

City of Ellendale
March 10th, 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. February 24th, 2022: Council Meeting Minutes
3. Resolution 2022-6: Authorizing Funds Received From The Community Foundation Of Ellendale To Be Used For Community Building Project
4. Resolution 2022-7: Reestablishing Precincts And Polling Places In The City Of Ellendale, MN
5. 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.

7:50 Reports:

1. Fire Department
2. Maintenance
 - Seasonal Position to be Advertised
3. Ellendale Parks and Trail Committee (EPTC)
4. Codification Committee
 - Properties in Review
-
 - Notice of Violation
-
 - Warning Administrative Citation
- 117 5th Avenue East – (May 1st deadline)
 - Administrative Citation
- 409 5th Avenue West (February 24th deadline) - *No response*
- 518 Radel Court (February 24th deadline) - *No response*
- 109 6th Avenue East; 199 8th Avenue East; 306 4th Avenue West; 408 7th Avenue West (September 1st deadline)
5. Clerk

8:20 Unfinished Business

1. Fire Department Ladder Truck
 - Inspection information from Owatonna or Waseca - *Fire Chief Busho to follow up*

2. Lagoon Road vs Commercial Street
 - Engel to establish property addresses and update on annexation
3. Community Center
 - IGS Engineering will complete a report and recommendations for full building, which was quoted at \$1,000 – *To respond to Council by March 24th Meeting.*
4. 520 6th Street Modular Home Sale and Moving Garage
 - Decision on keeping garage tabled
 - Mobile home sale update – *CEDA Matt Durand checking to follow up*
6. Attorney Review Date
 - Council Member Groth to arrange meeting with attorney and city staff
7. Board of Equalization Meeting
 - Scheduled for April 14th at 7:00 pm

8:40 New Business

1. Rezoning of 520 6th Street South
2. Council Review Rental Registration Application
3. Council Review Vacant Building Registration Form

9:00 Mayor/Council Updates

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

9:20 Adjournment

**MINUTES OF ELLENDALE
MEETING
THURSDAY, MARCH 10TH, 2022
7:30 PM**

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

Absent:

Visitors: Star Eagle reporter, Jessica Lutgens via Zoom, City Attorney, Mark Rahrlick, CEDA Representative Matt Durand, Fire committee member Jackie Froman, Fire Chief Logan Busho & Sheriff Lon Thiele.

Call Meeting to Order: Meeting was called to order at 7:35 pm by Mayor Matthew Bartsch.

Agenda: A motion was made to approve the Agenda by Council Member Groth. Council Member Bartness 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 \$8,605.32, February 24th, 2022 Council Meeting Minutes, Resolution 2022-6; Authorizing Funds Received From The Community Foundation Of Ellendale To Be Used For Community Building Project, Resolution 2022-7: Re-establishing Precincts And Polling Places In The City Of Ellendale, MN and Financials. Council Member Bartness advanced. Motion carried, all in favor.

Public Input: Jackie Froman updated the council on the fire building project. A Zoom meeting was held on Tuesday, March 1st with USDA representative Laurie Balata, Dawn from APX, Travis Ladwig, Duane Goebel, Steve Engel and me, to go over the necessary documentation requirements that need to be completed and sent to her for review and approval, before sending to the USDA National Office. APX Engineer Joey Barr is working on the contract that will eventually be reviewed and sent to the N.O. Engel has several documents to gather and the city budget to be converted into the USDA budget format. All necessary documentation must be approved by the N.O. In order to be approved for USDA funding. It is hoped that construction could start in June per Joey Barr.

Sheriff Thiele commented that they have increased the amount of coverage in Ellendale lately. Everything is going well here and no big issues have been reported. He asked the department to increase time here for visibility to the entire public.

CEDA representative Matt Durand gave an update on the grant progress. We should hear in mid April on the Housing Development grant application. We do have the DEED grant for \$162,000 for cleanup, preparation and utility infrastructure installation of the site. We have been working with Steele County Highway Dept. on the street access and construction method of infrastructure to the property. The developer is working with his engineering firm to make sure the buildings are designed and placed appropriately on the site. The City's engineer is preparing the infrastructure information for quoting. We are planning to go out for utility bids in the near future. The developer will begin on the cleanup and removal of the various buildings on site. There is a party interested in the mobile home. The city has expressed interest in keeping the garage and moving it to another site for storage purposes. If it works out that the home can be sold, the receipts from that sale can be applied to the cost of moving the garage and concrete cost. Matt recommends not moving or selling the home until we know if we will be approved for the housing grant. We also must give a 60-day notice to the current renter. The home and garage can be addressed once notice is given. There will be ample time to arrange to move them during that period. In regard to the developer's interest in the garage, he agrees that the city should utilize it if they so choose instead of him having to be responsible for its removal. Matt advised that we should have the trailer company look at the home to determine if they are interested in purchasing it.

City Attorney Rahrlick asked, if the grant does not come through, would the demolition be delayed and not start this summer? Durand said no, we have the DEEDs demolition grant already. We should move ahead with demolition. We do not have to remove the home or garage right away. The other structures can be addressed

first. Attorney Rahrlick remarked that the city can allow the tenant to remain in the home for a longer period of time paying rent and give her more time to be looking for another residence.

Reports:

1. Fire Department:

Fire Chief Busho updated the council on the Great Plains tank heater and why their quote was higher than a competitor's quote. Their system automatically begins to heat upon the vehicle being started each time. Tank heat is almost instantaneous whereas the competitor's system has to be programmed on each start up and slower to heat. It is possible the tanks will not heat quick enough in extreme cold and may be frozen up before the vehicle reaches the fire scene. The Great Plains system takes the human error factor out of the equation. It is also a better system.

A motion to approve the installation of the Great Plains system for \$8,400.00 and to deliver the vehicle to their facility was made by Council Member Kibler. Motion advanced by Council Member Groth . Motion carried, all in favor. Motion approved

Logan has asked for a quote for non spot tire chains for the tanker truck. They could be put on while the vehicle is in for the tank heater & enclosure. These mount in front of the tires and are dropped onto the tires by flipping a switch in the cab. We have looked at chains in the past and ran into a situation at the large barn fire a couple of weeks ago. We will wait for the quote and discuss it with council at a future meeting when we see what the cost is and if it is justified.

Chief Busho thanked Sheriff Thiele for the tip on the chance for free used portable radios from the Itasca County Sheriff's Dept. It looks like we will be able to obtain 4-5 radios, which we can definitely use. We will know more next week when the person responsible for distributing the radios for Itasca calls back.

Another issue came up, our small tanker sustained some damage at the last fire call. The wood bracing under the tank broke. To repair it the bolts have to be cut. There are 16 bolts which cost \$30.00 each, for a cost of \$480.00. We will try to save what we can.

We also had damage to a set of turnout gear at a training exercise last week. The gear was inspected by the salesman who was here regarding our 3 new sets. The pants and coat are unrepairable. Replacement cost is approximately \$2,900.00 with lead time of 26 weeks.

Motion by Council Member Groth to purchase the replacement gear for \$2,900.00. Motion advanced by Council Member Bartness. Motion carried, all in favor. Motion approved.

Motion by Council Member Groth to purchase necessary bolts and lumber, up to \$600.00 to repair tanker. Motion advanced by Council Member Bartness. Motion carried, all in favor. Motion approved.

Chief Busho also stated the jaws of life gas tank needs repair. He can make the repairs and estimates the cost of parts to be \$50 to \$100. He can make the purchases with approval from the Clerks office up to \$100.00. He will get the cost and contact the office for approval to purchase.

Chief Busho received a call from a local company who may need water delivery to several farm sites. He was inquiring on what fee the department should charge. It was suggested to find out more about the terms and conditions at the sites to determine if there is any risk to the department firemen and equipment. Logan will talk to the contact person to gather more information before deciding what to do.

The fire department held their executive board elections last week. Three positions were up for election. All three positions were unopposed. All three current officers were re-elected,

The ambulance decision on the EMR payments were discussed with the department. It was proposed to offer clothing allowances to those responders who assisted the ambulance crews. The ambulance board decided on \$30.00 per medical call. The EFD responded to 112 calls. The city should receive \$3,360.00. They would like to use a percentage of this donation for the clothing allowances. The allowance amount is yet to be determined. Per City Attorney Mark Rahrlick, this is ok to do. You can compensate your department. I see this as a reimbursement for personal materials, which is ok to do. Many towns do this for their crews. Engel will check to see if the allowances can be paid out without the responders providing receipts and if so, would the payments be taxable. Logan will have Joel Adams put together the dollar amounts they think would be appropriate for each responder involved.

Logan presented a donation to EFD on behalf of the cousins of Waynetta Busho who was Logans aunt and sister to Waylon Busho. The Busho family has a long history of family members who have served on this fire department. A thank you from the entire City Council to the Busho family for their services and to the family for the donation.

One final update; Logan has tried to contact American Test Center for a date on the ladder inspection. They still have not confirmed a date.

2. Maintenance:

- Seasonal Position to be Advertised. On behalf of Maintenance Supervisor Otto, Engel suggested the Council consider posting for a single Utilities & Maintenance Worker person to combine the two seasonal positions from last year. We could increase the hours for this person to 40 hrs/week. This would follow the budgeted hours of the two seasonal positions which are budgeted for 20 hours/week. The reason being, we need someone who is qualified and capable of operating the maintenance equipment such as the backhoe. Engel will check on the minimum age requirements for heavy vehicle operation to determine for what the minimum age will be to post the position.
- Fire Relief Gambling funds donation The Gambling board for the Fire Relief Association has approved the funds for a basketball court and necessary equipment for the city park. Josh is obtaining quotes for the concrete, complete basketball boards. A thank you to the Association from the council for this equipment. It is greatly appreciated.

3. Ellendale Parks and Trail Committee (EPTC): Council Member Kibler would like to set a meeting with the new committee volunteers for March 29th at 6:30 pm in the Council chambers.

4. Codification Committee

- Properties in Review: No properties in review.
- Notice of Violation: No new violations.
- Warning Administrative Citation:
 - 117 5th Avenue East: A letter sent explaining what needs attention with due date of May 31st.
- Administrative Citation:
 - 409 5th Avenue West: Citation due on February 24th. No response from property owner as of March 9th. Motion made by Council Member Kibler to send another citation in the amount of \$100.00. Motion advanced by Council Member Bartness. Motion carried, all in favor. Motion approved.
 - 518 Radel Court: Citation due February 24th. No response from property owner as of March 9th. Motion made by Council Member Kibler to send another citation in the amount of \$100.00. Motion advanced by Council Member Bartness. Motion carried, all in favor. Motion approved.
 - 109 6th Avenue East; 199 8th Avenue East; 306 4th Avenue West; 408 7th Avenue West: A letter was sent stating a \$100 citation will be added each month beginning in April to each property until reviewed September 1st. The citations will be waived if the properties are up to Code.

5. Clerk No items.

Unfinished Business:

1. Fire Department Ladder Truck: Fire Chief Busho to follow up on inspection information from Owatonna or Waseca. Update given under fire department.

2. Lagoon Road vs Commercial Street: The compost site and ponds are not within city limits. The concern is if the properties should be annexed into the city. Per City Attorney Rahrlick, no, the cost of annexation outweighs the advantage of these being in the city limits. He suggested to ask the county to assign addresses to the sites instead. Engel will contact the GIS department to get this done. Mark also added that we do have an easement for the use of the road that crosses the Pipeline property. It was created with SunRich.

3. Community Center: IGS Engineering report received and dispersed prior to this meeting. The engineering recommendation is to trim out all walls with steel sheeting to protect the block from the elements and further damage. The engineering estimate is \$105,000.00. The fascia trim would have to be removed and applied over the top of sheeting. The second engineering quote of \$10,000.00 is to repair the damage southwest corner. Council Member Goebel has been in contact with Josh Cornelius, who said he would look at it.

4. 520 6th Street Modular Home Sale and Moving Garage:
 - Update given earlier by Matt Durand.

5. Attorney Review Date: Meeting to be scheduled for March 15th with Clerk/Treasurer Zimprich, Deputy Clerk/Treasurer Engel Attorney Rahrlick to go over open issues. Mark suggested that we set up monthly meetings to review any open issues. All are in agreement. Mark, Kim and Steve to schedule future meetings together.

6. Board of Equalization: Scheduled for April 14, 2022, at 7:00 pm.

New Business:

1. Rezoning of 520 6th Street South. Motion by Council Member Kibler to rezone this parcel to R2 multi-housing. Motion advanced by Council Member Bartness. Motion carried, all in favor. Motion approved.

2. Council Review Rental Registration Application.
Council Member Kibler explained that the Rental Registration Application and the Vacant Building Registration form are needed as the ordinances are in our codification book. We just did not get the forms to the Clerks office so we could complete the process. This registration should help in locating and holding the owner responsible for such things like delinquent utility payments by the renter. We have had instances where do not have the owners name and having difficulty in collecting utility payments.

3. Council Review Vacant Building Registration Form.
Attorney Rahrlick commented that the processes of completing the Vacant Building form would allow the city to address issues of vacant, abandoned buildings. It gives you the right to ask for plans of property improvement, to bring buildings up to building code, or to have the structure torn down if not brought into compliance. It should help to create the incentive to alleviate the blight in the neighborhood or face the consequences of fines.
Motion by Mayor Bartsch to accept the the two application forms. Motion advanced by Council Member Kibler. Motion carried, all in favor. Motion approved.

Mayor/Council Updates:

Mayor Bartsch: No updates.


Council Member Groth: No updates.

Council Member Bartness: No updates.

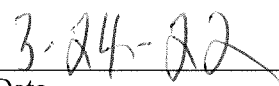
Council Member Kibler: No update

Council Member Goebel: No updates.

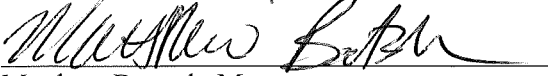
Council Member Groth made a motion to adjourn the Council Meeting at 9:12 pm. Council Member Kibler advanced. Motion carried, all in favor. Meeting adjourned.



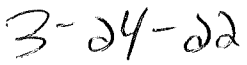
Steve Engel, Deputy Clerk/Treasurer



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.