

**City of Ellendale**  
**February 8<sup>th</sup>, 2024**  
**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
  - January 11<sup>th</sup>, 2024: Council Meeting Minutes
3. Resolutions
  - 2024-10 Accepting a Donation of Money from the Ellendale Joint Ambulance Service for a Clothing Stipend for Emergency Responder for Third and Fourth Quarter 2023
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.*

**7:15 Report**

1. Fire Department
  - Fire Hall Committee
  - Fire Department Appreciation Dinner for City and Townships
    - Wednesday, February 28<sup>th</sup> @ 5 pm
  - Expenses
    - Quotes and finance options to rebuild tanker
2. Maintenance
  - Part-Time Maintenance Job Description – *to approve revisions*
  - Community Center A/C, furnace and thermostat – *Jensen Heating to submit a quote*
  - Door handles for Community Center and Council Chambers – *Engel task*
  - Diesel fuel tank for City – *review quotes and discuss*
  - 8<sup>th</sup> Avenue sewer pond – *Brandon Flatness to repair*
  - Expenses
    - KLM Backwash Tank Quote
    - \$500.00 purchase for Maintenance barricades
    - Minnesota Pump Works Transducer Quote
3. Community Gathering Place Mural Project Committee
  - Update

4. Steele Heights

- Update

5. Codification

- Attorney

- 409 5<sup>th</sup> Avenue West

- The signed stipulation letter has yet to be received from the property owner; deadline for abatement is May 1<sup>st</sup>.

- 109 6<sup>th</sup> Avenue East; 408 7<sup>th</sup> Avenue West; 199 8<sup>th</sup> Avenue East

- The last contact with the property owner was on November 29<sup>th</sup>, 2023, via e-mail to Attorney Rahrck. Would the Council like to schedule an Abatement Hearing or continue to attempt contact?

6. Clerk

- March 5<sup>th</sup> - Presidential Primary Election at the Community Center
- 2023 Audit information submitted
- Quote for Banyon Accounting and Payroll Module

**8:00 Unfinished Business**

1. County EMS Tabletop Meeting

- Tentatively scheduled for April 20<sup>th</sup>

2. Keen Bank CD

- \$20,000.00 transferred to a 10-Month Business CD for the Water Fund
- Current interest for a 12-month CD is 4.75%

**8:10 New Business**

1. National Night Out

- Tuesday, August 6<sup>th</sup> – *will the city be participating?*

2. Community Center

- Quote from Community Foundation – *needs approval*
- Quote to paint exterior of Community Center – *needs approval*

3. Personnel Policies

- 11.0 Holiday Pay Policy – *to approve revisions*

**8:20 Mayor/Council Updates**

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

**8:30 Adjournment**

**MINUTES OF ELLENDALE  
CITY COUNCIL MEETING  
THURSDAY, FEBRUARY 8TH, 2024  
7:00 PM**

**Present:** Council Members Jon Asplund, Derek Bartness, Scott Groth and Jackie Froman; Deputy Clerk/Treasurer Steve Engel; Fire Chief Logan Busho; Utilities and Maintenance Supervisor Josh Otto

**Absent:** Clerk/Treasurer Kim Zimprich, Mayor Matthew Bartsch.

**Visitors:** no visitors

**Call Meeting to Order:** Meeting was called to order at 7:00 pm by Acting Mayor Groth. The Pledge of Allegiance was recited.

**Agenda:** Claims for Hawkins in the amount of \$40.00, Metal Services in the amount of \$447.12, Resler in the amount of \$5,860.00 and Jeff Tuma in the amount of 902.66 were added to the Consent Agenda Items; total amount being added to the claims under Consent Agenda Items being \$7,249.78. Also added to the Consent Agenda is Resolution 2024-11 Authorizing a Donation of Money from Olmstead County Medical to the City of Ellendale Fire Department for Use in the Area of Greatest Need A motion was made to approve the Amended Agenda by Council Member Froman. Council Member Asplund 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 \$83,422.45, January 11<sup>th</sup>, 2024: Council Meeting Minutes, Resolution 2024-10: Accepting a Donation of Money from the Ellendale Joint Ambulance Service for a Clothing Stipend for Emergency Responders for Third and Fourth Quarter 2023, 2024-11 Authorizing a Donation of Money from Olmstead County Medical to the City of Ellendale Fire Department for Use in the Area of Greatest Need and Financials. Council Member Asplund advanced. Motion carried, all in favor.

**Public Input:** No one from the public was present.

**Reports**

1. **Fire Department**

- **Fire Hall Committee:** Engel has sent all city documents requested by Laurie Balata. He is waiting for the City Attorney's letter of Bidding & Procurement Procedure Approval. Per Council Member Froman, APX has completed the necessary mechanical, electrical & plumbing (MEP) drawings for soliciting quotes from subcontractors.
- **Fire Department Appreciation Dinner for City and Townships:** This is scheduled for Wednesday, February 28<sup>th</sup> at 6:00 pm.
- **Expenses:**
  - **Quotes and Finance Options to Rebuild Tanker:** Fire Chief Busho has obtained 3 quotes for a new water tank and apparatus to refit the old tanker truck. Bids from Heiman, Great Plains and Osco were reviewed. Osco's quote came in lowest at \$169,410.00. This is for a poly tank versus a steel tank. A quote to sandblast & paint the truck cab and frame was obtained from TNT Auto Body for \$7,550.00. It would be painted black, as our two newest trucks are. This can be done in parallel to the OSCO poly tank and apparatus being assembled by OSCO. Lead time for the tank assembly is 6 months. An additional 3-5 months will be needed to assemble the new tank system onto our truck body. The estimated time frame for truck tanker completion is 1 year.

- Financing: Chief Busho has talked to Keen Bank regarding financing options. Susan Eberline, Loan Specialist for Keen Bank, stated the bank is willing to structure loan terms to meet our budgetary needs. 3 options were presented: \$170,000 x 10 yrs x 6% x \$22,800 (roughly) annual payment  
\$150,000 x 10 yrs x 6% x \$20,000 (roughly) annual payment  
\$100,000 x 10 yrs x 6% x \$13,500 (roughly) annual payment

Chief Busho suggested that we put \$70,000.00 down from the truck equipment fund and go with option three. This would put our annual payments at about \$13,500, which is similar to the payment amount we paid on the last fire truck loan, with the exception of a 10-year loan vs 5-year loan. He stated we can work toward paying off the loan early to reduce interest costs. We do not want to deplete the available truck funds, by putting down more than \$70,000.00.

A motion by Acting Mayor Groth to accept the OSCO quote for \$169,410, the TNT quote for \$7,550 for sandblasting and painting, and approve financing of \$70,000 down from the truck equipment fund & obtain a 10-year loan for \$100,000 from Keen Bank. Council Member Asplund advanced. Motion carried, all in favor.

## 2. Maintenance

- Part-Time Maintenance Job Description: A motion was made by Council Member Froman to approve the revisions to the Part-Time Maintenance Job Description. Council Member Asplund advanced. Motion carried, all in favor.
- Community Center Furnace and Thermostat: Jensen Heating has yet to submit a quote for a new unit. Engel is waiting for a quote from Jensen Heating, for a new roof top unit. He will contact them again for the quote.
- Door Handles for Community Center and Council Chambers: Deputy Clerk/Treasurer plans to have information on this for the next meeting. Engel had no information on handles. Acting Mayor Groth will check with Southern Minnesota Glass & Door, in Albert Lea next week.
- Diesel Fuel Tank for City: Maintenance Supervisor Otto has been checking into the possibility of purchasing our own bulk fuel tank vs. purchasing all our fuel at Casey's. We may be able purchase dyed fuel, which is federal tax and state petroleum tax exempt. Engel has been checking with CFS and the MN Dept of Revenue on the options, advantages, disadvantages, and reporting requirements on bulk fuel usage. A 1,000-gallon tank was quoted at \$2,320.00. A 20 gal./min pump at \$1,217.00 = \$3,537.00. A 30 gal./min pump runs \$1,900.00 bringing the total to \$4,220.00. There is confusion about reporting requirements on purchasing dyed fuel. CFS also offers the option to purchase clear fuel, minus the federal tax of \$0.245/gal. They would file for the federal tax reimbursement instead of the city, but the city would have no reporting requirements. Per MN State statutes, the city is not exempt from the MN petroleum tax, only state excise taxes. We would be required to file monthly or quarterly fuel reports on the dyed fuel gallons used for licensed vehicles. Engel will do more checking on this. The purchase of a tank and pump was tabled by Acting Mayor Groth until Engel gets more information.

8<sup>th</sup> Avenue Sewer Pond: Maintenance Supervisor Otto contacted Brandon Flatness, to look at the storm water pond. It appears the outlet tile is blocked and not draining the pond. Flatness estimated \$10,000 to clean the entire pond. He will try to locate the tile outlet in the pond, to get it cleared and the pond to drain. A motion by Acting Mayor Groth to accept his estimate of \$10,000 to clean the pond and replace all broken tiles in the base. Council Member Bartness advanced. Motion carried, all in favor.

- Expenses

- KLM Backwash Tank Quoter: A motion was made by Acting Mayor Groth to approve quote from KLM to backwash tank at the treatment plant, quoted up to \$5,600.00. Council Member Asplund advanced. Motion carried, all in favor.

- Maintenance Barricades: A motion was made by Council Member Bartness to approve the purchase of materials to build barricades for the Maintenance Department, up to \$600.00. Council Member Asplund advanced. Motion carried, all in favor.
  - Minnesota Pump Works Transducer Quote: A motion was made by Council Member Asplund to approve the quote from Minnesota Pump Works for a transducer in the amount of \$1,529.05, which includes a panel enclosure seal for the main lift station. Council Member Bartness advanced. Motion carried, all in favor.
3. Community Gathering Place Mural Project Committee
- Artist Chandler Anderson is currently utilizing the Community Center to paint the mural.
4. Steele Heights
- A meeting is scheduled to meet with Developer Darrin Stadheim and Attorney Rahrick for Thursday, February 15<sup>th</sup> at 10:00 am. Mayor Bartsch, Council Member Asplund, Clerk/Treasurer Zimprich and Deputy Clerk/Treasurer Engel will be attending this meeting.
5. Codification
- Attorney
    - 409 5<sup>th</sup> Avenue West: Attorney Rahrick sent by certified and postal mail the stipulation to the property owner to be signed, with a deadline to abate the violation by May 1<sup>st</sup>, 2024. The property owner was asked to attend the meeting tonight to discuss his options and requirements to meet the code. They did not attend.
    - 109 6<sup>th</sup> Avenue East; 408 7<sup>th</sup> Avenue West; 199 8<sup>th</sup> Avenue East: No significant progress has been made and there has been no contact with the property owner since November 29<sup>th</sup>, 2023. The options are to continue to attempt contact via Attorney Rahrick or schedule an Abatement Hearing. Council Member Asplund suggested the council give the owners one more month to give City Attorney Mark Rahrick a plan to finish the cleanup of all properties listed above.
6. Clerk
- Presidential Primary Election: This is scheduled for March 5<sup>th</sup>, and the City's polling place is at the Community Center. Election hours are 7:00 am to 8:00 pm.
  - 2023 Audit: The 2023 Audit information has been submitted to Hill, Benda, Skov & Bernau, P.A.
  - Quote for Banyon Accounting and Payroll Modules: Engel explained the need for new accounting software. We currently are tracking several revenue & expenditure accounts on spreadsheets in order to see the ongoing, year-to-year transactions and balances. Our current software does not have a report writer that allows us to create reports for this purpose, which equates to more time spent tracking these various accounts. Also, we currently use Banyon Utilities. We are spending time creating spreadsheets to track the receipts, dividing up the water, sewer, garbage, and various taxes, and then re-enter into CTAS. We are duplicating the effort. Banyon Accounting links to the Utility module and will make the entries a one step process along with possibly eliminating human error in the re-entry process we now are doing. We would like to purchase the software sometime in early fall so we would have time to convert our current accounts to the Banyon accounts and give us time to learn the program. Engel stated the current quote includes a full year's supports service fee of \$1,680.00. He will inquire of Banyon, if this would be prorated out if we purchase the software in August-September. He also stated he and Clerk/Treasurer Kim Zimprich may be able to do the account conversions, which saves another \$300.00. The Council agreed the purchase would make sense and will look at the new costs once Engel talks to Banyon.
  - Resolution 2024-11: Authorizing a Donation of Money from Olmstead County Medical to the City of Ellendale Fire Department for Use in the Area of Greatest Need: Moved under the consent agenda.

- Head Election Judge Pay: A motion was made by Council Member Froman to pay the Head Election Judges \$18.00 an hour for the 2024 Elections, keeping the other Election Judges at \$16.00 an hour. Council Member Bartness advanced. Motion carried, all in favor.
- Lot Combination Inquiry: Engel received a call from an interested party, who wished to join two lots in the Crown Ridge Development. If the council would allow the combination, the party may purchase the lots to build a home on the combined lots, sometime in 2024. Council Member Asplund inquired what lots they would be. Engel stated it would be the adjoining lots to the south side of Council Member Asplund. Engel reminded the council that we have already allowed the combination of lots on two occasions. Acting Mayor Groth felt there would be no problem with the process once the party approaches the council with a formal request. Council Member Bartness and Asplund both agreed.

#### **Unfinished Business:**

1. County EMS Tabletop Meeting: This is a training exercise for a mock train derailment. Engel asked all in attendance if the date could be changed to either April 13<sup>th</sup> or April 27<sup>th</sup>. Jerry Ibberson, our EMS Director, is unable to attend on the 20<sup>th</sup>. All in attendance were fine with either date. Engel will check with Kristen Sailer, for her preference date, and let everyone know the new date.
2. Keen Bank CD: \$20,000.00 was transferred from the General Fund into a 10-Month Water Fund Business CD. The current interest rate for a 12-Month Business CD is 4.75% A motion was made by Council Member Asplund to transfer \$20,000.00 from the General Fund to a 12-Month Business CD at the rate of 4.75%; this investment will be a Water Fund CD. Acting Mayor Groth advanced. All in favor, motion carried.

#### **New Business:**

1. National Night Out: The date for National Night Out is Tuesday, August 6<sup>th</sup>. The council will participate again this year.
2. Community Center
  - Engel noted that the quote does not include the possible costs for removing the sound panels on the north wall. This cost should be included and deducted from the City's funds. Engel asked Maintenance Supervisor Otto to look at the panels to see if he can determine how they are secured to the wall and how we could remove them. Acting Mayor Groth motioned to table the approval until the March meeting of city expenditures of \$9,778.00, until more is known about the panel removal costs. It is the understanding that the Community Foundation of Ellendale commitment is \$6,882.00. Council Member Bartness advanced. Motion carried, all in favor.
  - A motion was made by Acting Mayor Groth to approve the quote from Benjamins' Brushes Inc. to paint the exterior of the Community Center in the amount of \$4,450.00. Council Member Asplund advanced. Motion carried, all in favor.
3. 11.0 Holiday Pay Personnel Policy
  - A motion was made by Council Member Froman to approve the edits to 11.0 Holiday Pay Personnel Policy. Council Member Bartness advanced. Motion carried, all in favor.

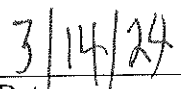
#### **Mayor/Council Updates:**

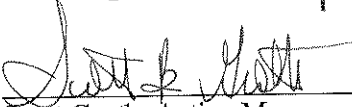
1. Mayor Bartsch: He was absent.
2. Council Member Asplund: He had nothing to present.
3. Council Member Bartness: He had nothing to present.
4. Council Member Froman: She had nothing to present.

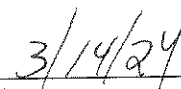
5. Council Member Groth: Congratulations to Mayor Bartsch & his wife Jordan, on the birth of the first child.

A motion was made by Council Member Froman to adjourn the Council Meeting. Council Member Asplund advanced. Motion carried, all in favor. The meeting was adjourned at 8:54 pm.

  
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Steve Engel, Deputy Clerk/Treasurer

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Scott Groth, Acting Mayor

  
\_\_\_\_\_  
Date

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