

# CITY COUNCIL MEETING

## ROTHSAY CITY HALL

### APPROVED MINUTES

January 3<sup>rd</sup>, 2024 @ 7:00 pm

Mayor Joseph Tillman opened the meeting with the Pledge of Allegiance.

- 1.0 Call to Order:** The council meeting was called to order by Mayor Joseph Tillman at 7:00 p.m. Council Members present Shane Balken, Darrell Tollefson, Dana Holland Jr., and Nathan Ziegler. Others present: Amanda Kuschel, Heather Weber, Travis Olson, and Eric Larson.
- 2.0 Public Forum:** Concerned residents with speeding into town over interstate. Larson to contact Otter Tail County on posting more speed limit signs.
- 3.0 Approval of Agenda:** After three additions; A **MOTION** to approve was made by Tollefson, seconded by Ziegler.
- 4.0 Approval of December Meeting Minutes:** A **MOTION** to approve was made by Holland, seconded by Balken. Tollefson abstained. Carried.
- 5.0 Approval of December 13<sup>th</sup> Budget Meeting Minutes:** A **MOTION** to approve was made by Holland, seconded by Balken. Tollefson abstained. Carried.
- 6.0 Approval of December 20<sup>th</sup> Special Meeting Minutes:** A **MOTION** to approve was made by Ziegler, seconded by Balken. Carried.
- 7.0 Review & Approve Accounts Payable & Accounts Receivable:**
  - 7.1 Receipts Approval for December:** A **MOTION** to approve was made by Holland, seconded by Tollefson. Carried.
  - 7.2 Disbursements Approval for December:** A **MOTION** to approve was made by Ziegler, seconded by Tollefson. Carried.
  - 7.3 Claims Approval for January:** A **MOTION** to approve was made by Tollefson, seconded by Ziegler. Carried.
- 8.0 Committee Reports:**
  - 8.1 Technology- Tillman:** No report.
  - 8.2 School Liaison- Holland:** No report.
  - 8.3 Budget- City Council:** Budget planning ideas for 2025.
  - 8.4 Streets/Wastewater- Tollefson:** Check with ND Pump to fix pipe for lift station.
  - 8.5 Parks and Recreation- Balken:** Ziegler and Balken, along with the EDA as a sub committee for REC, to build a plan and look for grants.
  - 8.6 Housing, Building Permits, and Zoning- Ziegler:** Otter Tail Glass sizing doors at City Hall to make handicap accessible.  
Send letters out to residents regarding debris in their yards.
  - 8.7 City Ordinance Audit- Tillman:** Next wave in January.
  - 8.8 Policing and Public Safety- Ziegler:** No update.
- 9.0 EDA Minutes & Report:**
  - Bringing back Fireworks for Prairie Days.
  - Working on various housing options.
  - Rothsay Enterprise will be sent out on the January 4<sup>th</sup>.
  - Approval for new member Stacy Honer. A **MOTION** to approve was made by Holland, seconded by Tollefson. Carried.
  - Tillman stated how impressed he is with the EDA.
- 10.0 Rothsay Fire Department:**
  - 10.1 Fire Report:**
    - Fixing a broken valve on Unit 7.
  - 10.2 Clerk's Collection Report:** There was a total of 8 calls in the month of December; Six Medicals, One Car Accident, and One False Alarm. Additional billing is still being processed by the Fire Chief.
- 11.0 EMPLOYEE REPORTS:**
  - 11.1 Jordan Barry:**
    - Corrpro contract signed for 2024.
    - Lift station is fixed.

“The City of Rothsay is an equal opportunity employer and provider.”

- 11.2 Eric Larson:**
- Approval to replace main box cylinder and sander and plow controls on snowplow. \$4,500.00 for box cylinder. A **MOTION** to approve was made by Ziegler, seconded by Tollefson. Carried. A total of \$17,000.00 paid out of the trust account for sander and plow controls. A **MOTION** to approve was made by Holland, seconded by Balken. Carried.
- 11.3 Amanda Kuschel:**
- Final tax levies were sent to counties.
  - Waiting on call back from Animal Companion to set up pet clinic in either April or May.
  - Working with gWorks on the new utility billing program.
- 12.0 NEW BUSINESS:**
- 12.1 Tax Abatement Incentive for New Home Build:** New home build, twin home, and townhouse incentives. Five-year program starting March 1<sup>st</sup>. Three-year city taxes abated. Working with the counties as well. A **MOTION** to approve was made by Tillman, seconded by Holland. Carried.
- 12.2 Ordinance 2.05B Personnel Policy Review:** Reviewed ordinance regarding comp time.
- 12.3 CarlsonSV Auditor Contract review:** File extension with state auditor while looking for new auditor.
- 12.4 Wilkin County Parcel Review:** Combine all parcels of the REC into one parcel. A **MOTION** to approve was made by Holland, seconded by Tollefson. Carried.
- 12.5 Addition to the agenda; Building Purchase:** EDA interested in purchasing the building behind Big J's Smokehouse for \$1,000.00. Balken with authority to write up the purchase agreement. A **MOTION** to approve was made by Holland, seconded by Balken. Carried.
- 12.6 Addition to the Agenda; Resolution 2024-1 Regarding access to the City of Rothsay Checking and Savings Accounts:** A **MOTION** to approve was made by Holland, seconded by Tollefson. Carried.
- 12.7 Addition to the Agenda; Resolution 2024-2 Concerning Official Depository, Newspaper, Attorney, and acting Mayor:** A **MOTION** to approve was made by Balken, seconded by Ziegler. Carried.
- 13.0 OLD BUSINESS:**
- 13.1 REC Project-Next Priorities:** Waiting for the installation of gutters. Larson checking on pricing for other portions that will need gutters.
- 13.2 RTS Conditional Use Permit:** Bring to February meeting.
- 14.0 Adjourn:** A **MOTION** to adjourn was made by Tollefson, seconded by Ziegler, and carried. The meeting adjourned at 9:31pm.

Respectfully Transcribed by,

Amanda Kuschel,  
City Clerk/Treasurer