

City of Ellendale
July 9, 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
 - June 11: Council Meeting Minutes
 - June 29: Special Council Meeting Minutes
4. Resolutions
 - 2026-23 Resolution Accepting a Check from the Fire Relief Association for Reimbursement for the 2026 Ellendale Day's Special Event Permit and Temporary Liquor License
 - 2026-24 Resolution Recognizing the Reimbursement Payment for Ambulance Training through State Wide Integrated Financial Tools/Minnesota Management Budget to the City to be Issued to the Ellendale Ambulance Service

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

7:30 Andrew Bernau of Hill, Benda, Skov & Bernau: 2025 Audit Report,

7:45 Reports

1. Fire Department
 - **Fire Hall Update**
 - Complete punch list
 - **Reports-** Logan Busho other Fire reports
 - Expenses

2. Maintenance

- Report
 - Sanitary Sewer Repairs *Steve James Excavating completed 3 sewer repairs and water main repair.*
 - 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 Rahrack communicated an August 1st date to abate the issues. If not completed, he will move forward to file the already served complaint with the court.*
- Violation/Warning Administrative Citations
 - 306 4th Ave. W. *City Council instructed City Attorney Rahrack to serve a complaint, unless the owner can provide a plan to show progress and cleanup completion. Weeds and overgrowth have been removed in the front yard. Owner stated they would demolish the shed in the back yard and obtain dumpsters to clean up in correspondence to Mark Rahrack on 7/1/26.*
- Administrative Citation
 - 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 that a contractor has been scheduled to do the work on the porch and roof where roof damage is present. Documentation provided by August 1.
 - The porch and roof will 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.

5. Clerk

- National Night Out- August 4th 6:00 – 8:00.

8:45 Unfinished Business

1. Clerk's Office Repairs

- Update *Cabinets in. Waiting plumber.*
- *Resler Electric ordered light fixture for outside light for flag and lower outlet. Will work on installation when parts received.*

8:50 New Business

1. Rezoning of Lots 15-114-0101 & 15-114-0102 in Crown Ridge
with Ordinance 2026-01 Amending The Zoning Map of the City of Ellendale
Discussion
Vote to approve the change
2. Camp Companion Agreement
Vote on Agreement
3. CD Maturity
 - EDA CD xxxx2539 \$22,449.46
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, JULY 9, 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 Auditor, Andrew Bernau, from Hill, Benda, Skov & Bernau PA; City residents: Cynthia Nelson, Laura Krenke, Brian Anderson; Star Eagle Reporter Ben Revermann; Other Guests: Montgomery Revermann

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 requested to add two items to the agenda under the Clerk's items: ROW use approval for Vibrant Life and information from the Southeast Service cooperative organization. Motion to approve the amended agenda with the two added items top the Clerk's list by Council member Berg. Motion advanced by Council member Meyer. Voice vote taken: All in favor, Motion approved

Consent Agenda Items

A motion was made by Council Member Asplund to approve the Consent Agenda Items, which included Accounts Payable/Claims in the amount of \$283,354.09, the monthly financial report, Meeting minutes for June 11th, 2026 & June 29th, 2026; Resolutions 2026-23, 2026-24, Motion advanced by Council member Meyer. Voice vote taken all in favor. Motion approved.

Public Comment:

- Cynthia Nelson inquired about who is allowed to use the recycling center on 8th Ave and the City compost site. Engel replied the recycling center is operated by Steele County and is intended for Steele county residents. The compost site is mainly intended for city residents and residents of the Beaver Lake area. We do not regulate the users at this time.

City Audit Report: Andrew Bernau. Andy went through the draft version of the 2025 City Audit Report. He summarized the various reports required by the State Auditor's Office. Overall, the 2025 report reflects the city did a good job in it's accounting practices. No issues or concerns were found. The council agreed the report looked good and were glad to hear no issues or concerns of financial stability were found. Overall, the city's finances are in good shape with on hand funds about the same as 2024. A Motion to approve the 2025 Audit report as presented was made by Mayor Groth. Motion advanced by Council member Berg . Voice vote. All in favor. Motion approved.

Reports

1. **Fire Hall Report** Chief Busho updated the council on the remaining punch list items that have not been addressed. Engel added APX had contacted Jim & Dudes to address the vents that appear to not have sealant around the edges of the vents & holes cut in the siding. Busho stated the southwest door handle has been changed but it is not keyed the same, the door and/or hinges are bent. It will not close without forcing it shut from the outside. There are drill holes from the previous handles that were removed, that are not filled. Engel asked for approval to contact Southern Door & Lock to see if they would look at the door and get a cost to replace it and get the door locks keyed the same. The council agreed. Engel will give the repair costs to APX and tell them we will make the repairs and deduct the cost from the remaining retainage funds being held.

The firemen began moving equipment into the new hall this week. The communications system is now operating from the new hall.

The department has a new applicant to fill one of the open positions. They are currently at 20 members. The applicant has passed the background check and can begin with training classes in the near future. Chief Busho stated we are losing one more member who is relocating, but we do have another possible applicant who has expressed interest in joining.

- Expenses: Chief Busho

The rescue truck had to go in for A/C repairs. Darrick's Repair made the repair and donated his labor time for the work. The department is very grateful for his donation and a thank you was sent.

Turn out gear We have a new member who's coat was damaged and needs replacement. Another member is in need of the pants. We can purchase one set for \$3,700.00 and order the right sizes to address both member's needs.

Motion to purchase one turn out gear set for \$3,700.00 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.

Ford Pickup Purchase. Chief Busho asked if the council had decided on the request to purchase the Ford pickup with equipment for a cost of \$93,000.00. Council member Berg remarked that the funds to purchase this equipment would be from the equipment funds which are solely from the township annual contract agreements. The funds are available and no property tax money would be used. This seems like a much better purchase option than a side by side as it is more versatile; it can tow the trailer with equipment; it can be used for grass fires with the proposed water tank. He proposed to the Fire Relief Association (FRA) that they make every effort to continue with gambling and proceed donations to replenish the equipment fund to avoid it getting too low in case of an emergency expense should arise. Chief Busho reiterated that is the intent of the FRA. Council member Berg reminded everyone of the other expenses incurred by the City for the new building. The City property taxes cover utilities, insurances and now the bond payments. It was his understanding that the equipment funds have always been designated for fire equipment and have always been used for equipment purchases, especially vehicles. The City has not contributed to these large purchases from tax levy funds. Chief Busho affirmed that understanding and it reiterated that it has worked well. Engel clarified the fire contracts are split 50/50 each year. 2026 contracts contributed approximately \$60,000 to fire department operating costs and approximately \$56,000 to the equipment fund. The approximate balance is \$190,000.00.

A motion by Council member Berg to approve the purchase of the Ford pickup and necessary equipment for a total of \$90,000 was made. 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. Maintenance & Utility Supervisor Josh Otto

- Sewer main repairs Josh Otto explained the necessity of the repairs made by Steve James Excavating. The cost was much higher than expected but some of that is contributed to the depth of the sewer mains on 6th Ave, being 30 feet down. These needed repairs were identified by Empire Pipe over the last 2 years, during the annual inspections. He also reminded the council that Empire will pay a portion of the repair in the 2nd Street alleyway. Engel will discuss the cost with Empire and send them an invoice. It was discussed last year that they would cover up to 50% of the repair.
- 5th Ave water line repair Josh informed the council that we had a water line break on Sunday, by the elevator. The leak was underneath 5th Ave (TH30). Digging revealed a service line break going to the elevator. A drain tile was found that was plugged from draining out to the north. The line comes from Commercial St. S., 6th Ave. E, School St. and parts of TH30. Empire was called in to attempt to get it unplugged. They have it open to the north approximately 180 feet, to the north side of the elevator north wall. The owner, Matt Holland, is fine with the city trying to get the line open. It is supposed to drain to the north to an open ditch and eventually to the area on the west side of the RR tracks. Olson Excavating is doing the digging. Hopefully, the next plugged area can be cleaned to get the flow going north as it is intended to. The City will be responsible

for the repair of TH30. The timing of paving the area is yet to be determined. MnDot may dictate when this will have to be done.

- Memorial flagpole Josh will be working to install a donated flagpole in the northeast corner of the new firehall lot. This was donated in memory Travis Ladwig's mother, by the Ladwig family.

3. Parks & Trails Committee

Report Josh Otto informed the council that the Aaseth Bros, topped the walnut trees in the city park. Trent worked on cutting up the main trees and branches to haul to the compost site. Parks & Trails Committee member Brian Anderson asked if he could take the trunks. The council agreed that would be fine. Council member Berg said they have not held a meeting for a couple months. He will also try to contact Dave Schmidt, from CEDA, regarding the funding opportunities that may be available for park projects. They will set up a committee meeting in the near future.

4. Codification

- New violations

- 516 Radel Court Engel advised the council the property is not being kept up. Several items were noted in the yard.
- 518 Radel Court Engel stated the owner has continuously violated city ordinances with inoperable vehicles parked in the yard. They are also unlicensed. The owner claims they are off road vehicles and don't need license plates. Council member stated that if they are off road vehicles, the owner should have a state permit for their use as off road vehicles if used on public or state property. It was determined the owner should be notified of the continuous violations and cited.
- A motion by Council member Meyer was made to send the occupants of 516 Radel Court and 518 Radel Court, violation letter citations regarding the nuisance items and inoperable vehicles on the respective properties Motion advanced by Council member Berg. Voice vote. All in favor. Motion approved. Engel will send the letters.

- Updates

- 199 8th Avenue East – *City Attorney Rahrlick communicated an August 1st date to abate the issues. If not completed, he will move forward to file the already served complaint with the court.*

- Notice of Violation/Warning Administrative Citations

- 306 4th Ave. W. City Council instructed City Attorney Rahrlick to serve a complaint. Attorney Rahrlick conversed with the owner who stated they are working on the property. A complaint will be served to the owner since the deadline of June 15th was not met.
- Weeds and overgrowth have been removed in the front yard. Owner stated they would demolish the shed in the back yard and obtain dumpsters to clean up in correspondence to Mark Rahrlick on 7/1/26.

- Administrative Citation

- 109 6th Avenue East; *Order approved by court on 3/4/26. Judge approved the order with a completion date of June 15th.* Engel informed the council, a court review was held last week. The court agreed to City's request to grant the owner until August 1st to present a plan from a contractor to repair the porch, roof and any other structural issues. All household items stored outside will also be removed. They will have until September 1st to complete the repairs. If not done, the city will be allowed to enter the property, to make the repairs. All costs incurred will be assessed to the owner.

5. Clerk

- National Night Out- August 4th starting at 5:00 Mayor Groth will arrange the root beer and ice cream purchases for the event.
- Vibrant Life Parking area. Engel asked for the council's approval to allow the Vibrant Life Church to pave the north side of the refuge building for parking. The area included the ROW. City Attorney Rahrlick agreed with Engel that our ordinances do allow wider parking areas. But, the understanding will be the if

there is any utility easements, and a utility company needs to access the ROW area, the cost of any concrete removal and replacement is solely the responsibility of the Vibrant Life, not the city or utility company. A motion to allow the paving of the ROW area was made by Mayor Groth. Motion advanced by Council member Asplund. Voice vote. All in favor. Motion approved. Engel will complete the zoning permit with the stipulation stated above, for the record.

- Southeast Service Cooperative.(SSC) Engel was contacted by Nicole LaCapelle-Strumski from the SSC to see if she could present to the council the benefits to the city of working and joining the SSC. The council agreed it would be beneficial to hear of their services. Engel will set up a future visit with Nicole at a council meeting.

Unfinished Business

1. Clerk's Office Repairs

- Update Cabinets are in. Waiting for plumber. Kim has moved file cabinets to appropriate rooms. JK Routh said they could start on the southwest ramp replacement in mid to late July.

8:10 New Business

1. Rezoning of Lots 15-114-0101 & 15-114-0102 in Crown Ridge with Ordinance 2026-01 Amending The Zoning Map of the City of Ellendale

Discussion The council agreed the rezoning from R-2 to R-1 was a good decision as the property owners also wanted the lots rezoned to R-1. This puts the development lots back to their original zoning.

Ordinance 2026-01 Amending Ordinance 150.050

Vote to approve the change Motion to approve Ordinance 2026-01 Amending the Zoning Map of the City of Ellendale City Code was made by Council Member Asplund. Motion advanced by Council member Swanson . Roll call vote: Council Members: Asplund-Aye; Meyer-Aye; Berg-Aye; Swanson-Aye; Mayor Groth-Aye. Motion approved.

3. Camp Companion Agreement

Discussion Council member Asplund stated that Camp Companion would not address the issue ridding the neighborhoods of the excessive feral cats. The agreement would be returning the cats back to us. There is still concern by residents that the cats will still enter their properties and continue to defecate on their properties. The smell is terrible and people are stepping in the feces. He didn't think this arrangement would solve our issue. Mayor Groth remarked that he agreed it wouldn't happen overnight but according to what Michelle said, once the animals are spayed or neutered, their behavior will change. They will also work with the feeders to keep the cats on the feeder's properties. I don't see what other option we have at the moment. Council member Meyer added that we can try it for one year to see if it will work.

Vote on Agreement Motion to approve the agreement with Camp Companion was made by Council Member Swanson. Motion advanced by Council Member Berg . Roll call vote: Council Members: Asplund-Nay; Meyer-Aye; Berg-Aye; Swanson-Aye; Mayor Groth-Aye. Motion approved with a 4 Ayes, 1 Nay.

4. CD Maturity

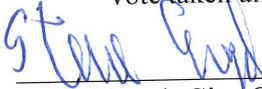
- EDA CD xxxx2539 \$22,449.46 7 Mo. Term 3.65%
Engel said the EDA CD is maturing today, 7/9/2026. The best rate is the 7 mo. 3.65%. Motion to approve the renewal of the EDA CD for the 7 month term at 3.65% was made by Council Member Meyer. Motion advanced by Council Member Asplund. Roll call vote: Council

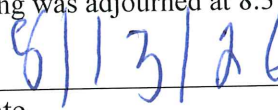
Members: Asplund-Aye; Meyer-Aye; Berg-Aye; Swanson-Aye; Mayor Groth-Aye. Motion approved.

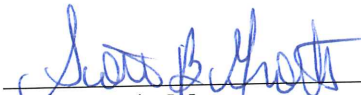
Mayor/Council Updates

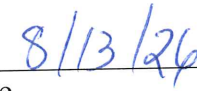
1. Mayor Groth Mayor Groth Nothing to add.
2. Council Member Asplund Nothing to add.
3. Council Member Meyer Nothing to add.
4. Council Member Swanson Wanted to thank Josh for all the extra time addressing the sewer and water breaks this year. It is appreciated.
5. Council Member Berg Wanted to thank Logan Busho and the fire department for the appreciation and thank you's sent to the various businesses and people who have contributed equipment for the new fire hall. It just shows how much people appreciate the fire department and its service, along with all the members who give their time to run it.

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 8:31 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.