

**City of Ellendale**  
**August 11<sup>th</sup>, 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. Minutes
  - July 14<sup>th</sup>, 2022: Council Meeting Minutes
  - July 28<sup>th</sup>, 2022: Public Hearing and Special Council Meeting Minutes
3. Resolutions
  - 2022-20: Resolution Approving Publication of Ordinance by Title and Summary
  - 2022-22 Resolution Approving Installation of No Parking Signs on the West Side of School Street North in the City of Ellendale
  - 2022-23: A Resolution Accepting a Resignation and Declaring a Vacancy
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.*

**7:20 Reports:**

1. CEDA
  - Dylan, Director of Planning and Robert Harris, CEDA Rep for Ellendale
2. Fire Department
  - Call Sheet Printer quote
  - RFPs to be approved by Council
3. Maintenance
  - Backhoe Front Tires and Mounting (\$1800) – *need approval*
4. Ellendale Parks and Trail Committee (EPTC)
5. Steele Suites
  - Supplemental Development Agreement – *to be approved*
  - TIF Agreement – *to be approved*
  - City Clerk's Office is waiting for the revised Grant Agreement from MN Housing
  - Modular Home pick up – *waiting for contractor*
  - Water/sewer project complete

## 6. Codification Committee

- Review
  - Updated Notice of Violation/Warning Administrative Citation and Administrative Citation – *to be approved*
  - Codification Violation Process Flow Chart – *Mayor Bartsch*
  - 409 5<sup>th</sup> Ave W – Letter sent from Attorney’s office regarding possible legal action
  - 518 Radel Court – Letter sent from Attorney’s office regarding possible legal action
- Notice of Violation/Warning Administrative Citation
  - 601 School Street
    - What are the current violations and are there updated photos - *Need approval to send updated letter*
  - 609 School Street
    - What are the current violations and are there updated photos - *Need approval to send updated letter*
  - 117 5<sup>th</sup> Avenue East
    - What are the current violations and are there updated photos - *Need approval to send updated letter*
- Administrative Citation
  - 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)

## 7. Clerk

### 8:40 Unfinished Business

1. Fire Department Ladder Truck
  - Minor repairs to be completed
2. Lagoon Road
  - Attorney working 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 (AMR) to complete Community Center structural repairs and timeline is late August or 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 – *project completed*
  - Maintenance to demolish Pump House – *need to check for asbestos in ceiling*
  - A quote is needed to extend the railing and remove the stairs on the south side of the Clerk’s Office and repair the stairs on the north side of the Clerk’s Office – *to be quoted by Marvin Purrier*
  - Sequoia to call Clerk’s Office when landscape material is ready for pickup and plan to complete the Clerk’s Office planter repair late August
  - Air quality in the Clerk’s Office – *to be quoted by Jensen Heating*
5. 908 and 906 Simplicity Drive Lot Combining
  - Public Hearing to be scheduled – *September 15<sup>th</sup>?*
6. ECAG Electric Sign
  - Easement – *to be approved*
  - Discussion for a city agreement to be drafted with the Ellendale Community Action Group

7. Budget Workshop
  - Need to reschedule – *September 1<sup>st</sup>*?
8. Employee Reviews and Budget Meeting
  - Scheduled for August 25<sup>th</sup> beginning at 6:30 pm
9. Noise Ordinance Enforced Signs on Highway 30
  - Deputy Clerk/Treasurer to contact MN DOT

**9:00 New Business**

1. Ordinance 2022-02: An Ordinance Deleting Section 152.222 Regulating Swimming Pools
  - Need approval to be published
2. Ordinance 2022-03: An Ordinance Amending Chapter 116 of the Ellendale City Code Deleting the Requirements for Rental Inspections
  - Need approval to be published
3. Tax Abatement Policy
  - Approval to change reimbursement date and schedule Public Hearing – *September 15<sup>th</sup>*?
5. Utility Bills
  - Ellendale Café
6. Council Appointment
  - Council Member Goebel resignation
7. 904 Dutton Drive
  - Zoning Compliance Certificate

**9:30 Mayor/Council Updates**

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

**9:45 Adjournment**

**MINUTES OF ELLENDALE  
CITY COUNCIL MEETING  
THURSDAY, AUGUST 11TH, 2022  
7:00 PM**

**Present:** Mayor Matthew Bartsch; Council Members Derek Bartness, Scott Groth and Stephanie Kibler; Clerk/Treasurer Kim Zimprich; Deputy Clerk/Treasurer Steve Engel; Utilities and Maintenance Supervisor Josh Otto

**Absent:**

**Visitors:** CEDA Dylan Armstead and Robert Harris; Fire Chief Logan Busho; Fire Building Committee Jackie Froman; ECAG Allison Muilenburg

**Call Meeting to Order:** Meeting was called to order at 7:01 pm by Mayor Matthew Bartsch. The Pledge of Allegiance was recited.

**Agenda:** Resolution 2022-20 was pulled from Consent Agenda Items and placed under New Business because Ordinance 2022-03 needs to be approved before the Resolution can be approved. 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 Bartness to approve the Consent Agenda Items, which included Accounts Payable/Claims in the amount of \$135,838.58, July 14<sup>th</sup>, 2022: Council Meeting Minutes, July 28<sup>th</sup>, 2022: Public Hearing and Special Council Meeting Minutes, Resolution 2022-22: Approving Installation of No Parking Signs on the West Side of School Street North in the City of Ellendale, Resolution 2022-23: Accepting a Resignation and Declaring a Vacancy, and Financials. Council Member Groth advanced. Motion carried, all in favor.

**Public Input:**

1. ECAG Electric Sign

- A motion was made by Council Member Bartness to approve the ECAG Electric Sign Easement. Council Member Groth advanced. Motion carried, all in favor.
- Discussion involving having an Electric Sign Agreement with the city and the ECAG focused on placing responsibility on the city for paying for the electricity to the sign and the ECAG being responsible for the maintenance of the sign and placing events on the sign. At this time, they do not plan to collect revenue for running ads on the sign. The next step is to have Attorney Rahrnick draft an Agreement for the Council to review.

2. Jackie Froman

- Jackie stated National Night Out was a success and thanked the Council for their participation.
- Jackie asked if it would be possible to have more electricity available for food vendors for Ellendale Days. There is a pole at the bar and another at the Café. Maintenance Otto will contact Steele/Waseca regarding who owns the poles.

**Reports:**

1. CEDA

- Dylan Armstead, CEDA Director of Planning gave a review of what CEDA can offer regarding Strategic Planning. He stated an estimated cost to complete a Strategic Plan for the city would be \$8500, which is for 80 hours of work. Dylan will be sending a draft proposal for the Council to review. This will also be addressed at the Budget Workshop.

2. Fire Department

- Call Sheet Printer Quote: Fire Chief Busho is waiting on a quote from Justin at Steele County Dispatch.

- Purchases: Fire Chief Busho stated there were some emergency and maintenance purchases through Auto Value. This was included in the claims for this Council Meeting. A reminder was made that contact needs to be made with the Clerk's Office before making a purchase to keep them informed.
- Quotes: Fire Chief Busho will obtain a quote for an aluminum welder.
- Ladder Truck: The next step is for Fire Chief Busho to obtain a quote to have the hydraulic hoses replaced.
- RFPs for Fire Hall: A motion was made by Council Member Groth to accept the RFPs for the Fire Hall with the following changes: change the start date from Fall, 2022 to Spring, 2023, change the amount from \$450,000.00 to \$510,000.00 and correct the spelling error of "hearing" to "heating". Council Member Bartness advanced. Motion carried, all in favor.

### 3. Maintenance

- Quote for Parking Stripes: A motion was made by Mayor Bartsch to approve the quote from Seykora to do parking stripes on 2<sup>nd</sup> Street for \$300.00. Council Member Bartness advanced. Motion carried, all in favor. Let it be noted that a second quote was not obtained since Seykora completed the striping for the park basketball courts and the Council was satisfied with the work.
- Backhoe Front Tires and Mounting: A motion was made by Council Member Groth to approve the purchase of front backhoe tires and mounting from Mike's Repair for \$1800.00. Council Member Bartness advanced. Motion carried, all in favor. Let it be noted a second quote was not obtained since Mike's Repair has been doing maintenance and repair on the city vehicles.

### 4. Ellendale Parks and Trails Committee (EPTC)

- A letter was submitted by the Ellendale Heritage Society with a proposal to change the park name in memory of one of the founders. Mayor Bartsch will share this with the EPTC.

### 5. Steele Suites

- Supplemental Development Agreement: A motion was made by Council Member Bartness to approve the Supplemental Development Agreement. Council Member Groth advanced. Motion carried, all in favor.
- TIF Agreement: A motion was made by Council Member Groth to approve the TIF Agreement. Council Member Bartness advanced. Motion carried, all in favor.
- Revised Grant Agreement from MN Housing: The Clerk's Office is waiting on the revised agreement.
- Modular home pick up: The buyer is waiting for the contractor for a date to have the home moved.
- Water/Sewer project: This task has been completed.

### 6. Codification Committee

- Review
  - Updated Notice of Violation/Warning Administrative Citation and Administrative Citation: A motion was made by Council Member Bartness to approve the updated Notice of Violation/Warning Administrative Citation and Administrative Citation. Council Member Groth advanced. Motion carried, all in favor.
  - Codification Violation Process Flow Chart: A motion was made by Council Member Bartness to approve the Codification Violation Process Flow Chart. Council Member Groth advanced. Motion carried, all in favor.

- Notice of Violation/Warning Administrative Citation:
  - 601 School Street: A motion was made by Council Member Groth to send a Notice of Violation/Warning Administrative Citation to 601 School Street, the violation being 92.18(V) from the Codification Manual. Council Member Bartness advanced. Motion carried, all in favor.
  - 609 School Street: A motion was made by Council Member Groth to send a Notice of Violation/Warning Administrative Citation to 609 School Street, the violation being 92.18(V) from the Codification Manual. Council Member Bartness advanced. Motion carried, all in favor.
  - 117 5<sup>th</sup> Avenue East: A motion was made by Council Member Groth to send a Notice of Violation/Warning Administrative Citation to 117 5<sup>th</sup> Avenue East, the violation being 92.18(V) from the Codification Manual. Council Member Bartness advanced. Motion carried, all in favor.
- Administrative Citation:
  - 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 August 10<sup>th</sup>. A motion was made by Mayor Bartsch to have the Attorney send a letter to the above properties stating the next step may be legal action. Council Member Bartness advanced. Motion carried, all in favor.
- Attorney Letters:
  - 409 5<sup>th</sup> Avenue West: A letter was sent regarding possible legal action from Attorney Rahrlick.
  - 518 Radel Court: A letter was sent regarding possible legal action from Attorney Rahrlick.

#### 6. Clerk

- Jensen and Heating Quote: A motion was made by Council Member Kibler to approve the quote presented to vent the crawl space in the Clerk's Office to make it up to code and help with the air quality in the office. Council Member Bartness advanced. Motion carried, all in favor. Let it be noted that a second quote was not obtained since Jensen and Heating installed the furnace.
- Marvin Purrier Quote: A motion was made by Council Member Groth to approve the quote to replace the north doorsteps to the Clerk's Office. Council Member Bartness advanced. Motion carried, all in favor. Let it be noted a second quote was not obtained since those who were approached (Sonic Concrete, Josh Cornelius and Brekke Construction) either did not show up to quote or stated they did not have time or it was not in their scope of work.
- Noise Ordinance Enforced Signs on MN Highway 30: Deputy Clerk/Treasurer Engel sent an e-mail to a contact person at MN DOT regarding having the signs posted.
- Park Budget: There is \$1422.00 remaining in the park budget.
- 908 and 906 Simplicity Drive Lot Combining: A Public Hearing was scheduled for September 15<sup>th</sup> at 7:00 pm. Deputy Clerk/Treasurer will contact the property owner. Public Hearing Notices will be sent to property owners within 350 feet.

#### Unfinished Business:

1. Fire Department Ladder Truck: Addressed under Public Input. This will be moved under the Fire Report for the next Council Agenda.

2. Lagoon Road: The Attorney is working 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 completed painting of exterior of Clerk's Office.
  - Pump House: Maintenance checked ceiling for asbestos and there was none found. Two dumpsters will be ordered through Thompson Sanitation one for block and one for roof parts, then demolition will begin.
  - North and South Entrance of Clerk's Office: This was addressed under Clerk Report.
  - Clerk's Office Planter Repair and Landscape: Sequoia plans to complete planter repair at the end of August. They have not received the ordered landscape material and will contact the Clerk's Office when the order arrives.
  - Air Quality in the Clerk's Office: This was addressed under Clerk Report.
5. 908 and 906 Simplicity Drive Lot Combining: This was addressed under Clerk Report.
6. ECAG Electric Sign:
  - Easement: This was addressed under Public Input.
  - Agreement: This was addressed under Public Input.
7. Budget Workshop: The workshop was rescheduled for September 1<sup>st</sup> at 7:00 pm.
8. Employee Reviews: Employee reviews are scheduled for August 25<sup>th</sup> beginning at 6:30 pm. Maintenance Otto will be at 6:30 pm and Clerk/Treasurer Zimprich at 7:00 pm. The Council will meet at 6:15 pm to prepare the Employee Review Summaries.
9. Noise Ordinance Enforced Signs on Highway 30: This was addressed under Clerk Report.

**New Business:**

1. Ordinance 2022-02: An Ordinance Deleting Section 152.222 Regulation Swimming Pools: A motion was made by Council Member Groth to approve Ordinance 2022-02: An Ordinance Deleting Section 152.222 Regulation Swimming Pools. Council Member Bartness advanced. Motion carried, all in favor.
2. Ordinance 2022-03: An Ordinance Amending Chapter 116 of the Ellendale City Code Deleting the Requirements for Rental Inspections: A motion was made by Council Member Groth to approve Ordinance 2022-03: An Ordinance Amending Chapter 116 of the Ellendale City Code Deleting the Requirement for Rental Inspections. Council Member Bartness advanced. Motion carried, all in favor.
3. Resolution 2022-20: Resolution Approving Publication of Ordinance by Title and Summary: A motion was made by Mayor Bartsch to approve Resolution 2022:20: A Resolution Approving Publication of Ordinance by Title and Summary. Council Member Bartness advanced. Motion carried, all in favor.
4. Tax Abatement Policy: A motion was made by Council Member Groth to change the reimbursement date from December 31<sup>st</sup> to January 31<sup>st</sup> of the following year in the Tax Abatement Policy. Council Member Bartness advanced. Motion carried, all in favor. A Public Hearing was scheduled for September 15<sup>th</sup> at 7:20 pm. Public Notices do not need to be sent to those who are within 350 feet per Attorney Rahrlick.

5. Utility Bill: Regarding the Ellendale Café utility bill, the previous renter left an outstanding utility bill. The current owner, who will be selling the business, offered to pay half the water bill. Council Member Groth made a motion to accept half the water bill payment. Council Member Kibler advanced. Motion carried, all in favor.
  
6. Council Appointment: Council Member Goebel resigned per Resolution 2022:23. Mayor Bartsch stated he greatly appreciated him as a Council Member. Since Council Member Goebel resigned after election filings were open, the person who is appointed will fill the remainder of Council Member Goebel's term, which ends in 2024. A concern was raised that the last time the Council appointed a person, interviews were held, which sets the precedence and should be followed. Other concerns included that election filing closes on August 16<sup>th</sup> at 5:00 pm and that is the deadline to withdrawal. Therefore, interviews would need to be held quickly for those who have already filed. A point was made that due to time constraints, appointing Jackie Froman, who has been appointed in the past, may be a good option. A motion was made by Council Member Kibler to appoint Jackie Froman to the vacant Council Member seat for the remainder of the term, ending in 2024. Mayor Bartsch advanced.

Roll Call Vote:

Mayor Bartsch - Aye.  
 Council Member Bartness - Aye  
 Council Member Groth - Nay  
 Council Member Kibler - Aye

Motion carried with 3 ayes and 1 nay.

7. 904 Dutton Drive: A motion was made by Council Member Groth to approve the Certificate of Zoning Compliance Application for a new residential home at 904 Dutton Drive. Council Member Bartness advanced. Motion carried, all in favor.

**Mayor/Council Updates:**

Mayor Bartsch: He stated he had a great time at National Night Out and thanked Jackie Froman for organizing this event.

Council Member Groth: First, he thanked Duane Goebel for his time on the Council. Next, he asked about overgrown trees around town and will follow up with Maintenance Otto. He also asked if it would be okay for his brother and him to donate two trees to be planted at the Community Center in memory of their parents. The Council thought that was a kind gesture and agreed to accept the donation.

Council Member Bartness: He congratulated Jackie Froman on her Council Appointment.

Council Member Kibler: She stated she will not be able to make it to the October, November and December Council Meetings until 8:30 pm due to work conflicts.

A motion was made by Council Member Bartness to adjourn the Council Meeting. Council Member Kibler advanced. Motion carried, all in favor. The meeting was adjourned at 9:43 pm.

  
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 Kim Zimprich, Clerk/Treasurer

9/8/2022  
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 Date

  
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 Matthew Bartsch, Mayor

9/8/2022  
 \_\_\_\_\_  
 Date

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