

CITY COUNCIL MEETING

ROTHSAY CITY HALL

APPROVED MINUTES

March 3rd, 2025 @ 7:00 pm

Oath to Office

- 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, Matthew Balken, and Nathan Ziegler. Others present: Amanda Kuschel, Eric Larson, Kellie Barry, Tony Harris, and Darrell Tollefson.
- 2.0 Public Forum:** No Public Forum
- 3.0 Approval of Agenda:** A **MOTION** to approve was made by Ziegler, seconded by Matthew Balken. Carried.
- 4.0 Approval of February Meeting Minutes:** A **MOTION** to approve was made by Schleeter, seconded by Weber. Carried.
- 5.0 Approval of February Township Meeting Minutes:** A **MOTION** to approve was made by Ziegler, seconded by Weber. Carried.
- 6.0 Approval of February Special Meeting Minutes:** A **MOTION** to approve was made by Weber, seconded by Matthew Balken. Carried.
- 7.0 Approval of Accounts Payable and Accounts Receivable:** A **MOTION** to approve was made by Ziegler, seconded by Schleeter. Carried.
- 8.0 Committee Reports:**
- 8.1 Housing, Building Permits, and Zoning-Ziegler:** Discussion on new zoning map. Bring it to the April Meeting. Send letters to residents regarding yard clean-up.
- 8.2 Policing and Public Safety-Ziegler:** Incident Management Plan will be March 18th at 5:30pm, City Hall.
- 8.3 School Liaison- Matthew Balken:** No report.
- 9.0 EDA Minutes & Report:**
- There was a Prairie Planning meeting that was held on February 19th.
 - EDA would like to host a Breakfast with Business Members on March 21st.
 - Discussion on having a lawn of the week. Winning properties would display a traveling sign and prize from a local business.
 - New Life Church along with the EDA would like to start giving out new resident welcome baskets. Discussion on whether the city would provide a free 3-month fitness membership.
- 10.0 Rothsay Fire Department:**
- 10.1 Fire Report:**
- We received a grant from the Gary Sinise Foundation for \$65,857.00.
 - Auto extrication tools were ordered through Grand Fork's Fire. The estimated cost is \$66,870.00. Approval to use up to \$10,000.00 of the donation money to outfit the trucks for the equipment to cover extra cost that the grant won't cover. A **MOTION** to approve was made by Schleeter, seconded by Ziegler. Carried.
 - Approval for up to \$3,000.00 for hose testing. A **MOTION** to approve was made by Ziegler, seconded by Schleeter. Carried.
- 10.2 Clerk's Collection Report:** There was a total of nine calls in the month of February; six medical, one false alarm, one structure fire, and one car accident; Additional billing is still being processed by the Fire Chief.
- 11.0 EMPLOYEE REPORTS:**
- 11.1 Jordan Barry**
- No report.
- 11.2 Eric Larson:**
- Wilkin County Recycling bins have been full, and residents are dumping outside of bins. Will be keeping an eye on it and contact Wilkin County if needed.
 - Approval for up to \$4,000.00 on concrete work for the memorial at the Prairie Chicken. A **MOTION** to approve was made by Schleeter, seconded by Ziegler. Carried.
 - Approval to purchase up to a \$600.00 UniPro Communicator for water audits. A **MOTION** to approve was made by Ziegler, seconded by Weber. Carried.

11.3 Amanda Kuschel:

- Clerk's conferences will be held March 18th – March 21st.
- Audit should be completed by the end of March.
- IRS contacted me stating that all the 4th quarter of 2021 for employee taxes withheld was not sent in. Kuschel completed and mailed to the IRS.
- Pro-Sweep contract of \$1,500.00. A **MOTION** to approve was made by Schleeter, seconded by Ziegler. Carried.

11.4 Kellie Barry:

- 172 active fitness members.
- Contacted Signworks, Sign Guys, and Raatz for pricing for the REC signage. Waiting for the measurements. The council would like to contact Galaxy Enterprise as well.
- Approval for up to \$19,000.00 for the commercial kitchen remodel using the EDA fitness center funds. A **MOTION** to approve was made by Ziegler, seconded by Schleeter. Carried.
- Approval to purchase a new dumbbell rack up to \$700.00. A **MOTION** to approve was made by Ziegler, seconded by Weber. Carried.

12.0 NEW BUSINESS:

12.1 Wilkin County Sheriff Contract: The total of 178 calls for 2024. Approval of \$19,232.22 for the 2025 sheriff contract. A **MOTION** to approve was made by Ziegler, seconded by Schleeter. Carried.

12.2 Moore Engineering: Moore Engineering to send invoice on cost of updated zoning map. Bring it to the April meeting.

12.3 Moore Engineering: Bring to March Council Meeting.

12.4 Otter Tail Power Solar Array: Rothsay City Council not interested at this time.

12.5 Zoning Fee: No fee to be set at this time.

12.6 Building Official Contract: Discuss at the 2026 budget meeting.

12.7 Resolution 2025-7 Garbage Rate, Clean-Up Fee, City Service Fee, Water/Wastewater Rate: No changes were made. Per auditor's request to reapprove. A **MOTION** to approve was made by Weber, seconded by Schleeter. Carried.

12.8 DTCC Bond: Approval for Ehler's to take over the 2017A Bond. A **MOTION** to approve was made by Schleeter, seconded by Ziegler. Carried.

13.0 OLD BUSINESS:

13.1 Garbage Contract: Fuch's contract is up in March. Bring bids and contracts to the April meeting. Discussion on recycling options and Spring Clean-up. An increase of \$5.00 will be applied to all appliances for spring clean-up. A **MOTION** to approve was made by Ziegler, seconded by Weber. Carried.

14.0 Adjourn: A **MOTION** to adjourn was made by Schleeter, seconded by Weber, and carried. The meeting adjourned at 9:24pm.

Respectfully Transcribed by,

Amanda Kuschel,
City Clerk/Treasurer