

CITY COUNCIL MEETING
ROTHSAY CITY HALL
APPROVED MINUTES
October 6th, 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, Matthew Balken, and Nathan Ziegler. Others present: Amanda Kuschel, Jordan Barry, and Gayle Skarstad.
- 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 Schleeter. Carried.
- 4.0 Approval of Consent Agenda:**
- **Approval of September 8th Meeting Minutes**
 - **Approval of September 8th Public Hearing Spring Clean-Up Meeting Minutes**
 - **Approval of September Accounts Receivable and Accounts Payable**
 - **EDA Minutes and Report**
 - **Rothsay Fire Department**
 - **Committee Reports**
 - **Employee Reports**
- A **MOTION** to approve was made by Ziegler, seconded by Weber. Carried.
- 5.0 Committee, EDA, Fire, and Employee Action Items:**
- 5.1 Mini Split/City Shop:** Approval of JS Service quote of up to \$9,500.00. A **MOTION** to approve was made by Schleeter, seconded by Ziegler. Carried.
- 5.2 EDA Twin Home Purchase Agreement and City Lot:** Approval of the EDA for a \$317,000.00 loan through the JPA to place a twin home on a city lot. A **MOTION** to approve was made by Schleeter, seconded by Matthew Balken. Carried.
- 5.3 Resolution 2025-15 Otter Tail County Seal Coat Pre-Approval:** The Rothsay City Council decided not at this time due to unknown costs.
- 5.4 Addition to the Agenda; Upgrading Unit 5 Emergency Lights:** Approval up to \$1,543.20 to purchase. A **MOTION** to approve was made by Ziegler, seconded by Schleeter. Carried.
- 6.0 NEW BUSINESS:**
- 6.1 Land Annexation:** No update currently.
- 6.2 Ordinance 2.05B:** Approval of the updated ordinance that has been posted. A **MOTION** to approve was made by Ziegler, seconded by Weber. Carried.
- 6.3 Spring Clean-Up Price List:** Council will go over the pricing of furniture and bring it to the November meeting for approval.
- 6.4 Wastewater Increase Public Hearing Meeting Date:** Public Hearing will be January 5th at 6:30 pm at the City Hall.
- 6.5 Prairie Days Kick-Off Meeting:** The EDA meeting will be held on Thursday, October 16th, at 7 pm.
- 6.6 Addition to the Agenda; Emergency Plan:** Put an emergency plan in place and an alert system for communication with the residents.
- 7.0 Old Business:**
- 7.1 Time Capsule:** Weber will have Curtis add to the EDA agenda.
- 7.2 East Park Electrical:** Discussion on electricity and bathrooms.
- 7.3 REC Flagpole:** The Council decided on the placement of the flagpole. Barry and Schleeter to receive quotes for installation.
- 7.4 REC Parking Lot:** The council walked the grounds and looked over the plan for the parking lot. Barry and Schleeter to receive quotes for tree removal and a new approach off Main Ave.
- 7.5 Street Banners:** Barry will call for quotes on new street banners and bring them to the November meeting.
- 8.0 Mayor/Council Reports:**
- Final budget meeting will be held on Monday, November 10th at 6:00 pm

- The November regular council meeting date has been changed and will be held on Monday, November 10th at 7:00 pm.
- Ziegler updated the council on the investigation.
- gWorks is still working on the issues for the utility billing. Kuschel will contact them regarding a refund.

9.0 Adjourn: A **MOTION** to adjourn was made by Weber, seconded by Matthew Balken, and carried. The meeting adjourned at 9:15 pm.

Respectfully Transcribed by,

Amanda Kuschel,
City Clerk/Treasurer