

March 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
 - February 9th, 2023: Council Meeting Minutes
 - February 21st, 2023: Council-Fire Building Committee Special Meeting Minutes
3. Resolutions:
 - 2023-2-01: Amending Authorizing the City Clerk/Treasurer or Deputy City Clerk/Treasurer to Pay Certain Vendors Prior to Submitting the Bills to Council – *added United States Postal Service for monthly utility billing*
 - 2023-8: Authorizing Donation of Money from the Ellendale Fire Relief Association to the Ellendale Fire Department to Purchase Turnout Gear
 - 2023-9: Accepting a Donation of Money from the Otto Family, In Memory of Larry Otto
 - 2023-10: Accepting a Donation of Money from the Warnke Family for Responding to Their Call and Providing Services
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 Reports:

1. Fire Department
 - Fire Hall Committee – *February 21st APX meeting update*
2. Maintenance
 - Boss Snowplow cutting edges repair in the amount of \$536.08 – *needs approval*
 - Community Center fans – *Council Member Groth to gather quotes*
 - 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*
 - Two-way radio purchase approval – *4 requested \$260.00 (\$129.00/2 in kit)*
3. Ellendale Parks and Trail Committee (EPTC)
 - February 28th meeting update
4. Steele Suites
5. Codification

- Review
 - 152.226: Regarding temporary materials for accessory buildings – *tabled for further discussion*
 - 152.094-152.100: Front yard needs to be defined for corner lots
- Notice of Violation/Warning Administrative Citation
 - 609 School Street
 - 92.18(V) – Public Nuisances Affecting Peace and Safety – *progress has been made and Council to continue checking on property*
- Administrative Citation
 - 205 5th Ave W
 - 92.20 – Unlicensed and Abandoned Vehicles – *May 1st deadline*
- Attorney Letters Sent
 - 409 5th Avenue West – *Attorney to send Court Action*
 - 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

7:45 Unfinished Business

1. Board of Appeal and Equalization Meeting
 - April 13th at 7:00 pm
2. CEDA Strategic Plan
 - Steering Committee – *Mayor Bartsch to follow up with Dylan*
3. Ordinance 2023-01: Amending Section 152.211 of the Ellendale City Code Relation to Required Trash Areas
 - Needs approval
4. National Night Out
 - Correction – *scheduled date is August 1st, not August 8th*

8:00 New Business

1. Ordinance 2023-02: Deleting Section 91.06 Regulating Kennels
 - Need approval to post
2. Ordinance 2023-03: Amending Section 152.209 of the Ellendale City Code Relating to Snow Fences
 - Need approval to post
3. Resolution 2023-3-01: Amended Master Fee Schedule
 - Removed Weed Control Fine because it is in the Fine Schedule – *needs approval*
4. Resolution 2023-5-01: Amended Master Fine Schedule
 - Added additional sections - *needs approval*

5. 8th Avenue West City Garden
 - Zimprich family offered to maintain garden for 2023
6. Street Sweeping
 - \$1700.00 Wigham Trucking, Inc. – *needs approval*
7. Ellendale Days Expenses
 - \$215.00 Portable Restroom – *needs approval*
 - \$400.00 DJ – *needs approval*

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, MARCH 9TH, 2023
7:00 PM**

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

Absent: Council Member Bartness

Visitors: Blooming Prairie 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 Froman to approve the Consent Agenda Items, which included Accounts Payable/Claims in the amount of \$32,290.50, February 9th, 2023: Council Meeting Minutes, February 21st, 2023: Council-Fire Committee Special Meeting Minutes; Resolution 2023-2-01: Amending Authorizing the City Clerk/Treasurer or Deputy City Clerk/Treasurer to Pay Certain Vendors Prior to Submitting the Bills to Council (United States Postal Service added for monthly utility billing), Resolution 2023-8: Authorizing Donation of Money from the Ellendale Fire Relief Association to the Ellendale Fire Department to Purchase Turnout Gear, Resolution 2023-9: Accepting a Donation of Money from the Otto Family, In Memory of Larry Otto, Resolution 2023-10: Accepting a Donation of Money from the Warnke Family for Responding to Their Call and Providing Services and Financials. Council Member Asplund advanced. Motion carried, all in favor.

Public Input: There was no public input.

Reports:

1. Fire Department

- **Fire Hall Committee Update:** A Special Meeting was held on Tuesday, February 21st at 6:00 pm. At that meeting, the Council approved the engineering drawings be completed by APX. When completed, bids will be gathered from the subcontractors.
- **Ellendale Fire Relief Gambling Donations:** The Ellendale Fire Department received a \$10,000.00 donation from the Fire Relief Gambling. There will be another \$17,000.00 donated in the near future. A motion was made by Council Member Groth to utilize these donations to purchase seven turnout gear for fire department members and approve Fire Chief Busho to order these through Heiman. Council Member Asplund advanced. Motion carried, all in favor.
- **Rescue Struts:** A motion was made by Mayor Bartsch to approve the purchase of rescue struts from Heiman in the amount of \$3599.00 plus freight charge. Council Member Asplund advanced. Motion carried, all in favor.
- **Accountability Board:** A motion was made by Council Member Groth to approve the purchase of a new accountability board for the Pumper Truck, up to \$500.00. Mayor Bartsch advanced. Motion carried, all in favor.
- **Fish Fry:** The Fire Department Fish Fry is schedule on March 10th and starts at 5:30 pm at the Community Center.

2. Maintenance

- Boss Snowplow Cutting Edges Repair: A motion was made by Mayor Bartsch to approve the purchase of Boss snowplow cutting edges and a bolt kit for repair in the amount of \$567.68. Council Member Asplund advanced. Motion carried, all in favor.
- Community Center Fans: Council Member Groth stated fans are \$165.00 per fan at Lowe's. A motion was made by Council Member Groth to approve the purchase of two fans, a total of \$330.00. Council Member Froman advanced. Motion carried, all in favor. Resler Electric will submit a quote before installing, to be approved by the Council.
- 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 in a past meeting, 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.
- Two-Way Radio Purchase: A motion was made by Council Member Groth to approve the purchase of two two-way radio kits at \$129.00 per kit, a total amount of \$260.00, which includes four two-way radios. Council Member Asplund advanced. Motion carried, all in favor.
- Barricades: A motion was made by Council Member Groth to approve the purchase of lumber up to \$250.00 to make barricades. Council Member Asplund advanced. Motion carried, all in favor.
- Street Work: Maintenance Otto will consult with Steele County regarding chip sealing this season. He will also meet with the street commissioners, Council Member Asplund and Council Member Bartness, to make a plan of what streets need work this season.

3. Ellendale Parks and Trails Committee (EPTC)

- The plan is for the EPTC to meet the second Tuesday of every month at 6:30 pm.

4. Steele Suites

- The plan is to meet with Attorney Rahrlick and Stadheim Properties again in the spring for an update.

5. Codification Committee

- Review:
 - 152.226: Regarding temporary materials for accessory buildings: More discussion was held, and it was decided to not make edits to this Ordinance at this time.
 - 152.094-152.100: Deputy Clerk/Treasurer Engel is working on edits regarding conflicting information in these sections of the Codification Manual with Attorney Rahrlick to be presented to the Council when complete. One area that needs defining is front yards on corner lots. This area was tabled until the next meeting for further discussion.
- Notice of Violation/Warning Administrative Citation:
 - 609 School Street: 92.18(V) Public Nuisances Affecting Peace and Safety. According to the Steele County Tax Parcel website, this property has been sold. This violation was taken off the Agenda and will be reviewed in the upcoming months.
- Administrative Citation:
 - 205 5th Avenue West: 92.20 Unlicensed and Abandoned Vehicles. The deadline to abate this violation is May 1st.

- Attorney:
 - 409 5th Avenue West – Attorney Rahrck is to send a Court Action to this property address. The Council will need to come up with an action plan for cleaning up the property when the time comes, which includes who will be doing the clean-up and where the items will be stored. It was stated that Helping Hands Junk Removal based out of Clark’s Grove may be a good resource.
 - 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.
 - 199 8th Avenue East: Review property October 1st per plan submitted by property owner.

6. Clerk

- Toilet Purchase for Clerk’s Office: A motion was made by Council Member Groth to approve the purchase of a new toilet for the Clerk’s Office, up to \$500.00. Council Member Asplund advanced. Motion carried, all in favor. Maintenance Otto will follow through with this purchase and installation.

Unfinished Business:

1. Board of Appeal and Equalization Meeting: This meeting is scheduled for Thursday, April 13th at 7:00 pm in the Council Chambers at the City Clerk’s Office. The Council Meeting will be moved to 7:30 pm that evening.
2. 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 with persons that may be interested in this committee for Dylan to make initial contact.
3. Ordinance 2023-01: Amending Section 152.211 of the Ellendale City Code Relating to Required Trash Areas
 - A motion was made by Mayor Bartsch to approve Ordinance 2023-01: Amending Section 152.211 of the Ellendale City Code Relating to Required Trash Areas. Council Member Froman advanced. Motion carried, all in favor. Upon publication, this Ordinance will be effective.
4. National Night Out
 - At the last Council Meeting, it was stated that National Night Out is scheduled for August 8th. It was corrected at this meeting that the National Night Out’s scheduled date is August 1st.

New Business:

1. Ordinance 2023-02: Deleting Section 91.06 Regulating Kennels
 - A motion was made by Council Member Groth to approve the posting of Ordinance 2023-02: Deleting Section 91.06 Regulation Kennels. Council Member Asplund advanced. Motion carried, all in favor. This will be posted for ten days, to be approved at the next Council Meeting.
2. Ordinance 2023-03: Amending Section 152.209 of the Ellendale City Code Relating to Snow Fences
 - A motion was made by Council Member Groth to approve the posting of Ordinance 2023-03: Amending Section 152.209 of the Ellendale City Code Relating to Snow Fences, changing the verbiage to “provided however, that temporary snow fencing and supports shall be allowed between October 1st and May 1st.” Council Member Froman advanced. Motion carried, all in favor. This will be posted for ten days, to be approved at the next Council Meeting.
3. Resolution 2023-3-01: Amended Master Fee Schedule
 - A motion was made by Mayor Bartsch to approve Resolution 2023-3-01: Amended Master Fee Schedule. Council Member Groth advanced. Motion carried, all in favor.
4. Resolution 2023-5-01: Amended Master Fine Schedule

- A motion was made by Council Member Groth to approve Resolution 2023-5-01: Amended Master Fine Schedule. Council Member Froman advanced. Motion carried, all in favor.

5. 8th Avenue West City Garden

- The Council gave the okay for the Zimprich family to maintain the 8th Avenue West city garden for the 2023 season.

6. Street Sweeping

- A motion was made by Council Member Groth to approve the street sweeping quote submitted by Wigham Trucking, Inc. in the amount of \$1700.00. Council Member Asplund advanced. Motion carried, all in favor.

7. Ellendale Days Expenses

- A motion was made by Mayor Bartsch to approve the rental of a portable restroom in the amount of \$215.00 for use at Ellendale Days and the payment for the DJ at the Ellendale Day's teen dance in the amount of \$400.00, total Ellendale Days expenditures being \$615.00. Council Member Asplund advanced. Motion carried, all in favor.

Mayor/Council Updates:

Mayor Bartsch: Nothing to present.

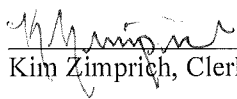
Council Member Asplund: Nothing to present.

Council Member Bartness: Absent.

Council Member Froman: Nothing to present.

Council Member Groth: 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 8:20 pm.



 Kim Zimprich, Clerk/Treasurer

4/13/2023

 Date



 Matthew Bartsch, Mayor

4/13/2023

 Date

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