



Trail to the Past. Road to the Future.

CITY COUNCIL MEETING
MUNICIPAL COUNCIL CHAMBERS
21 5TH STREET E, MANTORVILLE, MN 55955
MONDAY, JANUARY 10, 2022
6:30 PM

1. Call to Order

2. Pledge of Allegiance

3. Adopt the Agenda

4. Consent Agenda

- A. Designation of Deputy Mayor for 2022
- B. City Council Bylaws, Code of Ethics and Conduct
- C. Designation of Official Depositories for 2022; Resolution No. 2022-01
- D. Annual Excess Insurance; Resolution No. 2022-02
- E. Designation of Fiscal Consultants for 2022
- F. Designation of City Consultants for 2022; Resolution No. 2022-03
- G. Designation of Official City Newspaper for 2022
- H. Appointments to Commissions and Committees for 2022
- I. Warrant List for December 29, 2021
- J. Warrant List for January 10, 2022
- K. Gambling Permit for Pheasants Forever March 19, 2-22
- L. Dodge County Sheriff's Office Mantorville Report for December 2021
- M. Dodge County Board of Commissioner's Meeting Minutes of November 23, 2021
- N. Dodge County Board of Commissioner's Meeting Minutes of December 14, 2021
- O. Rental License Renewals

5. Proclamations, Presentations and Recognitions

- A. Dodge Center Ambulance – Presentation by Angie Jarrett, Ambulance Director

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 Safety Update

8. Public Hearing(s) - None

9. Old Business/New Business

- A. Pay Equity Report
- B. Assistant City Clerk Position; Review of Job Description, Pay Scale and Approval to Post
- C. First Reading of an Ordinance Adopting the City's Master Fee Schedule for 2022

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

11. 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

12. Executive Session - None

13. Adjourn

<i>Coming up in Mantorville:</i>	
<i>January 17, 2022</i>	<i>City Offices Closed - Martin Luther King, Jr. Day</i>
<i>January 24, 2022</i>	<i>Regular City Council Meeting</i>
<i>February 1, 2022</i>	<i>Economic Development Authority Meeting</i>
<i>February 2, 2022</i>	<i>Mantorville Fire Department General Meeting</i>
<i>February 2, 2022</i>	<i>Chamber of Commerce Meeting</i>
<i>February 8, 2022</i>	<i>Dodge County Board of Commissioners Meeting</i>
<i>For all meetings and community events, City Council may be in attendance</i>	



City Council Report

To: Mayor and Council
From: Shirley Buecksler, City Clerk-Treasurer
Date: January 10, 2022

Designation of Deputy Mayor for 2022

BACKGROUND INFORMATION:

The appointment of Deputy Mayor is made annually at the City Council's Special Organizational Meeting. Mayor Bradford would like to appoint Councilmember Jeffrey Ingalls to serve in this position.

STAFF RECOMMENDATION:

Approve appointment of Councilmember Jeffrey Ingalls to serve as Deputy Mayor for 2022.



City Council Report

To: Mayor and Council
From: Shirley Buecksler, City Clerk-Treasurer
Date: January 10, 2022

City Council Bylaws, Code of Ethics and Conduct

BACKGROUND INFORMATION:

Council is required to annually review and approve the City Council Bylaws, Code of Ethics and Conduct.

Enclosed for Council's review is a draft redline version, as well as a clean version, of edits made to the Bylaws. These edits include:

- Mayor's direction to move Tabled Items up to follow Old Business/New Business
- Reorder of Item E, Order of Business, to match Council's current agendas
- Addition of Item E.7, Public Safety Update
- General housekeeping (font, punctuation, etc.)

Council previously requested that an Officer of the Mantorville Fire Department attend one Council meeting each month, along with the Council Liaison attending Fire Department meetings. At the December 13th Council meeting, Fire Chief JJ Williams and Assistant Fire Chief Steve Fairchild attended and spoke with Council. The City Clerk requested adding an agenda item titled Public Safety Update. It would be helpful for both Fire and the Sheriff's Office, if either are attending, to list this item earlier on the agenda, in case they receive an emergency call during the meeting. Pending Mayor Bradford's approval of the agenda order, this item was added to follow Public Concerns as Item E.7, Public Safety Update.

STAFF RECOMMENDATION:

Based on review and discussion of the enclosed draft, direct the City Clerk with any amendments to the Bylaws or motion to approve, as presented.

MANTORVILLE CITY COUNCIL BYLAWS, CODE OF ETHICS AND CONDUCT

A. REGULAR MEETINGS

Mantorville City Council Meetings are held the 2nd and 4th Mondays of every month at 6:30 pm. Exceptions are if that Monday falls on a holiday and there is not a scheduled meeting the 2nd Monday in December. The Council may cancel any scheduled meeting, however at least one (1) meeting per month must be held.

B. COUNCIL AGENDA

The agenda is generally closed to new material the Wednesday before the Council meeting. Packets for the Councilmembers are prepared and distributed on the Friday Noon before the Council meeting. Additions and deletions or changing items may be made at the beginning of the meeting as decided by the Mayor or by motion from the Council, if necessary.

C. COUNCIL PREPARATION

It is the expectation that each Councilmember read the agenda and accompanied materials before the commencement of each meeting.

D. ORDER

To accommodate persons waiting to be heard, the Mayor and Council may vary the agenda order; however, public hearings shall be heard no earlier than the time specified on the public hearing notice.

E. ORDER OF BUSINESS

1. Call to Order
2. Pledge of Allegiance
3. Adopt the Agenda
4. Consent Agenda
5. Proclamations, Presentations and Recognitions (if scheduled)
6. Public Concerns
7. Public Safety Update
8. Public Hearings (if scheduled)
9. Old Business/New Business
10. Tabled Items
11. Reports
 - a. Public Works Report
 - b. City Clerk Report
 - c. Consultant Report
 - d. Committee Reports
 - e. Councilmember Reports
 - f. Mayor's Report
12. Executive Session (if scheduled)
13. Adjourn

F. QUORUM

Is present when three (3) of the five (5) Councilmembers are present. Pay attention to State Statute regarding certain situations that require more than a quorum.

G. SEATING OF THE COUNCIL AND CONSULTANTS

Each member or consultant shall have a nameplate. Historically, the arrangement has been decided by the Mayor.

H. SPECIAL MEETINGS AND PUBLIC HEARINGS

Shall be conducted as required by State Laws.

I. POLICIES:

Relating to City Council Meetings rules of procedure and courtesy are as follows:

1. Call to Order – the presiding officer
2. Start on time
3. Rules of debate – All members have equal rights, responsibilities, privileges and obligations to participate.
4. Issues will be handled one at a time.
5. Discussions – One person at a time

J. STUDY/WORK SESSIONS

The City Council will periodically conduct work sessions that are legally considered special meetings if conducted on a night that is not a usual Council meeting. The purpose of these work sessions is to consider issues that merit more in-depth discussion; for example, project planning, budget planning or committee recommendations. These will be scheduled once in the winter and once in the summer.

K. PRESENTATIONS BY APPLICANTS AND PETITIONERS

The Council expects that applicants and petitioners, or their designated representatives, can make their presentations within 15 minutes, not including time for answering questions by the Council. Upon request, the Mayor can extend the time subject to the consent of the Council. Submission of written material in advance is requested. In addition, the Council requests that previously handed out materials not be read in its entirety but, instead, summarized.

L. AGENDA ITEMS OF HIGH PUBLIC INTEREST

If numerous requests are received, the Mayor will inform the Council. The Mayor or presiding officer will determine time limits for each speaker. Groups should choose a spokesperson. Citizens, the Council, staff and consultants should demonstrate proper decorum treating everyone with mutual respect.

M. PROCEDURAL PROCESS FOR PUBLIC HEARINGS

1. Announcement of purpose/goal of the hearing – Mayor
2. Opening of hearing – does not require a motion – Mayor
3. Find out who is here – for or against, take time to have the City Clerk write down all the names of the participants.
4. Time Limits – depending on the size of the group, the Mayor may determine if time limits are necessary.
5. Ask for any documents that either side wants to submit at this time.
6. Explain to all (Mayor) – This is the time when the Council listens to both sides of the issue and it is at this time the Council's role to listen and allow the citizens to speak. The Council should avoid comments at this time. However, periodic questions for clarification may be necessary. Avoid debate.
7. Closing the hearing requires a motion and a vote.

8. Council discussion
9. Council motion and a second
10. Discussion
11. Vote

N. DISAGREE AGREEABLY

No name calling or use of profanity when communicating with fellow Councilmembers, consultants, staff or the public. Conflicts can be an opportunity for growth and new insight for the entire Council.

O. CODE OF ETHICS AND CONDUCT

1. Declaration of Policy – The proper operation of democratic government requires that the public has confidence in the integrity of its government. In recognition of this goal, there is hereby established a Code of Ethics and Conduct for public officials. The purpose of this Code is to establish ethical standards of conduct for all such officials by setting forth these acts or actions that are incompatible with the best interests of the City, and by directing disclosure by such officials of private, financial or other interest in matters affecting the City. The provisions and purpose of this Code and such rules and regulations as may be established are hereby declared to be in the best interest of the City.
2. Minnesota Statutes, Chapter 10A, <https://www.revisor.mn.gov/statutes/?id=10A> Ethics in Government, is incorporated herein by reference. This policy shall be construed and interpreted in consultation with the City Attorney according to Minnesota Statutes and case law.

P. CITY COUNCIL RECOGNITION

1. Commendation and Censure: To the extent allowed by law, the City Council desires to encourage appropriate behavior and discourage inappropriate behavior among its members. The City Council, as a body, by motion and a 4/5ths vote, commend or censure one of its own. If the act involves two members of the Council, a majority vote is required.
2. Commendation: A member may receive public commendation for the exercise of positive leadership, community vision or other actions considered meritorious by the City Council.
3. Censure: A member may receive a public admonishment for failure to conform to any provisions of these bylaws, State Statute, violation of confidentiality or attorney-client privilege, or other acts considered to merit reprimand by the City Council.

Amended and approved by City Council on April 23, 2007

Amended and approved by City Council on January 10, 2022

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6. Public ~~Input/Comment~~Concerns
7. Public Safety Update
8. Public Hearings (if scheduled)
9. ~~City Department Reports~~Old Business/New Business
10. ~~Informational Presentations – including Consultant Reports~~Tabled Items
11. ~~Committee Reports~~Reports
 - a. Public Works Report
 - b. City Clerk Report
 - c. Consultant Report
 - d. Committee Reports
 - e. Councilmember Reports
 - f. Mayor's Report
12. ~~Mayor's Report~~Executive Session (if scheduled)
13. ~~Councilmember Reports~~Adjourn
14. ~~Old Business~~
15. ~~New Business~~

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Amended and approved by City Council on January 10, 2022



City Council Report

To: Mayor and Council
From: Shirley Buecksler, City Clerk-Treasurer
Date: January 10, 2022

2022 Designation of Depositories

BACKGROUND INFORMATION:

Each year, the City Council names the official depositories of City funds for the upcoming year. Attached is a resolution for consideration by Council. This resolution designates the official City depository and supplemental institutions for investing purposes, which the City currently has, or anticipates having, deposited funds and/or securities.

STAFF RECOMMENDATION:

Staff recommends approval of the attached resolution designating the City's official depositories.

**CITY OF MANTORVILLE
DODGE COUNTY, MINNESOTA**

RESOLUTION NO. 2022-01

**A RESOLUTION DESIGNATING OFFICIAL DEPOSITORIES
FOR THE CITY OF MANTORVILLE, MINNESOTA**

WHEREAS, Minnesota Statute Chapter 118A, specifically 118A.01-118A.08, sets forth the procedures for the deposit of public funds and it is necessary for the Mantorville City Council to designate a bank as the official depositor for City funds and manage the collateral pledged to such funds; and

NOW THEREFORE, BE IT RESOLVED that the Mantorville City Council designates MBT Bank (formerly Citizens State Bank) of Mantorville as the official depository for the City of Mantorville and 4M Fund designated as the supplemental depository for investment purposes.

BE IT FURTHER RESOLVED, that before any deposits are made that exceed the amount that is guaranteed by the Federal Deposit Insurance Corporation (FDIC), or if the depository is not an FDIC member, the depository must supply to the City a corporate surety bond in the amount required by law or, in lieu of the surety bond, pledge collateral in the manner and to the extent required and permitted by Minnesota State Chapter 118A.

BE IT FURTHER RESOLVED, that checks of the City drawn on any of the official depositories shall be signed by the following officers:

Chuck Bradford, Mayor
Shirley R Buecksler, City Clerk-Treasurer

BE IT FURTHER RESOLVED, that the Treasurer shall have authority to wire transfer funds from one official depository to another for the purpose of accounts payable and investing City funds; and

BE IT FURTHER RESOLVED, that the Treasurer has the approved authority for the acceptance and release of all collateral to be held in the City in conjunction with City funds on deposit with authorized institutions.

Adopted by the City Council of the City of Mantorville, Minnesota, this 10th day of January 2022.

ATTEST:

Chuck Bradford, Mayor

Shirley R Buecksler, City Clerk-Treasurer



City Council Report

To: Mayor and Council
From: Shirley Buecksler, City Clerk-Treasurer
Date: January 10, 2022

Annual Excess Insurance

BACKGROUND INFORMATION:

As part of the City's insurance renewal, the City Council is asked to determine if excess insurances is needed and if the City should waive the statutory tort limits established by Minnesota Statute 466.04. This helps in determining how much liability coverage the City wishes to purchase.

By not waiving the limit, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total that all claimants would be able to recover for a single occurrence to which the limits apply would be \$1,500,000. If it were determined to waive the limits, this would allow for more potential recovery for the claimants.

There are two options to consider if the waiver of tort limits is applied. If the City chose to waive the monetary limits on municipal tort liability, then claimants could recover up to \$2,000,000 on a single occurrence, or more if the City were to purchase excess insurance at a greater level than \$2,000,000 on a single occurrence. Enclosed is the LMCIT Liability Coverage – Waiver Form with language on the options for Council consideration.

STAFF RECOMMENDATION:

Staff recommends that City Council rely upon the statutory limits established by Minnesota Statute 466.04 to limit loss exposure and approve the attached resolution, as presented. City Attorney Scott Riggs is in agreement with this recommendation.

**CITY OF MANTORVILLE
DODGE COUNTY, MINNESOTA**

RESOLUTION NO. 2022-02

**A RESOLUTION APPROVING NON-WAIVER OF
STATUTORY TORT LIABILITY LIMITS**

WHEREAS, the City of Mantorville is renewing the Property and Liability Insurance coverage with the League of Minnesota Cities Insurance Trust (LMCIT); and

WHEREAS, the City's Municipal Tort Liability is covered under Minnesota Statute 466.04, which limits the amount that the City would be obligated to pay out in the event of a claim under which the limit would apply; and

WHEREAS, the City must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased.

NOW THEREFORE, BE IT RESOLVED that the Mantorville City Council does not waive the monetary limits on Municipal Tort Liability established by Minnesota Statute 466.04 for coverage year 2021.

Adopted by the City Council of the City of Mantorville, Minnesota, this 10th day of January 2022.

ATTEST:

Chuck Bradford, Mayor

Shirley R Buecksler, City Clerk-Treasurer

LIABILITY COVERAGE – WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member's effective date of coverage. Return completed form to your underwriter or email to psstech@lmc.org.

The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name: _____

Check one:

☐ The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#).

☐ The member **WAIVES** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#), to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: _____

Signature: _____ Position: _____



City Council Report

To: Mayor and Council
From: Shirley Buecksler, City Clerk-Treasurer
Date: January 10, 2022

Appointment of Fiscal Consultant for 2022

BACKGROUND INFORMATION:

The City currently utilizes David Drown Associates, Inc. as its fiscal consultant on matters related to issuance of debt and long term financial planning. For several years, Mike Bubanny of David Drown Associates has helped the City identify financial opportunities and saved the City from additional expenses and interest. A continued relationship with David Drown Associates will assist the City in identifying future opportunities.

STAFF RECOMMENDATION:

Based on discussion, motion to appoint David Drown Associates, Inc as the City's fiscal consultant for 2022.

**CITY OF MANTORVILLE
DODGE COUNTY, MINNESOTA**

RESOLUTION NO. 2022-03

**A RESOLUTION APPROVING CITY DESIGNATIONS
FOR CONSULTANTS FOR 2022**

WHEREAS, the City of Mantorville is required to appoint certain designations for consultants and agents at the beginning of each year; and

WHEREAS, designations for 2022 are as follows:

City Attorney	Scott Riggs Kennedy & Graven, Chartered
City Prosecutor	David Jacobsen Hero, Jorstad & Jacobsen
City Engineer	Tim Hruska WHKS & Company
City Auditor	Smith Schafer & Associates
Building Inspector	Construction Management Services (CMS)
City Insurance Agent	Lynn Boynton Insurance Brokers of Minnesota

NOW THEREFORE, BE IT RESOLVED that the Mantorville City Council approves the designations for 2022 as listed above.

Adopted by the City Council of the City of Mantorville, Minnesota, this 10th day of January 2022.

ATTEST:

Chuck Bradford, Mayor

Shirley R Buecksler, City Clerk-Treasurer



City Council Report

To: Mayor and Council
From: Shirley Buecksler, City Clerk-Treasurer
Date: January 10, 2022

Designation of Official City Newspaper for 2022

BACKGROUND INFORMATION:

The City of Mantorville received two proposals to provide services for legal notices in 2022. Proposals from Dodge County Independent and Rochester Post Bulletin are attached for Council review. For comparison, both newspapers have provided quotes for the cost of one long and one short notice, based on the same two examples provided to them from the City.

Quotes received for 2022:

Newspaper	2022 Quote	Cost for Long Notice	Cost for Short Notice
Dodge County Independent	\$9.43 per column inch	\$325.34	\$ 33.01
Rochester Post Bulletin	\$1.61 per line per column	\$262.43	\$ 25.76

The difference in publication cost for a short notice is \$7.25 less with the Rochester Post Bulletin and the long notice is \$62.91 less.

Newspaper	Delivery Dates to Residents of Mantorville	Subscription Required?	Cost to Subscriber
Dodge County Independent	Thursday	Yes	\$46.00/year
Rochester Post Bulletin	Tuesday and Saturday	Yes	\$6.75/week for print & digital = \$351.00/year; \$9.99/month for unlimited digital = \$119.88/year

Although the cost for publication in Dodge County Independent costs more than the Rochester Post Bulletin, the savings is ultimately better for the customer with Dodge County Independent. Mantorville residents pay \$46.00 per year to subscribe to the Dodge County Independent. To

subscribe to the Rochester Post Bulletin, residents pay \$119.88 per year for unlimited digital access. If they want both digital and print, that cost goes up to \$351.00 per year.

Dodge County Independent has been designated as the Official City Newspaper for several years. Staff at Dodge County Independent have been great to work with and are always timely in their responses. According to Dodge County Independent, they are the only officially adjudicated paper in Dodge County, Minnesota.

The Post Bulletin, a newspaper published in Rochester by Forum Communications Company, has stated that they are designated as a qualified newspaper for publication of legal notices in Olmsted County and adjoining counties under Minnesota Statute 331A.

STAFF RECOMMENDATION:

Staff recommends designating Dodge County Independent as the Official City Newspaper for the City of Mantorville for legal notices and publications in 2022.

ATTACHMENTS:

- Quote from Dodge County Independent
- Examples of short and long notices with Dodge County Independent
- Quote from Rochester Post Bulletin

DODGE COUNTY
INDEPENDENT

301 S. Mantorville Ave • Kasson, MN 55944
dodgecountyindependent.com • 507-634-7503

January 5, 2022

Shirley:

Please see the following and attached per your request. If additional detail is needed, please let me know.

Thank you,
Patricia Hansen

- How often are newspapers delivered?
 - **The Dodge County Independent is the only officially adjudicated paper in Dodge County Minnesota. It is delivered each week on Thursday.**
- Do you deliver to Mantorville residents?
 - **Yes**
- What is your schedule/deadlines for publications?
 - **The deadline is Thursday at noon for the following week's publication. However, we work closely with local entities and take notices after the deadline, if needed and possible.**
- What are your rates by the line, column, etc.?
 - **The legal rate is \$9.43 per column inch.**
 - **The font and line spacing are specified by the state.**
- Please provide a quote for the two attached notices – one long and one short notice for comparison.
 - **The "short" notice is \$33.01 per insertion. It measures 2 columns by 1.75-inches. (Attached.)**
 - **The "long" notice is \$325.34 per insertion. It measures 2 columns by 17.25-inches. (Attached.)**

Legal Advertising Contact Info:

legalsdci@kmtel.com
507-634-1480

Dodge County Independent
301 S. Mantorville Ave
Kasson, MN 55944

Publisher:

Keith Hansen
keithhdci@kmtel.com
507-634-1486

Editor:

Karen Jorgensen
editordci@kmtel.com
507-634-1483

MANTORVILLE PUBLIC NOTICE

Notice is hereby given that the **Mantorville City Council** will hold a public hearing for the annual adoption of the Master Fee Schedule by amending Section 32.02, Appendix A of the Mantorville City Code. The hearing will be held during the regular City Council Meeting on **Monday, January 25, 2021 starting at 6:30 pm** or shortly thereafter. A full copy of the draft fee schedule is available at City Hall.

Cami Reber, City Clerk/Treasurer

**2021 STREET IMPROVEMENTS
MANTORVILLE, MN
Advertisement for Bids**

Public notice is hereby given that sealed proposals will be received by the City of Mantorville, 21 5th Street East, Mantorville, MN, until **2:00 pm** on **August 5, 2021** for furnishing materials and labor for construction of **2021 Street Improvements**, as described in plans and specifications thereof now on file in the office of the City Clerk-Treasurer. Proposals will be opened at **2:00 pm** at City Hall. Proposals will be acted upon by the City Council at a meeting to be held in the City Hall, beginning at **6:30 pm** on **August 9, 2021**, or at such later time and place as may then be fixed.

The extent of the work involved is furnishing all labor and materials for construction of the **2021 Street Improvements** together with related subsidiary and incidental work including:

The project consists of: Roadway Reconstruction and Watermain Improvements.

The method of construction shall be by Contract and all work is to be done in strict compliance with plans and specifications prepared by WHKS & Co., 2905 South Broadway, Rochester, MN 55904 which have heretofore been approved by the City Council and are now on file for public examination in the office of the City Clerk-Treasurer.

Each bid must be made out on a proposal blank furnished by the City and obtained at the offices of WHKS & Co.

Each proposal shall be sealed in an envelope marked **"2021 Street Improvements"**. Each bid must be accompanied by a certified check, cashier's check or bid bond payable to the City of La Crescent, Minnesota in the amount of at least 5% of the total bid as a guarantee that the bidder will furnish the required bonds and enter into a contract within ten (10) working days, excluding Saturday, Sunday and holidays, after the award of the contract.

Bidders shall not be permitted to withdraw their bids for a period of thirty (30) days after the same are opened.

Payment for said **2021 Street Improvements** will be made in cash from cash on hand, from governmental grants, or from such other funds as may be legally used for such purposes. Monthly estimates will be made by the Engineer and payment will be made to the Contractor in the amount of ninety-five (95%) of said estimate. Final payment of money due will be made in cash no later than sixty (60) days after substantial completion. For construction, reconstruction, or improvement of streets and highway, including bridges, "substantial completion" shall be defined as the date when construction-related traffic devices and ongoing inspections are no longer required.

The Owner reserves the right to withhold up to two hundred and fifty percent (250%) of the cost to correct deficient work or complete work known at the time of substantial completion. Payment of money due will be made in cash no later than sixty (60) days after completion of the work.

The Owner reserves the right to withhold one percent (1%) of the total contract amount or five hundred dollars (\$500), whichever is greater, pending completion and submission of all final paperwork by the contractor or subcontractors. "Final paperwork" shall be defined as any documents required to fulfill contractual obligations, including, but not limited to, operation manuals, payroll documents for projects subject to prevailing wage requirements, material certifications and warranties, DBE final clearance, NPDES Permit Termination, withholding exemption certificate, etc. Payment of money due will be made in cash no later than sixty (60) days after submission of all final paperwork.

The Contractor shall commence work after the Notice to Proceed and shall complete all items on or before **October 29, 2021**.

The successful bidder will be required to furnish a Performance and Maintenance Bond and a Payment Bond, both in an amount equal to one hundred (100) percent of the Contract price. Said bonds are to be issued by a responsible surety, approved by the City Council, and which shall guarantee the faithful performance of the Contract and the terms and conditions therein contained, and shall guarantee the prompt payment of all materials and labor and protect and save harmless the City from claims and damages of any kind caused by the operations of the Contractor. Said bond shall also guarantee the maintenance of the improvements constructed for a period of **two (2)** years from and after its completion and acceptance by the City.

Plans and specifications governing the construction of the proposed improvements have been prepared by WHKS & Co., Engineers, Planners, and Surveyors, Rochester, Minnesota, which plans and specifications and prior proceedings of the City Council referring to and defining said proposed improvements are hereby made a part of this notice and the proposed contract by reference, and the proposed contract shall be executed in compliance therewith.

Copies of said plans and specifications are now on file in the office of the City Clerk-Treasurer, City Hall, Mantorville, MN, for examination by bidders. Bid forms, plans and specifications are available to download for a \$25 charge at **www.questcdn.com**, please use eBidDoc 7946931.

The City Council reserves the right to reject any and all bids and to waive technicalities and irregularities.

Published upon order of the City Council of Mantorville, Minnesota.

Shirley R Buecksler
City Clerk-Treasurer
City of Mantorville, Minnesota

From: [Christy Blade](#)
To: shirley@mantorville.com
Subject: Publication of legal notices inquiry
Date: Wednesday, December 29, 2021 12:18:45 PM

The Post Bulletin, a newspaper published in Rochester, MN by Forum Communications Company, is designated a qualified newspaper for publication of legal notices in Olmsted County and adjoining counties under MINN Statute 331A.

- How often are newspapers delivered? Newspapers are delivered on Tuesdays and Saturdays by the US Postal Service.
- Do you deliver to Mantorville residents? Yes
- What is your schedule/deadlines for publications? Deadline for Tuesday publication is 10am the Thursday prior; deadline for Saturday publication is 10am the Wednesday prior.
- What are your rates by the line, column, etc.? The rate for Mantorville is \$1.61 per line per column for Minnesota legals.
- Please provide a quote for the two attached notices – one long and one short notice for comparison. The cost for the shorter sample legal ad would be \$25.76. The cost for the longer sample legal ad would be \$262.43

Best,
Chris

Christy Blade

Publisher

t: 507-285-7628 | **e:** cblade@postbulletin.com

Post Bulletin, A Forum Communications Company

1700 Greenview Drive SW, Rochester, MN 55902





City Council Report

To: Mayor and Council
From: Shirley Buecksler, City Clerk-Treasurer
Date: January 10, 2022

Council Committee Appointments for 2022

BACKGROUND INFORMATION:

Mayor Bradford has stated that the Council committee appointments for 2022 will remain the same as 2021, with the exception of Councilmember Jeffrey Ingalls appointed as Deputy Mayor for 2022.

2022 City Council Committee Assignments

	Deputy Mayor	Finance	Budget	Personnel	EDA	Chamber	FD Relief	Fire Dept	Planning	Infrastructure	Joint Powers	MRA	Park Board	Township	COVID-19	COG	Hwy 57
Lyle Hoaglund					X	B	B					X	X	X		X	X
Jeffrey Ingalls	X			X	X		X	X									
Kent Keller		X	X											B			
Bill Kinney						X			X	X	B	X	B				
Chuck Bradford		X	X	X	X				X	X	X				X	X	X

Bill is already on the Park Board

X Primary Member
B Backup for Primary

Deputy Mayor

Fills in for Mayor as needed

Finance/Budget/Personnel

Meets as Needed

Chamber of Commerce

Meets first Wednesday of the Month at Welcome Center – 8:00 am

EDA

Meets First Tuesday of the month in Council Chambers – 6:30 pm

Fire Dept. Representatives

Meets the 1st Wednesday of the Month in Fire Hall – Training 6:30 pm. Meeting at 8:30 pm.

Infrastructure/Planning (includes Dan

Meets as Needed

KM Park & Rec. Joint Powers Board

Meets Quarterly

MRA

Meets Second Tuesday of the Month at the Greek Revival Building – 7:00 pm □

Park Board

Meets Last Tuesday of the Month in the Council Chambers – 6:30 pm

Relief Association Trustees Meeting

Meets once per quarter in the Fire Hall or Chambers; (Clerk and one Council Member are required to be on this board) - 6:00 pm

Township Reps

Meets once per month as noted below

Mantorville meets the first Monday of each month @ 7:30 pm Mantorville Town Hall

Wasioja meets Second Monday of each month (December – March) 1:00 pm (April – November) 7:00 pm Wasioja Town Hall

Milton meets the first Tuesday of each month @ 7:30 PM Milton Town Hall

Council of Governments

Meets once every quarter at 7 am at the County Seat Coffeehouse or as scheduled

Highway 57 Committee

Meets as needed

COVID-19

Meets Quarterly, No backup (K-M Appointed by Superintendent)

***Check Detail Register©**

Batch: 122921 WARRANT LIST

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 Citizens State Bank					
5627	12/29/21	BLUE CROSS BLUE SHIELD OF MINN			
G 101-21706		Hospitalization/Medical Ins	\$3,008.00		21120220308 ACCT 2012320001; JAN 2022 HEALTH
		Total	\$3,008.00		
5628	12/29/21	FURTHER			
G 101-21714		Health Savings Account	\$50.00		PR26 JAN 20 JAN 2022-EE HSA CONTRIBUTIONS
G 101-21714		Health Savings Account	\$167.51		PR26 JAN 20 JAN 2022-ER HSA CONTRIBUTIONS
		Total	\$217.51		
5629	12/15/21	INTERNAL REVENUE SERVICE			
G 101-21703		FICA Tax Withholding	\$948.49		PR 25-DEC 2 SOCIAL SECURITY WH
G 101-21709		Medicare	\$221.82		PR 25-DEC 2 MEDICARE WH
G 101-21701		Federal Withholding	\$654.07		PR 25-DEC 2 FEDERAL TAX WH
		Total	\$1,824.38		
5630	12/28/21	INTERNAL REVENUE SERVICE			
G 101-21703		FICA Tax Withholding	\$775.54		PR 26-DEC 2 SOCIAL SECURITY WH
G 101-21709		Medicare	\$181.38		PR 26-DEC 2 MEDICARE WH
G 101-21701		Federal Withholding	\$1,718.22		PR 26-DEC 2 FEDERAL TAX WH
		Total	\$2,675.14		
5631	12/15/21	MINNESOTA REVENUE			
G 101-21702		State Withholding	\$349.56		PR 25-DEC 2 STATE TAX WH
		Total	\$349.56		
5632	12/28/21	MINNESOTA REVENUE			
G 101-21702		State Withholding	\$697.51		PR 26-DEC 2 STATE TAX WH
		Total	\$697.51		
5633	12/15/21	MN PERA			
G 101-21704		PERA	\$1,163.72		PR 25-DEC 2 608900
		Total	\$1,163.72		
5634	12/28/21	MN PERA			
G 101-21704		PERA	\$1,713.47		PR 26-DEC 2 608900
		Total	\$1,713.47		
28189	12/29/21	JOE ADAMS			
E 101-41500-322		Postage	\$5.10		USPS 11302 REIMB. SHIPPING OF WATER SAMPLE
		Total	\$5.10		
28190	12/29/21	AFLAC			
G 101-21710		AFLAC	\$124.96	440257	ACCT P8873; EE PAID INSURANCE
		Total	\$124.96		
28191	12/29/21	CASEYS BUSINESS MASTERCARD			
E 101-42200-212		Motor Fuels	\$83.24	61106-575 FI	ACCT BY695, FIRE DEPT
E 101-42200-212		Motor Fuels	\$88.11	61122-576 FI	ACCT BY695, FIRE DEPT
E 101-42200-212		Motor Fuels	\$39.72	61189-579 FI	ACCT BY695, FIRE DEPT
E 602-49450-212		Motor Fuels	\$638.45	61197-ADAM	ACCT BY695, PW

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***Check Detail Register©**

Batch: 122921 WARRANT LIST

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-42200-212		Motor Fuels		(\$0.80) REBATE	ACCT BY695, FIRE
E 602-49450-212		Motor Fuels		(\$2.39) REBATE	ACCT BY695, PW
		Total		\$846.33	
28192	12/29/21	CHS - KASSON FEED			
E 101-41940-200		Supplies		\$3.89 441-IH0561	CUST 117038; LIME
		Total		\$3.89	
28193	12/29/21	CLEARWATER RECREATION			
E 101-45200-200		Supplies		\$2,341.00 92221	GARBAGE CANS
		Total		\$2,341.00	
28194	12/29/21	DELTA DENTAL OF MN			
G 101-21708		Dental Insurance		\$416.60 RIS00038842	8912090001; ER/EE PAID DENTAL
		Total		\$416.60	
28195	12/29/21	DODGE COUNTY INDEPENDENT			
E 101-41110-352		Publishing		\$85.80 13198	ADVERTISING-CUP FOR 611 EAST ST
		Total		\$85.80	
28196	12/29/21	FARMERS TOP SOIL, INC.			
E 101-45200-200		Supplies		\$232.44 9373	SCREENED TOP SOIL
E 101-45200-200		Supplies		\$100.00 9373	TRUCKING-CITY HALL
		Total		\$332.44	
28197	12/29/21	FERGUSON, EWAN			
E 101-42200-240		Tools and Minor Equipme		\$290.00 01307	HINDAL FUNERAL SERVICE-BAGPIPING
		Total		\$290.00	
28198	12/29/21	HOMETOWN HAULERS			
E 101-41940-384		Refuse/Garbage Disposal		\$100.00 SP 275	PW 2 YD DUMPSTER
E 101-42200-217		Other Operating Supplies		\$42.50 SP 276	FD 2 YD DUMPSTER
E 101-41940-384		Refuse/Garbage Disposal		\$42.50 SP 276	FD 2 YD DUMPSTER
		Total		\$185.00	
28199	12/29/21	KIRVIDA FIRE, INC			
E 101-42200-228		Equip. Repair and Mainten		\$1,281.82 9979	SEAL KITS, SUPPLIES, VALVES
		Total		\$1,281.82	
28200	12/29/21	LINCOLN NATIONAL LIFE INS. CO.			
G 101-21711		Life Insurance Payable		\$203.36 JAN 2022	ATCMNTRVL-BL-1557985
		Total		\$203.36	
28201	12/29/21	MENARDS - NORTH ROCHESTER			
E 601-49400-228		Equip. Repair and Mainten		\$32.62 96201	ACCT 33140256
E 601-49400-228		Equip. Repair and Mainten		\$389.00 96201	ACCT 33140256
E 101-45200-401		Repairs/Maint Buildings		\$41.97 96504	ACCT 33140256
		Total		\$463.59	
28202	12/29/21	MN PERA			
G 101-21704		PERA		\$10.00 154618	60890; INTEREST

***Check Detail Register©**

Batch: 122921 WARRANT LIST

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$10.00		
28203	12/29/21	NAPA			
E 101-45200-212		Motor Fuels	\$9.37	425615	28475
E 101-45200-212		Motor Fuels	\$21.99	425878	28475
Total			\$31.36		
28204	12/29/21	NCPERS GROUP LIFE INS.			
G 101-21711		Life Insurance Payable	\$32.00	60890001202	608900
Total			\$32.00		
28205	12/29/21	ON SITE COMPUTERS, INC			
E 101-41500-300		Professional Svcs (GENE	\$27.50	CW77175	080
Total			\$27.50		
28206	12/29/21	PREFERRED HEATING & COOLING			
E 101-41940-220		Bldg.Repair and Maintene	\$449.25	5126	FURNACE REPAIR
Total			\$449.25		
28207	12/29/21	SL CONTRACTING, INC			
E 602-49450-300		Professional Svcs (GENE	\$5,500.00	12251	DIRT; 2021 3RD ST LOOP PROJECT
E 101-43100-570		Capital Outlay	\$6,265.00	12257	WATERMAIN REPAIR; WALNUT & 9TH ST
E 101-43100-570		Capital Outlay	\$6,040.00	12264	WATERMAIN REPAIR; CONGREG. CHURCH
Total			\$17,805.00		
28208	12/29/21	WARSAW SOLAR, LLC			
E 101-43160-381		Electric Utilities	\$793.52	SRC040823	SOLAR POWER SALES
E 101-43160-381		Electric Utilities	\$1,077.67	SRC040824	SOLAR POWER SALES
Total			\$1,871.19		
28209	12/29/21	XCEL ENERGY			
E 101-43160-381		Electric Utilities	\$1,584.43	5155923114	STREET LIGHTS
E 101-43160-381		Electric Utilities	\$26.73	5155923114	300 MAIN N BRIDGE LIGHTS
E 101-43160-381		Electric Utilities	\$8.93	5155923114	130 ST.HWY 57 S.CITY SIGN
E 101-43160-381		Electric Utilities	\$14.13	5155923114	60003 ST.HWY 57 N CITY SIGN
E 101-42200-380		Utility Services	\$6.52	5155923114	21 5TH STREET SIREN
E 101-42200-380		Utility Services	\$207.25	5155923114	21 5TH STREET E FH/CH/PUMP
E 101-42200-380		Utility Services	\$6.35	5155923114	701 CHESTNUT SIREN
E 101-43160-381		Electric Utilities	\$14.80	5155923114	410 CLAY POLE ON EDA LOT
E 101-41940-380		Utility Services	\$14.73	5155923114	600 7TH STREET WEST MANTORFIEL
E 101-41940-380		Utility Services	\$28.56	5155923114	340 CLAY RIVERSIDE W CENTER
E 101-41940-380		Utility Services	\$14.73	5155923114	342 MAIN ST N RIVERSIDE NE
E 101-41940-380		Utility Services	\$16.42	5155923114	601 GOLFVIEW DENNISON FIELD
E 101-41940-380		Utility Services	\$79.92	5155923114	1008 EAST CITY SHOP
E 602-49450-380		Utility Services	(\$5.17)	5155923114	121 BLANCH WWTF+SEC+PUMP
E 601-49400-380		Utility Services	\$526.67	5155923114	841 BLANCH WTR WELL HOUSE
E 601-49400-380		Utility Services	\$24.66	5155923114	924 JEFFERSON WATER TOWER
E 603-45183-381		Electric Utilities	(\$55.75)	5155923114	324 MAIN ST N CAMPGROUND
E 101-41940-380		Utility Services	\$15.48	5155923114	15 4TH STREET WEST RIVERSIDE
E 602-49450-380		Utility Services	\$19.61	5155923114	601 JEFFERSON LIFT STATION
E 602-49450-380		Utility Services	\$9.16	5155923114	121 BLANCH AUTO PROTECT LIGHT

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*Check Detail Register©

Batch: 122921 WARRANT LIST

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$2,558.16		
10100 Citizens State Bank			\$41,013.64		

Fund Summary

10100 Citizens State Bank

101 GENERAL FUND	\$33,936.78
601 WATER FUND	\$972.95
602 SEWER FUND	\$6,159.66
603 RV PARK	(\$55.75)
	\$41,013.64

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*Check Summary Register©

Batch: 122921 WARRANT LIST

	Name	Check Date	Check Amt	
10100	Citizens State Bank			
5627	BLUE CROSS BLUE SHIELD OF	12/29/2021	\$3,008.00	ACCT 2012320001; JAN 2022 HEALTH
5628	FURTHER	12/29/2021	\$217.51	JAN 2022-EE HSA CONTRIBUTIONS
5629	INTERNAL REVENUE SERVICE	12/15/2021	\$1,824.38	SOCIAL SECURITY WH
5630	INTERNAL REVENUE SERVICE	12/28/2021	\$2,675.14	SOCIAL SECURITY WH
5631	MINNESOTA REVENUE	12/15/2021	\$349.56	STATE TAX WH
5632	MINNESOTA REVENUE	12/28/2021	\$697.51	STATE TAX WH
5633	MN PERA	12/15/2021	\$1,163.72	608900
5634	MN PERA	12/28/2021	\$1,713.47	608900
28189	JOE ADAMS	12/29/2021	\$5.10	REIMB. SHIPPING OF WATER SAMPLE
28190	AFLAC	12/29/2021	\$124.96	ACCT P8873; EE PAID INSURANCE
28191	CASEYS BUSINESS MASTERCA	12/29/2021	\$846.33	ACCT BY695, FIRE DEPT
28192	CHS - KASSON FEED	12/29/2021	\$3.89	CUST 117038; LIME
28193	CLEARWATER RECREATION	12/29/2021	\$2,341.00	GARBAGE CANS
28194	DELTA DENTAL OF MN	12/29/2021	\$416.60	8912090001; ER/EE PAID DENTAL
28195	DODGE COUNTY INDEPENDENT	12/29/2021	\$85.80	ADVERTISING-CUP FOR 611 EAST ST
28196	FARMERS TOP SOIL, INC.	12/29/2021	\$332.44	SCREENED TOP SOIL
28197	FERGUSON, EWAN	12/29/2021	\$290.00	HINDAL FUNERAL SERVICE-BAGPIPING
28198	HOMETOWN HAULERS	12/29/2021	\$185.00	FD 2 YD DUMPSTER
28199	KIRVIDA FIRE, INC	12/29/2021	\$1,281.82	SEAL KITS, SUPPLIES, VALVES
28200	LINCOLN NATIONAL LIFE INS. C	12/29/2021	\$203.36	ATCMNTRVL-BL-1557985
28201	MENARDS - NORTH ROCHESTE	12/29/2021	\$463.59	ACCT 33140256
28202	MN PERA	12/29/2021	\$10.00	60890; INTEREST
28203	NAPA	12/29/2021	\$31.36	28475
28204	NCPERS GROUP LIFE INS.	12/29/2021	\$32.00	608900
28205	ON SITE COMPUTERS, INC	12/29/2021	\$27.50	080
28206	PREFERRED HEATING & COOLI	12/29/2021	\$449.25	FURNACE REPAIR
28207	SL CONTRACTING, INC	12/29/2021	\$17,805.00	DIRT; 2021 3RD ST LOOP PROJECT
28208	WARSAW SOLAR, LLC	12/29/2021	\$1,871.19	SOLAR POWER SALES
28209	XCEL ENERGY	12/29/2021	\$2,558.16	STREET LIGHTS
	Total Checks		\$41,013.64	

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Payments

Current Period: December 2021

Payments Batch 011022 WARRANT LIST

\$126,228.57

Refer	0	-		
Invoice				
Transaction Date	1/7/2022	Citizens State Bank	10100	Total
Refer	0 ADAMS, JOE	-		
Cash Payment	E 101-41940-417 Uniforms	BOOTS; REIMBURSEMENT		\$336.23
Invoice	1/10/2022			
Cash Payment	E 101-43100-200 Supplies	LOCATE PAINT; REIMBURSEMENT		\$318.92
Invoice	1/10/2022			
Transaction Date	1/7/2022	Citizens State Bank	10100	Total
				\$655.15
Refer	0 AMAZON	Ck# 005635		
Cash Payment	E 101-41500-200 Supplies	CALCULATOR INK		\$9.98
Invoice	1/10/2022			
Cash Payment	E 101-43100-240 Tools and Minor Equipm	WELDING REPAIR KIT		\$69.98
Invoice	1/10/2022			
Transaction Date	1/7/2022	Citizens State Bank	10100	Total
				\$79.96
Refer	0 AVESIS	-		
Cash Payment	G 101-21715 Employee Paid Vision Plan			\$24.50
Invoice	2812242 1/10/2022			
Transaction Date	1/7/2022	Citizens State Bank	10100	Total
				\$24.50
Refer	0 BADGER METER	-		
Cash Payment	E 601-49400-300 Professional Srvs (GENE CUST# 25938			\$150.94
Invoice	800788824 1/10/2022			
Cash Payment	E 602-49450-300 Professional Srvs (GENE CUST# 25938			\$226.42
Invoice	800788824 1/10/2022			
Transaction Date	1/7/2022	Citizens State Bank	10100	Total
				\$377.36
Refer	0 CEDA	-		
Cash Payment	E 101-46500-437 Other Miscellaneous	EDA QTR 1-2022		\$5,171.75
Invoice	01.02.22 1/10/2022			
Transaction Date	1/7/2022	Citizens State Bank	10100	Total
				\$5,171.75
Refer	0 CMS - CONSTRUCTION MGMT.SE	-		
Cash Payment	E 101-42400-300 Professional Srvs (GENE DEC 2021			\$442.57
Invoice	21-1217 1/10/2022			
Transaction Date	1/7/2022	Citizens State Bank	10100	Total
				\$442.57
Refer	0 DOG WASTE DEPOT	-		
Cash Payment	E 101-45200-200 Supplies	DOG WASTE BAGS		\$193.81
Invoice	457056 1/10/2022			
Transaction Date	1/7/2022	Citizens State Bank	10100	Total
				\$193.81
Refer	0 EARLS SMALL ENGINE REPAIR	-		
Cash Payment	E 101-45200-404 Repairs/Maint Machinery	MISC PARTS		\$68.47
Invoice	01.03.22 1/10/2022			
Transaction Date	1/7/2022	Citizens State Bank	10100	Total
				\$68.47
Refer	0 FIRE SAFETY USA, INC	-		

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Payments

Current Period: December 2021

Cash Payment	E 101-42200-240 Tools and Minor Equipm	BUNKER BOOTS		\$320.95
Invoice	152731	1/10/2022		
Cash Payment	E 101-42200-240 Tools and Minor Equipm	HELMET LIGHT & BRACKET		\$75.00
Invoice	152731	1/10/2022		
Cash Payment	E 101-42200-442 Grant Award Related Ex	CALIBRATING GAS METER		\$100.00
Invoice	152967	1/10/2022		
Transaction Date	1/7/2022	Citizens State Bank	10100	Total \$495.95
Refer	0	GOPHER STATE ONE CALL	-	
Cash Payment	E 601-49400-300 Professional Svcs (GENE	MN00515		\$4.32
Invoice	1120564	1/10/2022		
Cash Payment	E 602-49450-300 Professional Svcs (GENE	MN00515		\$6.48
Invoice	1120564	1/10/2022		
Transaction Date	1/7/2022	Citizens State Bank	10100	Total \$10.80
Refer	0	GERMUNDSON, OLIVIA	-	
Cash Payment	E 101-41940-439 Janitors	OCT 10, 2021 CLEANING		\$25.00
Invoice	12.30.21	1/10/2022		
Cash Payment	E 101-41940-439 Janitors	OCT 24, 2021 CLEANING		\$25.00
Invoice	12.30.21	1/10/2022		
Cash Payment	E 101-41940-439 Janitors	NOV 7, 2021 CLEANING		\$25.00
Invoice	12.30.21	1/10/2022		
Cash Payment	E 101-41940-439 Janitors	NOV 21, 2021 CLEANING		\$25.00
Invoice	12.30.21	1/10/2022		
Transaction Date	1/7/2022	Citizens State Bank	10100	Total \$100.00
Refer	0	KASSON HARDWARE HANK	-	
Cash Payment	E 101-42200-217 Other Operating Supplie	355170		\$17.97
Invoice	312147	1/10/2022		
Cash Payment	E 602-49450-200 Supplies	355170		\$12.37
Invoice	312153	1/10/2022		
Cash Payment	E 602-49450-200 Supplies	355170		\$15.98
Invoice	312240	1/10/2022		
Cash Payment	E 101-41940-200 Supplies	355170		\$16.48
Invoice	312306	1/10/2022		
Cash Payment	E 101-43125-404 Repairs/Maint Machinery	355170		\$3.00
Invoice	312397	1/10/2022		
Transaction Date	1/7/2022	Citizens State Bank	10100	Total \$65.80
Refer	0	KIRVIDA FIRE, INC	-	
Cash Payment	E 101-42200-228 Equip. Repair and Mainte	ADD'L PAYMENT TO INV 9979		\$325.00
Invoice	9979 ADDL	1/10/2022		
Transaction Date	1/7/2022	Citizens State Bank	10100	Total \$325.00
Refer	0	K-M TELECOM	-	
Cash Payment	E 101-41940-321 Communications Phone/	CITY HALL MAIN 5170		\$169.55
Invoice	10100281	1/1/2022		
Cash Payment	E 101-41940-321 Communications Phone/	CITY HALL - 5176 - 2ND LINE		\$20.34
Invoice	10100281	1/1/2022		
Cash Payment	E 101-42200-321 Communications Phone/	FD 5440		\$25.33
Invoice	10100281	1/1/2022		
Cash Payment	E 101-41940-321 Communications Phone/	STREETS - SHOP 5119		\$29.33
Invoice	10100281	1/1/2022		

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Payments

Current Period: December 2021

Cash Payment	E 601-49400-321 Communications Phone/	WATER TOWER ALARM 3588			\$45.00
Invoice	10100281	1/1/2022			
Cash Payment	E 602-49450-321 Communications Phone/	LIFT STATION ALARM 5066			\$35.00
Invoice	10100281	1/1/2022			
Cash Payment	E 602-49450-321 Communications Phone/	WWTP 5463 ALARM			\$35.00
Invoice	10100281	1/1/2022			
Cash Payment	E 101-41940-321 Communications Phone/	LONG DISTANCE/TAXES/FEES			\$19.79
Invoice	10100281	1/1/2022			
Cash Payment	E 601-49400-321 Communications Phone/	NEW WELL HOUSE FIBER			\$25.00
Invoice	10100281	1/10/2022			
Transaction Date	1/7/2022	Citizens State Bank	10100	Total	\$404.34
Refer	0 LINDE GAS & EQUIPMENT, INC.	-			
Cash Payment	E 101-43100-200 Supplies	71550547			\$112.45
Invoice	66970358	1/10/2022			
Transaction Date	1/7/2022	Citizens State Bank	10100	Total	\$112.45
Refer	0 LUSHINSKY, PAUL	-			
Cash Payment	E 101-42200-228 Equip. Repair and Mainte	NAME TAGS; REIMBURSEMENT			\$185.78
Invoice	01.05.22	1/10/2022			
Transaction Date	1/7/2022	Citizens State Bank	10100	Total	\$185.78
Refer	0 METERING & TECHNOLOGY SOLU	-			
Cash Payment	E 601-49400-570 Capital Outlay	KEY FOB			\$56.36
Invoice	21276	1/10/2022			
Cash Payment	E 602-49450-570 Capital Outlay	KEY FOB			\$84.54
Invoice	21276	1/10/2022			
Transaction Date	1/7/2022	Citizens State Bank	10100	Total	\$140.90
Refer	0 MN DEPARTMENT OF HEALTH	-			
Cash Payment	E 603-45183-210 Tax and Licensing	LICENSE# MHP-12303-131; RV PARK 2022 LICENSE			\$110.00
Invoice	12303	1/10/2022			
Transaction Date	1/7/2022	Citizens State Bank	10100	Total	\$110.00
Refer	0 MINNESOTA ENERGY	-			
Cash Payment	E 101-41940-380 Utility Services	4016467-5 STREETS			\$685.55
Invoice	05024683310000				
Cash Payment	E 101-41940-380 Utility Services	4300149-4 STREETS			-\$475.79
Invoice	05024683310000				
Cash Payment	E 101-41940-380 Utility Services	4028156-0 STREETS			\$295.70
Invoice	05024683310000				
Cash Payment	E 101-42200-380 Utility Services	4229566-7 FIRE DEPT			\$418.49
Invoice	05024683310000				
Cash Payment	E 602-49450-380 Utility Services	4299022-6 WWTP			\$205.49
Invoice	05024683310000				
Cash Payment	E 101-41940-380 Utility Services	5121503-6 NEW SHOP			\$0.00
Invoice	05024683310000				
Transaction Date	1/7/2022	Citizens State Bank	10100	Total	\$1,129.44
Refer	0 MUNICIPAL EMERGENCY SERVIC	-			
Cash Payment	E 101-42200-437 Other Miscellaneous	C238278			\$2,765.02
Invoice	IN1661036	1/10/2022			

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Payments

Current Period: December 2021

Transaction Date	1/7/2022	Citizens State Bank	10100	Total	\$2,765.02
Refer	0 NAPA	-			
Cash Payment	E 101-42200-240 Tools and Minor Equipm	25852			\$43.98
Invoice	425508	1/10/2022			
Transaction Date	1/7/2022	Citizens State Bank	10100	Total	\$43.98
Refer	0 NORTHLAND TRUST SERVICES, IN	-			
Cash Payment	E 311-47000-601 Debt Srv Bond Principal	MANTV19A			\$85,000.00
Invoice	12.16.21	1/10/2022			
Cash Payment	E 311-47000-611 Bond Interest	MANTV19A			\$21,675.00
Invoice	12.16.21	1/10/2022			
Transaction Date	1/7/2022	Citizens State Bank	10100	Total	\$106,675.00
Refer	0 OLSON TREE SERVICES INC	-			
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	78770			\$440.00
Invoice	3633	1/10/2022			
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	78770			\$440.00
Invoice	3632	1/10/2022			
Transaction Date	1/7/2022	Citizens State Bank	10100	Total	\$880.00
Refer	0 OVERHEAD DOOR COMPANY	-			
Cash Payment	E 101-41940-220 Bldg.Repair and Mainten	REMOTES			\$450.00
Invoice	13233-000	1/10/2022			
Transaction Date	1/7/2022	Citizens State Bank	10100	Total	\$450.00
Refer	0 PITNEY BOWES INC	-			
Cash Payment	E 101-41500-322 Postage	0017334079			\$194.04
Invoice	3105239488	1/10/2022			
Transaction Date	1/7/2022	Citizens State Bank	10100	Total	\$194.04
Refer	0 PURCHASE POWER	-			
Cash Payment	E 101-41500-322 Postage	8000909003709701			\$650.16
Invoice	43713627-DEC 2	1/10/2022			
Transaction Date	1/7/2022	Citizens State Bank	10100	Total	\$650.16
Refer	0 PAYMENT SERVICE NETWORK, IN	-			
Cash Payment	E 601-49400-300 Professional Srvs (GENE	RT20255			\$63.80
Invoice	250834	1/10/2022			
Cash Payment	E 602-49450-300 Professional Srvs (GENE	RT20255			\$95.70
Invoice	250834	1/10/2022			
Transaction Date	1/7/2022	Citizens State Bank	10100	Total	\$159.50
Refer	0 QUALITY FLOW SYSTEMS	-			
Cash Payment	E 602-49450-220 Bldg.Repair and Mainten	30011-ARV INSTALL			\$3,785.50
Invoice	42181	1/10/2022			
Cash Payment	E 602-49450-220 Bldg.Repair and Mainten	29990; JEFFERSON LS			\$83.00
Invoice	42182	1/10/2022			
Transaction Date	1/7/2022	Citizens State Bank	10100	Total	\$3,868.50
Refer	0 QUILL	-			
Cash Payment	E 101-41500-200 Supplies	9321607			\$29.98
Invoice	21801790	1/10/2022			
Transaction Date	1/7/2022	Citizens State Bank	10100	Total	\$29.98

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Payments

Current Period: December 2021

Refer	0	ROCHESTER OVERHEAD DOOR IN			
Cash Payment	E 101-41940-220 Bldg.Repair and Mainten	REMOTES; FIRE DEPT			\$125.00
Invoice	20354	1/10/2020			
Transaction Date	1/7/2022	Citizens State Bank	10100	Total	\$125.00
Refer	0	VERIZON WIRELESS			
Cash Payment	E 101-42200-321 Communications Phone/	842209789-0001			\$54.64
Invoice	9895819095	1/10/2022			
Transaction Date	1/7/2022	Citizens State Bank	10100	Total	\$54.64
Refer	0	VOLUNTEER FIREFIGHTERS BENE			
Cash Payment	E 101-42200-120 Benefits	59158 ROGER NOLTE			\$10.00
Invoice		1/10/2022			
Cash Payment	E 101-42200-120 Benefits	60829 PAUL LUSHINSKY			\$10.00
Invoice		1/10/2022			
Cash Payment	E 101-42200-120 Benefits	86624 JEFFERY SCHMIDT			\$10.00
Invoice		1/10/2022			
Cash Payment	E 101-42200-120 Benefits	87757 JAMES WILLIAMS			\$10.00
Invoice		1/10/2022			
Cash Payment	E 101-42200-120 Benefits	8931 DONALD HOFSTAD			\$10.00
Invoice		1/10/2022			
Cash Payment	E 101-42200-120 Benefits	90180 RUSSELL LUCAS			\$10.00
Invoice		1/10/2022			
Cash Payment	E 101-42200-120 Benefits	90603 JAMES TIBBALS			\$10.00
Invoice		1/10/2022			
Cash Payment	E 101-42200-120 Benefits	92528 CURT KRAMER			\$10.00
Invoice		1/10/2022			
Cash Payment	E 101-42200-120 Benefits	93681 DAVID GILBERTSON			\$10.00
Invoice		1/10/2022			
Cash Payment	E 101-42200-120 Benefits	98582 STEVEN FAIRCHILD			\$10.00
Invoice		1/10/2022			
Cash Payment	E 101-42200-120 Benefits	98977 SCOTT KITZEROW			\$10.00
Invoice		1/10/2022			
Cash Payment	E 101-42200-120 Benefits	100896 TRAVIS BEBEE			\$10.00
Invoice		1/10/2022			
Cash Payment	E 101-42200-120 Benefits	107625 JOSEPH LORENTZ			\$10.00
Invoice		1/10/2022			
Cash Payment	E 101-42200-120 Benefits	107627 NATHAN BURGESS			\$10.00
Invoice		1/10/2022			
Cash Payment	E 101-42200-120 Benefits	107740 TROY STAFFORD			\$10.00
Invoice		1/10/2022			
Cash Payment	E 101-42200-120 Benefits	108689 BRETT SKOOG			\$10.00
Invoice		1/10/2022			
Cash Payment	E 101-42200-120 Benefits	120977 ANNABELLE HARDWICK			\$10.00
Invoice		1/10/2022			
Cash Payment	E 101-42200-120 Benefits	120978 NICHOLAS HARBAUGH			\$10.00
Invoice		1/10/2022			
Cash Payment	E 101-42200-120 Benefits	122729 RYAN JECH			\$10.00
Invoice		1/10/2022			
Cash Payment	E 101-42200-120 Benefits	122730 KYLE JOHNSON			\$10.00
Invoice		1/10/2022			

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Payments

Current Period: December 2021

Cash Payment	E 101-42200-120 Benefits	122731 ORION HARDWICK			\$10.00
Invoice	1/10/2022				
Transaction Date	1/7/2022	Citizens State Bank	10100	Total	\$210.00
Refer	0 WORSTMAN, DAVE	-			
Cash Payment	E 101-42200-228 Equip. Repair and Mainte	NAME STICKERS; REIMBURSEMENT			\$28.72
Invoice	1/10/2022				
Transaction Date	1/7/2022	Citizens State Bank	10100	Total	\$28.72

Fund Summary

10100 Citizens State Bank

101 GENERAL FUND	\$14,512.67
311 GO SERIES BOND 2019A	\$106,675.00
601 WATER FUND	\$345.42
602 SEWER FUND	\$4,585.48
603 RV PARK	\$110.00
	\$126,228.57

Pre-Written Checks	\$79.96
Checks to be Generated by the Computer	\$126,148.61
Total	
	\$126,228.57

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Pheasant Forever Previous Gambling Permit Number: x-35352-19-012

Minnesota Tax ID Number, if any: ES29354 Federal Employer ID Number (FEIN), if any: 41-1683276

Mailing Address: 61361 265 AVE mantorville, MN. 55955

City: Mantorville State: MN Zip: 55955 County: Dodge

Name of Chief Executive Officer (CEO): Tim Miller

CEO Daytime Phone: 507-9519879 CEO Email: mills@kmtel.com
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☒ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:

www.sos.state.mn.us

651-296-2803, or toll free 1-877-551-6767

☐ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted
(for raffles, list the site where the drawing will take place): Mantorville Saloon

Physical Address (do not use P.O. box): 501 N Main ST. Mantorville, MN. 55955

Check one:

☒ City: Mantorville Zip: 55955 County: Dodge

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): 3-19-22

Check each type of gambling activity that your organization will conduct:

☒ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☐ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. **EXCEPTION:** Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

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LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits

- ☒ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: Mantorville

Signature of City Personnel:

[Signature]
Title: City Clerk - Treasurer Date: 01.06.22

**The city or county must sign before
submitting application to the
Gambling Control Board.**

COUNTY APPROVAL for a gambling premises located in a township

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: [Signature] Date: 1-6-22
(Signature must be CEO's signature; designee may not sign)

Print Name: Tim Miller

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- a copy of your proof of nonprofit status; and
- application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

An equal opportunity employer

**CITY OF MANTORVILLE
DODGE COUNTY, MINNESOTA**

RESOLUTION 2022-04

**A RESOLUTION APPROVING AN APPLICATION TO CONDUCT BINGO
AT MANTORVILLE SALOON, 501 MAIN STREET NORTH,
MANTORVILLE, MINNESOTA –
PHEASANTS FOREVER DODGE COUNTY, CHAPTER 776
MARCH 19, 2022**

WHEREAS, Pheasants Forever Dodge County, Chapter 776, has submitted an application to the City of Mantorville for approval to Conduct Bingo on March 19, 2022; and

WHEREAS, it has been demonstrated that the organization is collecting gambling monies for lawful purposes; and

WHEREAS, the City has no objection to said activity.

NOW, THEREFORE, BE IT RESOLVED that the Mantorville City Council hereby concurs with the issuance of an Exempt Permit (Bingo) by the Gambling Control Board to Pheasants Forever Dodge County, Chapter 776, for an event to be held on March 19, 2022 at Mantorville Saloon, 501 Main Street North, Mantorville, Minnesota, and hereby waives the 30-day waiting period.

Adopted by the City Council of the City of Mantorville, Minnesota, this 10th day of January 2022.

ATTEST:

Chuck Bradford, Mayor

Shirley R Buecksler, City Clerk-Treasurer

City Mantorville
 Date 12/1/2021 thru 12/31/2021

<u>Agency</u>	<u>Incident_Nr</u>	<u>Location</u>	<u>LocCity</u>	<u>Activity</u>
K	202100004505	202 9th St W	Mantorville	Assist Other Agency
K	202100004600	716 Chestnut St	Mantorville	Assist Other Agency
S	202100009902	615 Main St N	Mantorville	Alarm
S	202100010199	402 Main St N	Mantorville	Paper Service
S	202100009889	400 Cemetery Rd	Mantorville	Ambulance Run
S	202100010217	904 Clay St	Mantorville	9-1-1 Hang Up Call
S	202100009995	716 Chestnut St	Mantorville	Sudden Death/body Fnd
S	202100010067	615 Main St N	Mantorville	Alarm
S	202100009950	804 Hickory Ln	Mantorville	Found Animals
S	202100009587	616 West St	Mantorville	Welfare Check
S	202100009644	600 Washington St	Mantorville	Lost Animals
S	202100009626	901 Main St N	Mantorville	Suicide Threats
S	202100009797	202 9th St W	Mantorville	Disturbance
S	202100009639	16 5th St W	Mantorville	Paper Service
S	202100009740	21 5th St E	Mantorville	Cell Call Open Line
S	202100009537	527 5th St E	Mantorville	Ambulance Run
S	202100009668	16 5th St W	Mantorville	Civil
S	202100009693	22 6th St E	Mantorville	Miscellaneous
S	202100009699	16 5th St W	Mantorville	Domestic
S	202100009790	605 Clay St	Mantorville	Ambulance Run
S	202100010247	502 Main St N	Mantorville	Carbon Monoxide Alarms
Total		21		

UNAPPROVED MINUTES OF THE DODGE COUNTY BOARD OF COMMISSIONERS REGULAR MEETING HELD NOVEMBER 23, 2021

Chair

Convene County Board Meeting

The Dodge County Commissioners met in regular session November 23, 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	6:45 PM
Rhonda Toquam	District 4	Remote	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

Establish Agenda

Agenda Approved

The agenda was approved and adopted as presented.

Motion No Vote

Consent Agenda

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

Motion Adopted [Unanimous]

- 1.1. Board of Commissioners - Regular Meeting - Nov 9, 2021 9:30 AM
- 1.2. Cell Phone Stipend for Duane Archer
- 1.3. Standard Liquor License with Sunday Sale

Buffy Beranek, SEMMCHRA**Final Levy Resolution for SEMMCHRA - 2022**

Ms. Beranek delivered for the Board's consideration the final levy resolution for SEMMCHRA and indicated no changes from the preliminary resolution.

The Executive Director shared the following information with the Board:

Total Request: \$51,174 Total Levy Requested for 2022

- The estimated cost of the 2022 request to a taxpayer with a \$220,000 taxable market value is \$3.17.
- This is an increase of \$3,924 - driving factors are grant matching funds to increase the program size by 100% for the homebuyer education counseling and financial training program and a 3.1% increase in general overhead expenses.

Uses of Fund

- \$46,674 for General Fund Expenditures
 - o This represents the Dodge County share (21.8%) of the levy funded general fund overhead. The total general fund overhead budget increased 3.1% or \$1,384 from 2021.
- \$4,500 - Dodge County Housing Development
 - o 100% increase or \$2,250
 - o Matching funds for \$108,000 grant leverage
 - o Two-year grant/commitment
 - o HECAT 2022-2023 Program Leverage

Levy/Funding Additional Information

- Return on Levy Investment: For the dollars SEMMCHRA levied, the average return on investment is over \$12.60.
- SEMMCHRA pays property taxes to Dodge County of approximately \$31,000 annually.
- Total HRA levy capacity is approximately \$656,400 and 8 percent of maximum is being requested.

Commissioner Toquam offered the following resolution (#2021-51), seconded by Commissioner Tjosaas:

Resolution Approving Final Special Benefit Tax Levy of Southeastern Minnesota Multi-County Housing and Redevelopment Authority Pursuant to Minnesota Statutes, Section 469.033, Subd. 6, and Approving a Budget for Fiscal Year 2022

WHEREAS, the Southeastern Minnesota Multi-County Housing and Redevelopment Authority (the "Authority") was created by action of the Boards of Commissioners of Dodge, Goodhue, Wabasha and Winona Counties (collectively referred to as the "Counties") pursuant to Minnesota Statutes, Section 469.004; and

WHEREAS, pursuant to such action on the part of the Counties and Minnesota Statutes, Sections 469.001 to 469.047 (the "Act"), the Authority was granted all of the same functions, rights, powers, duties, privileges, immunities and limitations as are provided for housing and redevelopment authorities created for cities under the Act; and

WHEREAS, Section 469.033, subd. 6, of the Act permits the Authority to levy and collect a special benefit tax of up to .0185% of taxable market value upon all taxable property, both real and personal, within the Authority's area of operation; and

WHEREAS, the Authority has requested that the Board of Commissioners of Dodge County approve the final levy of such a special benefit tax in the amount of \$51,174.00 to be levied upon all taxable market value of taxable property within the Authority's area of operation contained within Dodge County; and

WHEREAS, the Board of Commissioners of Dodge County has considered such request by the Authority and believes that consenting to such a final special benefit tax levy by the Authority is in the best interests of Dodge County and its residents; and

WHEREAS, the Authority is also required pursuant to Section 469.033, subd. 6, of the Act to, in connection with the levy of such a special benefit tax, formulate and file a budget in accordance with the budget procedures of the Counties in the same manner as required of executive departments of the Counties and the amount of the tax levy for the following year shall be based upon that budget and approved by the Counties; and

WHEREAS, the Authority has presented to the Board of Commissioners of Dodge County a copy of a proposed budget for its operations for fiscal year 2022.

NOW, THEREFORE, be it resolved by the Board of Commissioners of Dodge County as follows:

Section 1. That the budget for fiscal year 2022 for the operations of the Authority as presented for consideration by the Board of Commissioners of Dodge County is hereby in all respects approved.

Section 2. That the levy of a final special benefit tax pursuant to Minnesota Statutes, Section 469.033, subd. 6, is hereby consented to with respect to taxes payable in calendar year 2022 in the amount of \$51,174.00 to be levied upon all taxable market value of taxable property within the Authority's area of operation within Dodge County.

Resolution Adopted [Unanimous]

Lauren Cornelius, ES Director and Elizabeth Harbaugh, Sewage Treatment Program Manager

Hayfield Dollar General

Ms. Harbaugh and Ms. Cornelius discussed with the Board Hayfield Dollar General non-compliance of their septic system and presented a history of the concerns with this property. Ms. Harbaugh also presented the options for the Board to consider.

The Dollar General located in Hayfield Township is served by a septic system which requires an Operating Permit with the County and a monitoring contract with an MPCA Licensed Service Provider. This commercial retail establishment is located just outside of the City limits of Hayfield and is not hooked to city sewer. In March 2019 the septic system was issued a Notice of Noncompliance (NON) and deemed an Imminent Threat to Public Health and Safety by County certified staff due to sewage backing up into the building, sewage surfacing onto the ground, and unsecured tank lids. Attached to the NON was a list of immediate actions. At that time the Operating Permit was renewed and amended to include a mitigation plan for the septic system.

Since 2019 Environmental Services has made many attempts to ensure compliance with the Operating Permit requirements with little success. On October 1, 2021 a Notice of Septic System Violations was sent to Dollar General with a November 1, 2021 timeline to complete the list of actions needed to come into compliance with no response.

Environmental Services is requesting direction from the Board on how to proceed.

The Board was asked to consider one the following three options to resolve the noncompliance issue:

1. Issue a Cease and Desist of Operations (CDO) until the system is brought into compliance with the existing Operating Permit requirements and the list of five items indicated in the October 1, 2021 letter have been completed.
2. Allow Dollar General to continue operating with the following conditions to be completed within 30 days:
 - a. Enter into a monitoring contract with an MPCA Licensed Service Provider.
 - b. Obtain an Operating Permit from Environmental Services, sign, and submit the Operating Permit to Environmental Services.
 - c. Complete installation of water meter.
 - d. Complete connection of telemetry (MySpy) and include contracted Service Provider to receive automatic notification of alarm trigger. Confirmation of this notification should be verified.
 - e. Identify a point of contact within Dollar General for the County and Service Provider in order to ensure communications regarding the septic system are addressed in a timely manner.
 - f. Provide blanket pre-approval for contracted Service Provider to respond and provide services for alarm notification and other emergency situations. The pre-approval amount should be enough to cover response, pumping, or other emergency issues that may arise. Suggested pre-approval amount per response is \$1,000.00, work over

that amount should follow appropriate work order process as long as it is addressed in a timely manner.

- g. Notification of all work orders and their status pertaining to the septic system and its components shall be sent to dodge.septic@co.dodge.mn.us.

3. Do not do anything at this time.

Motion by Tjosaas second by Allen to go with Option 2 and allow Dollar General to continue operating with the said conditions to be completed within 30 days.

Motion Adopted [Unanimous]

Lauren Cornelius, ES Director and Rita Cole, Waste Mgmt. Specialist
LRS Hauler Licenses

LRS acquired the GFL Environmental Solid Waste pickup area in Olmsted County. They were notified by mail on November 10, 2021 that each county requires their own hauler license which LRS had not applied for in Dodge County, therefore they were out of compliance.

Environmental Services staff mailed LRS the License Application forms, Customer Service Plan form, and Dodge County Waste Management Credit Security Policy and asked that they complete the required forms by November 29, 2021.

LRS has completed the required paperwork to collect and transport solid waste in Dodge County and Environmental Services is recommending approval of their hauler license request.

Commissioner Allen offered the following resolution (#2021-52), seconded by Commissioner Tjosaas:

WHEREAS, LRS waste hauler has applied for a license to collect and transport solid waste in Dodge County; and

WHEREAS, the Dodge County Environmental Services Department has reviewed the hauler's application and supplemental information and finds that it meets requirements set forth in Dodge County Solid Waste General Ordinance No. 1.

THEREFORE, BE IT RESOLVED, that the Dodge County Board of Commissioners grants a license to collect and transport solid waste in Dodge County for a period from October 23, 2021 through February 15, 2022 to LRS hauler:

BE IT FURTHER RESOLVED that the enforceable conditions of the license are as follows:

- The licensee will comply with all provisions of Dodge County Ordinance and state law.
- The licensee will pay Transfer Station Tipping Fee and Waste-to-Energy Service Charge as determined by Dodge County.

Resolution Adopted [Unanimous]

Leota Lind, SCHA

South Country Health Alliance

Ms. Lind presented a report for the Board and also presented a listing of changes for the Joint Powers Board Agreement. The final draft included a committee from multiple member counties where additional changes were recommended and incorporated. The Board reviewed the changes with Ms. Lind but decided not to vote on these changes at this meeting and instead wait for all Commissioners to be in attendance.

Motion by Toquam second by Tjosaas to table the South Country Health Alliance Joint Powers Board Agreement discussion item for an upcoming meeting when all Board members are present.

Resolution Tabled [Unanimous]

Guy Kohlhofer, Highway Engineer

Request Authorization to Purchase Skid Loader

Contained within the approved 2021 Highway budget is the purchase of several pickups, however, due to supply issues that is being pushed back. The Highway Department is in turn requesting to push up the purchase of a second skid loader.

Purchasing of heavy equipment is most often done through the State of Minnesota bid contract. This is a process the State goes through to secure competitive pricing on everything from computers to heavy equipment. The benefit to counties and cities is that we can avoid the bidding process and utilize the pricing obtained by the State to select equipment that best fits our needs.

The Highway Department researched skid loaders with similar specifications to their current skid loader with the following results:

- ☐ **Bobcat T770 T4 w/ warranty from Tri-State Bobcat Inc.**
State contract price \$65,303.98
- ☐ **Bobcat T770 T4 w/ warranty from Sanco Equipment**
State contract price \$77,056.59
- ☐ **Caterpillar 289D3 w/ warranty from Ziegler CAT**
State contract price \$70,460.00

Mr. Kohlhofer is requesting authorization to purchase a Bobcat T770 T4 from Tri-State Bobcat in Burnsville, MN.

Motion by Allen second by Tjosaas to approve and authorize the Highway Department to purchase the Bobcat T770 T4 from Tri-State Bobcat in the amount of \$65,303.98 as requested.

Motion Adopted [Unanimous]

Lisa Hager, Employee Relations Director

Personnel Agenda

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

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

A. Public Health

A.1 Sondra Herman - Business Office Manager

No longer employed.

Effective Date: 12/31/21

A.2 Business Office Manager

Authorization to post and fill vacancy.

Effective Date: 11/23/21

A.3 Gail Hester - Business Office Manager - Temporary On-Call

Authorization to rehire at C42 step 1 \$39.83 (+\$3.00).

Effective Date: 12/3/21

B. Administration

B.1 Juan Trejo - Custodian

Authorization to employ at A13 step 6 \$17.37.

Effective Date: 11/29/21

B.2 Jean Allen - Taxpayer Services Director

Step increase from C41 step 5 \$30.43 to C41 step 4 \$31.27.

Effective Date: 9/22/21

C. Sheriff's Office

C.1 Krista Reske - 911 Dispatcher

Authorization to employ at B23 step 4 \$22.88.

Effective Date:

C.2 Colton Drake - Deputy Sheriff - On-Call

Authorization to employ at C41 Hire step \$24.50 to fill approved vacancy.

Effective Date: 11/29/21

C.3 Scott Prins - Patrol Sergeant

Step increase from C43 36 month step \$37.57 to C43 48 month step \$38.32.

Effective Date: 10/31/21

C.4 Jeff Espinosa - Operations Captain

Authorization to change status from Patrol Sergeant C43 72 month step \$39.86 to

Operations Captain C52 step 3 \$42.20.

Effective Date: 1/15/22

C.5 Patrol Sergeant - 1.0 FTE

Authorization to post and fill vacancy created by status change.

Effective Date: 11/23/21

C.6 Sheriff's Deputy - 1.0 FTE

- Authorization to post and fill full-time vacancy created by status change.
Effective Date: 11/23/21
- C.7 Michelle Clements - Deputy Sheriff
Step increase from C41 60 month step \$31.05 to C41 72 month step \$31.78.
Effective Date: 11/26/21
- C.8 Tyler Vermeersch - Deputy Sheriff
Step increase from C41 72 month step \$31.78 to C41 84 month step \$32.57.
Effective Date: 10/31/21
- D. Highway**
- D.1 Jon Hulst - Equipment Operator III
Step increase from B23 36 month step \$24.30 to B23 48 month step \$24.65.
Effective Date: 11/01/21
- D.2 Dylan Miner - Equipment Operator II
Authorization to employ at B22 Hire step \$22.31.
Effective Date: 11/29/21

Motion Adopted [Unanimous]

Amended Memorandum of Agreement with Ryer Anderson Discussed

As Captain Ryer Anderson assumes the new role of Chief Deputy on January 15, 2022, he is requesting that his current Memorandum of Agreement (MOA) be amended to reflect that change in role from Captain to Chief Deputy. The updated M.O.A. was included in the Board packet for review.

Motion by Tjosaas second by Toquam to approve the proposed Memorandum of Agreement Amendment with Ryer Anderson as presented.

Motion Adopted [Unanimous]

Memorandum of Agreement with Jeff Espinosa Discussed

If Sergeant Jeff Espinosa assumes the new role of Operations Captain January 15, 2022, the Sheriff's Office is requesting that he receives the same MOA that Captain Ryer Anderson received when accepting the Operations Captain position. The proposed MOA was included in the Board packet for review.

Motion by Tjosaas second by Toquam to approve a Memorandum of Agreement with Jeff Espinosa as requested.

Motion Adopted [Unanimous]

Non-Union Payscale Discussed

Included in the Board packet was the proposed adjustment to the current non-union payscale. The change reflects a 2% COLA from 2021 to 2022. In addition, they have adjusted the A11 and A12 payscale to ensure a minimum pay of at least \$15.00. This was accomplished by moving the A12 pay scale down to the A11 and creating a mid-point scale between the new A11 and current A13. The county has no non-union employees in the A level Band. Ms. Hager reported this will only impact the pay of Seasonal Employees, which we have already been paying above the starting

wage of the scale.

Motion by Allen second by Tjosaas to approve the Non-Union Payscale as presented and effective December 1, 2021.

Motion Adopted [Unanimous]

Lisa Kramer, Finance Director

Bills Reviewed

Ms. Kramer reviewed bills with the Board.

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

01	Revenue Fund	\$ 251,043.77
13	Road and Bridge Fund	\$ 34,149.92
16	Environmental Quality Fund	\$ 110,101.05
17	Eq Revolving Equip Fund	\$ 9,500.00
80	Agency Fund	<u>\$ 26.00</u>
	Total	\$ 404,820.74

Motion Adopted [Unanimous]

Fair Board Loans

The Finance Director reported that back in 2005 the County Board co-signed a loan at Kasson State Bank (now Home Federal Bank) for an original principal amount of \$160,000. The loan was structured as a five year loan with level payments for four years with a balloon payment in the fifth year and in each ensuing fifth year the loan has been renegotiated to a new five year loan with the same terms. After the first loan the County found out that we did not have the authority to co-sign a loan for the Fair Board and it has remained an oral comment during our audit each year.

This year presents us with another chance to either restructure the loan and co-sign it again or pay off the loan on the Fair Board's behalf. The county is authorized to appropriate any amount of money to the Fair Board. The payoff for this loan as of November 30, 2021 is \$97,659.69.

In addition to the 2005 loan with Home Federal, the Fair Board asked for and received a \$150,000 loan from the County. This loan was structured the same as the Home Federal loan, a five year loan with four years of level payments followed by a balloon payment in year five. The Fair Board made their payment in 2006 and nothing since. It appears on our audited financial statements as a loan receivable for \$148,195.34. It is an asset, but it will most likely never be collected, since it hasn't up to now.

It is Ms. Kramer's recommendation that the County pay off the Fair Board Loan at Home

Federal in the amount of \$97,659.69 and forgive the loan from the County in the amount of \$148,195.34. The Finance Director informed the Board that this will clean up the books for us and it seemed like the right time to present this item to the Board for consideration.

Motion by Allen second by Tjosaas to pay off the Home Federal Bank loan in the amount of \$97,659.69 on behalf of the Fair Board.

Motion Adopted [Unanimous]

Fair Board Loan Pay Off Discussed

Motion by Tjosaas second by Allen to forgive the loan the county gave to the Fair Board in the amount of \$148,195.34 as requested.

Motion Adopted [Unanimous]

French DEED Loan Subordination Agreement

The Finance Director reported that the county was notified by MBT Bank that they needed a Subordination Agreement for the DEED Flood Loan granted to Rod and Elaine French, so they could complete a mortgage transaction with MBT Bank. We have had this request in the past with regard to the DEED loan granted to Zumbro Valley Recreation when they were restructuring. The County approved a subordination then and the County Attorney has prepared a similar agreement for Rod and Elaine French which was included in the Board packet for review. Ms. Kramer is seeking approval of this Subordination Agreement and authorization for Commissioners Toquam and Allen to sign the document on behalf of the Dodge County EDA.

Motion by Tjosaas seconded by Allen to approve and authorize Commissioners Toquam and Allen to sign a new Subordination Agreement with Rod and Elaine French on behalf of the Dodge County for an EDA loan.

Motion Adopted [Unanimous]

Paul Kiltinen, County Attorney

Legal Update

Mr. Kiltinen provided the Board with a legal update.

Motion No Vote

Jim Elmquist, County Administrator

Elected Official Salary Consideration - 2022

The Board discussed with the County Administrator elected official salaries for 2022. Per Minnesota State Statute, the County Board is required to work with each of the elected officials to establish their salaries for the upcoming year. Included in the Board packet were the requests

for the Board's review and also the regional information the Board usually requests each year.

The Board agreed to plan for a resolution giving all elected officials a 2% raise into 2022.

Motion No Vote

2022 Budget Discussion

Included in the Board packet was the latest rendition of the budget with changes to MNPrairie, the personnel budget relating to Dispatch supervisors, and some minor changes to other areas as offered by department heads since the preliminary budget was approved. Mr. Elmquist noted these changes were all reductions from the previous budget.

The current net levy stands at 3.1% which is down from the 4% preliminary budget approved in September, 2021. The next meeting will be the Truth in Taxation (TNT) Hearing at 6:00 p.m. so the County Administrator wanted to present to the Board the latest budget for their comments prior to the TNT Hearing.

In this latest version the effective net levy rate will decrease by 1.1%.

A resolution will be prepared for the next meeting for the Board's consideration.

The Board agreed to bring to the final levy certification a plan for a 3.2% increase for 2022.

Motion No Vote

The County Administrator did not have an update for this meeting.

Motion No Vote

Administration Committee Report - Commissioner David Kenworthy

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

Request to Approve Public Health Donations

This is a request to accept the donation of Baby Bundles from Dodge Center Dorcas Society.

Commissioner Tjosaas offered the following resolution (#2021-53), seconded by Commissioner Allen:

WHEREAS, the Dodge County Public Health Department has received donations from Dodge Center Dorcas Society; and

WHEREAS, the Dodge County Public Health Department wishes to accept this donation and utilize it for the purpose of the Public Health Family Health Program; and

WHEREAS, pursuant to Minnesota Statute 465.03, the county shall by resolution of the

governing body adopted by a two-thirds majority of its members accept a grant or devise of real or personal 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 accepts the following donation to be used for the Public Health Programs:

Dodge Center Dorcas Society \$ 1,065.00

- 25 Crochet Baby/Toddler Quilts - \$1,000
- 3 Crochet Baby Hats - \$30
- 1 Crochet Baby Sweater - \$35

Resolution Adopted [Unanimous]

Commissioner Peterson arrived to the meeting at 6:45 p.m.

Commissioners provided their agency reports. Commissioner Allen did not have any meetings to report. Commissioner Kenworthy attended a SEEMS meeting, an ECB Steering Committee meeting, a Bonding tour and a Big Iron/Fair Board meeting. Commissioner Peterson did not have any meetings to report. Commissioner Tjosaas attended a MnPrairie Finance Committee meeting, a MNPrairie Joint Powers Board meeting, a K-M COG meeting, a Drug Court Task Force meeting, a SCHRC meeting and a MnPrairie Joint Powers Board Budget meeting. Commissioner Toquam did not have any meetings to report.

Motion No Vote

There were no Other Deferred Business items to discuss.

Motion No Vote

Closed Session

Motion by Tjosaas seconded by Allen to go into closed session at 6:58 p.m. to discuss labor negotiations strategy.

Motion Adopted [Unanimous]

Meeting Opened to the Public

Motion by Peterson seconded by Tjosaas to open the meeting to the public at 7:19 p.m.

Motion Adopted [Unanimous]

Adjourn

The Chair adjourned the meeting at 7:20 p.m.

The next regular meeting of the Dodge County Board of Commissioners will be held on December 14, 2021 at 5:00 p.m.

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

Convene County Board Meeting

The Dodge County Commissioners met in regular session December 14, 2021, in the Commissioner's Room at the Dodge County Government Services Building, Mantorville, MN, at 5:02 p.m. Chair David Kenworthy called the meeting to order at 5:02 p.m.

Attendee Name	Title	Status	Arrived
John Allen	District 1	Present	5:04 PM
Tim Tjosaas	District 2	Present	5:00 PM
Rodney Peterson	District 3	Present	5:00 PM
Rhonda Toquam	District 4	Remote	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 Peterson seconded by Tjosaas 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. Board of Commissioners - Regular Meeting - Nov 23, 2021 5:00 PM
- 1.2. Final Payment for Township Bridge Projects SAP 020-599-115, SAP 020-599-116, SAP 020-599-117

1.3. Request to Approve 2022 Tobacco Retailer Licenses

Guy Kohlhofer, County Engineer**Bonding Projects Update**

Mr. Kohlhofer reported progress continues on their 2022 projects. Below is a list of projects and their status.

Project	Plans	Status
CSAH 3 Main St - Mill 1" & Pave 2" CSAH 1 to East St. (1/2 mi. through Town)	In-house	Plans not started.
CSAH 5 - Paving No. Co. Line - CSAH 24 (3.5 mi)	In-house	Plans not started.
CSAH 20 - Overlay Along West Co Line (0.75 mi)	Steele Co.	They will manage w/ their project.
CSAH 9 - Widen, Reclaim & Pave CSAH 6 - TH 30 (5.0 mi)	In-house	Survey complete, plans not started.
CSAH 24 - Reclaim & Pave CSAH 22 to TH 57 (4 mi)	In-House	Plans at 25%.
CSAH 4 - Bridge 97157 0.5 miles East of CSAH 3	In-house	Plans complete (Funding Pending).
Bonding Projects		
CSAH 7 - Resurface (concrete) TH 14 - CSAH 34 (0.9 mi)	WHKS	Plans at 60%.
CSAH 22 - Reclaim & Pave CSAH 24 to TH 57 & CSAH 11 to CSAH 17 (7 mi)	In-house	Plans complete.
CSAH 24 - Reclaim & Pave. Minor Straightening TH 57 to East Co Line (5.2 mi)	Stonebrooke	Plans in progress, on schedule.

Included in the Board packet were summaries from the two consulting firms for CSAH 7 and CSAH 24.

It was noted that this item was for informational purposes only, no action is needed.

Motion No Vote

CSAH 3 Resurfacing and CSAH 9 Bridge Design Contracts w/Stonebrooke Engineering

The County Engineer reported CSAH 3, south of old TH 14 to TH 30 is scheduled for partial reconstruction and resurfacing in 2023. Additionally, a bridge on CSAH 9 north of Wasioja is scheduled for reconstruction in 2024. Both of these projects will be utilizing federal funds that require a little extra work and attention.

Mr. Kohlhofer reported in the near future it will be a challenge for them to complete the necessary engineering and permitting needed with the staff they have. The Highway Department has therefore obtained an engineering estimate from Stonebrooke Engineering for

the design and permit work for these two projects. They are based on an hourly cost “not to exceed” contract meaning that they could come in less if the projects turn out easier than expected. These are the last projects for this year to be contracted out for this type of work. Depending on staffing levels the Highway Department may need to contract out inspection services for some of next year’s construction projects.

Included in the Board packet were the Professional Services Agreements from Stonebrooke Engineering for the design work on CSAH 3 and the CSAH 9 bridge. This is a firm the Highway Department will be working with extensively over the next couple years and they look forward to the consistency across projects.

The estimated cost of engineering, permitting and property acquisition for CSAH 3 is \$482,632 (7.7% of expected construction) and the estimated cost of engineering and permitting for the CSAH 9 bridge is \$31,685 (4% of expected construction). These are well within industry standards and would be considered reasonable.

Motion by Tjosaas seconded by Peterson to approve and authorize the County Engineer to sign the proposed Stonebrooke Professional Services Agreements for CSAH 3, along with geotechnical and right of way services, and the CSAH 9 bridge engineering as recommended.

Commissioner Toquam had questions regarding plowing around the two roundabouts on County Road 3 in Claremont. Ms. Toquam reported with the recent snow there is a tunnel effect once the snow is plowed around the roundabouts.

Mr. Kohlhofer reported he will talk to his guys to see what they observed when plowing the roundabouts and that he will travel to Owatonna to see what they are doing with their roundabouts when they have a significant snowfall.

Motion Adopted [Unanimous]

Marilyn Lermom, Fair Board President

Recap of 2021 Dodge County Fair

Ms. Lermom provided the Board with a recap of the 2021 County Fair.

The Fair Board President reported it was a dream fair, they had good weather for most of the days, good crowds, good attendance and four days of sold out grandstands. The Fair Board will be looking into the possibility of putting bleachers in the in-field along with fencing to allow for additional seating at events. Ms. Lermom discussed improvements that have been made at the Fairgrounds and things they would like to do in the upcoming year.

Marilyn Lermom thanked the Board for the help that they have given the Fair Board over the years and the support that they have shown them, it has been greatly appreciated.

The Fair Board President inquired as to whether or not the County Board had any ideas they would like to discuss for the 2022 fair which will be held July 13-17.

Brief discussion took place regarding the bank loan the County paid off on behalf of the Fair Board and loan from the County that the Board recently forgave.

Commissioner Peterson want to know if the Fair Board has any plans for the profits from this year's fair.

Ms. Lermom reported they have no plans as of yet, this money will be used as a nest-egg that will be used to complete projects that they haven't had the money to complete until now.

Street improvements in Kasson were discussed as well as how those improvements will impact the fair.

Commissioner Kenworthy stated the Board appreciates the work the Fair Board does to make the fair happen, they know it's a lot of work.

The Board thanked Ms. Lermom for the update.

Motion No Vote

Lisa Hager, Employee Relations Director

Personnel Agenda

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

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

A. Land Records

- A.1 Matt Naatz - Property Appraiser II
Step increase from C41 step 5 \$29.04 to C41 step 4 \$30.10.
Effective Date: 11/02/21

B. Highway

- B.1 Ashley Larson - Administrative Assistant
Step increase from B23 step 7 \$24.19 to B23 step 8 \$24.92.
Effective Date: 12/31/21

C. Sheriff's Office

- C.1 Cathy Hunsaker - 911 Dispatcher
Authorization to employ at B23 step 4 \$22.88.
Effective Date: TBD
- C.3 Justin Classon - Deputy Sheriff
Step increase from C41 48 month step \$30.04 to C41 60 month step \$31.05.
Effective Date: 9/16/21
- C.4 Christopher Hill - 911 Dispatcher
No longer employed.
Effective Date: 11/23/21
- C.5 911 Dispatcher
Authorization to post and fill vacancy.
Effective Date: 12/14/21

D. Environmental Services

D.1 Lauren Cornelius - Environmental Services Director
Step increase from D63 step 8 \$43.95 to D63 step 7 \$46.43.
Effective Date: 12/1/21

E. Band and Grade Review

E.1 Director of Land Records changed from D63 to D71.
Effective Date: 12/1/21

Motion Adopted [Unanimous]

Sara Marquardt, Accounting Services Director**Voting Equipment State Grant**

Ms. Marquardt reported the State of Minnesota Office of the Secretary of State (SOS) is issuing grants to counties to help defray the cost of new election equipment.

There is \$435,058.86 remaining in the Voting Equipment Grant Account (VEGA) following the first two rounds of VEGA Grants. There is also \$750,000.00 that has been appropriated to the VEGA Account and is available for this year. There is also an additional \$750,000.00 that can be used during the legislative biennium, which means that it is also available. This VEGA-3 application will be used for awarding of all the VEGA amounts available. The VEGA-3 Grant Awards will be from the \$1,935,058.86 currently available ($\$435,058.86 + \$750,000.00 + \$750,000.00 = \$1,935,058.86$).

The first priority for the grant money is Assistive Voting Device upgrades and Ability to process Four-Column Ballots. The second priority is Electronic Rosters.

Assistive Voting Device Upgrades: Minnesota Statutes section 206.57, subdivision 5 requires that an assistive voting device be used in all election in Minnesota, except March Township standalone elections in townships with fewer than 500 registered voters. There are currently numerous, old assistive voting devices in Minnesota that are in need of replacement. In order to assist counties, municipalities, and school districts to meet this statutory requirement, VEGA-3 Grant Applications requesting to upgrade assistive voting devices that are over 5 years old to new assistive voting devices shall be given priority in the VEGA-3 Grant awarding process. For purposes of the VEGA-3 Grant process, if a vendor has applied for certification of an electronic voting system with an assistive voting device, that assistive voting device qualifies for this priority. However, the system must be certified by the Minnesota Secretary of State before it can be purchased or used in Minnesota elections.

The maximum amount that a county may be awarded is \$5,000.00 times the number of precincts in that county. More than \$5,000.00 may be used in an individual precinct, however, the total amount awarded within the county must not exceed the maximum limit of \$5,000.00 times the number of precincts. Therefore, if municipalities or school districts apply separately for a grant, the county must be sure the total of the grant amounts requested do not exceed the maximum for the county. According to Minnesota statute, jurisdictions must agree to provide a local match at least equal to the amount of the grant received that is used for optical scan ballot counters or assistive voting devices (i.e. at least 50% of total cost), and at least equal to one-

fourth the amount of the grant received that is used for electronic rosters (i.e. at least 25% of total cost).

The Accounting Services Director plans to apply for the grant money to purchase new Assistive Voting Devices. The Assistive Voting Devices would replace the AutoMARK's that we have been using since 2006. The county can apply to have 50% of the cost of the new Assistive Voting Devices paid for by this grant. There may be a federal grant in 2022 that the county can apply to some of the county cost for this upgrade.

At this time Ms. Marquardt needs a resolution from the county approving the application for the grant funds.

Commissioner Peterson offered the following resolution (#2021-54), seconded by Commissioner Allen:

WHEREAS, Minnesota counties are responsible for administering elections, which includes the purchase and maintenance of supplies and election equipment; and

WHEREAS, it is essential for precincts to have functioning voting equipment so that voters are able to cast their ballot on equipment that is secure, accessible, accurate, and reliable; and

WHEREAS, the legislature has expressed a desire to have accessible voter assist equipment available in as many polling places as possible to help with efficiently running elections and with protecting the integrity of elections; and

WHEREAS, Minnesota's Secretary of State (OSS) has grant funding in the amount of \$1,935,058.86 in the Voting Equipment Grant Account to assist counties, cities, towns, and school districts with the purchase of voting equipment; and

WHEREAS, to receive funding from the Voting Equipment Grant Account, counties must submit an application to the Minnesota Secretary of State before December 17, 2021;

NOW THEREFORE BE IT RESOLVED, Dodge County approves its application for funding from the Voting Equipment Grant; and

BE IT FURTHER RESOLVED, the County certifies that any funds awarded from the Voting Equipment Grant will be used only to purchase an electronic roster system or any other equipment or technology approved by the Secretary of State.

Resolution Adopted [Unanimous]

Lisa Kramer, Finance Director

Bills Reviewed

The bills were discussed.

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

01	Revenue Fund	\$ 105,363.99
13	Road and Bridge Fund	\$ 93,025.89
16	Environmental Quality Fund	<u>\$ 126,674.98</u>
	Total	\$ 325,064.86

Motion Adopted [Unanimous]

Paul Kiltinen, County Attorney

Legal Update

Mr. Kiltinen provided the Board with a legal update.

Motion No Vote

Melissa DeVetter, Project Manager

Memorandum of Understanding between Dodge County and Dodge County Historical Society

Ms. DeVetter informed the Board that on September 28, 2021, Dodge County signed a Memorandum of Understanding (MOU) with the Dodge County Historical Society (DCHS) for the purpose of pursuing the Minnesota Historical Society's Small Grant application for fabrication of signs. Due to the additional work added to the first phase, including the addition of one more sign and audio scripts, an interim phase is required before fabrication can occur. The interim phase will involve, graphic designs for all seven signs and the recording of the audio script. The Memorandum of Understanding signed on September 28, 2021 does not address this interim step and needs to be revised.

Included in the Board packet was a revised MOU document that is more general in nature but defines the roles of the County and DCHS in the pursuit of future grant funding for the Wasioja Historic District. With the general language the county should be able to pursue grant funding in the future without a new MOU for each application.

Motion by Allen seconded by Tjosaas to approve and authorize the Chair to sign the proposed Memorandum of Understanding with the Dodge County Historical Society for the purpose of pursuing the Minnesota Historical Society's Small Grant application for fabrication of signs. This request will go to the DCHS Board meeting on December 16, 2021.

Motion Adopted [Unanimous]

Joseph Kaltenbach, Zoning Administrator

Appointment of Planning Commission Members

Mr. Kaltenbach reported the following Planning Commission member's term expires on

December 31, 2021:

Joshua Toquam (Ripley/Westfield)

The vacancy was advertised on the Dodge County website with a closing date of December 7, 2021 at 4:30 p.m. Under zoning ordinance provisions, members of the Planning Commission are eligible for reappointment. Mr. Toquam has submitted an application to be reappointed as the representative for his township on the Planning Commission. There were no other applicants as of the closing date.

Motion by Allen seconded by Peterson to reappoint Joshua Toquam to the Dodge County Planning Commission for the January 1, 2022 to December 31, 2024 term.

Motion Adopted [Unanimous]

Appointment of Board of Adjustment Members

The Zoning Administrator reported the following Board of Adjustment member's terms expire on December 31, 2021.

Beth Davis
Chad Knudson

The vacancies were advertised on the Dodge County website with a closing date of December 7, 2021 at 4:30 p.m. Under zoning ordinance provisions, members of the Board of Adjustment are eligible for reappointment. Mrs. Davis and Mr. Knudson have submitted an application to be re-appointed to the Board of Adjustment. There were no other applicants as of the closing date.

Motion by Tjosaas seconded by Toquam to reappoint Beth Davis and Chad Knudson to the Dodge County Board of Adjustment for the January 1, 2022 to December 31, 2024 term.

Commissioner Peterson informed Mr. Kaltenbach that we have had some issues with the Board of Adjustment in the past. The County received complaints that the Board of Adjustment representatives weren't diversified enough, it was suggested that individuals be appointment which represent all areas of Dodge County. The County advertised for Advisory Board members and the same members applied for the open positions, no other applications were received. Mr. Peterson stated it is difficult to get people to serve on these boards, therefore they were happy to re-appointing the members that did re-apply, even if the members weren't as diversified as others would have liked.

Motion Adopted [Unanimous]

Appointment of Feedlot Advisory Board Members

The following Feedlot Advisory Board member's terms expire on December 31, 2021.

Rick Alberts
Glenn Hahn

Tim Marquardt
Mark Moenning

The vacancies were advertised on the Dodge County website with a closing date of December 7, 2021 at 4:30 p.m. Under zoning ordinance provisions, members of the Feedlot Advisory Board are eligible for reappointment. Mr. Alberts, Mr. Hahn, Mr. Marquardt and Mr. Moenning have submitted an application to be reappointed to the Feedlot Advisory Board. There were no other applicants as of the closing date.

Motion by Allen seconded by Tjosaas to reappoint Rick Alberts, Glenn Hahn, Tim Marquardt and Mark Moenning to the Dodge County Feedlot Advisory Board for the January 1, 2022 to December 31, 2024 term.

Motion Adopted [Unanimous]

Lauren Cornelius, Environmental Services Director & Rita Cole, Assistant Waste Management Administrator

Re-Use Grant Funding

Ms. Cornelius reviewed with the Board her request to apply for the Greater Minnesota Recycling and Composting grant FY22, and Waste Reduction and Reuse Grant to build a Re-Use Center south of the Dodge County Transfer Station/Recycling Center.

The Dodge County Transfer Station is a public facility that provides essential public services. The Demolition Landfill is to be closed in 2022. Therefore, it is the County's duty to find other ways to account for the materials and waste we receive for transfer. By offering a Re-Use center, we can divert some construction, appliance, and furniture waste destined for a landfill. Additionally, Rochester's ReStore will come to collect the material at no cost to the County, which in turn lowers disposal cost.

Included in the Board packet was the proposed Re-Use plan. The estimated cost is not to exceed \$200,000.

Grant funding was listed as follows:

Greater Minnesota Recycling and Composting Grant FY22

- Application deadline: January 11, 2022 (2:00 p.m.)
- The maximum grant award: \$250,000 per project
- Match: At least 25 percent of the grant award.
-

Waste Reduction and Reuse Grant

- Application deadline: January 5, 2022
- Total funding: Approximately \$119,000
- Match: At least a quarter (25%) of the grant amount is required. The match may be in the form of in-kind services or cash.

Motion by Allen seconded by Tjosaas to approve and authorize the Zoning Administrator to

apply for the Greater Minnesota Recycling and Composting Grant FY22, and Waste Reduction and Reuse Grant to build a Re-Use Center south of the Dodge County Transfer Station/Recycling Center as requested.

Motion Adopted [Unanimous]

Break

The Chair recessed the meeting at 5:53 p.m.

The Chair reconvened the meeting at 6:00 p.m.

Jim Elmquist, County Administrator

Truth in Taxation Presentation 2022

The 2022 Budget Certification Hearing was opened at 6:00 p.m.

Mr. Elmquist informed those present that this hearing will reflect the preliminary levy for the county as this was the budget directly related to the Truth in Taxation (TNT) notices residents received at the end of November.

The County Administrator noted as a separate item on the agenda, Lisa Kramer will provide a final certification resolution showing a 3.2% levy increase for the Board's consideration. While the increase is the working number from the last Board meeting, it should be understood the Board may approve any number less than the 4% levy certified in September.

The final levy must be certified by the county to the County Auditor on or before five working days after December 20th. The next meeting is outside that time-frame.

Mr. Elmquist discussed the following:

- Budget Process
- Assessed Property Values
- Dodge County Budget History to Levy History
- Tax Levy Calculation
- What is driving the 4% levy increase for 2022?
- Tax Capacity
- Tax Capacity in Millions
- Tax Capacity Tax Rate
- Minnesota Statute 275.07 - City, Town, County, and School District Taxes

Robert Hunger was present and informed the Board that he and his wife bought property in Dodge Center and that they had to pay what the state said the property was worth. Mr. Hunger had questions regarding the classification in relation to the number of bedrooms in the home.

Mr. Elmquist informed Mr. Hunger that his questions was more of a valuation questions, this meeting was regarding the budget and levy. The County Administrator suggested that Mr.

Hunger meet with Ryan DeCook, the Director of Land Records, to discuss his valuation concern.

There were no other members of the public that wanted to comment on the proposed levy.

Motion by Allen seconded by Peterson to close the public hearing at 6:15 p.m.

Motion Adopted [Unanimous]

2022 Certified Budget Resolution

It was reported that the budget submitted for the Board's review and consideration is a 3.2% levy increase from 2021 and a 0.8% decrease from what was used for the TNT notices.

Earlier this evening, the TNT hearing was presented to the public, which is required by statute and needs to be held during an evening meeting. Ms. Kramer asked for formal approval by the Board of a budget for 2022.

There was one adjustment to Commissioners Contingency since the last meeting. This was the only adjustment to the budget which was reviewed at the last meeting. Included in the Board packet was the budget for the Board's consideration.

Commissioner Allen suggested shifting \$30,000 from the Sheriff's Office budget to the Commissioner's Contingency Fund because he wasn't supportive of funding a Sergeant position at the Security Checkpoint.

Ms. Kramer clarified that the cost difference between a Deputy position and Sergeant position is actually \$27,831.07.

Commissioner Allen offered the following resolution (#2021-55) and shifting \$30,000 from the Sheriff's Office Fund to the Commissioner's Contingency Fund, seconded by Commissioner Peterson:

WHEREAS, Minnesota Statute 275.07 requires the County Board to certify the certified final budget to the County Finance Director (Auditor) each year; and

WHEREAS, the Dodge County Board of Commissioners, department heads and staff have conducted a lengthy and detailed budget process; and

WHEREAS, the County Board considered all funding requests, correspondence and information submitted during the budget development process and said proposed budget represents the best efforts to provide sound financial management and planning for Dodge County.

NOW THEREFORE BE IT RESOLVED, that the Dodge County Board of Commissioners approves the following 2022 budget totaling \$36,610,228. The 2022 expenditures, revenues and levy requests by fund are detailed below:

Fund	2022 Expenditure	2022 Revenues/ Fund Balance	2022 Gross Tax Levy
Revenue	\$14,134,888	\$4,117,587	\$10,017,301
EDA/HRA	\$41,015	\$250	\$40,765
Environmental Quality	\$2,633,144	\$2,357,223	\$275,921
Highway	\$18,165,031	\$16,415,799	\$1,749,232
Human Services	\$3,850,950	\$0	\$3,850,950
GO Debt Fund	\$785,200	\$0	\$785,200
TOTALS			
		County Program Aid	\$880,757
		Final Net Tax Levy	\$15,838,612

Resolution Adopted [Unanimous]

Lauren Cornelius, Environmental Services Director & Rita Cole, Assistant Waste Management Administrator

Self-Hauler Registration

The Zoning Administrator reported in the past few years, self-hauler businesses have become more prevalent in Dodge County for cleaning out homes, estates, rentals etc. Currently, Dodge County has four self-hauler businesses, that they know of, that go to the Dodge County Transfer Station with material on a regular basis. These self-hauler companies are different from commercial haulers in that they are responsible for providing the labor of removing the items from inside the home/business and loading the trailer. In an effort to track these companies and ensure they are informed on what they can and cannot do, Environmental Services has come up with a self-hauler registration form. The form will allow Dodge County to keep record of the self-hauler businesses in the area, and educate them on what the requirements are for this type of business servicing Dodge County residents and utilizing the Dodge County Transfer Station.

Motion by Peterson seconded by Allen to approve and authorize Environmental Services to require all self-haulers to register with Dodge County.

Motion Adopted [Unanimous]

Jim Elmquist, County Administrator

South Country Health Alliance Report

Mr. Elmquist reported this item was tabled from the previous meeting in order to allow Commissioner Peterson to be present and comment on the proposed agreement. Leota Lind previously highlighted the changes recommended from the committee.

Commissioner Peterson noted that changes were made to the agreement in Section 6 - Quorum/Voting. Because of these changes Mr. Peterson felt that it was really important for a Commissioner be at every SCHA monthly meeting to represent Dodge County.

Commissioner Peterson offered the following resolution (#2021-56), seconded by Commissioner Toquam:

Resolution of Dodge County Approving Amendment of the South Country Health Alliance Joint Powers Agreement

WHEREAS, the board of directors of South Country Health Alliance, of which this county is a member, has recommended certain changes in the Joint Powers Agreement last amended in 2013; and

WHEREAS, the proposed changes, and the reasons therefore, are said forth on the list of changes attached as Exhibit A; and

WHEREAS, these recommendations have been made after consultation with representatives, including legal counsel, of SCHA and of the member counties;

NOW, THEREFORE, the County Board [or other authorized body] of this county hereby approves the amendments to the 2013 Joint Powers Agreement of South Country Health Alliance, as set forth on Exhibit B to this resolution.

Resolution Adopted [Unanimous]

Opioid Settlement Agreement

The County Administrator reported the Opioid Settlement Agreement was presented by both Jill Suurmeyer to MACA and Julie Ring to County Commissioners at the AMC Conference on December 6-8, 2021. It was specified that they were hoping for this to be instituted by each county in mid-December.

On December 3, 2021 the Office of the Attorney General, the State of Minnesota, and representatives of local governments finished negotiations on the state-subdivision agreement for distributing Minnesota's allocation of the national opioid settlement funds. The deal is a huge win for Minnesota counties and looks to be the second best opioid settlement deal in the country for local governments (just short of North Carolina's agreement)!

Included in the Board packet was a model resolution that the County Board could pass so we can complete the federal settlement documents before January 2, 2022 and a FAQ about provisions in the resolution.

State-subdivision agreement basics were listed as follows:

- ☐ Settlement dollars will be split 75% to local governments and 25% to the State. Payments will be made directly to local governments, beginning as early as April, 2022.
- ☐ The split is contingent on the amending of the OERAC funding statute. If the amendment does not occur, the split will adjust to 60% local governments and 40% to the State. In this scenario, counties will receive half of the state's funds through OERAC, so counties will receive nearly the same amount of funds, just not in direct payments which is preferable.
- ☐ Up to 7% of the local government share will be reserved for private attorneys' fees. Attorneys will be required to seek reimbursement through the federal settlement first.

- Unused funds will be returned to local governments for redistribution.
- ☐ Settlement funds can be used for a very broad set of activities that is based on the allowable uses delineated in the settlement.
 - ☐ Each county will be asked to approve the national settlement agreements (Distributor and J&J/Janssen) and the state-settlement agreement.

Commissioner Peterson offered the following resolution (#2021-57), seconded by Commissioner Tjosaas:

WHEREAS, the State of Minnesota and numerous Minnesota cities and counties are engaged in nationwide civil litigation against manufacturers and distributors of prescription opioids related to the opioid crisis; and

WHEREAS, the Minnesota Attorney General has signed on to multistate settlement agreements with several pharmaceutical distributors, McKesson, Cardinal Health, and AmerisourceBergen, as well as opioid manufacturer Johnson & Johnson, but those settlement agreements are still subject to sign-on by local governments and final agreement by the companies and approval by the courts; and

WHEREAS, there is a deadline of January 2, 2022, for a sufficient threshold of Minnesota cities and counties to sign on to the above-referenced multistate settlement agreements, and failure to timely sign on may diminish the amount of funds received by not only that city or county but by all Minnesota cities and counties from the settlement funds; and

WHEREAS, representatives of Minnesota's local governments, the Office of the Attorney General, and the State of Minnesota have reached agreement on the intrastate allocation of these settlement funds between the State, and the counties and cities, as well as the permissible uses of these funds, which will be memorialized in the Minnesota Opioids State-Subdivision Memorandum of Agreement (the "State-Subdivision Agreement"); and

WHEREAS, during negotiations of the State-Subdivision Agreement, representatives of Minnesota's counties prioritized flexibility in how local governments may use settlement funds for opioids abatement and remediation and advocated for counties to receive settlement allocations directly rather than using the distribution mechanism detailed in Minn. Stat. § 256.043, subd. 3(d); and

WHEREAS, in order to achieve the goals of flexibility and direct allocation, Minn. Stat. § 256.043, subd. 3(d), must be amended to remove a provision which would otherwise appropriate approximately 50 percent of the state's settlement allocation to county social service agencies for statutorily-prescribed use(s); and

WHEREAS, the State-Subdivision Agreement creates an opportunity for local governments and the State to work collaboratively on a unified vision to deliver a robust abatement and remediation plan to address the opioid crisis in Minnesota; now, therefore,

BE IT RESOLVED, Dodge County supports and agrees to the State-Subdivision Agreement; and

BE IT FURTHER RESOLVED, Dodge County supports and opts in to the multistate settlements with McKesson, Cardinal Health, and AmerisourceBergen, and with Johnson & Johnson; and

BE IT FURTHER RESOLVED, Dodge County authorizes county staff to execute all necessary documents to ensure County participation in the multistate settlements, including the Participation Agreement and accompanying Release, and in the State-Subdivision Agreement; and

BE IT FURTHER RESOLVED, Dodge County, supports the amending of Minn. Stat. § 256.043, subd. 3(d), to remove a provision which would appropriate approximately 50 percent of the state's settlement allocation to county social service agencies via the existing Opiate Epidemic Response Fund distribution mechanism for statutorily-prescribed use(s).

Resolution Adopted [Unanimous]

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

Motion No Vote

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 SEMREX meeting, a Township Officers meeting and a Zumbro River One Watershed One Plan meeting. Commissioner Kenworthy attended the AMC Annual Conference, a retirement reception for Mark Gamm, a SEECB meeting, Public Health Director interviews and a bid opening. Commissioner Peterson attended a Road Tour for a MHD candidate, a Hiawatha Valley RC&D Executive Board meeting, the AMC Annual Conference, a State Advisory Council on Mental Health meeting and an on-line meeting on Coming to the Table for Racial Healing & Equity. Commissioner Tjosaas a Semcac Executive meeting and the AMC Annual Conference. Commissioner Toquam did not have any meetings to report.

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 6:54 p.m.

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

Motion Adopted [Unanimous]



City Council Report

To: Mayor and Council
From: Shirley Buecksler, City Clerk-Treasurer
Date: January 10, 2022

2022 Rental License Renewals

BACKGROUND INFORMATION:

For Council's approval are the following 2022 Rental License renewals received to date. All property owners have completed the required paperwork and have paid for the renewal, per City Code.

Rental Property Address	Owner
606 Washington Street	Amber Fjerstad
616 West Street	Amber Fjerstad
#11 Elliott's Court	Burt Kleckley
81 County Road 21	ELM Care, Inc.; Eugene Miller
601 Monroe Street	Karl Heublein
817 and 817 ½ West Street	Kathryn Overson
821 and 821 ½ West Street	Kathryn Overson
102 Main Street North	Legacy Property Investors, LLC
600 Washington Street Lot 8	Legacy Property Investors, LLC
600 Washington Street Lot 12	Legacy Property Investors, LLC
605 Clay Street	Marigold Manner; Sonja & Aaron Thompson

Staff Recommendation:

Based on motion, approve the Rental License renewals as listed above.



City Council Report

To: Mayor and Council
From: Shirley Buecksler, City Clerk-Treasurer
Date: January 10, 2022

First Reading of an Ordinance Adopting the City's Master Fee Schedule for 2022

BACKGROUND INFORMATION:

The City's Master Fee Schedule must be adopted by ordinance annually.

Changes to the 2022 Master Fee Schedule include:

1. Cost for renting a site at the Stussy RV Campground has increased from \$25.00 to \$30.00 per night.
2. Wording has been added to Land Use Fees to read, *"An additional fee of up to two (2) hours of consultant time may be added to land use applications. See specific application for consultant costs. Consultant time beyond two (2) hours will be discussed with the Applicant prior to the City proceeding with the application."*

Council is required to hold a first reading of the ordinance. A public hearing has been scheduled for the final reading and passage of the ordinance at the City Council's Regular Meeting on January 24, 2022.

STAFF RECOMMENDATION:

Staff is requesting Council review of the proposed ordinance amendment and approve of the first reading.

**CITY OF MANTORVILLE
DODGE COUNTY, MINNESOTA**

ORDINANCE NO. 2022-01

**AN ORDINANCE ADOPTING THE CITY'S
MASTER FEE SCHEDULE FOR 2022**

The City Council of the City of Mantorville, Minnesota, does hereby ordain:

SECTION 1. The City of Mantorville's Master Fee Schedule, which was adopted pursuant to Mantorville City Code, Section 32.02, and is contained in Appendix A to the Mantorville City Code, is hereby amended by replacing it in its entirety with the attached Appendix A, entitled "2022 Master Fee Schedule for the City of Mantorville."

SECTION 2. In accordance with Minnesota Statutes, Section 412.191, Subd. 4, because publication of this ordinance by title and summary would clearly inform the public of its intent and effect, City staff shall have only the following summary printed in the official City newspaper in lieu of the complete ordinance:

On January 24, 2022, the Mantorville City Council adopted Ordinance 2022-01, An Ordinance Adopting the City's Master Fee Schedule for 2022, which approved the City's 2022 Master Fee Schedule. The City Council increased the fee for reserving a site at the Stussy RV Campground from \$25.00 to \$30.00 per night. Language was also added for Land Use Fees which reads, "An additional fee of up to two (2) hours of consultant time may be added to land use applications. See specific application for consultant costs. Consultant time beyond two (2) hours will be discussed with the Applicant prior to the City proceeding with the application." A printed copy of the ordinance, which includes the Master Fee Schedule, is available for inspection by any person during regular office hours at the office of the City Clerk-Treasurer.

SECTION 3. This ordinance shall be in full force and effect upon its passage and publication.

Passed by the City Council of the City of Mantorville, Minnesota, this 24th day of January 2022.

ATTEST:

Chuck Bradford, Mayor

Shirley R Buecksler, City Clerk-Treasurer

EXHIBIT A

2022 MASTER FEE SCHEDULE FOR THE CITY OF MANTORVILLE

Fees shall be hereby established. In the event of a conflict, this Fee Schedule shall prevail:

ADMINISTRATIVE FEES:

Copies	25¢ per page B/W; (.10 if paper furnished) 40¢ double sided \$1.00 per page Color
NSF/Closed Account/Stop Payment	\$30.00 per check
Copy of Council Meeting recording (disk)	\$5.00 per disk
Duplicate License/Permit (any type)	\$10.00
Mileage Reimbursement	@ IRS allowed rate
Maps	\$1.00 BW \$2.00 Color
Assessment Search	\$30.00
Copy of City Code	\$65.00 – Binder \$50.00 – Non-Binder
Affidavit of Candidacy Filing Fee	\$2.00
Open Records/Public Information Request	\$15.00/hr
Document Recording	\$50.00
Mowing/Yard Cleanup/Other	\$100/hr with a 1 hr minimum

BUILDING PERMIT FEES

Administrative Fee	\$75.00 (not applied to flat fee permits)
Building Permit	30% of 1997 UBC rates
Plan Check Fee	65% of Building Permit Fee
State Surcharge	.0005 of Valuation
Commercial Reshingle	(Contact CMS – They will determine, if flat fee)
Door Replacement-Entire Frame – Unlimited	\$105.00
Flat Fee Permits; Reroof, reside, replace water heater, replace furnace, add fireplace, etc.	\$55.00
Mechanical Permit	\$55.00
Plumbing Permit	\$55.00
Window Replacement (unlimited)-Entire frame Ingress Windows – Flat Fee	\$105.00 (If vinyl inserts replacement-No Permit) Egress Windows – NOT FLAT FEE
REISSUE OF EXPIRED PERMIT	Equal to original Permit Fee
FAILURE TO OBTAIN BUILDING PERMIT	\$150.00, or a sum equal to two times the building permit fee applicable to the project, whichever is greater

LAND USE FEES:

An additional fee of up to two (2) hours of consultant time may be added to land use applications. See specific application for consultant costs. Consultant time beyond two (2) hours will be discussed with the Applicant prior to the City proceeding with the application.

Preliminary Plat	\$350.00 + \$1/lot
Final Plat	\$150.00
Minor Subdivision	\$200.00 (less than 3 lots)
Variance	\$250.00
Rezone	\$250.00
Vacation	\$250.00
Conditional Use Permit	\$250.00
Parkland Dedication	\$100.00 per lot
Annexation	\$300.00 + all associated costs
Appeal	\$150.00
Metes and Bounds Lot Split	\$250.00

UTILITIES

Water/Sewer Accessibility Charge to developers

Water (WAC)	\$1,000 per developable acre
Sewer (SAC)	\$2,000 per developable acre

Connection Fee for residential and commercial construction

Water	\$614 per building
Sewer	\$2,639 per building

2021 Utility rates

Water Base	\$ 18.20
Water per thousand gallons	\$ 4.52
Sewer Base	\$ 33.73
Sewer per thousand gallons water	\$ 7.96
Water Shut off/Reconnection	\$100.00

*****Residents that leave for the winter months and request their water to be shut-off at the curb will be charged the \$100 fee when the water is turned back on. Monthly Base fees are not charged when the water is shut off at the curb.***

STORM WATER

Residential – Less than 2 acres	\$3.00 per month
Residential – More than 2 acres	\$4.00 per month
Non-Residential - \$15.00 per acre with a \$5.00 minimum charge	
Sump Pump Violations	\$100 per day of non compliance

FAILURE TO INSTALL A WATER METER \$50.00/month in addition to regular utility charges

Outside Water Meter/Meter Replace	\$300
MDH Fee (set by State)	\$.81 per month
UB Late Fee	20% of outstanding current month bill

Bulk Water Rate	\$10.00 per thousand gallons + Water Base Fee
LICENSE & PERMIT FEES	
Alcoholic Beverages – Set by State Statute	
3.2% Malt Liquor On-Sale	\$200.00
3.2% Malt Liquor Off-Sale	\$100.00
Consumption & Display	\$250.00 (Check made out to State of Minnesota)
Intoxicating On-Sale	\$2,500.00
Intoxicating Off-Sale	\$100.00
Club On-Sale	\$ 100.00
Sunday Liquor On-Sale	\$ 200.00
On-Sale Wine	\$ 500.00
Investigation	Associated costs
Temporary Liquor	\$25.00 per day
Mantorville Brewery	\$142.00
Mechanical Amusement Devices	\$50.00 1-4 devices, \$15 each additional
Dog License Lifetime	\$25.00
Replacement Tag	\$5.00
Dog Impound Fees 2021	See Attached Impound Form
Kennel License	\$150
Renewal	N/C
Chicken Permit	\$25.00
Renewal	N/C
Garbage Haulers Permit	\$500/annual
Fireworks Display	\$25.00 each show
Peddlers/Solicitor	
Background Investigation	\$100.00
Per day per applicant	\$10.00
Excavation Permit (right of way)	\$30.00
Water/Sewer Contractor Permit	\$30.00 (Contractor's License to do work)
Bond amount	\$25,000 (Copy of State Required Bond)
Park Shelter Reservation	\$30.00 per day
Permanent Sign Permit	\$50.00 + Any required Building Permit
Rental Property License	\$25/each dwelling containing less than 4 units; \$30/each dwelling for 4 to 8 units; \$3.50/day (up to 20 days) for failure to renew license
Golf Cart Permit	\$5.00 (Handicapped)

2022 Billing Rates for Mantorville Fire Department

Fire (e.g. Structure, Grass, Vehicle, etc.) -1 st two hours -----	\$ 500
Hours beyond first two hours -----	\$ 150/per hour
Incident where major equipment and manpower used -----	\$ 500
Hours beyond first two hours -----	\$ 150/per hour
Request for Assistance (Minimal or no equipment used) -----	\$ 250/per hour
Request for Assistance (cancelled before Arrival) -----	NO CHARGE
Alarm Investigation (e.g. Carbon Monoxide, Smoke/odor)-----	\$ 250
False House Alarm System Triggered (investigate) -----	\$ 250
False House Alarm System Triggered (cancelled before arrival)--	NO CHARGE
Hazardous Material Spill (e.g. fuel spill, etc.)-----	\$ 250
Motor Vehicle Accident -----	\$ 500
First Responder only request -----	NO CHARGE

*** * Multiple vehicles involved, total bill divided among all vehicles**

Direct Expense Additions

Replacement cost for foam

**Mutual Aid bills from other Fire Departments
(Typically fuel , foam)**

Mutual Aid provided to other departments --- cost of fuel and foam

Travel time is not included in any billing hours.

2022 CAMPSITE FEE SCHEDULE
WATER - SEWER - ELECTRIC
SITES 1-10

All fees listed includes State Tax required to be charged

1 NIGHT	\$30.00
2 NIGHTS	\$60.00
3 NIGHTS	\$90.00
4 NIGHTS	\$120.00
5 NIGHTS	\$150.00
6 NIGHTS	\$180.00
WEEKLY	\$210.00
MONTHLY	\$840.00