



Trail to the Past. Road to the Future.

CITY COUNCIL MEETING
MUNICIPAL COUNCIL CHAMBERS
21 5TH STREET E, MANTORVILLE, MN 55955
MONDAY, OCTOBER 25, 2021
6:30 PM

1. Call to Order

2. Pledge of Allegiance

3. Adopt the Agenda

4. Consent Agenda

- a) City Council Work Session Minutes of October 4, 2021
- b) City Council Meeting Minutes of October 11, 2021
- c) City Council Work Session Minutes of October 11, 2021
- d) Warrant List for October 25, 2021

5. Proclamations, Presentations and Recognitions

- a) Kasson-Mantorville Lions

6. Public Concerns

Individuals may address the City Council about any item not included on the regular agenda. Speakers are requested to come to the podium and state their name and address for the Clerk's record. Generally, the City Council will not take official action on items discussed at this time but may, typically, refer the matter to Staff for a future report or direct that the matter be scheduled on an upcoming agenda.

7. Public Hearing(s)

No public hearings scheduled.

8. Old Business/New Business

- a) Dodge County Historical Society Sign Permit Application
- b) Resolution No. 2021-30 Calling for Public Hearing to Adopt a Street Reconstruction Plan and the Intent to Issue General Obligation Street Reconstruction Bonds and Preliminary Recommendations from David Drown Associates, Inc.
- c) 2021-2022 Snow Removal Services

9. 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

10. Tabled Items

These are items that the Council has previously discussed and voted to table, take action on, or continue discussion of at a later date. These items may be brought back by the Council for discussion at any future meeting.

11. Executive Session

No Executive Session scheduled.

12. Adjourn

**City of Mantorville
City Council Work Session Minutes
October 4, 2021**

1. Call to Order

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

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

Absent: None

Others Present: City Clerk-Treasurer Shirley Buecksler
Public Works Lead Joe Adams
Fire Chief JJ Williams

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Adopt the Agenda

Council adopted the agenda, as presented.

4. Discussion Items

A. Public Works Projects

Joe Adams presented projects for 2022, with proposed costs as follows:

Streets:

- Alley behind the Saloon: \$37,000.00
 - 5th Street: \$98,000.00
 - 4th Street: \$38,000.00
 - Mantor Drive: \$131,000.00
 - Striping of Streets: \$6,500.00
- Total: \$390,500.00

Sewer:

- Cleaning and Televising of Sewer Mains: \$7,400.00

Water:

- Water Testing: \$300.00

Council discussion followed. Street striping had already been entered into the preliminary budget spreadsheet. The total for street projects was adjusted to \$384,000.00.

B. Fire Department Storage Building

Fire Chief Williams discussed with Council the need for more storage for the Fire Department. Storage would include Relief-related items, such as extra gear, Marigold Days supplies, and Fire Department records. Options included building a storage shed behind City Hall or to use the shed by the treatment plant, which was where some of the Marigold Days supplies are currently stored. Council asked if a building further away would work for them, but Chief Williams said to move supplies with a skid loader during a busy event would be difficult, especially with heavy traffic. The shed by the treatment plant is not as ideal as a storage building behind City Hall, but it could work if a concrete floor was added. Discussion to be continued.

C. 2022 Preliminary Budget

Council discussed the 2022 preliminary budget as presented by the City Clerk-Treasurer discussed the proposed amount for each line item for 2022. Several adjustments were made.

Due to lack of time, Council agreed to continue preliminary budget discussions at a work session to be scheduled immediately following the October 11, 2021 City Council meeting.

5. **Adjourn**

The work session was adjourned at 10:00 p.m.

Respectfully Submitted,

Shirley R Buecksler
City Clerk-Treasurer

**City of Mantorville
City Council Minutes
October 11, 2021**

1. Call to Order

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

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

Absent: None

Others Present: City Clerk-Treasurer Shirley Buecksler
Public Works Lead Joe Adams
Public Works Wade Schroeder
Assistant City Clerk Shelly Jensen-Germundson
City Engineer Tim Hruska
Firefighter Don Hofstad
New Firefighter Annika Hofstad

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Adopt the Agenda

Motion was made by Councilmember Hoaglund and seconded by Councilmember Ingalls to adopt the agenda, as presented.

Vote: 5 ayes / 0 nays. Motion carried.

4. Consent Agenda

- A. City Council Meeting Minutes of September 13, 2021
- B. City Council Meeting Minutes of September 27, 2021
- C. Dodge County Sheriff's Office Call Report for Mantorville for September 2021
- D. Warrant List for October 11, 2021
- E. Resolution No. 2021-29 Granting a Variance for Certain Real Property Located at Dodge County PID 25.020.1603

Motion was made by Councilmember Hoaglund and seconded by Councilmember Ingalls to approve the Consent Agenda, as presented.

Vote: 5 ayes / 0 nays. Motion carried.

5. Proclamations, Presentations and Recognitions

A. Introduction and Approval of New Firefighter Annika Hofstad

Firefighter Don Hofstad introduced his daughter, Annika Hofstad.

Annika said she is a senior at Kasson-Mantorville High School and has been a part of the Explorers Program with the Mantorville Fire Department since she was 15 years old. Her passion is helping people, and she will be attending college to become an EMT.

Don Hofstad said the Fire Board approved her hiring at their last Board meeting. A background check came back with a clear record. The Fire Department is looking for Council approval to hire Annika Hofstad as a Volunteer Firefighter.

Motion was made by Councilmember Ingalls and seconded by Councilmember Hoaglund to approve the hiring of Annika Hofstad as Volunteer Firefighter with Mantorville Fire Rescue.

Vote: 5 ayes / 0 nays. Motion carried.

Mayor Bradford and the City Council welcomed Annika with applause and congratulations.

6. Public Concerns

The following citizens addressed the Council:

- Virgil Andrist, 101 3rd Street West, addressed the Council with concerns regarding the sod that was placed in his and other lawns in 2019. The grass is dead and it wasn't good sod.
 - City Engineer Hruska said we cannot go back to the contractor at this point. We had an extreme drought this year, but we will look to see what we can do.
 - Councilmember Keller said it would be interesting to see what was put under the sod. Mr. Andrist said they put dirt, nylon mesh, and sod. Councilmember Keller said the dead sod would have shown up last year, but we should look at the base. City Engineer Hruska agreed.
- Mr. Andrist added that the shoulder by the blacktop is lower, causing the shoulder to crack.
 - City Engineer Hruska said this is the first he has heard of this and will take a look at it.
- Deb Knutson, 308 Walnut Street, addressed the Council with concerns about mowing on Walnut Street. They cannot mow theirs, and the ditch pools with water. The culverts are horrible and they have had to clean them out six times. She almost tipped over with the lawn mower in the ditch because it's steep and will not mow it.
 - Mayor Bradford and City Engineer Hruska said they will go out and walk it.

- Deb Wilson, 207 3rd Street, addressed the Council and said the sod has no roots. You can pick up patches of the sod, and her yard has sunk, she said. Everyone on 3rd Street took good care of their lawns, but now we have no curb appeal.
 - Another resident commented that there was never a water problem, and the deep ditches were not necessary.
 - Mayor Bradford said we will go out and take a closer look, conduct an analysis, and come back to Council with our findings.
- Bill Reding, 220 6th Street West, addressed the Council and said there was poor communication regarding temporary water to those affected by the Walnut Street construction. He stated that a spicket at someone else's house was broken and flooded their basement. Water is running under a tree. Driveways need to be put back the way they were. He had a gutter system built into his driveway that he wants replaced.
 - Mayor Bradford said we will re-examine the ditch, the water spicket and the flooded basement. This is the first time he has heard about that, he said. Mayor Bradford asked City Engineer Hruska to talk about the ditch.
 - City Engineer Hruska said we are significantly changing how drainage is getting towards Mr. Reding's house. As it currently comes, this is what we talked about last week on site. Currently, from west of Walnut Street, that water sheets off that block. Walnut Street is flat or tipped from west to east. What we're going to do is put the crown back into it. A small section of curb and gutter along the west side and a ditch from where that curb and gutter will end to the south to the intersection of 6th, and then come underneath the road. That way, we are catching that water that is coming from the west. Currently, that water is coming right across the road into Mr. Reding's property. We are going to catch that water and direct it through a culvert that will go under Walnut Street at the intersection of 6th so that it won't be sheets of water coming across the road towards his property. In doing that, then we also have a small gutter section in front of his driveway to catch the water that's coming off the street. We'll have a very small portion from the center line over and keep that directed to the south, as well. A small inch and a half lip so it's not dumping into his driveway. In an ideal situation, we'd end up with no garages higher than the street or we'd have the driveway apron come up and then come back down. If we did that in this particular situation, however, where we would create a high point, Mr. Reding would not be happy with that situation. That was our plan and Joe Adams and I went over that plan with Mr. Reding last Thursday. We also talked about the tree, which will be discussed in a moment. On Friday, Mr. Reding then talked with the Mayor who asked us to put together estimates. We have been working to try and get specs together to find a trench drain that's available so we can review that with Mr. Reding. Once we get something that's available and we are not waiting for six months creating specs for something that's not readily in stock. We're working through that, as you know things are challenging for supplies during this time. Mr. Reding requested to see the specs and as soon as we have them, we will get them to him. We will bring the cost of that

back to the Council or the Finance Committee for approval. In the past, we have typically gone through the Finance Committee.

- City Engineer Hruska said the second part of this is the tree. When we met with Mr. Reding last Thursday, he wanted to keep the tree. To do this, we aligned the watermain a little over to the west to try and leave as many of the roots as possible. On Friday, Mr. Reding contacted the Mayor and said he wants the tree gone, so now we are working with a contractor to try and get that tree removed. Joe is also working with his City contacts to do that. I have asked Mr. Reding to clarify in writing whether he wants the tree or not because the contractor heard that he wanted to keep the tree. I think it's fair to try and have that documented as to whether or not the tree is to be kept, and we will have a price to get that tree removed. Trees to be removed were not part of the project. We were planning on leaving that tree in place and working around it. If Mr. Reding would like the tree gone, it is in the boulevard, and we will work on getting a price to remove it. This is where we are at in the process of getting these things in order to bring back to Council.
- A resident asked if the plan is to do down Walnut Street just what was done down 3rd? At Walnut and 5th, that's going to be a deep culvert. Cosmetically, as well as the ability to maintain those, you're putting this on the citizens.
 - City Engineer Hruska said they need to do some grade adjustments in that area. Part of the issue is we need the water to run under the road but have adequate cover over the top of the culvert. Five to ten years from now, if those culverts are put in too shallow, they become speed bumps. We've had discussions on the problems from the project a couple years ago.
- A resident asked the City Engineer if you've looked at oval culverts versus round culverts?
 - City Engineer Hruska said this is something we can look at in the future but didn't in this particular case. That usually costs more.
- Mr. Andrist asked how many sump pumps are disconnected that's not draining into your sewer system? Have you done anything about this? Is there a fine to hook them up again, such as in Byron?
 - Mayor Bradford said we implemented a new inspection program but don't have the resources to inspect every sump pump every year, so our plan is to inspect over five years.
 - Joe Adams said when they put in meters, the pumps at every property were inspected at that time. Those that were there were disconnected, but we don't have the resources to inspect them annually to find out if they've hooked them up again.
 - Mayor Bradford said we have discussed doing meter maintenance and looking at the sump pump while we're there. We have discussed this and talked about doing a percentage each year until we get through the town and circle back to the beginning again.

- If they are in violation when we go back in to inspect, Joe Adams said they would have to hard plumb it. We're not letting them just do a quick fix, so hopefully that deters them.
 - City Engineer Hruska said the City implemented an ordinance back in 2007-2008. The fine increases if the owner chooses not to do the inspection, and there are penalties for connecting back up, and stiffer penalties for disconnecting and reconnecting.
 - Mayor Bradford said not all of our infrastructure is brand new and in perfect condition, so there is what is called I&I (Inflow & Infiltration), and sump pumps are part of that. This accounts for all water that shouldn't be in the system but has entered it. There are multiple paths through that and some are from sump pumps. About three or four years ago, we decided to be more aggressive with our inspections. When we put the new meters in, we did 100% inspections when they were installed. We also talked about circling back to catch any that may have hooked up again. If we came back and found it was hooked up to sanitary sewer, it's an intentional violation. As the City Engineer stated, there was a gradation of fines, getting steeper after additional violations. We did find leaking manholes, rock divots into sanitary lines, some of the other sources of I&I, and we have been addressing those as we find them, as well. We still have some I&I coming in and we're taking in more water than we're pushing out, but I think the sump pump efforts have helped quite a bit. Now we have the ability to monitor both the volume of sanitary sewer we are pumping to Kasson, as well as the amount of water going out.
- Mr. Andrist asked if the City kept records of those properties with sump pumps?
 - Mayor Bradford said yes. He also explained the 'smoke test' which blows smoke up the sanitary line to find cross connections. If there is a direct connection from downspouts and such, it's found with the smoke testing.
- Mike Langen, resident, addressed the Council regarding an empty lot on West Street. He had an accident, and the house they live in is not wheelchair accessible. He asked if the City is interested in selling this lot. They would like to build a patio home.
 - Ben Langen, son of Mike Langen, said the County owns this lot but the City has an assessment on it. The total cost is about \$48,000.00. It would cost them about \$20,000.00 to \$30,000.00 to bring in fill plus another \$8,000.00 to \$10,000.00 for water and sewer hook-up.
 - Councilmember Hoaglund said they need to negotiate the price with the County, in order to pay off costs incurred by both the City and the County. The assessments cover the amount that the City lost.
 - Councilmember Keller said there are two factors: the County's cost and the absolute the City has into it. The flexibility is with the County.

- Mayor Bradford said there needs to be a discussion between the County, the City and the Langen's. Mayor Bradford directed the City Clerk to set up a meeting.
- Dan Trapp, 10 Zumbro Ridge Drive, addressed the Council regarding weeds and thistles at 720 County Road 12. He said they have not sprayed the weeds on the berm. He provided the following items for Council:
 - Penn State University, Vegetation Department, Department of Horticulture, Factsheet 1 – Managing Canada Thistle. This publication is also available at <http://www.pgc.state.pa.us/crep>.
 - University of Minnesota Extension, Planting and Maintaining a Prairie Garden. This publication is also available at <https://extension.umn.edu/planting-and-growing-guides/planting-and-maintaining-prairie-garden>.
- City Clerk Buecksler stated that she received an email from Ann Torkelson at 3:41 pm today and read it aloud for Council:

“Shirley, we have completed additional spraying of the entire berm and will consider the matter closed. Please let me know if you have any questions. Thank you. Ann Torkelson.”
- Mayor Bradford directed the City Clerk to reply via email to Ann Torkelson with the following questions and attach the documents listed above:
 - What was your spraying schedule in 2021? Did you spray once or several times?
 - Will you spray and mow to get it into the root system?
 - Per the attached information, it states that it is "reasonable to do a low mowing, as low to the ground as practical, in the spring." Council recommends that you mow it per University of Minnesota recommendations, along with spraying.
 - Please provide a schedule/timeline and a plan for maintenance by replying to this email so that the City can verify you have followed the recommendations to eradicate the situation.
- Mayor Bradford said this will give us a place to go to from there.
- Paul Meyers, 1009 Walnut Street, addressed the Council regarding licensing for Utility Task Vehicles (UTVs), which require DNR plates and insurance. He would like to drive his UTV around town. He has seen kids driving around on UTVs and ATVs and others without a DNR sticker.
 - Mayor Bradford said one part of the City's ordinance is for permitting for a medical condition. We have had discussions with the DNR, as well. If there people causing a nuisance, we have asked law enforcement to step in.
 - The Deputy on duty attending tonight's meeting agreed to what Mayor Bradford said and stated that dispatch can be called for unlicensed vehicles.

7. **Public Hearings**

There were no Public Hearings.

8. **Old Business/New Business**

There was no old or new business to discuss.

9. Reports

A. Public Works Report

Joe Adams and Wade Schroeder will be doing hydro flushing. Brad Suhr will be working one more week.

B. City Clerk Report

Council directed the City Clerk to bring back a draft application (for variance, conditional use permit, etc.) that includes the wording, "Application fees may include up to and including two hours of consultant time. Anything over two hours will be discussed with the applicant prior to the City proceeding with the application."

The Master Fee Schedule will also need to be amended. Any changes will not take effect after January 1, 2022.

C. Consultant Report

No report.

Councilmember Keller excused himself from the meeting at 7:48 p.m.

D. Committee Reports

1) Chamber

- The Chamber met and it was standing room only at the Greek Revival House. The leader is doing a fantastic job creating interest. Discussing the Fall Festival. Appointed an Event Coordinator for all events going forward. New logo – they voted for two. One is similar to the City's logo and the other has a wagon wheel in the letter "o" of Mantorville. Also starting on Olde Fashioned Christmas.

2) Economic Development Authority

- The preliminary budget was reviewed at the last meeting.

3) Finance/Budget

4) Fire Department

- Councilmember Hoaglund said he was appointed to represent the Fire Department, but he talked with the Mayor about an idea. It's an important part of our budget and City operation. Would like the Fire Department to come to each of our meetings.
- Mayor Bradford said Chief Williams does a good job of letting him know what they need and then they come to a Council meeting.
- Councilmember Hoaglund will bring it up at the next Fire Department meeting.

5) Infrastructure

6) Kasson Mantorville Joint Powers

7) Mantorville Restoration Association

- Meeting was held on October 12th.

8) Park and Recreation Board

- The Park Board talked about the trees in the parks and went over the preliminary budget again. The Chair of the Board resigned. Need to find

another Board member and figure out the new structure. Councilmember Kinney will move from Vice Chair to Chair. Are there any issues with this?

- Mayor Bradford said the Board are full members, so Councilmember Kinney can be Chair, but that his first consideration should be as a Councilmember.
- Councilmember Kinney said he would like to find someone else who is interested in the Chair position.

9) Personnel

10) Relief

11) Township

E. Councilmember Reports

Councilmember Hoaglund asked the Deputy attending tonight's meeting if Deputies on night patrol report street lights that are out? Deputy said no, but he could email to Joe Adams or Shirley Buecksler regarding any he finds during his patrols.

F. Mayor's Report

No report.

10. Tabled Items

There are no tabled items.

11. Executive Session

There was no Executive Session.

12. Adjourn

Motion was made by Councilmember Kinney and seconded by Councilmember Ingalls to adjourn the meeting at 7:56 p.m.

Vote: 4 ayes / 0 nays - Councilmember Keller was absent. Meeting adjourned.

Respectfully Submitted,

Shirley R Buecksler
City Clerk-Treasurer

**City of Mantorville
City Council Work Session Minutes
October 11, 2021**

1. Call to Order

Mayor Bradford called the meeting to order at 7:56 p.m.

Present: Mayor Chuck Bradford
Councilmembers Lyle Hoaglund, Jeffrey Ingalls,
and Bill Kinney

Absent: Councilmember Kent Keller (excused absence)

Others Present: City Clerk-Treasurer Shirley Buecksler
Public Works Lead Joe Adams
Asst. City Clerk Shelly Jensen-Germundson

2. Adopt the Agenda

Council adopted the agenda, as presented.

3. Discussion Items

A. 2022 Preliminary Budget Discussion (continued from October 4, 2021)

At their October 4th meeting, Council discussed the preliminary budget and looked at each line item, making changes where possible. Due to lack of time at that meeting, this discussion was continued.

Discussions continued tonight on the proposed costs for Public Works projects in 2022:

Streets:

- Alley behind the Saloon: \$37,000.00
 - 5th Street: \$98,000.00
 - 4th Street: \$38,000.00
 - Mantor Drive: \$131,000.00
- Total: \$384,000.00

Sewer:

- Cleaning and Televising of Sewer Mains: \$7,400.00

Water:

- Water Testing: \$300.00

Council directed the City Clerk to ask Financial Advisor Mike Bubanny to attend the October 25th Council meeting to discuss financing the above items. If necessary, Mayor Bradford could call for a special meeting.

Joe Adams mentioned two trees that will need to be removed. One tree will cost \$10,000, but we don't have funds in the budget for 2021. Joe will get other quotes for removal. Need to add \$15,000 for tree removal in the Park Board budget for two trees on the boulevard plus \$3,000 for another tree to be removed. Joe will have more information and quotes by tomorrow morning, but this tree needs to be removed by Thursday.

4. Adjourn

The work session was adjourned at 8:45 p.m.

Respectfully Submitted,

Shirley R Buecksler
City Clerk-Treasurer

MANTORVILLE,MN

10/21/21 2:51 PM

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Payments

Current Period: October 2021

Payments Batch WAR 10 25 21

\$119,378.68

Refer	0 CASEYS BUSINESS MASTERCARD	-			
Cash Payment	E 101-42200-212 Motor Fuels	FIRE DEPT - MOTOR FUELS			\$50.00
Invoice	OCT2021 10/25/2021				
Cash Payment	E 602-49450-212 Motor Fuels	JOE'S TRUCK - GAS CANS - MOTOR FUELS			\$386.70
Invoice	OCT2021 10/25/2021				
Transaction Date	10/20/2021	Citizens State Bank 10100	Total		\$436.70
Refer	0 DELTA DENTAL	-			
Cash Payment	G 101-21708 Dental Insurance	DENTAL PREMIUMS NOVEMBER 2021			\$168.60
Invoice	RIS0003764659 10/25/2021				
Transaction Date	10/20/2021	Citizens State Bank 10100	Total		\$168.60
Refer	0 DODGE COUNTY INDEPENDENT	-			
Cash Payment	E 601-49400-430 Miscellaneous	HYDRANT FLUSHING AD			\$83.25
Invoice	12864 10/25/2021				
Transaction Date	10/20/2021	Citizens State Bank 10100	Total		\$83.25
Refer	0 DODGE COUNTY RECORDER	-			
Cash Payment	E 101-41500-315 Recording Fees	RECORD RESOLUTION FOR PEDERSON/BUCK LOT SPLIT			\$46.00
Invoice	RES202127 10/20/2021				
Transaction Date	10/20/2021	Citizens State Bank 10100	Total		\$46.00
Refer	0 FARMERS TOP SOIL, INC.	-			
Cash Payment	E 101-45200-200 Supplies	SCREENED TOPSOIL DELIVERED			\$322.04
Invoice	9214 10/25/2021				
Transaction Date	10/20/2021	Citizens State Bank 10100	Total		\$322.04
Refer	0 HY-VEE ACCOUNTS RECEIVABLE	-			
Cash Payment	E 101-42200-437 Other Miscellaneous	FIRE DEPT - MEAT/CHEESE TRAY FOR FIRE PREVENTION WEEK OPEN HOUSE			\$69.48
Invoice	REF5858816756 10/25/2021				
Transaction Date	10/20/2021	Citizens State Bank 10100	Total		\$69.48
Refer	0 KENNEDY & GRAVEN, CHARTERED	-			
Cash Payment	E 101-41600-304 Legal Fees	GENERAL MATTERS - TORKELOSON ENFORCEMENT ACTION - LOT SPLIT IN MANTORS ADDITION			\$1,109.10
Invoice	163610 10/25/2021				
Transaction Date	10/20/2021	Citizens State Bank 10100	Total		\$1,109.10
Refer	0 KIRVIDA FIRE, INC	-			
Cash Payment	E 101-42200-228 Equip. Repair and Maintenance	2021 SPECIAL OFFER - ANNUAL PUMP TEST (ISO/NFPA1911)			\$325.00
Invoice	9978 10/25/2021				
Transaction Date	10/20/2021	Citizens State Bank 10100	Total		\$325.00
Refer	0 KOBALLS POURED WALLS, INC	-			
Cash Payment	E 225-45122-570 Capital Outlay	COVERED BRIDGE PROJECT - FINAL PAYMENT - APRON COMPLETE			\$3,000.00
Invoice	4868 10/25/2021				
Transaction Date	10/20/2021	Citizens State Bank 10100	Total		\$3,000.00
Refer	0 LINCOLN NATIONAL LIFE INS. CO.	-			

MANTORVILLE, MN

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Payments

Current Period: October 2021

Cash Payment	G 101-21711 Life Insurance Payable	EMPLOYER PAID LIFE INSURANCE/SHORT TERM DISABILITY - NOV/2021		\$150.23
Invoice NOV 2021	10/25/2021			
Transaction Date	10/20/2021	Citizens State Bank	10100	Total \$150.23
Refer	0 MAXSON ELECTRIC	-		
Cash Payment	E 602-49450-300 Professional Svcs (GENE	WWTP - NEW FLOAT - HOOK UP WATER HEATER		\$427.54
Invoice 6839	10/25/2021			
Transaction Date	10/20/2021	Citizens State Bank	10100	Total \$427.54
Refer	0 MENARDS - NORTH ROCHESTER	-		
Cash Payment	E 602-49450-220 Bldg.Repair and Mainten	LED LIGHTS & HOLDERS - WWTP		\$77.90
Invoice 93450/93521	10/25/2021			
Cash Payment	E 101-42200-217 Other Operating Supplie	YELLOW PAINT - FIRE HALL		\$23.48
Invoice 93450/93521	10/25/2021			
Cash Payment	E 101-43100-229 Safety/OSHA	2 - HI-VIZ VESTS FOR WADE		\$19.98
Invoice 93450/93521	10/25/2021			
Transaction Date	10/20/2021	Citizens State Bank	10100	Total \$121.36
Refer	0 MN DEPT OF LABOR AND INDUST	-		
Cash Payment	E 101-42400-300 Professional Svcs (GENE	3RD QTR BUILDING INSPECTION SURCHARGES		\$143.25
Invoice QTR3 - 2021	10/25/2021			
Transaction Date	10/20/2021	Citizens State Bank	10100	Total \$143.25
Refer	0 MN DEPARTMENT OF REVENUE	Ck# 005610 10/15/2021		
Cash Payment	E 601-49400-210 Tax and Licensing	WATER SALES & USE TAXES Q3 2021 51%		\$825.18
Invoice Q3 2021	10/25/2021			
Cash Payment	E 603-45183-210 Tax and Licensing	RV PARK SALES & USE TAXES - Q3 2021		\$776.64
Invoice Q3 2021	10/25/2021			
Cash Payment	E 101-45200-210 Tax and Licensing	PARK SHELTER SALES & USE TAXES Q3 2021 1%		\$16.18
Invoice Q3 2021	10/25/2021			
Transaction Date	10/20/2021	Citizens State Bank	10100	Total \$1,618.00
Refer	0 MN FIRE CERTIFICATION BOARD	-		
Cash Payment	E 101-42200-208 Training, Mileage	FIREFIGHTER CERTIFICATION - STEVE FAIRCHILD		\$25.00
Invoice CERT 2021	10/25/2021			
Cash Payment	E 101-42200-208 Training, Mileage	FIREFIGHTER CERTIFICATION - DAVID GILBERTSON		\$25.00
Invoice CERT 2021	10/25/2021			
Cash Payment	E 101-42200-208 Training, Mileage	FIREFIGHTER CERTIFICATION - ANNABELLE HARDWICK		\$25.00
Invoice CERT 2021	10/25/2021			
Cash Payment	E 101-42200-208 Training, Mileage	FIREFIGHTER CERTIFICATION - BRETT SKOOG		\$25.00
Invoice CERT 2021	10/25/2021			
Cash Payment	E 101-42200-208 Training, Mileage	FIREFIGHTER CERTIFICATION - TROY STAFFORD		\$25.00
Invoice CERT 2021	10/25/2021			
Transaction Date	10/20/2021	Citizens State Bank	10100	Total \$125.00
Refer	0 MN PERA	Ck# 005609 10/20/2021		

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Payments

Current Period: October 2021

Cash Payment	G 101-21704 PERA	EMPLOYEE/EMPLOYER PAID RETIREMENT BENEFITS	\$1,229.35
Invoice PR21	10/25/2021		
Transaction Date	10/20/2021	Citizens State Bank 10100	Total \$1,229.35
Refer	0 ON SITE SANITATION	-	
Cash Payment	E 603-45183-410 Rentals	CAMPGROUND PORT-A-POTTY	\$79.00
Invoice 0001214990	10/25/2021		
Transaction Date	10/20/2021	Citizens State Bank 10100	Total \$79.00
Refer	0 ON SITE COMPUTERS, INC	-	
Cash Payment	E 101-41500-300 Professional Svcs (GENE	IT SUPPORT - BACKUP MONITORING/ STORAGE	\$71.00
Invoice CW75758584859	10/25/2021		
Cash Payment	E 101-41500-300 Professional Svcs (GENE	IT SUPPORT - LICENSE SUBSCRIPTION	\$16.00
Invoice CW75758584859	10/25/2021		
Cash Payment	E 101-41500-300 Professional Svcs (GENE	IT SUPPORT - ANTIVIRUS LICENSE PATCH MGMNT	\$104.00
Invoice CW75758584859	10/25/2021		
Transaction Date	10/20/2021	Citizens State Bank 10100	Total \$191.00
Refer	0 QUILL	-	
Cash Payment	E 101-41500-200 Supplies	OFFICE SUPPLIES - ERASER REFILLS / BUSINESS CARD HOLDER	\$17.97
Invoice 20015613	10/25/2021		
Transaction Date	10/20/2021	Citizens State Bank 10100	Total \$17.97
Refer	0 REINDERS	-	
Cash Payment	E 101-45200-404 Repairs/Maint Machinery	50-50 ATHLETIC FIELD ELITE SEED MIX	\$216.50
Invoice ORD3175682-00	10/25/2021		
Transaction Date	10/20/2021	Citizens State Bank 10100	Total \$216.50
Refer	0 SL CONTRACTING, INC	-	
Cash Payment	E 101-43100-224 Street Maint Materials	CITY STREET STRIPING	\$990.00
Invoice 12021	10/25/2021		
Cash Payment	E 101-43100-224 Street Maint Materials	STREET SWEEPING B/4 MARIGOLD DAYS	\$3,100.00
Invoice 12021	10/25/2021		
Transaction Date	10/20/2021	Citizens State Bank 10100	Total \$4,090.00
Refer	0 UNIVERSITY OF MINNESOTA	Ck# 005611 10/21/2021	
Cash Payment	E 101-43100-208 Training, Mileage	2021 TREE INSPECTOR RECERTIFICATION - JOE ADAMS - DEBIT CARD PURCHASE	\$50.00
Invoice 589181	10/25/2021		
Transaction Date	10/21/2021	Citizens State Bank 10100	Total \$50.00
Refer	0 MN RURAL WATER ASSN	-	
Cash Payment	E 601-49400-208 Training, Mileage	ASSOCIATE MEMBERSHIP NOV 2021 - OCT 2022	\$300.00
Invoice MRWA1121-22	10/25/2021		
Transaction Date	10/21/2021	Citizens State Bank 10100	Total \$300.00
Refer	0 JETTER CLEAN OF ROCHESTER	-	
Cash Payment	E 312-47000-530 Construction	WALNUT STREET PROJECT - 2021 - PULLED BASEMENT TOILET, INSPECTED SEWER MAIN, RESET TOILET	\$250.00
Invoice RL13766	10/25/2021		

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Payments

Current Period: October 2021

Transaction Date	10/21/2021	Citizens State Bank	10100	Total	\$250.00
Refer	0 OLSON TREE SERVICES INC	-			
Cash Payment	E 312-47000-530 Construction	WALNUT STREET PROJECT 2021 - TREE REMOVAL - REDING PROPERTY			\$2,260.00
Invoice 3440	10/25/2021				
Transaction Date	10/21/2021	Citizens State Bank	10100	Total	\$2,260.00
Refer	0 SNOW CONTRACTING, LLC	-			
Cash Payment	E 312-47000-530 Construction	WALNUT STREET PROJECT 2021 - 1ST PAYMENT REQUEST			\$86,490.85
Invoice WALSTPROJ202	10/25/2021				
Transaction Date	10/21/2021	Citizens State Bank	10100	Total	\$86,490.85
Refer	0 BLUE CROSS BLUE SHIELD OF MI	Ck# 005607 10/25/2021			
Cash Payment	G 101-21706 Hospitalization/Medical Ins	HEALTH INSURANCE PREMIUMS - NOV2021			\$2,256.00
Invoice 21100156778	10/25/2021				
Transaction Date	10/21/2021	Citizens State Bank	10100	Total	\$2,256.00
Refer	0 WHKS & COMPANY	-			
Cash Payment	E 101-41950-303 Engineering Fees	2021 STREET IMPROVEMENTS AUG 28 - SEPT 24			\$4,046.40
Invoice 441694420608	10/25/2021		Project 20-001		
Cash Payment	E 101-41950-303 Engineering Fees	TH 57 IMPROVEMENTS			\$9,036.16
Invoice 441694420608	10/25/2021		Project 19-002		
Cash Payment	E 101-41950-303 Engineering Fees	2022 STREET IMPROVEMENTS MAY 1 - SEPT 24			\$699.90
Invoice 441694420608	10/25/2021				
Transaction Date	10/21/2021	Citizens State Bank	10100	Total	\$13,782.46
Refer	0 VOLUNTEER FIREFIGHTERS BENE	-			
Cash Payment	E 101-42200-130 Insurance	NEW MEMBER BENEFITS - W/CK# 028032 - ADDING ANNIKA HOFSTAD			\$20.00
Invoice BENEASSC -FD	10/25/2021				
Transaction Date	10/21/2021	Citizens State Bank	10100	Total	\$20.00

Fund Summary

	10100 Citizens State Bank	
101 GENERAL FUND		\$24,421.62
225 PARK CONCESSIONS FUND		\$3,000.00
312 GO EQPMT AND UTIL NOTE 2021A		\$89,000.85
601 WATER FUND		\$1,208.43
602 SEWER FUND		\$892.14
603 RV PARK		\$855.64
		\$119,378.68

Pre-Written Checks	\$5,153.35
Checks to be Generated by the Computer	\$114,225.33
Total	\$119,378.68

***Check Summary Register©**

October 2021

	Name	Check Date	Check Amt	
10100	Citizens State Bank			
UnPaid	DELTA DENTAL OF MN		\$168.60	DENTAL PREMIUMS NOVEMBER 2021
UnPaid	DODGE COUNTY INDEPENDENT		\$83.25	HYDRANT FLUSHING AD
UnPaid	DODGE COUNTY RECORDER		\$46.00	RECORD RESOLUTION FOR PEDERSON/BU
UnPaid	FARMERS TOP SOIL, INC.		\$322.04	SCREENED TOPSOIL DELIVERED
UnPaid	HY-VEE ACCOUNTS RECEIVABL		\$69.48	FIRE DEPT - MEAT/CHEESE TRAY FOR FIR
UnPaid	JETTER CLEAN OF ROCHESTER		\$250.00	WALNUT STREET PROJECT - 2021 - PULLE
UnPaid	KENNEDY & GRAVEN, CHARTER		\$1,109.10	GENERAL MATTERS - TORKELSON ENFOR
UnPaid	KIRVIDA FIRE, INC		\$325.00	2021 SPECIAL OFFER - ANNUAL PUMP TES
UnPaid	KOBALLS POURED WALLS, INC		\$3,000.00	COVERED BRIDGE PROJECT - FINAL PAYM
UnPaid	LINCOLN NATIONAL LIFE INS. C		\$150.23	EMPLOYER PAID LIFE INSURANCE/SHORT
UnPaid	MAXSON ELECTRIC		\$427.54	WWTP - NEW FLOAT - HOOK UP WATER H
UnPaid	MENARDS - NORTH ROCHESTE		\$121.36	LED LIGHTS & HOLDERS - WWTP
UnPaid	MN DEPT OF LABOR AND INDUS		\$143.25	3RD QTR BUILDING INSPECTION SURCHAR
UnPaid	MN FIRE CERTIFICATION BOAR		\$125.00	FIREFIGHTER CERTIFICATION - STEVE FAI
UnPaid	MN RURAL WATER ASSN		\$300.00	ASSOCIATE MEMBERSHIP NOV 2021 - OCT
UnPaid	OLSON TREE SERVICES INC		\$2,260.00	WALNUT STREET PROJECT 2021 - TREE R
UnPaid	ON SITE COMPUTERS, INC		\$191.00	IT SUPPORT - BACKUP MONITORING/ STO
UnPaid	ON SITE SANITATION		\$79.00	CAMPGROUND PORT-A-POTTY
UnPaid	QUILL LLC		\$17.97	OFFICE SUPPLIES - ERASER REFILLS / BU
UnPaid	REINDERS		\$216.50	50-50 ATHLETIC FIELD ELITE SEED MIX
UnPaid	SL CONTRACTING, INC		\$4,090.00	CITY STREET STRIPING
UnPaid	SNOW CONTRACTING, LLC		\$86,490.85	WALNUT STREET PROJECT 2021 - 1ST PAY
UnPaid	VOLUNTEER FIREFIGHTERS BE		\$20.00	NEW MEMBER BENEFITS - W/CK# 028032 -
UnPaid	WHKS & COMPANY		\$13,782.46	2021 STREET IMPROVEMENTS AUG 28 - SE
	Total Checks		\$113,788.63	

Directional Sign

CITY OF MANTORVILLE
SIGN PERMIT APPLICATION

\$50

✓

APPLICANT NAME: Dodge County Historical Society

APPLICANT ADDRESS: 615 North Main Street

CITY: Mantorville STATE: MN ZIP: 55955

CONTACT NUMBER: 507 635 5508 EMAIL: dodgecountyhistorical.society@gmail.com

PROPERTY OWNER INFORMATION IF DIFFERENT FROM ABOVE: Same as Above

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT NUMBER: _____ EMAIL: _____

✓ ADDRESS and LOCATION OF PROPOSED SIGN LOCATION: South west corner of
615th North Main Street "Museum Lot"

✓ ZONING DISTRICT: Transition IS PROPOSED OVER 6' TALL ☐ YES ☒ NO
IF ANSWERED YES, A BUILDING PERMIT WILL BE REQUIRED

VARIANCE BEING REQUESTED: ☐ YES ☒ NO

IF ANSWERED YES, A SEPARATE PROCEDURE WILL BE COMPLETED BEFORE THE PERMIT CAN BE APPROVED

IS PROPOSED SIGN IN THE FLOOD PLAIN? ☐ YES ☒ NO

If answered yes, additional information may be needed before the permit can be completed.

If the sign(s) will be located on property not owned by the applicant or owner of the sign, written approval from the property owner must accompany this application.

Minnesota Department of Transportation has certain requirements for some signs that abut State Highways. It is up to the applicant to make sure that their sign(s) meet any of those requirements. See Chapter 150.085 section (M) of the City Code for further information.

CITY OF MANTORVILLE SIGN PERMIT APPLICATION

\$50

APPLICANT NAME: Dodge County Historical Society

APPLICANT ADDRESS: 615 North Main Street

CITY: Mantorville STATE: MN ZIP: 55955

CONTACT NUMBER: 507 635 5508 EMAIL: dodgecountyhistorical.society@gmail.com

PROPERTY OWNER INFORMATION IF DIFFERENT FROM ABOVE: Same as Above

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT NUMBER: _____ EMAIL: _____

✓ ADDRESS and LOCATION OF PROPOSED SIGN LOCATION: Southeast CORNER OF
Government Office Building 7th North Main Street (By Government
Services Sign) 721 North Main Street

✓ ZONING DISTRICT: Transition IS PROPOSED OVER 6' TALL ☐ YES ☐ NO
IF ANSWERED YES, A BUILDING PERMIT WILL BE REQUIRED

VARIANCE BEING REQUESTED: ☐ YES ☐ NO

IF ANSWERED YES, A SEPARATE PROCEDURE WILL BE COMPLETED BEFORE THE PERMIT CAN BE APPROVED

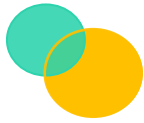
IS PROPOSED SIGN IN THE FLOOD PLAIN? ☐ YES ☒ NO

If answered yes, additional information may be needed before the permit can be completed.

If the sign(s) will be located on property not owned by the applicant or owner of the sign, written approval from the property owner must accompany this application.

Minnesota Department of Transportation has certain requirements for some signs that abut State Highways. It is up to the applicant to make sure that their sign(s) meet any of those requirements. See Chapter 150.085 section (M) of the City Code for further information.



**DDA****David Drown Associates, Inc.
Public Finance Advisors**

Spring Valley Office:
29359 County 38
Spring Valley, MN 55975
Phone 507-346-7895 | Cell 507-273-2443
Fax 612-605-2375
www.daviddrown.com

October 13, 2021

PRELIMINARY RECOMMENDATIONS
revised

VIA EMAIL

Chuck Bradford, Mayor
Shirley Buecksler, City Clerk-Treasurer
City of Mantorville
21 5th Street East
PO Box 188
Mantorville, MN 55955

RE: 2022 Street Projects

Honorable Mayor Bradford, Members of the City Council and Ms. Buecksler:

Thank you for reaching out to me regarding the proposed street projects tentatively scheduled for 2022. Unfortunately, I'm unavailable on October 25th due to a commitment in a different community. However, based on the preliminary cost estimates (approaching \$400,000) I can say with confidence that I will be advising a 10-year borrowing. If we proceed, the debt issuance would not occur until after construction bids are received and the project is soon to commence....so issuance would take place in 2022. As such, there is no impact to your 2022 proposed budget. It will impact the City on its 2023 budget (budgets are always hit the year after issuance of debt).

I spoke with Shirley about the issues surrounding statutory authority to issue this debt. The best option we have is referred to as "Street Reconstruction" bonds described in Chapter 475 of Minnesota statutes. This authority does not require the certification of any special assessments, but it does require a public hearing to consider a planning document detailing the projects followed by a 30-day window in which just 5% of the City's voters can sign a petition to force the question to referendum (not typical to receive these for road projects - but there is a slight risk nevertheless). Therefore, it is important we get that hearing held and that 30-day petition period out of the way in advance of the construction bids.

Here is what I propose. Included with this communication is a Resolution Calling Public Hearing I would like Council to consider on October 25th. We would hold the public hearing on November 22nd. That same night, I will plan to bring my updated computer model so we can insert these projects and look at the impacts, as well as additional future projects such as Highway 57 expected to occur in 2023.

If we have American Rescue Funds available, we can certainly apply that cash and issue less than proposed in the resolution, but we will not be able to issue more than we account for in the documents. Better to be safe and plug in the full \$400,000 expected at this time.

I look forward to seeing you all once again.

Yours truly,

Mike Bubany, Associate
David Drown Associates, Inc.

cc Tim Hruska, WHKS, City Engineer

**CITY OF MANTORVILLE
DODGE COUNTY, MINNESOTA**

RESOLUTION 2021-30

**A RESOLUTION CALLING A PUBLIC HEARING
ON THE PROPOSAL TO ADOPT
A STREET RECONSTRUCTION PLAN
AND THE INTENT TO ISSUE
GENERAL OBLIGATION STREET RECONSTRUCTION BONDS**

WHEREAS, the City of Mantorville, Minnesota (the "City"), proposes that it is the best interest of the City to issue and sell general obligation street reconstruction bonds pursuant to Minnesota Statutes, Section 475.58, subdivision 3b, as amended (the "Act"), to finance the cost of street reconstruction projects, as described in the proposed street reconstruction plan described below, a copy of which is on file in the City Clerk's office; and

WHEREAS, pursuant to the Act, the City is authorized to issue and sell general obligation street reconstruction bonds to finance street reconstruction under the circumstances and within the limitations set forth in the Act; and the Act provides that street reconstruction projects may be financed with general obligation street reconstruction bonds, following adoption of a street reconstruction plan, after a Public Hearing on the street reconstruction plan and on the issuance of general obligation street reconstruction bonds and other proceedings conducted in accordance with the requirements of the Act; and

WHEREAS, pursuant to the Act, the City has undertaken to prepare a five-year street reconstruction plan, which describes the streets to be reconstructed, the estimated costs and any planned reconstruction of other streets in the City, including the issuance of general obligation street reconstruction bonds under the Act (the "Plan"), to determine the funding strategy for street reconstruction projects.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Mantorville as follows:

- 1) Public Hearing. The Council hereby determines to call for and to hold a Public Hearing on the Plan and the issuance of general obligation street reconstruction bonds thereunder at a meeting of the City Council to be held on November 22, 2021, commencing at 6:30 p.m.
- 2) Publication. The Staff of the City is hereby authorized and directed to cause the Notice of Public Hearing, which is attached to this resolution, to be published in the City's official newspaper not more than 28 and not less than 10 days prior to the scheduled Public Hearing date.

Adopted by the City Council of the City of Mantorville, Minnesota, this 25th day of October 2021.

ATTEST:

Chuck Bradford, Mayor

Shirley R Buecksler, City Clerk-Treasurer