



Trail to the Past. Road to the Future.

CITY COUNCIL MEETING
MUNICIPAL COUNCIL CHAMBERS
21 5TH STREET E, MANTORVILLE, MN 55955
MONDAY, NOVEMBER 22, 2021
6:30 PM

1. Call to Order

2. Pledge of Allegiance

3. Adopt the Agenda

4. Consent Agenda

- A. Warrant List for November 22, 2021
- B. Economic Development Authority Meeting Minutes of May 4, September 7 and October 5, 2021
- C. Park Board Meeting Minutes of July 27, August 31, September 28 and October 26, 2021
- D. Dodge County Multi-Hazard Mitigation Planning Team Minutes of October 25, 2021
- E. Dodge County Board of Commissioners Meeting Minutes of September 14, September 28, October 12 and October 26, 2021
- F. Chamber of Commerce Meeting Minutes of September 1, October 6, and November 3, 2021
- G. Assessment Agreement Between the City of Mantorville and Dodge County for 2022

5. Proclamations, Presentations and Recognitions

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)

- A. Street Reconstruction Plan, 2022-2026 – Mike Bubany, David Drown & Associates

8. Old Business/New Business

- A. Septic System Permit Application for 13 Zumbro Drive – John Buckingham Representing Applicants Gary and Joann Bromley
- B. 2022 General Budget – Final Draft Prior to Truth in Taxation Meeting (December 13, 2021)
- C. 2022 Enterprise Funds Budget
- D. 2022 Monthly Water and Sewer Rates

9. 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.*

- A. Lighting at Park/Basketball Court (tabled 10.25.21)

10. 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

11. Executive Session**12. Adjourn**

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Payments

Current Period: November 2021

Payments Batch WAR 11.22.21

\$11,523.00

Refer	0	<u>BLUE CROSS BLUE SHIELD OF MI</u>	<u>Ck# 005617</u>		
Cash Payment	G	101-21706 Hospitalization/Medical Ins	HEALTH INSURANCE PREMIUM -		\$3,760.00
			DECEMBER 2021		
Invoice	211102431718	11/18/2021			
Transaction Date	11/18/2021	Citizens State Bank	10100	Total	\$3,760.00
Refer	0	<u>CASEYS BUSINESS MASTERCARD</u>	<u>Ck# 005621 11/22/2021</u>		
Cash Payment	E	101-42200-212 Motor Fuels	FIRE DEPT - MOTOR FUEL		\$260.17
Invoice	INV11182021	11/22/2021			
Cash Payment	E	602-49450-212 Motor Fuels	JOE'S TRUCK		\$208.81
Invoice	INV11182021	11/22/2021			
Transaction Date	11/18/2021	Citizens State Bank	10100	Total	\$468.98
Refer	0	<u>CULLIGAN - DRIESSEN WATER, IN</u>	-		
Cash Payment	E	101-41940-200 Supplies	BOTTLED WATER		\$42.48
Invoice	10312021	11/22/2021			
Transaction Date	11/18/2021	Citizens State Bank	10100	Total	\$42.48
Refer	0	<u>DODGE COUNTY INDEPENDENT</u>	-		
Cash Payment	E	101-41110-352 Publishing	STREET RECONSTRUCTION HEARING		\$90.09
Invoice	13006	11/22/2021			
Transaction Date	11/18/2021	Citizens State Bank	10100	Total	\$90.09
Refer	0	<u>FIRST SYSTEMS TECHNOLOGY, I</u>	-		
Cash Payment	E	602-49450-240 Tools and Minor Equipm	EFFLUENT FLOW METER VERIFICATION & CALIBRATION		\$575.00
Invoice	21289	11/22/2021			
Transaction Date	11/18/2021	Citizens State Bank	10100	Total	\$575.00
Refer	0	<u>FURTHER</u>	<u>Ck# 005618</u>		
Cash Payment	G	101-21714 Health Savings Account	HAS BENEFIT -		\$215.54
Invoice	PR23-NOV21	11/22/2021			
Cash Payment	G	101-21714 Health Savings Account	HAS BENEFIT -		\$100.00
Invoice	PR23-NOV21	11/22/2021			
Transaction Date	11/18/2021	Citizens State Bank	10100	Total	\$315.54
Refer	0	<u>INTERNAL REVENUE SERVICE</u>	<u>Ck# 005619 11/22/2021</u>		
Cash Payment	G	101-21703 FICA Tax Withholding	SOCIAL SECURITY WITHHOLDING		\$579.42
Invoice	PR23-NOV21	11/22/2021			
Cash Payment	G	101-21709 Medicare	MEDICARE WITHHOLDING		\$135.51
Invoice	PR23-NOV21	11/22/2021			
Cash Payment	G	101-21701 Federal Withholding	FEDERAL TAX WITHHOLDING		\$704.52
Invoice	PR23-NOV21	11/22/2021			
Transaction Date	11/18/2021	Citizens State Bank	10100	Total	\$1,419.45
Refer	0	<u>KENNEDY & GRAVEN, CHARTERE</u>	-		
Cash Payment	E	101-41600-304 Legal Fees	GENERAL MATTERS - LEGAL SERVICES		\$261.00
Invoice	STMT164092	11/22/2021			
Cash Payment	E	101-41600-304 Legal Fees	TORKELSON ENFORCEMENT ACTION - LEGAL SERVICES		\$598.00
Invoice	STMT164092	11/22/2021			
Transaction Date	11/18/2021	Citizens State Bank	10100	Total	\$859.00

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Payments

Current Period: November 2021

Refer	0	LAWSON, LLC	-				
Cash Payment	E	101-41940-220 Bldg.Repair and Mainten	CITY HALL PROJECT BLOCK BASEMENT WALK OUT DOOR			\$600.00	
Invoice	360	11/22/2021					
Transaction Date	11/18/2021	Citizens State Bank	10100	Total		\$600.00	
Refer	0	LINCOLN NATIONAL LIFE INS. CO.	-				
Cash Payment	G	101-21711 Life Insurance Payable	EMPLOYER PAID INURANCE - LIFE INS/SHORT TERM DISABILITY - DEC 2021			\$256.49	
Invoice	DEC2021	11/22/2021					
Transaction Date	11/18/2021	Citizens State Bank	10100	Total		\$256.49	
Refer	0	LEAGUE OF MINNESOTA CITIES	-				
Cash Payment	E	101-41110-208 Training, Mileage	WILLIAM KINNEY 2022 - ELECTED LEADERS INSTITUTE FOUNDATIONAL PROGRAM			\$275.00	
Invoice	355147	11/22/2021					
Transaction Date	11/18/2021	Citizens State Bank	10100	Total		\$275.00	
Refer	0	MN PERA	-				
Cash Payment	G	101-21704 PERA	EMPLOYEE/EMPLOER PAID RETIREMENT BENEFITS			\$1,425.37	
Invoice	PR23NOV21	11/22/2021					
Transaction Date	11/18/2021	Citizens State Bank	10100	Total		\$1,425.37	
Refer	0	MINNESOTA REVENUE	Ck# 005620 11/22/2021				
Cash Payment	G	101-21702 State Withholding	STATE WITHHOLDING			\$364.07	
Invoice	PR23-NOV21	11/22/2021					
Transaction Date	11/18/2021	Citizens State Bank	10100	Total		\$364.07	
Refer	0	POMPS TIRE SVC INC	-				
Cash Payment	E	101-43125-404 Repairs/Maint Machinery	LOADER TIRES			\$563.80	
Invoice	2301055008652	11/22/2021					
Transaction Date	11/18/2021	Citizens State Bank	10100	Total		\$563.80	
Refer	0	OLMSTED MEDICAL CENTER CLIN	-				
Cash Payment	E	101-41500-300 Professional Srvs (GENE	DRUG/ALCOHOL TESTING -JOE ADAMS			\$37.00	
Invoice	NOV/2021	11/22/2021					
Transaction Date	11/18/2021	Citizens State Bank	10100	Total		\$37.00	
Refer	0	OLMSTED COUNTY PUB HEALTH	-				
Cash Payment	E	601-49400-300 Professional Srvs (GENE	MONTHLY WATER SAMPLE - OCT 2021			\$24.80	
Invoice	STMT382	11/22/2021					
Transaction Date	11/18/2021	Citizens State Bank	10100	Total		\$24.80	
Refer	0	ON SITE COMPUTERS, INC	-				
Cash Payment	E	601-49400-300 Professional Srvs (GENE	IT SERVICES - SUBSCRIPTION / LICENSE			\$16.00	
Invoice	CW76267/407-40	11/22/2021					
Cash Payment	E	101-41500-444 COVID-19 Emergency	IT SERVICES - BACK UP / STORAGE / MONITORING			\$231.00	
Invoice	CW76267/407-40	11/22/2021					
Transaction Date	11/18/2021	Citizens State Bank	10100	Total		\$247.00	
Refer	0	MBT BANK	-				
Cash Payment	E	101-41500-437 Other Miscellaneous	2021 ACH ORIGATION FEE (33 x \$5)			\$165.00	
Invoice	2022ACH	11/22/2021					

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Payments

Current Period: November 2021

Transaction Date	11/18/2021	Citizens State Bank	10100	Total	\$165.00
Refer	0 SAMS CLUB	-			
Cash Payment	E 101-41500-437 Other Miscellaneous	INTEREST / LATE FEES			\$33.93
Invoice	OCT / 2021	11/22/2021			
Transaction Date	11/18/2021	Citizens State Bank	10100	Total	\$33.93

Fund Summary

	10100 Citizens State Bank	
101 GENERAL FUND		\$10,698.39
601 WATER FUND		\$40.80
602 SEWER FUND		\$783.81
		\$11,523.00

Pre-Written Checks	\$6,328.04
Checks to be Generated by the Computer	\$5,194.96
Total	\$11,523.00

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Check Summary Register©*10100 Unposted**

	Name	Check Date	Check Amt
10100	Citizens State Bank		
Unposted	CULLIGAN - DRIESSEN WATER. I	11/19/2021	\$42.48
Unposted	DODGE COUNTY INDEPENDENT	11/19/2021	\$90.09
Unposted	FIRST SYSTEMS TECHNOLOGY,	11/19/2021	\$575.00
Unposted	KENNEDY & GRAVEN, CHARTER	11/19/2021	\$859.00
Unposted	LAWSON, LLC	11/19/2021	\$600.00
Unposted	LEAGUE OF MINNESOTA CITIES	11/19/2021	\$275.00
Unposted	LINCOLN NATIONAL LIFE INS. C	11/19/2021	\$256.49
Unposted	MBT BANK	11/19/2021	\$165.00
Unposted	MN PERA	11/19/2021	\$1,425.37
Unposted	OLMSTED COUNTY PUB HEALT	11/19/2021	\$24.80
Unposted	OLMSTED MEDICAL CENTER	11/19/2021	\$37.00
Unposted	ON SITE COMPUTERS, INC	11/19/2021	\$247.00
Unposted	POMP'S TIRE SERVICE INC	11/19/2021	\$563.80
Unposted	SAMS CLUB	11/19/2021	\$33.93
	Total Checks		\$5,194.96

**MINUTES OF THE
MANTORVILLE ECONOMIC DEVELOPMENT AUTHORITY (EDA)
May 4, 2021
6:30 P.M.**

- I. **Call To Order** – Roll Call – The meeting was called to order by Hindal at 6:30 PM. Board members Hindal, Hemker, Mayor Bradford, Hofstad, and Soland; CEDA Representative Laura Qualey, and community member Terry Eckstein were present.
Absent: Stafford

II. **Approval of Agenda/Meeting Minutes**

The following items were included on the agenda: Minutes of April 6th, 2021. Motion by Bradford, second by Hemker to approve meeting minutes. Unanimously approved.

III. **Financial Report**

Qualey reported there was not a lot of financial activity; small interest payment, a deposit from SEMAC for Stage Coach Days for \$1,380, and a payment for the tent rental for Stage Coach Days.

Hindal has made the CD's for auto deposit.

Memo Addition: EDA recommends to city council to manage their own expenditures, revenue, and loan payments. Will go to City Council board for approval. A motion was made by Hemker and second by Soland to request funds from city council to EDA checking account.

V. **Bylaws**

The EDA Bylaws have been revised to update Article III; Sec. 6 relating to the acceptable methods of communication that are allowed when notifying EDA Commissioners of EDA related matters. The revisions include removing 'telegram' as a preferred method and adding 'email' and modifying 'telephone' to simply 'phone' to be all inclusive for all phone types. The revisions will need to be presented to the Council at the May 10th meeting for final approval. Motion to accept changes by Soland second by Hemker.

VI. **Old Business/New Business.**

SHRPA presentation by Terry. SHRPA is a tourism social platform where locals share day trips and afternoon adventures that highlight their area's unique personality! This is a local company out of Rochester that is trying to get people to visit and support small towns, their cultures, offerings and adventures. With the SHRPA Pro subscription (\$1,200/year), we will get our own personal sherpa guide to come and experience Mantorville four times throughout the year and they will post their adventures, and experiences to the site and drive people to Mantorville for a day trip. The 'sherpa' (influencer) that comes usually has thousands of followers that appreciate local foods, experiences and Minnesota bloggers. The Chamber of Commerce will be contributing \$1,000 and asking EDA for the additional \$200. Motion to approve \$200 by Hemker and second by Soland.

Instagram is the 2nd most popular social media platform (Facebook is #1). If the SHRPA subscription is approved, we will want to have an Instagram account for the City of Mantorville in order to capitalize on the adventures that the SHRPA shares. Motion to approve an Instagram for the City of Mantorville by Hemker second by Soland.

Chamber is interested in flood mitigation and would like to see the city study flood programming.

Chamber would also like to see additional campground sites in the community.

VII. Subcommittee Reports

Stagecoach days will have a fiddlers contest, food trucks, art guild, historical society will be open. The day will be marketed through Facebook which will be around \$120.

VIII. Adjournment – 7:10 motion by Bradford second by Hindal

**MINUTES OF THE
MANTORVILLE ECONOMIC DEVELOPMENT AUTHORITY (EDA)
September 7, 2021
6:30 P.M.**

- I. **Call To Order** – Roll Call – The meeting was called to order by Hindal at 6:30 PM. Board members Hindal, Hemker, Mayor Bradford, Hofstad, and Soland; CEDA Representative Laura Qualey and Buecksler Absent: Stafford

II. **Approval of Agenda/Meeting Minutes**

The following items were included on the agenda: Minutes of May 4, 2021. Motion by Bradford, second by Hemker to approve meeting minutes. Unanimously approved.

III. **Financial Report-Buecksler**

Financial report for May, June, July, August 2021. Dave Dripps paid of revolving loan. \$47,000 revolving loan funds available.

V. **Stagecoach days recap**

Weather was not perfect for the Stagecoach Days weekend but events were well attended. Due to the deluge of rain, the Fiddle Contest was moved from the lawn of the Restoration House to the Opera House. There were 13 fiddlers (3 under age 13; 10 were 14+) representing 8 different counties across Minnesota and one participant from Wisconsin. Saloon was very pleased with their turnout for the band, bag tourney and purse bingo. Art Guild had 5 Plein Air participants. They were from Red Wing, Rochester, Pine Island, Kasson and LeRoy. Overall, the expenses of this year's event was \$2683.51. Final report has been submitted to SEMAC with the results and expenditures as well as four letters were sent to our local state, district and congressional representatives thanking them for their continued support of the arts.

VI. **EDA Council Representative/Open Seat**

Councilman Don Hofstad announced his resignation at the Council meeting on June 14th. Jeff Ingalls has been appointed as the new EDA Commissioner representing the Council.

VII. **Old Business/New Business.**

a. Qualey and Hindal applied for the SMIF Small Towns Grant for \$3,150 for the Larger than Life Art Exhibit for a total project budget of \$6,300. Hindal would like to double the number of installations this year so there will be extra printing costs and the plan is to create double sided easels. A 25% cash match is required for this grant, so based on Hindal's projections, a financial request for the exhibit will be presented at the September 7th meeting. UPDATE: Mantorville was not awarded the grant from SMIF.

b. Instagram account for Mantorville has been created. You can find it @mantorvillemn if you are on the platform.

c. Adoption of amended EDA Bylaws was passed by the City Council on June 14th. Hindal (Chair) and Hemker (Secretary) will need to sign off on the new Bylaws.

d. Discussion regarding the regular EDA meeting day and time is imperative. There has not been a quorum since April which leads to the discussion of changing our meeting frequency to a quarterly meeting. According to our EDA Bylaws Article III Subsection 5-7:

5. Meetings of the Board of Commissioners, shall be held at least quarterly in the principal office of the Authority in the City of Mantorville, State of Minnesota, or at such

other place as the Board may establish from time to time. At least three (3) days written notice of such a meeting shall be given to Commissioners.

6. Special meetings of the Board of Commissioners may be called at any time by the President, or in his/her absence, by the Vice President or by any two (2) commissioners, to be held at the principal office of the Authority in the city of Mantorville, State of Minnesota, or at such other place or places as the Commission may from time to time designate. Notice of special meetings of the Board of commissioners shall be given to each Commissioner at least three (3) days prior to the meeting via phone, letter, email or in person.

7. A Quorum at all meetings of the Board of Commissioners shall consist of a majority of the whole board, but in no case shall a quorum be less than four (4) Commissioners. Less than a quorum may, however, adjourn any meeting, which may be held on a subsequent date without further notice, provided a quorum is present at such a deferred meeting.

e. Qualey has updated the Historical Walking Tour Guide and also created a mobile friendly version. It is not uploaded on the website to access yet, but a link will be sent to you if you'd like to try it from your phone or tablet. June 2, 2020, the EDA had approved \$500 for a first round of printing the Walking Tour Guide. Due to COVID, the books were never printed. Do we need to re-approve the use of the \$500 that was allocated or can Qualey proceed with printing?

f. Present Barb Loquai for gem award past is Luke Nash.

Adjournment 7:27pm

**MINUTES OF THE
MANTORVILLE ECONOMIC DEVELOPMENT AUTHORITY (EDA)
October 5, 2021
6:30 P.M.**

- I. **Call To Order** – Roll Call – The meeting was called to order by Hindal at 6:31 PM. Board members Hindal, Hemker, Ingalls, and Soland; CEDA Representative Laura Qualey
Absent: Stafford, Mayor Bradford, Hofstad

II. **Approval of Agenda/Meeting Minutes**

The following items were included on the agenda: Minutes of September 7, 2021. Motion by Hemker, second by Soland to approve meeting minutes. Unanimously approved.

III. **Financial Report-Buecksler**

No change to financial report, no new bills came in.

V. **Old Business/New Business.**

- a. EDA/Preliminary 2022 Budget Discussion-Qualey printed for review, no changes at this time
- b. HWY 57 Project Discussion-Hindal asked about detour, have not received any information at this time. Qualey looking for revitalization grants for sidewalk, etc during construction.
- c. Hubble House-for sale again and possibly will be closed in January.

Adjournment 6:50 pm – motioned by Hemker second by Ingalls



Mantorville Park and Recreation Board Meeting
Tuesday, July 27, 2021, 6:30 PM
City Hall Council Chambers
Meeting Minutes



Call to Order: Member Kinney called the meeting to order at 6:30 pm

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

Guests Present: Council Rep Lyle Hoaglund, Shelly Germundson

Changes/Additions to Agenda: None

Approval of Meeting Minutes - Motion: Member Blair Second: Member Germundson Passed

1. New Business: 2022 Budget

2. Old Business:

Riverside Park: Noted that the Bean Bags for the Corn Hole boards are shots

Campground: Doing well

Bergmann Park:

Slingerland Park: Project completed & under budget

Mantor Field: Was questioned and decided that the dugouts have not yet been stained.

K-M Dog Park: discussion on lilacs that are dead

Dennisen Field: Did not receive DNR Grant Dollars / Other requests: Accentra Bank, HyVee match donation, People's Coop Grant, will pitch to MRA (2nd Tues of month)

Community Gardens: None

Community Tree Management: ???

3. Joint Ventures Updates: Discussion of percentages presented @ Council Meeting

4. City Staff Updates/Reports: None

5. Adjournment Motion: Member Hoaglund Second: Member Blair Passed 7:22pm



Mantorville Park and Recreation Board Meeting
Tuesday, August 31, 2021, 6:30 PM
Meeting Minutes



Call to Order: Member Schwanke called the to order at 6:32 pm

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

Guests Present: Joe Adams – PW; Shelly Germundson - Staff

Changes/Additions to Agenda: None

Approval of Meeting Minutes - Motion: Chair Schwanke Second: Member Blair

1) New Business:

Another possible Grant opportunity – Member Peck led a discussion regarding other Grant options
2022 Proposed Budget was discussed – see attached

2. Old Business:

Riverside Park: Concrete at the Covered Bridge is complete; tree went down in the park – 2 small stumps need to be ground out before Marigold Days – est. \$200?
Thanks to Chair Schwanke for cleaning up the dam – and to Member Peck and his daughter for garbage pick in the parks. Thanks!

Campground: None

Bergmann Park: Mulch is in

Slingerland Park: Mulch is in

Mantor Field: Mulch is in

K-M Dog Park: Lilac bushes weak on the back side

Dennisen Field: None

Community Gardens: None

Community Tree Management: Looking for Fall trees

3. Joint Ventures Updates: October meeting

4. City Staff Updates/Reports: Please meet by the Park to clean up the candy off the street after the Marigold Days Parade; Dugouts & Shed at Mantor Field still need to be stained; Thank you to Member Peck's daughter for making the new bags for the cornhole.

5. Adjournment Motion: Member Germundson Second: Member Kinney
7:50 pm



Mantorville Park and Recreation Board Meeting
Tuesday, September 28, 2021, 6:30 PM
Meeting Minutes



Call to Order: Chair Schwanke turned the meeting over to Member Kinney as he will need to leave early. Member Kinney called the meeting to order at 6:30 pm.

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

Guests Present: Joe Adams – Public Works; Lyle Hoaglund – City Council; Shelly Germundson – Staff

Changes/Additions to Agenda: None

Approval of Meeting Minutes - Motion: Member Blair Second: Chair Schwanke

1) New Business:

2022 Proposed Budget - Discussed

2. Old Business:

Riverside Park:

- a. Joe to coordinate with Jamie at the KM Schools – October 20th is their Community Cleanup day.
- b. Joe will look into cost and benefits of reducing the electric meters at Riverside Park.
- c. Shelly will pull bills to see verify minimum usage and cost for year round metering.
- d. Discussion was had on upgrading lights to LEDs and using timers on the lights in the park – Joe to request a quote from Dalen Maxson.
- e. Joe mentioned needing to replace a couple of large Maple trees – thinking Ohio Buckeye or other large Maple; Joe noted he wants to replace Maple from north of playground with a Hackberry tree; Member Blair made a motion to go ahead with this Hackberry tree planting at \$400. Seconded by Member Peck. Motion passed unanimously. Motion made by Member Peck and seconded by Member Blair to replace other 2 trees at a cost of up to \$1000. Motion passed unanimously.
- f. Discussion was had regarding the dead grass in the park. It was suggested to do some seed drilling – Joint Ventures has the equipment needed to this.

Campground: Will close on or about October 17th – dependent upon weather.

Bergmann Park: Nothing.

Slingerland Park: Being used as staging area for current street project.

Mantor Field: Member Kinney! Thank you for your hard work at getting the dugout staining taken care of!! Member Kinney let us know he almost done!! Thank you!!

K-M Dog Park: Member Peck inquired about the Lilacs – discussion was had regarding some soil samples to try to understand why they are not doing well. Was suggested to send a soil sample to the Dodge County MN Ext Office – Shelly to get the phone # to Joe.

Dennisen Field:

- a. Member Schwanke attempted to get in touch with the Playground Equipment Company – no luck.
- b. Have not yet received the \$15,000 check from Joint Ventures
- c. Members Peck, Kinney, and Schwanke will decide who will attend the MRA meeting on October 12th to request donation.
- d. Discussed and agreed to pursue the SHIP Grant. Shelly was asked to get this on the Council Agenda and request that the City also apply for this Grant as well.
- e. Discussion on having 501c3 board. Need to have another signor at the bank – Member Peck to look into this.

Community Gardens: Nothing.

Community Tree Management: Joe to do the End of the Year survey

3. Joint Ventures Updates: Was noted it was a quick, interesting meeting.
4. City Staff Updates/Reports: Joe announced – Wade Schroeder to start with the City on Monday.

5. Adjournment 7:20 pm Motion: Member Blair Second: Member Peck



Mantorville Park and Recreation Board Meeting
Tuesday, October 26, 2021, 6:30 PM
Meeting Minutes



Call to Order: Member Kinney Called the meeting to order at 6:30 pm

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

Guests Present: Joe Adams, Wade Schroeder, Shelly Jensen – Germundson, Rose & Jerry Harris (Lions Club), Meghan Clark, Jenny Blowers, Carolyn Matthiesen

Changes/Additions to Agenda: NONE

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

1) New Business:

- a. Resignation of Brian Schwanke: Member Blair made a motion to accept resignation; Member Germundson 2nd -Motion passed unanimously. Need for more members – Shelly to contact Laura Qualey and get alert out on Facebook and Website needing more members; Lyle suggested asking the MRA, Chamber and/or EDA to have one their group's join as a member. Discussion on wanting to ensure Brian gets paid for the 501c3 status he paid for and maybe he would stay on as a member of "The Friends of Mantorville" Board.
- b. Rose & Jerry Harris, on behalf of the K-M Lions Club, were in attendance to say thank you for all the Park Board has done to keep our parks beautiful and for all the hard work that goes into the success of the festivals Mantorville offers. They handed out little bags of cookies to all in attendance.
- c. Jenny Blowers, Meghan Clark and Carolyn Matthiesen were in attendance to request placing a bench in the park in memory of David Matthiesen. Discussed possible placement and Shelly will get the name of the company others have used to order such benches from Joe. Joe & Wade will connect with these ladies in the Spring.
- d. Community Tree Updates: Joe reported that there are 2 large boulevard trees that will need to come in the Spring to the tune of about \$15,000. Other trees needing to be removed are an oak on Blanch Street \$440; an Elm on East Street \$400; and 2 stumps need to be ground out in the Campground \$500 for both. Total project \$1340. Need a resolution to the Council to carry over funds to help with cost of Tree removal. Member Blair made motion; Member Germundson 2nd. Motion passed.
- e. Campground Rates and Regulations Changes Proposal: Shelly approached the Board to look at updating some of the policy verbiage and possibly rates for the Campground for the 2022 Camping Season. See attached forms with proposals in **RED**. Discussion ensued regarding the possibility of using ARPA funds to implement the Credit Card payment option – Shelly to revive the talks with Banyon regarding Credit Card payment options.

2. Old Business:

Riverside Park: Addressed sod issues; split seeded/hydro seeded. Bathrooms to be shut down next week.

Campground: NOTHING – Closed. Bunkers will go up week after next

Bergmann Park: NOTHING

Slingerland Park: Right now – is a mess due to the Walnut Street project – should be restored at completion of project.

Mantor Field: Member Kinney & his daughter Elizabeth completed the staining of the dugouts at Mantor Field. A HUGE THANK YOU!!!! To them both!

K-M Dog Park: Joe talked the “Shrub Lady” from The Master Gardeners – Suggested holding off with soil sample – could be that this year was excessively dry summer – hold off to see what next summer brings.

Dennisen Field: More discussion on rounding up more member for both the Park Board and “The Friends of Mantorville” Board. MRA? Chamber? EDA? Historical Society? Shelly to reach out to Ginger, Carol and Rhonda. Balance of funds so far \$53,816.00. Equipment cost to increase 20% (MN Co-op pricing) \$37,000 up to \$42,000 Would save \$569 if prepay and order this fall

Community Gardens: NOTHING – Done for the year.

Community Tree Management: Done

3. Joint Ventures Updates: NOTHING

4. City Staff Updates/Reports: Introduced Wade Schroder to the Park Board

5. Adjournment 7:43pm Motion: Member Blair Second: Member Germundson

Dodge County MHMP Planning Team Meeting #2

October 25, 2021 - Meeting Summary & Documentation

Summary: On Monday, October 25, 2021, Dodge County Emergency Management convened key county, city, and township representatives, as well as neighboring jurisdictions and other stakeholders to participate in the 2nd and final Planning Team Meeting for the update of the Dodge County Multi-Hazard Mitigation Plan (MHMP). The purpose of the meeting was to formally convene the Dodge County MHMP Planning Team for a presentation on the draft plan and discussion of key items prior to public review and submission of the plan to HSEM and FEMA. The meeting was held via Zoom webinar video conference and was facilitated by Stacey Stark and Bonnie Hundrieser of the U-Spatial@UMD project team.

Stakeholder Invitations: Dodge County Emergency Management invited all stakeholders included on the county's MHMP Update Jurisdictional Contact List (JCL), which includes the key County Contacts, City Contacts, Township Contacts, Other Stakeholder Contacts, and Neighboring Jurisdiction Contacts identified to be invited to participate in the plan update process. Contacts were encouraged to engage additional staff or to send someone in their stead if they could not attend. A copy of the county's Jurisdictional Contact List is provided in *Appendix F Steering Committee Meetings*.

Meeting Participants: A total of 20 people attended the meeting. Representation included elected officials and departmental staff from Dodge County and the cities of Blooming Prairie, Dodge Center, Kasson, and Mantorville. The cities of Claremont, Hayfield, and West Concord were not in attendance. Other stakeholders, including neighboring jurisdictions, participated in the meeting. A participant list is included with this meeting summary.

Presentation Overview: The PowerPoint presentation covered the following items about the process and content of the plan update. A PDF of the presentation slides is included with this meeting summary.

- Meeting Purpose and Agenda
- About the Project Team
- Overview of Plan Update
- Who the Plan Covers
- Who Needs to Participate
- Prioritization of Hazards
- Hazards Risk Assessment (Critical Infrastructure, Population Vulnerability Factors, and Review of High/Moderate Priority Natural Hazards)
- Development of Mitigation Actions
- FEMA HMA Grant Funding
- Overview of Mitigation Action Charts and Discussion
- Discussion of Next Steps & answer your questions

The opening PowerPoint presentation covered a re-cap of key points about the plan update, a review of the Risk Assessment & Vulnerability Analysis, an overview of FEMA Hazard Mitigation Assistance (HMA) grant funding; an overview of how mitigation actions are developed and an overview of the jurisdictional Mitigation Action Charts (MACs). Following the presentation, participants were provided with an opportunity to review and discuss the county and local mitigation action charts. This discussion period offered a facilitated opportunity for participants to consider any changes or new additions to the MACs prior to completion of the draft plan for public review.

Discussion Notes: Following is an overview of key discussion points, questions, or mitigation ideas that were shared during the presentation and how they will be incorporated into the plan update.

There were no questions or comments during the meeting to document for discussion.

Meeting Conclusion: The meeting concluded with an overview and timeline of the upcoming next steps of posting the plan for public review and input and submitting the draft plan to HSEM and FEMA for final review and approval.

Exit Survey: Following the Zoom meeting, participants were provided with a short survey they were invited to fill out before upon their departure in order to gather some final feedback.

1. **Thank you for attending! Did this webinar meet your expectations? Did you get the information you were hoping to receive?**

Yes (7), No (0), Not sure (0)

2. **Do you have any comments about hazards or mitigation actions? Do you have any questions for the consultants?**

No responses.

Attached are the following documentation items for the Dodge County MHMP Meeting #2:

- 10-25-21 Mtg. #2 Email Invitation
- 10-25-21 Mtg. #2 List of Participants
- 10-25-21 Mtg. #2 Power Point Slides
- 10-25-21 Mtg. #2 Handouts

Meeting Summary Prepared By: Bonnie Hundrieser, U-Spatial@UMD Project Team

Mitigation Strategies & Action Types

Following are the five types of mitigation strategies that will be used in the update of the Multi-Hazard Mitigation Plan with examples of related mitigation actions. Minnesota HSEM recommends the use of these mitigation strategies to be in alignment with the State plan and those recommended by FEMA. The first four strategies listed are taken from the FEMA publications *Local Mitigation Planning Handbook* (2013) and *Mitigation Ideas: A Resource for Reducing Risk to Natural Hazards* (2013). The fifth strategy type was determined by Minnesota HSEM for use within the state.

These strategies will provide the framework for identification of new jurisdictional-level mitigation actions for implementation over the next 5-year planning cycle.

Mitigation Strategy	Description	Example Mitigation Actions
Local Planning and Regulations	These actions include government authorities, policies, or codes that influence the way land and buildings are developed and built.	• Comprehensive plans • Land use ordinances • Planning and zoning • Building codes and enforcement • Floodplain ordinances • NFIP Community Rating System • Capital improvement programs • Open space preservation • Shoreline codes • Stormwater management regulations and master plans • Mobile home park compliance for storm shelters
Structure and Infrastructure Projects	These actions involve modifying existing structures and infrastructure to protect them from a hazard or remove them from a hazard area. This could apply to public or private structures as well as critical facilities and infrastructure. This type of action also involves projects to construct manmade structures to reduce the impact of hazards.	• Property Acquisitions and elevations of structures in flood prone areas • Utility undergrounding • Structural retrofits (i.e., metal roofs) • Floodwalls and retaining walls • Detention and retention structures • Culvert Installation/Modification • Roads & Bridge risk reduction • Safe Room (New construction or facility retrofit) • Green Infrastructure Methods <i>Many of these types of actions are projects eligible for funding through FEMA HMA grant programs.</i>

Mitigation Strategy	Description	Example Mitigation Actions
Natural Systems Protection	These are actions that minimize damage and losses and also preserve or restore the functions of natural systems.	• Soil stabilization for sediment and erosion control • Floodplain and Stream corridor restoration • Slope management • Forest management (defensible space, fuels reduction, sprinkler systems) • Conservation easements • Wetland restoration and preservation • Aquifer Storage & Recovery • Flood Diversion and Storage <i>Many of these types of actions are projects eligible for funding through FEMA HMA grant programs.</i>
Education and Awareness Programs	These are actions to inform and educate citizens, elected officials, and property owners about hazards and potential ways to mitigate them. These actions may also include participation in national programs, such as StormReady or Firewise Communities. Although this type of mitigation reduces risk less directly than structural projects or regulation, it is an important foundation. A greater understanding and awareness of hazards and risk among local officials, stakeholders, and the public is more likely to lead to direct actions that support life safety and lessen property damage.	• Radio or television spots • Websites with maps and information • Social media outreach • Promotion of sign-up for emergency warnings • Real estate disclosure • Promotion of NFIP insurance to property owners • Presentations to school groups or neighborhood organizations • Mailings to residents in hazard-prone areas. • NWS StormReady Program • Firewise Communities <i>Some of these types of actions may be projects eligible for funding through the FEMA HMA "5 Percent Initiative Program".</i>
Mitigation Preparedness and Response Support	This is a State of Minnesota mitigation strategy with the intent of covering emergency preparedness actions that protect life and property prior to, during, and immediately after a disaster or hazard event. These activities are typically not considered mitigation, but support reduction of the effects of damaging events.	• Emergency Operations Plan • Flood fight plans and preparedness measures • Dam emergency action plans • Emergency Warning Systems (i.e., CodeRed, warning sirens) • Generator backup power • NWS Storm Spotter Training • Training and education for local elected officials and key partners.

UNAPPROVED MINUTES OF THE DODGE COUNTY BOARD OF COMMISSIONERS REGULAR MEETING HELD SEPTEMBER 14, 2021
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Chair

Convene County Board Meeting

The Dodge County Commissioners met in regular session September 14, 2021, in the Commissioner's Room at the Dodge County Government Services Building, Mantorville, MN, at 9:30 a.m. Chair David Kenworthy called the meeting to order at 9:32 a.m.

Attendee Name	Title	Status	Arrived
John Allen	District 1	Present	9:30 AM
Tim Tjosaas	District 2	Present	9:30 AM
Rodney Peterson	District 3	Present	9:30 AM
Rhonda Toquam	District 4	Present	9:30 AM
David Kenworthy	District 5	Present	9:30 AM

Pledge of Allegiance

The pledge of allegiance was recited.

Determine Quorum

The Chair acknowledged those present and established there was a quorum.

Also present:

Jim Elmquist	County Administrator
Becky Lubahn	Deputy Clerk
Paul Kiltinen	County Attorney

Establish Agenda

Agenda Approved

It was noted that the agenda will be amended to include the addition of an item authorizing the Chair to sign off of staff comments before September 24, 2021 regarding Byron Solar, the county's input is needed before the next County Board meeting will be held.

Motion by Peterson seconded by Tjosaas to approve and adopt the agenda as amended to include the addition of item 10.3 authorizing the Chair to sign off staff comments regarding the Byron Solar project.

Motion Adopted [Unanimous]

New Employee Introductions

County Attorney Paul Kiltinen introduced Kathryn Burbank who is the new Prosecuting Attorney in the Attorney's Office. The Board welcome Ms. Burbank.

Consent Agenda

Motion by Tjosaas seconded by Peterson to approve the following Consent Agenda items:

Motion Adopted [Unanimous]

- 1.1. Committee of the Whole - Committee Meeting - Aug 24, 2021 4:30 PM
- 1.2. Board of Commissioners - Regular Meeting - Aug 24, 2021 5:00 PM

Dr. R. Ross Reichard, Chief Medical Examiner

Medical Examiner Presentation

Dr. R. Ross Reichard provided the Board with his Annual Medical Examiner report for 2020.

Death Investigations Supervisor Monica Kendall was available to comment on the report.

The following topics were reviewed:

- Coverage Area
- Medical Examiner Staff
- Dodge County Medical Examiner Cases
- Death Certificate Information
- Manner of Death
- Deaths by Unnatural Causes
- Suicide by Means
- Suicide Rate per Capita 2020
- Homicide Deaths
- Homicide Rate per Capita
- Accidental Deaths by Type
- Accidental Deaths - Vehicle Crashes
- Vehicle Accidents by County of Accident, Type of Accident, and Number of Fatalities in Dodge County 2014-2020
- Vehicle Accident Deaths for Dodge County 2014-2020
- Motor Vehicle Fatalities Rate per Capita
- Deaths Related to Poison/Drugs
- Drug Overdose Rate per Capita
- Deaths by Natural Causes
- Deaths by Age Group
- Medical Examiner Activities

Commissioner Kenworthy stated there was a lot of good information in the report and that he appreciated the update. Mr. Kenworthy reported he has no complaints regarding their Investigators, they do a nice job.

Commissioner Peterson indicated that he likes it when they come with more information.

Mr. Peterson wanted to know who determines if a death is a suicide.

Dr. Reichard stated they determine if a death is a suicide based on the information they receive and their investigation.

Dr. Reichard was thanked for the information.

Motion No Vote

Mark Lennox, NextEra Energy Project Director

Dodge County Wind Project Update

Mr. Lennox provided the Board with a Dodge County Wind Project update.

The Project Director informed the Board that they are going to submit their application to the Public Utilities Commission today and that they were in the process of finalizing plans for the project.

Mr. Lennox shared the following information with the Board:

Dodge County Wind Project Overview

- \$370 million capital investment
- 259 MW project producing enough electricity to power 70,000 homes
- 79 wind turbines
- Construction and commercial operation - 2023

Project Timeline

Milestone	Expected Date
Route, Site and Certificate of Need Applications	September 2021
Public Scoping Meeting	Fall 2021
Environmental Report Issued	Spring/Summer 2022
PUC Hearing Decision on Permit	Fall 2022
All Permits Issued	Winter 2022/2023
Construction Start	Spring 2023
In-Service Date	Fall 2023

Landowner Benefits

- Over \$55 million in land owner payments
- Compatible with farming & ranching
- Road improvements
- Clean, home-grown, affordable energy

Community Benefits

- Estimated \$50 million in total tax payments
- Creation of 400 construction jobs during construction
- Creation of ~5-8 new full-time, quality, good-paying jobs
- Increased activity for local business during construction and operations

Connect With Us

- Learn more about the project at: www.DodgeCountyWind.com
<<http://www.DodgeCountyWind.com>>
- Search for Dodge County Wind on Facebook
- Docket #s CN-20-865; WS-20-866; TL-20-867
- Reach out to Mark Lennox, Work: (561)694-3392, mark.lennox@nexteraenergy.com
<<mailto:mark.lennox@nexteraenergy.com>>

The Project Director reported that they have changed the capacity of the transmission lines so they no longer need to provide a primary and alternate route. They do have a proposed route to the Pleasant Valley Sub-Station and will use the existing Right-of-Way with this route. Mr. Lennox reported they have worked closely with the County Engineer and the townships on routing and feel they have chosen a route that best reduces the impact to property owners.

Commissioner Peterson stated he would like to see a map of the route and proposed transmission lines. Mr. Peterson would also like to see NextEra Energy at the October 7, 2021 Township Officer's meeting with an update.

Commissioner Toquam noted the line is going from 345kv to 161kv and wanted to know what that means.

Mr. Lennox reported 345kv was a robust kv, 161kv is a more appropriately sized line for this project. The Project Director stated 345kv may have been initially planned if they were to add additional turbines at a later date, but that size is not necessary with this project.

Mr. Lennox was thanked for the update.

Motion No Vote

Lisa Kramer, Finance Director & Mike Bubany, David Drown Associates Municipal Advisor

2021/2022 Bond Issuance

Mr. Bubany discussed the County's options for refinancing their 2014A GO Capital Improvement Bonds and whether or not they wanted to pursue a bank qualified offer or pursue a rated sale. Additionally the Municipal Advisor discussed possible ways to structure the Highway Building Bond and Transportation Bonds in 2021/2022.

Commissioner Peterson stated they don't have a crystal ball so they need to look at what assets

they have and make a decision that allows them to live within their means.

It was Ms. Kramer's recommendation that the County pursue the MN Rural Water Association's MEGA Loan Program for the refinance of the 2014A GO CIP Bonds. This will yield significant savings and can be completed independently from the new debt issuance.

Commissioner Allen stated he thinks they should go for it.

The Municipal Advisor reported no action is needed at this time, he will come back with a sale resolution at the next meeting.

Timelines for the Highway Department remodeling project was discussed.

The Facilities & Fleet Manager was available to comment and informed the Board that they plan to bid the Highway Department project late in 2021 and start the project in early 2022.

It was the general consensus of the Board to pursue the MN Rural Water Association's MEGA Loan Program for the refinance of the 2014A GO CIP Bonds as recommended.

Motion No Vote

Lisa Kramer, Finance Director

ARPA Revenue Loss Calculation

Ms. Kramer informed the Board that revenue loss is an allowable use of ARPA Funds. This loss can be calculated either by using a flat growth factor of 4.1% or by doing a calculation that averages revenues over three years to estimate what your real growth factor is and what your expected revenue would be. When using the multi-year averaging 2018 skews Dodge County's revenues. For Dodge County 2018 was a big tax year and we had a large road project and the combination of the two pushes up our average in a way that overstates our potential growth. Based on this oversized growth factor the GFOA calculator figures our revenue loss was \$3.8 million based on expected growth of 10.2%. In reality our growth was pretty flat and we had little revenue loss year over year, but we are allowed to use an allowed growth factor of 4.1% per the ARPA Guidelines. If we do this the county can claim revenue loss of \$1,599,491 (base year revenue \$36,616,407 $\times$ 4.1% = \$38,117,679 anticipated 2020 revenue but actual 2020 revenue was \$36,518,188 - \$38,117,679 = (\$1,599,491)).

By using the 4.1% growth factor it also frees up ARPA funds for additional projects beyond revenue replacement.

The Finance Director noted this item was for informational purposes only, no action is needed.

Motion No Vote

Sale of Parcel 17.100.2300 to Dodge Center Gun Club

The Dodge Center Gun Club recently had their land surveyed and discovered they had been using a berm that belongs to Dodge County. This parcel is an abandoned rail road bed and

forfeited sometime in the 1980's. At that time it came into Dodge County's possession most likely because it was a very small piece of land next to a road. The county has not used it for any purpose to date, so it was Ms. Kramer's recommendation that the county allow the Dodge Center Gun Club to purchase the land as they have been using it.

The parcel is valued at \$1,100 for 2021 on the tax system, and the Finance Director thinks offering the land to them at this price plus all closing costs is fair. Since this transaction will be after July 1, 2021, the parcel will remain exempt in 2022, but will be taxable beginning in 2023.

The County Attorney reported that the transfer of the property will need to be done by resolution. Mr. Kiltinen will bring the resolution and Quit Claim Deed paperwork back to the next meeting for approval.

Motion by Allen seconded by Tjosaas to approve and authorize the sale of parcel 17.100.2300 to the Dodge Center Gun Club at a cost of \$1,100 as recommended. All costs associated with the sale, closing and recording of the sale will be at the expense of the Dodge Center Gun Club.

Motion Adopted [Unanimous]

Bills Reviewed

Ms. Kramer reviewed bills with the Board.

Motion by Peterson seconded by Toquam to approve the bills as discussed in the following amounts from the appropriate funds as determined by Finance:

01	Revenue Fund	\$ 282,167.82
13	Road and Bridge Fund	\$ 60,198.36
16	Environmental Quality Fund	\$ 125,443.51
17	Eq Revolving Equip Fund	<u>\$ 1,071.20</u>
	Total	\$ 468,880.89

Motion Adopted [Unanimous]

Break

The Chair recessed the meeting at 10:37 a.m.

The Chair reconvened the meeting at 10:42 a.m.

Lisa Hager, Employee Relations Director

Personnel Agenda Reviewed

Ms. Hager presented the Personnel Agenda for the Board's consideration.

Commissioner Peterson expressed concern with approving the six band and grade increases listed under item E.1 without seeing the supporting paperwork with the justification for the increases. Mr. Peterson suggested pulling these six items from the personnel agenda.

Motion by Peterson seconded by Allen to approve the following personnel actions and pull the six band and step increases in item E.1 until the Board can receive and review the band and grand increase justifications as recommended by Tessia Melvin:

A. Sheriff's Office

- A.1 Tyler Burke - 911 Dispatcher
Authorization to hire at B23 step 1 \$20.94 to fill approved vacancy.
Effective Date: 9/7/21
- A.2 Shelly Grossman - Records Administrative Assistant
Step increase from B23 step 6 \$22.02 to B23 step 5 \$22.73.
Effective Date: 8/15/21
- A.3 Bob Morris - Court Officer
Authorization to hire at B21 step 1 \$22.79 to fill approved vacancy.
Effective Date: 8/30/21
- A.4 Molly McMillen - 911 Dispatcher - On-Call
No longer employed.
Effective Date: 8/24/21
- A.5 Melissa Hall - 911 Dispatcher - Full-Time
No longer employed.
Effective Date: 9/8/21

B. Administration

- B.1 Wendy House - Account Technician
No longer employed.
Effective Date: 9/10/21
- B.2 Duke Harbaugh - Facilities, Fleet, and Safety Manager
Step increase from C43 step 5 \$37.73 to C43 step 4 \$39.31.
Effective Date: 9/9/21

C. Public Health

- C.1 Kaitlyn Smith - Health Educator
Step increase from C41 step 6 \$27.96 to C41 step 5 \$29.04.
Effective Date: 8/8/21
- C.2 Kaitlyn Smith - Health Educator
Reduce FTE from 1.0 FTE to .90 FTE.
Effective Date: 8/18/21
- C.3 Sondra Herman - Business Office Manager
Step increase from C42 step 5 \$33.71 to C42 step 4 \$35.05.
Effective Date: 8/19/21

D. Highway Department

- D.1 Jessica Brennan - Highway Accountant
Step increase from C41 step 5 \$30.43 to C41 step 4 \$31.27.
Effective Date: 10/1/21

E. Annual Band and Grade Reviews

- E.1 Approval of recommended changes in Band and Grade assignment. Band and Grade review completed by Tessia Melvin with DDA.

	<u>From</u>	<u>To</u>
Building Operations Manager	New	B22
Engineering Design Supervisor	New	C43
Construction Design Supervisor	New	C43
Community Health Worker	New	B23
Court Officer	New	B21
Effective Date: 9/14/21		

Motion Adopted [Unanimous]

Matt Maas, Emergency Management Director

911 Dispatch Center

Mr. Maas discuss the county's 911 Dispatch Center and some of the concerns that everyone shares as it relates to employee turnover, employee retention, and over all staffing. The Emergency Management Director believes that they have identified the primary concerns and wanted to start a discussion with the Board on how they can work together to remedy these concerns. Mr. Maas indicated he allowed additional time for the Board to ask any questions they may have about the county's Dispatch Center.

The Emergency Management Director shared with the Board a PowerPoint presentation on the Dodge County 911 Communications Center. Mr. Maas discussed with the Board the amount of employee turnover since 2018, why Dispatchers have left Dodge County, low staffing level which affect employee's ability to take PTO, suggested changes, Dodge County's low pay rate in comparison to other surrounding agencies, the working environment in Dodge County, the lack of night shift supervision/support, the fact that Dodge County does not require any previous experience while other surrounding agencies do which makes Dodge County the training ground for other Dispatch Centers, 911 Dispatch staffing shortages nationwide, PSAP consolidation, Dispatch training, PTO, current staffing model, proposed staffing model, proposed staffing schedule, comparable wages and retaining quality employees.

Mr. Maas reported because Dodge County doesn't require applicants to have any 911 Dispatching experience they get a lot of applicants with no experience. They train them only to have them leave for other agencies that are paying more once they've been trained. Another concern the Emergency Management Director expressed was that they are short staffed so their Dispatchers can't take PTO, they don't have enough staff to cover the shortages or their staff feels guilty for leaving the Dispatch Center short staffed and won't take time off.

Commissioner Allen wanted to know why we don't demand that Dispatcher applicants have experience and give them \$3.00 more in an effort to get them to stay in Dodge County.

The Emergency Management Director informed the Board that they typically get a lot of applications, but he believes if we require the experience that they will have trouble finding applicants for the openings.

Ms. Hager reported this is a philosophy that would require them to change their hiring philosophy and increase their pay, which in turn changes the union contract.

Mr. Maas stated he was concerned with making the change and not fixing the issue. Mr. Maas reported that in some instances Dispatchers have left to find better paying jobs and jobs that allow them to take time off when they have earned it.

The Employee Relations Director noted they can't pay the Dispatchers more than we pay our Deputies.

The Emergency Management Director informed the Board that the starting pay for Dodge County Deputies is less than the starting wage for Olmsted County and the Rochester Police Department.

Ms. Hager stated she thinks they can hire Dispatchers with paying them more without running into this problem.

It was Commissioner Allen's opinion that if we pay our Dispatchers more, some of the employees that left will come back to Dodge County.

The Employee Relations Director reported this issue impacts more than just the Dispatchers.

The Emergency Management Director stated working together, they can resolve the employee retention concerns while simultaneously ensuring that the county's 911 Dispatch Center provides quality, timely service to our communities. Mr. Maas feels this can be done and still remain fiscally responsible for tax payers.

Mr. Maas was thanked for the information.

It was noted that there is money in the Sheriff's Office 2022 budget to promote the two Dispatch positions that Mr. Maas recommended.

Commissioner Kenworthy had questions about the impact the pay increase would have on their budget.

The Emergency Management Director reported that he didn't have the figures in front of him, he would have to get that information for them.

Motion No Vote

Melissa DeVetter, Project Manager

Resolution Requesting Extension of the Local Water Plan

Ms. DeVetter reported Dodge County previously requested an extension of the Dodge County Comprehensive Water Management Plan (local water plan) to December 31, 2021. This local water plan will be replaced by watershed based plans (1W1P Comprehensive Watershed Management Plans) developed for the Root, Cedar and Zumbro River Watersheds. The Root and Cedar plans have been adopted by Dodge County; however, the Zumbro plan will not be completed in time to allow for adoption by Dodge County by the December 31, 2021 deadline.

The Board of Water and Soil Resources has provided the proposed resolution to the county to extend the deadline of the local water plan to June 30, 2022 to allow time for the Zumbro River Comprehensive Watershed Plan to be completed and for the county to adopt this plan.

The Project Manager recommended that the Board vote in favor of signing the proposed resolution extending the current local water management plan until June 30, 2022 in order to adopt the Zumbro River Comprehensive Watershed Management Plan upon approval by the BWSR Board.

Commissioner Allen offered the following resolution (#2021-36), seconded by Commissioner Toquam:

WHEREAS, Minnesota Statutes §103B.301, Comprehensive Local Water Management Act, authorizes Minnesota Counties to develop and implement a Comprehensive Local Water Management Plan, and

WHEREAS, Dodge County currently has a state approved Comprehensive Local Water Management Plan that expires December 31, 2021, and

WHEREAS, Dodge County has adopted the Root River Comprehensive Watershed Management Plan for the portion of Dodge County which lies within the Root River Watershed, and

WHEREAS, Dodge County has adopted the Cedar-Wapsipinicon River Comprehensive Watershed Management Plan for the portion of Dodge County which lies within the Cedar River Watershed, and

WHEREAS, Dodge County signed a Memorandum of Agreement with partners to collaborate on the development of the Zumbro River Comprehensive Watershed Management Plan, which is nearing completion with expected BWSR Board approval and adoption within the next 12 months, and

WHEREAS, upon approval of the Zumbro Comprehensive Watershed Management Plan, Dodge County intends to adopt this Plan for the portion of Dodge County which lies within the Zumbro River Watershed, and

WHEREAS, upon the adoption of the Zumbro River Comprehensive Watershed Management Plan the whole of Dodge County will be covered by a current Comprehensive Watershed Management Plan, and

WHEREAS, the Minnesota Board of Water and Soil Resources has authorization to grant extensions and waivers pursuant to Minnesota Statutes §103B.3367;

NOW, THEREFORE, BE IT RESOLVED, the Dodge County Board of Commissioners requests from the Minnesota Board of Water and Soil Resources an extension of the effective date of the current County Comprehensive Local Water Management Plan until June 30, 2022,

in order to adopt the Zumbro River Comprehensive Watershed Management Plan upon its approval by the BWSR Board, in accordance with Minnesota Statutes §103B.301.

Resolution Adopted [Unanimous]

Wasioja Bonding Request Resolution

The Project Manager reported that as part of the bonding request submitted for projects in Wasioja for 2022, a resolution of support for the project is required to be uploaded into Minnesota Management and Budget's application site by October 19, 2021.

Commissioner Allen offered the following resolution (#2021-37), seconded by Commissioner Peterson:

WHEREAS, the Wasioja Historic District is an important piece of Minnesota history; and

WHEREAS, Dodge County has adopted implementation goals for History and Culture in the Dodge County Comprehensive Plan adopted 9-10-19; and

WHEREAS, the ten-year implementation goals include preserving older and historic structures, landscapes, and features in order to provide a sense of identity, promoting initiatives furthering the arts and culture as part of community development, supporting existing historical districts and encouraging the revitalization and maintenance of historic structures; and

WHEREAS, Dodge County is seeking full funding from the legislature through bonding for the permanent stabilization of the Wasioja Seminary Ruins and acquisition of property adjacent to the Civil War Recruiting station; and

WHEREAS, these proposed projects achieve goals identified in the Dodge County Comprehensive Plan; and

WHEREAS, the Wasioja Seminary Ruins Stabilization Project and Civil War Recruiting Station Land Acquisition are important for preservation of Minnesota history, recreation and tourism efforts.

THEREFORE, BE IT RESOLVED, that the County Board of Dodge County hereby adopts the Resolution of Support for the Wasioja Seminary Ruins Stabilization and Civil War Recruiting Station Land Acquisition.

Resolution Adopted [Unanimous]

Lauren Cornelius, Environmental Services Director

ZA #21-09 Urban Expansion District

Ms. Cornelius presented for the Board's consideration the September 1, 2021 Planning Commission recommendations.

The Environmental Services Director discussed ZA #21-09 Urban Expansion District.

Ms. Cornelius reported the first public hearing is to consider an application for Zoning Amendment #21-09 to Chapter 5, Chapter 10, Section 20.15 and Exhibit Q. To view the proposed language a copy will be available at the Dodge County Finance Office, the Dodge County Environmental Services Office and also on the County web site [www.co.dodge.mn.us. / Departments/Environmental Services/Public Hearings](http://www.co.dodge.mn.us/Departments/Environmental%20Services/Public%20Hearings).

Commissioner Allen offered the following resolution (#2021-38), seconded by Commissioner Tjosaas:

WHEREAS, City of Mantorville Future City Boundary Map added to Exhibit Q is proposed to address urban expansion planned in accordance with land use plans prepared and adopted by Mantorville; and

WHEREAS, Exhibit Q has been published in the legal newspaper on June 24th, 2021 and posted upon the county website; and

WHEREAS, a public hearing on the proposed amendments was held by the Dodge County Planning Commission on July 7th, 2021; and

WHEREAS, the Planning Commission recommended approval of the proposed City of Mantorville Future City Boundary Map added to Exhibit Q to the Dodge County Board of Commissioners; and

WHEREAS, the Dodge County Board of Commissioners adopted the proposed City of Mantorville Future City Boundary Map added to Exhibit Q at its September 14th, 2021 meeting.

THEREFORE, BE IT RESOLVED, that the County Board of Dodge County hereby adopts the City of Mantorville Future City Boundary Map added to Exhibit Q to this resolution.
Resolution Adopted [Unanimous]

Solar Work Group Meeting Summary

Ms. Cornelius informed the Board that the Solar Work Group met at 2:00 p.m. on Thursday, August 12, 2021. The Environmental Services Director's memo to the Board elaborated on the key take-a-way items from the meeting. These items including: Planning and Zoning modifying the Zoning Ordinance Decommission to reflect a cost by a megawatt tier system similar to Wright County and modifying the Zoning Ordinance Performance Standards to include language that states the interconnection shall be the farthest away possible point from neighboring feedlots. The issue of water retention as it relates to solar gardens was also discussed. It was noted that Solar company's, as part as their permit process, need to provide a Stormwater Pollution Prevention Plan (SWPPP) and the Minnesota Pollution Control Agency (MPCA) is the responsible authority to contact if issues arise.

The Environmental Services Director noted this item was for informational purposes and did not need any action.

It was noted that the Solar Work Group will be coming to a Board meeting in October.

Motion No Vote

Solar Farm Staff Comment Discussion Item

Request Authorization for Chair to Sign Off of Staff Comments

The deadline for submitting comments on the Byron Solar project is Friday, September 24, 2021. Ms. Cornelius is requesting that the Chairman of the Board be authorized to sign off of staff comments before this deadline.

Motion by Peterson seconded by Tjosaas to approve and authorize the Chair to sign off of staff comments on the Byron Solar project on behalf of Dodge County as requested.

Motion Adopted [Unanimous]

Wendy Todd, Semcac Outreach Emergency Services Director

Resolution Authorizing Acceptance and Execution of Minnesota Housing Finance Agency Family Homeless Prevention & Assistance Program

Ms. Todd informed the Board that Semcac has been chosen to be a sub-grantee of the Family Homeless Prevention Program (FHPAP) serving Dodge, Fillmore, Freeborn, Houston, Mower, Steele and Winona counties, for the 21-23 funding cycle. Semcac's Outreach Department has a long history providing FHPAP, other housing and emergency assistance funds as well and information and referral on Semcac and other area resources.

Additional information about the program was provided in the Board packet.

Also included in the Board packet was a proposed resolution for the Board's consideration.

The following additional Information was provided:

The Family Homeless Prevention and Assistance Program (FHPAP) county breakdown for payment of rent, deposit or mortgage for the last full program year:

	FHPAP	# of hh's
<u>County</u>	<u>Direct Assistance</u>	<u>Served</u>
Dodge:	\$9,507	8
Fillmore:	\$8,537	10
Freeborn:	\$13,919	15
Houston:	\$8,551	7
Mower:	\$2,455	3
Steele:	\$16,166	17
Winona:	\$5,215	5

The number of households served and money spent in each county varies yearly. There are stringent client eligibility requirements that must be met before Semcac can assist any household. Semcac also administers a Rapid Re-Housing Program (RRH) and a scattered site Transitional Housing Program (THP) over the seven county area. Mower County receives a United Way fund to serve households in jeopardy of losing their housing. Dodge, Fillmore, Freeborn, Houston, and Winona counties have emergency assistance funds that can also be accessed for a housing payment.

Semcac administered CHAPS funding, equaling over \$1.4 million, in their service area from August through December 2020. CHAPS funding assisted households affected by the pandemic with housing and utility assistance.

The housing or emergency assistance program serving a household, is dependent upon which funding source the household qualifies for and funds available.

Commissioner Allen offered the following resolution (#2021-39), seconded by Commissioner Tjosaas:

WHEREAS, the Minnesota Housing Finance Agency, State of Minnesota, has been authorized to undertake a program to provide funds for Family Homeless Prevention & Assistance Projects; and

WHEREAS, the Southeastern Minnesota Housing Network, working through Three Rivers Community Action, Inc. (Grantee), Semcac (Sub-Grantee) and Lutheran Social Service of MN (Sub-Grantee), have submitted a renewal application for the Minnesota Housing Finance Agency Family Homeless Prevention and Assistance Program; and

WHEREAS, the Southeastern Minnesota Housing Network working through Three Rivers Community Action, Inc., and Sub-Grantees have demonstrated the ability to perform the required activities of the Minnesota Housing Finance Agency Family Homeless Prevention & Assistance Program; and

WHEREAS, the Family Homeless Prevention & Assistance Grant was awarded to Three Rivers Community Action, Inc. by the Minnesota Housing Finance Agency.

NOW, THEREFORE, BE IT RESOLVED that the Southern Minnesota Housing Network is hereby authorized as an entity to be charged with the administration of funds made available through the Minnesota Housing Finance Agency Family Homeless Prevention and Assistance Program in the county of Dodge, in Minnesota.

Resolution Adopted [Unanimous]

Paul Kiltinen, County Attorney

Legal Update

Mr. Kiltinen provided the Board with a legal update.

The County Attorney reported there is a back log of cases and that Dodge County is not the worse county. Their problem has been the inconsistency with Covid and the change-over of the new Public Defender. Mr. Kiltinen informed the Board that the Court Administrator is trying to come up with a resolution to get people to come in for court, currently there is no incentive to come in when they can continue to live their lives at home.

Motion No Vote

Administration Committee Report - Commissioner David Kenworthy

Commissioner Kenworthy presented a summary of the Administration Committee report and action items.

FY 2022 County Veteran Service Office Operational Enhancement Grant

Beginning in State FY14 the Minnesota Department of Veteran Affairs (MDVA) began providing operational enhancement grants IAW State Statute 197.608 to Minnesota Counties for the purpose of enhancing CVSO operations not otherwise contained in local budgets. This can include transportation, needed electronic equipment, marketing, CVSO specific training, etc. In State FY22 Dodge County will receive \$10,000.00 to meet these needs with a grant expiration date of June 30, 2023. The proposed Dodge County resolution allows the Dodge County CVSO to sign and execute the grant contract.

Commissioner Allen offered the following resolution (#2021-40), seconded by Commissioner Tjosaas:

WHEREAS, Dodge County Veteran Services receives donations from time to time from individuals and/or organizations; and

WHEREAS, Dodge County Veteran Services wishes to accept these grants and utilize them for the purpose of supporting Dodge County veterans; and

WHEREAS, pursuant to Minnesota Statute 465.03, the county shall by resolution of the governing body adopt by a two-thirds majority of its members to accept a grant or devise of real property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor.

NOW THEREFORE BE IT RESOLVED, that the Dodge County Board of Commissioners hereby enter into the attached Grant Contract with the Minnesota Department of Veteran Affairs (MDVA) to conduct the following program: **County Veteran Service Office Operational Enhancement Grant Program**. This grant must be used to provide outreach to the county's Veterans; to assist in the reintegration of combat Veterans into society; to collaborate with other social service agencies, educational institutions, and other community organizations for the purpose of enhancing services offered to veterans; to reduce homelessness among veterans; to enhance the operations of the County Veteran Service Office under Minnesota Statute 197.608, as amended by Minnesota Laws 2021, 1st Special Session, Chapter 12, Article 1, Section 37, Subdivision 2 and should not supplant or replace other funding.

BE IT FURTHER RESOLVED by the Dodge County Board of Commissioners that Todd Nelson, the Dodge County Veteran Service Officer, be authorized to execute the attached Grant Contract on behalf of the County.

Resolution Adopted [Unanimous]

Commissioners provided their agency reports. Commissioner Allen did not have any meetings to report. Commissioner Kenworthy attended a DFO Joint Powers Board meeting, an Ice Arena meeting and a SEEMS meeting. Commissioner Peterson attended a Fairview Care Center meeting, a State Advisory Council meeting on Mental Health and a DHS Performance Council meeting. Commissioner Tjosaas attended a DFO meeting, a virtual Semcac Executive call, a Semcac Finance meeting and a Semcac Board meeting. Commissioner Toquam attended a meeting with the Emergency Management Director.

The County Attorney left the meeting at 12:02 p.m.

Motion No Vote

Mr. Elmquist provided the Board with a County Administrator update.

Motion No Vote

There were no Other Deferred Business items to discuss.

Motion No Vote

Adjourn

Meeting Adjourned

Motion by Tjosaas seconded by Toquam to adjourn the meeting at 12:18 p.m.

The next meeting of the Dodge County Board of Commissioners will be held on September 28, 2021 at 5:00 p.m.

Motion No Vote

UNAPPROVED MINUTES OF THE DODGE COUNTY BOARD OF COMMISSIONERS REGULAR MEETING HELD SEPTEMBER 28, 2021

Chair

Convene County Board Meeting

The Dodge County Commissioners met in regular session September 28, 2021, in the County Board Room at the Dodge County Government Services Building, Mantorville, MN, at 5:00 p.m. Chair David Kenworthy called the meeting to order at 5:03 p.m.

Attendee Name	Title	Status	Arrived
John Allen	District 1	Present	5:00 PM
Tim Tjosaas	District 2	Present	5:00 PM
Rodney Peterson	District 3	Present	5:00 PM
Rhonda Toquam	District 4	Present	5:00 PM
David Kenworthy	District 5	Present	5:00 PM

Pledge of Allegiance

The pledge of allegiance was recited.

Determine Quorum

The Chair acknowledged those present and established there was a quorum.

Also present:

Jim Elmquist	County Administrator
Becky Lubahn	Deputy Clerk
Lisa Kramer	Finance Director
Mike Bubany	David Drown Associates Municipal Advisor

Establish Agenda

Agenda Approved

Motion by Tjosaas seconded by Peterson to approve and adopt the agenda as presented.

Motion Adopted [Unanimous]

Consent Agenda

Motion by Peterson seconded by Allen to approve the following Consent Agenda items:

Motion Adopted [Unanimous]

1.1. Committee of the Whole - Committee Meeting - Sep 14, 2021 8:30 AM

1.2. Board of Commissioners - Regular Meeting - Sep 14, 2021 9:30 AM

Mike Bubany, David Drown Associates Municipal Advisor & Lisa Kramer, Finance Director

Sale of 2021A General Obligation Capital Improvement Refunding Bond

Ms. Kramer reported that at the last meeting the Board approved accepting the offer to move forward with a Minnesota Rural Water Mega Loan to refund the county's 2014A CIP bonds. By doing this the county will save \$408,084 over what we would have paid with the existing bond.

Included in the Board packet was the proposed sales resolution that the Board is being asked to approve to finalize the sale.

Mr. Bubany was available via Zoom to discuss the sale of the 2021A General Obligation Capital Improvement Refunding Bond. The Municipal Advisor informed the Board that we've done well and have a good proposal for refunding our bonds. Mr. Bubany briefly discussed the refunding of the bonds.

The Board thanked Mr. Bubany and staff for their work.

The Finance Director informed the Board that she anticipated that they would approve the refunding of the bonds and has already incorporated these numbers into the preliminary budget that they will be approving tonight.

Commissioner Allen offered the following resolution (#2021-41), seconded by Commissioner Tjosaas and authorized the Chair, County Administrator and Finance Director to sign the necessary paperwork associated with the sale of the bonds:

Resolution Authorizing Issuance, Awarding Sale, Prescribing the Form and Details and Providing for the Payment of \$5,743,000 General Obligation Capital Improvement Plan Refunding Bonds, Series 2021A

BE IT RESOLVED by the Board of County Commissioners (the "Board") of Dodge County, Minnesota (the "County"), as follows:

Section 1. Authorization and Sale.

1.01. Authorization of Bonds. This Board hereby determines that it is in the best interest of the County to issue its \$5,743,000 General Obligation Capital Improvement Plan Refunding Bonds, Series 2021A (the "Bonds") for the purpose of refunding, in a current refunding, and redeeming on February 1, 2022 (the "Redemption Date") the 2023 through 2030 maturities of the County's General Obligation Capital Improvement Plan Bonds, Series 2014A, dated, as originally issued, as of November 12, 2014 (the "Refunded Bonds"), the proceeds of which financed capital projects, as described in the County's Capital Improvement Plan.

The refunding of the Refunded Bonds is being carried out for the purposes described in Minnesota Statutes, Section 475.67, subdivision 3, subsection (b)(2)(i) and in compliance with Minnesota Statutes, Chapter 475.

This Board hereby determines to issue and sell the Bonds to defray the expense incurred and estimated to be incurred by the County in refunding the Refunded Bonds, including every item of cost of the kinds authorized in Minnesota Statutes, Section 475.65. The Bonds are issued pursuant to Minnesota Statutes, Chapter 475 and Section 373.40.

The maximum amount of principal and interest to become due in any year on all outstanding bonds issued by the County pursuant to Minnesota Statutes, Section 373.40 (\$751,068) will not equal or exceed .12 percent (\$4,414,519) of the estimated market value of property in the county (\$3,678,766,200).

1.02. Sale of Bonds. The County has retained David Drown Associates, Inc. (the “Municipal Advisor”), to assist the County in connection with the sale of the Bonds. The Bonds are being sold pursuant to Minnesota Statutes, Section 475.60, Subdivision 2, paragraph (9), without meeting the requirements for public sale under Minnesota Statutes, Section 475.60, Subdivision 1. The Board has received a proposal from First Independent Bank in Russell, Minnesota (the “Purchaser”), to purchase the Bonds at a price of \$5,743,000 plus accrued interest, if any, on all Bonds to the day of delivery and payment, on the further terms and conditions hereinafter set forth. The proposal is hereby accepted, and the Chairperson and the County Administrator are hereby authorized and directed to execute a contract on the part of the County for the sale of the Bonds with the Purchaser.

1.03. Performance of Requirements. All acts, conditions and things which are required by the Constitution and laws of the State of Minnesota to be done, to exist, to happen and to be performed precedent to and in the valid issuance of the Bonds having been done, existing, having happened and having been performed, it is now necessary for this Board to establish the form and terms of the Bonds, to provide security therefor and to issue the Bonds forthwith.

Section 2. Bond Terms; Registration; Execution and Delivery.

2.01. Maturities; Interest Rates; Denominations; Payment. The Bonds shall be designated General Obligation Capital Improvement Plan Refunding Bonds, Series 2021A, shall be originally dated as of November 3, 2021, shall be in the denomination of \$5,000 each, or any integral multiple thereof, shall consist of one Term Bond (as described in Section 2.05) maturing on February 1, 2030 in the amount of \$5,743,000, and shall bear interest from the date of issuance until paid or duly called for redemption at the annual rate of 0.95%.

The Bonds shall be issuable only in fully registered form. The interest thereon and, upon surrender of each Bond, the principal amount thereof, shall be payable by check or draft issued by the Registrar for the Bonds appointed herein.

2.02. Interest Payment Dates. Upon initial delivery of the Bonds and upon any subsequent transfer or exchange pursuant to Section 2.04, the date of authentication shall be noted on each Bond so delivered, exchanged or transferred. Interest on the Bonds shall be payable on each February 1 and August 1, commencing August 1, 2022, each such date being

referred to herein as an Interest Payment Date, to the persons in whose names the Bonds are registered on the Bond Register, as hereinafter defined, at the Registrar's close of business on the fifteenth day of the calendar month next preceding such Interest Payment Date, whether or not such day is a business day. Interest shall be computed on the basis of a 360-day year composed of twelve 30-day months.

2.03. Appointment of Initial Registrar. The County hereby appoints the County Administrator as the initial Registrar. The County reserves the right to remove any Registrar upon not less than thirty (30) days' notice and upon the appointment and acceptance of a successor Registrar, in which event the predecessor Registrar shall deliver all cash and Bonds in its possession to the successor Registrar. On or before each principal or interest due date, without further order of this Board, the County Administrator shall transmit from the Bond Fund described in Section 4.01 hereof, moneys sufficient for the payment of all principal and interest then due.

2.04. Registration. The County shall appoint, and shall maintain, a bond registrar, transfer agent and paying agent (the "Registrar"). The effect of registration and the rights and duties of the County and the Registrar with respect thereto shall be as follows:

(a) Register. The Registrar shall keep at its principal office a bond register in which the Registrar shall provide for the registration of ownership of Bonds and the registration of transfers and exchanges of Bonds entitled to be registered, transferred or exchanged.

(b) Transfer of Bonds. Upon surrender for transfer of any Bond duly endorsed by the registered owner thereof or accompanied by a written instrument of transfer, in form satisfactory to the Registrar, duly executed by the registered owner thereof or by an attorney duly authorized by the registered owner in writing, the Registrar shall authenticate and deliver, in the name of the designated transferee or transferees, one or more new Bonds of a like aggregate principal amount and maturity, as requested by the transferor. The Registrar may, however, close the books for registration of any transfer after the fifteenth day of the month preceding each interest payment date and until such interest payment date.

(c) Exchange of Bonds. Whenever any Bonds are surrendered by the registered owner for exchange the Registrar shall authenticate and deliver one or more new Bonds of a like aggregate principal amount and maturity, as requested by the registered owner or the owner's attorney in writing.

(d) Cancellation. All Bonds surrendered upon any transfer or exchange shall be promptly canceled by the Registrar and thereafter disposed of as directed by the County.

(e) Improper or Unauthorized Transfer. When any Bond is presented to the Registrar for transfer, the Registrar may refuse to transfer the same until it is satisfied that the endorsement on such Bond or separate instrument of transfer is valid and genuine and that the requested transfer is legally authorized. The Registrar shall incur no liability for the refusal, in good faith, to make transfers which it, in its judgment,

deems improper or unauthorized.

(f) Persons Deemed Owners. The County and the Registrar may treat the person in whose name any Bond is at any time registered in the bond register as the absolute owner of such Bond, whether such Bond shall be overdue or not, for the purpose of receiving payment of, or on account of, the principal of and interest on such Bond and for all other purposes, and all such payments so made to any such registered owner or upon the owner's order shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid.

(g) Taxes, Fees and Charges. For every transfer or exchange of Bonds (except for an exchange upon a partial redemption of a Bond), the Registrar may impose a charge upon the owner thereof sufficient to reimburse the Registrar for any tax, fee or other governmental charge required to be paid with respect to such transfer or exchange.

(h) Mutilated, Lost, Stolen or Destroyed Bonds. In case any Bond shall become mutilated or be destroyed, stolen or lost, the Registrar shall deliver a new Bond of like amount, number, maturity date and tenor in exchange and substitution for and upon cancellation of any such mutilated Bond or in lieu of and in substitution for any such Bond destroyed, stolen or lost, upon the payment of the reasonable expenses and charges of the Registrar in connection therewith; and, in the case of a Bond destroyed, stolen or lost, upon filing with the Registrar of evidence satisfactory to it that such Bond was destroyed, stolen or lost, and of the ownership thereof, and upon furnishing to the Registrar of an appropriate bond or indemnity in form, substance and amount satisfactory to it, in which both the County and the Registrar shall be named as obligees. All Bonds so surrendered to the Registrar shall be canceled by it and evidence of such cancellation shall be given to the County. If the mutilated, destroyed, stolen or lost Bond has already matured or been called for redemption in accordance with its terms it shall not be necessary to issue a new Bond prior to payment.

(i) Authenticating Agent. The Registrar is hereby designated authenticating agent for the Bonds, within the meaning of Minnesota Statutes, Section 475.55, Subdivision 1, as amended.

(j) Valid Obligations. All Bonds issued upon any transfer or exchange of Bonds shall be the valid obligations of the County, evidencing the same debt, and entitled to the same benefits under this Resolution as the Bonds surrendered upon such transfer or exchange.

2.05. Redemption. The Bonds shall not be subject to optional redemption prior to their stated maturities.

The Bonds maturing on February 1, 2030 (the "Term Bonds") shall be subject to mandatory redemption, at a redemption price equal to their principal amount plus interest accrued thereon to the redemption date, without premium, on February 1 in each of the years shown below, in the following principal amounts:

<u>Sinking Fund Payment Date</u>	<u>Aggregate Principal Amount</u>	<u>Sinking Fund Payment Date</u>	<u>Aggregate Principal Amount</u>
2023	\$ 683,000	2027	\$ 723,000
2024	702,000	2028	730,000
2025	709,000	2029	736,000
2026	716,000	2030*	744,000

*Stated Maturity

The County Administrator shall cause notice of the call for redemption thereof to be published if and as required by law, and at least thirty days prior to the designated redemption date, shall cause notice of call for redemption to be mailed, by first class mail, to the registered holders of any Bonds to be redeemed at their addresses as they appear on the bond register described in Section 2.04 hereof, but no defect in or failure to give such mailed notice of redemption shall affect the validity of proceedings for the redemption of any Bond not affected by such defect or failure. Official notice of redemption having been given as aforesaid, the Bonds or portions of Bonds so to be redeemed shall, on the redemption date, become due and payable at the redemption price therein specified and from and after such date (unless the County shall default in the payment of the redemption price) such Bonds or portions of Bonds shall cease to bear interest. Upon partial redemption of any Bond, a new Bond or Bonds will be delivered to the owner without charge, representing the remaining principal amount outstanding.

2.06. Execution, Authentication and Delivery. The Bonds shall be prepared under the direction of the County Administrator and shall be executed on behalf of the County by the signatures of the Chairperson and the County Administrator, provided that said signatures may be printed, engraved, or lithographed facsimiles thereof. In case any officer whose signature, or a facsimile of whose signature, shall appear on the Bonds shall cease to be such officer before the delivery of any Bond, such signature or facsimile shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery.

Notwithstanding such execution, no Bond shall be valid or obligatory for any purpose or entitled to any security or benefit under this Resolution unless and until a certificate of authentication on such Bond has been duly executed by the manual signature of an authorized representative of the Registrar. Certificates of authentication on different Bonds need not be signed by the same representative. The executed certificate of authentication on each Bond shall be conclusive evidence that it has been authenticated and delivered under this Resolution. When the Bonds have been so executed and authenticated, they shall be delivered by the County Administrator to the Purchaser upon payment of the purchase price in accordance with the contract of sale heretofore made and executed, and the Purchaser shall not be obligated to see to the application of the purchase price.

2.07. Form of Bonds. The Bonds shall be prepared in substantially the form found in Exhibit A:

Section 3. Use of Proceeds. Upon payment for the Bonds by the Purchaser, the County Administrator shall deposit and apply the proceeds of the Bonds as follows:

(a) \$5,710,000 shall be deposited with the paying agent for the Refunded Bonds for redemption thereof on the Redemption Date;

(b) \$32,240.00 shall be used to pay issuance expenses of the Bonds; and

(c) \$760.00 shall be deposited in the Bond Fund described in Section 4.01 hereof.

Section 4. Security Provisions.

4.01. General Obligation Capital Improvement Plan Refunding Bonds, Series 2021A Bond Fund. The Bonds shall be payable from a separate General Obligation Capital Improvement Plan Refunding Bonds, Series 2021A Bond Fund (the “Bond Fund”) which the County agrees to maintain until the Bonds have been paid in full. If the money in the Bond Fund should at any time be insufficient to pay principal and interest due on the Bonds, such amounts shall be paid from other moneys on hand in other funds of the County, which other funds shall be reimbursed therefor when sufficient moneys become available in the Bond Fund. The money on hand in the Bond Fund from time to time shall be used only to pay the principal of and interest on the Bonds. Into the Bond Fund shall be paid: (a) ad valorem taxes levied and collected in accordance with the provisions of Section 4.02 hereof; and (b) any other funds appropriated by the Board for the payment of the Bonds.

4.02. Ad Valorem Taxes. The full faith and credit and taxing powers of the County are irrevocably pledged for the prompt and full payment of the principal of and interest in the Bonds as the same become respectively due. In order to produce aggregate amounts not less than five percent (5%) in excess of the amounts needed to meet when due the principal and interest payments on the Bonds, ad valorem taxes are hereby levied on all taxable property in the County, the taxes to be levied and collected in the following years and amounts:

<u>Levy Years</u>	<u>Collection Years</u>	<u>Amount</u>
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SEE ATTACHED SCHEDULE I

This tax shall be irrevocably appropriated to the Bond Fund as long as any of the Bonds are outstanding and unpaid, provided that the County reserves the right and power to reduce the levies in the manner and to the extent permitted by Minnesota Statutes, Section 475.61.

4.03. Full Faith and Credit Pledged. It is estimated that the taxes levied and to be levied will be collected in amounts not less than five percent (5%) in excess of the annual principal and interest requirements of the Bonds. If the money on hand in the Bond Fund should at any time be insufficient for the payment of principal and interest then due, the County shall pay the principal and interest out of any fund of the County, and such other fund or funds shall be reimbursed therefor when sufficient money is available to the Bond Fund. If on February 1 in any year the sum of the balance in the Bond Fund plus the amount of taxes theretofore levied and collectible through the end of the following calendar year is not sufficient to pay when due all principal and interest become due on all Bonds payable therefrom in said following calendar year, or the Bond Fund has incurred a deficiency in the manner provided in this Section 4.03, a direct, irrevocable, ad valorem tax shall be levied on all taxable

property within the corporate limits of the County for the purpose of restoring such accumulated or anticipated deficiency in accordance with the provisions of this resolution.

Section 5. Defeasance. When all of the Bonds have been discharged as provided in this section, all pledges, covenants and other rights granted by this resolution to the holders of the Bonds shall cease. The County may discharge its obligations with respect to any Bonds which are due on any date by depositing with the Registrar on or before that date a sum sufficient for the payment thereof in full; or, if any Bond should not be paid when due, it may nevertheless be discharged by depositing with the Registrar a sum sufficient for the payment thereof in full with interest accrued from the due date to the date of such deposit. The County may also at any time discharge its obligations with respect to any Bonds, subject to the provisions of law now or hereafter authorizing and regulating such action, by depositing irrevocably in escrow, with a bank or trust company qualified by law as an escrow agent for this purpose, cash or securities which are authorized by law to be so deposited, bearing interest payable at such time and at such rates and maturing or callable at the holder's option on such dates as shall be required to pay all principal, interest and redemption premiums to become due thereon to maturity or said redemption date.

Section 6. Registration, Certification of Proceedings, Investment of Money, Arbitrage and Continuing Disclosure.

6.01. Registration. The County Administrator is hereby authorized and directed to file a certified copy of this resolution in the records of the County, together with such additional information as is required, and to obtain a certificate that the Bonds have been duly entered upon the County Auditor's bond register and the tax required by law has been levied.

6.02. Certification of Proceedings. The officers of the County and the County Administrator are hereby authorized and directed to prepare and furnish to the Purchaser and to Dorsey & Whitney LLP, Bond Counsel, certified copies of all proceedings and records of the County relating to the Bonds and to the financial condition and affairs of the County and such other affidavits, certificates and information as may be required to show the facts relating to the legality and marketability of the Bonds, as the same appear from the books and records in their custody and control or as otherwise known to them, and all such certified copies, affidavits and certificates, including any heretofore furnished, shall be deemed representations of the County as to the correctness of all statements contained therein.

6.03. Covenant. The County covenants and agrees with the registered owners of the Bonds, that it will not take, or permit to be taken by any of its officers, employees or agents, any action which would cause the interest payable on the Bonds to become subject to taxation under the Code and Regulations promulgated thereunder (the "Regulations") as are enacted or promulgated and in effect on the date of issuance of the Bonds, and covenants to take any and all actions within its powers to ensure that the interest on the Bonds will not become includable in gross income of the recipient under the Code and the Regulations. The facilities refinanced by the Bonds shall at all times during the term of the Bonds be owned and maintained by the County and the County shall not enter into any lease, use agreement, management agreement, capacity agreement or other agreement or contract with any nongovernmental person relating to the use of the facilities financed by the Bonds, or security for the payment of the Bonds which

might cause the Bonds to be considered “private activity bonds” or “private loan bonds” pursuant to Section 141 of the Code.

6.04. Arbitrage Certification. The Chairperson and the County Administrator, being the officers of the County charged with the responsibility for issuing the Bonds pursuant to this resolution, are authorized and directed to execute and deliver to the Purchaser a certification in accordance with the provisions of Section 148 of the Code, and the Regulations, stating the facts, estimates and circumstances in existence on the date of issue and delivery of the Bonds which make it reasonable to expect that the proceeds of the Bonds will not be used in a manner that would cause the Bonds to be arbitrage bonds within the meaning of the Code and Regulations.

6.05. Arbitrage Rebate Exemption. The County acknowledges that the Bonds are subject to the rebate requirements of Section 148(f) of the Code. The County covenants and agrees to retain such records, make such determinations, file such reports and documents and pay such amounts at such times as are required under Section 148(f) and applicable Regulations to preserve the exclusion of interest on the Bonds from gross income for federal income tax purposes, unless the Bonds qualify for an exception from the rebate requirement pursuant to one of the spending exceptions set forth in Section 1.148-7 of the Regulations and no “gross proceeds” of the Bonds (other than amounts constituting a “bona fide debt service fund”) arise during or after the expenditure of the original proceeds thereof. Therefore, pursuant to Section 148(f)(4)(D)(v) of the Code, the County shall not be required to comply with the arbitrage rebate requirements of paragraphs (2) and (3) of Section 148(f) of the Code.

6.06. Qualified Tax-Exempt Obligations. The Board hereby designates the Bonds as “qualified tax-exempt obligations” for purposes of Section 265(b)(3) of the Code relating to the disallowance of interest expense for financial institutions, and hereby finds that the reasonably anticipated amount of tax-exempt obligations which are not private activity bonds (not treating qualified 501(c)(3) bonds under Section 145 of the Code as private activity bonds for the purpose of this representation) and are not excluded from this calculation by Section 265(b)(3)(C)(ii) of the Code which will be issued by the County and all subordinate entities during calendar year 2021 does not exceed \$10,000,000.

6.07. Continuing Disclosure. Upon request, the County will provide to Purchaser certain financial information, which shall be limited to the following: the County’s audited financial statements, which shall be for the most recent fiscal year of the County (the “Disclosure Information”). The County shall (i) provide such Disclosure Information at the same time as or later than any equivalent disclosure information, relating to any outstanding obligations of the County, that the County is required to provide to the Municipal Securities Rulemaking Board (the “MSRB”) through its Electronic Municipal Market Access System (“EMMA”), or (ii) provide the Disclosure Information to the MSRB through EMMA on the same date as the County provides such Disclosure Information to Purchaser.

Section 7. Redemption of Refunded Bonds. The County Administrator is hereby directed to advise Northland Trust Services, Inc., Minneapolis, Minnesota, as paying agent for the Refunded Bonds, to call such bonds for redemption and prepayment on the Redemption Date, and to give thirty days mailed Notice of Redemption (in the form attached to this

resolution), all in accordance with the provisions of the resolutions authorizing the issuance of such bonds.

Resolution Adopted [Unanimous]

Lisa Hager, Employee Relations Director

Insurance Committee Recommendation for 2022

Ms. Hager stated as voting members of the Insurance Committee, they are not recommending any increase in county contributions for 2022. With the switch to Medica the committee is recommending the medical plan offerings for 2022 which were included in the Board packet. In addition, there are several program offerings that are changing, a breakdown of the changes was also provided in the Board packet. One of those changes is a new Telemedicine program (HealthiestYou) that the Insurance Committee would like to offer to employees free of charge. They believe this program will help to continue to reduce claims in the future so that future increases in premiums will be positively affected. All visits through HealthiestYou will not drive our premiums up. The committee is asking that the county cover the cost of this program for employees (\$10/PEPM = approximately \$21,600/year).

In addition the Insurance Committee would like to offer an optional Vision Materials (Lens, Frames, and Contacts) program that would be paid for by employees if they decide to participate. Information on this was also included in the Board packet.

The Insurance Committee considered a number of factors when coming up with a recommendation for 2022. Medical Plan offerings will change and the cost will go down for most but up for some, depending on what new plan they choose. Life and LTD insurance premiums did not increase. Dental premiums increased by 7%. The Insurance Committee recognizes that this is a tight budget year and appreciates the fact that the County Board has been very responsive to contribution increase requests in the past.

2022 Insurance Committee members were listed as follow:

Eric Thompson/Matt Naatz, Teamsters - Courthouse Union
Steve Eggert, AFL-CIO - Highway Union
Lisa Kramer, Non-Union Representative
Jim Lee, Teamsters - Dispatchers Union
Ben Bohle, LELS - Sheriff's Union
Rob Naatz, AFL-CIO - Transfer Station Union
Peggy Barrett, Fairview Care Center

Commissioner Peterson stated the recommendation looks reasonable.

Motion by Peterson seconded by Toquam to go with the Insurance Committee's recommendation to approve a \$1,060/mo. (no increase for single coverage from 2021)/\$2,100/mo. (no increase for family coverage from 2021) contribution from the County towards the Cafeteria plan for 2022, switching to a Medica Plan and offering both Telemedicine

Program HealthiestYou and Vision Materials.

Motion Adopted [Unanimous]

Personnel Agenda

Ms. Hager presented the Personnel Agenda for the Board's consideration.

Motion by Peterson seconded by Tjosaas to approve the following personnel actions:

A. Sheriff's Office

- A.1 Carrie Wacholz - 911 Dispatcher
Step increase from B23 step 1 \$20.94 to B23 step 2 \$21.58.
Effective Date: 9/8/21
- A.2 James Lee - 911 Dispatcher
Step increase from B23 step 7 \$25.31 to B23 step 8 \$26.32.
Effective Date: 9/12/21
- A.3 Alec Rosel - 911 Dispatcher - Full-Time
No longer employed.
Effective Date: 9/9/21
- A.4 911 Dispatcher - Full-Time
Authorization to post a fill vacancy.
Effective Date: 9/28/21
- A.5 Carrie Wacholz - 911 Dispatcher
No longer employed.
Effective Date: 11/2/21
- A.6 911 Dispatcher - Full-Time
Authorization to post a fill vacancy.
Effective Date: 9/28/21
- B. Highway**
- B.1 Ryan Baker - Engineering Tech III
Step increase from B23 24 month step \$28.40 to B23 step 36 month step \$28.43.
Effective Date: 9/1/21
- B.2 Adam Wendt - Equipment Operator III
Step increase from B23 72 month step \$25.48 to B23 84 month step \$25.99.
Effective Date: 9/1/21
- B.3 Steve Eggert - Equipment Operator III
No longer employed.
Effective Date: 12/29/21
- B.4 Equipment Operator II
Authorization to post and fill vacancy.
Effective Date: 9/28/21
- B.5 Troy Jobe - Sign Technician
Step increase from B23 84 month step \$27.81 to B23 96 month step \$28.37.
Effective Date: 9/1/21
- C. Administration**
- C.1 Cole Anderson - Custodian
No longer employed.

C.2 Effective Date: 9/21/21
 Custodian - FT
 Authorization to post and fill vacancy.
 Effective Date: 9/28/21

Motion Adopted [Unanimous]

Melissa DeVetter, Zoning Administrator

Dodge County & Dodge County Historical Society Memorandum of Understanding Phase 2 Grant

Ms. DeVetter reported the Minnesota Historical Society (MHS) has a Small Grants program for grant requests that are less than \$10,000.00. This grant is offered quarterly, is non-competitive and requires no local match. According to MHS staff, interpretive signage is an eligible project, but the grant will be in two phases. The first phase is nearing completion. The second phase will be fabrication and installation of the signs. As there are structures that are owned by Dodge County and the Dodge County Historical Society (DCHS), a Memorandum of Understanding (MOA) is required by MHS which defines the responsibility of the owners with regards to the Small Grant.

Included in the Board packet was the proposed MOU that was signed by the DCHS.

Motion by Allen seconded by Toquam to approve and authorize the Chair to sign a Memorandum of Understanding between Dodge County and the Dodge County Historical Society as recommended and authorize staff to apply for and manage this MHS Small Grant for Phase 2 (fabrication and installation of the interpretive signs) in accordance with the terms of the MOU.

Motion Adopted [Unanimous]

Sara Marquardt, Accounting Services Director

Redistricting Overview Presentation

Ms. Marquardt informed the Board that as a county, we are required to redistrict per Minnesota Statute and must rely on the federal census and tracking data to obtain population statistics for Dodge County. Redistricting is the process of redrawing the boundaries of election districts, done in the United States after the completion of the decennial Census.

The geographic requirements for redistricting include:

1. The county is divided into as many districts as there are members of the board of commissioners.
2. Commissioner districts are bounded by precinct line (which may also correspond with town, municipal, and ward boundaries).
3. Commissioner districts are composed of contiguous territory.
4. Commissioner districts are to be as regular and compact in form as possible.
5. District populations cannot vary more than ten percent from the average.

The rules for target compliance per population is somewhat understandable by taking the total population (20,867) and divide it by 5 to attain the target size for each individual district (4173). The goal is to be within 10% on the low end or high end of the target size for each district.

Here is the Dodge County District Total Population and Difference by the average, these a **preliminary numbers**. Ms. Marquardt indicated she will be getting the block range date and these numbers may change.

Commissioner District Number	Preliminary Total Population	Average Population	Percent Difference
District 1	4,238	4,173	1.5456
District 2	4,718	4,173	12.2596
District 3	3,871	4,173	-7.5087
District 4	3,597	4,173	-14.8263
District 5	4,443	4,173	6.26741

The timeline associated with redistricting was reported as follows:

September 30, 2021	Census data block data released.
February 15, 2022	Congressional and legislative plans completed.
March 29, 2022	Precinct & city redistricting deadline.
April 26, 2022	County Commissioner and other redistricting deadline.
May 17, 2022	Candidate Filing opens.

The Chair thanked Ms. Marquardt for her work.

Motion No Vote

Paul Kiltinen, County Attorney

New Case Management Software System Contract

Mr. Kiltinen reported the Dodge County Attorney's Office will enter into contract with Prosecutor by Karpel for a new case management system in 2022.

The Investment Summary was listed as follows:

Software Products/Licensing	\$ 9,000.00
Installation Services	\$ 1,200.00
Professional Services	\$11,800.00

Onsite Training Services	\$ 4,800.00
Customization Services	<u>\$15,000.00</u>
Total One-Time Costs	\$41,800.00
Annual Support Services	\$ 5,700.00
Estimated Travel Expense	<u>\$ 1,800.00</u>
Total First Year Cost	\$49,300.00

The County Attorney plans to give notice to their current case management provider that Dodge County will be moving to another case management system towards the end of 2022.

It was noted that this item was for information purposes only and does not need any action at this time.

Motion No Vote

Quit Claim Deed to Dodge Center Sportsman Club

The County Attorney reported signatures are required by Commissioner Kenworthy and Administrator Elmquist for the transfer of property from Dodge County to the Dodge Center Sportsman Club.

Commissioner Peterson offered the following resolution (#21-42), seconded by Commissioner Allen and authorized the Chair and County Administrator to sign the necessary paperwork to transfer the property from Dodge County to the Dodge Center Sportsman Club:

BE IT RESOLVED, by the Board of Commissioners of Dodge County, Minnesota which in consideration of One thousand and one hundred dollars (\$1,100.00), to be paid by the Dodge Center Sportsman's Club, Inc.

All of the following:

A strip of land 150 feet in width extending over and across part of the Northwest Quarter of the Southwest Quarter of said Section 27, said strip of land being 75 feet in width on each side of the original main track center line, and lying Northwesterly of a line drawn at right angles to said center line at a point thereon distant 737 feet Southeasterly from the intersection thereof with the west line of said Section 27, Township 107 North, Range 17 West, Dodge County, State of Minnesota.

containing 1.44 acres, more or less.

Resolution Adopted [Unanimous]

Mr. Kiltinen provided the Board with a legal update.

Motion No Vote

Lisa Kramer, Finance Director

Bills Reviewed

Ms. Kramer reviewed bills with the Board.

A payment on page 9 to the Bureau of Criminal Apprehension in the amount of \$50.00 is being pulled from the Sheriff's Office bills. This payment needed to be made before today's County Board meeting and was paid using a credit card.

Motion by Toquam seconded by Tjosaas to approve the bills as discussed in the following amounts from the appropriate funds as determined by Finance:

01	Revenue Fund	\$ 121,271.48
13	Road and Bridge Fund	\$ 69,341.41
16	Environmental Quality Fund	\$ 60,430.86
61	Nursing Home Fund	<u>\$ 100.00</u>
	Total	\$ 251,143.75

Motion Adopted [Unanimous]

Jim Elmquist, County Administrator

2022 Preliminary Budget Certification

Mr. Elmquist presented for the Board's consideration the 2022 preliminary budget certification information.

Included in the Board packet was the final draft of the 2022 preliminary budget. The County Administrator noted this preliminary budget represents 4.0% increase over 2021 for a total levy of \$15,912,182. The total budget represented at this meeting is \$39,678,798. This total budget number dwarfs last year's total but this is due to the planned influx of bond money.

This preliminary budget and levy will be used to calculate Truth in Taxation notices to be mailed in late-October, early-November. Between this preliminary certification date (September 28, 2021) and the final budget hearing on December 14th, the Board may continue to refine the budget and levy, however the preliminary levy represents the maximum amount the county can certify in 2022.

Per the resolution, the final budget hearing is scheduled for December 14th at 6 p.m. as this date is an evening Board meeting falling within statute and rules established by the Minnesota Department of Revenue. *Note: this would normally be a day meeting so please know this is a change from normal scheduling.*

Adjustments in this budget include a reduction in prisoner expenses of about \$56,000.00 and a

reduction of an IT request presented at the last meeting. After reviewing the immediate history of the prisoner expenses for the last 3 years, Lisa Kramer did a "deeper dive" into overall expenses in that area (dating back many years) and after a discussion with the Sheriff, it was agreed to reduce this cost. It is anticipated this levy can be reduced going forward with potential fluctuations that could be made within the county's Joint Powers Board agreements and with possible costs being flushed out into December.

Mr. Elmquist pointed out that on the net levy summary page that was included in the Board packet, the county's overall effective levy rate will be reduced by -0.02%.

Commissioner Tjosaas offered the following resolution (#2021-43), seconded by Commissioner Kenworthy:

WHEREAS, Minnesota Statute 275.065 requires Dodge County to adopt a proposed budget and certify the preliminary tax levy for taxes payable in the following year by September 30th; and

WHEREAS, Dodge County continues to have increased demands on its budget due to a number of factors including: capital needs, increasing costs for state mandated services, and increasing personnel costs; and

WHEREAS, the Dodge County Board of Commissioners considers the growth of Dodge County a key factor in delivering services and helping to spread the cost of county government to additional taxpayers while understanding that with this growth, tax rates may stabilize.

NOW THEREFORE BE IT RESOLVED that the Dodge County Board of Commissioners hereby adopts the 2022 preliminary county budget at \$39,678,798 and certifies the 2022 preliminary tax levy at \$15,912,182.

BE IT FURTHER RESOLVED, that under state statute the County Board must announce at this meeting their preliminary tax levy amount and the date and location of the County Board meeting at which the final budget/tax levy will be discussed and certified. This meeting will be held as a part of the County Board meeting scheduled for Thursday, December 14, 2021 at 6:00 p.m. at 721 Main Street N. in Mantorville, Minnesota.

Resolution Adopted [Unanimous]

Consider Bids for Conversion of Ice Arena Chiller

The County Administrator stated as Commissioner Kenworthy discussed with the Board at the previous meeting, the Dodge County Ice Arena Manager has received quotes for converting the existing chiller from R22 to R449A. Two quotes were received from SCR and Decklever Mechanical Inc. and were included in the Board packet. After reviewing the bids and after the committee did a comparative analysis of the bids relative to the charging weight of the refrigerant, the committee recommended the Decklever bid.

This item is being brought to the Board because the contract with the City of Kasson calls for

all capital purchases over \$25,000 to require a vote of each respective elected body.

Previously, there was a discussion about a lighting replacement for the arena. The Arena Manager has indicated this cost will be well below \$25,000 so there is no requirement for a vote on that item.

Motion by Tjosaas seconded by Kenworthy to approve and authorize the Ice Arena Manager to move forward with hiring Decklever Mechanical Inc. to convert the existing chiller from R22 to R449A as recommended at a cost of \$36,489.36 with Dodge County paying half of that cost.

Motion Adopted [4 to 1]

Mr. Elmquist provided the Board with a County Administrator update.

The County Attorney left the meeting at 5:46 p.m.

Motion No Vote

Administration Committee Report - Commissioner David Kenworthy

Commissioners provided their agency reports. Commissioner Allen attended a Historical Society meeting. Commissioner Kenworthy did not have any meetings to report. Commissioner Peterson attended a Fairview Care Center meeting, a SEMMCHRA meeting, a MnPrairie meeting, a Root River 1W1P meeting and an AMC Fall conference. Commissioner Tjosaas attended a MnPrairie Finance Committee meeting, a MnPrairie Joint Powers Board meeting and a SCHRC meeting. Commissioner Toquam attended a SEMMCHRA Board meeting and a SCHR meeting.

Motion No Vote

There were no Other Deferred Business items to discuss.

Motion No Vote

Adjourn

Meeting Adjourned

Motion by Peterson seconded by Toquam to adjourn the meeting at 6:07 p.m.

The next regular meeting of the Dodge County Board of Commissioners will be held on October 12, 2021 at 9:30 a.m.

Motion Adopted [Unanimous]

UNAPPROVED MINUTES OF THE DODGE COUNTY BOARD OF COMMISSIONERS REGULAR MEETING HELD OCTOBER 12, 2021

Chair

Convene County Board Meeting

The Dodge County Commissioners met in regular session October 12, 2021, in the Commissioner's Room at the Dodge County Government Services Building, Mantorville, MN, at 9:30 a.m. Chair David Kenworthy called the meeting to order at 9:30 a.m.

Attendee Name	Title	Status	Arrived
John Allen	District 1	Present	9:30 AM
Tim Tjosaas	District 2	Present	9:30 AM
Rodney Peterson	District 3	Present	9:30 AM
Rhonda Toquam	District 4	Present	9:30 AM
David Kenworthy	District 5	Present	9:30 AM

Pledge of Allegiance

The pledge of allegiance was recited.

Determine Quorum

The Chair acknowledged those present and established there was a quorum.

Also present:

Jim Elmquist	County Administrator
Becky Lubahn	Deputy Clerk
Lisa Kramer	Finance Director
Paul Kiltinen	County Attorney

Establish Agenda

Agenda Approved

Motion by Peterson seconded by Toquam to approve and adopt the agenda as presented.

Motion Adopted [Unanimous]

Consent Agenda

Motion by Tjosaas seconded by Peterson to approve the following Consent Agenda items:

Motion Adopted [Unanimous]

1.1. Committee of the Whole - Committee Meeting - Sep 28, 2021 4:30 PM

1.2. Board of Commissioners - Regular Meeting - Sep 28, 2021 5:00 PM

Lisa Kramer, Finance Director**Bills Reviewed**

Ms. Kramer reviewed bills with the Board.

Motion by Peterson seconded by Tjosaas to approve the bills as discussed in the following amounts from the appropriate funds as determined by Finance:

01	Revenue Fund	\$ 109,071.11
13	Road and Bridge Fund	\$ 77,981.54
16	Environmental Quality Fund	\$ 155,861.62
17	Eq Revolving Equip Fund	<u>\$ 9,445.44</u>
	Total	\$ 352,359.71

Motion Adopted [Unanimous]

Paul Kiltinen, County Attorney

Mr. Kiltinen provided the Board with a legal update.

Motion No Vote

Guy Kohlhofer, County Engineer**Vacate Existing Right of Way on C.S.A.H. 7 and C.S.A.H. 24 - Updated Legal Description**

Mr. Kohlhofer reported in 2013 County Road 24 between TH 56 and Old Concord was reconstructed with the project being completed in November of 2015. Part of that project was the realignment of the County Road 7 and County Road 24 intersection. This realignment left the county with excess right of way where County Road 7 used to lie.

After reviewing the area, the County Engineer has determined that this right of way is no longer necessary and should be turned over to the adjacent property owner.

It was noted that this item was previously approved at the August 10th County Board meeting however the legal description listed in the resolution was incorrect. The proposed resolution has the correct legal description listed in item #1.

Commissioner Allen offered the following resolution (#2021-44), seconded by Commissioner Toquam:

WHEREAS, County Road 7 and County Road 24 were relocated and altered and opened for travel; and

WHEREAS, County Road 7 and County Road 24 took the place and serves the same purpose as the old public roads as referenced as existing right of way on Dodge County Right of Way

Plat No. 26, on file and of record in the Dodge County Recorder's Office, Mantorville, Minnesota, and shown on Exhibit A; and

WHEREAS, the County Board may, according to Minnesota Statute 163.11, vacate any such portion of highway by resolution.

NOW THEREFORE BE IT RESOLVED,

1. That portion of Public Road Right of Way, located in the SE ¼ of the SE ¼ of Section 16, Township 108 North, Range 17 West, lying outside of the right of way established on November 30, 2012 as Dodge County Right of Way Plat 26 and 27 and shown on Exhibit "A", shall be vacated pursuant to Minnesota Statute 163.11, and
2. That the Dodge County Board directs that this resolution shall be served personally on each occupant of land through which the vacated portion of highway passes; and
3. That the Dodge County Board directs that this resolution shall be posted for a period of at least ten days in the Dodge County Administrator's office; and
4. That the Dodge County Board directs that a copy of this resolution together with proof of service and affidavit of posting shall be filed in the Dodge County Administrator's office; and
5. That the signed resolution shall be recorded in the Dodge County Recorder's Office.

Resolution Adopted [Unanimous]

CSAH 24 (River Road) and Ashland Bridge Contracts with Stonebrooke Engineering

The County Engineer reported CSAH 24, the "River Road" east of TH 57 is scheduled for resurfacing and minor realignment in 2022. This will be one of the bonding projects for the county. As discussed previously the work load and staffing level at this time does not permit the Highway Department staff to complete all the needed design work on time.

Additionally, they have received the "go ahead" from MnDOT to proceed with the replacement of township bridge L6475 on 645th Street in Ashland Township with bridge 20564. Funding for most of the construction and engineering will be with Town Bridge funds allocated to the county. As they currently lack a certified bridge construction inspector and the ones in the neighboring counties will be busy next year the Highway Department will need to hire a consultant for inspection services.

Included in the Board packet are Professional Services Agreements from Stonebrooke Engineering for the design work on CSAH 24 and the inspection of the bridge 20564 construction. This is one of the firms the Highway Department has worked with over the past several years on bridge hydraulics and designs. Stonebrooke designed the bridge of discussion. They have done nice work and have been very responsive to the Highway Department's needs and concerns.

The estimated cost of design for CSAH 24 is \$215,900 (7.2% of expected construction) and the estimated cost of surveying and inspection for the bridge is \$75,520 (12.5% of expected construction). These are well within industry standards and would be considered reasonable.

Motion by Allen seconded by Tjosaas to approve and authorize the County Engineer to sign the Stonebrooke Professional Services Agreements for CSAH 24 engineering and construction inspection for replacement of Bridge L6475 in 2022 as recommended.

Motion Adopted [Unanimous]

Winter Maintenance Agreement of Old TH 14

Mr. Kohlhofer informed the Board that MnDOT will soon be finishing the new TH 14 alignment and switching trunk highway traffic off of the current TH 14. They will be focusing their winter maintenance efforts on the new alignment and have requested the Dodge County Highway Department plow snow on the section that will be turned back to the county next summer.

Meetings were held between staff from MnDOT, Dodge and Steele counties. They came to an agreement to plow snow on the old alignment for the winter under contract to MnDOT for an average year's snow plowing cost. MnDOT's historical costs were used to come up with \$2,100 per lane mile of road. This was then adjusted for the total lane miles while taking into account the extra width of the road as a partial lane. There are 8.15 miles of road that translated into 16.94 lane miles plus 16.3 miles of 10' shoulders. This resulted in a proposed \$64,099 payment from MnDOT for snow plowing of old TH 14.

The Highway Department currently runs six trucks in the plow fleet and hold an older 7th truck back in reserve. This current reserve truck is used when a base truck breaks down or heavy snow and ice requires additional effort. They determined they will be able to handle the extra work by using the 7th reserve truck more full time. The Highway Department is currently having a new truck built for them with the original thought that they would trade in the old truck. Their plan is to retain the plow truck that was intended to be traded in this fall, and hold it in reserve in the event of breakdown of one of the full-time trucks.

Included in the Board packet was an agreement for approval and signature.

Motion by Toquam seconded by Peterson to approve and authorize the County Engineer to sign the proposed MnDOT Work Order for old TH 14 under the Master Partnership Agreement.

Motion Adopted [Unanimous]

Jim Elmquist, County Administrator

Joint Agreement with City of Kasson for Conveyance of Land and Easement for 16th Street NW and North Service Street Right-of-Way; Granting of a Utility Easement for a Water Tower and Water Main; Granting of an Easement for the Construction of a Shared Use Path

Mr. Elmquist reported that included in the Board packet was a proposed resolution pertaining to the ongoing discussion with the City of Kasson for a conveyance of land and easement for 16th Street and Fairground property. Previously, the Board received presentations from Kasson dating back a few years about this project and during that time, staff and the County Board has

indicated preferences as part of this project. The proposed resolution has been reviewed by multiple Department Heads and one county Commissioner and all state the conditions currently meet the recommendations by the county.

Kasson City Engineer Brandon Theobald and Kasson City Administrator Timothy Ibisch were available to discuss the project and answer questions.

Commissioner Allen offered the following resolution (#2021-45), seconded by Commissioner Tjosaas and authorized the Chair and County Administrator to sign the necessary paperwork:

WHEREAS, Dodge County (herein after “County”) and the City of Kasson (herein after “City”) have entered into an agreement for the conveyance of land from the County to the City to be utilized as Right-of-Way for 16th Street NW and the North Service Street, granting of a Utility Easement to the City for the construction of a water tower and water-main and granting of an easement to the City for the construction of a shared use path and stormwater pond; and

WHEREAS, the County has provided the City with terms as outlined below pertaining to the conveyance of land to be utilized as right-of-way for 16th Street NW and the North Service Street and the granting of the easement for the construction of a stormwater pond; and

WHEREAS, the certificates of survey and easement agreements for the above noted lands and easements are attached as Exhibit “A”.

NOW THEREFORE BE IT RESOLVED; the parties agree to the following terms:

16 Street NW and North Service Street

1. City constructs improvements at City costs.
2. No special assessment to the County.
3. Excess topsoil that is generated during construction, must be saved and stockpiled on the County property along the north of 16th Street NW.
4. The City will construct a concrete turn lane from 240th Avenue northbound onto 16th Street NW.
5. Although a southbound left turn lane on 240th Avenue is not justified at this time, the City should be aware that the left turn lanes from both directions may be warranted when 16th Street is continued to the west.
6. The stormwater pond shall be designed and constructed to manage and treat runoff from future impervious surfaces on future lots on the County Parcel south of 16th Street NW.
7. During the construction of 16th Street NW and the North Service Street, the City shall install the following concrete driveway access:
 - a. Two (2) accesses on 16th Street NW for future lots south of 16th Street NW.
 - b. Two (2) accesses on 16th Street NW for County Owned parcels north of 16th Street NW.
 - c. Two (2) access on the North Service Street for the County Owned parcel to the west.
 - d. One (1) access on 16th Street NW for the Northern Natural Town Boarder Station.

- e. Access locations to be determined by the County during plan development.
- 8. The buffer width along the north side of the shared use path shall be increased and trees, shrubs, or prairie grass shall be planted. The boulevard width along the south side of 16th Street NW shall be decreased to accommodate the additional buffer width along the north side of the shared use path.

Utility Easement for Water Tower and Watermain at County Fairgrounds

- 1. City construct water-main, tower, and hydrants at City cost.
- 2. City construct a 6" water service stub for the County at City cost.
- 3. City shall pay \$10,000 to the County for future water service connection to be completed by the County.
- 4. No special assessment to the County.

Easement for shared Use Path at County Fairgrounds

- 1. City construct and maintain trail at City cost.
- 2. No special assessment to the County.

Be it Therefore Resolved, with the approval of this agreement with the City of Kasson, the Dodge County Board authorizes the County Board Chair, the County Attorney, and the County Clerk to sign the documents identified above which includes the deed and easements.

Resolution Adopted [Unanimous]

Mr. Elmquist provided the Board with a County Administrator update.

Motion No Vote

Joseph Kaltenbach, Zoning Administrator**Planning Commission Recommendations**

Mr. Kaltenbach presented for the Board's consideration the October 6, 2021 Planning Commission recommendations.

The Zoning Administrator discussed IUP #21-07 Olson.

Motion by Allen seconded by Tjosaas to approve of the following action of the Planning and Zoning Commission as reviewed on October 6, 2021 with the reasons, recommendations and conditions as found in the individual permit:

IUP #21-07 Olson

The first public hearing is to consider an application for Interim Use Permit #21-07 to establish a dwelling on less than 53 acres in the Ag District on approximately 28.57 acres located in Section 4, Milton Township. The applicants and property owners are Ken and Lynn Olson.

RECOMMENDATIONS

The Environmental Services Staff recommends approval of the Interim Use Permit (IUP) as the request meets the ordinance requirements and criteria. The following conditions are

recommended:

1. A Dodge County Zoning Permit shall be obtained before construction.
2. A Septic Permit shall be required prior to issuance of the Zoning Permit.
3. A new access permit will be required from the Highway Department. The access to the property will be located off of 530th Street. The drive shall adhere to the requirements of the Dodge County Road Authority.
4. An address shall be obtained from the Dodge County Road Authority.
5. An Ag Covenant shall be signed and recorded prior to issuance of the Zoning Permit.

Motion Adopted [Unanimous]

Mr. Kaltenbach reviewed with the Board CUP #21-05 Hasley.

Motion by Allen seconded by Peterson to approve of the following action of the Planning and Zoning Commission as reviewed on October 6, 2021 with the reasons, recommendations and conditions as found in the individual permit:

CUP #21-05 Hasley

The second public hearing is to consider an application for Conditional Use Permit #21-05 to establish an Agritourism Business to run an event center in the Ag District on approximately 10 acres located in Section 11, Ashland Township. The applicant is Aaron Richard Hasley and the property owners are Keith and Linda Cooper.

RECOMMENDATIONS

The proposed business is in accordance with the ordinance standards for an Agritourism Business. The current Limited Rural Business, and the future proposed continuation as an Agritourism Business is not contrary to established standards, regulations or ordinances of other governmental agencies. Documentation exists which supports that the business is currently in compliance with Minnesota State Accessibility Code (ADA), the Building Code, and the Fire Code. The following conditions are recommended:

1. Operation will comply with all local, state, and federal regulation regarding the proposed use of the property.
2. The permittee, event host, all subcontractors and/or any employee working for the permittee, event host, or subcontractor shall be properly licensed and/or permitted by the state for all event activities and services provided on site.
3. A septic system with a drainfield be designed and installed per MN Rules 7080-7083. Should a kitchen be added, an external grease trap will need to be installed prior to the septic tank for the kitchen generated waste. The septic system is to be held under an Operating Permit with the County and a monitoring contract with a Licensed Service Provider.

4. The Ag Covenant shall be signed and recorded prior to the first scheduled event.
5. All waste generated on site shall be properly disposed of in accordance with the Dodge County Solid Waste Ordinance and MPCA rules.
6. The driveway and adequate space to turn-around shall be left open to allow access to emergency vehicles during events.
7. The permittee shall obtain insurance to adequately address the Inherent Risks and activities from the Agritourism Business. A copy of proof of insurance shall be submitted to the Environmental Services Department on an annual basis to be kept on file with the Conditional Use Permit.
8. Any change involving the addition of new business-related structures or employees beyond that specified in the Conditional Use Permit, enlargement, intensification of the use or similar changes not specifically permitted by the CUP shall require an amended CUP to be issued.
9. The business shall comply with the conditions of this permit and meet all the criteria of Chapter 16.7 (performance standards for Agriculturally Oriented Business & Agritourism Activities).
10. The business shall comply with the Nuisance Standards of the Dodge County Zoning Ordinance. Nuisance complaints shall result in review of the CUP by the Planning Commission.
11. Hours and days of operation shall be as indicated by the applicant in the Findings of Fact. The permittee shall keep a log of all scheduled events on site. The log shall include the type of event, event host contact information, date of event, hours of the event and temporary permit number (if non-profit) or license number of the caterer, when alcohol is involved as part of any event. In addition, the permittee shall notify the Dodge County Sheriff's Office prior to any catered event. Notification shall include the information required in the event log.
12. Hosting events out of a structure, under state of Minnesota code is an assembly use. Therefore, the applicant will be required to provide documentation that all structures used for the public or any employees, as well as, the grounds meet all Department of Labor and Industries (DOLI) Accessibility, Building and Fire Codes. This is mandatory from a State level and not optional.
13. If a sign is erected in association with the Agritourism business, it shall be no more than sixteen (16) square feet, no greater than ten (10) feet above grade and must be located upon the applicant's property no closer than ten (10) feet from the road right of way.
14. The owner shall ensure to their best and reasonable ability that dust is controlled to the

satisfaction of Ashland Township and the adjacent property owner.

15. To mitigate dust, noise, and vibration impacts, to adjacent dwellings, traffic exiting from the north (primary) parking lot shall be directed north on 200th Avenue and traffic exiting from the south (overflow) parking lot shall be directed south on 200th Avenue.
16. The business shall comply with the Nuisance and General Health, Safety, and welfare Standards of Chapter 17. Complaints shall result in review of the CUP by the Planning Commission and may result in amendment or termination of the permit, depending upon the severity of the issue.
17. Any well upon the site that provides drinking water to employees or the public shall meet all drinking water standards or the business/activity shall provide alternative drinking water sources. The well shall meet all Minnesota Department of Health standards for non-transient public water supplies, when applicable. It is possible that the active well will need to be registered as a non-community water supply with the Minnesota Department of Health. Any new well or modifications to the existing well would need to comply with the Minnesota Department of Health's regulations.

18. The permittee shall comply with the access requirements of Ashland Township.

Motion Adopted [Unanimous]

The Zoning Administrator reviewed with the Board CUP #21-06 Wilcox.

Motion by Allen seconded by Peterson to approve the following action of the Planning and Zoning Commission as reviewed on October 6, 2021 with the reasons, recommendations and conditions as found in the individual permit:

CUP #21-06 Wilcox

The third public hearing is to consider an application for Conditional Use Permit #21-06 to establish an Agritourism Business to run a sales, educational and event center in the Agricultural District on approximately 7.25 acres located in Section 35, Wasioja Township. The applicant is Brittany Wilcox and the property owner is Michael McGarvey.

RECOMMENDATIONS

The Zoning Staff recommends approval of the Conditional Use Permit (C.U.P.), as the request meets the ordinance requirements. The following conditions are recommended:

1. The business will be open all year. The hours of operation will occur Sunday-Saturday 9 a.m. to 12 p.m. and 3 p.m. to 7 p.m. Classes of 5 to 20 people will be offered at a time.
2. Operation will comply with all local, state, and federal regulation regarding the proposed use of the property. The business shall obtain and maintain all necessary licenses, registrations and/or other approvals for activities taking place at the site.
3. Verification that the site and buildings comply with the Minnesota Accessibility Code and State Building Code (Fire Code also if needed) shall be provided to be included

with a copy of the CUP on file in the Environmental Services Department.

4. All waste generated on site shall be properly disposed of in accordance with the Dodge County Solid Waste Ordinance and MPCA rules.
5. Any sign proposed for the business shall meet the performance standards of the Dodge County Zoning Ordinance.
6. Any change involving the addition of new business-related structures or employees beyond that specified in the business plan on file with the CUP, enlargement, intensification of the use or similar changes not specifically permitted by the CUP shall require an amended CUP to be issued.
7. The business shall comply with the conditions of this permit and the information provided in the business plan and details provided in the emails on file.
8. The business shall comply with the Nuisance Standards of the Dodge County Zoning Ordinance. Nuisance complaints shall result in review of the CUP by the Planning Commission.
9. Zoning Permits shall be required prior to any structures subject to permitting under the Dodge County Zoning Ordinance.
10. One of the structures is considered nonconforming as it does not meet property line setbacks. For this reason, the structure must follow the performance standards for nonconforming structures (Section 6.4).

Motion Adopted [Unanimous]

Mr. Kaltenbach reviewed with the Board ZA #21-12 Sec. 17.33 & Exhibit D.

The Zoning Administrator presented for the Board's consideration the following action of the Planning and Zoning Commission as reviewed on October 6, 2021 with the reasons, recommendations and conditions as found in the individual permit:

ZA #21-12 Sec. 17.33 & Exhibit D

The fourth public hearing is to consider an application for Zoning Amendment #21-12 to Chapter 5, Chapter 17 Section 17.33 and Exhibit D. To view the proposed language a copy will be available at the Dodge County Finance Office, the Dodge County Environmental Services Office and also on the County web site [www.co.dodge.mn.us. / Departments/Environmental Services/Public Hearings](http://www.co.dodge.mn.us/Departments/Environmental%20Services/Public%20Hearings).

Commissioner Peterson asked Mr. Kaltenbach if he could provide the Board with a report on well testing results for Dodge County. Mr. Peterson believes they will find similarities between the well tests results and the enhanced groundwater sensitivity area map.

Lauren Cornelius was present and informed the Board that Melissa DeVetter and Jackson Miller were working on this report so it shouldn't be a problem to get this information for the

Board.

Commissioner Allen had questions regarding pressure distribution.

SSTS Program Manager Elizabeth Harbaugh was available and discussed with the Board sewage treatment systems and how the pressure distribution process works.

Commissioner Peterson offered the following resolution (#2021-46), seconded by Commissioner Tjosaas:

WHEREAS, the Enhanced Groundwater Sensitivity Area (EGSA) was created per the Dodge County Comp Plan to protect drinking water in areas most susceptible to contamination; and

WHEREAS, a summary of the addition of section 17.33 Enhanced Groundwater Sensitivity Area (EGSA) and Exhibit D has been published in the legal newspaper on September 23rd, 2021 and posted upon the county website; and

WHEREAS, a public hearing on the proposed addition was held by the Dodge County Planning Commission on October 6th, 2021; and

WHEREAS, the Planning Commission recommended approval of the proposed addition of Section 17.33 and Enhanced Groundwater Sensitivity and Exhibit D to the Dodge County Board of Commissioners; and

WHEREAS, the Dodge County Board of Commissioners adopted the proposed addition of Section 17.33 Enhanced Groundwater Sensitivity and Exhibit D at its October 12th, 2021 meeting.

THEREFORE, BE IT RESOLVED, that the County Board of Dodge County hereby adopts the addition of Section 17.33 Enhanced Groundwater Sensitivity and Exhibit D.

Resolution Adopted [4 to 1]

The Zoning Administrator reviewed with the Board ZA #21-13 Nuisance.

Mr. Kaltenbach discussed the following action of the Planning and Zoning Commission as reviewed on October 6, 2021 with the reasons, recommendations and conditions as found in the individual permit:

ZA #21-13 Nuisance

The fifth public hearing is to consider an application for Zoning Amendment #21-13 to Dodge County Public Stand Alone Nuisance Ordinance. To view the proposed language a copy will be available at the Dodge County Finance Office, the Dodge County Environmental Services Office and also on the County web site [www.co.dodge.mn.us / Departments/Environmental Services/Public Hearings](http://www.co.dodge.mn.us/Departments/Environmental%20Services/Public%20Hearings).

Commissioner Toquam wanted to know whether or not a time frame was established to revisit a property if needed. At a previous County Board meeting on this subject the Board discussed

incorporating language into the ordinance to establish a time frame to revisit a property if it had previously been found to be in violation of the county's ordinance. Ms. Toquam had previously expressed concern with a property owner cleaning up their property only to have it return to its previous condition and the need for the county to step in and start the cleanup process all over again. Commissioner Toquam preferred to have language added to the ordinance to prevent this kind of repeat offense or stiffer penalties incorporated for property owners who violated the ordinance again.

The Zoning Administrator noted that the proposed ordinance did not include language that would allow county staff to revisit the property to confirm continued compliance with the county's ordinance.

Ms. Cornelius reported the county doesn't have much authority to go onto a property without permission from the property owner to recheck for violations.

The County Attorney informed the Board that they would need a search warrant in order to go onto a property to recheck for violations. Mr. Kiltinen reported it will however be easier with what they are putting in place now to accelerate the county's ability to respond and address ordinance violation issues.

The Board thanked the Environmental Services staff for their work on the ordinance update.

Commissioner Peterson offered the following resolution (#2021-47), seconded by Commissioner Toquam:

WHEREAS, the Dodge County Public Nuisance Ordinance was created to help define nuisances in the County and set forth a process to address them; and

WHEREAS, a summary of the addition of Dodge County Public Nuisance Ordinance has been published in the legal newspaper on September 23rd, 2021 and posted upon the county website; and

WHEREAS, a public hearing on the proposed addition was held by the Dodge County Planning Commission on October 6th, 2021; and

WHEREAS, the Planning Commission recommended approval of the proposed addition of Dodge County Public Nuisance Ordinance to the Dodge County Board of Commissioners; and

WHEREAS, the Dodge County Board of Commissioners adopted the proposed addition of Dodge County Public Nuisance Ordinance at its October 12th, 2021 meeting.

THEREFORE, BE IT RESOLVED, that the County Board of Dodge County hereby adopts the addition of Dodge County Public Nuisance Ordinance.
Resolution Adopted [Unanimous]

Jim Elmquist, County Administrator

Annual Band and Grade Reviews

The County Administrator reported that included in the Board packet was the annual band and grade reviews which were tabled from September 14, 2021 meeting. Tessia Melvin from David Drown Associate was available to answer questions. The Board previously requested additional information on these increases before consideration.

Included in the Board packet was the consultant's recommendation along with justification for each band and grade increase.

Discussion took place regarding the Employee Relations Director's proposed band and grade increase.

Commissioner Peterson stated he appreciated Ms. Melvin's recommendations but indicated he still had questions regarding the band and grading of other positions and the rationale behind the band and grade placements.

Mr. Elmquist discussed the differences between the employees band and grades and the department heads band and grades and why he felt the Employee Relations Director's band and grade recommended by the consultant should be approved.

Motion by Tjosaas seconded by Toquam to approve and authorize the recommended changes in Band and Grade assignment as proposed:

	<u>From</u>	<u>To</u>
Custodian	A12	A13
Custodian/Maintenance	A13	B21
Employee Relations Director	C43	D61
Director of Land Records	D62	D63
Recorder Manager	B32	C41
Administrative Assistant - Extension	A13	B21
Senior Deputy Recorder - Abstractor	B23	B24
Effective Date: 12/1/21		

The Board thanked Ms. Melvin for the information.

Motion Adopted [3 to 2]

Lauren Cornelius, Environmental Services Director

Market Price for Solid Waste Set for 2022

Ms. Cornelius informed the Board that we only need to pay Minnesota Solid Waste Management Tax on the "Market Price" of waste disposal services. The Market Price is the "lowest price available in the area". Our disposal costs are higher than the Market Price so, to lower our tax rate, we need to pass a resolution that identifies the Market Price; then submit it to the state for approval. The current 2021 Market Price is \$67/ton.

Environmental Services is recommending that the Board vote in favor of the proposed resolution that sets the 2022 Market Price for Solid Waste Management Tax at \$67/ton.

Commissioner Allen offered the following resolution (#2021-48), seconded by Commissioner Tjosaas:

WHEREAS, the Minnesota Solid Waste Management Tax requires political subdivisions to identify by resolution a Market Price if the political subdivision:

- a. Subsidizes the cost of service at a facility; or
- b. Directly bills on a property tax statement for organized collection of mixed municipal solid waste.

WHEREAS, the political subdivision will be liable to pay solid waste management tax based only on the Market Price amount identified through the resolution; and

WHEREAS, the Market Price is defined in Minnesota statute as the "lowest price available in the area" considering disposal and transportation costs; and

WHEREAS, Dodge County's research has identified the Steele County Landfill as the lowest disposal price available in the area at a rate of \$63.25 per ton.

THEREFORE, BE IT RESOLVED, that County of Dodge, considering transportation costs, declares the 2022 Market Price be increased to \$67 per ton.

Resolution Adopted [Unanimous]

Break

The Chair recessed the meeting at 10:37 a.m.

The Chair reconvened the meeting at 10:46 a.m.

Scott Rose, Sheriff

2022 Vehicle Order

Sheriff Rose informed the Board that 2022 is going to be a very challenging year for vehicles. Chevrolet has already closed their ordering for 2022 police packages. The Sheriff's Office has heard other manufacturers will likely follow suit and it is their fear that orders will be closed well before the end of the year. The Sheriff's Office would like approval from the Board to order their replacement vehicles now for next year. They would hopefully arrive late spring and be upfitted and on the road by early summer. The Sheriff's Office won't be billed for the vehicles until they are on the road.

Commissioner Kenworthy expressed concern with going to the next available option if they can't get what they're looking for. Mr. Kenworthy preferred that the Sheriff's Office hold off on ordering squads, if needed, in order to get what they want which was the Chevy Tahoes.

The Board expressed concern with changing vehicle make and models each year and the inability to reuse equipment.

Mr. Rose reported that he prefers to order pickups this year and Tahoe's next year. Also noted was that they have one squad in particular that is having mechanical issues. They prefer to replace this vehicle rather than stick more money into it only to sell it later. Mr. Rose reported they have a Chief Deputy vehicle that they could move to a patrol vehicle, if needed, when it's up for replacement since it doesn't have a lot of miles on it.

Commissioner Allen commented the Sheriff now wants to order more pickups, and in the past the Board has not been supportive of the Sheriff's Office ordering pickups.

Sheriff Rose stated they could order Ford Explorers, but if the Board is happy with Tahoe's they will order Tahoes. Mr. Rose would rather that they order Tahoes. Sheriff Rose reported if they have to repair something or move vehicles around, they will do it to get by until they can get what they want. Mr. Rose indicated that he will place an order in the 2nd quarter of 2022 in the spring and that they will order 2022 Tahoes. Sheriff Rose discussed resale value for the squads.

Commissioner Toquam stated she doesn't think they should put too much weight in resale value since we don't know where the values are going.

Mr. Rose indicated that they will order Tahoes when they are available along with the equipment to upfit the squads since equipment it is taking 3-4 months, if not longer, to get equipment.

Facilities & Fleet Manager Duke Harbaugh was present and informed the Board that the county is benefiting from vehicles being moved from the Sheriff's Office to other county departments. A couple of older squads were moved to Environmental Services and Emergency Management offices and both have been a good use of these vehicles. Mr. Harbaugh noted they could get \$25,000 on resale value for these vehicles but they were given to the county for use in other departments.

Motion by Peterson seconded by Tjosaas to approve and authorize the Sheriff to order four Chevy Tahoes in the spring of 2022 as soon as they are available along with the equipment needed to upfit the squads.

Commissioner Toquam asked that the Sheriff communicate with the Board what vehicles they order next spring when they learn what options are available to order.

Motion Adopted [Unanimous]

Matt Maas, Emergency Management Director

911 Dispatch Center Continued Discussion

Mr. Maas reported that over the last several months they have had multiple discussion on the county's 911 communications center staffing. Over the last year and a half, there has been

substantial turnover within the center. Staff has worked together over the past months to identify the cause of the turnover as well as what potential changes they could make to correct the turnover concerns they have and retain quality applicants.

Some of the key issues identified were wages, a lack of support/supervision at night, and burn out from working so much overtime to cover being short staffed.

Emergency Management staff has worked hard to identify a solution that is as much effective as it is fiscally responsible.

Mr. Maas discussed with the Board what he feels is a very good and responsible solution to their staffing concerns.

The Emergency Management Director discussed with the Board the following:

- Wages
- Supervision & Support
- Recap from Previous Discussions
- Trainer Wages
- Pay Scale Adjustment Option

Mr. Maas is requesting a pay scale adjustment and a staffing model adjustment.

Commissioner Allen suggested that they eliminate training for Dispatchers in Dodge County and require applicants to have experience which would save \$200,000 off the top. Dodge County trains people only to have them move away. Mr. Allen questioned whether or not new Dispatchers would stay, even if we paid them more. Commissioner Allen noted that people leave 80% of the time because of management. Mr. Allen recommended that we take this training money and up our standards and see how the new, already trained employees work out. Commissioner Allen pointed out that trainers are already being paid more while they are training new Dispatchers anyway. Mr. Allen informed the Board that he drives by the Courthouse often and sees a number of squads sitting at the Courthouse each night. Commissioner Allen suggested that since there are a number squads at the Courthouse each night for a couple of hours that maybe we don't need that many people in Dispatch during those times.

The Emergency Management Director informed the Board that we are still going to have training expenses even if we pay the Dispatchers more and require previous experience. Mr. Maas noted that while there may be Deputies present in the Courthouse and on patrol that there are responsibilities that the Dispatchers have that Deputies aren't responding to so they do still need staff in Dispatch. The Emergency Management Director stated he wasn't sure if we are going to get people even with better wages.

Brief discussion took place on the reasons why people leave Dodge County for other jobs. It was suggested that it could be a supervisor issue.

Mr. Maas reported that according to the exit interviews people were happy with the environment. They were however a little unhappy with the pay and lack of supervision in the Dispatch Center.

It was pointed out that the Board approved hiring additional staff in Dispatch to help alleviate some of the shortages there.

Employee Relations Director Lisa Hager was present and informed the Board that they never got the two additional people the Board approved.

Mr. Maas discussed the possibility of moving money from the E911 funds to help pay for the proposed pay increases.

The County Administrator questioned what happens in two years to the E911 money being put towards the proposed changes, will it still be available beyond two years to continue to help pay for this added expense?

The Emergency Management Director stated this money doesn't go away. It was money that they used for the ARMER Radio System that they are no longer going to be using so they can use it to help defray the cost of increasing the Dispatcher wages.

Ms. Hager noted we might end up hiring inexperienced people but because the wages are higher, they may stay here longer. The Employee Relations Director pointed out that if the wage goes up for Dispatchers, we may get experienced people that want to apply because they want to work for a smaller county or entity.

It was Commissioner Peterson's opinion that leadership issues in an organization are the key reasons people leave, not pay.

Commission Tjosaas indicated that he agrees with Commissioner Peterson's comments but reported wages do come into play in keeping people. Mr. Tjosaas stated that he doesn't know that raises will fix the issue. Commissioner Tjosaas wanted to know who would become the training ground if we raise our wages.

Mr. Mass reported that Riverland is putting together a training program, they hopefully would become the training ground. The Emergency Management Director discussed with the Board the bottom line which included a pay scale adjustment, staffing model change for supervisors and using E911 funds to help bring down the cost of the proposed changes.

Commissioner Toquam indicated that she feels we may be able to attract more people at the higher rate.

It was the Emergency Management Director's opinion that we have set ourselves up for this dilemma by not addressing the pay issue.

Commissioner Allen stated he struggles with the supervisor issue and noted we have remote

consoles that we could be using to help Dispatchers during busy times. Mr. Allen reported he was good with the wages and moving forward with those proposed Dispatcher pay adjustments as well as requiring applicants to have experience, but he was not supportive of adding supervisors in the Dispatch Center.

Commissioner Toquam wanted to know if there was a way that they could utilize the remote stations.

Mr. Maas informed the Board that anyone taking a remote console home couldn't take phone calls and that if we expect employees to take things home and be on-call, we'll have to pay them to be on-call. The Emergency Management Director informed the Board he is looking for approve of the pay scale adjustment and staffing model.

Commissioner Toquam stated she was ok with the pay scale adjustment but she was curious if there wasn't another way to address the supervisor issue without adding the title "supervisor".

The Emergency Management Director stated he agrees with what was said but noted the exit interviews with employees that have left have indicated that they felt abandoned without support once they finished their training.

The Employee Relations Director reminded the Board that they are not adding a new person, they are just requesting to make one person more accountable.

Mr. Maas confirmed that they are not asking to add a person, they just want to have someone available to act in a supervisory capacity.

Motion by Tjosaas seconded by Allen to approve the pay scale adjustment for Dispatchers as requested.

It was the consensus of the Board that they need to explore the staffing model adjustment a little more in order to lend support without putting a specific person in that position.

The Board thanked Mr. Maas for his time and input on this topic.

Motion Adopted [4 to 1]

Lisa Hager, Employee Relations Director

Personnel Actions Reviewed

Ms. Hager presented the Personnel Agenda for the Board's consideration.

It was agreed that item D.1 (Public Health Director resignation) would not be acted on as this is a Steele County position, not a Dodge County position.

Motion by Toquam seconded by Allen to approve the following personnel actions:

A. Administration

- A.1 Joel Waltz - Custodian
Regular status and step increase from A12 step 8 \$15.59 to A12 step 7 \$16.06.
Effective Date: 10/5/21
- A.2 Duane Archer - Custodian
Step increase from A12 step 2 \$18.63 to A12 step 1 \$19.33.
Effective Date: 10/16/21
- B. Land Records**
- B.1 Jeremy Farar - Property Appraiser I
Step increase from B32 step 4 \$27.19 to B32 step 3 \$28.02.
Effective Date: 10/22/21
- C. Sheriff's Office**
- C.1 Joseph Master - Deputy - On-Call
Authorization to employ at C41 Hire step \$24.50 to fill approved vacancy.
Effective Date: 10/11/21

The County Administrator informed the Board that Steele County wants to go it alone with the Public Health Director position and not have a shared Public Health Director position with Dodge County. Mr. Elmquist suggested that Dodge County may want to consider hiring a full-time position itself. It was the County Administrator's opinion that the county would be best served with hiring a full-time person in Dodge County for this position.

It was the consensus of the Board to go it alone and hire our own Public Health Director. Prior to Amy Caron, Dodge County had their own full-time Public Health Director position.

Motion Adopted [Unanimous]

Public Safety Committee Report - Commissioner Rhonda Toquam

Commissioner Toquam presented a summary of the Public Safety Committee report and action items.

2022 Toward Zero Deaths Grant

The Dodge County Sheriff's Office is seeking approval of the proposed resolution to enter into an agreement with the Minnesota Office of Traffic Safety for the 2022 Towards Zero Deaths traffic safety initiative.

The grant funds overtime (plus fringe benefit) patrols of Dodge County for specific traffic safety projects that include impaired driving, seatbelt enforcement, distracted driving, speed enforcement, and move over laws.

As in years past the Dodge County Sheriff's Office is the fiscal administrator and will coordinate the grant. Their partner agencies are the Kasson Police Department, the West Concord Police Department, the Steele County Sheriff's Office and the Blooming Prairie Police Department.

The funding for 2022 was listed as follows:

- Impaired Driving Enforcement -	\$8,800
- Seat Belt Enforcement -	\$3,600
- Speed Enforcement -	\$3,300
- Distracted Driving Enforcement -	\$1,450
- Move Over Enforcement -	\$ 500

The total for the grant is \$17,650.

The grant is funded by the National Highway Traffic and Safety Administration (NHTSA). The funding is allocated to the state and then distributed by need according to data received by the Minnesota Office of Traffic Safety. The goal is to reduce traffic fatalities and serious injuries to zero.

Over the past several years Dodge County has averaged one to two fatalities per year but as the Board can see by the numbers below that average seems to be growing. As of today there has been three fatalities on Dodge County roadways in 2021, three in 2020, four in 2019, and tragically six in 2018. Funding for this grant is necessary to achieve the county's goal of zero deaths on our roads.

Commissioner Toquam offered the following resolution (#2021-49), seconded by Commissioner Peterson:

BE IT RESOLVED that the Dodge County Sheriff's Office enter into a grant agreement with the Minnesota Department of Public Safety, for traffic enforcement projects during the period from October 1, 2021 through September 30, 2022.

The Dodge County Sheriff is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of the Dodge County Sheriff's Office and to be the fiscal agent and administer the grant.

Resolution Adopted [Unanimous]

Administration Committee Report - Commissioner David Kenworthy

Commissioner Kenworthy presented a summary of the Administration Committee report and action items.

Commissioners provided their agency reports. Commissioner Allen attended a Township Officers meeting. Commissioner Kenworthy attended a SEECB meeting. Commissioner Peterson attended an AMC Zoom meeting on Policy Priority, an AMC Board of Directors Zoom meeting, a State Mental Health Advisory Committee meeting and a Township Officers meeting. Commissioner Tjosaas attended a Highway 57 open house, a Kasson EMS open house and a Semcac Executive Committee meeting. Commissioner Toquam a Fairview Care Center meeting, a County Board meeting and a SCHA meeting.

Motion No Vote

There were no Other Deferred Business items to discuss.

Motion No Vote

Jim Elmquist, County Administrator & Lisa Hager, Employee Relations Director
Closed Session - MN Statute 13D.03 Labor Negotiations Strategy

The County Administrator and Employee Relations Director were present to discuss labor negotiations strategy with the Board.

Motion by Peterson seconded by Tjosaas to go into closed session at 12:09 p.m. to discuss labor negotiations.

Motion Adopted [Unanimous]

Closed Session Opened to the Public

Motion by Peterson seconded by Tjosaas to open the closed session to the public at 12:36 p.m.

Motion Adopted [Unanimous]

Adjourn

Meeting Adjourned

Motion by Tjosaas seconded by Peterson to adjourn the meeting at 12:37 p.m.

The next meeting of the Dodge County Board of Commissioners will be held on October 26, 2021 at 5:00 p.m.

Motion Adopted [Unanimous]

UNAPPROVED MINUTES OF THE DODGE COUNTY BOARD OF COMMISSIONERS REGULAR MEETING HELD OCTOBER 26, 2021

Chair

Convene County Board Meeting

The Dodge County Commissioners met in regular session October 26, 2021, in the County Board Room at the Dodge County Government Services Building, Mantorville, MN, at 5:00 p.m. Chair David Kenworthy called the meeting to order at 5:00 p.m.

Attendee Name	Title	Status	Arrived
John Allen	District 1	Present	5:00 PM
Tim Tjosaas	District 2	Present	5:00 PM
Rodney Peterson	District 3	Present	5:00 PM
Rhonda Toquam	District 4	Present	5:00 PM
David Kenworthy	District 5	Present	5:00 PM

Pledge of Allegiance

The pledge of allegiance was recited.

Determine Quorum

The Chair acknowledged those present and established there was a quorum.

Also present:

Jim Elmquist	County Administrator
Becky Lubahn	Deputy Clerk

Establish Agenda

Agenda Approved

Motion by Allen seconded by Peterson to approve and adopt the agenda as presented.

Motion Adopted [Unanimous]

New Employee Introductions

Facilities & Fleet Manager Duke Harbaugh introduced Joel Waltz who is a new Custodian in the Maintenance Department. Mr. Harbaugh reported that Mr. Waltz recently completed his probationary period and has been a great addition to the Maintenance staff.

The Board welcomed Mr. Waltz.

Consent Agenda

Motion by Tjosaas seconded by Peterson to approve the following Consent Agenda items:

Motion Adopted [Unanimous]

- 1.1. Committee of the Whole - Committee Meeting - Oct 12, 2021 9:00 AM
- 1.2. Board of Commissioners - Regular Meeting - Oct 12, 2021 9:30 AM

Lisa Kramer, Finance Director**Bills Reviewed**

Ms. Kramer reviewed bills with the Board.

Motion by Toquam seconded by Tjosaas to approve the bills as discussed in the following amounts from the appropriate funds as determined by Finance:

01	Revenue Fund	\$ 270,785.10
13	Road and Bridge Fund	\$ 30,220.98
16	Environmental Quality Fund	\$ 9,264.81
18	Eda/Hra - Dodge County	\$ 6,695.00
80	Agency Fund	<u>\$ 234.90</u>
	Total	\$ 317,200.79

Motion Adopted [Unanimous]

Jackson Miller, Environmental Technician**Dodge County Water Quality Update**

Mr. Miller reported that at the October 12th, 2021 County Board meeting, Commissioner Peterson asked for a brief update regarding well water quality sampling. Included in the Board packet was a brief PowerPoint summarizing the correlation between the county's bi-annual nitrate sampling and the enhanced groundwater sensitivity area.

The Environmental Technician reviewed with the Board the difference between the Department of Agriculture Summary information and the county's volunteer nitrate monitoring network information. Mr. Miller noted that he worked with Caitlin Brady, the Water Resources Coordinator for Olmsted County, to obtain the Southeast volunteer nitrate monitoring network information that was included in the Board packet.

Commissioner Kenworthy had questions regarding which wells were being sampled and whether or not the same people that Dean Schrandt, the former Water Program Manager, was working with are the same people whose wells are being sampled now.

Mr. Miller confirmed that the same wells that were being sampled when Mr. Schrandt was here are the same wells that are being sampled now.

The Environmental Technician discussed high nitrate wells in the county and noted there are three impaired wells in the county which are marked by red circles on page 4 of the PowerPoint presentation. These wells contain more than 10.01mg/L of nitrates.

Commissioner Peterson wanted to know if the impaired wells are being used.

Mr. Miller informed the Board that the impaired wells were being used. Environmental Services has mailed letters to these property owners informing them that their wells are impaired along with suggestions for fixing the impaired wells.

The Environmental Technician reported that in the spring of 2021, 172 private drinking water wells were sampled for nitrate. On a county scale, 90.01% of participating wells have water that is below the Health Risk Limit for nitrate-nitrogen.

Mr. Miller reviewed with the Board Dodge County long term averages that included samplings from the spring of 2018 to the spring of 2021.

The Environmental Technician noted the spring 2021 sampling showed an average nitrate level of 1.5mg/L. Mr. Miller stated while this graph shows a downward trend, it is not an ideal representation of the nitrate levels.

Commissioner Tjosaas commented that while the downward trend is good news it would be nice to know if we are doing something right that would explain the downward trend.

Mr. Miller informed the Board that it's hard to know if the downward trend is due to what is being done to combat the high nitrate levels. The Environmental Technician felt it would be more beneficial to get down to the different aquifers and test at those levels.

Commissioner Peterson wanted to know how many wells are in Dodge County.

The Environmental Technician reported we have over 3,000 wells in Dodge County.

Commissioner Toquam noted it would be helpful to know whether or not the participants were doing something to mitigate the issues. Ms. Toquam suggested that maybe they need to test newer wells in the county to determine if the nitrate issues are resolved.

Commissioner Peterson reported that water doesn't go straight down as it drains through the soil. Mr. Peterson pointed out farm practices do have an impact on the water quality. Commissioner Peterson wanted to know if the Department of Health was still doing well testing in the county.

Mr. Miller stated he wasn't sure if the Department of Health was still testing wells in Dodge County and that he should look into that. The Environmental Technician felt it would be worth looking into this to see what test results the Department of Health has.

Commissioner Peterson suggested that the Environmental Technician ask Caitlin Brady what

their records show as the source of the contamination based on the test results they have collected.

Mr. Peterson indicated that he felt the information provided was good information.

Commissioner Tjosaas stated he would like to look at older maps and overlay them with the new data so they can see if someone has drilled a new well which might have impacted the current sampling results.

Mr. Miller informed the Board that he will work on some new maps with the test results that were taken this fall.

The Board thanked the Environmental Technician for the information.

Motion No Vote

Scott Rose, Sheriff

Resignation and Back Filling

Sheriff Rose was available remotely and informed the Board that Chief Deputy Leonhardt will be retiring in January after over 34 years of service to Dodge County. Mr. Rose plans to appoint Ryer Anderson to the position of Chief Deputy. The Sheriff's Office would like to start the process of backfilling these positions with a start date of January 15, 2022. With Captain Anderson's promotion to Chief Deputy the Sheriff's Office will need to take the following steps within the next several weeks;

- Interview interested Sergeants to promote and fill Mr. Anderson's vacant Captain position
- Interview Deputies to promote and fill vacant Sergeant's position
- Post and interview for vacant Deputy Position

Once this process is completed, they will still have the same number of FTE's and the back filling will not affect their budget.

Sheriff Rose reported that starting the process to fill the vacancies now will allow them to facilitate a smooth transition the day after Chief Deputy Leonhardt is gone.

Mr. Rose informed the Board that Mr. Anderson will be keeping some of his duties when he is promoted to the Chief Deputy position and that they will have to see who they get for the Captain position in order to figure out what their strengths are and what duties will be assigned to the Chief Deputy and Captain positions.

Commissioner Kenworthy state he is interested in seeing how they restructure the positions.

Sheriff Rose reported they will get everybody into place and determine what their job duties will be based on what their strengths are.

Commissioner Kenworthy wanted to know if the Sheriff was looking at the Security Checkpoint Sergeant position duties and adjusting those as well.

Mr. Rose stated they will be assigning new duties to the Security position.

The Sheriff informed the Board that Mike Leonhardt was instrumental in helping them figure out the administrative side of their office since they didn't get any of that information from the former Sheriff when he left.

Commissioner Allen asked that the Sheriff bring the information on what changes are being proposed back to the Board for consideration before they decide on how they will change the position duties.

Mr. Rose reported they won't know what duties are being reassigned until they get someone in the position.

Commissioner Peterson stated you find someone to fill the position, you don't make the position fit the person.

The Board thanked Sheriff Rose for the information.

Motion No Vote

Lisa Hager, Employee Relations Director

Personnel Agenda Reviewed

Ms. Hager presented the Personnel Agenda for the Board's consideration.

Motion by Peterson seconded by Tjosaas to approve the following personnel actions:

A. Public Health

- A.1 Alicia Schumacher - Health Educator
Step increase from C41 step 4 \$30.10 to C41 step 3 \$31.01.
Effective Date: 11/5/21

B. Land Records

- B.1 Gina Sorenson - Land Records Clerk
No longer employed.
Effective Date: 10/19/21

C. Sheriff's Office

- C.1 Mike Leonhardt - Chief Deputy
No longer employed.
Effective Date: 1/14/22
- C.2 Ryer Anderson - Chief Deputy
Authorization to change status from Operations Captain C52 step 1 \$45.09 to Chief Deputy D61 step 5 \$46.35. (TBD 2022 Pay scale)
Effective Date: 1/15/22
- C.3 Operations Captain

Post and fill vacancy created by status change.
Effective Date: 10/26/21

Motion Adopted [Unanimous]

Paul Kiltinen, County Attorney

Legal Update

The County Attorney was not available to provide a legal update.

Motion No Vote

Administration Committee Report - Commissioner David Kenworthy

Commissioner Kenworthy presented a summary of the Administration Committee report and action items.

Advertisement for Bid for Highway Department Renovations/Additions

At a Committee of the Whole meeting in September Mr. Harbaugh and Mr. Sworski went through the design plans and gave the Board an updated budget estimate. Also discussed at this meeting were strategies for moving the Highway Department renovations/additions project forward due to impending labor shortage and material lead times. It was the consensus of the Board to move forward with advertising for bids for this project in November with bid openings scheduled before the end of 2021. Included in the Board packet was a copy of the formal advertisement for bids. Mr. Harbaugh is requesting authorization to advertise and open bids on December 14, 2021 at 9:00 a.m. They plan to hold a pre-bid meeting on December 1, 2021 at 11:00 a.m. at the Highway Department for contractor review of existing facilities.

Motion by Allen seconded by Peterson to approve and authorize the Facilities & Fleet Manager to move forward with advertising for bids for the Highway Department renovations/additions project with a bid opening date of December 14, 2021 at 9:00 a.m. at the Government Services Building in Mantorville.

Motion Adopted [Unanimous]

Commissioners provided their agency reports. Commissioner Allen did not have any meetings to report. Commissioner Kenworthy attended a SEECB Regional Stakeholder meeting, a Dodge County All Hazard meeting, a Solar Work Group meeting and an Ice Arena/Youth Hockey Association meeting. Commissioner Peterson attended a SCHSAC meeting, a SEMMCHRA meeting, a Fairview Care Center meeting and a MnPrairie meeting. Commissioner Tjosaas attended a Semcac meeting, a MnPrairie meeting and a SCHRC meeting. Commissioner Toquam attended a SEMMCHRA meeting and a SCHRA meeting.

Motion No Vote

Mr. Elmquist provided the Board with a County Administrator update.

Motion No Vote

There were no Other Deferred Business items to discuss.

Motion No Vote

Adjourn

Meeting Adjourned

Motion by Tjosaas seconded by Peterson to adjourn the meeting at 5:44 p.m.

The next regular meeting of the Dodge County Board of Commissioners will be held on November 9, 2021 at 9:30 a.m.

Motion Adopted [Unanimous]

Mantorville Area Chamber of Commerce

P.O. Box 44

Mantorville, MN 55955

Minutes of Regular Meeting

September 1, 2021 - **Draft**

Present: Terry Eckstein, Paul Larsen, Wendy Schleeter, May Trost, Jennifer Galloway, Melanie Dobson, Sara Chicos, Lyle Hoagland, Sherri Jorgensen, Marilyn Lermon, Mary Ann Bucher, and Barbara Loquai.

Call to order: 8:03 am

Secretary's Report: Minutes were reviewed and approved by Barb and Paul.

Treasurer's Report: No changes, 2K left in account.

Old Business:

Farmers' Market Update: Things are going well so far and the vendors are happy.

Cemetery Walk: Mary Ann and Barb said the Walk was quite successful. They had about 125 people come out and raised \$720.00 in donations for stone restoration. They had more volunteers than needed so it was a great problem to have. Other attractions like the Gold Rush in Oronoco drew people to the walk as well. Next year we will spread the word even more and try to set the date for right around Gold Rush.

Fall Festival: Scheduled for October 30th. We set up a meeting to discuss the details even further to iron out final plans. This was set for Sep 14th at 5:30 pm.

Self-Guided Walking Tours: Laura plans to have new books printed for Marigold Days and there will be a phone app for those preferring that over the book.

New Business:

Logo: Sara Chicos created a new logo for the Chamber and it incorporates some of the City Logo. We will have it presented to let the City approve.

Spirits with Spirits: This has been cancelled due to Covid-19 and renamed. Stay tuned for info for next year.

The play "Lizzie" has been postponed until Oct 2022.

Announcements: September 9th is the MRA Sign Dedication at Restoration House at 7:00 pm.

Terry invited Chamber Members and the MRA to his Octoberfest party on September 24th.

Citizens State Bank is changing over to MBT Bank and that is set for Mid-September.

Reminder that the Chicago Tribute Band is playing September 18th at 7:00 pm.

Meeting adjourned at 9:00 am by Terry.

Respectfully submitted.

Jennifer Galloway, Secretary

Mantorville Area Chamber of Commerce

P.O. Box 44

Mantorville, MN 55955

Minutes of Regular Meeting

October 6, 2021 - **Draft**

Present: Terry Eckstein, Paul Larsen, Wendy Schleeter, May Trost, Jennifer Galloway, Melanie Dobson, Sara Chicos, Lyle Hoagland, Sherri Jorgensen, Marilyn Lermon, William Kinney, Carla Webster, Lynnette Nash, Karen Jorgenson, Tom Monson, Anne Granle, and Barbara Loquai.

Call to order: 8:03 am

Secretary's Report: Minutes were reviewed and approved by Paul and Lyle

Treasurer's Report: No changes as the report was reviewed. Paul and Barb approved. It will be attached to this email.

Old Business:

Farmers' Market Update: Paul talked about the winter market. They are securing a location for it and hoping it will be at the Opera House. More to come on this. Also, Paul mentioned there is a new vendor from Zumbrota. His business is Called Out of this World Hot Peppers. Stop by the Farmer's Market on Tuesday's from 11:00 am to 5:00pm!

Fall Festival: Scheduled for October 30th. Fall Festival details are included in this email along with the information for Haunted Hustle.

- 1.) Beginning with the Fall Festival, the Chamber will have an event coordinator, Anne Granle. She is well known in our community and will be a great resource at helping us to coordinate and advertise events going forward.
- 2.) The question was asked if we could do Bingo during Fall Festival. We decided to brainstorm once we find a home for the Farmer's Market to see where we could have it next year.
- 3.) We voted on whether food trucks should be part of Fall Festival. We see this as another way to bring in people to town. We are having A Crumble Beef truck, and discussed the mini donut but after calling Ed Plein, he has closed up shop for the season.
- 4.) There was discussing over how the Chamber can raise funds in the future and that the snack booth was a BIG hit. We made \$445.00 in profit and this was much easier than selling pizza or hot dogs. Note to Paul, buy more Oreos next time.

Mantorville Monthly: Publication will resume this month! There was discussion of how to cover the printing costs for this. Several people were going to investigate some outlets to print 50 a month as color ink is quite expensive. After the meeting, Karen advised us that Keith at the DCI, will donate the printing to us each month. Thank you Keith!

Self-Guided Walking Tours: There was discussion over people not wanting to use the QR Codes and wanting a physical book. The EDA is working on the books and assembling them. Please know

they are coming but there is no ETA yet. I have attached the flyer on this email so you can post it up in your store for people to scan with their camera app.

New Business:

Logo: Sara Chicos created a new logo for the Chamber and it incorporates some of the City Logo. We voted on two logos that can be used interchangeably depending on size limitations for advertising, etc. Logo 2 and Logo 3 in color are the winners.

Olde Fashioned Christmas: Carla brought up a great idea and that is do a cookie tin. People would purchase a tin, and then go to the different businesses to pick up cookies. Their tin would be filled by the end. More info to come!

Welcome basket for new residents: Tom brought up a great idea for us to come up with some welcome bags for new residents. Paul Larsen is going to chat with the Welcome Center Board to see if they would be interested in heading this up.

Meeting adjourned at 9:08 am by Terry.

Respectfully submitted.

Jennifer Galloway, Secretary

Mantorville Area Chamber of Commerce

P.O. Box 44

Mantorville, MN 55955

Minutes of Regular Meeting

November 3, 2021 - Draft

Present: Terry Eckstein, Paul Larsen, Wendy Schleeter, May Trost, Jennifer Galloway, Melanie Dobson, Sara Chicos, Sherri Jorgensen, Marilyn Lermon, William Kinney, Dave Hanson, Mary Ann Bucher, Anne Granle, and Barbara Loquai.

Call to order: 8:01 am

Secretary's Report: Minutes were reviewed and approved by Barb and Marilyn

Treasurer's Report: No changes that we know of as Lynnette was not able to attend

Old Business:

Farmers' Market Update: Paul shared how the Farmer's Market did well during Fall Festival. The plan is to start having it at the Mantorville Regional Welcome Center starting November 6th from 10:00 am to 2:00 pm. Also, Paul shared that James "Jim" Dolan passed on October 30th. He was an integral person that helped to get the Farmer's Market going in Mantorville and will be dearly missed.

Fall Festival: Fall Festival was a success! The wagon rides went over so well; we are looking at needing to get a 3rd wagon. Thanks to Rookie the Clown for entertaining people while they waited for the wagon rides and to Cousin Itt! The Coloring Contest was a HUGE success with 26 entries and the prizes were phenomenal. Bill donated baskets filled with treats from the local businesses in Mantorville. The pumpkin painting was very successful as well. Thanks to KMTelecom for the donations of pumpkins! Also, a big Thank you to the DCI for your help with our advertising and printing!

Mantorville Monthly: Publication will resume this month! The DCI is going to be doing the printing for this.

Self-Guided Walking Tours: There is a new flyer due to the QR Code changing. Please see the new attachment. The printed books are still in the queue at the printer per Laura!

New Business:

SHRPA: Anne is going to work on this after Olde Fashioned Christmas

Olde Fashioned Christmas: Planning meeting is set for **November 11th at 5:00 pm** at the Art Guild! We are in need of horses as the ones that we normally have are not available. Any help with this would be greatly appreciated. Please reach out to one of the officer's if you have a lead on this.

Cookie Tins: We have 60 tins on hand to sell and hand out on December 4th

Mantorville Senior Center: They will have a pickle hunt, cookies, chili, mac and cheese, hot dogs, and bars available during Old Fashioned Christmas as well!

There is a plan to revive the house tours next year.

Welcome basket for new residents: This is still being decided on the best way to deliver them to new residents. More to come!

New Business:

Insurance Coverage for city events: Terry brought up the fact we need to look at getting insurance for city events in case there is an accident. Marilyn recommended calling Molly and Jeff at Stevenson Insurance about a policy. Will be reaching out to them to inquire and checking with the City of Mantorville as well.

Announcements: Terry is going to be going to check out a new business in Mantorville that will be offering Glamping as a way to draw in more campers to Mantorville. More to come on this after his tour.

Paul mentioned that his aunt Gail Berge had surgery and is now going into Fairview Nursing in Dodge Center.

Meeting adjourned at 8:54 am by Terry.

Respectfully submitted.

Jennifer Galloway, Secretary

Memorandum

To: Mayor and Council
From: Shirley Buecksler, City Clerk-Treasurer
Date: November 22, 2021
Re: 2022 Assessment Agreement with Dodge County

BACKGROUND

Attached is the annual Assessment Agreement with the Dodge County Assessor's Office. The charge per parcel increased from \$11.40 in 2020 and 2021 to \$11.70 for 2022. The number of parcels being assessed is 539, a decrease of one parcel from the 2021 agreement.

ACTION

Staff recommends that Council approve the 2022 Assessment Agreement, as presented, and approve payment of \$6,306.00 to Dodge County for 539 parcels.



DODGE COUNTY
Historic. Vibrant. Rural.

LAND RECORDS DEPARTMENT

721 Main Street North
Mantorville, MN 55955-2205
Assessor: (507) 635-6245
Recorder: (507) 635-6250
Fax: (507) 635-6265
Toll-Free: (888) 600-5169

November 9, 2021

Shirley Buecksler, City Clerk
City of Mantorville
PO Box 188
Mantorville, MN 55955

RE: 2022 Assessment Agreements

Dear Shirley,

Enclosed is a copy of the 2022 Assessment Agreement between the City of Mantorville and Dodge County. Please sign and return the original agreement and the assessment fee to the Assessor's Office by February 28, 2022. The Assessment Fee for 539 parcels is \$6306.00.

If you have any questions, contact me at (507) 635-6245 or e-mail me at wendy.iverson@co.dodge.mn.us. Thank you for your prompt attention to the 2022 Assessment Agreement.

Sincerely,

Wendy S. Iverson, AMA
Assessment Office Manager

Enclosure

**ASSESSMENT AGREEMENT
BETWEEN
THE City of Mantorville AND DODGE COUNTY**

THIS AGREEMENT is made and entered into by and between the **City of Mantorville** and the **COUNTY OF DODGE**, State of Minnesota, this 9th day of November 2021.

WHEREAS, the City of Mantorville wishes to abolish the office of Local Assessor and enter into an agreement with the **COUNTY OF DODGE** to provide for the assessment of the property in said City by the County Assessor for the calendar year 2022;

WHEREAS, it is the wish of Dodge County to cooperate with said City to provide for a fair and equitable assessment of property;

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS HEREIN CONTAINED, IT IS AGREED AS FOLLOWS;

1. That the City of Mantorville, which lies within the boundaries of Dodge County, constitutes a separate assessment district, shall have its property assessed by the County Assessor of Dodge County for the assessment year 2022.

2. It is further agreed that the office of local assessor of the City of Mantorville is hereby abolished pursuant to the approval of the agreement, which shall be until December 31, 2022.

3. In consideration for said assessment services, the City of Mantorville agrees to pay Dodge County the sum of \$6306.00, such payment to be made payable to Dodge County on or before February 28, 2022.

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

	
City Clerk, City of Mantorville	Chair, Dodge County Board of Commissioners
Mayor, City of Mantorville	County Administrator, Dodge County
Date	Date

City of Mantorville, Minnesota Street Reconstruction Plan 2022 – 2026

Public Hearing & Resolution Adopting Plan: November 22nd , 2022



Minneapolis Office:
5029 Upton Avenue South
Minneapolis, MN 55410-2244
612-920-3320 (phone); 612-605-2375 (fax)
www.daviddrown.com

City of Mantorville, MN

Street Reconstruction Plan

2022 - 2026

Statutory Authority and Requirements

Minnesota Statutes Chapter 475.58, Subd. 3b., authorizes a Minnesota City to adopt a Street Reconstruction Plan (a "Plan"). The Plan must cover a five-year period and set forth the street reconstruction to be financed, the estimated costs, and any planned reconstruction of other streets in the municipality over the next five years. The Plan must be approved by a two-thirds majority of the members of the City Council present at the meeting after a public hearing.

Street reconstruction includes utility replacement and relocation and other activities incidental to the street reconstruction, turn lanes and other improvements having a substantial public safety function, realignments, other modifications to intersect with state and county roads, and the local share of state and county road projects.

Except in the case of turn lanes, safety improvements, realignments, intersection modifications, and the local share of state and county road projects, street reconstruction does not include the portion of the project cost allocable to widening a street or adding curbs and gutters where none previously existed.

A City may issue general obligation bonds for improvements included in an approved Plan if the following conditions are satisfied:

1. The Plan has been approved following a public hearing for which notice has been published at least ten days, but not more than 28 days prior to the hearing.
2. The issuance of obligations to finance the Plan or any portion thereof has been approved following a public hearing for which notice has been published at least ten days, but not more than 28 days prior to the hearing.
3. The Plan and the issuance of obligations to finance the Plan or any portion thereof must be approved by a vote of a two-thirds majority of the members of the governing body present at the meeting following the public hearing(s).
4. The approved obligations are subject to referendum voter approval only if a petition requesting a vote signed by five percent of the votes cast in the last municipal general election is filed with the City Clerk within 30 days of the hearing.

This Street Reconstruction Plan provides for the issuance of General Obligation Street Reconstruction Plan Bonds in an aggregate principal amount not to exceed \$400,000 for work contemplated in the years 2022 to 2026 as described below.

History and Existing Street Reconstruction Bonds

The City has not previously adopted a Street Reconstruction Plan pursuant to Minnesota Statutes, Section 475.58, subdivision 3b.

Net Debt Limits

Minnesota Statutes Chapter 475.53, Subd. 1, states that no municipality, except a school district or a city of the first class, shall incur or be subject to a net debt in excess of three percent of the estimated market value of taxable property in the municipality. At the time of the drafting of this Plan, the City has \$131,000 of outstanding debt that applies against this limit as summarized below

2021A (plow truck portion only) 131,000

Additional G.O. Street Reconstruction Plan Bonds issued under the authority granted in this Plan are also subject to the net debt limit restriction described above. The City currently has the following net debt capacity:

Payable 2021 EMV of Taxable Market Value

(Dodge County)	100,389,000
times 3%	.03
Max Net Debt Limit	3,011,670
Less Outstanding Debt that Applies	(131,000)

Available Debt Capacity \$2,880,670

The City proposes to issue up to \$400,000 in new G.O. Street Reconstruction Plan bonds as part of this Plan. The proposed bond issuance is within the City's net debt limit.

Proposed Capital Improvements & Cost Estimates

The City of Mantorville has identified several roadways in need of reconstruction. Following is a summary of the streets to be reconstructed, a brief description of the work involved, the estimated cost and the anticipated year of completion*:

2022 Projects (funded by G.O. Street Reconstruction Bonds – estimated at \$400,000)

Alley behind saloon
5th Street
4th Street
Mantor Drive
General street maintenance throughout the City

2023 Joint Project w/ MNDOT for State Highway 57 (funded by other G.O. Bonds – estimated at \$1,000,000)

Highway reconstruction (State's responsibility)
Sewer and water, parking areas, sidewalks, curbs, and other items (City's responsibility estimated at \$1 million)

The table below details the scheduling and financing associated with the projects described in this plan*:

	<i>City Cash</i>	<i>G.O.</i>			<i>State of</i>	
<i>Year</i>	<i>(Ineligible Items)</i>	<i>Street Reco.</i>	<i>G.O.</i>	<i>Federal</i>	<i>MN</i>	<i>Total</i>
		<i>Bonds</i>	<i>Bonds</i>			
2022	0	\$400,000	0	0	0	\$400,000
2023	0	0	\$1,000,000	0	0	\$1,000,000
2024	0	0	0	0	0	0
2025	0	0	0	0	0	0
2026	0	0	0	0	0	0
Totals	\$0	\$400,000	\$1,000,000	\$0	\$0	\$1,400,000

* The City reserves the right to adjust the amounts listed above and the years of completion as needed with the only limitation that the City will not issue more than \$400,000 in G.O. Street Reconstruction Plan Bonds during the five-year period covered by this Plan. The City also reserves the right to issue bonds utilizing different statutory authority if necessary for projects not contemplated in this Plan.

**CITY OF MANTORVILLE
DODGE COUNTY, MINNESOTA**

RESOLUTION 2021-32

**A RESOLUTION ADOPTING A STREET RECONSTRUCTION PLAN
AND APPROVING THE ISSUANCE OF
GENERAL OBLIGATION STREET RECONSTRUCTION BONDS**

WHEREAS, pursuant to Minnesota Statutes, Section 475.58, subdivision 3b, as amended (the "Act"), the City of Mantorville, Minnesota (the "City"), is authorized to prepare a plan for street reconstruction in the city over the next five years that will be financed under the Act and to issue and sell general obligation bonds to finance the cost of street reconstruction projects described in the street reconstruction plan, after a duly noticed public hearing on the street reconstruction plan and the issuance of such bonds; and

WHEREAS, in consultation with the City Engineer, the City has prepared a Five-Year Street Reconstruction Plan for the years 2022-2026, a copy of which is on file in the City Clerk's Office (the "Plan"), which describes the streets to be reconstructed, the estimated costs and any planned reconstruction of other streets in the city (the "Projects"); and

WHEREAS, the City has determined that it is in the best interests of the City to authorize the issuance and sale of general obligation street reconstruction bonds, pursuant to the Act in a maximum principal amount not to exceed \$400,000 (the "Bonds"). The purpose of the Bonds is to finance the costs of the Projects as described in the Plan; and

WHEREAS, on November 22, 2021, the City Council held a public hearing on the Plan and the issuance of the Bonds, after publication in the City's official newspaper of a notice of public hearing at least ten days but no more than 28 days before the date of the hearing; and

WHEREAS, all parties who appeared at the public hearing were given an opportunity to express their views with respect to the proposal to adopt the Plan and to undertake and finance the Projects by the issuance of the Bonds, and any written comments submitted prior to the public hearing were considered.

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

1. City Policies and Goals. The financing of the Projects and the issuance and sale of the Bonds would further the policies and goals of the City as set forth in the Plan.
2. Adoption of Street Reconstruction Plan. Based on information received at the public hearing, such written comments (if any) and such other facts and circumstances as the City Council deems relevant, it is hereby found, determined and declared that:

- (a) The Projects described in the Plan will allow the City to upgrade its transportation infrastructure to accommodate existing and anticipated residential and commercial development; and
 - (b) The Plan is hereby approved and adopted in the form presently on file with the City.
- 3. Authorization of Bonds. Subject to the contingency described in Paragraph 5 hereof, the City hereby authorizes the issuance of the Bonds in accordance with the Plan. City Staff, legal counsel and consultants are authorized to take all actions necessary to negotiate the sale of the Bonds.
 - 4. Other Actions. City Staff is authorized and directed to take all other actions necessary to carry out the intent of this resolution.
 - 5. Voter Referendum Contingency. Pursuant to the Act, a petition requesting a vote on the question of issuing the Bonds, signed by voters equal to five percent of the votes cast in the last Municipal General Election, may be filed within thirty days of the public hearing. Upon receipt of such petition within the prescribed time period, the City may issue the Bonds only after obtaining the approval of a majority of the voters voting on the question of the issuance of the Bonds. The authorizations and approvals contained herein are subject to and contingent upon not receiving such a petition or in the event such a petition is filed, the approving vote of a majority of the voters voting on the question of the issuance of the Bonds.

Adopted by the City Council of the City of Mantorville, Minnesota, this 22nd day of November 2021.

ATTEST:

Chuck Bradford, Mayor

Shirley R Buecksler, City Clerk-Treasurer

Memorandum

To: Mayor and Council
From: Shirley Buecksler, City Clerk-Treasurer
Date: November 22, 2021
Re: Septic System Permit Application for 13 Zumbro Drive

BACKGROUND

Applicants Gary and Joann Bromley have submitted the enclosed Septic System Permit Application to replace their current septic system at 13 Zumbro Drive. John Buckingham of Keller Williams Premier Realty will be here representing for the Bromley's. They are unable to attend tonight's meeting.

The City Clerk spoke with Elizabeth Harbaugh, Dodge County Environmental Services Program Manager about details on the permit process. The Applicant must complete the application from the County and bring it to the City Council for approval. Council must determine whether or not city sewer is available to the property anytime in the near future or approve the permit for septic system replacement. Once approved by the City, the Applicant then brings their application and permit fee to the County for approval and issuance.

Minnesota Rules 7080.2150 Final Treatment and Disposal indicate setbacks for sewage tanks must be a minimum of 10 feet from the property line and 10 feet from any structures. Attached for Council's review is the Applicant's permit application, management plan, and site investigation and design. The system specifications within the site investigation and design state that the *"entire installation and all materials shall conform and be constructed in accordance with and subject to the current Minnesota Rules 'Individual Sewage Treatment Systems Standards' and Chapter 7080-7083 of Dodge County Health Regulations, and any other application state and local regulations."*

ACTION

Based on discussion and motion to approve the Septic System Permit Application for 13 Zumbro Drive submitted by Gary and Joann Bromley.

ATTACHMENTS

- Septic System Permit Application
- Subsurface Sewage Treatment System Management Plan
- Site Investigation and Design for an On-Site Sewage Treatment System

DODGE COUNTY SEPTIC SYSTEM PERMIT APPLICATION

721 Main St N, Dept. 123, Mantorville, MN 55955

Phone: 507-635-6272

Email: Elizabeth.Harbaugh@co.dodge.mn.us

PERMIT # _____

Date Rec'd _____

Amt Rec'd _____

OFFICE USE ONLY: ☐ Installer Sheet ☐ Design Sheet ☐ Homeowner Signature ☐ MPCA Design Forms ☐ Applicable Fees ☐ Com/Ind Sheet

CONTACT INFORMATION

Property Owner: Gary & Joann Bromley Date: 11/17/21
 Site Address: 13 Zumbro Dr Mantorville, MN Phone: _____
 Mailing Address: 13 Zumbro Dr Mantorville, MN Parcel ID#: 25.176.0090
 Subdivision: Cains Sub-division Lot: 3 Block: 3

INSTALLER

Name: Clint Larsen
 Address: 823 7th St NE City/State: Byron MN
 Email: clint@clintlarsenconstruction.com Phone: 507-273-5288

Septic Type: ☐ New Construction ☒ Replacement ☐ Tank(s) Only ☐ Holding Tank
 Standard System: ☐ Trenches ☐ Bed ☐ At-Grade ☐ Mound ☐ Other; _____
 Seeding / Sod to be done by: ☐ Homeowner ☒ Installer
☒ Yes ☐ No System will be constructed according to the approved septic system design created by a MPCA Certified Designer.

If the property is located within the city of Mantorville; City needs to sign off on permit

City of Mantorville Permit Approval: ☒ Yes ☐ No Signature _____

OWNER PROVIDED INFORMATION

The Building Is: ☐ Proposed ☒ Existing Type(s) of Use: ☒ Residential ☐ Commercial* ☐ Other* _____

*Please include the Commercial/Industrial/Other Establishment Sheet with permit

Residential: Number of Bedrooms 4 Basement Finished ☒ Yes ☐ No
☐ Home Extended Business (specify) _____ ☐ Daycare (specify) _____

Water Using Devices ☐ Garbage Disposal ☒ Dishwasher ☐ Large Bathtub/Jacuzzi
 (check all that apply) ☒ Water Softener ☒ Clothes Washer ☐ Hot Tub ☐ Daycare
☐ Sewage Ejector or Grinder Pump

Property Lines: ☒ Determined & Approved by Property Owner ☐ Approximate ☒ Property Lines Surveyed & Staked
 (Check all that apply)

Property Owner Signature

I hereby certify that I have read this application and verify that all information is true and correct.

Gary Bromley Joann Bromley
 Property Owners Printed Name

Gary Bromley Joann Bromley
 11/17/2021 3:21:52 PM CST
 Property Owners Signature

11/17/2021

Date

Installer Signature

I hereby certify with my signature as the installer, that the materials; including sand, rock, and soil, design of equipment, construction and workmanship will meet state and county code requirements to the best of my knowledge. I agree to indemnify and save Dodge County harmless from all losses, damages, costs and charges that may be incurred by the County because of my failure to conform to and comply with the provision of the Dodge County Septic and Wastewater Treatment Ordinance.

Signature _____ Date _____ License# L3807 Expires 2019

Application Approved / / Approval Sent / / Application Denied / /

Subsurface Sewage Treatment System Management Plan

Property Owner: Gary & Joann Bromley Phone: _____ Date: 11.17.22
 Mailing Address: 13 Zumbro Dr City: Mantorville Zip: 55955
 Site Address: 13 Zumbro Dr City: Mantorville Zip: 55955

This management plan will identify the operation and maintenance activities necessary to ensure long-term performance of your septic system. Some of these activities must be performed by you, the homeowner. Other tasks must be performed by a licensed septic service provider.

System Designer: check every 24-36 months.
 Local Government: check every 36 months.
 State Requirement: check every 36 months.

**My System needs to be checked
every 24-36 months.**

Property Owner Management Tasks

- Leaks* – Check (look, listen) for leaks in toilets and dripping faucets. Repair leaks promptly.
- Surfacing sewage* – Regularly check for wet or spongy soil around your soil treatment area.
- Effluent filter* – *Inspect and clean twice a year or more.*
- Alarms* – Alarm signals when there is a problem. Contact a service provider any time an alarm signals.

Professional Management Tasks

- ☐ Check to make sure tank is not leaking
- ☐ Check and clean the in-tank effluent filter
- ☐ Check the sludge/scum layer levels in all septic tanks
- ☐ Recommend if tank should be pumped
- ☐ Check inlet and outlet baffles
- ☐ Check the drainfield effluent levels in the rock layer
- ☐ Check the pump and alarm system functions
- ☐ Check wiring for corrosion and function
- ☐ Check dissolved oxygen and effluent temperature in tank
- ☐ Provide homeowner with list of results and any action to be taken
- ☐ Flush and clean laterals if cleanouts exist

"I understand it is my responsibility to properly operate and maintain the sewage treatment system on this property, utilizing the Management Plan. If requirements in the Management Plan are not met, I will promptly notify the permitting authority and take necessary corrective actions. If I have a new system, I agree to adequately protect the reserve area for future use as a soil treatment system."

Property Owner Signature:
Authentisign
Gary Bromley
11/17/2021 3:18:15 PM CST

Authentisign
Joann Bromley
11/17/2021 3:20:08 PM CST

 Date: 11/17/2021

See Reverse Side for Management Log

G-Cubed Inc.

14070 Highway 52 SE Chatfield, MN 55923
507-867-1666

11/9/2021

SITE INVESTIGATION AND DESIGN FOR AN ON-SITE SEWAGE TREATMENT SYSTEM

CLIENT: **Gary Bromley**
 13 Zumbro Ridge Drive
 Mantorville, MN 55955
 Sec. 20-T107N-R16W
 Pin. 25.176.0090

As requested by the owner, a site assessment was performed to determine the suitability of individual sewage treatment system for a 4 bedroom single family dwelling on the above referenced property. We located the proposed support area for the new on-site treatment system and evaluated the soils using a auger soil sampler.

Site Observations

The site is currently lawn with a 12% slope to the northeast.

Conclusion

The presence of bedrock or redox at a shallow depth requires the sewer treatment systems to be pressurized elevated seepage beds constructed in mound systems. The treatment systems should be designed and constructed according to the current Minnesota Rules "Individual Sewage Treatment Systems Standards" CHAPTER 7080-7083, Dodge County Public Health Regulations and other applicable federal, state and local regulations.

Recommendation

Construction of a mound system will require the placement of clean sand on the treatment area to a height suitable to allow adequate treatment of effluent above the limiting condition. Installation of a pumping station will be necessary to pressurize the effluent to properly dose the system.

The parameters used to establish the design of the treatment system are listed below.

- 1.) Water Usage - 4 bedroom Type I residence = 500 gallon per day time dosed
- 2.) Soil Loading Rate - 0.50 gallon per day per square foot
- 3.) Septic Tank Size – 2,250 gallon tank- (two tank arrangement or two compartments) with a garbage disposal. An effluent screen and alarm is recommended. Utilize a 3,000 gal. 3C tank to include the dose tank.

System Specifications

The entire installation and all materials shall conform and be constructed in accordance with and subject to the current Minnesota Rules "Individual Sewage Treatment Systems Standards" CHAPTER 7080-7083, Dodge County Health Regulations and any other applicable state and local regulations.

Site preparation:

No wheel traffic is to be allowed to operate within the mound limits at any time. No heavy equipment shall be allowed to operate on the mound prior to placement of at least six inches of sand fill, after which only a small track type crawler may be used. No other equipment is to be allowed within the mound limits.

All vegetation in excess of four inches in length shall be cut and removed within the mound area and the top eight inches of soil roughened using a back hoe operating from outside the mound limits before placement of the sand fill. All trees shall be cut flush to the ground and NOT grubbed out. To prevent smearing, the soil moisture must be dry within the top twelve inches.

Sand Fill:

The sand fill material shall conform to CHAPTER 7080.2220 Subp.3C and Dodge County regulations. To place the sand, operate a backhoe from outside the mound limits or a use small crawler tractor and push the sand fill into place maintaining a minimum of six inches of sand under the tracks to minimize compacting of the soils. A minimum of 1.7 feet of sand shall be placed and leveled before placement of the treatment bed.

Distribution Bed:

The distribution bed material shall conform to CHAPTER 7080.1100 Subp. 22. If Drainfield rock is utilized it shall conform to Chapter 7083.4070 and Dodge County regulations. The distribution bed is to be 10 feet wide and 42 feet long. The bed shall be placed 7.6 feet from the up slope, 14.0 feet from the end slope, and 21.8 feet from the downslope mound limits.

Distribution pipes:

The distribution pipes installed in the rock bed shall be 1.5" diameter PVC. The pipes shall have 1/4 inch holes drilled with 3 feet spacing. The last hole drilled shall be drilled horizontally into the top of the end cap. Install three distribution pipes 40 feet long, spaced 36 inches apart horizontally centered in the mound. The pipes shall be laid level. The pipes shall be connected to a manifold at one end of the mound.

Sand Mound Dimensions:

The mound limits shall measure 39.4 feet wide and 69.9 feet long at the base and have side slopes flatter than 3 feet horizontal for every 1 foot vertical (3:1).

Inspection Well:

Provide a vertical 4 inch pipe perforated along the bottom 12 inches. The pipe shall be placed in the center of the distribution bed even with the bottom of the bed and capped at the finished ground.

Backfill:

The backfill shall be six inches thick at the rock bed edges and twelve inches at the center of the mound.

Topsoil:

Place six inches of topsoil on the fill material over the entire mound. A grass cover shall be established over the entire mound. No shrubs shall be planted on top of the mound.

Pumping Station:

The pumping station volume provided shall have a minimum dosing capacity of 74 gallons, plus a reserve capacity of 350 gallons, plus volume enough to cover the pump plus 3 inches. The pump should provide a minimum of 31.0 gallons per minute with 31.8 ft. head at the discharge manifold. The Pump off float switch shall be set at 3 inches above the top of the pump. The pump on float switch shall be set to provide a dosing capacity of 74 gallons above the pump off float switch. The Alarm float switch is to be set 3 inches above the pump on float switch.

Septic Tank:

The septic tank provided shall conform to Chapter 7081.0240.

Approvals:

Approvals and Permits by any local governing authorities are necessary before any recommendations here within are applied. The recommendation and findings contained in this report are a professional opinion and were arrived in accordance with currently accepted soil property and landscape practices. No warranty or guarantee of this system is implied or intended. Proper construction, use and maintenance will determine the long term performance of the statement system.

Special Provisions:

- 1. The top and sides of the septic tank shall be insulated with 2" polystyrene insulation or approved equal unless the tank has 2 foot of bury.**
- 2. Any portion of the sewage line which runs under trafficked areas shall be insulated.**
- 3. Any segment of the 2" Schedule 40 PVC line from the pump tank that extends through soil that has been excavated for tank placement must be sleeved with 4" schedule 40 PVC and a 4"x2" fernco attached to the upper end of the sleeve.**
- 4. The area adjacent to the mound system must be graded to drain away from the mound system.**
- 5. No clear water source is to discharge into the septic system. (water softener, iron filter, furnace, sump pump, dehumidifier, floor drain, etc...)**
- 6. This system is time-dosed and requires an annual operating permit from a licensed service provider.**

Sincerely,

Chris Priebe, Advanced Designer
MPCA#7333

SITE SKETCH

251760080

61010

SB 3

SB 2

SB 1

251760090

61000

3000 GAL
3C SEPTIC
TANK

(W)



G³

G-Cubed

ENGINEERING
SURVEYING
PLANNING

14070 Hwy 52 S.E.
Chatfield, MN 55923

Ph. 507-867-1666
Fax 507-867-1665
www.ggg.to

Preliminary Evaluation Worksheet

1. Contact Information

v 04.01.2021

Property Owner/Client: Date Completed:

Site Address: Project ID:

Email: Phone:

Mailing Address: Alt Phone:

Legal Description:

Parcel ID: SEC: TWP: RNG:

2. Flow and General System Information

A. Client-Provided Information

Project Type: ☐ New Construction ☒ Replacement ☐ Expansion ☐ Repair

Project Use: ☒ Residential ☐ Other Establishment:

Residential use: # Bedrooms: Dwelling Sq.ft.: Unfinished Sq. Ft.:

Adults: # Children: # Teenagers:

In-home business (Y/N): If yes, describe:

Water-using devices: ☒ Garbage Disposal/Grinder ☐ Dishwasher ☐ Hot Tub*
☐ Sewage pump in basement ☐ Water Softener* ☐ Sump Pump*
 (check all that apply) ☐ Large Bathtub >40 gallons ☐ Iron Filter* ☐ Self-Cleaning Humidifier*
☐ Clothes Washing Machine ☐ High Eff. Furnace* ☐ Other:

* Clear water source - should not go into system

Additional current or future uses:

Anticipated non-domestic waste:

The above is complete & accurate:

Client signature & date

B. Designer-determined flow Information *Attach additional information as necessary.*

Design Flow: GPD Anticipated Waste Type:

BOD: mg/L TSS mg/L Oil & Grease mg/L

3. Preliminary Site Information

A. Water Supply Wells

#	Description	Mn. ID#	Well Depth (ft.)	Casing Depth (ft.)	Confining Layer	STA Setback	Source
1	Existing Well	10003271		NA		>100'	CWI
2							
3							
4							

Additional Well Information:

Preliminary Evaluation Worksheet

Site within 200' of noncommunity transient well (Y/N)	No	Yes, source:
Site within a drinking water supply management area (Y/N)	No	Yes, source:
Site in Well Head Protection inner wellhead management zone (Y/N)	No	Yes, source:
Buried water supply pipes within 50 ft of proposed system (Y/N)	No	
B. Site located in a shoreland district/area?	No	Yes, name:
Elevation of ordinary high water level:	ft	Source:
Classification:	Tank Setback: ft.	STA Setbk: ft.
C. Site located in a floodplain?	No	Yes, Type(s): N/A
Floodplain designation/elevation (10 Year):	N/A ft	Source: N/A
Floodplain designation/elevation (100 Year):	N/A ft	Source: N/A
D. Property Line Id / Source:	☐ Owner ☐ Survey ☒ County GIS ☐ Plat Map ☐ Other:	
E. ID distance of relevant setbacks on map:	☐ Water ☒ Easements ☒ Well(s) ☒ Building(s) ☒ Property Lines ☐ OHWL ☐ Other:	

4. Preliminary Soil Profile Information From Web Soil Survey (attach map & description)

Map Units:	See Attached Soil Map	Slope Range: %
List landforms:		
Landform position(s):		
Parent materials:		
Depth to Bedrock/Restrictive Feature:	in	Depth to Watertable: in
Map Unit Ratings	Septic Tank Absorption Field- At-grade:	
	Septic Tank Absorption Field- Mound:	
	Septic Tank Absorption Field- Trench:	

5. Local Government Unit Information

Name of LGU:	Dodge County
LGU Contact:	Dodge County Environmental Services Department
LGU-specific setbacks:	7080-7083
LGU-specific design requirements:	7080-7083
LGU-specific installation requirements:	7080-7083

Notes:



Field Evaluation Worksheet



1. Project Information

v 04.01.2021

Property Owner/Client: Gary Bromley

Project ID: 21-409

Site Address: 13 Zumbro Ridge Dr Mantorville, MN 55955

Date Completed: 11/2/2021

2. Utility and Structure Information

Utility Locations Identified ☐ Gopher State One Call #☐ Any Private Utilities:Locate and Verify (see *Site Evaluation map*)☒ Existing Buildings☒ Improvements☒ Easements☒ Setbacks

3. Site Information

Vegetation type(s): Lawn

Landscape position: Back/ Side Slope

Percent slope: 12 %

Slope shape: Linear, Linear

Slope direction: northeast

Describe the flooding or run-on potential of site:

Describe the need for Type III or Type IV system:

Note:

Proposed soil treatment area protected? (Y/N): Yes

If yes, describe: Staked

4. General Soils Information

Filled, Compacted, Disturbed areas (Y/N): No

If yes, describe:

Soil observations were conducted in the proposed system location (Y/N): Yes

A soil observation in the most limiting area of the proposed system (Y/N): Yes

Number of soil observations: 3

Soil observation logs attached (Y/N): Yes

Percolation tests performed & attached (Y/N): No

5. Phase I. Reporting Information

	Depth	Elevation	
Limiting Condition*:	16.00 in	Varies ft	*Most Restrictive Depth Identified from List Below
Periodically saturated soil:	16 in	Varies ft	Soil Texture: Silt Loam
Standing water:	>24 in	Varies ft	Percolation Rate: NA min/inch
Bedrock:	>24 in	Varies ft	Soil Hyd Loading Rate: 0.5 gpd/ft ²
Benchmark Elevation:		ft	Elevations and Benchmark on map? (Y/N):

Benchmark Elevation Location:

Differences between soil survey and field evaluation:

Site evaluation issues / comments:

Anticipated construction issues:



Soil Observation Log

Project ID: 21-409

v 04.01.2021

Client: Gary Bromley						Location / Address: 13 Zumbro Ridge Dr Mantorville, MN 55955			
Soil parent material(s): (Check all that apply) ☐ Outwash ☐ Lacustrine ☐ Loess ☐ Till ☐ Alluvium ☐ Bedrock ☐ Organic Matter									
Landscape Position: (select one)		Back/Side Slope		Slope %: 12.0	Slope shape		Linear, Linear		Depth to Restriction:(in) 20.0
Vegetation: Lawn		Soil survey map units: M522D2							
Weather Conditions/Time of Day:		50° Sunny			11:30AM		Date 10/22/21		
Observation #/Location:		SB 1			Observation Type: Probe				
Depth (in)	Texture	Rock Frag. %	Matrix Color(s)	Mottle Color(s)	Redox Kind(s)	Indicator(s)	I----- Structure-----I		
							Shape	Grade	Consistence
0-9	Silt Loam	<35%	10YR 3/3	None	None	None	Blocky	Moderate	Friable
9-16	Silt Loam	<35%	10YR 4/4	None	None	None	Blocky	Moderate	Friable
16-20	Silt Loam	<35%	10YR 4/6	None	None	None	Blocky	Moderate	Friable
20-24	Silt Loam	<35%	10YR 4/6	5YR 5/6	Concentrations	S2	Blocky	Moderate	Friable
				5YR 5/1	Depletions	S2			

Comments	
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I hereby certify that I have completed this work in accordance with all applicable ordinances, rules and laws.

Chris Priebe	686	10/22/2021
(Designer/Inspector)	(Signature)	(License #)



Soil Observation Log

Project ID: 21-409

v 04.01.2021

Client: Gary Bromley						Location / Address: 13 Zumbro Ridge Dr Mantorville, MN 55955			
Soil parent material(s): (Check all that apply) ☐ Outwash ☐ Lacustrine ☐ Loess ☐ Till ☐ Alluvium ☐ Bedrock ☐ Organic Matter									
Landscape Position: (select one)		Back/Side Slope		Slope %: 12.0	Slope shape		Linear, Linear		Depth to Restriction:(in) 19.0
Vegetation: Lawn		Soil survey map units: M522D2							
Weather Conditions/Time of Day:		50° Sunny		11:30AM		Date 10/22/21			
Observation #/Location:		SB 2				Observation Type: Probe			
Depth (in)	Texture	Rock Frag. %	Matrix Color(s)	Mottle Color(s)	Redox Kind(s)	Indicator(s)	I----- Structure-----I		
							Shape	Grade	Consistence
0-10	Silt Loam	<35%	10YR 3/3	None	None	None	Blocky	Moderate	Friable
10-19	Silt Loam	<35%	10YR 4/4	None	None	None	Blocky	Moderate	Friable
19-24	Silt Loam	<35%	10YR 4/6	5YR 5/6	Concentrations	S2	Blocky	Moderate	Friable
				5YR 5/1	Depletions	S2			

Comments	
----------	--

I hereby certify that I have completed this work in accordance with all applicable ordinances, rules and laws.

Chris Priebe	686	10/22/2021
(Designer/Inspector)	(License #)	(Date)



Soil Observation Log

Project ID: 21-409

v 04.01.2021

Client: Gary Bromley						Location / Address: 13 Zumbro Ridge Dr Mantorville, MN 55955			
Soil parent material(s): (Check all that apply) ☐ Outwash ☐ Lacustrine ☐ Loess ☐ Till ☐ Alluvium ☐ Bedrock ☐ Organic Matter									
Landscape Position: (select one)		Back/Side Slope		Slope %: 12.0	Slope shape		Linear, Linear		Depth to Restriction:(in) 16.0
Vegetation: Lawn		Soil survey map units: M522D2							
Weather Conditions/Time of Day:		50° Sunny			11:30AM		Date 10/22/21		
Observation #/Location:		SB 3			Observation Type: Probe				
Depth (in)	Texture	Rock Frag. %	Matrix Color(s)	Mottle Color(s)	Redox Kind(s)	Indicator(s)	I----- Structure-----I		
							Shape	Grade	Consistence
0-7	Silt Loam	<35%	10YR 3/3	None	None	None	Blocky	Moderate	Friable
7-16	Silt Loam	<35%	10YR 4/4	None	None	None	Blocky	Moderate	Friable
16-23	Silt Loam	<35%	10YR 4/6	5YR 5/6	Concentrations	S2	Blocky	Moderate	Friable
				5YR 5/1	Depletions	S2			

Comments	
----------	--

I hereby certify that I have completed this work in accordance with all applicable ordinances, rules and laws.

Chris Priebe	686	10/22/2021
(Designer/Inspector)	(License #)	(Date)

1. PROJECT INFORMATION		v 04.01.2021
Property Owner/Client: Gary Bromley		Project ID: 21-409
Site Address: 13 Zumbro Ridge Dr Mantorville, MN 55955		Date: 11/02/21
Email Address:		Phone:
2. DESIGN FLOW & WASTE STRENGTH <i>Attach data / estimate basis for Other Establishments</i>		
Design Flow: 500 GPD	Anticipated Waste Type: Residential	
BOD: <170 mg/L	TSS: <60 mg/L	Oil & Grease: <25 mg/L
Treatment Level: C	<i>Select Treatment Level C for residential septic tank effluent</i>	
3. HOLDING TANK SIZING		
Minimum Capacity: Residential = 400 gal/bedroom, Other Establishment = Design Flow x 5.0, Minimum size 1000 gallons		
Code Minimum Holding Tank Capacity:	Gallons	in Tanks or Compartments
Recommended Holding Tank Capacity:	Gallons	in Tanks or Compartments
Type of High Level Alarm:	(Set @ 75% tank capacity)	
Comments:		
4. SEPTIC TANK SIZING		
A. Residential dwellings:		
Number of Bedrooms (Residential):	4	
Code Minimum Septic Tank Capacity:	Gallons	in 2 Tanks or Compartments
Recommended Septic Tank Capacity:	Gallons	in 2 Tanks or Compartments
Effluent Screen & Alarm (Y/N):	Recommended	Model/Type: POLYLOK 525
B. Other Establishments:		
Waste received by:	GPD x	Days Hyd. Retention Time
Code Minimum Septic Tank Capacity:	Gallons	in Tanks or Compartments
Recommended Septic Tank Capacity:	Gallons	in Tanks or Compartments
Effluent Screen & Alarm (Y/N):	Model/Type:	
5. PUMP TANK SIZING		
Pump Tank 1 Capacity (Minimum):	500 Gal	Pump Tank 2 Capacity (Minimum):
Pump Tank 1 Capacity (Recommended):	750 Gal	Pump Tank 2 Capacity (Recommended):
Pump 1 31.0 GPM Total Head	31.8 ft	Pump 2 GPM Total Head
Supply Pipe Dia. 1.50 in	Dose Vol: 90.0 gal	Supply Pipe Dia. Dose Vol: Gal

6. SYSTEM AND DISTRIBUTION TYPE

Project ID: 21-409

Soil Treatment Type:	Mound	Distribution Type:	Pressure Distribution-Level
Elevation Benchmark:	ft	Benchmark Location:	
MPCA System Type:	Type III	Distribution Media:	Rock
Type III/IV Details:			

7. SITE EVALUATION SUMMARY:

Describe Limiting Condition:

Layers with >35% Rock Fragments? (yes/no) If yes, describe below: % rock and layer thickness, amount of soil credit and any additional information for addressing the rock fragments in this design.

Note:

	Depth	Depth	Elevation of Limiting Condition
Limiting Condition:	16 inches	1.3 ft	Varies ft
Minimum Req'd Separation:	36 inches	3.0 ft	Elevation <i>Critical for system compliance</i>
Code Max System Depth:	Mound inches	-1.7 ft	ft

This is the maximum depth to the bottom of the distribution media for required separation. Negative Depth (ft) means it must be a mound.

Soil Texture:

Soil Hyd. Loading Rate: GPD/ft²

Percolation Rate: MPI

Contour Loading Rate:

Note:

Measured Land Slope: %

Note:

Comments:

8. SOIL TREATMENT AREA DESIGN SUMMARY

Trench:

Dispersal Area	ft ²	Sidewall Depth	in	Trench Width	ft
Total Lineal Feet	ft	No. of Trenches		Code Max. Trench Depth	in
Contour Loading Rate	ft	Minimum Length	ft	Designed Trench Depth	in

Bed:

Dispersal Area	ft ²	Sidewall Depth	in	Maximum Bed Depth	in
Bed Width	ft	Bed Length	ft	Designed Bed Depth	in

Mound:

Dispersal Area	#VALUE! ft ²	Bed Length	42.0 ft	Bed Width	10.0 ft
Absorption Width	24.0 ft	Clean Sand Lift	1.7 ft	Berm Width (0-1%)	ft
Upslope Berm Width	7.6 ft	Downslope Berm	21.8 ft	Endslope Berm Width	14.0 ft
Total System Length	69.9 ft	System Width	39.4 ft	Contour Loading Rate	12.0 gal/ft



Design Summary Page

Project ID: 21-409

At-Grade:

Bed Width ft Bed Length ft Finished Height ft
 Contour Loading Rate gal/ft Upslope Berm ft Downslope Berm ft
 Endslope Berm ft System Length ft System Width ft

Level & Equal Pressure Distribution

No. of Laterals Perforation Spacing ft Perforation Diameter in
 Lateral Diameter in Min Dose Volume gal Max Dose Volume gal

Non-Level and Unequal Pressure Distribution

	Elevation (ft)	Pipe Size (in)	Pipe Volume (gal/ft)	Pipe Length (ft)	Perf Size (in)	Spacing (ft)	Spacing (in)	
Lateral 1								Minimum Dose Volume
Lateral 2								gal
Lateral 3								
Lateral 4								Maximum Dose Volume
Lateral 5								
Lateral 6								gal

9. Additional Info for At-Risk, HSW or Type IV Design

A. Starting BOD Concentration = Design Flow X Starting BOD (mg/L) X 8.35 ÷ 1,000,000

 gpd X mg/L X 8.35 ÷ 1,000,000 = lbs. BOD/day

B. Target BOD Concentration = Design Flow X Target BOD (mg/L) X 8.35 ÷ 1,000,000

 gpd X mg/L X 8.35 ÷ 1,000,000 = lbs. BOD/day
Lbs. BOD To Be Removed: PreTreatment Technology: *Must Meet or Exceed TargetDisinfection Technology: *Required for Levels A & B

C. Organic Loading to Soil Treatment Area:

 mg/L X gpd x 8.35 ÷ 1,000,000 ÷ ft² = lbs./day/ft²
10. Comments/Special Design Considerations:

I hereby certify that I have completed this work in accordance with all applicable ordinances, rules and laws.

Chris Priebe

(Designer)

(Signature)

686

(License #)

11/2/2021

(Date)

Mound Design Worksheet

≥1% Slope

1. **SYSTEM SIZING:** Project ID: 21-409 v 04.01.2021

- A. Design Flow: 500 GPD
- B. Soil Loading Rate: 0.50 GPD/ft²
- C. Depth to Limiting Condition: 1.3 ft
- D. Percent Land Slope: 12.0 %
- E. Design Media Loading Rate: 1.2 GPD/ft²
- F. Mound Absorption Ratio: 2.40

Table I MOUND CONTOUR LOADING RATES:				
Measured Perc Rate	← OR →	Texture - derived mound absorption ratio		Contour Loading Rate:
≤ 60mpi		1.0, 1.3, 2.0, 2.4, 2.6	→	≤ 12
61-120 mpi	← OR →	5.0	→	≤ 12
≥ 120 mpi*		>5.0*	→	≤ 6*

TABLE IXa LOADING RATES FOR DETERMINING BOTTOM ABSORPTION AREA AND ABSORPTION RATIOS USING PERCOLATION TESTS				
Percolation Rate (MPI)	Treatment Level C		Treatment Level A, A-2, B,	
	Absorption Area Loading Rate (gpd/ft ²)	Mound Absorption Ratio	Absorption Area Loading Rate (gpd/ft ²)	Mound Absorption Ratio
<0.1	-	1	-	1
0.1 to 5	1.2	1	1.6	1
0.1 to 5 (fine sand and loamy fine sand)	0.6	2	1	1.6
6 to 15	0.78	1.5	1	1.6
16 to 30	0.6	2	0.78	2
31 to 45	0.5	2.4	0.78	2
46 to 60	0.45	2.6	0.6	2.6
61 to 120	-	5	0.3	5.3
>120	-	-	-	-

*Systems with these values are not Type I systems.
Contour Loading Rate (linear loading rate) is a recommended value.

2. DISPERSAL MEDIA SIZING

- A. Calculate Dispersal Bed Area: Design Flow ÷ Design Media Loading Rate

$$500 \text{ GPD} \div 1.2 \text{ GPD/ft}^2 = 417 \text{ ft}^2$$

If a larger dispersal media area is desired, enter size: 420 ft²

- B. Enter Dispersal Bed Width: 10.0 ft *Can not exceed 10 feet*

- C. Calculate Contour Loading Rate: Bed Width X Design Media Loading Rate

$$10 \text{ ft} \times 1.2 \text{ GPD/ft}^2 = 12.0 \text{ gal/ft} \quad \text{Can not exceed Table 1}$$

- D. Calculate Minimum Dispersal Bed Length: Dispersal Bed Area ÷ Bed Width

$$420 \text{ ft}^2 \div 10.0 \text{ ft} = 42.0 \text{ ft}$$

If a larger dispersal media Length is desired, enter size: ft

3. ABSORPTION AREA SIZING

- A. Calculate Absorption Width: Bed Width X Mound Absorption Ratio

$$10.0 \text{ ft} \times 2.4 = 24.0 \text{ ft}$$

- B. For slopes >1%, the Absorption Width is measured downhill from the upslope edge of the Bed.

Calculate Downslope Absorption Width: Absorption Width - Bed Width

$$24.0 \text{ ft} - 10.0 \text{ ft} = 14.0 \text{ ft}$$

4. DISTRIBUTION MEDIA:

Project ID: 21-409

Select Dispersal Media: Rock Enter Either A. or B.

- A. Rock Depth Below Distribution Pipe

6 in

- B. Registered Media

Registered Media Depth in

Specific Media Comments:

Check registered product information for specific application details and design

6. MOUND SIZING

Project ID: 21-409

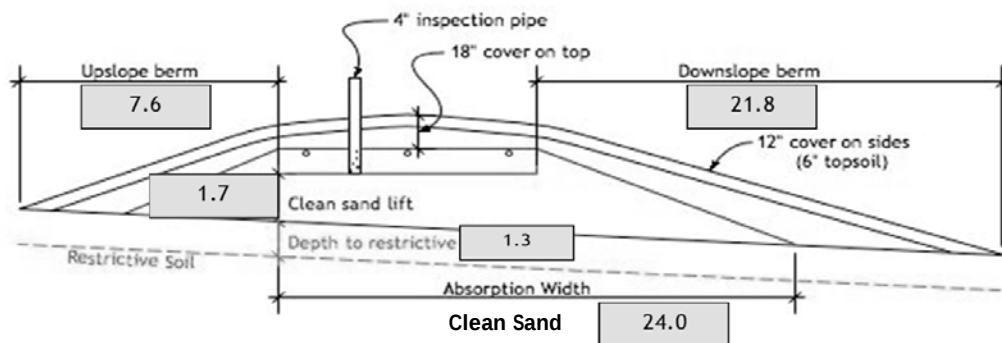
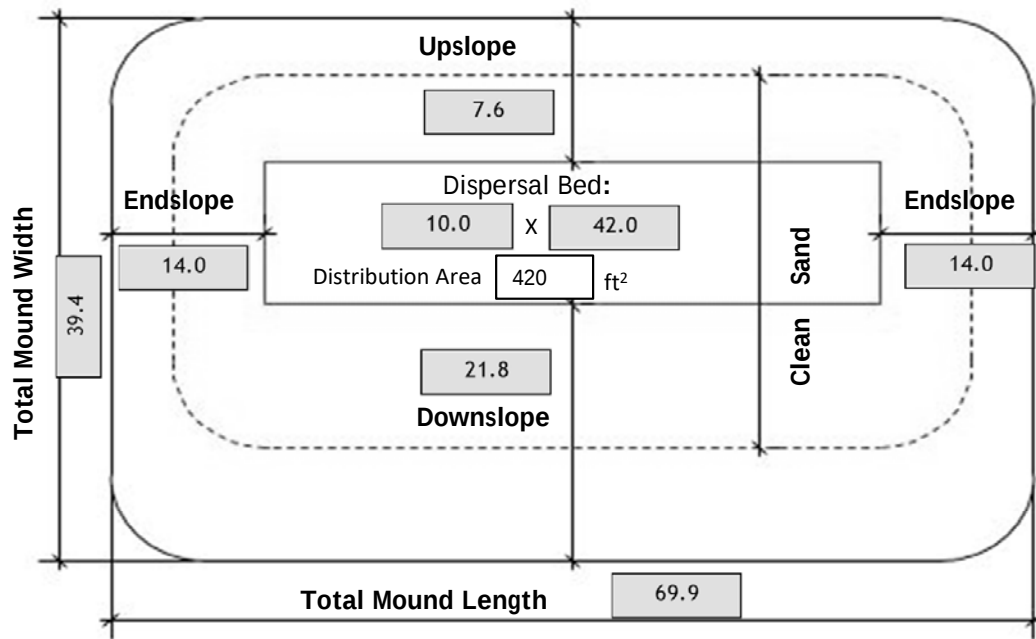
A. Clean Sand Lift: Required Separation - Depth to Limiting Condition = Clean Sand Lift (1 ft minimum) $\boxed{3.0}$ ft - $\boxed{1.3}$ ft = $\boxed{1.7}$ ft Design Sand Lift (optional): $\boxed{1.7}$ ft**B. Upslope Height: Clean Sand Lift + Depth of Media + Depth to Cover Pipe + Depth of Cover (1 ft)** $\boxed{1.7}$ ft + $\boxed{0.50}$ ft + $\boxed{0.25}$ ft + $\boxed{1.0}$ ft = $\boxed{3.5}$ ft

Land Slope %		0	1	2	3	4	5	6	7	8	9	10	11	12
Upslope Berm Ratio	3:1	3.00	2.91	2.83	2.75	2.68	2.61	2.54	2.48	2.42	2.36	2.31	2.26	2.21
	4:1	4.00	3.85	3.70	3.57	3.45	3.33	3.23	3.12	3.03	2.94	2.86	2.78	2.70

C. Select Upslope Berm Multiplier (based on land slope): $\boxed{2.21}$ **D. Calculate Upslope Berm Width: Multiplier X Upslope Mound Height** $\boxed{2.21}$ ft X $\boxed{3.5}$ ft = $\boxed{7.6}$ ft**E. Calculate Drop in Elevation Under Bed: Bed Width X Land Slope ÷ 100 = Drop (ft)** $\boxed{10.0}$ ft X $\boxed{12.0}$ % ÷ 100 = $\boxed{1.20}$ ft**F. Calculate Downslope Mound Height: Upslope Height + Drop in Elevation** $\boxed{3.5}$ ft + $\boxed{1.20}$ ft = $\boxed{4.7}$ ft

Land Slope %	0	1	2	3	4	5	6	7	8	9	10	11	12	
Downslope	3:1	3.00	3.09	3.19	3.30	3.41	3.53	3.66	3.80	3.95	4.11	4.29	4.48	4.69
Berm Ratio	4:1	4.00	4.17	4.35	4.54	4.76	5.00	5.26	5.56	5.88	6.25	6.67	7.14	7.69

G. Select Downslope Berm Multiplier (based on land slope): $\boxed{4.69}$ **H. Calculate Downslope Berm Width: Downslope Multiplier X Downslope Height** $\boxed{4.69}$ x $\boxed{4.7}$ ft = $\boxed{21.8}$ ft**I. Calculate Minimum Berm to Cover Absorption Area: Downslope Absorption Width + 4 feet** $\boxed{14.0}$ ft + $\boxed{4}$ ft = $\boxed{18.0}$ ft**J. Design Downslope Berm = greater of 4H and 4I:** $\boxed{21.8}$ ft**K. Select Endslope Berm Multiplier:** $\boxed{3.00}$ (usually 3.0 or 4.0)**L. Calculate Endslope Berm X Downslope Mound Height = Endslope Berm Width** $\boxed{3.00}$ ft X $\boxed{4.7}$ ft = $\boxed{14.0}$ ft**M. Calculate Mound Width: Upslope Berm Width + Bed Width + Downslope Berm Width** $\boxed{7.6}$ ft + $\boxed{10.0}$ ft + $\boxed{21.8}$ ft = $\boxed{39.4}$ ft**N. Calculate Mound Length: Endslope Berm Width + Bed Length + Endslope Berm Width** $\boxed{14.0}$ ft + $\boxed{42.0}$ ft + $\boxed{14.0}$ ft = $\boxed{69.9}$ ft



Required Separation: 36 (in)

Distribution Media: Rock

Manifold Connection: End

Media Depth: 6.0 (in)

Perforation Size: 1/4 (in)

Perforation Spacing: 36.0 (in)

If Split and Non-Level Pressure Distribution Used: See Non-Level Pressure Distribution Form

Comments:



Mound Materials Worksheet

Project ID: 21-409

v 04.01.2021

A. Rock Volume : (Rock Below Pipe + Rock to cover pipe (pipe outside dia + ~2 inch)) X Bed Length X Bed Width = Volume

$$(\boxed{6} \text{ in} + \boxed{3.5} \text{ in}) \div 12 \times \boxed{42.0} \text{ ft} \times \boxed{10.0} \text{ ft} = \boxed{332.5} \text{ ft}^3$$

$$\text{Divide ft}^3 \text{ by } 27 \text{ ft}^3/\text{yd}^3 \text{ to calculate cubic yards: } \boxed{332.5} \text{ ft}^3 \div 27 = \boxed{12.3} \text{ yd}^3$$

$$\text{Add 30\% for constructability: } \boxed{12.3} \text{ yd}^3 \times 1.3 = \boxed{16.0} \text{ yd}^3$$

B. Calculate Clean Sand Volume:
Volume Under Rock bed : Average Sand Depth x Media Width x Media Length = cubic feet

$$\boxed{2.1} \text{ ft} \times \boxed{10.0} \text{ ft} \times \boxed{42} \text{ ft} = \boxed{861} \text{ ft}^3$$

For a Mound on a slope from 0-1%
Volume from Length = ((Upslope Mound Height - 1) X Absorption Width Beyond Bed X Media Bed Length)

$$\boxed{} \text{ ft} - 1) \times \boxed{} \times \boxed{} \text{ ft} = \boxed{}$$

Volume from Width = ((Upslope Mound Height - 1) X Absorption Width Beyond Bed X Media Bed Width)

$$\boxed{} \text{ ft} - 1) \times \boxed{} \times \boxed{} \text{ ft} = \boxed{}$$

Total Clean Sand Volume : Volume from Length + Volume from Width + Volume Under Media

$$\boxed{} \text{ ft}^3 + \boxed{} \text{ ft}^3 + \boxed{} \text{ ft}^3 = \boxed{} \text{ ft}^3$$

For a Mound on a slope greater than 1%
Upslope Volume : (((Upslope Mound Height - 1) x 3 x Bed Length) ÷ 2 = cubic feet

$$((\boxed{3.5} \text{ ft} - 1) \times 3.0 \text{ ft} \times \boxed{42.0}) \div 2 = \boxed{154.4} \text{ ft}^3$$

Downslope Volume : ((Downslope Height - 1) x Downslope Absorption Width x Media Length) ÷ 2 = cubic feet

$$((\boxed{4.7} \text{ ft} - 1) \times \boxed{14.0} \text{ ft} \times \boxed{42.0}) \div 2 = \boxed{1073.1} \text{ ft}^3$$

Endslope Volume : (Downslope Mound Height - 1) x 3 x Media Width = cubic feet

$$(\boxed{4.7} \text{ ft} - 1) \times 3.0 \text{ ft} \times \boxed{10.0} \text{ ft} = \boxed{109.5} \text{ ft}^3$$

Total Clean Sand Volume : Upslope Volume + Downslope Volume + Endslope Volume + Volume Under Media

$$\boxed{154.4} \text{ ft}^3 + \boxed{1073.1} \text{ ft}^3 + \boxed{109.5} \text{ ft}^3 + \boxed{861.0} \text{ ft}^3 = \boxed{2198.0} \text{ ft}^3$$

$$\text{Divide ft}^3 \text{ by } 27 \text{ ft}^3/\text{yd}^3 \text{ to calculate cubic yards: } \boxed{2198.0} \text{ ft}^3 \div 27 = \boxed{81.4} \text{ yd}^3$$

$$\text{Add 30\% for constructability: } \boxed{81.4} \text{ yd}^3 \times 1.3 = \boxed{105.8} \text{ yd}^3$$

C. Calculate Sandy Berm Volume:
Total Berm Volume (approx) : ((Avg. Mound Height - 0.5 ft topsoil) x Mound Width x Mound Length) ÷ 2

$$(\boxed{4.1} - 0.5) \text{ ft} \times \boxed{39.4} \text{ ft} \times \boxed{69.9} \div 2 = \boxed{4892.6} \text{ ft}^3$$

Total Mound Volume - Clean Sand volume - Rock Volume = cubic feet

$$\boxed{4892.6} \text{ ft}^3 - \boxed{2198.0} \text{ ft}^3 - \boxed{332.5} \text{ ft}^3 = \boxed{2362.1} \text{ ft}^3$$

$$\text{Divide ft}^3 \text{ by } 27 \text{ ft}^3/\text{yd}^3 \text{ to calculate cubic yards: } \boxed{2362.1} \text{ ft}^3 \div 27 = \boxed{87.5} \text{ yd}^3$$

$$\text{Add 30\% for constructability: } \boxed{87.5} \text{ yd}^3 \times 1.3 = \boxed{113.7} \text{ yd}^3$$

D. Calculate Topsoil Material Volume: Total Mound Width X Total Mound Length X .5 ft

$$\boxed{39.4} \text{ ft} \times \boxed{69.9} \text{ ft} \times 0.5 \text{ ft} = \boxed{1378.2} \text{ ft}^3$$

$$\text{Divide ft}^3 \text{ by } 27 \text{ ft}^3/\text{yd}^3 \text{ to calculate cubic yards: } \boxed{1378.2} \text{ ft}^3 \div 27 = \boxed{51.0} \text{ yd}^3$$

$$\text{Add 30\% for constructability: } \boxed{51.0} \text{ yd}^3 \times 1.3 = \boxed{66.4} \text{ yd}^3$$

Project ID: 21-409

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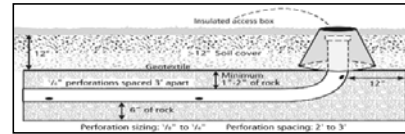
1. Media Bed Width: ft
2. Minimum Number of Laterals in system/zone = Rounded up number of $[(\text{Media Bed Width} - 4) \div 3] + 1$.

$$[(\text{9} - 4) \div 3] + 1 = \text{3} \text{ laterals} \quad \text{Does not apply to at-grades}$$
3. Designer Selected Number of Laterals : laterals
Cannot be less than line 2 (Except in at-grades)
4. Select Perforation Spacing : ft
5. Select Perforation Diameter Size: in
6. Length of Laterals = Media Bed Length - 2 Feet.

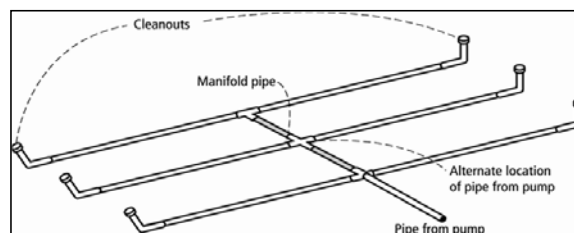
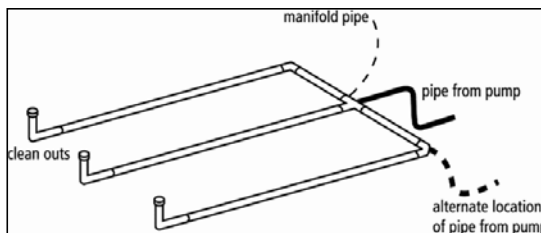
$$\text{42.0} - 2\text{ft} = \text{40.0} \text{ ft} \quad \text{Perforation can not be closer then 1 foot from edge.}$$
7. Determine the Number of Perforation Spaces . Divide the Length of Laterals by the Perforation Spacing and round down to the nearest whole number.

$$\text{Number of Perforation Spaces} = \text{40.0} \text{ ft} \div \text{3.0} \text{ ft} = \text{13} \text{ Spaces}$$
8. Number of Perforations per Lateral is equal to 1.0 plus the Number of Perforation Spaces . Check table below to verify the number of perforations per lateral guarantees less than a 10% discharge variation. The value is double with a center manifold.

$$\text{Perforations Per Lateral} = \text{13} \text{ Spaces} + 1 = \text{14} \text{ Perfs. Per Lateral}$$



Maximum Number of Perforations Per Lateral to Guarantee <10% Discharge Variation											
1/4 Inch Perforations						7/32 Inch Perforations					
Perforation Spacing (Feet)	Pipe Diameter (Inches)					Perforation Spacing (Feet)	Pipe Diameter (Inches)				
	1	1 1/4	1 1/2	2	3		1	1 1/4	1 1/2	2	3
2	10	13	18	30	60	2	11	16	21	34	68
2 1/2	8	12	16	28	54	2 1/2	10	14	20	32	64
3	8	12	16	25	52	3	9	14	19	30	60
3/16 Inch Perforations						1/8 Inch Perforations					
Perforation Spacing (Feet)	Pipe Diameter (Inches)					Perforation Spacing (Feet)	Pipe Diameter (Inches)				
	1	1 1/4	1 1/2	2	3		1	1 1/4	1 1/2	2	3
2	12	18	26	46	87	2	21	33	44	74	149
2 1/2	12	17	24	40	80	2 1/2	20	30	41	69	135
3	12	16	22	37	75	3	20	29	38	64	128



9. Total Number of Perforations equals the Number of Perforations per Lateral multiplied by the Number of Perforated Laterals.

$$\text{14} \text{ Perf. Per Lat.} \times \text{3} \text{ Number of Perf. Lat.} = \text{42} \text{ Total Number of Perf.}$$
10. Spacing of laterals; Must be greater than 1 foot and no more than 3 feet: ft
11. Select Type of Manifold Connection (End or Center):
12. Select Lateral Diameter (See Table) : in

Pressure Distribution Design Worksheet

13. Calculate the *Square Feet per Perforation*.

Recommended value is 4-11 ft² per perforation, Does not apply to At-Grades

- a. *Bed Area* = Bed Width (ft) X Bed Length (ft)

$$9 \text{ ft} \times 42 \text{ ft} = 378 \text{ ft}^2$$

- b. *Square Foot per Perforation* = Bed Area ÷ by the Total Number of Perfs

$$378 \text{ ft}^2 \div 42 \text{ perf} = 9.0 \text{ ft}^2/\text{perf}$$

14. Select *Minimum Average Head* :

1.0 ft

15. Select *Perforation Discharge* based on Table:

0.74 GPM per Perf

16. *Flow Rate* = Total Number of Perfs X *Perforation Discharge*.

$$42 \text{ Perfs} \times 0.74 \text{ GPM per Perforation} = 31 \text{ GPM}$$

17. *Volume of Liquid Per Foot of Distribution Piping (Table II)* :

0.110 Gallons/ft

18. *Volume of Distribution Piping* =

= [Number of Perforated Laterals X Length of Laterals X (Volume of Liquid Per Foot of Distribution Piping)]

$$3 \times 40 \text{ ft} \times 0.110 \text{ gal/ft} = 13.2 \text{ Gallons}$$

19. Minimum Delivered Volume = Volume of Distribution Piping X 4

$$13.2 \text{ gals} \times 4 = 52.8 \text{ Gallons}$$

Perforation Discharge (GPM)				
Head (ft)	Perforation Diameter			
	1/8	3/16	7/32	1/4
1.0'	0.18	0.41	0.56	0.74
1.5	0.22	0.51	0.69	0.9
2.0'	0.26	0.59	0.80	1.04
2.5	0.29	0.65	0.89	1.17
3.0	0.32	0.72	0.98	1.28
4.0	0.37	0.83	1.13	1.47
5.0'	0.41	0.93	1.26	1.65
1 foot	Dwellings with 3/16 inch to 1/4 inch perforations			
2 feet	Dwellings with 1/8 inch perforations Other establishments and MSTs with 3/16 inch to 1/4 inch perforations			
5 feet	Other establishments and MSTs with 1/8 inch perforations			

Table II Volume of Liquid in Pipe	
Pipe Diameter (inches)	Liquid Per Foot (Gallons)
1	0.045
1.25	0.078
1.5	0.110
2	0.170
3	0.380
4	0.661

Comments/Special Design Considerations:

1. PUMP CAPACITY Project ID: 21-409 v 04.01.2021

Pumping to Gravity or Pressure Distribution:

Pressure

A. If pumping to gravity enter the gallon per minute of the pump: GPM (10 - 45 gpm)

B. If pumping to a pressurized distribution system: 31.0 GPM

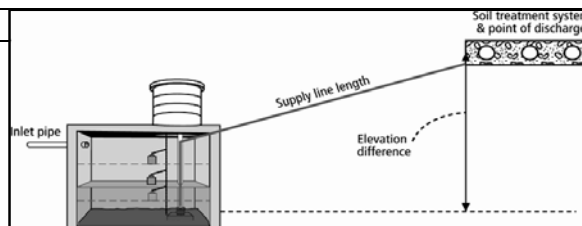
C. Enter pump description: Equalization/Time Dosing

2. HEAD REQUIREMENTS

A. Elevation Difference 11 ft
between pump and point of discharge:

B. Distribution Head Loss: 5 ft

C. Additional Head Loss: ft (due to special equipment, etc.)



Distribution Head Loss	
Gravity Distribution = 0ft	
Pressure Distribution based on Minimum Average Head Value on Pressure Distribution Worksheet:	
Minimum Average Head	Distribution Head Loss
1ft	5ft
2ft	6ft
5ft	10ft

D. 1. Supply Pipe Diameter: 1.5 in

2. Supply Pipe Length: 124 ft

E. Friction Loss in Plastic Pipe per 100ft from Table I:

Friction Loss = 10.22 ft per 100ft of pipe

F. Determine *Equivalent Pipe Length* from pump discharge to soil dispersal area discharge point. Estimate by adding 25% to supply pipe length for fitting loss. *Supply Pipe Length X 1.25 = Equivalent Pipe Length*

124 ft X 1.25 = 155.0 ft

G. Calculate *Supply Friction Loss* by multiplying *Friction Loss Per 100ft* by the *Equivalent Pipe Length* and divide by 100.

Supply Friction Loss =

10.22 ft per 100ft X 155.0 ft ÷ 100 = 15.8 ft

H. *Total Head* requirement is the sum of the *Elevation Difference* + *Distribution Head Loss* + *Additional Head Loss* + *Supply Friction Loss*

11.0 ft + 5.0 ft + ft + 15.8 ft = 31.8 ft

3. PUMP SELECTION

A pump must be selected to deliver at least **31.0** GPM with at least **31.8** feet of total head.

Comments:

Pump Tank Design Worksheet (Time Dose)

DETERMINE TANK CAPACITY AND DIMENSIONS

Project ID: 21-409

v 04.01.2021

1. A. Design Flow (Design Sum.1A): GPD B. Tank Use:
- C. Percentage of Design Flow % Gal Up to 75% design flow is normal for Design percentage
- D. Min. required pump tank capacity: Gal E. Recommended capacity: Gal

2. A. Tank Manufacturer: B. Tank Model:
- C. Capacity from manufacturer: Gallons
- D. Gallons per inch: Gallons per inch
- E. Liquid depth of tank from manufacturer: inches
- Note: Design calculations are based on this specific tank. Substituting a different tank model will change the pump float or timer settings. Contact designer if changes are necessary.*

DETERMINE DOSING VOLUME

3. Volume to Cover Pump (The inlet of pump should be 4 in from the bottom of the tank & 2 in covering the pump recommended)

(Pump and block height + 2 inches) X Gallons Per Inch

(in + 2 inches) X Gallons Per In = Gallons

4. Minimum Delivered Volume = 4 X Volume of Distribution Piping:

-Item 18 of the Pressure Distribution or Item 11 of Non-level Gallons (minimum dose) inches/dose

5. Calculate Maximum Pumpout Volume (25% of Design Flow)

Design Flow: GPD X 0.25 = Gallons (maximum dose) inches/dose

6. Select a pumpout volume that meets both Minimum and Maximum: Gallons

7. Calculate Doses Per Day = Percentage Design Flow ÷ Delivered Volume

gpd ÷ gal = Doses

8. Calculate Drainback:

A. Diameter of Supply Pipe = inches

B. Length of Supply Pipe = feet

C. Volume of Liquid Per Lineal Foot of Pipe = Gallons/ft

D. Drainback = Length of Supply Pipe X Volume of Liquid Per Lineal Foot of Pipe

ft X gal/ft = Gallons

9. Total Dosing Volume = Delivered Volume plus Drainback

gal + gal = Gallons

10. Working Storage Volume = Tank Volume - Volume to Cover Pump - Reserve Capacity

gal - gal - = Gallons

Volume of Liquid in Pipe

Pipe Diameter (inches)	Liquid Per Foot (Gallons)
1	0.045
1.25	0.078
1.5	0.110
2	0.170
3	0.380
4	0.661

11. Required Flow Rate :

A. From Pump Curve - Must verify after Install: GPM*

B. Calculated GPM = Change in Depth (in) x Gallons Per Inch / Time Interval in Minutes

in X gal/in ÷ min = GPM

**Note: This value must be adjusted after installation based on pump calibration.*

12. Select Flow Rate from Line 11.A or 11.B: GPM*



Pump Tank Design Worksheet (Time Dose)

NORMAL OPERATION TIMER SETTINGS*

13. Calculate **TIMER ON** setting*:

Total Dosing Volume ÷ GPM

$$\boxed{74} \text{ gal} \div \boxed{31.0} \text{ gpm} = \boxed{2.4} \text{ Minutes ON*}$$

HR	MIN	SEC
0	2.0	22

14. Calculated **TIMER OFF** setting*:

Minutes Per Day (1440) / Doses Per Day - Minutes On

$$1440 \text{ min} \div \boxed{8} \text{ doses/day} - \boxed{2.4} \text{ min} = \boxed{170.4} \text{ Minutes OFF*}$$

HR	MIN	SEC
2	50.0	26

OPTIONAL PEAK ENABLE DOSING* - Desingers option for peak flow operation

15. Peak Percentage of Design Flow %

16. Peak Pump Volume that meets both Minimum and Maximum Volume gal + DrainBack gal

17. Peak Dose Volume gal

18. Peak TIMER ON gal ÷ gpm = min ON

HR	MIN	SEC

**Note: This value must be adjusted after installation based on pump calibration.*

19. Peak TIMER OFF: 1440 min ÷ doses/day - min On min Off

HR	MIN	SEC

FLOAT SETTINGS

20. Pump Off Float - Measuring from bottom of tank:

Distance to set Pump Off Float = Gallons to Cover Pump / Gallons Per Inch:

$$\boxed{686} \text{ gal} \div \boxed{49.0} \text{ gal/in} = \boxed{14.0} \text{ Inches}$$

Reserve Capacity
Alarm Depth in

21. Alarm Float - Measuring from bottom of tank (90% recommended):

Distance to set Alarm Float = Tank Depth X % of Tank Depth (90% recommended)

$$\boxed{15.9} \text{ in} \times \boxed{90} \% = \boxed{14.31} \text{ Inches}$$

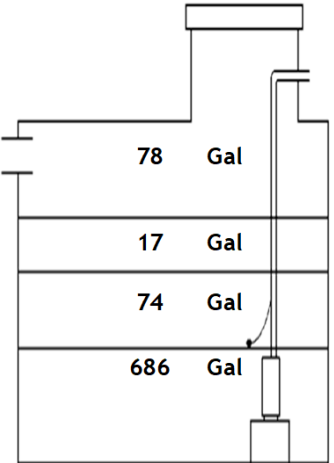
Storage Capacity

Normal Dose
Volume

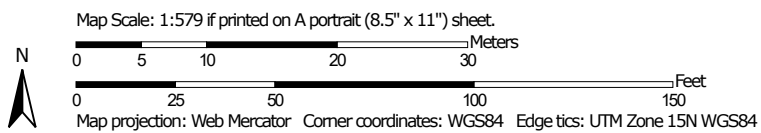
Pump Off in

22. Reserve Capacity in gallons = (Tank Depth - Alarm Depth) X GPI

$$(\boxed{15.9} \text{ in} + \boxed{14.3} \text{ in}) \times \boxed{49.0} = \boxed{77.9} \text{ gallons}$$



Soil Map—Dodge County, Minnesota



**Natural Resources
Conservation Service**

Web Soil Survey
National Cooperative Soil Survey

10/11/2021
Page 1 of 3

MAP LEGEND

Area of Interest (AOI)

 Area of Interest (AOI)

Soils

 Soil Map Unit Polygons

 Soil Map Unit Lines

 Soil Map Unit Points

Special Point Features



Blowout



Borrow Pit



Clay Spot



Closed Depression



Gravel Pit



Gravelly Spot



Landfill



Lava Flow



Marsh or swamp



Mine or Quarry



Miscellaneous Water



Perennial Water



Rock Outcrop



Saline Spot



Sandy Spot



Severely Eroded Spot



Sinkhole



Slide or Slip



Sodic Spot



Spoil Area



Stony Spot



Very Stony Spot



Wet Spot



Other



Special Line Features

Water Features



Streams and Canals

Transportation



Rails



Interstate Highways



US Routes



Major Roads



Local Roads

Background



Aerial Photography

MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:12,000.

Warning: Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service

Web Soil Survey URL:

Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Dodge County, Minnesota

Survey Area Data: Version 18, Sep 10, 2021

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Oct 4, 2010—Nov 20, 2016

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

Map Unit Legend

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
M522D2	Bassett-Racine complex, 12 to 18 percent slopes, moderately eroded	0.6	47.3%
M522E	Bassett-Racine complex, 18 to 25 percent slopes	0.0	0.1%
M523C2	Bassett-Kasson complex, 6 to 12 percent slopes, eroded	0.7	52.6%
Totals for Area of Interest		1.3	100.0%

Subsurface Sewage Treatment System Management Plan

Property Owner: _____ Phone: _____ Date: _____
Mailing Address: _____ City: _____ Zip: _____
Site Address: _____ City: _____ Zip: _____

This management plan will identify the operation and maintenance activities necessary to ensure long-term performance of your septic system. Some of these activities must be performed by you, the homeowner. Other tasks must be performed by a licensed septic service provider.

System Designer: check every 24-36 months.
Local Government: check every 36 months.
State Requirement: check every 36 months.

**My System needs to be checked
every 24-36 months.**

Property Owner Management Tasks

Leaks – Check (look, listen) for leaks in toilets and dripping faucets. Repair leaks promptly.

Surfacing sewage – Regularly check for wet or spongy soil around your soil treatment area.

Effluent filter – *Inspect and clean twice a year or more.*

Alarms – Alarm signals when there is a problem. Contact a service provider any time an alarm signals.

Professional Management Tasks

- ☐ Check to make sure tank is not leaking
- ☐ Check and clean the in-tank effluent filter
- ☐ Check the sludge/scum layer levels in all septic tanks
- ☐ Recommend if tank should be pumped
- ☐ Check inlet and outlet baffles
- ☐ Check the drainfield effluent levels in the rock layer
- ☐ Check the pump and alarm system functions
- ☐ Check wiring for corrosion and function
- ☐ Check dissolved oxygen and effluent temperature in tank
- ☐ Provide homeowner with list of results and any action to be taken
- ☐ Flush and clean laterals if cleanouts exist

“I understand it is my responsibility to properly operate and maintain the sewage treatment system on this property, utilizing the Management Plan. If requirements in the Management Plan are not met, I will promptly notify the permitting authority and take necessary corrective actions. If I have a new system, I agree to adequately protect the reserve area for future use as a soil treatment system.”

Property Owner Signature: _____ Date: _____

See Reverse Side for Management Log

Maintenance Log

Activity	Date Accomplished									
<i>Check frequently:</i>										
Leaks: check for plumbing leaks										
Soil treatment area check for surfacing										
Lint filter: check, clean if needed										
Effluent screen: if owner-maintained										
Water usage rate (monitor frequency _____)										
<i>Check annually:</i>										
Caps: inspect, replace if needed										
Sludge & Scum/Pump										
Inlet & Outlet baffles										
Drainfield effluent leaks										
Pump, alarm, wiring										
Flush & clean laterals if cleanouts exists										
Other: _____										
Other: _____										

Notes: _____

Mitigation/corrective action plan: _____

7080.2150 FINAL TREATMENT AND DISPERSAL.

Subpart 1. **General.** Treatment and dispersal of all sewage for new construction or replacement ISTS must be in compliance with this part and parts 7080.2200 to 7080.2400 as adopted into local ordinances.

Subp. 2. **General technical requirements for all systems.** All new construction or replacement ISTS must be designed to meet or exceed the provisions in items A to F.

A. All treatment and dispersal methods must be designed to conform to all applicable federal, state, and local regulations.

B. Treatment and dispersal processes must prevent sewage or sewage effluent contact with humans, insects, or vermin.

C. Treatment and dispersal of sewage or sewage effluent must be in a safe manner that adequately protects from physical injury or harm.

D. An unsaturated zone in the soil must be maintained between the bottom of the soil treatment and dispersal system and the periodically saturated soil or bedrock during loading of effluent.

E. Soil treatment and dispersal systems must not be designed in floodways. Soil treatment and dispersal systems installed in flood fringes must meet the requirements in part 7080.2270. All soil treatment systems located in areas subject to excessive run-on must have a diversion constructed upslope from the system.

F. ISTS components must be set back in accordance with Table VII.

TABLE VII
MINIMUM SETBACK DISTANCES (FEET)

Feature	Sewage tank, holding tank, or sealed privy	Absorption area or unsealed privy	Building sewer or supply pipes
Water supply wells	*	*	*
Buried water lines	*	*	*
Structures	10	20	
Property lines **	10	10	
Ordinary high water level of public waters	***	***	

* Setbacks from buried water lines and water supply wells are governed by chapters 4714 and 4725, respectively.

** Infringement on property line setbacks must be made through accepted local procedures.

*** Setbacks from lakes, rivers, and streams are governed by chapters 6105 and 6120.

Subp. 3. **Other technical requirements for systems.** Items A to M are required for specific designs as determined in parts 7080.2200 to 7080.2400.

A. Employ components registered under parts 7083.4070 and 7083.4080 that are installed, used, and operated according to the conditions placed on registration.

B. Employ structural components and joint sealants that meet or exceed the system's expected design life.

C. For acceptable treatment of septic tank effluent by soil, the soil treatment and dispersal systems must meet the requirements of subitems (1) and (2).

(1) A minimum three-foot vertical soil treatment and dispersal zone must be designed below the distribution media that meets the criteria in units (a) to (c):

(a) the zone must be above the periodically saturated soil and bedrock. The zone must be continuous and not be interrupted by seasonal zones of saturation;

(b) any soil layers that are any of the United States Department of Agriculture (USDA) soil textures classified as sand with 35 to 50 percent rock fragments or loamy sand with 35 to 50 percent rock fragments must be credited at only one-half their thickness as part of the necessary treatment zone. Soil layers, regardless of soil texture, with greater than 50 percent rock fragments must not be credited as part of the necessary treatment zone. Layers that are given full, partial, or no credit must, in any layering arrangement in the soil profile, be cumulatively added to determine the amount of soil treatment zone in accordance with other soil treatment zone provisions; and

(c) the entire treatment zone depth must be within seven feet from final grade.

(2) The distribution system or media must not place a hydraulic head greater than 30 inches above the bottom of the bottom absorption area.

D. The system's absorption area must be original soil.

E. The system's absorption area and mound absorption ratio must be sized according to Table IX or IXa.

TABLE IX

LOADING RATES FOR DETERMINING BOTTOM ABSORPTION AREA AND ABSORPTION RATIOS USING DETAILED SOIL DESCRIPTIONS *

		Treatment Level C	Treatment Level C	Treatment Level A, A-2, B, B-2	Treatment Level A, A-2, B, B-2
		Absorption area loading rate (gpd/ft ²)	Mound absorption ratio	Absorption area loading rate (gpd/ft ²)	Mound absorption ratio***
USDA soil texture	Soil structure and grade				
Sand, coarse sand, loamy sand, loamy coarse sand, fine sand, very fine sand, loamy fine sand, loamy very fine sand, 35 to 50% rock fragments	Single grain, granular, blocky, or prismatic structure; weak grade	**	1.0	**	1.0
Sand, coarse sand, loamy sand, loamy coarse sand, <35% rock fragments	Single grain, granular, blocky, or prismatic structure; weak grade	1.2	1.0	1.6	1.0
Fine sand, very fine sand, loamy fine sand, loamy very fine sand, <35% rock fragments	Single grain, granular, blocky, or prismatic structure; weak grade	0.6	2.0	1.0	1.6
Sandy loam, coarse sandy loam, fine sandy loam, very fine sandy loam	Granular, blocky, or prismatic structure; weak to strong grade	0.78	1.5	1.0	1.6

Sandy loam, coarse sandy loam, fine sandy loam, very fine sandy loam	Platy with weak grade or massive	0.68	1.8	0.87	1.8
Loam	Granular, blocky, or prismatic structure; weak to strong grade	0.6	2.0	0.78	2.1
Loam	Platy with weak grade or massive	0.52	2.3	0.68	2.4
Silt loam, silt	Granular, blocky, or prismatic structure; weak to strong grade	0.5	2.4	0.78	2.1
Silt loam, silt	Platy with weak grade or massive	0.42	2.9	0.65	2.5
Clay loam, sandy clay loam, silty clay loam	Granular, blocky, or prismatic structure; moderate to strong grade	0.45	2.6	0.6	2.7
Clay, sandy clay, silty clay	-	**	**	**	**

* Proposed absorption areas must meet item L and must have very friable and friable consistence or loose noncemented sands.

** Conduct percolation test and size under Table IXa. May need to be designed under part 7080.2300.

*** Assume a hydraulic loading rate to the sand at 1.6 gpd/ft².

TABLE IXa

LOADING RATES FOR DETERMINING BOTTOM ABSORPTION AREA AND
ABSORPTION RATIOS USING PERCOLATION TESTS

Percolation rate (MPI)	Treatment level C absorption area loading rate (gpd/ft ²)	Treatment level C mound absorption ratio	Treatment levels A, A-2, B, and B-2 absorption area loading rate (gpd/ft ²)	Treatment levels A, A-2, B, and B-2 mound absorption ratio
<0.1	-	1.0	-	1.0
0.1 to 5	1.2	1.0	1.6	1.0
0.1 to 5 (fine sand and loamy fine sand)	0.6	2.0	1.0	1.6
6 to 15	0.78	1.5	1.0	1.6
16 to 30	0.6	2.0	0.78	2.0
31 to 45	0.5	2.4	0.78	2.0
46 to 60	0.45	2.6	0.6	2.6
61 to 120	-	5.0	0.3	5.3
>120	-	-	-	-

F. If drainfield rock medium is employed, a durable, nonwoven geotextile fabric must be used to cover the distribution rock medium. The fabric must be of sufficient strength to undergo installation without rupture. The fabric must permit passage of water without passage of overlying soil material into the rock medium.

G. All excavation into the absorption area, or surface preparation of the upper 12 inches of absorption area, must be in a manner to expose the original soil structure in an unsmeared and uncompacted condition. Excavation is only allowed when the soil moisture content is at or less than the plastic limit and is not frozen or freezing.

H. Excavation equipment or other vehicles must not be driven on the excavated or prepared absorption area. Foot traffic on these areas must be minimized and not cause compaction. The exposed areas must be immediately covered with media or the designed coverage materials. If the areas are exposed to direct rainfall, they must be allowed to dry and must be re-prepared according to item G.

I. A minimum of six inches of topsoil borrow must be placed over the system.

J. A close-growing, vigorous vegetative cover must be established over the soil treatment and dispersal system and other vegetatively disturbed areas. The sodding, seeding, or other vegetation establishment must begin immediately after the placement of the topsoil borrow. If the climatic season does not allow immediate establishment of

vegetation, the soil treatment and dispersal system must be protected from erosion and excessive frost and a vegetative cover must be established as soon as favorable climatic conditions exist. The vegetative cover established must not interfere with the hydraulic performance of the system and must provide adequate frost and erosion protection. Trees, shrubs, deep-rooted plants, or hydrophytic plants must not be planted on the system.

K. Sewage tank effluent concentrations to the soil dispersal system must not exceed a BOD concentration of 170 mg/l, a CBOD₅ concentration of 125 mg/l, a TSS concentration of 60 mg/l, or an oil and grease concentration of 25 mg/l.

L. The distribution media must not be in contact with soils with any of the USDA soil textures classified as sand with 35 percent or more rock fragments or loamy sand with 35 percent or more rock fragments or any soils that have a percolation rate of less than 0.1 minute per inch.

M. The contour loading rate for soil dispersal systems must be between 1 and 12 gallons per lineal foot per day.

Subp. 4. **Systems with a design flow greater than 2,500 gallons per day.** At a minimum, systems designed under this chapter with a design flow of greater than 2,500 gallons per day, which impact water quality of an aquifer, as defined in part 4725.0100, subpart 21, must employ best management practices for nitrogen reduction developed by the commissioner to mitigate water quality impacts to groundwater.

Statutory Authority: *MS s 14.389; 115.03; 115.55; 115.56; L 2015 1Sp4 art 4 s 132,145*

History: *32 SR 1347; 35 SR 1353; 38 SR 1001; 40 SR 689*

Published Electronically: *October 31, 2016*

2022 General Budget w/2021 YTD								Working Budget	Preliminary
				2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 YTD	2022 Budget
		REVENUES		3%	6%	6%	4%		
Account			NOTES	Actual Levy Set	Final Levy Set	Final Levy Set	Final Levy Set		
				\$453,322.00	\$480,521.00	\$509,352.00	\$530,034.00		
31000		Property tax	Actual Revenue Received	\$452,360.19	\$469,402.90	\$518,168.97		\$308,639.55	530,034.00
		Property tax + 1%							535,334.34
		Property tax + 2%							540,634.68
		Property tax + 3%							545,935.02
		Property tax + 4%							551,235.36
		Property tax + 5%							556,535.70
		Property tax + 6%							561,836.04
		Property tax + 7%							567,136.38
		Property tax + 8%							572,436.72
		Property tax + 9%							577,737.06
		Property tax +10%	Finance Committee met on 09.22.21 and recommended 10% preliminary; Council agreed to 10% on 09.27.21					(Each 1% = \$5,300.00)	583,037.40
		Property tax + 11%							588,337.74
		Property tax + 12%							593,638.08
32000		Permits & Licenses	contractor, rental, fireworks	\$2,345.00	\$1,965.00	\$4,572.08	\$3,000.00	\$3,200.96	\$3,000.00
32110		Liquor	Liquor License Fee's	\$5,500.00	\$5,575.00	\$5,500.00	\$5,500.00	\$5,500.00	\$8,200.00
32210		Building Permits	Building Permit Fee's	\$6,129.12	\$14,650.87	\$13,805.70	\$5,000.00	\$19,739.42	\$10,000.00
32240		Animal Licenses	Dog Tags	\$750.00	\$205.00	\$115.00	\$200.00	\$100.00	\$200.00
32241		Animal Impound Fee	Animal Impound Fee's	\$109.16	\$0.00	\$148.00	\$500.00	\$0.00	\$250.00
33000		Intergovernmental Revenues	Typically Grant dollars (FD DNR Grant)			\$0.00		\$0.00	
33160		Health Wellness Grants	Staff Health and Wellness Dollars	\$0.00	\$0.00	\$0.00		\$0.00	
33170		FEMA Grants	Flood Grants 2019 - Expenses paid in 2019; Rev Rcvd 2020	\$5,644.71		\$96,901.78	\$0.00	\$0.00	
33400		State Grants & Aids	Coronavirus Relief Funds Received in 2020; American Rescue Plan Funds Received in 2021 (64,019.30) - 2nd half to be received in Aug/Sep 2022	\$13,226.00		\$28,966.00	\$0.00	\$64,019.30	\$128,038.60
33401		LGA	Local Government Aid	\$281,563.00	\$282,364.00	\$301,271.00	\$308,732.00	\$169,035.00	\$313,414.00
33402		Market Value Cr.	A revenue offset of property tax	\$150.63	\$147.69	\$157.00	\$0.00	\$0.00	
33420		Fire State Aid	Aid to the Relief Association	\$19,833.20	\$19,617.54	\$22,316.58	\$18,000.00	\$0.00	
33422		Other State Aid Grants						\$0.00	
33423		PERA	Offset to PERA - Employee Retire	\$1,041.00	\$1,041.00	\$0.00	\$1,041.00	\$0.00	\$1,041.00
33440		Fire Department Grant	DNR/Training Grants	\$2,711.58	\$8,675.00	\$6,591.50	\$0.00	\$8,116.69	Not Budgeted For
			FD AFG Grant for Air Paks			\$130,416.19			
33610		County Highway Aid	Aid dollars to offset highway maint.	\$3,599.46	\$3,222.08	\$3,296.06	\$3,500.00	\$4,646.46	\$3,500.00
34101		City Property Rent Revenue	Tower Lease with AT&T	\$13,200.00	\$11,900.00	\$11,800.00	\$10,800.00	\$9,000.00	\$10,800.00
34103		Zoning and Subdivision Fees	PZ Public Hearing/other zoning	\$1,263.00	\$750.00	\$250.00	\$1,000.00	\$0.00	\$0.00
34107		Assessment Search Fee	Property Assessment Search requests	\$540.00	\$450.00	\$1,200.00	\$750.00	\$810.00	\$750.00
34202		Fire Department Contracts	Annual Township Contract Fees	\$61,965.00	\$63,404.50	\$64,768.00	\$64,768.00	\$65,648.00	\$64,768.00
34203		Fire Dept. - Fire calls	Fees on Fire Calls	\$250.00	\$0.00	\$505.00	\$500.00	\$0.00	\$250.00
34780		Park Fees	Shelter Rental Fees	\$570.00	\$600.00	\$545.00	\$750.00	\$995.00	\$750.00

				2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 YTD	2022 Budget
35000		Fines & Forfeits	DC issued tickets; city share	\$1,989.58	\$2,713.54	\$2,135.17	\$2,500.00	\$1,600.81	\$2,500.00
36200		Misc. other Revenues	Copies, scrap metal, auction items revenue	\$4,603.93	\$1,063.00	\$9,087.25	\$1,500.00	\$817.03	\$1,500.00
36201		Refunds and Reimbursements	Dividend Checks LMC, LMCIT Hail Damage Claim \$173,600	\$13,567.48	\$8,567.08	\$182,014.47	\$8,000.00	\$2,738.35	\$8,000.00
36210		Interest Income	Interest on Investments, Saving, Checking	\$11,276.00	\$13,512.57	\$5,500.00	\$3,000.00	\$546.52	\$3,000.00
36230		Contributions and Donations	General for City Items; NNO	\$50.00	\$150.00	\$149.00	\$0.00	\$300.00	
38050		Franchise Fees	Cable Franchise Fees; KMTel, Mediacom	\$6,575.84	\$6,940.62	\$7,259.01	\$6,500.00	\$3,952.28	\$6,500.00
39200		Interfund Operating Transfer						\$0.00	
39201		Transfer from General Fund						\$0.00	
39202		Contribution-Enterprise Funds						\$0.00	
39203		Transfer from General Funds	Revenue Transferred in from General Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
39301		Capital Lease Proceeds						\$0.00	
		Total Revenues		\$910,813.88	\$916,917.39	\$899,269.79	\$445,541.00	\$669,405.37	\$1,149,499.00

[illegible]

				2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 YTD	2022 Budget
41530		Accounting							
	301	Accounting & Auditing Services	Yearly Audit Expense/Contract	\$16,900.00	\$17,600.00	\$21,700.00	\$18,550.00	\$18,300.00	\$18,550.00
		Total Accounting & Auditing Services		\$16,900.00	\$17,600.00	\$21,700.00	\$18,550.00	\$18,300.00	\$18,550.00
41550		Assessing							
	310	Assessing	Dodge County Contract Yearly	\$5,929.00	\$6,038.00	\$6,145.00	\$6,506.00	\$6,156.00	\$6,506.00
			Pictometry	\$350.00	\$350.00	\$350.00	\$350.00		\$350.00
		Total Assessing		\$6,279.00	\$6,388.00	\$6,495.00	\$6,856.00	\$6,156.00	\$6,856.00
41600		Law/Legal Services							
	304	Legal Fees	** 6,400 reimbursed through CARES Funds, \$3,100 related to prosecution services	\$29,578.88	\$28,388.53	\$40,081.90	\$24,000.00	\$21,230.40	\$20,000.00
		Codification		\$0.00	\$0.00	\$0.00	\$4,000.00	\$750.00	\$750.00
		Total Law/Legal Services		\$29,578.88	\$28,388.53	\$40,081.90	\$28,000.00	\$21,980.40	\$20,750.00
41940		General Govt. Buildings/Plant							
	136	Employee Deductable Allowance	(\$500-Deductible) No longer a benefit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	200	Supplies	Supplies related to Buildings (lights, furnace, water, flags etc.)	\$674.89	\$774.34	\$945.99	\$700.00	\$671.96	\$1,000.00
	220	Building Maintenance & Repairs	Repairs to All Govt. Buildings; reroof from hail damage	\$2,278.12	\$2,142.59	\$43,954.24	\$2,500.00	\$62,233.50	\$2,500.00
	228	Equipment Repairs & Maintenance	Repairs to Computers	\$519.09	\$532.02	\$485.11	\$500.00	\$5,665.00	\$500.00
	321	Communications	Telephone, Internet, Fax	\$3,618.29	\$3,703.35	\$3,366.06	\$4,000.00	\$4,261.20	\$4,000.00
	362	Property Insurance	Insurance for all City Property	\$17,192.00	\$23,670.00	\$22,289.00	\$23,000.00	\$22,951.00	\$23,000.00
	380	Utilities	Electric Gas	\$11,404.68	\$12,492.37	\$8,363.93	\$11,000.00	\$4,207.82	\$11,000.00
	384	Refuse, Garbage		\$1,147.38	\$1,260.00	\$1,090.00	\$1,600.00	\$1,496.50	\$1,600.00
	417	Employee Uniforms	\$500/yr non office employees	\$784.94	\$475.67	\$879.05	\$1,000.00	\$172.27	\$1,000.00
	439	Janitors	City Hall Cleaning	\$641.28	\$480.96	\$0.00	\$800.00	\$137.50	\$600.00
		Total General Govt. Buildings/Plant		\$38,260.67	\$45,531.30	\$81,373.38	\$45,100.00	\$101,796.75	\$45,200.00
41950		Engineering Professional Services							
	303	Engineering Fees	Smoke Testing in 2020, City Maps Revisions, 2020 Street Proj.	\$5,677.79	\$16,953.80	\$12,604.20	\$5,000.00	\$63,239.58	\$20,000.00
		Total Engineering Services		\$5,677.79	\$16,953.80	\$12,604.20	\$5,000.00	\$63,239.58	\$20,000.00
42100		Police Protection Contract							
	310	Other Professional Services	2021 Approved by Council	\$90,147.12	\$93,036.48	\$95,178.57	\$98,226.00	\$73,669.50	\$100,963.20
		Total Police Protection Contract		\$90,147.12	\$93,036.48	\$95,178.57	\$98,226.00	\$73,669.50	\$100,963.20
42200		Fire Protection							
	101	Salaries		\$20,010.00	\$24,412.00	\$20,014.00	\$20,000.00	\$20,017.00	\$20,000.00
	120	Employee Benefits		\$1,530.79	\$1,867.00	\$3,621.07	\$1,650.00	\$490.84	\$1,650.00
	124	Fire Pension Contribution	City Contribution	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00
	126	Fire Aid - Transfer to Relief Association	Pass-through with State	\$19,833.20	\$19,617.54	\$22,316.58	\$18,000.00	\$0.00	
	130	Insurance	Volunteer Benefit Assoc. Yearly Renewals	\$11.00	\$409.00	\$282.00	\$250.00	\$56.00	\$250.00
	151	Workman's Comp	Annual	\$4,300.16	\$4,360.00	\$6,491.00	\$4,200.00	\$8,165.60	\$4,200.00
	208	Training, Mileage	FD Trainings	\$6,751.00	\$6,178.91	\$4,305.00	\$5,000.00	\$4,340.00	\$5,000.00
	212	Fuel		\$1,440.29	\$1,851.47	\$1,926.16	\$2,500.00	\$1,701.39	\$2,500.00
	217	Operating Supplies	Misc. Supplies for FD	\$1,600.56	\$1,163.13	\$1,472.21	\$1,500.00	\$770.34	\$1,500.00
	228	Equipment Repair/Maintenance	Repairs to Trucks, and Equipment	\$9,917.17	\$14,147.36	\$5,820.36	\$15,000.00	\$8,432.52	\$10,000.00
	240	Tools and Minor Equipment		\$8,566.99	\$11,846.06	\$7,259.67	\$18,000.00	\$17,060.51	\$20,000.00

				2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 YTD	2022 Budget
	311	First Responder Train/Equip	Separate from FD - 1st Responder only, includes supplies	\$1,981.72	\$4,120.66	\$3,733.86	\$3,000.00	\$3,192.14	\$3,000.00
	321	Communications	Landline Phone, Active 911 Membership	\$506.91	\$1,195.92	\$1,097.51	\$650.00	\$978.01	\$1,000.00
	380	Utilities	Gas/Electric	\$6,318.49	\$6,775.07	\$4,970.76	\$7,000.00	\$1,726.45	\$5,000.00
	433	Dues and Memberships	Explorer Program	\$552.00	\$883.00	\$250.00	\$800.00	\$650.00	\$800.00
	437	Miscellaneous		\$712.05	\$1,219.76	\$442.26	\$800.00	\$12,812.93	\$800.00
	442	Grant Award Related Expenses	Grant Awarded to FD	\$0.00	\$0.00	\$147,566.65	\$0.00	\$1,757.51	\$0.00
	570	Capital Outlay		\$0.00	\$14,202.04	\$0.00	\$25,000.00	\$0.00	\$10,000.00
		Turn Out Gear	NFPA Compliance Replacement 2018	\$0.00	\$0.00	\$0.00			\$15,000.00
		Transfer for Replacement	Bottle Replacement	\$2,750.00	\$2,750.00	\$0.00			\$0.00
	701	Transfer to FD Equipt Fund	Previous Years unused amounts in 240 & 570			\$25,000.00			
		Transfer to Fire Truck Bond Fund	Pay off \$47,152 for 2017	\$25,000.00	\$12,500.00	\$12,500.00	\$12,500.00	\$0.00	\$12,500.00
		FIRE HALL UPGRADES PROJECT		\$26,743.53					
		Training & Equipment Grants Received	For Clerks Use only						
	720	Operating Transfers						\$0.00	
		Total Fire Protection **		\$142,525.86	\$133,498.92	\$273,069.09	\$139,850.00	\$86,151.24	\$117,200.00
		** 240 & 570 budget balance carries over to truck/equip fund each year.				\$111,829.88			
42400		Building Inspections							
	300	Professional Services		\$4,908.10	\$11,464.83	\$13,470.10	\$5,000.00	\$12,495.53	\$10,000.00
	314	Blight Removal (Demo)	Demo of Old Shop Building in 2020 + Asbestos Report			\$9,431.71	\$7,000.00	\$0.00	
		Total Building Inspections		\$4,908.10	\$11,464.83	\$22,901.81	\$12,000.00	\$12,495.53	\$10,000.00
43100		Streets Department							
	101	Salaries	Staff Portion Related to Streets	\$46,085.97	\$38,847.80	\$33,974.88	\$37,800.00	\$25,441.26	\$39,313.38
	120	Employee Benefits	Staff Portion Related to Benefits	\$17,818.31	\$16,519.79	\$13,698.21	\$14,600.00	\$10,049.40	\$14,821.24
	151	Workmans Comp		\$3,786.49	\$2,726.00	\$3,974.00	\$3,500.00	\$5,103.50	\$3,500.00
	200	Supplies	Streets Dept. Supplies	\$1,538.57	\$1,334.00	\$2,069.11	\$1,500.00	\$922.64	\$1,500.00
	208	Training/Mileage		\$85.00	\$100.00	\$0.00	\$500.00	\$215.00	\$500.00
	212	Motor Fuels		\$3,519.98	\$2,933.62	\$2,342.63	\$2,500.00	\$2,267.88	\$2,500.00
	224	Street Maintenance Materials	Materials for Streets Upkeep	\$6,249.93	\$5,787.45	\$8,421.05	\$7,000.00	\$14,667.56	\$7,000.00
	228	Equipment Repair and Maintenance	Costs for Equipment Repairs	\$7,193.98	\$6,189.72	\$1,306.11	\$3,000.00	\$6,251.00	\$3,000.00
	229	Safety/OSHA	Training \$1200	\$1,536.72	\$939.91	\$1,523.60	\$1,200.00	\$1,369.37	\$1,200.00
	230	Capital Lease Expense						\$18,331.00	\$18,331.00
	240	Tools and Minor Equipment		\$1,000.18	\$594.10	\$1,680.17	\$1,000.00	\$735.63	\$1,000.00
	303	Engineering Fees	Street Project			\$0.00	\$0.00	\$0.00	
	443	FEMA Related Expenses	Hail Damage Repairs			\$20,539.01	\$0.00	\$16,350.00	
	570	Capital Outlay	Minor Patching/Repairs, Striping, Sweeping; painting of City curbs \$700	\$40,585.00	\$9,679.82	\$16,147.17	\$13,000.00	\$3,310.00	\$19,950.00
	603?	New Wheel Loader Payment	Payments start 2017 = \$31,320.13 Principal, \$5,342.40 Interest; Last pmt in 2021	\$36,662.53	\$36,662.53	\$36,662.53		\$0.00	\$0.00
	700	Transfer in from CIP	Transfer from CIP for Capital Lease Expense	-\$18,331.00	-\$18,331.00	-\$18,331.00	-\$18,331.00	\$0.00	-\$18,331.00
		Additional CIP Items	Alley behind saloon \$37,000 / 5th Street \$98,000 / 4th Street \$38,000 / Mantor Dr \$131,000 = 384,000	\$15,422.50	\$0.00	\$0.00			
		Total Streets Department		\$163,154.16	\$103,983.74	\$124,007.47	\$67,269.00	\$105,014.24	\$94,284.62
43125		Ice and Snow Removal							
	212	Motor Fuels		\$2,653.34	\$3,948.90	\$575.50	\$3,500.00	\$595.64	\$2,000.00
	404	Repair/Maintenance Machinery	Plow Truck, Grader Maint and Repair Costs	\$4,320.29	\$5,000.22	\$6,505.66	\$3,000.00	\$275.18	\$3,000.00
	406	Snow/Ice Removal	Costs to Swenke for Snow Removal	\$7,871.91	\$13,841.87	\$7,500.72	\$10,000.00	\$16,153.82	\$10,000.00
	570	Capital outlay	Large Machinery Equipement Replacement, Blades	\$2,932.00	\$1,005.84	\$492.00	\$5,300.00	\$0.00	\$2,000.00
		Total Ice and Snow Removal		\$17,777.54	\$23,796.83	\$15,073.88	\$21,800.00	\$17,024.64	\$17,000.00

				2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 YTD	2022 Budget
43160		Street Lighting							
	381	Electric Utilities	All Streets Lighting	\$23,393.64	\$21,651.98	\$30,929.99	\$23,000.00	\$51,433.10	\$30,000.00
		Total Street Lighting		\$23,393.64	\$21,651.98	\$30,929.99	\$23,000.00	\$51,433.10	\$30,000.00
45200		Parks & Recreation							
	101	Salaries	Staff Portion Related to Parks, includes seasonal	\$16,512.36	\$27,613.15	\$31,748.23	\$33,000.00	\$17,352.57	\$34,237.89
	120	Employee Benefits	Staff Portion Related to Benefits	\$4,361.58	\$8,723.21	\$9,056.86	\$10,500.00	\$5,605.68	\$10,290.05
	151	Work Comp		\$752.30	\$1,090.00	\$2,207.00	\$500.00	\$2,041.40	\$2,000.00
	200	Supplies	Supplies needed for Parks, (TP, Towels, Soap)	\$1,465.51	\$889.80	\$2,519.66	\$1,500.00	\$5,256.44	\$1,500.00
	210	Tax & Licensing	Sales & Use Tax on Shelter Rental	\$46.00	\$52.44	\$46.67	\$62.00	\$173.39	\$62.00
	212	Fuel		\$1,098.20	\$918.49	\$1,062.99	\$1,000.00	\$1,276.41	\$1,000.00
	401	Repairs and Maintenance Buildings	Maintenance & Supplies to maintain Park Buildings/Ball Fields/Parks; grass seed, weed killer; shakopee rock; paint	\$5,598.14	\$4,775.90	\$4,685.07	\$8,500.00	\$9,388.76	\$6,000.00
	404	Repairs and Maintenance Machinery	Park Equipment, Mowers, Gator, Etc.	\$1,677.06	\$1,381.04	\$2,084.48	\$1,000.00	\$3,412.49	\$2,000.00
	410	Rental	Port a Potty Rental Fees	\$710.70	\$1,082.58	\$411.59	\$1,000.00	\$812.42	\$1,000.00
	430	Miscellaneous	Joint Powers Agreement (Addt.\$2500 request) 2023 will go back to \$5K	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,793.02	\$7,500.00
	437	Other Miscellaneous					\$0.00	\$117.51	
	440	Refunds and Reimbursements	Park Shelter Refunds			\$30.00	\$0.00	\$0.00	
	443	FEMA Related Expenses	ZWP Related Expenses (Reimburseable)	\$5,173.95			\$0.00	\$0.00	
		Expenses Related to Flood	June, July, August (Reimbursed in 2020 from FEMA 75%)		\$81,095.18	\$29,975.00			
	500	Capital Outlay				\$21,665.87	\$45,900.00	\$9,143.73	
		Park Board Wish List for Budget		\$22,417.40	\$19,122.83				\$32,382.00
		City Wide Tree Removal - BLVD		\$4,580.00		\$5,048.44			\$10,000.00
		Mantor Field Fencing	\$21k quote - requesting JV cover remaining not budgeted for		\$21,880.00				
			Park Trees - New and Removal	\$10,033.00		\$7,794.68			
	720	Transfers In	\$12,000 for 1/2 Mantor Field Fence in 2018 - transferred to 225 Fund		-\$12,000.00			\$0.00	
		Total Parks and Recreation		\$81,926.20	\$164,124.62	\$125,836.54	\$110,462.00	\$62,373.82	\$107,971.94
					Less Flood Related	\$95,861.54			
46500		EDA							
	101	Salaries	Staff Time to EDA	\$793.89	\$791.77	\$649.58	\$700.00	\$173.01	\$500.00
	120	Benefits	Tax WH	\$70.20	\$243.02	\$196.72	\$150.00	\$54.43	\$150.00
	437	Other Miscellaneous	Based on EDA Submitted Budget	\$13,797.08	\$18,438.61	\$23,283.70	\$21,500.00	\$15,745.15	\$30,443.00
	720	Operating Transfers	Unused portion of 2021 budget (TBD)				\$0.00	\$0.00	
		Total EDA		\$14,661.17	\$19,473.40	\$24,130.00	\$22,350.00	\$15,972.59	\$31,093.00
49300		Other Financing Uses							
	701	Transfers to Other Funds	\$208,126 to CIP in 2021	\$104,653.00	\$144,987.00	\$116,864.00	\$208,126.00	\$0.00	\$263,993.98
									Line above includes \$128,038.60 of ARPA Funds (\$64,014.30 rcvd in 2021 but not spent)
			Transfer for Sewer Bond Project; Required	\$20,000.00	\$20,000.00	\$20,000.00			\$20,000.00
			Transfer for Sidewalks Replacement/Repair Fund	\$10,000.00	\$10,000.00	\$10,000.00			\$10,000.00

				2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 YTD	2022 Budget
			Transfer to FD Equip Fund - unspent budget		\$34,433.00				
			Transfer to Dam Fund	\$10,000.00	\$5,000.00	\$5,000.00			\$0.00
			Transfers to PB and EDA unused previous years budget funds		\$22,703.00				
			GO Bonds 2019 A - Tax Levy - new for 2020/updated for 2021			\$15,801.00	\$30,595.00		\$46,759.00
			Tax Abatement - new for 2020			\$40,667.00	\$40,667.00		\$40,667.00
			GO Bonds 2021A - Equipment and Utility Revenue Note - new (Sep 2021) (amount of payment confirmed 10.06.21)						\$14,993.00
		General Fund Subtotal		\$890,418.71	\$1,035,234.48	\$1,220,500.50	\$1,001,656.00	\$751,024.44	\$1,149,499.00
		Total Revenue Minus Total Expenses		\$20,395.17	-\$118,317.09	-\$321,230.71			\$0.00

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updated 11.18.21

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updated 10.04.21

Enterprise Funds				Updated 12.11.20		Updated 11.18.21	
601 Water Fund			2019 Actual	2020 Actual	2021 Budget	2021 YTD	2022 Budget
	Revenues						
36100	Special Assessments	Certified Outstanding UB Collected	\$450.00	\$1,464.30	\$0.00	\$0.00	\$0.00
36200	Miscellaneous	Bulk Water Sales; LMCIT pymt for well problems	\$80.00	\$31,564.69	\$0.00	\$597.33	\$0.00
36210	Interest Earnings		\$312.00		\$0.00	\$0.00	\$0.00
37100	Water Sales	AVG of YTD + 3%	\$144,944.07	\$146,236.35	\$159,982.00	\$127,614.40	\$164,781.46
37150	Water Connect/Reconnect	New Home Connections	\$1,740.56	\$3,070.00	\$0.00	\$614.00	
37160	Water Penalty		\$1,828.50	\$1,624.66	\$0.00	\$1,218.95	
37170	MDH Fee (Safe Drinking Water/Service Connection Fee)	2020 increase from \$6.36 to \$9.72 per connection per year; 2021 \$9.72	\$2,669.53	\$3,580.94	\$3,762.00	\$3,045.00	\$3,762.00
37180	Commercial Water Tax		\$1,369.03	\$1,043.56	\$1,500.00	\$887.40	\$1,500.00
38051	Gas Franchise Fee	Reallocated from WW			\$10,321.00	\$8,575.17	\$10,321.00
38052	Electric Franchise Fee	Reallocated from WW			\$12,324.00	\$3,201.04	\$12,324.00
39202	Contribution - Enterprise Fund				\$0.00	\$0.00	
39203	Transfer from Other Fund				\$0.00	\$0.00	
39310	Proceeds-Gen Obligation Bonds				\$0.00	\$0.00	
	Total Revenues		\$153,393.69	\$188,584.50	\$187,889.00	\$145,753.29	\$192,688.46
	Operating Expenses						
101	Salaries	Staff Wages	\$36,144.00	\$31,065.33	\$38,900.00	\$28,388.35	\$40,500.00
120	Benefits	Staff Benefits	\$10,769.70	\$10,862.89	\$15,000.00	\$9,845.98	\$10,100.00
151	Workmans Comp	Staff Ins.	\$985.00	\$1,810.00	\$1,000.00	\$2,041.40	\$1,000.00
200	Supplies	Marking paint, UB cards	\$513.19	\$801.44	\$1,000.00	\$1,046.81	\$1,000.00
208	Training/Mileage	Staff Training - New Staff	\$323.00	\$0.00	\$800.00	\$1,507.37	\$800.00
210	Tax & Licensing	Sales and Use Tax Commercial Water	\$1,058.27	\$1,264.95	\$1,500.00	\$1,144.45	\$1,500.00
216	Chemicals	Chemicals for water dept	\$10,332.35	\$8,045.90	\$10,000.00	\$7,704.27	\$10,000.00
220	Bldg. Repair and Maintenance	Tower/Well House	\$14,025.90	\$10,895.86	\$10,000.00	\$2,486.48	\$10,000.00
	Well #2 Pump Inspections	Repairs to Well #2 in 2020	\$0.00	\$24,635.80	\$0.00		\$0.00
228	Equipment Repair and Maintenance	Water Meters; Fluoride Mtr	\$6,951.92	\$16,041.86	\$7,000.00	\$1,413.93	\$7,000.00
240	Tools & Minor Equipment		\$100.91			\$197.83	\$200.00
300	Professional Services	Utility Locates, Water Line Repairs, meter calibrations, processing fees for meter program, PSN program	\$31,938.25	\$6,071.13	\$10,000.00	\$10,641.01	\$10,000.00
		2020 Wtr Tower Pressure Wash			\$5,500.00	\$0.00	
303	Engineering					\$0.00	
321	Communications	Tower, well house alarm, fiber line	\$496.17	\$840.15	\$850.00	\$580.32	\$700.00
362	Property Insurance	N/A					
380	Utility Services	Gas/Electric	\$13,381.51	\$6,665.04	\$12,100.00	\$1,599.62	\$7,000.00

ENTERPRISE FUNDS

				Updated 12.11.20		Updated 11.18.21	
601 WATER FUND			2019 Actual	2020 Actual	2021 Budget	2021 YTD	2022 Budget
405	Depreciation		\$61,702.00			\$0.00	
430	Miscellaneous	Publishing, wtr sample mailings	\$1,268.89	\$446.17	\$2,000.00	\$632.44	\$1,000.00
433	Dues and Memberships	MMUA	\$932.50	\$632.00	\$900.00	\$332.00	\$900.00
441	MDH Fee	Paid to State MN; pass thru	\$2,428.00	\$3,712.00	\$3,762.00	\$2,784.00	\$3,762.00
570	Capital Outlay - immediate	2020 Water Meter Project		\$54,594.16	\$0.00	\$284.40	\$0.00
		10th Street Water/Street Project \$24770.78					
601	Debt Service Bond Principal	GO Series 2019 A		\$30,000.00	\$25,000.00	\$0.00	\$25,000.00
611	Bond Interest	GO Series 2019 A	\$7,125.00	\$15,000.00	\$14,480.00	\$0.00	\$14,480.00
720	Operating Transfers	Bond Pymt. Tower (Transfer to 308 Refunding Bond 2011A)	\$45,000.00	\$14,416.00		\$0.00	
	(Less Depreciation)		-\$61,702.00				
	Total Expenses		\$183,774.56	\$237,800.68	\$159,792.00	\$72,630.66	\$144,942.00
	Total Revenue Minus Expenses		-\$30,380.87	-\$49,216.18	\$28,097.00	\$73,122.63	\$47,746.46

ENTERPRISE FUND			Updated 12.11.20		Updated 11.18.21		
602 SEWER FUND			2019 Actual	2020 Actual	2021 Budget	2021 YTD	2022 Budget
	REVENUES						
33400	State Grant and Aids					\$0.00	
36100	Special Assessments	Mantor Drive Project	\$6,868.04	\$6,652.06	\$5,500.00	\$0.00	\$5,500.00
36200	Miscellaneous Revenue	Dump Station Revenue	\$363.10	\$408.10		\$521.00	
36210	Interest Income		\$3,086.00			\$0.00	
37200	Sewer Sales	AVG of YTD + 3%	\$282,768.30	\$274,932.72	\$300,746.00	\$238,077.48	\$300,746.00
37250	Sewer Connect/Reconnect		\$5,278.00	\$13,195.00		\$2,639.00	
37251	SEWER CONNECT CHG CEMETERY RD		\$28,428.00	\$14,214.00		\$0.00	
37260	Swr Penalty		\$3,383.91	\$2,736.06		\$2,250.24	
38051	Gas Franchise Fee		\$10,659.37	\$10,741.94		\$0.00	
38052	Electric Franchise Fee		\$12,655.18	\$12,719.57		\$0.00	
39202	Contribution Enterprise Fund					\$0.00	
39203	Transfer From other fund	From General Fund; Required PFA Bond Transfer	\$20,000.00	\$20,000.00	\$20,000.00	\$0.00	\$20,000.00
39300	Proceeds-Gen Long Term Debt					\$0.00	
	Total Revenues		\$373,489.90	\$355,599.45	\$326,246.00	\$243,487.72	\$326,246.00
	OPERATING EXPENSES:						
101	Salaries		\$26,423.58	\$23,191.93	\$29,500.00	\$21,445.56	\$30,500.00
120	Benefits		\$7,564.45	\$7,850.62	\$11,000.00	\$7,566.46	\$11,100.00
151	Workman's Comp	Based on Wages allocated to sewer department	\$1,355.00	\$1,810.00	\$1,500.00	\$2,041.40	\$1,500.00
200	Supplies		\$372.13	\$568.01	\$1,500.00	\$543.63	\$1,000.00
208	Training, Mileage		\$849.84		\$1,000.00	\$1,294.05	\$1,400.00
210	Tax and Licensing	Need to maintain until Decommission is completed	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
212	Fuel		\$2,162.48	\$1,072.20	\$1,700.00	\$2,227.80	\$2,000.00
216	Chemicals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
220	Building Repair/Maintenance	Repairs/Maint. To bldg/structures related to WW/lift station pumps; grinder pumps	\$11,290.76	\$21,747.58	\$10,000.00	\$12,748.32	\$15,000.00
240	Tools Minor Equipment		\$341.79	\$102.98	\$500.00	\$387.97	\$500.00
300	Professional Services	Quality Flow Pump Checks and Meter Calibration; generator, locates, banyon,	\$4,142.92	\$20,965.55	\$10,000.00	\$10,198.57	\$11,000.00
303	Engineering Fees	WWTP Project; Sewer extension Phase 1 - Cemetery Road; general engineering in 2020; No projects 2021?	\$0.34	\$3,344.59	\$5,000.00	\$0.00	\$5,000.00
304	Legal Fees		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
321	Communications	Alarm Line; WWTP, Lift station	\$752.34	\$840.30	\$852.00	\$790.64	\$800.00
362	Property Insurance						
380	Utility Services	Gas/Electric to run lift stations	\$19,668.36	\$7,680.03	\$15,000.00	-\$2,358.81	\$5,000.00
405	Depreciation		\$98,789.00				

ENTERPRISE FUND				Updated 12.11.20		Updated 11.18.21	
602 SEWER FUND			2019 Actual	2020 Actual	2021 Budget	2021 YTD	2022 Budget
433	Dues and Memberships	LMC Yearly	\$364.50	\$0.00	\$300.00	\$60.00	\$300.00
437	Other Miscellaneous		\$3,120.18	\$93.69	\$3,800.00	\$776.91	\$1,200.00
442	Grant Award Related Expense						
530	Construction	Cemetery Road - 2019, 2020	\$0.00	\$9,463.25			
570	Capital Outlay	Meter project 2020; no CIP plans for 2020	\$12,860.75	\$81,652.42	\$10,000.00	\$426.61	\$10,000.00
585	Kasson WW Processing Fee		\$80,996.00	\$78,574.00	\$112,000.00	\$77,402.92	\$112,000.00
601	Debt Service Bond Principal	Mantor Drive Bond			\$37,000.00		\$37,000.00
605	Clean Water SRF Bond		\$12,000.00	\$12,000.00	\$12,000.00		\$12,000.00
608	PFA WW Connection Bond		\$0.00	\$22,000.00	\$23,000.00	\$35,000.00	\$23,000.00
611	Bond Interest	Mantor Drive Bond	\$2,305.00	\$7,006.86	\$7,170.00	\$6,570.62	\$3,000.00
620	Fiscal Agent Fees						
720	Operating Transfers	Transfer from Sewer to CIP after Audit was completed; payment to 2019A GO Bond/Sewer portion		\$10,303.00	\$10,106.00		\$10,106.00
998	Asset Disposal Loss						
999	Asset Retirement						
	Total Expenditures	Not including Depreciation	\$285,359.42	\$310,267.01	\$302,928.00	\$177,122.65	\$293,406.00
	Total Revenue Minus Expenses		\$88,130.48	\$45,332.44	\$23,318.00	\$66,365.07	\$32,840.00

ENTERPRISE FUND

Updated 11.18.21

603 RV FUND			2019 Actual	2020 Actual	2021 Budget	2021 YTD	2022 Budget
	REVENUES						
34000	Charges for Services		\$17,010.00	\$18,950.00	\$18,000.00	\$23,579.00	\$18,000.00
	Misc Revenues	Wood Box		\$109.00			
36210	Interest Earnings		\$847.00		\$0.00	\$0.00	
	Total Revenues		\$17,857.00	\$19,059.00	\$18,000.00	\$23,579.00	\$18,000.00
	OPERATING EXPENSES						
101	Salaries		\$5,092.45	\$3,539.56	\$7,200.00	\$4,624.91	\$7,700.00
120	Benefits		\$728.25	\$876.32	\$3,100.00	\$2,075.27	\$3,100.00
210	Tax and Licensing	Sales/Use, License Renew	\$1,176.66	\$1,410.75	\$1,700.00	\$1,534.58	\$1,700.00
381	Electric Utilities		\$1,596.62	\$1,111.07	\$2,500.00	\$614.31	\$1,000.00
384	Refuse/Garbage Disposal		\$90.00	\$0.00	\$540.00	\$0.00	\$0.00
400	Repairs and Maintenance	2019 - bathhouse expense, electric/sewer line, rip rap 2020 - Benches, Tables, bushes, w/s extension to upper part plus addition of electrical	\$32,615.27	\$740.98	\$16,559.00	\$0.00	\$14,325.00
410	Rentals	Port a Potty Rental	\$331.72	\$553.03	\$475.00	\$468.58	\$475.00
440	Refunds and Reimbursements		\$1,175.00	\$1,475.00	\$500.00	\$305.00	\$500.00
720	Operating Transfers						
	Total Expenses		\$42,805.97	\$9,706.71	\$32,574.00	\$9,622.65	\$18,000.00
Total Revenue Minus Expenses			-\$24,948.97	\$9,352.29	-\$14,574.00	\$13,956.35	\$0.00

ENTERPRISE FUND

Updated 11.18.21

604 STORM SEWER FUND			2019 Actual	2020 Actual	2021 Budget	2021 YTD	2022 Budget
	REVENUES						
36100	Special Assessments		\$221.39	\$446.88	\$0.00	\$0.00	
36210	Interest Earnings			\$439.37	\$0.00	\$0.00	
37500	Storm Sewer Charge Collections		\$16,851.39	\$18,874.63	\$18,000.00	\$14,811.27	\$18,000.00
37560	Storm Sewer Penalty				\$0.00	\$0.00	
39201	Transfer from General Fund				\$0.00	\$0.00	
	Total Revenues		\$17,072.78	\$19,760.88	\$18,000.00	\$14,811.27	\$18,000.00
	OPERATING EXPENSES						
300	Professional Services	Rip Rap, Storm Drainage Cleaning; \$500 each time	\$1,500.00	\$500.00	\$1,500.00	\$2,159.00	\$1,500.00
303	Engineering		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
352	Publishing			\$93.60	\$0.00	\$0.00	\$0.00
400	Repairs/Maint			\$800.00	\$0.00	\$0.00	\$0.00
440	Refunds/Reimbursements			\$24.00	\$0.00	\$0.00	\$0.00
700	Transfers from Other Funds			\$0.00	\$0.00	\$0.00	\$0.00
	Total Expenses		\$1,500.00	\$1,417.60	\$1,500.00	\$2,159.00	\$1,500.00
	Total Revenue Minus Expenses		\$15,572.78	\$18,343.28	\$16,500.00	\$12,652.27	\$16,500.00

Memorandum

To: Mayor and Council
From: Shirley Buecksler, City Clerk-Treasurer
Date: November 22, 2021
Re: 2022 Monthly Water and Sewer Rates

BACKGROUND

Annually, Council has reviewed the City's monthly water and sewer rates and made adjustments for the following year. Mantorville City Code Section 50.03, Water and Sewer Service Bills and Rates, (E) Utility Rate Schedule, reads, "*the utility rate schedule shall be adopted annually by resolution of the City Council.*" These annual increases in the water and sewer rates were made to cover operating expenses and outstanding debt associated with the water and sewer funds. Prior increases include:

Year	Water Base Rate	Water Usage Rate	Sewer Base Rate	Sewer Usage Rate	Percent Increase
2009	\$13.55	\$ 3.37	\$17.94	\$ 4.23	3% water; 3% sewer
2010	\$13.96	\$ 3.47	\$18.48	\$ 4.36	3% water; 3% sewer
2011	\$14.38	\$ 3.57	\$19.03	\$ 4.49	3% water; 3% sewer
2012	\$14.81	\$ 3.68	\$19.60	\$ 4.62	3% water; 3% sewer
2013	\$15.25	\$ 3.79	\$20.19	\$ 4.76	3% water; 3% sewer
2014	\$15.71	\$ 3.90	\$20.80	\$ 4.90	3% water; 3% sewer
2015	\$15.71	\$ 3.90	\$22.05	\$ 5.19	No increase to water; 6% sewer
2016	\$15.71	\$ 3.90	\$26.50	\$ 6.25	No increase to water; 20% sewer
2017	\$15.71	\$ 3.90	\$31.80	\$ 7.50	No increase to water; 20% sewer
2018	\$16.18	\$ 4.02	\$31.80	\$ 7.50	3% water; no increase to sewer
2019	\$16.67	\$ 4.14	\$31.80	\$ 7.50	3% water; no increase to sewer
2020	\$17.67	\$ 4.39	\$32.75	\$ 7.73	6% water; 3% sewer
2021	\$18.20	\$ 4.52	\$33.73	\$ 7.96	3% water; 3% sewer

The resolution adjusting 2009 rates (Resolution No. 2009-05) and each resolution thereafter reads, *"Whereas, the Mantorville City Council has determined that the increase to both the base rate and the user rate to water and sewer will be 3% each year unless determined otherwise by the City Council."*

City Council should discuss whether to increase the water and sewer rates by 3% or a different amount for 2022.

ACTION

Discussion of water and sewer rates for 2022. Direct Staff to bring back a resolution for approval and adoption at the next regular meeting.