

City of Ellendale
January 13th, 2022
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. Financial Statements
3. December 23, 2021, Council Meeting Minutes

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.

7:50 Reports:

1. Fire Department
 - Protective lens and frame quote
 - DNR Polaris Ranger update
 - Contractor interviews held January 4, 2022. Council decision on contractor.

2. Maintenance
 - Lagoon Road vs Commercial Street
 - Waiting to hear for attorney feedback on any necessary easements.

3. Ellendale Parks and Trail Committee (EPTC)

4. Codification Committee
 - Properties in Review
 - 109 6th Avenue East; 199 8th Avenue East; 306 4th Avenue West; 408 7th Avenue West (letter sent requesting a plan by February 1st, 2022) no response as of this meeting.
 - Notice of Violation
 -
 - Warning Administrative Citation
 - 117 5th Avenue East (Council Member Kibler to follow up)
 - Administrative Citation
 - 409 5th Avenue West (January 10th due date)
 - 518 Radel Court (December 19th due date) Did not pay fine. Thinks property is cleaned up.

5. Clerk
 - Fire Relief Assc. Financial Report

8:30 Unfinished Business

1. Fire Department Ladder Truck
 - Inspection to be scheduled by end of year and Mayor Bartsch to follow up
2. Purchase Order Process
 - Table until Kim is back.

Event Permit Process

- Council Review
3. Apartment Project Public Hearing
 - January 19th at 7:00 pm at the Community Center
 4. Community Center
 - Council Member Kibler to contact Short Elliot Hendrickson
 6. 520 6th Street Moving Garage:
 - Council decision on keeping garage & moving.
 7. Board of Equalization Rescheduled for April 14, 2022, at 7:00 pm in the Council Chambers
 8. Attorney Review Date-Notification
 - Council decision on a review and dates

8:45 New Business

1. Resolution 2022-1 City Appointments for 2022
2. Resolution 2022-2 Approving Invoice Payments
3. Resolution 2022-3 Amended Master Fee Schedule
4. BCM Final Payment for Country View Improvement Project
5. Bremer Bank 2020A GO Bond payment approval
6. 520 6th Street-Rental Property-Change renters

9:00 Mayor/Council Updates

1. Mayor Bartsch
2. Council Member Groth
3. Council Member Bartness
4. Council Member Kibler
5. Council Member Goebel

9:15 Adjournment

**MINUTES OF ELLENDALE
MEETING
THURSDAY, JANUARY 13, 2022
7:30 PM**

Present: Mayor Matthew Bartsch; Council Members; Duane Goebel (via Zoom), Scott Groth and Stephanie Kibler (via Zoom); Deputy Clerk/Treasurer Steve Engel.

Absent: Council Member Derek Bartness,

Visitors: Star Eagle Reporter Jessica Lutgens (via Zoom); Fire Hall committee members Travis Ladwig, Jackie Froman, (via Zoom) and Fire Chief Logan Busho, (via Zoom) and Keith Langlie from the Parks & Trails Committee.

Call Meeting to Order: Meeting was called to order at 7:30 pm by Mayor Matthew Bartsch. The Pledge of Allegiance was recited.

Agenda: No additions to the agenda. A motion was made to approve the Agenda by Council Member Groth. Mayor Bartsch advanced. Motion carried, all in favor.

Consent Agenda Items: A motion was made by Council Member Groth to approve the Consent Agenda Items, which included Accounts Payable/Claims in the amount of \$124,838.00 and December 23rd Council Meeting Minutes. A motion was made to approve the Agenda by Council Member Groth. Council Member Goebel advanced. Motion carried, all in favor.

Public Input: There was no input.

Reports:

1. Fire Department:

- Contractor interview dates: Mayor Bartsch inquired if we had received a new quote from APX regarding a wood structure building. Logan stated we do have the quote. It is approximately \$50,000 less than the J K Routh Construction estimate. J K Routh estimates 6 months to complete. APX estimates 8 months to complete. Both quotes are for wood structures. According to Joey Barr from APX, steel costs went up by approximately 13%. A steel structure would come in about \$75,000 higher than originally quoted last spring. Council Member Groth asked if both building quotes are for the same specifications. Logan stated they were. The building dimensions for both quotes are based on 60'x 88'. Both contractors stated that suppliers will only guarantee prices for about one week. Engel stated the main thing we need to do is get the documentation required by USDA, put together and a contractor chosen. The documentation has to go to Laurie Balata for review & approval before it is forwarded to the national office for approval. Council Member Kibler asked what everyone's feelings were, taking the price out of the issue, about the interviews, and how the contractors interviewed. Council Member Groth felt J K Routh interviewed presented more information regarding subcontractor selections and also addressed the questions asked better. Council Member Goebel agreed. Mayor Bartsch recused himself from any conversation due to family ties to one of the contractors. Council Member Kibler commented that using current costs is not feasible as costs are constantly changing with no long-term guarantees. Engel reminded the Council and committee members that we have a set budget of \$510,000 which is supposed to include a 10% contingency. That leaves \$450,000.00 for the building. Council Member Kibler asked if there was a lot of fund raisers for the current building when it was built. Engel stated all the monies have to be identified before the project is started. The contractor has to agree to the fixed price of the project. Any mistakes or overruns are the responsibility of the contractor. That is what we need to make sure each contractor understands. The discussion turned to ways to reduce the initial cost of the building. It was mentioned we could leave out the mezzanine, as Joey Barr of APX, had suggested. Another option would be to eliminate in-floor heat. The entire group is in favor of keeping the floor heat. Council Member Kibler

suggested that we should install the entire system right away vs going with another cheaper heating source initially with the plan of adding the boiler at a later date. Council Member Groth said he would like to see a better break down of the costs and materials of both quotes, to see if they truly are comparable materials. The quote difference for the same size building does not make sense. Mayor Bartsch agreed, a more itemized breakdown would be preferable. Jackie stated that both contractors said the quotes are as good as its going to get until we get into more details and drawings. She said she could ask for more itemized quotes if we thought that was necessary. Mayor Bartsch turned the conversation to which contractor the council and committee were leaning toward. Taking the estimates out of the picture, everyone is fairly aligned on which contractor they want to work with. Jackie commented that she has been able to contact each contractor to request quotes and they have always obliged. She can contact them if we feel we need more itemized quotes. Engel commented that in conversations with Laurie Balata, we need to figure out a contractor and get the documentation done and to her. That is more important than getting more quotes at this point because the quotes will be outdated by the time, we get the approval from the USDA to proceed with the project. The contractors will have to re-quote with subcontractors anyway. We have to create a contract, with the help of the contractor, and get it to Laurie for approval before we can move ahead with the project. Mayor Bartsch asked if we can reach out to the contractors to see if they can meet the USDA requirements and work with them. Jackie will send the list of requirements and required documentation that the city and contractor need to put together to get to the national office. Logan added that based on the current quotes, we may have to base our contractor decision with the quotes in mind because of our current budget of \$510,000. After further discussion, the council agreed to table a decision until we have confirmed the contractors understand the USDA requirements. Jackie will forward both contractor quotes to the council members.

- Protective lens and frame quote Chief Busho stated the costs for lenses will be \$200.00 or less. Motion by Council Member Kibler to purchase the lenses. Council Member Goebel advanced. Motion carried, all in favor. Jordan already has the frames. It was not known if they had been paid for by Jordan yet.
- DNR Polaris Ranger update Logan stated the Ranger was just delivered this evening. We have 60 days to decide if we want to keep it or return it. The price is \$3,000.00.
- Chief Busho would like to purchase 10 sets of ice cleats. The cost is \$30.00/set for a total of \$300.00. . Motion by Council Member Goebel to purchase 10 sets. Council Member Groth advanced. Motion carried, all in favor.
- Ladder Truck Mayor Bartsch inquired if Logan had heard anything about the inspection date of the ladder truck. Logan has had no luck in getting a commitment from the company, on a date. It may be time to look for a different company.

2. Maintenance

- Lagoon Road vs Commercial Street. Engel stated there has been no feedback from the City attorney regarding the need for easements. Engel will move ahead with contacting the Steele County GIS Department regarding mapping and naming the road.
- There was concern if we had enough manpower available for the projected snowstorm this weekend. Engel stated we have Nate Wayne and Jordan Roasacker available to assist in snow removal, if needed.

3. Ellendale Parks and Trail Committee (EPTC)

4. Keith Langlie was present to discuss 4 quotes he had obtained for tree removal, new tree planting, concrete slabs for bean bag sets & benches and bean bag games. Three Ash trees are identified to take down in the downtown city park. We would plant the new replacement trees identified on the second quote, The tree removal is \$2,850.00. The bean bag quote is for 2 sets of concrete pads, which would set on the concrete bases put in by Sequoia. The bases are listed on the fourth quote. Council Member

Kibler remarked that the total cost of the bean bags, cement pads, tree removal and new trees from Sequoia is over \$11,000.00. Our budget is only \$10,000. She asked about the park plan and what items were being prioritized for installing in both parks. Mayor Bartsch stated he and Keith submitted a 5-year plan to the council in November. That plan did list what we were going to spend each year, but due to huge price increases, they will revise the plan as to what items we can add and when. Keith stated for this year, we would like to add some equipment that appeals to older kids and adults. Council Member Groth suggested we only install one bean bag set since it is not known if people will utilize it, before we invest an additional money on bean bag equipment. The council was in agreement. Motion by Mayor Bartsch to approve one bean bag set, the Sequoia cement pads, bike deterrents, removal of the 3 Ash trees and planting of new trees for a cost to stay under the budgeted \$10,000. Council Member Groth advanced. Motion carried, all in favor.

- *The revised cost of one bean bag set is **\$1,715.00** from Kay Park Recreation. The Sequoia concrete pads should be **\$1,400.00**. Two bench pads are **\$1,000.00**. The new trees will have to come out of the Equipment budget. Their cost is **\$1,967.00**. Total for new equipment is **\$6,082.00**. This leaves a 2022 equipment budget balance of **\$3,918.00**.*
- *The tree removal for three Ash trees is **\$2,850.00**. This comes out of the tree removal budget of \$3,000.00, leaving a tree removal budget of **\$150.00**.*
- *Total cost of all items approved is **8,932.00**.*

4. Codification Committee:

- Properties in Review:
- 109 6th Avenue East; 199 8th Avenue East; 306 4th Avenue West; 408 7th Avenue West: A letter was sent requesting a plan to be submitted by February 1st, 2022. There has been no response. *There 4 properties to be addressed by the owners.*
- Notice of Violation, No new notices
- Warning Administrative Citation:
 - 117 5th Avenue East: Council Member Kibler has not been able to reach the owner. She will try one more time.
- Administrative Citation:
 - 409 5th Avenue West: *The owner called the city office in early December. He is looking for more offsite storage. He has abated some of the issues. No payment received for citations issued. The owner has not addressed all nuisances addressed in the previous notices. Motion by Council Member Kibler to issue a new citation. Mayor Bartsch advanced. Motion carried, all in favor.*
 - 518 Radel Court: The Administrative Citation was sent on November 19th and is due on December 19th. *The owner thinks the issues have been resolved. Needs feedback from committee on outstanding issues.* Motion by Council Member Kibler to issue a new citation. Council Member Goebel advanced. Motion carried, all in favor.

5. Clerk:

- Fire Relief Assc. Financial report. Engel gave an update on the year end pension funds. The FRA has a balance in the pension investment fund of \$329,629, a gain of \$9,000 for the year. The General account balance is \$12,600.00 and the special account is at \$6,697.12.

Unfinished Business:

1. Fire Department Ladder Truck: No change or inspection date set yet, per Chief Busho. He can not get a commitment from the inspection company. Mayor Bartsch suggested we may want to look into someone else for inspecting the ladder truck. It may be time to look at getting rid of it, possibly selling it to help with the fire hall costs. Council Member Kibler commented there was a similar vehicle online that went for less than \$3,000.00.

Logan stated we would not get much for the unit as it is a 1976 and no one wants that age of truck. Council Member Goebel voiced concern about split rims and the vehicle being able to pass inspection. He will look into finding a different inspector and check into the split rim concern.

2. Purchase Order Process: Mayor Bartsch will meet with Kim & Steve February 3rd.
3. Event Permit Process: This will be tabled until January 13th meeting.
4. Apartment Project Public Hearing: Matt Durand and Darin Stadheim requested; the hearing be moved to January 26th at 7:00 pm. Council Member Kibler will contact Matt Durand for assistance in creating flyers to post around town. She will also create a Facebook event page for public notice and information sharing before the meeting. Mayor Bartsch will also ask Matt Durand if he can put together some information to present at the meeting regarding the building plans & layout. Council Member Kibler commented that we need to clear up the mis information that this project is low-income housing. That is the main issue the public is concerned about. Mayor Bartsch will ask Matt Durand to address the issue during the public meeting
5. Community Center: Council Member Kibler received the quote to look at the Community Hall structure. The estimate for inspecting the south wall only is \$1700.00. To look at the entire building would be \$2600.00. Council Member Groth stated he would like a second quote and opinion on the building. He will contact the Spencer Kubat of Wells Concrete, to inquire about another opinion or inspection.
6. 520 6th Street Moving Garage. No decision or discussion the garage at this meeting.
7. Board of Equalization. Rescheduled for April 14, 2022. Approved by the Steele County Assessor's Office.
8. Attorney Review Date-Notification Council Member Groth suggested he and one other council member, along with city staff, should meet with the city attorney to review and discuss any issues there may be. The council agreed. Council Member Groth will set up a meeting time when the appropriate personnel are available.

New Business:

1. Resolution 2022-1 City Appointments for 2022 Council Member Kibler volunteers to be the Parks & Trails commissioner, the only open appointment on the resolution. Motion by Council Member Groth to approve Resolution 2022-1. Motion advanced by Council Member Goebel. Motion carried. All in favor.
2. Resolution 2022-2 Approving Invoice Payments: A motion was made by Council Member Kibler approve Resolution 2022-2. Council Member Groth advanced the motion. Motion carried. All in favor.
3. Resolution 2022-3 Amended Master Fee Schedule. A motion was made by Council Member Goebel approve Resolution 2022-3. Council Member Groth advanced the motion. Motion carried. All in favor.
4. BCM Final Payment for Country View Improvement project. A motion was made by Council Member Groth approve the final payment of \$40,265.49 to BCM Construction. Council Member Kibler advanced the motion. Motion carried. All in favor.
5. Bremer Bank 2020A GO Bond payment approval. Engel stated this payment will be set up as an ACH for all future payments. This payment is due by February 1, 2022. It needs to be set up prior to this date and paid before our next meeting on January 27, to avoid any risk of being late. A motion was made by Council Member Groth approve the bond payment. Council Member Goebel advanced the motion. Motion carried. All in favor.
6. 520 6th Street-Rental Property Engel informed the council that the current renter has given notice he will be moving out as of February 28th. The renter stated there is another party who would like to rent the home until further notice is given by the city to vacate or the renter gives notice of moving out. Mayor Bartsch suggested we check with Matt Durand regarding the party who was interested in purchasing the modular home and

moving it. If the party is interested, it may be better to see when they would be able to purchase and move it. The council agreed to table a decision on re-renting the home until we hear from Matt Durand.

Mayor/Council Updates:

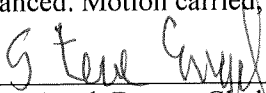
Mayor Bartsch Commented about the grant application being well done by Matt Durand and very thorough.

Council Member Groth met with the ECF to discuss the expenses for the community hall update project. It was determined that the front door glass breakage bill should be removed as a direct expense of hall update project. The ECF will be sending a check for their share of the previous update project of the meeting room and hallway. The amount is approximately \$3,800.00.

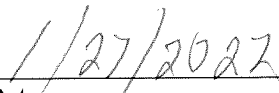
Council Member Kibler: Reminded the council that our personnel policies need to be updated. She asked if the council would be ok if she started on the updates. The council agreed. She would like to see a bimonthly newsletter put out by the city. She would like it to address codification issues and to address the various emails issues mentioned in emails from our webpage. It could also be used to address the apartment project concerns of the public. She also would like to see a citywide survey put out regarding our parks. It would be good to get some input from the community on what they would like to us do with our parks. She will take on the workload of doing the letter and work with Kim if the council is ok with it. Mayor Bartsch agreed. The more communication the better.

Council Member Goebel: Nothing to discuss.

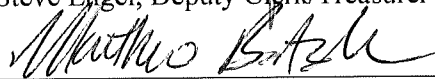
A motion was made by Council Member Groth to adjourn the Council Meeting at 9:27 pm. Council Member Kibler advanced. Motion carried, all in favor. Meeting adjourned.




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.