

CITY COUNCIL MEETING

ROTHSAY CITY HALL

APPROVED MINUTES

March 13th, 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, Dana Holland Jr., and Nathan Ziegler. Others present: Amanda Kuschel, Heather Weber, Kellie Barry, Jim Boyce, Jordan Barry, and Allison Neumann.
- 2.0 Public Forum:** No Public Forum.
- 3.0 Approval of Agenda:** After one addition; A **MOTION** to approve was made by Tollefson, seconded by Ziegler.
- 4.0 Approval of February Meeting Minutes:** A **MOTION** to approve was made by Tollefson, seconded by Balken. Carried.
- 5.0 Approval of Township 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 Tollefson, seconded by Holland. Carried.
- 7.0 Committee Reports:**
- 7.1 Technology- Tillman:** Discussion on website and LastPass for Clerk. Tillman to contact Park Region for IT Support and Loffler to start the transfer process.
- 7.2 School Liaison- Holland:** No update.
- 7.3 Budget- City Council:** Overview of budget and budget planning ideas for 2025. Allison Neumann presented for financial consulting.
- 7.4 Streets/Wastewater- Tollefson:** Updates on Larson's report.
- 7.5 Parks and Recreation- Balken/Tollefson:** Larson started expanding the baseball field at East Park.
- 7.6 Housing, Building Permits, and Zoning- Ziegler:** Work with Moore Engineering on a zoning map. Discussion for yard clean-up and unregistered vehicles. Boyce went over the plan review with the Rothsay Truck Stop.
- 7.7 City Ordinance Audit- Tillman:** No update.
- 7.8 Policing and Public Safety- Ziegler:** Plans discussed for city clean-up. Discussion on having a plan in place in case of an emergency.
- 8.0 EDA Minutes & Report:**
- Approval for attorney fees regarding letter from attorney for purchase of 214 1st Ave NW. A **MOTION** to approve was made by Ziegler, seconded by Holland. Carried.
 - Reviewed contractor agreement for 214 1st Ave NW.
 - CEDA will be coming to Rothsay to assess the community's needs and author a report that can be used for future grant applications.
 - A presentation was given by West Central Initiative regarding the component fund program.
- 9.0 Rothsay Fire Department:**
- 9.1 Fire Report:**
- FEMA Grant to be submitted by March 8th.
 - Dual certified gear will arrive by the middle of march. DNR will reimburse \$5,000.00 of cost.
 - Applying for the Gary Sinise Grant to update the auto extrication tools.
 - Larson and Barry replaced the recirculation hose and fittings on Unit 4 and replaced the water supply swivel.
 - The annual pancake feed is Sunday, March 24th.
 - Approval of new fire department member Patrick Lee. A **MOTION** to approve was made by Holland, seconded by Tollefson. Carried.
 - Ziegler questioned if there was a backup plan if water were to run out during a fire. Barry stated that there are Mutual Aid contracts from other towns to supply water.
- 9.2 Clerk's Collection Report:** There was a total of 6 calls in the month of February; Five Medicals and One Vehicle Fire. Additional billing is still being processed by the Fire Chief.

10.0 EMPLOYEE REPORTS:

10.1 Jordan Barry:

- Pro Sweep contract proposal was sent over.
- Pipe needs to be replaced on the detention tank at the water plant, waiting on quote.

10.2 Eric Larson:

- All parts for the plow truck were delivered. Calling to make an appointment for repairs. Expected to take one to two weeks to complete.
- Dust Control contract will be reviewed in the Spring.
- Street sweeping will be scheduled in the next couple months.
- Approval of \$600.00 for the Event Center gutters. A **MOTION** to approve was made by Ziegler, seconded by Balken. Carried.
- Approval of \$1,000.00 in cost of gravel for southern city limits. Akron Township will split the cost of gravel. A **MOTION** to approve was approved by Balken, seconded by Holland. Carried.

10.3 Amanda Kuschel:

- Approval of Hazardous Waste Contract. A **MOTION** to approve was made by Tollefson, seconded by Ziegler. Carried.
- Approval of \$3,000.00 contribution to Rothsay Summer REC Program. A **MOTION** to approve was made by Holland, seconded by Balken. Carried.
- Spring Clean-up is scheduled for Wednesday, May 22nd.
- Wilkin County would like to have a scavenger hunt held in Rothsay for mental health awareness. Dates to follow.

10.4 Kellie Barry:

- Three new memberships in the month of February.
- In the process of making electronic applications.
- New age policy and waiver for the Fitness Center. A **MOTION** to approve was made by Tollefson, seconded by Ziegler. Carried.
- Bring quotes for new dumbbells for the Fitness Center to council next month.
- A clipboard will be put up in the entryway of the Event Center for children to sign when using the gym.

10.5 Trisha Sunde:

- Easter Bingo will be Friday, March 22nd.
- Ziegler to work with Trisha on rates for the Event Center.

11.0 NEW BUSINESS:

11.1 Electronic Council Meeting Packets: Bring to April Meeting.

11.2 Maple River Grain and Agronomy Lawsuit: No action needed.

11.3 Addition to the Agenda; Variance Discussion: Schleeter shed; A **MOTION** to approve was made by Ziegler, seconded by Balken. Carried.

12.0 OLD BUSINESS:

12.1 Tax Abatement Incentive for New Home Build: A **MOTION** to approve was made by Balken, seconded by Ziegler. Carried.

12.2 Resolution 2016-2 Free Water and Sewer Incentive Program Regulations Review: Approval to abolish Resolution starting April 1st, 2024; A **MOTION** to approve was made by Holland, seconded by Tollefson. Carried.

12.3 Farmland Rental: Contact Sullivan regarding lease agreement.

13.0 Adjourn: A **MOTION** to adjourn was made by Holland, seconded by Tollefson, and carried. The meeting adjourned at 9:36pm.

Respectfully Transcribed by,

Amanda Kuschel,
City Clerk/Treasurer