

**September 14th, 2023**  
**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
  - August 10<sup>th</sup>, 2023: Council Meeting Minutes
3. Resolutions
  - 2023-23: Accepting a Donation of Money from Chris and Kerri Stover and Kjjirsten Severson to the Ellendale Fire Department in Memory of Their Beloved Cousin Emily Otto
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 – *documents were submitted to USDA on August 18<sup>th</sup>*
2. Maintenance
  - Siren repair on 8<sup>th</sup> Avenue East – *insurance claim submitted and claim is open*
  - Casey's lift station panel – *doing 6x6 posts instead of concrete pad and conduit*
  - Bike racks and other equipment - *to be installed*
  - Patch work on Rose Drive – *in process*
  - Two Stop Sign for 4<sup>th</sup> Street and 7<sup>th</sup> Avenue – *to be installed*
  - A/C motor in Community Center to be replaced – *Jensen Heating to repair*
  - 2023 Budget - *side by side and snowplow*
3. Ellendale Parks and Trail Committee (EPTC)
  - Update
4. Community Gathering Place Mural Project Committee
  - Update
5. Steele Suites
  - Update – *Construction Period has been extended thru May 31<sup>st</sup>, 2026*
6. Codification
  - Review

- 401 6<sup>th</sup> Avenue West: Vehicles parked on grass with expired license tabs
- School Street: Lawn and vehicle parking issues per city resident e-mail
- 4<sup>th</sup> Avenue: Trash container issue per city resident e-mail
- 304 4<sup>th</sup> Street: Vehicles parked in alley per city resident e-mail
- Notice of Violation/Warning Administrative Citation
- Administrative Citation
- Attorney
  - 409 5<sup>th</sup> Avenue West – *Need Council approval to contact company to have property cleaned up and Council Member Scott to contact company*
  - 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
    - 109 6<sup>th</sup> Avenue East, 306 4<sup>th</sup> Avenue West and 408 7<sup>th</sup> Avenue West – *Attorney requested an updated timeline from the property owner on all three properties*
    - 199 8<sup>th</sup> Avenue East – *Review October 1<sup>st</sup>*

7. Clerk

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**8:15 Unfinished Business**

1. CEDA

- Strategic Plan review – *schedule a Workshop to review*
- Storm Water Grant submitted September 8<sup>th</sup> (10% city match)
- 2023 CEDA Contract

**8:30 New Business**

1. Approve 3.15% Cost of Living Pay Raise

- Full-time and part-time city staff

2. 2024 Budget

- Discussion

3. Resolutions

- 2023-21: Consenting to Detachment of Property
- 2023-22: Approving a Security Agreement for the Deposit of Funds
- 2023-24: Approving the Proposed Tax Levy for 2024

4. Schedule TNT Public Hearing

- Thursday, December 14<sup>th</sup> at 6:30 pm

**8:45 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, SEPTEMBER 14TH, 2023  
7:00 PM**

**Present:** Mayor Matthew Bartsch; Council Members Jon Asplund, Derek Bartness, Jackie Froman and Scott Groth; City Clerk/Treasurer Kim Zimprich; Fire Chief Logan Busho

**Absent:** Deputy Clerk/Treasurer Steve Engel; Utilities and Maintenance Supervisor Josh Otto

**Visitors:** Star Eagle Reporter Jessica Lutgens; Steele County Times Reporter Kay Fate

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

**Agenda:** A motion was made to approve the 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 \$66,223.36, August 10<sup>th</sup>, 2023, Council Meeting Minutes, Resolution 2023-23: Accepting a Donation of Money from Chris and Kerri Stover and Kjirsten Severson to the Ellendale Fire Department in Memory of Their Beloved Cousin Emily Otto and Financials. Council Member Froman advanced. Motion carried, all in favor.

**Public Input:** There was no public input.

**Reports**

1. **Fire Department**

- **DNR Grant:** Fire Chief Busho informed the Council the Fire Department was awarded a \$2,500.00 matching grant through the DNR. Fire Department Secretary McGowan will meet with Clerk/Treasurer Zimprich to discuss how funds will be disbursed. The plan is to utilize these funds for an ice rescue suit, power tools and saws.
- **Waseca Hockey Horse Race and Meat Raffle:** A motion was made by Council Member Bartness to allow the Waseca Hockey Association to hold horse races and meat raffles one time a week beginning October 1<sup>st</sup>, 2023, at RJ's Bar and Grill for the purpose of gaining gambling funds for this association. Council Member Froman advanced. All in favor, motion carried.
- **Drive thru Flu Shot Clinic:** A Dive Thru Shot Clinic is scheduled at the Fire Hall on October 4<sup>th</sup> from 1:00 pm to 3:00 pm.
- **EMR Secretary:** Discussion was held regarding having a paid position for an EMR Secretary since this person is submitting paperwork on a monthly basis. Fire Chief Busho was asked to consult with the Fire Department about what the title would be and the amount of pay requested.
- **Fire Department Expenses:**
  - **Embroidered Bags:** A motion was made by Council Member Froman to approve the purchase of embroidering Ellendale Fire Department on air pack bags. Council Member Asplund advanced. All in favor, motion carried.
  - **Rip/Air Packs:** A motion was made by Council Member Groth to approve air pack repairs through MacQueen in the amount of \$5600.00. Council Member Bartness advanced. Motion carried, all in favor.

- Welder: Fire Chief Busho stated there is a crack in the big tanker and he would like to purchase a welder to fix this. Busho was directed to obtain a quote and see if a certified welder is needed to operate this piece of equipment.
  - Fire Hall Committee Update: Documents for the USDA Loan were submitted to Laurie Balata on August 18<sup>th</sup> and a follow-up e-mail was sent from the Clerk's Office on September 8<sup>th</sup>.
2. Maintenance
- Siren Repair on 8<sup>th</sup> Avenue East: The claim was submitted to the city's insurance and the claim status is currently open. A motion was made by Council Member Bartsch to approve the purchase of a replacement receiver in the amount of \$2,320.00 through Federal Signal. Council Member Froman advanced. Motion carried, all in favor. Maintenance Otto will have order this item and speak with EMS Director Jerry Ibberson about programing the receiver.
  - Casey's Lift Station Panel: The plan is to use 6x6 posts instead of concrete pad and conduit and the posts have been purchased per Clerk approval.
  - Bike Racks and Other Park Equipment: Maintenance Otto was sent the Ellendale Parks and Trails Committee map for placement of park equipment and plans to install the week of September 18<sup>th</sup>.
  - Rose Drive: The patch work on Rose Drive has been completed. Patch work has yet to be completed on the corner of Rose and Simplicity Drive.
  - Stop Signs: Two stop signs for 4<sup>th</sup> Street and 7<sup>th</sup> Avenue were purchased per Clerk approval. Maintenance has yet to install them.
  - A/C Motor in Community Center: Jensen Heating has ordered a motor and will make the repair when the product is received.
  - 2023 Budget: Discussion took place regarding having \$3,000.00 annually in the budget for leasing a side by side for Maintenance. No decision will be made until the budget is finalized. Also discussed was that the current snowplow is a 1998 and replacement for this vehicle needs to be addressed in the budget. No decision was made but will be considered before finalizing the budget in December.
3. Ellendale Parks and Trails Committee (EPTC)
- The plan is for the park items to be installed the week of September 18<sup>th</sup>.
4. Community Gathering Place Mural Project Committee
- The next meeting is scheduled for September 19<sup>th</sup> at 5:30 pm. Discussion centered around taking down the pine tree by the current mural and having the new mural placed there. The Council has asked that the committee present two options to the Council, one having the mural at the current location and the other option having the mural place where the pine tree currently is before a decision is made.
5. Steele Suites
- A motion was made by Council Member Bartness to approve the Clerk/Treasurer Zimprich to sign the Amended Deferred Loan Agreement and send the signed document to Sara Bunn for the Work Force Housing Grant. Council Member Froman advanced. Motion carried, all in favor.
  - Next, discussion centered around a letter request from Sara Bunn regarding the Work Force Housing Grant. The Council decided to hold a Special Meeting to further discuss this before a letter is drafted and signed. The Special Meeting to discuss the Work Force Housing Grant and Steele Suites is scheduled for September 28<sup>th</sup> at 7:00 pm.
6. Codification

- Review
    - 401 6<sup>th</sup> Avenue West: Pictures were presented to the Council of two vehicles parked on the grass at this property and showing one of the two vehicles having expired license tabs, which are code violations. A motion was made by Council Member Froman to approve of having Council Member Bartness place a phone call to the property owner regarding these violations and have the Clerk's Office send a Notice of Violation/Warning Administrative Citation. Council Member Bartness advanced. Motion carried, all in favor.
    - School Street: An e-mail from a city resident regarding code violations on School Street, specifically lawn and vehicle parking issues, was forwarded to the Council Members last week from the Clerk's Office. Since no pictures were present, the violations were not reviewed.
    - 4<sup>th</sup> Avenue: An e-mail from a city resident regarding a trash container code violation was forwarded to the Council Members last week from the Clerk's Office. Since no pictures were present, this violation was not reviewed.
    - 304 4<sup>th</sup> Street: An e-mail from a city resident regarding a code violation of vehicles parking in an alley was forwarded to the Council Members last week from the Clerk's Office. Since no pictures were present, this violation was not reviewed.
  - Notice of Violation/Warning Administrative Citation
    - No violations at the present time.
  - Administrative Citation
    - No citations at the present time.
  - Attorney
    - 409 5<sup>th</sup> Avenue West: A motion was made by Mayor Bartsch to approve hiring Helping Hands Junk Removal to have the property cleaned up, which includes trailers and a boat parked on the lawn. Council Member Bartness advanced. Motion carried, all in favor. Council Member Groth will contact the company for a clean-up date. Then, the Attorney Rahrnick will be notified to send a notice to the property owner. Also noted, the plan is to have a Steele County Deputy present at the clean-up date.
    - 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:
      - 109 6<sup>th</sup> Avenue East; 306 4<sup>th</sup> Avenue West; 408 7<sup>th</sup> Avenue West: Attorney Rahrnick requested an updated timeline from the property owner on all three properties.
      - 199 8<sup>th</sup> Avenue East: This property will be reviewed October 1<sup>st</sup> per plan submitted by the property owner.
7. Clerk
- Clerk/Treasurer Zimprich had nothing to present.

**Unfinished Business:**

1. CEDA
  - A Strategic Plan Workshop is scheduled for October 12<sup>th</sup> at 6:00 pm.
  - The Storm Water Grant was submitted on September 8<sup>th</sup>. This is a 10% city match grant.
  - Regarding the 2023 CEDA Contract, a motion was made by Council Member Groth to approve two additional days a month for fourth quarter with CEDA Representative Jennifer Howard to fill in while

Deputy Clerk/Treasurer Engel is on medical leave, which will be an additional approximate cost of \$4,000.00. Council Member Asplund advanced. Motion carried, all in favor.

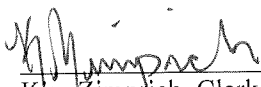
**New Business:**

1. Approve 3.15% Cost of Living Pay Raise for Full-Time and Part-Time City Staff
  - A motion was made by Council Member Groth to approve a 3.15% cost of living raise for full-time and part-time city staff. Council Member Bartness advanced. Motion carried, all in favor.
2. 2024 Budget
  - The preliminary budget was discussed, and the city is looking at a 10.28% tax increase.
  - Time to discuss the 2024 budget will be added to the November Agenda before the final budget is approved at the December Council Meeting.
3. Resolutions
  - 2023-21: Consenting to Detachment of Property: A motion was made by Council Member Groth to approve Resolution 2023-21. Council Member Bartness advanced. Motion carried, all in favor.
  - 2023-22 Approving a Security Agreement for the Deposit of Funds: A motion was made by Council Member Bartness to approve Resolution 2023-22. Council Member Froman advanced. Motion carried, all in favor.
  - 2023-24: Approving the Proposed Tax Levy for 2024: A motion was made by Council Member Groth to approve Resolution 2023-24. Council Member Bartness advanced. Motion carried, all in favor.
4. Schedule TNT Public Hearing
  - This is scheduled for Thursday, December 14<sup>th</sup> at 6:30 pm.

**Mayor/Council Updates:**

1. Mayor Bartsch: He thanked the committees for their hard work.
2. Council Member Asplund: He stated being pleased with the patch work completed on Rose Drive.
3. Council Member Bartness: He had nothing to present.
4. Council Member Froman: She had nothing to present.
5. Council Member Groth: He complimented Council Member Bartness for his comment on Facebook regarding the cancellation of the Fall Festival.

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 8:28 pm.

  
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Kim Zimplich, Clerk/Treasurer

10/12/2023  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Matthew Bartsch, Mayor

10/12/2023  
\_\_\_\_\_  
Date

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