

City of Ellendale
October 10th, 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 *If there is any item on the consent agenda that a council member feels needs further discussion, please ask for it to be removed and placed on the agenda.*

1. Accounts Payable/Claims
2. Minutes
 - September 12th, 2024: Special Meeting Minutes
 - September 12th, 2024: Council Meeting Minutes
 - September 26th, 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 Council Member. 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. Fire Department
 - Fire Hall Committee -Bond discussion
 - Expenses
2. Maintenance
 - Partial Collapsed Line on 6th Avenue – *Otto to gather quotes*
 - Expenses
3. Park and Trails Committee
 - Park Equipment – *Orders received, to install next spring*
4. Community Gathering Place Mural Project Committee
 - Update on Light Installation & Moving Meter
 - Loose Panels and Birds Nesting Behind Mural
 - Phase 2 Plans
5. Steele Heights
 - Update
6. Codification
 - Updates

o 109 6th Avenue East; 408 7th Avenue West; 199 8th Avenue East – Update

• Concerns

- o School Street - Citizen Concerns
- o 5th Avenue East - Citizen Concern
- o 601 Lageson Court - Conditional Use Permit Violations

• Notice of Violation/Warning Administrative Citation

- o 712 Simplicity Drive: Un-mowed Grass (92.38) - abated

• Administrative Citation

- o 601, 603 Lageson Court; 801, 803, 805 Dale Court: Un-mowed Grass (92.38) – Addressed in Fine Appeal Hearing

• Attorney

- o 601 Lageson Court: Unauthorized Tower (152.102; 152.219): Court Order through Attorney

7. Clerk

- Tax Abatement Public Hearing Date: November 14th – *Set Time*

8:20 Unfinished Business

1. Clerk's Office Repairs

- Air Quality Testing

2. PTO Policy

- Pay Out Policy - *Discussion*

8:35 New Business

1. Resolutions

- 2024-31: Accepting the Mural from the Ellendale Historical Society
- 2024-32: Accepting Resignation of Derek Bartness

2. Lions Club

- Flagpole Installation Location

3. Crown Ridge & Commercial Street Road Improvements

- Bolton & Menk Engineering Estimates – *Review and Discuss*

8:50 Mayor/Council Updates

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

9:00 Adjournment

**MINUTES OF ELLENDALE
CITY COUNCIL MEETING
THURSDAY, OCTOBER 10TH, 2024
7:00 PM**

Present: Mayor Matthew Bartsch; Council Members Jon Asplund and Scott Groth; Deputy Clerk/Treasurer Steve Engel; Fire Chief Logan Busho; Utilities and Maintenance Supervisor Josh Otto

Absent: Council Member Jackie Froman

Visitors: City Residents; Joel Meyer, Cynthia Nelson, Jo Lerberg, Kelley Mrotz, Dan Nelson; City Attorney Mark Rahrick; Star Eagle Reporter Eli Lutgens; Steele County Times Reporter Kay Fate; property owner Daniel Petsinger; Independent Investigative Journalist and Advocate Keith Haskell; Aaron Lane

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

Agenda: A motion was made to approve the Agenda by Council Member Groth. Council Member Asplund. 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 \$72,824.91, September 12th, 2024: Special Meeting Minutes, September 12th, 2024: Council Meeting Minutes and September 26th, 2024, Special Meeting Minutes and Financials. Council Member Asplund advanced. Motion carried, all in favor.

Public Input:

- Keith Haskell & Dan Petsinger spoke during the public input agenda period.

Reports

1. **Fire Department**
 - **Fire Hall Committee:** Fire Chief Busho stated a general discussion on our options of bonding vs continuing to fund through the USDA was just held.
 - Engel reiterated the finance options discussed; CIP GO bond requires a public hearing. 30:day waiting period to hear from registered voters to any opposition to the building. if 5% of registered voters file a petition, the city must hold a reverse referendum, to determine if the building can be built and funded by a GO bond. The second option is for the EDA to finance the project by issuing bonds. The city would then pay the EDA annually and the EDA would make the bond payments. This type of bond would likely carry a higher interest rate as the EDA would not have the building as security for the bond. It is estimated a higher rate of at least .25% to .5%.
 - **M.E.P. drawings** Logan stated there a couple of changes to the drawings that have been given to APX. We have not heard back if the changes are being made yet.
 - It was decided to hold a special meeting on Thursday October 24th at 6:30 to go over the contract, bonding & USDA options, and drawings. Fill in contract blanks, make contract decisions. Engel will ask Shannon Sweeney if he has an answer regarding re-quoting and staying with the chosen contractor, APX, if we go with the GO Bond route.
 - The EFD is participating in the Trunk or Treat at the Methodist church lot again. He asked for a couple council Members to participate also. It is 5:00 to 6:30.
 - **Fire Code Inspection** Logan is finishing on a fire code inspection report for a property in town. That should be done with support from a local state fire Marshall representative in the near future.
 - Nolan McGowan put on the safety fire presentation for the elementary grades this week. It is much appreciated by the school.
 - **Expenses:** Per Fire Chief Busho, fire jackets were ordered and he thought the FRA was going to pay for them. The FRA did not approve the expenditure. Logan is asking the council to approve the expenditure of

\$1816.00. They are fire gear for on calls. Motion by Council Member Groth to purchase the jackets for \$1,816.00. Motion advanced by Council Member Asplund. Motion carried, Roll call vote:

Mayor Bartsch: Aye

Council Member Asplund: Aye

Council Member Groth: Aye

2. Maintenance

- Partial Collapsed Line on 6th Avenue: Maintenance Otto was to gather quotes. No quotes obtained yet.
- Fire Hydrant Repair 2 fire hydrants were repaired without any digging, in Crown Ridge. Another hydrant located on the corner of 5th Ave & 4th St. will require extensive digging in the street. He will get quotes on this
- Street Parking Painting: Stripes almost completed. The painter will be back to finish in front of Lerberg's and the bank.
- Expenses: None mentioned.

3. Park and Trails Committee

- Park Equipment: The ordered park equipment has been received and will be installed in the spring of 2025.

4. Community Gathering Place Mural Project Committee

- Update on Light Installation and Moving Meter: Brian Resler will be working on the lights this Friday. The meter and electrical panel move has been previously completed.
- Loose Panels and Birds Nesting Behind Mural: Engel was informed there appears to be loose back panels on the mural. Possibly allowing birds to get in behind the mural sign. Josh mentioned the bottom of the structure is open. Birds may be getting in this way. He will look into what can be done to seal it.
- Phase 2 Plans: Kelley Mrotz presented the phase 2 plans and asked the council for approval to move forward. The timeline is dependent on the tree removal date. Quotes on the amount of dirt needed is dependent on the need to fill the hole after the tree is removed. Fund raising projects will begin in November & December. The committee would like to know the council's direction in order to determine the scheduling and number of people needed to do the groundwork to prepare for landscaping. Mayor Bartsch asked if the committee had plans for the middle of the area. Kelley said they have talked about plans for the tree area and where the pavers would be. They will start advertising for donor bricks, but would like to know what the council's decision is on the timing of the tree removal. Once the tree is out, they can determine the space size and the number of bricks needed. They will start advertising at that point. The response to donated bricks will also dictate what else can be done in the area where the tree is.
- Mayor Bartsch asked if the pavers can be saved. Kelley will have to examine them to see if they are useable. They could possibly be used for the area 8 feet out from the café but the pavers in the tree area would probably all be new and the old pavers would not match.
- Josh stated Gordy Ebnet did give us a quote of \$400.00 last year to take the tree down. This did not include grinding. Motion by Council Member Groth to take down tree and pay the extra amount for grinding the stump out. Motion advanced by Council Member Asplund. Motion carried, Roll call vote:
Mayor Bartsch: Aye
Council Member Asplund: Aye
Council Member Groth: Aye

5. Steele Heights

- Update: Engel informed the council; we were awarded \$168,000 additional funds to the \$491,000. We need a letter or resolution stating we understand our risk of starting the project ahead of the contract agreement being finalized. That is a 60-120 day process. Darrin Stadheim does want to start asap. Mark reminded the council that under the existing developer's agreement, the developer is responsible for any expenses against the deferred loans/grants the city may receive. Mark will look at the current agreement to

determine if an amendment is needed. We will look at creating the resolution for the MN Work Force Housing Agency.

6. Codification

• Updates

- 109 6th Avenue East; 408 7th Avenue West; 199 8th Avenue East: Engel stated a letter of violation & citation was sent. No appeal received yet but the due date is not here yet. It was sent to 2 parties.

• Concerns

- School Street Citizen Concerns: After reviewing pictures of the properties, it was determined to send letters of notice of violations to 3 property owners: Motion by Council Member Groth to send the notices on grass and weeds to 507, 513 and 601 School Street owners. Motion advanced by Council Member Asplund. Motion carried, all in favor.
- 115 Main Street There is no 115 Main property. No temporary fence was located anywhere on Main Street (5th Avenue)
- 601 Lageson Court Conditional Use Permit Violations: Several violations of conditions were noted by the property owner. At the suggestion of the City Attorney, the Council directed Engel to send a letter to the owner of the building, regarding the violations of the CUP and request they come into compliance or seek to have the CUP amended. Motion by Council Member Groth to send the letter to the building owner. Motion advanced by Council Member Asplund. Motion carried, all in favor.
- Notice of Violation/Warning Administrative Citation
 - 712 Simplicity Drive – Un-mowed Grass (92.38): This violation has been abated.
- Administrative Citation
 - 601, 603 Lageson Court; 801, 803, 805 Dale Court – Un-mowed Grass (92.38): This was addressed in the Fine Appeal Hearing. Motion by Council Member Asplund to enforce the imposed fine of \$25.00 on each lot; 601 Lageson Court, 603 Lageson Court, 801 Dale Court, 803 Dale Court & 805 Dale Court. Motion advanced by Council Member Groth. Motion carried. All in favor.
- Attorney
 - 601 Lageson Court: Unauthorized Tower (152.102; 152.219): The City Attorney was directed to obtain a court order to bring the property into compliance. This was drafted and given to Steele County for serving.

7. Clerk

- A Tax Abatement Public Hearing was scheduled for Thursday, November 14th at 6:00 pm.

Unfinished Business:

1. Clerk's Office Repairs: A motion was made by Mayor Bartsch to approve air quality testing in the Clerk's Office through Asbestrol for \$400.00. Council Member Asplund advanced. Motion carried, all in favor.

Roll Call Vote:

Mayor Bartsch: Aye

Council Member Asplund: Aye

Council Member Groth: Aye

2. PTO Pay Out Policy: City Attorney Rahrack will furnish the council with a sample policy for the next meeting.

New Business:

1. Resolutions

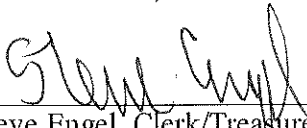
- 2024-31: Accepting the Mural from the Ellendale Heritage Society A motion was made by Council Member Groth to accept Resolution 2024-31. Council Member Asplund advanced. Motion carried, all in favor.
- 2024-32: Accepting Resignation of Derek Bartness; A motion was made by Council Member Groth, to accept Resolution 2024-32. Council Member Asplund advanced. Motion carried, all in favor.

2. Lion's Club Flagpole Installation Location: The flagpole was reinstalled on the Ellendale Café property.
3. Crown Ridge & Commercial Street Road Improvements Estimate through Bolton and Menk Engineering: Engel explained the engineering quotes and street condition priority list created by Brian Sarff of Bolton Menk. Two different options shown with tile behind curbs for stormwater/sump pump connections and one without tile. Estimates for paving Commercial Street and adding curb on the east side was also included. The pavement would be for a 9 ton rating as this street sees truck traffic frequently. The council will review and discuss it again at the next meeting. Costs will probably require the city to bond for multiple projects. Mark asked about the city's assessment policy. Engel will look up the policy created during the Country View road improvement project.

Mayor/Council Updates:

1. Mayor Bartsch: No comments
2. Council Member Asplund: No comments
3. Council Member Froman: She was absent.
4. Council Member Groth: No comments

A motion was made by Council Member Asplund to adjourn the Council Meeting. Council Member Groth advanced. Motion carried, all in favor. The meeting was adjourned at 8:02 pm.



 Steve Engel, Clerk/Treasurer

11/14/24

 Date



 Matthew Bartsch, Mayor

11/14/2024

 Date

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