

October 12th, 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
 - September 14th, 2023: Public Hearing and Council Meeting Minutes
 - September 28th, 2023: Special Meeting Minutes
3. Resolutions
 - 2023-25: Designating Annual Polling Place for the City of Ellendale, MN
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.

1. Public Health Mandy
 - Opioid settlement information

7:20 Report

1. Community Gathering Place Mural Project Committee
 - Location of mural and removal of tree – *Jo Lerberg and Ed Reiss*
 - Use of Community Center for painting mural – *Chandler needs his own liability insurance coverage*
2. Ellendale Fire Relief Association
 - Rick Johnson
3. Fire Department
 - Fire Hall Committee – *CEDA Jennifer Howard working on USDA documents that were requested*
4. Maintenance
 - Siren repair on 8th Avenue East – *claim processed, and receiver ordered*
 - Bike racks and other equipment - *to be installed*
 - Patch work on Rose Drive – *in process*
 - Two Stop Sign for 4th Street and 7th Avenue – *to be installed*
 - A/C motor in Community Center to be replaced – *Jensen Heating to repair*
 - City side by side – *discussion*
 - 25 water meters to be ordered for \$5,000 – *need approval*
 - 409 5th Avenue West – *where to store two trailers and boat on trailer when property is cleaned up?*

5. Ellendale Parks and Trail Committee (EPTC)
 - Update
6. Steele Heights
 - Update
7. Codification
 - Review
 - Notice of Violation/Warning Administrative Citation
 - 401 6th Avenue West; (92.19,B,3,b) - Vehicles parked on grass and (92.20,A) - expired license tab and out of state license plate – Violations have been abated and follow-up letter sent
 - Administrative Citation
 - Attorney
 - 409 5th Avenue West – Helping Hands Junk Removal scheduled for October 30th at 9:00 am
 - 109 6th Avenue East; 199 8th Avenue East; 306 4th Avenue West; 408 7th Avenue West
 - o 109 6th Avenue East, 306 4th Avenue West and 408 7th Avenue West – Attorney requested an updated timeline from the property owner on all three properties
 - o 199 8th Avenue East – Review October 1st
8. Clerk
 - Delinquent Utility Certification and Shut-Off Notice

8:30 Unfinished Business

1. CEDA
 - Storm Water Grant submitted September 8th (10% city match)
 - Jennifer Howard will be working one day a week for 4th quarter
2. TNT Public Hearing
 - Thursday, December 14th @ 6:30 pm

8:40 New Business

1. Insurance Waiver for P-C Liability Limits
 - Need approval to not waive the monetary limits on municipal tort liability established by Minn. Stat. 466.04

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, OCTOBER 12TH, 2023
7:00 PM**

Present: Mayor Matthew Bartsch; Council Members Jon Asplund, Jackie Froman and Scott Groth; City Clerk/Treasurer Kim Zimprich; Fire Chief Logan Busho; Utilities and Maintenance Supervisor Josh Otto

Absent: Council Member Derek Bartness; Deputy Clerk/Treasurer Steve Engel

Visitors: Community Gathering Place Mural Project Jo Lerberg and Ed Reiss; Fire Relief Association Rick Johnson

Call Meeting to Order: Meeting was called to order at 7:02 pm by Mayor Matthew Bartsch. The Pledge of Allegiance was recited.

Agenda: A Fire Department claim from Com-Tec in the amount of \$1,645.39 was added to the Consent Agenda Items. A motion was made to approve the Amended Agenda by Council Member Groth. Council Member Asplund advanced. Motion carried, all in favor.

Consent Agenda Items: A motion was made by Council Member Groth to approve the Consent Agenda Items, which included Accounts Payable/Claims in the amount of \$28,620.79, September 14th, 2023; Public Hearing and Council Meeting Minutes, September 28th, 2023; Special Meeting Minutes, Resolution 2023-25: Designating Annual Polling Place for the City of Ellendale, MN, and Financials. Council Member Froman advanced. Motion carried, all in favor.

Public Input:

1. Public Health Mandy

- Mandy from Steele County Public Health presented information on funding the county received from an opioid settlement. The Council was given this information to be passed onto the Fire Department and Joint Ambulance.

Reports

1. Community Gathering Place Mural Project Committee

- Location of mural and removal of tree: Community Gathering Place Mural Project Committee Jo Lerberg and Ed Reiss were present stating the new mural will be 12 feet by 20 feet, three to four feet off the ground and supported by five poles with backings. They presented requests for Council approval to remove the current evergreen tree in the Community Garden on the corner of 2nd and 5th Avenue to provide room for the mural, and approval to have the mural placed diagonally on the south side of that lot. Council concerns arose, such as who is responsible for the approximate \$400.00 cost of the tree removal, will the location create a snow drift in the winter or a blind spot when turning out of the alleyway, or will this location be a distraction for motorists on Highway 30 going west. This task was tabled to give the Council time to evaluate the location before making a decision on removing the tree and placing the mural where it was requested by the committee.
- Use of Community Center for painting mural: Clerk/Treasurer Zimprich stated she spoke with the city's insurance agent who reported that Chandler, the artist of the mural, will need his own liability insurance coverage if the Council approves him painting the mural in the Community Center. No decision was made, and this task was tabled.

2. Ellendale Fire Relief Association

- Rick Johnson: A motion was made by Council Member Groth to approve increasing the Fire Relief retirement from \$500.00 to \$1,000.00, per years of service annually. Council Member Asplund advanced. Motion carried, all in favor.

Rick asked if he could speak to the city attorney regarding bylaws for the Fire Relief Association. Clerk/Treasurer Zimprich gave him Attorney Rahrnick's contact number, since the Fire Relief is a separate entity from the city.

3. Fire Department

- Fire Hall Committee: CEDA Jennifer Howard is working on USDA documents that were requested with Council Member Froman. It will not be known until March 2024 if the city will receive funding from the USDA.
- Expenses:
 - o A motion was made by Council Member Froman to approve making another position for the Fire Department Executive Board, which is Head of EMR, and paying Alison Muilenburg, who has been taking on the tasks of this position, \$500.00 annually. Council Member Asplund advanced. Motion carried; Council Member Groth abstained from voting due to a conflict of interest. This position will be an elected position starting in 2024.
 - o A motion was made by Council Member Asplund to approve the purchase of a welder from Huber Supply, up to \$11,000.00. Council Member Froman advanced. Motion carried, all in favor.

4. Maintenance

- Siren Repair on 8th Avenue East: The insurance claim has been processed and payment received. The receiver has been ordered.
- Bike Racks and Other Park Equipment: Maintenance Otto and Schultz installed park equipment. They have yet to install dog waste bags and one garbage can. The sign for the Community Garden will not be installed until decisions are made on the location of the mural.
- Rose Drive: Patch work has yet to be completed on the corner of Rose and Simplicity Drive. Another area to be finished is 3rd Avenue. Maintenance Otto plans on completing this before the end of the year.
- Stop Signs: Two stop signs for 4th Street and 7th Avenue were installed by maintenance.
- A/C Motor in Community Center: Jensen Heating has ordered a motor and will make the repair when the product is received.
- City side by side: A motion was made by Council Member Froman to approve the rental of a John Deere Gator, full cab, heat, a/c, and wench, for 2024 in the amount of \$3,000.00 annually. Council Member Asplund advanced. Motion carried, all in favor.
- Purchase 25 water meters from Ferguson, up to \$5,000.00: A motion was made by Mayor Bartsch to approve the purchase of 25 water meters from Ferguson, up to \$5,000.00. Council Member Asplund advanced. Motion carried, all in favor. Council Member Groth made an amended motion to include \$650.00 for a curb box wrench to shut off and turn on water; a total purchase of up to \$5,650.00. Mayor Bartsch advanced. Motion carried, all in favor.
- 409 5th Avenue West: Regarding clean-up at this property, it was asked where the two trailers and boat on a trailer can be stored. Maintenance Otto stated he will contact the owner of a lot on the east side of Highway 30 to see if he will rent a space for the city to store the items.
- City Trucks: The main city truck had the fuel pump repaired this week at Severson's and may be covered under warranty. The snowplow truck is at Metal Services for a latch repair on the tailgate.
- Empire Pipe: Empire Pipe plans to be in next week to televise the north side of Highway 30.
- Lift Station Panel: This product is to be in by the end of October.

5. Ellendale Parks and Trails Committee (EPTC)

- The committee plans to meet November 14th to review the park equipment installed.

6. Steele Suites
 - No update since the Special Meeting on September 28th.
7. Codification
 - Review
 - 401 6th Avenue West: These violations at this property have been abated and a follow-up letter was sent from the city to the property owner.
 - Notice of Violation/Warning Administrative Citation
 - No violations at the present time.
 - Administrative Citation
 - No citations at the present time.
 - Attorney
 - 409 5th Avenue West: The clean-up date at this property is scheduled for October 30th at 9:00 am.
 - 109 6th Avenue East; 199 8th Avenue East; 306 4th Avenue West; 408 7th Avenue West:
 - 109 6th Avenue East; 306 4th Avenue West; 408 7th Avenue West: Attorney Rahrick requested an updated timeline from the property owner on all three properties. A motion was made by Mayor Bartsch to abate the violations at 306 4th Avenue West. Council Member Groth advanced. Motion carried, all in favor.
 - 199 8th Avenue East: The October 1st deadline has expired and Attorney Rahrick will request an updated timeline from the property owner on this property.
8. Clerk
 - Delinquent Utility Certification and Shut-Off Notice: Clerk/Treasurer Zimprich notified the Council that these letters were sent on October 6th and payments must be made by November 6th to avoid certification of delinquent utilities on property taxes. She also noted a Shut-Off Notice was sent with the delinquent letters stating water shut-off will begin in April of 2024. The Delinquent Utilities spreadsheet and Shut-Off Notice were included in the Council Packet for reference.
 - 2024 Budget: Clerk/Treasurer Zimprich notified the Council that the budget formula for 2024 was incorrect. Instead of a preliminary 10.28% increase, it is an 11.14% increase. Clerk/Treasurer Zimprich and Mayor Bartsch plan to meet on October 23rd at 11:00 am to review the budget, to be presented at the next Council Meeting.

Unfinished Business:

1. CEDA
 - There was miscommunication regarding submitting the Storm Water Grant on September 8th, 2023. The Council approved submission last year, however, did not make a motion to approve submission this year. Therefore, a motion was made by Mayor Bartsch to approve the submission of the Storm Water Grant, with a 10% city match. Council Member Froman advanced. Motion carried, all in favor.
 - CEDA Representative Jennifer Howard began working once a week for the fourth quarter.
2. TNT Public Hearing
 - This is scheduled for December 14th at 6:30 pm.

New Business:

1. Insurance Waiver for P-C Liability Limits

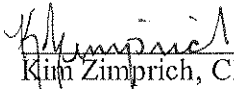
- A motion was made by Council Member Groth to approve the Insurance Waiver for P-C Liability Limits. Council Member Froman advanced. Motion carried, all in favor.

Mayor/Council Updates:

1. Mayor Bartsch: He had nothing to present.
2. Council Member Asplund: He had nothing to present.
3. Council Member Bartness: He was absent.
4. Council Member Froman: She had nothing to present.
5. Council Member Groth: He asked if the park portable restroom was picked up yet. Clerk/Treasurer Zimprich will call Rent N' Save to request a pickup date.

He next asked about opening a CD at the bank. Clerk/Treasurer Zimprich will investigate this and bring the information to the next Council Meeting.

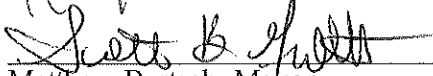
A motion was made by Council Member Asplund to adjourn the Council Meeting. Council Member Froman advanced. Motion carried, all in favor. The meeting was adjourned at 9:25 pm.



 Kim Zimprich, Clerk/Treasurer

11-9-2023


 Date



 Matthew Bartsch, Mayor

11/9/23

 Date

Scott Groth, Acting Mayor 

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