

City of Ellendale
June 11, 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
 - May 14, 2026: Council Meeting Minutes
 - May 28, 2026: Special Council Meeting Minutes

7:15 Public 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

7:25 Jane Joules – Feral cats

7:35 Camp Companion presentation on feral cat control

8:00 Reports

1. Fire Department
 - **Fire Hall Update**
 - Complete punch list *Completed*
 - **Reports-** Logan Busho other Fire reports
 - Expenses
2. Maintenance
 - Report
 - Sanitary Sewer Repairs
 - 6th St. S. sewer line repair quote to remove driveway-replace pipe from Olson Excavating
 - Expenses

3. Parks & Trails Committee

- Report
- Expenses

4. Codification

- New violations
 -
- Updates
 - 199 8th Avenue East – City Attorney Rahrlick contacted owner to discuss earlier date to complete abatements. They wanted until the end of October. Waiting for feedback as of 6/9.
- Notice of Violation/Warning Administrative Citations
 - 306 4th Ave. W. Abatements due by June 15th. Owner responded in April, this property would be abated in mid June. As of 6/10, no activity has been noted.
- Administrative Citation
 - 109 6th Avenue East; Proposed order approved by court on 3/4/26. Judge approved the order with a completion date of June 15th. Repairs in progress. Weeds removed on east side. Porch repairs in progress.

5. Clerk

- Reminder: Spring Cleanup set for June 13th. 9:00 am to 12:00 pm
- National Night Out- August 4th

8:50 Unfinished Business

1. Clerk's Office Repairs

- Update Cabinets to be delivered 6/12. Final trim painting should be done by 6/12. Plumbing top be worked on once cabinets installed.
- Resler Electric ordered light fixture for outside light for flag and lower outlet. Will work on installation when parts received.

8:55 New Business

1. Resolutions

- Resolution 2026-14 Approving Procedure for Counting Write-in Votes for Local Office
 - Vote on Resolution
- 2026-18 Resolution Accepting 2026 Appropriation for EDA and Ambulance from Steele County
 - Vote on Resolution
- 2026-19 Resolution Disbursing 2026 Appropriation for EDA from the City of Ellendale
 - Vote on Resolution

- 2026-20 Resolution Accepting a Donation from the Ellendale Lions Club for City & Park Trash Bins
 - Vote on Resolution

- 2. Rezoning R-2 lots to R-1 in Crown Ridge
 - Discussion on what lots to be considered for rezoning
 - Rezoning Process (for information)
 1. Vote to hold public hearing
 2. Publish notice of the time, place and purpose of the hearing shall be published in the official at least ten days prior to the day of the hearing.
 3. A notice shall be mailed at least ten days before the day of the hearing to each owner of affected property and property situated wholly or partly within 350 feet of the property to which the amendment relates.
 4. A Public Hearing shall be held.
 - Set Public Hearing
 - Vote on Holding a Public Hearing & Date
 - Resolution 2026-21 Resolution Approving a Public Hearing for Rezoning

- 3. Empire Pipe Services Sanitary Sewer 5-Year Maintenance Agreement
 - Discussion
 - Vote on approval of Agreement

9:20 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, JUNE 11, 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; City residents: Cynthia Nelson, Laura Krenke, Amy Berg, Sue Asplund; Star Eagle Reporter Ben Revermann; Steele County Times Reporter Kay Fate; Other Guests: LeeAnn & Eric Knudson, Camp Companion Executive Director Michele Quandt and other un-named employee.

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

Agenda: Mayor Groth asked if there were any additions or corrections to the agenda. Engel stated one claim will be approved but the check held pending the fire hall punch list completion to our satisfaction, in the amount of \$19,722.39, bringing claims in the total of **\$68,470.35 down to \$48,747.96.** Mayor Groth also asked to add an addition item after public input pertaining to an easement request by a property owners LeeAnn & Eric Knudson for the Ellendale Cafe. Motion to approve the amended agenda by Council member Asplund. Motion advanced by Council member Meyer. Voice vote taken: All in favor, Motion approved

Consent Agenda Items

Mayor Groth asked if we could put all gift & donation resolutions under the consent agenda going forward. It would make the meetings more efficient by approving them all with one vote of approval instead of individually. The council agreed. A motion was made by Council Member Berg to approve the Consent Agenda Items, which included Accounts Payable/Claims in the amount of \$68,470.35 but hold the check for \$19,722.39 pending approval of the punch list completion. Council meeting minutes for May 14th, 2026, Special Council meeting minutes from May 28, 2026 and the monthly financial report. Motion advanced by Council member Swanson. Voice vote taken all in favor. Motion approved.

Public Comment:

- Sue Asplund – Sue inquired of the council, if they were going to consider the rezoning of the R-2 multi-family lots in Crown Ridge, to R-1 single family lots. The owner of two of the lots would like to have them changed. Mayor Groth responded that it is an agenda item under new business.
- Jane Jules – Jane was here to voice her issues on the numerous feral cats in the neighborhood and specifically, the issue of the smell all around her property from the cat's defecating there. She wanted to know what the city's plan was to address the issue. The problem is terrible and needs to be taken care of. Her yard stinks of cat feces. Mayor Groth stated that our next quest may be able to answer her questions and may have a way to address it.
- Camp Companion representative Michele Quandt the Executive Director of Camp Companion, presented her organization's City Wide Trap-neuter-microchipped and return program to the audience. She stated the organization does a live-trap process to catch the feral cats, then has them spayed or neutered, vaccinated, micro chipped and returned to the community. She works with the "feeders" of the feral cat colonies to educate them about the issues with feeding the cats. Her organization will assist them in containing the cats on their own property to help eliminate the wondering around the neighborhood. She also told Jane that the behavior of cats, after spaying or neutering changes and they are much less likely to wonder from their food source. The urge to reproduce is basically eliminated, deterring the wondering. Michele left brochures and will be in contact with Engel to send a contract for the city to consider. The costs of all the medical procedures is only 50% to the city. The cost is much less through their program than in the private sector with a single pet. The council will discuss the contract at the next meeting.

- Property Easement with Ellendale Café- Eric & LeeAnn Knudson were present to discuss the previously approved easement at the July 11, 2024 council meeting. His concern was the minutes stated the council approved the easement as a 5 foot easement along the east/west property line of their property and the city property. He stated that is what was approved. Eric stated the property line is about 2 feet from the building, so he needs the 5 feet to have a total of 7 feet in order to install a stairway to the apartments on the second floor. The easement says 3 feet, which only gives him 5 feet from the building. Council Member Berg referred to the original easement letter request received from the Knudson's, which stated "I am writing to ask for a 5 ft easement off the side of the Ellendale Café so we can build a stairway & access the apartment." Eric rebutted that the council approved 5 feet from the property line and that is what he needs, plus the 2 feet of their property from the wall. After much discussion, Mayor Groth asked for clarification: "So you want to have 7 feet from your building wall in order to put the stairs in?" Eric explained the details of the footing sizes, installing the railings and 36' wide stairs. He would need the 7 feet from the building to do this. Eric stated "Yes, 7 feet from the building would be wonderful. Regarding the mural placement being too close, as long as our staircase can go there it's perfectly fine. I can use part of the mural footing which I agreed to at the time we met. That will work." Mayor Groth made the motion to change the easement to allow 7 feet of space from the café wall, into city property. The motion was advanced by Council member Meyer. Roll call vote: Council members: Asplund-Aye; Meyer-Aye; Berg-Aye; Swanson-Aye; Mayor Groth-Aye. Motion approved. Engel will meet with City Attorney Rahrlick to revise the easement to allow enough city property to meet the request of 7 feet from the Ellendale Café wall.

Reports

1. Fire Hall Update Engel gave the following update on the punch list completion status

- Complete punch list is not completed to our satisfaction. I recommend that we withhold the final claim payment of \$19,722.39 as a retainage amount, until the items are addressed. The actual retainage for the project would have been \$44,544.00.
 - Items not addressed:
 - Southwest door lock knobs not replaced. Still pulls off. Holes in inside of door not filled. Supposed to have new handle installed.
 - Hole-airspace around heater vent not filled.
 - No caulking around north wall air vent.
 - Dented trim on west side outside wall
- He asked for a vote on holding the check as retainage, per the original contract language, until the items are completed.

Motion by Council member Berg to hold last draw of \$19,722.39 as retainage, until punch list items addressed. Motion advanced by Council member Asplund. Roll call vote: Council members: Asplund-Aye; Meyer-Aye; Berg-Aye; Swanson-Aye; Mayor Groth-Aye. Motion approved.

- Fire Department Fire Chief Logan Busho
- Rescue lights Chief Busho stated the department is looking at buying some traffic control lights. Most of our old ones are not working. The cost is approximately \$50.00 for a pack of 10. Engel can order these without council approval.
- Turnout gear We have 2 new firemen and need gear for both of them. One needs pants. The other needs boots. They are smaller sized guys. We can order one set to cover the needs for both guys. The cost is \$4,341.29. Motion to purchase a set at \$4,341.29 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.
- Rescue Truck- Chief Logan Busho update the council on a mechanical issue with the truck. The clutch went out while on a call. It was taken to Eric's in Blooming Prairie. He replaced the clutch, throw-out bearing and seals. He expects the bill to be about \$3,200.00. This was an emergency service vehicle repair. Motion to approve the clutch repair cost estimate of \$3,200 was made by Mayor Groth. Motion

advanced by Council member Asplund . Roll call vote: Council members: Asplund-Aye; Meyer-Aye; Berg-Aye; Swanson-Aye; Mayor Groth-Aye. Motion approved.

- Trailer purchase-quote. Logan presented a detailed estimate for an enclosed trailer, along with additional lettering and ice and bin rescue equipment. The trailer quote is \$7,475.00. The lettering is \$1,500.00 to be added by the fire department. The rescue equipment estimate is \$3,429.99. The majority of the cost is covered by the Fire Relief Gambling donations of \$10,000 to date. The balance, if approved could be taken from the Fire equipment funds on hand. Motion to approve the purchase of the trailer and rescue equipment for a total of \$12,404.99 was made by Council member Berg. Motion advanced by Council member Meyer. Roll call vote: Council members: Asplund-Aye; Meyer-Aye; Berg-Aye; Swanson-Aye; Mayor Groth-Aye. Motion approved.
- Ford Raptor Ranger Purchase Logan presented a detailed estimate for the purchase of a Ford Ranger. It was determined that a pickup truck is more feasible than a side by side. It can pull the trailer and also be used for grass fires and can access the same areas a side by side can. It is only a few inches longer than a side by side and much more versatile. The truck would be purchased through the state bidding process and state approved vendor program. The quoted price from Owatonna Ford is \$60,860.00. The additional equipment estimate is \$32,890.98 for a total of \$93,750.98. Logan stated we have the funds in equipment funds and would still have a reserve balance over \$130,000. Council member Swanson asked how much the township annual contracts total. Engel stated its approximately \$60,000 for operating expenses and \$55,000 for equipment funds. Council member Meyer voiced his opinion about overspending on equipment after just constructing the \$900,000 fire hall. His opinion was to hold off on any more high dollar purchases. After further discussion, the council decided to table a decision on the Ranger purchase at this time.
- Aerial Truck Mayor Groth asked Logan if the aerial truck was operational. Logan said it is and can be moved down to the old firehall so it will be more accessible and out of the maintenance building as soon as we can start moving trucks into the new hall, which should be the week of June 22nd.

2. Maintenance & Utility Supervisor Josh Otto

- Sanitary Sewer Repairs- Steve James Excavating. Josh stated Steve James has completed the 3 sewer digs and the water main sleeve repairs. They did a great job and just came back to add additional gravel, pack it and lay down grass seed mats on 6th Ave right of way.
Fluoride sample meter Josh stated our meter has quit working and would like to purchase new DR900 for \$2,400 through Hach Co. This would be paid from the water fund. Motion to purchase the meter for \$2,400 was made by Mayor Groth. Motion advanced by Council member Swanson . Roll call vote: Council members: Asplund-Aye; Meyer-Aye; Berg-Aye; Swanson-Aye; Mayor Groth-Aye. Motion approved.
Firehall landscape estimate Aaron Halla was asked to quote the installation of a retaining wall around the S/W electric utility cabinet and the fire hydrant area in the southeast corner. Josh also asked him to include steps on the north side of the building down to the alleyway and to the old firehall. The estimate came to \$21,000.00. Council member Asplund asked if we could do this ourselves? Council member Meyer asked why we couldn't utilize our part time employees to do this work. It was asked how much the materials would be to complete the seeding and river rock along the east side and retaining block for the S/W cabinet area and not do the stairs. Just put in rock on the north side for parking, as was the original plan. Josh said the materials would be about \$4,200.00. Motion to purchase the material for \$4,200 was made by Mayor Groth. Motion advanced by Council member Berg. Roll call vote: Council members: Asplund-Aye; Meyer-Aye; Berg-Aye; Swanson-Aye; Mayor Groth-Aye. Motion approved. Josh will arrange the purchase of materials and the labor will be done by himself and the part time employees.
- Crown Ridge Sewer lines & manholes Council member Berg asked Josh if we could arrange to have the sewer lines and manholes televised to see if any damage from the asphalt happened from the Ulland mil-overlay project. Since they caused the issue, we should check it out before too much time passes and we may not be able to hold them liable for any damage if any occurred. Josh suggested we have Empire Pipe do the inspection since the new 5 year agreement is on the agenda for approval tonight. They would start in Crown Ridge since that was the first area to be done 5 years ago.

- 6th St. S. sewer line repair quote to remove driveway-replace pipe from Olson Excavating. No quote received on the replacement option.

3. Parks & Trails Committee

- Report *Brad Suchanek is planning to form up and pour the concrete slab on Monday, while doing the final pour of the fire hall driveway.*
- No committee meeting was held in May. The new garbage bins are in and installed around town.

4. Codification

- New violations The council discussed the long grass on several lots in Country View Estates. Engel will contact the owners to get them cut.
- 516 Radel Court Council Member Meyer observed this property and noted a lot of long grass, weeds and debris in the yard.. Engel will get pictures of the property and write up a violation notice to send to the owner.
- Updates
 - 199 8th Avenue East – Complaint was served in March. *City Attorney Rahrlick contacted owner to discuss earlier date to complete abatements. They wanted until the end of October. Waiting for feedback as of 6/9.*
 - The council discussed giving them until August 1st to complete the abatements. If not completed, we should have the attorney file for a court order. Motion to have City Attorney file the complaint with the Court was made by Council member Meyer. Motion advanced by Council member Asplund. Voice vote; all in favor. Motion passed.
- Notice of Violation/Warning Administrative Citations
 - 306 4th Ave. W. *Abatements due by June 15th. Owner responded in April that this property would be abated in mid-June. As of 6/10, no activity has been noted.* The council will wait for any decision on action at the next meeting since the court order is to have it abated by June 15th.
- Administrative Citation
 - 109 6th Avenue East; Proposed *order approved by court on 3/4/26. Judge approved the order with a completion date of June 15th. Repairs in progress. Weeds removed on east side. Porch repairs in progress. Siding on porch side has been added.* The council will wait for any decision on action at the next meeting since the court order is to have it abated by June 15th.

5. Clerk

- Reminder: Spring Cleanup set for June 13th, 9:00 am to 12:00 pm
- Affidavit of Candidacy for city elections is open July 14 through July 24th. Applications will be available in the City Clerk's Office.
- National Night Out- August 4th

Unfinished Business

1. Clerk's Office Repairs

- *Update Cabinets to be delivered 6/23. Final trim painting should be done by 6/12. Plumbing to be worked on once cabinets installed.*
- *Resler Electric ordered light fixture for outside light for flag and lower outlet. Will work on installation when parts received*

8:10 New Business

1. Resolutions

- 2026-14 Resolution Approving Procedure for Counting Write-in Votes for Local Office

Vote on Resolution Motion to approve Resolution 2026-14 was made by Mayor Groth. Motion advanced by Council Member Berg. Roll call vote: Council Members: Asplund-Nay; Meyer-Nay; Berg- Nay; Swanson- Nay; Mayor Groth- Nay. Motion denied.

- 2026-18 Resolution Accepting 2026 Appropriation for EDA and Ambulance from Steele County
Vote on Resolution Motion to approve Resolution 2026-18 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.
- 2026-19 Resolution Disbursing 2026 Appropriation for EDA from the City of Ellendale
Vote on Resolution Motion to approve Resolution 2026-19 was made by Council Member Meyer. Motion advanced by Mayor Groth. Roll call vote: Council Members: Asplund-Aye; Meyer-Aye; Berg-Aye; Swanson-Aye; Mayor Groth-Aye. Motion approved.
- 2026-20 Resolution Accepting a Donation from the Ellendale Lions Club for City & Park Trash Bins
Vote on Resolution Motion to approve Resolution 2026-20 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.
- 2026-21 Resolution Authorizing Donation of Money from the Ellendale Fire Relief Association
Vote on Resolution Motion to approve Resolution 2026-21 was made by Mayor Groth. Motion advanced by Council Member Swanson. Roll call vote: Council Members: Asplund-Aye; Meyer-Aye; Berg-Aye; Swanson-Aye; Mayor Groth-Aye. Motion approved.

2. Rezoning R-2 lots to R-1 in Crown Ridge

- Discussion on what lots to be considered for rezoning
- Rezoning Process (for information only)
 1. *Vote to hold public hearing for rezoning*
 2. *Publish notice of the time, place and purpose of the hearing shall be published in the official at least ten days prior to the day of the hearing.*
 3. *A notice shall be mailed at least ten days before the day of the hearing to each owner of affected property and property situated wholly or partly within 350 feet of the property to which the amendment relates.*
 4. *A Public Hearing shall be held.*
- Set Public Hearing
 - Vote on Holding a Public Hearing & Date Engel suggested a public hearing at 6:30pm on July 9th
 - Resolution 2026-22 Resolution Approving a Public Hearing for Rezoning.
- Motion to approve Resolution 2026-22 was made by Council Member Meyer. Motion advanced by Council Member Asplund . Roll call vote: Council Members: Asplund-Aye; Meyer-Aye; Berg-Aye; Swanson-Aye; Mayor Groth-Aye. Motion approved.
- The meeting will be held at 6:30 pm on July 9, 2026.

3. Empire Pipe Services Sanitary Sewer 5-Year Maintenance Agreement

- Discussion Engel reminded the council our previous 5 year contract expired this year. The contract is in line with the previous contract except for cost increases which is expected over time. As Charlie mentioned we should look at having Empire televise and inspect Crown Ridge to see if there is any damage from the hot asphalt being found in 1 or 2 manholes that weren't covered when Ullands did the mil-overlay work last fall. The council agreed to have the area inspected now, before too much elapses to make it more difficult to get Ullands to pay for any damages found.
- Vote on approval of Agreement Motion to approve the Empire Pipe Service Agreement was made by Council Member Meyer. Motion advanced by Council Member Asplund . Roll call vote:

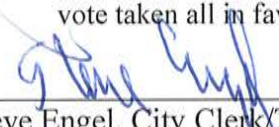
Council Members: Asplund-Aye; Meyer-Aye; Berg-Aye; Swanson-Aye; Mayor Groth-Aye.
Motion approved.

Engel will have Josh contact Empire to see if they can inspect the Crown Ridge lines this year yet.

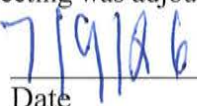
Mayor/Council Updates

1. Mayor Groth Mayor Groth Mayor Groth made a motion to pay for the porta-poddies for Ellendale Days. Motion advanced by Council member Asplund. Roll call vote: Council Members: Asplund-Aye; Meyer-Aye; Berg-Aye; Swanson-Aye; Mayor Groth-Aye. Motion approved.
2. Council Member Asplund No comments to add.
3. Council Member Meyer Joel asked Josh to make sure the power was turned on in the city park for Ellendale Days events.
4. Council Member Swanson No comments to add.
5. Council Member Berg No comments to add.

Motion by Council member Asplund to adjourn the meeting. Motion advanced by Council member Meyer. Voice vote taken all in favor. Motion approved. The meeting was adjourned at 8:53 pm.



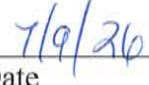
Steve Engel, City Clerk/Treasurer



Date



Scott Groth, Mayor



Date

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