

City of Ellendale
January 27, 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. 2021 Cash Flow Statement
3. January 13, 2022, Council Meeting Minutes
4. Resolution 2022-4 Resolution Allowing Wire/Automated Bank Payments
5. Resolution 2022-5 Accepting Park Donations

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.

7:50 Reports:

1. Fire Department
 - Fire Building contractor decision
2. Maintenance
 - Lagoon Road vs Commercial Street
 - County requirements for GIS Dept.
3. Ellendale Parks and Trail Committee (EPTC)
 - Bean bag set is ordered (*quotes included*) Equipment budget costs \$6,082.60. Tree removal budget costs \$2,850.00. Total costs \$8,932.60.
4. Codification Committee
 - Properties in Review
 - 109 6th Avenue East; 199 8th Avenue East; 306 4th Avenue West; 408 7th Avenue West (letter sent requesting a plan by February 1st, 2022) no response as of this meeting.
 - Notice of Violation
 -
 - Warning Administrative Citation
 - 117 5th Avenue East (Council Member Kibler to follow up)
 - Administrative Citation
 - 409 5th Avenue West (January 10th due date) New citation letter sent
 - 518 Radel Court (December 19th due date). New citation letter sent
5. Clerk

- Wall Cabinet Showcase in Community Hall
Builder would like to take it down to install at Somerset township hall. Is the council ok with this. It was built for the 4H group who met in the hall, to put their items in it.
- Lawn Pro agreement for 2022
Prepay discount still applies. Total cost for same services of \$1,454.56 for 2022. This covers all lots except Crown Ridge Park, with 3 applications each Same price as 2021.

8:30 Unfinished Business

1. Fire Department Ladder Truck
 - Additional information from Duane Goebel
2. Purchase Order Process
 - Table until Kim is back.

Event Permit Process

- Council Review
3. Community Center
 - Council Member Groth to check with another inspection source
 6. 520 6th Modular home sale and Garage moving.
 - Council decision on keeping garage & moving.
 - Mobile home sale update. Matt Durand checking on this.
 - Rental decision- do not renew rental. Is this final?
 7. Attorney Review Date-Notification
 - Council member Groth to arrange meeting with attorney and city staff

8:50 New Business

1. Overhead Door Ambulance Door Lift. *North side garage door motor is shot. Two choices of motor replacements available on quote from Overhead Door Company-Albert Lea. (Recommend going with Heavy-Duty Residential motor. Door is not used a lot to warrant Commercial grade).*

9:00 Mayor/Council Updates

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

9:15 Adjournment

**MINUTES OF ELLENDALE
MEETING
THURSDAY, JANUARY 27, 2022
7:30 PM**

Present: Mayor Matthew Bartsch; Council Members; Duane Goebel, Scott Groth, Derek Bartness and Stephanie Kibler

Visitors: Star Eagle Reporter Jessica Lutgens; City resident Steve Hackett; Fire Hall committee members Jackie Froman and Fire Chief Logan Busho; City Utilities & Maintenance Supervisor, Josh Otto.

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

Agenda: No additions to the agenda. A motion was made to approve the Agenda by Council Member Kibler. Council Member Goebel advanced. Motion carried, all in favor.

Consent Agenda Items: A motion was made by Council Member Bartness to approve the Consent Agenda Items as printed, which included Accounts Payable/Claims in the amount of \$6,314.02 and the January 13, 2022, Council Meeting Minutes. Council Member Groth advanced. Motion carried, all in favor.

Public Input: Steve Hackett was present on behalf of the Whispering Oaks Place, to seek approval from the City Council, to use the Community Hall as a safe haven in case of an emergency at the Oaks Place and the residents had to be evacuated Motion by Council Member Kibler to allow Whispering Oaks Place to use the Community Hall in case of an emergency for residents. Council Member Bartness advanced. Motion carried, all in favor.

Reports:

1. Fire Department:

- Mayor Bartsch recused himself from the discussion of the contractors. Committee member Jackie Froman passed out an acknowledgement letter from APX Construction Group, regarding their commitment to work through the USDA on the fire building project. Nothing was received from J K Routh Contracting by this meeting time. A motion was made to hire APX Construction Group for the fire hall project by Council Member Goebel. Council Member Kibler advanced the motion. Roll call vote was taken Council Member votes: Bartness Aye, Groth Aye, Goebel Aye, Kibler Aye. Mayor Bartsch abstained from vote; 4 Ayes, 0 Nays. 1 Abstained. Motion passed.

2. Maintenance

- Lagoon Road vs Commercial Street. Engel has contacted Steele County GIS Department for input on new road name and 911 addressing set up. The City needs to set up the block/location addresses for each property needing an address. We also need to set up easements with Pipeline foods/Compeer Financial to use the road crossing their property if one does not exist. Once this is done Steele County GIS can set up the road and addresses on their maps and get the 911 information set up.
- Seasonal Maintenance – Josh Otto stated that Jordon Rosacker is doing a great job with snow removal.

3. Ellendale Parks and Trail Committee (EPTC)

- Per Josh Otto, we will need more mulch for the park areas this summer. The price will be double of what it was the last time we purchased some. Cost is expected to be about \$3,200.00. Engel checked last purchase was \$1,686.00 in 2019 for the city park only.
- Received quote for basketball court& baskets.- \$16,000.

4. Codification Committee

- Properties in Review
 - 109 6th Avenue East; 199 8th Avenue East; 306 4th Avenue West; 408 7th Avenue West (letter sent requesting a plan by February 1st, 2022) no response as of this meeting.
 - Notice of Violation Nothing discussed.
 - Warning Administrative Citation
 - 117 5th Avenue East (Council Member Kibler to follow up)
 - Administrative Citation
 - 409 5th Avenue West (January 10th due date) New citation letter sent
 - 518 Radel Court (December 19th due date). New citation letter sent

5. Clerk

- Wall Cabinet Showcase in Community Hall Cabinet builder would like to take it down to install at Somerset Township Hall, to put the 4H items in it. This was built by and for the 4H group that met in the community hall at that time. Per the Council, this is ok if it is the small case on the south wall in the entry way. Per Engel, this is the case on the south wall by the Historical Society office.
- Lawn Pro agreement. Per Engel, Lawn Pro will honor 2021 pricing for 2022. \$1,454.56. A motion by Council Member Goebel to approve the Lawn Pro agreement for 2022. Council Member Kibler advanced the motion, Motion carried, all in favor.

Unfinished Business:

1. Fire Department Ladder Truck: Logan Busho asked Owatonna & Waseca fire departments, who they use for their inspections. Council Member Goebel checked with Emergency Ap. and one other company regarding new rims and tires. He was quoted \$7,000.00 due to the split rims. The council would like to table this one more time to get more information.
 - Pumper gauges. Per Logan, 3 gauges went bad on the pumper. The truck will have to be taken to Fergus Falls for repair/replacement of the gauges. The cost is \$8,400.00. He will get another quote before deciding where to take it.
2. Purchase Order Process: Table until Kim is back.
3. Event Permit Process: Table until Kim is back.
4. Community Center
 - Council Member Groth to check with another inspection source. Council Member Groth contacted ISG Engineering. They will call the Clerk's office to set up a time to inspect the hall. Josh Otto added that he obtained a quote last summer to paint & restore the entire outside building for \$50,000.00. he will talk to Engel to get the quote and discuss at the next meeting.
5. 520 6th Street Modular home sale and Garage moving.
 - Council decision on keeping garage & moving. Josh Otto to get quote on concrete.
 - Mobile Home Sale. No update on home sale from Matt Durand.
 - Rental decision. do not renew rental. Is this final? The council agreed to extend the rental to tenant who has been living with current tenant. The council agreed to extend the agreement through April 30, 2022. Motion by Council Member Kibler to approve rental agreement with ne tenant through April 30m, 2022. Council Member Bartness advanced the motion, Motion carried, all in favor.

6. Attorney Review Date-Notification.

- Council Member Groth to arrange meeting with attorney and city staff. He will again set up a date for he and Mayor Bartsch to meet with the city attorney.

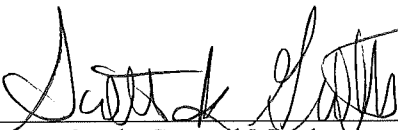
New Business:

1. Overhead Door Ambulance Door Lift. Josh Otto had Overhead Door of Albert Lea look at the north ambulance garage door. It was reported by Jerry Ibberson, the opener is not working. Overhead Door determined the motor was shot. A quote of \$710.00 for a residential motor or \$1,370.00 for a heavy-duty commercial motor was given. A motion by Council Member Kibler to purchase the residential opener for \$710.00 plus unknown electrical work was made. Council Member Goebel advanced the motion, Motion carried, all in favor.

Mayor/Council Updates.

- Mayor Bartsch thanked everyone for coming to the open house. Thanks to Matt Durand and Darrin Stadheim for addressing issues and presenting to the public.
- Council Member Groth: Discussed getting video equipment for meetings.
- Council Member Bartness: Commented there is a streetlight out by Pipeline Foods.
- Council Member Kibler: Commented about getting video equipment for council meetings.
- Council Member Goebel: Nothing at this time.


A motion was made by Council Member Kibler to adjourn the Council Meeting at 9:04 pm. Council Member Goebel advanced. Motion carried, all in favor. Meeting adjourned.



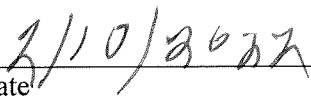
Scott Groth, Council Member
(Minutes taken)



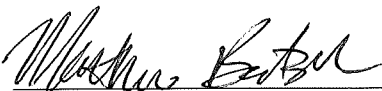
Date



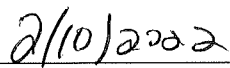
Steve Engel, Deputy Clerk/Treasurer
(Minutes transcribed)



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.