City of Ellendale
September 10, 2026
Regular Council Meeting
7:00 pm

Agenda

7:00 Call Meeting to Order

1. Pledge of Allegiance
2. Approve Agenda

7:05 Consent Agenda Items: *If there is any item on the consent agenda that a council member feels needs further discussion, please ask for it to be removed and placed on the agenda.*

1. Accounts Payable/Claims

2. Financials

3. Minutes
   - August 13, 20206: Council Meeting Minutes

4. Resolutions
   i.

7:10 Public Input Comment: *Those wishing to speak must state their name and address for the record. Each person will have three (3) minutes to make his/her remarks. Speakers will address all comments to the City Council as a whole and not any individual Council Member. The Council may not act on an item presented during the Public Comment period unless the item is already on the agenda for action. When appropriate, the Council may refer inquiries and items brought up during the Public Comment period to the City Clerk-Treasurer for follow-up*

- Public Input

7:20 Bolton & Menk Brian Sarff

- Facility Plan Development Agreement

7:45 Reports

1. Fire Department

- **Reports-** Logan Busho other Fire reports

- Expenses

2. Maintenance

- Report- Josh Otto Maintenance & Utlities Supervisor
  - Quotes for water & sewer street patching repairs
  - Patching Quotes
- Expenses

3. **Parks & Trails Committee**

- Report

- Expenses

4. **Codification**

- New violations
  No new violations reported

- Violation/Warnings Issued - Updates
  - **516 Radel Court**
  - Noted at Long grass & various nuisance items in yard at 7/9/26 meeting
    - *Letter sent on 8/7/26*
    - *Met with owner on 8/10/26*
    - *All issues abated by 8/13/26 meeting. Closed*

  - **518 Radel Court**
  - Letter of violations sent 7-14-26
    - *One vehicle on lawn moved to street*
    - *Two vehicles have pioneer plates and parked legally*
    - *Snow fence portion not removed by ordinance date*
    - *One vehicle remains unlicensed*
    - *Unable to determine if all vehicles are operable*
    - *Owner failed to appear at 8/13/26 hearing.*
    - *No further action issued at 8/13/26 meeting. Engel to check on ordinance clarification of nuisance code 92.19.*
    - *As of 9/4/26, two vehicles appear to be inoperable due to storm damage.*
    - *More than 4 cars on property and parked in street.*
    - *Snow fence portion not removed by ordinance date*

- Council decision on next step at 9/10/26 meeting.

- Administrative Citations
  No new citations/fines issued

- Updates on Issued Code Violations passed to City Attorney for action

  - 199 8th Avenue East – *City Attorney Rahrick filed for court order for all nuisances to be abated by October 1st. Hearing date was 8/28/26, The order was approved by the court. If not completed the city may enter the property to abate the nuisances.*

  - 306 4th Ave. W. *City Council instructed City Attorney Rahrick to serve a complaint, unless the owner can provide a plan to show progress and cleanup completion. Council agreed to give them until September 10th meeting before proceeding with complaint.*

  - 109 6th Avenue East: *Abatements due by June 15th. Court's Review Hearing held July 1st. Court agreed to the following items presented by City Attorney on behalf of the City Council:*

- All household items stored outside will be removed by August 1.
- Documentation provided to City that a contractor has been scheduled to do the work on the porch and roof where roof damage is present.
- Documentation provided by August 1st stated:
- The porch and roof will be taken care first and then the porch and house. Expect to have shingling done by mid to late September.
- If these steps are not completed by the above dates, the city is authorized to enter onto the property to abate the issues, and all costs incurred will be assessed to the property.

- Next action if not completed - *contact building inspector for property review.*

5. Clerk
   - LMC Trust Insurance Waiver
   - Vote to approve Insurance Waiver selection
     - Set TnT public hearing date & time. December 10th at 6:30 pm

8:45 Unfinished Business

1. Clerk's Office Repairs
   - Update *Countertop received and installed.*
   - *Waiting on Baker Tech to connect everything together*
   - *Waiting for Jesse to meet with building inspector to review ramp plans on site. Will meet when final inspection is scheduled for inside work by TC Carpentry.*

8:50 New Business

1. 2027 Proposed Budget
   - Discussion
   - Vote to approve budget or set another workshop meeting

2. Resolution 2026-26 Approving the Proposed Tax Levy for 2027
   - Vote to approve Resolution based on proposed budget discussion-changes-approval

3. CD Maturity
   - EDA CD xxxx2051 $7,310.12 Maturity date 9/2/27 12 month 3.00%
     7 Mo. Term 3.65%
   - Vote to approve 7 mo. term

9:15 Mayor/Council Updates

1. Mayor Groth
2. Council Member Asplund
3. Council Member Meyer
4. Council Member Swanson
5. Council Member Berg

9:30 pm Adjournment

MINUTES OF ELLENDALE
REGULAR CITY COUNCIL MEETING
THURSDAY, SEPTEMBER 10, 2026

Present: Acting Mayor Scott Groth; Council Members; Jon Asplund, Joel Meyer, Scott Swanson, Charles Berg, City Clerk/Treasurer Steve Engel

Absent:

Visitors: Fire Chief Logan Busho, Maintenance & Utility Supervisor Josh Otto, Emergency Management Director Jerry Ibberson: Bolton & Menk City Engineer, Brian Sarff: City residents: Cynthia Nelson, Laura Krenke, Arlan & Coleen Brekke; E-times Reporter Kay Fate, Star Eagle Reporter Ben Revermann; Other Guests: Montgomery Revermann

Call Meeting to Order: Meeting was called to order at 7:00 pm by Mayor Groth.

Agenda: Mayor Groth asked to add Arlen & Collen Brekke to agenda to discuss a SMIF grant for signs for Emerald Park (Crown Ridge Park).
Motion to approve the amended agenda with the addition of the Brekkes was made by Council member Meyer Motion advanced by Council member Asplund Voice vote taken: All in favor, Motion approved

Consent Agenda Items
A motion was made by Council Member Berg to approve the Consent Agenda Items, which included Accounts Payable/Claims in the amount of $60,879.69, the monthly financial report, Meeting minutes for August 13, 2026. Motion advanced by Council member Swanson. Voice vote taken all in favor. Motion approved.

Public Comment:

- A comment was made about the feral cat situation and when is Camp Companion coming to work on the issue. Several cats have been seen in the city park and water tower areas. Engel will contact Camp Companion to see why they did not stop by two weeks ago when they said they were coming to review the situation by the park.

- **Arlen & Colleen Brekke**. The Brekkes met the Parks & Trails Committee before this meeting, to present their plan to place two signs with the park's name: Emerald Park, which has been referred to as Crown Ridge Park. Its official name was given by the Brekkes when the Crown Ridge development was designed and built. Per city development ordinances, a green space is to be provided for the development. Emerald Park was created for the Crown Ridge development and officially named when the development was platted. The Brekkes would like to donate two signs with matching dollars by SMIF. But, the funds need to be given to the City, not the Ellendale Community Foundation. The signage has been created and signs will be done by Sign Pro in Owatonna. Motion by Council member Berg to approve the placement of the Emerald Park signs in the park. Motion advanced by Council member Asplund. Roll call vote: Council members: Asplund-Aye; Meyer-Aye; Berg-Aye; Swanson-Aye; Mayor Groth-Aye. Motion approved.
- **Taylor Farms Grant** The Brekkes also discussed the grant opportunity through Taylor Farms. It is intended for green space areas via parks. Council member Berg will assist in the grant application which is due October 6th.

Bolton & Menk Brian Sarff

Facility Plan proposal Brian Sarff presented the proposal and clarification on the City's sanitation pond system meeting it maximum daily capacity limits. The plan would be developed with the intention of presenting it to the MPCA by the March 2027 deadline to apply for funding in 2028. The plan and application would be evaluated by the MPCA and if accepted, be ranked according to the number of other applicants with funding options being determined by the City's affordability ranking. This process has to be done in order to qualify for any type of funding, whether its grants or bonding via the PFA. The cost of the plan development would be a maximum of $56,000 to the city.
Brian clarified that the city would probably not be given any extension permits if it wanted to expand the current sewer system for new development. The city can continue to add structures (homes, etc.) to the current system as the capacity

design was based on the current system in place, when the system was designed and what previous MPCA permitting was based on. It just can't expand the current system without an extension permit, which was stated when the extension permit for the Stadheim Apartment project was initiated. The council asked about what can be done to decrease the flow capacity now. Brian stated there is basically two options; decrease the Inflow & Infiltration which very difficult to do as it's hard to identify all the sources. Efforts can be made by checking manholes and sump pump connections. The other option which the facility planning process would identify, is to increase the pond capacity. The plan would look at the needs for the next 20 years also.
The council wanted to table a decision on approving Bolton & Menk to start on the Facility plan for a month. Engel will contact our financial advisor regarding funding opportunities for the estimated $56,000. Brian said we probably have 2 months to make the decision and still meet the March 2027 application deadline.

Reports

1. Fire Hall Report Chief Busho updated the council regarding the punch list. Everything is completed. He will look for a paint match for the southwest entry door that was painted by APX, The whole door was painted instead of just touching up the bolt holes that were epoxied. It was decided not to contact or involve APX any further. Logan will try to get it painted correctly. The last item to be installed is the pantry cabinet in the meeting room. We're waiting for a delivery date from Lowes.

- Dedication of firehall The local pastors will be holding a prayer & dedication at 6:00 pm Monday September 14th. The city council is invited to attend along with the firemen.
- Ranger Truck Tank skid Chief Busho stated the tank skid items have been ordered. The completion date is about three months out. Engel sent the 50% payment to Chemical Containers, Inc. (Warrior Fire Apparatus Division).
- Ranger Pickup Purchase Engel informed Busho the Raptor package is not included in the MN State Procurement contracts. He contacted Midway Ford, who is one of two dealers who were awarded the state contractor rights via the MN Procurement Program and was informed the package is not one of package that was included in the MnDOT contracts. However Midway does have a Raptor that closely matches the quote received from Owatonna Ford. The representative said they would not offer a governmental discount on this on order vehicle for that reason and it already had a buyer for it. Midway will contact Engel in the event their customer does not complete the purchase of the Raptor. Their quoted price for their Raptor is $59,865. It does not have the bed liner. It is comparable to the Owatonna Ford quote. Engel stated we have satisfied our effort to use the State Procurement system so we should move ahead with the purchase of the Raptor from Owatonna Ford. Logan told Owatonna Ford to drop the "Raptor" signage, which will lower the cost by approximately $700.00 more.
- Drop cords & kitchen Brian Resler to put in outlets in the meeting room cabinet wall and for drop cords behind the trucks and a 240 volt outlet for a compressor and/or welder.
- Badges Chief Busho asked for approval to purchase new badges for the firemen through Steele County for $15.00/person equaling $300.00. Motion by Mayor Groth to purchase the new badges. Motion advanced by Council member Berg. Roll call vote: Council members: Asplund-Aye; Meyer-Aye; Berg-Aye; Swanson-Aye; Mayor Groth-Aye. Motion approved.
- Open house Chief Busho informed the council the fire department is planning an open house at the new fire hall, sometime in October.

2. **Maintenance & Utility**

- Asphalt patching quotes. Two quotes received from Ulland Bros and Seykora Asphalt. The council decided to do all road patches this year and not just the TH30 patch. The capital maintenance fund will receive another $40,000 in December, so the fund will not be negative. Doing all patches now will save the mobilization costs again if we hold off until next year. After reviewing the quotes there were unknown costs that could be additional charges in the Seykora quote. Ulland's quote is $38,190.00 for all patches and any needed materials. Seykora quote is $32,419.00 but with additional charges for base rock needed at 6-8" depth and done by change order. Ulland Bros quote includes all materials. Motion by Council member Berg to accept the Ulland Bros. quote as the most responsible bid at $38,190.00. Motion advanced by Council member Meyer. Roll call

vote: Council members: Asplund-Aye; Meyer-Aye; Berg-Aye; Swanson-Aye; Mayor Groth-Aye. Motion approved.

3. **Parks & Trails Committee**
   - Mosquito spraying was postponed.
   - Surveillance cameras All cameras are received and installed.
   - Old Fashion Hydrants The committee would like to purchase 1 hydrant style water pump to place by the pavilion for a cost of $230.00. Josh said he can rent a mini excavator for $200/day to dig in the water lines to each pump. Maximum cost with purchase pvc water line, clamps, etc. is $1,000.00. Motion to install the hydrant style water hydrant was made by Council member Berg. Motion advanced by Council member Asplund. Roll call vote: Council members: Asplund-Aye; Meyer-Aye; Berg-Aye; Swanson-Aye; Mayor Groth-Aye. Motion approved.
   - Grants for tree removal. CEDA representative Dave Schmidt is working on the grant application and plans to submit it on Friday, ahead of the final due date.

4. **Codification**
   - New violations
     No new violations reported.
   - Violation/Warnings Issued-Updated
     - 516 Radel Court
       All issues abated by 8/13/26 meeting. Closed

     - 518 Radel Court *Violation letter sent. Owner is to remove snow fencing, inoperable vehicles or unlicensed vehicles, any vehicles over 4 on property, by August 13th public hearing & council meeting.* Engel stated the vehicle the back yard has a Pioneer plate and is current. It is also parked on a concrete pad so it meets the ordinance. It's not known if it is operational. The other truck was moved off the front yard and appears to be operational as the owner was seen moving it. It may not have current tabs though. He has also removed a vehicle from the property so when last observed, there were only 4 vehicles on the property. The owner has not removed the fence or mowed the lawn. The council agreed to send citation and administrative fine of $50.00 if the temporary orange fence is not removed by 9/17/26. An administrative violation & Destruction order for the high grass, weeds and other uncontrolled vegetation will be sent as well. This grants the city the right to abate this issue in 7 business days from the date of receipt of the order. Motion by Council member Meyer to issue the Administrative fine of $50.00 for the fence, if not removed by 9/17 /26 and to send the administrative violation letter for the high grass, weeds and other uncontrolled vegetation. Motion advanced by Council member Asplund. Voice vote. All in favor. Motion approved. Engel

   - Administrative Citations

     - 199 8th Avenue East
       City Attorney Rahrick filed for court order for all nuisances to be abated by October 1st. If not completed the city may enter the property to abate the nuisances. The order was approved by the court on 8/26/26

     - 306 4th Ave. W. *City Council instructed City Attorney Rahrick to begin the lawsuit unless the owner can provide a plan to show progress and cleanup completion. Progress is being made in the backyard. Dumpster was gone as of 9/5/26.. No items have been removed from the front yard beyond the landscaping. 3 inoperable vehicles and several other items remain in the front yard.* Council decision is to have City Attorney serve the complaint to the owner. Motion by Council member Meyer to have City Attorney Rahrick issue the compliant to the owners. Motion advanced by Council member Asplund. Voice vote. All in favor. Motion approved. Engel will contact Mr. Rahrick of decision.

- 109 6th Avenue East; *Order approved by court on 3/4/26. Judge approved the order with a completion date of June 15th.. Court's Review Hearing held July 1st. Court agreed to the following items presented by City Attorney on behalf of the City Council:*
- All household items stored outside will be removed by August 1.
- Provide documentation that a contractor has been scheduled to do the work on the porch and roof where roof damage is present.
- The roof & porch repairs must be taken care of by September 15th.
- If these steps are not completed by the above dates, the city is authorized to enter onto the property to abate the issues, and all costs incurred will be assessed to the property.
- *Email from family on July 31st. A relative will do the roof and porch repairs required. He will work on the porch first. The roof will be addressed towards the end of August or first part of September. This is in response to the requirement of having a contractor with plans in place to meet September 15th. City council can decide if they want further information or proof of contractor license doing the work. Require a contractor if the relative is not a licensed contractor.*
- Council decision on proceeding with court order The council will wait until the September 15th completion date before contacting the building inspector and moving to find a contractor to address the roof and house structure issues.

  Council member Meyer stated that he has seen family members working on the roof, installing shingles. Engel add that a dumpster was brought in for the shingle removal and other items from the yard to be removed. The council agreed to give the owner more time since they are addressing the roof. Engel will contact the Steele County inspector to give them notice of the city's right to enter the property as of September 1st. He will ask the inspector about inspecting the house for needed repairs, etc.

5. Clerk
   - LMC Trust Insurance Waiver
   - Vote to approve Insurance Waiver selection. Motion to approve to Now Waive the monetary limits on municipal tort liability established by Minn. Stat. 466.04 was made by Mayor Groth. Motion advanced by Council member Swanson. Voice vote. All in favor. Motion approved.
   - Set TnT public hearing date & time. December 10th at 6:30 pm. Engel explained a public hearing for the Truth and Taxation for the 2027 property tax levy set by the council's 2027 budget must be held prior to December 28th. We should hold this hearing prior to the December 10th council meeting. As a reminder for budgeting and setting the tax levy, the council can lower the proposed tax levy at this council meeting but cannot raise the tax levy. Motion by Council member Asplund to set the TNT public hearing at 6:30 pm, December 10, 2026. Motion advanced by Council member Berg. Roll call vote; Council members: Asplund, Aye; Berg, Aye; Meyer, Aye; Swanson, aye; Mayor Groth, Aye. All in favor. Motion approved.

Unfinished Business

1. Clerk's Office Repairs
   - Update *Countertop received.* Engel stated Tory will try to get the counter top installed the week of September 18th for final inspection.
   - *Waiting on Baker Tech to connect everything together.* Engel is looking other IT companies to take over our IT needs.
   - Engel informed the council, The County inspector requested to meet with Jesse at the same time she comes to do the final inspection of the inside work by TC Carpentry. It's expected the final inspection should be read the week of September 18th.

8:10 New Business

1. 2027 Proposed Budget

- Discussion Mayor Groth asked that we increase the budget by $10,000 for codification expenses. Engel added the $10,000 and a 3.5% COLA increase since the budget workshop meeting. This brings the levy to a 3.67% increase. Up from the 1.75%. Council member Swanson responded with a suggestion to use unassigned funds for codification vs including the cost into the 27 budget. He agreed that a 3.5% COLA increase was fine, with the current economy as it is. Mayor Groth responded that we can decrease the proposed budget in the December 10th council meeting if the council wishes to do so. We can't increase the budget but we can decrease it. Mayor Groth made the motion to approve the proposed tax levy with a 3.67% increase and review it at the December 10th meeting, after the public hearing. Motion advanced by Council member Swanson. Roll call vote: Council members: Asplund-Aye; Meyer-Aye; Berg-Nay; Swanson-Aye; Mayor Groth-Aye. 4 Ayes, 1 Nay. Motion approved

2. Resolution 2026-26 Approving the Proposed Tax Levy for 2027
   - Vote to approve Resolution based on proposed budget discussion-changes-approval
   - Motion to approve 2026-26 Approving the Proposed Tax Levy for 2027 was made by Mayor Groth. Motion advanced by Council member Meyer. Roll call vote: Council members: Asplund-Aye; Meyer-Aye; Berg-Nay; Swanson-Aye; Mayor Groth-Aye. 4 Ayes, 1 Nay. Motion approved

3. CD Maturity
   - EDA CD xxxx2051 $7,310.12 Maturity date 9/2/27 12 month 3.00%

   7 Mo. Term 3.65%
   - Vote to approve 7 mo. term

   Motion by Mayor Groth to reinvest the funds into a 7 month term CD as 3.65%. Council Meyer advanced the motion. Roll call vote: Council members: Asplund-Aye; Meyer-Aye; Berg-Aye; Swanson-Aye; Mayor Groth-Aye. Motion approved.

Mayor/Council Updates

1. Mayor Groth Mayor Groth Spoke to Paul Zager from District 6 MnDOT about the railroad track crossings. The railroad is supposed to be fixing the main crossing in early October. Paul also said MnDot can remove the private side track owned by Matt Holland, Richland Grain, if Matt will send a letter stating he approves giving up the tracks and having them removed.
2. Council Member Asplund N/C
3. Council Member Meyer N/C
4. Council Member Swanson N/C
5. Council Member Berg Charlie N/C

Motion by Council member Asplund to adjourn the meeting. Motion advanced by Council member Berg Voice vote taken all in favor. Motion approved. The meeting was adjourned at 9:03 pm.

Steve Engel, City Clerk/Treasurer — Date 10/8/26

Scott Groth, Mayor — Date 10/8/26

The Minutes are a true and exact copy of the Minutes as they appear in the City of Ellendale Minutes Book.