

Regular Meeting

**Echo City Council  
Tuesday, April 11th, 2023**

The regular city council meeting of the City of Echo Minnesota was called to order by Mayor James Busack at 6:00 pm at the Community Center.

Pledge of Allegiance was said.

**Present:** Mayor James Busack, Councilman Mark Schettler, Councilman Darren Gjerset, Councilman Dan Larsen, Councilman Reid Hanson, Clerk Brian Pitzl, Public Work Supervisor Bryan Nielsen, Fire Chief Matt Dunphy, First Responders Chief Chastity Kuehn

**Citizens/Guests:** Ray Sweetman: West Central Sanitation, Shannon Sweeney: David Drown Associates, Sara Oberloh: Oberloh & Oberloh, Bruce Helgeson: Helgeson Insurance, Jordan Odegard and Angela Holum: Bollig Inc.

**Open Forum:** Ray Sweetman of West Central Sanitation was present to bring it the council's attention about an error in the recently sent RFPs for garbage pickup. The clerk will reissue the RFPs with changes to better reflect the needs of the city garbage pickup. Garbage collection will be limited to the paved streets until the alleys are in better condition. He also explained the reasoning of when the tag axle is put down or left up. City wide cleanup is scheduled for April 29, 2023, from 9:00 am to 12:00 pm at the city shop. Bruce Helgeson from Helgeson Insurance was present to update the council on the city's liability, property, and workers' compensation coverage. Suggested that the city do an inventory update to make sure all equipment and other materials are covered properly. Sara Oberloh of Oberloh & Oberloh was in attendance to present the 2022 Audit of the City of Echo. No major issues with the overall budget. Motion made by Councilman Larsen, seconded by Councilman Gjerset to approve the Audit as presented. Motion carried unanimously. Jordan Odegard of Bollig, Inc was present to update the council on the expansion of the TIF district and what the options are for the process. Introduced 2 phase options for the procedure to evaluate properties as needed to assess the plan. Recommended that cost wise, the best option would be to do the entire city at one time as to prevent multiple trips and other costs. The council will take this information under advisement and will consider the options.

**Approval of Minutes & Resolutions:**

Motion to approve, March 16th, 2023, Regular Meeting Minutes, was made by Councilman Gjerset, seconded by Councilman Larson. Motion carried unanimously.

Motion to approve Resolution No. 2023 – 600 Accepting Donations was made by Councilman Schettler, seconded by Councilman Larsen. Motion carried unanimously.

**Reports:**

Matt Dunphy, Fire Department – 2 Fire fighters attended training in Moorhead. Had to choose another course to attend as the intended course was full. Went to ICS training in St. Leo. Learned there is state aid for replacing radios. Cost of new radios runs between \$3000 and \$4,000. One current radio was sent in for repair with a cost of \$400 to \$500.

Chastity Kuehn, First Responders – Received the jackets that were ordered with the price coming in below budget, was also able to order safety vests for the first responders. Ordered 8 ditch bags as it was cheaper to order 8 than the original 7 needed. Missed the AED course in Marshall and will attend the one in Fergus Falls instead. By attending this course, the city will receive a free EAD.

Maintenance Supervisor Bryan Nielsen– The street sweeping company that was lined up last fall to go over the city streets this spring is no longer interested in coming to Echo to do the sweeping. Other area towns have no interest in helping with this issue. The maintenance supervisor will contact Ziegler Inc to see about the cost of renting a sweeper to clean the streets this spring. Will ask Coop if they would be willing to help with pickup and delivery of the rental. Asked about summer help for mowing. The council mentioned the fire chief's son as a possible choice. Matt will look into the option. Broke a break line on the loader. Has the parts for it and is working on fixing it.

Mayor Busack – Inquired if the city clerk was a Notary Public. The clerk technically is one as he is also a clerk for a township but does not have a stamp. The council instructed the clerk to get a stamp, so he is able to notarize as needed. Asked if any residents have purchased cat or dog licenses. There have been only 4 dog licenses issued. Issues with a certain property in town where the owner is bringing in more junk. The clerk will send a letter to inform them of ordinance violations.

Councilman Schettler – Request that next month's meeting be held at 7:00. Motion made by Councilman Larsen and seconded by Councilman Gjerset to move the city council meetings from 6:00 pm to 7:00 pm until further notice. Motion carried unanimously. Discussed the need for improvements to city equipment. The Pay loader and plow truck are old and getting to the point of not being worth the upkeep. Suggested that the city get some newer equipment and eliminate other equipment to reduce the amount of inventory. The council instructed the Maintenance Supervisor to look into other options and prices.

Councilman Gjerset –

Councilman Hanson – Talked more about the city equipment needs. There are equipment options with attachments. Other plowing possibilities as well.

Councilman Larsen-. Requested a stop sign be placed at the corner of 3<sup>rd</sup> Street and North Ave. Motion by Councilman Gjerset and seconded by Councilman Schettler to approve the placement of a sign. Motion carried with Councilman Larsen abstaining.

Clerk Pitzl – Informed the council that the Appeals and Equalization meeting will be held April 12<sup>th</sup> at 6:30 pm and that the city needs 3 board members present for a quorum. The clerk will be attending a conference in May. The city office will be closed May 15<sup>th</sup> to May 17<sup>th</sup>. Asked if it would be ok to change office hours for the summer months. Motion by Councilman Larsen and seconded by Councilman Hanson to approve the office hours to 7:30 am to 3:30 pm Monday through Thursday and closed on Friday. Motion carried unanimously. The clerk asked for approval of the council to have money deducted from his paycheck to deposit into his HSA account. The city would then need to send a check to the provider. Motion made by Councilman Larsen, seconded by Councilman Gjerset to approve the request. Motion carried unanimously. Received an email from Countryside Public Health in regard to the city's tobacco ordinance. They would be willing to attend a council meeting and discuss the ordinance and help with any changes or give the county the power to issue permits. The council said it would be willing to listen to what they have to say so the clerk will contact them and set it up for the May meeting.

**Old Business:**

Aged balance report for past due water bills was discussed. Clerk was instructed to send out letters of disconnection to customers with water bills over 90 days past due.

**New Business:**

The Echo American Legion requested a temporary Liquor License for the Echo Lions RIBFEST in June. Motion made by Councilman Larsen, seconded by Councilman Schettler to approve the liquor license. Motion carried unanimously.

**Consent Agenda:**

Motion made by Councilman Larson, seconded by Councilman Hanson to approve the consent agenda consisting of Bills, Payroll, and Bank Information. Motion carried unanimously.

**Adjournment:** Motion was made by Councilman Gjerset, and second by Councilman Larson to adjourn regular meeting at 7:50, motion carried unanimously.

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Mayor James Busack

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City Clerk- Brian Pitzl