

City of Ellendale
February 12th, 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. Minutes
 - January 8, 2026: Council Meeting Minutes
3. Financials

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*

7:25 Reports

1. Fire Department
 - Report
 - Expenses
2. Maintenance
 - Report
 - Expenses
3. Codification
 - Updates
 - 199 8th Avenue East – *City Attorney filed complaint. Waiting for complaint delivery confirmation from law enforcement..*
 - Notice of Violation/Warning Administrative Citation *No new citations issued*
 - Administrative Citation
 - 109 6th Avenue East; 408 7th Avenue East: *Proposed Order filed with the Court. March 5th hearing set.*

4. Clerk

- Board of Equalization- Open Book Meeting, at Blooming Prairie. April 8, 2026 1:00 pm – 3:00 pm.
- Employee Reviews – Steve & Josh- Set date & time
- Wigham Trucking Street Sweeping Agreement

8:00 Unfinished Business

1. Clerk's Office Repairs

- Update *electrical rough-in completed-inspected. Sheet rocking in progress.*

2. Stadheim Apartment Update

- Update *Certificate of Occupancy issued. Tenants can occupy the building. Some are moving in now.*

8:10 New Business

1. Hill, Benda, Skov & Bernau. 2026 Audit Agreement

- Discuss & vote on agreement

2. Resolutions

- Resolution 2026-07 Accepting Donation Money from the Ellendale Joint Ambulance for Third and Fourth Quarter 2025
 - Vote on Resolution
- Resolution 2026-08 Allowing Transfer Between Funds
 - Vote on Resolution
- Resolution 2026-09 Accepting a Donation of Money From the Reese's to the FD
 - Vote on Resolution
- Resolution 2026-10 Authorizing Donation of Money from the Ellendale Fire Relief Association
 - Vote on Resolution

3. Policy 6.01 Internal Control Policy

- Update for transactions
- Vote on Policy

4. Smoke-Free Ordinance

- Discussion on: purpose, substance and enforcement
 - i. Cannabis
 - ii. Tobacco

8:30 Mayor/Council Updates

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

8:45 pm Adjournment

MINUTES OF ELLENDALE REGULAR CITY COUNCIL MEETING THURSDAY, FEBRUARY 12, 2026

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

Absent: Council members Charlie Berg and Scott Swanson

Visitors: Fire Chief Logan Busho, Maintenance & Utility Supervisor Josh Otto, City residents: Cynthia Nelson, Laura Krenke; Star Eagle Reporter Ben Revermann; Steele County Times Reporter Kay Fate.

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

Agenda: Mayor Groth asked if there were any additions or corrections to the agenda. Engel ask to add additional claims for Bolton & Menk along with Olson Excavating to the consent agenda. Multiple invoices for sewer pond repairs and water main breaks in 2035 through January 2026. Total amount to add is \$32,402.00. Engel will make the checks out next week. Motion to approve the Agenda 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 Mayor Groth to approve the Consent Agenda Items, which included Accounts Payable/Claims in the amount of \$341,411.57, including the additional claims mentioned above, to be paid next week. Meeting minutes for January 8th, 2026 and the monthly financial report. Motion advanced by Council member Asplund. Voice vote taken all in favor. Motion approved.

Public Comment:

- Laura Krenke commented about the need for a container to place debris and tree branches in at the city park. Engel said Josh Otto said he would come up with something this spring, to place on the north side that is accessible with the loader.

Reports

1. **Fire Department Fire Chief Logan Busho** Chief Busho gave the council some information on how surrounding towns in Steele County are handling fire department budgets and pay to their volunteers.
 - **Expenses:**
 - **Helmets** Chief Busho stated we need to buy 2 new helmets. Liners are coming out of a couple old ones. The cost is \$450.00 each. Motion to approve the purchase of 2 helmets at \$900.00 was made by Council member Meyer . Motion advanced by Council member Asplund . Voice vote all in favor. Motion passed.
 - **Lockers** The lockers are on order. The cost is \$8,500.00. Already approved up to \$10,000.00 They will be portable as the walls can't be attached to. Roll call vote: Council members: Asplund-Aye; Meyer-Aye;; Mayor Groth-Aye. Motion approved.
 - **Fire Rates** Chief Busho stated Blooming and Medford are both changing their fire rates, so we thought maybe we should do the same to keep up with them. Right now, like, a house fire starts out at \$750, then there's an hourly rate after that. Both of them are jumping to \$1,000, so we thought maybe we should do the same, just to keep in check with them. And I think that has to go into the scale of the city. Engel stated we just have to do a resolution to change the Master Fee Schedule. The initial fire call will go to \$1,000.00 and we will leave the additional hour rate the same. We will do the resolution at the next meeting. Busho will get a copy of their rates to assure we are following suit with them. Council member Meyer said we should look into charging for fuel expenses on mutual aid calls as well. Engel didn't think this was a possibility to charge on mutual aid calls. Busho will look into it for the next meeting. It may depend on if the call is commercial vs residential calls.

- Fire call pay Chief Busho gave the council some information on how surrounding towns in Steele County are handling fire department budgets and pay to their volunteers. He looked at averages paid by Medford and Blooming Prairie. Our calls averaged about an hour. We averaged about 5 guys per call, about 4 hours of training, with 14 trainings for the year. If we did it the way Blooming does, which is \$10.00 a call and \$2.00 per meeting, that would have been \$9,633 going off of our 181 calls for last year. If we did it the way Medford and Morristown do, which is \$15 an hour, it would have been \$30,375.
- The math:
- BP Calls = (181 x 5 x \$10.00 = \$9,050.00.) Training = (21 x \$2.00 x 14 = \$588.00) = \$9,638
- Medford Morristown Calls (5 x 181 = 905 x \$15/hr. = \$13,575.00) training is (14 x 4 x 20 men = 1120 hrs. x \$15/hr. = \$16,800) \$13,575 + \$16,800 = \$30,375.
Mayor Groth commented that would increase our budget and tax levy. Chief Busho commented I wasn't asking for that, but I know you guys asked me to come back with the information. Mayor Groth said we will have to discuss it during our next year's budget planning in August and September. I'm sure it's something the firemen would like to see to keep their interest and to keep people on the department. We did just increase the retirement pension to \$1,000/year to help. Chief Busho said we do get stipend pay for ambulance calls as well.
- House burn Chief Busho said the department will be doing a house burn on the 21st of February.
- Fire Hall. It's about completed on the interior. Engel is working with APX to get the sign off papers in order for us to move in.

2. Maintenance Maintenance & Utility Supervisor Josh Otto

- Sewer Pond Update: Pond work is completed
- Well head leaking Josh informed the council the south wellhead is leaking. Brandon Flatness has flagged it for Gopher One Call. Josh has ordered the parts, assuming it's the same break as the north wellhead last summer. Brandon plans to dig it when the weather is better.
- Treatment plant wells not alternating We finally got the right crew in to figure out the problem. The offsets in the software were corrupted from the UPS going down a few weeks ago. Everything is working ok again. He does not have to run them manually.
- Service repair parts Josh had Jeff Daly from DSG, create a parts list of parts we should have on hand so we don't have to borrow from other cities or scramble to find the parts for water or sewer breakdowns. He has the list and will go through it to bring a list to the council for approval to purchase.
- Water leak at Meyer's Josh has been taking samples of the ground water. The fluoride level is at .5 ppm which is equal to ground water. There is not measurable chlorine in it. But, the water is bubbling up near the MetroNet utility location. He will keep looking for the source. There are no water service lines on the map in that area.
- Mayor Groth commended Josh for assisting Hollandale with their water tower freeze up and broken mains.

3. Codification

- Updates
 - 199 8th Avenue East – Engel informed City Attorney Rahrck is awaiting confirmation from the sheriff's department that the complaint has been served.
- Notice of Violation/Warning Administrative Citation No new notices received or issued. Engel asked the council to view a residence on 4th Ave. West. The residence was cited in 2023 and areas of the property were abated. The understanding was the owner would continue to clean up the front yard. Nothing has been addressed. The council will observe the property and take pictures. We will address it at the next meeting.
- Administrative Citation
 - 109 6th Avenue East: A Proposed Order hearing date is set for 3/5/2026 at 10:30am.

4. Clerk

- Engel reminded the council and public the Board of Equalization-Open Book meeting is set for April 8, 2026 in Blooming Prairie.

- Employee reviews for Engel and Otto Engel stated that he forgot to schedule reviews for himself and Maintenance & Utility Supervisor Josh Otto with the council for 2025. It was decided to Hold reviews at 6:00 pm & 6:30 pm March 12th.
- Wigham Trucking Street Sweeping Agreement Engel said he has received the 2026 agreement for street sweeping this year. The cost is \$1,895.00 this year. We budgeted \$2,000.00 for 2026. Motion to approve the agreement with Wigham Trucking for \$1895 was made by Council member Meyer Motion advanced by Council member Asplund. Voice vote. All in favor. Motion carried.

Unfinished Business

1. Clerk's Office Repairs

- Update. Electrical rough in is complete and inspected. Tory started hanging sheetrock this week. Engel will contact Jessie Routh about remodeling the south ramp to meet ADA compliance for the entry.

2. Stadheim Apartments

- Apartments are completed and leasing is in process. Last draw on the MNWFH deferred loan has been submitted.

8:10 New Business

1. Hill, Benda, Skov & Bernau. 2026 Audit Agreement

- Discuss & vote on agreement. This is the standard agreement we sign each year with Andy Bernau. Motion to approve the agreement with Hill, Benda, Skov & Bernau for 2026 Audit Agreement at a cost up to \$14,800.00, was made by Council member Meyer Motion advanced by Mayor Groth. Roll call vote: Council Members: Asplund-Aye; Meyer-Aye; Mayor Groth-Aye. Motion approved.

2. Resolutions

- Resolution 2026-07 Accepting Donation Money from the Ellendale Joint Ambulance for Third and Fourth Quarter 2025 Third quarter was \$840. Fourth quarter was \$1,020 for a total of \$1,860.00. Motion to approve Resolution 2026-07 was made by Council Member Asplund. Motion advanced by Council Member Meyer . Voice vote. All in favor. Motion approved.

3. Policy 6.01 Internal Control Policy

- Update for transactions Engel explained this to allow the Clerk's to make online transactions through the Keen Bank website. No disbursements will be made. This is only to improve the process of transferring funds from savings and checking accounts vs using deposit slips. There will still be signatures required by the Clerk's and the Mayor for verification of the transactions. Motion to approve Policy 6.01 Internal Control was made by Council Member Meyer. Motion advanced by Council Member Asplund. Voice vote. All in favor. Motion approved.
- Resolution 2026-08 Allowing Transfer Between Funds Motion to approve Resolution 2026-08 was made by Mayor Groth. Motion advanced by Council member Asplund. Voice vote. All in favor. Motion approved.
- Resolution 2026-09 Accepting a Donation of Money From the Reese's to the FD
- Motion to approve Resolution 2026-09 was made by Council Member Meyer. Motion advanced by Council Member Asplund. All in favor. Motion approved.
- Resolution 2026-10 Authorizing Donation of Money from the Ellendale Fire Relief Association Motion to approve Resolution 2026-10 was made by Mayor Groth. Motion advanced by Council Member Asplund. All in favor. Motion approved.

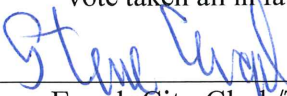
4. Smoke-Free Ordinance

- Discussion on purpose, substance and enforcement
 - i. Cannabis
 - ii. Tobacco
- Engel gave the council 2 sample ordinances regarding the prohibition of smoking cannabis on city property. The council could expand this to include tobacco as well. Previous discussions centered around how to enforce the ordinances. It was asked if the state laws already address cannabis smoking in public locations. It was decided to table any further discussions on these until the next meeting when we had a full council.

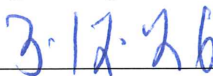
Mayor/Council Updates

1. Mayor Groth Mayor Groth reminded the council that we have a town hall meeting planned for March 2nd at 7:00 pm. The purpose is to get input from community members and business leaders on what they want the city council to be looking into and what is important to them. Letters will be sent out to all business leaders, organizations and school administrators.
2. Council Member Asplund Jon asked Josh when Ullands was going to fix the manholes on Rose and Simplicity Drive. They were supposed to fix the asphalt heights but did not do it before winter. Josh will contact Matt Carlson to see if they have it planned for this spring.
3. Council Member Meyer Joel asked if anyone had contacted the RR about TH30 crossing? Josh had conversations with the RR crew when they were here in December, repairing the tracks. They said they would grind down the asphalt as the frost has raised the road and causing serious issues with vehicles hitting the rough crossing. MnDot did put up Bump signs to warn the public.
4. Council Member Swanson Not present
5. Council Member Berg Not present


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 8:07 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.