



Trail to the Past. Road to the Future.

CITY COUNCIL MEETING
MUNICIPAL COUNCIL CHAMBERS
21 5TH STREET E, MANTORVILLE, MN 55955
MONDAY, MAY 9, 2022
6:30 PM

1. Call to Order

2. Pledge of Allegiance

3. Changes to Agenda

4. Consent Agenda

- A. Accounts Payable Claims List for May 9, 2022
- B. Parks & Recreation Board Minutes of March 29, 2022
- C. Dodge County Board of Commissioners Meeting Minutes of April 12, 2022
- D. 2022 Rental License Renewals
- E. Mobile Vendor (Ice Cream Truck) License Renewal for 2022

5. Proclamations, Presentations and Recognitions - None

6. Public Concerns

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

7. Public Hearing(s)

- A. Application for Variance from Section 150.072 Subd. D(5) of the Mantorville City Code to Allow for the Construction of an Addition to the Existing Dwelling with a Reduced Setback from the Rear Yard Property Line at 508 Clay Street – Martha Vrieze, Applicant

8. Public Safety Update

- A. Mantorville Fire Department General Meeting Minutes, May 4, 2022

9. Old Business/New Business

- A. Update on Fire Department Request for Shed

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.*

- A. Electronic Records Management (tabled April 25, 2022)

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 Reports
- F. Mayor's Report

12. Executive Session – None**13. Adjourn**

<i>Coming up in Mantorville:</i>		
<i>May through June</i>	<i>High School Senior Photo Display</i>	
<i>May 14, 2022</i>	<i>Spring Fling</i>	
<i>May 23, 2022</i>	<i>6:30 pm</i>	<i>Regular City Council Meeting</i>
<i>May 24, 2022</i>	<i>SPECIAL ELECTION – No Government Meetings May Be Held Between 6:00pm and 8:00pm on Any Election Day</i>	
<i>May 30, 2022</i>	<i>City Offices Closed for Memorial Day Holiday</i>	
<i>May 31, 2022</i>	<i>6:30 pm</i>	<i>Park & Recreation Committee Meeting</i>
<i>Members of the City Council may be in attendance at all meetings and community events in Mantorville</i>		

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Payments

Current Period: May 2022

Payments Batch AP 05.09.22

\$13,193.06

Refer 0 -

Invoice

Invoice

Transaction Date	5/5/2022	Citizens State Bank	10100	Total	
Refer	0 ADAMS, JOE	5/9/2022			
Cash Payment	E 101-41940-417 Uniforms	CLOTHING REIMBURSEMENT			\$104.96
Invoice	5/9/2022				
Transaction Date	5/4/2022	Citizens State Bank	10100	Total	\$104.96
Refer	0 CMS - CONSTRUCTION MGMT. SE				
Cash Payment	E 101-42400-300 Professional Svcs (GENE CUST #MN000				\$821.80
Invoice	04/30/22 5/9/2022				
Transaction Date	5/4/2022	Citizens State Bank	10100	Total	\$821.80
Refer	0 DODGE COUNTY INDEPENDENT				
Cash Payment	E 101-41110-352 Publishing	PUBLIC HEARING AD			\$89.59
Invoice	13907 5/9/2022				
Cash Payment	E 101-41110-352 Publishing	PUBLIC HEARING AD			\$89.59
Invoice	13934 5/9/2022				
Cash Payment	E 101-41110-352 Publishing	PUBLIC HEARING AD			\$152.63
Invoice	13948 5/9/2022				
Transaction Date	5/4/2022	Citizens State Bank	10100	Total	\$331.81
Refer	0 GOPHER STATE ONE CALL				
Cash Payment	E 601-49400-300 Professional Svcs (GENE ACCT #MN00515				\$17.82
Invoice	2040564 5/9/2022				
Cash Payment	E 602-49450-300 Professional Svcs (GENE ACCT #MN00515				\$11.88
Invoice	2040564 5/9/2022				
Transaction Date	5/4/2022	Citizens State Bank	10100	Total	\$29.70
Refer	0 HOMETOWN HAULERS				
Cash Payment	E 101-42200-217 Other Operating Supplie	GARBAGE SERVICE			\$42.50
Invoice	157640/157641 5/9/2022				
Cash Payment	E 101-41940-384 Refuse/Garbage Dispos	GARBAGE SERVICE			\$42.50
Invoice	157640/157641 5/9/2022				
Cash Payment	E 101-41940-384 Refuse/Garbage Dispos	GARBAGE SERVICE			\$100.00
Invoice	157640/157641 5/9/2022				
Transaction Date	5/4/2022	Citizens State Bank	10100	Total	\$185.00
Refer	0 JACOBSEN LAW FIRM, P.A.				
Cash Payment	E 101-41600-304 Legal Fees	04/04/22 & 04/5/22			\$396.00
Invoice	05/03/22 5/9/2022				
Transaction Date	5/4/2022	Citizens State Bank	10100	Total	\$396.00
Refer	0 K-M TELECOM				
Cash Payment	E 101-41940-321 Communications Phone/	CITY HALL MAIN 5170			\$119.12
Invoice	05/01/22 5/9/2022				
Cash Payment	E 101-41940-321 Communications Phone/	CITY HALL - 5176 - 2ND LINE			\$20.79
Invoice	05/01/22 5/9/2022				

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Payments

Current Period: May 2022

Cash Payment	E 101-42200-321 Communications Phone/	FD 5440			\$33.79
Invoice	05/01/22	5/9/2022			
Cash Payment	E 101-41940-321 Communications Phone/	STREETS - SHOP 5119			\$80.77
Invoice	05/01/22	5/9/2022			
Cash Payment	E 601-49400-321 Communications Phone/	WATER TOWER ALARM 3588			\$44.83
Invoice	05/01/22	5/9/2022			
Cash Payment	E 602-49450-321 Communications Phone/	LIFT STATION ALARM 5066			\$34.83
Invoice	05/01/22	5/9/2022			
Cash Payment	E 602-49450-321 Communications Phone/	WWTP 5463 ALARM			\$34.83
Invoice	05/01/22	5/9/2022			
Cash Payment	E 101-41940-321 Communications Phone/	LONG DISTANCE/TAXES/FEES			\$5.85
Invoice	05/01/22	5/9/2022			
Cash Payment	E 101-46500-437 Other Miscellaneous	EDA 800 NUMBER			\$0.45
Invoice	05/01/22	5/9/2022			
Cash Payment	E 601-49400-321 Communications Phone/	WELL HOUSE FIBER			\$25.00
Invoice	05/01/22	5/9/2022			
Transaction Date	5/4/2022	Citizens State Bank	10100	Total	\$400.26
Refer	0	MENARDS - NORTH ROCHESTER	-		
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	ACCT #33140256			\$123.44
Invoice	3309	5/9/2022			
Cash Payment	E 602-49450-220 Bldg.Repair and Mainten	ACCT #33140256			\$49.72
Invoice		5/9/2022			
Transaction Date	5/4/2022	Citizens State Bank	10100	Total	\$173.16
Refer	0	METRO SALES INC	-		
Cash Payment	E 101-41500-350 Print/Binding (GENERAL	ACCT #152100			\$309.35
Invoice	INV2027919	5/9/2022			
Transaction Date	5/4/2022	Citizens State Bank	10100	Total	\$309.35
Refer	0	NAPA	-		
Cash Payment	E 101-43100-224 Street Maint Materials	04/22/22			\$159.99
Invoice	436214	5/9/2022			
Cash Payment	E 101-42200-240 Tools and Minor Equipm	04/22/22			\$109.96
Invoice	787029	5/9/2022			
Transaction Date	5/4/2022	Citizens State Bank	10100	Total	\$269.95
Refer	0	NCPERS GROUP LIFE INS.	-		
Cash Payment	G 101-21711 Life Insurance Payable	LIFE INSURANCE			\$32.00
Invoice	608900052022	5/9/2022			
Transaction Date	5/4/2022	Citizens State Bank	10100	Total	\$32.00
Refer	0	ON-SITE COMPANIES	-		
Cash Payment	E 603-45183-400 Repairs & Maint Cont (G	CUST #005201			\$79.00
Invoice	0001312867	5/9/2022			
Cash Payment	E 603-45183-400 Repairs & Maint Cont (G	CUST #005201			\$51.51
Invoice	0001320188	5/9/2022			
Transaction Date	5/4/2022	Citizens State Bank	10100	Total	\$130.51
Refer	0	PITNEY BOWES INC	-		
Cash Payment	E 101-41500-322 Postage	ACCT #8000-9090-0370-9701			\$252.50
Invoice	05/22/22	5/9/2022			
Transaction Date	5/4/2022	Citizens State Bank	10100	Total	\$252.50

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Current Period: May 2022

Refer	0	QUALITY FLOW SYSTEMS	-			
Cash Payment	E 602-49450-220 Bldg.Repair and Mainten	INVOICE DATE 04/27/22				\$950.00
Invoice	42802	5/9/2022				
Transaction Date	5/4/2022	Citizens State Bank	10100	Total		\$950.00
Refer	0	QUILL	-			
Cash Payment	E 101-41500-300 Professional Svcs (GENE	ORDER #160340184				\$38.98
Invoice	04/25/22	5/9/2022				
Transaction Date	5/4/2022	Citizens State Bank	10100	Total		\$38.98
Refer	0	SIMPLY TIDY, LLC	-			
Cash Payment	E 101-41940-439 Janitors	JANITORIAL				\$65.00
Invoice	04/25/22	5/9/2022				
Transaction Date	5/4/2022	Citizens State Bank	10100	Total		\$65.00
Refer	0	VERIZON WIRELESS	-			
Cash Payment	E 101-42200-321 Communications Phone/	ACCT #842209789-00001				\$54.64
Invoice	04/15/22	5/9/2022				
Transaction Date	5/4/2022	Citizens State Bank	10100	Total		\$54.64
Refer	0	WARSAW	-			
Cash Payment	E 101-43160-381 Electric Utilities	ACCT #116009445				\$3,289.57
Invoice	2204-6994D	5/9/2022				
Transaction Date	5/4/2022	Citizens State Bank	10100	Total		\$3,289.57
Refer	0	XCEL ENERGY	-			
Cash Payment	E 101-43160-381 Electric Utilities	STREET LIGHTS				\$1,805.59
Invoice	776346752	5/9/2022				
Cash Payment	E 101-43160-381 Electric Utilities	300 MAIN N BRIDGE LIGHTS				\$24.46
Invoice	776346752	5/9/2022				
Cash Payment	E 101-43160-381 Electric Utilities	130 ST.HWY 57 S.CITY SIGN				\$5.31
Invoice	776346752	5/9/2022				
Cash Payment	E 101-43160-381 Electric Utilities	60003 ST.HWY 57 N CITY SIGN				\$15.63
Invoice	776346752	5/9/2022				
Cash Payment	E 101-42200-380 Utility Services	21 5TH STREET SIREN				\$13.57
Invoice	776346752	5/9/2022				
Cash Payment	E 101-42200-380 Utility Services	21 5TH STREET E FH/CH/PUMP				-\$171.24
Invoice	776346752	5/9/2022				
Cash Payment	E 101-42200-380 Utility Services	701 CHESTNUT SIREN				\$0.00
Invoice	776346752	5/9/2022				
Cash Payment	E 101-43160-381 Electric Utilities	410 CLAY POLE ON EDA LOT				\$16.53
Invoice	776346752	5/9/2022				
Cash Payment	E 101-41940-380 Utility Services	600 7TH STREET WEST MANTORFIEL				\$16.45
Invoice	776346752	5/9/2022				
Cash Payment	E 101-41940-380 Utility Services	340 CLAY RIVERSIDE W CENTER				\$23.16
Invoice	776346752	5/9/2022				
Cash Payment	E 101-41940-380 Utility Services	342 MAIN ST N RIVERSIDE NE				\$16.45
Invoice	776346752	5/9/2022				
Cash Payment	E 101-41940-380 Utility Services	601 GOLFVIEW DENNISON FIELD				\$18.22
Invoice	776346752	5/9/2022				
Cash Payment	E 101-41940-380 Utility Services	1008 EAST CITY SHOP				\$2.55
Invoice	776346752	5/9/2022				

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Cash Payment	E 602-49450-380 Utility Services	121 BLANCH WWTF+SEC+PUMP			- \$718.31
Invoice	776346752 5/9/2022				
Cash Payment	E 601-49400-380 Utility Services	841 BLANCH WTR WELL HOUSE			- \$44.07
Invoice	776346752 5/9/2022				
Cash Payment	E 601-49400-380 Utility Services	924 JEFFERSON WATER TOWER			\$3.37
Invoice	776346752 5/9/2022				
Cash Payment	E 603-45183-381 Electric Utilities	324 MAIN ST N CAMPGROUND			- \$124.21
Invoice	776346752 5/9/2022				
Cash Payment	E 101-41940-380 Utility Services	101 BLANCH NEW SHOP			\$0.00
Invoice	776346752 5/9/2022				
Cash Payment	E 101-41940-380 Utility Services	15 4TH STREET WEST RIVERSIDE			\$17.29
Invoice	776346752 5/9/2022				
Cash Payment	E 602-49450-380 Utility Services	601 JEFFERSON LIFT STATION			\$4.71
Invoice	776346752 5/9/2022				
Cash Payment	E 602-49450-380 Utility Services	121 BLANCH AUTO PROTECT LIGHT			\$10.08
Invoice	776346752 5/9/2022				
Cash Payment	E 101-43160-381 Electric Utilities	CHRISTMAS LIGHTS			\$0.00
Invoice	776346752 5/9/2022				
Cash Payment	E 101-42200-380 Utility Services	SERVICE QUALITY CREDIT			- \$0.38
Invoice	776346752 5/9/2022				
Transaction Date	5/4/2022	Citizens State Bank	10100	Total	\$935.16
Refer	0 ZUMBRO VALLEY PLUMBING LLC				
Cash Payment	E 603-45183-400 Repairs & Maint Cont (G	REPLACE VALVE			\$104.95
Invoice	05/02/22 5/9/2022				
Transaction Date	5/4/2022	Citizens State Bank	10100	Total	\$104.95
Refer	0 KASSON HARDWARE HANK				
Cash Payment	E 101-45200-404 Repairs/Maint Machinery	ACCT # 355170			\$24.96
Invoice	04/30/22 5/9/2022				
Cash Payment	E 101-42200-217 Other Operating Supplie	ACCT # 355170			\$25.47
Invoice	04/30/22 5/9/2022				
Cash Payment	E 602-49450-220 Bldg.Repair and Mainten	ACCT # 355170			\$10.98
Invoice	04/30/22 5/9/2022				
Cash Payment	E 602-49450-220 Bldg.Repair and Mainten	ACCT # 355170			\$12.98
Invoice	04/30/22 5/9/2022				
Transaction Date	5/4/2022	Citizens State Bank	10100	Total	\$74.39
Refer	0 MIDWEST SIGNTECH OF ROCHES				
Cash Payment	E 101-43100-228 Equip. Repair and Mainte	CITY LOGOS			\$126.00
Invoice	16506 5/9/2022				
Transaction Date	5/5/2022	Citizens State Bank	10100	Total	\$126.00
Refer	0 BADGER METER				
Cash Payment	E 602-49450-300 Professional Srvs (GENE	CUST #25938			\$229.09
Invoice	80097378 5/9/2022				
Cash Payment	E 601-49400-300 Professional Srvs (GENE	CUST #25938			\$152.72
Invoice	80097378 5/9/2022				
Transaction Date	5/5/2022	Citizens State Bank	10100	Total	\$381.81
Refer	0 TEAM LAB CHEMICAL CORP.				
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	CUST#232002			\$338.50
Invoice	INV0029975 5/9/2022				

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Payments

Current Period: May 2022

Transaction Date	5/5/2022	Citizens State Bank	10100	Total	\$338.50
Refer	0 SE MN EMS	-			
Cash Payment	E 101-42200-208 Training, Mileage	Mini Workshop			\$75.00
Invoice 12792	5/9/2022				
Cash Payment	E 101-42200-208 Training, Mileage	Mini Workshop			\$25.00
Invoice 12792	5/9/2022				
Transaction Date	5/5/2022	Citizens State Bank	10100	Total	\$100.00
Refer	0 ZUMBRO VALLEY MUTUAL AID AS	-			
Cash Payment	E 101-42200-120 Benefits	MEMBERSHIP DUES			\$25.00
Invoice 239	5/9/2022				
Transaction Date	5/5/2022	Citizens State Bank	10100	Total	\$25.00
Refer	0 NOLTE, ROGER	-			
Cash Payment	E 101-42200-240 Tools and Minor Equipm	BATTERY REPLACEMENT			\$45.40
Invoice 04/22/2022	5/9/2022				
Transaction Date	5/5/2022	Citizens State Bank	10100	Total	\$45.40
Refer	0 STAFFORD, TROY	-			
Cash Payment	E 101-42200-208 Training, Mileage	Hotel Room			\$160.76
Invoice 04/22/22	5/9/2022				
Transaction Date	5/5/2022	Citizens State Bank	10100	Total	\$160.76
Refer	0 STRYKER SALES CORPORATION	-			
Cash Payment	E 101-42200-311 First Responder Train/Eq	RESTRAINT STRAP			\$124.97
Invoice 3745995	5/9/2022				
Cash Payment		RESTRAINT STRAP			\$0.00
Invoice 3745995	5/9/2022				
Transaction Date	5/5/2022	Citizens State Bank	10100	Total	\$124.97
Refer	0 NST NORTHERN SAFETY TECH, IN	-			
Cash Payment	E 101-42200-240 Tools and Minor Equipm	LED BRAKE/TAIL/TURN RED			\$494.16
Invoice 53832	5/9/2022				
Transaction Date	5/5/2022	Citizens State Bank	10100	Total	\$494.16
Refer	0 FIRE SAFETY USA, INC	-			
Cash Payment	E 101-42200-240 Tools and Minor Equipm	EXTRACTION GLOVES			\$495.00
Invoice 156832	5/9/2022				
Transaction Date	5/5/2022	Citizens State Bank	10100	Total	\$495.00
Refer	0 LUSHINSKY, PAUL	-			
Cash Payment	E 101-42200-240 Tools and Minor Equipm	HELMET BATTERIES			\$129.71
Invoice 04/23/22	5/9/2022				
Cash Payment	E 101-42200-217 Other Operating Supplie	PINS FROM WITMER			\$276.77
Invoice 04/19/22	5/9/2022				
Cash Payment	E 101-42200-208 Training, Mileage	FDIC			\$1,384.71
Invoice 05/02/22	5/9/2022				
Transaction Date	5/5/2022	Citizens State Bank	10100	Total	\$1,791.19
Refer	0 VERIZON WIRELESS	-			
Cash Payment	E 101-42200-321 Communications Phone/	842209789-00001			\$109.38
Invoice 9904932732	5/9/2022				
Transaction Date	5/5/2022	Citizens State Bank	10100	Total	\$109.38

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Payments

Current Period: May 2022

Refer	0 JOHNSON LOGGING	-	
Cash Payment	E 101-43125-404 Repairs/Maint Machinery 2X10 WOOD (2)		\$51.20
Invoice	148681	5/9/2022	
Transaction Date	5/5/2022	Citizens State Bank 10100	Total \$51.20

Fund Summary

	10100 Citizens State Bank	
		\$0.00
101 GENERAL FUND		\$12,251.35
601 WATER FUND		\$199.67
602 SEWER FUND		\$630.79
603 RV PARK		\$111.25
		\$13,193.06

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$13,193.06
Total	\$13,193.06

Payments

Current Period: April 2022

Payment Batch 042622 AP.1 \$46.00

Refer	0 DODGE COUNTY	Ck# 028463 4/27/2022	
Cash Payment	E 101-41500-315 Recording Fees	RECORDING FEE, SEIM PROPERTY EDA LOAN	\$46.00
Invoice	4/26/2022		
Transaction Date	4/27/2022	Citizens State Bank 10100	Total \$46.00

Fund Summary

	10100 Citizens State Bank	
101 GENERAL FUND		\$46.00
		<u>\$46.00</u>

Pre-Written Checks	\$46.00
Checks to be Generated by the Computer	\$0.00
Total	\$46.00

Payments

Current Period: April 2022

Payment Batch 042622 AP.2

\$80.50

Refer 0 DODGE COUNTY

Ck# 028464 4/27/2022

Cash Payment E 101-41500-315 Recording Fees

RECORDING FEE, SEIM PROPERTIES FOR
EDA LOAN

\$80.50

Invoice 4/27/2022

Transaction Date 4/27/2022

Citizens State Bank 10100

Total

\$80.50

Fund Summary

	10100 Citizens State Bank	
101 GENERAL FUND		\$80.50
		\$80.50

Pre-Written Checks	\$80.50
Checks to be Generated by the Computer	\$0.00
Total	\$80.50



Trail to the Past. Road to the Future.

Park Board Minutes – March 29th, 2022

Call to order: Member Peck called the meeting to order at 6:32pm.

Members present for quorum: Bill Kinney, Lyle Hoaglund, Brad Germundson, Henry Blair,
Mike Peck

Guest present: Joe Adams, Gretchen Lohrbach, Matt Wohlenhaus, Carolyn Matthesen, Meghan
Clark, Jenny Blowers

Changes/additions to Agenda: Member Hoaglund would like to discuss campground space for
A participant in Stagecoach Days.

Approval of minutes: Motioned by Blair, seconded by Kinney. Passed.

1. New Business

- A. Approval of Mike Peck as board chairman. Motioned by Blair, seconded by Germundson. Passed. Approval of Henry Blair as vice chairman. Motioned by Peck, seconded by Hoaglund. Passed.
- B. Approval of Matt Wohlenhaus for park board. Motioned by Blair, seconded by Kinney. Passed.
- C. Jenny Blowers was in attendance and wanted to discuss putting in a park bench in memory of her father. She has a bench in mind. Joe will meet up with her to look at possible sites in Riverside Park. Peck motioned, Kinney seconded. Passed.
- D. Terry Eckstein wants to speak to board about potential Thanksgiving weekend activities. Terry was not present so item was not discussed.
- E. Fire department wants to use the shed at the waste water treatment plant for storage. Motion to table until fire department is present. Joe will get measurements. Peck motioned, Kinney seconded. Passed.
- F. Member Kinney received a call from Mr. Rendler who is concerned about his property line being respected near Denneson Park. The board would like to wait and address this if a problem arises.
- G. Review of YTD budget for 2022: water fountain for dogs-\$5800.00, sign for Riverside Park-\$1700.00, covered bridge repair-\$2000.00, power pole at Riverside Park-\$5290.00,

Dennison Park playground-\$5000.00, parks tree management-\$6000.00, community tree management-\$17140.00 with the carry over of \$7140.00 from 2021 season. (Peck motioned to go with quote from Carr's Tree Service for \$12495.00, seconded by Blair. Passed.), replace lawn tractor \$21151.00, Rock for ball fields \$2300.00. Peck motioned to approve, Blair seconded. Passed.

- H. 2022 tree removal bids were: Olson-\$19620.00, Boyum-\$21200.00 and Carr's-\$12495.00.
- I. Laura and Patrick are looking at ADA accessibility grants for Denneson Park.
- J. Blair motioned to approve usage of Riverside Park for an Easter Egg Hunt on April 16, 2022. Kinney seconded. Passed.
- K. Peck will work on getting pricing for a possible hockey rink in one of Mantorville's parks.
- L. Discussed assigning parks to board members to be responsible for their needs in partnership with Joe during old business. This will be revisited throughout the year.
- M. Covered bridge remodeling – Peck has a request for a donation of a boom lift, otherwise rental is \$285/day. Joes will put together a project sheet.
- N. There is a need for another board member. Peck will reach out to other boards to work with us to recruit new member because they need them as well.
- O. Discussed Marigold Days float for all city volunteers/officials to raise awareness.
- P. Park cleanups – Please keep parks clean while visiting them.
- Q. Hoaglund brought to the board a request for a free campsite for a woman demonstrating lasso techniques at Stagecoach Days. Kinney motioned that groups putting on the event should have to pay for the campsite, seconded by Peck. Passed.

2. Old Business

- A. Riverside Park – opens May 1st. Sticks have been picked up and gravel will be raked when it is dry.
- B. Campground – opens May 1st. Need to replace a bush that was damaged by the December storm.
- C. Bergmann Park – Nothing
- D. Slingerland Park – Nothing



Trail to the Past. Road to the Future.

- E. Mantor Field – Ball games will begin in a week of April 4th.
 - F. K-M Dog Park – Graffiti on water tower will be taken care of.
 - G. Denneson Field – Nothing
 - H. Community Gardens – 4 of 5 spots are taken
 - I. Community tree management discussed.
6. Time and place of next board meeting is 6:00pm April 26th, 2022 at City Hall. The meeting Will take place and then we will walk to the parks to see what needs to be done with them.
7. Joint ventures updates – Meets July 13th, 2022 in Forum room at the K-M High School.
8. City staff updates – Brad Suhr will be back working this year
9. Motion to adjourn by Kinney at 8:20pm, seconded by Hoaglund.

Gretchen Lohrbach
Assistant City Clerk

UNAPPROVED MINUTES OF THE DODGE COUNTY BOARD OF COMMISSIONERS REGULAR MEETING HELD APRIL 12, 2022

Chair

Convene County Board Meeting

The Dodge County Commissioners met in regular session April 12, 2022, in the Commissioner's Room at the Dodge County Government Services Building, Mantorville, MN, at 9:30 a.m. Chair Tim Tjosaas called the meeting to order at 9:30 a.m.

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

Pledge of Allegiance

The pledge of allegiance was recited.

Determine Quorum

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

Also present:

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

Establish Agenda

Agenda Approved

Mr. Elmquist reported Sheriff Scott Rose has asked to add a National Public Safety Telecommunicators Week proclamation to the agenda. Emergency Management Director Matt Maas will present this item after the Consent Agenda.

Motion by Toquam seconded by Kenworthy to approve and adopt the agenda as amended to include the addition of the National Public Safety Telecommunicators Week proclamation.

Motion Adopted [Unanimous]

Temporary Public Health Business Office Manager Recognized

Public Health Director Amy Evans recognized Gail Hester for her work at Public Health as the

temporary Business Office Manager. During the pandemic Ms. Hester came back from retirement to help the Public Health Department out when the former Public Health Director and Business Office Manager left to pursue other endeavors.

Ms. Evans reported she had previously worked with Ms. Hester and was grateful to be able to come back to Dodge County and get up to speed with someone she was already familiar with and someone she had a good working relationship with. The Public Health Director felt Ms. Hester was instrumental in providing direction to Public Health staff until replacements could be found for the two openings.

The Employee Relations Director informed the Board that Gail Hester has always been willing to help the county out when asked, which has been greatly appreciated. Ms. Hager reported Ms. Hester is however ready to get back to retirement.

Gail Hester reported she was happy to come back and help out in the department she worked in for a number of years. As a resident of Dodge County herself, Ms. Hester felt she was doing something to help her community by filling in temporarily.

Commissioner Tjosaas stated that he was very appreciative of the work Ms. Hester did and what she did for the Public Health Department.

Commissioner Kenworthy commented Ms. Hester went above and beyond to help the county out and reported the county was very appreciative of the help they received.

The Chair presented Ms. Hester with a gift to express the county's appreciation for the help they received from her in the Public Health Department during their search for a new Public Health Director and Business Office Manager.

Consent Agenda

Motion by Kenworthy seconded by Toquam to approve the following Consent Agenda items:

Motion Adopted [Unanimous]

- 2.1. Committee of the Whole - Committee Meeting - Mar 22, 2022 4:30 PM
- 2.2. Board of Commissioners - Regular Meeting - Mar 22, 2022 5:00 PM
- 2.3. Gambling Permit

Matt Maas, Emergency Management Director

National Public Safety Telecommunicators Week Proclamation

Mr. Maas informed the Board that this week is National Public Safety Telecommunicators Week, honoring those who serve in our 911 Dispatch Center.

Dawn Frieberg, a 16-year veteran dispatcher, was at the meeting when the proclamation was signed.

It was reported the Sheriff's Offices is super proud of all the work these amazing men and women have done, especially over COVID and all the extra time and effort they've put in. The Sheriff felt Dodge County was blessed to have an amazing crew over there who deserve this recognition.

The Emergency Management Director read the following proclamation:

Whereas; emergencies can occur at any time that require law enforcement, fire or emergency medical services; and

Whereas; when an emergency occurs the prompt response of law enforcement officers, firefighters and medical responders is critical to the protection of life and preservation of property; and

Whereas; the safety of our law enforcement officers, firefighters, and medical responders is dependent upon the quality and accuracy of information obtained from citizens who telephone the Dodge County Communications Center; and

Whereas; Public Safety Telecommunicators are the first and most critical contact our citizens have with emergency services; and

Whereas; Public Safety Telecommunicators are the single vital link for our law enforcement officers, firefighters, and medical responders by monitoring their activities by radio, providing them information and ensuring their safety; and

Whereas; Public Safety Telecommunicators of Dodge County have contributed substantially to the apprehension of criminals, suppression of fires and treatment of patients; and

Whereas; each Public Safety Telecommunicator has exhibited compassion, understanding and professionalism during the performance of their job in the past year.

Now, Therefore, the Chair of the Dodge County Board of Commissioners, does hereby proclaim the week of April 10-16, 2022 as National Public Safety Telecommunicators Week in Dodge County, Minnesota, in honor of the men and women whose diligence and professionalism keep our communities and citizens safe.

Motion by Kenworthy seconded by Toquam to proclaim the week of April 10-16, 2022 as National Public Safety Telecommunicators Week as recommended.

Motion Adopted [Unanimous]

Sara Marquardt, Accounting Services Director

Standard Liquor License with Sunday Sale

Ms. Marquardt informed the Board that Hidden Pines Bar & Grill LLC in Mantorville is requesting a Liquor and Sunday Sale License. This will cover the time period of February 1, 2022 through December 31, 2022.

Motion by Allen seconded by Kenworthy to approve and authorize the Liquor and Sunday Sale License for the Hidden Pines Bar & Grill for calendar year 2022, pending the approval of the County Attorney and County Sheriff.

Motion Adopted [Unanimous]

Lauren Cornelius, Environmental Services Director

Planning Commission Recommendations Reviewed

Ms. Cornelius presented for the Board's consideration the April 6, 2022 Planning Commission recommendations.

The Environmental Services Director discussed CUP #21-03 Amendment - Our Farm Fresh Expansion.

Motion by Allen seconded by Toquam to approve of the following action of the Planning and Zoning Commission as reviewed on April 6, 2022 with the reasons, recommendations and conditions as found in the individual permit:

CUP #21-03 Amendment - Our Farm Fresh Expansion

The first public hearing is to consider an application for an amendment to Conditional Use Permit #21-03 to allow an existing Agritourism Business of a pick your own cut flower farm to increase their hours of operation and increase their business offerings. The property is located in the Ag District on approximately 4.83 acres, Section 33, Vernon Township. The applicant and property owner is Kathryn Davis.

RECOMMENDATIONS

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

1. The business will be open January through December. The hours of operation will occur Monday through Sunday 7 a.m.-7 p.m.
2. Operation will comply with all local, state, and federal regulation regarding the proposed use of the property. The business shall obtain and maintain all necessary licenses, registrations and/or other approvals for activities taking place at the site.
3. Verification that the site and buildings comply with the Minnesota Accessibility Code and State Building Code (Fire Code also if needed) shall be provided to be included with a copy of the CUP on file in the Environmental Services Department.
4. All waste generated on site shall be properly disposed of in accordance with the Dodge County Solid Waste Ordinance and MPCA rules.

5. Any sign proposed for the business shall meet the general development standards and performance standards of the Dodge County Zoning Ordinance.
6. Any change involving the addition of new business-related structures or employees beyond that specified in the business plan on file with the CUP, enlargement, intensification of the use or similar changes not specifically permitted by the CUP shall require an amended CUP to be issued.
7. The business shall comply with the conditions of this permit and the information provided in the business plan and details provided in the emails on file.
8. The business shall comply with the Nuisance Standards of the Dodge County Zoning Ordinance. Nuisance complaints shall result in review of the CUP by the Planning Commission.
9. Zoning Permits shall be required prior to any structures subject to permitting under the Dodge County Zoning Ordinance.
10. Portable self-contained handwashing stations shall be required onsite during special events, operation of a petting zoo, and/or anytime food is prepared, served, or offered on site. Should the business choose to add a bathroom, handwashing sink, a commercial kitchen, and/or prepare foods onsite, a sewage treatment system will need to be designed, permitted and installed prior to the addition and must comply with Local and State regulations.
11. Proof of written permission from DNR to use nearby waterway to irrigate garden or proof of DNR water appropriation permit.

Motion Adopted [Unanimous]

Ms. Cornelius discussed ZA #22-01 Chapter 18 Amendment.

ZA #22-01 Chapter 18 Amendment

The second public hearing is to consider an application for Zoning Amendment #22-01 to Chapter 18 Section 18.12.6 and Section 18.13.15. To view the proposed language a copy will be available at the Dodge County Finance Office, the Dodge County Environmental Services Office and also on the County web site www.co.dodge.mn.us. / Departments/Environmental Services/Public Hearings.

Commissioner Allen offered the following resolution (#2022-20), seconded by Commissioner Toquam:

WHEREAS, language in the Dodge County Zoning Ordinance needs to be amended to address existing issues and define county processes; and

WHEREAS, under provisions of the Dodge County Zoning Ordinance, Zoning Permits expire within one year if construction has not begun; and

WHEREAS, placement of a footing in the ground satisfies the criteria for beginning construction under the ordinance; and

WHEREAS, footings have been used to secure a dwelling site for an indefinite period of time without actual construction of the dwelling; and

WHEREAS, this issue has been problematic for Agricultural areas subject to the dwelling density as footings have closed the quarter sections to new development; and

WHEREAS, as a result, the Dodge County Board of Commissioners have recognized that there is a need to put an expiration on Zoning Permits issued for dwellings; and

WHEREAS, a summary of the language to be amended in Chapter 18 (Administration), Sections 18.12.6 & 18.13.15 identified in Attachment A to this resolution, has been published in the legal newspaper on March 24th, 2022 and posted upon the county website; and

WHEREAS, a public hearing on the proposed amendments was held by the Dodge County Planning Commission on April 6th, 2022; and

WHEREAS, the Planning Commission recommended approval of the proposed amendments to Chapter 18, Sections 18.12.6 & 18.13.15 as identified in Attachment A to the Dodge County Board of Commissioners; and

WHEREAS, the Dodge County Board of Commissioners adopted the proposed amended Chapter 18, Sections 18.12.6 & 18.13.15 at its April 12th, 2022 meeting.

THEREFORE BE IT RESOLVED, that the County Board of Dodge County hereby adopts the amendments to Chapter 18 (Administration), Sections 18.12.6 & 18.13.15 as identified in Attachment A to this resolution.

Resolution Adopted [Unanimous]

Paul Kiltinen, County Attorney

Mr. Kiltinen provided the Board with a legal update.

Motion No Vote

Lisa Kramer, Finance Director

Hamilton Cooperative Tax Abatement Plan and Resolution

Ms. Kramer reported pursuant to the public hearing the County held on February 22, 2022, included in the Board packet was the Cooperative Tax Abatement Plan and resolution to authorize the abatement agreement. In review, the County is agreeing to abate 100% of the property tax generated from the improvements for a period of five years. This abatement will be in place for payable years 2024-2028. Annually, the County will forward its share of the abatement to the City of Kasson as it is collected and the City will be responsible for disbursing

the abatement funds to the developer.

Commissioner Allen offered the following resolution (#2022-21), seconded by Commissioner Kenworthy:

WHEREAS, under the Abatement Act, the County has the authority to grant tax abatements for economic development; and

WHEREAS, the County Board has held the required public hearing February 22, 2022 to consider the terms of abatement assistance requested by the Developer.

NOW THEREFORE BE IT RESOLVED,

Section 1. Recitals.

- 1.01. The County has contemplated granting a property tax abatement in order to assist with the construction of residential multifamily improvements (Hamilton Real Estate) to be located in the City of Kasson, Minnesota, pursuant to Minnesota Statutes, Sections 469.1812 through 469.1815 (the “Act”).
- 1.02. Pursuant to Section 469.1813, subd. 2(a) of the Act, the County may identify particular parcels and provide, by resolution, that the County may reduce all or a portion of the County’s share of property taxes on the tax parcel in question to reduce all or part of the property tax amount for the political subdivision of the parcel.
- 1.03. The County has identified certain parcels, specifically parcel 24.032.2200 (the “Abatement Property”), located in Kasson, Minnesota from which the County proposes to collect all of the County’s share of taxes on the improved value and forward those dollars to Hamilton Real Estate to help assist the project, subject to all the terms and conditions of this resolution.
- 1.04. The County understands that it and Independent School District #204 will forward their share of property tax abatements to the City of Kasson annually as collected commencing with taxes payable in 2024 and lasting for a period of at least five years. The City of Kasson will include the County and School’s share of tax abatement in its annual reimbursement to Hamilton Real Estate.
- 1.05. On February 22, 2022, the Board conducted a duly noticed public hearing on the Abatement at which the views of all interested person were heard.

Section 2. Findings.

- 2.01. It is hereby found and determined that the benefits to the County from the abatement will at least be equal to the costs to the County of the Abatement, because the project is greater than the present value of future taxes with bare

land. Further, the project shall increase employment/labor force opportunities within the County.

- 2.02. It is hereby found and determined that the abatement is in the public interest for the following reasons:
- (a) the abatement will increase tax base by assisting in the construction of multifamily residential housing improvements.
 - (b) the abatement shall increase employment/labor force opportunities within the District.

Section 3. Actions Ratified: Abatement Approved.

- 3.01. The Board hereby ratifies all actions of the County's staff and consultants in arranging for approval of this resolution in accordance with the Act.
- 3.02. Subject to the provisions of the Act, the Abatement is hereby approved and adopted subject to the terms and conditions noted in the attached Cooperative Tax Abatement Plan, hereby incorporated into this Resolution.
- 3.03. In accordance with Section 469.1813, subdivision 8 of the Act, in no year shall the abatement, together with all other abatements approved by the County under the Act and paid in that year exceed the greater of 10% of the County's levy for that year or \$200,000 (the 'Abatement Cap'). The County may grant any other abatements permitted under the Act after the date of this resolution provided that to the extent the total abatements in any year exceed the Abatement Cap, the allocation of Abatement Cap to such other agreements is subordinate to the Abatements under this Resolution.
- 3.04. This resolution is affective and contingent upon approval of the by Kasson Mantorville Independent School District and the City of Kasson of an abatement resolution similar to this resolution.

Resolution Adopted [Unanimous]

408 West Street - Forfeiture Basic Sales Price

The Finance Director informed the Board that in 2019 408 West Street, Mantorville (25.100.0160) was offered for sale at public auction and ultimately wasn't sold. Since then there have been several inquiries each year asking how to purchase the lot and what the cost is. These inquiries come to an abrupt end when county staff disclose the 2016 and 2017 assessments that could be reassessed to the new owner. This has happened enough times that it has become clear that the pending assessment is acting as a blight on the property. With that in mind Ms. Kramer would like the Board to set a new basic sales price of \$6,000 and approve a sale date to offer it at public auction again. The total cost of the parcel including the basic sales price, purchase fees and the pending assessments would be approximately \$35,000. This is a fair total cost for this lot as a similar lot on Chestnut Street recently sold for \$40,000.

Ms. Kramer reported if the new sales price is approved, she would like to set the date of May 5, 2022 for a forfeited property sale. This will be the only property offered at this sale.

Motion by Allen seconded by Toquam to approve and authorize setting a sale date of Thursday, May 5, 2022 for the forfeited property located at 408 West Street, Mantorville and setting a basic sales price of \$6,000 as recommended.

Motion Adopted [Unanimous]

Penalty Abatement Request

The Finance Director reported the proposed penalty abatement request is from Craig Swanson. Mr. Swanson paid his full year property tax in April 2021 but paid the proposed amount found at the top of the statement rather than the certified tax amount on the stub. Mr. Swanson states on the abatement form that he received the required delinquency letter in March after it had been mailed out in January. Mr. Swanson paid all the accrued penalty, interest, and costs in April 2022.

Motion by Allen seconded by Toquam to approve the penalty abatement request of Mr. Swanson given the fact that he paid their taxes right away and the abatement request is a small amount.

Motion Adopted [3 to 1]

Bills Reviewed

Ms. Kramer reviewed bills with the Board.

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

01	Revenue Fund	\$ 126,094.45
13	Road and Bridge Fund	\$ 110,995.23
16	Environmental Quality Fund	\$ 132,771.71
19	Eda/Hra-Dodge County	\$ 6,895.75
	Total	\$ 376,757.14

Motion Adopted [Unanimous]

Guy Kohlhofer, County Engineer

Authorization of TH 57 Detour Agreement

Mr. Kohlhofer reported during the summer of 2022 MnDOT will be reconstructing TH 57 through Kasson. The state has requested to detour TH 57 traffic onto Dodge County's CSAH 12, 21 and 34 bypassing much of Kasson during construction.

The surfaces of CSAH 12, 21 and 34 are in good condition. No undue damage is expected.

The section of CSAH 34 to be detoured on has uneven edges but no noticeable additional wear is expected.

For the use of our roads the county will receive a sum equal to the estimated gas tax paid by the vehicles detoured. The county will also be paid an estimated maintenance amount based on traffic and expected maintenance. Total payment is estimated at just over \$77,000.

The County Engineer reported the lengthy Detour Agreement lays out the details of the agreement and can be found in the Board pack. Also included was a resolution authorizing the County Engineer to act as agent for the county in this matter.

Commissioner Allen offered the following resolution (#2022-22), seconded by Commissioner Toquam:

IT IS RESOLVED that Dodge County enter into MnDOT Agreement No. 1048939 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the State to the County for the use and maintenance of County State Aid Highway No. 12, No. 21, and No. 34 as a detour route during the construction to be performed upon, along, and adjacent to Trunk Highway No. 57 from County State Aid Highway No. 34 to 11 Street NE under State Project No. 2007-43 (T.H. 57=57).

IT IS FURTHER RESOLVED that the County Engineer is authorized to execute the Agreement and any amendments to the Agreement.

Resolution Adopted [Unanimous]

2022 Capital Improvement Program Public Hearing

Mr. Kohlhofer reported the purpose of this public hearing is to receive input on the 5 year Highway Capital Improvement Program and Bridge Priority Program.

The public hearing was open to the public at 10:00 a.m.

The County Engineer provided a detailed report on the 5 year Highway Capital Improvement Program and Bridge Priority Program.

Dennis Edgar who lives in Canisteo Township informed the Board that he'd like to see more roads paved in the Canisteo Township area. Mr. Edgar discussed which roads he felt warranted paving and reported there is a lot of hauling traffic on the roads in that area.

Mr. Kohlhofer stated since he has been here, there has been a consistent ambition on his part to do some more paving in the county to improve traffic. The County Engineer reported new paved roads are however hard to come by and noted he believes the last time they paved a new road in the county was around 1999. That being said, it is an aim for Mr. Kohlhofer to pave more county roads in the county.

County resident Nancy Becker-Peterson was present and stated there needs to be connections between the township roads in the Wasioja area. Ms. Becker-Peterson reported they have a hard time getting any maintenance done on the roads in Wasioja Township. Nancy Becker-Peterson discussed tourism opportunities for the Wasioja Seminary ruins and Wasioja cemetery and noted they'd like to develop trails in this area but bicycles and motorcycles won't drive on gravel roads to get to these two locations.

The County Engineer suggested that they consider looking for grants that would improve the cemetery which may also offer the opportunity to do some road improvements.

Motion No Vote

Public Hearing Closed

Motion by Toquam seconded by Kenworthy to close the 2022 Capital Improvement public hearing at 10:13 a.m.

Motion Adopted [Unanimous]

2022 Capital Improvement Program Approved

Motion by Kenworthy seconded by Toquam to approve the 2022 5-Year Capital Improvement Program and Bridge Priority Program as presented.

Commissioner Kenworthy informed Mr. Edgar that the county is playing catch up with making improvements to county roads and that he can appreciate what he said about County Road 6 and the roads in the Canisteo Township area.

Commissioner Tjosaas reported the county has Wheelage Tax and Sales Tax which are all being used to improve county roads.

Commissioner Toquam noted the CIP is a fluid documents which is ever changing.

Motion No Vote

Break

The Chair recessed the meeting at 10:16 a.m.

The Chair reconvened the meeting at 10:22 a.m.

Lisa Hager, Employee Relations Director

Personnel Agenda Reviewed

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

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

A. Sheriff's Office

- A.1 Madysen Erdelac - Deputy Sheriff
Authorization to change status from on-call to 1.0 FTE to fill approved vacancy.
Effective Date: 3/28/22
- A.2 Ryan Pacheco - Deputy Sheriff
No longer employed.
Effective Date: 3/25/22
- A.3 Deputy Sheriff - On-call (2)
Authorization to post and fill two vacancies.
Effective Date: 4/12/22
- A.4 Matt Maas - PSAP/Emergency Management Director
Step increase from C43 step 3 \$41.71 to C43 step 2 \$43.44.
Effective Date: 1/10/22
- A.5 Danell Meyer - Jury Attendant - On-Call
No longer employed.
Effective Date: 4/4/22

B. Public Health

- B.1 Leah Hoegh - PHN II
No longer employed.
Effective Date: 4/5/22
- B.2 Christie Agerter - PHN II - .5 FTE
Authorization to decrease from .5 FTE to On-Call (previously reduced from 1.0 FTE).
Effective Date: 5/1/22
- B.3 PHN - 1.0 FTE
Authorization to post and fill vacancy.
Effective Date: 4/12/22
- B.4 Serena Ness - Account Technician
Authorization to employ at B23 step 6 \$22.46 to fill approved vacancy.
Effective Date: 4/25/22

C. Environmental Services

- C.1 Catherine Grondin - Zoning Administrator - 1.0 FTE
Status change from Environmental Administrative Technician B24 step 7 \$23.81 to
Zoning Administrator C43 step 9 \$32.19.
Effective Date: 4/11/22

D. Administration

- D.1 Sarah Johnson - Account Technician
Authorization to employ at B23 step 6 \$23.85 to fill approved vacancy.
Effective Date: 4/27/22

E. Highway

- E.1 Logan Bjerke - Equipment Operator II
No longer employed.
Effective Date: 4/1/22
- E.2 Equipment Operator - II
Authorization to post and fill vacancy.
Effective Date: 4/12/22

Motion Adopted [Unanimous]

Jim Elmquist, County Administrator**American Rescue Plan Act Discussion**

Mr. Elmquist provided the Board with an update of the American Rescue Plan Act (ARPA) spreadsheet as there was an error in the previous calculation they had reviewed. Included in the Board packet was the working spreadsheet for the Board's review. As previously noted, staff plans to obligate the funds as payroll reimbursement on Public Health and Sheriff staff so this money is considered "unrestricted" in its use.

Brief discussion took place on the Fair Board's pavilion request. It was the consensus of the Board that with all of the projects taking place this year that a new pavilion was a future project, possibly for 2023 or 2024.

Motion No Vote

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

The County Administrator informed the Board that they had 31 applications for the Veteran Services Officer position and that they will be doing interviews next week with seven candidates.

Also noted was that the Fairview Care Center meeting on April 26th will take place around 2:30 p.m. in Dodge Center.

Motion No Vote

Public Health Committee Report - Commissioner David Kenworthy

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

Public Health Update

Mr. Kenworthy briefly reviewed with the Board donations that were received by the Public Health Department, and provided a general update on public health operations as follow-up to previous public health updates.

Motion No Vote

Request to Approve Public Health Donations

Commissioner Allen offered the following resolution (#2022-23), seconded by Commissioner Kenworthy:

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 \$ 330.00

- 5 Crochet Baby/Toddler Quilts - \$200
- 6 Crochet Baby Hats - \$60
- 2 Crochet Baby Sweater - \$70

Resolution Adopted [Unanimous]

Administration Committee Report - Commissioner Tim Tjosaas

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

2022 Winter Sports State Championship Recognition

In previous years, if a Dodge County team or individual wins a Minnesota High School State Championship, the County Board recognizes the achievement. Included in the Board packet was a resolution which recognizes these achievements.

Commissioner Kenworthy pointed out that the county can also be proud of the fact that there were a number of other really good teams in Dodge County that made it to state and finished 2nd this year.

Commissioner Allen offered the following resolution (#2022-24), seconded by Commissioner Toquam:

WHEREAS; the Dodge County Board of Commissioners recognizes the hard work and dedication that it takes to be a successful team member of high school athletic teams; and

WHEREAS; the high schools located within Dodge County have a long history of producing high quality individuals in the area of athletics and academics; and

WHEREAS; the students in the Kasson-Mantorville, Triton and Hayfield school districts have traditionally represented the citizens of Dodge County with the highest of values and dedication.

THEREFORE BE IT RESOLVED; that the Dodge County Board of Commissioners recognize the achievements made by the following Dodge County athletes and teams:

2022 State Tournament Class A Team Champions

Hayfield Boys Basketball Team

2022 State Tournament Class AA Individual Champions

Bennett Berge #195

BE IT FURTHER RESOLVED; that Dodge County will forward this resolution to the respective School Boards in hopes of public recognition of these great accomplishments.

Resolution Adopted [Unanimous]

Commissioners provided their agency reports. Commissioner Allen met with Milton Township officials and attended the Township Officers meeting. Commissioner Kenworthy attended a Fair Board meeting, a Zoom meeting on the Seminary Ruins and a Township Supervisor's meeting. Commissioner Peterson was not available to report his meeting attendance. Commissioner Tjosaas attended a SCHRC meeting and a Semcac meeting. Commissioner Toquam attended a SCHRC meeting, a SCHA meeting, a 1W1P meeting, a Township Officers meeting and a County Board meeting.

Motion No Vote

There were no Other Deferred Business Items to discuss.

Motion No Vote

Adjourn

Meeting Adjourned

Motion by Allen seconded by Toquam to adjourn the meeting at 10:51 a.m.

The next meeting of the Dodge County Board of Commissioners will be held on April 26, 2022 at 5:00 p.m.

Motion No Vote



City Council Report

To: Mayor and Council
From: Shirley Buecksler, City Clerk-Treasurer
Date: May 9, 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
220 3 rd Street West	Southeastern Minnesota Multi-County Housing & Redevelopment Authority
916 Walnut Street	Deborah Guenther

Staff Recommendation:

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

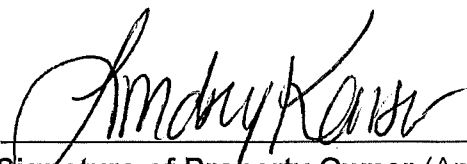
APR 13 2022

CITY OF MANTORVILLE
RENTAL CERTIFICATE RENEWAL

City of Mantorville
21 5th Street East PO BOX 188
Mantorville, MN. 55955
507-635-5170

<u>Property Name/Address (Legal Name)</u>			
Southeastern Minnesota Multi-County Housing + Redevelopment Authority			
134 East Second St, Wabasha MN 55981			
<u>Property Owner</u>	<u>First/MI/Last</u>	<u>Telephone</u>	
"SemMCHA"	Lindsey Kaiser	651-565-2638 ext. 205	
<u>Address</u>	<u>City</u>	<u>State</u>	<u>Zip</u>
220 3 rd Street West,	Mantorville		55955

I hereby certify no changes have been made in my rental unit/s since the original
Rental Certificate Application or the previous renewal and the unit/s is/are in
Compliance with the City code.


Signature of Property Owner (Applicant)

4-18-22
Date

Renewal Fees

☒ \$25.00 – 1 Building/Site Less than four (4) units
☐ \$30.00 – 1 Building/Site Four (4) to eight (8) units

Make check payable to the City of Mantorville.

CITY OF MANTORVILLE
RENTAL CERTIFICATE RENEWAL

City of Mantorville
21 5th Street East PO BOX 188
Mantorville, MN. 55955
507-635-5170

Property Name/Address (Legal Name)

916 Walnut St. Mantorville

Property Owner

First/MI/Last

Telephone

Deborah

J Guenther

Address

City

State

Zip

1621 29th St. SE Rochester MN 55904

I hereby certify no changes have been made in my rental unit/s since the original
Rental Certificate Application or the previous renewal and the unit/s is/are in
Compliance with the City code.



Signature of Property Owner (Applicant)

4/26/22

Date

Renewal Fees

☒ \$25.00 – 1 Building/Site Less than four (4) units

☐ \$30.00 – 1 Building/Site Four (4) to eight (8) units

Make check payable to the City of Mantorville.

APPLICATION/REGISTRATION FORM

DATE OF APPLICATION 05/03/22

APPLICANTS NAME Patty Jo Hanson AGE _____
PLEASE PRINT

APPLICANTS ADDRESS 2105 8th Ave NE

CITY Rosson STATE MN ZIP 55944

APPLICANTS CONTACT NUMBER _____

IF APPLICATION IS BEING MADE FOR A TRANSIENT MERCHANT'S LICENSE, STATE THE LOCAL
ADDRESS FROM WHICH SALES WILL BE MADE: (WHERE WILL YOU SET UP BUSINESS)

2105 8th Ave NE Rosson MN 55944
Mobile Ice Cream Truck

GIVE A BRIEF DESCRIPTION OF THE NATURE OF THE BUSINESS OR GOODS TO BE SOLD

Novelty Ice Cream Treats, Soda, chips
and Candy - Prepackaged items.

IF YOU ARE EMPLOYED BY ANOTHER PERSON, FIRM OR CORPORATION, GIVE THE NAME AND
ADDRESS OF YOUR EMPLOYER AND ATTACH CREDENTIALS FROM YOUR EMPLOYER WHICH
WILL DISCLOSE THE RELATIONSHIP BETWEEN YOU:

NAME OF EMPLOYER Rosson Laser Graphics - Co Owner

ADDRESS OF EMPLOYER 207 W. Main St.

CITY Rosson STATE MN ZIP 55944

FOR WHAT LENGTH OF TIME DO YOU DESIRE A LICENSE? Seasonal

IF YOU PROPOSE TO SELL GOODS, WARES OR MERCHANDISE, WHAT IS THE SOURCE OF SUPPLY
OF SUCH GOODS, WARES OR MERCHANDISE:

Big Bell Ice Cream, Kline Distribution

WHERE ARE SUCH GOODS, WARES OR MERCHANDISE LOCATED AT THIS TIME?

on my Truck

IN WHAT MANNER DO YOU PROPOSE TO DELIVER SUCH GOODS, WARES OR MERCHANDISE?

Mobile Ice Cream Truck

IF YOU PROPOSE TO SELL SERVICES TO BE PERFORMED IN THE FUTURE, WHO WILL PERFORM
THESE SERVICES? N/A

WHERE ARE THESE PERSONS AT THIS TIME? N/A

GIVE THE NAMES OF AT LEAST TWO (2) PERSONS WHO OWN PROPERTY IN DODGE COUNTY, MINNESOTA WHO WILL CERTIFY TO YOUR GOOD CHARACTER AND BUSINESS RESPONSIBILITY, OR, IN LIEU THEREOF, STATE ANY OTHER FACTS WHICH WILL ENABLE AN INVESTIGATOR TO EVALUATE YOUR CHARACTER AND BUSINESS RESPONSIBILITY:

Candy Hickern
Laura Eisterhold

HAVE YOU EVER BEEN CONVICTED OF ANY CRIME, EITHER A FELONY OR A MISDEMEANOR, OTHER THAN A TRAFFIC VIOLATION? YES ☐ NO ☒

IF SO, STATE THE NATURE OF THE CRIME OF WHICH YOU WERE CONVICTED AND THE PENALTY IMPOSED: _____

STATE THE LAST CITIES, NOT TO EXCEED THREE (3), WHERE YOU CARRIED ON BUSINESS IMMEDIATELY PRECEDING THE DATE OF THIS APPLICATION AND STATE THE ADDRESSES FROM WHICH SUCH BUSINESS WAS CONDUCTED IN THOSE CITIES:

Kasson MN

STATE MAKE, MODEL, YEAR AND LICENSE NUMBER OF ALL VEHICLES USED IN CONNECTION WITH THE SALE OF GOODS WARES OR MERCHANDISE 1999 Ford Econoline

THE STATEMENTS ABOVE ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND THAT ANY COMPLAINTS RECEIVED DUE TO MY SOLICITATION COULD RESULT IN MY BEING ASKED TO LEAVE THE CITY. I FURTHER AGREE TO RESPECT ANY CITIZENS REQUEST TO NOT SOLICIT THEIR PROPERTY. THE DODGE COUNTY SHERIFFS DEPARTMENT WILL BE NOTIFIED OF MY REQUEST FOR SOLICITATION.

SIGNATURE OF APPLICANT

Patricia Hanger

SIGNATURE OF CITY OFFICIAL Shirley R Bueckler

DATE: 04/28/2022

FEE DUE \$ 10.00 paid 04/28/2022 DATE PAID 04/28/2022

THIS LICENSE/REGISTRATION IS FOR THE PERIOD OF May 9, 2022 - May 9, 2023



City Council Report

To: Mayor and Council
From: Shirley Buecksler, City Clerk-Treasurer
Date: May 9, 2022

Variance for Construction of an Addition to Existing Dwelling with Reduced Setback from Rear Property Line – 508 Clay Street

BACKGROUND INFORMATION:

Property owner Martha Vrieze has submitted an application requesting approval of a variance for rear yard reduced setbacks at 508 Clay Street to add a garage and additional living quarters to the structure that are less than allowed by ordinance.

A public hearing must be held with citizens allowed to speak in regards to this item. Notice was published in the Dodge County Independent newspaper, and property owners within 350 feet of 508 Clay Street were notified of tonight's public hearing.

Enclosed are the application materials submitted by the property owner. If Council approves of the variance, the enclosed resolution has been prepared for Council's adoption.

STAFF RECOMMENDATION:

Based on discussion, motion to approve or deny the variance and enclosed resolution for 508 Clay Street. If Council prefers to have the City Attorney review the drafted resolution, direct the City Clerk to forward to the City Attorney and bring back to a future meeting for Council approval.

**CITY OF MANTORVILLE
APPLICATION FOR VARIANCE**

Fee \$250

- (A) Applicant's Name Martha Vrieze Phone _____
- (B) Address 508 Clay St Email Address: _____
- (C) Owner's Name (if different from Applicant) _____ Phone _____
- (D) Owner's Address _____ Email Address: _____
- (E) Address of the Property 508 Clay St
- (F) Tax Parcel ID Number(s) R 25.100.1050
- (G) Legal Description of Property Lot 3, Block 13, Plat of Village, new City of Mantorville
- (H) Description of Request Addition onto existing house
- (I) Reason(s) for Request Need car garage + storage for yard equipment.
Additional 2 bedrooms + full bath on second level
- (J) Present Zoning Classification of the Property _____
- (K) Existing Use of the Property Residential
- (L) Section of the Zoning Ordinance in which a variance is sought: Setbacks
- (M) Explain how you wish to vary from the applicable provisions of the Zoning Ordinance: _____
Asking for variance exception on setback of east side of
residential home to add on garage and more living quarters

(N) A variance may only be granted by the City Council where the strict enforcement of the Zoning Ordinance will result in "practical difficulties." Under the new law, **practical difficulties means** (1) the property owner proposes to use the property in a reasonable manner permitted by the ordinance, (2) the owner's plight is due to circumstances unique to the property not created by the owner, and (3) the variance will not alter the locality's essential character. The Applicant is responsible for establishing the existence of practical difficulties regarding the particular property and that the request otherwise satisfies the requirements of the Zoning Ordinance. Whether or not "practical difficulties" exist is determined by the City Council considering all of the following factors. Please summarize the facts as to your property and alleged "practical difficulties" with regard to each of the factors, using additional paper and attachments, if necessary.

1. In your opinion, is the variance in harmony with the purposes and intent of the Zoning Ordinance?

☒ Yes ☐ No

Why or why not? Explain:

The variance exception will still allow traffic to flow in a safe manner

2. In your opinion, is the variance consistent with the comprehensive plan?

☒ Yes ☐ No

Why or why not? Explain:

It will not interfere with new alley improvements for 2022

3. In your opinion, are you proposing to use your property in a reasonable manner not permitted by the Zoning Ordinance?

☐ Yes ☒ No

Why or why not? Explain:

We are moving this property back to residential and front property to commercial so we stay within cities' zoning of this property

4. In your opinion, is your dilemma due to circumstances unique to your property which do not apply to other properties in the same zone or vicinity?

☒ Yes ☐ No

Why or why not? Explain:

Because there is no storage or garage on this property

5. In your opinion, were the circumstances causing the practical difficulties created by someone or something other than you or the previous owners of the property?

☒ Yes ☐ No

Why or why not? Explain:

Yes, the house could of been placed more to the west and north allowing more space for garage

6. In your opinion, will the granting of the variance maintain and not alter the essential character of the area or the neighborhood?

☒ Yes () No

Why or why not? Explain:

The total remodel
and addition will enhance the character greatly in historical
look. ~~and~~ It will also increase property values around this area

7. In your opinion, do the alleged practical difficulties involve more than just economic considerations?

☒ Yes () No

Why or why not? Explain:

Because already far on east
side, it doesn't effect green space

The City will not consider as a variance any use that is not permitted for the property in the district where the affected person's land is located.

No application for a variance shall be considered by the Council within a 1-year period following a denial of the request unless, in the opinion of the Council, new evidence or a change in circumstances warrant it.

The undersigned certifies that they are familiar with application fees and other associated costs, and also with the procedural requirements of the Mantorville Zoning Ordinance and other applicable City ordinances. Submittal of the application, required information and fee does not guarantee the issuance of a variance. Additional information may be needed or conditions may exist that would prevent the actual granting of a variance.

I hereby certify with my signature that all data on my application form, and any additional sheets, plans and specifications, are true and correct to the best of my knowledge.

Math Urie

Applicant Signature

4/12/2022

Date

Math Urie

Property Owner Signature (if different from Applicant)

4/12/2022

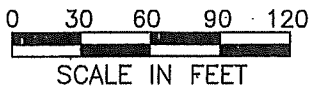
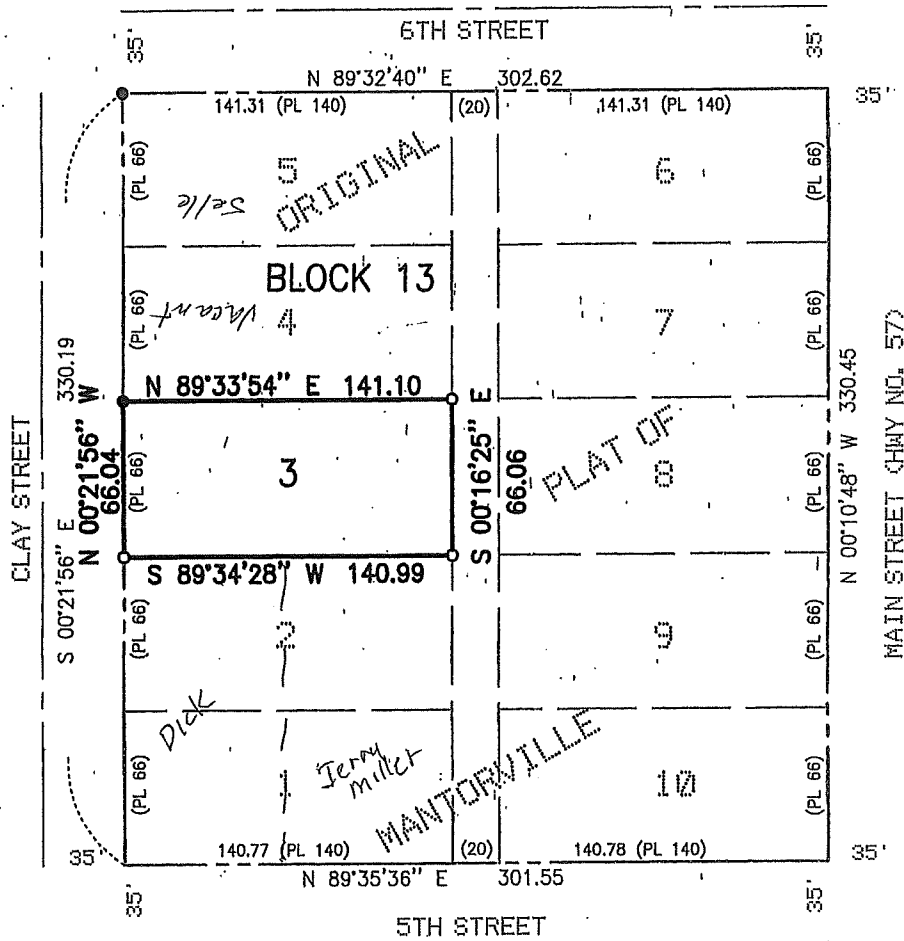
Date

CERTIFICATE OF SURVEY

LOT 3, BLOCK 13

ORIGINAL PLAT OF MANTORVILLE

DODGE COUNTY, MINNESOTA



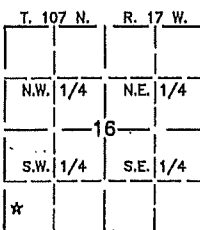
DESCRIPTION

Lot 3, Block 13, ORIGINAL PLAT of the VILLAGE, now CITY OF MANTORVILLE, according to the plat thereof on file at the County Recorder's office, Dodge County, Minnesota.

BASIS OF BEARINGS

All Bearings are in relationship with the Dodge County Coordinate System NAD 83, Adjusted 1996.

PROPERTY LOCATION MAP



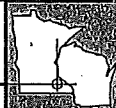
No Scale

MASSEY
LAND SURVEYING & ENGINEERING
 P.O. BOX 428, KASSON, MN 55944
 PH. NO. 507-634-4505, FAX NO. 507-634-6560

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Richard J. Massey
 Richard J. Massey

Date 7-20-07
 LIC. NO. 41814



THIS SURVEY AND DRAWING WAS PREPARED FOR THE EXCLUSIVE USE OF:

LYLE HOAGLUND
 DODGE CENTER, MINNESOTA

MONUMENTS

- FOUND (AS INDICATED)
- SET (5/8" PIPE UNLESS NOTED OTHERWISE)

DATE: 7/16/07

DWG NO. 1446SC01 JOB NO. 1446

DRAWN BY: B.C.E. SHEET 1 OF 1

PROCEDURES: The procedure for applying for a Variance from the regulations of the Zoning Ordinance are as follows:

1. The applicant shall file the completed application together with the required exhibits listed below and pay an application fee as established by the City Council.
2. When the City Clerk determines the application to be complete the public hearing date will be set.
3. The City Clerk shall publish a notice of the Public Hearing at least once in the legal newspaper not less than ten (10) days prior to the hearing.
4. The City Clerk shall give written notice to all property owners within 350 feet of the outer boundaries of the property in question; however, failure of any property owner to receive such notification shall not invalidate the proceedings.
5. The City Council shall take action to approve or deny the application within sixty (60) days of receiving a completed application. If the Council cannot take action to approve or deny the application within these sixty (60) days, the Council may extend the timeline for taking action before the end of the initial 60-day period by providing written notice of the extension to the applicant. The notification shall state the reasons for the extension and its anticipated length, which may not exceed sixty (60) days unless approved by the applicant in writing.
6. No application for a Variance shall be considered by the City Council within a one (1) year period following a denial of such request, except that the City Clerk may permit a new application to be filed if new evidence or a change in circumstances warrant it.

REQUIRED EXHIBITS FOR VARIANCES The following exhibits shall be required:

- | | |
|--|--|
| ☐ Yes ☐ No | 1. A completed application form. |
| ☐ Yes ☐ No | 2. An accurate boundary description of the property, in some cases a survey of the property by a licensed Surveyor will be required. |
| ☐ Yes ☐ No | 3. Evidence of ownership or enforceable option on the property |
| ☐ Yes ☐ No | 4. An accurate drawing, at scale, showing property lines, locations of existing buildings and proposed project. |

NOTE: SUBMITTAL OF THE REQUIRED INFORMATION DOES NOT GUARANTEE THE ISSUANCE OF A VARIANCE. ADDITIONAL INFORMATION MAY BE NEEDED OR CONDITIONS MAY EXIST THAT WOULD PREVENT THE ACTUAL GRANTING OF A VARIANCE.

FOR OFFICE USE ONLY

Date Submitted 04.13.22 Date Accepted _____ Fee Paid \$250.00

Public Hearing Date: May 9, 2022

(Circle one) Approved ☐ Denied ☐ by the City Council on _____, _____.

If approved, the following conditions were prescribed:

1. _____
2. _____
3. _____
4. _____

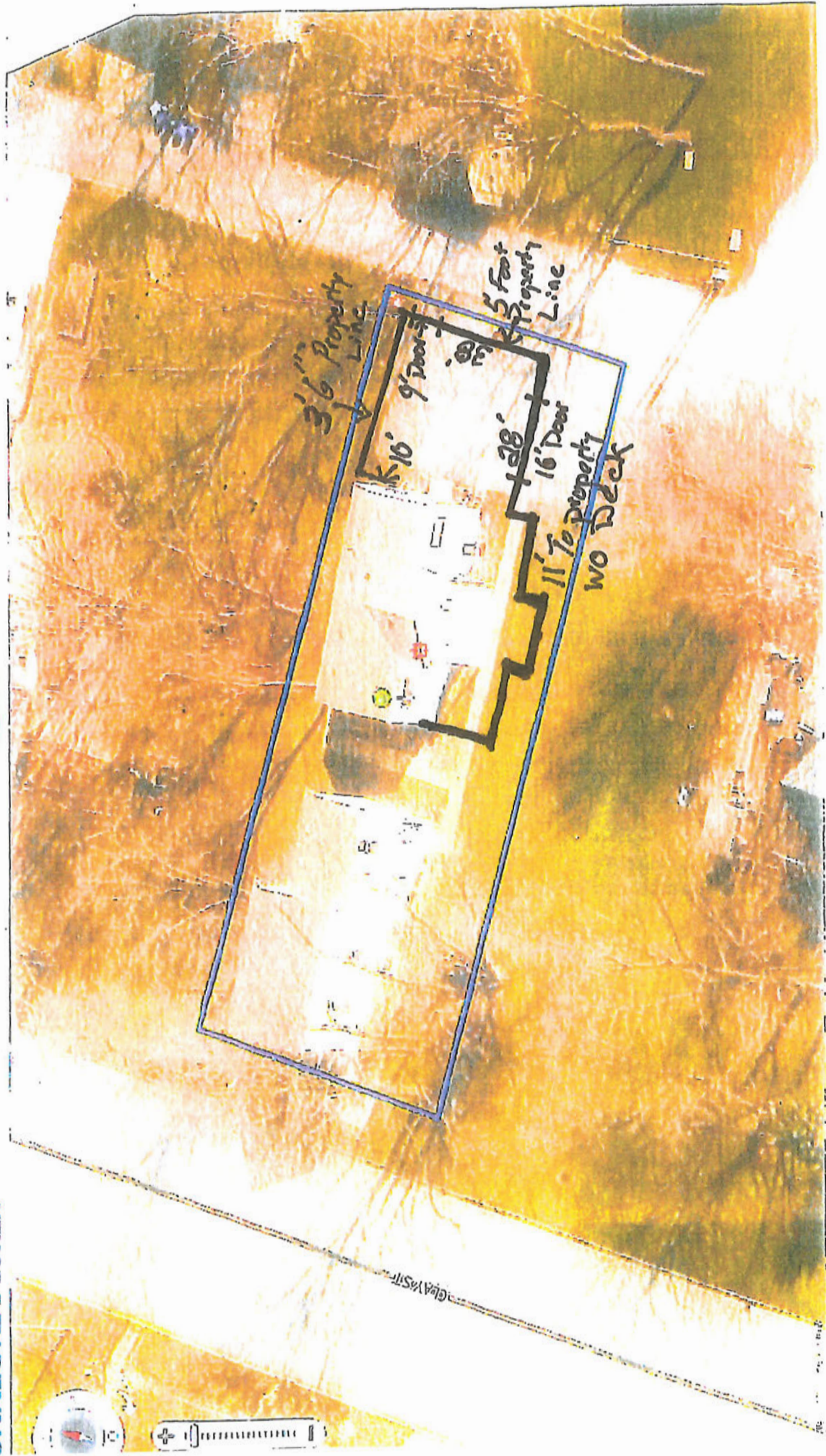
If denied, denial was for the following reason(s): _____

Not to Scale

CONNECT EXPLORER



<https://explorer.eagleview.com/>



508 Clay St.

**CITY OF MANTORVILLE
DODGE COUNTY, MINNESOTA**

RESOLUTION 2022-19

**A RESOLUTION GRANTING A VARIANCE FOR CERTAIN REAL PROPERTY
LOCATED AT 508 CLAY STREET, MANTORVILLE, MINNESOTA**

WHEREAS, Martha Vrieze (the “Applicant”) is fee owner of certain real property located in Mantorville, Minnesota and legally described as:

Lot 3, Block 13, Plat of Village, Dodge County, Minnesota (the “Property”); and

WHEREAS, the Applicant has made application to the City for a variance to allow for the construction of an addition onto the exiting house with reduced setbacks from the rear property line, which is less than what is otherwise allowed pursuant to Mantorville City Code, Section 150.072 Commercial District, Subd. D(5) Setbacks, which reads:

- (a) Front – 0 Feet;
- (b) Rear – 15 Feet;
- (c) Side – 0 Feet;
- (d) Thirty feet shall be required on that side of the property abutting any Residential District which shall include the required buffer yards and screening;

and

WHEREAS, the Applicant is requesting a variance from the rear yard setback, thereby allowing the Applicant to construct an addition to the home for a garage, storage for yard equipment, two additional bedrooms and a full bath on the second level; and

WHEREAS, the Mantorville City Council held a public hearing for the requested variance on May 9, 2022, at which time it heard from those wishing to speak on the variance and reviewed any written testimony or information provided to the City regarding this matter; and

WHEREAS, the City Council hereby finds and determines the following:

- (a) The requested variance is in harmony with the purposes and intent of the City’s zoning regulations as traffic will still be allowed to flow in a safe matter and is consistent with the comprehensive plan as it will not interfere with ne alley improvements for 2022 in the Commercial District; and
- (b) The Applicant has met with and has stated that they have received approval from the Mantorville Restoration Association for such improvements; and
- (c) The Applicant has proven to satisfy the “practical difficulties” standard, which is set forth in Minnesota Statutes Section 462.357, subdivision 6, paragraph (2), as said Applicant proposes to use the property in a reasonable manner not otherwise permitted by the zoning ordinance; the plight of the Applicant is due to

circumstances unique to the property not created by it as Madison Street was vacated prior to the Applicant purchasing the property and the variance requested will not alter the essential character of the locality.

NOW THEREFORE BE IT RESOLVED, that the above findings are made part of this resolution and the City Council hereby approves and issues the variance for the Property to allow for a reduced rear yard setback to _____, subject to all of the following conditions:

1. This variance shall be rendered null and void if the Applicant fails to construct the garage and additional living spaces on the Property and obtain a Certificate of Occupancy for it by _____
2. The Applicant and the Property shall remain in compliance with all applicable federal, state and local laws, rules, and ordinances.
3. All conditions of this approval must be complied with, shall run with the land, and shall not in any way be affected by the subsequent sale, lease or other change from current ownership of the Property.
4. This resolution is subject to the condition that all representations, written and oral, made by the Applicant and its agents and representatives to the City contained in and concerning the Applicant's application for the variance must have been true, complete, and accurate at the time they were made, and that they remain true and accurate for the duration of the variance.
5. An additional fee of up to two (2) hours of consultant time may be added to land use applications, per the Master Fee Schedule adopted by the City Council on January 24, 2022. Consultant time beyond two (2) hours will be discussed with the Applicant prior to the City proceeding with the variance application.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the City Clerk-Treasurer is hereby authorized and directed to record a certified copy of this resolution with the Office of the County Recorder, Dodge County, Minnesota.

Adopted by the City Council of the City of Mantorville, Minnesota, this 9th day of May 2022.

ATTEST:

Chuck Bradford, Mayor

Shirley R Buecksler, City Clerk-Treasurer

Shirley

From: Gene Lushinsky < >
Sent: Wednesday, April 20, 2022 8:05 AM
To: Shirley
Subject: Re: Variance Application 508 Clay St

Correction: The property I referenced "on Clay" is 5th street. Across from the Post Office.

Sent from my iPhone

On Apr 20, 2022, at 7:54 AM, Shirley <shirley@mantorville.com> wrote:

Thank you for your email, Gene. I will bring this forward to Council on April 25th.

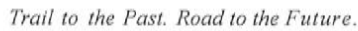
Have a good day!

Shirley Bueckeler
City Clerk-Treasurer
City of Mantorville
21 5th Street East | PO Box 188 | Mantorville, MN 55955
Office (507) 635-5170 | Direct (507) 635-5116
www.mantorville.com

From: G Lushinsky < >
Sent: Tuesday, April 19, 2022 7:15 PM
To: shirley@mantorville.com
Subject: Variance Application 508 Clay St

This property may be in the historic district and or commercial property district. I assume the Sell property was granted a variance for the garage/shop which is next door to this property. This appears to have a 5 foot setback on the alley. Also I believe the property facing Clay Street has a garage on the alley with a small set back. I believe the surrounding properties have set a president for the area. The laws may be different today but the variance should be granted based on the president of all properties in that block.

Gene Lushinskyf



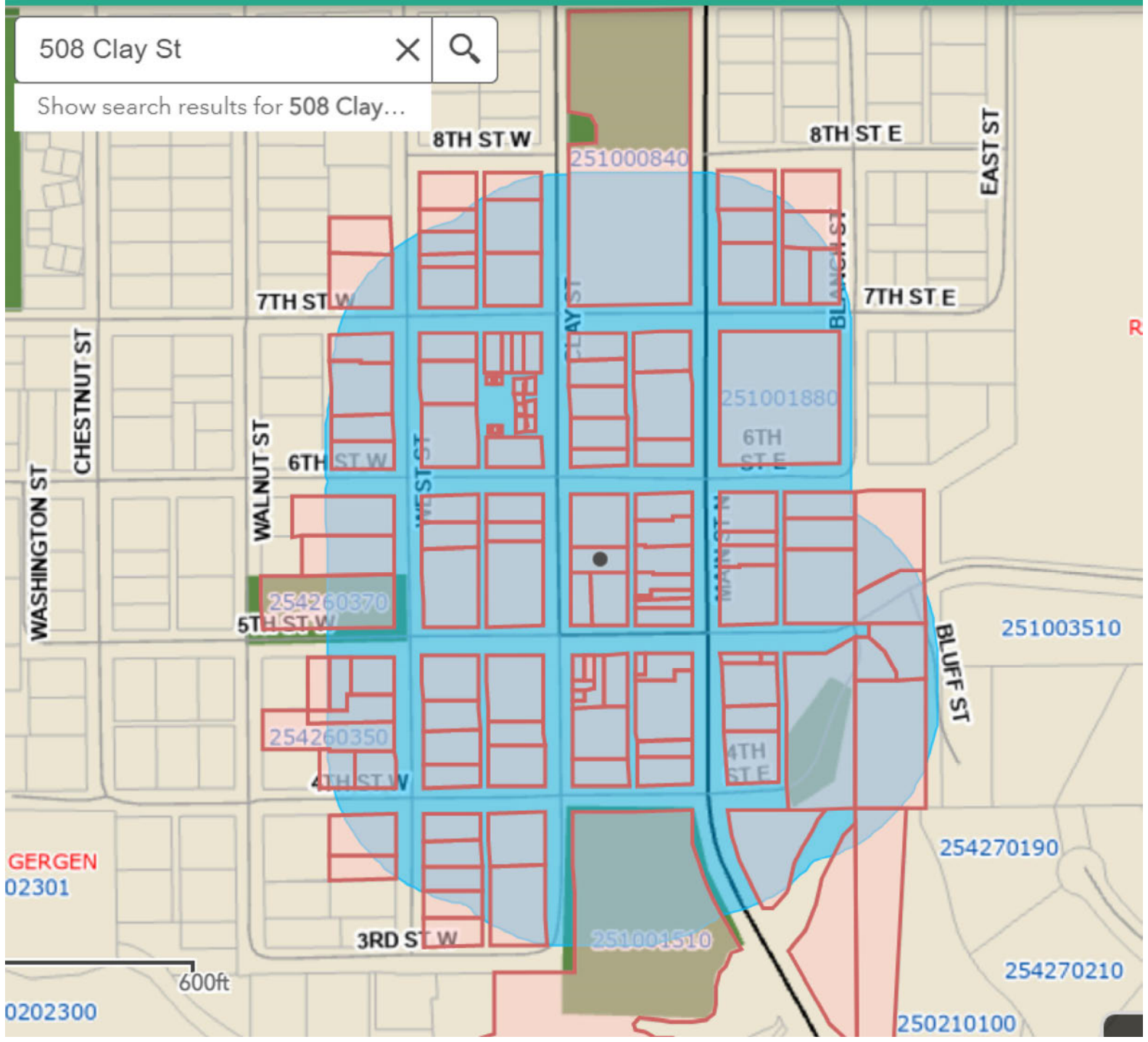
Shirley R. Bucksler
City Clerk-Treasurer

On the National Register of Historical Places Est. 1854

508 Clay St



Show search results for 508 Clay...



CITY OF MANTORVILLE PUBLIC HEARING NOTICE

Notice is hereby given that the Mantorville City Council will hold a Public Hearing on **Monday, May 9, 2022 starting at 6:30 pm**, or as soon as reasonably practical thereafter, in the City Hall Council Chambers to consider the following zoning request:

An application for a variance from Section 150.072 Subd. D(5) of the Mantorville City Code to allow for the construction of an addition to the existing dwelling with a reduced setback from the rear yard property line from 15 feet (per City Code) to 5 feet.

The applicant is Martha Vrieze, and the property is located at 508 Clay Street, Mantorville, Minnesota, PID 25.100.1050.

All interested persons should attend. If unable to attend, written comments may be submitted to the City Council prior to the Public Hearing via email to the City Clerk-Treasurer at shirley@mantorville.com or submitted to the City by mail to or drop off at City Hall, 21 5th Street East, Mantorville, MN 55955. All written comments received by 4:00 pm on the day of the meeting will be presented to the City Council.

Shirley R Buecksler
City Clerk-Treasurer

4/21T2

MANTORVILLE FIRE DEPARTMENT

May 2022 General Members Meeting

Call to Order:

- The meeting was called to order at: 21:36

Member's in Attendance:

- JJ, Dave, Rog, Paul, Don, Jim, Scott, Steve, Travis, Nate B., Joey, Troy, Brett, Annabelle, Duke, Nate S., Orion, Ryan, Annika, Angel

Chief's Report:

- Fire Captains 3 applicants / Pumper captains 1 applicant
- HIPPA
- Maintenance commitments
- Raffle tickets
- Chief has sold his house in hopes to find a home in Mantorville
- Survey of where you see yourself in 5-10 years. What you would like to do on calls and what you can do.

Assistant Chief:

- Looking into a time to set up airlines in the fire hall. May 15th 17:00

Deputy Chief:

- ZVMA Meeting info items. June 18th for multi-department training rain date June 25th. Subject to change. MNFIRE Training
- Grain bin rescue tube.
- Fit testing/ physical for a new member to get new turnout gear.
- Test stick for live power lines.(Hot Stick)
- Shed Discussion. We got the Park Board's Blessing for the shed. City Counsel needs to approve before we can move on.
- Mock car crash May 17th.

Fire Marshall:

- 1 Fire call in Kasson.

Training Officer:

- LP burn with riverland, Wednesday. Nelson Gas is Supplying the LP. We are doing it at the park.
- June is going to be tours of local places around Mantorville. Orion will be taking charge.
- Look into touring the new Hubble House so we are aware of the changes.

Equipment:

- Need to get rid of old forms off the PC.
- Will be ordering stickers for helmets for new captains.
- New sizes for gloves need to be ordered.
- Looking into electric tools for forcible entry and execution.

- Looking into super vac, fan company that are battery and electric operated. Possibly looking into them on Wednesday.
- New siren has been donated by a retired member to use on any truck we would like.
- Big thing at FDIC was Low pressure, High volume of water to fight fires.
- Headphones that work with the radios for the person running the pumper.
- Check your turnout gear. It's your responsibility.
- Positive pressure fan is down, and needs to be repaired.
- Make sure we are making shoreline is plugged in and charging.
- A few thermal cameras have been sent off for repairs.

Vehicles:

- Betsy- Up at city shop
- Pumper 1- Heat pans have been removed, back up alarm was repaired. Rear scene lights need to be repaired.
- Pumper 2 - Head pans have been removed.
- Chevy Pick Up - Fuel card is not working.
- Tanker 1 - Storage boxes repaired. Thanx Onion!!
- Tanker 2 - Has had troubles starting, may need batteries.
- Grass Rig -
- Rescue Truck -
- Fuel cards have the information on them now.
- Updating some of the maintenance sheets.

First Responder's:

- Dodge Center ambulance EMR class coming up.
- Stair chair straps in and will be put in.
- Sems will be here next Wednesday.

Treasurer

- Bills: \$3,945.33
- Discussed bills
- Motion made by: JJ to pay bills as stated
- 2nd by: Jim
- Motion carries

New Business:

-

Old Business:

-

Active Committees

- OSHA/Safety and Accountability: Paul, Russ, Travis, Ryan
- Radios: Paul, Rog, Ryan
- SOG'S: Paul, JJ, Russ, Steve, Rog
- Uniform's: Travis, JJ, Orion, Annablle, Nate S., Ryan, Tristan

- Explorer program: Nate B., Nate S. Chloe, Kyle, Annika
- Truck/Equipment- Russ, Curt, Paul, Travis, Nate B., Joey, Jim, Nate S.

Point Report:

- Motion made by: JJ to approve the point report
- 2nd by: Travis
- Motion approved.

Clerk/ Calendar

- May 11 1830 1st Responder Training
- May 15th 17:00 Air Line Install down at Fire hall
- May 17th Mock Car Crash
- May 18 1800 Maintenance, FireFighter social
- **JUN Lunch: Ryan, Orion, Jeff**
- **May 30 1900 Officer Meeting ???**
- Jun 1 1830 1st Wed Drill , Monthly meeting

- Motion made to adjourn by: JJ
 - 2nd by: Travis
- Meeting Adjourned at: 22:2



City Council Report

To: Mayor and Council
From: Shirley Buecksler, City Clerk-Treasurer
Date: May 9, 2022

Update on Fire Department Request for Use of Shed

BACKGROUND INFORMATION:

Over the past few years, Mantorville Fire Department has expressed to Council their need for additional storage. At their March 14 and April 11, 2022 meetings, City Council heard from Fire Chief Fairchild regarding their need for more space and their request to use the shed near the waste water treatment plant. Following the April 11th meeting, Chief Fairchild provided a tour of the Fire Hall bays for Mayor Bradford and Council, showing them the items currently stored alongside their fire trucks, ambulance, and other equipment that would be moved to the shed if they were allowed to use it. It was clear to see that a Firefighter in full gear would have minimal room to move alongside some of these vehicles. Council expressed the need to get something done for the Fire Department soon.

The Park Board has also discussed the option of adding additional campsites near the shed. Council directed Staff to measure for potential campsites and bring this information to the Park Board meeting for discussion. Public Works Lead Adams brought this forward to the Park Board at their April 26, 2022 meeting. Fire Chief Fairchild and Deputy Chief Williams were also present to discuss the Fire Department's needs for the shed.

A draft of the April 26th Park Board minutes reads as follows:

"Fire Department requesting to use shed at wastewater treatment plant. They are in need of a drier space for storage and the shed has proved useful thus far for Marigold Days storage and gear. Deputy Chief Williams is asking if the shed can be handed over to the Relief Association to use and change. He provided a bid from Tom Paulson Builders for concrete at \$4,300.00 that the Relief Association would pay, as well as any electrical costs. They also would like to add on to the shed, as well, even with add on, there should be room for potentially 3 campground spaces. Hoaglund motioned to approve, but that improvements to the shed would need approval, most likely by City Council. Wohlenhaus seconded. Passed."

STAFF RECOMMENDATION:

Based on discussion, with the following Park Board recommendations:

1. The City will not be responsible for any of the costs associated with upgrading this structure.
2. Additions in regards to the footprint of this structure need to be approved by City Council and Staff.