

CITY COUNCIL SPECIAL MEETING

ROTHSAY CITY HALL

APPROVED MINUTES

May 5, 2025 @ 7:00 pm

- 1.0 Call to Order:** The council meeting was called to order by Mayor Shane Balken at 7:14 p.m. Other Council Members present: Heather Weber, Matthew Balken, and Nathan Ziegler. Daryl Schleeter joined the meeting at 8:34 pm following a Fire Department call out. Others present: Eric Larson, Jordan Barry, Darrell Tollefson and Joseph Tillman.
- 2.0 Moore Engineering Zone Map:**
- Discussion of current zoning of Rothsay properties was completed by County and Zone. Each Zone was reviewed and discussed for proper zoning if applicable.
 - B1 zones should be business use nearest the Interstate with B2 zones reserved for business use in other parts of the City.
 - Industrial zones not needed in Rothsay and rezoned to B2.
 - Additional discussion of properties surrounding developed land in Rothsay and future planning goals.
 - Zoning changes will be open for public forum in June and then brought to Moore Engineering for updating.
- 3.0 Zoning Permit Fee:**
- A **MOTION** to set a \$25.00 flat fee for all Zoning Permits made by Ziegler, seconded by Weber. Motion carried.
- 4.0 Building Permit Fee:**
- Discussion regarding the currently established building permit fee scheduled adopted by the City of Rothsay.
 - A **MOTION** by Ziegler, seconded by Matthew Balken to set the following Building Permit Fee Schedule. Motion carried.
 - Building Permits including new construction with a project cost up to \$20,000 with no structural changes: \$50.00 plus the State Surcharge. Permit can be signed off by City Clerk.
 - Building Permits including new construction with a project cost between \$20,001 and \$200,000: 15% of State Permit Calculator price plus the State Surcharge. Permit must be signed off by City Clerk and Mayor.
 - Building Permits including new construction with a project cost of more than \$200,000: 15% of State Permit Calculator price plus the state Surcharge. Permit must be approve by the City Council.
- 5.0 Personnel:**
- A **MOTION** to accept the resignation of Eric Larson as a Public Works Employee was made by Ziegler, seconded by Weber. Motion Carried.
 - Discussion on posting the vacancy and hiring process.
 - Schleeter and Matthew Balken assigned to a subcommittee to review job description for posting and present options at the May 12th council meeting.
 - Ben from MN Rural Water has volunteered to assist with interviews if requested.
- 6.0 Adjourn:** A **MOTION** to adjourn was made by Ziegler, seconded by Matthew Balken, and carried. The meeting adjourned at 9:15 pm.

Respectfully Transcribed by,

Heather Weber,
City Council Member