

City of Ellendale
July 11th, 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

1. Accounts Payable/Claims
2. Minutes
 - June 13th, 2024: Council Meeting Minutes
3. Resolution
 - 2024-19: Authorizing Disbursement of \$10,000.00 to the Ellendale Ambulance from the Public Safety Money that the City of Ellendale Received from the State of Minnesota
 - 2024-20: Authorizing Donation of Money from an Anonymous Doner to be Utilized for the Audio in the Community Center Hall during Renovations
 - 2024-22: Authorizing Donation of Money from Land O'Lakes to the City of Ellendale Fire Department
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 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. Emergency Manager Jerry Ibberson
 - Update
2. Fire Department
 - Fire Hall Committee – *Council Member Froman to follow up with APX*
 - Expenses
3. Maintenance
 - Community Center Thermostat – *Jensen Heating \$500 quote*
 - Partial Collapsed Line on 6th Avenue – *Otto to gather quotes*
 - 302 4th Street Sewer Connection – *waiting for invoice from contractor*
 - Expenses
4. Park and Trails Committee
 - Park Swings to be Ordered – *Clerk's Office needs info to order*
5. Community Gathering Place Mural Project Committee
 - Survey Property Lines – *task complete*
 - Building Permit – *task complete*

6. Steele Heights

- Update

7. Codification

- Updates

- 109 6th Avenue East; 408 7th Avenue West; 199 8th Avenue East – *Clarification needed*
- 217 8th Avenue East; Nuisance Parking and Storage (92.19); Inoperable Motor Vehicles (92.20) - *Property owner requesting more time*

- Concerns

- 306 6th Avenue West; Inoperable Motor Vehicle and Expired Tabs (92.20)
- 402 2nd Street North; Un-mowed Grass (92.38)
- 904 Dutton Drive; Un-mowed Grass (92.38)
- 601 and 603 Lageson Court; 801, 803, 805 Dale Court; Un-mowed Grass (92.38)

- Administrative Citation

- 601 Lageson Court; Unauthorized Tower (152.102;152.219) - *Citation sent on July 3rd*

8. Clerk

- Schedule Budget Workshop

8:20 Unfinished Business

1. Fall Clean-Up

- September 7th, 9:00 am – 12:00 pm

8:25 New Business

1. Resolution

- 2024-21: Authorizing Installing Two Stop Signs on 3rd Avenue and 5th Street North

2. Resolution

- 2024-23: A Resolution Amending the Master Fine Schedule for 2024

3. Policies and Procedures

- 5.0 Data Practice Policy for the Public – *updated, needs approval*

4. EDA CD

- Renew 6 Month CD at 3.5% to 9 Month CD at 4.65% – *needs approval*

5. Clerk's Office Repairs

- Update

6. 203 5th Avenue West

- Easement Request

7. National Night Out

- Purchases

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, JULY 11TH, 2024
7:00 PM**

Present: Mayor Matthew Bartsch; Council Members Jon Asplund, Jackie Froman and Scott Groth; Deputy Clerk/Treasurer Steve Engel; Fire Chief Logan Busho; Utilities and Maintenance Supervisor Josh Otto; City Attorney Mark Rahrlick; Emergency Manager Jerry Ibberson; Steele County Emergency Director Kristen Sailer

Absent: Clerk/Treasurer Kim Zimprich; Council Member Derek Bartness

Visitors: City Residents Brian Anderson, Sue Asplund, Mike and Jane Joles, Laura Krenke, Joel and Connie Meyer, Pastor David Modder, Cynthia Nelson, Wesley Shonrock; Daniel Petsinger; Independent Media Aaron Lake; Independent Investigative Journalist and Advocate Keith Haskell; NRHEG School Dan Schmidt; Star Eagle Reporter Eli Lutgens; Steele County Times Reporter Kay Fate

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

Agenda: Engel added claims from Olson Excavating, to be presented under the Clerk's items. A motion was made to approve the Amended Agenda with addition of the Olson Excavating claims by Council Member Groth. Council Member Froman 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 \$69,516.59, June 13th, 2024: Council Meeting Minutes, Resolution 2024-19: Authorizing Disbursement of \$10,000.00 to the Ellendale Ambulance from the Public Safety Money that the City of Ellendale Received from the State of Minnesota, Resolution 2024-20: Authorizing a Donation of Money from an Anonymous Doner to be Utilized for the Audio in the Community center Hall during Renovations, Resolution 2024-22: Authorizing Donation of Money from Land O'Lakes to the City of Ellendale Fire Department, and Financials. Council Member Froman advanced. Motion carried, all in favor.

Public Input:

- **Dan Schmidt** Representing NRHEG Public Schools was present to discuss the possibility of placing Bus shelter in Crown Ridge. Currently, the school bus makes 4-5 stops in Crown Ridge. The school would like to reduce this to one stop, rather than eliminate the pickups altogether. It would be more efficient, both in terms of fuel expense and time. He asked the city if they could look for a location to place a structure in the area. The council agreed to look into but it was also noted that all the property is residential. The council will look for an area and alternative ideas, and let Dan know.
- **Dan Petsinger** Mr. Petsinger voiced is concern as to why a ham radio antenna had not been addressed by the council, as he requested at the previous meeting. He claims the tower is in violation of the current city ordinances and the city has not addressed the violations. He has not received a response from the council on this matter. He delivered a complaint list to the city and has not had a response to any of the complaints.
- **Sue Asplund** Mrs. Asplund inquired about the grass length ordinance and how the city was addressing grass height violations with residents. Mayor Bartsch did state that the city does have procedures on grass length violations. If a citizen wishes to file a complaint with the city office, we can add it to the agenda and the council can determine which way to go forward with the complaint. City officials may call residents to ask them to cut their grass, which usually resolves the matter. In addition, the council may agree to have a notice of violation letter sent or they can move directly to an administrative citation letter which can result in a fine.
- **Keith Haskell** Mr. Haskell stated he has made 3 data requests to the city and has not received all the information he requested, specifically, the communications equipment, contracts & leases of all entities on the water tower. He mentioned State Statute 13B.01 Subdivision 6, for the council to lookup regarding public data

requests. He stated the following: the city audit report was not supplied to the public at the last meeting; resolutions cannot be included in consent agendas; board members may be removed from office if they have 3 violations; the city cannot require people to use the city's data request form to request data; city ordinance changes & revisions should be posted in the codification manual. This is a recommendation by the LMC.

Reports

4. Emergency Manager Jerry Ibberson

- Jerry stated we did give out a couple of flood kits to residents, after the heavy rains we have received. The First Lutheran Church was available for emergency shelter use. There have been no issues with the use of the church to date. He also will set up a stand at the National Night Out event to hand out various items. He asked the council to look at budgeting for a backup generator for the Clerk's office as it is the central internet network location for the community and fire halls. Engel said we need to get electrical plans drawn up by an electrical contractor and give them to Kristin Sailer. She can assist in applying for a grant through FEMA. Jerry inquired about the recent rains and if our current equipment handled the I & I and if we declared a state of emergency. Kristin Sailer remarked the County did issue a state of emergency which covers Ellendale.
- Josh Otto stated he ran the trash pumps to bypass the main lift station for 21 hours straight, in order to keep backups from occurring. He noted we had one trash pump go down and we purchased another portable pump to keep up with the overflow.
- Steele County Emergency Management Director Kristen Sailer reported that Steele County was approved for a FEMA Emergency Disaster Declaration due to the heavy rains, beginning June 16th. The county is eligible for reimbursements for any expenses incurred, due to the storms and rains. This is county wide and Ellendale can submit any claims to her, to be included in the reimbursement submission. The state may be covering the local match amounts, usually 20%, so all expenses may be covered 100%.

5. Fire Department

- Fire Hall Committee: Council member Jackie Froman has talked with APX engineer Mitch Rolfing on their status. He is waiting for the drawings from Lindell Engineering and will proceed with getting bids once the drawings are received. They are working on the contract and talking with the USDA about the contract language and will get a complete project cost to the USDA, once bids are in. Mayor Bartsch asked Jackie to follow up in a couple of weeks to check on their progress.
- Expenses:
 - Fire Chief Logan Busho reported the rescue truck required more maintenance than expected. All filters, new brakes, alignment and the rear tires were cracked on the inside sidewalls. The total quote is \$4,700.00. Engel stated the invoice was received for \$4,164.00 and is included in the approved claims.
 - The side by side needs some repairs. Logan will get a price on the expected costs of repairs.
 - The tanker truck will be going to TNT for painting. This was approved as part of the poly tanker update project.
 - The Fire chief received a call from the state fire marshal, to do a fire code check on the equipment located on Mr. Petsinger's property at 601 Lageson Court. He will do the inspection in the near future.

6. Maintenance

- Rain event update by Josh Otto: We had to bypass the lift station and utilize our trash pumps to keep up with the I & I. One of our other pumps went down so we had to buy another 3" pump to keep up with the inflow of water. We borrowed a pump also. His main concern was keeping up with the inflow of water at the lift station and manhole #1. Our equipment cannot keep up with the pumping when we get these types of rainfalls. Josh received a quote for 6" lift pump, mounted on a trailer, which could be moved from place to place and can keep up with the heavy rain inflows. This pump is self-priming, which is a necessity for

this size of pump. The quote was for \$17,300.00. He would like to install pvc pipe with fittings, in manhole #1 and the lift station, that would alleviate the need for hoses down in the manhole and lift station. The cost for the pipe & fittings is \$1,775.00. The pumps ran for 49 hours straight, keeping up with the inflow. Council member Groth asked Engel if we have the funds for these purchases. Engel remarked that we may be able to purchase the items through the stormwater grants that may be available to us. We have received a grant already. He will check into this.

- Water Service damage: An old, unmarked water service line was hit by the crew boring in new electrical lines for S/W. The line was not marked or located by the city, for the digging. The boring crew assisted Josh with digging up the area to find and repair the break. They had to remove a section of the property owner's driveway to make the repairs. Engel checked into whose responsibility the repairs are. It falls on the city. We received a quote for the driveway repair of \$5,700. Engel will see if this can be turned into our insurance company. Motion to pay the driveway repairs for \$5,700.00 by Council member Groth. Motion advance by Council member Froman.

Roll Call Vote:

Mayor Bartsch: Aye
Council Member Asplund: Aye
Council Member Groth: Aye
Council Member Froman: Aye
Motion passed.

- Community Center Thermostat: Engel stated the a/c was already repaired. A quote of \$500.00 was given by Jensen Heating to replace the thermostat. A motion was made by Council Member Groth to approve the \$500 quote from Jennsen Heating to replace the thermostat in the Community Center. Council Member Froman advanced.

Roll Call Vote

Mayor Bartsch: Aye
Council Member Asplund: Aye
Council Member Groth: Aye
Council Member Froman: Aye
Motion passed.

- Partial Collapsed Line on 6th Avenue: Maintenance Otto has yet to gather quotes.
- 302 4th Street Sewer Connection: An invoice was submitted by Olson Excavating LLC for this repair in the amount of \$1,870.00. See Clerk's Report for motion.
- Expenses
 - Sota Striping: A motion was made by Council Member Asplund to approve the estimate for Sota Striping for parking stall striping and curb painting along 2nd street, in the amount of \$990.00. Council Member Groth advanced.

Roll Call Vote

Mayor Bartsch: Aye
Council Member Asplund: Aye
Council Member Groth: Aye
Council Member Froman: Aye
Motion passed.

4. Park and Trails Committee

- Playground Equipment: The Clerk's Office received the order information on July 9th and will get the items ordered.

- Mulch: Josh informed the council the mulch is all in and spread. The millings have been leveled for parking along the northside of the park.
5. Community Gathering Place Mural Project Committee
- Building Permit: This task has been completed.
 - Survey Property Lines: This task has been completed.
 - JK Routh is the contractor and digging began Thursday.
6. Steele Heights
- The multi-housing award announcements have been delayed until August. This will most likely push the start date to next spring if an award is received.
7. Codification
- Updates
 - 109 6th Avenue East; 408 7th Avenue West; 199 8th Avenue East – A motion was made by Mayor Bartsch to send an updated letter of what has yet to be removed from the properties to the property owners. Council Member Groth advanced.

Roll Call Vote:

Mayor Bartsch: Aye
 Council Member Asplund: Aye
 Council Member Groth: Aye
 Council Member Froman: Aye
 Motion passed.

- 217 8th Avenue East: Nuisance Parking and Storage (92.19); Inoperable Motor Vehicles (92.20) - The property owner is requesting more time, and this will be reviewed at the August Council Meeting.

- Concerns

- 306 6th Avenue West: Inoperable Motor Vehicle and Expired Tabs (92.20). A motion was made by Council Member Groth to issue a Notice of Violation/Warning Administrative Citation to the property owner at 306 6th Avenue West regarding 92.20 of the Codification Manual. Council Member Froman advanced.

Roll Call Vote:

Mayor Bartsch: Aye
 Council Member Asplund: Aye
 Council Member Groth: Aye
 Council Member Froman: Aye
 Motion passed.

- 402 2nd Street North: Un-mowed Grass (92.38). A motion was made by Council Member Groth to issue a Notice of Violation/Warning Administrative Citation to the property owner at 402 2nd Street North regarding 92.38 of the Codification Manual. Give the property owner 2 weeks to abate the issue. If not done, the city will abate the issue. Council Member Asplund advanced. Motion carried, all in favor.

- 904 Dutton Drive: Un-mowed Grass (92.38) This property has been mowed. No action necessary.

- o 601 and 603 Lageson Court; 801, 803, and 805 Dale Court: Un-mowed Grass (92.38). Mr. Petsinger asked if the council was making a modification to their process of calling property owners first. Mayor Bartsch replied, no, that is a courtesy. Petsinger asked if the council was aware of anything in our codification manual about vacant lots staying in their natural state? City Attorney Rahrlick responded that he is not aware of any exceptions for open lots in our ordinances regarding the properties. He also stated it is up to the council how to proceed, if they want to make a courtesy call but the property owner is here tonight, so he is aware of the issue. It is up to the council on how you want to proceed. Mayor Bartsch stated for repeat violations we typically go straight to the administrative citation. A motion was made by Mayor Bartsch to issue an Administrative Citation to 601, 603 Lageson Court and 801, 803, and 805 Dale Court regarding 92.38 of the Codification Manual. Council Member Groth advanced. Motion carried, all in favor.

- Administrative Citation

- o 601 Lageson Court: Unauthorized Tower (152.102; 152.219). The citation was sent on July 3rd. The property owner was present and submitted an appeal regarding this Administrative Citation. A hearing will be held at the next meeting.

8. Clerk

- A motion was made by Council Member Groth to schedule a Budget Workshop on August 15th at 7:00 pm. Council Member Asplund advanced.

Roll Call Vote:

Mayor Bartsch: Aye
 Council Member Asplund: Aye
 Council Member Groth: Aye
 Council Member Froman: Aye
 Motion passed.

- Olson Excavating LLC: A motion was made by Council Member Scott Groth to approve the invoices submitted from Olson Excavating for the 302 4th Street sewer connection repair, along with invoices for city work completed, in the amount of \$7,105.00. Council Member Asplund advanced.

Roll Call Vote:

Mayor Bartsch: Aye
 Council Member Asplund: Aye
 Council Member Groth: Aye
 Council Member Froman: Aye
 Motion passed.

Unfinished Business:

1. Fall Clean-Up: This is scheduled for September 7th, 9:00 am – 12:00 pm at the City Maintenance

New Business:

1. Resolution 2024-21: Authorizing Installing Two Stop Signs on 3rd Avenue and 5th Street North: A motion was made by Council Member Asplund to approve Resolution 2024-21. Council Member Froman advanced.

Roll Call Vote:

Mayor Bartsch: Aye
 Council Member Asplund: Aye
 Council Member Groth: Aye
 Council Member Froman: Aye
 Motion passed.

2. Resolution 2024-23: A Resolution Amending the Master Fine Schedule for 2024: A motion was made by Council Member Groth to approve Resolution 2024-23. Council Member Froman advanced.

Roll Call Vote

Mayor Bartsch: Aye
Council Member Asplund: Aye
Council Member Groth: Aye
Council Member Froman: Aye
Motion passed.

3. 5.0 Data Practice Policy for the Public: A motion was made by Council Member Groth to approve the revisions to the 5.0 Data Practice Policy for the Public. Council Member Asplund advanced.

Roll Call Vote

Mayor Bartsch: Aye
Council Member Asplund: Aye
Council Member Groth: Aye
Council Member Froman: Aye
Motion passed.

4. EDA CD: A motion was made by Council Member Asplund to renew the 6-month CD, with an interest rate of 3.5%, for a 9-month CD for an interest rate of 4.65%. Authorized signatures are the City Clerk/Treasurer Kim Zimprich, Deputy Clerk/Treasurer Steve Engel and Mayor Matthew Bartsch. Council Member Groth advanced.

Roll Call Vote

Mayor Bartsch: Aye
Council Member Asplund: Aye
Council Member Groth: Aye
Council Member Froman: Aye
Motion passed.

5. Clerk Office Repairs:

- Engel informed the council that the contractor who was going to do the entrance repairs did not want to do the repairs now, sitting too many other projects in line. However, Brad Suchanek is interested in the north sidewalk replacement part of the project. Engel has a couple names to call about the north side entrance project. We will see what we know by the next meeting.

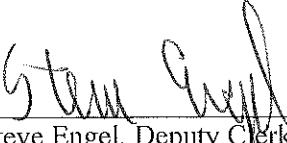
6. Easement Request at 203 5th Avenue West: Engel received a request from Ellendale Café for a 5-foot easement along the east/west property line of her property and the city property, in order to re-install a stairway to the upper level in the future. City Attorney Mark Rahrlick said this is a simple process to complete. Engel will get the details to Mark to get this done. A motion was made by Mayor Bartsch to grant an easement at 203 5th Avenue West. Council Member Froman advanced. All in favor. Motion carried.
7. National Night Out Purchase: National Night Out is scheduled for Tuesday, August 6th at 5:30 pm in the City Park. Council Member Froman will contact the Clerk's Office regarding purchasing items for this event.

Mayor/Council Updates:

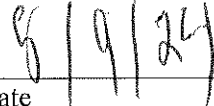
1. Mayor Bartsch: He thanked everyone who attended the meeting. A special thank you to the fire department for their participation and help in the Ellendale Days events. It was a great success this year.
2. Council Member Asplund: He had nothing to present.
3. Council Member Bartness: He was absent.

4. Council Member Froman: She thanked everyone for coming out for Ellendale Days. It was a great success.
5. Council Member Groth: He had nothing to present.

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 8:19 pm.




Steve Engel, Deputy Clerk/Treasurer



Date



Matthew Bartsch, Mayor



Date

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