

CITY COUNCIL MEETING

ROTHSAY CITY HALL

APPROVED MINUTES

June 12th, 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, and Nathan Ziegler. Council absent: Dana Holland Jr. Others present: Amanda Kuschel, Jeremy Evans, and Diane Kunze.
- 2.0 Public Forum:**
- Evans would like to purchase two city lots. The council will discuss and bring to July meeting and asked Evans to attend next month's meeting.
 - The council reviewed Buckingham's letter and they acted from last month's meeting.
- 3.0 Approval of Agenda; After one addition:** A **MOTION** to approve was made by Ziegler, seconded by Tollefson. Carried.
- 4.0 Approval of May Meeting Minutes:** A **MOTION** to approve was made by Tollefson, seconded by Balken. Carried.
- 5.0 Approval of May 10th Special Meeting Minutes:** A **MOTION** to approve was made by Balken, seconded by Tollefson. Carried.
- 6.0 Approval of May 25th Special Meeting Minutes:** A **MOTION** to approve was made by Tollefson, seconded by Balken. Carried.
- 7.0 Approval of Accounts Payable and Accounts Receivable:** A **MOTION** to approve was made by Tollefson, seconded by Balken. Carried.
- 8.0 Committee Reports:**
- 8.1 Technology- Tillman:** Set Weber up with the website to make changes. Approval for Park Region to start IT support.
- 8.2 School Liaison- Holland:** No update.
- 8.3 Budget- City Council:** Overview of budget and budget planning ideas for 2025.
- 8.4 Streets/Wastewater- Tollefson:** Lift station is fixed and working properly. 2-3 hydrants need to be rebuilt. A vacuum will need to be rented to clear gate valves of debris.
- 8.5 Parks and Recreation- Balken/Tollefson:** Rothsay Lions Club will be donating two white pine trees to place at the Prairie Chicken and painted the East Park shelter. Two trees at the East Park were removed because of damage from storms.
- 8.6 Housing, Building Permits, and Zoning- Ziegler:** Ziegler working with Moore Engineering on a new zoning map.
- 8.7 City Ordinance Audit- Tillman:** Ordinance review.
- 8.8 Policing and Public Safety- Ziegler:** Work on an emergency plan to have in place. Invite Otter Tail County and Wilkin County to attend a council meeting.
- 9.0 EDA Minutes & Report:**
- Approval to pay invoice of \$633.00 for the business signs. A **MOTION** to approve was made by Ziegler, seconded by Tollefson. Carried.
 - Approval for the city to pay \$2,190.12 for the games at Prairie Days and the EDA will reimburse. A **MOTION** to approve was made by Tollefson, seconded by Balken. Carried.
- 10.0 Rothsay Fire Department:**
- 10.1 Fire Report:**
- DNR Grant was submitted.
 - Annual pump test was completed on Unit 5.
 - A few of the fire fighters participated in a live propane training in Barnesville. Thank you to Barnesville Fire for the invitation to the training.
 - Balken working with collection agency on unpaid fire invoices.
- 10.2 Clerk's Collection Report:** There was a total of five calls in the month of May; two medicals, two car accidents, and one grass fire; Additional billing is still being processed by the Fire Chief.
- 11.0 EMPLOYEE REPORTS:**
- 11.1 Jordan Barry:**

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

- Registered for the MRWA Water-Waste Water Operations and Maintenance.

11.2 Eric Larson:

- Clay from the skating rink will be removed within the next couple weeks.
- Plow truck controls are installed and working.
- The cold patch was delivered.
- Water softener at the REC was installed.
- The bathrooms at East Park Shelter will be painted and new plexiglass will be put in the week of Prairie Days.
- Plan to plant a few new trees in East Park for the trees that had to be removed.

11.3 Amanda Kuschel:

- Letters sent out to residents regarding vehicles and yard maintenance.
- The Pet Clinic went well and ran smoothly. Working on remaining pets that need to be registered.
- Brought to the council's attention on how meetings should be run and the training that is available to the council on how to follow the Open Meeting Law.
- Will be purchasing a new lock for the clerk's office door.
- Approval of NWRFA Gambling permit. A **MOTION** to approve was made by Ziegler, seconded by Tollefson. Carried.
- Approval of \$40.00 park donation. A **MOTION** to approve was made by Ziegler, seconded by Balken. Carried.

11.3 Kellie Barry:

- No update.

11.4 Trisha Sunde:

- The Lion's Club would like to display memorabilia in the glass cases at REC. Council agreed, if it can be removed if needed by rental parties.
- Six rentals for the month of June.
- The REC needs more chairs. The council advised to check online auctions.

12.0 NEW BUSINESS:

12.1 Ordinance 2.05B Review: Add employee policy. Approval of sections 11 and 28 of ordinance. A **MOTION** to approve was made by Tollefson, seconded by Balken. Carried.

12.2 Dust Control: Table for 2025 budget.

12.3 Addition to the agenda; July Meeting Date: Change of meeting date, July council meeting set for Wednesday, July 17th at 7:00pm.

13.0 OLD BUSINESS:

13.1 Ordinance No. 6.03: Reviewed updates of ordinance. Post and bring to next month's meeting.

13.2 Memorial Monument and Flag Poles: Work on quotes for concrete.

14.0 Adjourn: A **MOTION** to adjourn was made by Tollefson, seconded by Balken, and carried. The meeting adjourned at 9:37pm.

Respectfully Transcribed by,

Amanda Kuschel,
City Clerk/Treasurer