



*Trail to the Past. Road to the Future.*

## **CITY COUNCIL MEETING**

**MUNICIPAL COUNCIL CHAMBERS  
21 5<sup>TH</sup> STREET E, MANTORVILLE, MN 55955  
MONDAY, FEBRUARY 28, 2022  
6:30 PM**

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Adopt the Agenda**

**4. Consent Agenda**

- A. Regular City Council Meeting Minutes of November 22, 2021
- B. Accounts Payable Claims List for February 28, 2022
- C. Resolution Number 2022-09 Re-Establishing the Precinct and Polling Place for the City of Mantorville
- D. Resolution Number 2022-10 Accepting Donations to the Mantorville Fire Department
- E. Mantorville Fire Department – 2022 Township Contracts

**5. Proclamations, Presentations and Recognitions**

- A. Hiring of Assistant City Clerk

**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 – None**

**8. Public Hearing(s)**

- A. On Sale and Sunday Intoxicating Liquor License, 502 Main Street North – Hubbell Enterprises, LLC dba Hubbell House, Resolution No. 2022-11

**9. Old Business/New Business – None**

**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. – None*

## **11. Reports**

A. Public Works Report

B. City Clerk Report

1) Local Board of Appeal and Equalization Meeting Calendar

Reminder: City of Mantorville Meeting is Scheduled for April 25, 2022 at 6:00 pm

C. Consultant Report

D. Committee Reports

*Chamber, EDA, Finance/Budget, Fire Department, Infrastructure, KM Joint Powers, MRA, Park Board, Personnel, Relief, Township*

E. Councilmember Reports

F. Mayor's Report

## **12. Executive Session – None**

## **13. Adjourn**

| <b><i>Coming up in Mantorville:</i></b>                                                |                                                    |
|----------------------------------------------------------------------------------------|----------------------------------------------------|
| <i>March 1, 2022</i>                                                                   | <i>Economic Development Authority Meeting</i>      |
| <i>March 2, 2022</i>                                                                   | <i>Mantorville Fire Department General Meeting</i> |
| <i>March 14, 2022</i>                                                                  | <i>Regular City Council Meeting</i>                |
| <i>March 28, 2022</i>                                                                  | <i>Regular City Council Meeting</i>                |
| <i>March 29, 2022</i>                                                                  | <i>Park &amp; Recreation Committee Meeting</i>     |
| <b><i>For all meetings and community events, City Council may be in attendance</i></b> |                                                    |

**City of Mantorville  
City Council Minutes  
November 22, 2021**

**1. Call to Order**

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

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

Absent: None

Others Present: City Clerk-Treasurer Shirley Buecksler  
Public Works Lead Joe Adams  
Public Works Wade Schroeder  
Assistant City Clerk Shelly Jensen-Germundson

Mike Bubany, David Drown & Associates  
Coaches and Members of the Kasson-Mantorville Football Team

**2. Pledge of Allegiance**

Everyone stood and recited the Pledge of Allegiance.

**3. Adopt the Agenda**

- Added: Proclamation by Mayor Bradford for KoMets Football Team
- Moved: Item 8A to follow Item 6.

**4. Consent Agenda**

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

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

Vote: 5 ayes / 0 nays. Motion carried.

## **5. Proclamations, Presentations and Recognitions**

Mayor Bradford presented a letter of congratulations to each player of the Kasson-Mantorville (KoMets) Football Team and proclaimed November 26, 2021 as KoMets Football Day, recognizing the KoMets Football Team for their accomplishments and commitment to each other and called upon the citizens of Mantorville to cheer the KoMets team on to victory.

Mayor Bradford congratulated the team on an outstanding season and stated that the Dodge County Sheriff's Office, Mantorville Fire Department, and Kasson Fire Department will escort the team to the game this Friday.

Mayor Bradford said the Boosters want to put up signs with each player's name, as well as a banner. Mayor Bradford has committed his personal funds to the cost of the banner, approximately \$175.00, and asked if Council is interested in contributing towards the signs?

Councilmember Hoaglund asked if this is an acceptable expense? Mayor Bradford said yes. He said the cost is \$15.00 per sign. Councilmember Keller said this may be more appropriate for the Chamber or the Economic Development Authority.

Motion was made by Councilmember Hoaglund for the City to donate \$500.00 for the signs. Councilmember Ingalls made a friendly amendment to the motion to reduce the donation to \$375.00.

Vote: 4 ayes / 1 nay – Councilmember Kinney voted against. Motion carried.

## **8. Old Business/New Business**

A. Septic System Permit Application for 13 Zumbro Drive – John Buckingham Representing Applicants Gary and Joann Bromley

Applicants Gary and Joann Bromley submitted a Septic System Permit Application to replace their current septic system at 13 Zumbro Drive. John Buckingham of Keller Williams Premier Realty was here to represent the Bromley's, as they were unable to attend tonight's meeting.

Motion was made by Councilmember Keller and seconded by Councilmember Ingalls to approve the Septic System Permit Application for 13 Zumbro Drive.

Vote: 5 ayes / 0 nays. Motion carried.

## **6. Public Concerns**

The following citizens addressed the Council:

- A student asked how taxes are collected?
  - Mayor Bradford explained that taxes are based on property and are the City's main source of income. He described tax base and tax rates.

- A student asked, if a mailbox is government property, what is the punishment if my tire came upon a mailbox?
  - Mayor Bradford said it would depend on the situation but may be deemed accidental.

Mayor Bradford and Council thanked the KoMets Football Team for coming tonight and wished them well for their upcoming games.

## **7. Public Hearings**

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

Mayor Bradford opened the Public Hearing at 6:42 p.m.

Mike Bubany of David Drown & Associates discussed the Street Reconstruction Plan for 2022-2026, which was included in the Council's packet. \$400K will be needed for 2022 Street Improvements.

Mayor Bradford said we want to keep our tax rate lower than 50%. Mike Bubany said \$33K in expenses would need to be cut from the 2022 budget to get the tax rate the same as in 2021 (55-56%).

Councilmember Keller said we are limited in what we can do for infrastructure. Mike Bubany said, when residents can see roads repaired and rebuilt, taxes become less upsetting to them. Mantorville's tax rate is very competitive. Kasson and Dodge Center are much higher. The average water bill is \$30.00 (Mantorville is higher) and sewer is \$50.00 (Mantorville is higher). However, Mantorville is lower on taxes.

Hearing from no one else wishing to speak, Mayor Bradford closed the public hearing at 7:17 p.m.

Motion was made by Councilmember Ingalls and seconded by Councilmember Keller to adopt Resolution No. 2021-32 Adopting a Street Reconstruction Plan and Approving the Issuance of General Obligation Street Reconstruction Bonds.

Vote: 5 ayes / 0 nays. Motion carried.

## **8. Old Business/New Business**

### **B. 2022 General Budget – Final Draft Prior to Truth in Taxation Meeting (December 13, 2021)**

Council reviewed the 2022 General Budget and scheduled a Council Work Session for December 6, 2021 to discuss in further detail and review the recommendations received from Mike Bubany.

C. 2022 Enterprise Funds Budget

Council reviewed the 2022 Enterprise Funds Budget.

D. 2022 Monthly Water and Sewer Rates

Council reviewed the 2022 Monthly Water and Sewer rates.

**9. Tabled Items**

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

Public Works Lead Adams said he spoke with three contractors but has received no quotes, yet. Council left this item on the table.

**10. Reports**

A. Public Works Report

- 1) Staff is getting ready for the first snowfall.
- 2) Wade Schroeder passed his CDL test. Council congratulated him.
- 3) Delivery of the new plow may be in March, but they are still waiting on computer chips for it.

B. City Clerk Report

- 1) The Fire Department would like to order a dumpster to be placed at the back of the Fire Hall, to be used by both the Fire Department, especially during Marigold Days and other events, and the City. The cost is \$100.00 per month. The Fire Department is requesting that the cost be split between the City and the Fire Department.

Motion was made by Councilmember Keller and seconded by Councilmember Hoaglund to order the dumpster and split the cost between the City and Fire Department, up to \$600.00 each annually.

Vote: 5 ayes / 0 nays. Motion carried.

- 2) The next Council meeting on December 13 is also the Truth in Taxation (TNT) Meeting for public input on the City's budget. If necessary, December 20 has also been scheduled, should the TNT meeting need to be continued.
- 3) Does Council want to hold a regular meeting on December 27 or cancel this date? Council directed the City Clerk to cancel the meeting on December 27.
- 4) Reminder that City Offices will be close this Thursday and Friday for Thanksgiving.
- 5) Christmas Day lands on Saturday this year, so offices will be closed on Friday. With Friday being Christmas Eve, in years past, it appears that City Offices were closed at Noon. County Offices will be closed at Noon on December 23 and all day on December 24.

Council directed that City Offices will be closed at Noon on Thursday, December 23, for Christmas Eve, and all day on Friday, December 24, 2021 to observe Christmas Day. City Offices will also be closed Friday, December 31, 2021 for the New Year's Holiday.

C. Consultant Report

Nothing to report.

D. Committee Reports

1) Chamber

- December 4 is Olde Fashioned Christmas. They will have Welsh ponies with a wagon for rides, pickle contest, Christmas ornament coloring, every business doing something, candlelight breakfast, and Toys for Tots at the Firehouse.

2) Economic Development Authority

3) Finance/Budget

4) Fire Department

5) Infrastructure

6) Kasson Mantorville Joint Powers

7) Mantorville Restoration Association

8) Park and Recreation Board

- Meeting Tuesday.

9) Relief

10) Township

E. Councilmember Reports

Councilmember Hoaglund is concerned over the results of the 2020 Census and Mantorville's population.

City Clerk Buecksler stated that some residents may not have responded to the Census, thereby reducing the population numbers for Mantorville. More marketing of the Census and reminders to residents will be needed for the 2030 Census.

Councilmember Hoaglund said there was concern regarding the Walnut Street project. He looked at it and they did a super job, he said. Great engineering and workmanship. Great job on Bill Reding's property and driveway.

Public Works Lead Joe Adams agreed that it came out well. At the time that Mr. Reding talked about the slope, he stated that it was a larger slope than it actually is.

Councilmember Keller said he also went and took photos. The issue is not the street. The issue is that Mr. Reding's garage is below grade. The concrete comes up but his immediately goes down. This could be smoothed out but it would be Mr. Reding's responsibility.

Mayor Bradford said that he and Councilmember Ingalls went there. The real problem is that Mrs. Reding has a very sensitive back so any change in pitch for the vehicle is hard on her. Going up and down the curve is too much change for her.

Councilmember Kinney said he went there and drove into both Mr. Reding's driveway and the neighbor's driveway and had no difficulty.

Mayor Bradford said, if we forego the trench that Mr. Reding wants up top, City Engineer Hruska would reach out to the contractor to cut 1 ½" off that curb, then take that 1 ½" and keep coming up in order to reduce the slope.

Councilmember Keller said we are all in agreement that Mr. Reding built the garage and the responsibility is his.

Public Works Lead Adams said Stephanie Moore, another Walnut Street resident, stated that she has not even attempted to drive her camper into her driveway, yet.

Mayor Bradford said we have done what we needed to do.

Councilmember Keller asked if we need to give a response to Mr. Reding after the City Engineer speaks with the contractor? Mayor Bradford said, if the City Engineer and Mr. Reding decide that this is the solution, Mr. Reding will need to respond whether he wants that solution and, if it doesn't work out, then it's Mr. Reding's responsibility.

F. Mayor's Report

- 1) Mayor Bradford had a conference call with the City's legal team to ask about the open lot that is on the County's forfeited list. State Statute dictates that the County must take market value for it. The City could dedicate it for public use, but that wasn't a good option. Going forward, the City Attorney said the City could approach the property owner who's in default and have them sell the property to the City. Then the City could do what it wants with it. The City Attorney said the City Council may do whatever it wants with the assessment portion owed on the empty lot but that there is nothing the County can do.

Councilmember Hoaglund asked if Council can look at the current figure and legally lower it? Mayor Bradford said yes.

- 2) The Coalition of Governments met recently. The southwest portion of Kasson has a 47-unit apartment building going up. We need more kids in our schools. There are currently only 150 kids in kindergarten, with 28 open enrolled in from other cities.

Public Works Lead Adams asked what we can do to improve that? Mayor Bradford said we could offer Tax Increment Financing and other things.

The City of Kasson runs a power cooperative. They also have a municipal liquor store plus a hockey rink. Mantorville used to be a part of the hockey rink but there wasn't much control over costs. Their municipal liquor store is rated top in the state for management, he said.

**11. Executive Session**

**12. Adjourn**

Motion was made by Councilmember Ingalls and seconded by Councilmember Hoaglund to adjourn the meeting at 8:33 p.m.

Vote: 5 ayes / 0 nays. Meeting adjourned.

Respectfully Submitted,

Shirley R Buecksler  
City Clerk-Treasurer

# MANTORVILLE, MN

02/24/22 1:56 PM

Page 1

## Payments

Current Period: February 2022

Payments Batch AP022822

\$33,929.94

|                    |                                                 |                             |       |                         |
|--------------------|-------------------------------------------------|-----------------------------|-------|-------------------------|
| Refer              | 0                                               | -                           |       |                         |
| Invoice            |                                                 |                             |       |                         |
| Transaction Date   | 2/28/2022                                       | Citizens State Bank         | 10100 | <b>Total</b>            |
| Refer              | 0 <u>INTERNAL REVENUE SERVICE</u>               | <u>Ck# 005658 2/28/2022</u> |       |                         |
| Cash Payment       | G 101-21703 FICA Tax Withholding                | PRO 4                       |       | \$456.32                |
| Invoice PRO4       | 2/28/2022                                       |                             |       |                         |
| Cash Payment       | G 101-21709 Medicare                            | PRO 4                       |       | \$106.71                |
| Invoice PRO4       | 2/28/2022                                       |                             |       |                         |
| Cash Payment       | G 101-21701 Federal Withholding                 | PRO 4                       |       | \$601.27                |
| Invoice PRO4       | 2/28/2022                                       |                             |       |                         |
| Transaction Date   | 2/24/2022                                       | Citizens State Bank         | 10100 | <b>Total</b> \$1,164.30 |
| Refer              | 0 <u>MN DEPARTMENT OF REVENUE</u>               | <u>Ck# 005659 2/28/2022</u> |       |                         |
| Cash Payment       | G 101-21702 State Withholding                   | PRO4                        |       | \$324.62                |
| Invoice PRO4       | 2/28/2022                                       |                             |       |                         |
| Transaction Date   | 2/28/2022                                       | Citizens State Bank         | 10100 | <b>Total</b> \$324.62   |
| Refer              | 0 <u>PERA</u>                                   | <u>Ck# 005657 2/28/2022</u> |       |                         |
| Cash Payment       | G 101-21704 PERA                                | PRO4 RETIRMENT BENEFITS     |       | \$1,113.49              |
| Invoice PRO4       | 2/28/2022                                       |                             |       |                         |
| Transaction Date   | 2/28/2022                                       | Citizens State Bank         | 10100 | <b>Total</b> \$1,113.49 |
| Refer              | 0 <u>AFLAC</u>                                  | -                           |       |                         |
| Cash Payment       | G 101-21710 AFLAC                               | P8873                       |       | \$33.12                 |
| Invoice 177749     | 2/28/2022                                       |                             |       |                         |
| Transaction Date   | 2/28/2022                                       | Citizens State Bank         | 10100 | <b>Total</b> \$33.12    |
| Refer              | 0 <u>AVESIS</u>                                 | -                           |       |                         |
| Cash Payment       | G 101-21715 Employee Paid Vision Plan           | 30912-1066                  |       | \$9.92                  |
| Invoice 2841487    | 2/28/2022                                       |                             |       |                         |
| Transaction Date   | 2/28/2022                                       | Citizens State Bank         | 10100 | <b>Total</b> \$9.92     |
| Refer              | 0 <u>BANYON DATA SYSTEMS</u>                    | -                           |       |                         |
| Cash Payment       | E 101-41500-300 Professional Svcs (GENE MAN1205 |                             |       | \$1,365.00              |
| Invoice 00162519   | 2/28/2022                                       |                             |       |                         |
| Cash Payment       | E 601-49400-300 Professional Svcs (GENE MAN1205 |                             |       | \$1,365.00              |
| Invoice 00162519   | 2/28/2022                                       |                             |       |                         |
| Cash Payment       | E 602-49450-300 Professional Svcs (GENE MAN1205 |                             |       | \$1,365.00              |
| Invoice 00162519   | 2/28/2022                                       |                             |       |                         |
| Transaction Date   | 2/28/2022                                       | Citizens State Bank         | 10100 | <b>Total</b> \$4,095.00 |
| Refer              | 0 <u>CAPITAL ONE TRADE CREDIT</u>               | -                           |       |                         |
| Cash Payment       | E 101-43100-240 Tools and Minor Equipm          | 150563                      |       | \$64.97                 |
| Invoice 1640304576 | 2/28/2022                                       |                             |       |                         |
| Transaction Date   | 2/28/2022                                       | Citizens State Bank         | 10100 | <b>Total</b> \$64.97    |
| Refer              | 0 <u>CORE &amp; MAIN, LP</u>                    | -                           |       |                         |
| Cash Payment       | E 601-49400-228 Equip. Repair and Mainte        | 229816                      |       | \$521.79                |
| Invoice Q279623    | 2/28/2022                                       |                             |       |                         |
| Transaction Date   | 2/28/2022                                       | Citizens State Bank         | 10100 | <b>Total</b> \$521.79   |

## MANTORVILLE, MN

02/24/22 1:56 PM

Page 2

## Payments

Current Period: February 2022

|                  |                 |                                                    |                      |       |  |          |
|------------------|-----------------|----------------------------------------------------|----------------------|-------|--|----------|
| Refer            | 0               | DIAMOND RIDGE PRINTING                             | -                    |       |  |          |
| Cash Payment     | E 101-41500-200 | Supplies                                           | 02282022             |       |  | \$142.00 |
| Invoice          | 12393           | 2/28/2022                                          |                      |       |  |          |
| Transaction Date | 2/28/2022       | Citizens State Bank                                | 10100                | Total |  | \$142.00 |
| Refer            | 0               | DODGE COUNTY INDEPENDENT                           | -                    |       |  |          |
| Cash Payment     | E 101-41110-352 | Publishing                                         | 02282022             |       |  | \$94.30  |
| Invoice          | 13611           | 2/28/2022                                          |                      |       |  |          |
| Transaction Date | 2/28/2022       | Citizens State Bank                                | 10100                | Total |  | \$94.30  |
| Refer            | 0               | HOMETOWN HAULERS                                   | -                    |       |  |          |
| Cash Payment     | E 101-42200-217 | Other Operating Supplie                            | 02282022             |       |  | \$42.50  |
| Invoice          | 152739          | 2/28/2022                                          |                      |       |  |          |
| Cash Payment     | E 101-41940-384 | Refuse/Garbage Dispos                              | 02282022             |       |  | \$42.50  |
| Invoice          | 152739          | 2/28/2022                                          |                      |       |  |          |
| Cash Payment     | E 101-41940-384 | Refuse/Garbage Dispos                              | 02282022             |       |  | \$100.00 |
| Invoice          | 152740          | 2/28/2022                                          |                      |       |  |          |
| Transaction Date | 2/28/2022       | Citizens State Bank                                | 10100                | Total |  | \$185.00 |
| Refer            | 0               | INDEED                                             | Ck# 005656           |       |  |          |
| Cash Payment     | E 101-41110-352 | Publishing                                         | 022822               |       |  | \$123.78 |
| Invoice          | 56482625        | 2/28/2022                                          |                      |       |  |          |
| Cash Payment     | E 101-41110-352 | Publishing                                         | 022822               |       |  | \$25.31  |
| Invoice          | 55432673        | 2/28/2022                                          |                      |       |  |          |
| Transaction Date | 2/28/2022       | Citizens State Bank                                | 10100                | Total |  | \$149.09 |
| Refer            | 0               | KENNEDY & GRAVEN, CHARTER                          | -                    |       |  |          |
| Cash Payment     | E 101-41600-304 | Legal Fees                                         | MA445-00003          |       |  | \$144.00 |
| Invoice          | 166046          | 2/28/2022                                          |                      |       |  |          |
| Transaction Date | 2/28/2022       | Citizens State Bank                                | 10100                | Total |  | \$144.00 |
| Refer            | 0               | LEAGUE OF MINNESOTA CITIES                         | -                    |       |  |          |
| Cash Payment     | E 101-41500-300 | Professional Svcs (GENE SHELLEYK@MANTORVILLE ADOBE |                      |       |  | \$76.00  |
| Invoice          | 359664          | 2/28/2022                                          |                      |       |  |          |
| Transaction Date | 2/28/2022       | Citizens State Bank                                | 10100                | Total |  | \$76.00  |
| Refer            | 0               | LINCOLN NATIONAL LIFE INS. CO.                     | -                    |       |  |          |
| Cash Payment     | G 101-21711     | Life Insurance Payable                             | ATCMNTRVL-BL-1557985 |       |  | \$274.81 |
| Invoice          | 02282022        | 2/28/2022                                          |                      |       |  |          |
| Transaction Date | 2/28/2022       | Citizens State Bank                                | 10100                | Total |  | \$274.81 |
| Refer            | 0               | MENARDS - NORTH ROCHESTER                          | -                    |       |  |          |
| Cash Payment     | E 602-49450-200 | Supplies                                           | 33140256             |       |  | \$77.94  |
| Invoice          | 99381           | 2/28/2022                                          |                      |       |  |          |
| Cash Payment     | E 101-41940-200 | Supplies                                           | 33140256             |       |  | \$99.98  |
| Invoice          | 99188           | 2/28/2022                                          |                      |       |  |          |
| Cash Payment     | E 101-43100-200 | Supplies                                           | 33140256             |       |  | \$24.01  |
| Invoice          | 99188           | 2/28/2022                                          |                      |       |  |          |
| Cash Payment     | E 602-49450-200 | Supplies                                           | 33140256             |       |  | \$41.95  |
| Invoice          | 99381           | 2/28/2022                                          |                      |       |  |          |
| Transaction Date | 2/28/2022       | Citizens State Bank                                | 10100                | Total |  | \$243.88 |
| Refer            | 0               | MCNEILUS STEEL INC                                 | -                    |       |  |          |

## MANTORVILLE, MN

02/24/22 1:56 PM

Page 3

## Payments

Current Period: February 2022

|                  |                                                 |                     |           |       |             |
|------------------|-------------------------------------------------|---------------------|-----------|-------|-------------|
| Cash Payment     | E 101-43100-200 Supplies                        | 0112188             |           |       | \$77.78     |
| Invoice          | 01780555                                        | 2/28/2022           |           |       |             |
| Transaction Date | 2/28/2022                                       | Citizens State Bank | 10100     | Total | \$77.78     |
| Refer            | 0 MN DNR ECO & WATERS RESOUR                    | Ck# 005654          | 2/28/2022 |       |             |
| Cash Payment     | E 601-49400-210 Tax and Licensing               | 1984-5050           |           |       | \$193.79    |
| Invoice          | 1984.5050.2022                                  | 2/28/2022           |           |       |             |
| Transaction Date | 2/28/2022                                       | Citizens State Bank | 10100     | Total | \$193.79    |
| Refer            | 0 NAPA                                          | -                   |           |       |             |
| Cash Payment     | E 101-43125-404 Repairs/Maint Machinery         | 022822              |           |       | \$228.62    |
| Invoice          | 430679                                          | 2/28/2022           |           |       |             |
| Transaction Date | 2/28/2022                                       | Citizens State Bank | 10100     | Total | \$228.62    |
| Refer            | 0 ON SITE COMPUTERS, INC                        | -                   |           |       |             |
| Cash Payment     | E 101-41500-300 Professional Svcs (GENE 080     |                     |           |       | \$154.00    |
| Invoice          | CW77702                                         | 2/28/2022           |           |       |             |
| Cash Payment     | E 101-41500-300 Professional Svcs (GENE 080     |                     |           |       | \$213.56    |
| Invoice          | CW78069                                         | 2/28/2022           |           |       |             |
| Cash Payment     | E 101-41500-300 Professional Svcs (GENE 080     |                     |           |       | \$71.00     |
| Invoice          | CW77937                                         | 2/28/2022           |           |       |             |
| Cash Payment     | E 601-49400-300 Professional Svcs (GENE 080     |                     |           |       | \$16.00     |
| Invoice          | CW77890                                         | 2/28/2022           |           |       |             |
| Cash Payment     | E 601-49400-300 Professional Svcs (GENE 080     |                     |           |       | \$24.00     |
| Invoice          | CW77716                                         | 2/28/2022           |           |       |             |
| Cash Payment     | E 101-41500-300 Professional Svcs (GENE 080     |                     |           |       | \$130.00    |
| Invoice          | CW77938                                         | 2/28/2022           |           |       |             |
| Transaction Date | 2/28/2022                                       | Citizens State Bank | 10100     | Total | \$608.56    |
| Refer            | 0 QUILL                                         | -                   |           |       |             |
| Cash Payment     | E 101-41500-300 Professional Svcs (GENE 9321607 |                     |           |       | \$63.08     |
| Invoice          | 23000199                                        | 2/28/2022           |           |       |             |
| Cash Payment     | E 101-41500-300 Professional Svcs (GENE 9321607 |                     |           |       | \$44.91     |
| Invoice          | 23002637                                        | 2/28/2022           |           |       |             |
| Cash Payment     | E 101-43100-200 Supplies                        | 9321607             |           |       | \$87.98     |
| Invoice          | 23069980                                        | 2/28/2022           |           |       |             |
| Transaction Date | 2/28/2022                                       | Citizens State Bank | 10100     | Total | \$195.97    |
| Refer            | 0 SIMPLY TIDY, LLC                              | -                   |           |       |             |
| Cash Payment     | E 101-41940-439 Janitors                        | 022822              |           |       | \$65.00     |
| Invoice          | 1775                                            | 2/28/2022           |           |       |             |
| Cash Payment     | E 101-41940-439 Janitors                        | 022822              |           |       | \$65.00     |
| Invoice          | 1722                                            | 2/28/2022           |           |       |             |
| Transaction Date | 2/28/2022                                       | Citizens State Bank | 10100     | Total | \$130.00    |
| Refer            | 0 VISTA PRINT                                   | Ck# 005653          | 2/28/2022 |       |             |
| Cash Payment     | E 101-41500-200 Supplies                        | 8089-8020-2973      |           |       | \$88.07     |
| Invoice          | 1DFBQ-07A11-7                                   | 2/28/2022           |           |       |             |
| Transaction Date | 2/28/2022                                       | Citizens State Bank | 10100     | Total | \$88.07     |
| Refer            | 0 WHKS & COMPANY                                | -                   |           |       |             |
| Cash Payment     | E 101-41950-303 Engineering Fees                | 08850.00            |           |       | \$20,956.00 |
| Invoice          | 44986                                           | 2/28/2022           |           |       |             |

# MANTORVILLE,MN

02/24/22 1:56 PM

Page 4

## Payments

Current Period: February 2022

|                  |                                  |                     |           |       |             |
|------------------|----------------------------------|---------------------|-----------|-------|-------------|
| Cash Payment     | E 101-41950-303 Engineering Fees | 09467.00            |           |       | \$2,796.88  |
| Invoice 44982    | 2/28/2022                        |                     |           |       |             |
| Transaction Date | 2/28/2022                        | Citizens State Bank | 10100     | Total | \$23,752.88 |
| Refer            | 0 QUILL                          | Ck# 005655          | 2/28/2022 |       |             |
| Cash Payment     | E 101-41940-200 Supplies         | 9321607             |           |       | \$17.98     |
| Invoice 23174316 | 2/28/2022                        |                     |           |       |             |
| Transaction Date | 2/24/2022                        | Citizens State Bank | 10100     | Total | \$17.98     |

### Fund Summary

10100 Citizens State Bank

|                  |             |
|------------------|-------------|
| 101 GENERAL FUND | \$30,324.47 |
| 601 WATER FUND   | \$2,120.58  |
| 602 SEWER FUND   | \$1,484.89  |
|                  | \$33,929.94 |

|                                        |             |
|----------------------------------------|-------------|
| Pre-Written Checks                     | \$3,051.34  |
| Checks to be Generated by the Computer | \$30,878.60 |
| Total                                  | \$33,929.94 |

## MANTORVILLE, MN

02/14/22 3:18 PM

Page 1

## Payments

Current Period: February 2022

|                           |                          |                           |               |
|---------------------------|--------------------------|---------------------------|---------------|
| Payments Batch AP021422-2 |                          | \$48.61                   |               |
| Refer                     | 0 SAMS CLUB              | -                         |               |
| Cash Payment              | E 602-49450-200 Supplies | FINANCE CHARGES           | \$12.15       |
| Invoice                   | 2/14/2022                |                           |               |
| Cash Payment              | E 101-41940-200 Supplies | FINANCE CHARGES           | \$12.15       |
| Invoice                   | 2/14/2022                |                           |               |
| Cash Payment              | E 101-45200-200 Supplies | FINANCE CHARGES           | \$12.16       |
| Invoice                   | 2/14/2022                |                           |               |
| Cash Payment              | E 101-41940-200 Supplies | FINANCE CHARGES           | \$12.15       |
| Invoice                   | 2/14/2022                |                           |               |
| Transaction Date          | 2/14/2022                | Citizens State Bank 10100 | Total \$48.61 |

## Fund Summary

|                  |                           |                |
|------------------|---------------------------|----------------|
|                  | 10100 Citizens State Bank |                |
| 101 GENERAL FUND |                           | \$36.46        |
| 602 SEWER FUND   |                           | \$12.15        |
|                  |                           | <u>\$48.61</u> |

|                                        |                |
|----------------------------------------|----------------|
| Pre-Written Checks                     | \$0.00         |
| Checks to be Generated by the Computer | \$48.61        |
| Total                                  | <u>\$48.61</u> |

**CITY OF MANTORVILLE  
DODGE COUNTY, MINNESOTA**

**RESOLUTION 2022-09**

**A RESOLUTION RE-ESTABLISHING THE PRECINCT  
AND POLLING PLACE  
FOR THE CITY OF MANTORVILLE**

**WHEREAS**, the Minnesota State Legislature is charged with redrawing the state's maps to reflect population shifts from the decennial census; and

**WHEREAS**, with statewide redistricting completed on February 15, 2022, Cities must establish or re-establish election precincts, designate polling places and, where applicable, confirm or redefine ward districts, even if there is no change; and

**WHEREAS**, the deadline to establish or re-establish precincts is 60 days after the redistricting is complete or March 29, 2022, whichever comes earlier;

**WHEREAS**, the new legislative maps and congressional maps will be in effect for the 2022 election cycle.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Mantorville, County of Dodge, State of Minnesota, hereby re-establishes the boundaries of the voting precinct and polling place as:

**Precinct Name:**  
**City of Mantorville**

**Polling Place Location:**  
**City of Mantorville**  
**City Hall – Council Chambers Room**  
**21 5<sup>th</sup> Street East**  
**Mantorville, Minnesota 55955**

Adopted by the City Council of the City of Mantorville, Minnesota, this 28<sup>th</sup> day of February 2022.

ATTEST:

\_\_\_\_\_  
Chuck Bradford, Mayor

\_\_\_\_\_  
Shirley R Buecksler, City Clerk-Treasurer

**CITY OF MANTORVILLE  
DODGE COUNTY, MINNESOTA**

**RESOLUTION 2022-10**

**A RESOLUTION ACCEPTING DONATIONS  
TO THE MANTORVILLE FIRE DEPARTMENT**

**WHEREAS**, the below listed individual has donated to the Mantorville Fire Department:

**Mike Curlee** has graciously donated two vehicles to the Mantorville Fire Department for use in extrication training, which will be picked up by Mr. Curlee after training is complete.

**NOW THEREFORE BE IT RESOLVED**, that the Mantorville Mayor and City Council accept this donation and express their thanks on behalf of the City of Mantorville, the Mantorville Fire Department, and the residents of Mantorville.

Adopted by the City Council of the City of Mantorville, Minnesota, this 28<sup>th</sup> day of February 2022.

ATTEST:

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Chuck Bradford  
Mayor

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Shirley R Buecksler  
City Clerk-Treasurer



# City Council Report

To: Mayor and Council  
From: Shirley Buecksler, City Clerk-Treasurer  
Date: February 28, 2022

## **Township Fire Contracts**

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### **BACKGROUND INFORMATION:**

In previous years, the Township Committee and the City Clerk would meet with Mantorville Township to discuss contracts for Mantorville Fire Department services in the upcoming year. Mantorville Township is the largest area, accounting for 45% of total addresses served by the Fire Department. This meeting between the Township Committee and Mantorville Township is to determine rates effecting Mantorville, Milton and Wasioja Townships.

However, due to the pandemic in 2020, rates were frozen for 2021. With the turnaround in City Staff in 2021, this meeting unfortunately did not take place. Therefore, contracts were sent to Mantorville, Milton and Wasioja Townships in late November 2021 with rates once again frozen for 2022.

Enclosed for Council review and approval are contracts received for Mantorville and Wasioja Townships. Milton Township called to let us know that their contract was signed and mailed with payment. If received in time for the Council's February 28<sup>th</sup> meeting, it will be brought forward for approval at that time, as well.

### **STAFF RECOMMENDATION:**

Motion to approve Township Contracts for Mantorville and Wasioja Townships, as presented.

# MANTORVILLE VOLUNTEER FIRE DEPARTMENT FIRE PROTECTION CONTRACT 2022

THIS AGREEMENT MADE BY and between the Township of Wasioja in the County of Dodge, State of Minnesota; hereinafter referred to as "Township" and the City of Mantorville in the County of Dodge, State of Minnesota hereinafter referred to as "City".

WHEREAS the Township is desirous of securing fire protection from the City and the City agrees to afford the same with its existing Fire Department;

NOW THEREFORE IT IS AGREED AS FOLLOWS:

1. The City agrees to provide fire protection, with the use of its existing Fire Department, to the Township for a period of one (1) year, commencing January 1, 2022 at the rate of \$88.00/address for 94 locations. In consideration thereof said Township will pay the agreed amount of \$8,272 for the year 2022, as agreed.
2. The fire protection shall consist of the City of Mantorville Volunteer Fire & Rescue Department being subject to call at all times in the event of an emergency within the Township limits as defined by the Dodge County E911 system. The Township agrees that the City shall, at all times, have one (1) truck available to the municipal limits of the City of Mantorville.
3. The fire protection afforded to the Township shall be at all times when a fire truck is available from said City. In the event that a truck is not available, the City of Mantorville Volunteer Fire & Rescue Department will contact another fire department for assistance in accordance with Mutual Aid Pacts with area fire departments.
4. Individual response calls will be billed out directly by the City of Mantorville Volunteer Fire & Rescue Department to owners of property within the Township to which the City provides Fire Service and in accordance with Chapters 96.01 and 33.01 of the Mantorville City Code.

IN WITNESS WHEREOF, the City has caused these presents to be signed by its Mayor and City Clerk and the Township has caused these presents to be signed by its Chairman and Clerk.

City: \_\_\_\_\_

Township: \_\_\_\_\_

*Robert Clement V. Chair*  
*Robert Scherger Clerk*

Date: \_\_\_\_\_

Date: *Jan 10, 2022*

# MANTORVILLE VOLUNTEER FIRE DEPARTMENT FIRE PROTECTION CONTRACT 2022

THIS AGREEMENT MADE BY and between the Township of Mantorville in the County of Dodge, State of Minnesota; hereinafter referred to as "Township" and the City of Mantorville in the County of Dodge, State of Minnesota hereinafter referred to as "City".

WHEREAS the Township is desirous of securing fire protection from the City and the City agrees to afford the same with its existing Fire Department;

NOW THEREFORE IT IS AGREED AS FOLLOWS:

1. The City agrees to provide fire protection, with the use of its existing Fire Department, to the Township for a period of one (1) year, commencing January 1, 2022 at the rate of \$88.00/address for 568 locations. In consideration thereof said Township will pay the agreed amount of \$49,984 for the year 2022, as agreed.
2. The fire protection shall consist of the City of Mantorville Volunteer Fire & Rescue Department being subject to call at all times in the event of an emergency within the Township limits as defined by the Dodge County E911 system. The Township agrees that the City shall, at all times, have one (1) truck available to the municipal limits of the City of Mantorville.
3. The fire protection afforded to the Township shall be at all times when a fire truck is available from said City. In the event that a truck is not available, the City of Mantorville Volunteer Fire & Rescue Department will contact another fire department for assistance in accordance with Mutual Aid Pacts with area fire departments.
4. Individual response calls will be billed out directly by the City of Mantorville Volunteer Fire & Rescue Department to owners of property within the Township to which the City provides Fire Service and in accordance with Chapters 96.01 and 33.01 of the Mantorville City Code.

IN WITNESS WHEREOF, the City has caused these presents to be signed by its Mayor and City Clerk and the Township has caused these presents to be signed by its Chairman and Clerk.

City: \_\_\_\_\_

Township: \_\_\_\_\_

*Jan Burton*  
*Carol Allen Clerk*

Date: \_\_\_\_\_

Date: 2.7.2022



# City Council Report

To: Mayor and Council  
From: Shirley Buecksler, City Clerk-Treasurer  
Date: February 28, 2022

## Hiring of Assistant City Clerk

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### **BACKGROUND INFORMATION:**

At their January 10, 2022 meeting, City Council approved the creation of two job-sharing positions as Assistant City Clerk. Both positions are non-exempt, 20 hours per week, with no health benefits, but will include prorated PTO (paid time off) and prorated holiday hours, as per the City's Personnel Policy. On January 24, 2022, Council approved the hiring of Shelley Kispert as Assistant City Clerk for one of these positions.

Advertising included the City of Mantorville's website, Indeed.com, the Dodge County Independent, and the League of Minnesota Cities. Of the ten applications received, the Personnel Committee and City Clerk chose the top three candidates to interview. Unfortunately, one candidate cancelled the morning of their interview because they had accepted another job. Two applicants were interviewed last week, both with excellent skills and work experience, which made it a difficult decision.

The City Clerk offered the position to Gretchen Lohrbach starting at \$18.00 per hour. Gretchen accepted the offer and is ready to start on March 2, 2022, pending approval from Council this evening. Gretchen has experience in customer service, data entry, minutes, grant writing, accounting, and more, and is currently a member of the Board of Directors for the Mantorville Art Guild.

Staff would like to introduce Gretchen Lohrbach to Council and is seeking approval to hire her starting on March 2, 2022, pending the background investigation.

### **STAFF RECOMMENDATION:**

Motion to approve the hiring of Gretchen Lohrbach as part-time Assistant City Clerk starting at \$18.00 per hour, effective March 2, 2022.



# City Council Report

To: Mayor and Council  
From: Shirley Buecksler, City Clerk-Treasurer  
Date: February 28, 2022

## **On Sale and Sunday Intoxicating Liquor License, 502 Main Street North – Hubbell Enterprises, LLC dba Hubbell House**

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### **BACKGROUND INFORMATION:**

Enclosed for Council review is an application for On Sale and Sunday Intoxicating Liquor License from Hubbell Enterprises, LLC dba Hubbell House. Owner Joseph Powers will be in attendance at tonight's meeting to answer any questions.

The Applicant has submitted all required paperwork and insurance information and are looking at opening around April 1<sup>st</sup>.

### **STAFF RECOMMENDATION:**

Staff recommends that Council hold the public hearing and approve Resolution No. 2022-11 Approving an Application for On Sale and Sunday Intoxicating Liquor License for Hubbell Enterprises, LLC dba Hubbell House, 502 Main Street North, Mantorville, Minnesota.



CITY OF MANTORVILLE MINNESOTA  
APPLICATION FOR ON-SALE INTOXICATING  
LIQUOR LICENSE

Covering the period of February 1<sup>st</sup> through January 31<sup>st</sup>

Applicants Full Name

Applicants Date of Birth

Joseph Emmett Powers

First, Middle, Last

Applicants Contact Information

Joe Jr @ Powers Ventures MN, Inc

507-261-7096

Email address

Best Contact Number

Licensee Name (Individual, Business, Partnership, Corporation)

Hubbell Enterprises LLC

Tradename or DBA

Hubbell House

License Location (Street Address)

502 N. Main Street

City Mantorville

County Dodge

State MN

Zip 55955

Website www.hubbellhouserestaurant.com

Business Phone Number 507-635-2331

Is this Application New ☒ or Transfer ☐

The following items must be completed and/or accompany this completed application form. Whoever shall knowingly falsify the answers to the following questions shall be deemed guilty of perjury and shall be punished accordingly. In answering these questions, one of the officers of a corporation or partner of a partnership shall complete the application for all corporate officers, directors and stockholders, or all members the partnership.

Type of Application (check one) ☐ Individual

☐ Partnership

☐ Corporation

☒ other <sup>LLC</sup>

If Corporation, list State \_\_\_\_\_

Date of Incorporation \_\_\_\_\_

If a corporation or LLC, state name, date of birth, social security number, address, title, and shares held by each officer. If a partnership, state names, address and date of birth of each partner.

|                                                                             |                        |                                                                             |  |
|-----------------------------------------------------------------------------|------------------------|-----------------------------------------------------------------------------|--|
| Name, (first, middle, last) and Title<br><u>Joseph Richard Powers owner</u> |                        | Address, City, State, Zip<br><u>3202 Lakewood LN Rochester MN 55901</u>     |  |
| Date of Birth                                                               | Social Security Number | Shares Held<br><u>100</u>                                                   |  |
| Name, (first, middle, last) and Title<br><u>Joseph Emmett Powers GM</u>     |                        | Address, City, State, Zip<br><u>3325 Maywood Road SW Rochester MN 55902</u> |  |
| Date of Birth                                                               | Social Security Number | Shares Held<br><u>0</u>                                                     |  |
| Name, (first, middle, last) and Title                                       |                        | Address, City, State, Zip                                                   |  |
| Date of Birth                                                               | Social Security Number | Shares Held                                                                 |  |
| Name, (first, middle, last) and Title                                       |                        | Address, City, State, Zip                                                   |  |
| Date of Birth                                                               | Social Security Number | Shares Held                                                                 |  |

\*Any additional information should be attached on a separate sheet to this application.

1. Describe premises to which license applies, such as "first floor, second floor, basement, etc." Or if entire building, so state. First Floor
2. Has the applicant or any of the associates in this application owned or operated, or been engaged as an employee, in a saloon, hotel, restaurant or business of a similar nature where intoxicating liquor was dispensed?  
☒ Yes If yes, give information as to date and location 1989 Rochester  
☐ No
3. Has the applicant, or any of the associates in this application ever had an application for liquor rejected, revoked or not reissued by any municipality or state authority?  
☐ Yes If yes, give information as to date and details \_\_\_\_\_  
☒ No
4. Has the applicant, or any of the associates in this application, any interest whatsoever, directly or indirectly, in any other liquor establishment(s) in the state of Minnesota?  
☒ Yes  
☐ No
5. State name and address of owner of building Joe Bury  
3202 Lubrizol Ln NW Rochester MN 55901
6. Has the owner of the building had any connection, directly or indirectly, with the applicant?  
☒ Yes If yes, please explain son  
☐ No
7. Are any real estate taxes, special assessments or utility charges delinquent or unpaid for the premises to be licensed?  
☐ Yes If yes, please explain \_\_\_\_\_  
☒ No
8. Is the applicant applying for Sunday On Sale License in conjunction with this regular On Sale Liquor License?  
☒ Yes ☐ No
- The annual fee for an On-Sale Intoxicating Liquor license is \$2,500 for each authorized licensed premise. If an application for an intoxicating liquor license, other than a renewal application, is made by an applicant after the 1<sup>st</sup> day of February, the annual license fee as provided in this section shall be prorated as of the date of such application.
  - All licenses granted under the provisions of this Ordinance shall expire on the 1<sup>st</sup> day of February of each year, following the date of issuance. A penalty of 50% of the annual license fee, but not to exceed \$300 shall be imposed on and collected from each applicant who files for renewal of his license after the commencement of the license year.
  - No retail license may be issued, maintained or renewed unless the applicant demonstrates proof of financial responsibility with regard to liability imposed by Minnesota Statute, Section 340A.801. An applicant for an On Sale license shall file with the City Clerk a certificate for an insurance policy by an insurer, a bond of a surety company, or a certificate of the State Treasurer, any one of which must meet the minimum requirements of Minnesota Statute, Section 340A.409.
  - A certificate of insurance showing proof of worker's compensation coverage (Minnesota Statute 176.182) must also accompany this application.
  - All applications for a license must include the Application for Retailers (Buyer's) Card for Liquor and Wine and a separate check for the fee made out to the Department of Public Safety, Alcohol and Gambling Enforcement Division.

**The applicant, and his/her associates in this application, will strictly comply with all laws of the State of Minnesota governing the taxation and the sale of intoxicating liquor; rules and regulations promulgated by the Liquor Control Commissioner; and all Ordinances of the municipality.**

**I hereby certify that I have read the foregoing questions and that the answers to said questions are true of my own knowledge.**

I declare that all information provided in this application and in related documents is truthful and accurate. I understand that untruthfulness or inaccuracy in any of this information may result in denial of the license.

I authorize the City of Mantorville to investigate and make whatever inquiries are necessary to verify the information provided by me in connection with this application, and I authorize anyone contacted by the City of Mantorville in this regard to speak with and provide requested information to the City of Mantorville or its representatives.

I authorize the City of Mantorville's Law Enforcement Department to undertake a criminal history check on me, and I authorize the Minnesota Bureau of Criminal Apprehension to disclose all criminal history record information to the City of Mantorville for purposes of this application.

Toward that end, my date of birth is \_\_\_\_\_

This authorization will expire one year after the date of my signature.

Signature of Applicant \_\_\_\_\_

Date

1-28-2022

**FOR OFFICE USE ONLY**

**REPORT BY POLICE/SHERIFFS DEPARTMENT**

This is to certify that the applicant, or his/her associates named herein, have not been convicted within the past five (5) years for any violation of laws of the State of Minnesota or Municipal Ordinances relating to intoxicating liquor, except as hereinafter stated:

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Department Name/County/City

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Attorney Signature

\_\_\_\_\_  
Date



Minnesota Department of Public Safety  
Alcohol and Gambling Enforcement Division (AGED)  
445 Minnesota Street, Suite 1600, St. Paul, MN 55101  
Telephone 651-201-7507 Fax 651-297-5259 TTY 651-282-6555

**Certification of an On Sale Liquor License, 3.2% Liquor license, or Sunday Liquor License**

**Cities and Counties:** You are required by law to complete and sign this form to certify the issuance of the following liquor license types: 1) City issued on sale intoxicating and Sunday liquor licenses  
2) City and County issued 3.2% on and off sale malt liquor licenses

Name of City or County Issuing Liquor License Dodge City of Mantorville License Period From: April 1st 2022 To: Jan 31st 2023

Circle One: (New License) License Transfer \_\_\_\_\_ Suspension \_\_\_\_\_ Revocation \_\_\_\_\_ Cancel \_\_\_\_\_  
(former licensee name) (Give dates)

License type: (check all that apply) ☒ On Sale Intoxicating ☒ Sunday Liquor ☐ 3.2% On sale ☐ 3.2% Off Sale

Fee(s): On Sale License fee: \$ 2500 Sunday License fee: \$ 200 3.2% On Sale fee: \$ \_\_\_\_\_ 3.2% Off Sale fee: \$ \_\_\_\_\_

Licensee Name: Hubbell Howe ~~Hubbell~~ DOB \_\_\_\_\_ Social Security # \_\_\_\_\_  
(corporation, partnership, LLC, or Individual)

Business Trade Name Hubbell Enterprises, LLC Business Address 502 N. Main Street City Mantorville

Zip Code 55955 County Dodge Business Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_

Licensee's Federal Tax ID # 87-0970430 Licensee's MN Tax ID# 7876375  
(To apply call IRS 800-829-4933)

If above named licensee is a corporation, partnership, or LLC, complete the following for each partner/officer:

Joseph Powers DOB \_\_\_\_\_ Social Security # \_\_\_\_\_ Home Address 3202 Lakeridge Ln NW  
Partner/Officer Name (First Middle Last)

Joseph DOB \_\_\_\_\_ Social Security # \_\_\_\_\_ Home Address \_\_\_\_\_  
Partner/Officer Name (First Middle Last)

Partner/Officer Name (First Middle Last) DOB \_\_\_\_\_ Social Security # \_\_\_\_\_ Home Address \_\_\_\_\_

Intoxicating liquor licensees must attach a certificate of Liquor Liability Insurance to this form. The insurance certificate must contain all of the following:

- 1) Show the exact licensee name (corporation, partnership, LLC, etc) and business address as shown on the license.
- 2) Cover completely the license period set by the local city or county licensing authority as shown on the license.

☐ Yes ☒ No During the past year has a summons been issued to the licensee under the Civil Liquor Liability Law?

Workers Compensation Insurance is also required by all licensees: Please complete the following:

Workers Compensation Insurance Company Name: Society Insurance Policy # WC21041985

I Certify that this license(s) has been approved in an official meeting by the governing body of the city or county.

City Clerk or County Auditor Signature Shirley Brinkley Date 01.28.2022  
(title) City Clerk - Treasurer

**ON SALE INTOXICATING LIQUOR LICENSEES ONLY, must also purchase a \$20 Retailer Buyers Card. To obtain the application for the Buyers Card, please call 651-201-7507, or visit our website at <https://dps.mn.gov/divisions/age/Pages/default.aspx>**



CC0515

Mailing Address:  
PO Box 64217  
St. Paul, MN 55164-0217

Email: dli.license@state.mn.us  
Website: dli.mn.gov  
Phone: (651) 284-5034

## Certificate of Compliance Minnesota Workers' Compensation Law

This form must be completed by the business license applicant.

**Print in ink or type**

Minnesota Statutes § 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minn. Stat. chapter 176. If the required information is not provided or is falsely stated, it shall result in a \$2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry.

A valid workers' compensation policy must be kept in effect at all times by employers as required by law.

|                                                                                                                                                                                                                             |                                              |                            |                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|----------------------------|-------------------|
| License or certificate number (if applicable)                                                                                                                                                                               | Business telephone number<br>507-638-2331    | Alternate telephone number |                   |
| Business name (Provide the legal name of the business entity. If the business is a sole proprietor or partnership, provide the owner's name(s), for example John Doe, or John Doe and Jane Doe.)<br>Husbell Enterprises LLC |                                              |                            |                   |
| DBA ("doing business as" or "also known as" an assumed name), if applicable<br>Husbell Home                                                                                                                                 |                                              |                            |                   |
| Business address (must be physical street address, no P.O. boxes)<br>502 N. Main Street                                                                                                                                     | City<br>Mankato                              | State<br>MN                | ZIP code<br>55955 |
| County<br>Dodge                                                                                                                                                                                                             | Email address<br>Joe Tr @ Powersventures.com |                            |                   |

**You must complete number 1 or 2 below.**

**Note:** You must resubmit this form to the authority issuing your license if any of the information you have provided changes.

1. ☒ I have a workers' compensation insurance policy.

Insurance company name (not the insurance agent)  
Society Insurance

|                               |                               |                                |
|-------------------------------|-------------------------------|--------------------------------|
| Policy number:<br>WC 21041985 | Effective date:<br>01/01/2022 | Expiration date:<br>01/01/2023 |
|-------------------------------|-------------------------------|--------------------------------|

☐ I am self-insured for workers' compensation. (Attach a copy of the authorization to self-insure from the Minnesota Department of Commerce; see <https://mn.gov/commerce/industries/insurance/licensing/self-insurance>.)

2. I am not required to have workers' compensation insurance because:

- ☐ I only use independent contractors and do not have employees. (See Minn. Stat. § 176.043 for trucking and messenger courier industries; Minn. Stat. § 181.723, subd. 4, for building construction; and Minnesota Rules chapter 5224 for other industries.)
- ☐ I do not use independent contractors and have no employees. (See Minn. Stat. § 176.011, subd. 9, for the definition of an employee.)
- ☐ I use independent contractors and I have employees who are not required to be covered by the workers' compensation law. (Explain below.)
- ☐ I only have employees who are not required to be covered by the workers' compensation law. (Explain below.) (See Minn. Stat. § 176.041 for a list of excluded employees.)

Explain why your employees are not required to be covered

I certify the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify I am authorized to sign on behalf of the business.

|                           |                                                      |                |                   |
|---------------------------|------------------------------------------------------|----------------|-------------------|
| Print name:<br>Joe Powers | Applicant signature (required)<br><i>[Signature]</i> | Title<br>owner | Date<br>1/28/2021 |
|---------------------------|------------------------------------------------------|----------------|-------------------|

If you have questions about completing this form or to request this form in braille, large print or audio.

**CITY OF MANTORVILLE  
PUBLIC HEARING NOTICE  
APPLICATION FOR ON SALE INTOXICATING LIQUOR LICENSE**

**Notice is hereby given,** that the City Council of the City of Mantorville will conduct a Public Hearing to consider an application from Hubbell Enterprises, LLC dba Hubbell House for an On Sale Intoxicating Liquor License for the premises located at 502 North Main Street, Mantorville, Minnesota.

**When:** Monday, February 28, 2022 at 6:30 pm

**Where:** Mantorville City Hall, 21 5<sup>th</sup> Street East, Mantorville, MN, Council Chambers

**Questions:** Contact City Clerk-Treasurer Shirley Buecksler at 507.635.5116 or [shirley@mantorville.com](mailto:shirley@mantorville.com)

**How to Comment:** Those who wish to provide comments may do so in person during the Public Hearing. Written comments may be submitted to the City Clerk via U.S. Mail or via email to [shirley@mantorville.com](mailto:shirley@mantorville.com). Written comments received by the City Clerk before the agenda packet is published and distributed will be included as attachments to the Staff report. All comments received after that will be provided to the City Council at the beginning of the meeting and entered into the public record.

Shirley R Buecksler  
City Clerk-Treasurer

Published: February 17, 2022, Dodge County Independent  
Posted: February 11, 2022, Mantorville City Hall

**CITY OF MANTORVILLE  
DODGE COUNTY, MINNESOTA**

**RESOLUTION 2022-11**

**A RESOLUTION APPROVING AN APPLICATION FOR  
ON SALE AND SUNDAY INTOXICATING LIQUOR LICENSE  
FOR HUBBELL ENTERPRISES, LLC dba HUBBELL HOUSE  
LOCATED AT 502 MAIN STREET NORTH, MANTORVILLE, MINNESOTA**

**WHEREAS**, Hubbell Enterprises, LLC (Applicant) dba Hubbell House has submitted an application for the issuance of an On Sale and Sunday Intoxicating Liquor License at 502 Main Street North; and

**WHEREAS**, the property located at 502 Main Street North is currently under remodel and must successfully pass inspection by the Building Official and Fire Chief before being allowed to open for business; and

**WHEREAS**, the Dodge County Sheriff's Department has found nothing to prevent issuance of an On Sale and Sunday Intoxicating Liquor License at 502 Main Street North.

**NOW, THEREFORE, BE IT RESOLVED** that the Mantorville City Council does hereby approve issuance of an On Sale and Sunday Intoxicating Liquor License to the Applicant listed below for the period of April 1, 2022 through January 31, 2023:

Hubbell Enterprises, LLC dba Hubbell House  
502 Main Street North  
Mantorville, Minnesota 55955

Adopted by the City Council of the City of Mantorville, Minnesota, this 28<sup>th</sup> day of February 2022.

ATTEST:

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Chuck Bradford, Mayor

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Shirley R Buecksler, City Clerk-Treasurer

# DODGE COUNTY

## LOCAL BOARD OF APPEAL & EQUALIZATION (LBAE) and OPEN BOOK

**APRIL 2022**

| MONDAY                                                                                                                                              | TUESDAY                                                                                                       | WEDNESDAY                                                                  | THURSDAY                                                                                                                                                                                       | FRIDAY |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
|                                                                                                                                                     |                                                                                                               |                                                                            |                                                                                                                                                                                                | 1      |
| 4                                                                                                                                                   | 5                                                                                                             | 6                                                                          | 7                                                                                                                                                                                              | 8      |
| 11                                                                                                                                                  | 12                                                                                                            | 13                                                                         | 14                                                                                                                                                                                             | 15     |
| 18                                                                                                                                                  | 19                                                                                                            | 20                                                                         | 21                                                                                                                                                                                             | 22     |
| 25                                                                                                                                                  | 26                                                                                                            | 27                                                                         | 28                                                                                                                                                                                             | 29     |
| <b>LBAE</b><br>1:00pm - 1:30pm Claremont Twp<br>2:00pm - 2:30pm Claremont City<br>3:30pm - 4:00pm Ellington Twp<br>6:00pm - 6:30pm Mantorville City | <b>LBAE</b><br>10:30am - 11:00am Westfield Twp<br>3:30pm - 4:00pm Wasioja Twp<br>6:00pm - 6:30pm West Concord | <b>LBAE</b><br>1:00pm - 1:30pm Canisteo Twp<br>2:30pm - 3:00 pm Vernon Twp | <b>OPEN BOOK</b><br>3:00 pm - 4:00 pm<br><b>Cities:</b> Blooming Prairie,<br>Dodge Center, Hayfield, Kasson<br><b>Townships:</b> Ashland, Concord,<br>Hayfield, Mantorville, Milton,<br>Ripley |        |

**DODGE COUNTY BOARD OF APPEAL & EQUALIZATION (CBAE)**  
**TUESDAY, JUNE 28, 2022 6:30PM - 7:00PM**