



Trail to the Past. Road to the Future.

CITY COUNCIL MEETING
MUNICIPAL COUNCIL CHAMBERS
21 5TH STREET E, MANTORVILLE, MN 55955
MONDAY, JULY 11, 2022
6:30 PM

1. Call to Order

2. Pledge of Allegiance

3. Changes to Agenda

4. Consent Agenda

- A. Regular City Council Meeting Minutes of June 27, 2022
- B. Parks & Recreation Committee Meeting Minutes of May 31, 2022
- C. Accounts Payable Claims List for July 11, 2022

5. Proclamations, Presentations and Recognitions

- A. 2021 Audit Review, Smith Schafer Associates Ltd.

6. Public Safety Update

- A. Mantorville Fire Department
 - 1) General Meeting Minutes of July 6, 2022
 - 2) Amendment to Addendum A, Mantorville Fire and Rescue Department
- B. Dodge County Sheriff's Office
 - 1) Sheriff's Report for Mantorville, June 2022
 - 2) Licensing for Golf Carts

7. 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.

8. Public Hearing(s)

- A. Application for Variance from Section 150.071 (Transitional District) and Section 150.070 R-2 (Multi-Family Residential District) of the Mantorville City Code to Allow for the Construction of a Single-Family Dwelling with Reduced Setbacks from the Front Property Line, 408 West Street – Applicants Ben Bolster and Mike Bolster

9. Old Business/New Business

- A. Street Project Evaluation

10. Reports

- A. Public Works Report
- B. City Clerk Report
- C. Consultant Report
- D. Committee Reports
*Chamber, EDA, Finance/Budget, Fire Department, Infrastructure,
KM Joint Powers, MRA, Park Board, Personnel, Relief, Township*
- E. Councilmember Reports
- F. Mayor's Report

11. Adjourn

Coming up in Mantorville:		
<i>May through June</i>	High School Senior Photo Display	
<i>July 1-September 1</i>	Larger Than Life Exhibit	
<i>July 25, 2022</i>	<i>6:30 pm</i>	<i>Regular City Council Meeting</i>
<i>July 26, 2022</i>	<i>6:30 pm</i>	<i>Parks & Recreation Committee Meeting</i>
<i>August 3, 2022</i>	<i>6:30 pm</i>	<i>Economic Development Authority Meeting</i>
<i>August 3, 2022</i>	<i>6:30 pm Training 8:30 pm Members Meeting</i>	<i>Mantorville Fire Department General Meeting</i>
August 9, 2022	Polls will be open from 7:00 am – 8:00 pm	Election Day – State Primary No meetings may be held between 6:00 pm and 8:00 pm on Election Day
<i>August 15, 2022</i>	<i>6:30 pm</i>	<i>Regular City Council Meeting</i>
<i>August 29, 2022</i>	<i>6:30 pm</i>	<i>Regular City Council Meeting</i>
<i>August 30, 2022</i>	<i>6:30 pm</i>	<i>Parks & Recreation Committee Meeting</i>
Members of the City Council and other Boards may be in attendance at all meetings and community events in Mantorville		

**City of Mantorville
City Council Minutes
June 27, 2022**

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
City Engineer Tim Hruska, WHKS
Financial Advisor Mike Bubany, David Drown Associates

2. Pledge of Allegiance

Everyone stood and recited the Pledge of Allegiance.

3. Changes to the Agenda

Council added:

Item 5C. Proclamation for Hubbell House Heritage Day, June 25, 2022

Motion was made by Councilmember Ingalls and seconded by Councilmember Keller to approve the agenda, as amended.

Vote: 5 ayes / 0 nays. Motion carried.

4. Consent Agenda

- A. Regular City Council Meeting Minutes of May 9, 2022
- B. Regular City Council Meeting Minutes of May 23, 2022
- C. Regular City Council Meeting Minutes of May 31, 2022
- D. Regular City Council Meeting Minutes of June 13, 2021
- E. Economic Development Authority Meeting Minutes of January 4, 2022
- F. Economic Development Authority Meeting Minutes of February 2, 2022
- G. Economic Development Authority Meeting Minutes of March 1, 2022
- H. Economic Development Authority Meeting Minutes of April 5, 2022
- I. Economic Development Authority Meeting Minutes of May 10, 2022
- J. Dodge County Board of Commissioners Meeting Minutes of May 4, 2022
- K. Chamber of Commerce Meeting Minutes of June 1, 2022
- L. Fireworks Permit for Marigold Days, September 10, 2022

M. Accounts Payable Claims List for June 27, 2022

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

Vote: 5 ayes / 0 nays. Motion carried.

5. Proclamations, Presentations and Recognitions

A. Proclamation: *Eagle Scout Achievement Day, May 27, 2022*

Mayor Bradford presented a proclamation to Scouts Haven Senjem, Cole Gappa, and Mitchell Thompson, for their significant efforts to improve our communities through community service. Mayor Bradford proclaimed Friday, May 27, 2022 as “Eagle Scout Achievement Day.”

B. Resolution No. 2022-29 Accepting Donations to the City, Flags from Mayor Bradford

Mayor Bradford has graciously donated three (3) United States Flags and three (3) State of Minnesota Flags to the City at a value of \$70.00.

Motion was made by Councilmember Keller and seconded by Councilmember Hoaglund to adopt Resolution No. 2022-29 Accepting Donations to the City.

Vote: 5 ayes / 0 nays. Motion carried.

C. Proclamation: *Hubbell House Heritage Day, June 25, 2022*

Mayor Bradford presented a proclamation to the Hubbell House and proclaimed June 25, 2022 as “Hubbell House Heritage Day.”

6. Public Concerns

The following citizen(s) addressed the Council:

- Will Lambert, 401 Clay, stated that his corner lot was affected by street construction and has receded.

7. Public Hearings

There were no public hearings.

8. Public Safety Update

No report.

9. Old Business/New Business

A. General Obligation Street Reconstruction Note, Series 2022A, Resolution No. 2022-27

Mike Bubanny of David Drown Associates presented his recommendation for bonding for the 2022 Street Construction Project. The resolution was drafted by Taft Law. Bond closing is scheduled for July 11, 2022.

Motion was made by Councilmember Hoaglund and seconded by Councilmember Ingalls to adopt Resolution No. 2022-27 Providing for the Issuance and Sale of a \$400,000 General Obligation Street Reconstruction Note, Series 2022A, and Levying a Tax for the Payment Thereof.

Vote: 5 ayes / 0 nays. Motion carried.

B. Street Project Evaluation

Per City Council direction, City Engineer Tim Hruska stated WHKS has prepared two options to address public comments regarding the ditches along Walnut, Clay, and 3rd Street as part of the 2019 Street Project. The memo provided in the Council's packet does not include any recommendations to the sod/seed public comments, as this was addressed in a previous memo dated May 31, 2022. The two options outlined in the memo will be called the "Add intakes and fill ditches" option and the "Add Curb & Gutter" option. A cost estimate was provided at the end of the memo.

Add Intakes and Fill Ditches Option

The add intakes and fill ditches option would add stormwater intakes as shown on the attached figures in the Council's packet. A total of eight intakes would be installed and ditches at 121 4th Street, 308 Walnut Street, 201/101 3rd Street, and 302 West Street would be filled in. Additional grading and ditch work is also included in this option and all disturbed areas would be hydroseeded.

Add Curb & Gutter Option

The add curb & gutter option would add curb and gutter on both sides of the street from the sidewalk crossing at Walnut and 4th Street to the corner of 3rd Street and Clay Street. Storm catch basins would be added at the east end of 3rd street and just west of the West Street intersection. All culverts would be removed, and driveway aprons would be reconstructed to tie into the new curb as needed. The new curb and gutter would be located two feet outside of the existing pavement. Ditches outside of the curb and gutter would receive fill and all disturbed areas would be hydroseeded.

2019 Street Project Modifications	
Option:	Cost:
Add Intakes and Fill Ditches	\$80,000
Add Curb & Gutter	\$228,000

Discussion:

Hruska said he will work with contractors over the next few weeks to get actual bids, about three or four, including DeCook and Elcor.

Mayor Bradford asked how many properties would be affected by filling in the ditches? Hruska said 11 at \$80,000. He said this is based on feedback. We propose to meet with each land owner individually over the next four weeks to discuss, so that there is a thorough understanding.

Mayor Bradford asked if there will be a subterranean correction in those ditches? Hruska said yes, there are some that need to be accomplished systematically together.

Lynette Nash asked why we cannot simply fill and cap the culverts? Hruska said we are proposing a different intake structure, which will be six plus months. Looking at plastic intake structures. We would show you when we meet with you.

Lynette Nash provided photos of what her yard looked like before and now. She would like to get rid of the culverts completely.

Hruska said what they've proposed is a very different structure than what Ms. Nash showed of Riverside Park.

Bill Reding said he installed a drainage system at the end of his driveway but it was never put back.

Virgil Andrist suggested bringing in dirt from local areas to raise the ditches. And bring in another engineer to look at it. Contact Dodge County for black dirt.

Mayor Bradford said he has reached out to Bolton and Menk. He has also talked with Massey.

Councilmember Keller asked if any residents would be willing to sit down with him and do our own engineering and sketches? Virgil Andrist, Bill Reding, Lynette Nash, Troy Andrist, and Todd Olson answered yes. Public Works Lead Joe Adams was also asked to attend.

Councilmember Keller scheduled a meeting for 6:30 pm on Thursday, June 30, at the Riverside Park pavilion. He asked those attending to bring sketches or something tangible to share. Attendees provided their email addresses. The City Clerk will send out a meeting notice.

Hruska said he has reached out to Snow Contracting regarding dirt to the north of Mr. Reding's property, and grading costs for a trench drain. Hruska will reach out to Mr. Reding to talk about where he wants it placed.

Bill Reding asked why the water shut-off at Walnut and 7th Streets was placed within 10 feet of his property? Hruska said we will look into it. It may have been there previously. It will get addressed with the final walk through with Snow Contracting, as the project is not closed out, yet.

Bill Reding asked about the trees that are to come down at his property. Adams said he will reach out to the contractor tomorrow and ask them to contact Mr. Reding. Two properties will be without power for approximately eight hours, he said.

Mayor Bradford asked if there is anything regarding the first phase of the project that will affect the hydraulics with drainage going north? Hruska said that depends on the discussion and sketches.

Carol Andrist said they get pressure and flooding with any watermain breaks that occur. A sewer line had collapsed and they were able to get it shut off. Hruska said if it breaks over a sewer line, if it doesn't come to the surface, that can happen. Ms. Andrist said it happened in 2012. Hruska said we can look at what happened there.

Mayor Bradford asked, regarding the second phase, for any update on the netting and doing this work? Hruska said we will let everyone know when we reach Snow Contracting.

Councilmember Kinney said he is not interested in sending any more work to Elcor.

Mayor Bradford said Councilmember Keller will meet with some land owners and see what they would like done. Councilmember Keller said he wants to be sure we give this considerable attention.

Hruska said he will wait to hear from Councilmember Keller after the meeting on June 30th.

Mayor Bradford said, although he likes the idea of using dirt from the County, we want to be sure the dirt is clean and safe and that it will perform the way we expect.

Councilmember Keller said it's possible to have Special Council Meeting to discuss this topic.

C. Grant Funds for the Parks Department, Resolution No. 2022-28

Motion was made by Councilmember Kinney and seconded by Councilmember Keller to adopt Resolution No. 2022-28 Authorizing Acceptance of Grant Funds for the City of Mantorville Parks Department.

Vote: 5 ayes / 0 nays. Motion carried.

D. State of Minnesota Grant Contract Agreement for Emerald Ash Borer

On March 4th, the Public Works Department with the assistance of the CEDA consultant, Laura Qualey, submitted an application to the Minnesota Department of Natural Resources (DNR) for the Emerald Ash Borer (EAB) Grant. On March 27, 2022, the City of Mantorville received notice from the DNR that they were granted \$36,000.00 to combat the Emerald Ash Borer infestation.

The City has an overall budget of \$24,000.00 budgeted for tree removal, replacement, or treatment for tree and park management in 2022. These funds would be used toward the removal of 32 boulevard trees which cost up to \$1,200.00 per tree. The City does not have plans on replacing the trees along the boulevard; however, the City will replace the trees elsewhere within Mantorville city limits with a variety of tree that is native to Dodge County.

For any trees that are removed in the parks, the City will replace the trees removed and the quotes that we received were approximately \$500.00 per tree for a native variety.

There are 36 boulevard trees to be removed: $36 \times \$1200.00 = \$43,200.00$.

There are 20 park trees to be removed: $20 \times \$1,200.00 = \$24,000.00$.

We will not be able to remove them all in 2022, but figure we will be able to remove about 20 trees and replant 20 trees in their place. \$4000.00 will be allocated for EAB injections to treat the healthy Ash trees that have not yet been infected. As far as a timeline on removing, it will depend on the money we have to go forward.

2021 (\$7,000.00) carried over; allocated in 2021 but not spent for tree removal

2022 (\$14,000.00) allocated for tree removal/replacement of boulevard and park management

2022 (\$4,000.00) allocated for treatment of Ash trees not infected with EAB

Overall, the City will be dedicating \$14,000.00 cash to this EAB project in 2022 and an additional \$2,300.00 of in-kind labor. There will be an allowance available in the instance of a tree's size increases the cost of removal. Any carryover of the tree/park budget will roll over into 2023 to continue to combat EAB.

Our Public Works Department has already conducted an inspection of the tree inventory, which is noted on the exhibits included in the Council's packet at the end of the application. The Public Works Department, led by Public Works Lead Joe Adams, will oversee the contractors that will be removing the infected trees. Adams is certified as a Minnesota DNR Tree Inspector. The company that most likely will be removing the trees is Olson's Tree Service from Grand Meadow, Minnesota. They have done work for the City in the past. The owner/operator is an International Society of Arboriculture (ISA) Certified Arborist, a member of the Tree Care Industry Association

(TCIA), a member of the Minnesota Society of Arboriculture (MSA), and is licensed with the State of Minnesota.

Another term of the EAB Grant contract is to also implement a three-year EAB Management Plan, which was also included in the report for Council review and approval.

Adams said we will start this fall on any boulevard and park trees.

Motion was made by Councilmember Hoaglund and seconded by Councilmember Kinney to accept the \$36,000.00 grant funds awarded by the Minnesota Department of Natural Resources to combat the Emerald Ash Borer in Mantorville and also adopt the Management Plan to mitigate and respond to the infestation in the city of Mantorville.

Vote: 5 ayes / 0 nays. Motion carried.

- 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.*

There were no tabled items.

11. Reports

A. Public Works Report

Adams said Stagecoach Days went well. Had no calls to Public Works.

B. City Clerk Report

Buecksler said she will be out of the office the rest of the week.

C. Consultant Report

No report.

D. Committee Reports

- 1) Chamber
- 2) Economic Development Authority
- 3) Fire Department
- 4) Infrastructure
- 5) Kasson Mantorville Joint Powers
- 6) Mantorville Restoration Association
- 7) Park and Recreation Board – meets tomorrow
- 8) Personnel
- 9) Relief
- 10) Township

E. Councilmember Reports

Councilmember Ingalls said residents are asking about the noise ordinance regarding Highway 57 and what the next steps will be.

F. Mayor's Report

- 1) Mayor Bradford handed out a proclamation that he had presented to the Hubbell House, along with his remarks from the presentation on June 25th as part of their changing of hands. It was really nice for the Hubbell House Grand Reopening that they had a beautiful stagecoach, similar to the Wells Fargo stagecoach, bring the Powers Family into town, the Pappas Family greeted them off the stagecoach, we gave a presentation and the proclamation, then the Pappas Family got in the stagecoach and literally rode off west into the sunset. The Pappas Family have been great stewards of that property and outstanding community members, and we will certainly miss them. The Powers Family is in a position to be as much of a community player. Don Pappas did a great job in finding the right buyer for that property.
- 2) The Gold Star Memorial dedication was very moving. A Gold Star sister gave an amazing speech. Colonel Peterson shared a story, as well. This memorial is the first Gold Star Memorial in Minnesota, and there are only 80 in the nation. The memorial includes three benches for Family, Patriotism, and Sacrifice.
- 3) Early voting has started for the State Primary.
- 4) The City received a thank you card for flowers sent to one of our Mantorville Fire Department members. Our thoughts and prayers are with their family.

12. Executive Session

There was no executive session.

13. Adjourn

Motion was made by Councilmember Hoaglund and seconded by Councilmember Ingalls to adjourn the meeting at 7:33 p.m.

Vote: 5 ayes / 0 nays. Meeting adjourned.

Respectfully Submitted,

Shirley R Buecksler
City Clerk-Treasurer



Trail to the Past. Road to the Future.

PARK AND RECREATION BOARD MEETING

MUNICIPAL COUNCIL CHAMBERS
21 5TH STREET E, MANTORVILLE, MN 55955
TUESDAY, May 31, 2022
6:30 PM

Call to Order: Member Peck called the meeting to order at 7:12pm.

Members Present for Quorum: Bill Kinney, Lyle Hoaglund, Henry Blair, Mike Peck, and Matt Wohlenhaus

Absent: Brad Germundson

Guests Present: Gretchen Lohrbach, Joe Adams, no other guests present

Adopt the Agenda:

Approval of Minutes: Hoaglund motioned to approve, Blair seconded. Passed.

New Business:

- A. YTD budget for 2022 was reviewed and discussed. There is a need for a stump grinder at the end of June or in July for the various stumps in the parks. Cost would be \$290.00 per day.
- B. Possible hockey rink discussed for the future. Actual pad is 50' x 90'.
50' x 100' is \$10,372.43 with liner and is 16" high.
60' x 130' is \$13,121.21 with rounded corners and plastic boards.
46' x 110' is \$11,000.00 and would need a white liner.
Board will get concrete prices for actual structure 85' x 100'. For reference, basketball court is 90' x 206'.
- C. Covered bridge remodel updated were discussed. Joe reached out to Johnson, but they don't sell cedar. Boards could be put over existing boards as another option. Peck will get some more numbers from Pine Island Lumber.
- D. There is still a need for one more board member and this was addressed.
- E. There are two grants Peck is looking into for Dennison Park. We need the final budget on Dennison Park with the EDA. Joe Adams will e-mail Peck info about Dennison Budget.

1. Old Business

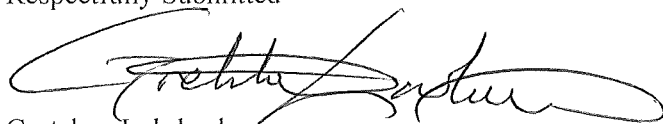
- A. **Riverside Park** lost a crab tree along Hwy 57. The tree planted for Arbor Day is not looking good, but can be replaced by warranty if not good. Also, lost an ash tree between the two pavilions. Board would like to replace the crab tree and maybe put a hackberry where the ash tree was. The crab tree replacement would be \$200.00 and the ash tree replacement would be

\$230.00 for the hackberry at a total cost of \$430.00 to install both. Blair moved to approve, Kinney seconded. Passed.

Kinney planted marigolds in the large planter at Riverside Park. It will need to be weeded and watered over the next week. The marigolds were paid for by the MRA but the labor was not. Park board could possibly take this on in the future? Also, if we provide the labor, will the MRA continue to pay for the flowers going forward. Kinney will bring it up to see if the MRA is willing to fund it moving forward.

- B. **Campground** sign blew down, but was put back up.
 - C. At **Bergman Park**, there are two trees left to take out.
 - D. **Slingerland Park's** grass seems to be growing well.
 - E. The city will be spraying for weeds at **Mantor Field** this week.
 - F. At the **K-M Dog Park**, there is some graffiti that needs to be cleaned up.
 - G. **Dennison Field's** equipment for the playground should be here in June/July, if not (because of supply chain problems), we may have to wait until the fall.
 - H. **Community Gardens** are still full.
 - I. **Community Tree Management** – Carr's Tree Service is trying to figure out how to take down the necessary trees. XCEL energy will need to be involved.
- 2. **Next board meeting 6:00pm June 28th, 2022 at City Hall.**
 - 3. **Joint Ventures Updates** -next meeting is July 31st in Forum Room at K-M High School
 - 4. **City Staff Updates/Reports**
 - 5. **Adjourn** – Peck moved to adjourn, seconded by Blair. Meeting adjourned at 8:23pm.

Respectfully Submitted



Gretchen Lohrbach
Deputy City Clerk

MANTORVILLE,MN

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Payments

Current Period: July 2022

Payments Batch AP 07112022

\$23,607.26

Refer	0	-		
Invoice				
Transaction Date	7/7/2022	Citizens State Bank	10100	Total
Refer	0 AFLAC	-		
Cash Payment	G 101-21710 AFLAC	Acct # P8873		\$33.12
Invoice	908259 7/11/2022			
Transaction Date	7/7/2022	Citizens State Bank	10100	Total \$33.12
Refer	0 BADGER METER	-		
Cash Payment	E 602-49450-300 Professional Svcs (GENE	Acct #25938		\$229.09
Invoice	80101795 7/11/2022			
Cash Payment	E 601-49400-300 Professional Svcs (GENE	Acct #25938		\$152.72
Invoice	80101795 7/11/2022			
Transaction Date	7/7/2022	Citizens State Bank	10100	Total \$381.81
Refer	0 CASEYS BUSINESS MASTERCARD	-		
Cash Payment	E 101-42200-212 Motor Fuels	Acct # BY695		\$47.59
Invoice due 07/17/22	7/11/2022			
Cash Payment	E 101-45200-212 Motor Fuels	Acct # BY695		-\$11.78
Invoice due 07/17/22	7/11/2022			
Cash Payment	E 101-45200-212 Motor Fuels	Acct # BY695		\$219.29
Invoice due 07/17/22	7/11/2022			
Cash Payment	E 101-43100-212 Motor Fuels	Acct # BY695		\$209.67
Invoice due 07/17/22	7/11/2022			
Transaction Date	7/7/2022	Citizens State Bank	10100	Total \$464.77
Refer	0 CMS - CONSTRUCTION MGMT. SE	-		
Cash Payment	E 101-42400-300 Professional Svcs (GENE	Cust # MN000		\$945.02
Invoice	Jun 30, 2022 7/11/2022			
Transaction Date	7/7/2022	Citizens State Bank	10100	Total \$945.02
Refer	0 DAVIS, KIETH & IRENE	-		
Cash Payment	E 603-45183-440 Refunds and Reimburse	Camping refund		\$90.00
Invoice	7/11/2022			
Transaction Date	7/7/2022	Citizens State Bank	10100	Total \$90.00
Refer	0 DODGE COUNTY ENVIRONMENTA	-		
Cash Payment	E 101-43100-224 Street Maint Materials	services		\$112.97
Invoice	06/30/22 7/11/2022			
Transaction Date	7/7/2022	Citizens State Bank	10100	Total \$112.97
Refer	0 DODGE COUNTY INDEPENDENT	-		
Cash Payment	E 101-41110-352 Publishing	Public Hearing Ad		\$84.87
Invoice	14219 7/11/2022			
Transaction Date	7/7/2022	Citizens State Bank	10100	Total \$84.87
Refer	0 FIRE SAFETY USA, INC	-		
Cash Payment	E 101-42200-240 Tools and Minor Equipm	Gloves		\$362.80
Invoice	160171 7/11/2022			
Transaction Date	7/7/2022	Citizens State Bank	10100	Total \$362.80

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Payments

Current Period: July 2022

Refer	0	GOPHER STATE ONE CALL	-		
Cash Payment	E 601-49400-300	Professional Svcs (GENE Acct # MN00515			\$21.06
Invoice	2060565	7/11/2022			
Cash Payment	E 602-49450-300	Professional Svcs (GENE Acct # MN00515			\$14.04
Invoice	2060565	7/11/2022			
Transaction Date	7/7/2022	Citizens State Bank	10100	Total	\$35.10
Refer	0	HOAGLUND, CHRIS	-		
Cash Payment	E 603-45183-440	Refunds and Reimburse Camping Refund			\$90.00
Invoice		7/11/2022			
Transaction Date	7/7/2022	Citizens State Bank	10100	Total	\$90.00
Refer	0	HOMETOWN HAULERS	-		
Cash Payment	E 101-42200-217	Other Operating Supplie Cust # 01-1055 2			\$42.50
Invoice	1523	7/11/2022			
Cash Payment	E 101-41940-384	Refuse/Garbage Disposa Cust # 01-1055 2			\$42.50
Invoice	1523	7/11/2022			
Cash Payment	E 101-41940-384	Refuse/Garbage Disposa Cust # 01-1055 2			\$100.00
Invoice	1523	7/11/2022			
Transaction Date	7/7/2022	Citizens State Bank	10100	Total	\$185.00
Refer	0	INTERNAL REVENUE SERVICE	Ck# 005713 7/11/2022		
Cash Payment	G 101-21703	FICA Tax Withholding	07/06/22		\$1,027.48
Invoice		7/11/2022			
Cash Payment	G 101-21709	Medicare	07/06/22		\$240.32
Invoice		7/11/2022			
Cash Payment	G 101-21701	Federal Withholding	07/06/22		\$633.03
Invoice		7/11/2022			
Transaction Date	7/7/2022	Citizens State Bank	10100	Total	\$1,900.83
Refer	0	KASSON HARDWARE HANK	-		
Cash Payment	E 602-49450-212	Motor Fuels Acct # 355170			\$9.99
Invoice	07/15/22	7/11/2022			
Cash Payment	E 101-43100-240	Tools and Minor Equipm Acct # 355170			\$20.97
Invoice	07/15/22	7/11/2022			
Cash Payment	E 602-49450-220	Bldg.Repair and Mainten Acct # 355170			\$48.32
Invoice	07/15/22	7/11/2022			
Cash Payment	E 101-45200-401	Repairs/Maint Buildings Acct # 355170			\$34.96
Invoice	07/15/22	7/11/2022			
Transaction Date	7/7/2022	Citizens State Bank	10100	Total	\$114.24
Refer	0	KM ISD 204	-		
Cash Payment	E 101-45200-430	Miscellaneous			\$7,500.00
Invoice	2022 Contrib	7/11/2022			
Transaction Date	7/7/2022	Citizens State Bank	10100	Total	\$7,500.00
Refer	0	K-M TELECOM	-		
Cash Payment	E 101-41940-321	Communications Phone/ CITY HALL MAIN 5170			\$125.02
Invoice	Jul 01, 2022	7/11/2022			
Cash Payment	E 101-41940-321	Communications Phone/ CITY HALL - 5176 - 2ND LINE			\$20.79
Invoice	Jul 01, 2022	7/11/2022			
Cash Payment	E 101-41940-321	Communications Phone/ New Well House Fiber			\$25.00
Invoice	Jul 01, 2022	7/11/2022			

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Payments

Current Period: July 2022

Cash Payment	E 101-42200-321 Communications Phone/	FD 5440			\$33.79
Invoice	Jul 01, 2022	7/11/2022			
Cash Payment	E 101-41940-321 Communications Phone/	STREETS - SHOP 5119			\$80.77
Invoice	Jul 01, 2022	7/11/2022			
Cash Payment	E 601-49400-321 Communications Phone/	WATER TOWER ALARM 3588			\$45.96
Invoice	Jul 01, 2022	7/11/2022			
Cash Payment	E 602-49450-321 Communications Phone/	LIFT STATION ALARM 5066			\$35.96
Invoice	Jul 01, 2022	7/11/2022			
Cash Payment	E 602-49450-321 Communications Phone/	WWTP 5463 ALARM			\$35.96
Invoice	Jul 01, 2022	7/11/2022			
Cash Payment	E 101-41940-321 Communications Phone/	LONG DISTANCE/TAXES/FEES			\$5.85
Invoice	Jul 01, 2022	7/11/2022			
Cash Payment	E 101-46500-437 Other Miscellaneous	EDA 800 NUMBER			\$0.00
Invoice	Jul 01, 2022	7/11/2022			
Transaction Date	7/7/2022	Citizens State Bank	10100	Total	\$409.10
Refer	0	MENARDS - NORTH ROCHESTER	-		
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	Drillbit, Etc.			\$50.93
Invoice	6550	7/11/2022			
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	supplies			\$158.16
Invoice	6489	7/11/2022			
Transaction Date	7/7/2022	Citizens State Bank	10100	Total	\$209.09
Refer	0	MN DEPARTMENT OF REVENUE	Ck# 005712 7/11/2022		
Cash Payment	E 601-49400-210 Tax and Licensing	Qtr 2 Water Sales Tax			\$531.57
Invoice		7/11/2022			
Cash Payment	E 603-45183-210 Tax and Licensing	Qtr 2 RV Park Sales Tax			\$349.10
Invoice		7/11/2022			
Cash Payment	E 101-45200-210 Tax and Licensing	Qtr 2 Park Shelter Sales Tax			\$24.33
Invoice		7/11/2022			
Transaction Date	7/7/2022	Citizens State Bank	10100	Total	\$905.00
Refer	0	MINNESOTA REVENUE	Ck# 005714 7/11/2022		
Cash Payment	G 101-21702 State Withholding	Withholding Tax			\$388.62
Invoice	07/07/2022	7/11/2022			
Transaction Date	7/7/2022	Citizens State Bank	10100	Total	\$388.62
Refer	0	MN PERA	Ck# 005715 7/11/2022		
Cash Payment	G 101-21704 PERA	Employer ID # 608900			\$1,240.77
Invoice		7/11/2022			
Transaction Date	7/7/2022	Citizens State Bank	10100	Total	\$1,240.77
Refer	0	STEVEN MONSON	-		
Cash Payment	E 603-45183-440 Refunds and Reimburse	Camping Refund			\$150.00
Invoice		7/11/2022			
Transaction Date	7/7/2022	Citizens State Bank	10100	Total	\$150.00
Refer	0	NAPA	-		
Cash Payment	E 101-42200-228 Equip. Repair and Mainte				\$99.67
Invoice	360852	7/11/2022			
Cash Payment	E 101-42200-228 Equip. Repair and Mainte				\$21.48
Invoice	440375	7/11/2022			

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Payments

Current Period: July 2022

Cash Payment	E 101-42200-228 Equip. Repair and Mainte				\$13.68
Invoice	440791	7/11/2022			
Cash Payment	E 101-43100-228 Equip. Repair and Mainte				\$13.29
Invoice		7/11/2022			
Transaction Date	7/7/2022	Citizens State Bank	10100	Total	\$148.12
Refer	0 NELSONS GAS INC	-			
Cash Payment	E 101-42200-208 Training, Mileage	Gas			\$362.68
Invoice	06/03/22	7/11/2022			
Transaction Date	7/7/2022	Citizens State Bank	10100	Total	\$362.68
Refer	0 NOLTE, ROGER	-			
Cash Payment	E 101-42200-228 Equip. Repair and Mainte	Reimbursement			\$37.11
Invoice		7/11/2022			
Transaction Date	7/7/2022	Citizens State Bank	10100	Total	\$37.11
Refer	0 ON-SITE COMPANIES	-			
Cash Payment	E 603-45183-400 Repairs & Maint Cont (G	Acct # 005201			\$296.28
Invoice	07/01/2022	7/11/2022			
Transaction Date	7/7/2022	Citizens State Bank	10100	Total	\$296.28
Refer	0 AG PARTNERS COOPERATIVE	-			
Cash Payment	E 101-45200-212 Motor Fuels	Acct # 151127			\$2,737.87
Invoice		7/11/2022			
Transaction Date	7/7/2022	Citizens State Bank	10100	Total	\$2,737.87
Refer	0 PITNEY BOWES INC	-			
Cash Payment	E 101-41500-322 Postage	Acct # 8000-9090-0370-9701			\$650.03
Invoice		7/11/2022			
Transaction Date	7/7/2022	Citizens State Bank	10100	Total	\$650.03
Refer	0 PITNEY BOWES INC	-			
Cash Payment	E 101-41500-322 Postage	Acct # 0017334079			\$194.04
Invoice	3105572501	7/11/2022			
Transaction Date	7/7/2022	Citizens State Bank	10100	Total	\$194.04
Refer	0 ST JOSEPH EQUIPMENT INC	-			
Cash Payment	E 101-45200-404 Repairs/Maint Machinery	Acct#MANT0001			\$888.65
Invoice	P71654	7/11/2022			
Transaction Date	7/7/2022	Citizens State Bank	10100	Total	\$888.65
Refer	0 SCOTT QUAAL MASONRY INC.	-			
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	Concrete Pad			\$225.00
Invoice		7/11/2022			
Transaction Date	7/7/2022	Citizens State Bank	10100	Total	\$225.00
Refer	0 SE MN EMS	-			
Cash Payment	E 101-42200-433 Dues and Memberships	Consortium			\$1,500.00
Invoice	12873	7/11/2022			
Transaction Date	7/7/2022	Citizens State Bank	10100	Total	\$1,500.00
Refer	0 SIMPLY TIDY, LLC	-			
Cash Payment	E 101-41940-439 Janitors	Cleaning			\$65.00
Invoice	2620	7/11/2022			
Transaction Date	7/7/2022	Citizens State Bank	10100	Total	\$65.00

MANTORVILLE,MN

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Payments

Current Period: July 2022

Refer	0	TIBBALS, JIM	-			
Cash Payment	E 101-42200-240	Tools and Minor Equipm	Reimbursement			\$55.30
Invoice	7/11/2022					
Transaction Date	7/7/2022	Citizens State Bank	10100	Total		\$55.30
Refer	0	ULTIMATE SAFETY CONCEPTS, IN	-			
Cash Payment	E 101-41940-228	Equip. Repair and Mainte	Invoice Date 05/24/22			\$123.76
Invoice 200053	7/11/2022					
Cash Payment	E 101-42200-228	Equip. Repair and Mainte	Invoice Date 05/24/22			\$85.84
Invoice 200053	7/11/2022					
Transaction Date	7/7/2022	Citizens State Bank	10100	Total		\$209.60
Refer	0	VERIZON WIRELESS	-			
Cash Payment	E 101-42200-321	Communications Phone/	Acct # 842209789-00001			\$54.80
Invoice 9909592009	7/11/2022					
Transaction Date	7/7/2022	Citizens State Bank	10100	Total		\$54.80
Refer	0	ZUMBRO VALLEY PLUMBING LLC	-			
Cash Payment	E 101-41940-220	Bldg.Repair and Mainten				\$89.75
Invoice 06/24/22	7/11/2022					
Transaction Date	7/7/2022	Citizens State Bank	10100	Total		\$89.75
Refer	0	WHKS & COMPANY	-			
Cash Payment	E 101-41950-303	Engineering Fees	06/30/22			\$489.92
Invoice 46021	7/11/2022					
Transaction Date	7/7/2022	Citizens State Bank	10100	Total		\$489.92

Fund Summary

10100 Citizens State Bank

101 GENERAL FUND	\$21,507.21
601 WATER FUND	\$751.31
602 SEWER FUND	\$373.36
603 RV PARK	\$975.38
	<u>\$23,607.26</u>

Pre-Written Checks	\$4,435.22
Checks to be Generated by the Computer	\$19,172.04
Total	<u>\$23,607.26</u>



CITY OF MANTORVILLE

Financial Summary - 2021

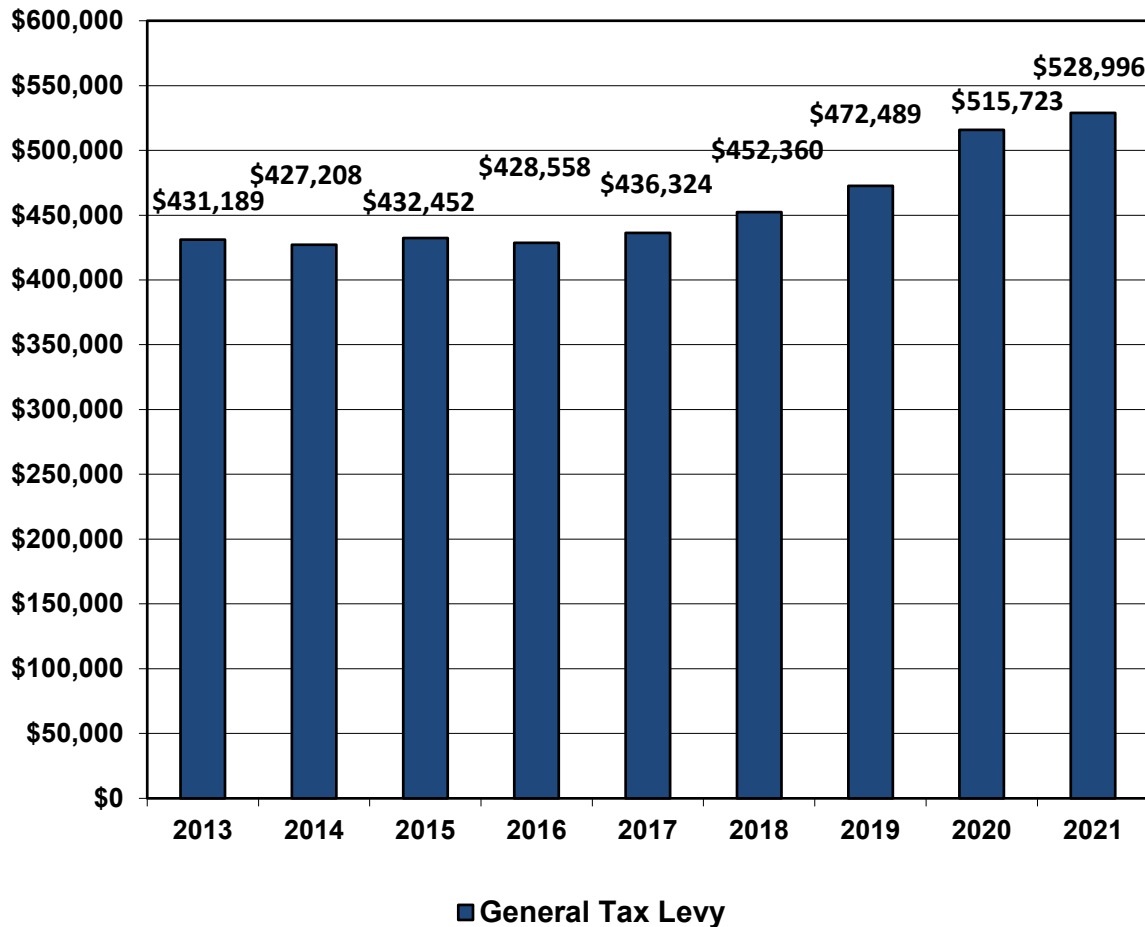
Audit

- **Audit Opinion**
 - Provides reasonable, but not absolute, assurance that financials are free of material misstatement
 - Unmodified “Clean” opinion in 2021
- **Financial Statements**
 - Smith Schafer reviewed the results of the audit and the financial statements with City Management on June 29, 2022
- **Minnesota Legal Compliance**
 - No exceptions
- **Single Audit**
 - None required in 2021
- **Management Letter**
 - Limited personnel – Limits City’s ability to segregate accounting duties
- **Audit Committee Letter**

Revenues

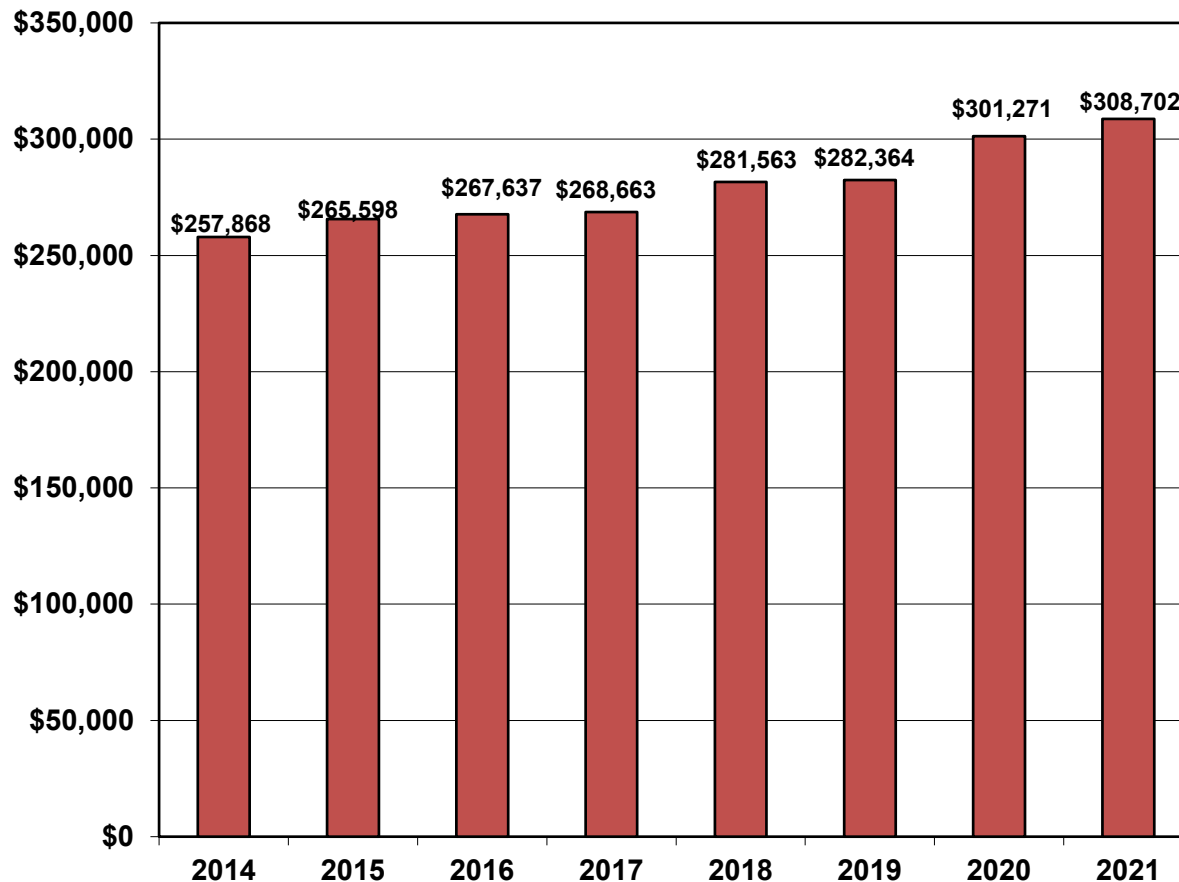
Governmental Funds

General Property Tax Levy Collected



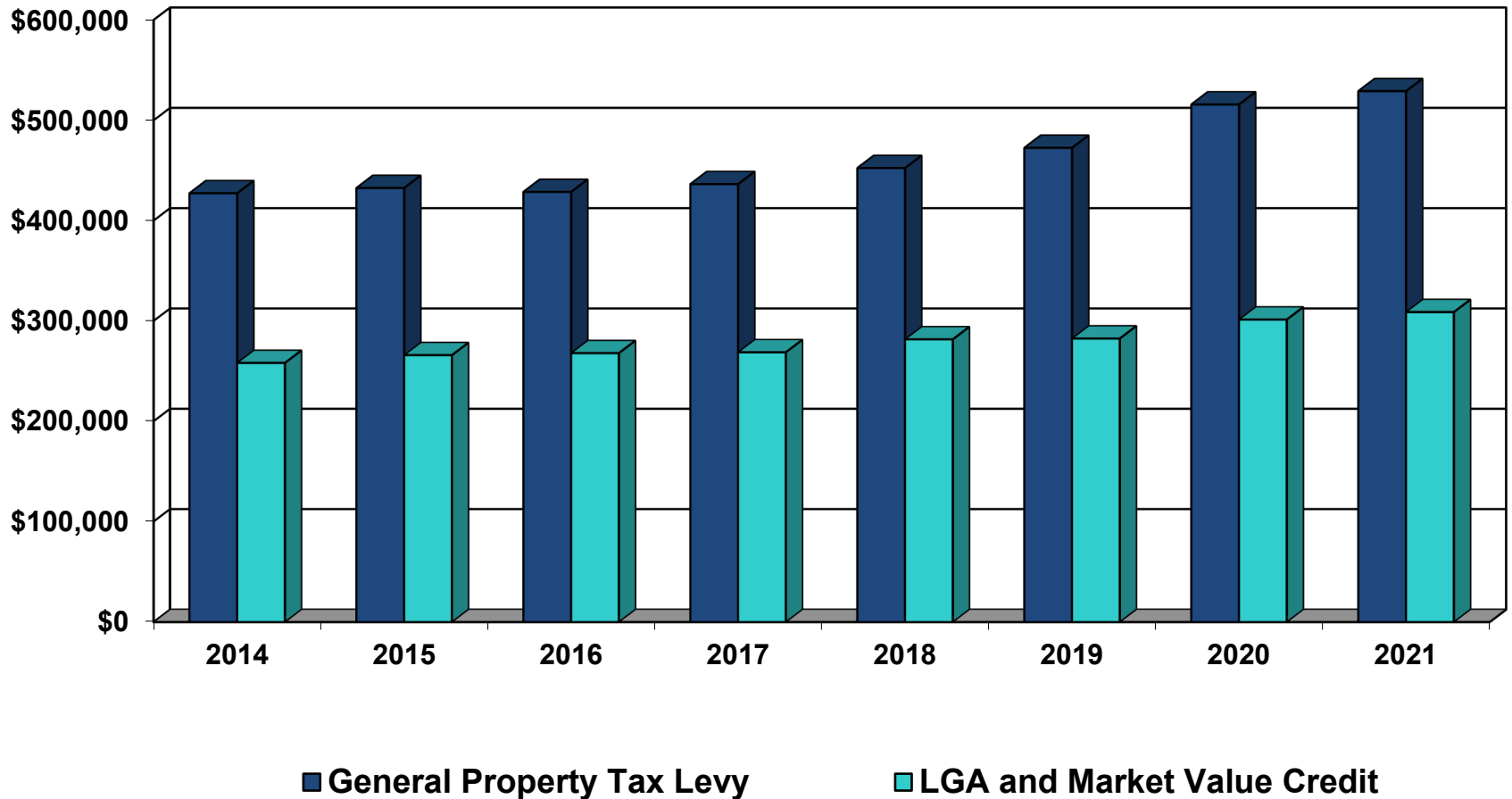
- ✓ General tax levy revenues represented 46% of total governmental revenues in 2021
- ✓ Tax collections \$528,996

Local Government Aid (LGA) Revenues



- ✓ Local government aid (LGA) is based on State formulas
- ✓ LGA represented 27% of the City's governmental revenues in 2021
- ✓ LGA will increase to \$313,414 in 2022

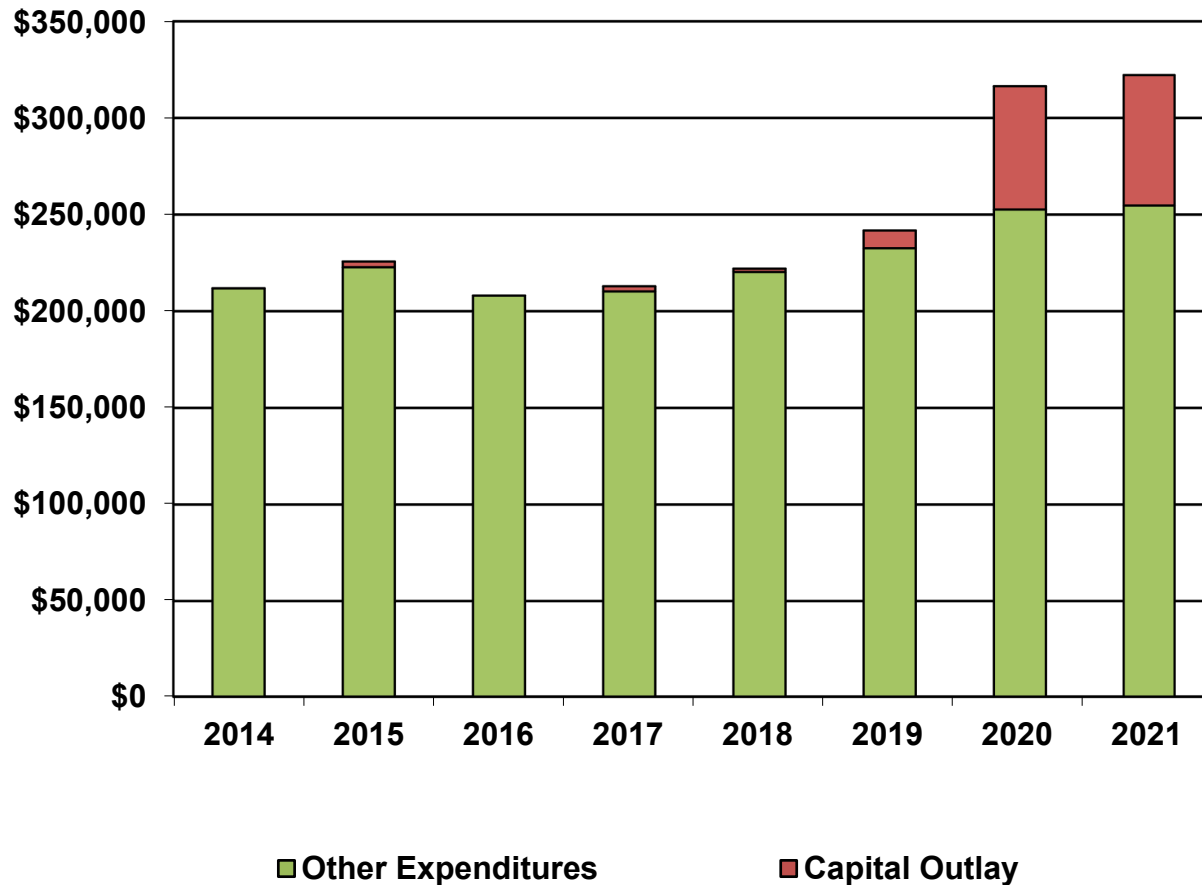
Governmental Fund Revenues



Expenditures

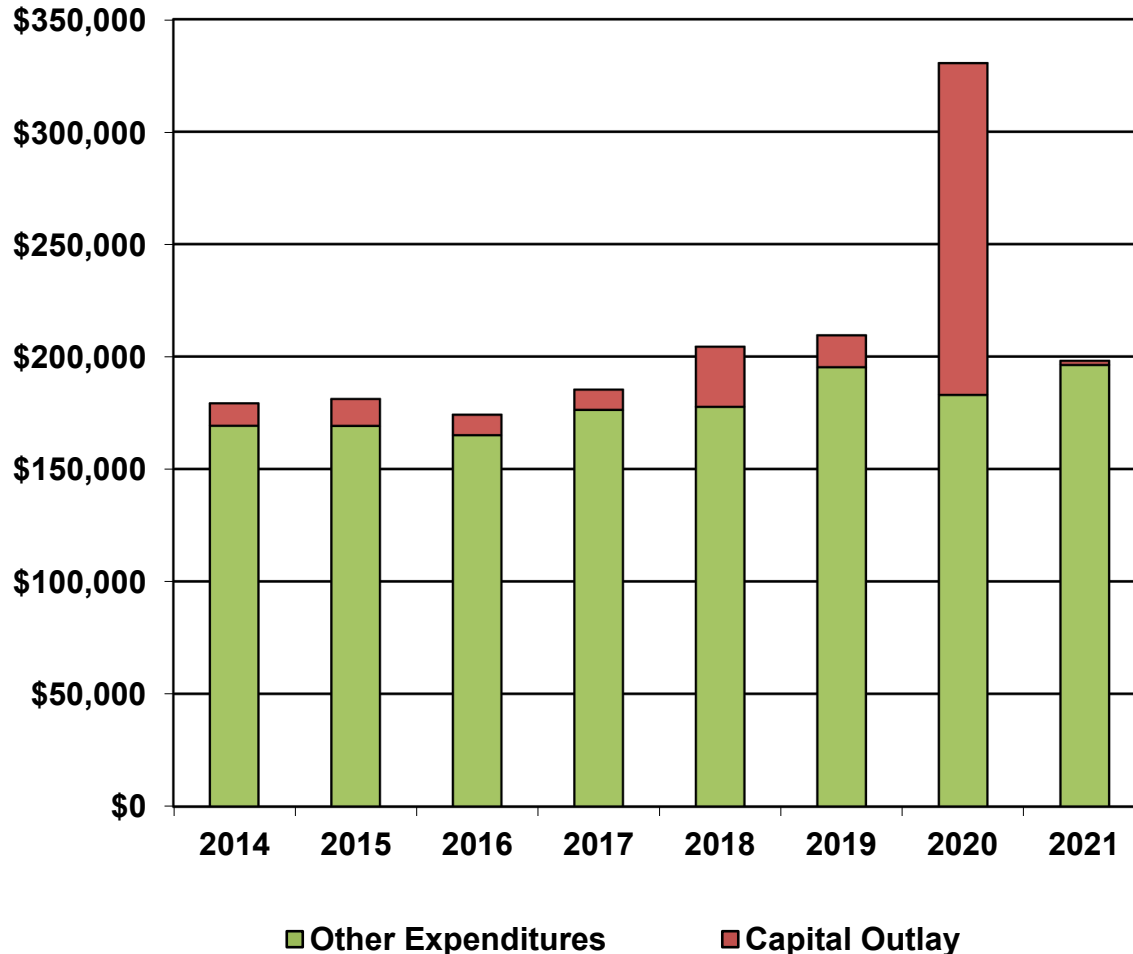
Governmental Funds

General Governmental Expenditures



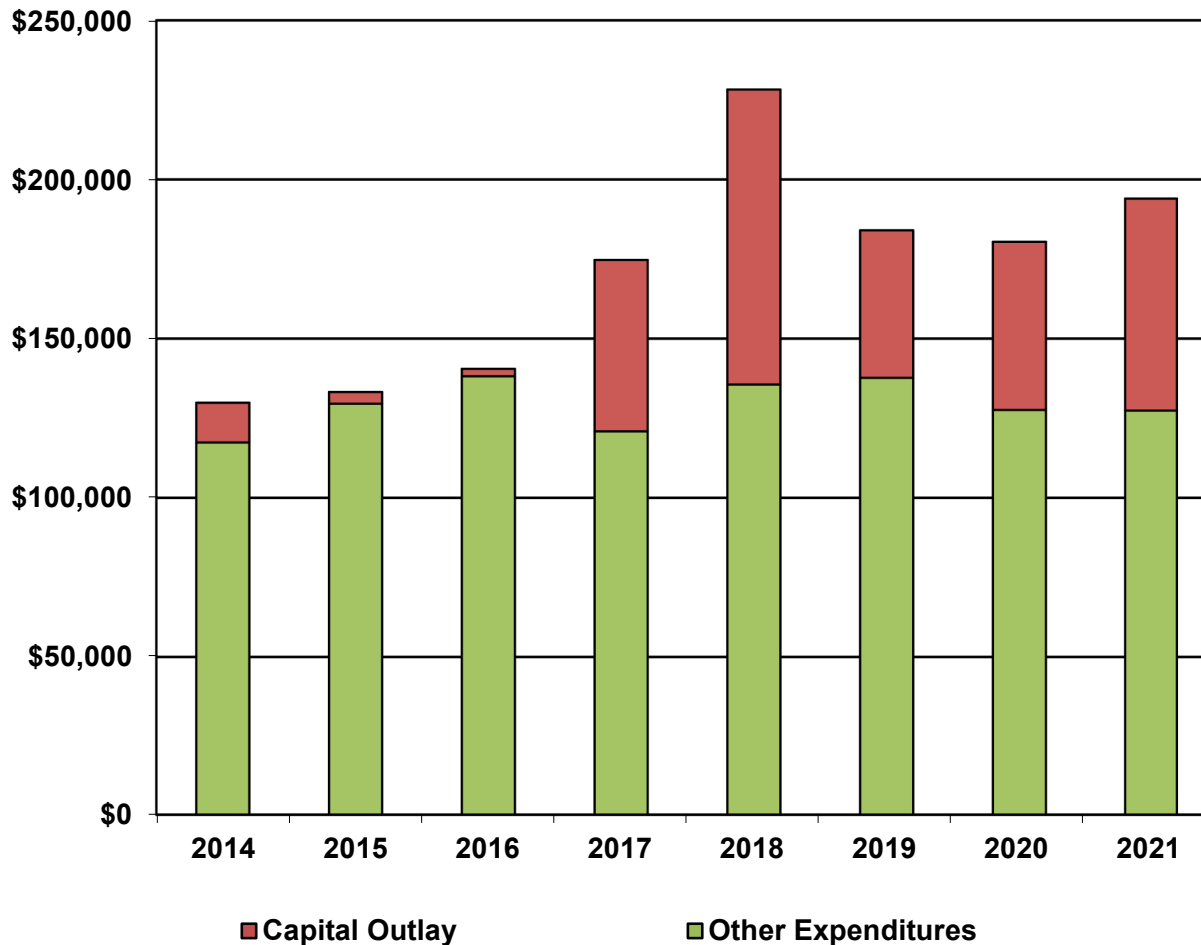
- ✓ Includes mayor and council, finance, general administration and general government buildings
- ✓ Totaled \$322,169 for 2021 an increase of \$5,740 from 2021.
- ✓ Capital outlay past two years related to city hall remodel and roof replacement

Public Safety Expenditures



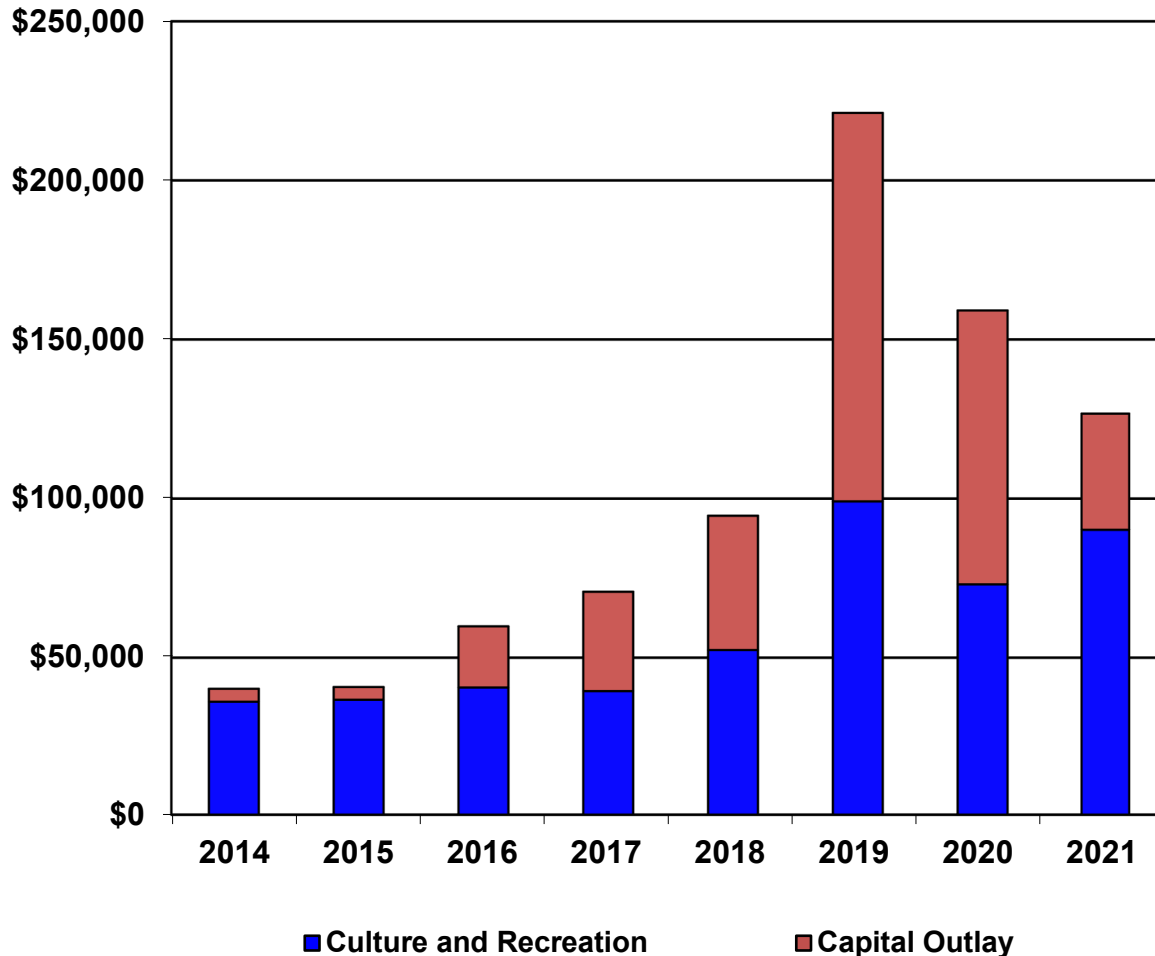
- ✓ Includes police department and fire department
- ✓ Expenditures totaled \$198,109 in 2021, a decrease of \$132,390 from 2020
- ✓ Annual transfers are made to Fire Dept. Equipment Fund for future capital expenditures (\$12,500 in 2021)
- ✓ \$137,259 Fire department airpacks were purchased in 2020 with FEMA grant dollars

Public Works Expenditures



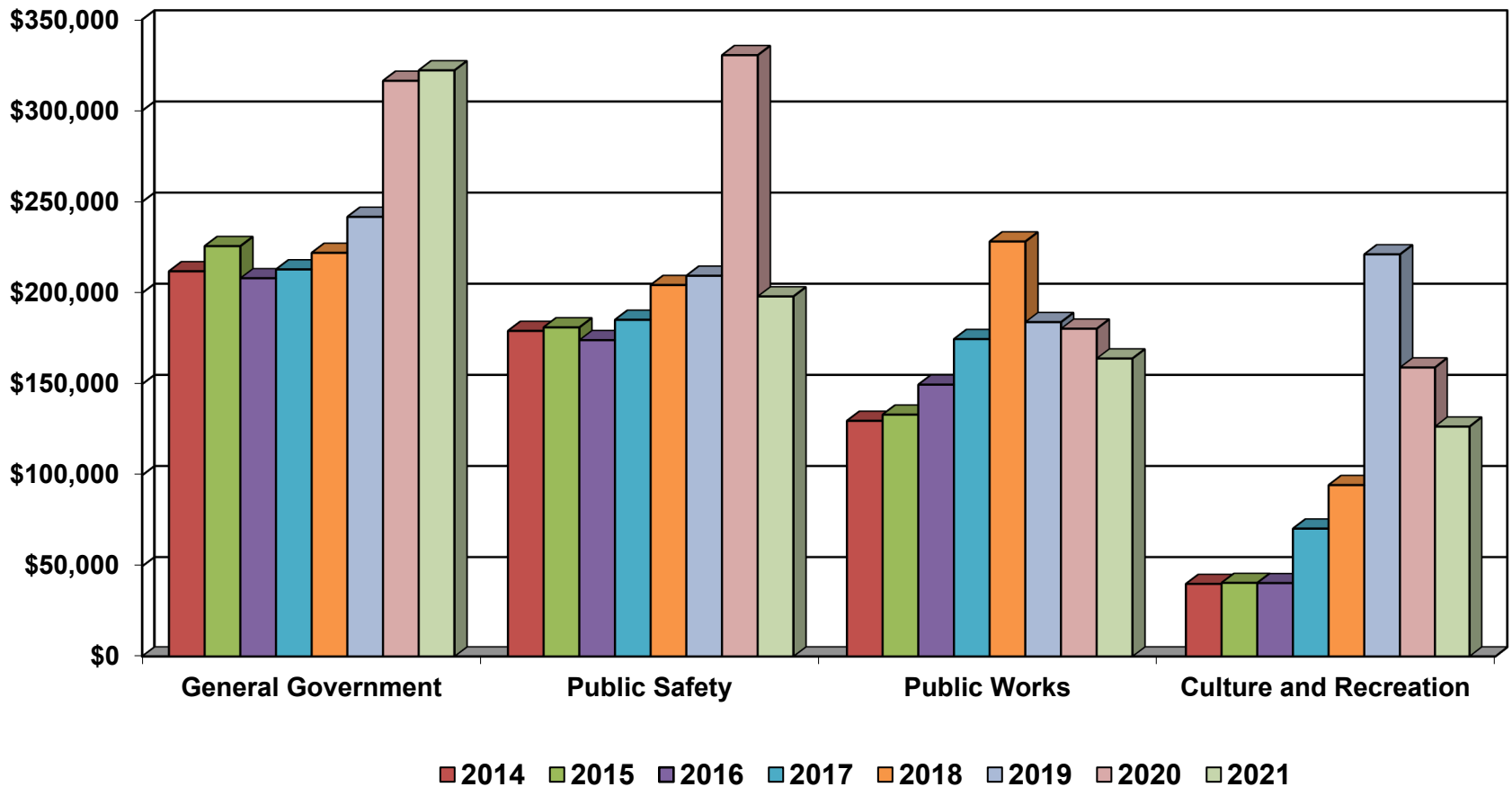
- ✓ Includes salaries and benefits, repairs and maintenance, supplies, fuel, and insurance, etc...
- ✓ Expenditures totaled \$193,996 in 2021, an increase of \$13,587 from 2020
- ✓ Increase in current year due to increased snow/ice removal, and tractor repair

Culture and Recreation



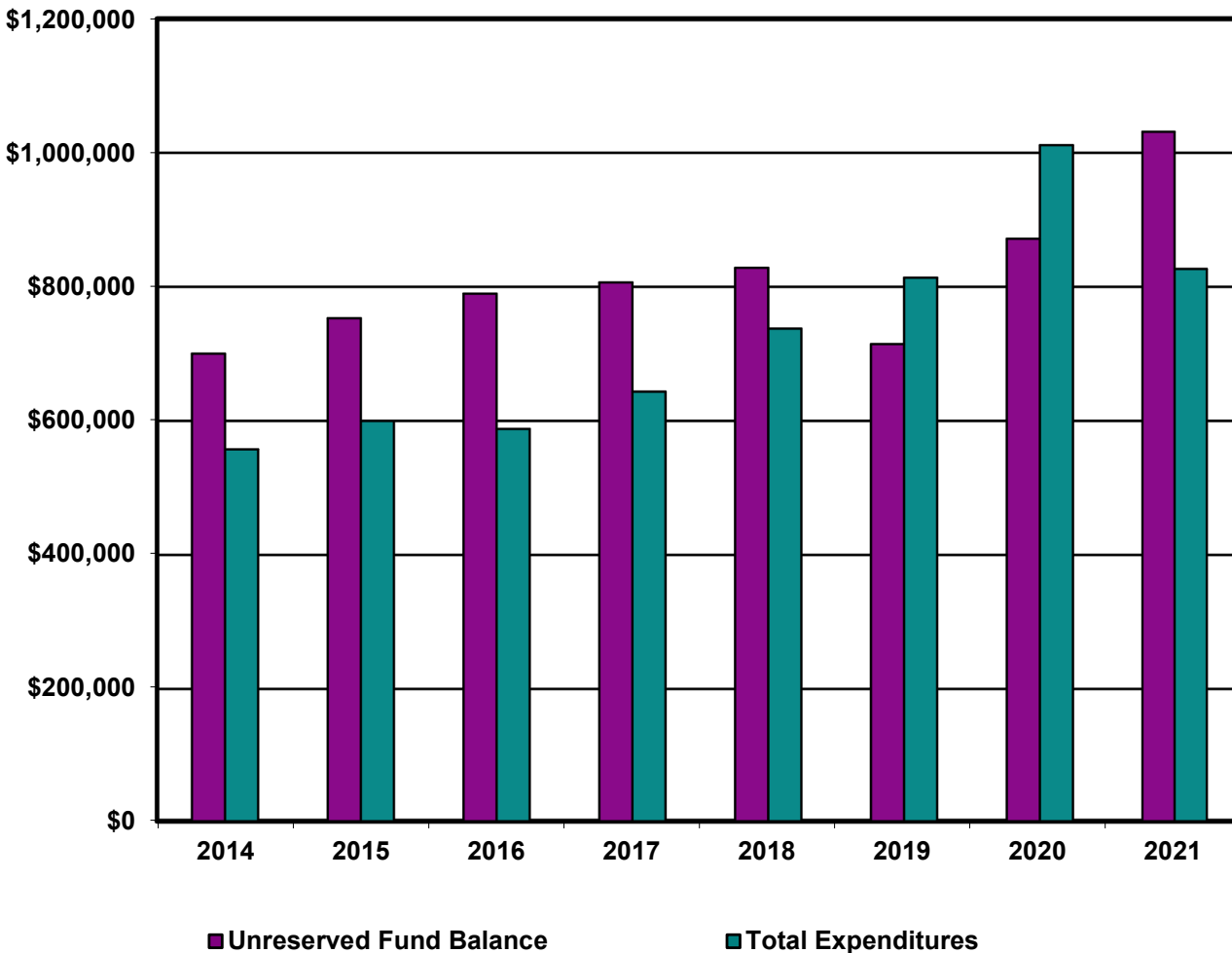
- Parks and RV park
- Expenditures totaled \$126,693 in 2021, a decrease of \$32,433 from 2020.
- Capital outlay for flood damage repairs in 2019, 2020 and 2021. City was reimbursed 75% of flood damage expenditures in 2020.
- RV park generated \$24,181 in user fees in 2021, up from 2020 at \$19,091

Governmental Fund Expenditures



Reserves

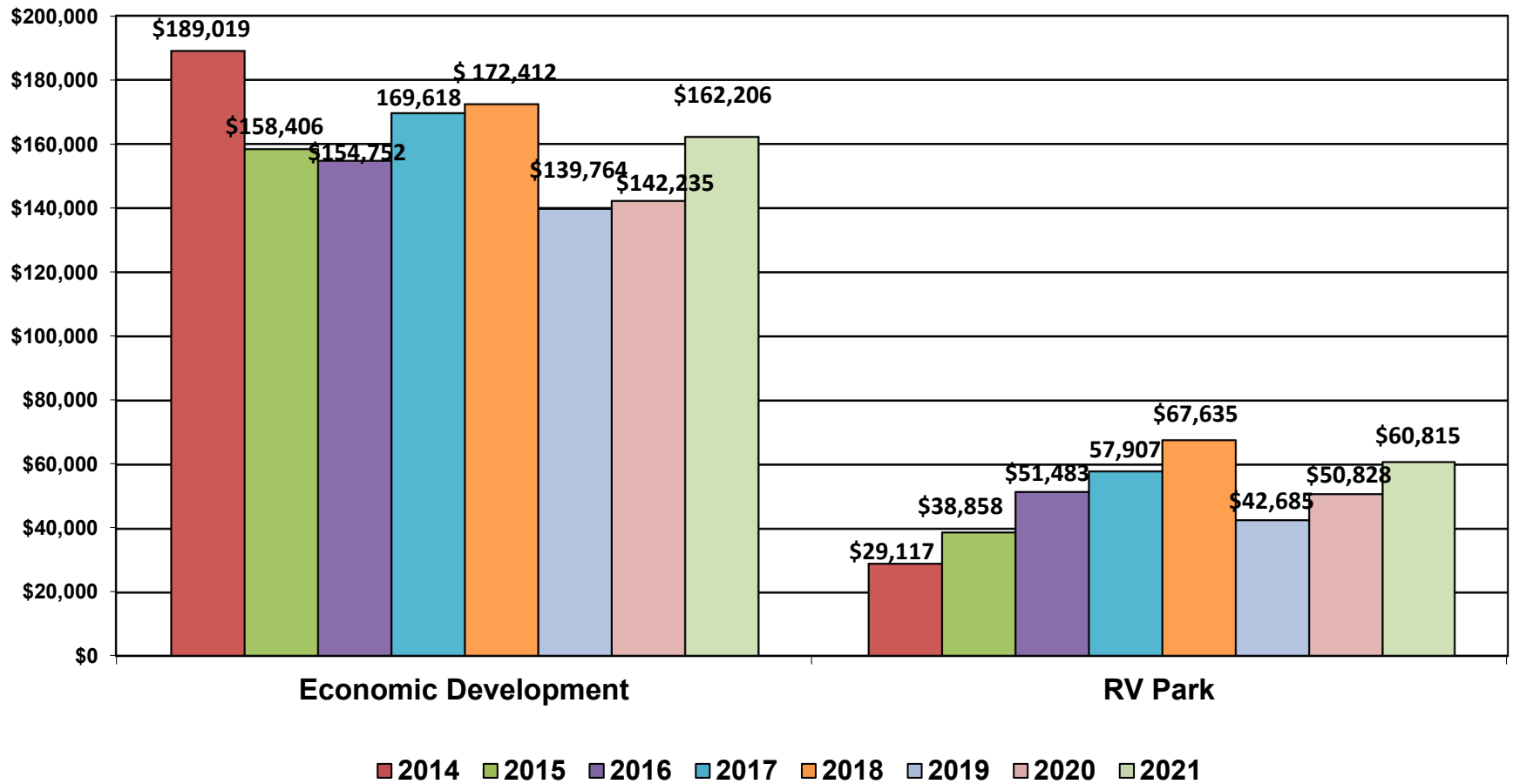
General Fund – Fund Balance



✓ Unreserved General Fund balance as a Percentage of General Fund Expenditures

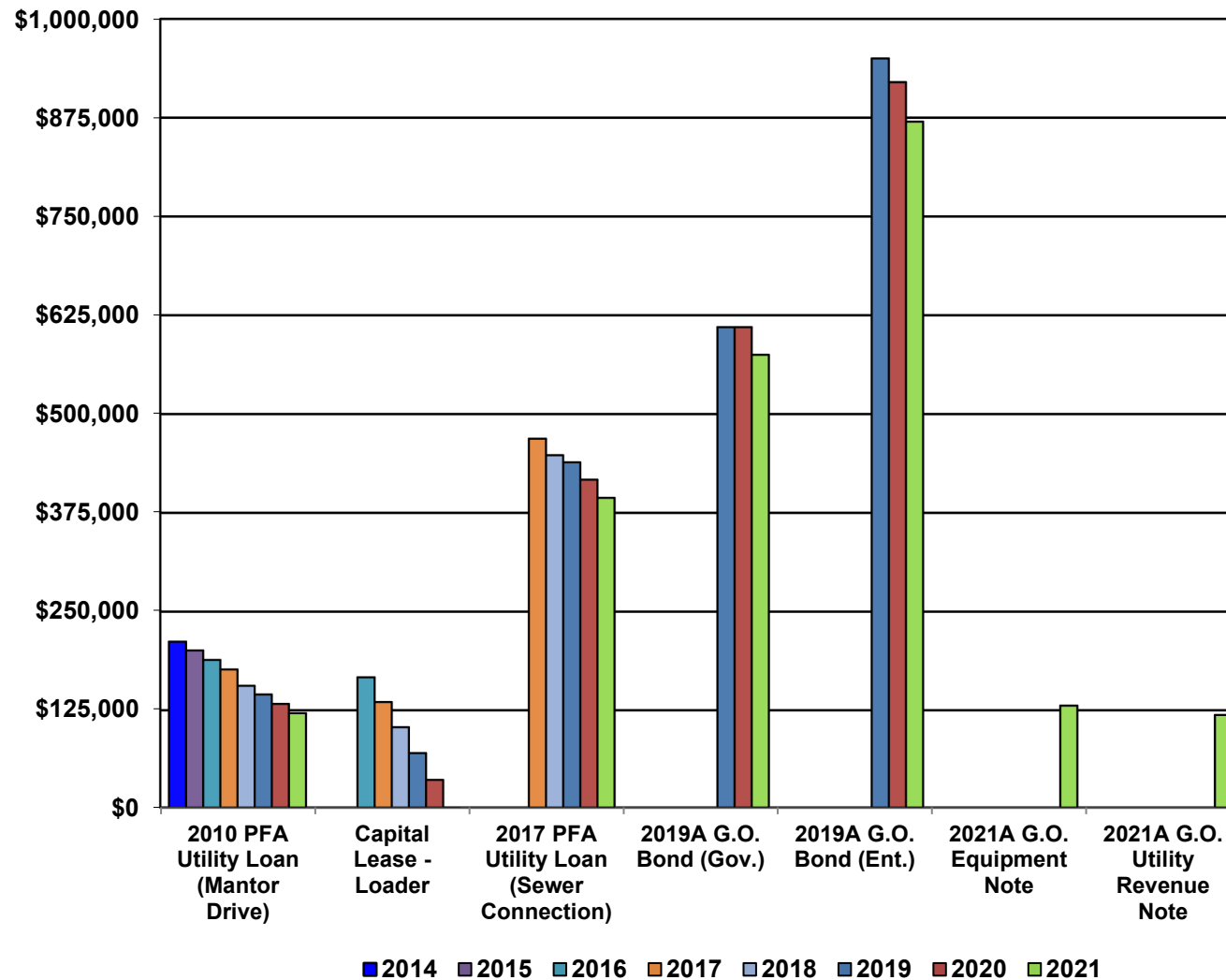
✓ 2021	125%
✓ 2020	86%
✓ 2019	88%
✓ 2018	112%
✓ 2017	125%
✓ 2016	134%
✓ 2015	126%
✓ 2014	126%

Nonmajor Special Revenue Funds - Fund Balance



Debt Service

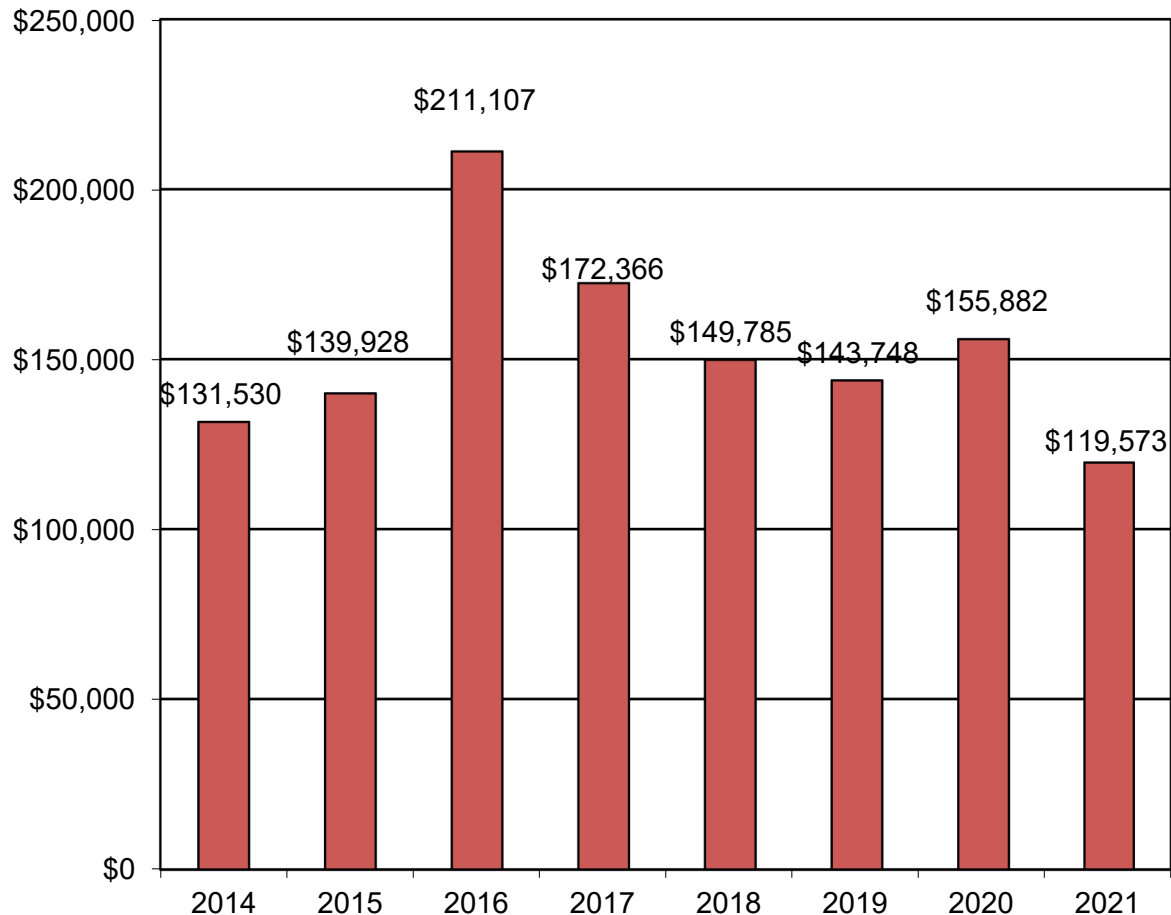
General Obligation Bonds and Notes Payable



✓ All payments are being made on a timely basis

✓ Debt is supported by tax levies, assessments, and utility user fees

Net Pension Liability



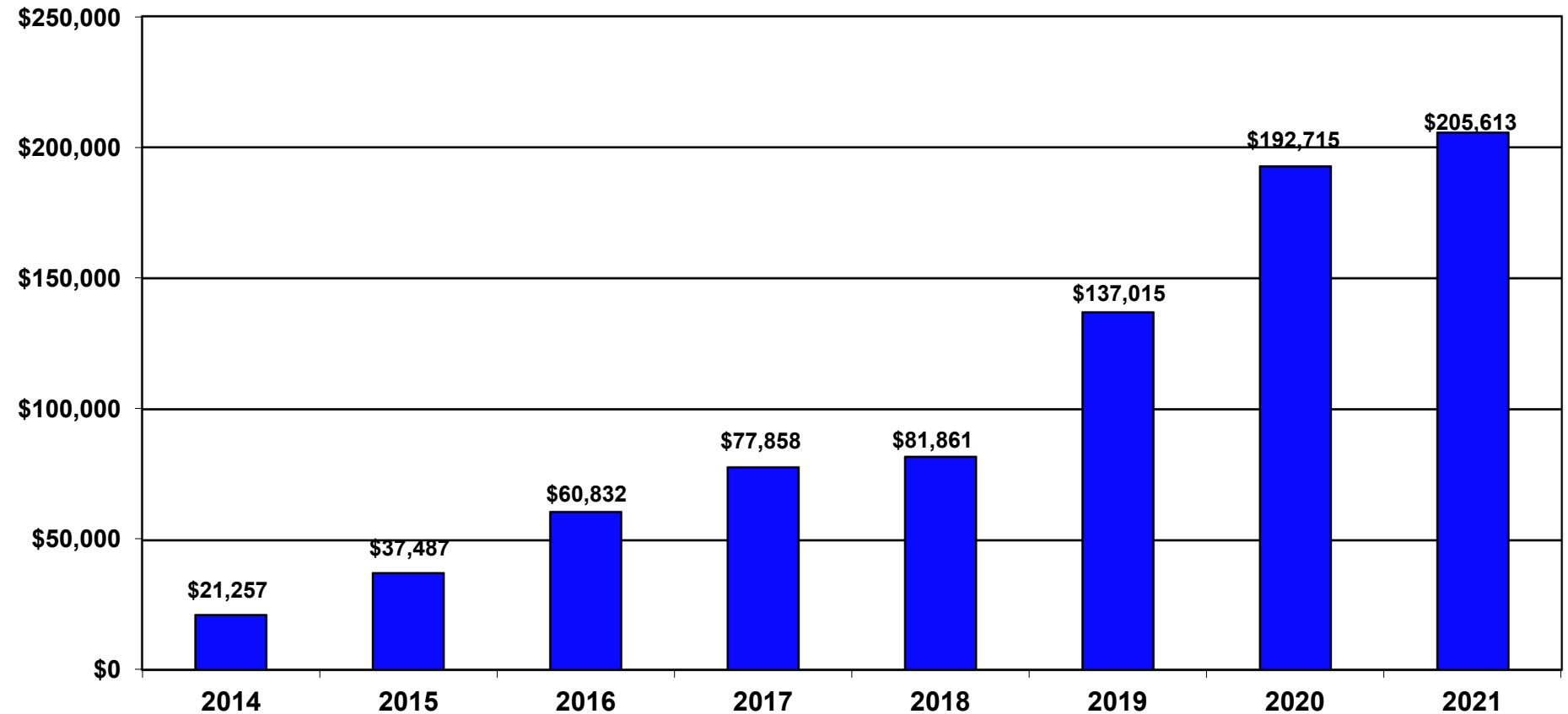
- Net Pension Liability represents City's portion of PERA underfunding – based on PERA Actuarial Report

- Recorded as:

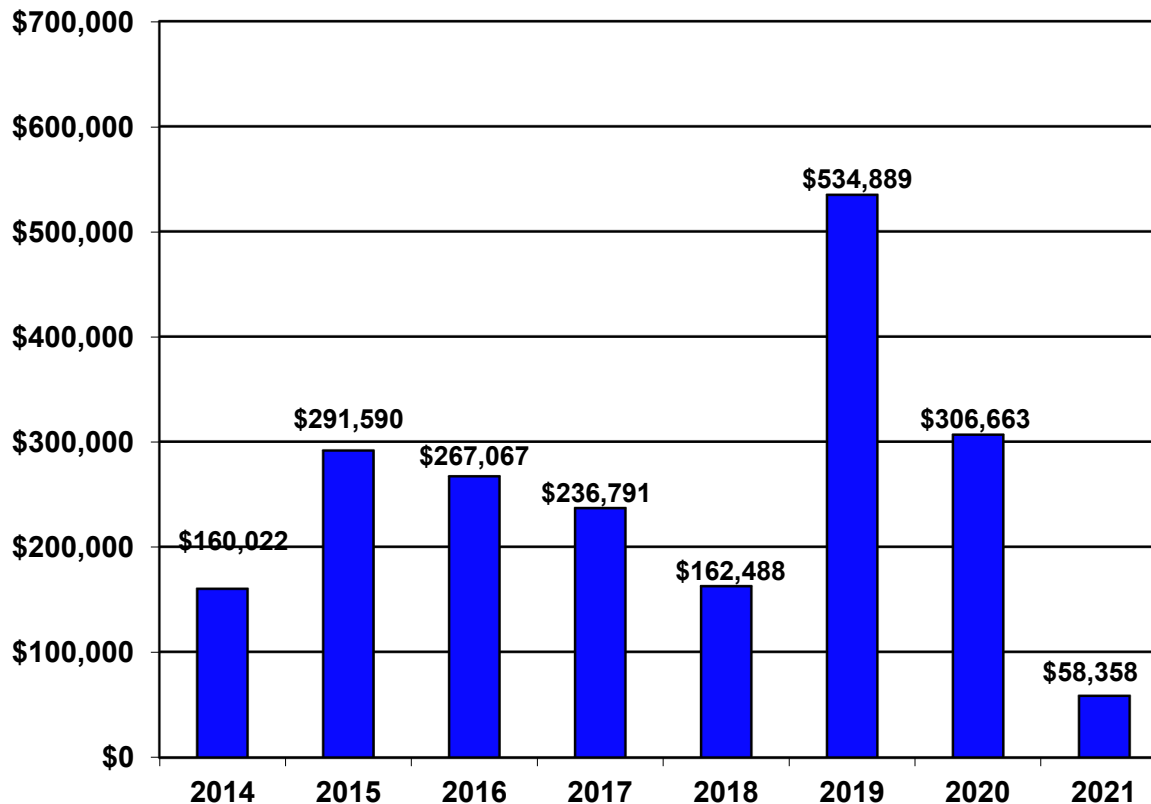
Governmental	\$ 84,251
Proprietary (Water and Sewer)	<u>35,322</u>
Total	\$119,573

Capital Projects Funds

Fire Department Equipment Fund - Fund Balance



General Capital Projects Fund – Assigned Fund Balance



✓ Transfers in of \$131,864 in 2020 and \$ 214,987 in 2019 are from the General Fund

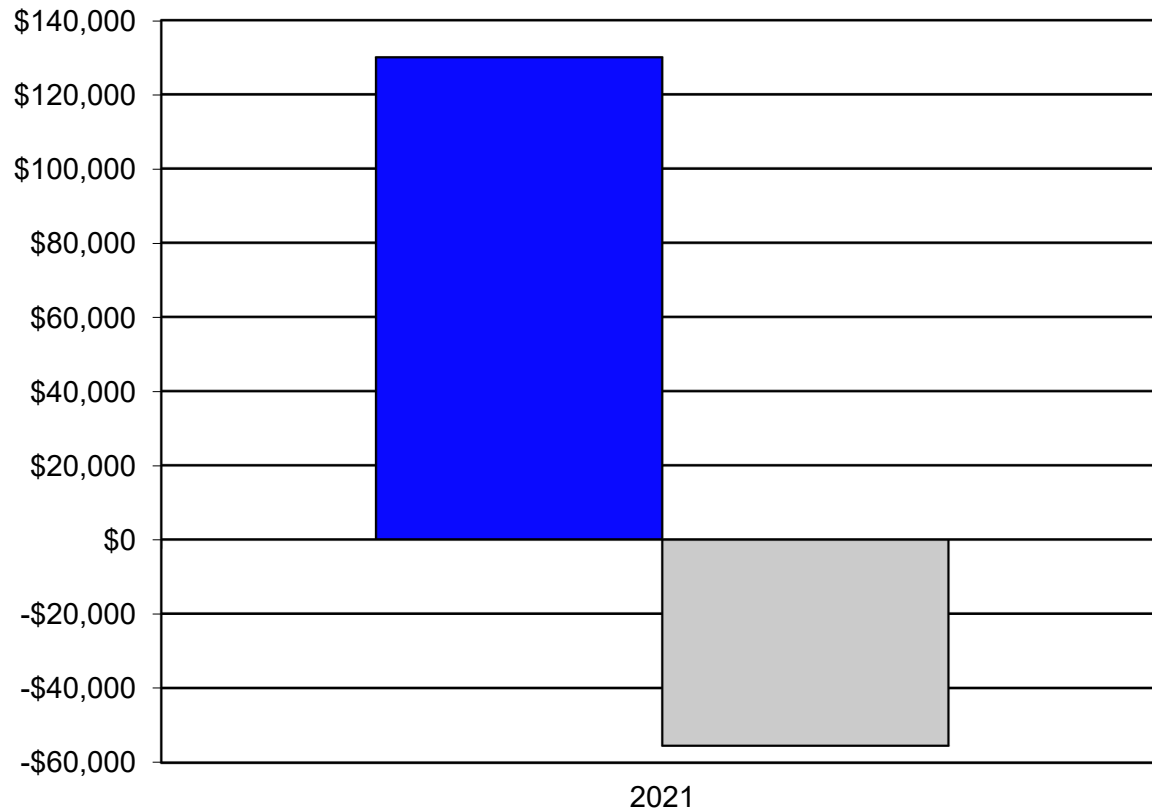
✓ Completed 5th Street Phase II Project in 2019

✓ Completed 2020 street project with fund reserves

✓ Received bond proceeds of \$610,000 in 2019 to offset expenditures related to 5th Street Phase II Project

✓ Used reserves toward City portion of 2021 street project

Other Capital Projects



- ✓ 2021 Equipment fund balance for purchase of plow truck in 2022
- ✓ TH 57 Construction deficit fund balance of \$55,469 due to upfront engineering costs to be recovered with future revenue sources

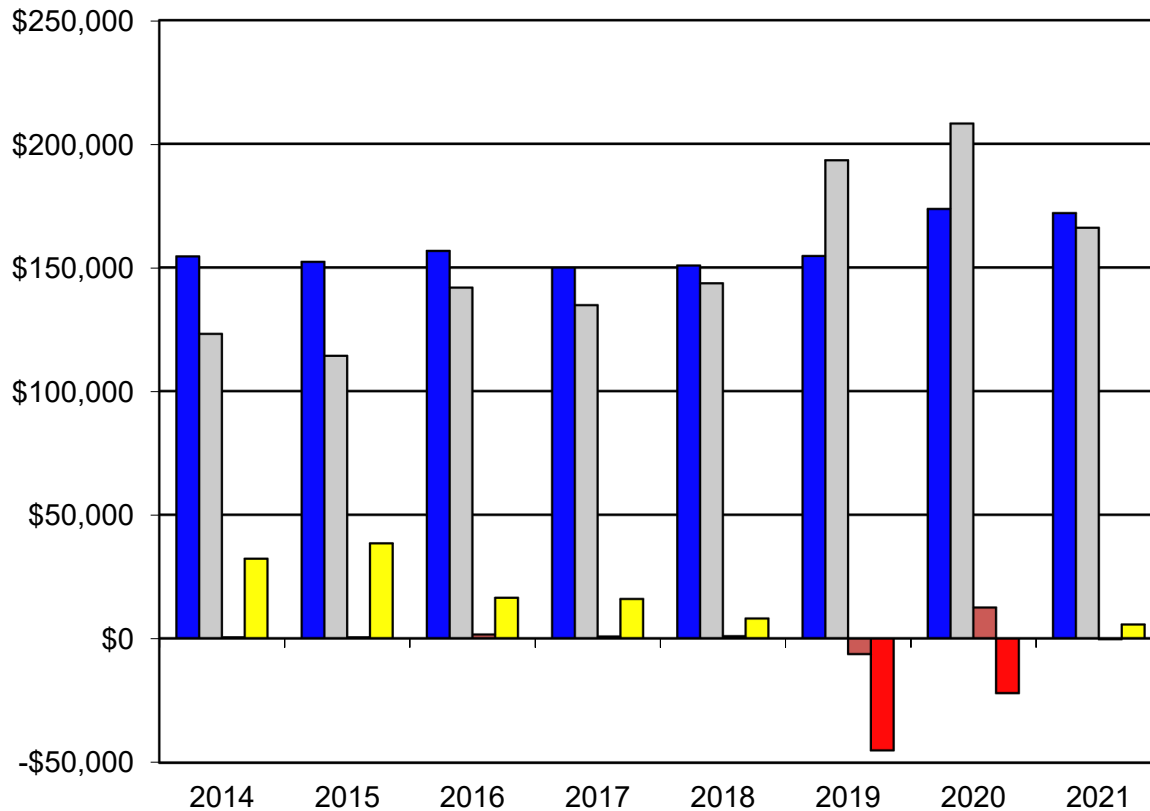
■ 2021 Equipment

■ TH 57 Construction

Operational Trends

Utility Funds

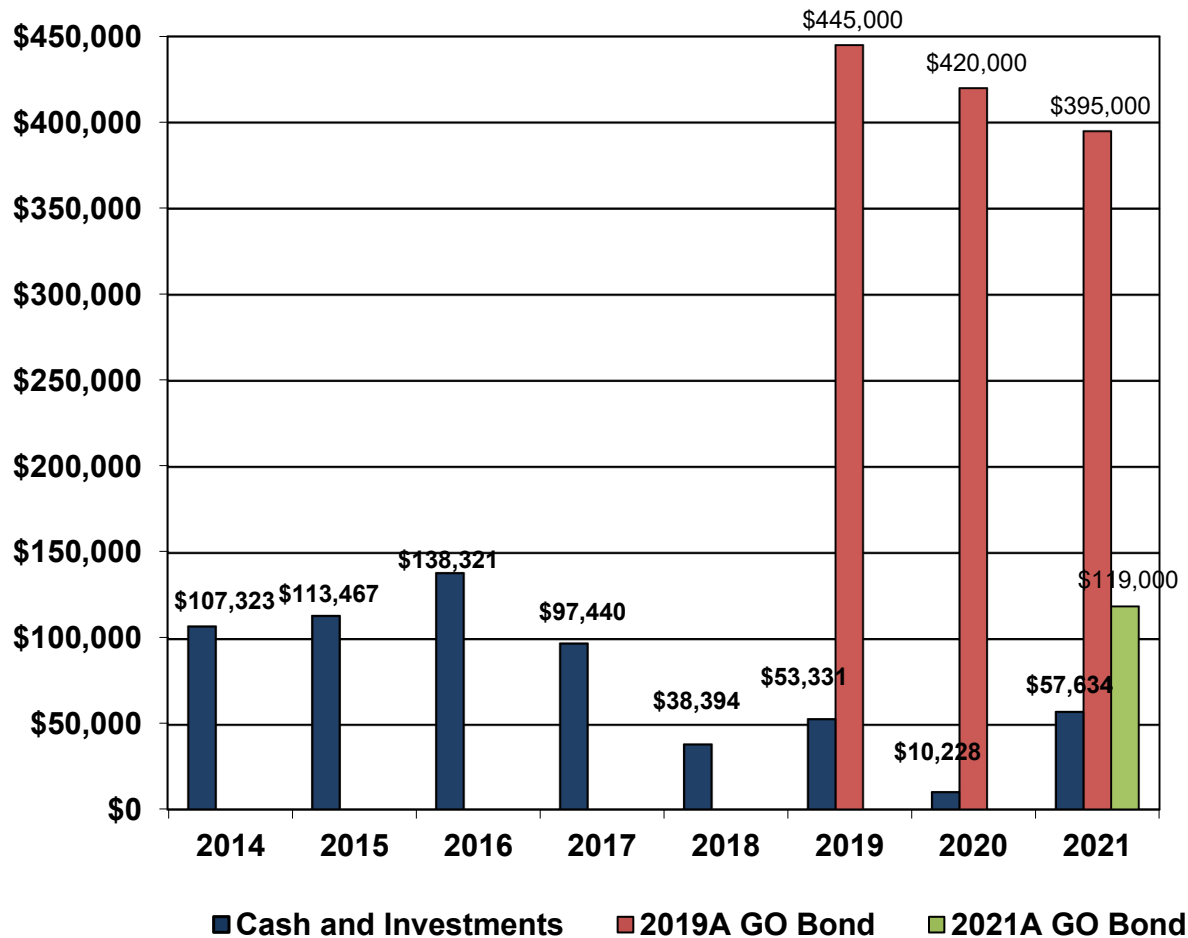
Water Fund



- Operating Revenues
- Operating Expenses
- Nonoperating Revenue (Expense)
- Net Income Before Transfers and Capital Contrib (Loss in Red)

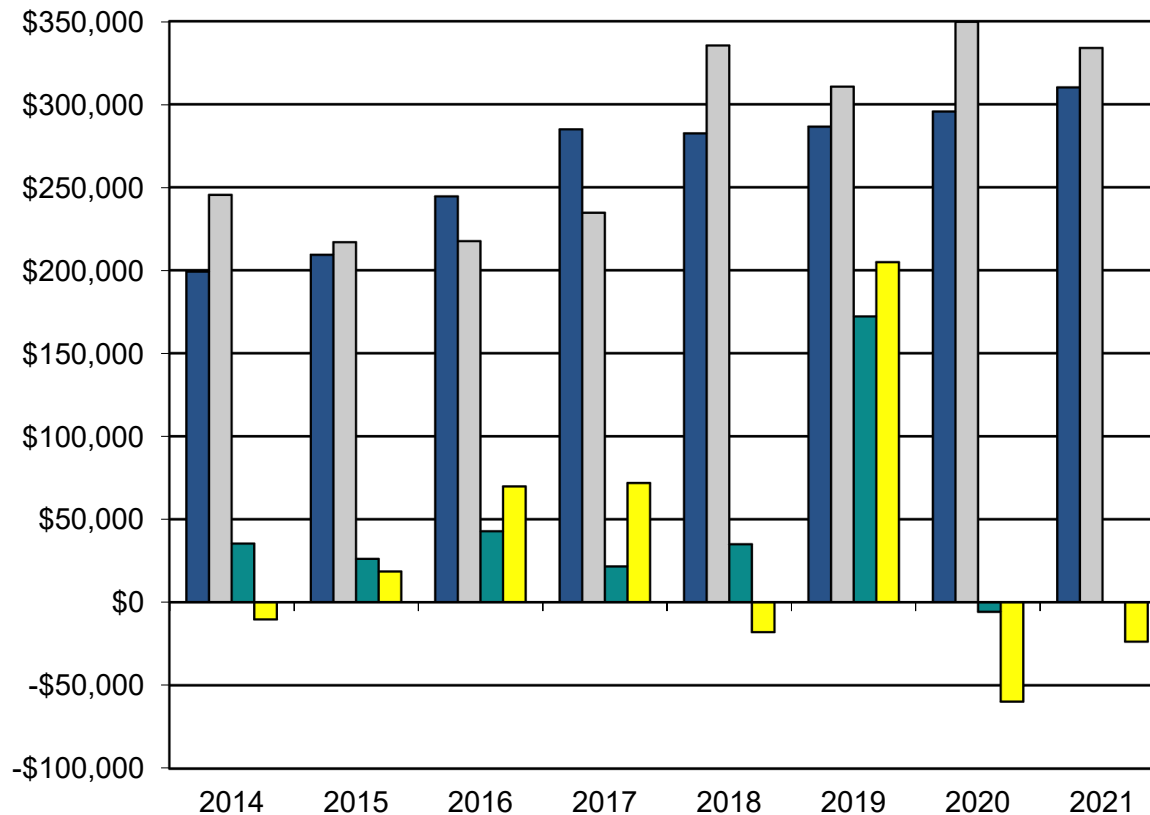
- ✓ Water service supported by ratepayers
- ✓ Operating revenues totaled \$172,003 in 2021
- ✓ Operating expenses including depreciation totaled \$166,069 in 2021
- ✓ Expenses in 2020 included significant repair costs on Well #2 offset by some insurance proceeds
- ✓ Increased water rates 3% in 2021

Water Fund



- ✓ Issued 2019A GO Bond for 3rd Street Loop Project
- ✓ Used cash reserves for well repair costs in 2020
- ✓ Issued 2021A GO Bond for water portion of the 2021 street improvement project

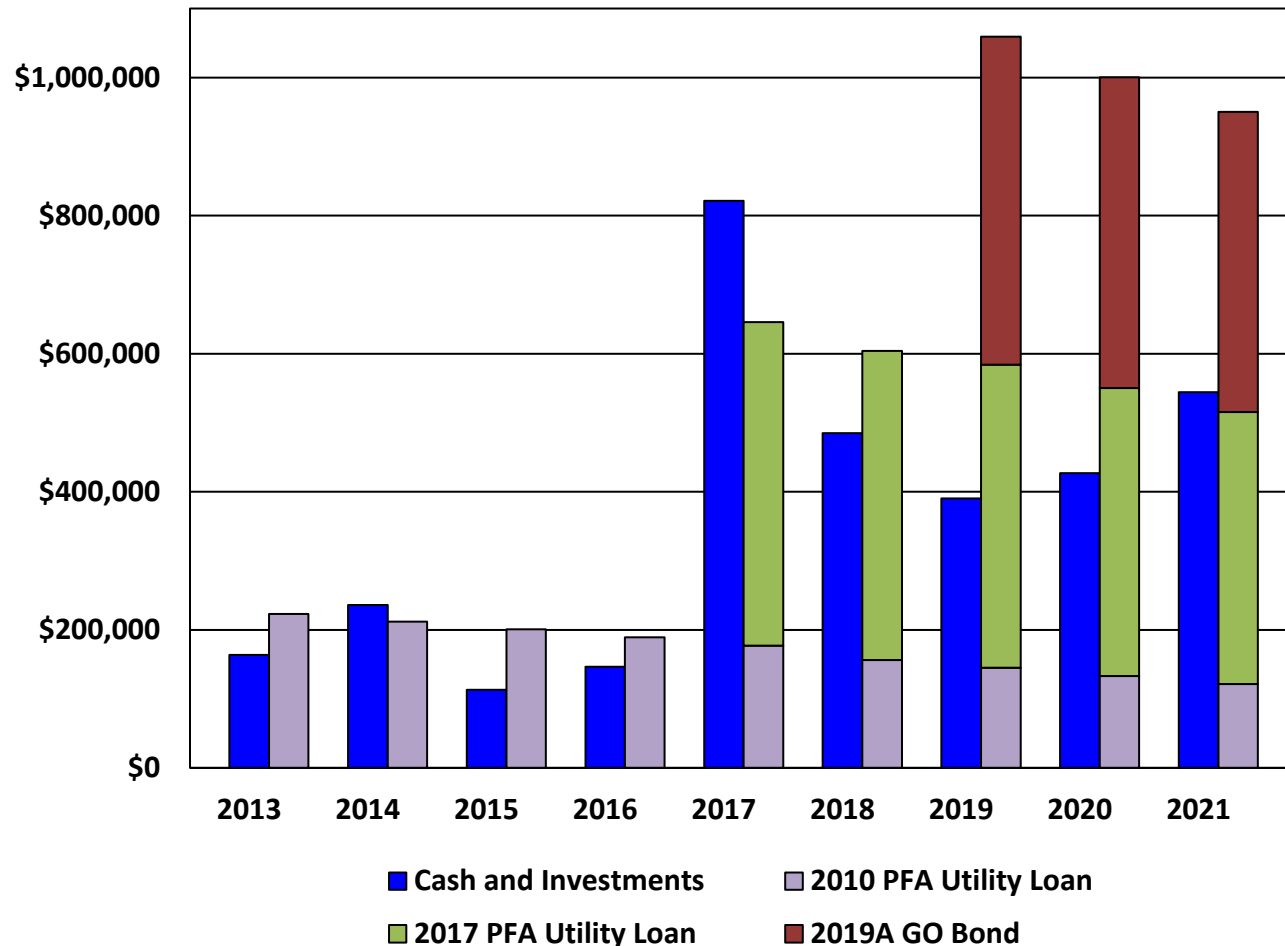
Waste Water Treatment Fund



- Operating Revenues
- Operating Expenses
- Nonoperating Income (Expense)
- Income (Loss) Before Transfers and Capital Contrib

- ✓ Sewer service supported by ratepayers
- ✓ Operating revenues totaled \$310,179 in 2021. Operating expenses including depreciation totaled \$333,934 in 2021.
- ✓ The fund received a PFA loan in the amount of \$468,834 in 2017
- ✓ Non-operating revenue includes special assessments for Cemetery Road in 2019
- ✓ Sewer rates increased 3% in 2021

Waste Water Treatment Fund



- ✓ 2010 PFA loan used to fund Mantor Drive Utility Improvements in 2010
- ✓ 2017 PFA loan and Point Source Implementation Grant used to fund Sewer Connection Project
- ✓ Transferred remaining balance of Fund 309 to Waste Water Treatment Debt Fund in 2017
- ✓ Reimbursed the capital projects fund \$250,000 for connection fees in 2018
- ✓ Issued 2019A GO Bond to pay for costs related to 3rd Street Loop Project

Summary

- ✓ General Fund unassigned fund balance of \$1,031,465 equal 125% of annual general fund expenditures.
- ✓ General Capital Projects Funds used fund reserves for the street portion of the 2021 Street Improvement project leaving a fund balance of \$58,358 as of December 31, 2021.
- ✓ Fire Department Equipment fund has reserves of \$205,613 at the end of 2021 available for future equipment acquisitions.
- ✓ Set up new fund to account for the construction costs associated with the TH 57 project.
- ✓ Issued new debt for purchase of a plow truck and the 2021 street improvement project water utility portion.
- ✓ All debt service funds are currently funded and all outstanding bonds are being paid on a timely basis.
- ✓ Water and Sewer Funds are generating sufficient cash flow to support outstanding debt obligations (2010A PFA Utility Loan, 2017A PFA Utility Loan, 2019A GO Bond Series, and 2021A GO Utility Revenue Note).

MANTORVILLE FIRE DEPARTMENT

July 2022 General Members Meeting

Call to Order:

- The meeting was called to order at: 20:30

Member's in Attendance:

- Steve, JJ, Paul L, Annika, Joey, Dave G, Chloe, Don, Scott, Curt, Jim, Troy, Nate B, Angel, Orion, Ryan, Russ, Duke, Travis, Brett, Rog, Jeff, Annabelle

Chief's Report:

- What 3 words app
- Storm spotter radio channel
- EMR training starts next Tuesday
- Fire in Kasson at Bigelow painting
- Active shooter training Aug 6th
- West Concord softball game July 21st 19:00
- Fire Id's
- Captain interviews have been completed
- 1st Captain Paul Lushinski
- 1st Captain Jeff Schmidt
- 2nd Captain Nate Suhr
- 2nd Captain Annabelle Hardwick
- Fair schedule
 - 7/15 Friday night 17:00 grandstand and beer garden
 - 7/16 Saturday 16:00 demos
 - 7/17 Sunday 14:00 trailer races ?

Assistant Chief:

- August 7th 5pm-? finish airlines
- Thank You Card from Duke and his family
- Thank You Card from Stephan Perry
- Paws and Claws Donation?
- Last nights Call
 - When you are in teams please stay together

Deputy Chief:

- Storage Shed - Relief
- Years of Service Pins
- Possibly repair drains in the hall.

Fire Marshall:

- 3 Calls
- 2 Fires(1 Kasson)
- 1 MVA

Training Officer:

- We will be doing hose practice with the water ball for training on Wednesday.
- Aug still working on getting into the Rochester training center.
- Sep 6 Oronoco they are trying to set up.
- Aug 23 will be online school.
- Next month possible SCBA training.
- Need to set up fit testing.

Equipment:

- Hot stick?
- Air packs got flow tested. It was done for Free. All the packs passed.
- Requested to get a small mask. Need to get a time set up for fit testing.
- MRA is willing to buy Knox boxes for all their properties.
- Foam leak has been found and repaired.
- Q-siren is installed and working.
- QR codes that had problems have been repaired. The chassis now has QR codes.
- Turnout gear has been gone through. The state grant we can get 4. New gear is 6 months out and \$3,700 a pair. We have multiple sets of gear that are past their dates according to the standard and a few coming close.
- Still need to check into the turtle tile demo.
- We are out of pagers, and need to get quotes on new ones.
- Need new hydrant hose for tanker 2.
- Keep an eye on radios so they are charged.

Vehicles:

- Betsy- Up at city shop
- Pumper 1-
- Pumper 2 - Generator is going to get looked at.
- Chevy Pick Up - Wheel fell out, out of service for repairs.
- Tanker 1 - Butterfly Valve in the back needs to be replaced
- Tanker 2 -
- Grass Rig -
- Rescue Truck -
- Keep an eye on water levels and fuel levels a few have been found to be low.

First Responder's:

- Make sure both bags (O2 & Trauma) are being brought in on calls.
- Make sure equipment is being restocked and cleaned.
- Talking about only EMR and EMT certified people going on calls to protect ourselves.
- Removing Pocket Masks.
- Removed Kings out of bags. Upgraded to I-Gels.
- First Responders Training next Wednesday.

Treasurer

- Bills: \$2,690.57

- Discussed bills
- Motion made by: Nate to pay bills as stated
- 2nd by: Annabelle
- Motion carries

New Business:

- Motion made to get new hydrant hose for tanker 2 up too \$500 by: Duke
- Seconded by: Jim
- Motion Carries
- Motion made to get Hot Stick up to \$400 by: JJ
- Seconded by: Travis
- Motion Carries

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: Duke to approve the point report
- 2nd by: Jim
- Motion approved.

Clerk/ Calendar

- Jul 13 1830 1st Responder Training
- Jul 20 1830 Maintenance
- Jul 13 1830 1st Responder Training
- July 15 night 17:00 grandstand and beer garden
- July 16 16:00 demos
- July 17 14:00 trailer races ?
- Jul 20 1830 Maintenance
- July 21 19:00 West Concord softball game
- **AUG Lunch: Nate S, Brett, Kyle**
- Aug 1 1900 Officer Meeting
- Aug 3 1830 1st Wed Drill , Monthly meeting
- Aug 7th 1700 Finish Airlines

- Motion made to adjourn by: Duke
- 2nd by: Jim

Meeting Adjourned at: 21:17



City Council Report

To: Mayor and Council
From: Steve Fairchild, Mantorville Fire Chief
Date: July 11, 2022

Amendments to Personnel Policy – Addendum A

BACKGROUND INFORMATION:

Enclosed for Council review are amendments to the Personnel Policy Addendum A. Changes include:

1. Page 1 – updated list of Captains
2. Page 2 – updated chain of command list
3. Page 8 – changed Truck Maintenance Officer to Vehicle Maintenance Officer to match the list on page 1

STAFF RECOMMENDATION:

Motion to approve the amendments made to Addendum A, as presented.

ADDENDUM “A”
MANTORVILLE FIRE AND RESCUE DEPARTMENT

PERSONNEL POLICY ADDENDUM

The Mantorville Fire and Rescue Department is defined as a municipal department functioning as part of the City of Mantorville. The City Personnel policy applies to Fire and Rescue Department members, however, specific items applicable to just the Firefighters are covered in this addendum.

ORGANIZATION

The City Council is responsible for the Fire and Rescue Department and defines the responsibilities of the officers (see specific list below) and members. The Fire and Rescue Department assigns a nomination committee in September of odd-numbered years from the current active members of the Fire and Rescue Department to make recommendations to the city council for the officer positions. An officer cannot be on probation (either initial probation or probation for other reasons).

The total number of members of the fire and rescue department shall be thirty (30) including officers.

These recommendations are then forwarded to the City Council no later than the first City Council meeting in December of odd-numbered years. The City Council will then make the appointments for each of the officer positions (note, the council is not required to follow the Fire Departments recommendations). The officers will serve a two year term beginning on January One (1) of even numbered years.

The following lists the appointed officer positions **that make up the “Fire Board”**:

Fire Chief	Assistant Fire Chief/Safety Officer	Deputy Fire Chief
Treasurer	Training Officer	Clerk
Fire Marshal	EMR Captain	
Vehicle Maintenance Officer	Equipment Maintenance Officer	

The function of the Fire Board is to make initial investigations and recommendations to the Mantorville City Council and/or the department membership on items pertaining to the operation of the department or other items relative to fire prevention and protection. In addition, the Fire Board shall be responsible for establishing and enforcing the standard operating guidelines and policies of the department.

In addition to the “Fire Board”, the Fire Department can recommend to the City Council additional members as assistants to any of the non-Chief positions. The assistants are NOT members of the Fire Board. For example an Assistant Clerk.

In addition, the following officer positions are appointed by the Fire Board based on knowledge and experience. These officers are NOT members of the Fire Board.

1 st Captain(s)	2 nd Captain(s)	Pumper Captain(s)
----------------------------	----------------------------	-------------------

INCIDENT CHAIN OF COMMAND

The following defines the typical chain of command used at an emergency incident. However, the incident commander position may be handed off or assigned to a more experienced individual at the incident.

1. Fire Chief – typically the incident commander
2. Assistant Fire Chief – Acts in the absence of the Chief
3. Deputy Fire Chief – Acts in the absence of the Chief and Assistance Chief
4. 1st Captain
5. 2nd Captain
6. Pumper Captain
7. Senior Firefighter

The Safety Officer, OR in the absence of the Safety Officer the person assigned that position at the incident, has overall authority, regardless of rank, to intervene in any aspect of the operation when, in his/her judgment, a potential or real danger for an accident or unsafe condition exists.

MEMBERSHIP

Members must live in or work in or near the Mantorville fire protection district and be able to normally respond to the Mantorville Fire Hall within 20 minutes.

New members must obtain the minimum of Fire Fighter 2 certification or equivalent (originally known as FF 2), within two years of acceptance. New members must obtain at least EMR certification or higher within two years of acceptance. All members are expected to obtain a current CPR card. These certifications are to be maintained while a member of the Mantorville Fire and Rescue Department.

Additional Qualifications include:

- Applicant must demonstrate clear and precise communication skills as it pertains to the Mantorville Fire Service.
- Applicant must demonstrate hand and finger dexterity as per the physical test administered by the interview committee.
- Applicant must possess a valid MN Class D (or higher) Driver's License.
- Applicant must demonstrate the ability to lift and carry a minimum of 50 pounds as per the physical test administered by the interview committee.

Application for new membership is made through the City Clerk who will provide an employee packet to the applicant. The City Council will process the information and notify the applicant when a position is available.

A member who resigns after completion of five (5) or more years of active membership will be presented with a plaque of appreciation.

Regular City Employees who are also Fire and Rescue Members: City employees who are also members of the Fire and Rescue Department are expected to use their judgment in responding to fire calls while 'on duty for the City.' If responding to a fire call will place the City or fellow workers in jeopardy, workers are required to stay on the job and not respond. If responding will not jeopardize the City or fellow workers, response to the fire call is encouraged.

CONFIDENTIALITY

As a member of the Mantorville Fire and Rescue Department (MFRD), you are part of the public safety services provided by the City. You are a trained volunteer to work with specific emergency situations. Few, if any, of the incidents will follow textbook protocol. As trained volunteers, we attempt to do the best job at each incident with the members that are available.

You also may become privileged to personal information about your team members as well as incident situations. All of this information must be treated in strict confidence. Any information provided to the public must come through the OFFICER-IN-CHARGE. In many situations, the information will be provided through the Sheriff's Department.

As a member of the MFRD, you are expected to represent the Department in good faith at all times. Common sense must be used with our "logo" clothing (i.e. identifies the departments). This clothing is for member's use and their immediate family members. It should only be worn when the department can be represented in a positive way. "Logo" clothing is not to be given away but is to be returned or destroyed if there is no further use by a member, ex-member or the immediate family.

Any breach of confidence subjects you to immediate dismissal from the MFRD. In this event, all Department property must be returned.

ATTENDANCE AND PARTICIPATION POLICY

MEETINGS

Normally, one (1) general business meeting is scheduled each month, in addition to an Officer's meeting which is typically open to all members. For the general meeting, a quorum shall be required to be present before a vote may take place. A quorum shall consist of at least 60% of the current active and probationary membership.

An annual meeting will be held in either January or February. The purpose of this meeting is to review the past year's activities, financial status and any other business.

Each member is required to attend a minimum of eight (8) out of twelve (12) regularly scheduled consecutive meetings. Should another fire department related meeting conflict, attendance will be counted. Attendance at the Officer's meetings shall also count as attendance. As a last resort, a member who cannot make any of the meetings may acknowledge to the Clerk that the minutes provided via email were read.

A member who has an extraordinary schedule conflict may submit a request for temporary relief from the stipulated attendance rules. This request must be presented to the Fire Board at a regular meeting and approved by a simple majority vote of those present.

TRAINING

Each member is required to attend a minimum of one (1) drill at least once each month for a minimum of nine (9) out of any twelve (12) consecutive months.

INCIDENT GUIDELINE

Members, within a reasonable responding distance, are expected to respond to all emergency calls when the department is paged. Personnel not needed at the emergency location will return to the fire hall and remain there until released by the Fire Chief or officer in charge. Such personnel will be considered still

on active duty and shall be prepared to provide backup, cover a second emergency call, assist in cleanup, equipment checking, or any other duty requested by the officer in charge.

There are situations where we are requested to assist other public safety officials. These may not be classified as emergency calls and a general page may NOT be issued. A phone tree may be used to call sufficient members to meet the immediate personnel needs for operating the required equipment. Weather spotting is not defined as an emergency call. Mantorville's weather spotters are volunteers from the members of the Fire and Rescue Department.

For all incidents and or services provided by the Fire and Rescue Department, the members work as a team and are expected to follow all orders as directed by the incident commander (free lancing is never an option). The following outlines our priorities:

Fire & Rescue Incidents have the following order of priorities:

First and always is the safety of the responding personnel (Fire and Rescue Department members).

Preservation of life at the incident

Fire suppression and / or extrication

Preservation of property

Medical support

Direct and/or provide support for ambulance personnel. The department does require that new members be certified First Responders or higher medical certification. Members that are First Responders or higher medical certification can provide Emergency Medical Services through our First Responder service.

Hazardous material incident support is limited to level 1

Material identification

Evacuation of the area

Secure the area

Notification of appropriate authority for containment and clean up.

Assist with personnel decontamination.

Weather spotting

This is an optional activity for Fire and Rescue Department members.

The use of any medication or controlled substance (including alcohol) where you should not be operating equipment or that might impact your ability to perform the required duties shall prohibit that individual from participation for at least 12 hours. **DO NOT RESPOND TO THE FIRE HALL.**

There may be various reasons for restricting your activity at an incident such as a temporary health situation, injury, etc. It is your responsibility to let your team members know your limits for that specific incident. **DO NOT PUT YOURSELF OR THE OTHER TEAM MEMBERS AT RISK.**

Violating any part of the incident policy that puts you or others at risk may result in the member being placed on probation with restricted activity or expulsion for repeated offences.

LEAVE OF ABSENCE

Any active member may request, in writing, an unconditional one-year leave of absence. The member relinquishes voting privileges and offices and must return personal equipment. A written statement of intent to extend this leave for one (1) additional year (2 year maximum) is required; failure to do so will terminate membership.

Reinstatement is not guaranteed. A request must be made in writing to the City Council, who will in turn forward the request to the Fire Board for their recommendation. Reinstatement is at the discretion of the Fire Board and the City Council based on prior service and current department needs. A member reinstated after a lapse of 6 months will be placed on probation (length determined by the Fire Board) and will be required to fulfill the stipulations as defined by the Fire Board.

Military Leave of Absence Requirements:

Those firefighters who are called away on military leave will remain on ACTIVE status with all seniority and benefit rights. The fire department can, if they choose, add an additional firefighter in this situation. Post military leave, both fire fighters may stay on the roster even if this places the fire department above the stated quota. The next firefighter to leave the department may only be replaced with the approval of the City Council.

EQUIPMENT

Personal Safety equipment

The Fire Department provides the protective covering for each member. This includes coat, bunkers (pants), boots, hood, helmet, gloves, flashlight and a SCBA facemask. In addition, a pager is provided to each member. All equipment remains the property of the Fire Department.

Fire Department equipment

Only Department members and authorized persons shall be permitted to use or operate any apparatus or equipment belonging to the City of Mantorville. The Incident Commander (i.e. Officer in Charge or Fire Chief) shall have the power to authorize non-members to use department equipment during mutual aid drills and emergencies and other incidents.

PERSONNEL COMPLIANCE RECORDS

Membership compliance records will be kept by the assigned Fire Board officer. This includes all exams, testing, training and attendance requirements to maintain active membership.

Meetings: Each member is required to attend a minimum of 8 out of 12 consecutive months of general meetings. Minutes are posted and may be signed in lieu of actual attendance, when you are on vacation or working night shifts. The “minutes sign off” is defined as an exception and may not be used to avoid meetings.

Training: Each member is required to attend a minimum of one (1) drill at least once each month for a minimum of 9 out of any 12 consecutive months. The following are classified as drills:

The regularly scheduled Fire Department training session (drill).

Attendance at fire related training sponsored by another recognized institution. The Chief or Training officer will determine if an activity qualifies for training credit.

A make-up drill can be arranged through the Training officer or Fire Chief.

Note: The department has annual training to enable members to meet requirements such as CPR Certification, and those required by OSHA.

Should a member’s compliance record show that he/she is in jeopardy of violating requirements, written notice will be sent that expulsion may result should the pattern continue.

COMPENSATION

General

Each member is covered by the Volunteer Fire Fighter Benefit Association insurance purchased by the city.

Each member is covered by Workman's Compensation during any Fire Department activity.

Member's compensation is based on a point system. The value of each point is determined by the amount defined in the annual budget minus officer stipends divided by the total accumulated points.

Points are credited for attendance at general business meetings, training, responding to emergency (or paged) calls and other activities deemed appropriate by the Fire Board.

Activity point values are defined as follows:

3	For the first duty hour or any portion thereof -- for reporting to the fire hall for any incident situation.
2* *	Each additional hour associated with an incident response (e.g. fire, vehicle accident, public safety support, etc.)
1* *	Each additional hour associated with weather spotting activities
1	Each hour spent working on a scheduled activity that is open to the entire department
1	Each scheduled training hour (including the completion certificate credits for authorized schooling).
1	Scheduled general membership meeting attendance.
**	For incident situations, additional hours are based on 20 minutes or more into the next hour.

Other Compensation

The officers receive a stipend for the special duties they have agreed to provide.

RELIEF ASSOCIATION BENEFITS:

The Mantorville Fire Department Relief Association is a registered Minnesota Volunteer Firefighter Relief Association. The Relief Association is an IRS 501(c)(4) organization. The primary purpose of the Relief Association is first to benefit its members, active Fire Department members and their families. In addition, both the Fire Department and the community can benefit from Relief Association activities, as approved by its members.

See the Mantorville Fire Department Relief Association Bylaws documents for further information.

PENSION

Pension benefits are provided via SVFRP (State Volunteer Firefighter Retirement Program - PERA (Public Employees Retirement Association)).

Benefits are based on the months of service. The benefit level is authorized by the city council. Fire fighters are eligible for benefits after 5 years of service. See the SVFRP plan documents for further information.

Fire Department Performance Evaluations

Probationary period for Volunteer Firefighters is 2 years to allow completion of require education.

At the end of the 9 months, the Fire Board shall submit a "Firefighter Probationary Check List" to the Personnel Committee. This form can be obtained from the City Clerk.

At the beginning of the 20th month of probation, the Fire Board shall submit to the Personnel Committee the educational status and recommendation regarding installation of the person as a regular firefighter.

The Personnel Committee shall make regular report of all appropriate information to the City Council.

In addition, the fire board will complete evaluation forms for each firefighter indicating status and competencies on an annual basis. Forms can be obtained from the City Clerk.

Mantorville Fire Department Office Qualifications

Fire Chief

- Minimum of 5 years as a firefighter (including probation and other departments) and currently not on probation
- Minimum of 1 year in an officer's position
- Understands and will fulfill duties of Fire Chief as defined in the city's job description
- Willing to accept position

Assistant Fire Chief - Safety Officer

- Minimum of 3 years as a firefighter (including probation and other departments) and currently not on probation
- Understands and will fulfill duties of Assistant Fire Chief and Safety Officer as defined in the city's job description
- Willing to accept position

Deputy Fire Chief

- Minimum of 3 years as a firefighter (including probation and other departments) and currently not on probation

- Understands and will fulfill duties of Assistant Fire Chief and Safety Officer as defined in the city's job description
- Willing to accept position

Clerk

- Minimum of 3 years as a firefighter (including probation and other departments) and currently not on probation
- Understands and will fulfill duties of Clerk as defined in the city's job description
- Willing to accept position

Treasurer

- Minimum of 3 years as a firefighter (including probation and other departments) and currently not on probation
- Understands and will fulfill duties of Treasurer as defined in the city's job description
- Willing to accept position

Fire Marshal

- Minimum of 3 years as a firefighter (including probation and other departments) and currently not on probation
- Understands and will fulfill duties of Fire Marshal as defined in the city's job description
- Willing to accept position

Equipment Maintenance Officer

- Minimum of 3 years as a firefighter (including probation and other departments) and currently not on probation
- Understands and will fulfill duties of Equipment Maintenance Officer as defined in the city's job description
- Willing to accept position

Training Officer

- Minimum of 3 years as a firefighter (including probation and other departments) and currently not on probation
- Understands and will fulfill duties of Training Officer as defined in the city's job description
- Willing to accept position

Vehicle Maintenance Officer

- Minimum of 3 years as a firefighter (including probation and other departments) and currently not on probation
- Understands and will fulfill duties of Truck Maintenance Officer as defined in the city's job description
- Willing to accept position

First Responder Captain

- Minimum of 3 years as a firefighter and currently not on probation
- Have a current First Responder certification or higher
- Understands and will fulfill duties of First Responder Captain as defined in the city's job description
- Willing to accept position

EMR Captain

- Minimum of 3 years as a firefighter (including probation and other departments) and currently not on probation
- Understands and will fulfill duties of Training Officer as defined in the city's job description
- Willing to accept position

Due to extenuating circumstances (e.g. no current firefighters meet all qualifications) specific qualifications for specific officer positions may be waived.

City Mantorville
 Date 6/1/2022 thru 6/30/2022

<u>Agency</u>	<u>Incident_Nr</u>	<u>Location</u>	<u>LocCity</u>	<u>Activity</u>
S	202200003786	129 State Hwy 57	Mantorville	Burning Permit
S	202200003814	415 Main St N	Mantorville	Speed
S	202200003815	720 Main St N	Mantorville	Traffic
S	202200003821	321 Main St N	Mantorville	Found Property
S	202200003838	9 5th St W	Mantorville	Fires
S	202200003890	916 West St	Mantorville	Ambulance Run
S	202200003916	721 8th St E	Mantorville	Animal Comp
S	202200003944	141 County Rd 12	MANTORVILLE	Ambulance Run
S	202200003948	41 Leprechaun Ln	Mantorville	Suspicious Activity
S	202200003969	22 6th St E	Mantorville	Adult Court Orders
S	202200004112	22 6th St E	Mantorville	Agency History Check
S	202200004113	22 6th St E	Mantorville	Agency History Check
S	202200004146	22 6th St E	Mantorville	Agency History Check
S	202200004157	5 5th St W	Mantorville	Req for Extra Patrol
S	202200004162	22 6th St E	Mantorville	MN Prairie Assist
S	202200004173	22 6th St E	Mantorville	Violate Drug Court Rules
S	202200004179	721 Main St N	Mantorville	Drone Deployment/Training
S	202200004193	22 6th St E	Mantorville	Narcotics
S	202200004200	22 6th St E	Mantorville	Adult Court Orders
S	202200004226	401 West St	Mantorville	Animal Comp
S	202200004241	907 Main St N	Mantorville	Violate/cond-release
S	202200004247	817 West St	Mantorville	Missing Person
S	202200004269	621 Main St N	Mantorville	Other Driving Complai
S	202200004271	501 Main St N	Mantorville	Traffic
S	202200004357	721 Main St N	Mantorville	9-1-1 Hang Up Call
S	202200004380	1006 Walnut St	Mantorville	Barking Dog
S	202200004389	518 Walnut St	Mantorville	Fires
S	202200004409	812 Hickory Ln	Mantorville	Req for Extra Patrol
S	202200004417	415 West St	Mantorville	Lost Property
S	202200004419	801 Clay St	Mantorville	Disturbance
S	202200004483	210 3rd St W	Mantorville	Fires
S	202200004486	22 6th St E	Mantorville	Agency History Check
S	202200004487	22 6th St E	Mantorville	Agency History Check
S	202200004488	22 6th St E	Mantorville	Agency History Check
S	202200004515	816 Walnut St	Mantorville	Drunkeness
Total		35		



DODGE COUNTY SHERIFF'S OFFICE

22 East 6th Street Dept 201, Mantorville MN 55955
phone 507-635-6200 fax 507-635-6225

07/07/2022

To: City of Mantorville

RE: ATV/UTV/Golf Cart Ordinance

FR: Scott Rose

I've done some research with several area agencies reviewing their ATV/UTV/Golf Cart ordinances. Actually, one of the more comprehensive ordinances we've seen is right here in Dodge County in Dodge Center. I've included a copy of their ordinance – here are the highlights:

- **Annual** ordinance with permits renewed in January of each year
 - o According to Dodge Center City Council - the benefit to an annual renewal is the ability to ensure a complete and accurate registration and to keep insurance up-to-date
 - Some cities do a 2-year permit to make it easier for city staff
 - o We've seen registration fees anywhere from \$5-\$15
- Dodge Center uses a **sticker** to show registration
 - o Some cities like Houston issue a license plate (see Houston's attached). Advantage for them is it's very visible from a distance
 - o Some cities issue different colored stickers each year to indicate different years similar to DMV (Dodge Center uses Triton colors)
 - o Some don't specify where the sticker needs to be displayed. We would recommend stickers to be displayed on driver's side quarter panel, driver's corner windshield, or rear facing on the fender.
- Ordinance requires owners to provide **proof of insurance** upon registration. This is typically a copy of their home owner's insurance that indicates the ATV/UTV/or Golf Cart is included in their policy for use on roadway
- Ordinance requires drivers to have a **valid driver's license** – or in the case of unlicensed elderly, they are required to show an doctor's note indicating they are capable of safely driving a golf cart
- Golf Carts required to have slow moving sign and rear-view mirror. I think you could also suggest working rear taillights and brake lights could be used instead of slow-moving vehicle sign
- ATVs/UTVs required to have working headlights and taillights
- **MUST ABIDE BY ALL ROADWAY DRIVING LAWS**
- **PROHIBITED FROM DRIVING ON HWY 57 (any state highways)**
- **PROHIBITED FROM DRIVING ON ALL WALKING TRAILS/PATHS**
- **PROHIBITED FROM DRIVING ON SIDEWALKS**
- **MUST ABIDE BY ALL CITY PARKING REGULATIONS**
- **MUST BE DRIVEN ON RIGHT SIDE OF ROADWAY**
- Description of vehicle and possibly a current picture of it within the registration documentation would be very helpful to law enforcement



DODGE COUNTY SHERIFF'S OFFICE

22 East 6th Street Dept 201, Mantorville MN 55955
phone 507-635-6200 fax 507-635-6225

- Any violation of this ordinance could not only result in a citation, but could result in a revocation of registration.

There are a number of benefits to law enforcement with these ordinances:

- o Citizens have a clear understanding of expectations from city regarding use of these vehicles
- o Registration process allows deputies the ability to look up permits when trying to identify offender reports
- o Photos or description of vehicle will help identify offenders
- o Visible registration on vehicles makes it easy for deputies to identify and stop unregistered vehicles
- o Helps reinforce and make clear to parents that unlicensed kids are not allow to operate – and that allowing this could result in their permit being revoked

Hopefully this information gives you some ideas for a possible ordinance for Mantorville. Similar ordinances have been adopted and supported for years in retirement communities, golf communities, and lake communities. I think it would be extremely well received by your citizens. I've also included examples of stickers some other cities are using.

Please let me know if you have any questions or concerns. We appreciate the opportunity to work together on this - should the council decide to pursue an ordinance.

Thank you!

Sincerely,

A handwritten signature in black ink, appearing to be "Scott Rose", with a long horizontal line extending to the right.

Sheriff Scott Rose
Dodge County Sheriff's Office

By approving this proof the customer expressly gives permission for reproduction of graphics as presented. The customer assumes all responsibility in the event of any errors approved of on this proof — not limited to, but including spelling errors, color, or placement of graphics. Any approved errors will be fixed at the customer's expense only. NFG will not be held liable for issues arising due to non-written communication. Email is the preferred form of communication for the proofing process and approval. Promotional items (business cards, letterhead, pens, etc.) may ship from the supplier at +/- 10% of the ordered quantity. **Quotes older than 45 days may not be honored.**



TO Tracy Morrow

COMPANY City of Dodge Center

DATE 6-27-19



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Boerner

COMPANY West Concord | Police Department

DATE 3-25-22



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qty. (100) 1.75 x 3.25" license plate tabs
Burgundy foil on Metallic Silver vinyl



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25ct - 7"x5" Single-sided Expanded PVC Signs w/adhesive backing

City of Houston 2022-126 GOLF CART	City of Houston 2022-131 GOLF CART	City of Houston 2022-136 GOLF CART	City of Houston 2022-141 GOLF CART	City of Houston 2022-146 GOLF CART
City of Houston 2022-127 GOLF CART	City of Houston 2022-132 GOLF CART	City of Houston 2022-137 GOLF CART	City of Houston 2022-142 GOLF CART	City of Houston 2022-147 GOLF CART
City of Houston 2022-128 GOLF CART	City of Houston 2022-133 GOLF CART	City of Houston 2022-138 GOLF CART	City of Houston 2022-143 GOLF CART	City of Houston 2022-148 GOLF CART
City of Houston 2022-129 GOLF CART	City of Houston 2022-134 GOLF CART	City of Houston 2022-139 GOLF CART	City of Houston 2022-144 GOLF CART	City of Houston 2022-149 GOLF CART
City of Houston 2022-130 GOLF CART	City of Houston 2022-135 GOLF CART	City of Houston 2022-140 GOLF CART	City of Houston 2022-145 GOLF CART	City of Houston 2022-150 GOLF CART

25ct Decals - 3.7x1.8"ea

2023

TO Brett Hurley

COMPANY City of Houston

DATE 4-3-20



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**SEC. 10.08. SPECIAL VEHICLES, ALL-TERRAIN VEHICLES, UTILITY TASK
VEHICLES, AND MINI-TRUCKS.**

Subd. I. Definitions. The following terms, as used in this Section, shall have the meanings stated:

- A. "Agricultural Zone" means the areas in Minnesota lying south and west of a line starting at the Minnesota-North Dakota border and formed by rights-of-way of Truck Highway No.10, thence easterly along Trunk Highway No. 10 to Trunk Highway No.23, thence easterly along Trunk Highway No.23 to Trunk Highway No.95, thence easterly along Trunk Highway No.95 to its termination at the Minnesota-Wisconsin border.
- B. "All-terrain vehicle" or "ATV" means a motorized vehicle with: (1) not less than three, but not more than six low pressure or non-pneumatic tires; (2) a total dry weight of 2,000 pounds or less; and (3) a total width from outside of tire rim to outside of tire rim that is 65 inches or less. All-terrain vehicle includes a class 1 all-terrain vehicle and class 2 all-terrain vehicle. All-terrain vehicle does not include a golf cart, mini-truck, dune buggy, or go-cart or a vehicle designed and used specifically for lawn maintenance, agriculture, logging, or mining purposes.
- C. "Class 1 all-terrain vehicle. "Class 1 all-terrain" means an all-terrain vehicle that has a total width from outside of tire rim to outside of tire rim that is 50 inches or less.
- D. "Class 2 all-terrain vehicle" means an all-terrain vehicle that has a total width from outside of tire rim to outside of tire rim that is greater than 50 inches but not more than 65 inches.
- E. "Designated Roadways" means city streets, avenues and alleys not specifically excluded in this ordinance. It does not mean United States or Minnesota trunk highways or Dodge County highways or county state-aid highways unless permitted by county ordinance.
- F. "Dead-Man Throttle" means a device which when pressure is removed from the accelerator or throttle, causes the motor to be brought to an immediate stop.
- G. "Driver" means the person driving and having physical control over utility

task vehicle, all-terrain vehicle, or mini-truck and being the licensee.

H. "Owner" means a person, other than a person with security interest, having a property interest in or title to an all-terrain vehicle and entitled to the use and possession of the vehicle.

I. "Operator" means the person driving or in actual physical control of the all-terrain vehicle.

K. "Utility Task Vehicle" or "UTV", as defined by Minn. Stat. § 169.045, subd. 1 (3), is a side-by-side, four-wheel drive, off-road vehicle that has four wheels, is propelled by an internal combustion engine with a piston displacement capacity of 1,200 cubic centimeters or less, and has a total dry weight of 1,800 but less than 2,600 pounds.

Subd. 3. Required Equipment for all All-Terrain Vehicles/Utility Task Vehicles Operated Within the City.

A. No person shall operate an ATV or UTV on streets, alleys, sidewalks or other public property without obtaining a permit as provided herein.

B. Permit applications shall be available at the City Administrator's office and shall be in a form approved by resolution of the City Council.

C. At the time of application, the applicant shall provide:

1. Applicant's Name

2. Applicants Address

3. Applicant's Date of Birth

4. Application Date

5. Copy of Minnesota Driver's License

6. Applicants who are unable to produce a driver's license may present a letter from their physician certifying that they are safely able to operate an ATV or UTV on city streets.

7. Applicant's certification that they have read and will comply with all the terms of this Section.

8. Applicants must provide evidence of insurance complying with the provisions of Minnesota Statutes §65B.48, Subdivision 5, as the same may be amended from time to time. In the event persons operating an ATV or UTV under this section cannot obtain liability insurance in the private market, that person may

purchase automobile insurance, including no-fault coverage, from the Minnesota Automobile Insurance Plan under MN Statutes §65B.01 to §65B.12, at a rate determined by the commissioner of commerce. The following information as to all persons to be listed as authorized operators:

a. Full Name. b. Home Address c. Minnesota Driver's License d. Date of Birth.

D. Applicants must provide proof of DNR registration for all-terrain vehicles and utility task vehicles.

E. Persons under age twenty-one (21) shall be ineligible for a permit unless they possess a valid driver's license.

F. All permits shall be valid for a period not to exceed one year and may be renewed.

G. The permit fee shall be as set forth in the Ordinance Establishing Fees and Charges adopted pursuant to §8.04 of this code, as that ordinance may be amended from time to time.

H. No permit shall be granted or renewed if the applicant has had his driver's license revoked as the result of criminal proceedings.

Subd. 2. Permit for All-Terrain Vehicles, Utility Task Vehicles, and Mini-Trucks.

A. Mufflers which are properly attached and which reduce the noise of operation of the vehicle to the minimum noise necessary for the operation of the vehicle, and no person shall use a muffler cut-out, by-pass, or similar device on said vehicles.

B. A safety or so-called "dead-man" throttle in good operating condition.

Subd. 4. The following requirements shall be met by the operator of all-terrain vehicles:

Subd. 5. Revocation or Denial of Permit.

A. ATVs and UTVs are allowed to operate on city streets if the owner obtains a permit under this chapter. A person who has been granted a permit shall have the permit in their possession while operating an ATV or UTV on city streets.

B. ATVs and UTVs are not required to obtain a permit if they are being utilized to clear snow from sidewalks and/or driveways from the operator's property or from a neighbor's property located within 350 feet of the operator's property.

C. ATVs and UTVs are not required to obtain a permit if they are being utilized to

drag a ball field.

D. ATVs and UTVs are permitted to operate only on designated roadways as defined herein, not state or federal highways, except to cross at designated intersections.

E. ATVs and UTVs shall not be permitted to operate on any of the following streets; however, an ATV or UTV may make a direct 90 degree crossing of such streets or highways:

1. Trunk Highway 56;
 2. County Road 7 (3rd Avenue NW and SE);
 3. County State Aid Highway 34 (Highway Street);
 4. County Road 25 (Airport Drive South) within the city limits; and
 5. Airport Drive North within the city limits.
6. A person shall not operate an ATV or UTV within the right-of-way of a Trunk, County, State-Aid or County Highway from April 1 to August 1 in the Agricultural Zone unless the vehicle is being used exclusively as transportation to and from work on agricultural lands.

F. ATVs and UTVs must be operated at the extreme right-hand side of the roadway and no faster than 20 m.p.h.

G. ATVs and UTVs may only be operated on designated roadways from sunrise to sunset , unless equipped with original equipment headlights, taillights, and rearfacing brake lights. They shall not be operated in inclement weather conditions or at any time when there is insufficient light to clearly see persons and vehicles on the roadway at a distance of 500 feet.

H. ATVs and UTVs shall be equipped with a rear-view mirror to provide the driver with adequate vision from behind as required by Minn. Stat. § 169.70.

I. Every person operating an ATV or UTV under permit on designated roadways has all the rights and duties applicable to the driver of any other vehicle under the provisions of Minn. Stat. ch. 169, as it may be amended from time to time.

No ATV or UTV may be operated with a passenger or passengers unless each such passenger is seated on a seat specifically designed for the transport of passengers.

The number of occupants on an ATV or UTV may not exceed the design occupant load.

J. L. No trailers, toboggans, sleds or other devices shall be pulled by an ATV or UTV.

A. The City Council may suspend or revoke a permit granted hereunder upon a finding that the holder thereof has violated any of the provisions of this section or Minn. Stat. Ch. 169, as it may be amended from time to time, or if there is evidence that the permit holder cannot safely operate the ATV or UTV on designated roadways.

B. A permit may be revoked by law enforcement or the City Council at any time or denied if it is shown that the ATV or UTV is not safely or legally operated or has not been safely or legally operated within the city. The owner of the permitted vehicle may appeal any such revocation or denial to the City Council by filing notice of appeal at City Hall not later than 14 days after the date of notice of the revocation or denial action.

authorized on the roadways of all streets, except such as are prohibited by resolution or ordinance of the Council, and only in strict compliance with this Section.

Subd. 2. Permits. Permits shall be issued only to handicapped persons as defined by statute. Application for a permit to operate a four-wheel all-terrain vehicle on the roadways of streets shall include the name and address of the applicant and such other information as may from time-to-time be required by the Council. Applications for initial or renewal permits shall be accompanied by a certificate signed by a physician stating that the applicant is capable of safely operating a four-wheel all-terrain vehicle on the roadway of streets. All permits shall expire on December 31, unless renewed. The fee for a permit shall be fixed by resolution of the Council.

Subd. 3. Unlawful Acts. It is unlawful for any person to operate a motorized golf cart or a four-wheel all-terrain vehicle on the roadway of a street unless:

Subd. 6. Limitation of Liability. Nothing in this chapter shall be construed as an assumption of liability by the City for any injuries to persons or property which may result from the operation of a permitted ATV or UTV, the grant of such permit, or the failure by the City to revoke said permit.

Subd. 7. City Use Authorized. Authorized city staff may operate city owned ATVs or UTVs without obtaining a permit within the city on city streets, sidewalks, trails, rightsof-way, and public property when conducting city business.

SEC. 10.09. SPECIAL VEHICLE USE BY HANDICAPPED.

Subd. I. Operation Authorized. Operation of four-wheel all-terrain vehicles are hereby

A. The operator has in possession a valid, current and unrevoked permit from the City.

B. The operation is on a roadway which has not been designated as prohibited for such operation, except crossing at an intersection.

C. The operation is during daylight hours between sunrise and sunset.

D. The operation is not during inclement weather, or when visibility is impaired by weather, smoke, fog, or other conditions, or when there is insufficient light to clearly see persons or vehicles thereon at a distance of 500 feet.

E. The motorized golf cart or four-wheel all- terrain vehicle displays a slow moving vehicle emblem, as described by statute, on the rear thereof.

F. The motorized golf cart or four-wheel all- terrain vehicle is equipped with rear view mirrors as required by statute for other vehicles.

G. The operator has insurance coverage as provided by statute (presently Section 65B.48, Subdivision 5) for motorcycles.

H. The operator observes all traffic laws, except such as cannot reasonably be applied to motorized golf carts or four-wheel all-terrain vehicles.

Source: Ordinance No.147, Second Series

Effective 6-22-20

A. "Driver" means the person driving and having physical control over the motorized golf cart.

B. "Motorized Golf Cart" means a gas or electric three or four wheel vehicle commonly used to transport golfers and their golfing equipment while playing the sport of golf.

C. "Owner" means the person whose name appears on the golf cart's registration

certificate and who holds a permit to operate the vehicle beyond the boundaries of the golf course.

Subd. 2. Operation. All city streets shall be designated motorized golf cart routes. No United States or State of Minnesota Highway or County Road shall be a designated roadway.

Source: Ordinance No. 99, 2nd Series

Effective Date: 6-8-2010

Subd. 1.

meanings stated:

Definitions. The following terms, as used in this Section, shall have the

SEC. 10.10. GOLF CARTS

Source: City Code

Effective Date: 6-1-1989

3. Minnesota Driver's License

4. Date of Birth.

C. Persons under age twenty-one (21) shall be ineligible for a permit unless they possess a valid driver's license.

D. All permits shall expire on December 31 of each year unless renewed.

E. The fee for said permit shall be ten (\$10.00) dollars.

Source: Ordinance No. 85, 2nd Series

Effective Date: 11-14-2006

Subd. 4. Minimum Equipment Requirements.

A. Motorized golf carts shall display the colored slow-moving vehicle emblem provided for in M.S. 169.522, as it may be amended from time to time, when it is operated on designated roadways.

B. Motorized golf carts shall be equipped with a wing-style rear view mirror to

provide the driver with adequate vision from behind.

C. Motorized golf carts shall display a city license sticker as issued by the City Administrator's office clearly visible on the driver's side of the motorized golf cart.

A. No person shall operate a motorized golf cart on or within the City right of way or streets without a City permit as defined herein.

B. Any person desiring a permit to operate a golf cart on designated motorized golf cart routes shall submit an application to the City Clerk/Administrator. The application shall include, at a minimum, the following information:

i. Applicant's Name

ii. Applicants Address

iii. Applicant's Date of Birth

iv. Application Date

v. Golf Cart Model, Description and Serial Number.

vi. Copy of Minnesota Driver's License

vii. Applicants who are unable to produce a driver's license may present a letter from their physician certifying that they are safely able to operate a golf cart on City Streets.

viii. Applicant's certification that they have read and will comply with all the terms of this Section.

ix. A satisfactory certificate of insurance complying with Minnesota Statutes 65B.48, Subd. 5, and with any other insurance required by Minnesota Statute 169.045.

x. The following information as to all persons to be listed as authorized operators:

1. Full Name.

2. Home Address

Subd. 3. Permit.

A. A Permit may be revoked or temporarily suspended if upon probable cause the

City Administrator finds that:

i. Owner or driver has operated the motorized golf cart in violation of this Section.

ii. The insurance required by law for a permit is no longer in effect.

iii. The application for permit contained false or misleading information of documentation.

B. A permit may be modified to delete an authorized operator if upon probable cause the City Administrator finds that:

i. The authorized operator has not safely operated a motorized golf cart on streets in the City.

ii. The authorized operator does not have a valid Minnesota driver's license or physician's certification.

iii. The application contained false or misleading information or documentation.

Subd. 7. Appeal

A. Any authorized operator or institution may appeal a revocation, modification or suspension to the City Council by written notice of appeal submitted to the City Administrator within fifteen (15) days of the effective date of the revocation, modification, or suspension.

B. Failure to appeal the revocation, modification, or suspension, as required herein, shall be conclusive subject to the owner's right to reapply after the expiration of one (1) year from the date of the City Administrator's decision.

C. Three (3) revocations or suspensions of a permit within ten (10) years shall result in permanent revocation of a permit to operate a motorized golf cart pursuant to this Section.

Subd. 6. Revocation, Suspension or Modification of Permits

A. Motorized golf carts shall not exceed a speed of 20 mph.

B. Parked motorized golf carts shall occupy a full parking stall.

C. Motorized golf carts shall not be operated:

- 1) During inclement weather;
- 2) When visibility is impaired by weather, smoke, fog or other conditions;
- 3) At any time when there is insufficient light to clearly see persons in vehicles on the roadway at a distance of 500 feet.

D. Motorized golf carts shall not be operated on public sidewalks, except designated bike paths or paths located at Triton High School.

E. A motorized golf cart shall be operated as close to the right curb or right side of the roadway as practicable, except when making left turns.

Subd. 5. Operational Requirements
permit.

Source: Ordinance No. 83, 2nd Series

Effective Date: 6-13-2006

(Sections 10.11 through 10.97, inclusive, reserved for future expansion.)

SEC. 10.98. ADMINISTRATIVE FINES. Any person who violates this chapter shall pay an administrative fine of \$100 to the City. Any administrative fine shall be in addition to other penalties allowed by law.

Source: Ordinance No. 83, 2nd Series

Effective Date: 6-13-2006

SEC. 10.99. VIOLATION A MISDEMEANOR OR PETTY MISDEMEANOR.

Every person violates a section, subdivision, paragraph or provision of this Chapter when he performs an act thereby prohibited or declared unlawful, or fails to act when such failure is thereby prohibited or declared unlawful, and upon conviction thereof, shall be punished as follows:

Subd. I. Where the specific section, subdivision, paragraph or provision specifically makes violation a misdemeanor, he shall be punished as for a misdemeanor; where a violation is committed in a manner or under circumstances so as to endanger or be likely to endanger any person or property, he shall be punished as for a misdemeanor; where he stands convicted of violation of any provision of this Chapter, exclusive of violations relating to the standing or parking of an unattended vehicle, within the immediate

preceding 12-month period for the third or subsequent time, he shall be punished as for a misdemeanor.

Subd. 2. As to any violations not constituting a misdemeanor under the provisions of Subdivision 1 hereof, he shall be punished as for a petty misdemeanor.

Subd. 3. As to any violation of a provision adopted by reference, he shall be punished as specified in such provision, so adopted.

Source: City Code

Effective Date: 6-1-1989



City Council Report

To: Mayor and Council
From: Shirley Buecksler, City Clerk-Treasurer
Date: July 11, 2022

Variance for Construction of a Single-Family Dwelling with Reduced Setback from Front Property Line – 408 West Street

BACKGROUND INFORMATION:

Property Owner and Applicants Ben Bolster and Mike Bolster has submitted an application requesting approval of a variance for a front yard reduced setback at 408 West Street for the construction of a single-family dwelling.

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 408 West Street were notified of tonight's public hearing.

It should be noted that the publication in the newspaper and the notice to surrounding property owners stated that the variance was from Section 150.069 (R-1 District). The property located at 408 West Street is located in the Transitional District (Section 150.071), which reads, *"Permitted uses shall be any use permitted in the most restrictive district, not including a P.U.D., adjoining the Transitional District. For purposes of determining the most restrictive district, the following order is established:*

- (1) R-1 – Low Density Residential District is most restrictive;*
- (2) R-2 – Medium to High Density Residential District; and*
- (3) C – Commercial is least restrictive."*

The Property at 408 West Street adjoins the R-2 District to the west of the property, and the Transitional District to the north, east, and south of the property. Therefore, the variance requested is determined by regulations for the R-2 District, not R-1.

Mantorville City Code Section 150.070, R-2 Multi-Family Residential District (B) *Permitted Uses* allows for single-family dwellings, and (E) *Lot Area, Frontage, and Setback Regulations* include:

Front Setback for 1 or 2 Family Dwelling:	25 Feet
Side Setback for 1 or 2 Family Dwelling:	6.5 Feet
Rear Setback for 1 or 2 Family Dwelling:	25 Feet

Section 150.070 also states that lot coverage shall not exceed 40% in R-2 Districts.

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 Resolution No. 2022-30 Granting a Variance for Certain Real Property Located at 408 West Street, Mantorville, Minnesota.

ATTACHMENTS:

- Resolution No. 2022-30
- Application for Variance
- Notice as Published in the Dodge County Independent
- Dodge County Parcel Viewer Results
- Letter to Surrounding Property Owners

**CITY OF MANTORVILLE
DODGE COUNTY, MINNESOTA**

RESOLUTION 2022-30

**A RESOLUTION GRANTING A VARIANCE FOR CERTAIN REAL PROPERTY
LOCATED AT 408 WEST STREET, MANTORVILLE, MINNESOTA**

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

Original Plat, LOT 2 & S8FT OF LOT 3 N10FT OF LOT 1 BLK 2, Dodge County, Minnesota (the “Property”); and

WHEREAS, the Applicant has made application to the City for a variance from Section 150.071 (Transitional District) of the Mantorville City Code to allow for the construction of a single-family swelling with reduced setbacks from the front property line; and

WHEREAS, Mantorville City Code Section 150.071 Transitional District (B) Permitted Uses reads, *“Permitted uses shall be any use permitted in the most restrictive district, not including a P.U.D., adjoining the Transitional District. For purposes of determining the most restrictive district, the following order is established:*

- (1) R-1 – Low Density Residential District is most restrictive;*
- (2) R-2 – Medium to High Density Residential District; and*
- (3) C – Commercial is least restrictive.”*

; and

WHEREAS, the Property is adjoining to the R-2 District to the west of the property, and adjoins properties in the Transitional District to the north, east, and south of the property. Therefore, the variance requested is determined by the R-2 District; and

WHEREAS, Mantorville City Code, Section 150.070, R-2 Multi-Family Residential District (B) Permitted Uses allows for single-family dwellings, and (E) Lot Area, Frontage, and Setback Regulations include:

Front Setback for 1 or 2 Family Dwelling:	25 Feet
Side Setback for 1 or 2 Family Dwelling:	6.5 Feet
Rear Setback for 1 or 2 Family Dwelling:	25 Feet

Lot coverage shall not exceed 40% in R-2 Districts.

WHEREAS, the Mantorville City Council held a public hearing for the requested variance on July 11, 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 City of Mantorville's Comprehensive Plan; and
- (b) The Property is not located in the Historical District and, therefore, approval from the Mantorville Restoration Association is not a requirement 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 front yard setback to eleven feet six inches (11 ft 6 in), subject to all of the following conditions:

- 1. This variance shall be rendered null and void if the Applicant fails to construct the single-family dwelling on the Property and obtain a Certificate of Occupancy within one year of the date of this resolution.
- 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 11th day of July 2022.

ATTEST:

Chuck Bradford, Mayor

Shirley R Buecksler, City Clerk-Treasurer

**CITY OF MANTORVILLE
APPLICATION FOR VARIANCE**

- (A) Applicant's Name Ben BOLSTER Mike Bolster
- (B) Address _____ Email Address: _____
- (C) Owner's Name (if different from Applicant) _____ Phone _____
- (D) Owner's Address _____ Email Address: _____
- (E) Address of the Property 408 West ST Mantorville
- (F) Tax Parcel ID Number(s) 25.100.0160
- (G) Legal Description of Property Lot 2, Block 2, Village of Mantorville
- (H) Description of Request CHANGE THE Front setback to 11'6" ^{Original Plat} From lot line
- (I) Reason(s) for Request Houses on both sides of Lot are 11'6" From Front Lot line
- (J) Present Zoning Classification of the Property R1
- (K) Existing Use of the Property empty Lot
- (L) Section of the Zoning Ordinance in which a variance is sought: _____
- (M) Explain how you wish to vary from the applicable provisions of the Zoning Ordinance: _____
In order to have continuity down the street we would like
To set the new house 11'6" from ~~new~~ front Lot line instead
of the 25' which the zoning states it should be. That way
they look the same.

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 06.23.22 Date Accepted _____ Fee Paid \$250.00

Public Hearing Date: July 11, 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): _____

(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:

It would fit with the other houses

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

☒ Yes ☐ No Why or why not? Explain:

Same

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:

Single Ranch home in a single Ranch neighborhood

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:

the setbacks were put in place after most other homes on the street were already there.

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:

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:

absolutely

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

☒ Yes ☐ No Why or why not? Explain:

It really has nothing to do with economics

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.

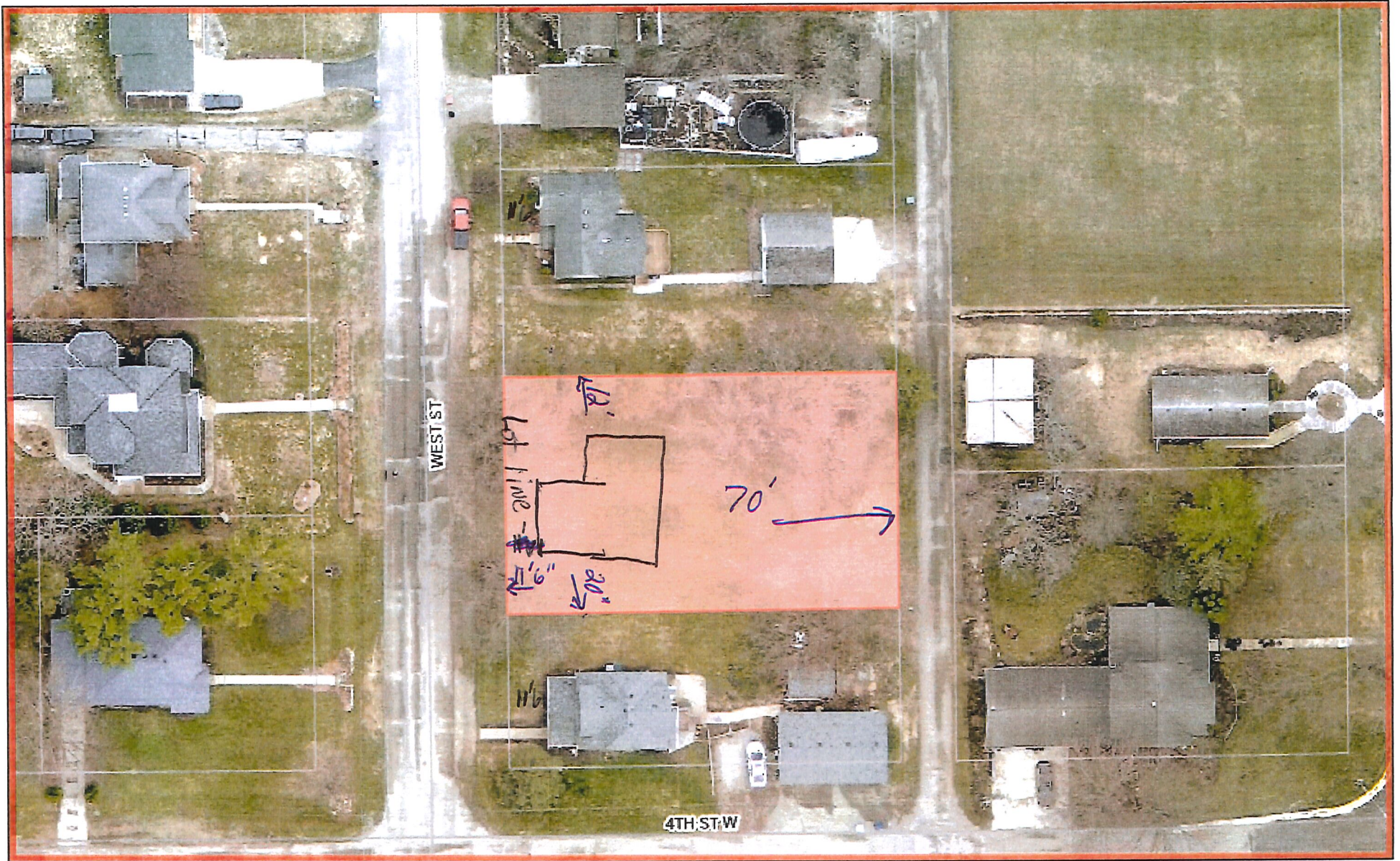

Applicant Signature

6-22-2022
Date

Property Owner Signature (if different from Applicant)

Date

ArcGIS WebMap



June 21, 2022

Override 1

Roads

Parcels

CITY

1:600

0 0.01 0.01 0.02 mi

0 0.01 0.01 0.03 km

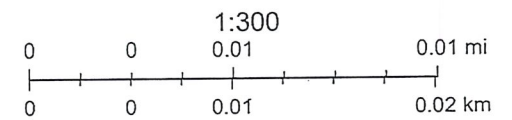
ArcGIS WebMap



June 21, 2022

 Override 1  Roads  Parcels

CITY





PUBLIC HEARING NOTICE CITY OF MANTORVILLE

Notice is hereby given that the Mantorville City Council will hold a Public Hearing on **Monday, July 11, 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 150.069 of the Mantorville City Code to allow for the construction of a single-family dwelling with reduced setbacks from the front property line.

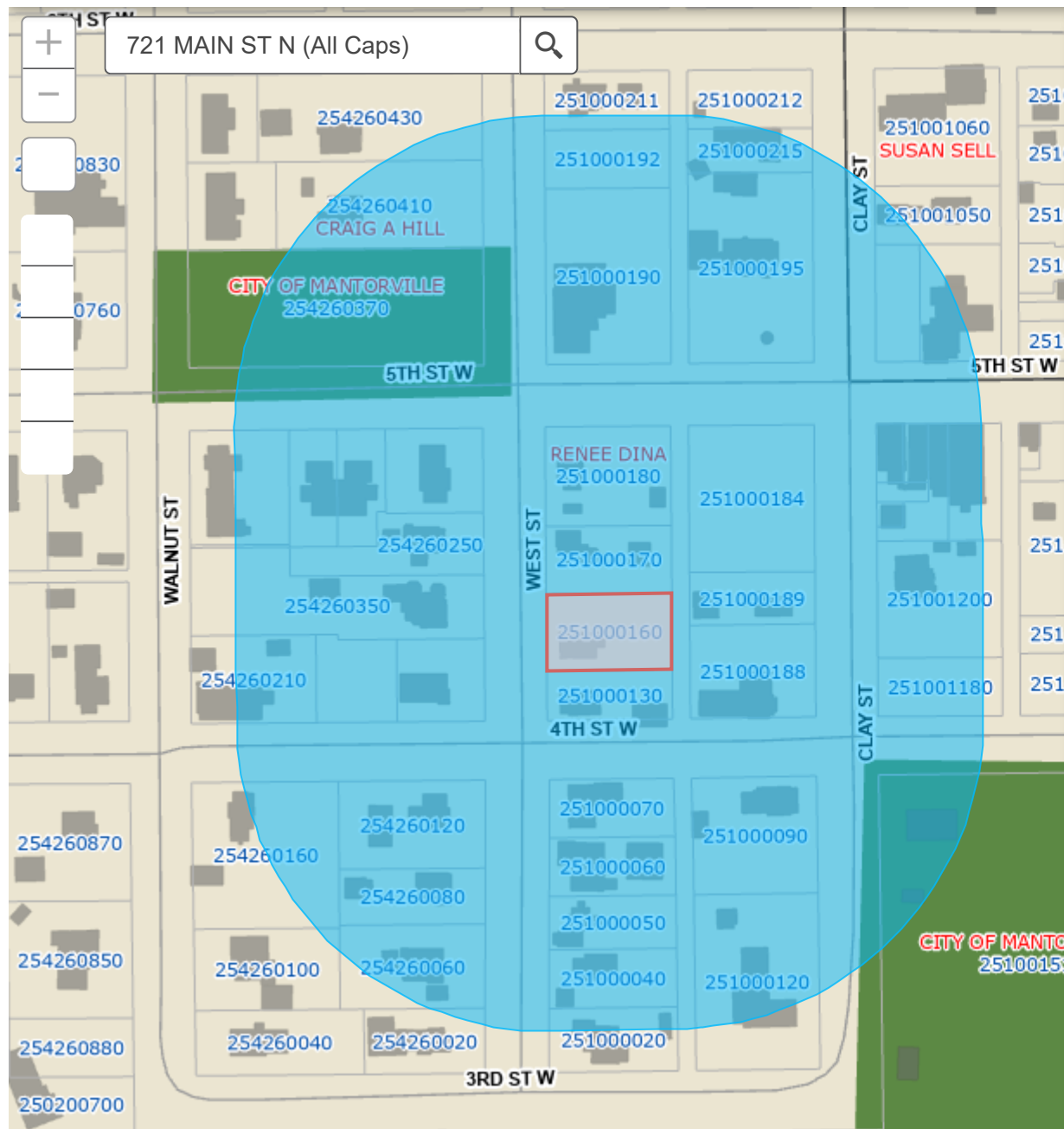
The applicant is Ben Bolster and Mike Bolster. The property is located at 408 West Street, Mantorville, Minnesota, PID 25.100.0160.

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 by mailing to/dropping off at Mantorville City Hall, 21 5th Street East, Mantorville, MN 55955. Comments must be received by 3:00 pm on July 11, 2022. All written comments will be presented to the City Council.

Shirley R Buecksler • City Clerk-Treasurer



Dodge County Internal Parcel Viewer

[Link to Dodge Cou](#)

Enhanced Search

By Shape By Value By Spatial **Results**

Features selected: 1

251000160

Tax Payer 1: STATE OF MINNESOTA

Tax Payer 2: % DODGE COUNTY TAX FORFEITURE

Address 1: 721 MAIN ST N #45

Address 2:

City: MANTORVILLE

State: MN

ZIP: 55955



Trail to the Past. Road to the Future.

June 28, 2022

Dear Property Owner:

You are receiving this notice because your property is within the required public notice area for notification of a request for Variance. Ben Bolster and Mike Bolster, applicant/property owner at 408 West Street, has submitted an application for a variance from Section 150.069 of the Mantorville City Code, requesting to change the front setback to allow for the construction of a single-family dwelling with reduced setbacks from the property line. Mantorville City Code requires a Variance process for permission to reduce the setback requirements.

A public hearing to discuss this Variance will be held by the City Council at their Regular City Council meeting on Monday, July 11, 2022. You are welcome to attend and provide comment in regards to this Variance during the public hearing. If you are unable to attend the Public Hearing but would like to provide comment, you may email City Clerk-Treasurer Shirley Buecksler at shirley@mantorville.com. Comments received by 3:00 pm on Monday, July 11th, will be printed for Council at the meeting.

If you have any questions, please feel free to contact me at shirley@mantorville.com or 507.635.5116.

Sincerely,

Shirley R Buecksler
City Clerk-Treasurer

.....
PUBLIC HEARING NOTICE

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An application for a variance from Section 150.069 of the Mantorville City Code to allow for the construction of a single-family dwelling with reduced setbacks from the front property line.

The applicant is Ben Bolster and Mike Bolster. The property is located at 408 West Street, Mantorville, Minnesota, PID 25.100.0160.

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 by mailing to/dropping off at Mantorville City Hall, 21 5th Street East, Mantorville, MN 55955. Comments must be received by 3:00 pm on July 11, 2022. All written comments will be presented to the City Council.

Shirley R Buecksler
City Clerk-Treasurer

CITY OF MANTORVILLE

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On the National Register of Historical Places Est. 1854



2019 Street Project Drainage Renovation

Objectives:

1. Fill ditches and provide sufficient drainage of water from Walnut Street south of 4th Street and along 3rd Street
2. In the rest of the 2019 project area, remove plastic netting, replace topsoil, and properly seed.

Problem Definition: The 2019 street project provided ditches and culverts to handle drainage. As a result, most of the property owners along the street project:

1. Had relatively deep ditches dug in the right of way between their property and the street.
2. Had the project dirt covered with sod which has not produced a reasonable stand of grass in over 2 years.

Preface: The 2019 project cannot be redone in a manner that would be satisfactory to the property owners. It is what it is. The objective of the following comments is to:

1. Accept what is there
2. Define a solution to the negative features of the project.

Illustration: An illustration of the problem and the solution to the problem are shown in *Figure 1* (last page).

Timing:

- Plan approval at the July 11 City Council meeting
- Start renovation on or before August 1, 2022
- Plant seed last week in August
- Water seed through the month of September
- Grass repair on the park side of Clay Street will be done after Marigold days or next spring if necessary.

Contour Renovation:

- Water flowing along the street will be on top of the grass rather than through ditches and culverts. This is the way water flowed for all the years before the 2019 project.
- Culvert inlet aprons will be removed, and the culverts will be capped at both ends.
- As shown in Figure 1, the ditches will be filled with sand or with compacted dirt.
- The top 4-6" of the filled ditches will consist of good quality black dirt.
- All driveways will be left in place. The ditches will be filled so there will be virtually no pooling where the water approaches the driveway.
- The grade at all driveways has been measured. A thin sheet of water will flow over most driveways. During a very heavy rain, some water may flow a short distance into the street. Due to the slope of the street, the water will return to the waterway shortly after passing the driveway.
- Water can cross West Street without lowering the street.
- The lowest portion of the waterway will be about 6' from the edge of the street and will be about 8" below the elevation of the street.
- The depth of the waterway will diminish to 2" where water approaches individual driveways and West Street.
- The storm water inlet at the NW corner of Clay and 3rd Street may be raised 4-8" above its current elevation.
- The storm water inlet at the SW corner of Clay and 3rd Street will be left in place.
- Any water or other shutoffs in the renovation area will be raised to meet the City's and/or the owner's needs.
- The black dirt will be lightly packed prior to seeding.
- After seeding, the black dirt will again be lightly packed to assure good contact between the seed and the soil.
- After the second compaction, the seed will be covered with mulch, preferably chopped straw.
- The straw mulch should not be removed. Grass should be allowed to grow up through the mulch.
- After mulching, each property owner will be responsible for watering the grass adjoining the owner's property.
- Erosion control devices will be installed as needed. These should only be removed by MPW.
- Each property owner will be given a water/sewer credit on their September 2022 water bill for any water/sewer usage over the usage recorded on their September 2021 bill.

Grass Renovation:

Areas of the 2019 project that are not affected by the Contour Renovation will be treated similarly to that part of project.

- About 4" of dirt and the plastic netting will be removed and used to partially fill the deeper ditches referenced above.
- Prior to any additional dirt being put onto the removed dirt, the removed dirt will be treated with Grub-X or a similar grub eradicator.
- The area where the dirt was removed will also be treated with Grub-X or equivalent.
- Black dirt will be added as needed to give an elevation that promotes drainage.
- Seeding will be the same as above.

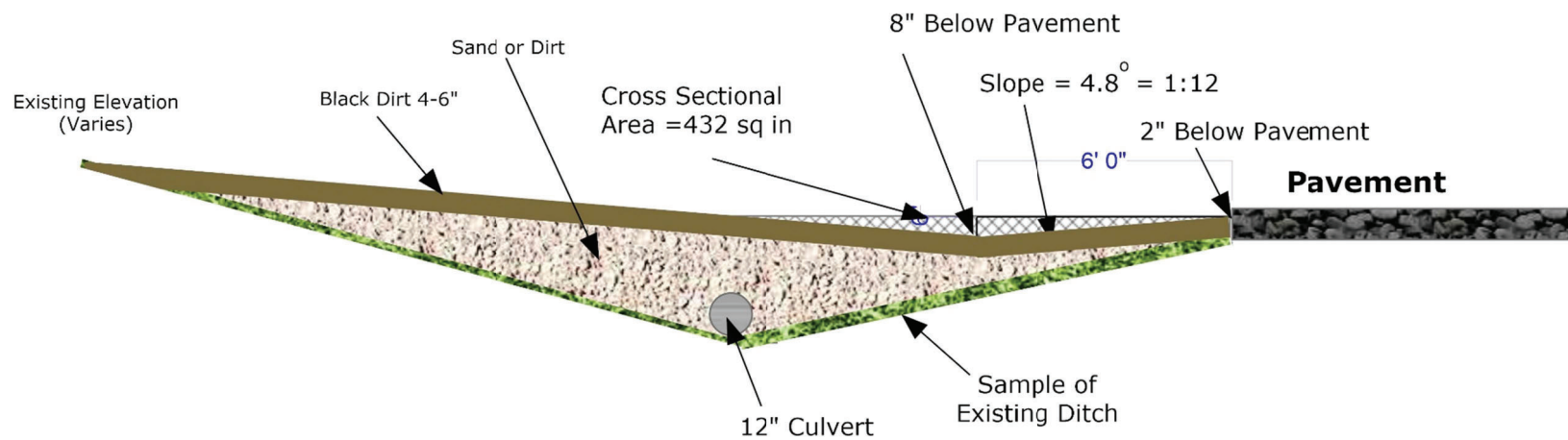
Management:

Management of the renovation project will be under the direction of Mantorville Public Works (MPW). Kent Keller will serve as the council's contact person for property owners who want to offer suggestions or concerns to Mantorville Public Works. Property owner suggestions and/or concerns should not be directed to MPW.

Some notes:

- The Kasson HWY 57 street contractor may haul their excess dirt to Mantorville at no charge. This could be used for the initial filling of the ditches.
- The DNR is being contacted to see if there would be any restrictions on using sand from the island that is part of the City Park.
- The black dirt may need to come from Farmer's Top Soil, Byron
- During very heavy rains, water will flow both in the waterways and along the edge of the street.
- The above plan has been reviewed and approved by many of the affected property owners. (See signature page)

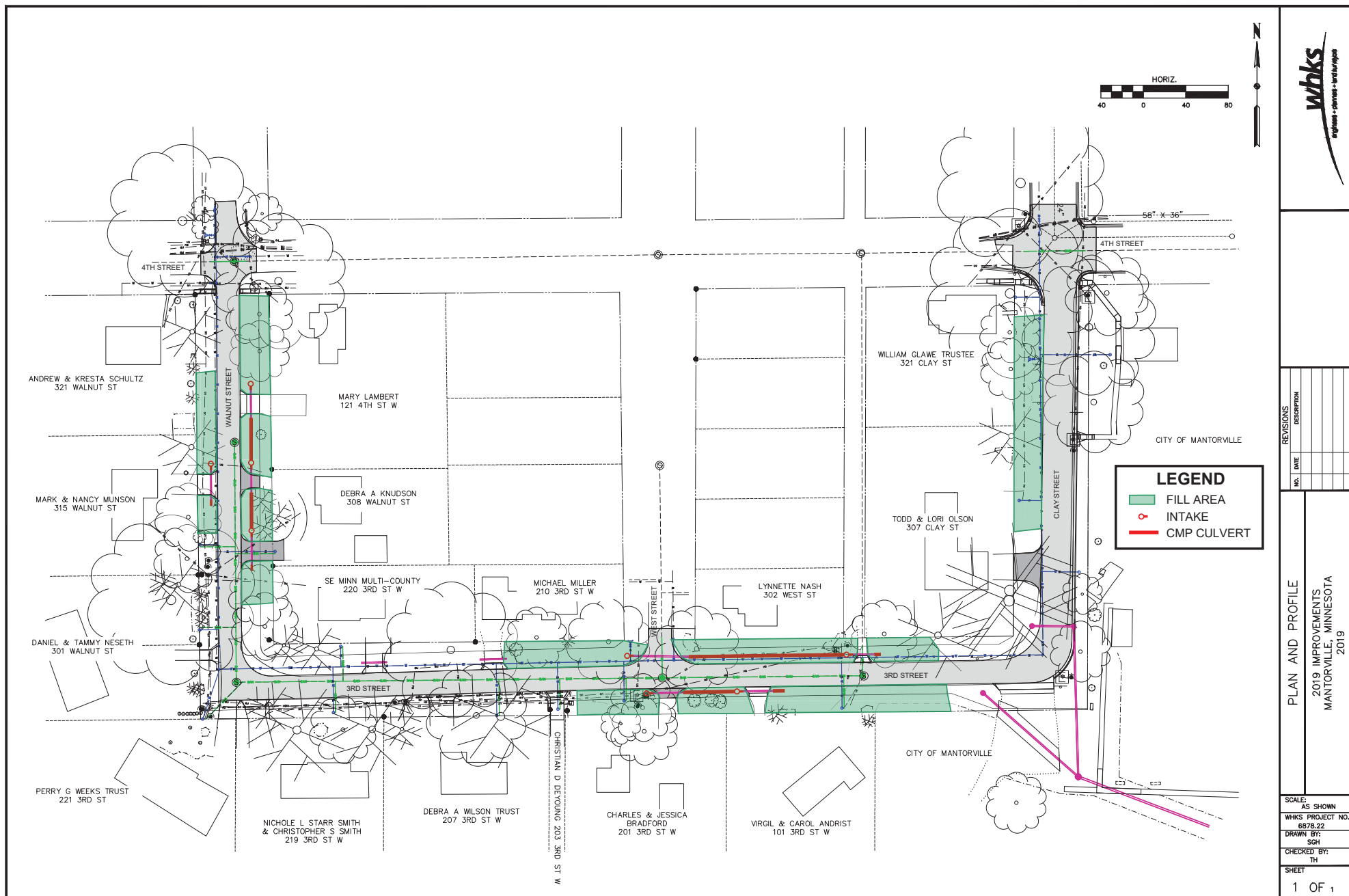
Street Drainage Renovation



Cross Sectional Areas:
 12" Culvert = 113 sq in
 18" Culvert = 254 sq in
 Surface Area = 432 sq in

DEGREES	GRADIENT	PERCENT
7.13°	1 : 8	12.5%
10°	1 : 5.67	17.6%
14.04°	1 : 4	25%
15°	1 : 3.73	26.8%

Figure 1



REVISIONS

NO.	DATE	DESCRIPTION

PLAN AND PROFILE

2019 IMPROVEMENTS

MANTORVILLE, MINNESOTA

2019

SCALE: AS SHOWN

WHKS PROJECT NO. 6878.22

DRAWN BY: SGH

CHECKED BY: TH

SHEET

1 OF 1

whks

engineers - planners - land surveyors