

# CITY COUNCIL MEETING

## ROTHSAY CITY HALL

### APPROVED MINUTES

February 7th, 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, and Jon Pauna.
- 2.0 Public Forum:** No Public Forum.
- 3.0 Approval of Agenda:** After three additions; A **MOTION** to approve was made by Tollefson, seconded by Balken.
- 4.0 Approval of January Meeting Minutes:** A **MOTION** to approve was made by Holland, seconded by Balken. Carried.
- 5.0 Review & Approve Accounts Payable & Accounts Receivable:**
  - 5.1 Receipts Approval for January:** A **MOTION** to approve was made by Tollefson, seconded by Ziegler. Carried.
  - 5.2 Disbursements Approval for January:** A **MOTION** to approve was made by Holland, seconded by Tollefson. Carried.
  - 5.3 Claims Approval for February:** A **MOTION** to approve was made by Ziegler, seconded by Balken. Carried.
- 6.0 Committee Reports:**
  - 6.1 Technology- Tillman:** Working with Loffler and checking back with Park Region on IT support. Set up a password keeper for the clerk.
  - 6.2 School Liaison- Holland:** No update.
  - 6.3 Budget- City Council:** Overview of budget and budget planning ideas for 2025.
  - 6.4 Streets/Wastewater- Tollefson:** Clerk to send out disconnection notices when needed.
  - 6.5 Parks and Recreation- Balken/Tollefson:** Plans to expand the outfield at East Park.
  - 6.6 Housing, Building Permits, and Zoning- Ziegler:** Approval of Addendum to Building Services Agreement. A **MOTION** to approve was made by Ziegler, seconded by Balken. Carried.
  - 6.7 City Ordinance Audit- Tillman:** No update.
  - 6.8 Policing and Public Safety- Ziegler:** No update.
- 7.0 EDA Minutes & Report:**
  - In the process of updating the business welcome signs.
  - Moving forward with the purchasing of 214 1<sup>st</sup> Ave NW. Balken put in application for SVEDA and approved for \$250,000.00.
  - A quote of \$10,000.00 was given for the demolition of Schleeter commercial lot.
- 8.0 Rothsay Fire Department:**
  - 8.1 Fire Report:**
    - Received mutual aid for two calls in 2023.
    - A total of 114 calls for 2023. That is up eight calls from 2022.
    - Held elections at January meeting; Fire Chief: Jordan Barry; Fire Chief 1: Eric Larson, Fire Assistant Chief 2: Nate Johnson, and Fire Safety Officer: Wes Zilmer.
  - 8.2 Clerk's Collection Report:** There was a total of 9 calls in the month of January; Five Medicals, Two Car Accidents, and Two Cancelled. Additional billing is still being processed by the Fire Chief.
- 9.0 EMPLOYEE REPORTS:**
  - 9.1 Jordan Barry:**
    - Wastewater pump rebuild approval. A **MOTION** to approve was made by Holland. Seconded by Balken. Carried.
    - Repairs are being made to the walls at the REC.
    - There is a pin hole in the inlet well pipe going to the detention tank at the water plant that will need to be fixed. Unknown cost, waiting on quote to get approval.
  - 9.2 Eric Larson:**

"The City of Rothsay is an equal opportunity employer and provider."

- Removed cabinet from NW corner of REC. Working on quote to replace particle board and hardwood flooring.
- Will take approximately 9 ½ weeks to fix the plow truck. After winter, repairs will start.
- I will be attending MN Rural Water Association Conference is March 5<sup>th</sup> - 7<sup>th</sup> in St. Cloud.

**9.3 Amanda Kuschel:**

- I will be attending Clerk’s Conferences in St. Cloud March 19<sup>th</sup> – 22<sup>nd</sup>.
- Approval of \$1,000.00 Fire Department donation from LREC. A **MOTION** to approve was made by Holland, seconded by Tollefson. Carried.
- Approval of \$240.00 Prairie Days donation from LREC. A **MOTION** to approve was made by Tollefson, seconded by Balken. Carried.
- Approval of \$90,000.00 Fire Department donation from Charitable Gaming. Use to pay off the gear and packs loan and the remainder to go into the Truck Fund along with a thank you letter wrote. A **MOTION** to approve was made by Tollefson, seconded by Ziegler. Carried.
- Waiting for an email back from Animal Companion to set up pet clinic in May.
- Unemployment claim for previous employee was denied.

**9.4 Kellie Barry:**

- Fitness center has 197 members after reviewing and correcting. With 10 new members for the month of January.
- Adjusting and making changes in the payment center. Three families have not been charged since 2019, 2022, and 2023.
- A plan to make an electronic application for Fitness Center.
- Holland to work with Barry to go over questions regarding Fitness Center.

**9.5 Trisha Sunde:**

- The Rabbit Show and Neigels Gun Show to be held in February.
- Need to review pricing on REC rentals.
- **Approval of Post Prom donation:** A **MOTION** to approve was made by Holland, seconded by Balken. Carried.

**10.0 NEW BUSINESS:**

**10.1 Central Lakes Consulting LLC:** Balken to invite Allison from Central Lakes Consulting LLC to a council meeting to discuss monthly reconciliation.

**10.2 Addition to the Agenda; Moore Engineering:** Moore Engineering offered to put the city on the priority list with the state to help with possible funding for the water tower, treatment plant, and lift station future projects.

**10.3 Addition to the Agenda; Farmland Rental:** Post on Facebook and Rothsay Regional to receive bids on the Rodeo Grounds.

**11.0 OLD BUSINESS:**

**11.1 Tax Abatement Incentive for New Home Build:** Discussion of program. Bring to March meeting.

**11.2 Resolution 2016-2 Free Water and Sewer Incentive Program Regulations Review:** Research and bring to March meeting.

**12.0 Adjourn:** A **MOTION** to adjourn was made by Tollefson, seconded by Balken, and carried. The meeting adjourned at 9:30pm.

Respectfully Transcribed by,

Amanda Kuschel,  
City Clerk/Treasurer