



Trail to the Past. Road to the Future.

**CITY COUNCIL MEETING AGENDA
MONDAY, JULY 26, 2021
6:30 PM**

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Swearing In Ceremony: Jeffrey Ingalls**
- 4. Additions/Deletions to Agenda**
- 5. Consent Agenda**
 - a) Minutes of City Council Meeting of June 28, 2021
 - b) Minutes of City Council Meeting of July 14, 2021
 - c) Warrant List for July 26, 2021 in the Amount of \$69,958.98
 - d) 2022 Patrol Contract with Dodge County Sheriff's Office
 - e) Park & Recreation Board Meeting Minutes of May 25, 2021
 - f) Park & Recreation Board Meeting Minutes of June 29, 2021
- 6. Public Concerns**
- 7. Old Business/New Business**
 - a) Appointment of Councilmember to Personnel Committee
 - b) Acceptance of Staff Resignation
 - c) Review of Job Description, Pay Scale and Approval to Post
 - d) Marigold Days Update
 - e) Code Enforcement at 720 County Road 12
- 8. Reports**
 - a) Public Works Report
 - b) City Clerk Report
 - c) Consultant Report
 - d) Committee Reports
Chamber, EDA, Finance/Budget, Fire Department, Infrastructure, KM Joint Powers, MRA, Park Board, Personnel, Relief, Township
 - e) Councilmember Report
 - f) Mayor Report
- 9. Tabled Items**
- 10. Executive Session - None**
- 11. Adjourn**

To Join Zoom Meeting

<https://us06web.zoom.us/j/85294183715?pwd=NGVOblvNjhtRlNDM0hpbmVqMHIvQT09>

Meeting ID: 852 9418 3715

Passcode: 121154

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Meeting ID: 852 9418 3715

Passcode: 121154

Find your local number: <https://us06web.zoom.us/u/kbGDXNXNAW>

**City of Mantorville
City Council Minutes
June 28, 2021**

1. Call to Order

Mayor Bradford called the meeting to order at 6:30 p.m.

Present: Mayor Chuck Bradford
Councilmembers Lyle Hoaglund, Don Hofstad,
Bill Kinney, and Kent Keller

Absent: None

Others Present: City Clerk-Treasurer Shirley Buecksler
Assistant City Clerk Shelly Jensen-Germundson
Public Works Lead Joe Adams
City Attorney Dave Anderson (via Zoom)
Fire Chief JJ Williams
Assistant Fire Chief Steve Fairchild

Guests Present: Former City Clerk-Treasurer Cami Reber

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Additions/Deletions to Agenda

Council adopted the agenda as presented.

4. Consent Agenda

Motion was made by Councilmember Hofstad and seconded by Councilmember Hoaglund to approve the following items on the Consent Agenda, as presented:

- A. City Council Meeting Minutes of June 14, 2021
- B. Warrant List for June 28, 2021 in the Amount of \$19,956.16
- C. Appointment of Councilmember Lyle Hoaglund as Deputy Mayor effective July 1, 2021 through December 31, 2021
- D. Compensation for Councilmember Don Hofstad in the Amount of \$900.00 for the Period January 1, 2021 to June 30, 2021
- E. Resolution No. 2021-12 Approving Execution of Limited Use Permit No. 2007-0018 with the State of Minnesota, Department of Transportation

Vote: 5 ayes / 0 nays. Motion carried.

5. Public Concerns

No one addressed the Council.

6. Old/New Business

A. 508 Clay Street, Lot Split – Continued from June 14, 2021

Councilmember Hoaglund recused himself from voting on this item.

Motion was made by Councilmember Hofstad and seconded by Councilmember Kinney to take Resolution Nos. 2021-09 and 2021-10 from the table for discussion.

Vote: 4 ayes / 0 nays. Motion carried.

Attorney Anderson said the deadline is July 20, 2021. If a decision is not made tonight, resolutions of denial will need to be prepared for the July 12, 2021 City Council meeting. Attorney Anderson said he spoke with Kirk Hoaglund's attorney and provided him some background on this item. Nothing has changed and there was no breakthrough discussion. Attorney Anderson advised Council to approve the applications if you think the resolutions are what you want, or Council can choose to deny the applications for variance and lot split.

Mayor Bradford said we do not have to decide tonight. At the July 12, 2021 meeting, Council will need to pass at least one of those.

Councilmember Keller asked what Attorney Anderson's understanding is of the minimum lot size in the commercial district? Attorney Anderson said the lot size in the commercial district is 5,000 square feet but said he would have to confirm that with the zoning ordinance.

Councilmember Keller said splitting the lot wouldn't meet the minimum size. Attorney Anderson said the lot split would be conditioned on the variance.

Mayor Bradford said the resolutions are now off the table for discussion. With Councilmember Hofstad's departure from Council, Mayor Bradford said we need to make a decision tonight.

Councilmember Hofstad said a lot of things have been opened up over the past four meetings. If we approve this one, we may be opening up mother-in-law apartments, or water and sewer items, and may change the structure of the area. There really isn't a good way of doing the split. He said he doesn't know how it could work in the future, if they sell.

Councilmember Keller said if it is split, he understands that Lyle Hoaglund is committed to putting in individual water and sewer connections. Lyle Hoaglund said yes.

Councilmember Keller said it's the above ground stuff that has a guaranteed problem in the future. He asked Lyle Hoaglund if he has any thoughts of withdrawing the variance? Lyle Hoaglund said he is leaning that way. He added that to create a set-up where Kirk Hoaglund cannot get a return on his investment is bothersome. He may need to empty the building and use it as a commercial building again. A commercial property may be needed here, he added.

Councilmember Keller said we are almost interfering by splitting it. We tried to give Lyle Hoaglund time to come up with a better solution. Councilmember Keller asked Lyle Hoaglund if he can say that he can convert it by a certain time and keep it conforming? Lyle Hoaglund said that's fair. Councilmember Keller added that it is not the City's job to solve the problem.

Attorney Anderson said the applications and the solution to make it conforming are not mutually exclusive. If the goal is to act on these applications tonight, if Council's intent is to deny, you should do that tonight with your reasons for denial. These reasons will come back to the next meeting for Council adoption.

Mayor Bradford asked if there is any way of tying a residential and commercial property together? Attorney Anderson said there is a statute that only applies to lakeshore properties. This would not apply here.

Motion was made by Councilmember Hofstad and seconded by Councilmember Keller to deny the lot split, Resolution No. 2021-09, due to size of lots, access, structures, and where it is at in Mantorville.

Vote: 3 ayes / 1 nay – Councilmember Kinney voted against. Motion carried.

Motion was made by Councilmember Hofstad and seconded by Councilmember Keller to deny variances at 508 Clay Street, Resolution No. 2021-10, on the findings that the application does not meet the practical difficulties test, access, it creates a substandard lot and a lot without required setbacks, and the issues due to circumstances created by the co-applicant.

Vote: 3 ayes / 1 nay – Councilmember Kinney voted against. Motion carried.

Lyle Hoaglund said he and Kirk Hoaglund will present a new proposal at the next Council meeting.

B. Request to Increase Purchase Limit for Public Works

Motion was made by Councilmember Keller and seconded by Councilmember Hofstad to approve the purchase limit increase for Public Works Lead Joe Adams from \$250.00 to \$500.00 for purchases made on behalf of the City of Mantorville.

Vote: 5 ayes / 0 nays. Motion carried.

C. Estimates for Swale and Rip Rap Work

Motion was made by Councilmember Kinney and seconded by Councilmember Keller to approve the estimates received from S.L. Contracting, Inc. for \$2,500.00 for the drainage swale and \$3,100.00 for concrete and rip rap and to move forward with these projects.

Vote: 5 ayes / 0 nays. Motion carried.

7. Reports

A. Public Works Report

- Joe Adams said we need to purchase six more water meters. Some property owners want a second meter for watering their lawn. The cost is \$1,800.00 for six meters. The property owner pays \$300.00 for the second meter.

Motion was made by Councilmember Hofstad and seconded by Councilmember Hoaglund to approve the purchase of six meters for \$1,800.00.

Vote: 5 ayes / 0 nays. Motion carried.

- Joe Adams said the dumpsters have been overflowing with garbage. He reached out to Hometown Haulers and the cost is \$50.00 extra per month, through fall only, for an extra pick up each week.

Motion was made by Councilmember Hofstad and seconded by Councilmember Hoaglund to approve two garbage services each week through fall for the additional cost of \$50.00 per month.

Vote: 5 ayes / 0 nays. Motion carried.

Councilmember Hoaglund thanked Joe Adams for his fine work on the weekend. There was a lot of extra work and anything we asked you to do, you did, and it turned out good. Joe Adams said he had a lot of help from Ryan Jech and Brad Suhr, also. Mayor Bradford said there is a lot of work in maintaining a ball diamond. If you're doing your job right and working hard, no one notices because everything is clean and runs smooth. It's hard to say what a great job that person did, because sometimes we take it for granted. I appreciate your effort and acknowledge the effort it took to get it done.

A. City Clerk Report

- Shirley Buecksler said one application was received as of today for the open Council seat. The deadline to apply is Wednesday. Mayor Bradford recommended pushing it out on social media again.
- Shirley Buecksler said she attended the Municipal Clerks and Finance Officers Association (MCFOA) Conference in St. Cloud June 15 to 18. It was a great conference with a lot of good training and networking. She said she was one of three to win an all expense paid trip to the International Institute of Municipal Clerks (IIMC) Conference in May of 2022 in Little Rock, Arkansas. Council approval is requested to attend both the March 2022 MCFOA Conference in St. Cloud, Minnesota, and the May 2022 IIMC Conference in Little Rock, Arkansas.

Motion was made by Councilmember Hoaglund and seconded by Councilmember Kinney to approve City Clerk-Treasurer Shirley Buecksler to attend both the MCFOA and IIMC Conferences in 2022.

Vote: 5 ayes / 0 nays. Motion carried.

B. Consultant Report

Nothing to report.

C. Committee Reports

1) Fire Department

- Fire Chief Williams thanked Councilmember Hofstad for keeping the Council up to date on things happening in the Fire Department. Thank you for filling this position and for looking out for the Fire Department and our town.
- Fire Chief Williams respectfully requested Council's approval to close 5th Street for the Marigold Days dance on September 11, 2021.

Motion was made by Councilmember Hofstad and seconded by Councilmember Keller to allow 5th Street to be closed for the dance on September 11, 2021 during Marigold Days.

Vote: 5 ayes / 0 nays. Motion carried.

- 2) Chamber – Councilmember Hoaglund said we had a very good weekend. The Fiddle Contest had a good turnout and there was a good crowd both days for all events. Stage Coach Days was a success.
- 3) Economic Development Authority – no report
- 4) Finance/Budget – no report
- 5) Infrastructure – no report
- 6) Kasson Mantorville Joint Powers – no report
- 7) Mantorville Restoration Association – no report
- 8) Park and Recreation Board – no report
- 9) Personnel – no report
- 10) Relief – no report
- 11) Township – no report

D. Councilmember Reports

None.

E. Mayor's Report

Mayor Bradford reminded everyone to have a safe and happy 4th of July. Remember to be responsible and, if you need to, stay where you are or ask a friend for a ride if you need one. Keep safety in the back of your mind when you celebrate.

Mayor Bradford said we celebrated Stage Coach Days this past weekend. Two television stations came out and carried the event. Both did a very good job with the coverage and brought more attention and publicity to Mantorville. Both stations also mentioned upcoming events.

Mayor Bradford presented a plaque from the Council and a Mayor's Certificate of Appreciation to outgoing Councilmember Don Hofstad for his service on the City Council and to his community over the past six and a half years.

Message from Councilmember Hofstad:

In 2002, a young family moved to Mantorville. With it, they wanted to have a new beginning. To be involved in the community that they could give to and be proud of. And I think that has happened more than once in my family's life.

2020 has been a tough year for people. We had COVID, and it changed the lives of many people. It also changed my family's life. I never talk about it publicly. Some people do, most did. The young family that came in 2002 was a little bit changed with the divorce. During that time, and many months since then, I took the time to reflect on who I am as a person, but mostly who I am as a single father. The one role that I will take wholeheartedly and seriously my entire life will not be that of a Firefighter, a City Councilman, but will be that of a Dad. The pride that I have in my three children – I hope I have set an example for them to give back to your community. I have asked them not to take themselves very seriously, but to have pride in yourself and those around you. Always listen, always care. In this time that I have been here, I have met amazing people in the city. I am still going to be here, but I want to thank everyone who, in the two elections, nominated me, and it was quite overwhelming when I got the most votes. I never thought that would ever happen to a guy like me. The City Staff, you people keep this community running. Sometimes there is too much snow near a mailbox, sometimes there's not enough. Sometimes you don't answer the phone as professional for somebody but, you know what, you are the representatives of this town. To the past people who have worked here, Matt Brekke, Adam, Cami, the people in this room, you kept this City to where it is today. To the past Council, Henry Blair, Sherry Ross, Will Lampert, Ryan Christensen, Jim Maxson, two people who died during their term – Don Swanson and, most recently, a man who was a very close friend of mine, Mr. Luke Nash. We had an amazing tenure. We did things for this community that I was so proud of and was proud of working with them side by side. And with that, I want to thank everyone on this current Council. Chuck, Bill, Kent, Lyle, thank you. Continue to serve this community with pride like a "Mantorvillian" should. I am still going to be around and a member of the Fire Department and a member of this community supporting this town. And, every once in a while, I may bring ice cream to the girls and stop up and give some homemade chili to the guys at the shop. I'll still be here. And I just want to say thank you for allowing me to have this opportunity. Who knows, maybe in a few years, I might come back. Right now, I need to be focused on me, my business, and my children. Thank you very much, I appreciate you all.

Councilmember Keller asked Councilmember Hofstad if he would consider assisting us with long range planning, given his passion for the community. Councilmember Hofstad said he would be very happy to give it some consideration.

Councilmember Kinney thanked Councilmember Hofstad as a member of this Council and as a community member for his years of service to this Council and to the Fire Department. Having people like you in our community is part of what makes it special. I wish you the best and hope you will continue to give input in whatever way you see fit because we value your opinion and value what you have brought to this body. Best wishes.

Councilmember Hoaglund said it has been a pleasure working with you, even though it was only six months. I have learned as much as I could from you in the past six months. You and I go back, a few years, when we both lived in Pine Island, and I could tell some stories from when you were a kid, but I won't. The Mayor has asked me to be Deputy Mayor and I have some big shoes to fill. Good luck.

Shirley Buecksler said you were a part of the interview panel for my position. It was because of you that I knew Mantorville would be a good place with good people like you.

Joe Adams said thank you for always being there for any question and always answering the phone, even for the little things. I have gained a friend. Thank you for everything.

Cami Reber said thank you for everything, for always listening to all sides and giving advice. You have always been a great friend to all of us. I wish you a lot of luck. I know you will do good in everything you do.

Shelly Jensen-Germundson said she already told Councilmember Hofstad that he needs to keep the ice cream coming.

Mayor Bradford invited everyone to join us in the Fire Department for a celebration of Councilmember and Firefighter Hofstad's service to our community.

8. Tabled Items

- a) Resolution No. 2021-09 Approving a Lot Split for Certain Real Property Located in Mantorville, Dodge County, Minnesota – removed from the table for discussion
- b) Resolution No. 2021-10 Granting Variances for Certain Real Property Located at 508 Clay Street – removed from the table for discussion

9. Executive Session

There was no Executive Session.

10. Adjourn

Motion was made by Councilmember Hofstad and seconded by Councilmember Keller to adjourn the meeting at 7:22 p.m.

Vote: 5 ayes / 0 nays. Meeting adjourned.

Respectfully Submitted,

Shirley R Buecksler
City Clerk-Treasurer

**City of Mantorville
City Council Minutes
July 14, 2021**

1. Call to Order

Mayor Bradford called the meeting to order at 6:30 p.m.

Present: Mayor Chuck Bradford
Councilmembers Lyle Hoaglund, Bill Kinney,
and Kent Keller

Absent: None

Others Present: City Clerk-Treasurer Shirley Buecksler
Public Works Lead Joe Adams
City Engineer Tim Hruska

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Additions/Deletions to Agenda

Council adopted the agenda as presented.

4. Consent Agenda

Motion was made by Councilmember Hoaglund and seconded by Councilmember Keller to approve the following items on the Consent Agenda, as presented:

- A. Warrant List for July 14, 2021 in the Amount of \$107,380.93
- B. Amend Fee Schedule to Add \$55.00 Flat Fee for Above Ground Pools
- C. Mantorville Fire Department Minutes of General Members Meetings April-July 2021

Vote: 4 ayes / 0 nays. Motion carried.

5. Public Concerns

The following citizens addressed the Council:

- A resident inquired about City of Mantorville ordinances in regards to property maintenance, specifically a roof caving in on a home.

Mayor Bradford responded that City ordinances cover all areas such as grass mowing, vehicles, zoning on accessory structures, etc., but we would ask Dodge County to intervene if there is a hazardous situation.

- Mathew Wohlenhaus provided a photo related to the layout of his driveway. He is proposing to create a new driveway 52 feet wide. He met with Scott Huneke of WHKS and Joe Adams at the site, and he will need a variance to go from the maximum width by City Code of 30 feet to what he is proposing of 52 feet.

Councilmember Keller asked if there are any rules to do some contouring to direct the water path? Mr. Wohlenhaus said it does tend to go north.

Tim Hruska said the right-of-way is 70 feet. From a drainage perspective, he has no concerns. On this particular block, he said, there are only a few driveways, so that's not a big concern, and it is proportional to the width of the lot.

6. Old/New Business

A. Marigold Days and the Gold Star Memorial Monument – Mantorville Saloon

Koreen Seim of the Mantorville Saloon said they finalized the purchase of The Bridge on Friday. They may do steak suppers.

Koreen Seim said they will not have a tent in the road for the band on Friday, September 10th, but would like to fence that area off and have the alleys open. If it rains, however, they would like to come out from the curb and set up for the bean bag tournament. They would also like to keep the tent up from Marigold Days until September 26th. They would like to block off 5th Street on September 26th.

Koreen Seim said the Gold Star Memorial Monument will be presented at the Dodge County Government Center on September 26, 2021. We may ask to use the tent in our parking lot from Marigold Days. We will serve food for 300 to 500 people. They will come down to the Saloon. We will serve in the parking lot behind the Saloon.

Motion was made by Councilmember Hoaglund and seconded by Councilmember Kinney to keep the tent up from Marigold Days to September 26th and block off 5th Street on September 26, 2021 for the Gold Star Memorial.

Vote: 4 ayes / 0 nays. Motion carried.

B. Appointment to Open City Council Seat for Term Ending January 1, 2023

Motion was made by Councilmember Keller and seconded by Councilmember Kinney to appoint Jeffrey Ingalls to the vacant Council seat for a term ending January 1, 2023.

Vote: 4 ayes / 0 nays. Motion carried.

C. Council Appointment to Economic Development Authority

An appointment to the EDA was not made at this time.

D. Street Reconstruction and Watermain Replacement on Walnut Street

Engineer Hruska presented and said this is for street reconstruction from 4th to 7th Streets on Walnut Street, as well as redoing the watermain from 6th to 7th Streets.

Planning on doing the micro bond for this. Estimate is \$200k. At this time, we are looking for Council to approve the plans and specifications and authorize the ad for bid. Bid date August 5, 2021. Completion date approximately October 29. This is a high priority item to address.

Motion was made by Councilmember Kinney and seconded by Councilmember Hoaglund to approve the plans and specifications and authorize the ad for bid.

Vote: 4 ayes / 0 nays. Motion carried.

E. Resolutions Memorializing Findings Related to 508 Clay Street

Councilmember Hoaglund recused himself from voting on this item.

Motion was made by Councilmember Keller and seconded by Councilmember Kinney to adopt:

Resolution No. 2021-14 Memorializing Findings Related to Denial of Lot Split for Certain Real Property Located at 508 Clay Street; and
Resolution No. 2021-15 Memorializing Findings Related to Denial of Variances for Certain Real Property Located at 508 Clay Street

Vote: 3 ayes / 0 nays. Motion carried.

F. 508 Clay Street, Update from Property Owner

Kirk Hoaglund is looking for an extension to September 15, 2021 and said he will update the City Council on a monthly basis.

Lyle Hoaglund said he and his wife bought a different home. 508 Clay Street will not have a residence.

7. Reports

A. Public Works Report

Joe Adams said we had to purchase a new lift station pump at \$6,500.00 for the pump that was 15 years old, and rebuilt the other lift station pump for \$3,500.00. Flows have been way down.

B. City Clerk Report

- Shirley Buecksler said a complaint was received regarding long grass at the property located at 720 County Road 12. The District Manager from the Dodge Soil and Water Conservation District is planning to meet with the property owners to determine if it is prairie grass.

There was a second complaint for the property located at 720 County Road 12 related to a storage container on the property. After speaking with the property owners, it was learned that the 20 acre property is actually made up of three parcels. The parcel in the front is empty and only for hay. Of the two parcels in the back, the west parcel consists of six acres with their home and barn. The east parcel is their farmland for hay, is also six acres, and is where the storage container sits. The property owners do not believe the storage container is out of compliance with the City Code. Shirley Buecksler read aloud their written comment:

“The northeast (back east) parcel is farmed for hay and the non-permanent structure should be allowed for the following reasons:

- The non-permanent structure is approximately 160 square feet
- It is equivalent to an ice fish house, playhouse, and other common non-permanent structure
- It does not meet the criteria to require a permit and there are no variance limitations associated with this parcel
- The definition of nuisance is not met
 - A – does not obstruct views on streets and property – 1000 feet off road
 - B – is not cluttered or otherwise unsightly – area is maintained and neat
 - C – does not prevent the full use of residential streets for residential parking – not located on street
 - D – does not introduce commercial advertising – does not include ads and matches the home color
 - E – does not decrease adjoining landowner and occupants’ enjoyment of their property – no, it is not near any neighbor’s property to impact enjoyment
 - F – does not adversely affect property values – the taxed property value exceeds that of all neighbors and has improved the area”

Mayor Bradford directed Staff to forward the owner’s response to the City Attorney for feedback and request a memo from their office on how to proceed. In the past, Mayor Bradford said we have asked for storage containers to be removed. We want to be sure we are doing what we need to be consistent.

Councilmember Keller read from the League of Minnesota Cities’ Handbook for Minnesota Cities, Chapter 11, Section VIII. Nuisances, B. Public or Private, *“Nuisances are either public nuisances or private nuisances. A private nuisance causes damage to only one or a few persons. For example, a person directing water into a neighbor’s yard is a private nuisance, and the neighbor wronged by the misdirected water may act against the person responsible. Cities need not deal with private nuisances, and private nuisances are not subject to municipal action. Public nuisances affect a considerable number of people and they violate public rights and*

produce a common injury, or they injure or annoy that portion of the public that encounters them.”

Councilmember Keller said this sounds like a private nuisance and suggested that the City not get involved in private disputes. He said it needs to be worked out between the land owners and we cannot mitigate this type of dispute. It would be best not to get involved.

Councilmember Hoaglund agreed and said if you look at the problem and the complaint, it comes down to one section of lawn. The other thing that makes it different is they are not on main street.

Councilmember Kinney said the City would be wise to get a legal opinion. Mayor Bradford agreed and directed Staff to do so.

- Shirley Buecksler said she has been filling in for the Assistant City Clerk with accounts payable and utility billing while she has been out of the office.

A. Consultant Report

Nothing to report.

B. Committee Reports

- 1) Chamber – Councilmember Kinney said the Chamber met and is celebrating the success of Stage Coach Days. They are prepping for future events.
- 2) Economic Development Authority
 - Mayor Bradford said the EDA spent time talking about Stage Coach Days. Two television stations and a newspaper came out to cover the event. We had a good turnout, despite the weather.
 - Spirits with Spirits is going to be a wine tasting/ghost walk in the fall.
 - It has been a challenge to get a quorum at the past couple of meetings, so they have been information sharing sessions only.
- 3) Finance/Budget
- 4) Fire Department
- 5) Infrastructure – no report
- 6) Kasson Mantorville Joint Powers
- 7) Mantorville Restoration Association – Councilmember Hoaglund said they are meeting tonight.
- 8) Park and Recreation Board – Councilmember Kinney said they met with a local fundraiser and she is looking at ways to fund the park project. We are very close to hitting the \$30k mark.
- 9) Personnel
- 10) Relief
- 11) Township

C. Councilmember Reports

No reports.

D. Mayor's Report

Mayor Bradford reminded everyone that there is an ordinance on long grass – it must be under eight inches (8”) or the City will reach out to the property owner.

Mayor Bradford gave a reminder in regards to water and drainage issues – you cannot do any harm to effect drainage to make it worse for neighboring properties.

Mayor Bradford said the Dodge County Fair is on this week and he was asked to participate in a milking competition on Wednesday with other elected officials.

7A. Clerk's Report Regarding 720 County Road 12, Continued

Resident Dan Trapp arrived at the meeting and requested to speak regarding the issue of long grass at 720 County Road 12.

Dan Trapp said Mark and Ann Torkelson, property owners at 720 County Road 12, were given variances that allowed them to put up a large berm. My greatest concern, he said, was that my septic tank is directly impacted by the berm. Although I lost, I took them to court, so it is on record. I am worried about my field drain. I did nothing to create the problems I deal with now. I am only asking for what the City allowed them to do.

Mayor Bradford said we have turned this issue over to the Dodge Soil & Water Conservation District (SWCD) to determine if it is prairie grass or not. They know we want a quick resolution, and we will contact the SWCD again tomorrow.

Dan Trapp said you are welcome to come to my property and view their property. They need to remove the thistles and other weeds. It's probably 50 feet from the property line. If he doesn't keep it cleaned, my drain field will be impacted again.

Mayor Bradford said we were able to mitigate some of the pooling and drainage issues in the past. If the swale is filled with long vegetation, it will not drain properly.

Dan Trapp said the berm is all weeds.

Councilmember Hoaglund inquired about the purpose of the berm. Dan Trapp responded that it was to redirect water.

Councilmember Hoaglund said he would like to look at it. Dan Trapp provided his address.

Councilmember Keller said he would also be interested to see if the mound is causing pooling and too close to the drain field. If it came to your property and it pooled on your property, we would know today if it was a problem. I would like to see it.

Mayor Bradford said there are two violations on this property and you can see both from the Trapps' property.

Councilmember Hoaglund said a site plan was produced before they built the house and barn. Dan Trapp said the Torkelson's did not have an accurate plan with height and boundaries.

Councilmember Hoaglund asked Dan Trapp what you suggest the Torkelson's do with the berm? Dan Trapp said I want the berm properly maintained.

Councilmember Keller asked if the area between the barn and the house all thistles? Dan Trapp said I have a great view and you can see.

Councilmember Kinney asked if the Torkelson's have done a controlled burn? Dan Trapp said the Torkelson's have trees within his prairie grass, so that would be hard to do.

Mayor Bradford said right now we need a determination from SWCD. In the meantime, two Councilmembers will go out and get research for themselves. Staff will reach out to SWCD that we need an answer now. If it's not prairie grass, we will move forward with the plan we had last week.

Councilmember Keller said, in the short time I've been here, I try to emphasize but the only way to do that is to go out there. I cannot apologize for previous members.

Dan Trapp said I am frustrated at how this is playing out but I am not mad at you. He also said the storage container is a separate issue. My concern is the berm and what the lack of maintenance will do to my septic system.

8. Tabled Items

9. Executive Session

There was no Executive Session.

10. Adjourn

Motion was made by Councilmember Hoaglund and seconded by Councilmember Keller to adjourn the meeting at 7:51 p.m.

Vote: 4 ayes / 0 nays. Meeting adjourned.

Respectfully Submitted,

Shirley R Buecksler
City Clerk-Treasurer

*Check Summary Register©

July 2021

	Name	Check Date	Check Amt	
10100	Citizens State Bank			
UnPaid	JOE ADAMS		\$26.35	REIMBURSEMENT FOR POSTAGE ON WAT
UnPaid	CASEYS BUSINESS MASTERCA		\$690.92	MOTOR FUEL - FIRE DEPT
UnPaid	CMS - CONSTRUCTION MGMT.S		\$1,012.41	BUILDING INSPECTIONS - JUNE 2021
UnPaid	DELTA DENTAL OF MN		\$370.80	DENTAL PREMIUMS - AUGUST 2021
UnPaid	FIRE SAFETY USA, INC		\$641.90	LEATHER BUNKER BOOTS - 2 PAIR
UnPaid	IIMC - INTL INST OF MUNI CLRK		\$175.00	IIMC MEMBERSHIP RENEWAL - SHIRLEY B
UnPaid	KENNEDY & GRAVEN, CHARTER		\$3,026.60	LEGAL SERVICES - GENERAL CITY MATTE
UnPaid	KM ISD 204		\$7,500.00	2021 JOINT VENTURES PAYMENT - MANTO
UnPaid	LINCOLN FINANCIAL GROUP		\$42.15	EMPLOYER PAID LIFE & SHORT TERM DIS
UnPaid	MENARDS - NORTH ROCHESTE		\$192.66	BUCKET TRUCK CHARGER/MAINTAINER
UnPaid	METRO SALES INC		\$285.76	CONTRACT BASE AND BILLABLE USAGE
UnPaid	MN DEPT OF LABOR AND INDUS		\$276.15	BUILDING PERMIT SURCHARGE - 2ND QUA
UnPaid	MN PUBLIC FACILITIES AUTHOR		\$38,285.31	CWSRF - 02 KASSON CONNECT
UnPaid	NCPERS GROUP LIFE INS.		\$16.00	EMPLOYEE PAID SUPPLEMENTAL LIFE INS
UnPaid	ON SITE COMPUTERS, INC		\$387.70	REMOTE SUPPORT / BACKUP & MONITORI
UnPaid	ON SITE SANITATION		\$285.00	DENNESON PARK
UnPaid	POMP'S TIRE SERVICE INC		\$26.50	MOWER REPAIR OF LOOSE FLAT
UnPaid	UNITED STATES TREASURY		\$15.96	FEDERAL EXCISE TAX - 2ND QTR 2021
UnPaid	WHKS & COMPANY		\$7,450.96	5/29-6/25 STREET IMPROVEMENTS
UnPaid	WILKER RETAINING WALLS		\$4,033.95	SLINGERLAND PARK PROJECT
UnPaid	XCEL ENERGY		\$639.85	STREET LIGHTS
UnPaid	ZIEGLER, INC.		\$63.97	FILTERS FOR LOADER
	Total Checks		\$65,445.90	

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Payments

Current Period: July 2021

Payments Batch WAR 07 26 21

\$69,958.98

Refer 0 ADAMS, JOE

Cash Payment E 101-41500-322 Postage REIMBURSEMENT FOR POSTAGE ON WATER SAMPLE \$26.35

Invoice REIMBUSPS 7/26/2021

Transaction Date 7/22/2021 Citizens State Bank 10100 Total \$26.35

Refer 0 BLUE CROSS BLUE SHIELD OF MI Ck# 005571 7/26/2021

Cash Payment G 101-21706 Hospitalization/Medical Ins EMPLOYEE MEDICAL INSURANCE - AUGUST 2021 \$1,621.50

Invoice 210702421835 7/26/2021

Transaction Date 7/22/2021 Citizens State Bank 10100 Total \$1,621.50

Refer 0 CMS - CONSTRUCTION MGMT. SE

Cash Payment E 101-42400-300 Professional Svcs (GENE BUILDING INSPECTIONS - JUNE 2021 \$1,012.41

Invoice JUNE 2021 7/26/2021

Transaction Date 7/22/2021 Citizens State Bank 10100 Total \$1,012.41

Refer 0 CASEYS BUSINESS MASTERCARD

Cash Payment E 101-42200-212 Motor Fuels MOTOR FUEL - FIRE DEPT \$219.89

Invoice JUNE/JULY2021 7/26/2021

Cash Payment E 602-49450-212 Motor Fuels MOTOR FUEL - JOE'S TRUCK - USED \$9.74 REBATE \$180.18

Invoice JUNE/JULY2021 7/26/2021

Cash Payment E 101-43100-212 Motor Fuels MOTOR FUEL - RYAN'S TRUCK \$203.70

Invoice JUNE/JULY2021 7/26/2021

Cash Payment E 101-45200-212 Motor Fuels MOTOR FUEL - GAS CANS/DUMP TRUCK/GATER \$87.15

Invoice JUNE/JULY2021 7/26/2021

Transaction Date 7/22/2021 Citizens State Bank 10100 Total \$690.92

Refer 0 DELTA DENTAL

Cash Payment G 101-21708 Dental Insurance DENTAL PREMIUMS - AUGUST 2021 \$370.80

Invoice RIS0003596578 7/26/2021

Transaction Date 7/22/2021 Citizens State Bank 10100 Total \$370.80

Refer 0 FIRE SAFETY USA, INC

Cash Payment E 101-42200-240 Tools and Minor Equipm LEATHER BUNKER BOOTS - 2 PAIR \$641.90

Invoice 145837 7/26/2021

Transaction Date 7/22/2021 Citizens State Bank 10100 Total \$641.90

Refer 0 UNITED STATES TREASURY

Cash Payment G 101-21702 State Withholding FEDERAL EXCISE TAX - 2ND QTR 2021 \$15.96

Invoice 2ND QTR 2021 7/26/2021

Transaction Date 7/22/2021 Citizens State Bank 10100 Total \$15.96

Refer 0 IIMC - INTL INST OF MUNI CLRKS

Cash Payment E 101-41110-433 Dues and Memberships IIMC MEMBERSHIP RENEWAL - SHIRLEY BUECKSLER \$175.00

Invoice 27018 7/26/2021

Transaction Date 7/22/2021 Citizens State Bank 10100 Total \$175.00

Refer 0 KM ISD 204

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Payments

Current Period: July 2021

Cash Payment	E 101-45200-430 Miscellaneous	2021 JOINT VENTURES PAYMENT - MANTORVILLE SHARE - YR 4 INCREASE FOR LIGHTING PROJECT	\$7,500.00
Invoice 2021 CONTRIB	7/26/2021		
Transaction Date	7/22/2021	Citizens State Bank 10100	Total \$7,500.00
Refer	0 KENNEDY & GRAVEN, CHARTERED		
Cash Payment	E 101-41600-304 Legal Fees	LEGAL SERVICES - GENERAL CITY MATTERS	\$156.60
Invoice JUNE 2021	7/26/2021		
Cash Payment	E 101-41600-304 Legal Fees	LEGAL SERVICES - TELECOMMUNICATIONS ISSUE	\$82.00
Invoice JUNE 2021	7/26/2021		
Cash Payment	E 101-41600-304 Legal Fees	LEGAL SERVICES - DAVIDSON DEVELOPMENT DEFAULT	\$246.00
Invoice JUNE 2021	7/26/2021		
Cash Payment	E 101-41600-304 Legal Fees	LEGAL SERVICES - HOAGLUND VARIANCE & LOT SPLIT	\$1,209.50
Invoice JUNE 2021	7/26/2021		
Cash Payment	E 101-41600-304 Legal Fees	LEGAL SERVICES - TORKELSON ENFORCEMENT ACTION	\$1,332.50
Invoice JUNE 2021	7/26/2021		
Transaction Date	7/22/2021	Citizens State Bank 10100	Total \$3,026.60
Refer	0 LINCOLN FINANCIAL GROUP		
Cash Payment	G 101-21711 Life Insurance Payable	EMPLOYER PAID LIFE & SHORT TERM DISABILITY INS - MINUS ADJUSTMENTS TO REMOVE CAMI	\$42.15
Invoice AUGUST 2021	7/26/2021		
Transaction Date	7/22/2021	Citizens State Bank 10100	Total \$42.15
Refer	0 MN DEPT OF LABOR AND INDUST		
Cash Payment	E 101-42400-300 Professional Svcs (GENE	BUILDING PERMIT SURCHARGE - 2ND QUARTER 2021	\$276.15
Invoice 2NDQTR 2021	7/26/2021		
Transaction Date	7/22/2021	Citizens State Bank 10100	Total \$276.15
Refer	0 MN PERA	Ck# 005572 7/26/2021	
Cash Payment	G 101-21704 PERA	EMPLOYEE RETIREMENT - PR 14 2021	\$1,201.58
Invoice 2021-PR14	7/26/2024		
Transaction Date	7/22/2021	Citizens State Bank 10100	Total \$1,201.58
Refer	0 MN DEPARTMENT OF HEALTH	Ck# 005573 7/26/2021	
Cash Payment	E 601-49400-101 Salaries	TOTAL WATER SALES	\$1,014.00
Invoice 05319784700	7/26/2021		
Cash Payment	E 603-45183-210 Tax and Licensing	TOTAL CAMPGROUND REVENUE RECEIVED	\$642.20
Invoice 05319784700	7/26/2021		
Cash Payment	E 101-45200-210 Tax and Licensing	TOTAL PARK SHELTER REVENUE RECEIVED	\$33.80
Invoice 05319784700	7/26/2021		
Transaction Date	7/22/2021	Citizens State Bank 10100	Total \$1,690.00
Refer	0 MN PUBLIC FACILITIES AUTHORITY		
Cash Payment	E 602-49450-608 PFA CWRF Bond	CWSRF - 02 KASSON CONNECT	\$23,000.00
Invoice PFA 2021-08	7/26/2021		

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Payments

Current Period: July 2021

Cash Payment	E 602-49450-611 Bond Interest	CW - 02 KASSON CONNECT	\$2,085.00
Invoice	PFA 2021-08 7/26/2021		
Cash Payment	E 602-49450-608 PFA CWRP Bond	CWSRF - 01 MANTOR DRIVE PROJECT	\$12,000.00
Invoice	PFA 2021-08 7/26/2021		
Cash Payment	E 602-49450-611 Bond Interest	CW - 01 MANTOR DRIVE PROJECT	\$1,200.31
Invoice	PFA 2021-08 7/26/2021		
Transaction Date	7/22/2021	Citizens State Bank 10100	Total \$38,285.31
Refer	0 MENARDS - NORTH ROCHESTER		
Cash Payment	E 101-43100-228 Equip. Repair and Mainte	BUCKET TRUCK CHARGER/MAINTAINER	\$37.99
Invoice	88684 7/26/2021		
Cash Payment	E 101-45200-200 Supplies	PAINT FOR DENNESON PARK/REBAR	\$48.72
Invoice	88684 7/26/2021		
Cash Payment	E 601-49400-228 Equip. Repair and Mainte	PARTS	\$22.08
Invoice	88684 7/26/2021		
Cash Payment	E 101-41940-220 Bldg.Repair and Mainten	CITY HALL - DOOR BELL / VERTICAL BLIND	\$83.87
Invoice	88684 7/26/2021		
Transaction Date	7/22/2021	Citizens State Bank 10100	Total \$192.66
Refer	0 METRO SALES INC		
Cash Payment	E 101-41500-350 Print/Binding (GENERAL	CONTRACT BASE AND BILLABLE USAGE	\$285.76
Invoice	INV1850486 7/26/2021		
Transaction Date	7/22/2021	Citizens State Bank 10100	Total \$285.76
Refer	0 NCPERS GROUP LIFE INS.		
Cash Payment	G 101-21711 Life Insurance Payable	EMPLOYEE PAID SUPPLEMENTAL LIFE INSURANCE - AUGUST 2021	\$16.00
Invoice	608900082021 7/26/2021		
Transaction Date	7/22/2021	Citizens State Bank 10100	Total \$16.00
Refer	0 ON SITE SANITATION		
Cash Payment	E 101-45200-410 Rentals	DENNESON PARK	\$127.00
Invoice	0001161-333435 7/26/2021		
Cash Payment	E 603-45183-410 Rentals	CAMPGROUND	\$79.00
Invoice	0001161-333435 7/26/2021		
Cash Payment	E 101-45200-410 Rentals	MANTOR FIELD	\$79.00
Invoice	0001161-333435 7/26/2021		
Transaction Date	7/22/2021	Citizens State Bank 10100	Total \$285.00
Refer	0 ON SITE COMPUTERS, INC		
Cash Payment	E 101-41500-300 Professional Svcs (GENE	REMOTE SUPPORT / BACKUP & MONITORING	\$375.70
Invoice	CW74278358453 7/26/2021		
Cash Payment	E 601-49400-300 Professional Svcs (GENE	SECURITY SUNSCRIPTION LICENSE	\$12.00
Invoice	CW74278358453 7/26/2021		
Transaction Date	7/22/2021	Citizens State Bank 10100	Total \$387.70
Refer	0 POMPS TIRE SVC INC		
Cash Payment	E 101-45200-404 Repairs/Maint Machinery	MOWER REPAIR OF LOOSE FLAT	\$26.50
Invoice	230105500 7/26/2021		
Transaction Date	7/22/2021	Citizens State Bank 10100	Total \$26.50
Refer	0 WHKS & COMPANY		

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Payments

Current Period: July 2021

Cash Payment	E 101-41950-303 Engineering Fees	5/29-6/25 STREET IMPROVEMENTS	\$5,662.80
Invoice 43518	7/26/2021	Project 20-001	
Cash Payment	E 101-41950-303 Engineering Fees	5/26-6/25 TH 57 IMPROVEMENTS	\$1,788.16
Invoice 43576	7/26/2021	Project 19-002	
Transaction Date	7/22/2021	Citizens State Bank 10100	Total \$7,450.96
Refer	0 WILKER RETAINING WALLS		
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	SLINGERLAND PARK PROJECT	\$4,033.95
Invoice 815	7/26/2021		
Transaction Date	7/22/2021	Citizens State Bank 10100	Total \$4,033.95
Refer	0 XCEL ENERGY		
Cash Payment	E 101-43160-381 Electric Utilities	STREET LIGHTS	\$1,528.27
Invoice 90733376281583	7/26/2021		
Cash Payment	E 101-43160-381 Electric Utilities	300 MAIN N BRIDGE LIGHTS	\$20.43
Invoice 0907333668	7/26/2021		
Cash Payment	E 101-43160-381 Electric Utilities	130 ST.HWY 57 S.CITY SIGN	-\$2.64
Invoice 0907333938	7/26/2021		
Cash Payment	E 101-43160-381 Electric Utilities	60003 ST.HWY 57 N CITY SIGN	\$13.45
Invoice 0907335559	7/26/2021		
Cash Payment	E 101-42200-380 Utility Services	21 5TH STREET SIREN	\$6.12
Invoice 0907333887	7/26/2021		
Cash Payment	E 101-42200-380 Utility Services	21 5TH STREET E FH/CH/PUMP	-\$123.51
Invoice 0907335164	7/26/2021		
Cash Payment	E 101-42200-380 Utility Services	701 CHESTNUT SIREN	\$6.28
Invoice 0907333857	7/26/2021		
Cash Payment	E 101-43160-381 Electric Utilities	410 CLAY POLE ON EDA LOT	\$14.54
Invoice 0907334465	7/26/2021		
Cash Payment	E 101-41940-380 Utility Services	600 7TH STREET WEST MANTORFIEL	\$26.18
Invoice 0907334054	7/26/2021		
Cash Payment	E 101-41940-380 Utility Services	340 CLAY RIVERSIDE W CENTER	\$13.82
Invoice 0907333959	7/26/2021		
Cash Payment	E 101-41940-380 Utility Services	342 MAIN ST N RIVERSIDE NE	\$14.62
Invoice 0907335267	7/26/2021		
Cash Payment	E 101-41940-380 Utility Services	601 GOLFVIEW DENNISON FIELD	\$16.00
Invoice 0907334806	7/26/2021		
Cash Payment	E 101-41940-380 Utility Services	1008 EAST CITY SHOP	-\$210.66
Invoice 0907333907	7/26/2021		
Cash Payment	E 602-49450-380 Utility Services	121 BLANCH WWTF+SEC+PUMP	-\$1,150.64
Invoice 0907333263	7/26/2021		
Cash Payment	E 601-49400-380 Utility Services	841 BLANCH WTR WELL HOUSE	-\$61.55
Invoice 0907334061	7/26/2021		
Cash Payment	E 601-49400-380 Utility Services	924 JEFFERSON WATER TOWER	-\$17.90
Invoice 0907333854	7/26/2021		
Cash Payment	E 603-45183-381 Electric Utilities	324 MAIN ST N CAMPGROUND	\$533.34
Invoice 0907334791	7/26/2021		
Cash Payment	E 101-41940-380 Utility Services	101 BLANCH NEW SHOP	\$0.00
Invoice JUNE/JULY	7/26/2021		
Cash Payment	E 101-41940-380 Utility Services	15 4TH STREET WEST RIVERSIDE	\$15.27
Invoice 0907333788	7/26/2021		

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Payments

Current Period: July 2021

Cash Payment	E 602-49450-380 Utility Services	601 JEFFERSON LIFT STATION			-\$10.10
Invoice	0907334388	7/26/2021			
Cash Payment	E 602-49450-380 Utility Services	121 BLANCH AUTO PROTECT LIGHT			\$8.53
Invoice	0907333788	7/26/2021			
Cash Payment	E 101-43160-381 Electric Utilities	CHRISTMAS LIGHTS			\$0.00
Invoice	JUNE/JULY	7/26/2021			
Transaction Date	7/22/2021	Citizens State Bank	10100	Total	\$639.85
Refer	0 ZIEGLER, INC.				
Cash Payment	E 101-43100-228 Equip. Repair and Mainte	FILTERS FOR LOADER			\$63.97
Invoice	IN000167373	7/26/2021			
Transaction Date	7/22/2021	Citizens State Bank	10100	Total	\$63.97

Fund Summary

	10100 Citizens State Bank	
101 GENERAL FUND		\$30,422.53
601 WATER FUND		\$968.63
602 SEWER FUND		\$37,313.28
603 RV PARK		\$1,254.54
		<u>\$69,958.98</u>

Pre-Written Checks	\$4,513.08
Checks to be Generated by the Computer	\$65,445.90
Total	<u>\$69,958.98</u>

Memorandum

To: Mayor and Council

From: Shirley Buecksler, City Clerk-Treasurer

Date: July 26, 2021

Re: 2022 Patrol Contract with Dodge County Sheriff's Office

BACKGROUND

Enclosed for Council review is the 2022 Contract Between the City of Mantorville and the Dodge County Sheriff's Office to Provide Law Enforcement Protection. The 2022 contract reflects a three percent (3%) increase, which is the same for all City and school contracts.

ACTION

Staff recommends approval of the 2022 Contract Between the City of Mantorville and the Dodge County Sheriff's Office to Provide Law Enforcement Protection.

CONTRACT BETWEEN CITY AND COUNTY TO PROVIDE LAW ENFORCEMENT PROTECTION

2022

AGREEMENT MADE AND ENTERED INTO between the County of Dodge, State of Minnesota, a body Corporate and Politic of the State of Minnesota, herein called County, and the City of **Mantorville** Municipal Corporation of the State of Minnesota, herein called City.

RECITALS

- A. The City desires to have law enforcement protection provided within its jurisdictional boundaries under the terms and conditions herein after set forth.
- B. The County is willing to provide such law enforcement service under the terms and conditions set forth herein.
- C. Contracts such as this are authorized and provided for by the provisions of Minnesota Statutes, Section 471.59.

IN CONSIDERATION OF THE MUTUAL COVENANTS CONTAINED HEREIN,

the parties agree as follows:

Section 1. PERFORMANCE OF LAW ENFORCEMENT PROTECTION

- A. County shall provide to the City law enforcement protections within the City's corporate limits encompassing such law enforcement duties customarily rendered by the Sheriff of the County of Dodge pursuant to Federal and State Statutes for a total of: **40 hours law enforcement hours per week, (minimum of 40 hours per week, 5.71 hrs/day)** with 7 days coverage per week (365 days) for the duration of this contract. Cost per contract hour is **\$48.54** which includes vehicle and cost of operation. A law enforcement hour

is defined to be an hour when a Dodge County Sheriff's Deputy is scheduled to patrol and provide law enforcement service for the City. Such services shall include, but not be limited to, the enforcement of State Statutes and Municipal Ordinances traffic enforcement, license inspection and Court appearances. Scheduling of such hours per week shall be under the direction of the Sheriff of the County with the City Clerk/Administrator's Office being able to give recommendations.

- B. The peace officer scheduled on duty may provide services for the County outside the City limits in their capacity as deputies for the County. In return, the County will provide the City law enforcement protection above and beyond the law enforcement contract by responding to emergencies and investigation reported offenses during the times a deputy is not assigned to the City. The determination of whether or not an emergency exists shall be at the discretion of the Sheriff or his/her designee.
- C. In the event the Dodge County Sheriff is unable to provide a deputy for a regular shift for the City due to sickness or other emergency, the Sheriff shall notify the City Clerk/Administrator if the City so requests. The Sheriff's Office shall keep records of hours scheduled shifts not patrolled and the City shall receive a credit on its costs and payments set out in Section 2 below. The fact that the County may have to pay overtime to a deputy is not a valid reason not to provide such law enforcement protection. The parties contemplate this situation to be rare and the City is allowing the County relief from Section 1A above only after the Sheriff or his/her designee has exercised a good faith attempt to provide a deputy.
- D. In addition to the **40 (minimum 40)** hours per week that are anticipated under this agreement, it is expected that additional hours will need to be provided on behalf of the City for Court appearances by Deputies for matters arising in the City's extended shifts which may be required as the result of a Deputy being involved in business prior to the end of his shift which requires him to spend time beyond the end of this shift: emergency calls, investigations and special events which are held in the City that would require additional law enforcement protection. The County shall provide these anticipated additional services and hours at no additional charge to the City. The Sheriff shall

determine the number of Deputies required for the above-mentioned hours, subject to the provisions regarding Costs and Payment in Section 2(below).

Section 2. COSTS AND PAYMENTS

- A. The City shall pay the County for the law enforcement services the sum of **\$100,963.20 (minimum of \$100,963.20)** payable in 12 equal monthly installments of **\$8,413.60 (minimum of \$8,413.60)** on the first day of each month commencing **January 1st, 2022** and continuing through and including **December 31st, 2022**.

Section 3. TERM OF CONTRACT

- A. This contract shall commence on **January 1st, 2022** and terminate on **December 31st, 2022**, unless extended by mutual agreement between the parties. If either party wishes to terminate this agreement prior to the termination date, either may do so by serving upon the other written notice of termination 90 days prior thereto. Costs shall be pro-rated.

Section 4. SUPERVISION

The County shall have the exclusive control and supervision of the personnel provided by the County to render law enforcement protection to the City. For purposes of performing such functions, the County shall furnish and supply all necessary labor, supervision, equipment (including a fully equipped squad car), communication facilities and dispatching, and miscellaneous supplies necessary to maintain the level of service to be rendered hereunder.

Section 5. IDEMNIFICATION

- A. Except as herein otherwise specified, the City shall not be liable for compensation or indemnity to any County employee for injury or sickness arising out of his/her employment, and the County hereby agrees to hold harmless the City against any such claim. The City, its officers, and employees shall not be deemed to assume any liability for intentional or negligent acts of said County or of officers or employees or equipment thereof, and said County shall indemnify and hold said City and its officers and employees harmless from and shall defend said City and its officers and employees against any

and all claims resulting from any act or circumstance involving County officers, employees or equipment. A copy of an adequate liability insurance policy shall be provided to the City by the County upon the City's request.

- B. The County, its officers and employees, shall not be deemed to assume any liability for intentional or negligent acts of said City or of officers or employees thereof, and said City shall hold said County and its officers and employees harmless from and claim for damages resulting therefrom. Provided, nevertheless, the County agrees to defend against all claims brought or actions filed against the City or any officers, employees, or volunteers of the City, for injury or death to any third person or persons or damage to the property of the third persons arising out of the performance of the same.
- C. The intent of the indemnification requirements of this section is to impose on the County a duty to defend the City for claims arising within the City's jurisdiction subject to the limits of liability under Chapter 466 Minnesota Statutes. The purpose is to simplify the defense of liability claims by eliminating conflicts among defendants and to permit liability claims against multiple defendants from a single occurrence to be defended by a single attorney. The City would be responsible for the costs of such defense in proportion to its percentage of liability. No Settlement shall be made binding on the City for such costs and claims without first securing its written consent. Under no circumstances, however, shall a party be required to pay on behalf of itself and other parties any amounts in excess of the limits and liability established in Chapter 466 Minnesota Statutes applicable to only one party. The limits of liability for some or all parties may not be added together to determine the maximum of liability for any party.

Section 6. COMMUNICATION

In order to maintain a direct channel of communication between the County and the City, the Sheriff or one of his/her deputies appointed by him/her, shall attend ALL REGULAR council meetings of the Mantorville City council. The Sheriff may also request to appear before the City Council. Furthermore, the Council or City Administrator or Mayor may request from the Sheriff a written report of the activities of the officers on duty and the Sheriff shall provide such reports promptly, subject to the data privacy laws.

Section 7. MOTOR VEHICLES

The County shall supply squad cars for the use of the deputies. The County shall retain 100% ownership of such vehicles and maintain full insurance on the vehicles.

Section 8. COMPLETENESS OF AGREEMENT

The provisions embodied in this agreement contain all covenants, agreements, obligations and stipulations agreed to by the parties and on execution hereof any and all previous and existing agreements and/or contracts entered into between the parties are hereby declared by mutual consent to be null and void. Further, there are no other understandings, representations or agreements, written or oral, not incorporated herein.

Section 9. NONDISCRIMINATION: PENALTY

No discrimination because of race, color, national origin, ancestry, sex or religion shall be made in the employment of persons to perform services by the County under this contract. The County agrees to meet all requirements of Federal and State Statutes pertaining to nondiscrimination employment.

IN WITNESS WHEREOF, the parties have executed this agreement at _____
Minnesota, this ____ day of _____, 20__.

ATTEST:

CITY OF MANTORVILLE

CLERK/ADMINISTRATOR

MAYOR

COUNTY OF DODGE

BY: _____
SHERIFF

BY: _____
CHAIRMAN OF BOARD OF
COMMISSIONERS

CLERK OF COUNTY BOARD

Approved as to form

Paul J. Kiltinen
Dodge County Attorney



Mantorville Park and Recreation Board Meeting
Tuesday, May 25, 2021
6:30 PM
City Hall Council Chambers
Meeting Minutes



Call to Order: Member Kinney called the meeting to order in Chairman Schwanke's absence
Members Present for Quorum: Brad Germundson, Bill Kinney, Henry Blair, Lyle Hoaglund, Mike Peck. Brian Schwanke was absent

Guests Present: Joe Adams, Shelly Germundson, Autumn Schultz and her parents Kresta & Andrew Schultz

- Autumn Schultz presented a letter that she had sent to the City requesting garbage cans be placed near the covered bridge at Riverside Park. Discussion ensued regarding placement and the need to secure it in case of flooding. Also – discussed funding options as this is not budgeted.

Changes/Additions to Agenda: None

Approval of Meeting Minutes - Motion: Member Blair

Second: Member Peck

1. New Business: None

2. Old Business:

- a) Riverside Park: New swing was well received. Joe to find cost of replacing/fixing electric pole – would be a capital project.
- b) Campground: Discussion about concern of more & more campers pulling in after 4:30pm on a Friday & not registering – staying for free. Discussed placing dated markers on site poles when site is spoken for – could help deter people from randomly showing up and “squatting” for the weekend. Looking at it as a safety/liability issue – if people aren't registered we don't know who is in the campground.
- c) Bergmann Park: Mow? Trying
- d) Slingerland Park: Project is scheduled for June completion.
- e) Mantor Field: Mowing. Could use volunteers for staining
- f) K-M Dog Park: None
- g) Dennisen Field: Member Peck has done a lot of leg work in reaching out to businesses – working with Laura (CEDA) to apply for People's Energy grant Member Peck made a motion to request grant; 2nd by Member Blair. - HyVee is taking request to their board, CSB plans to donate, Lyle suggested asking the MRA, Casey's has an online donation request option, Spartan Promo Group – Ann Indykiewicz - willing to do some promo work – invite to next meeting?
- h) Community Gardens: None

i) Community Tree Management: Trees are not here yet.

3. Joint Ventures Updates: None – they meet in July

4. City Staff Updates/Reports:

5. Adjournment Motion: Member Blair

Second: Member Peck



Mantorville Park and Recreation Board Meeting
Tuesday, June 29, 2021, 6:30 PM
City Hall Council Chambers
MEETING MINUTES



Call to Order: Meeting was called to order at 6:31 pm by Chairman Schwanke

Members Present for Quorum: Brian Schwanke, Brad Germundson, Bill Kinney, Mike Peck,
Henry Blair

Guests Present: Joe Adams, Shelly Germundson, Ann Indykiewicz

Changes/Additions to Agenda: None

Approval of Meeting Minutes - Motion: Member Blair Second: Member Kinney

1. **New Business:** Member Peck introduced Ann Indykiewicz – Spartan Promotional Group – Promotional Marketing Consultant. Discussion on various ways Ann can help with promo products for fund raising – noting that all fundraising has been 100% donations only.

2. **Old Business:**

Riverside Park: Storm Sewer Project - \$2000 to fix curb by South Pavilion. Have not yet received bid from A & A??

Campground: Motion made by Member Blair and 2nd by Member Kinney to remove 2 trees; motion passed unanimously – Joe to coordinate removal.

Discussion on using site cards to help with monitoring who is coming in and out of the campground – This is going very well.

Bergmann Park: Motion made by Member Schwanke and 2nd by Member Germundson to remove 3 dead trees; motion passed unanimously – Joe to coordinate removal.

Slingerland Park: Project is now complete. Looks really nice. Ryan hauled in 4 loads of dirt which saved money and drain tile was put in place, area was seeded and blanketed. Quote came in at \$8290; Actual invoice was \$4033 savings of \$4257.

Mantor Field: 3 Trees have been removed – stumps remain

K-M Dog Park: Nothing

Dennisen Field: More discussion on fundraising and options – Balance as of 6/28 \$26006.21. Member Schwanke requested Jay Highum's contact info – Shelly will email it over to him.

Community Gardens: Nothing - Full

Community Tree Management: Olsen's Tree Service has removed a number of agreed upon trees – will continue to work through all tree removals.

3. **Joint Ventures Updates:** Meets July 21st

4. **City Staff Updates/Reports:** Need to get going on next year's budget – ideas & \$\$\$

5. **Adjournment** 7:42 pm Motion: Member Schwanke Second: Member Peck

RECEIVED JUL 21 2021

To who it may concern I Ryan Jech have decided to end my employment with the city of Mantorville do to some personal and financial issues. My last day of employment will be July 30th.

A handwritten signature in blue ink, appearing to read "Ryan Jech", is written over the text. The signature is stylized with a large initial "R" and a long horizontal stroke extending to the right.

CITY OF MANTORVILLE JOB DESCRIPTION

POSITION: Public Works Street Worker
CLASSIFICATION: Non-Exempt
SUPERVISOR: Public Works Utility Supervisor
STATUS: Full Time 40 hours per Week
STARTING WAGE: \$18 - \$20 per hour DOQ

NATURE OF WORK: The responsibilities of this position include maintenance of city parks, streets, buildings, storm sewers, water and waste water facilities and infrastructure as well as maintenance of light and heavy-duty equipment.

QUALIFICATIONS:

- High School diploma or equivalent
- Municipal experience is strongly preferred however not required
- Class B Minnesota CDL license
- A Class D water license and Class S-D Collections System license is preferred or the ability to obtain within 12 months of hire.
- Strong Mechanical Abilities
- Basic knowledge of street repair and maintenance
- Basic knowledge of equipment, buildings and vehicle maintenance and repair
- Basic knowledge of snow removal, street sweeping, operation of heavy machinery and other public works equipment and vehicles.

RESPONSIBILITIES AND DUTIES:

- Maintenance of all City owned land, (parks, ball fields, campground) buildings, machinery, equipment and City streets.
- Snow plowing, loading and hauling, street sanding and salting.
- Flexibility to work alternating weekends, attend evening meetings or fill-in when needed.
- Reads water meters on a monthly basis.
- Installs transponders and helps troubleshoot water meter problems.
- Completes Gopher One Locates.
- Assists with the operation and maintenance of equipment within the municipal water system including pumps, filter, testing of water quality, adjusting controls, chemical additives and related operations under direction of the Utility Supervisor.
- Assists with the operation and maintenance of equipment in the wastewater collection system.
- Maintains accurate records of municipal operations.
- Operates a variety of tools, light to heavy equipment and vehicles including trucks, tractors, plows, loader, mowers and hand tools.
- Assists in determining long range and capital and equipment needs.
- Remains informed on all safety issues and standard.
- Responds to citizens concerns by answering questions and providing information and assistance.
- Participates in required trainings and seminars.
- May perform miscellaneous welding, carpentry, repairs and painting.
- Other duties as may be required.

CITY OF MANTORVILLE JOB DESCRIPTION

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to prioritize work projects
- Ability to take direction from others
- Ability to represent the City in a courteous and professional manner in person, over the phone or in written correspondence.
- Ability to manage multiple tasks
- Ability to initiate and accomplish tasks independently and also recognize tasks that need involvement from others.
- Ability to communicate effectively and professionally with co-workers and members of the public. Strong customer service and communication skills.
- Basic knowledge of office machines and equipment. Experience with Microsoft word and excel.
- Knowledge of equipment that municipal utilities utilize in its day to day activities.
- Ability to stay technically vital in skills and processes applicable to municipal utilities.

Special Working Conditions:

Work is medium to heavy involving lifting and carrying objects weighing over 50 pounds. Manual dexterity and motor coordination are required for the variety of jobs performed. Work will be required in both extremes of heat and cold. Work may require extended shifts during snow plowing or other emergencies. This position is subject to random drug and alcohol testing.

The Responsibilities and Duties, and Knowledge, Skills and Abilities are intended only as an illustration of various types of work performed, and are not all inclusive. The job description is subject to change as the needs of the City and the requirements of the position change