

CITY COUNCIL MEETING

ROTHSAY CITY HALL

APPROVED MINUTES

October 6th, 2024 @ 7:00 pm

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

- 1.0 Call to Order:** The council meeting was called to order by Acting Mayor Shane Balken at 7:00 p.m. Council Members present: Darrell Tollefson, and Nathan Ziegler. Council members absent: Joe Tillman and Dana Holland Jr. Others present: Amanda Kuschel, Samantha VanWechel-Meyer and Heather Weber.
- 2.0 Public Forum:** No Public Forum
- 3.0 Approval of Agenda:** After two additions; A **MOTION** to approve was made by Ziegler, seconded by Tollefson. Carried.
- 4.0 Approval of September Meeting Minutes:** A **MOTION** to approve was made by Tollefson, seconded by Ziegler. Carried.
- 5.0 Approval of September 4th Special Meeting Minutes:** A **MOTION** to approve was made by Ziegler, seconded by Tollefson. Carried.
- 6.0 Approval of September 18th Special Meeting Minutes:** A **MOTION** to approve was made by Ziegler, seconded by Tollefson. Carried.
- 7.0 Approval of September 23rd Special Meeting Minutes:** A **MOTION** to approve was made by Tollefson, seconded by Ziegler. Carried.
- 8.0 Approval of Accounts Payable and Accounts Receivable:** A **MOTION** to approve was made by Tollefson, seconded by Ziegler. Carried.
- 9.0 Committee Reports:**
 - 9.1 School Liaison- Holland:** No update.
 - 9.2 Budget- City Council:** Final budget meeting set for Wednesday, December 4th at 6:00pm.
 - 9.3 Streets/Wastewater- Tollefson:** Tollefson to call for bids on chip sealing. Clerk working with MRWA on water and sewer rates.
 - 9.4 Parks and Recreation- Balken/Tollefson:** No update.
 - 9.5 Housing, Building Permits, and Zoning- Ziegler:** Still in the process of working with Moore Engineering on zoning map. Approval for the clerk to approve and sign building permits under \$10,000.00. A **MOTION** to approve was made by Ziegler, seconded by Tollefson. Carried.
 - 9.6 Policing and Public Safety- Ziegler:** Emergency mock scenario planned for January.
- 10.0 EDA Minutes & Report:**
 - Santa Days will be held Saturday, November 30th.
 - Approval to open a new bank account for monthly transfers of the Fitness Center funds. A **MOTION** to approve was made by Ziegler, seconded by Tollefson. Carried.
 - Town Hall meeting set for October 30th at the REC.
 - Approval to pay \$2,500.00 for the Prairie Days fireworks. A **MOTION** to approve was made by Ziegler, seconded by Tollefson. Carried.
- 11.0 Rothsay Fire Department:**
 - 11.1 Fire Report:**
 - No FEMA Grant update.
 - Approval to fix a bad sensor in the gas monitor. Balken and Tollefson gave approval not to exceed \$605.00.
 - Auto extrication tool testing will be happening from October through December.
 - Firefighter Jensen applied for grant through Lake Region Electric to purchase a Lucas CPR Machine.
 - 11.2 Clerk's Collection Report:** There was a total of three calls in the month of September; two medicals and one car accidents; Additional billing is still being processed by the Fire Chief.
- 12.0 EMPLOYEE REPORTS:**
 - 12.1 Jordan Barry:** No update.

12.2 Eric Larson:

- Bat Pros quote of \$500.00 for removal of bats in East Park Shelter. A **MOTION** to approve was made by Ziegler, seconded by Tollefson. Carried.

12.3 Amanda Kuschel:

- The REC and the shop were set up with new phones.
- IRS tax payment was made for December of 2021.
- The new utility program is up and running. Working on a few things and getting those corrected.
- Approval of a \$50.00 East Park Shelter donation. A **MOTION** to approve was made by Ziegler, seconded by Tollefson. Carried.

12.4 Kellie Barry:

- 154 active fitness members.
- Vendor Show and Turkey Bingo scheduled for November 16th.
- Six rentals in September and five are scheduled for October.

13.0 NEW BUSINESS:

13.1 West Central Initiative Field of Interest Fund: EDA to set guidelines. Approval for the EDA to open the fund account. A **MOTION** to approve was made by Ziegler, seconded by Tollefson. Carried.

13.2 Otter Tail Lakes Country Magazine: Discussion on the magazine and advertising.

13.3 Addition to the Agenda; Blacksmith Shop: Discussion

14.0 OLD BUSINESS:

14.1 Memorial Monument and Flag Poles: No update.

14.2 Addition to the Agenda; Investigation: Meeting closed at 8:55pm to the public. An agenda item was added as a Closed Meeting that did not follow the proper procedures for a closed public meeting. For that reason, details on that portion of the meeting are included in the meeting minutes. An update was provided to the City Council that the BCA investigation of missing cash continues. No action was taken.

15.0 Adjourn: A **MOTION** to adjourn was made by Ziegler, seconded by Balken, and carried. The meeting adjourned at 9:06pm.

Respectfully Transcribed by,

Amanda Kuschel,
City Clerk/Treasurer