

**City of Ellendale**  
**May 8th, 2025**  
**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 it needs further discussion, please ask for it to be removed and placed on the agenda.*

1. Accounts Payable/Claims
2. Minutes
  - April 10, Council Meeting Minutes
  - April 23, 2025 Special Council Meeting Minutes
  - April 29, 2025 Special Council Meeting Minutes
3. Resolutions
  - 2025-17: Accepting a Donation of Money from the Ellendale Joint Ambulance Service for a Clothing Stipend for Emergency Responders for First Quarter 2025
4. Financials

**7:10 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.*

**Mural Discussion**

- LeeAnn Knudson

**7:20 Reports**

1. Fire Department
  - OSCO Poly tanker update
  - Expenses
2. Maintenance
  - Service Line leaks; 4<sup>th</sup> Ave.
  - Street-Road Improvements
  - City Equipment Budgeting plan
  - Well pump #3 leak.
  - Expenses
3. Ellendale Community Foundation Committee
4. Ellendale Days Committee
5. City Trails & Parks Committee
  - Updates Water fountain received.

6. Steele Heights

- Update *Work is starting this week.*

7. Codification

• Updates

- 199 8<sup>th</sup> Avenue East – *This property was not part of court order process. No additional council action was taken.*

• Notice of Violation/Warning Administrative Citation

- 205 5<sup>th</sup> Ave. N. – *Expired Tabs, Nuisance violations. Violation letter sent.*
- 302 5<sup>th</sup> St. N. – *Expired Tabs, Vehicles not on pad. Violation letter sent.*

• Administrative Citation

- 109 6<sup>th</sup> Avenue East; *Complaints have been issued to law enforcement to serve. No response if it has been served. Will find alternative to serving the complaint.*
- 408 7<sup>th</sup> Avenue West; *Complaints have been issued to law enforcement to serve. Property owner has had contact with them but no response has been received. Will find alternative to serving the complaint.*

8. Clerk

**8:25 Unfinished Business**

1. Dutton Drive

- Storm Sewer Outlet into holding pond

2. Fall Clean up *Scheduled for September 13<sup>th</sup>. 9:00 -12:00.*

**8:50 New Business**

***Amended agenda:***

1. APX Fire Hall Estimate Options

1. 2025-14 Resolution Authorizing Payment to Fire Relief Association For Insurance Claim

2. 2025-15 Resolution Approving Property Tax Abatement Applications

3. 2025-16 Resolution Conditionally Approving Award of Construction Contract

4. 2025-18 Resolution Accepting Vehicle Speed Sign from MnDot

5. Ellendale Welcome Sign Repair

- Quote to reset west Ellendale stone sign

6. City Clerk's office

- Water issue in crawl space
- Repair service line valve. Ready to dig.
- Relocate office staff to Community Hall meeting room
- Estimations of cleaning & digging

**9:10 Mayor/Council Updates**

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

**9:20 pm Adjournment**

**MINUTES OF ELLENDALE  
REGULAR COUNCIL MEETING  
THURSDAY, MAY 8TH, 2025  
7:00 PM**

**Present:** Mayor Scott Groth; Council Members; Charlie Berg, Joel Meyer, Scott Swanson; City Clerk/Treasurer Steve Engel

**Absent:** Council member Joh Asplund

**Visitors:** City residents; Amy Berg, Brian Anderson, Cynthia Nelson, Connie Meyer, Laura Krenke, Jim Crosby, Rick Horan; Fire Chief Logan Busho; City Maintenance Supervisor Josh Otto; Steele County United Way staff member Annette Duncan; Steele County E-times reporter Kay Fate; rural Ellendale residents; Jim Dobberstein, Dan Petsinger, two unknown visitors.

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

**Agenda:** Engel asked to add the fire hall option estimate costs just received from APX Construction, under New Business, ahead of the 2025-16 Resolution item. The costs were requested by the council, at the May 7<sup>th</sup> meeting. These options will be used to determine the fire hall budget estimate final number and to be included as Exhibit B or Resolution 2025-16, under new business. Place this as no. 1 under new business. Motion by Councilmember Meyer to include this item on the agenda. Motion advanced by Council member Swanson. Voice vote; all in favor. Motion passed with the addition of the item to the agenda.

**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 \$88,458.42; Regular Council meeting minutes on April 10, 2025; Special Council meeting minutes for April 23, 2025; Special Council meeting minutes for April 29, 2025; Resolution 2025-17, 2025-17: Accepting a Donation of Money from the Ellendale Joint Ambulance Service for a Clothing Stipend for Emergency Responders for First Quarter 2025; the monthly financial report. Motion advanced by Council Member Meyer. Voice vote taken all in favor. Motion approved.

**Public Comment:**

- James Crosby: James commented on Keith Haskell and his background.
- Connie Meyer thanked the council for following through with the previous council's decision not to renew the tower lease agreement with the internet provider. She was hoping the internet provider would be able to find a new location for their equipment, and continue their service.

**Mural Discussion**

- LeeAnn Knudson: She did not attend the meeting.
1. Fire Department
    - OSCO Poly tanker update; Chief Busho informed the council that the subframe is completed and going in for painting. OSCO is planning to have the tanker completed within three months.
    - Great Plains Leaks & valves on the pumper truck were completed on-site, last week. They also did the pump testing as required.
    - Jaws of Life have been received with training planned for May 12<sup>th</sup>.
    - Ladder Truck Resident Brian Anderson inquired about the ladder truck in the maintenance building; if it is usable. Chief Busho said no, it needs some work yet. Hydraulic lines, fluids, filters, etc. He said it serves as a backup pumper. We are close to being required to have a ladder truck. If we have 3 more 3 story buildings, a ladder truck is required. Council Member asked if it is running now? Chief Busho said it also needs batteries as they are dead. He said the truck doesn't need a lot more to get it operational.
    - Expenses No new expenses.

## 2. Maintenance

- Service Line leaks; 4<sup>th</sup> Ave. Maintenance Supervisor Otto informed the council the main issue for leaks now, is well #3 . The service line from the well to the treatment plant is leaking. A custom fit connector is on order from DSG but did not arrive yet. Brandon Flatness has done the digging as it's down at least 10 feet. Brandon will finish the project once the adapter is here. He has not addressed the 4<sup>th</sup> Ave. water leak. He has said he wants to bring all the necessary equipment to town to get all the jobs done while here. Josh will talk to Brandon again, to see if he can be here next week. The part should be here by then.
- Fluoride pumps Josh informed the council our fluoride pump is down., There are two options; buy a cheaper pump that usually lasts about 3-5 years, or a more expensive pump that has a longer life span than 5 years. The cheaper pump is about \$500.00 and the longer term pump is \$1,900.00. The council agreed to go with the long term pump. Motion by Council Member Berg to purchase the pump for \$1,900.00. Motion advanced by Council Member Swanson. Roll call vote: Council members: Meyer-Aye; Berg-Aye; Swanson-Aye; Mayor Groth-Aye. Motion approved.
- Street-Road Improvements Ulland Bros. sent updated costs based on the measurements of priority areas in the Crown Ridge development. The document was added to the council packet. The council reviewed the amounts. It was decided Council Members Asplund and Meyer will meet with Josh and look at the Crown Ridge streets that Josh marked for repair. They will make a determination on what street areas we can do with the limited budget we have for 2025.
- City Equipment Budgeting plan Council Member Swanson has put together a tentative equipment spreadsheet. He and Josh will meet in the future, to determine some dollar amounts to use for 2026 budgeting.
- Well pump #3 leak. Josh explained the pump is not being used, until we receive the special adapter fitting on order, as explained earlier. It is operational, if needed, but the leak saturate the ground again.
- Expenses No expenses to report.

## 3. Ellendale Community Foundation Committee

- Nothing to report

## 4. Ellendale Days Committee

- Nothing to report

## 5. City Trails & Parks Committee

- Updates Water fountain received and has been installed.
  - Picnic Tables Council Member Berg presented pricing on picnic tables for the park. These can be purchased from the same vendor we got the water fountain from, Capital Industries. The cost for 6 8 foot picnic tables is quoted at \$875.00 each. He asked Engel to check on the shipping charges as these would be by delivery truck freight. The remaining park budget should be approximately \$6,000.00. The committee thought blue would be the color since the fountain was blue. The council agreed on purchasing tables. Motion by Council Member Berg to purchase six tables at \$875.00 each plus shipping was made. Motion advanced by Council Member Meyer. Roll call vote: Council members: Meyer-Aye; Berg-Aye; Swanson-Aye; Mayor Groth-Aye. Motion approved.
  - Park Equipment storage Josh is looking for something to store the pickle ball equipment in, so residents can access it at the park, vs having to contact him to bring the equipment to the park. He's looking for a way and process for people to access the equipment from a secure storage container, possibly by obtaining a combination or key from someone at the city. He will look into this further.

## 6. Steele Heights

- Update *Work is scheduled to start this week. Engel has been working with Stadheim and Shannon Sweeney on TIF District financing and updating tax capacity information.*

## 7. Codification

### • Updates

- 199 8<sup>th</sup> Avenue East – *This property was not part of court order process. No additional council action was taken.* Motion by Mayor Groth to send notification letter of cleanup left to do. Motion advanced by Council Member Berg. Voice vote, all in favor. Motion approved. Engel to send letter to owner.

### • Notice of Violation/Warning Administrative Citation

- 205 5<sup>th</sup> Ave. N. – *Expired Tabs, Nuisance violations.* Violation letter sent by Engel. Also talked to owner. Gave them a contact who would do the cleanup of property for them. Waiting for response and/or action by owner.
- 302 5<sup>th</sup> St. N. – *Expired Tabs, Vehicles not on pad.* Violation letter sent by Engel. Also talked to relative regarding the issues. They will talk to the owner also. Waiting for response and/or action by owner.

### • Administrative Citation

- 109 6<sup>th</sup> Avenue East: Complaints have been issued to law enforcement to serve. No response if it has been served. City Attorney Rahrlick will find alternative to serving the complaint.
- 408 7<sup>th</sup> Avenue West: Complaints have been issued to law enforcement to serve. Property owner has had contact with the Steele County Sheriff's office and stated they would stop by the Sheriff's office to pick up the complaint documents. To date, the owner has not followed through with Sheriff. City Attorney Rahrlick will find alternative to serving the complaint.

## 8. Clerk No items to present.

## **Unfinished Business**

### 1. Dutton Drive

- Storm Sewer Outlet into holding pond Council Member Berg has talked with the adjoining property owner to the pond property. It was mentioned about possibly digging a trench for the storm water to run towards the pond. Engel will contact the pond property owner about the issues to see his intentions for the pond property.

### 2. Fall Clean up Scheduled for September 13<sup>th</sup>. 9:00 -12:00.

## **New Business**

1. APX Fire Hall Estimate Options Engel explained the reason for this addition to the agenda was due to the special meeting the night before (May 7<sup>th</sup>) with APX. The council had asked Mitch Rohlfsing and Logan Stenberg to send the costs of the options items, to determine what items should be cut or kept. The outcome is a reduction in costs of \$32,556.00. The final budget estimate cost is \$846,874.00. The original budget estimate was \$879,430.00. The council discussed the available city and Fire Relief Association donations fund balance. Engel stated the current capital restrictive improvement fund (CRIF) balance is at \$72,000.00. The city will have an additional \$30,000 deposited in this fund when property tax payments are received from the county in June & December. Engel verified with Chief Busho that it was agreed upon by the townships, himself and Mayor Bartsch, that an additional \$30,000 from the equipment fund would be contributed also. This will put the CRIF at \$130,000. The council agreed to use \$100,000 of the fund towards the project, up front, to reduce the bond amount, and to retain the \$30,000 for contingencies. The council agreed to the final budget estimate of \$846,874.00. The final budget estimate will be included as Exhibit B of the construction service agreement. Motion to approve the budget estimate of \$846,874.00 and to contribute \$100,000 from the CRIF to reduce the bond amount to \$750,000 was made by Council Member Meyer. Motion

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

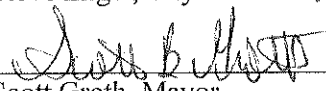
2. 2025-14 Resolution Authorizing Payment to Fire Relief Association For Insurance Claim  
Engel explained this is the reimbursement to the FRA for the spoiled fish from the freezer problem. The claim and reimbursement was issued to the city. The city is paying the FRA the claim amount minus the \$250.00 deductible. Motion by Council Member Berg to approve Resolution 2025-14. Motion advanced by Council Member Meyer. Voice vote, all in favor. Motion approved.
3. 2025-15 Resolution Approving Property Tax Abatement Applications Three applications presented at the public hearing. All three are renovation projects with one completed and at 76% market dwelling improvement already. The other two are in process and need to be completed with county assessments at or above the 50% market dwelling improvement threshold by next May 8<sup>th</sup> to qualify. Motion by Mayor Groth to approve Resolution 2025-15. Motion advanced by Council Member Berg. Voice vote, all in favor. Motion approved.
4. 2025-16 Resolution Conditionally Approving Award of Construction Contract Motion by Council Member Berg to approve Resolution 2025-16. Motion advanced by Mayor Groth. Voice vote, all in favor. Motion approved.
5. 2025-18 Resolution Accepting Vehicle Speed Sign from MnDot Engel explained had attended a meeting with MnDot Engineer David Tsang, Steele County E.M. Director Kristien Sailer & Sheriff's Dept. Investigator, Kari Woltman. He explained MnDot received a grant to purchase vehicle speed signs for communities along State Trunk highways that were interested in the signs. The agreement is the communities will own them and will be responsible for maintaining the signs. The signs do not cost the city anything, other than maintenance costs. It was determined the sign should be located on the east side of the city, since the school is located there. The signs should be available in late summer or early fall. MnDot just requires a resolution from the city, accepting the signs with the terms of maintaining them by the city. The council agreed that the signs would be a good idea to help reduce speeding. Motion by Council Member Meyer to approve Resolution 2025-18. Motion advanced by Council Member Berg. Voice vote, all in favor. Motion approved.
6. Ellendale Welcome Sign Repair
  - Quote to reset west Ellendale stone again. Engel informed the council he had asked for a quote to realign the west "Ellendale" welcome sign. This is the stone etched with Ellendale located on top of the hill to the west entrance to the city limits. The stone is sinking and needs to be reset. The council asked to table the quote until they could look at the stone, as many weren't aware of the problem.
7. City Clerk's office
  - Water issue in crawl space.
  - Repair service line valve. Ready to dig.
  - Relocate office staff to Community Hall meeting room.
  - Estimations of cleaning & digging.
  - Engel informed the council of water in the crawl space. It appears to be ground water and his seeping in around the sewer lateral pipe. It is not sealed, going through the wall. It may be the water service line is leaking also. The service valve cannot be turned off due to the standpipe being bent and Josh cannot get on the valve. Josh plans to dig up the valve to repair it.

- The water has caused a mold growth issue on the crawl space walls. He informed the council he and Kim began relocating the clerk's office to the Community Hall meeting room today. Due to the mold growth health risk, we will temporarily stay there until we can formulate a plan to address the clerk's office and entire building.
  - He has received a quote from Steam Bros. to mitigate the mold once the water intake issue has been resolved. The estimate is for \$700-\$1,000, depending how tough it will be to eliminate it all. Motion to approve the Steam Bros. quote to mitigate the mold was made by Mayor Groth. Motion advanced by Council Member Berg. Roll call vote: Council members: Meyer-Aye; Berg-Aye; Swanson-Aye; Mayor Groth-Aye. Motion approved.
  - Engel also stated it was recommended to look at installing tile along the outside of the crawl space walls and installing an external sump pump. This would catch the water before it gets into the crawl space. The council asked him to get cost figures for doing this water mitigation.
  - The council did agree that the incoming water issue needs to be addressed. Engel will get someone lined up to fix the water coming around the sewer lateral. After that is done, we can have Steam Bros. mitigate the mold on the crawl space walls. It was suggested that we do an air sample test after this all done, to see if alleviates the mold problem.
  - The council and staff will have to formulate a plan to address the ongoing mold issue and smell that is in the building. No resolution for the issue is known at this time.
1. Mayor Groth Mayor Groth asked Engel to post a reminder to city residents, to keep lawns mowed. Engel will put something on Facebook.
  2. Council Member Asplund Absent
  3. Council Member Berg reminded the council that the Vibrant Life Youth Group has volunteered to clean up the city park before Ellendale Days. They will also paint the pavilion for the city.
  4. Council Member Swanson stated he will be working with Josh on the equipment savings plan to have something ready for 2026 budgeting meetings.
  5. Council Member Meyer reminded everyone of the street work needed in Crown Ridge. The city will probably see a tax levy increase next year if we have to bond to complete all the work. Our current budget won't cover all the work needed.

Motion to adjourn the meeting was made Council Member Berg. Council member Swanson advanced the motion. Voice vote. all in favor. Motion approve. Meeting was adjourned at 8:21 p.m.

  
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.