

City of Elmore Council - Regular Meeting Minutes
February 12th, 2024, 6:30 pm
Elmore Community Room – Elmore Public Library

Mayor Vereide called the regular meeting of the Elmore City Council to order at 6:30 pm. Councilmembers present were Sue Dickson, Lorman Jahnke, and Elton Rhoda via Zoom. City employees present: Ricky Garvick Jr. Also present: Randy Johnson, Marlys Jagerson, Traci Hanson, Vicki Boeckman, Norm Kolve, Betty Myhrom and Richard Poppe.

The Pledge of Allegiance was recited.

It was moved by Dickson and seconded by Jahnke to approve the January 8, 2024, Public Hearing, Organizational and Regular Meeting Minutes. All voted aye in favor, motion carried.

It was moved by Jahnke and seconded by Dickson to approve the agenda with the addition of appointing the election judges. All members voted aye, motion carried.

PUBLIC WORKS | UTILITIES

Certification: Ricky Garvick Jr attended Wastewater Operator Training and took the exam. Waiting to hear if he passed or not.

Sweeper Update: The street sweeper replacement has not been found yet. The one at New Prague was not worth the price. Blue Earth hasn't listed theirs for sale yet. Ricky will be checking out others.

FIRE DEPARTMENT

New Member: It was requested to rehire Kelly Bromeland to the Fire Department. She is already certified and has past training records.

It was moved by Dickson and seconded by Jahnke to approve the hiring of Kelly Bromeland to the Fire Department. All members voted aye, motion carried.

Truck Update: The chassis is delivered, waiting on a slot for the rest of the truck to be built.

POLICE

Cameras: The upgraded surveillance system and equipment have been installed at City Hall (formerly EDA building) and at the Fire Meeting Hall.

MUNICIPAL LIQUOR STORE

MLS Closure: It was stated that the majority of the inventory has been sold. More discounts will be added as necessary to clear it out by end of the day February 15th.

Job Descriptions: With the Liquor Store Closing, it was suggested the clerk roles be adjusted. The Liquor Store paid 3.75% of City Clerk's wages and 22.75% of Deputy Clerk's wages. New job descriptions were presented to fill-in duties and avoid cutting hours.

RESOLUTION 2.12.24

A RESOLUTION APPROVING CLERK JOB DESCRIPTIONS

WHEREAS a list of all City Clerk responsibilities to include but not limited to was presented.
WHEREAS a list of all Deputy City Clerk responsibilities to include but not limited to was also presented.

NOW, THEREFORE, BE IT RESOLVED: That said the new City Clerk and Deputy Clerk job descriptions be in all things approved.

The motion for the adoption of the foregoing resolution was made by Dickson and seconded by Jahnke. By roll call Dickson aye, Jahnke aye, Rhoda aye and Vereide voted aye, none voted against the same, whereupon said resolution was declared duly passed and adopted.

CLAIMS FOR APPROVAL

FEBRUARY 2024 CLAIMS	
Adahl Trucking - 2 loads 3/4 w/fines Rock	\$ 1,419.92
B & B Sanitation & Recycling - Trash/Recycle	\$ 5,949.21
Bevcomm - Phones, Utility Meter/Software IT	\$ 768.17
Bomgaars - EDA Sink fix, WTP/Shop clean supply	\$ 199.53
Burkhardt & Burkhardt - Checking Reconciliation	\$ 250.00
Ehrich Plumbing - P-Trap	\$ 4.95
FC Register - MLS Ordinance Amendments	\$ 110.50
Gopher State ONE - Annual Fee & 4 @ \$1.35	\$ 55.40
Hawkins, Inc. - Chemicals	\$ 2,495.48
Jerry's Tire - Tire Repair (Ricky)	\$ 22.00
KBEW - Radio Sponsorships & Elmore News	\$ 44.00
Lamperts - EDA Bldg Supplies & Key Copies	\$ 169.24
O'Reilly - Parts	\$ 138.36
NAPA- WTP water leak, EDA Front door keys	\$ 27.83
NuWay-K & H Cooperative - Fuel/Heat	\$ 4,383.63
Tvedton Electric - Boom Truck & Labor - Lights	\$ 472.00
Verizon Wireless - Phones & Library Hotspots	\$ 357.50
	\$ 16,867.72

It was moved by Dickson, seconded by Jahnke to approve the claims. All voted aye, motion carried.

GENERAL GOVERNMENT

Council Appointment: One letter of interest in the vacant council seat was submitted by Betty Myhrom. It was read by Mayor, Vereide.

It was moved by Dickson, seconded by Jahnke to appoint Betty Myhrom to the vacant council seat until the next general election, November 5, 2024. All voted aye, motion carried.

Election Judges: It was brought to the council’s attention that the first election was March 5th, 2024. Judges need to be appointed to attend upcoming training prior to the Presidential Nomination Primary Election. Past election judges were the City Clerk, Deputy Clerk and Vicki Boeckman.

It was moved by Jahnke, seconded by Dickson to appoint the same election judges for the 2024 elections. All voted aye, motion carried.

Final Lot Resolutions: Resolutions provided by City Attorney, David Frundt, need to be read for each vacant lot sale prior to closing.

RESOLUTION NO. 2.12.24.1
A RESOLUTION FOR THE CONVEYANCE OF REAL PROPERTY
OWNED BY THE CITY OF ELMORE

The City Council of the City of Elmore does resolve as follows:

SECTION I

The City of Elmore owns certain property located in the City of Elmore legally described as follows: Parcel ID 250320840, 109 Mill St S, Elmore, MN 56027.

SECTION II

Michael Schutta is desirous of purchasing property in Section I above and the City of City of Elmore is desirous of selling such property for a sale price of \$777.77.

SECTION III

Pursuant to the provisions of Minnesota Statutes § 412.211, the City of Elmore is hereby authorized to sell and the Mayor and City Clerk are hereby authorized to convey the property described in Section I of this resolution to the purchaser upon payment of the purchase price.

The motion for the adoption of the foregoing resolution was made by Dickson and seconded by Jahnke. By roll call Dickson aye, Jahnke aye, Rhoda aye and Vereide voted aye, none voted against the same, whereupon said resolution was declared duly passed and adopted.

RESOLUTION NO. 2.12.24.2
A RESOLUTION FOR THE CONVEYANCE OF REAL PROPERTY
OWNED BY THE CITY OF ELMORE

The City Council of the City of Elmore does resolve as follows:

SECTION I

The City of Elmore owns certain property located in the City of Elmore legally described as follows: Parcel ID 250320910, Mill St S, Elmore, MN 56027.

SECTION II

Michael Schutta is desirous of purchasing property in Section I above and the City of City of Elmore is desirous of selling such property for a sale price of \$777.77.

SECTION III

Pursuant to the provisions of Minnesota Statutes § 412.211, the City of Elmore is hereby authorized to sell and the Mayor and City Clerk are hereby authorized to convey the property described in Section I of this resolution to the purchaser upon payment of the purchase price.

The motion for the adoption of the foregoing resolution was made by Jahnke and seconded by Dickson. By roll call Dickson aye, Jahnke aye, Rhoda aye and Vereide voted aye, none voted against the same, whereupon said resolution was declared duly passed and adopted.

RESOLUTION NO. 2.12.24.3

**A RESOLUTION FOR THE CONVEYANCE OF REAL PROPERTY
OWNED BY THE CITY OF ELMORE**

The City Council of the City of Elmore does resolve as follows:

SECTION I

The City of Elmore owns certain property located in the City of Elmore legally described as follows: Parcel ID 250330630, 138 Hwy 169 N, Elmore, MN 56027.

SECTION II

Karen Bolton is desirous of purchasing property in Section I above and the City of City of Elmore is desirous of selling such property for a sale price of \$601.00

SECTION III

Pursuant to the provisions of Minnesota Statutes § 412.211, the City of Elmore is hereby authorized to sell and the Mayor and City Clerk are hereby authorized to convey the property described in Section I of this resolution to the purchaser upon payment of the purchase price.

The motion for the adoption of the foregoing resolution was made by Jahnke and seconded by Dickson. By roll call Dickson aye, Jahnke aye, Rhoda aye and Vereide voted aye, none voted against the same, whereupon said resolution was declared duly passed and adopted.

RESOLUTION NO. 2.12.24.4

**A RESOLUTION FOR THE CONVEYANCE OF REAL PROPERTY
OWNED BY THE CITY OF ELMORE**

The City Council of the City of Elmore does resolve as follows:

SECTION I

The City of Elmore owns certain property located in the City of Elmore legally described as follows: Parcel ID 252000270, Willis St, Elmore, MN 56027.

SECTION II

Paul Hotchkiss is desirous of purchasing property in Section I above and the City of City of Elmore is desirous of selling such property for a sale price of \$801.00

SECTION III

Pursuant to the provisions of Minnesota Statutes § 412.211, the City of Elmore is hereby authorized to sell and the Mayor and City Clerk are hereby authorized to convey the property described in Section I of this resolution to the purchaser upon payment of the purchase price.

The motion for the adoption of the foregoing resolution was made by Dickson and seconded by Jahnke. By roll call Dickson aye, Jahnke aye, Rhoda aye and Vereide voted aye, none voted against the same, whereupon said resolution was declared duly passed and adopted.

RESOLUTION NO. 2.12.24.5

**A RESOLUTION FOR THE CONVEYANCE OF REAL PROPERTY
OWNED BY THE CITY OF ELMORE**

The City Council of the City of Elmore does resolve as follows:

SECTION I

The City of Elmore owns certain property located in the City of Elmore legally described as follows: Parcel ID 252000280, 114 Willis St E, Elmore, MN 56027.

SECTION II

Paul Hotchkiss is desirous of purchasing property in Section I above and the City of City of Elmore is desirous of selling such property for a sale price of \$1,601.00

SECTION III

Pursuant to the provisions of Minnesota Statutes § 412.211, the City of Elmore is hereby authorized to sell and the Mayor and City Clerk are hereby authorized to convey the property described in Section I of this resolution to the purchaser upon payment of the purchase price.

The motion for the adoption of the foregoing resolution was made by Dickson and seconded by Jahnke. By roll call Dickson aye, Jahnke aye, Rhoda aye and Vereide voted aye, none voted against the same, whereupon said resolution was declared duly passed and adopted.

RESOLUTION NO. 2.12.24.6

A RESOLUTION FOR THE CONVEYANCE OF REAL PROPERTY OWNED BY THE CITY OF ELMORE

The City Council of the City of Elmore does resolve as follows:

SECTION I

The City of Elmore owns certain property located in the City of Elmore legally described as follows: Parcel ID 252000310, Willis St E, Elmore, MN 56027. (Between 114 & 112)

SECTION II

Paul Hotchkiss is desirous of purchasing property in Section I above and the City of City of Elmore is desirous of selling such property for a sale price of \$801.00.

SECTION III

Pursuant to the provisions of Minnesota Statutes § 412.211, the City of Elmore is hereby authorized to sell and the Mayor and City Clerk are hereby authorized to convey the property described in Section I of this resolution to the purchaser upon payment of the purchase price.

The motion for the adoption of the foregoing resolution was made by Dickson and seconded by Jahnke. By roll call Dickson aye, Jahnke aye, Rhoda aye and Vereide voted aye, none voted against the same, whereupon said resolution was declared duly passed and adopted.

RESOLUTION NO. 2.12.24.7

A RESOLUTION FOR THE CONVEYANCE OF REAL PROPERTY

The City Council of the City of Elmore does resolve as follows:

SECTION I

The City of Elmore owns certain property located in the City of Elmore legally described as follows: Parcel ID 252000320, 110 Willis St E, Elmore, MN 56027.

SECTION II

Paul Hotchkiss is desirous of purchasing property in Section I above and the City of City of Elmore is desirous of selling such property for a sale price of \$801.00.

SECTION III

Pursuant to the provisions of Minnesota Statutes § 412.211, the City of Elmore is hereby authorized to sell and the Mayor and City Clerk are hereby authorized to convey the property described in Section I of this resolution to the purchaser upon payment of the purchase price.

The motion for the adoption of the foregoing resolution was made by Dickson and seconded by Jahnke. By roll call Dickson aye, Jahnke aye, Rhoda aye and Vereide voted aye, none voted against the same, whereupon said resolution was declared duly passed and adopted.

RESOLUTION NO. 2.12.24.8
A RESOLUTION FOR THE CONVEYANCE OF REAL PROPERTY
OWNED BY THE CITY OF ELMORE

The City Council of the City of Elmore does resolve as follows:

SECTION I

The City of Elmore owns certain property located in the City of Elmore legally described as follows: Parcel ID 252000550, 115 Willis St E, Elmore, MN 56027.

SECTION II

Doug Campbell is desirous of purchasing property in Section I above and the City of City of Elmore is desirous of selling such property for a sale price of \$400.00.

SECTION III

Pursuant to the provisions of Minnesota Statutes § 412.211, the City of Elmore is hereby authorized to sell and the Mayor and City Clerk are hereby authorized to convey the property described in Section I of this resolution to the purchaser upon payment of the purchase price.

The motion for the adoption of the foregoing resolution was made by Dickson and seconded by Jahnke. By roll call Dickson aye, Jahnke aye, Rhoda aye and Vereide voted aye, none voted against the same, whereupon said resolution was declared duly passed and adopted.

RESOLUTION NO. 2.12.24.9
A RESOLUTION FOR THE CONVEYANCE OF REAL PROPERTY
OWNED BY THE CITY OF ELMORE

The City Council of the City of Elmore does resolve as follows:

SECTION I

The City of Elmore owns certain property located in the City of Elmore legally described as follows: Parcel ID 256810150, 202 Willis St E, Elmore, MN 56027.

SECTION II

Ckaiden Coonradt is desirous of purchasing property in Section I above and the City of City of Elmore is desirous of selling such property for a sale price of \$750.00.

SECTION III

Pursuant to the provisions of Minnesota Statutes § 412.211, the City of Elmore is hereby authorized to sell and the Mayor and City Clerk are hereby authorized to convey the property described in Section I of this resolution to the purchaser upon payment of the purchase price.

The motion for the adoption of the foregoing resolution was made by Jahnke and seconded by Dickson. By roll call Dickson aye, Jahnke aye, Rhoda aye and Vereide voted aye, none voted against the same, whereupon said resolution was declared duly passed and adopted.

RESOLUTION NO. 2.12.24.10

**A RESOLUTION FOR THE CONVEYANCE OF REAL PROPERTY
OWNED BY THE CITY OF ELMORE**

The City Council of the City of Elmore does resolve as follows:

SECTION I

The City of Elmore owns certain property located in the City of Elmore legally described as follows: Parcel ID 256810151, 204 Willis St E, Elmore, MN 56027.

SECTION II

Ckaiden Coonradt is desirous of purchasing property in Section I above and the City of City of Elmore is desirous of selling such property for a sale price of \$750.00.

SECTION III

Pursuant to the provisions of Minnesota Statutes § 412.211, the City of Elmore is hereby authorized to sell and the Mayor and City Clerk are hereby authorized to convey the property described in Section I of this resolution to the purchaser upon payment of the purchase price.

The motion for the adoption of the foregoing resolution was made by Jahnke and seconded by Dickson. By roll call Dickson aye, Jahnke aye, Rhoda aye and Vereide voted aye, none voted against the same, whereupon said resolution was declared duly passed and adopted.

RESOLUTION NO. 2.12.24.11

**A RESOLUTION FOR THE CONVEYANCE OF REAL PROPERTY
OWNED BY THE CITY OF ELMORE**

The City Council of the City of Elmore does resolve as follows:

SECTION I

The City of Elmore owns certain property located in the City of Elmore legally described as follows: Parcel ID 252751610, 210 W Rasmussen St, Elmore, MN 56027.

SECTION II

Rose Huffman is desirous of purchasing property in Section I above and the City of City of Elmore is desirous of selling such property for a sale price of \$1,075.00.

SECTION III

Pursuant to the provisions of Minnesota Statutes § 412.211, the City of Elmore is hereby authorized to sell and the Mayor and City Clerk are hereby authorized to convey the property described in Section I of this resolution to the purchaser upon payment of the purchase price.

The motion for the adoption of the foregoing resolution was made by Dickson and seconded by Jahnke. By roll call Dickson aye, Jahnke aye, Rhoda aye and Vereide voted aye, none voted against the same, whereupon said resolution was declared duly passed and adopted.

RESOLUTION NO. 2.12.24.12

**A RESOLUTION FOR THE CONVEYANCE OF REAL PROPERTY
OWNED BY THE CITY OF ELMORE**

The City Council of the City of Elmore does resolve as follows:

SECTION I

The City of Elmore owns certain property located in the City of Elmore legally described as follows: Parcel ID 256810011, 308 Henry St, Elmore, MN 56027.

SECTION II

Ckaiden Coonradt is desirous of purchasing property in Section I above and the City of City of Elmore is desirous of selling such property for a sale price of \$850.00.

SECTION III

Pursuant to the provisions of Minnesota Statutes § 412.211, the City of Elmore is hereby authorized to sell and the Mayor and City Clerk are hereby authorized to convey the property described in Section I of this resolution to the purchaser upon payment of the purchase price.

The motion for the adoption of the foregoing resolution was made by Dickson and seconded by Jahnke. By roll call Dickson aye, Jahnke aye, Rhoda aye and Vereide voted aye, none voted against the same, whereupon said resolution was declared duly passed and adopted.

Ordinance Issues: 127 Stockman, 201 Sorenson were sent letters. Legal action in progress for 507 Jay and 504 Iowa. Any other properties need to be submitted with address and violation.

Funding Award: We received notification that we were chosen for a grant through CEDA. More information to come, but this was the overview when applying. “Revolving Loan Funds: Jumpstart your local economy by offering low-interest, gap financing designed to support entrepreneurs looking to start or expand their businesses. Our expert team will guide you through the complex world of creditworthiness, finance and loan administration.”

ADA Evaluation: The new City Hall will undergo an ADA compliance evaluation March 6th, 2024. Once the 3rd party evaluation is submitted to Rural Development, they will transfer our USDA/ADA project funds of \$45,000 to the new City Hall building.

New Location: The new City Hall will open Tuesday, February 20th, 2024. City offices will be closed February 16th, 2024, to move and February 19th, 2024, in honor of President’s Day.

Meeting: The next regular council meeting will be held Monday, March 11th, 2024, 6:30 pm in the Library Community Room.

As there was no further business, it was moved by Jahnke, seconded by Dickson to adjourn the meeting. All members voted aye, motion carried.

ATTEST:

CITY CLERK