

June 8th, 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
 - May 11th, 2023: Council Meeting Minutes
3. Resolutions
 - 2023-14: Accepting a Donation of Money from Ted Radke for Turnout Gear for the Ellendale Fire Department
 - 2023-15: Accepting 2023 Appropriation for EDA and Ambulance from Steele County
 - 2023-16: Disbursing 2023 Appropriation for EDA from the City of Ellendale
 - 2023-17: Accepting Donations of Money from Private Contributors for the City Mural Project
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.

- Community Gathering Place Mural Project Committee

7:20 Public Hearing

1. 405 7th Avenue West
 - Codification Violations - 92.19(A); 92.19(B(3)(a)); 92.20(A)

7:30 Report

1. Fire Department
 - Fire Hall Committee – *Updated quote*
2. Maintenance
 - Seasonal Utilities and Maintenance position – *need to approve hire and pay*
 - Quote needed to have a 220 installed on the north side of the Ambulance Bay – *Council Member Froman to speak with Ellendale Day's Committee and RJs regarding cost (\$1200.00)*
 - Water Shut-Off – *review data and procedure*
3. Ellendale Parks and Trail Committee (EPTC)
 - Meet the second Tuesday of the month at 6:30 pm
4. Steele Suites
 - Update

5. Codification

- Review
 - 505 School Street – 92.18(V) – *violation abated*

- Notice of Violation/Warning Administrative Citation
 - 405 7th Avenue West – 92.19(A); 92.19(B(3)(a)); 92.20(A) – *Public Hearing above*

- Administrative Citation

- Attorney Letters Sent
 - 409 5th Avenue West – *Court Date June 29th @ 10:15 am via Zoom*

 - 109 6th Avenue East; 199 8th Avenue East; 306 4th Avenue West; 408 7th Avenue West
 - 109 6th Avenue East, 306 4th Avenue West and 408 7th Avenue West – *Attorney meeting June 29th and will discuss what has yet to be abated*
 - 199 8th Avenue East – *October 1st review*

6. Clerk

8:15 Unfinished Business

1. Personnel Policies and City Policies and Procedures
 - Workshop scheduled June 15th at 6:00 pm

2. Special Meeting: Audit
 - June 23rd at 6:00 pm

3. Special Meeting: Employee Review
 - June 23rd at 7:00 pm

4. CEDA Strategic Planning
 - Update

5. Mural Discussion
 - Council Member Froman to speak with Ellendale Day’s Committee and ECAG regarding quotes

6. Ordinance 2023-04: Amending Chapter 152 of Ellendale City Code
 - Need to schedule Public Meeting before Council approves – *July 13th at 6:45 pm?*

8:45 New Business

1. Fine Schedule
 - Monthly charge for not having meter changed

8:50 Mayor/Council Updates

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

9:10 Adjournment

**MINUTES OF ELLENDALE
CITY COUNCIL MEETING
THURSDAY, JUNE 8TH, 2023
7:00 PM**

Present: Mayor Matthew Bartsch; Council Members Jon Asplund, Derek Bartness, Jackie Froman and Scott Groth; City Clerk/Treasurer Kim Zimprich; Fire Chief Logan Busho; Fire Hall Committee Member Travis Ladwig; Utilities and Maintenance Supervisor Josh Otto

Absent: Deputy Clerk/Treasurer Steve Engel

Visitors: Community Gathering Place Mural Project Committee Jo Lerberg, Barb Mrotz, Dan Nelson, Gwen Reiss; City Resident Ed Reiss; Steele County 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: Two claims were added to the Agenda. John Deere Financial for a down payment on the Z950R lawn mower in the amount of \$2,800.00 and Utility Consultants for sewer labs in the amount of \$425.58. This brought the total claim amount submitted to \$46,965.24. A motion was made to approve the Amended Agenda by Council Member Bartness. Council Member Asplund 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 \$46,965.24, May 11th, 2023: Council Meeting Minutes, Resolution 2023-14: Accepting a Donation of Money from Ted Radke for Turnout Gear for the Ellendale Fire Department, Resolution 2023-15: Accepting 2023 Appropriation for EDA and Ambulance from Steele County, Resolution 2023-16: Disbursing 2023 Appropriation for EDA from the City of Ellendale, 2023-17: Accepting Donations of Money from Private Contributors for the City Mural Project, and Financials. Council Member Bartness advanced. Motion carried, all in favor.

Public Input:

1. **Community Gathering Place Mural Project Committee:** Jo Lerberg introduced the committee to the Council, who included herself, Barb Mrotz, Dan Nelson and Gwen Reiss. She next presented to the Council that the Ellendale Heritage Society will be applying for a Small Town Grant through SMIF for the mural. Council Member Froman and Mayor Bartsch plan to join the committee. The committee has asked the Council to write a letter of support for the grant. A motion was made by Council Member Groth to approve writing a letter of support for the grant, which will feature Chandler's design. Council Member Bartness advanced. Motion carried, all in favor. Council Member Groth and Froman will write the letter of support.

Public Hearing

1. **405 7th Avenue West**
 - Codification Violations – 92.19(A); 92.19(B)(3)(a); 92.20(A)

The Public Hearing opened at 7:36 pm and the property owner was not present. Pictures were taken last week and there was still one vehicle that had expired tabs (92.20 (A)), however, all other citations were abated. This was tabled for the next Council Meeting since there has been progress. Updated pictures will be taken before the next meeting. A motion was made by Council Member Bartness to close the Public Hearing and open the Public Meeting at 7:42 pm. Council Member Froman advanced. Motion carried, all in favor.

Reports:

1. **Fire Department**
 - **Fire Department Expenses:**

- A motion was made by Mayor Bartsch to approve the emergency purchase of four batteries for the fire truck in the amount of \$1200.00 through Auto Value. Council Member Asplund advanced. Motion carried, all in favor.
- A motion was made by Council Member Groth to approve the repair of one radio board through Com-Tec up to \$100.00. Council Member Bartness advanced. Motion carried, all in favor.
- A motion was made by Council Member Bartness to approve the purchase of light bars for the side by side through Amazon up to \$100.00. Council Member Asplund advanced. Motion carried, all in favor.
- Fire Hall Committee Update:
 - A motion was made by Council Member Bartness to approve the \$508,000.00 bid from APX for the Fire Hall. Council Member Asplund advanced. Motion carried, all in favor.

2. Maintenance

- Seasonal Utilities and Maintenance Position: A motion was made by Council Member Bartness to hire Jeffery Schultz for the Seasonal Utilities and Maintenance position at the rate of \$18.00/hour. Council Member Asplund advanced. Motion carried, all in favor.
- 220 Installed on North Side of Ambulance Bay: Council Member Froman stated the Ellendale Day's Committee did not agree to help pay for this; therefore, this will not be installed.
- Maintenance Expenses:
 - A motion was made by Council Member Groth to approve the purchase of a Borescope through Amazon in the amount of \$110.00. Council Member Froman advanced. Motion carried, all in favor.
 - A motion was made by Council Member Bartness to approve the purchase of a Shop Vac up to \$150.00. Council Member Froman advanced. Motion carried, all in favor.
- Water Shut Off: Accounts that are three months behind were reviewed. Discussion focused on setting a delinquent dollar amount for when the water will be shut off to start with since there are 33 accounts in rears. Also discussed was the water shut off procedure. It seemed more reasonable to have a door hanger than mailing a letter and the Clerk's Office is waiting to hear back from the Attorney to see if this procedure would suffice.

3. Ellendale Parks and Trails Committee (EPTC)

- The EPTC meets the second Tuesday of every month at 6:30 pm.

4. Steele Suites

- There was no update at this time. However, it was noted that Mayor Bartsch spoke with Darrin Stadheim about the lawn needing to be mowed. If it is not mowed by Monday, June 12th a Notice of Violation/Warning Administrative Citation will be sent per Council direction.

5. Codification Committee

- Review:
 - 405 7th Avenue West: 92.19(A); 92.19(B)(3)(a); 92.20(A)
 - This was addressed during the Public Hearing.
 - 505 School Street: 92.18(V)
 - This violation has been abated.
- Notice of Violation/Warning Administrative Citation:
 - No violations/warning administrative citations to review.

- Administrative Citation:
 - No citations at the present time.
 - Attorney:
 - 409 5th Avenue West – A court date is scheduled for June 29th at 10:15 am via Zoom.
 - 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: The violations on these properties were not abated by the June 1st deadline. The next step is to notify Attorney Rahrnick of what has yet to be abated and he will contact the property owner.
 - 199 8th Avenue East: This property will be reviewed October 1st per plan submitted by the property owner.
6. Clerk
- Clerk/Treasurer Zimprich had nothing to present.

Unfinished Business:

1. Personnel Policies and City Policies and Procedures
 - This workshop is scheduled for June 15th at 6:00 pm.
2. Special Meeting: Audit
 - This meeting is scheduled for June 21st at 6:00 pm.
3. Special Meeting: Employee Review
 - This meeting is scheduled for June 21st at 7:00 pm
4. CEDA Strategic Planning
 - The survey has been posted on Facebook and the website and was noted on the May utility bills.
5. Mural Discussion
 - This was discussed during Public Input.
6. Ordinance 2023-04: Amending Chapter 152 of Ellendale City Code
 - A Public Meeting is scheduled for July 13th at 6:45 pm.

New Business:

1. Fine Schedule
 - The Council agreed to setting a charge in the fine schedule for those who do not contact the office after receiving proper notice to have their meter changed. The fine will be set at \$50.00. The Resolution will be drafted and presented to the Council for approval.

Mayor/Council Updates:

Mayor Bartsch: He had nothing to present.

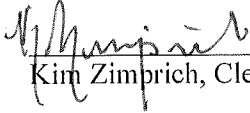
Council Member Asplund: A motion was made by Mayor Bartsch to rent the hot mix machine from Steele County for up to \$3,000.00 for pothole repairs around town, specifically Rose Drive. Council Member Bartness advanced. Motion carried, all in favor. Council Member Asplund will coordinate this with Maintenance Otto.

Council Member Bartness: He asked about the responsibility of a broken shut-off valve and was informed that it is the homeowner's responsibility per the code.

Council Member Froman: She had nothing to present.

Council Member Groth: He asked about the pond on Simplicity Drive and this has yet to be cleaned.


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 8:32 pm.



Kim Zimprich, Clerk/Treasurer

7-13-2023

Date



Matthew Bartsch, Mayor

7/13/2023

Date

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