

April 13th, 2023
Regular Council Meeting
7:30 pm

Agenda:

7:30 Call Meeting to Order

1. Pledge of Allegiance
2. Approve Agenda

7:35 Consent Agenda Items

1. Accounts Payable/Claims
2. Minutes
 - March 9th, 2023: Council Meeting Minutes
3. Resolutions:
 - 2023-3-02: Amending the Master Fee Schedule for 2023 – *adding Employee Time for Gathering Data Request Information under the Miscellaneous category*
 - 2023-11: Authorizing Donation of Money from the Ellendale Fire Relief Association to the Ellendale Fire Department to Purchase Turnout Gear
4. Financials

7:40 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. NRHEG School Superintendent Michael Meihak
 - Safe Routes to School Grant

8:00 Reports:

1. CEDA
 - New CEDA representative
 - CEDA Strategic Planning Steering Committee – *Mayor Bartsch to follow up with Dylan*
2. Emergency Management
 - Update from Jerry Ibberson
3. Fire Department
 - Fire Hall Committee – *APX Drawings*
4. Maintenance
 - Ferguson invoice for 12 curb box repair kits for \$317.13 – *Needs approval*
 - Community Center fans installed
 - Toilet installation at the Clerk's Office completed
 - 508 Radel Court Tree Removal - *Discussion*
 - Steele County chip sealing – *Maintenance Otto task*
 - Draft a plan of what streets need work – *Maintenance Otto to meet with Street Commissioners*
 - Quote from Minnesota Pump Works for control panel at southeast lift station – *Discussion*
 - Hire Seasonal Utilities and Maintenance position – *Needs approval*

- 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*

5. Ellendale Parks and Trail Committee (EPTC)

- Meet the second Tuesday of the month at 6:30 pm

6. Steele Suites

- Update

7. Codification

- Review
 - 152.094-152.100: Front yard needs to be defined for corner lots – *Mark drafting Ordinance changes*
- Notice of Violation/Warning Administrative Citation
 - No violations to review
- Administrative Citation
 - 205 5th Ave W
 - 92.20 – Unlicensed and Abandoned Vehicles – *May 1st deadline*
- Attorney Letters Sent
 - 409 5th Avenue West – *Waiting for court date to be scheduled*
 - 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*

8. Clerk

8:30 Unfinished Business

1. Ordinance 2023-02: Deleting Section 91.06 Regulating Kennels
 - Needs approval
2. Ordinance 2023-03: Amending Section 152.209 of the Ellendale City Code Relating to Snow Fences
 - Needs approval
3. Resolution 2023-12 Publication of Ordinance by Title & Summary for Ordinance 2023-03
 - Needs approval

8:40 New Business

1. EDA
 - Phase 2 Environmental Study Contract – *May 2nd drilling by Metco*
2. American Rescue Plan Act Federal Funds from COVID
 - Approve expenditures for report to be completed
3. 724 Simplicity Drive

- Certificate of Compliance Application – *Needs approval*
- 4. April Newsletter
 - Feedback from Council
- 5. City Clean Up Day
 - June 3rd or June 10th?
- 6. Personnel Policies
 - Attorney Rahrlick reviewing
- 7. City Policies and Procedures
 - Attorney Rahrlick reviewing
- 8. Re-development Grant
 - Approval for demolition invoice payment - JK Routh Contracting

9:00 Mayor/Council Updates

1. Mayor Bartsch
2. Council Member Asplund
3. Council Member Bartness
4. Council Member Froman
5. Council Member Groth

9:15 Adjournment

**MINUTES OF ELLENDALE
CITY COUNCIL MEETING
THURSDAY, APRIL 13, 2023
7:30 PM**

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

Absent: City Clerk/Treasurer, Kim Zimprich

Visitors: Star/Eagle reporter, Jessica Lutgens, NRHEG Superintendent Mike Miehak, residents; Brian Wayne, Stephanie Kibler, Pete Paulson, CEDA representatives; Jennifer Howard and Robert Harris

Call Meeting to Order: Meeting was called to order at 7:32 pm by Mayor Matthew Bartsch. The Pledge of Allegiance was recited.

Agenda: A motion was made to approve the Agenda by Council Member Bartness. Council Member Groth 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 \$44,064.23 as of April 13, 2023: Council Meeting Minutes, March 9, 2023: Resolution 2023-3-02: Amending Master Fee Schedule; Resolution 2023-11 Authorizing Donation of Money from Ellendale Fire Relief Association to the Ellendale Fire Department to Purchase Turnout Gear. Financial reports for April 2023. Motion advanced by Council Member Groth. Motion carried, all in favor,

Public Input: Property owner, Brian Wayne. Brian approached the council regarding a request to de-annex a quarter section of farmland from the city limits. His first request was made to the council on May 12, 2022. At that time, the council tabled the request, to discuss the possibility with the city attorney. The council was considering the vacating of North School Street, which would allow future access to several parcels, including Brian & Jodell Wayne's. This access would be the main route through the parcels, in the event the properties were developed. The council, at a later meeting, voted to not vacate School Street, to the north, to Brian Wayne's parcel. No official decision was made on the request to de-annex the Wayne parcel. Brian presented his property tax statement along with the tax statement of the adjoining acreage, which is not in the city limits. Both parcels are farmland. Brian's city tax is \$2,307.00 for 2023. The adjoining parcel township tax is \$259.62 for 2023. Brian feels his land would not be developed and would like it de-annexed to the township. Mayor Bartsch asked Engel to contact the city attorney regarding the cost and process of de-annexation. We will get an answer to Brian when we have more information.

Superintendent Mike Miehak. Mr. Miehak was present to ask the city council if the city was interested in collaborating with the school district regarding grant applications for the Safe Routes to School program funding. The MN State legislature may be increasing the available funding of the program for 2024. He emphasized the need for street crossing awareness at various school crossings throughout Ellendale at the current pickup areas. With the planned changes around the current football and softball fields, there may be more need for safer routes near and around the school and TH30. There is also the need for a better walking route and sidewalks for students, from around town to the school. He pointed out that grants are available, but they need to be obtained by the city not the school district. He suggested the city consider applying for the grant money and possibly working with someone from the school district, on defining the needs. We may be able to combine efforts from both school sites to help with obtaining grant financing for the entire district. The deadline for the 2024 grant applications is May 14th. It may be too late for this round, but we should look at the following years. CEDA representative Robert Harris, suggested CEDA may be able to assist the city in writing these grant applications. He will discuss it with other CEDA and city personnel to see if this can be done.

Mr. Miehak also asked if we could assist in clarifying the ownership of the walking path across from the school that accesses the football field. Mayor Bartsch stated we would be more than happy to work with the district on both issues.

City residents Stephanie Kibler & Pete Paulson were present to discuss nuisance issues with their neighbors on School Street. Garbage containers are over-filled, and trash is blowing into their yard. Stephanie referred to a MN state statute (regulation not a statute) 7035.070, that defines; garbage & refuse storage should be contained in a watertight, fly proof container that will also keep the feral cats in the area, out of the garbage as well. She asked the council to address the issue, as it's a violation of our ordinances. Mayor Bartsch asked Engel if he would contact the owner about the issue of overfull containers. Stephanie also mentioned the whole backyard of the property is littered with debris, not random items, but actual garbage debris. She asked if we could mention that to them also. Jon Asplund asked if Stephanie had pictures of the backyard. She will send a photo to the office to review.

1. CEDA Robert Harris informed the council the EDA is exploring the feasibility of a small-scale housing project on the lot donated by Keen Bank. The EDA is moving ahead with the Phase 2 environmental step of taking ground samples of the lot donated by Keen Bank. The drilling is scheduled for May 2nd. The EDA will move forward with plans to work with Southwest Minnesota Housing (SMH), working on a feasibility study for developing the lot. We do have a contingent grant from Compeer Financial for a \$5,000 to fund the work with SMH on developing the study. Robert will be transitioning to a different role at CEDA. Jennifer Howard will be your new CEDA representative. Mayor Bartsch commented that we appear to have several residents for the strategic planning committee now. He will reach out to Dylan to see about our next step and setting up a meeting with the committee.

2. Emergency Management, Jerry Ibberson updated on current needs for the storm shelters in town. He received donations from the New Richland Area Sportsman's Club. The items included pillows, pillowcases and 2 dog kennels. The donations are very greatly appreciated. A thank you goes out from the City Council to the New Richland Area Sportsman's Club. He is also working with First Lutheran Church on preparations for tornado season. The church would be used for campers at the local campground on Highway 35, in the event of severe weather. Jerry also reminded everyone that he is the new contact for the American Legion flags. Anyone interested in flags can contact Jerry at 507-381-9490. He will also be able to dispose of old flags, if anyone has any to dispose of.

3. Fire Department

- Fire Hall Committee Update: Jackie Froman stated Mitch & Jamie from APX, met with Laurie Balata from the USDA and herself, to get up to speed on the requirements needed for the loan application process. APX completed the detailed building drawings for subcontractor quoting. The drawings are included in the council packet for review. The AIA contract will be updated by APX. The next step is for APX to solicit bids from subcontractors. Engel will need the final quote numbers and a project budget from Mitch or Jamie, for the Feasibility Report that needs to be completed for the USDA. Mayor Bartsch, Logan Busho and Engel need to meet to discuss the required revenue information for the report also.
- Logan Busho requested approval to purchase 3 hose adapters for filling trucks at the fire hall. The cost is \$86.00 each for a total of \$258.00, plus shipping. Motion by Mayor Bartsch to purchase the adapters. Motion advanced by Council Member Asplund. Motion carried, all in favor.
- The little tanker truck frame/structure is shot. Great Plains and Crysteel are going to send quotes for the repair of the undercarriage. This was repaired before, after the interstate incident. We will get the quotes to the council once we receive them.
- The department voted on the executive board members. There is one change. Shawn Larson is stepping down and Travis Ladwig will take his position. There are 7 members on the board. Council Member Asplund asked how many department members there are. Logan stated, currently, we have 18 members. We have a few residents interested in joining at a later date. We are down 3 from our maximum member number but doing ok with the current membership.
- Logan presented an invoice from Lerberg Fitness for the one-year membership for all department members. The cost is \$600.00, the same as last year. Motion to approve the membership fee of \$600.00 was made by Council Member Groth. Motion advanced by Council Member Bartness. Motion carried, all in favor.

4. Maintenance

- Ferguson invoice for 12 curb box repair kits for \$317.13. Josh stated Geneva will purchase 6 of the curb boxes from us. We will invoice them when they pick up the boxes.
- Community Center fans have been installed by Resler Electric.
- Toilet installation at the Clerk's Office completed.
- 508 Radel Court Tree Removal – the homeowner would like a tree removed that would possibly hit their house if it fell. They are willing to split the cost with the city. We have a quote for the tree removal. The tree is in the boulevard. Per our current ordinance, the city has the responsibility for the tree but can allow the homeowner to obtain a permit to have it removed, if the city agrees to the removal. Gordy Ebnet looked at the tree. His opinion is that the tree is healthy and doesn't need to be removed due to health issues. The issue was raised concerning liability to the city if the tree were to fall on the resident's home. Engel will contact the city attorney or LMC Trust for advisement on liability. Council Member Bartness will look at the tree for a determination also.
Josh would like to contract Gordy's Tree Service for trimming and tree removal of other boulevard and ROW trees in town. Motion by Council Member Groth to Contract Gordy for up to \$1200.00 for tree work based on an hourly rate. Motion advanced by Council Member Bartness. Motion carried, all in favor.
- Steele County chip sealing – Josh will check with the county to see what their plans are this year.
- Mayor Bartsch asked for a street condition plan so the council can make decisions on street repairs. Josh will put together a street map defining the street conditions so the council can plan for street work. This is needed for budgeting annually. Council Member Asplund talked to the Steele County Highway Department regarding the use of their hot mix patching equipment. We can use it and pay for the hot mix materials. We need to identify the areas that need patching. The cost of black top is \$50.00/ton. The county may supply some of the manpower as well. Jon and Derek will meet with Josh to identify the areas.
- Quote from Minnesota Pump Works for control panel at southeast lift station. We have the quote from MPWs for the Casey's lift station panel for \$23,000. The State purchasing program considered also. Per Engel, the council should decide if we want to use the balance of \$9,795 of the ARPA funds towards the sewer panel or apply it towards the water meter replacements. Engel advised the council the funds and requirements would be more applicable to the sewer panel than to meters. The costs will be paid from the sewer fund. The council agreed to apply the ARPA funds towards the panel installation. Regarding the panel quote, a motion by Council Member Groth to approve the panel quote for \$23,000 and electrical for \$2500.00 or up to \$27,000. Motion advanced by Council Member Bartness. Motion carried, all in favor.
- Josh stated Minnesota Pump will purchase our used transformer as a credit towards the panel project. The council agreed to give them the transformer.
- Josh requested to have up to \$5,000 of riprap brought in for the sewer ponds. Per Engel, this was removed from the 2023 budget as we did not bring in rock in 2022. It was agreed upon, by an earlier council, to budget for up to \$5,000/year for pond upkeep of the side walls. It was removed from the budget by mistake for 2023. It can be added back in as it is needed. Motion by Council Member Bartness. Motion advanced by Council Member Asplund. Motion carried, all in favor.
- Josh asked to approve the painting of the parking stripes by the bank and Lerbergs, that were obliterated by MNDot in 2021. This was approved last year, for Seykora Asphalt to be completed. They did not make it last year. The weather turned too cold before it could be completed. The council agreed. Josh will contact Seykora to get the lines repainted.
- Hire Seasonal Utilities and Maintenance position. Josh would prefer the weekly hours to be up to 40 hours a week, as needed. Motion to post for the seasonal position for the summer was made by Council Member Bartness, Advanced by Council Member Froman. Motion carried, all in favor. Engel will get the notice in the Star Eagle next week.
- Side by side tires. Josh asked the council if they would pay half the costs for new tires. They are in need of replacement. Engel stated the agreement does not stipulate who is responsible for maintenance of the equipment. A motion to pay one half the cost, or up to \$450.00,

whichever is lower, by the city, was made by Mayor Bartsch. Motion advanced by Council Member Bartness, all in favor.

- Quote needed to have a 220 installed on the north side of the Ambulance Bay – Josh to get written quote for the cost.
- Quote needed to have electricity installed at the cold storage building – Josh to get written quote for the costs.

5. Ellendale Parks and Trails Committee (EPTC)

- Mayor Bartsch stated the committee did meet Tuesday. It was decided to look at what items were needed in all city park locations and determine what items should be purchased this year with the budget we have. Several items were identified. The committee will finalize the list and present it to the council for approval in May. Council Member Froman asked about picnic table availability. Josh said there are 3 left at the city park, in the pavilion. The committee would like to find more tables and have them bolted down to concrete to eliminate them being moved or taken.
- EPTC meets the second Tuesday of every month at 6:30 pm.

6. Steele Suites

- A meeting was held with Mayor Bartsch, Darrin Stadheim, Mark Rahrnick, Kim Zimprich, and Steve Engel, to get an update on any progress with the project. Currently Stadheim Properties is evaluating material costs. The last project appraisal was not favorable for the planned financing plans. The project startup is most likely going to be delayed until next spring, due to the higher than planned costs. The city will work with the MN Workforce Housing Department, to determine more eligible grant opportunities that may be available to address increased costs. There are a possible 3 options for the city to look at for more grant funding. This is affecting all recipients that qualified for the 2022 grant program and is not specific to the Steel Suites project. Engel has submitted invoices to the MN DEED program manager, for approval on demo work. He is waiting for feedback on the paperwork.

7. Codification Committee

- Review:
 - 152.094-152.100: Mark Rahrnick is working on the ordinance setbacks and revision. It will be presented to the council when available.
- Notice of Violation/Warning Administrative Citation: No violations to review.
- Administrative Citation:
 - 205 5th Avenue West: 92.20 Unlicensed and Abandoned Vehicles. The deadline to abate this violation is May 1st. The council will review this after the deadline date, for abatement.
- Attorney:
 - 409 5th Avenue West – Attorney Rahrnick is contacting the court to obtain a warrant for the city to abate the issues. It does appear the owner has begun to clean up the property. We will observe the progress to see if the abatement is done before the city addresses the violation.
 - 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. There has been some progress noted on one of the properties. The council will review the progress.
 - 199 8th Avenue East: Review property October 1st per plan submitted by property owner.

7. Clerk

- Engel presented the revised claims total of \$45,364.42 There were two claims totaling \$1,300.00 that came in today, that were added after the report was printed and sent out. The revised claims amount was handed out to the council. The claims were approved but he wanted to make sure the council looked at the revised amount.
- A revised quote for the Community Hall roof was received from Malo Roofing. The total is \$42,500, an increase of \$1,000 from last fall. Motion to move ahead with the planned repair was made by Council Member Groth. Motion advanced by Council Member Froman, all in favor. Engel will contact Malo to get on their schedule to get the roof repaired.

Unfinished Business:

1. Ordinance 2023-02: Deleting Section 91.06 Regulating Kennels
 - A motion was made by Council Member Bartness to approve the amended Ordinance 2023-02: Deleting Section 91.06 Regulation Kennels. Council Member Asplund advanced. Motion carried, all in favor. The ordinance will be effective upon being published in the Star Eagle.
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 amended 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 Asplund advanced. Motion carried, all in favor. The ordinance will be effective upon Resolution 2023-12 being approved and published in the Star Eagle.
3. Resolution 2023-12 Publication of Ordinance by Title & Summary for Ordinance 2023-03
 - A motion was made by Mayor Asplund to approve Resolution 2023-12 for publication of approval of Ordinance 2023-03. Council Member Bartness advanced. Motion carried, all in favor.

New Business:

1. EDA
 - Phase 2 Environmental Study Contract – May 2nd drilling by Metco. Drilling was approved by the EDA. The cost is \$7,879.00, to be paid from the EDA fund. The quote needs to be signed by the EDA President, Scott Groth. Engel will send it to Robert Harris to be initiated with Metco.
2. American Rescue Plan Act Federal Funds from COVID
 - Approve expenditures for report to be completed. Engel reiterated the approval was done earlier to use the remaining funds towards sewer costs vs water meter costs.
3. 724 Simplicity Drive
 - Certificate of Compliance Application. Per Engel, home layout drawings and setback details have been given to the city. Setbacks are correct and meet city zoning requirements. Motion by Council Member Groth to approve the Certificate of Zoning Compliance application, Motion advanced by Council Member Bartness, all in favor.
4. April Newsletter
 - Feedback from Council. The council selected June 3rd for the spring cleanup day. No other additions or corrections to the letter. Kim will send letters out next week.
5. City Clean Up Day
 - June 3rd or June 10th? The Council agreed on June 3rd for the city-wide cleanup day.

6. Personnel Policies
 - Attorney Rahrlick reviewing.
7. City Policies and Procedures
 - Attorney Rahrlick Reviewing
8. Re-development Grant
 - Approval for demolition invoice payment – JK Routh Contracting. Engel asked for approval to pay the invoice for the amount of \$33,420.00, once the DEED Redevelopment office has approved the invoice submission and report. The preliminary reimbursement report has been submitted for review. If approved, prior to the next council meeting in June, a claim will be generated and check issued. Motion to pay the invoice, contingent on DEED approval, was made by Mayor Bartsch. Motion advance by Council Member Bartness all in favor.

Mayor/Council Updates:

Mayor Bartsch: Matt reiterated his appreciation of the Park & Trails Committee. We have a great group and looks forward to this summer and getting a few projects and items purchased and installed in the parks.

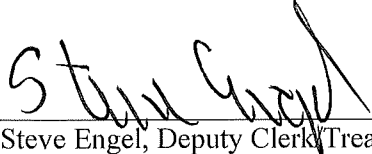
Council Member Asplund: Nothing to present.

Council Member Bartness: Nothing to present.

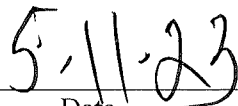
Council Member Froman: Jackie was asking if we could post the Ellendale Days dates on the City web page and possibly our Facebook page. Engel will talk with Kim about posting the dates. She was asked about removing more trees along TH30 so the new electronic sign would be more visible. The ECAG is looking into removing trees and planting lower bushes or something else, in place of the trees.

Council Member Groth: Inquired about getting the outdoor toilet ordered for the park. Engel will get it ordered.

A motion was made by Council Member Bartness to adjourn the Council Meeting. Council Member Froman advanced. Motion carried, all in favor. The meeting was adjourned at 9:38 pm.



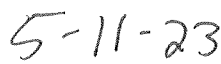
 Steve Engel, Deputy Clerk/Treasurer



 Date



 Matthew Bartsch, Mayor



 Date

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