

City of Ellendale
March 24th, 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. March 10th, 2022: Public Hearing and Council Meeting Minutes
3. Resolution 2022-8: Accepting Donation Money to the Fire Department Fund from an Anonymous Donor in Memory of Waynetta Peterson

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.

7:45 Reports:

1. Fire Department
2. Maintenance
 - Seasonal Position to be Advertised – *Engel to check on age to legally operate backhoe*
 - Wastewater Pond Mapping
 - Street Sweeping Quotes
 - Empire Quote to Repair Sewer Line
3. Ellendale Parks and Trail Committee (EPTC)
4. Codification Committee
 - Codification Contact Person
 - Attorney suggested a contact person to be cited in Notice of Violation letters
 - Ordinances in Review
 - Swimming Pool Ordinance
 - Properties in Review
 - Notice of Violation
 - Warning Administrative Citation
 - 117 5th Avenue East – (May 1st deadline)
 - Administrative Citation
 - 409 5th Avenue West (April 18th deadline) - *No response*
 - 518 Radel Court (April 18th deadline) - *No response*
 - 109 6th Avenue East; 199 8th Avenue East; 306 4th Avenue West; 408 7th Avenue West (September 1st deadline)

5. Clerk

- CEDA
- City and Fire Department Debit Card – *need Council approval for Amended Bank Resolutions*
- Spring Clean Up scheduled for May 7th from 9:00 am to 12:00 pm
- April Newsletter

8:15 Unfinished Business

1. Fire Department Ladder Truck

- Truck to be taken to Keck's Repair to be DOT inspected – *Goebel and Busho to follow through*

2. Lagoon Road vs Commercial Street

- Engel to establish property addresses and provide update on annexation

3. Community Center

- Tabled – *quotes pending to fix corners and Goebel to follow up with J Cornelius*

4. 520 6th Street Modular Home Sale

- Mobile home sale

6. Board of Equalization Meeting

- Scheduled for April 14th at 7:00 pm in Council Chambers at Clerk's Office

8:30 New Business

8:35 Mayor/Council Updates

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

9:00 Adjournment

**MINUTES OF ELLENDALE
MEETING
THURSDAY, MARCH 24TH, 2022
7:30 PM**

Present: Mayor Matthew Bartsch, Council Members; Duane Goebel and Stephanie Kibler; Clerk/Treasurer Kim Zimprich; Utilities and Maintenance Supervisor Josh Otto; Fire Chief Logan Busho; Fire Hall Committee Jackie Froman

Absent: Council Members Derek Bartness and Scott Groth

Visitors:

Call Meeting to Order: Meeting was called to order at 7:32 pm by Mayor Matthew Bartsch. The Pledge of Allegiance was recited.

Agenda: An addition was made to Consent Agenda Items. A claim for Steele/Waseca in the amount of \$2,773.83 was added to Accounts Payable/Claims. A motion was made to approve the Amended Agenda by Council Member Kibler. Council Member Goebel advanced. Motion carried, all in favor.

Consent Agenda Items: The March 10th, 2022, Public Hearing Minutes will be edited by Clerk/Treasurer Zimprich and presented for approval at the next Council Meeting. A motion was made by Council Member Goebel to approve the Consent Agenda Items, which included Accounts Payable/Claims in the amount of \$34,559.90, March 10th, 2022, Council Meeting Minutes and Resolution 2022-8: Accepting Donation Money to the Fire Department Fund from an Anonymous Donor in Memory of Waynetta Peterson. Council Member Kibler advanced. Motion carried, all in favor.

Public Input: Jackie Froman spoke on behalf of the Fire Hall Committee. She stated the AIA Contract was sent to Lori for edits. Current edits include gathering more information on liquidated damages and retainage to be withheld. Jackie is working with Lori on these tasks and will continue to keep the Council updated.

Reports:

1. **Fire Department:** Fire Chief Busho was present for the Fire Department report. He stated the Fire Department received a free skid unit from New Richland for the Ranger.

Regarding purchases, a motion was made by Council Member Goebel to approve the purchase of two clevises for the big Tanker, each at \$40.00, a total of \$80.00. Council Member Kibler advanced. Motion carried, all in favor.

Next, he and the Council discussed the check that was received by the Ellendale Fire Department from the Ellendale Ambulance in the amount of \$3,360.00 to be used for a clothing stipend for Emergency Medical Responders who have gone on calls. The amount the responders will receive is based on how many calls they made. Below is the breakdown that was presented to the Council:

- \$214.00 Allison; \$16.00 Dan; \$728.00 Joel; \$106.00 Jordan; \$295.00 Josh; \$467.00 Logan; \$691.00 Nolan; \$223.00 Shawn; \$620.00 Tyler

A motion was made by Council Member Kibler to approve the disbursement of the \$3,360.00 check received by the Ellendale Fire Department from the Ellendale Ambulance to be used as a clothing stipend for Emergency Medical Responders as presented. Council Member Goebel advanced. Motion carried, all in favor. The checks will be made out and signed at the next Council Meeting.

2. Maintenance:

- Seasonal Position to be Advertised: Clerk/Treasurer Zimprich stated that an employee must be over 18 years old to operate a backhoe. Council decision was to review the Seasonal Utilities and Maintenance position and remove the operation of backhoe and dump truck from the job description. Then, a posting will be made to hire for Seasonal Utilities and Maintenance at 40 hours a week with the same pay that was set as last year, which was \$17.00 per hour.
- Wastewater Pond Mapping: A motion was made by Mayor Bartsch to approve the wastewater pond mapping service through Team Lab in the amount of \$1,000.00 for all three ponds. Council Member Goebel advanced. Motion carried, all in favor.
- Street Sweeping Quotes: Two quotes were presented to the Council, both at \$1,500.00 for street sweeping. One was from Owatonna Groundsmasters and the other from Wigham Trucking, Inc. A motion was made by Council Member Kibler to accept the bid from Wigham Trucking, Inc in the amount of \$1,500.00. Council Member Goebel advanced. Motion carried, all in favor.
- Empire Quote to Repair Sewer Line: A quote was presented to the Council for sewer repairs. However, this was tabled to review the sewer budget and will be discussed at the next meeting.
- Street Bids: Maintenance Otto stated he received a bid in the amount of \$48,000.00 for mill and overlay on School Street and 6th Avenue East; the budget for roadwork is \$50,000.00. He stated he is looking into a bid for 7th Avenue repairs.
- Water Meters: A motion was made by Council Member Goebel to approve the purchase of 25 water meters at approximately \$5,000.00. Council Member Kibler advanced. Motion carried, all in favor. Maintenance Otto will order the meters.
- Fire Department Gambling Fire Relief Association: Maintenance Otto stated the Fire Department Gambling Fire Relief Association will be donating \$15,000.00 for concrete and hoops at the City Park's basketball court. The hope is to have this ready for approval per Resolution at the next Council Meeting.

3. Ellendale Parks and Trail Committee (EPTC): The EFTC will be meeting on March 29th at 6:30 pm in the meeting room at the Community Center. The current members are Keith Langlie, Angela Bell, Joann Fogal, Amy Gedicke, Brian Anderson, Mayor Bartsch and Council Member Kibler.

4. Codification Committee

- Codification Contact Person:
 - Attorney Rahrack suggested a contact person to be cited in the Code violation letters. Going forward, Council Member Kibler and Bartness will be the contact persons cited since they are on the Codification Committee.
- Ordinances in Review:
 - The Swimming Pool Ordinance was tabled since clarification is needed between a Zoning Permit and a Building Permit. Attorney Rahrack will be consulted.
- Fee to be Set:
 - A motion was made by Council Member Kibler to set the Vacant Building Registration Fee at \$20.00 in the City's Master Fee Schedule. Council Member Goebel advanced. Motion carried, all in favor. A Resolution for this change will be presented at the next Council Meeting.
- Properties in Review:
 - No properties in review.

- Notice of Violation:
 - No new violations.
- Warning Administrative Citation:
 - 117 5th Avenue East: A letter was sent explaining what needs attention with a due date of May 31st.
- Administrative Citation:
 - 409 5th Avenue West: Citations due on April 18th. No response from property owner as of March 23rd.
 - 518 Radel Court: Citation due April 18th. No response from property owner as of March 23rd.
 - 109 6th Avenue East; 199 8th Avenue East; 306 4th Avenue West; 408 7th Avenue West: A letter was sent stating a \$100 citation will be added each month beginning in April to each property until reviewed September 1st. The citations will be waived if the properties are up to Code by the September 1st due date.

5. Clerk

- CEDA: The Council was informed that Matt Durand is no longer working for CEDA and the new CEDA Representative for Ellendale is Robert Harris. The EDA has a meeting scheduled for March 25th at 7:00 am and he will be introduced at that meeting.
- City and Fire Department Debit Card: A motion was made by Mayor Bartsch to approve the authorization for debit card transactions from the Fire Department Checking Account by Logan Busho, Tyler McGowan, Matthew Bartsch, Kim Zimprich and Steve Engel and to approve the authorization for debit card transactions from the City General Checking Account by Kim Zimprich, Scott Groth, Matthew Bartsch, Steve Engel and Josh Otto. Council Member Kibler advanced. Motion carried, all in favor.
- Spring Clean Up: This event is scheduled for May 7th from 9:00 am to 12:00 pm at the City's Maintenance Shop.
- Newsletter: The April Newsletter will be mailed with the utility bills to resident and commercial property owners.

Unfinished Business:

1. Fire Department Ladder Truck: Council Member Goebel directed Fire Chief Busho to take the truck into Keck's Repair to be DOT inspected anytime as he spoke with Keck's Repair, and they have an open schedule.
2. Lagoon Road vs Commercial Street: A motion was made by Council Member Kibler to have this street named Lagoon Road. Council Member Goebel advanced. Motion carried, all in favor. Deputy Clerk/Treasurer Engel will establish property addresses with Steele County Nick Flatgard.
3. Community Center: Council Member Goebel stated he has attempted contact with J Cornelius on more than one occasion and J Cornelius has not gotten back to him. Deputy Clerk/Treasurer Engel has had contact with Ross Babcock from Advanced Masonry Restoration and an update will be given at the next Council Meeting.
4. 520 6th Street Modular Home Sale:
 - Mayor Bartsch will follow through with this task.
5. Board of Equalization: This meeting is scheduled for April 14, 2022, at 7:00 pm in the Council Chambers at the City Clerk's Office.

New Business: No New Business.

Mayor/Council Updates:

Mayor Bartsch: Nothing to present.

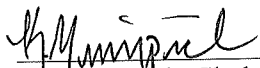
Council Member Groth: Absent.

Council Member Bartness: Absent.

Council Member Kibler: She stated there are updates to be done on the city website through Wix. Clerk/Treasurer Zimprich will work with her to get the website updated.

Council Member Goebel: Nothing to present.

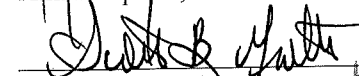
Council Member Goebel made a motion to adjourn the Council Meeting at 9:00 pm. Council Member Kibler advanced. Motion carried, all in favor. Meeting adjourned.



Kim Zimprich, Clerk/Treasurer

4/14/2022

Date



Matthew Bartsch, Mayor

Scott Groth, Active Mayor

4/14/22

Date

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