

City of Ellendale
May 26th, 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. May 12th, 2022: Public Hearing and Council Meeting Minutes

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
 - Update
2. Fire Department
 - Fax Machine Quote
 - Approve \$3200 Electric Extrication Tool
3. Maintenance
 - Seasonal Position – *Interviews conducted and approve applicant*
 - Empire Quote to Repair Sewer Line – *Visu-Sewer would not provide a quote*
 - Steele/Waseca and Sonic Concrete Quote for Sewer Lift Station – *in packet*
 - Thein Well Pump Quote – *in packet*
4. Ellendale Parks and Trail Committee (EPTC)
5. Codification Committee
 - Review
 - Vacant Building Registrations – *due date July 1st*
 - Rental Property Safety Inspection Checklist – *tabled for Council to review Title XI, Chapter 116*
 - New Violations - *tabled*
 - 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

8:30 Unfinished Business

1. Fire Department Ladder Truck
 - Truck to be DOT inspected by Frank Altrichter, Sr. – *Fire Chief Busho to follow through*
2. Lagoon Road
 - Nick Flatgard will set up addresses and Engel to get Lagoon Road Ordinance created
3. Community Center
 - Advanced Masonry Restoration (AMR) to complete Community Center structural repairs and timeline is late August, early September
 - Sequoia to submit a quote for digging after they consult with AMR
4. 520 6th Street Modular Home Sale
 - Two Bids Received – *Council to review and approve an offer*
5. De-Annexation
 - Wayne and Degen property – *tabled*
6. Council Pay – *tabled*
7. Clerk's Office and Pump House
 - Council Member Goebel to contact Sequoia regarding sidewalk and ramp repair
 - Council Member Groth to contact Luke Dobberstein for quote to demolish Pump House
8. 908 and 906 Simplicity Drive Lot Combining
 - Okay to combine per covenants
 - Council approval to move ahead and schedule a Public Meeting.
9. School Street Vacating – *tabled for Attorney input*

9:00 New Business

1. National Night Out

9:10 Mayor/Council Updates

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

9:20 Adjournment

**MINUTES OF ELLENDALE
CITY COUNCIL MEETING
THURSDAY, MAY 26TH, 2022
7:30 PM**

Present: Mayor Matthew Bartsch; Council Members, Stephanie Kibler (via Zoom); and Scott Groth; Deputy Clerk/Treasurer Steve Engel

Absent: Council Member Derek Bartness & Duane Goebel, Clerk/Treasurer Kim Zimprich

Visitors: City Attorney Mark Rahrlick, Star Eagle Reporter Jessica Lutgens (via Zoom), Utilities and Maintenance Supervisor Josh Otto, Jackie Froman, Fire Chief Logan Busho, Parks & Trail Committee members Brian Anderson & Keith Langlie.

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

Agenda: A motion was made to approve the Amended Agenda with additions to the Account Payable claims on the consent agenda, by Council Member Groth. Council Member Kibler advanced. Motion carried, Mayor Bartsch Aye, Council member Groth, Aye, Council member Kibler Aye.

Consent Agenda Items: An addition of six claims were added to the Accounts Payable consent agenda, for the following: Spencer Movers; \$6,000.00, Jetter Clean; \$250.00, Cynthia Nelson; \$127.27, Smith Tollefson, Rahrlick & Cass; \$1,266.50, Banyon Data; \$1,235.00, Steele Waseca; \$3,420.00. A motion was made by Council Member Groth to approve the Consent Agenda Items, with the additional claims to Accounts Payable/Claims in the amount of \$28,170.95; the May 12th, 2022, Public Meeting and Council Meeting Minutes and Financials. Council Member Kibler advanced. Motion carried, Mayor Bartsch Aye, Council member Groth, Aye, Council member Kibler Aye.

Public Input: Jackie Froman & City Attorney Mark Rahrlick gave an update on the USDA loan application progress. She and Mark Rahrlick have been working on the contract. Per Mark Rahrlick, there are just a few more small things to address in the contract before submitting to Laurie Balata. The city will also have to request bids publicly, for the building, in order to meet statutory requirements. Jackie will forward the last bid from APX, to Mark Rahrlick. APX, Joey Barr will have to resubmit a new quote as well. Mark will help with letting bids as the city engineering firm, Bolton-Menk is not involved, nor do they deal with architectural engineering building projects. Engel is working on the phase 1 environmental study and the budget format needed by USDA.

Reports:

1. **Steele Suites:** The garage was moved May 24th; several trees have been removed by 6th Street with remaining ones to be taken down next week, by Steele Waseca's contractor, Carr's Tree Removal. JK Routh has been contacted by Darrin Stadheim and has ordered dumpsters to begin demo work. The infrastructure bid package has been sent out by Brian Sarff of Bolton-Menk Engineering.

2. **Fire Department**

- The fax machine quote was tabled. Logan has not acquired a quote yet.
- Logan Busho asked for approval to purchase the electric extrication equipment from Albert Lea Fire Dept. for \$3,200.00. New ones run about \$8,500.00. Motion by Mayor Bartsch to purchase the equipment was made. Council member Groth advanced. Motion carried, Mayor Bartsch Aye, Council member Groth, Aye, Council member Kibler Aye.
- Chief Busho asked for approval to attend a fire chiefs convention in Duluth, MN. He asked if he or the city pays for the food and lodging. Current city policy is the city pays for mileage, lodging & food. Engel will send the most current policy to Logan. Council approved the attendance of Chief Busho to the convention. No roll call was taken.

- Chief Busho asked for approval to purchase a medical bag to have on calls for \$500.00. Motion by Council member Groth to purchase the medical kit. Mayor Bartsch advanced. Motion carried, Mayor Bartsch Aye, Council member Groth, Aye, Council member Kibler Aye.
- The new sections of fire hose: 4 3” sections and 4 1/1/4” sections for an estimated cost of \$1,752.00. Motion by Council member Groth to purchase all quantities of hoses needed at \$1,752.00. Mayor Bartsch advanced. Motion carried, Mayor Bartsch Aye, Council member Groth, Aye, Council member Kibler Aye.
- The chief asked if he could have the city clerk’s office purchase two water valve wrenches at a cost of \$63.00 each and a new door latch for the tanker truck at a cost of \$15.00. Council gave verbal approval as our policies allow the office to purchase these items on Clerk’s approval.
- Logan asked for approval to purchase hand mics and speakers for the two radios received from Detroit Lakes. He will get quotes for these items, for the next meeting.

3. Maintenance

- Season al Position: Interviews were held May 17th. The committee recommends hiring Conner Nelson for the seasonal position. Motion by Council member Groth was made to hire Conner Nelson at an hourly wage of \$17.00/hr. Mayor Bartsch advanced. Motion carried, Mayor Bartsch Aye, Council member Groth, Aye, Council member Kibler Aye.
- Empire Quote to Repair Sewer Line: The Empire quote was changed to include two more breaks that Empire discovered after viewing the videos. Visio-sewer declined to quote the project without video, and they also cannot address the repairs that require cement work in manholes. The empire quote for all four breaks is \$14,755.00. There is no other company available to do the repairs. Per Mark Rahrlick, if we paid for the video as part of a contract with one company, it is our property and can share it with another company for quoting. Since Visio-sewer cannot repair two of the leaks because of no grouting capability, we have one else that does this work. We made a good faith attempt to acquire a second quote. Motion by Mayor Bartsch to approve Empire quote for \$14,775.00 was made. Council member Groth advanced. Motion carried, Mayor Bartsch Aye, Council member Groth, Aye, Council member Kibler Aye. Engel will contact Empire.
- Sewer Lift Station: Information was received from Steele/Waseca for electrical work to be done. We received the invoice. They are requiring advance payment before ordering or running the 3-line extensions to the sewer left site. Total invoice cost is \$3,420.00, to be paid from the ARRP funds. The invoice was added to this meeting’s claims. Sonic concrete will be starting on the cement pad in the next two weeks as they are doing the garage floor and basketball court next week. The quote was approved by the council earlier this year. The estimate is \$2015.00. Engel requested a second vote. Motion by Council member Groth to approve the Sonic quote for \$2,015.00 was made. Mayor Bartsch advanced. Motion carried, Mayor Bartsch Aye, Council member Groth, Aye, Council member Kibler Aye.
- Thein Well Pump Quote: Maintenance Supervisor explained the quote from Thein Well is for up to \$3500.00 for each well pump, to pull and inspect them. They have not been inspected since 2018 and are due. Motion by Council member Groth to approve the Thein Well quote for inspection up to \$3500.00 each, was made. Mayor Bartsch advanced. Motion carried, Mayor Bartsch Aye, Council member Groth, Aye, Council member Kibler Aye.
- Cement pads in park: Per Otto, Sonic Concrete is pouring the bean bag and park benches pads. Council member Kibler stated the council had approved Sequoia for these pads. Otto stated that he thought we were to obtain two quotes for these types of expenditures and asked Sonic for a quote. This quote was less than Sequoia’s. He thought this was brought up at an earlier meeting and approved to go with Sonic since it was less. Sonic has already started the dirt work and forming of the bean bag pits.
- Skid loader rental: Josh Otto brought up renting a skid loader from Halla Landscaping and tiller equipment for \$200.00 for a couple of days, to till up the storm tile topsoil in Emerald Park to plant grass. He will also use it to tear out the old horseshoe pits in the other park. Motion by Mayor Bartsch to approve the rental of

the skid loader for \$200.00 for two days from Halla Landscaping. Council member Groth advanced. Motion carried, Mayor Bartsch Aye, Council member Groth, Aye, Council member Kibler Aye.

- Grass seed: Josh would like to purchase bulk seed for \$175.00 for a 50 lb. bag. This would come out of the park budget. Engel said there is still money left in the budget. Motion by Council member Kibler to approve the purchase of bulk grass seed for \$175.00, was made. Mayor Bartsch advanced. Motion carried, Mayor Bartsch Aye, Council member Groth, Aye, Council member Kibler Aye. Engel will add an object code for landscaping to the park budget and move money from the equipment or trees to landscaping.
- Tree Removal: Otto updated the council on tree removal at the Steele Suites site. Steele Waseca took down some trees that are interfering with their lines. They said they would also remove the trees to the south by the garage. Carr's Tree Removal does the work for Steele Waseca. A ROW permit is needed by the city, to shut down 6th Street for the remaining trees. Engel will work with the County to obtain the permit.
- Steele Suites future tree removal: Josh asked who will be doing the tree removal for the remaining trees, if any need to come out. Engel stated that after looking at the approved re-development grant, all expenditures for tree removal were cut from the grant. It was not approved by the state. Any trees will have to be removed by JK Routh as part of the demo costs. The state approved demo costs and site utility costs to the parcel only. Civil engineering and tree removal were cut.
- Hydrant wrenches: Otto asked for approval to purchase a couple fire hydrant wrenches at approximately \$50.00 each. Council agreed. These can be purchased by the city clerk under the purchasing policy.

4. Ellendale Parks and Trail Committee (EPTC)

- Josh Otto asked if he could be part of the EPTC committee as most equipment and park work will involve him in one way or another. Mayor Bartsch and Council member Kibler thought this would be a very good idea. He will start attending meetings in the future.\
- There is concern of the placement of the two benches by some residents and committee members. EPTC member Keith Langlie said he and Angela Bell had previously discussed the chosen locations based on a future walking trail to be done and that the current playground equipment is obsolete and should be removed. It was not known if the replacement equipment would be put back in this same location. Council member Kibler and EPTC member Brian Anderson both stated that they would like to see a park plan regarding a walking trail and playground equipment placement before making a final decision on their location. We do not know where the walking path is going to be put yet. Other residents have voiced concern about not putting benches by the playground equipment. Mayor Bartsch suggested the decision be made by the whole EPTC committee. Council member Kibler asked to table the discussion and bench placement by the council and asked that this be discussed and handled at next EPTC meeting scheduled in July. Council member Kibler also added that in her opinion, people would be appreciative of the committee, if a plan is developed and they take a more thoughtful approach to the placement of all equipment in the park. The council agreed that it should be handled by the committee at their meetings. The benches can be stored until a decision is made. Josh Otto will inform Sonic Concrete; we are holding off until a later date.
- Crown Ridge boulevard: Josh asked if he should take over the mowing of the boulevard just south of the Eaker & Berglund residences. Engel added that the previous council had agreed to take this over from Donnavon when she no longer would maintain it. The council agreed. The city will maintain the boulevard going forward.
- Mulch for park playground: The council previously approved the quote from Sequoia for approximately \$3,700.00. Engel stated he thought this included the placement of the mulch, by Sequoia. Council member asked if we should get more quotes. Josh remarked we may be able to purchase it along with the school, to get a better price, if they are purchasing any this year. Another option is to check with Owatonna Park & Rec. or Steele County. Mayor Bartsch asked Otto to check with these three to see if we could partner with them in the purchase of mulch.

- Park Grants: Mayor Bartsch mentioned that Robert Harris, our CEDA representative is looking into available park grants. Possibilities are through SMIF, Community Action Group or Community Foundation Group.

5. Codification Committee

- Review

Vacant Building registrations – due date July 1st. We have received one registration back as of May 26th per Engel.

Rental Registration: This was tabled at the last meeting. Council member remarked that it was her understanding that we were only looking for registrations and not inspections. It was meant to be used as a way to contact the owner of a rental property if the need or a situation came up. The current ordinance requires inspections. Mark Rahrlick suggested that the city could advertise for an inspector to perform inspections. If we are going to collect a fee for registration, then you should be furnishing some form of service or requirements. Council member Kibler and Groth stated that the city does not have a way to enforce all the requirements. The council agreed to edit the ordinance to remove all inspection requirements and only require registrations. Mark will do the editing of the ordinance for the council to review. The edited version will be presented to the council at a future meeting and move to change the ordinance/codification, Section 116.

Rental Property Safety Inspection Checklist

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. This was addressed with the agreement to edit the ordinance above.

- 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.

New violations sent to council 5/26/22

- 114 6th Ave.: Section 92.37, Grass length violation.
- 507 School St.: Section 92.37, Grass length violation.
- 601 School St.: Sections 71.05 & 92.18, Motorized vehicle parking, Junk & personal property violations.
- 609 School St.: Sections 71.05 & 92.18, Motorized vehicle parking, Junk & personal property violations.

Council member Kibler stated she has received complaints from neighbors regarding various ordinance issues on School St. She has included photos of the issues for the above violations. She asked the council to approve notice of violations be sent to the four property owners. Motion by Mayor Bartsch to approve the notice of violations be sent to the above listed properties. Council member Kibler advanced. Motion carried, Mayor Bartsch Aye, Council member Groth, Aye, Council member Kibler Aye.

- Warning Administrative Citation:

- 117 5th Avenue East: A letter was sent explaining what needs attention with a deadline of May 31st. No action at this time.

- 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.

Mayor Bartsch did speak to one of the residents with a vehicle in violation of the ordinance. The vehicle cannot be removed as a court order is in place that prohibits the removal of this vehicle. He suggested we ask the owner to install a temporary car port to meet ordinance requirements. Mark Rahrlick stated the city does not have to continue with fines, especially if there is a court injunction involving the vehicle. Installing a temporary tent opens more issues. Council member Kibler asked if we can request a copy of the court order. Mark said yes, we can. Mayor Bartsch will talk to the owner and request a copy of the order. He will also inform him that he can file an appeal to the council for the violations.

Mayor Bartsch commented that it is imperative to approach property owners and talk to them about the various violations and find out if there are good reasons to some of the issues. We should be trying to address any issues to avoid legal action.

- 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.
- There has been no noticeable activity at any of the properties to date per Engel.
- Disconnections: Council member Kibler asked why we do not enforce our disconnection/shutoff ordinance and policies instead of certifying the delinquencies to property taxes. Our 2021 certifications were over \$30,000. We do have a 10% penalty late fee in place along with a \$100.00 administrative fee and 6% interest charge on certified delinquencies. Mayor Bartsch asked the council to come up with some ideas on how we want to proceed in the future and discuss at the next meeting.

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. Nick will set up the addresses once the city has done an ordinance for the new street name. Engel asked Mark Rahrick if he would create the ordinance. Once Mark has it created, the council move on its approval.
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. Council member Goebel had asked AMR to work with Sequoia on the required digging and a timeline to do so. No information was available on the progress at this meeting.
4. 520 6th Street Modular Home Sale: We received two bids for the home, one for \$10,000 & the other for \$8,500.00. Motion by Council member Groth to accept the bid of \$10,000.00 from Home Source Modular Homes was made. Council member Kibler advanced. Motion carried, Mayor Bartsch Aye, Council member Groth, Aye, Council member Kibler Aye. Engel will contact Home Source with the signed purchase agreement.
5. De-Annexation: Mayor Bartsch stated Gary & Judy Degen & Brian Wayne have asked to de-annex their farmland that resides within the city limits. Their taxes are higher because they are paying city taxes, which are higher than Berlin townships' are. Mark Rahrick asked if the council wanted to give up the area and taxes paid to the city. It would also mean going through the expense of the de-annexation process and if we ever wanted to do something in this area in the future, we would have to go through the annexation process and expense again. The council decided not to de-annex the land. No motion is required. There is nothing for the council to act on.
6. Council Pay & Council Meeting Times: The council decided to table any raises pending the change going to one council meeting a month. Mark Rahrick has given the council an edited version of the meeting time ordinance. Engel will post the edited ordinance so it can be voted on at the next council meeting.
7. Clerk's Office and Pump House: Council member Groth met with Luke Dobberstein and inspected the pump house. Luke will give us a quote to tear down the building. Nothing has been received as this time.
8. 908 and 906 Simplicity Drive Lot Combining: Engel will contact the county to initiate the process at the county level if the council is ok to proceed. The purpose of combining these lots is to be able to add on to the current residence in the future. The owner cannot add on either direction due to setbacks. If he can combine the lots, he can expand onto that lot. There are three combined lots in Crown Ridge now. We also allowed the combination of four buildable lots in 2020 per Council member Kibler. The council approved Engel to move ahead with the administrative process. Once he has contacted the county, we will hold the public meeting. Motion to set a public hearing to combine the lots was made by Mayor Bartsch. Council member Groth advanced. Mayor Bartsch Aye, Council member Groth, Aye, Council member Kibler Aye.
9. School Street Vacating: Mark Rahrick explained there was a ROW dedicated twice, in 1901 and again in the 1950's. There apparently were plans to expand or develop the land to the north of the existing properties on north School Street. There is a ROW extending north from the property line of the Filley property line. The city could vacate this ROW if the city does not think there will ever be a need to access the land to the north by this ROW. It is up to the city council if they want to vacate it. We do need to create a utility easement with the Filley's on their property, to access the water & sewer mains, if needed. Council member Kibler asked: if we are not going to de-annex the farmlands to the north, why would we vacate the ROW that can access them, if ever needed? Mark said the council could vacate the ROW on the Filley property but keep the ROW to north. The question is will there

ever be any development on the lands to north that may need access to them? The council agreed that we should not vacate the ROW if we are not going to de-annex the farmland. This keeps the option open for future development if it occurs. There is no motion required unless there is a petition filed by the landowners to vacate the ROW. Engel asked if we could let Filleys close off the road section on their land if we are not going to maintain it. Mark said yes, we can if we choose to. We do need to do a utility easement with her. Engel will contact Heidi about the easement and let Mark know. He will create the easement.

New Business:

1. National Night Out Council member Kibler signed up the city for the National Night Out to be held this August 2nd. This event is for council members to meet city residents and get acquainted with constituents. The city has service root beer floats in the past. Advertising and posters need to be put up. Council member Kibler will do the posters that are supplied by the National Night Out group. Mayor Bartsch will contact the ambulance service for their participation also.

Mayor/Council Updates:

Mayor Bartsch: Nothing this meeting.

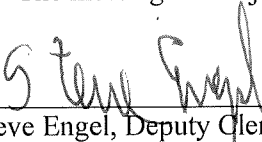
Council Member Groth: Nothing this meeting.

Council Member Bartness: Absent

Council Member Kibler: Nothing this meeting.

Council Member Goebel: Absent

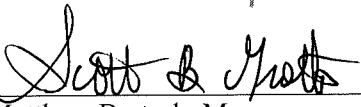
A motion was made by Council Member Groth to adjourn the Public Meeting. Mayor Bartsch advanced. Mayor Bartsch Aye, Council member Groth, Aye, Council member Kibler Aye.
The meeting was adjourned at 9:40 pm.



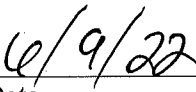
Steve Engel, Deputy Clerk/Treasurer



Date



Matthew Bartsch, Mayor



Date

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