

City of Ellendale
April 11th, 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
 - March 14th, 2024: Council Meeting Minutes
 - April 4th, 2024: Special Meeting Minutes
3. 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
 - Lindell Engineering, Inc quote
 - Lease Purchase Agreement from NCL to Rebuild Tanker Truck – *discuss downpayment*
 - Transfer 12 Month CD @ 4% to 9 Month CD @ 4.75%
 - Expenses
 - Freightliner Fly Wheel Repair – *quote to be presented*
2. Maintenance
 - Community Center Replacement of Motor on A/C Unit – *Jensen Heating to submit a quote*
 - Diesel Fuel Tank for City – *discussion*
 - Expenses
 - \$30,500.00 NCL Government Capital for Snowplow – *needs approval*
3. Community Gathering Place Mural Project Committee
 - Update
4. Steele Heights
 - Update
5. Codification
 - City Resident Concerns
 - Unmoved grass at lots in Country View Estate
 - Attorney

- 409 5th Avenue West
 - The signed stipulation letter has yet to be received from the property owner; deadline for abatement is May 1st
- 109 6th Avenue East; 408 7th Avenue West; 199 8th Avenue East
 - Update

6. Clerk

- Ellendale Days Rental for Portable Restrooms: \$420.00 from EZ Rental for two handicap and one regular – *needs approval*

8:15 Unfinished Business

1. Community Center

- Council Member Groth to present paint samples for the interior of the Community Center large room remodel

2. County EMS Tabletop Meeting

- April 13th at 9:00 am to 1:00 pm at the Community Center

3. Spring Clean-Up

- Thompson Sanitation cannot bring in dumpsters until June – *discussion*

8:30 New Business

1. 2024-13 Resolution Accepting a Donation of Money from the Ellendale Joint Ambulance Service for a Clothing Stipend for Emergency Responders for Third Quarter 2023
2. 2024-14 Resolution Accepting a Donation of Money from the Ellendale Joint Ambulance Service for a Clothing Stipend for Emergency Responders for First Quarter 2024

8:40 Mayor/Council Updates

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

9:00 Adjournment

**MINUTES OF ELLENDALE
CITY COUNCIL MEETING
THURSDAY, APRIL 11TH, 2024
7:00 PM**

Present: Mayor Matthew Bartsch; Council Members Jon Asplund, Derek Bartness, Jackie Froman and Scott Groth; Deputy Clerk/Treasurer Steve Engel; Fire Chief Logan Busho.

Absent: Clerk/Treasurer Kim Zimprich, Utilities and Maintenance Supervisor Josh Otto

Visitors: Kay Fate-Steele County E-Times reporter

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

Agenda: Engel added Resolution 2024-13 and 2024-14 to new business. A motion was made to approve the Agenda by Council Member Groth. 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 \$26,961.53 March 14th, 2024: Council Meeting Minutes, April 4th, 2024: Special Meeting Minutes and Financials. Council Member Groth advanced. Motion carried, all in favor.

Public Input:

Reports

1. **Fire Department**

- **Fire Hall Committee:** Logan explained the detailed drawings for mechanical, electrical & plumbing (MEP), are needed for the USDA documentation to be approved by the USDA State architectural engineer before submitting all documentation to the federal office. APX engineer Mitch Rohlfing did not expect these to be needed until later. APX cannot do detailed drawings. A motion was made by Council Member Groth to approve the Lindell Engineering, Inc quote submitted by APX in the amount of \$9,500.00. Council Member Asplund advanced. Motion carried, all in favor. The pre-construction contract between the city and APX was discussed. It should be changed to the City vs the Fire Department. Mitch will send his comments to Mark Rahrick's notes back to Engel. We can review them at the next meeting. Mayor Bartsch asked for clarification on what the 10% for Cost of Work was for in section 2.2 Budge Estimate. Jackie will talk with Mitch for clarification.
- **Fire contracts and the Fire Equipment Expenditure funds:** All townships are in agreement to move the fire equipment funds in their possession to the City Fire Department Fire Equipment fund. The funds should be transferred by the end of 2024 as some are in 9 and 12 month CDs that will not mature until later in 2024. Engel is to send invoices to the townships with the expected balances from each township.
- **Lease Purchase Agreement from NCL to Rebuild Tanker Truck:** This was tabled to wait for the township money to arrive. When the money is received, the Council will discuss what an appropriate down payment will be for the Lease Purchase. The approved amount was \$70,000, at an earlier council meeting. Engel was directed to send invoices to the townships for the tanker truck down payments that were explained to the township boards earlier. He will also send a more detailed invoice and necessary documentation to Lemond Township for their truck fund CD balances. Engel talked with Brian Resler, who stated Lemond township would cash in all CDs at the end of their maturity dates and send the balances to the city, sometime in December. This was the same case with Summit township, per Wayne Dobberstein.
- **Transfer 12 Month CD to 9 Month CD:** A motion was made by Council Member Groth to transfer the Fire Department Equipment CD from a 12 Month CD at 4% to a 9 Month Business CD at 4.5%. Council Member Asplund advanced. Motion carried, all in favor.

- Expenses:
 - Freightliner Fly Wheel Repair: Quote to be presented. Fire Chief Logan Busho stated the flywheel repair along with several leaks will be about \$5,000.00. There may be more work needed that will not be known until they get the transmission pulled back and into the flywheel housing. A motion to approve up to \$10,000 in repairs was made by Council Member Groth. Council Member Bartness advanced. Motion carried, all in favor.
 - Toolboxes Fire Chief Busho asked for the approval to purchase two aluminum toolboxes for the rescue truck. With the addition of new equipment such as the grain bin rescue kit, more storage is needed. The cost for two boxes is estimated to be up to \$3,000. A motion to purchase two boxes at a cost up to \$3,000 was made by Council Member Bartness. Motion advanced by Council Member Asplund. Motion carried, all in favor.
 - Fire Department Executive Board: Per Fire Chief Busho, The fire department executive board was selected by the fire department for 2024. Fire Chief Logan Busho; Assistant Fire Chief, Pat Kruger; Lieutenant Engineer, Frank Altrichter; Lieutenant, Travis Ladwig; Captain of Training, Nolan McGowan; Captain of Safety, Derek Strohschein; Lieutenant EMR, Allison Muilenburg; Secretary, Tyler McGowan. Motion by Mayor Bartsch to accept the chosen personnel to the positions elected by the fire department. Motion advanced by Council member Asplund. Motion carried, all in favor.

2. Maintenance

- Community Center Replacement of Motor on A/C Unit: A quote has yet to be submitted from Jensen Heating.
- Diesel Fuel Tank for City: Mayor Bartsch asked what the total cost would be to install the fuel barrel. Engel stated the electrical installation estimate is \$1,100.00 A 1,000-gallon fuel barrel with a 20 g.p.m. pump was \$3,300. 30 Ag. LLC gave the city the tank spill containment housing, saving about \$900.00. The cost is estimated at \$4,400. The FRA Gambling board agreed to donating \$2,000 towards the project. The remaining balance is not budgeted for. We also will need to set up an account with the MN Auditor's office to submit monthly fuel reports. The savings would be state and federal taxes of 27.5 cents and 24 cents respectively, for a total of 51.5 cents per gallon. Mayor Bartsch asked what amount of fuel is used and if the cost of the fuel barrel installation is justified. Engel will try to obtain fuel reports from the city fuel accounts at Casey's to determine the annual tax paid. It was agreed to table any further discussions until August.
- Snowplow truck The council decided to place the old snowplow truck on the MNBID site. This should meet statutes requiring public equipment to be advertised for sale, or to take sealed bids. Engel will work with Josh on getting the truck information posted.
- Expenses
 - Lease Purchase Payment to NCL for Snowplow: A motion was made by Council Member Bartness to approve the \$30,000.00 down payment and \$500.00 one-time documentation and processing fee, total amount of \$30,500.00 to NCL Government Capital for the lease purchase on the snowplow. Council Member Froman advanced. Motion carried, all in favor.
 - Lessee Resolution NCL asked for their resolution to approve the acquisition of the snowplow equipment and authorizing Deputy Clerk/Treasurer Engel to be authorized to sign the lease purchase agreement on behalf of the City of Ellendale. Motion to approve the Lessee Resolution was made by Council Member Groth. Motion advanced by Council Member Bartness. Motion carried, all in favor.

3. Community Gathering Place Mural Project Committee

- Engel checked with Steele County Building Inspector Dan Murphy, regarding any necessary permits. Dan stated the sign needed to meet the 90 mph wind load specifications. He advised the city to contact a structural engineer to determine the needed framing and ground support needed. Engel will contact Jones,

Haugh & Smith to see if they are a structural engineering firm and about surveying of the city lot to locate the property lines. The other firm that may look at it is Zenk Engineering in Albert Lea. Council member Froman will also try to find a structural engineering firm to talk to.

4. Steele Heights

- Engel submitted the application packet for additional funding from the MN Workforce Housing Agency on April 9th. A response from the agency is expected sometime in June.
- The MN DEED Redevelopment project manager will be visiting the building site with Engel, to review the records, in June.

5. Codification

- City Resident Concerns
 - Un-Mowed Grass at Lots in Country View: A motion was made by Council Member Bartness to approve sending a Notice of Violation and Warning Administrative Citation to the property owner of the lots that need to be mowed in Country View. Council Member Asplund advanced. Motion carried, all in favor. Engel will send the notice.
- Attorney
 - 409 5th Avenue West: The signed stipulation letter has yet to be received from the property owner, and the deadline for abatement is May 1st. The council agreed to wait until the deadline date and address the abatement at the May 9th meeting, if the issues have not been resolved by the property owner.
 - 109 6th Avenue East; 408 7th Avenue West; 199 8th Avenue East: Update Mayor Bartsch suggested we invite the landowners to the next council meeting on May 9th, if no response is received by May 1st. Motion to send a Notice of Violation and Warning Administrative Citation The council agreed to this action. Engel will stay in touch with City Attorney Mark Rahrack on the matter and have a letter sent to them.

6. Clerk

- Ellendale Day's Portable Restrooms: A motion was made by Council Member Asplund to approve paying \$420.00 to EZ Rental for two handicap and one regular portable restroom for Ellendale Days. Allison Muilenburg will order the restrooms. Council Member Bartness advanced. Motion carried, all in favor.

Unfinished Business:

1. Community Center:

- Council Member Groth to present paint samples for the interior of the Community Center large room remodel. The council reviewed the color pallets and gave Council Member Groth the approval to contact the Community Foundation of Ellendale board on the choices.
- Engel informed the council that the CFE board was approved for a grant from SMIF in the amount of \$3,440, to apply towards the remaining community hall remodeling share of \$6,882.

2. County EMS Tabletop Meeting: This is scheduled for April 13th from 9:00 am to 1:00 pm at the Community Center.

3. Spring Clean-Up: Thompson Sanitation cannot bring in dumpsters until June. Engel asked the council if they wanted to postpone the clean up until the fall to postpone it completely for 2024. The council agreed to look at holding it in September. They will discuss dates at a later council meeting.

New Business:

1. 2024-13 Resolution Accepting a Donation of Money from the Ellendale Joint Ambulance Service for a Clothing Stipend for Emergency Responders for Third Quarter 2023, in the amount of \$1,320.00.

2. 2024-14 Resolution Accepting a Donation of Money from the Ellendale Joint Ambulance Service for a Clothing Stipend for Emergency Responders for First Quarter 2024, in the amount of \$1,560.00.

A motion to approve Resolutions 2024-13 and 2024-14 was made by Council Member Groth. Motion was advanced by Council Member Froman. Motion carried, all in favor.

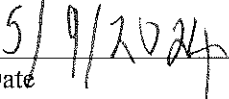
Mayor/Council Updates:

- Mayor Bartsch: Mayor Bartsch asked when and if we could get the remaining main streetlights changed to match the already updated lights. Motion by Council member Groth to get the remaining lights changed. Motion advanced by Council member Bartness. Motion carried, all in favor. Engel will contact Resler Electric to move ahead with the changes. The light updates were budgeted for and approved to be changed at the 2023 budget meetings.
- Council Member Asplund: Nothing to add.
- Council Member Bartness: Nothing to add.
- Council Member Froman: Reminded the council, National Night Out is coming and asked that it be put on the next agenda for discussion.
- Council Member Groth: Nothing to add.

A motion was made by Council Member Bartness to adjourn the Council Meeting. Council Member Froman advanced. Motion carried, all in favor. The meeting was adjourned at 8:32 pm.



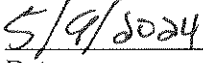
Steve Engel, Deputy Clerk/Treasurer



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.