

**City of Ellendale**  
**April 28th, 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 14<sup>th</sup>, 2022: Special Meeting and Council Meeting Minutes
3. Resolution 2022-12: A Resolution to Elect the Standard Allowance Available Under the Revenue Loss Provision of the Coronavirus Local Fiscal Recovery Fund Established Under the American Rescue Plan

**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
  - Darrin Stadheim
  - Site Engineering Approval for Bolton Menk to Move Ahead – *engineering drawings, bid package, etc.*
2. Fire Department
  - Fax Machine Quote
3. Maintenance
  - Seasonal Position – *Applications open until May 11<sup>th</sup>*
  - Empire Quote to Repair Sewer Line – *Otto to obtain second quote*
  - Mosquito Spraying Date for Groundmaster
4. Ellendale Parks and Trail Committee (EPTC)
5. Codification Committee
  - Notice of Violation
    - 604 8<sup>th</sup> Avenue West (May 30<sup>th</sup> deadline)
  - Warning Administrative Citation
    - 117 5<sup>th</sup> Avenue East – (May 31<sup>st</sup> deadline)
  - Administrative Citation
    - 409 5<sup>th</sup> Avenue West (April 18<sup>th</sup> deadline) - *No response*
    - 518 Radel Court (April 18<sup>th</sup> deadline) - *No response*
    - 109 6<sup>th</sup> Avenue East; 199 8<sup>th</sup> Avenue East; 306 4<sup>th</sup> Avenue West; 408 7<sup>th</sup> Avenue West (September 1<sup>st</sup> deadline)

6. Clerk

- Election Judge Pay
- Monthly Council Meetings and Council Pay Review

**8:30 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

4. 520 6<sup>th</sup> Street Modular Home Sale

- Mayor Bartsch assigned to this task

5. Public Hearing on a Vacation

- May 12<sup>th</sup> at 7:00 pm in the Council Chambers at the Clerk's Office

**8:40 New Business**

**8:45 Mayor/Council Updates**

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

**9:00 Adjournment**

**MINUTES OF ELLENDALE  
MEETING  
THURSDAY, APRIL 28TH, 2022  
7:30 PM**

**Present:** Mayor Matthew Bartsch; Council Members Derek Bartness, Duane Goebel, Scott Groth and Stephanie Kibler (via Zoom); Clerk/Treasurer Kim Zimprich; Deputy Clerk/Treasurer Steve Engel; Utilities and Maintenance Supervisor Josh Otto; CEDA Robert Harris

**Absent:** There was no one absent.

**Visitors:** Steele Suites Darin Stadheim; Star Eagle Jessica Lutgens

**Call Meeting to Order:** Meeting was called to order at 7:34 pm by Mayor Bartsch. The Pledge of Allegiance was recited.

**Agenda:** A claim for Steele/Waseca was added to the Agenda under Accounts Payable/Claims in the amount of \$2671.88. 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 Goebel to approve the Consent Agenda Items, which included Accounts Payable/Claims in the amount of \$19,564.55, April 14th, 2022, Special Meeting Minutes and Council Meeting Minutes and Resolution 2022-12: A Resolution to Elect the Standard Allowance Available Under the Revenue Loss Provision of the Coronavirus Local Fiscal Recovery Fund Established Under the American Rescue Plan. Council Member Bartness advanced. Motion carried, all in favor.

**Public Input:** There was no public input.

**Reports:**

1. **Steele Suites:** Darin Stadheim and CEDA Robert Harris were present with a report on the Steele Suites project.
  - A motion was made by Council Member Groth to approve Bolton and Menk to move forward with engineering costs for up to \$19,000.00. Council Member Bartness advanced. Motion carried, all in favor.
  - There was discussion regarding the watermain utilities for the project and this was tabled until the updated quote is received from Bolton and Menk which will delete the boring quote since trenching in the county ditches can be done.
  - Regarding communication with the Bolton and Menk City Engineer Brian Sarff, it was decided that the point of contact would be CEDA Robert Harris.
  - Discussion regarding materials and buildings at the property, it was decided that an interested person will be moving the grain bin. The city will still be moving the garage out for maintenance storage. Also mentioned, there is wood at the property that can be taken if persons are interested.
  
2. **Fire Department:**
  - The fax machine quote was tabled because Fire Chief Busho was not present with a quote.
  - Utilities and Maintenance Supervisor Otto presented a quote for the Fire Hall. A motion was made Council Member Goebel to approve the purchase of three receivers, five transmitters and two wireless keypads in the amount of \$970.00 through Overhead Door Company. Council Member Bartness advanced. Motion carried, all in favor.
  
3. **Maintenance:**
  - **Seasonal Position:** The Seasonal Utilities and Maintenance position has been posted in the Star Eagle on the 14<sup>th</sup> and 21<sup>st</sup> of April. Applications are due on May 11<sup>th</sup>.

- 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 and Maintenance Otto plans to obtain another quote on May 2<sup>nd</sup>.
  - Mosquito Spraying Date for Groundskeeper: A motion was made by Council Member Bartness to Approve mosquito spraying through Owatonna Groundskeeper in the amount of \$590.00 to be completed on June 20<sup>th</sup>. Council Member Bartness advanced. Motion carried, all in favor.
  - Sewer Lift Station: Maintenance Otto will be obtaining a quote from Steele/Waseca for electrical work to be done.
  - Street Sweeping: Street sweeping has been completed satisfactorily by Wigham Trucking, Inc. The plan is to continue with this service next year and \$1700.00 will need to be budgeted.
  - Community Center Ash Trees: Maintenance Otto presented a quote to have the two ash trees in front of the Community Center taken down. The quote was from Gordy's Total Tree for \$1000.00. This is in the budget; however, this was tabled for Council to think about.
  - Ellendale City Park: Maintenance Otto stated the basketball hoops have arrived, and when weather permits, they will be installed along with the bean bag toss.
4. Ellendale Parks and Trail Committee (EPTC): The next meeting is scheduled for May 23<sup>rd</sup>.
5. Codification Committee
- Notice of Violation:
    - 604 8<sup>th</sup> Avenue West: A Notice of Violation letter was sent with a May 30<sup>th</sup> deadline.
  - Warning Administrative Citation:
    - 117 5<sup>th</sup> Avenue East: A letter was sent explaining what needs attention with a deadline of May 31<sup>st</sup>.
  - Administrative Citation:
    - 409 5<sup>th</sup> Avenue West: The previous \$500.00 citation fines were due on April 18<sup>th</sup>. There has been no response from the property owner as of April 27<sup>th</sup>. A motion was made by Council Member Kiber to fine this property an additional \$500.00, which is the maximum fine; the new total is \$1000.00. If not paid and abated within 30 days, legal action by the Council will be the next step. Council Member Goebel advanced. Motion carried, all in favor.
    - 518 Radel Court: The previous \$300.00 citation fines were due on April 18<sup>th</sup>. There has been no response from the property owner as of April 27<sup>th</sup>. A motion was made by Council Member Kiber to fine this property an additional \$500.00, which is the maximum fine; the new total is \$800.00. If not paid and abated within 30 days, legal action by the Council will be the next step. Council Member Goebel advanced. Motion carried, all in favor.
    - 109 6<sup>th</sup> Avenue East; 199 8<sup>th</sup> Avenue East; 306 4<sup>th</sup> Avenue West; 408 7<sup>th</sup> Avenue West: A letter was sent stating a \$100 citation will be added each month beginning in April to each property until reviewed September 1<sup>st</sup>. The citations will be waived if the properties are up to Code by the September 1<sup>st</sup> due date. There has been no activity on the above properties as of April 27<sup>th</sup>.
6. Clerk
- Election Judge Pay: A motion was made by Council Member Goebel to increase Election Judge pay from \$15.00 to \$16.00 an hour. Council Member Bartness advanced. Motion carried, all in favor.

- Monthly Council Meetings and Council Pay Review: The proposition of moving Council Meetings to one time monthly was discussed and tabled. It was also discussed if the Council Meetings are moved to one time monthly, it would be beneficial to look at Council pay, possibly doubling the Council Meeting pay. Also noted was that to pay Council for Special Meetings, Emergency Meetings and meetings out of town the Codification Manual must outline the specific meetings with pay assigned. Discussion will continue at the next Council Meeting.

**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 will establish property addresses with Steele County Nick Flatgard.
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 6<sup>th</sup> Street Modular Home Sale: A Purchase Agreement is being drafted by an interested party. The City Attorney will be asked if this sale needs to be bided out. The renter at this property has been notified that she needs to be out by June 30<sup>th</sup>.
5. Public Hearing on a Vacation: Hearing is scheduled for May 12<sup>th</sup> at 7:00 pm in the Council Chambers at the Clerk's Office. Regarding the Vacation letters that were sent, property owners Brian and Jodell Wayne were wondering if the Council would de-annex his property so that his property would be in Berlin Township and not City of Ellendale. Also noted, NRHEG School may be planning to sell the softball fields in this area.

**New Business:** No new business.

**Mayor/Council Updates:**

Mayor Bartsch: Nothing to present.

Council Member Groth: He asked when City Wide Clean Up Day was scheduled. It is scheduled for May 7<sup>th</sup>, from 9:00 am to 12:00 pm.

Council Member Bartness: Nothing to present.

Council Member Kibler: Nothing to present.

Council Member Goebel: He stated he called Advanced Masonry Restoration Ross and the timeline for the Community Center project is late August, early September. Sequoia is working on a quote for digging for this project.

A motion was made by Council Member Bartness to adjourn the Council Meeting. Council Member Groth advanced. Motion carried, all in favor. The meeting was adjourned at 9:00 pm.

  
 \_\_\_\_\_  
 Kim Zimprich, Clerk/Treasurer

5/12/2022  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Matthew Bartsch, Mayor

5/12/2022  
 \_\_\_\_\_  
 Date

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