

CITY COUNCIL MEETING

ROTHSAY CITY HALL

APPROVED MINUTES

January 8th, 2025 @ 7:00 pm

Oath to Office

Mayor Shane Balken opened the meeting with the Pledge of Allegiance.

- 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, Diane Kunze, and Nate Kunde.
- 2.0 Public Forum:** No Public Forum
- 3.0 Approval of Agenda:** A **MOTION** to approve after two additions, was made by Ziegler, seconded by Schleeter. Carried.
- 4.0 Approval of December Meeting Minutes:** A **MOTION** to approve was made by Ziegler, seconded by Tollefson. Carried.
- 5.0 Approval of December Final Budget Meeting Minutes:** A **MOTION** to approve was made by Ziegler, seconded by Tollefson. Carried.
- 6.0 Approval of Accounts Payable and Accounts Receivable:** A **MOTION** to approve was made by Ziegler, seconded by Weber. Carried.
- 7.0 Committee Reports:**
- 7.1 School Liaison:** Set up a meeting with the Superintendent and School Board.
- 7.2 Streets/Wastewater:** No update.
- 7.3 Parks and Recreation- Balken/Tollefson:** No update.
- 7.4 Housing, Building Permits, and Zoning- Ziegler:** Ziegler would like public input on zoning in April.
- 7.5 Policing and Public Safety- Ziegler:** Plan for March on the Mock Emergency Plan.
- 8.0 EDA Minutes & Report:**
- Balken is stepping off the EDA.
 - Stephanie Curtis will be the new EDA President, Heather Weber will be Secretary, and Rachel Puff for new Board Member.
 - The open house went well for the 214 1st Ave NW.
- 9.0 Rothsay Fire Department:**
- 9.1 Fire Report:**
- The Fire Department approved the purchase of new battery-operated Milwaukee tools up to \$8,000.00. A **MOTION** to approve was made by Ziegler, seconded by Schleeter. Carried.
 - Two firefighters will take training at the end of January.
 - The township meeting is set for Wednesday, February 5th at 6:00pm.
 - Bringing quote to the February meeting for hi-vis vests.
 - Approval of \$90,000.00 donation from charitable gambling. A **MOTION** to approve was made by Ziegler, seconded by Weber to use towards tools and auto extrication. Carried.
- 9.2 Clerk's Collection Report:** There was a total of seven calls in the month of December; one medical, three cancelled calls, and three car accidents; Additional billing is still being processed by the Fire Chief.
- 10.0 EMPLOYEE REPORTS:**
- 10.1 Jordan Barry**
- Their Well did the annual inspection on both wells. Well #5 is recommended to be pulled for physical inspection. Estimated cost of \$3,000.00. A **MOTION** to approve was made by Schleeter, seconded by Ziegler. Carried.
 - An automotive shop in town had a barrel leak caused by a fitting failure. Sewer jetting was completed for clean-up. The invoice will be mailed to the business.
 - 4 gas monitor quotes from Grand Forks Fire for \$1,295.00 and Locators and Supplies came in at \$1,095.00 apiece. Approval of up to \$1,500.00. A **MOTION** to approve was made by Schleeter, seconded by Ziegler. Carried.
 - Received a quote of \$1,980.00 from Schaffers for an oil drum. Bringing to next month's meeting.

- 10.2 Eric Larson:**
- The right-hand spinner is not working on the plow. It is in the shop and being repaired.
 - Concrete plans shown to the council for the memorial monument and flag poles.
- 10.3 Amanda Kuschel:**
- The 2023 audit is complete and will be presented at the February council meeting.
 - Date change for 2024 audit. The new date is set for February 17th.
 - Received payment from LMC for \$67,011.00 for the claim. A **MOTION** to approve was made by Schleeter, seconded by Ziegler. Carried.
 - Still having issues with the new utility billing program, gWorks is still working on the problem.
 - Conferences will be held March 18th – March 28th. Clerk’s Institute will be held May 4th – May 9th.
- 10.4 Kellie Barry:**
- 171 active fitness members.
 - A group is interested in a renting for a dog club. A **MOTION** to approve was made by Ziegler, seconded by Weber. Carried.
 - Six rentals in December and four are scheduled for January.
 - A treadmill may need to be replaced.
 - A few members would like to see a water fountain/bottle filler in the fitness room.
- 11.0 NEW BUSINESS:**
- 11.1 Resolution 2025-1 Regarding access to the City of Rothsay Checking and Savings Accounts:** A **MOTION** was approved by Ziegler, seconded by Schleeter. Carried.
- 11.2 Resolution 2025-2 Concerning Official Depository, Newspaper, Attorney, and Acting Mayor:** New Acting Mayor Nathan Ziegler. A **MOTION** was approved by Ziegler, seconded by Schleeter. Carried.
- 11.3 Resolution 2025-3 Out of State Travel Policy:** A **MOTION** was approved by Ziegler, seconded by Schleeter. Carried.
- 11.4 Resolution 2025-4 Electronic Funds Transfer (EFT) and Automated Clearing House (ACH) Policy:** A **MOTION** was approved by Ziegler, seconded by Schleeter. Carried.
- 11.5 Resolution 2025-5 Credit Card Policy:** A **MOTION** was approved by Ziegler, seconded by Schleeter. Carried.
- 11.6 Resolution 2025-6 Password Policy:** A **MOTION** was approved by Ziegler, seconded by Schleeter. Carried.
- 11.7 Water/Sewer Rates:** Bring to March meeting.
- 11.8 Council Meeting Change:** Council meeting will now be held the first Monday of the month starting in March. A **MOTION** to approve was made by Schleeter, seconded by Ziegler. Carried.
- 11.9 Voting Operations, Technology, & Election Resources (VOTER) Account Agreement:** A **MOTION** to approve was made by Weber, seconded by Ziegler. Carried.
- 11.10 Vacant Council Seat:** Post questionnaire and bring to February meeting.
- 11.11 Addition to the agenda; Otter Tail Power:** Nate Kunde from Otter Tail Power presented street lighting improvements for the city.
- 11.12 Addition to the agenda; Future Goals:** Balken would like to set a meeting for the community to give feedback on future goals.
- 12.0 OLD BUSINESS:**
- 12.1 Memorial Monument and Flag Poles:** Concrete quote for \$3,800.00. Larson to call for other quotes. The council would like to hold a dedication once the project is complete.
- 12.2 Cannabis Retail Ordinance:** Council to review Wilkin County Ordinance and bring to the February meeting.
- 13.0 Adjourn:** A **MOTION** to adjourn was made by Schleeter, seconded by Weber, and carried. The meeting adjourned at 9:25pm.

Respectfully Transcribed by,

Amanda Kuschel,
City Clerk/Treasurer