



Trail to the Past. Road to the Future.

CITY COUNCIL MEETING
MUNICIPAL COUNCIL CHAMBERS
21 5TH STREET E, MANTORVILLE, MN 55955
MONDAY, AUGUST 29, 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 August 15, 2022
- B. Dodge County Board of Commissioners Meeting Minutes of August 9, 2022
- C. Accounts Payable Claims List for August 29, 2022

5. Proclamations, Presentations and Recognitions

6. Public Concerns

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

7. Old Business/New Business

- A. Application for Gambling Permit, Dodge County Pheasants Forever, October 22, 2022; Resolution No. 2022-37
- B. Request to Use American Rescue Plan Act Funds for Purchase of Two Automated External Defibrillators (AED's)
- C. Discussion Regarding Old Utility Billing Accounts and Balances
- D. Discussion Regarding City Hall Office Hours

8. 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

9. Adjourn

Upcoming Meetings and Events in Mantorville:		
<i>July 1-September 1</i>	-- Larger Than Life Exhibit --	
<i>August 30, 2022</i>	<i>6:30 pm</i>	<i>Parks & Recreation Committee Meeting</i>
<i>September 5, 2022</i>	-- City Offices Closed for Labor Day Holiday --	
<i>September 6, 2022</i>	<i>6:30 pm</i>	<i>Economic Development Authority Meeting</i>
<i>September 7, 2022</i>	<i>6:30 pm Training 8:30 pm Members Meeting</i>	<i>Mantorville Fire Department General Meeting</i>
<i>September 9-11, 2022</i>	-- Marigold Days Event --	
<i>September 12, 2022</i>	<i>6:30 pm</i>	<i>Regular City Council Meeting</i>
<i>September 26, 2022</i>	<i>6:30 pm</i>	<i>Regular City Council Meeting</i>
<i>September 27, 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
August 15, 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 Joe Adams
Assistant Fire Chief Travis Bebee
Dodge Center Ambulance Director Angie Jarrett
Jeremy Bigelow, Bigelow Homes, LLC
Scott and Koreen Seim, Mantorville Saloon
Realtor John Buckingham

2. Pledge of Allegiance

Everyone stood and recited the Pledge of Allegiance.

3. Changes to the Agenda

Council approved the agenda, as presented.

Vote: 5 ayes / 0 nays. Motion carried.

4. Consent Agenda

- A. Regular City Council Meeting Minutes of July 25, 2022
- B. Dodge County Board of Commissioners Meeting Minutes of July 12, 2022
- C. Accounts Payable Claims List for August 15, 2022 in the Amount of \$60,726.72
- D. Donations Received for National Night Out, Resolution No. 2022-33
- E. Additional Election Judges for 2022 Election Cycle, Resolution No. 2022-35
- F. 2023 Agreement Between Dodge County and City of Mantorville for Use of Pictometry Product

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

Vote: 5 ayes / 0 nays. Motion carried.

5. Proclamations, Presentations and Recognitions

A. Mantorville Saloon Marigold Days Request

Scott and Koreen Seim of the Mantorville Saloon presented their request for Marigold Days to include the same set-up as the 2021 event: Friday night tent and band 8:30 pm to 12:30 am. Fenced out further. Saturday beanbag tournament. Sunday water fights, music and car show.

Councilmember Hoaglund said he will discuss the road closures in his Council report.

Motion was made by Councilmember Keller and seconded by Councilmember Ingalls to approve the request from Scott and Koreen Seim, Mantorville Saloon, for the 2022 Marigold Days event.

Vote: 5 ayes / 0 nays. Motion carried.

B. Presentation by Dodge Center Ambulance, Director Angie Jarrett

Director Angie Jarrett provided a presentation for Council, which is attached as a part the minutes.

Discussion included:

What do other rural cities do? Some, such as Hayfield, Zumbrota, Pine Island, Preston, and others, are set up per capita. A taxing district could be created.

A suggestion was made for Dodge Center Ambulance to put together a proposal based on population. And approach the County for some funding. Reach out to the townships and present to them, as well.

Ms. Jarrett said they have made connections in the past two weeks with Chambers and large businesses for donations.

6. Public Safety Update

A. Mantorville Fire Department General Meeting Minutes of August 3, 2022

Assistant Fire Chief Bebee said Active Shooter Training was held recently at the school.

He informed Council that the concrete was poured for the shed floor. The shed will need some roof patching and doors, as well.

B. Dodge County Sheriff's Report for Mantorville

There was no one in attendance from the Sheriff's Office.

7. Public Concerns

The following citizen(s) addressed the Council:

Bill Reding asked when Snow Contracting will be here. He also questioned what will happen to the culverts.

Joe Adams said Snow Contracting is waiting on grate pricing. It's better to have one contractor but, if they don't come in, we will look at it. The bid included the culverts to be cemented shut.

8. Public Hearing

A. Application for Conditional Use Permit to Allow for Construction Equipment Storage at 720 North Main Street – Applicant Jeremy Bigelow / Bigelow Homes, LLC

Jeremy Bigelow of Bigelow Homes, LLC submitted an application for a Conditional Use Permit for construction equipment storage at 720 Main Street North.

Mr. Bigelow said the building will be used by Bigelow Homes for storage and a small office. During the first four months, there will be a couple of vans stored until his new building is done in Kasson. The former building was damaged by fire. There will be no vehicles outside, but they might put a fence for trailers in back. This wouldn't happen until next spring. They are looking to remodel, add signage for Bigelow Homes, and eventually add on to the building.

Motion was made by Councilmember Ingalls and seconded by Councilmember Hoaglund to open the public hearing at 7:33 pm.

Vote: 5 ayes / 0 nays. Motion carried.

Discussion:

Bill Reding said this property should always remain a commercial property.

John Buckingham said we need commercial growth. Mr. Bigelow will enhance the community and that site.

Pastor Paul Singleton added that we need to bring more families and homes into Mantorville. A home builder is a good thing for the community. This sounds like a good move.

Councilmember Hoaglund thanked Mr. Bigelow for choosing Mantorville.

Motion was made by Councilmember Hoaglund and seconded by Councilmember Ingalls to close the public hearing at 7:36 pm.

Vote: 5 ayes / 0 nays. Motion carried.

City Clerk Buecksler said she will need to amend the resolution to include fencing for outside storage.

Motion was made by Councilmember Hoaglund and seconded by Councilmember Kinney to adopt Resolution No. 2022-36 Approving a Conditional Use Permit for Construction Equipment Storage Located at 720 Main Street North, Mantorville, Minnesota, with the amendment that includes fencing for outside storage in Item (e) and Item (4).

Vote: 5 ayes / 0 nays. Motion carried.

9. Old Business/New Business

A. Gambling Permits for Dodge County Youth Hockey Association, Resolution Nos. 2022-31 and 2022-32

Councilmember Hoaglund abstained from discussion and voting on this item.

Councilmember Keller asked if the City is in the position to influence which direction it goes? Mayor Bradford said we have the authority to approve or deny the request, so via that authority, yes.

Scott and Koreen Seim of Mantorville Saloon addressed the Council. They would like to switch gambling at the Saloon to Dodge County Youth Hockey Association and support the 41 youth hockey players that live in Mantorville and 60 youth hockey players that live in Kasson. There are 19 high school boys and 30 high school girls who live in Mantorville. Gambling money will stay in our community. Dodge County Youth Hockey Association has also stated that they will be donating money to the Mantorville Fire Department.

Councilmember Keller said the way it was for gambling, all of the money stayed in Mantorville and a lot of that has been benefited through the Mantorville Restoration Association (MRA). Now less than half of it is coming here. Koreen Seim said more than half, because you have the Firemen and there are a total of 101 kids in our community, in Dodge County. We have always been the Kasson-Mantorville Komets. The Kasson-Mantorville Komets are in Dodge Center and we are all one entity, she stated. She also said they would like the gambling money made at the Saloon to go to our community with our children and to the Mantorville Fire Department, which are both important to us.

Councilmember Keller said he can see where they would be influenced with their grandson in youth hockey. But that's a short-term thing, and he won't be playing hockey there for very long. Koreen Seim said this is our community, this is Dodge County. This is our up-and-coming children who will be living and working in our communities and she would prefer the money go to our children and to help everyone because it's expensive to play hockey.

Councilmember Keller said it's a percentage that is leaving town here and no longer going to be available to the MRA and he wants to make sure that you've thought about the long term not the short term, emotionally. Scott Seim said it may come back some day. If this doesn't work, we'll come back.

Bill Reding said the Mantorville Restoration Association (MRA) has to be forthcoming with who they all donate to, such as Kasson and Hayfield. All the money you raise here does not stay here in Mantorville.

One resident commented it could be hockey this season, maybe they will do football next season. Whether their grandson is playing hockey or not, regardless, the Seim's are very supportive of their community, meaning Kasson-Mantorville sports, and they're always there to support things and put on benefits, so they truly do see Kasson-Mantorville as a community. Next season it may be another sport, the next year it might be something else. Everything doesn't have to go to the MRA and a lot of people are very protective over the MRA. We can support locally in our community.

Councilmember Ingalls asked about the term of the permit. Lynnette Nash said it is an annual contract that is renewable every year with a 60-day notification for any changes. She stated, to be clear, the MRA has not only done their buildings, we have also built the pavilion, donated a lot of money to help build the parks, put the roof on the VFW, helped with the trail systems that have gone in, so it isn't just about a few buildings, it's about a lot of giving to the community. The MRA has done this through the years. The Park Board has gone to the MRA to ask for monies for the new park system going in at Dennison Park, and she thinks they're looking for continued assistance. At Dennison Park, kids are playing in the road every time there's a baseball game. The Park Board is looking to build that and make it handicap accessible, which is important in our community. It's an awareness of the community, she said.

Councilmember Keller added that these are things we are concerned about and the reason why we are making the comments and asking the questions. Who is gambling in your establishment? What statistics or percentages do you have for where they come from? Are they primarily Mantorville, Kasson, Dodge Center, your clientele is from where?

Koreen Seim said they are from our whole community – Kasson, Mantorville, Dodge Center, Hayfield, etc. Lynnette Nash said there is no real easy way to know that, except for someone winning.

Councilmember Keller said the reason he asked is because when people are putting that money in, underlying that is they want to be sure it's going to a good cause that they like and if it's going to someplace else, they may be misled. Koreen Seim said her patrons that come in their bar want them to do the Dodge County Youth Hockey Association and to our Firemen because they don't agree on a lot of things. We hear a lot of bad feed with the MRA when our patrons come in to gamble, and they want the money for the e-tabs and the pull-tab machines to be for the kids, our Firemen, the

community. A lot of people have their meetings at the Saloon, including the hockey association, the wrestling association, football association. We will have a lot of stuff going on and a lot of burger nights coming up for football, wrestling, hockey, and pancake breakfasts, etc.

Councilmember Keller said he appreciates the comments. When he hears Mantorville Restoration Association and Mantorville Saloon, they seem one-and-one. Koreen Seim said she understands but for us, it's Kasson-Mantorville. The Kasson-Mantorville Komets is our community, Dodge County, and Mantorville schools.

A question was asked about how much money from Kasson gambling comes into Mantorville. Koreen Seim did not have this information. Councilmember Ingalls said the City of Kasson passed a resolution that 80% of their money stays in Kasson. Koreen Seim said she doesn't understand where that comes from and that gambling funds will go to our kids and our Firemen and our community. There isn't a problem with it, she said.

Lynnette Nash stated that she wants to make something clear - we cannot dictate who they have for gambling, that is entirely their discretion and to say we don't like hockey, it's not fair, it's their business, it's their choice who they allow for gambling. If the City feels they want some kind of input for those gambling dollars beyond what they give out for lawful gambling, then that's when you create an ordinance about it. Kasson gambling money has to be inside the city of Kasson, it cannot be the surrounding townships. The reason Kasson made that ordinance is because the money was going to Dover-Eyota. That's why the ordinance was created, and I don't see it out of line for Mantorville.

Koreen Seim said we are all about the community and Dodge County and the kids in our community.

Lynnette Nash added that, unless the City has a problem with a particular organization, then they can voice their concerns, but it's 100% their choice.

Koreen Seim said with our other gambling, she asked Sherry from the MRA if they would still like to do their purse bingo, horse racing, and meat raffles. If they would like to do that, the Saloon would be more than happy to keep that going with the MRA.

Councilmember Keller commented that the reasons for his questions is for Council's understanding and information, and he appreciates them for the information.

Virgil Andrist asked where the money from the American Legion in Kasson goes to; the answer was that it goes to Kasson-Mantorville sports. Virgil Andrist said they are doing basically the same thing as what the Seim's want. Lynnette Nash said the Legion in Kasson donates to Kasson-Mantorville sports but the majority of their money stays in their community the same way as Dodge Center's stays in their community. There are some things that are county-wide, such as Santa Anonymous and other

organizations at Christmastime that ask for funds. The end net is not \$5 million dollars. That net is not where you think it is. If funds are needed for Dennison Park, all they have to do is ask for a donation.

Bill Reding said the Legion also pays to the Color Guard, which is how they get all of their markers and flags.

The Treasurer of the Dodge County Youth Hockey Board said, from a financial standpoint, operating costs to run a hockey program are very expensive. We have a number of kids from Mantorville, specifically, and other communities that are a part of our program. Registration income accounts for only 38% of our revenue budget, so it covers only 38% of our operating expenses. Ice time, alone, is a six-figure balance on our budget. We use a lot of fundraisers, like a lot of other sports, and sponsorships income to bridge that gap, but we rely on charitable gambling, as well. It keeps hockey affordable for our communities and keeps the costs very low, compared to city teams, and allows our families here to enroll their kids in the sport. Our families are already feeling the pains of the pandemic and we need to bolster our charitable gambling right now. Many of our families are barely affording the sport, and we want to keep it affordable for our families. At a time when a lot of kids are dependent on screens, devices, and technology, we want them to get out and to play hockey. We do not want to limit our ice time, we do not want to limit their ability to get out and be with their peers, and we do not want to limit their ability to build relationships with kids from other neighboring communities. We are the Kasson-Mantorville Komets, we are the Dodge County Wildcats. Being able to be in more establishments and bolster our charitable gambling will allow us to continue our program. Right now, we really need to stabilize ourselves financially. This is keeping our kids healthy and active in their personal development years. This isn't just about hockey, it's about them building relationships, learning to work hard, and learning to persevere and navigate challenges. We build a tight community, which is important for our youth.

Councilmember Ingalls asked if they have other establishments donating to them. The Treasurer said that Pete's Repeat donates to Dodge County Youth Hockey Association, as well.

Mayor Bradford said any organization that looks for Mantorville volunteers and donations, we look for long-term relationships with them and look for a slowed down process to be sure we have discussed all the avenues. Ten years down the road, if Dodge County Youth Hockey Association would be in this situation, we would want to know why all of a sudden there is a change. They would have gotten used to this funding source and now there's a change. We want to be sure we've discussed and explored all avenues, so I appreciate your input, thank you.

Travis Bebee said he has been with the Mantorville Fire Department now for 12 years, now Assistant Fire Chief, he has a Mantorville address, and four kids that play in the youth program. One that graduated, one plays on the high school team, and two in the youth. He has a small business in the community, and this looks like dirty business. It

looks like people on the Council are trying to strong arm their business on what they can and cannot do. Do you have any idea the repercussions if they closed down their gambling altogether? What will that do to the community? He said he would seriously think about that before making a decision.

Another person commented that anyone who has received funding for a period of time is going to be dependent on it. The MRA will probably feel the hit because they've become dependent on it.

Motion was made by Councilmember Keller and seconded by Councilmember Ingalls to adopt Resolution No. 2022-31 Concurring with the Issuance of a Gambling Premises Permit Application for Dodge County Youth Hockey Association, Inc. at 501 Main Street North, Mantorville, and also Resolution No. 2022-32 Concurring with the Issuance of a Lease for Lawful Gambling Activity Application for Dodge County Youth Hockey Association, Inc. at 501 Main Street North, Mantorville.

Vote: 4 ayes / 0 nays / 1 abstained – Councilmember Hoaglund. Motion carried.

B. Gambling Permit for Mantorville Restoration Association, Resolution No. 2022-34

Councilmember Hoaglund abstained from discussion and voting on this item.

Motion was made by Councilmember Ingalls and seconded by Councilmember Keller to adopt Resolution No. 2022-34 Approving an Application to Conduct Off-Site Gambling for Mantorville Restoration Association, Located at 411 Clay Street, Mantorville, Minnesota, on September 10, 2022.

Vote: 4 ayes / 0 nays / 1 abstained – Councilmember Hoaglund. Motion carried.

10. Reports

A. Public Works Report

- 1) The 3rd Street Loop Project will begin on Wednesday.
- 2) The trees at Bill Reding's property came down with a huge crane. The bigger tree was 8' 2" in diameter. The smaller was also large and rotten inside.
- 3) We will be looking at a used salt spreader, similar to what we had, at Crysteel.

B. City Clerk Report

- 1) The candidate filing period ends tomorrow at 5:00 pm. Positions open include:
Mayor (2-year term)
Councilmember – 2 seats (4-year terms)
Councilmember – 1 seat (2-year term)

- 2) Reminder that the Finance Committee and City Clerk are invited to attend a meeting at Dodge Center Ambulance at 9:00 am on August 23rd.

C. Consultant Report – *No report*

D. Committee Reports

1) Chamber

The Chamber had a Work Session Thursday night to discuss Fall Festival, Olde Fashioned Christmas, and the Cemetery Walk. Looking for volunteers for events. Mayor Bradford volunteered for the Cemetery Walk. Discussion on lighting for a tree in the park or the pavilion. Councilmember Hoaglund passed out brochures for the Cemetery Walk.

2) Economic Development Authority

Looking at renewing the CEDA contract. Laura Qualey will be leaving and her replacement is Alexandria Slocum. Laura did a great job for Mantorville. The Brewery is planning to reopen soon; waiting for a settlement from Xcel and working with the DNR.

3) Finance/Budget – *No report*

4) Fire Department – *No report*

5) Infrastructure – *No report*

6) Kasson Mantorville Joint Powers – *No report*

7) Mantorville Restoration Association

Marigold Days is a subcommittee of the MRA and is requesting a street closing September 9 to 11:

Close 4th Street from Highway 57 to West Street;

Close 5th Street from Highway 57 to West Street;

Close Clay Street from 3rd Street up to 9th Street

Streets closed from 5:00 pm Friday to 6:00 pm Sunday.

Parade will assemble on 9th Street. Parade route down Walnut to 3rd Street, north on Clay Street to 9th Street. There will be 'no parking' signage along the route.

Motion was made by Councilmember Hoaglund and seconded by Councilmember Ingalls to approve the road closures as presented.

Vote: 5 ayes / 0 nays. Motion carried.

Assistant Fire Chief Bebee added to the road closure request. Close one block of 5th Street for the Fire Department dance, same as in past years and at the same time.

Motion was made by Councilmember Ingalls and seconded by Councilmember Keller to approve the road closure as presented.

Vote: 5 ayes / 0 nays. Motion carried.

8) Park Board

Councilmember Kinney said they are preparing for budgetary things. Discussed the take down of Reding's trees, we have an ongoing conversation regarding

refinishing the sides of covered bridge. Budgeted \$2,000 for the bridge but lumber costs are \$7,500 and that's only materials. It's in bad shape.

Councilmember Keller asked if the bridge could wait a year when lumber costs come down. Joe Adams said there are no safety issues but it's in tough shape and an eyesore. The Park Board is going to make it a lot more solid.

9) Personnel – *No report*

10) Fire Relief – *No report*

11) Township

Councilmember Hoaglund said the number of building permits issued is impressive.

E. Councilmember Reports

Councilmember Kinney said he was approached by a couple of people regarding the closing of City Hall on Fridays. One in person and one via email. They're not happy with the closing of City Hall on Fridays. That was a decision not made by the whole Council, he said. Councilmember Hoaglund said Council never voted on it; Councilmember Kinney agreed.

Councilmember Keller said it was delegated to the Personnel Committee. Councilmember Hoaglund suggested it be an action item on the next agenda and said he has heard the same thing.

Councilmember Keller asked the City Clerk if she has heard any feedback. She stated that there has been no feedback. She said Fridays are quiet. We just want to serve our customers the best we can. We get comments from customers that they work the same hours of 8:00 am to 4:30 pm and cannot get here before we close. So that was our one concern. If City Hall is open an hour earlier and an hour later Monday through Thursday, it helps these customers.

Councilmember Keller asked if there have been any complaints since City Hall has been closed on Fridays. The City Clerk said we have heard nothing. Councilmember Keller said he assumed Staff would have heard something.

Mayor Bradford said the Personnel Committee shared with Staff that we were going to try this and, if there is too much pushback, then we will go back. We wanted to explore an opportunity where we could extend the service availability hours so that there are more options for people who work outside of our community.

Councilmember Hoaglund said Mantorville is a little bit unique. It's kind of like a shrub. First year it sleeps, next year it creeps, next year it leaps. Mantorville is just like that. Monday it sleeps, Tuesday and Wednesday it creeps, come Thursday, Friday and Saturday it's leaping. For a small town like this, we almost have to take advantage of the way people come to this town. I've heard it from more than one in the business community, same as Councilmember Kinney has, that they don't like it. Maybe in might work in a big city, but Mantorville is different, it's unique. If you walk down the street on Monday, you could throw a bowling ball down the alley and you wouldn't

hit anybody. Even the Hubbell House sees that. They started serving lunches on Thursday, Friday and Saturday because that's when the people come to town and that's when we should be open.

The City Clerk said the longer hours Monday through Thursday is harder on Staff, but we want to serve our customers. People come in to town Thursdays and Fridays but they're not coming in to City Hall. We're busy on Mondays but by the end of the week, it slows down.

Councilmember Keller gave a suggestion that Gretchen could work the four days and Shirley Could work the five days. He said it's something to think about.

Mayor Bradford asked what if we're open Friday but not open Monday?

Lynnette Nash asked if the business you're taking care of on Monday could be taken care of on Tuesday? Every time something happens, it has to happen Friday night and you can't get ahold of anyone. It's difficult when you can't get ahold of anyone for going into the RV park. The City Clerk said that's when we use the drop-box and added that we will do whatever Council decides. It was just a thought to help our customers.

Councilmember Hoaglund added that all of our events start on the weekend and that's when people come to town for events. He said he would think that this is when the RV park is busiest, when we have an event. Lynnette Nash added that there are questions to City Hall, but you're also fielding questions about the events, where and when are they going on, and information on it. That's part of what you do here in a small community. The City Clerk said she heard the reason for summer hours closing at Noon on Fridays was so Staff could participate and volunteer in events, as well.

Councilmember Ingalls heard it both ways, with some people saying they'd like to see City Hall open on Fridays but it's also nice that they're open until 5:30 pm because they can make it from where they are.

Mayor Bradford said we will keep an eye on this and make adjustments as necessary.

Councilmember Ingalls said traffic flow during Marigold Days, and the detour coming in, he feels we need to send a resolution or something to the County or the State to get them to adjust the detour before that weekend. He feels most of the people coming to Marigold Days may be coming from Rochester. If they're trying to come in through Kasson, it will be a mess. If we can redirect them to come in on 15, it will be better. Councilmember Hoaglund said the reason they didn't do it that way is they don't want to bring them by the school. Councilmember Ingalls said they could do special event signage for that weekend only. Mayor Bradford said he can touch base with Guy.

F. Mayor's Report
Mayor Bradford had nothing else to report.

11. Adjourn

Motion was made by Councilmember Keller and seconded by Councilmember Ingalls to adjourn the meeting at 8:36 p.m.

Vote: 5 ayes / 0 nays. Meeting adjourned.

Respectfully Submitted,

Shirley R Buecksler
City Clerk-Treasurer

Dodge Center Ambulance

Est. 1975



Background

Established 1975 – SOS & MDH

- 8hrs of first aid training
- 16 ambulance drivers
- Responded to approx. 120 calls for service annually
- Vehicle: 1966 Olds-modular (hearse)
- Medication: Oxygen
- Equipment: 2-way radio, defibrillator, suction, cot, backboard
- Billing rate: \$45.00 emergency + \$7.50/mile = \$210.00

EMS Today

Structured by Minnesota Statutes 144E.

Regulated by Emergency Medical Services Regulatory Board (EMSRB).

Licensing

Emergency Medical Services Regulatory Board (EMSRB)

Basic Life Support (BLS) - #0306

Exp: 6/2024

Advanced Life Support (ALS) - #1934

Exp: 6/2024

EMT & EMR Training Program - #6157

Exp: 07/2024

2022

§144E.103 Equipment Requirements – basic requirements

- Oxygen
- Airway maintenance equipment in various sizes to accommodate all age groups
- Splinting equipment – various sizes
- Bandages, dressings, commercially manufactures tourniquets
- Emergency obstetrical kit
- Equipment to determine vital signs in various sizes to accommodate all age groups
- Stretcher
- Defibrillator
- Fire extinguisher

2022 Cont'd

- Drug and drug administration equipment and supplies approved by medical director
- Two-way radios
- Safety restraints
- All equipment must be maintained to manufacturers specification and in good working order at all times
 - Procedures for recording periodic performance testing must be developed, maintained, followed, and testing must be kept in licensee files
- Written procedures must be established and implemented for maintaining ambulances in working order, storage and procurement of drugs in accordance with federal and state laws, and controlling infection.

Patient Care

§144E Care requirements

Ambulance services must have a medical director (M.D.) that establishes standard of care and equipment, maintains quality of care of patients, reviews PCRs, and approves standardization of education and training of ambulance personnel.

Life-threatening situations and potentially serious injuries are recognized;

- Patients are protected from additional hazards;
- Treatments provided to reduce the seriousness of emergency situations is administered; and
- Patients are transported to an appropriate medical facility for treatment.

DCA VOLUNTEER Medical Directors

David Agerter, M.D. (circa 1990 – 2020)

Mayo family practice

Aaron Klassen, M.D. (2020-present)

Emergency medicine board certified physician

Mayo Emergency Department

Mayo Clinic Ambulance Patient Care Guidelines

BLS (EMT) scope of practice

- 5 emergency medications
- Intravenous access
- Intraosseous access
- Emergency pediatric/adult airway procedures
- ECGs
- Mechanical CPR

ALS (paramedic) medications include:

BLS medications & procedures

+

21 I.V. medications including pain management

2 emergency invasive airway procedures

Video laryngoscopy

Primary Service Area

§144E.06 PRIMARY SERVICE AREAS.

The board shall adopt rules defining primary service areas under which the board shall designate each licensed ambulance service as serving a primary service area or areas.

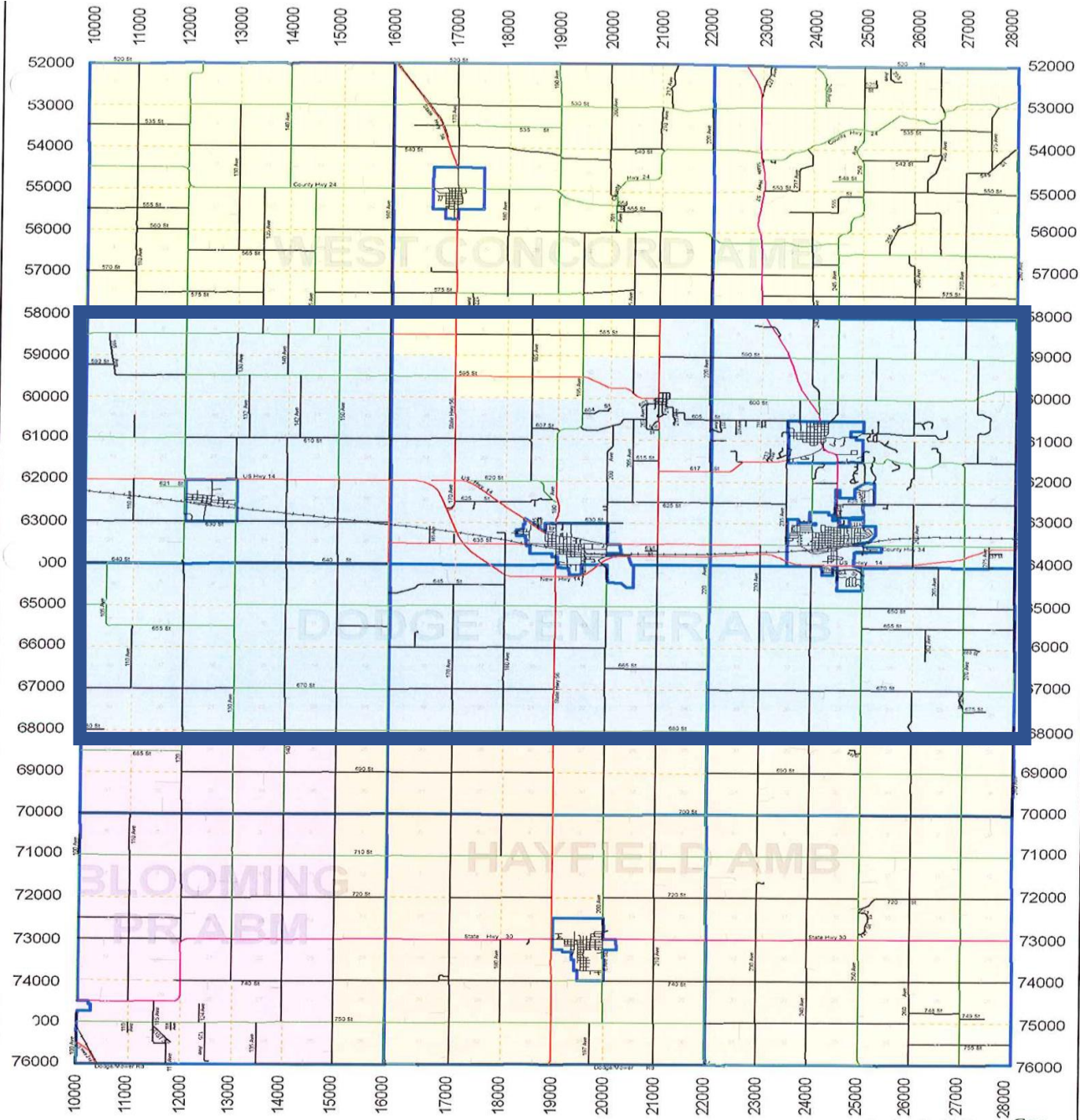
Primary Service Area

Cities:

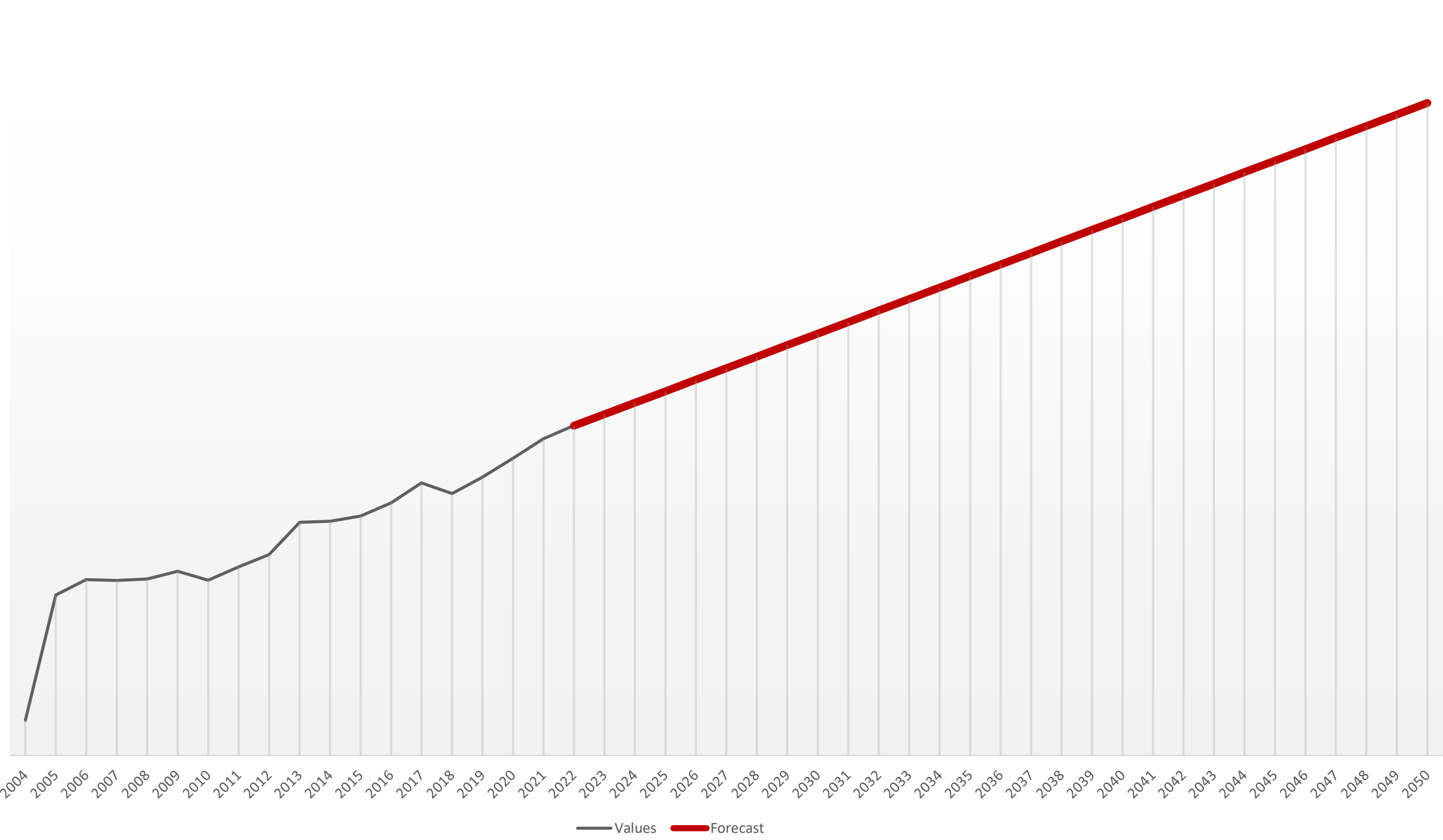
- Claremont
- Dodge Center
- Kasson
- Mantorville

Townships (*partial*):

- Claremont
- Ripley
- Wasioja
- Ashland
- Canisteo
- Mantorville



Call volume predictor based on past volume



2021 Responses by Zone

Mutual Aid/Other

Claremont

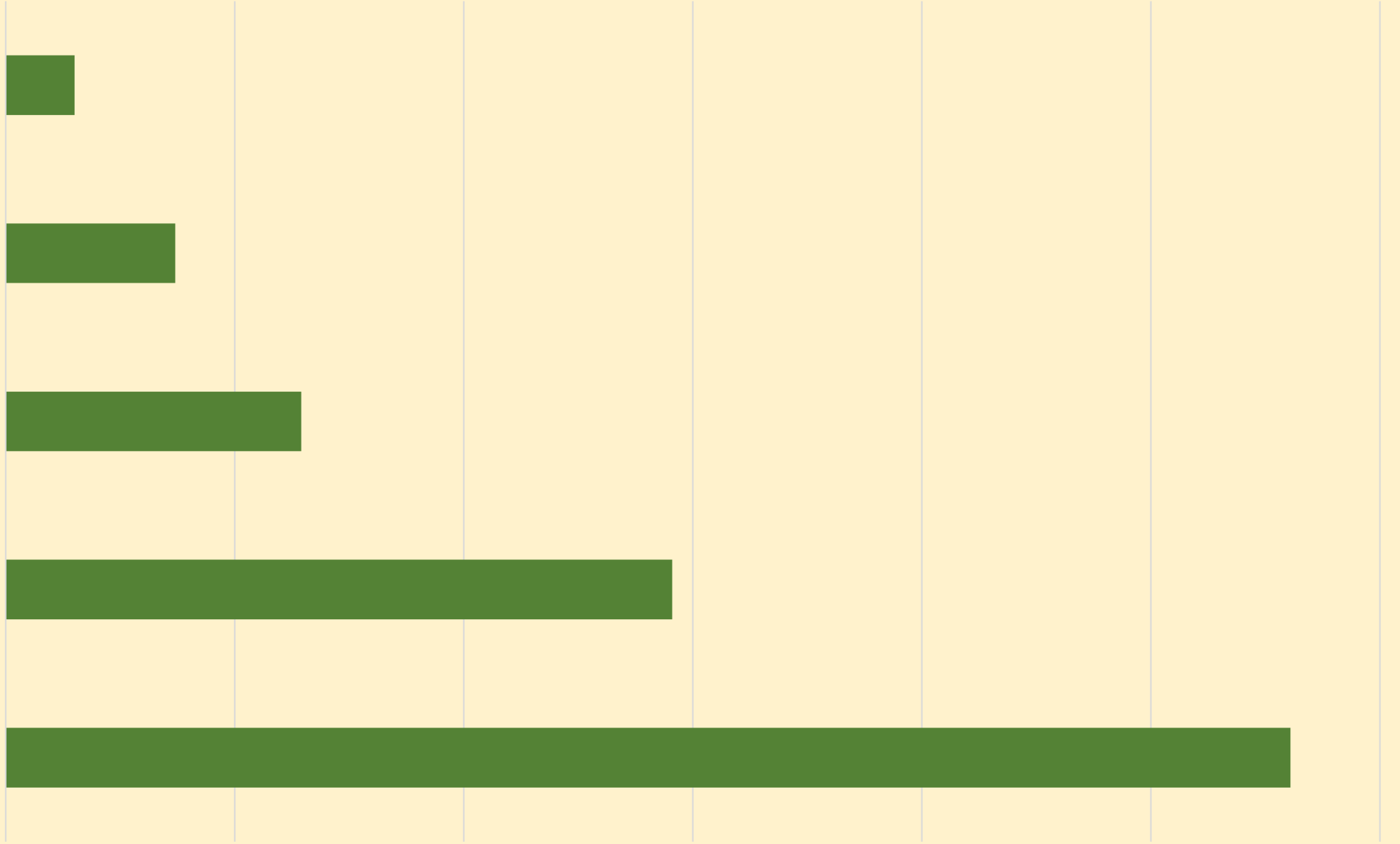
Mantorville

Dodge Center

Kasson

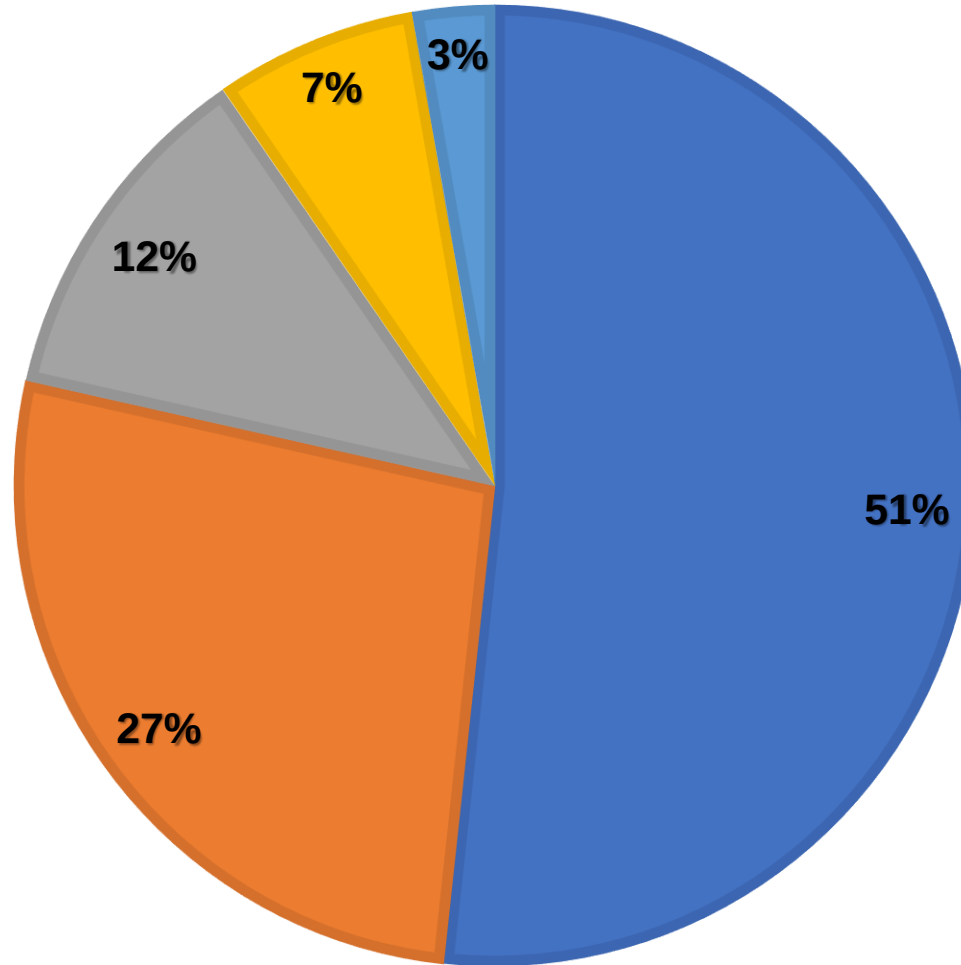
0 100 200 300 400 500 600

■ Responses by Zone



RESPONSE BY ZONE

■ Kasson ■ Dodge Center ■ Mantorville ■ Claremont ■ Mutual Aid/Other



Response Times

National EMS response time in a rural setting: 14 minutes

“Emergency medical service units average 7 minutes from the time of a 911 call to arrival on scene. That median time increases to more than 14 minutes in rural settings, with nearly 1 of 10 encounters waiting almost a half hour for the arrival of EMS personnel.

Longer EMS response times have been associated with worse outcomes in trauma patients. In some, albeit rare, emergent conditions (eg, cardiopulmonary arrest, severe bleeding, and airway occlusion), even modest delays can be life threatening.”

Source: National Institute of Medicine – American Medical Assn.

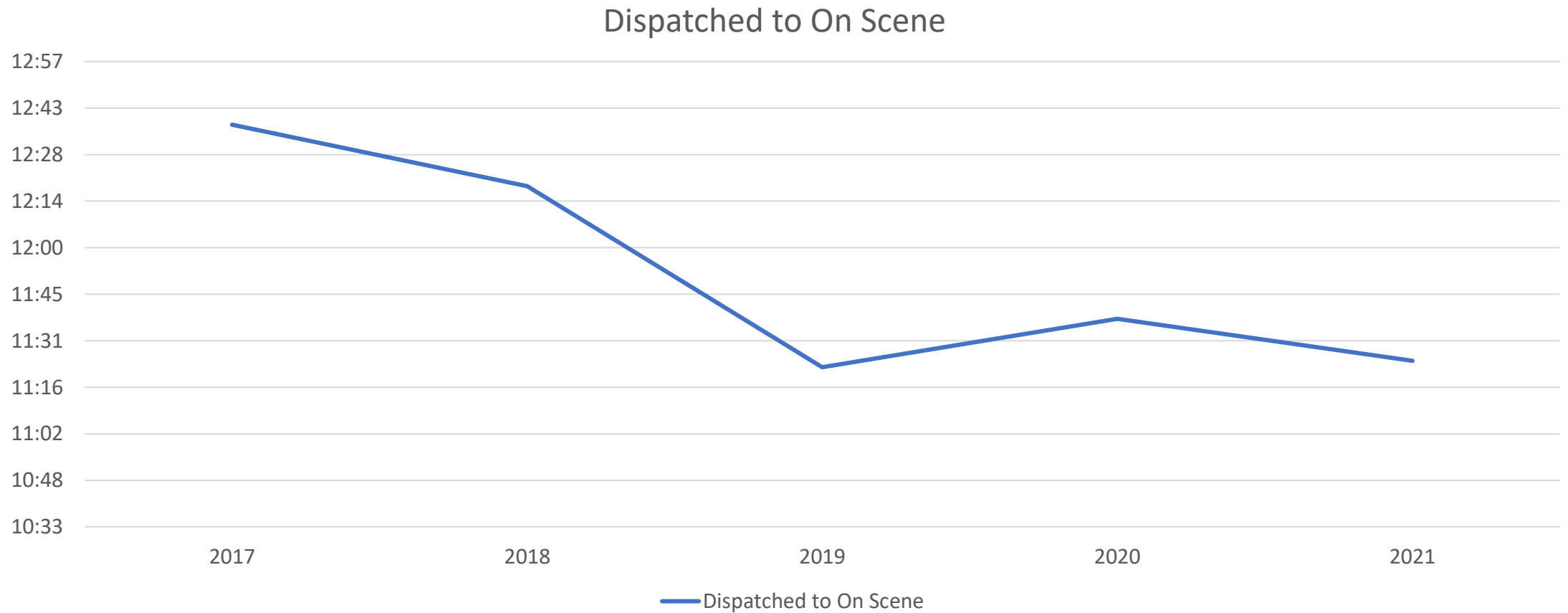
Published 2017 Jul 19. PMCID: PMC5831456

PMID: 28724118

Emergency Medical Services Response Times in Rural, Suburban, and Urban Areas

Howard K. Mell, MD, MPH, CPE, 1 Shannon N. Mumma, MD,2 Brian Hiestand, MD, MPH,2 Brendan G. Carr, MD,3 Tara Holland, MPH,4 and Jason Stopyra, MD2

Dodge Center Ambulance Response Times



§144E AMBULANCE SERVICE REQUIREMENTS

Ambulance service cannot operate in MN unless the personnel are certified to the level of service being provided.

- Minimum of two certified providers are required to transport.
 - One provider must be certified to a minimum of paramedic or EMT; the other must be at minimum EMR.

An ambulance service shall provide service 24 hours per day, 365 days per year.

Leadership (2 FTE)

Angela Jarrett, Director/Paramedic

Anthony Gengler, Assistant Director/Training Program Coordinator/Paramedic

Full-time (2 FTE)

John Fox, Paramedic

Rodney Duryee, EMT

Part-time (1.5 FTE)

Mike Strom, Paramedic

Brooke Yennie, EMT

Chris Hughes, EMT

Paid-on-Call (7.5 FTE)

Abner Aguirre-Lopez, EMT

Curtis Alexander, EMT

Kayla Auger, EMT

Dena Blaschko, EMT

Justin Burkholder, EMT

Keith Clammer, EMT

Casey Dahl, EMR

Jeremy Dostal, Paramedic

Marissa Erdman, EMT

Steve Fairchild, EMT

Ally Feland, EMT

Kari Fruchey, EMT

Rich Gannon, EMR

Calli Giesler, EMT

Madison Hahn, EMT

Duke Harbaugh, EMR

Annabelle Hardwick, EMT

Makena Jensen, EMT

Shveta Kant, EMT

Rebecca Kellner, EMT

Dave Kenworthy, EMT

Mike Lau, EMT

Scott Le, EMT

Jill Lucas, EMT

Megan Lucas, EMT

Joe Mansour, EMT

Jordan Newcome, EMT

Makaila Olson, EMT

Katrina Pfaffenbach, EMT

Kianna Rowekamp, Paramedic

Chris Schuh, Paramedic

Sarah Shearman, EMT

Kino Sissoura, EMT

Hannah Stark, EMT

Jeff Ulve, EMR

Joe Wernecke, EMT

What is paid-on-call

\$3/hr on stand-by time + hourly run wage while on a call

Must have “reasonable” response time to station

Education requirements the same as paid staff

Licensed the same as paid staff

Paid-on-call cover 7.5 FTE annually

9.5 FTE is needed to cover primary crew

1.0 FTE full-time paramedic = \$100,674.88

Payroll for 9.5 FTE = \$956,412

Current payroll POC = \$65,000

Scheduling Requirements

Average of 60 hours offered or scheduled time over a consecutive 2-month period

—or—

12 hrs/month or 2 second crew calls

50% of our staff live outside of Dodge County
43 have been hired in the last 3 years

7-20 years of service – 3 staff

6 years of service – 8 staff

1-5 years of service- 23 staff

Less than 1 year – 14 staff

Shortage of EMS workers

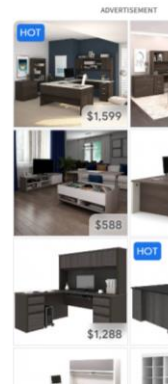
30% of Minnesota's licensed EMRs, EMTs, and paramedics did NOT renew their license in 2022

National Crisis

NEWS | LOCAL

Rural ambulance services in need of some emergency help

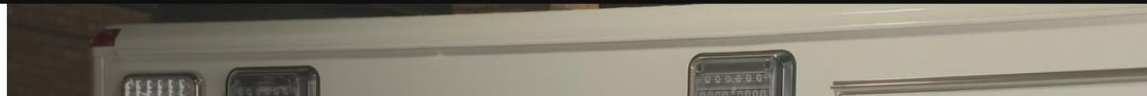
EMS organizations face a changing landscape as they transition from volunteer to partially paid services.



EMS staffing short for ambulances

BY CHRIS HOFFMAN
JULY 15, 2022 / 6:19 PM

CBS NEWS PITTSBURGH



Biloxi Sun Herald

MS ambulance providers fear a system collapse is near. 'We need to pay these people.'

The shortage nationwide has hit a crisis level, according to the American Ambulance Association. The turnover rate of ambulance workers...

Feb 7, 2022



INVESTIGATIONS

Delayed: Ambulance Response Times Suffer From EMS Worker Shortage

A nationwide shortage of EMS workers is having a trickledown effect on ambulance response times during medical emergencies, according to figures reviewed by the NBC10 Investigators.

By Ryan Kath and Jason Solowski • Published February 15, 2022 • Updated on February 15, 2022 at 12:18 am



EMS services warn of 'crippling labor shortage' undermining 911 system

"We're not bleeding any longer – we're hemorrhaging," one ambulance service operator said of a decadelong worker shortage exacerbated by the pandemic.



Prices at the pump hit rural EMS units

DODGE CENTER, Minn. (KTTC) – Dodge Center Ambulance says it's already used 100% of its annual budget halfway through the year, which is partly due ...

Jul 21, 2022

Funding

1. Enterprise Fund

2. Customer charges

3. Donations

\$5,000 annual education contribution from Kasson

4. Revenue Recapture

Approx. \$15,000 collected annually

5. Grants

2020/2021 Cares funding for equipment, FEMA Assistance to Firefighters for cardiac defibrillator, local for less than \$5,000

BLS – EMT response

ALS – Paramedic assessment, single medication administration, cardiac monitoring

ALS 2 – 2+ medications administered, invasive procedures (*needle thoracentesis, surgical airway, cardioversion, pacing*)

Treat, No Transport – Provide treatment on scene with no transport (*bandaging, assessment, diabetic treatment*)

Mileage – Loaded transport to hospital

ALS Intercept – DCA bills BLS agency for ALS response

Centers for Medicare & Medicaid Services (CMS)

- ✓ CMS uses a reasonable charge method for ambulance payments
This requires proof of medical necessity deemed by CMS
- ✓ Reimbursements are approximately half of charged amount
- ✓ Balance billing is illegal
- ✓ Ambulance services are forced to write-off any remaining balance

2012 – United States Government Accountability Office (GAO) publishes study on ambulance reimbursements costs and Medicare Margins

Report shows that average Medicare reimbursements rates for EMS are -1 percent.

What does this mean?

Medicare is paying less for ambulance rides than the rides actually cost.

Medicaid pays even less, with rates as much as 40 percent lower than what Medicare pays.

As costs of EMS services continue to rise, Medicare and Medicaid rates have stagnated or even decreased.

In 2021 68% of DCA customers were insured by CMS

Billing

Current

BLS	\$1,600
ALS	\$1,800
ALS 2	\$1,900
Treat, No Transport	\$250
Mileage	\$23
ALS Intercept	\$255

Billing

2021 DCA Payor Breakdown

Customer Charges	\$1,669,282.61
CMS Adjustments	\$875,184.36
Actual Amount Received	\$794,098.25



48%

Issues we're facing

Supply costs up 63%

Rising fuel costs

Increased demand on staffing

Availability of supplies

Equipment costs rising

Fleet

2013 Ford AEV ambulance*

Mileage: 140,719

2014 Chevrolet LifeLine ambulance**

Mileage: 113,177

2021 Ford Explorer non-transport response vehicle

Mileage: 6,532

**2013 replacement ambulances ordered 6/2021; anticipated delivery 03/2023*

***2014 replacement ambulances ordered 6/2022; anticipated delivery 03/2024*

Ambulance price:

1975 - \$3,298

2021- \$199,950

2022- \$246,500



1,852%

Equipment Replacement Schedule & Cost

AMBULANCE	Purchased	Year New	Year to Replace	Life	Life Expectancy	Next 3 Replacements	Next purchase price with 4% annual	Annual savings to next
Cot	2011	2011	2018	11	7	2025, 2032, 2040	\$18,100.00	\$18,100.00
Cardiac Defibrillator	2012	2012	2019	10	7	2019, 2026, 2033	\$38,615.52	\$38,615.52
Stairchair	2010	2010	2020	12	10	2020, 2030, 2040	\$13,980.00	\$13,980.00
Portable Radios (20)	2010	2010	2020	10	12	2020, 2030, 2040	\$116,880.00	\$116,880.00
Mobile Radios (3)	2010	2010	2020	10	12	2020, 2030, 2040	\$17,725.20	\$17,725.20
Cardiac Defibrillator	2015	2015	2022	7	7	2022, 2029, 2036	\$38,615.52	\$38,615.52
SUV response unit (non-transport)	2021	2022	2032	10	10	2042, 2052, 2062	\$54,319.26	\$5,431.93
Cot PowerLoad	2017	2017	2024	5	7	2031, 2038, 2045	\$21,102.50	\$10,551.25
Cot PowerLoad	2017	2017	2024	5	7	2031, 2038, 2045	\$21,102.50	\$10,551.25
Stairchair	2013	2013	2023	9	10	2023, 2033, 2043	\$14,539.20	\$14,539.20
Cardiac Defibrillator	2020	2020	2027	7	7	2027, 2034, 2041	\$46,981.65	\$9,396.33
Lucas Mechanical CPR	2017	2017	2025	5	9	2026, 2035, 2044	\$19,697.60	\$4,924.40
Lucas Mechanical CPR	2020	2020	2029	2	9	2029, 2038, 2047	\$22,156.47	\$3,165.21
Toughbook computers (3)	2020	2020	2025	2	5	2025, 2030, 2035	\$7,815.24	\$2,605.08
Tablets (2)	2021	2021	2026	1	5	2026, 2031, 2036	\$1,637.80	\$409.45
IV medication pumps (2)	2020	2020	2028	2	8	2028, 2036, 2044	\$22,792.00	\$22,792.00
Glidescope video laryngoscope (3)	2019	2020	2028	2	8	2028, 2036, 2044	\$50,218.69	\$8,369.78
Training airway manikin adult	2020	2020	2030	2	8	2028, 2036, 2044	\$6,197.67	\$1,032.95
Training airway manikin child	2020	2020	2030	2	8	2028, 2036, 2044	\$6,197.67	\$1,032.95
Butterfly ultrasound (2)	-	-	2023	7	7	2030, 2038, 2046	\$5,408.00	\$5,408.00
Ventilator (2)	-	-	2023	7	7	2030, 2038, 2046	\$48,000.00	\$48,000.00
Cot	2022	2022	2029	0	7	2036, 2043, 2050	\$20,815.00	\$2,973.57
Ambulance	2013	2013	2021	8	7	2029, 2036, 2043	\$324,377.20	\$46,339.60
Ambulance	2017	2014	2022	8	7	2030, 2037, 2044	\$350,846.40	\$50,120.91
							\$1,288,121.09	\$491,560.10

Ambulance Reserve Fund

2021 Reserves = \$532,000

Remaining balance after ambulance purchases = \$30,000

AMBULANCE	Purchased	Year New	Year to Replace	Life	Life Expectancy	Next 3 Replacements	Next purchase price with 4% annual inflation cost	Annual savings to next purchase
Cot	2011	2011	<u>2018</u>	<u>11</u>	<u>7</u>	2025, 2032, 2040	\$ 18,100.00	\$ 18,100.00
Cardiac Defibrillator	2012	2012	<u>2019</u>	<u>10</u>	<u>7</u>	2019, 2026, 2033	\$ 38,615.52	\$ 38,615.52
Stairchair	2010	2010	<u>2020</u>	<u>12</u>	<u>10</u>	2020, 2030, 2040	\$ 13,980.00	\$ 13,980.00
*Portable Radios (20)	2010	2010	<u>2020</u>	<u>10</u>	<u>12</u>	2020, 2030, 2040	\$ 116,880.00	\$ 116,880.00
*Mobile Radios (3)	2010	2010	<u>2020</u>	<u>10</u>	<u>12</u>	2020, 2030, 2040	\$ 17,725.20	\$ 17,725.20
Cardiac Defibrillator	2015	2015	<u>2022</u>	<u>7</u>	<u>7</u>	2022, 2029, 2036	\$ 38,615.52	\$ 38,615.52
[\$243,916]								

*FEMA grant application pending

Budget

Revenues vs. Expenditures 2005 - 2021

	<u>Revenue</u>	<u>Expenditure</u>	<u>Net Effect</u>
<u>2005</u>	\$ 358,728.13	\$ 319,797.94	\$ 38,930.19
<u>2006</u>	\$ 374,865.79	\$ 301,912.10	\$ 72,953.69
<u>2007</u>			\$ -
<u>2008</u>	\$ 436,905.38	\$ 384,762.45	\$ 52,142.93
<u>2009</u>			\$ -
<u>2010</u>	\$ 467,491.25	\$ 524,649.31	\$ (57,158.06)
<u>2011</u>	\$ 623,808.65	\$ 604,389.19	\$ 19,419.46
<u>2012</u>	\$ 772,848.75	\$ 634,970.09	\$ 137,878.66
<u>2013</u>	\$ 935,796.44	\$ 810,297.69	\$ 125,498.75
<u>2014</u>	\$ 1,093,844.04	\$ 1,022,155.12	\$ 71,688.92
<u>2015</u>	\$ 1,167,506.28	\$ 1,307,637.29	\$ (140,131.01)
<u>2016</u>	\$ 1,351,334.57	\$ 1,489,938.59	\$ (138,604.02)
<u>2017</u>	\$ 755,344.08	\$ 717,391.96	\$ 37,952.12
<u>2018</u>	\$ 841,372.78	\$ 747,237.10	\$ 94,135.68
<u>*2019</u>	\$ 881,292.66	\$ 734,539.69	\$ 146,752.97
<u>*2020</u>	\$ 1,078,045.81	\$ 818,308.68	\$ 259,737.13
<u>2021</u>	\$ 834,387.21	\$ 807,109.20	\$ 27,278.01

*2019/2020
CARES funds &
FEMA equipment
grant received

UNAPPROVED MINUTES OF THE DODGE COUNTY BOARD OF COMMISSIONERS REGULAR MEETING HELD AUGUST 9, 2022
--

Chair

Convene County Board Meeting

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

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

Pledge of Allegiance

The pledge of allegiance was recited.

Determine Quorum

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

Also present:

Lisa Kramer	Finance Director
Becky Lubahn	Deputy Clerk - Remote
Paul Kiltinen	County Attorney

Establish Agenda

Agenda Approved

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

Motion Adopted [Unanimous]

New Employee Introductions

Mayra Monarrez was introduced as the new Community Health Worker in Public Health.

The Board welcomed Ms. Monarrez .

Consent Agenda

Motion by Peterson seconded by Allen to approve the following Consent Agenda item:
Motion Adopted [Unanimous]

1.1. Board of Commissioners - Regular Meeting - Jul 26, 2022 5:00 PM

Alissa Oeltjenbruns, SMIF Philanthropy Officer

SMIF Update & Budget Request

Southern Minnesota Initiative Foundation (SMIF) Philanthropy Officer Alissa Oeltjenbruns met with the Board to provide them with an update and budget request.

Also present was Sarah Scheffert a new Philanthropy & Communications Coordinator at SMIF.

The Philanthropy Officer thanked the Board for their support of SMIF over the years. Ms. Oeltjenbruns reported that Timm Penny is still their President and has continued their direction in making sure they are focused on keeping all of our communities strong and vibrant by assisting entrepreneurs and helping with early childhood and community vitality efforts. Within entrepreneurship here in Dodge County, because of the pandemic, they were able to funnel a lot of dollars through their partners, like DEED, into our local communities. In the first wave of money 23 businesses received grants in the amount of \$10,000 each to help with whatever they needed because of the impacts of the pandemic. SMIF did a second round of grants and are up to \$20,000,000 total in relief efforts in the last couple of years. The Philanthropy Officers expects that number to go up quickly but hasn't received the numbers by county yet.

Ms. Oeltjenbruns reported SMIF also continues to be a lender. One of the benefits of having SMIF as part of a lending package is that they are able to provide one-on-one technical assistance to an entrepreneur. The Philanthropy Officer informed the Board that typically 8 out of 10 businesses fail within the first two years, but SMIF's track record is 9 out of 10 businesses are succeeding. They feel this success is because they are able to customize their services to whatever that person needs.

SMIF has done a lot of other local lending as well and have given out four loans in the past couple of years here within the county to a variety of businesses.

Another area they are focused on with entrepreneurship is local foods. They have two local foods cohorts and two local business that are a part of that, a rotisserie and a brewery. They have seen amazing outcomes from bringing like-minded people together who are looking to learn from one another so SMIF is happy to continue to provide that service.

SMIF also provides free virtual monthly technical assistance trainings to entrepreneurs and has a library of past training sessions that anyone can access.

Ms. Oeltjenbruns discussed early childhood support. The overall goal is to make sure our kids are ready to learn when entering kindergarten. The Philanthropy Officer reported we are in the middle of a nationwide childcare shortage. They have three trainings for all child care professionals and providers, and are starting another series in September. These are Develop

System approved trainings which means providers can get the continuing education credits they need to stay in the field. SMIF also has a consultant, Jeff Andrews, who has worked with a child care provider in Kasson. Mr. Andrews' role is to work with providers on licensing issues and developing new curriculum. The consultant has also worked with communities to determine what is the actual shortage in their community and what the best solution for addressing that shortage is. At the county level Mr. Andrews has provided training and technical assistance to numerous providers free of charge. Ms. Oeltjenbruns suggested that the county contact Mr. Andrews, if they haven't already, to find out what he knows about Dodge County and determine what the true need is in Dodge County and what the best way to address those needs are.

The Philanthropy Officer reported SMIF gives out a lot of grants in the childhood support. Kasson-Mantorville Schools and Triton Schools have both been recipients of Early Childhood grants from SMIF.

Ms. Oeltjenbruns discussed community vitality. SMIF is the fiscal host to over 30 community foundations throughout the region. If a community in Dodge County doesn't have a foundation, SMIF could be their fiscal host and do all the filing with the government and process the contributions which would allow local volunteers to get together, raise money and decide where they want to make an impact in their community. SMIF does all the investing of the dollars and tries to make it as streamlined and easy for local volunteers to make a difference where they see fit.

Ms. Oeltjenbruns briefly discussed the Small Town Grant Program and informed the Board there are two Dodge County businesses that will be receiving a \$10,000 grant in a few days, she couldn't share the details because the recipients haven't been notified yet. This is a grant that tries to move small communities forward, inspire community engagement and is only for communities with a population of 10,000 and under. Dodge County Faith in Action has received this grant as well as Dodge Refreshed.

The Philanthropy Office reported they have an opening in their Prosperity Initiative Program which is based on minority entrepreneurs and gives them free business coaching for six months. These individuals have more barriers than the typical entrepreneur so SMIF is providing one-on-one assistance if they would like to enter the next cohort.

Ms. Oeltjenbruns informed the Board they have an Inclusive and Equitable Communities Grant which focuses on making communities welcoming and an Early Childhood Wraparound Grant which is for human services and focuses on things like whether or not there is a need for before and after school care, and whether or not there are needs that are outside the traditional academic sphere.

The Philanthropy Officer thanked the Board for their continued support of SMIF.

The Board thanked Ms. Oeltjenbruns for the information.

Motion No Vote

Nichole Farnsworth, Employee Relations Assistant**Personnel Actions Reviewed**

Ms. Farnsworth reviewed the Personnel Agenda.

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

A. Land Records

- A.1 Breea Hare - Senior Deputy Recorder
Step increase from B24 step 4 \$25.40 to B24 step 3 \$26.15.
Effective Date: 6/07/22

B. Highway

- B.1 Darin Wilking - Equipment Operator III
Step increase from B23 step 72 mo. \$25.99 to B23 step 84 mo. \$26.51.
Effective Date: 8/01/22

C. Attorney's Office

- C.1 Kathryn Burbank - Assistant County Attorney
Step increase from C52 step 2 \$44.65 to C52 step 1 \$45.99.
Effective Date: 8/02/22
- C.2 Jenna Shallbetter - Paralegal
Step increase from B31 step 2 \$27.77 to B31 step 1 \$28.80.
Effective Date: 8/06/22

D. Public Health

- D.1 Alicia Schumacher - Health Educator
No longer employed.
Effective Date: 8/19/22
- D.2 Health Educator
Authorization to post and fill vacancy.
Effective Date: 8/19/22

E. Sheriff's Office

- E.1 Justin Thurmes - Deputy
Step increase from C41 step 8 \$34.56 to C41 step 9 \$35.42.
Effective Date: 5/31/22
- E.2 Deb Guenther - Jury Attendant
Authorization to hire at A12 step 11 \$16.02 to fill approved vacancy.
Effective Date: 8/19/22

Motion Adopted [Unanimous]

Lisa Hanni, County Surveyor**Surveyor Update**

County Surveyor Lisa Hanni informed the Board Dale Lempke is set to retire later this year; Ethan Seaberg will be his replacement. Mr. Lempke has been doing most of the survey work for Dodge County. Mr. Seaberg worked out at the Public Works Department in Goodhue County for a number of years and most recently was their Right-of-Way Agent over there so he

has a lot of experience in working with the public and working in the Highway Department and right-of-way and is currently working on getting his licensure on surveying.

Ms. Hanni reported there is a good working relationship between Dodge County and Goodhue County assessing, recording and land records staff.

Some of the activities that Goodhue County handles for Dodge County include:

- Parcel mapping
- Public land survey corners
- Checking all subdivision plats that come through
- Making highway maps
- Survey county properties and any other special projects

Mr. Lempke informed the Board that he did the survey work for the Government Services Building when the building was being designed. Dale Lempke also worked a lot with Mark Gamm over the years on the landfill, the compost site and drainage issues at the Transfer Station. Dale Lempke briefly discussed the survey work that was done at the fairgrounds and noted that was big project. Other significant projects included street vacation projects in Wasioja and Concord. Mr. Lempke reported that he has enjoyed working with the county over the years on a number of projects.

Ms. Hanni thanked Mr. Lempke for his work over the years.

Commissioner Peterson wanted to know if they were able to get all the quarter pins done.

Mr. Lempke confirmed that the quarter pins are done, everything is in the ground, on the web site and coordinates have been acquired. Dale Lempke reported there was a considerable amount of work that was done in order to make sure every corner has been established with a coordinate and a certificate. Mr. Lempke noted the Highway Department assisted them with this project and looking for evidence of a corner.

The Board thanked Mr. Lempke for his work and welcomed Mr. Seaberg.

Motion No Vote

Lauren Cornelius, Environmental Services Director

Board of Adjustment Member Appointment

Ms. Cornelius informed the Board that the Board of Adjustment has a current vacancy that needs to be filled.

The vacancy was advertised on the Dodge County website with a closing date of 4:30 p.m. on August 4th, 2022. Under zoning ordinance provisions, members of the Board of Adjustment are eligible for reappointment. Greg Klevos and Samuel McGee have submitted applications to be appointed to the Board of Adjustment. There were no other applicants as of the closing date.

Commissioner Toquam informed the Board that Mr. Klevos is already on the Planning and Zoning Board and suggested that it might be nice to have someone else serve on this board.

Commissioner Kenworthy stated he is always excited to see new people get involved in community work.

Commissioner Tjosaas commented he likes getting new people involved and noted that although Mr. Klevos' experience may be a better fit for the Board of Adjustment it's very rare to get new people involved so he was leaning in the direction of Mr. McGee. Commissioner Kenworthy agreed with Mr. Tjosaas' comments.

Motion by Peterson seconded by Toquam to appoint Samuel McGee to the Dodge County Board of Adjustment for the remainder term of January 1st, 2021 to December 31st, 2023 term.

Motion Adopted [Unanimous]

Planning Commission Recommendations Reviewed

Ms. Cornelius presented for the Board's consideration the August 3, 2022 Planning Commission recommendations.

The Environmental Services Director discussed ZA #22-03 Welsh Rezone.

ZA #22-03 Welsh Rezone

The first public hearing is to consider an application for Zoning Amendment #22-03 to consider a request to rezone an Agricultural District to an Industrial District located in Section 19 of Ashland Township. The property owner and applicant is Dan Welsh.

Commissioner Allen offered the following resolution (#2022-41), seconded by Commissioner Kenworthy:

WHEREAS, Property Owner is initiating a rezone from Agricultural District to Industrial District and shall submit the request to the Zoning Administrator along with a fee; and

WHEREAS, a summary of the rezone request, has been published in the legal newspaper on June 24th, 2021 and posted upon the county website; and

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

WHEREAS, the Planning Commission recommended approval of the proposed rezone from Agricultural District to Industrial District to the Dodge County Board of Commissioners; and

WHEREAS, the Dodge County Board of Commissioners adopted the proposed rezone from Agricultural District to Industrial District at its July 13th, 2021.

THEREFORE, BE IT RESOLVED, that the County Board of Dodge County hereby adopts the rezone from Agricultural District to Industrial District to this resolution.

Resolution Adopted [Unanimous]

ZA #22-04 Dilapidated Dwelling Reviewed

Ms. Cornelius discussed with the Board ZA #22-04 Dilapidated Dwelling.

The second public hearing is to consider an application for Zoning Amendment #22-04 to Chapter 4, Chapter 16, Chapter 17 and Chapter 18. To view the proposed language a copy will be available at the Dodge County Finance Office, the Dodge County Environmental Services Office and also on the County web site [www.co.dodge.mn.us / Departments/Environmental Services/Public Hearings](http://www.co.dodge.mn.us/Departments/Environmental%20Services/Public%20Hearings).

Commissioner Toquam clarified that the request addresses only dilapidated buildings and structures and wondered how far the county would be able to go with cleaning up an accumulation of other things on a property if needed.

Ms. Cornelius reported the county does have a Nuisance Ordinance in our Zoning Ordinance so any time they get any permit application request they look to see if the parcel is in violation. The Environmental Service Director noted this is their one chance to have some authority over the property owner to say that Environmental Services isn't going to be granting them a removal permit until they come up with some type of agreement to get their parcel up to compliance.

Commissioner Allen stated we did this to give the land owners an opportunity to clean up the site and still have a build-able site. Mr. Allen wanted to know whether or not the county is now going to be looking for properties that have old structures that need to be tore down.

The Environmental Services Director reported that this isn't the intention of the zoning amendment request. Ms. Cornelius stated that since she last talked to the Board about this and brought the item to the Board today, they have had three people contact them that are interested in this permit. The Environmental Services Director feels people will be coming to them to find out more about this permit. She felt some people may have always wanted to tear down an old building but didn't want to lose the ability to build on the property at some point. The initial goal with this request is not for the county to go seek out the buildings, but to wait for the property owners to come to them and apply for the permit. Ms. Cornelius is hopeful that word will spread regarding this permit and more people will come in to apply for it.

Commissioner Tjosaas wanted to know if this opens the door for people to complain or if complaints would be handled through the Nuisance Ordinance.

Ms. Cornelius reported the only way the county would be able to act on a complaint is if the property was actually in violation of an ordinance, a complaint about an ugly building isn't a violation of the county's ordinance and they don't enforce building codes so she can't go to a property and say structurally your building isn't up to code and needs to be tore down. The Environmental Services Director doesn't believe this opens the door to the county going and telling an owner that the county has received a complaint that their house is ugly and needs to be torn down.

Commissioner Toquam commented while the county isn't seeking out these properties, at some point if they know of a property that this permit may work for, would it be appropriate to send a letter to the property owners to inform them that this permit is available?

Ms. Cornelius reported the county could notify property owners of the availability of this permit as more of an offering than from an authority standpoint.

Commissioner Toquam offered the following resolution (#2022-42), seconded by Commissioner Peterson with the additional recommendations to Chapter 17.4.3 B II as recommended by the Planning Commission:

WHEREAS, amendments of Chapter 4 (Rules and Definitions), Chapter 16 (Performance Standards), Chapter 17 (General Development) and Chapter 18 (Administration) are proposed to address dilapidated dwelling in regards to the lot's buildability after removal; and

WHEREAS, a summary of the language to be amended in Chapter 4 (Rules and Definitions), Chapter 16 (Performance Standards), Chapter 17 (General Development) and Chapter 18 (Administration) has been published in the legal newspaper on July 21st, 2022 and posted upon the county website; and

WHEREAS, a public hearing on the proposed amendments was held by the Dodge County Planning Commission on August 3rd, 2022; and

WHEREAS, the Dodge County Planning Commission found the draft language to be consistent with the Dodge County Comprehensive Land Use Plan; and

WHEREAS, the Planning Commission recommended approval of the proposed amendment to Chapter 4 (Rules and Definitions), Chapter 16 (Performance Standards), Chapter 17 (General Development) and Chapter 18 (Administration) to the Dodge County Board of Commissioners; and

WHEREAS, the Dodge County Board of Commissioners adopted the proposed amended Chapter 4 (Rules and Definitions), Chapter 16 (Performance Standards), Chapter 17 (General Development) and Chapter 18 (Administration) at its August 9th, 2022 meeting.

THEREFORE, BE IT RESOLVED, that the County Board of Dodge County hereby adopts the amendment to Chapter 4 (Rules and Definitions), Chapter 16 (Performance Standards), Chapter 17 (General Development) and Chapter 18 (Administration).
Resolution Adopted [Unanimous]

ZA #22-05 SSTs Shoreland

The Environmental Services Director reviewed ZA #22-05 SSTs Shoreland with the Board.

ZA #22-05 SSTs Shoreland

The third public hearing is to consider an application for Zoning Amendment #22-05 to Chapter

14 and Chapter 21. To view the proposed language a copy will be available at the Dodge County Finance Office, the Dodge County Environmental Services Office and also on the County web site www.co.dodge.mn.us. / Departments/Environmental Services/Public Hearings

Commissioner Kenworthy offered the following resolution (#2022-43), seconded by Commissioner Toquam:

WHEREAS, amendments of Chapter 14 (Shoreland) and Chapter 21 (Subsurface Sewage Treatment) are proposed to address septic compliance inspections in regards to the properties in shoreland; and

WHEREAS, a summary of the language to be amended in Chapter 14 (Shoreland) and Chapter 21 (Subsurface Sewage Treatment) has been published in the legal newspaper on July 21st, 2022 and posted upon the county website; and

WHEREAS, a public hearing on the proposed amendments was held by the Dodge County Planning Commission on August 3rd, 2022; and

WHEREAS, the Dodge County Planning Commission found the draft language to be consistent with the Dodge County Comprehensive Land Use Plan; and

WHEREAS, the Planning Commission recommended approval of the proposed amendment to Chapter 14 (Shoreland) and Chapter 21 (Subsurface Sewage Treatment) to the Dodge County Board of Commissioners; and

WHEREAS, the Dodge County Board of Commissioners adopted the proposed amended Chapter 14 (Shoreland) and Chapter 21 (Subsurface Sewage Treatment) at its August 9th, 2022 meeting.

THEREFORE, BE IT RESOLVED, that the County Board of Dodge County hereby adopts the amendment to Chapter 14 (Shoreland) and Chapter 21 (Subsurface Sewage Treatment).
Resolution Adopted [4 to 1]

Paul Kiltinen, County Attorney

Mr. Kiltinen provided the Board with a legal update.

Motion No Vote

Lisa Kramer, Finance Director

Bills Reviewed

Ms. Kramer reviewed bills with the Board.

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

01	Revenue Fund	\$ 40,092.57
13	Road and Bridge Fund	\$ 75,672.68
16	Environmental Quality Fund	\$ 182,061.90
32	County Capital Projects	<u>\$ 14,250.00</u>
	Total	\$ 312,077.15

Motion Adopted [Unanimous]

2023 Budget Discussion

Included in the Board packet was the first iteration of the 2023 budget. This is not a budget that will be recommended going forward but is what department head have submitted. Specific department heads will be asked to present to the Board over the course of the next couple months in Committee of the Whole.

Factors and assumptions in this budget include:

HR costs - the county has one settled collective bargaining agreement for one union at 2.25% for 2023, six contracts remain to be settled.

Cafeteria - Assumption within the budget is the maximum increase we could get within the cooperative for 2023.

Tax capacity tax growth is approximately 15.9% for 2023, up from 3.9% in 2022.

Some highlights for this budget are as follows:

- Extension is recommending a 0.5 FTE increase for an educator (\$39,340)
- Drug Court has a \$7,880 reduction in its grant funding for 2023
- The Sheriff's department is adding a wellness program for deputies (\$13,720)
- Environmental Quality Demo Landfill closed, so demo disposal costs moved to transfer station. There are also staffing reallocations.
- Land Records has a loss of revenue, due to less mortgage filings.
- General Government had revenue reductions in wind and solar tax, penalties, and federal cost share revenue, all to better match actual receipts. There was also a \$45,000 increase in insurance expense to more accurately match the premium.
- Highway has added back in the \$300,000 that was removed in 2022.
- Central Services has Sharepoint. (\$60,000)
- The Human Services department reflects MnPrairie's preferred budget which includes

new FTE.

- This version of the budget includes a 6% increase for Community Corrections.
- Debt Service increased with the addition of the debt for the new road and bridge facility. The transportation portion of that bond issue is paid by sales tax revenue.
- IT is requesting an increase of 1 FTE, but it is not included in this budget. As requested, FTE increases will be evaluated separately.

Initial changes have been made after the County Administrator and the Finance Director's review.

General increases in nearly all budget areas are the drivers in this budget. There are known reductions in some areas and an assumption that the final MnPrairie budget will not be the number included here.

Included in the Board packet were the memorandums received from department heads to this point. More will be coming in a more descriptive format.

This information was provided for the Board's initial review. The Board will approve a preliminary levy in late September and a certified final levy in mid to late December.

Commissioner Tjosaas wanted to know what the new tax capacity was.

Ms. Kramer reported there is an area on the abstract that shows this information, she didn't have that information in front of her but will share this information with the Board.

The Board briefly discussed the DFO budget. It was noted the information on this budget won't be available for six more weeks.

Motion No Vote

Veteran Services Committee Report - Commissioner David Kenworthy

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

FY 2023 County Veteran Service Office Operational Enhancement Grant

Beginning in State FY14 the Minnesota Department of Veteran Affairs (MDVA) began providing operational enhancement grants IAW State Statute 197.608 to Minnesota Counties for the purpose of enhancing CVSO operations not otherwise contained in local budgets. This can include transportation, needed electronic equipment, marketing, CVSO specific training, etc. In State FY23 Dodge County will receive \$10,000.00 to meet these needs with a grant expiration date of June 30, 2023. The recommended Dodge County resolution allows the Dodge County CVSO to sign and execute the grant contract.

Commissioner Allen offered the following resolution (#2022-43), seconded by Commissioner Peterson:

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

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

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

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

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

Resolution Adopted [Unanimous]

Public Health Committee Report - Commissioner Rodney Peterson

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

Commissioner Peterson provided a brief update on COVID-19 and the public health operations as follow-up to previous public health updates.

Motion No Vote

Administration Committee Report - Commissioner Tim Tjosaas

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

Commissioners provided their agency reports. Commissioner Allen didn't have any meetings to report. Commissioner Kenworthy attended a Retreat, a Drug Court Steering Committee

meeting and a Southeast ECB meeting. Commissioner Peterson attended a DHS Leadership forum, a DHS Performance Council meeting, a State Advisory Council on Mental Health meeting, a Retreat, a NACO HHS Policy Committee meeting and a MnPrairie Joint Powers Board Finance review meeting. Commissioner Tjosaas attended a Retreat, a Dodge/Steel Community Health Board meeting and a Semcac meeting. Commissioner Toquam attended a Fairview Care Center meeting, a County Board meeting, a County Board Retreat, a 1W1P meeting, a Public Health meeting, a SCHA Compliance meeting, a SCHA Joint Powers Board meeting and a Wasioja celebration.

Motion No Vote

There were no Other Deferred Business items to discuss.

Motion No Vote

Adjourn

Meeting Adjourned

Motion by Peterson seconded by Toquam to adjourn the meeting at 10:38 a.m.

The next meeting of the Dodge County Board of Commissioners will be held on August 23, 2022 at 5:00 p.m. CDT.

Motion Adopted [Unanimous]

MANTORVILLE, MN

08/24/22 12:21 PM

Page 1

Payments

Current Period: August 2022

Payments Batch 082422PAY

\$37,285.55

Refer	0	<u>AVESIS</u>	-		
Cash Payment	G	101-21715 Employee Paid Vision Plan	Group #30912-1066		\$19.64
Invoice	2896272	8/29/2022			
Transaction Date	8/24/2022	Citizens State Bank	10100	Total	\$19.64
Refer	0	<u>CARRS TREE SERVICE INC</u>	-		
Cash Payment	E	101-45200-500 Capital Outlay	Invoice Date 8/18/22		\$1,300.00
Invoice	20625SE	8/29/2022			
Cash Payment	E	101-45200-500 Capital Outlay	Invoice Date 8/18/22		\$10,450.00
Invoice	20623SE	8/29/2022			
Cash Payment	E	101-45200-500 Capital Outlay	Invoice Date 8/18/22		\$750.00
Invoice	20624SE	8/29/2022			
Transaction Date	8/24/2022	Citizens State Bank	10100	Total	\$12,500.00
Refer	0	<u>DELTA DENTAL</u>	-		
Cash Payment	G	101-21708 Dental Insurance	Client #8912090001		\$199.30
Invoice	RIS0004385836	8/29/2022			
Transaction Date	8/24/2022	Citizens State Bank	10100	Total	\$199.30
Refer	0	<u>DODGE COUNTY INDEPENDENT</u>	-		
Cash Payment	E	101-41110-352 Publishing	National Night Out Ad		\$50.00
Invoice	14401	8/29/2022			
Cash Payment	E	101-41110-352 Publishing	Public hearing-Bigelow		\$75.44
Invoice	14392	8/29/2022			
Transaction Date	8/24/2022	Citizens State Bank	10100	Total	\$125.44
Refer	0	<u>DODGE COUNTY RECORDER</u>	-		
Cash Payment	E	101-41500-315 Recording Fees	Resolution Fee #2022-30		\$46.00
Invoice	8/1/2022	8/29/2022			
Transaction Date	8/24/2022	Citizens State Bank	10100	Total	\$46.00
Refer	0	<u>FARMERS TOP SOIL, INC.</u>	-		
Cash Payment	E	101-45200-500 Capital Outlay	Ticket #486819 Screened Topsoil		\$360.16
Invoice	9811	8/29/2022			
Transaction Date	8/24/2022	Citizens State Bank	10100	Total	\$360.16
Refer	0	<u>HAWKINS, INC</u>	-		
Cash Payment	E	601-49400-216 Chemicals and Chem Pr	Invoice Date 8/2/22		\$4,812.50
Invoice	6256132	8/29/2022			
Cash Payment	E	601-49400-216 Chemicals and Chem Pr	Invoice Date 8/5/22		\$10.00
Invoice	6264003	8/29/2022			
Transaction Date	8/24/2022	Citizens State Bank	10100	Total	\$4,822.50
Refer	0	<u>INTERNAL REVENUE SERVICE</u>	<u>Ck# 005750 8/29/2022</u>		
Cash Payment	G	101-21703 FICA Tax Withholding	08/24/2022 Payment Date		\$1,055.14
Invoice		8/29/2022			
Cash Payment	G	101-21709 Medicare	08/24/2022 Payment Date		\$246.76
Invoice		8/29/2022			
Cash Payment	G	101-21701 Federal Withholding	08/24/2022 Payment Date		\$704.15
Invoice		8/29/2022			
Transaction Date	8/24/2022	Citizens State Bank	10100	Total	\$2,006.05

MANTORVILLE,MN

08/24/22 12:21 PM

Page 2

Payments

Current Period: August 2022

Refer	0 JAHNKE, ROB	-			
Cash Payment	E 603-45183-440 Refunds and Reimburse	Refund For Camground Fee-1 night			\$30.00
Invoice	8/29/2022				
Transaction Date	8/24/2022	Citizens State Bank	10100	Total	\$30.00
Refer	0 LINCOLN NATIONAL LIFE INS. CO.	-			
Cash Payment	G 101-21711 Life Insurance Payable	Acct #ATCMNTRVL-BL-1557985			\$207.15
Invoice due 9/-1/2022	8/29/2022				
Transaction Date	8/24/2022	Citizens State Bank	10100	Total	\$207.15
Refer	0 MENARDS - NORTH ROCHESTER	-			
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	Acct #33140256			\$83.49
Invoice 9543	8/29/2022				
Transaction Date	8/24/2022	Citizens State Bank	10100	Total	\$83.49
Refer	0 MINNESOTA DEPARTMENT OF HE	-			
Cash Payment	E 601-49400-441 MDH FEE	3rd Qtr Service Connection Fee			\$972.00
Invoice due 9/30/2022	8/29/2022				
Transaction Date	8/24/2022	Citizens State Bank	10100	Total	\$972.00
Refer	0 MINNESOTA REVENUE	Ck# 005749 8/29/2022			
Cash Payment	G 101-21702 State Withholding	Withholding Tax			\$369.06
Invoice paid 8/23/22	8/29/2022				
Transaction Date	8/24/2022	Citizens State Bank	10100	Total	\$369.06
Refer	0 MINNESOTA HEALTHCARE CONS	Ck# 005747 8/29/2022			
Cash Payment	E 101-41500-120 Benefits	Sept 2022 Invoice			\$2,391.36
Invoice	8/29/2022				
Transaction Date	8/24/2022	Citizens State Bank	10100	Total	\$2,391.36
Refer	0 MINNESOTA HEALTHCARE CONS	Ck# 005746 8/29/2022			
Cash Payment	E 101-41500-120 Benefits	August 2022 Invoice			\$2,391.36
Invoice	8/29/2022				
Transaction Date	8/24/2022	Citizens State Bank	10100	Total	\$2,391.36
Refer	0 MINNESOTA HEALTHCARE CONS	Ck# 005745 8/29/2022			
Cash Payment	E 101-41500-120 Benefits	July 2022 Invoice			\$2,391.36
Invoice	8/29/2022				
Transaction Date	8/24/2022	Citizens State Bank	10100	Total	\$2,391.36
Refer	0 MN PERA	Ck# 005748 8/29/2022			
Cash Payment	G 101-21704 PERA	Payment Date 08/25/2022			\$1,288.22
Invoice	8/29/2022				
Transaction Date	8/24/2022	Citizens State Bank	10100	Total	\$1,288.22
Refer	0 NCPERS GROUP LIFE INS.	-			
Cash Payment	G 101-21711 Life Insurance Payable	Due Date 9/10/22			\$32.00
Invoice Inv Date 8/1/22	8/29/2022				
Transaction Date	8/24/2022	Citizens State Bank	10100	Total	\$32.00
Refer	0 OLMSTED COUNTY	-			
Cash Payment	E 601-49400-300 Professional Svcs (GENE	Acct #0922127			\$135.00
Invoice 489	8/29/2022				
Transaction Date	8/24/2022	Citizens State Bank	10100	Total	\$135.00
Refer	0 ON-SITE COMPANIES	-			

MANTORVILLE, MN

08/24/22 12:21 PM

Page 3

Payments

Current Period: August 2022

Cash Payment	E 603-45183-400 Repairs & Maint Cont (G	Cust #005201			\$127.00
Invoice	0001378320	8/29/2022			
Cash Payment	E 603-45183-400 Repairs & Maint Cont (G	Cust #005201			\$79.00
Invoice	0001378321	8/29/2022			
Cash Payment	E 603-45183-400 Repairs & Maint Cont (G	Cust #005201			\$84.84
Invoice	0001378322	8/29/2022			
Transaction Date	8/24/2022	Citizens State Bank	10100	Total	\$290.84
Refer	0 PITNEY BOWES INC	-			
Cash Payment	E 101-41500-322 Postage	Acct #0017334079			\$84.99
Invoice	1021275173	8/29/2022			
Transaction Date	8/24/2022	Citizens State Bank	10100	Total	\$84.99
Refer	0 REBER CAMILLE	-			
Cash Payment	G 101-21708 Dental Insurance	Refund on COBRA Payment			\$9.80
Invoice		8/29/2022			
Transaction Date	8/24/2022	Citizens State Bank	10100	Total	\$9.80
Refer	0 REINDERS	-			
Cash Payment	E 101-45200-500 Capital Outlay	Cust #418132			\$92.50
Invoice	Odr #3181258-00	8/29/2022			
Transaction Date	8/24/2022	Citizens State Bank	10100	Total	\$92.50
Refer	0 SIMPLY TIDY, LLC	-			
Cash Payment	E 101-41940-439 Janitors	Date 08/15/2022			\$65.00
Invoice	2920	8/29/2022			
Transaction Date	8/24/2022	Citizens State Bank	10100	Total	\$65.00
Refer	0 SL CONTRACTING, INC	-			
Cash Payment	E 101-43100-224 Street Maint Materials	Date 08/15/2022			\$195.00
Invoice	14124	8/29/2022			
Transaction Date	8/24/2022	Citizens State Bank	10100	Total	\$195.00
Refer	0 WARSAW	-			
Cash Payment	E 101-43160-381 Electric Utilities	Acct #116009445			\$5,424.55
Invoice	2208-6994D	8/29/2022			
Transaction Date	8/24/2022	Citizens State Bank	10100	Total	\$5,424.55
Refer	0 METERING & TECHNOLOGY SOLU	-			
Cash Payment	E 601-49400-570 Capital Outlay	4 Plastic E-Series Meters			\$276.92
Invoice	INV108	8/29/2022			
Cash Payment	E 602-49450-570 Capital Outlay	4 Plastic E-Series Meters			\$415.39
Invoice	INV108	8/29/2022			
Transaction Date	8/24/2022	Citizens State Bank	10100	Total	\$692.31
Refer	0 BUECKSLER, SHIRLEY	-			
Cash Payment	E 602-49450-570 Capital Outlay	Reimbursement for Registration of Freightliner			\$60.47
Invoice		8/29/2022			
Transaction Date	8/24/2022	Citizens State Bank	10100	Total	\$60.47

MANTORVILLE,MN

Payments

08/24/22 12:21 PM

Page 4

Current Period: August 2022

Fund Summary

	10100 Citizens State Bank	
101 GENERAL FUND		\$30,282.43
601 WATER FUND		\$6,206.42
602 SEWER FUND		\$475.86
603 RV PARK		\$320.84
		\$37,285.55

Pre-Written Checks	\$10,837.41
Checks to be Generated by the Computer	\$26,448.14
Total	\$37,285.55

LG220 Application for Exempt Permit

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

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

If total prize value for the year will be \$1,500 or less, contact the licensing specialist assigned to your county.

Application fee (non refundable)

If application is postmarked or received 30 days or more before the event **\$50**; otherwise **\$100**.

ORGANIZATION INFORMATION

Organization name
dodge county pheasants forever

Previous gambling permit number
X- 35352-22-019

Minnesota tax ID number, if any
es29354

Federal employer ID number (FEIN), if any
41-1683276

Type of nonprofit organization. Check one.

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other nonprofit organization

Mailing address City State Zip code County
61361 265th ave mantorville mn 55955 dodge

Name of chief executive officer [CEO]
timothy miller

Daytime phone number
(507) 951-9879

E-mail address
mills@kmtel.com

NONPROFIT STATUS

Attach a copy of ONE of the following for proof of nonprofit status.

☒ **Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.**

Don't have a copy? This certificate must be obtained each year from:
Secretary of State, Business Services Div., 60 Empire Drive, Suite 100, St. Paul, MN 55103
Phone: 651-296-2803

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

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

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization [charter]**

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

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

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted. For raffles, list the site where the drawing will take place.
mantorville saloon

Address [do not use PO box] City or township Zip code County
501 main st n mantorville 55955 Dodge

Date[s] of activity. For raffles, indicate the date of the drawing.
10/22/2022

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

☒ Bingo* ☒ Raffle ☐ Paddlewheels* ☐ Pull-tabs* ☐ Tipboards*

***Gambling equipment** for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.

To find a licensed distributor, go to www.gcb.state.mn.us and click on **Distributors** under the **WHO'S WHO? LIST OF LICENSEES**, or call 651-639-4000.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

**CITY APPROVAL
for a gambling premises
located within city limits**

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

Print city name City of Mantorville

Signature of city personnel [Signature]

Title City Clerk - Treasurer Date 08.23.2022

Local unit of government must sign

**COUNTY APPROVAL
for a gambling premises
located in a township**

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

Print county name _____

Signature of county personnel _____

Title _____ Date _____

TOWNSHIP. If required by the county.

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits.

[A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.166.]

Print township name _____

Signature of township officer _____

Title _____ Date _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE

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

Chief executive officer's signature [Signature] Date 8-23-22

Print name timothy miller

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days, or
 - all gambling conducted on one day.
- Only one application is required if one or more raffle drawings are conducted on the same day

Send application with:

- ☐ a copy of your proof of nonprofit status, and
- ☐ application fee (non refundable). Make check payable to "State of Minnesota."

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

Financial report and recordkeeping required

A financial report form and instructions will be sent with your permit, or use the online fill-in form available at www.gcb.state.mn.us.

Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board.

Questions?

Call the Licensing Section of the Gambling Control Board at 651-639-4000.

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

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

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

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

**CITY OF MANTORVILLE
DODGE COUNTY, MINNESOTA**

RESOLUTION 2022-37

**A RESOLUTION APPROVING AN APPLICATION TO CONDUCT BINGO
AND RAFFLE AT MANTORVILLE SALOON,
501 MAIN STREET NORTH, MANTORVILLE, MINNESOTA –
PHEASANTS FOREVER DODGE COUNTY, CHAPTER 776
OCTOBER 22, 2022**

WHEREAS, Pheasants Forever Dodge County, Chapter 776, has submitted an application to the City of Mantorville for approval to Conduct Bingo and Raffle on October 22, 2022; and

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

WHEREAS, the City has no objection to said activity.

NOW, THEREFORE, BE IT RESOLVED that the Mantorville City Council hereby concurs with the issuance of an Exempt Permit (Bingo and Raffle) by the Gambling Control Board to Pheasants Forever Dodge County, Chapter 776, for an event to be held on October 22, 2022 at Mantorville Saloon, 501 Main Street North, Mantorville, Minnesota, and hereby waives the 30-day waiting period.

Adopted by the City Council of the City of Mantorville, Minnesota, this 29th day of August 2022.

ATTEST:

Chuck Bradford, Mayor

Shirley R Buecksler, City Clerk-Treasurer



City Council Report

To: Mayor and Council
From: Shirley Buecksler, City Clerk-Treasurer
Date: August 29, 2022

Request to Use American Rescue Plan Act (ARPA) Funds for Purchase of Two Automated External Defibrillators (AEDs)

BACKGROUND INFORMATION:

During the election on August 9th, one of our Election Judges (and former Mantorville Firefighter) noticed that the City does not have an AED readily available. Apparently, the AEDs that were previously in the City Offices and the Fire Hall had expired and were not replaced at that time. There is an AED available in the Rescue Truck; however, if the truck is out on a call, there is not one available at City Hall for an emergency situation.

Staff is requesting approval to purchase two AEDs – one to mount on the wall in the City Offices and another to mount in the Fire Hall. The request is to use ARPA funds to cover the cost. Firefighter Annabelle Hardwick provided the following estimate:

Item Description	Cost for Each AED	Quantity	Total Cost
Automated External Defibrillator	\$1,995.00	2	\$3,990.00
Mounting Case/Bracket	\$59.00	2	\$118.00
Batteries	\$173.00	2	\$346.00
Pads (2 Adult / 2 Peds)	\$186.00	2	\$372.00
TOTALS:	\$2,413.00		\$4,826.00

STAFF RECOMMENDATION:

Based on discussion, motion to approve the purchase of two Automated External Defibrillators in the amount of \$4,826.00 using ARPA Funds.



City Council Report

To: Mayor and Council
From: Shirley Buecksler, City Clerk-Treasurer
Date: August 29, 2022

Discussion Regarding Old Utility Billing Accounts and Balances

BACKGROUND INFORMATION:

The City has five utility billing accounts with charges from final bills processed on these accounts back in 2020 and 2021. These charges have continued forward since that time but have not been paid. For the three bills from 2020, the oldest two had no forwarding address, and the other was never paid. For the two bills from 2021, both owners had passed away. Staff was not aware of their passing at the time of processing the final bill or this information would have been included in the property search for the realtor/title company.

Staff is seeking Council approval to eliminate these charges from the following accounts:

Address	Billing Date	Amount Due	Reason
102 7 th Street East	1/03/2020	\$95.72	Final bill not paid; no forwarding address; new owner moved in 1/03/2020
325 5 th Street East	6/19/2020	\$103.92	Final bill not paid; no forwarding address; new owner moved in 6/19/2020
812 Chestnut Street	10/29/2020	\$67.56	Final bill not paid; new owner moved in 11/16/2020
803 Chestnut Street	6/25/2021	\$12.40	Owner passed away 2/10/2021; new owner moved in 6/25/2021
310 4 th Street West	9/30/2021	\$95.07	Owner passed away 4/22/2021; new owner moved in 11/01/2021
	TOTAL:	\$374.67	

STAFF RECOMMENDATION:

Based on discussion.



City Council Report

To: Mayor and Council
From: Shirley Buecksler, City Clerk-Treasurer
Date: August 29, 2022

Discussion Regarding City Hall Office Hours

BACKGROUND INFORMATION:

Until recently, City Hall's regular office hours were 8:00 am to 4:30 pm Monday through Friday. These hours have been adjusted during the summer months (Memorial Day thru Labor Day) over the past several years to close at Noon on Fridays.

Over the past year or so, Staff has heard from many customers, including some board commissioners, that they cannot get to City Hall for building permits, utility payments, etc. because they work in another city (i.e., Rochester) and cannot get here before our offices close at 4:30 pm. In consideration of all of our customers, Staff brought forward to Council on July 25th, a suggestion to change office hours year-round to 7:00 am to 5:30 pm Monday through Thursday and closed on Fridays. By being open an hour earlier and closing an hour later, this allows those customers and others to stop in before or after work. Council directed the City Clerk to discuss this with the Personnel Committee.

The Personnel Committee recommended that the City Clerk post a question on Facebook for feedback on City Hall's office hours. 17 'likes' were received on the attached post, along with two comments that read, "Sounds like a great idea" and "Sounds like a good plan." This feedback was given to the Personnel Committee, who approved the change in office hours on a trial basis starting August 8th.

At the August 15th meeting, feedback was received from the community that some did not like this change. Council requested that this item be brought forward for further discussion.

Enclosed for Council's review is a comparison with other cities and townships, per population size. Those listed in the enclosed listing range in population size from 955 to 1,371 – including Mantorville at 1,111. Although their populations are somewhat higher than Mantorville, the neighboring cities of Dodge Center and Kasson were also included for reference. As you can see, there are a variety of office hours amongst cities and townships.

Staff takes great pride in providing excellent customer service to all of our customers. One solution may be for City Hall to be open Monday through Thursday from 7:00 am to 4:30 pm

and Fridays from 7:00 am to 11:00 am. This would provide service to customers before their workday, as well as customers on Friday morning.

Enclosed are the call and customer logs for the City Clerk and Deputy City Clerk between August 15th and 26th. It should be noted that the candidate filing period closed on August 16th at 5:00 pm, which increased the number of customers served not only that day but the day prior. The one call to the City Clerk received on Friday, August 19th, was actually a return call with information requested from the Rochester Department of Motor Vehicles in regards to the plow truck.

STAFF RECOMMENDATION:

Based on discussion, Staff is seeking direction from City Council.



City of Mantorville

Published by Shirley Buecksler · July 26 at 4:16 PM ·



In order to serve you better, the City of Mantorville is seeking your input. We have heard that some of you work the same hours as we do, so we have an idea on how to make it a little more convenient for everyone to be able to stop by and see us.

If our office were open an hour earlier and closed an hour later, would this be easier for you to stop in before or after work? Even if you do not work, we would like to hear your thoughts!

Currently:

City Office hours are 8:00 am to 4:30 pm Monday thru Friday. During the summer (Memorial Day to Labor Day), office hours change to 8:00 am to 4:30 pm Monday thru Thursday and 8:00 am to Noon on Friday.

For consideration:

Fridays are typically a quiet day for us, and offices would be closed. We will take those hours and spread them over the rest of the week, allowing staff to serve you from 7:00 am to 5:30 pm Monday thru Thursday. Similar to a weekend, any due date that lands on a Friday will be adjusted to the following Monday. A survey of several other cities has shown that this scenario works well for both their customers and staff.

Please send all comments to Shirley Buecksler, City Clerk-Treasurer, City of Mantorville, at shirley@mantorville.com. We enjoy serving you at the City of Mantorville and look forward to your feedback! Thank you!

 17

2 Comments 1 Share

 Like

 Comment

 Share

Most relevant ▼



Write a comment...



Kenny Wayne Shaffer
Sounds like a great idea 💡 !

Like Reply Hide 4w



Kristy Anna Maxson
Sounds like a good plan!

Like Reply Hide 4w

Write a comment...



City of Mantorville

Published by Shirley Buecksler · August 2 at 2:25 PM ·



Thank you to the folks who provided feedback recently regarding our office hours at City Hall. In our efforts to serve you even better, beginning Monday, August 8th, the City of Mantorville office hours will change to:
7:00 am to 5:30 pm Monday thru Thursday
Closed on Fridays



[See insights and ads](#)

Boost post

5

1 Share

Comparison of City Office Hours by City, per Population											
County Within	Total Population, 2021	City or Township	Mon	Tue	Wed	Thu	Fri	Population in Households, 2021	Population in Group Quarters, 2021	Households, 2021	Persons Per Household (PPH) 2021
Rice	955	Morristown city	8:00-3:30	8:00-3:30	8:00-3:30	8:00-3:30	Closed	938	17	380	2.47
Itasca	975	Keewatin city	7:30-4:30	7:30-4:30	7:30-4:30	7:30-4:30	7:30-4:30	975	-	441	2.21
Renville	1,000	Bird Island city	9:00-5:00	9:00-5:00	9:00-5:00	9:00-5:00	9:00-5:00	989	11	461	2.15
Renville	1,005	Hector city	8:30-3:30	8:30-3:30	8:30-3:30	8:30-3:30	8:30-3:30	1,001	4	460	2.18
Otter Tail	1,011	Parkers Prairie city	8:00-4:00	8:00-4:00	8:00-4:00	8:00-4:00	8:00-Noon	947	64	416	2.28
Multi-County City	1,026	Eden Valley city	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	1,026	-	427	2.40
Cass	1,039	East Gull Lake city	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:00	1,028	11	438	2.35
Chisago	1,067	Taylors Falls city	7:30-3:30	7:30-3:30	7:30-3:30	7:30-3:30	Closed	1,057	10	461	2.29
Cass	1,080	Lake Shore city	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	1,074	6	478	2.25
Martin	1,084	Truman city	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	1,047	37	458	2.29
Kandiyohi	1,107	Spicer city	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	1,093	14	536	2.04
Dodge	1,115	Mantorville city						1,111	4	439	2.53
Mower	1,140	Grand Meadow city	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	8:00-Noon	1,117	23	465	2.40
Goodhue	1,143	Wanamingo city	7:00-4:30	7:00-4:30	7:00-4:30	7:00-4:30	8:00-Noon	1,126	17	482	2.34
Wabasha	1,147	Elgin city	7:30-4:30	7:30-4:30	7:30-4:30	7:30-4:30	7:30-2:00	1,147	-	431	2.66
Chisago	1,169	Shafer city	8:00-5:00; closed Noon-1:00	8:00-5:00; closed Noon-1:00	8:00-5:00; closed Noon-1:00	8:00-5:00; closed Noon-1:00	8:00-Noon	1,169	-	434	2.69
Washington	1,173	Dellwood city	8:00-2:30	Noon-6:00	Closed	8:00-2:30	Closed	1,169	4	392	2.98
Renville	1,224	Fairfax city	7:30-5:00	7:30-5:00	7:30-5:00	7:30-5:00	8:00-Noon	1,169	55	465	2.51
Waseca	1,229	New Richland city	Closed 8:00-10:00 for administration time; open 10:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	1,172	57	468	2.50
Mahnomen	1,234	Mahnomen city	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	1,205	29	511	2.36
Goodhue	1,261	Goodhue city	8:00-4:00	8:00-4:00	8:00-4:00	8:00-4:00	8:00-4:00	1,261	-	425	2.97
Renville	1,292	Renville city	8:00-4:00	8:00-4:00	8:00-4:00	8:00-4:00	8:00-4:00	1,227	65	494	2.48
Fillmore	1,329	Preston city	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	1,293	36	597	2.17
Steele	1,348	Medford city	7:30-4:30; Closed 11:30-1:30	7:30-4:30; Closed 11:30-1:30	7:30-4:30; Closed 11:30-1:30	7:30-4:30; Closed 11:30-1:30	7:30-4:30; Closed 11:30-1:30	1,319	29	498	2.65
Dodge	1,371	Hayfield city	9:00-4:00	9:00-4:00	9:00-4:00	9:00-4:00	Closed	1,329	42	572	2.32
Dodge	2,847	Dodge Center city	8:00-5:00	8:00-5:00	8:00-5:00	9:00-5:00	8:00-1:00	2,812	35	1,058	2.66
Dodge	6,921	Kasson city	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	8:00-Noon	6,897	24	2,617	2.64

Of the 26 cities listed above:

4 cities are closed on Friday

2 cities close between 1pm and 2pm on Friday

6 cities close at Noon on Friday

Only 9 cities are open 8am to 4:30pm Monday-Friday

Gretchen's Log

Customers Served Between the Hours of:

Date	0700-0800	0800-1000	1000-1200	1200-1400	1400-1630	1630-1730	Daily Total	Notes
Monday, August 15, 2022							0	
Tuesday, August 16, 2022		1	3	2	4		10	
Wednesday, August 17, 2022		1	2	4	4		11	
Thursday, August 18, 2022		3	1	1	1		6	
Friday, August 19, 2022							0	
Monday, August 22, 2022	1	4		4	3		12	
Tuesday, August 23, 2022		1	5	3			9	
Wednesday, August 24, 2022		1	1	1	1		4	
Thursday, August 25, 2022			1	2	3	1	7	
Friday, August 26, 2022							0	
Monday, August 29, 2022							0	
Tuesday, August 30, 2022							0	
Wednesday, August 31, 2022							0	
Thursday, September 1, 2022							0	
Friday, September 2, 2022							0	

Shirley's Log

Customers Served Between the Hours of:

Date	0700-0800	0800-1000	1000-1200	1200-1400	1400-1630	1630-1730	Daily Total
Monday, August 15, 2022	2	4	2	1	5	1	15
Tuesday, August 16, 2022	1	2	3	3	1	8	18
Wednesday, August 17, 2022	1	3	2	0	1	3	10
Thursday, August 18, 2022	0	4	6	3	2	0	15
Friday, August 19, 2022					1		1
Monday, August 22, 2022	0	0	2	2	10	0	14
Tuesday, August 23, 2022			1		5	1	7
Wednesday, August 24, 2022	0	1	0	1	2	0	4
Thursday, August 25, 2022	0	0	2	2	2	0	6
Friday, August 26, 2022							0
Monday, August 29, 2022							0
Tuesday, August 30, 2022							0
Wednesday, August 31, 2022							0
Thursday, September 1, 2022							0
Friday, September 2, 2022							0