

City of Ellendale
July 14th, 2022
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. June 23rd, 2022: Council Meeting Minutes
3. Resolutions:
 - 2022-3-02: Amending the Master Fee Schedule Fees for 2022 (delete rental registration fee and amend hourly fees for fire vehicle services)
 - 2022-17: Accepting Donation of Money from the Ellendale Joint Ambulance Service for a Clothing Stipend for Emergency Responders for First Quarter 2022
 - 2022-18: Accepting a Donation of Money to the Ellendale Fire Department from the Beaver Lake Clear Water Action Corp
 - 2022-19: Accepting Donation of Money from the Ellendale Joint Ambulance Service for a Clothing Stipend for Emergency Responders for Second Quarter 2022
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.

1. Berlin Township Rick Johnson
 - 2023 United Pacific railroad track infrastructure
 - Informational Meeting scheduled on July 20th at 5:00 pm at the Community Center

7:20 Reports:

1. Fire Department
 - Fax machine quote
 - RFP to be approved by Council
2. Maintenance
 - Need approval to purchase 25 water meters
3. Steele Suites
 - July 11th modular home closing and it will be ready for pick up on July 22nd
4. Ellendale Parks and Trail Committee (EPTC)
 - Updated quotes needed for installation of two park benches
5. Codification Committee

- Review
 - Open Discussion – *Ideas of what may work with the codification procedure*
- Notice of Violation
 - 601 School Street (July 25th deadline)
 - 609 School Street (July 25th deadline)
- Warning Administrative Citation
 - 117 5th Avenue East (May 31st deadline) - *tabled pending codification discussion*
- Administrative Citation
 - 409 5th Avenue West (June 6th deadline) – *tabled pending codification discussion*
 - 518 Radel Court (June 6th deadline) – *Mayor Bartsch to request court order on vehicle, however tabled pending codification discussion*
 - 109 6th Avenue East; 199 8th Avenue East; 306 4th Avenue West; 408 7th Avenue West (September 1st deadline)

6. Clerk

- Schedule Employee Reviews
- Schedule Budget Meeting
- August 2nd – August 16th Council Election Filing
- August 9th Primary Election

8:20 Unfinished Business

1. Fire Department Ladder Truck
 - Minor repairs to be completed
2. Lagoon Road
 - Attorney to create Lagoon Road Ordinance for Council review
3. Community Center
 - Advanced Masonry Restoration (AMR) to complete Community Center structural repairs and timeline is late August, early September and Sequoia to do digging and landscape repair
4. Clerk's Office and Pump House
 - Reinhardt to paint exterior of Clerk's Office – *started on July 11th*
 - Maintenance to demolish Pump House
 - What would Council like to do with the south entrance of the Clerk's Office?
 - Clerk's Office planter repair and landscape material – *Sequoia quote*
5. 908 and 906 Simplicity Drive Lot Combining
 - Deputy Clerk/Treasurer to begin administrative process and Public Meeting to be scheduled
6. ECAG Electric Sign
 - Attorney to draft an Easement to allow the sign to be placed on city property
 - Discussion for agreement to be drafted with the Ellendale Community Action Group
7. TIF Clarification
 - Mayor Bartsch to speak with David Drown and Associates Shannon Sweeney for clarification
8. Public Hearing TIF District Proposal
 - Tentatively scheduled for July 28th at 7:00 pm

8:50 New Business

1. Emergency Management

- Need a secondary person named in the agreement
- 2. CEDA Contract
 - 2023 Contract Hours

9:10 Mayor/Council Updates

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

9:30 Adjournment

**MINUTES OF ELLENDALE
CITY COUNCIL MEETING
THURSDAY, JULY 14TH, 2022
7:00 PM**

Present: Mayor Matthew Bartsch; Council Members Duane Goebel (via Zoom), Scott Groth and Stephanie Kibler; Clerk/Treasurer Kim Zimprich; Deputy Clerk/Treasurer Steve Engel; Assistant Fire Chief Joel Adams; Fire Department Secretary Tyler McGowan; Ellendale Parks and Trails Committee Keith Langlie; Smith, Tollefson, Rahrnick & Cass Attorney Mark Rahrnick

Absent: Council Member Derek Bartness

Visitors: Star Eagle Jessica Lutgens (via Zoom)

Call Meeting to Order: Meeting was called to order at 7:02 pm by Mayor Matthew Bartsch. The Pledge of Allegiance was recited.

Agenda: A motion was made to approve the Agenda by Council Member Kibler. Council Member Groth advanced. Motion carried, all in favor.

Consent Agenda Items: Changes to the June 23rd Council Meeting Minutes included changing “He” to “Rick Johnson” under Public Input: Berlin Township and including a second motion by Council Member Bartness under the Fire Department Report: RFPs for Fire Hall approval for bid date and project start date. A motion was made by Council Member Groth to approve the Amended Consent Agenda Items, which included Accounts Payable/Claims in the amount of \$225,347.50, June 23rd Council Meeting Minutes (with changes from above), Resolution 2022-03-02: Amending the Master Fee Schedule Fees for 2022 (rental registration fee deleted and hourly fees for fire vehicle services amended), Resolution 2022-17: Accepting Donation of Money from the Ellendale Joint Ambulance Service for a Clothing Stipend for Emergency Responders for First Quarter 2022, Resolution 2022-18: Accepting Donation of Money to the Ellendale Fire Department from the Beaver Lake Clear Water Action Corp, Resolution 2022-19: Accepting Donation of Money from the Ellendale Joint Ambulance Service for a Clothing Stipend for Emergency Responders for Second Quarter 2022 and Financials. Council Member Kibler advanced. Motion carried, all in favor.

Public Input:

1. Berlin Township:

- Rick Johnson was not present; however, Mayor Bartsch reminded the Council that it is important there be presence from the city at the informational meeting scheduled for July 20th at 6:00 pm at the Community Center to discuss the 2023 United Pacific railroad track infrastructure. A concern was raised that this may be breaking open meeting law; therefore, a notice will be posted to inform the public of a Special Meeting.

Reports:

1. Fire Department

- Folding Canopy: A motion was made by Mayor Bartsch to approve the purchase of a folding canopy for up to \$300.00. Council Member Kibler advanced. Motion carried, all in favor.
- E-Dispatch TV: A motion was made by Council Member Groth to approve the purchase of an 80” TV for the Fire Department E-Dispatch for up to \$1200.00. Council Member Kibler advanced. Motion carried, all in favor.
- Fax Machine Quote: Discussion included changing the label of “Fax Machine Quote” to “Call Sheet Printer”. Fire Chief Busho is waiting on a quote from Justin at Steele County Dispatch.
- RFPs for Fire Hall: Deputy Clerk/Treasurer will send RFP changes to the Attorney who will then finalize the RFPs to be presented to the Council for approval at the next meeting.

2. Maintenance

- Backhoe Batteries: A motion was made by Council Member Groth to approve the purchase of two backhoe batteries, a total of \$300.00. Council Member Kibler advanced. Motion carried, all in favor.
- Purchase of 25 Water Meters: A motion was made by Council Member Kibler to purchase 25 water meters. Council Member Groth advanced. Motion carried, all in favor.

3. Steele Suites

- Modular Home: Closing was on July 11th and it will be ready for pick up on July 22nd.
- Water/Sewer Project: This will begin on July 25th.
- Developer's Agreement: The revised agreement has been sent to the appropriate parties and will need to be approved at the next Council Meeting.
- TIF Agreement: Attorney Rahrlick is reviewing.
- Grant Agreement: The Clerk's Office is waiting for the revised Grant Agreement from Minnesota Housing.

4. Ellendale Parks and Trail Committee (EPTC)

- Basketball Court Striping: A motion was made by Council Member Kibler to approve striping on the basketball court for \$400.00. Council Member Groth advanced. Motion carried, all in favor.
- Park Benches Installation: A motion was made by Mayor Bartsch to accept the quote from Sequoia at \$1000.00, since Sonic Concrete's quote was \$800.00 more. Council Member Kibler advanced. Motion carried, all in favor.
- Tree Donations: If donations are made, they do not need to be presented to the Council because there is already a park plan in place and the EPTC will follow this plan. This was agreed upon by the Council.
- Park Survey: Park surveys were placed at various businesses and will be picked up this week to compile data.
- Thank You: A thank you was given to EPTC Keith Langlie for helping maintenance clean weeds and mulch the trees at the city park.
- Park Meeting: A reminder that the EPTC meets on the 2nd Tuesday of the month at 6:30 pm in the Council Chambers at the City Clerk's Office.

5. Codification Committee

- Review
 - Open Discussion: Open discussion focused on what is not working and what is working with the codification process. The planned process is for the City Clerk's Office to make calls regarding weed violations. Otherwise, the current Codification Violation and Warning Administration Citation letters will be combined into one which will include a scheduled hearing date and the contact phone number will be the City Clerk's Office. This will be revised by Clerk/Treasurer Zimprich and presented at the next meeting. Mayor Bartsch will work on a codification process flow chart to present at the next meeting.
- Notice of Violation:

- 601 School Street: After approval of the revised letter mentioned above, it will be sent to this property if the violations are not abated by then.
- 609 School Street: After approval of the revised letter mentioned above, it will be sent to this property if the violations are not abated by then.
- Warning Administrative Citation:
 - 117 5th Avenue East: After approval of the revised letter mentioned above, it will be sent to this property if the violations are not abated by then.
- Administrative Citation:
 - 409 5th Avenue West: The next step is for Attorney Rahrnick to draft a letter to be sent from the Attorney's Office.
 - 518 Radel Court: The next step is for Attorney Rahrnick to draft a letter to be sent from the Attorney's Office.
 - A motion was made by Council Member Kibler to approve Attorney Rahrnick to draft a letter regarding the next step in the codification process to 409 5th Avenue West and 518 Radel Court. Council Member Goebel advanced. (Let it be noted Council Member Goebel joined the meeting via zoom; therefore, a roll call vote was taken beginning now through the end of the meeting).

Roll Call Vote:

Mayor Bartsch - Aye
 Council Member Groth - Aye
 Council Member Goebel - Aye
 Council Member Kibler - Aye

Motion carried with 4 ayes and 0 nays.

- 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 by the September 1st due date. There has been no activity on the above properties as of July 13th.

6. Clerk

- Schedule Employee Reviews: Employee Reviews were scheduled for August 25th. Utilities and Maintenance Supervisor Otto will be at 6:30 pm and Clerk/Treasurer Zimprich will be at 7:00 pm.
- Schedule Budget Meeting: A Budget Workshop was scheduled for August 25th at 7:30 pm.
- Election Filing: Election filing will be open from August 2nd through August 16th at the City Clerk's Office.
- Primary Election: The Primary Election is scheduled for August 9th from 7:00 am to 8:00 pm. The city polling place is at the Ellendale Community Center.

Unfinished Business:

1. Fire Department Ladder Truck: Minor repairs are to be completed per DOT inspection.
2. Lagoon Road: The Attorney will work with Steele County to have the road surveyed for a right-of-way

easement to be developed, then create a Lagoon Road Ordinance.

3. Community Center: Advanced Masonry Restoration to complete Community Center structural repairs with a timeline of late August, early September in conjunction with Sequoia Landscape.
4. Clerk's Office and Pump House
 - Clerk's Office: Reinhardt started painting the exterior of the Clerk's Office on July 11th.
 - Pump House: Maintenance plans to demolish the Pump House.
 - South Entrance of Clerk's Office: The Council would like to have the stairs removed and railing extended. It was mentioned that Maintenance Otto planned on getting a quote and the Clerk's Office will follow up with him.
 - Clerk's Office Planter Repair and Landscape: A motion was made by Council Member Kibler to approve the quote for the planter repair in the amount of \$1695.98 and for landscape material in the amount of \$943.80 from Sequoia Landscape. Mayor Bartsch advanced.

Roll Call Vote:

Mayor Bartsch - Aye.

Council Member Groth - Aye

Council Member Goebel - Aye

Council Member Kibler - Aye

Motion carried with 4 ayes and 0 nays.

Let it be noted that more quotes were attempted to be obtained by Sonic Concrete, Brekke Construction, Josh Cornelius and Eric Melby, all being unsuccessful as they either did not show to quote the project or stated their schedule was too busy.

5. 908 and 906 Simplicity Drive Lot Combining: Deputy Clerk/Treasurer Engel will notify the property owner to have an administrative survey completed, then a Public Meeting will be scheduled.
6. ECAG Electric Sign: The Attorney is working on an Easement to allow the sign to be placed on city property. A representative from the ECAG will be invited to the next meeting to discuss having an agreement drafted with the city regarding the electric sign.
7. TIF Clarification: Mayor Bartsch stated he spoke with David Drown and Associates Shannon Sweeney and was informed the \$3,000,000.00 that was documented was set high enough to cover future projects if needed. The exact amount will be in a separate agreement with the developer.
8. Public Hearing TIF District Proposal: The Public Hearing is scheduled for July 28th at 7:00 pm and a Special Meeting will follow to review and possibly approve the proposal.

New Business:

1. Emergency Management: A secondary person is needed to be named in the agreement and Mayor Bartsch will be the secondary person to be listed in the agreement.
2. CEDA Contract: 2023 contact hours have been raised 5%. This will be discussed in the Budget Workshop scheduled on August 25th.

Mayor/Council Updates:

Mayor Bartsch: He had nothing to present.

Council Member Groth: He had nothing to present.

Council Member Bartness: He was absent.

Council Member Kibler: She asked what the plan was regarding the Noise Ordinance Enforced signs on either side of Highway 30 and noted the Noise Ordinance Enforced signs on the north and south end of town are helping. Deputy Clerk/Treasurer will follow through with MN DOT.

She asked about the No Parking signs that were taken down on School Street. They were removed because there was a resident complaint and there was no Resolution passed when they were installed. These signs were put up because there is no room for an emergency vehicle to fit if there is parking on both sides. A Resolution will be drafted to have the signs placed on the west side of the street for the next meeting.

Council Member Goebel: He had nothing to present.

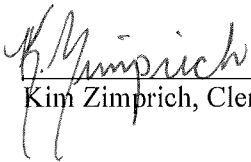
A motion was made by Council Member Kibler to adjourn the Council Meeting. Council Member Groth advanced.

Roll Call Vote:

Mayor Bartsch - Aye.
Council Member Groth - Aye
Council Member Goebel - Aye
Council Member Kibler - Aye

Motion carried with 4 ayes and 0 nays.

The meeting was adjourned at 9:35 pm.



Kim Zimprich, Clerk/Treasurer

8-11-2022

Date



Matthew Bartsch, Mayor

8-11-2022

Date

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