

City of Ellendale
December 12th, 2024
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 *If there is any item on the consent agenda that a council member feels needs further discussion, please ask for it to be removed and placed on the agenda.*

1. Accounts Payable/Claims
2. Minutes
 - November 14th, 2024: Special Meeting Minutes
 - November 14th, 2024: Council Meeting Minutes
3. Resolutions
 -
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 Council Member. 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.

7:20 Reports

1. Fire Department
 - Fire Hall Committee *Ok on contractor. Can plan public hearing on bonding.*
 - Fire Contracts 2025
 - Expenses
2. Maintenance
 - Partial Collapsed Line on 6th Avenue – *Otto to gather quotes*
 - Expenses
3. Park and Trails Committee
 - Update
4. Community Gathering Place Mural Project Committee
 - Update
5. Steele Heights
 - Update
6. Codification
 - Updates

- 199 8th Avenue East – *Update No change or progress noted as of November 14th.*
- School Street Complaint – Section 92.15 violations
- 5th Avenue Complaint – Section 92.16 violations
- Radel Court-Sections 92.18, 92.19 violations *Majority abated.*
- School Street Complaint - Section 71.05 Truck Parking violation *abated*
- Notice of Violation/Warning Administrative Citation
 - 601 Lageson Court – *Conditional Use Permit Violation Letter and Documentation sent to Metronet in Owatonna.*
 - 513 School Street South – *92.38 Weed Ordinance Council member Meyer observed.*
 - 601 School Street South – *92.38 Weed Ordinance*
- Administrative Citation
 - 109 6th Avenue East; 408 7th Avenue West; *\$50.00 citation issued for each property. Issues not abated. Expect reply at February meeting.*

7. Clerk

- \$150 Holiday Bonus for Employees
- Snowplow bids
- Added to agenda: LawnPro Agreement; John Deere Gator Lease/Purchase Agreement

8:20 Unfinished Business

1. Clerk's Office Repairs

- Update

2. PTO Policy

- Pay Out Policy – *Discussion*
- Options:
 - Increase annual carry over of 80 hours maximum
 - Allow annual pay out of excess hours over the maximum hours allowed
 - Combination of both
 - Leave current policy in place

3. Crown Ridge & Commercial Street Road Improvements

- Bolton & Menk Engineering Estimate – *Review and Discuss*

8:40 New Business

1. Additional Part Time Employee

- Additional person due to unavailability of other employees
- Applications

2. Resolutions

- Resolution 2024-36 Approving the Final Tax Levy for 2025
- Resolution 2024-39 Certifying Utility Charges
- Resolution 2024-40 Disbursing 2024 Appropriation for Ellendale Fire Relief Association

9:00 Mayor/Council Updates Mayor Bartsch

1. Council Member Asplund

2. Council Member Froman
3. Council Member Groth

9:10 pm Adjournment

MINUTES OF ELLENDALE REGULAR CITY COUNCIL MEETING THURSDAY, DECEMBER 12TH, 2024

Present: Acting Mayor Scott Groth; Council Members; Jon Asplund s& Joel Meyer; City Clerk/Treasurer Steve Engel

Absent: Jackie Froman, Matt Bartsch

Visitors: Fire Chief Logan Busho; City residents: Cynthia Nelson, Scott Swanson, James Crosby; property owner Daniel Petsinger; Star Eagle Reporter Eli Lutgens; Steele County Times Reporter Kay Fate; Independent Investigative Journalist and Advocate Keith Haskell

Fire Building Committee members: None

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

Agenda: Acting Mayor Groth asked if there were any additions or corrections to the agenda. Engel stated four items to be added to the agenda. A claim from Steele County for 3rd quarter services for \$13,352.00; the Bath Township fire contract invoice for \$4,678.56; the John Deere Gator purchase/lease agreement and the 2025 Lawn Pro service agreement. The agreements will be added to the agenda under the Clerk's Items.

A motion to approve the Agenda with the addition of Steele County claim for \$13,352, the Bath Township fire contract invoice for \$4,678.56 and the John Deere purchase/lease agreement & the Lawn Pro service agreement. was made by Council Member Asplund. Council Member Meyer advanced. Motion carried, all in favor.

Consent Agenda Items

A motion was made by Council Member Meyer to approve the Consent Agenda Items, which included Accounts Payable/Claims in the amount of \$78,868.96. Meeting minutes for November 14th, 2024 and Special Meeting Minutes from November 14th, 2024; Council Meeting Minutes and the monthly financial report. Council Member Asplund advanced. Motion carried, all in favor.

Public Input:

Daniel Petsinger Stated he received redacted information and later received the unredacted when requested. The file sizes were different in volume and data. His complaint is that the city violated MN Statutes on data request requirements.

Cynthia Nelson Cynthia asked to have the Christmas lights on for the remainder of the Christmas season, in the gathering place park downtown. The council agreed this was fine. The power to the outlets will be left on. Motion by Council member Asplund to leave power on. Motion advanced by Council member Asplund. Motion carried. All in favor.

Keith Haskell Mr. Haskell commended the council on taking action during the public input period of the agenda. He thought this would have been a positive thing if they would have taken action in the past for Mr. Petsinger.

James Crosby Mr. Crosby commended the council on their actions over the last several meetings when being chastised by citizens who do not live in Ellendale.

Reports

1. Fire Department

- **Fire Hall Committee:** **Fire Chief Logan Busho** Engel stated the city did conform to MN statutes for the bidding process when awarding the contract to the developer, APX Construction. We can proceed with the

public meeting process. Chief Busho said he would contact APX, to proceed with obtaining bids from subcontractors for the M.E.P. items. Once this has been done and a final level quote is ready, we can proceed with the public hearing for bonding.

- Fire Contracts 2025 Engel stated the contract agreements are ready for approval with the 2025 invoice amounts attached. These will need to be presented or mailed to the townships next week, for their review and approvals. Motion by Acting Mayor Groth to approve the contract agreements and invoiced amounts as presented. Council Member Meyer advanced. Motion carried, all in favor.
- Invoices Fire Chief Busho informed the council that they would like to bring Trent Hilley onto the fire department roster. He would fill our roster of 22. Motion by Council Member Asplund to appoint Trent Hilley to the Fire Department roster. Acting Mayor Groth advanced the motion. Motion carried. All in favor.
- Chief Busho stated we need to order 3 sets of boots at a cost of \$650 each for a total of \$1,950.00. Motion to purchase 3 sets at \$1,950 was made by Council Member Meyer. Motion advanced by Council Member Asplund. Roll call vote. Acting Mayor Groth Aye, Council Members: Asplund aye, Meyer aye. All in favor. Motion passed.
- Chief Busho informed the council that one of the refrigerators used for fish fry storage, quit working. He will obtain quotes to get it replaced.
- Chief Busho asked Engel to include the Fire Department 2024 Financial Report with the 2025 fire contracts. Engel has them printed and ready to include in the contract mailings.

2. Maintenance

- Partial Collapsed Line on 6th Avenue – *Otto to gather quotes. No change.*
- Expenses. *No additional expenses to report.*

3. Park and Trails Committee

- *The new swing sets will be installed next spring. They are here and in storage.*

4. Community Gathering Place Mural Project Committee

- Cynthia Nelson said the committee is proceeding with selling bricks for the walkway. The soup & sandwich event had a good turnout.

5. Steele Heights Engel reported that Darrin Stadheim is working with the MN Dept. of Labor to determine the prevailing wage reporting requirements. No further information to report.

6. Codification

- Updates
 - 199 8th Avenue East – *Update No change or progress noted as of November 14th.*
 - School Street Complaint – Section 92.15 violations See included pictures of one property of concern. The citizen was not present to add any further comments on the properties. No action taken by the council.
 - 5th Avenue Complaint – Section 92.16 violations No issues found. Engel could not find any issues as stated by a nearby property owner. Engel will try to contact the owner to get clarification.
 - Radel Court-Sections 92.18, 92.19 violations *Majority abated.* Engel to send letter regarding remaining nuisances to be addressed.
 - School Street Complaint - Section 71.05 Truck Parking violation *abated.*
- Notice of Violation/Warning Administrative Citation
 - 601 Lageson Court – *Conditional Use Permit Violation Letter and Documentation sent to Metronet in Owatonna.* City Attorney Mark Rahrck is waiting for a response from Metronet's attorney on the matter. No further update at this time.

- 513 School Street South – 92.38 Weed Ordinance. Council member Meyer observed the property and did not see any weed issues. No further action at this time.
- 601 School Street South – 92.38 Weed Ordinance. Engel stated this property is still a rental. Motion by Acting Mayor Groth to send letter to owner about violations. Motion advanced by Council Member Meyer. Motion carried, All in favor. Engel will notify the owner regarding the cleanup needed. This probably won't happen until next spring.
- Administrative Citation
 - 109 6th Avenue East, 408 7th Avenue West: Additional \$50.00 citations issued for each property. Issues not abated. Expect reply by February meeting. Motion to have City Attorney contact the owners regarding the ongoing issues, was made by Acting Mayor Groth. Motion advanced by Council Member Meyer. Motion carried, All in favor. Engel will contact City Attorney Rahrlick to address the ongoing issues if no action is seen by the February meeting.

7. Clerk

- \$150 Holiday Bonus for Employees. Engel requested this to be tabled.
- Snowplow bids. Engel received one bid for \$5,000.00. Motion to accept the bid for \$5,000.00 was made by Council Member Asplund. Motion advanced by Acting Mayor Groth. Motion carried. All in favor.
- Lawn Pro Service Agreement. Engel presented the 2025 agreement for lawn care service. We budgeted \$1,800.00 for the service. The agreement covers 4 city properties at a discounted cost of \$1,792.36. This will be paid in January, prior to the January meeting. Motion to approve the service agreement for \$1,792.36 was made by Acting Mayor Groth. Motion advanced by Council Member Meyer. Roll call vote: Acting Mayor Groth Aye, Council Members: Asplund aye, Meyer aye. All in favor.
- John Deere Gator Lease/Purchase Agreement. Engel presented the agreement with John Deere Financial for the lease/purchase of the JD Gator. This will replace the annual rental agreement we agreed to with Kibble Equipment in 2024. Monthly payments will be made vs annual payments, for 60 months (5 years). This will save us approximately \$1,600.00 in interest. Payments will be on the 12th of each month and set up as ACH withdrawals. We budgeted \$7,700 for 2025. The total monthly payments will equal \$7,315.00/year.

Unfinished Business

1. Clerk's Office Repairs

- Update. Engel reported that we may move the meetings and office to the Community Hall to allow repairs to the inside of the building if it can be scheduled. It was noted that the hall and office area ceilings need to be removed and replaced. Other work may be required also. This will be determined once the ceilings are removed.

2. PTO Policy

- Pay Out Policy – Discussion Engel stated a 5th option is to not change the policy but allow a one-time pay out of excess PTO hours over the 80 hours maximum allowed. The approximate excess hours right now is 60 hours. This would be a \$1,888.00 gross payment.
- Options:
 - Increase annual carry over of 80 hours maximum
 - Allow annual pay out of excess hours over the maximum hours allowed
 - Combination of both
 - Leave current policy in place.

After some discussion, the council agreed they did not want to change the policy.
- Motion by Acting Mayor to issue a onetime pay out of accrued hours over 80. Member Meyer advanced. Motion carried. Roll call vote: Acting Mayor Groth Aye, Council Members: Asplund aye, Meyer aye. All in favor.

3. Crown Ridge & Commercial Street Road Improvements

- Bolton & Menk Engineering No action taken on the road improvements fir Crown Ridge at this time.

8:40 New Business

1. Additional Part Time Employee

- Additional person due to unavailability of other employees
 - Applications Engel reported we have received one application for the position. The council should determine who will interview the applicant. It was determined that the current council members, Asplund and Groth and Josh Otto would meet with the applicant. Engel will discuss the application with the council members and set up an interview time.

2. Resolutions

- Resolution 2024-36 Approving the Final Tax Levy for 2025 Motion by Acting Mayor Groth to approve Resolution 2024-36, setting the 2025 property tax levy at \$542,788.00. Council Member Asplund advanced. Motion carried. All in favor.
- Resolution 2024-39 Certifying Utility Charges Engel explained the utilities to be certified to Steele County for collections with 2025 property taxes totals \$14,077.04. This is a remarkable decrease in certifiable delinquency utilities from previous years. Thanks goes out to Kim Zimprich and Council Member Asplund for administrating contacting property owners and the collections of outstanding utility bills during 2024. Motion by Council Member Meyer to approve Resolution 2024-39. Council Member Asplund advanced. Motion carried. All in favor.
- Resolution 2024-40 Disbursing 2024 Appropriation for Ellendale Fire Relief Association This is the city's annual budgeted contribution for the Fire Relief pension fund. Motion by Acting Mayor Groth to approve Resolution 2024-40 for disbursing funds to the fire relief Council Member Meyer advanced. Motion carried. All in favor.

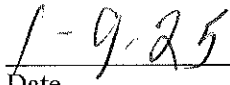
9:00 Mayor/Council Updates

1. Council Member Asplund Nothing to add.
2. Council Member Meyer Nothing to add.
3. Acting Mayor Groth. Commented about the semitrailer sitting near Commercial Street. Engel added the trailer is sitting on commercial property and is legal. He has mentioned it to the owner about getting it removed, as it may cause problems if we decide to pave Commercial Street. He did not receive a response to do so. We may have to see where the ROW is and if it is in the ROW. Groth also inquired about a vehicle that appears to be inoperable and/or does not have current tabs. He will take pictures of the vehicle for the next meeting.

A motion was made by Council Member Meyer to adjourn the Council Meeting. Council Member Asplund advanced. Motion carried, all in favor. The meeting was adjourned at 7:55 pm.




 Steve Engel, City Clerk/Treasurer



 Date



 Scott Groth, Acting Mayor



 Date

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