invoices for EZ Rental and Rent N Save for the portable toilets for Ellendale Days, a total of \$310.00. Council Member Froman advanced. Motion carried, all in favor.

Unfinished Business:

1. CEDA

- There was no update regarding the strategic plan. Mayor Bartsch stated there is an EDA on July 21st and will ask about an update then.

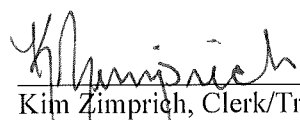
New Business:

1. Personnel Policies
 - A motion was made by Council Member Groth to approve the edited Personnel Policies. Council Member Asplund advanced. Motion carried, all in favor.
2. Policies and Procedures
 - A motion was made by Council Member Groth to approve the edited Policies and Procedures. Council Member Asplund advanced. Motion carried, all in favor.
3. National Night Out
 - A motion was made by Mayor Bartsch to approve up to \$400.00 in expenses for National Night Out. Council Member Froman advanced. Motion carried, all in favor.
4. Schedule Public Hearing for De-Annexation
 - When the property owners submit the petition, a Public Hearing will be scheduled.
5. Ordinance 2023-04: An Ordinance Amending Chapter 152 of the Ellendale City Code
 - A motion was made by Council Member Groth to approve Ordinance 2023-04: An Ordinance Amending Chapter 152 of the Ellendale City Code (regarding setbacks). Council Member Froman advanced. Motion carried, all in favor.

Mayor/Council Updates:

1. Mayor Bartsch: He had nothing to present.
2. Council Member Asplund: He had nothing to present.
3. Council Member Bartness: He was absent.
4. Council Member Froman: He had nothing to present.
5. Council Member Groth: He had nothing to present.

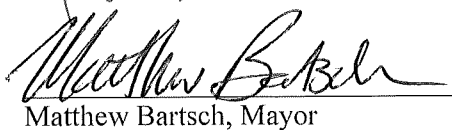
A motion was made by Council Member Asplund to adjourn the Council Meeting. Council Member Froman advanced. Motion carried, all in favor. The meeting was adjourned at 8:10 pm.



Kim Zimprich, Clerk/Treasurer

8/10/2023

Date



Matthew Bartsch, Mayor

8/10/2023

Date

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