

City of Ellendale
October 13th, 2022
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 8th, 2022: Council Meeting Minutes
 - September 15th, 2022: Public Hearing for Combining Properties, Tax Abatement and Special Council Meeting Minutes
 - Resolution 2022-29: Accepting A Resignation And Declaring A Vacancy
3. Financials

7:10 Oath of Office

1. Resolution 2022-30: Appointing A Person to Fill A Vacancy
2. Jon Asplund

7:15 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.

7:20 Reports:

1. Emergency Management
 - Emergency Management training requirements – *Jerry Ibberson*
2. Fire Department
 - Bids received
3. Maintenance
 - Pole and electrical box by Café use for Ellendale Days – *Deputy Clerk/Treasurer Engel*
 - Down spout on east side of the Fire Hall repaired
4. Ellendale Parks and Trail Committee (EPTC)
5. Steele Suites
 - Revised Grant Agreement from MN Housing to be signed by Mayor and Clerk/Treasurer
6. Codification
 - Review
 - Codification Compliance forms filed - *tabled at last meeting*

- 205 5th Ave W – Unlicensed Vehicles
- Notice of Violation/Warning Administrative Citation
 - 601 School Street
 - o 92.18(V) – Violation abated
 - 609 School Street
 - o 92.18(V) – Mayor Bartsch and Council Member Groth to follow up
 - 117 5th Avenue East
 - o 92.18(V) – violation abated
- Administrative Citation
- Attorney Letters Sent
 - 409 5th Avenue West – Would the Council like to proceed with legal action?
 - 518 Radel Court – Attorney to make follow up contact with property owner to license Jeep in driveway and remove Thunderbird in back of property
 - 109 6th Avenue East; 199 8th Avenue East; 306 4th Avenue West; 408 7th Avenue West – Attorney to send letters

7. Clerk

- Website and Facebook posts
- Approval for Banyon purchase of delinquent utilities module (\$595)
- Delinquent Utilities, Fire Department Invoices and Codification Administrative Citations – *letters to be sent and Resolutions to be presented at next Council Meeting*
- Clerk/Treasurer and Utilities and Maintenance Supervisor Job Description edits for approval to match City Organizational Chart

8:00 Unfinished Business

1. Lagoon Road

- Attorney working with Steele County to have the road surveyed for a right-of-way easement to be developed, then create a Lagoon Road Ordinance

2. Community Center

- Advanced Masonry Restoration (AMR) plans to complete work in October

3. Clerk's Office and Pump House

- Pump House demolition completed
- Landscape completed
- New A/C unit installed

4. Noise Ordinance Enforced Signs on Highway 30

- Deputy Clerk/Treasurer sent an e-mail to MN DOT

5. ECAG Electric Sign Easement and Agreement with the City

- Easement has been signed and filed
- Attorney Rahrlick to draft the agreement for Council to review

6. 103 4th Avenue West

- Deputy Clerk/Treasurer Engel to file a claim with LMC for sewer back up

7. CEDA Strategic Planning and Contract

- To be reviewed at next Council Meeting

8. TNT Meeting

- Scheduled for December 8th at 6:30 pm

8:15 New Business

1. Resolutions

- 2022-1-02: Ellendale City Appointments (updated discussion and approval)

2. Minnesota Energy Easement

- Would the Council agree to an Easement?
- If yes, should there be a compensation for administrative time?

3. Dog License Ordinance – *Attorney to draft*

4. Snow Emergency Ordinance – *Attorney to draft*

5. Council Pay Ordinance – *Attorney to draft*

6. Insurance waiver for P-C Liability Limits – *needs approval*

7. Board of Appeal and Equalization Training

- Another Council Member needs to be trained

8:45 Mayor/Council Updates

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

9:00 Adjournment

**MINUTES OF ELLENDALE
CITY COUNCIL MEETING
THURSDAY, OCTOBER 13TH, 2022
7:00 PM**

Present: Mayor Matthew Bartsch; Council Members Jon Asplund; Derek Bartness and Jackie Froman; Clerk/Treasurer Kim Zimprich; Deputy Clerk/Treasurer Steve Engel; Maintenance Josh Otto; Fire Chief Logan Busho; CEDA Robert Harris; Emergency Management Director Jerry Ibberson; Steele County Sheriff Lon Theile

Absent: Council Member Scott Groth

Visitors: City Resident Sue Asplund; City Resident Afolavi Aroworade; NRHEG Star Eagle Reporter Jessica Lutgens

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

Agenda: Additions to the Agenda included adding CEDA Robert Harris under Reports to discuss the MPCA Small Cities Storm Water Grant. A motion was made to approve the Amended Agenda by Council Member Bartness. Council Member Froman 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 \$91,257.46, September 8th, 2022; Council Meeting Minutes, September 15th, 2022; Public Hearing for Combining Properties, Tax Abatement and Special Council Meeting Minutes, Resolution 2022-29: Accepting a Resignation and Declaring a Vacancy and Financials. Council Member Froman advanced. Motion carried, all in favor.

Oath of Office:

1. Resolution 2022-30: Appointing A Person to Fill A Vacancy: A motion was made by Council Member Bartness to approve Resolution 2022-30. Mayor Bartsch advanced. Motion carried, all in favor.
2. Jon Asplund: Jon Asplund was given the Oath of Office and welcomed to the Council.

Public Input:

1. Steele County Sheriff Lon Theile: Sheriff Theile stated he stopped by to check in. The Council did not have anything for him, however, thanked him for his service.
2. 504 8th Avenue West: Afolavi Aroworade spoke to the Council about his water softener leaking while he was away for two months and asked the Council if they would be willing to forgive a portion of his bill. The total amount of his utility bill was \$1222.74. A motion was made by Mayor Bartsch to adjust the utility bill to a current balance of \$300.00. Council Member Froman advanced. Motion carried, all in favor.

Reports:

1. CEDA Robert Harris
 - MPCA Small Cities Storm Water Grant: A motion was made by Mayor Bartsch to approve submittal of the application for a Small Cities Storm Water Grant through MPCA with the city providing a 10% match if the grant is approved, which is \$3,750.00. Council Member Bartness advanced. Motion carried, all in favor.
 - EDA Meeting: The next meeting is scheduled for Friday, October 21st at 7:00 am.
2. Emergency Management
 - Emergency Management Training Requirements: Emergency Management Director Jerry Ibberson stated the Steele County Emergency Manager Director, Kristin Sailor, is requesting that all city officials and fire

department members complete the Incident Command System (ICS) classes, information was provided in the Council Packet. He then asked that when completed, the participant submit their completion certificate to the City Clerk's Office to keep on file.

- Tornado Shelter: Jerry stated the tornado shelter located at First Lutheran Church has been closed for the season.
- Flu/COVID Shot Clinic: Steele County Public Health held a Flu/COVID Shot Clinic in the Fire Hall last week and 38 people attended.
- Understudy for Emergency Management: Jerry asked that the Council consider having someone assigned as an understudy for Emergency Management, someone who is interested, organized and willing to take training classes.

3. Fire Department

- Compeer Grant: Fire Chief Busho stated the Fire Department received a \$4,000.00 grant through Compeer to buy an ADD and gloves. Fire Department Training Nolan McGowan will work with the Clerk's Office regarding receiving and distributing this grant. The Fire Department also applied for a \$10,000.00 grant for a CPR device, however, was denied.
- Ladder Truck: The Ladder Truck was taken out for Labor Day and sprung a leak by the hydraulic pump. The Fire Department will look at this soon. Let it be noted that the hose to repair the Ladder Truck was approved at a previous Council Meeting.
- Fire Training Reimbursement: Fire Chief Busho shared with the Council that the Fire Department was awarded \$5,700.00 for training reimbursement.
- Fire Bids Received: One bid was submitted, and it was over bid. A Fire Hall Committee Meeting is scheduled for October 18th at 6:30 pm to discuss the bid received before Council acts.

4. Maintenance

- Garage at Recycle Center: Maintenance Otto asked to have the garage wired for electricity. He was directed to obtain a quote from Resler Electric for Council to review.
- Generator at Sewer Lift Station: The generator at the lift station needs updating to pass inspection. Maintenance Otto was directed to obtain a quote from Cummins N Power for Council to review.
- Fence at Sewer Lift Station: A quote was presented to the Council to have a fence constructed at the sewer lift station. This was tabled until all quotes for this project are submitted and reviewed.
- Old Building at Sewer Lift Station: Maintenance Otto will dispose of this building since it is no longer usable.
- Steele/Waseca Pole and Electric Box by the Café for Use at Ellendale Days: Deputy Clerk/Treasurer Engel stated the electric box is a city service line and no additional outlets can be added. It is assumed the pole is owned by RJs on 5th. Maintenance Otto is to get a quote to have a 220 installed on the north side of the Ambulance Bay.
- Down Spout on East Side of Fire Hall: This has been repaired.

5. Ellendale Parks and Trails Committee (EPTC)

- The next meeting is scheduled for the month of January 2023.

6. Steele Suites

- Revised Grant Agreement from MN Housing: This has been received and needs to be signed by Mayor Bartsch and Clerk/Treasurer Zimprich.

7. Codification Committee

- Review:
 - The violations and pictures that were tabled at the last meeting were e-mailed to the Council Members for reviewal and were discussed below.
 - 106 6th Avenue West: 152.211 Storing trash containers in the front house. It was decided a Facebook post would be made along with noting this on the utility bills since there are numerous homes that store trash containers in the front of the house and may not be aware this is a violation of code.
 - 507 School Street: 152.211 Storing trash containers in the front of house. See above.
 - 104 6th Avenue East: 71.08 Parking vehicle in front yard. Before sending a letter, Clerk/Treasurer Zimprich will contact the property owner.
 - 114 6th Avenue East: Temporary garage door fix. There was no code section cited. Since there was no code section cited and the property owner has made an effort to keep the property up to code, there was no action taken.
 - 508 School Street: Vacant Building Code. The barn/garage is a haven for feral cats. This was tabled for information to be sent to Council to review for the next meeting.
 - 113 5th Ave East: 152.226 Temporary canvas garage should be removed. This was tabled for information to be sent to Council to review for the next meeting.
 - 205 5th Avenue West: A motion was made by Mayor Bartsch to approve sending a Notice of Violation/Warning Administrative Citation letter to 205 5th Avenue West regarding two unlicensed and inoperable vehicles. Council Member Bartness advanced. Motion carried, all in favor.
- Notice of Violation/Warning Administrative Citation:
 - 601 School Street: Mayor Bartsch and Council Member Groth checked on this on September 9th property and the violations have been abated.
 - 609 School Street: Mayor Bartsch will check on this property to see if the violations have been abated.
 - 117 5th Avenue East: Mayor Bartsch and Council Member Groth checked on this property on September 9th and the violation have been abated.
- Administrative Citation: No Citations were presented.
- Attorney Letters Sent:
 - 409 5th Ave W – The question was would the Council like to proceed with legal action? The plan is to invite Attorney Rahrlick to the next Council Meeting to discuss the legal process.
 - 518 Radel Court – The property owner moved the Thunderbird from the property. The Jeep that is in the driveway does not have updated tabs, however, the property owner stated it is an offroad vehicle. The Council abated all violations to this property.

- 109 6th Avenue East; 199 8th Avenue East; 306 4th Avenue West; 408 7th Avenue West – Letters were sent from the Attorney’s Office regarding possible legal action.

6. Clerk

- Website and Facebook Posts: Clerk/Treasurer Zimprich stated if there were anything the Council would like to have posted on the city website or Facebook page to please contact the City Clerk’s Office.
- Approval for Banyon Purchase of Delinquent Utility’s Module for \$595.00: A motion was made by Council Member Bartness to approve the purchase of the delinquent utility’s module for \$595.00. Council Member Froman advanced. Motion carried, all in favor.
- Delinquent Utilities, Fire Department Invoices and Codification Administrative Citations: These were included in the Council Packet and the Council was notified letters will be sent to the property owners regarding having the amounts assessed to their property taxes. The Resolutions will be presented at the next Council Meeting.
- Clerk/Treasurer and Utilities and Maintenance Supervisor Job Description Edits for Approval to Match City Organizational Chart: A motion was made by Council Member Bartness to approve the edits for the job descriptions to match the City Organizational Chart. Council Member Froman advanced. Motion carried, all in favor.

Unfinished Business:

1. Lagoon Road: The Attorney is working with Steele County to have the road surveyed for a right-of-way easement to be developed, then create a Lagoon Road Ordinance.
2. Community Center: Advanced Masonry Restoration (AMR) arrived this week and completed structural repairs at the Community Center.
3. Clerk’s Office and Pump House
 - Pump House: Demolition has been completed.
 - Clerk’s Office Landscape: Landscape project has been completed.
 - Clerk’s Office A/C Repair: The new A/C unit has been installed.
4. Noise Ordinance Enforced Signs on Highway 30: Deputy Clerk/Treasurer Engel sent an e-mail to MN DOT and is waiting for a response. Since MN DOT is not responding, this item will be taken off the Agenda and the Maintenance Commissioners will take on this task.
5. ECAG Electric Sign Easement and Agreement with the City
 - Easement: The Easement has been signed and filed.
 - Sign Agreement: A motion was made by Council Member Bartness to approve the Sign Agreement. Council Member Froman advanced. Motion carried, all in favor.
6. 103 4th Avenue West: Deputy Clerk/Treasurer Engel sent an e-mail to the LMC for sewer back up, however, the property owner has not followed through with submitting damage information to the City Clerk’s Office. Deputy Clerk/Treasurer to follow up with the LMC.
7. CEDA Strategic Planning and Contract: This is to be presented and reviewed at the next Council Meeting.
8. TNT Meeting: This meeting is scheduled for December 8th at 6:30 pm.

New Business:

1. Resolution 2022-1-02: Ellendale City Appointments: A motion was made by Council Member Froman to approve Resolution 2022-1-01. Council Member Bartness advanced. Motion carried, all in favor.
2. Minnesota Energy Easement: Minnesota Energy contacted the Clerk's Office with a request to move their main gas meter head onto city property. The Council would like an Agreement to be drafted along with the Easement. The Agreement would state that Minnesota Energy would be responsible for the Attorney fees regarding the Easement and Agreement and would also be responsible for any damages. Deputy Clerk/Treasurer Engel will contact Minnesota Energy.
3. Dog License Ordinance: This was a typo on the Agenda. The Ordinance changes were passed in 2021.
4. Snow Emergency Ordinance: This was a typo on the Agenda. The Ordinance changes were passed in 2021.
5. Council Pay Ordinance: A motion was made by Council Member Bartness to approve the changes presented in Ordinance 2022-04: An Ordinance Concerning the Pay of the City Council Members and Mayor and to post for the public to review. Council Member Asplund advanced. Motion carried, all in favor.
6. Insurance Waiver for P-C Liability Limits: A motion was made by Mayor Bartsch to approve the Insurance Waiver for P-C Liability Limits. Council Member Bartness advanced. Motion carried, all in favor.
7. Board of Appeal and Equalization Training: Council Member Asplund is willing to complete this training and the Clerk's Office will set this up. Let it be noted, Council Member Bartness' training expires in 2024.

Mayor/Council Updates:

Mayor Bartsch: He thanked Stephanie for her eight years of service on the Ellendale City Council.

Council Member Groth: He was absent.

Council Member Bartness: He welcomed Council Member Asplund to the Council. Next, he stated he checked the walk-in doors at the Maintenance Building and stated they do not need to be replaced, however, can be welded and painted by Maintenance Otto.

Council Member Asplund: He stated he is thrilled to be on the City Council and thanked the Council for the opportunity.

Council Member Froman: She welcomed Council Member Asplund to the Council. Next, she asked about the Elected Official Training and was directed to check the League of Minnesota website.

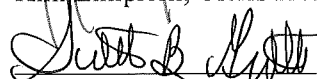
A motion was made by Council Member Bartness to adjourn the Council Meeting. Council Member Asplund advanced. Motion carried, all in favor. The meeting was adjourned at 9:35 pm.



 Kim Zimprich, Clerk/Treasurer

11/10/2022

 Date



 Scott Groth, Acting Mayor

11/10/22

 Date

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