

CITY COUNCIL MEETING

ROTHSAY CITY HALL

APPROVED MINUTES

February 5th, 2025 @ 7:00 pm

- 1.0 Call to Order:** The council meeting was called to order by Mayor Shane Balken at 7:00 p.m. Council Members present: Heather Weber, Daryl Schleeter, and Nathan Ziegler. Others present: Amanda Kuschel, Eric Larson, Jordan Barry, Kellie Barry, Darrell Tollefson, Matthew Balken, Jodi Rurup, and John Redington.
- 2.0 Public Forum:** No Public Forum
- 3.0 Approval of Agenda:** A **MOTION** to approve after four additions, was made by Ziegler, seconded by Schleeter. Carried.
- 4.0 Approval of January Meeting Minutes:** A **MOTION** to approve was made by Ziegler, seconded by Schleeter. Carried.
- 5.0 Approval of Accounts Payable and Accounts Receivable:** A **MOTION** to approve was made by Ziegler, seconded by Schleeter. Carried.
- 6.0 Committee Reports:**
- 6.1 Park and Recreation- Balken:** No update.
- 6.2 Housing, Building Permits, and Zoning- Ziegler:** Ziegler would like community involvement on zoning in March. Discussion on zoning charges and making sure all lots are being taxed correctly.
- 6.3 Policing and Public Safety- Ziegler:** March 18th or 20th for possible dates for the Mock Emergency Plan.
- 7.0 EDA Minutes & Report:**
- West Central Initiative provided training materials for the Rothsay Area Community Fund.
 - Curtis and Weber reported very little activity regarding the sale of 214 1st Ave NW.
 - A family presented to the EDA their current plans to possibly bring a grocery store back into town.
- 8.0 Rothsay Fire Department:**
- 8.1 Fire Report:**
- Milwaukee tools were delivered.
 - Duluth conference is March 14th – March 15th.
 - One tool demo on vehicle was complete. One more to finish.
- 8.2 Clerk's Collection Report:** There was a total of thirteen calls in the month of January; five medical, three false alarms, and five car accidents; Additional billing is still being processed by the Fire Chief.
- 9.0 EMPLOYEE REPORTS:**
- 9.1 Jordan Barry**
- Their Well completed work on well #5. The cost of the next inspection will increase.
 - The MRWA conference will be held in March.
 - Sirens on the East side of town were fixed.
 - WCEC Well Access Agreement. A **MOTION** to approve was made by Ziegler, seconded by Weber. Carried.
- 9.2 Eric Larson:**
- No report
- 9.3 Amanda Kuschel:**
- Started on the 2024 Audit.
 - Approval for C-W to move dirt onto city land to level out area for gravel pad. A **MOTION** to approve with discussion of adding an approach and culvert for the city was made by Weber, seconded by Schleeter. Carried.
 - TC Club would like to apply for a temporary liquor license. A **MOTION** to approve was made by Ziegler, seconded by Schleeter. Carried.
 - Approval of TC Club and Rothsay Fire Department Charitable Gaming gambling permits. A **MOTION** to approve was made by Schleeter, seconded by Ziegler. Carried.
- 9.4 Kellie Barry:**

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

- 171 active fitness members.
- Post Prom Donation for use of the REC. A **MOTION** to approve was made by Ziegler, seconded by Schleeter. Carried.
- Three rentals in January and six are scheduled for February.
- Approval for signage on outside of the building. Bring it to the March meeting.
- Approval to spend up to \$2,300.00 for a water fountain/bottle filler in the fitness room. A **MOTION** to approve was made by Ziegler, seconded by Schleeter. Carried.
- A \$5.00 increase per month on membership fees for the Fitness Center. A **MOTION** to approve was made by Ziegler, seconded by Weber. Carried.

10.0 NEW BUSINESS:

10.1 CLA Audit Review: Review of the 2023 audit and findings.

10.2 Vacant Council Seat: Matthew Balken, John Redington, Darell Tollefson, Jodi Rurup, Travis Olson, and Corey Moen. Roll call vote; Shane Balken- Matthew Balken, Ziegler- Matthew Balken, Schleeter- Darrell Tollefson, Weber- Jodi Rurup. A **MOTION** to approve Matthew Balken for the vacant council seat was approved by Ziegler, seconded by Weber. Carried. Thank you to all who filled out the questionnaire.

10.3 Moore Engineering: Bring to March Council Meeting.

10.4 Garbage Contract: The contract with Fuch's ends in March. Discussion on options, bring to the March council meeting.

10.5 Otter Tail Power Street Lighting: A **MOTION** to approve up to 13 new aluminum streetlights was made by Schleeter, seconded by Weber. Carried.

10.6 REC Vending Machine: Tydan Holland would like to install a water/pop vending machine in the REC and offer the city five percent of the profits. A **MOTION** to approve was made by Weber, seconded by Ziegler. Carried.

10.7 Addition to the agenda; Zoning Fee: Ziegler would like the City of Rothsay to have a zoning fee. Kuschel to check with other communities for fees. Bring it to the March meeting.

10.8 Addition to the agenda; City Hall Office Space Rental: Possible business looking for a space to rent.

11.0 OLD BUSINESS:

11.1 Cannabis Retail Ordinance: Adopt Wilkin County Ordinance with the change of 500 feet from school or parks. A **MOTION** to approve was made by Weber, seconded by Schleeter. Carried.

11.2 Addition to the agenda; Strategic Planning Meeting: Set for Monday, February 24th, 5:00pm – 7:00pm at the Rothsay Event Center.

12.0 Adjourn: A **MOTION** to adjourn was made by Ziegler, seconded by Schleeter, and carried. The meeting adjourned at 9:41pm.

Respectfully Transcribed by,

Amanda Kuschel,
City Clerk/Treasurer