

City of Ellendale
May 12th, 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. April 28th, 2022: Council Meeting Minutes
3. 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.

7:45 Reports:

1. Steele Suites:
 - Watermain utilities update
2. Fire Department
 - Fax Machine Quote
3. Maintenance
 - Seasonal Position – *Interviews to be scheduled*
 - Empire Quote to Repair Sewer Line – *Otto to obtain second quote*
 - Steele/Waseca Quote for Sewer Lift Station
4. Ellendale Parks and Trail Committee (EPTC)
5. Codification Committee
 - Review
 - Rental Property Safety Inspection Checklist
 - Notice of Violation
 - 604 8th Avenue West (May 30th deadline)
 - Warning Administrative Citation
 - 117 5th Avenue East (May 31st deadline)
 - Administrative Citation
 - 409 5th Avenue West (June 6th deadline) - *No response*
 - 518 Radel Court (June 6th deadline) - *No response*
 - 109 6th Avenue East; 199 8th Avenue East; 306 4th Avenue West; 408 7th Avenue West (September 1st deadline)

6. Clerk

- Clerk's Office and Pump House

8:15 Unfinished Business

1. Fire Department Ladder Truck

- Truck to be DOT inspected by Frank Altrichter, Sr. – *Busho to follow through*

2. Lagoon Road

- Engel to establish property addresses with Steele County Nick Flatgard

3. Community Center

- Advanced Masonry Restoration to complete Community Center structural repairs and timeline is late August, early September
- Sequoia to submit a quote for digging

4. 520 6th Street Modular Home Sale

- Purchase Agreement to be drafted by interested party
- City needs to obtain a second bid

5. De-Annexation

- Wayne property – *this is Council decision*

6. Community Center Trees

- Gordy Tree quote \$1000.00 for two trees

7. Council Meeting and Pay

- Any further thoughts for changes proposed at last meeting?

8:30 New Business

1. School Street Vacating

8:40 Mayor/Council Updates

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

8:50 Adjournment

**MINUTES OF ELLENDALE
CITY COUNCIL MEETING
THURSDAY, MAY 12TH, 2022
7:30 PM**

Present: Mayor Matthew Bartsch; Council Members Derek Bartness, Duane Goebel and Scott Groth; Clerk/Treasurer Kim Zimprich; Deputy Clerk/Treasurer Steve Engel

Absent: Council Member Stephanie Kibler; Utilities and Maintenance Supervisor Josh Otto

Visitors: Star Eagle Jessica Lutgens

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

Agenda: An addition was made to the Agenda, adding a claim for Marco for \$152.00 to Accounts Payable/Claims. A motion was made to approve the Amended Agenda by Council Member Bartness. Council Member Groth 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 \$35,054.65, April 28th, 2022, Council Meeting Minutes and Financials. Council Member Bartness advanced. Motion carried, all in favor.

Public Input: There was no public input.

Reports:

1. Steele Suites:
 - Regarding the water main utilities, Bolton and Menk will be putting in a 10 inch, which will be at least a \$10,000 price cut from the quote.
 - Other updates included the concern that Darrin Stadheim, the developer, may not be able to do underground parking due to a material shortage. He may need to shift the design to build garages. It was stated that Chosen Valley will be doing bore sampling at the end of May. Also noted, the Clerk's Office is working with the county to obtain a permit to move the garage from the property to the recycling center for storage for maintenance.
2. Fire Department
 - The fax machine quote was tabled because Fire Chief Busho was not present with a quote.
3. Maintenance
 - Seasonal Position: Interviews to be scheduled with Council Member Goebel and Groth and Utilities and Maintenance Supervisor Josh Otto.
 - Empire Quote to Repair Sewer Line: A quote is on file from Empire to repair the sewer line. A second quote has yet to be obtained by Maintenance Otto. It was noted that Empire found two additional breaks, one on Dutton Drive and the other on 6th Street. The previous two breaks they found were on a lot line off of 6th Street. To fix all four main breaks, the cost will be approximately \$15,000.00. This was tabled until the next meeting to see if a second quote can be obtained.
 - Sewer Lift Station: Information was received from Steele/Waseca for electrical work to be done. It was uncertain if it was an actual invoice or a quote. This was tabled until the next meeting to allow time to gather more information.

4. Ellendale Parks and Trail Committee (EPTC)
- The next meeting is scheduled for May 23rd.

5. Codification Committee

- Review

- Rental Property Safety Inspection Checklist: This was reviewed. Main concerns centered around enforcement. It was stated that Steele County Dan Murphy and Kyle Stanley were consulted regarding being inspectors of rental properties. Steele County does not provide this service and Dan Murphy will not contract with the City of Ellendale due to a conflict of interest since he works for the county that Ellendale is in. A pay scale for an inspector was outlined per Dan, see below:

- *\$65.00 for up to three units

- *\$15.00 for each additional unit

- *An hourly rate would be set for any follow-up contact

Also stated was that with the Rental Property Safety Inspection Checklist, it is wise to not have the State Fire and Building Codes implemented since older homes will not pass those criteria.

A motion was made by Council Member Groth to remove the Registration of Rental Units from the Codification Manual. Discussion then focused on reasons why it was incorporated into the Codification Manual. A suggestion was made to take out the rental inspection piece. It was then suggested that this topic be tabled until the next meeting to allow time for Council to review Title XI, Chapter 116 of the Codification Manual to propose at next meeting what specifically can be deleted. Council Member Groth rescinded his motion and this was tabled.

- Vacant Building Registration: The Clerk's Office will send letters and registration forms next week. The Council will then be provided a property mailing list spreadsheet so they are aware of who received the Vacant Building Registrations.
- New Violations: A spreadsheet of new violations was presented to the Council. Council decision was to table the violations until the Codification Committee meets with Mayor Bartsch and Clerk/Treasurer Zimprich to review the current violations (see below). Council Member Bartness will coordinate setting a meeting date and time.
- Notice of Violation:
 - 604 8th Avenue West: A Notice of Violation letter was sent with a May 30th deadline.
- Warning Administrative Citation:
 - 117 5th Avenue East: A letter was sent explaining what needs attention with a deadline of May 31st.
- Administrative Citation:
 - 409 5th Avenue West: Another Administrative Citation was sent with the maximum fine set and stating if not paid and abated, legal action may be the next step. June 6th is the deadline.
 - 518 Radel Court: Another Administrative Citation was sent with the maximum fine set and stating if not paid and abated, legal action may be the next step. June 6th is the deadline.
 - 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 April 27th.

6. Clerk

- Clerk's Office and Pump House: The Clerk's Office needs some maintenance and repairs. It was decided that the Seasonal Maintenance and Utilities person will wash the outside windows and paint the building. The building will need a coat of primer, then will be painted with outside latex paint. Regarding structural repairs, Council Member Goebel will contact Sequoia about sidewalk and ramp repairs.

As for the Pump House, Council Member Groth will contact Luke Dobberstein for a quote to demolish the building.

- 906 and 908 Simplicity Drive Administrative Survey: The property owner would like to combine the two lots he owns. Council Member Goebel will contact Arlene Brekke to see if there are any existing covenants pertaining to combining lots.
- Phase One Environmental Study for USDA for Fire Building: A motion was made by Mayor Bartsch to approve an additional \$200.00, a total of \$2200.00, for the environmental study to be conducted by Chosen Valley. Council Member Groth advanced. Motion carried, all in favor.
- Union Pacific Meeting: There is a possible meeting scheduled on May 24th at 10:00 am with Union Pacific to discuss expansion. Mayor Bartsch and Deputy Clerk/Treasurer Engel will be attending this meeting. Deputy Clerk/Treasurer Engel will verify date and time with Union Pacific and notify Mayor Bartsch.

Unfinished Business:

1. Fire Department Ladder Truck: The plan is for Fire Chief Busho to follow through with having the Ladder Truck DOT inspected through Frank Altrichter, Sr.
2. Lagoon Road: Deputy Clerk/Treasurer Engel established property addresses for Lagoon Road and sent the information to Steele County Nick Flatgard for review.
3. Community Center: Advanced Masonry Restoration to complete Community Center structural repairs with a timeline of late August, early September. Sequoia Landscape will be submitting a quote for digging for this project.
4. 520 6th Street Modular Home Sale: The renter will move out by June 30th. An interested party is drafting a Purchase Agreement. Per Attorney Rahrick, the city must obtain a second bid. There may be another interested party to submit a second bid.
5. De-Annexation: Regarding de-annexation of the Wayne property, this is Council decision. Gary and Judy Degen attended the Public Meeting that was held prior to the Council Meeting and asked if the two parcels they own that are assigned Ag within the City of Ellendale could be de-annexed since there are no city services at these sites. If the properties were de-annexed, the city would lose approximately \$2700.00 in tax property revenue. One of the main concerns was city development in the future. This was tabled.
6. Community Center Trees: A motion was made by Council Member Groth to approve the quote from Gordy Total Tree in the amount of \$1000.00 to take down two ash trees in front of the Community Center. Council Member Bartness advanced. Motion carried, all in favor.
7. Council Meeting and Pay: A motion was made by Council Member Goebel to change the Council Meetings from twice monthly to once a month, which will be the second Thursday of the month, with a time change from 7:30 pm to 7:00 pm. Council Member Bartness advanced. Motion carried, all in favor. The next step is to have the Attorney draft the Ordinance change, which will then be presented to the Council for approval. After

approval, it will be published in the Star Eagle and then the change can take effect. The hope is to have this changed for the July Council Meeting.

In regard to changing Council pay, this was tabled.

New Business:

1. School Street Vacating: Attorney Mark Rahrwick will be invited to the next Council Meeting to discuss this topic. This was tabled.

Mayor/Council Updates:

Mayor Bartsch: He thanked EMS Jerry Ibberson for his Facebook Sky Warn and thanked the Ellendale Fire Department for spotting storms.

Council Member Groth: He asked if the city had enough Election Judges for the Special Election on May 24th and the city does.

Council Member Bartness: Nothing to present.

Council Member Kibler: Absent.

Council Member Goebel: Nothing to present.

A motion was made by Council Member Groth to close the Council Meeting to review applications for the Seasonal Maintenance and Utilities position in Closed Session. Council Member Bartness advanced. Motion carried, all in favor. The Council Meeting closed and the Closed Meeting opened at 9:13 pm.

A motion was made by Council Member Goebel to close the Closed Meeting and open the Public Meeting at 9:32 pm. Council Member Bartness advanced. Motion carried, all in favor.

A motion was made by Council Member Groth to close the Public Meeting. Council Member Bartness advanced. Motion carried, all in favor. The meeting was adjourned at 9:32 pm.



Kim Zimprich, Clerk/Treasurer

5/26/2022

Date



Matthew Bartsch, Mayor

5/26/2022

Date

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