



Trail to the Past. Road to the Future.

CITY COUNCIL MEETING

MANTORVILLE CITY COUNCIL CHAMBERS

21 5TH STREET E, MANTORVILLE, MN 55955

MONDAY, OCTOBER 10, 2022

6:30 PM

1. Call to Order

2. Pledge of Allegiance

3. Changes to Agenda

4. Consent Agenda

- A.** Accounts Payable Claims List for October 10, 2022

5. Proclamations, Presentations and Recognitions

- A.** Presentation by Southeastern Minnesota Multi-County Housing & Redevelopment Authority (SEMMCHRA), Nick Koverman – Proposed Small Cities Development Program

6. Public Safety Update

- A.** Mantorville Fire and Rescue General Meeting Minutes of October 5, 2022
B. Dodge County Sheriff's Office Report for September 2022

7. Public Concerns

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

8. Old Business/New Business

- A.** Health Insurance Renewal for 2023
B. Ordinance Amendment Regarding the Planning and Zoning Commission
 1) Ordinance No. 2022-03 Amending Chapter 31 of the Mantorville City Code Regarding the Planning and Zoning Commission
 2) Resolution No. 2022-43 Authorizing Publication of Ordinance by Title and Summary
 3) Resolution No. 2022-44 Adopting Planning Commission Members

9. Reports

- A.** Public Works Report
 1) Estimate from Carr's Tree Service
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

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

11. Adjourn

<i>Upcoming Meetings and Events in Mantorville:</i>		
<i>October 24, 2022</i>	<i>6:30 pm</i>	<i>Regular City Council Meeting</i>
<i>October 25, 2022</i>	<i>6:30 pm</i>	<i>Parks & Recreation Committee Meeting</i>
<i>October 29, 2022</i>		<i>Fall Festival</i>
<i>Members of the City Council and other Boards may be in attendance at all meetings and community events in Mantorville</i>		

MANTORVILLE, MN

10/06/22 1:44 PM

Page 1

Payments

Current Period: October 2022

Payments Batch 100522PAY

\$22,988.17

Refer	0	AG PARTNERS COOPERATIVE	-			
Cash Payment	E	101-45200-212 Motor Fuels	Acct 151127			\$873.95
Invoice	818088	10/10/2022				
Cash Payment	E	101-43100-212 Motor Fuels	Acct 151127			\$873.95
Invoice	818088	10/10/2022				
Transaction Date	10/5/2022	Citizens State Bank	10100	Total		\$1,747.90
Refer	0	ALERT-ALL CORP	-			
Cash Payment	E	101-42200-437 Other Miscellaneous	Cust Id MAN5594492			\$1,085.00
Invoice	W30834	10/10/2022				
Cash Payment	E	101-42200-437 Other Miscellaneous	Cust Id MAN5594492			\$325.00
Invoice	W30834	10/10/2022				
Transaction Date	10/5/2022	Citizens State Bank	10100	Total		\$1,410.00
Refer	0	AFLAC	-			
Cash Payment	G	101-21710 AFLAC	ACCT P8873			\$33.12
Invoice	952544	10/10/2022				
Transaction Date	10/5/2022	Citizens State Bank	10100	Total		\$33.12
Refer	0	BADGER METER	-			
Cash Payment	E	602-49450-300 Professional Svcs (GENE CUST # 25938				\$231.76
Invoice	80108715	10/10/2022				
Cash Payment	E	601-49400-300 Professional Svcs (GENE CUST # 25938				\$154.50
Invoice	80108715	10/10/2022				
Transaction Date	10/5/2022	Citizens State Bank	10100	Total		\$386.26
Refer	0	CASEYS BUSINESS MASTERCARD	Ck# 005767 10/10/2022			
Cash Payment	E	101-45200-212 Motor Fuels	ACCT BY695			\$176.64
Invoice	09/18/2022	10/10/2022				
Cash Payment	E	101-43100-212 Motor Fuels	ACCT BY695			\$321.86
Invoice	09/18/2022	10/10/2022				
Cash Payment	E	602-49450-212 Motor Fuels	ACCT BY695			\$121.62
Invoice	09/18/2022	10/10/2022				
Cash Payment	E	101-42200-212 Motor Fuels	ACCT BY695			\$31.32
Invoice	09/18/2022	10/10/2022				
Transaction Date	10/5/2022	Citizens State Bank	10100	Total		\$651.44
Refer	0	CMS - CONSTRUCTION MGMT. SE	-			
Cash Payment	E	101-42400-300 Professional Svcs (GENE ACCT MN000				\$984.83
Invoice	09/30/22	10/10/2022				
Transaction Date	10/5/2022	Citizens State Bank	10100	Total		\$984.83
Refer	0	EMC FIRE	-			
Cash Payment	E	101-42200-228 Equip. Repair and Mainte CUST ID MANTOR				\$685.00
Invoice	61240	10/10/2022				
Transaction Date	10/5/2022	Citizens State Bank	10100	Total		\$685.00
Refer	0	FIRST SYSTEMS TECHNOLOGY, I	-			
Cash Payment	E	602-49450-300 Professional Svcs (GENE CUST ID MANTMN				\$595.00
Invoice	22613	10/10/2022				
Transaction Date	10/5/2022	Citizens State Bank	10100	Total		\$595.00

MANTORVILLE, MN

10/06/22 1:44 PM

Page 2

Payments

Current Period: October 2022

Refer	0	GOPHER STATE ONE CALL	-		
Cash Payment	E 601-49400-300	Professional Svcs (GENE ACCT MN00515			\$20.25
Invoice	2090568	10/10/2022			
Cash Payment	E 602-49450-300	Professional Svcs (GENE ACCT MN00515			\$13.50
Invoice	2090568	10/10/2022			
Transaction Date	10/5/2022	Citizens State Bank	10100	Total	\$33.75
Refer	0	HOMETOWN HAULERS	-		
Cash Payment	E 101-42200-217	Other Operating Supplie CUT # 01-1055 2			\$30.00
Invoice	4002	10/10/2022			
Cash Payment	E 101-41940-384	Refuse/Garbage Disposa CUT # 01-1055 2			\$30.00
Invoice	4002	10/10/2022			
Cash Payment	E 101-41940-384	Refuse/Garbage Disposa CUT # 01-1055 2			\$100.00
Invoice	4002	10/10/2022			
Transaction Date	10/5/2022	Citizens State Bank	10100	Total	\$160.00
Refer	0	INTERNAL REVENUE SERVICE	Ck# 005763 10/10/2022		
Cash Payment	G 101-21703	FICA Tax Withholding PR 21 SOCIAL SECURITY			\$1,041.54
Invoice	10/04/22	10/10/2022			
Cash Payment	G 101-21709	Medicare PR 21 MEDICARE			\$243.60
Invoice	10/04/22	10/10/2022			
Cash Payment	G 101-21701	Federal Withholding PR 21 TAX WITHHOLDING			\$721.52
Invoice	10/04/22	10/10/2022			
Transaction Date	10/5/2022	Citizens State Bank	10100	Total	\$2,006.66
Refer	0	JACOBSEN LAW FIRM, P.A.	-		
Cash Payment	E 101-41600-304	Legal Fees ACCT 1400786			\$385.00
Invoice	3669	10/10/2022			
Transaction Date	10/5/2022	Citizens State Bank	10100	Total	\$385.00
Refer	0	KASSON HARDWARE HANK	-		
Cash Payment	E 101-45200-401	Repairs/Maint Buildings ACCT 355170			\$120.85
Invoice	10/15/22	10/10/2022			
Cash Payment	E 601-49400-430	Miscellaneous ACCT 355170			\$76.48
Invoice	10/15/22	10/10/2022			
Cash Payment	E 101-42200-228	Equip. Repair and Mainte ACCT 355170			\$34.73
Invoice	10/15/22	10/10/2022			
Cash Payment	E 101-42200-240	Tools and Minor Equipm ACCT 355170			\$32.99
Invoice	10/15/22	10/10/2022			
Cash Payment	E 101-43100-240	Tools and Minor Equipm ACCT 355170			\$24.99
Invoice	10/15/22	10/10/2022			
Cash Payment	E 101-45200-500	Capital Outlay ACCT 355170			\$7.47
Invoice	10/15/22	10/10/2022			
Transaction Date	10/5/2022	Citizens State Bank	10100	Total	\$297.51
Refer	0	K-M TELECOM	-		
Cash Payment	E 101-41940-321	Communications Phone/ CITY HALL MAIN 5170			\$124.25
Invoice	10/01/22	10/10/2022			
Cash Payment	E 101-41940-321	Communications Phone/ CITY HALL - 5176 - 2ND LINE			\$20.79
Invoice	10/01/22	10/10/2022			
Cash Payment	E 601-49400-321	Communications Phone/ NEW WELL HOUSE FIBER			\$25.00
Invoice	10/01/22	10/10/2022			

MANTORVILLE,MN

10/06/22 1:44 PM

Page 3

Payments

Current Period: October 2022

Cash Payment	E 101-42200-321 Communications Phone/	FD 5440			\$33.79
Invoice	10/01/22	10/10/2022			
Cash Payment	E 101-41940-321 Communications Phone/	STREETS - SHOP 5119			\$80.77
Invoice	10/01/22	10/10/2022			
Cash Payment	E 601-49400-321 Communications Phone/	WATER TOWER ALARM 3588			\$45.44
Invoice	10/01/22	10/10/2022			
Cash Payment	E 602-49450-321 Communications Phone/	LIFT STATION ALARM 5066			\$35.44
Invoice	10/01/22	10/10/2022			
Cash Payment	E 602-49450-321 Communications Phone/	WWTP 5463 ALARM			\$35.44
Invoice	10/01/22	10/10/2022			
Cash Payment	E 101-41940-321 Communications Phone/	LONG DISTANCE/TAXES/FEES			\$5.85
Invoice	10/01/22	10/10/2022			
Cash Payment	E 101-46500-437 Other Miscellaneous	EDA 800 NUMBER			\$0.75
Invoice	10/01/22	10/10/2022			
Transaction Date	10/5/2022	Citizens State Bank	10100	Total	\$407.52
Refer	0 LINCOLN NATIONAL LIFE INS. CO.	-			
Cash Payment	G 101-21711 Life Insurance Payable	ACCT ATCMNTRVL-BL-1557985 OCT 22 LIFE INSURANCE			\$207.15
Invoice	10/01/22	10/10/2022			
Cash Payment					\$0.00
Invoice					
Transaction Date	10/5/2022	Citizens State Bank	10100	Total	\$207.15
Refer	0 MAXSON ELECTRIC	-			
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	ACCT 100156			\$1,793.40
Invoice	6347	10/10/2022			
Cash Payment	E 603-45183-400 Repairs & Maint Cont (G	ACCT 100156			\$328.80
Invoice	6349	10/10/2022			
Transaction Date	10/5/2022	Citizens State Bank	10100	Total	\$2,122.20
Refer	0 MINNESOTA REVENUE	Ck# 005764 10/10/2022			
Cash Payment	G 101-21702 State Withholding	PR 21 STATE WH			\$367.19
Invoice	10/04/22	10/10/2022			
Transaction Date	10/5/2022	Citizens State Bank	10100	Total	\$367.19
Refer	0 MN MUNICIPAL UTILITIES ASSOC	-			
Cash Payment	E 101-43100-229 Safety/OSHA	TESTING			\$62.00
Invoice	60040	10/10/2022			
Transaction Date	10/5/2022	Citizens State Bank	10100	Total	\$62.00
Refer	0 MN PERA	Ck# 005765 10/10/2022			
Cash Payment	G 101-21704 PERA	PR 21 SEPT 2022			\$1,257.71
Invoice	10/04/22	10/10/2022			
Transaction Date	10/5/2022	Citizens State Bank	10100	Total	\$1,257.71
Refer	0 MINNESOTA REVENUE	Ck# 005766 10/10/2022			
Cash Payment	E 101-45200-210 Tax and Licensing	3RD QTR 2022 SALES & USE TAX PARK SHELTER			\$31.00
Invoice	10/04/2022	10/10/2022			
Cash Payment	E 603-45183-210 Tax and Licensing	3RD QTR 2022 SALES & USE TAX RV			\$750.00
Invoice	10/04/2022	10/10/2022			

MANTORVILLE, MN

10/06/22 1:44 PM

Page 4

Payments

Current Period: October 2022

Cash Payment	E 601-49400-210 Tax and Licensing	3RD QTR 2022 SALES & USE TAX COMMERCIAL WATER		\$1,397.00
Invoice	10/04/2022	10/10/2022		
Transaction Date	10/5/2022	Citizens State Bank	10100	Total \$2,178.00
Refer	0 MED COMPASS	-		
Cash Payment	E 101-42200-311 First Responder Train/Eq	MOBILE HEALTH SERVICES		\$2,465.00
Invoice	41920	10/10/2022		
Transaction Date	10/5/2022	Citizens State Bank	10100	Total \$2,465.00
Refer	0 NAPA	-		
Cash Payment	E 101-43125-404 Repairs/Maint Machinery	ACCT 28475		\$113.57
Invoice	448343	10/10/2022		
Cash Payment	E 101-45200-404 Repairs/Maint Machinery	ACCT 28475		\$63.73
Invoice	447915	10/10/2022		
Transaction Date	10/5/2022	Citizens State Bank	10100	Total \$177.30
Refer	0 PITNEY BOWES PURCHASE POWE	-		
Cash Payment	E 101-41500-322 Postage	ACCT 8000-9090-0370-9701		\$201.00
Invoice	09/25/22	10/10/2022		
Transaction Date	10/5/2022	Citizens State Bank	10100	Total \$201.00
Refer	0 PITNEY BOWES INC	-		
Cash Payment	E 101-41500-322 Postage	ACCT 0017334079		\$194.04
Invoice	3105733233	10/10/2022		
Transaction Date	10/5/2022	Citizens State Bank	10100	Total \$194.04
Refer	0 QUALITY FLOW SYSTEMS	-		
Cash Payment	E 602-49450-220 Bldg.Repair and Mainten	PROJECT 31325		\$837.00
Invoice	09/30/22	10/10/2011		
Transaction Date	10/5/2022	Citizens State Bank	10100	Total \$837.00
Refer	0 QUILL	-		
Cash Payment	E 101-41500-200 Supplies	ACCT 9321607		\$74.98
Invoice	09/20/2022	10/10/2022		
Transaction Date	10/5/2022	Citizens State Bank	10100	Total \$74.98
Refer	0 RIVERLAND COMMUNITY COLLEG	-		
Cash Payment	E 101-42200-208 Training, Mileage	CUST ID 82708		\$1,700.00
Invoice	1028481	10/10/2022		
Transaction Date	10/5/2022	Citizens State Bank	10100	Total \$1,700.00
Refer	0 SIMPLY TIDY, LLC	-		
Cash Payment	E 101-41940-439 Janitors	9/26/2022		\$65.00
Invoice	3240	10/10/2022		
Transaction Date	10/5/2022	Citizens State Bank	10100	Total \$65.00
Refer	0 VERIZON WIRELESS	-		
Cash Payment	E 101-42200-321 Communications Phone/	842209789-00001		\$54.64
Invoice	9916599750	10/10/2022		
Transaction Date	10/5/2022	Citizens State Bank	10100	Total \$54.64
Refer	0 YOUNG, ALAN	-		
Cash Payment	E 603-45183-440 Refunds and Reimburse	REFUND FOR CAMPGROUND		\$250.00
Invoice		10/10/2022		

MANTORVILLE,MN

10/06/22 1:44 PM

Page 5

Payments

Current Period: October 2022

Transaction Date	10/5/2022	Citizens State Bank	10100	Total	\$250.00
Refer	0 EARLS SMALL ENGINE REPAIR	-			
Cash Payment	E 101-45200-404 Repairs/Maint Machinery	Miscellaneous Parts			\$34.99
Invoice	09/01/2022	10/10/2022			
Cash Payment	E 101-45200-404 Repairs/Maint Machinery	labor, spark plu, fuel filter, shop supplies			\$65.98
Invoice	10/01/2022	10/10/2022			
Transaction Date	10/6/2022	Citizens State Bank	10100	Total	\$100.97
Refer	0 MN FIRE CERTIFICATION BOARD	-			
Cash Payment	E 101-42200-208 Training, Mileage	Certification Exams			\$170.00
Invoice	10181	10/10/2022			
Cash Payment	E 101-42200-208 Training, Mileage	Certification Exams			\$720.00
Invoice	10361	10/10/2022			
Transaction Date	10/6/2022	Citizens State Bank	10100	Total	\$890.00

Fund Summary

	10100 Citizens State Bank	
		\$0.00
101 GENERAL FUND		\$18,070.94
601 WATER FUND		\$1,718.67
602 SEWER FUND		\$1,869.76
603 RV PARK		\$1,328.80
		<u>\$22,988.17</u>

Pre-Written Checks	\$6,461.00
Checks to be Generated by the Computer	\$16,527.17
Total	<u>\$22,988.17</u>

memo

To: Mayor Chuck Bradford
Mantorville City Council
Mantorville EDA
From: Nick Koverman, Community Development Director
Date: October 3, 2022
Re: Proposed Small Cities Development Program Application (2023/2024)

Request The Southeast Minnesota Multi-County Housing and Redevelopment Authority (SEMMCHRA) is requesting approval of the enclosed resolution for the City of Mantorville (Grantee) to partner with SEMMCHRA as the grant administrator to conduct a survey in anticipation of submitting a preliminary proposal to Department of Employment & Economic Development's Small Cities Development Program during the open funding round in 2023 (November). As these grants are highly competitive, SEMMCHRA is also requesting approval for the City to contribute \$10,000 towards this project. The \$10,000 demonstrates the City's leverage and investment in the project and has helped similar applications and communities to be deemed competitive or marginally competitive during the ranking process. The \$10,000 contribution would be due in the 2nd year of the grant (2025), which allows time for the City to budget for the fee. ***No fee is due if the application is not accepted.***

Process SEMMCHRA contacted the City to hold a meeting to determine the City's interest in applying for a Small Cities Development Program (SCDP) Grant through the Minnesota Department of Employment and Economic Development for the 2023/2024 funding cycle.

In order to determine the need and interest in the City of Mantorville, the first step is for SEMMCHRA to survey property owners in Mantorville. SEMMCHRA will also conduct a windshield survey to document the local building conditions. Due to Mantorville's population, a city-wide application can be submitted. However, we still need to assess and determine the need and interest; thus, the paper survey and the windshield survey must be conducted.

The preliminary proposal is due in November (2023). The rating would be received from DEED in December. If the proposal is rated as competitive or marginally competitive, we would prepare a full application for February/March (2024). Funding announcements would be made in September (2024) and the grant would be open for 3 years.

Program Guidelines The funding for the owner-occupied housing rehabilitation activity would be in the form of a 10-year deferred, forgivable loan. The owner may be required to provide an owner's match, which would be determined on the household's income, the income limit, and the household size. If the property owner owns and utilizes the property as their primary residence for 10 full years, the loan is forgiven at the end of the 10th year. If the owner moves or transfers ownership at any time of the 10 years, repayment is

required. If the default occurs in years 1-6, 100% of the principal loan amount must be repaid. At the end of the 6th year, 20% of the total loan amount is forgiven each year until the end of the 10th year. The maximum loan amount is \$25,000.

Any loans (deferred or installment) that are repaid, automatically create a revolving loan for the City of Mantorville.

Desired Outcome SEMMCHRA anticipates that a successful application could bring up to \$600,000 to the City of Mantorville to maintain and preserve the existing housing stock and to increase property values.

We appreciate everyone's time and consideration of this proposal.

Contact Nick Koverman
Community Development Director
651-565-2638 ext. 213
nkoverman@semmchra.org

Buffy Beranek
Executive Director
651-565-2638, ext. 202
bberanek@semmchra.org

(Date to be determined), 2023

Dear Mantorville Resident:

The City of Mantorville is partnering with the Southeastern Minnesota Multi-County Housing and Redevelopment Authority (SEMMCHRA) to apply for these Small Cities Development grant funds from the MN Department of Employment and Economic Development. Funds for this competitive program are made available to communities with documented need for housing and commercial rehabilitation and at least 51 percent low and moderate-income families. If our request is approved, Mantorville homeowners, rental property owners and business owners could apply for funds to make needed improvements starting in 2024.

Based on your responses to the enclosed survey, our community could receive up to \$600,000 in forgivable and low-interest loans to repair and upgrade our housing stock.

To get started, SEMMCHRA must receive survey responses from at least 51 percent of Mantorville households, rental, and commercial property owners. Even if you don't think your home or business needs renovation or repair, please take 3 minutes to complete the survey to help us qualify as a community for these important funds.

Your responses will be **confidential**. Individual responses will only be available to SEMMCHRA. Only summary information will be shared with the City of Mantorville and the EDA.

Please complete the survey and return it in the pre-stamped envelope by TBD, 2023.

If you have any questions, please feel free to contact Sarah Fuher at SEMMCHRA at 651-565-2638, ext. 221 or email sfuher@semmchra.org.

Sincerely,

Chuck Bradford
Mayor, City of Mantorville



Help Mantorville Qualify for up to \$600,000 in Rehabilitation Funds

Please take 3 minutes to complete this survey and help Mantorville qualify for up to \$1 million in funds for residential and commercial property rehabilitation. Southeastern Minnesota Multi-County Housing and Rehabilitation Authority (SEMMCHRA)* needs at least a 50 percent response rate to qualify Mantorville, so please complete the survey even if you aren't interested in assistance for your property. If Mantorville is awarded funding through this competitive grant program, additional information will be available in 2023.

Return your survey to in the envelope provided. Individual responses will **only be seen by SEMMCHRA**.
The City and the Mantorville Economic Development Authority will receive summary information only.

1. Do you own or rent your home? _____ Own _____ Rent

2. How old is your home? _____ years (approximately)

3. Please check the conditions of the following items for your residence.

	Good	Fair	Poor		Good	Fair	Poor
Exterior				Interior			
Roof	☐	☐	☐	Ceiling	☐	☐	☐
Foundation	☐	☐	☐	Walls	☐	☐	☐
Siding	☐	☐	☐	Flooring	☐	☐	☐
				Paint	☐	☐	☐
Vital Systems				Energy Conservation			
Electrical	☐	☐	☐	Insulation	☐	☐	☐
Plumbing	☐	☐	☐	Windows	☐	☐	☐
Heating	☐	☐	☐	Furnace	☐	☐	☐
				Water Heater	☐	☐	☐

4. Housing Improvements

Would you be interested in the rehabilitation of your current residence through the use of a grant or low-interest loan? _____ Yes _____ No _____ Maybe

5. Is there anyone in your household with disabilities who needs to have changes made to your house to make it more accessible and usable? _____ Yes _____ No If "yes," please describe the needed changes: _____

6. Ages of people in your home

Please indicate the number of people in your household for each age group.

0-6 _____ 7-18 _____ 19-39 _____ 40-59 _____ 60 and over _____ Total _____

Next Page →

* SEMMCHRA works in a six-county area that includes Mantorville to provide affordable, safe housing for elderly, disabled and those below 115% of the State median income.



7. Total household income for all persons living at your residence

Check one (1) to indicate your total household income (income before taxes)

- | | | |
|--|---|--|
| ☐ \$ 0 - \$62,450 | ☐ \$80,301 - \$89,200 | ☐ \$103,501 - \$110,650 |
| ☐ \$62,451 - \$71,400 | ☐ \$89,201 - \$96,350 | ☐ \$110,651 - \$117,750 |
| ☐ \$71,401 - \$80,300 | ☐ \$96,351 - \$103,500 | ☐ More than \$117,751 |

*Please provide your contact information if you are or may be interested in participating in the
Mantorville Housing Rehabilitation Program.*

You will have other opportunities to participate in the program.

Name: _____

Address: _____

City/State/Zip: _____

Telephone #: _____

Thank you

If you have any questions, please contact Sara Fuher at
SEMMCHRA, 134 East Second Street, Wabasha, MN 55981 or at 651-565-2638, ext. 221

** SEMMCHRA works in a six-county area that includes Mantorville to provide affordable, safe housing for elderly, disabled and those below 115% of the State median income.*

Attention Homeowners!

Need a new roof? Furnace need updating?

Apply now for up to \$25,000 as a 10-year
FORGIVABLE housing grant!

Eligible Projects Include:

- Roofs
- Siding
- Windows
- Electrical
- Insulation
- Furnace
- Plumbing
- Handicap Accessibility
- Bathrooms
- & More

Qualified Homeowners Must:

1. Live in the home (mobile homes are not eligible)
2. Meet income limits (based on county of residence and household size)
3. Be current on property taxes

For more information contact SEMMCHRA or scan the QR code to visit our website



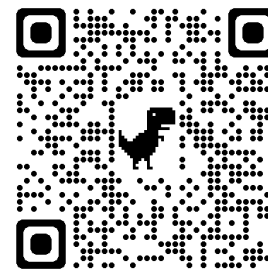
134 East Second Street, Wabasha 55981

Phone: 651-565-2638, ext. 221

sara.fuher@semmchra.org

www.semmchra.org

FREE \$25 Kwik
Trip card to the
first 20 completed
applications that
meet qualifications



Small Cities Development Program

Mantorville Housing Rehab

Eligible Properties

- Located in a targeted area (see map on back)
- Suitable for rehabilitation (*total rehab cost cannot exceed 75% of the market value*)
- Current on property taxes
- Permanent structure

Household Income

- Gross household income must be at or below 80% of the county median income
- All income verified through 3rd parties (*aids in determining eligibility for deferred loan*)

Financial Assistance

- Deferred loan amount will vary on a case-by-case basis
- Deferred loans are secured with a Repayment Agreement. If the property is sold, title is transferred or is no longer the primary residence of the participant:
 - ~ within the first 6 yrs., the full amount must be repaid to the HRA
 - ~ the amount of repayment is reduced 20% for each year until the end of the 10th year.
 - ~ at the end of the 10th year, the loan is forgiven (becomes a grant)

Eligible Activities

- Deferred loans may be used to:
 - ~ remove health, safety or other deficiencies & to bring the structure into compliance with the rehabilitation standards (*roofing, siding, plumbing, water supply, septic systems, or wiring*)
 - ~ improve the property by increasing the structure's energy efficiency (*insulation or installing storm windows*)
 - ~ modify or rehabilitate the unit to make it accessible for a handicap or disabled member of the household (*structural, exterior, bathroom, kitchen*)

Dodge County Income Guidelines (2022)

Family Size	30% AMI	50% AMI	80% AMI
1	\$23,450	\$39,050	\$62,450
2	\$26,800	\$44,600	\$71,400
3	\$30,150	\$50,200	\$80,300
4	\$33,450	\$55,750	\$89,200
5	\$36,150	\$60,250	\$96,350
6	\$38,850	\$64,700	\$103,500
7	\$41,910	\$69,150	\$110,650
8	\$46,630	\$73,600	\$117,750

Financial Assistance

Income based on AMI	% Property Owner Match	% De-ferred Loan	Max. Deferred Loan Amount
0-30% AMI	0%	100%	\$25,000
31-50% AMI	4%	96%	\$24,000
51-80% AMI	10%	90%	\$22,500



134 East Second Street, Wabasha 55981
Phone: 651-565-2638, ext. 221
sfuher@semmchra.org



**CITY OF MANTORVILLE
DODGE COUNTY, MINNESOTA
RESOLUTION NO. 2022-45**

**A RESOLUTION DECLARING THE CITY OF MANTORVILLE
AS THE APPLICANT AND PARTNER
FOR THE PROPOSED MANTORVILLE COMPREHENSIVE
SMALL CITIES DEVELOPMENT PROGRAM (SCDP)
REHABILITATION PROJECTS CONTAINED
IN THE COMMUNITY FINANCE PRELIMINARY PROPOSAL**

WHEREAS the City of Mantorville is the applicant and partner in the proposed Mantorville Comprehensive Rehabilitation Small Cities Development Program (SCDP) Projects contained in the Community Finance Preliminary Proposal to be submitted in November 2023; and

WHEREAS the City of Mantorville is leveraging and committing \$10,000 of their own funds to this project; and

WHEREAS the City of Mantorville and the Southeastern Minnesota Multi-County Housing and Redevelopment Authority (SEMMCHRA) are partnering to develop the project.

NOW, THEREFORE, BE IT RESOLVED that the City of Mantorville agrees to be the applicant and partner in the proposed Mantorville Comprehensive SCDP Rehabilitation projects contained in the Community Finance Preliminary Proposal.

Adopted by the City Council of the City of Mantorville this 10th day of October 2022.

ATTEST:

Chuck Bradford, Mayor

Shirley R Buecksler, City Clerk-Treasurer

MANTORVILLE FIRE DEPARTMENT

Month 2022 General Members Meeting

Call to Order:

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

Member's in Attendance:

- Curt, Jeff, Dave, Rog, Paul, Don, Jim, Russ, Steve, Nate B. Joey, Troy, Annabelle, Kyle, Duke, Ryan, Annika, Angel, Scott S.

Chief's Report:

- Clean up and organize shed Oct 19th
- Decisions made by leadership about grills and chairs
- Chiefs Availability and discussion
- Marigold days thanks for all of the help

Assistant Chief:

- Absent

Deputy Chief:

- Absent

Fire Marshall:

- 3 Fire Calls
- 2 Canceled
- 1 Mutual Aid

Training Officer:

- Have to talk about winter awareness.
- Oct 24 SCBA Fit Testing.

Equipment:

- We got awarded \$4000 for pagers.

Vehicles:

- Betsy- In our Shed.
- Pumper 1- Still having a hard time getting parts for scene lights.
- Pumper 2 -
- Chevy Pick Up -
- Tanker 1 -
- Tanker 2 -
- Grass Rig -
- Rescue Truck -

First Responder's:

- Make sure you're filling out run reports completely.
- CEVO Training.

- Make sure you are staying up on your EMR certifications if you don't please don't go on first responder calls.

Treasurer

- Bills: \$7,540.93
- Discussed bills
- Motion made by: Jim to pay bills as stated
- 2nd by: Duke
- Motion carries

New Business:

-

Old Business:

- Grain Rescue tube system next month were vote after we get prices.

Active Committees

- OSHA/Safety and Accountability: Paul, Russ, Travis, Ryan
- Radios: Paul, Rog, Ryan
- SOG'S: Paul, JJ, Russ, Steve, Rog
- Uniform's: Travis, JJ, Orion, Annabllle, Nate S., Ryan, Tristan
- Explorer program: Nate B., Nate S., Kyle, Annika
- Truck/Equipment- Russ, Curt, Paul, Travis, Nate B., Joey, Jim, Nate S.

Point Report:

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

Clerk/ Calendar

- Oct 11 1900 ZVMA Meeting at West Concord, meet at hall 1800
- Oct 12 1830 Fire Prevention Open house ??
- Oct 16 1830 Shed Clean Up
- Oct 19 1830 Maintenance
- Oct. 24 1700- 1700 SCBA fit tests are on.
- **NOV Lunch: Troy, Tristan, Rog**
- Nov 1 1900 Officer Meeting
- Nov 2 1830 1st Wed Drill , Monthly meeting

- Motion made to adjourn by: Jim
- 2nd by: Don
- Meeting Adjourned at: 21:35

City **Mantorville**
 Date **9/1/2022** thru **9/30/2022**

<u>Agency</u>	<u>Incident Nr</u>	<u>Location</u>	<u>LocCity</u>	<u>Activity</u>
K	202200003473	809 Jefferson St	Mantorville	Assist Other Agency
S	202200006364	22 6th St E	Mantorville	Welfare Check
S	202200006374	720 West St	Mantorville	Ambulance Run
S	202200006410	22 6th St E	Mantorville	Miscellaneous
S	202200006531	721 Main St N	Mantorville	9-1-1 Hang Up Call
S	202200006597	1111 7th St W	Mantorville	Attempted Suicide
S	202200006598	501 Main St N	Mantorville	Posse Event
S	202200006607	321 Main St N	Mantorville	Posse Event
S	202200006609	321 Main St N	Mantorville	Found Property
S	202200006616	415 Main St N	Mantorville	Welfare Check
S	202200006625	321 Main St N	Mantorville	Found Property
S	202200006628	420 Bergman Dr	Mantorville	Welfare Check
S	202200006631	21 5th St E	Mantorville	Ambulance Run
S	202200006633	21 5th St E	Mantorville	Drunkeness
S	202200006643	321 Main St N	Mantorville	Posse Event
S	202200006656	720 West St	Mantorville	Ambulance Run
S	202200006674	22 6th St E	Mantorville	TEST Only-No Resp Needed
S	202200006675	321 Main St N	Mantorville	Miscellaneous
S	202200006788	721 Main St N	Mantorville	Other Driving Complai
S	202200006812	611 East St	Mantorville	Residence/business Ck
S	202200006877	600 Washington St	Mantorville	Civil
S	202200006947	606 Clay St	Mantorville	Ambulance Run
S	202200006977	220 3rd St W	Mantorville	Suicide Threats
S	202200006985	821 Clay St	Mantorville	Larceny
S	202200007021	605 Clay St	Mantorville	Welfare Check
S	202200007033	598 Cemetery Rd	Mantorville	Animal Comp
S	202200007065	321 Main St N	Mantorville	Found Property
S	202200007091	401 Bergman Dr	Mantorville	Residence/business Ck
S	202200007107	611 East St	Mantorville	Residence/business Ck
S	202200007111	900blk Clay St	Mantorville	Animal Comp
S	202200007113	22 6th St E	Mantorville	TEST Only-No Resp Needed
S	202200007129	22 6th St E	Mantorville	Suspicious Activity
S	202200007135	809 Jefferson St	Mantorville	Ambulance Run
S	202200007136	809 Jefferson St	Mantorville	9-1-1 Hang Up Call
Total		34		



City Council Report

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

Health Insurance Renewal for 2023

BACKGROUND INFORMATION:

Health Insurance

The City received health insurance renewal rates for 2023, which include:

Plan	Description	Coverage	Current Contracts	Current Rates	Rates Effective 01.01.2023	Plan adj. %
1	\$3,000/\$6,000 Ded HSA-Passport	Single	3	797.12	836.98	5.00%
		Family	0	1718.79	1804.73	5.00%
2	\$3,000/\$6,000 Ded HSA-Mayo	Single	0	744.56	811.87	9.04%
		Family	0	1670.15	1750.59	4.82%

The HSA-Mayo plan (Plan 2) was offered for the first time to employees in 2021. Although a lower cost plan, our representative recommended offering both plans to our employees, which Council agreed to do for 2022.

The City has always covered the single portion of the cost, with the employee picking up the rest if they choose family coverage. In 2022, the City agreed to pay \$797.12 to whichever plan the employee chose. For example, if the employee chose Plan 1, the City paid \$797.12. If another employee chose Plan 2, the City also paid \$797.12. In this way, there is equal benefit to all employees.

City Contribution to Health Care Savings Account (HSA)

The City has also paid towards each employee's HSA an amount equal to half of the deductible. For 2022, the deductible is \$2,800 and, therefore, the City has paid \$1,400 towards the HSA for each employee. For 2023, the deductible is going up to \$3,000. Approval is requested to increase the City's contribution to \$1,500 per employee. To receive this benefit, the employee needs to participate in one of the City's health insurance options.

Dental Insurance

For 2023, dental insurance coverage rates are listed below. The City picks up the cost for Employee Only coverage, with the employee picking up the rest for any other coverage.

	Employee Only	Employee + Spouse	Employee + Child(ren)	Family
2022 – Current Rates	32.74	67.47	68.34	108.48
2023 – New Rates	38.42	73.80	89.40	139.08

STAFF RECOMMENDATION:

Motion to approve:

1. Offering both Plan 1 and Plan 2 to employees for 2023 health insurance, with the City picking up the cost of \$836.98 for either plan.
2. Increasing HSA contributions by the City from \$1,400 to \$1,500 per year per employee.
3. Dental rates for 2023, with City portion of \$38.42 per covered employee.



MHC Statewide Pool Renewal for: CITY OF MANTORVILLE 1/1/2023

Plan	Description	Coverage	Contracts *	Current rates	RATES EFFECTIVE 1/1/2023	Plan adj. %	Elect this plan? Yes/No
1	MSI PP MN 3000-20% HSA <i>Ded updated for 2023 IRS Limits</i>	Single	3	\$797.12	\$836.98	5.00%	
		Family	0	\$1,718.79	\$1,804.73	5.00%	
2	MSI MHS MN 3000-20% HSA <i>Ded updated for 2023 IRS Limits</i>	Single	0	\$744.56	\$811.87	9.04%	
		Family	0	\$1,670.15	\$1,750.59	4.82%	
				Projected Monthly Premium *	\$2,391.36	\$2,510.93	
				Projected Annual Premium *	\$28,696.32	\$30,131.14	
				Projected Renewal % Change *		5.00%	

Confirmation Instructions:

Please send a signed copy of this rate confirmation to your Service Cooperative Representative & Medica Representative by:
Please verify broker fees, commissions and information listed below that apply to your policy.

10/14/2022

Alternative Plans (if applicable)

Attach plan summaries and rates for alternative plans. Check "no" above for any current plan or plans that are being replaced or discontinued.

Broker commissions included? No \$0.00 per contract/mo 0.0% of total plan premium

Brokerage agency _____ Broker name _____ Broker tel: _____

Broker email _____ Broker MN Life and Health License # _____

Rate confirmation approved by:

Print name: _____
for: CITY OF MANTORVILLE

Signature: _____ Date: _____

CITY OF MANTORVILLE		Effective: 1/1/2023
Plan Descriptions		
Plan 1:	MSI PP MN 3000-20% HSA	\$3000/6000 Ded, 80/20% Coins, \$5000/10000 OOP, Ded/Coins with Prev Rx, (OON: 3000/6000, 40%, 5000/10000) DED/OOP Comb INN & OON Embedded
Plan 2:	MSI MHS MN 3000-20% HSA	\$3000/6000 Ded, 80/20% Coins, \$5000/10000 OOP, Ded/Coins with Prev Rx, (OON: 3000/6000, 40%, 5000/10000) DED/OOP Comb INN & OON Embedded

Shirley

From: BrokerCommunication <BrokerCommunication@deltadentalmn.org>
Sent: Thursday, September 8, 2022 11:01 AM
To: shirley@mantorville.com
Subject: CORRECTION: Pre-Renewal Notice

The email you received yesterday contained an incorrect renewal date. Please see corrected version below.

Dear Shirley Buecksler ,

Thank you for choosing Delta Dental of Minnesota as your partner in maintaining good oral health through the quality dental benefits provided under your dental policy.

We're reaching out regarding your dental policy, which is currently up for renewal on **1/1/23**. As part of the annual review of our dental policies, we are excited to announce new and improved products that will replace your current product upon renewal. Be assured that all enrolled subscribers will continue to receive best-in-class customer service and quality dental benefits as they're renewed in our most comparable product, Pathfinder 2, described below.

Your group number will not be changing, nor will new ID cards be necessary with this product.

We've communicated this information to your broker.

Current Rates

Employee Only \$32.74
Employee + Spouse \$67.47
Employee + Child(ren) \$68.34
Family \$108.48

Renewal Rates

Employee Only \$38.42
Employee + Spouse \$73.80
Employee + Child(ren) \$89.40
Family \$139.08

Current Plan Highlights

Annual Deductible Per Person \$100 Lifetime
Annual Plan Maximum Per Person \$1,000
Orthodontic Lifetime Maximum* \$0
*If applicable
Endodontics/Periodontics 55%

Renewal Plan Highlights

Annual Deductible Per Person \$100 Lifetime
Annual Plan Maximum Per Person \$1,500

Orthodontic Lifetime Maximum* \$0

*If applicable

Endodontics/Periodontics 55%

Please Note: As part of the annual review of our dental policies, and in response to the impact of inflation on overall dental costs, Delta Dental of Minnesota will implement new rates for plans renewing on or after December 1, 2022.

Delta Dental of Minnesota will send a new contract, benefit summary and benefit certificate via email to you in a few weeks as part of the normal renewal process.

https://www.deltadentalmn.org/library/DDMN_Pathfinder_2_2021_Final_9.2021.pdf

Delta Dental appreciates your on-going business, and we look forward to continuing our commitment to excellent service and quality dental benefits for you and your employees. If you have any questions, please contact your broker directly.

Tom Bellamy, Senior Vice President, Chief Sales and Retention Officer

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City Council Report

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

Ordinance Amendment Regarding Planning & Zoning Commission

BACKGROUND INFORMATION:

Based on discussions between Council, Staff, and the City Attorney, an ordinance amendment has been drafted in regards to the Planning and Zoning Commission and is enclosed here for Council review. If approved and published, Council will have the ability to appoint members of Council to serve on the Planning Commission. This is necessary in the short term, due to a pending land use application. Also drafted and enclosed for review is a resolution making the initial Planning Commission appointments, which makes the five members of Council the Planning Commissioners until recruitment can take place.

The City Attorney has recommended that Council adopt each of these items in the following order:

1. Ordinance No. 2022-03 Amending Chapter 31 of the Mantorville City Code Regarding the Planning and Zoning Commission
2. Resolution No. 2022-43 Authorizing Publication of Ordinance by Title and Summary
3. Resolution No. 2022-44 Appointing Planning Commission Members

STAFF RECOMMENDATION:

Motion to adopt (in order) Ordinance No. 2022-03, Resolution No. 2022-43, and Resolution No. 2022-44.

ATTACHMENTS:

1. Ordinance No. 2022-03 Amending Chapter 31 of the Mantorville City Code Regarding the Planning and Zoning Commission
2. Resolution No. 2022-43 Authorizing Publication of Ordinance by Title and Summary
3. Resolution No. 2022-44 Appointing Planning Commission Members

**CITY OF MANTORVILLE
DODGE COUNTY, MINNESOTA**

ORDINANCE NO. 2022-03

**AN ORDINANCE AMENDING CHAPTER 31 OF THE MANTORVILLE CITY
CODE REGARDING THE PLANNING AND ZONING COMMISSION**

THE CITY COUNCIL OF THE CITY OF MANTORVILLE, MINNESOTA, HEREBY ORDAINS:

Section 1. Sections 31.36 and 31.37 of the Mantorville City Code are hereby amended by deleting the ~~stricken~~ language and adding the double-underlined language as follows:

§ 31.36 COMPOSITION.

(A) The Planning Commission shall consist of 7 five members from the resident population of the city to be appointed by the Mayor with the approval of the City Council. The appointees shall be appointed to serve staggered terms of 3 three years, ~~except as noted below~~, commencing on the first day of January in the year of the appointment, ~~except as noted in the table below~~. Upon expiration of a term, the appointee shall continue until reappointed or a successor is appointed. Absences from any 3 three meetings in any one-year period, unless excused in advance by the Chair, ~~constitutes a vacancy~~ shall be grounds for removal for cause. In the event of any vacancy, the Mayor, with the approval of the City Council, shall appoint a person to complete the unexpired term. The City Council may appoint its own members to serve on the Planning Commission when other resident applicants are not immediately available. All terms for Planning Commission members shall be for three years, except that initial appointments made following the adoption of this provision shall have the expiration dates outlined in the table below:

<u>Member</u>	<u>Initial Term Expiration</u>
<u>Voting Member 1</u>	<u>December 31, 2024</u>
<u>Voting Member 2</u>	<u>December 31, 2024</u>
<u>Voting Member 3</u>	<u>December 31, 2025</u>
<u>Voting Member 4</u>	<u>December 31, 2025</u>
<u>Voting Member 5</u>	<u>December 31, 2025</u>

(B) ~~One member will be a Council Member appointed by the Mayor with the approval of the City Council. This member shall serve for a 1-year term, to expire December 31 of each year.~~

(C) ~~Other persons may serve in an ex officio capacity as the City Council may, in its discretion deem appropriate.~~

(D) Each of the 7 ~~regular~~ five Planning Commission members shall have equal voting privileges. Any member may be removed for cause by majority vote of the City Council upon written charge and after a public hearing.

§ 31.37 ORGANIZATION, MEETINGS, AND THE LIKE.

(A) At the first regular meeting in January, ~~or when otherwise deemed necessary,~~ the Planning Commission shall elect a Chairperson; and a Vice-Chairperson ~~and a Secretary from~~ from among its appointed members, ~~each for a term of 1 year.~~ The Planning Commission may create and fill other offices as it may determine.

(B) The Planning Commission ~~shall~~ may hold at least ~~1~~ one regular meeting each month at the time and place as they may fix by resolution. Special meetings may be called at any time by the Chairperson, or in the case of the Chairperson's absence, by the Vice-Chairperson. All meetings shall comply with the provisions of Minnesota Statutes, chapter 13D.

Section 2. This ordinance shall be in full force and effect upon its passage and publication.

Passed by the City Council of the City of Mantorville, Minnesota, this 10th day of October 2022.

ATTEST:

Chuck Bradford, Mayor

Shirley R Buecksler, City Clerk-Treasurer

**CITY OF MANTORVILLE
DODGE COUNTY, MINNESOTA**

RESOLUTION 2022-43

**A RESOLUTION AUTHORIZING PUBLICATION OF
ORDINANCE BY TITLE AND SUMMARY**

WHEREAS, the City Council of the City of Mantorville has adopted Ordinance No. 2022-03, titled “An Ordinance Amending Chapter 31 of the Mantorville City Code Regarding the Planning and Zoning Commission;” and

WHEREAS, Minn. Stat. § 412.191, subd. 4 allows publication by title and summary in the case of lengthy ordinances; and

WHEREAS, the City Council believes that a summary will clearly inform the public of the intent and effect of the ordinance.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Mantorville, Minnesota, that the City Clerk-Treasurer is directed to publish the summary below in lieu of the entire Ordinance:

The City of Mantorville City Council has adopted Ordinance No. 2022-03, titled “An Ordinance Amending Chapter 31 of the Mantorville City Code Regarding the Planning and Zoning Commission.” The ordinance amends sections 31.36 and 31.37 of the City Code by reducing the City’s Planning and Zoning Commission to a five-member body that may include Councilmembers when resident applicants are not available. The ordinance further establishes initial expiration dates for newly appointed members which will become three-year terms following said initial expiration dates. The full ordinance can be viewed at Mantorville City Hall during regular office hours.

NOW, THEREFORE, BE IT FINALLY RESOLVED by the City Council of the City of Mantorville, Minnesota, that the City Clerk-Treasurer is directed to post a copy of the entire text of the ordinance on the City bulletin board located at City Hall. In addition, a printed copy of the ordinance is available for inspection by any person during regular office hours at Mantorville City Hall.

Adopted by the City Council of the City of Mantorville this 10th day of October 2022.

ATTEST:

Chuck Bradford, Mayor

Shirley R Buecksler, City Clerk-Treasurer

**CITY OF MANTORVILLE
DODGE COUNTY, MINNESOTA**

RESOLUTION 2022-44

A RESOLUTION APPOINTING PLANNING COMMISSION MEMBERS

WHEREAS, on October 10, 2022, the City Council adopted Ordinance No. 2022-03, titled “An Ordinance Amending Chapter 31 of the Mantorville City Code Regarding the Planning and Zoning Commission;” and

WHEREAS, Ordinance 2022-03 provides that the City’s Planning Commission shall consist of five members and, when non-councilmember resident applicants are not readily available, the City Council may appoint its own members to serve on the Planning Commission; and

WHEREAS, because there is at least one pending land use application that requires Planning Commission review, the City Council desires to appoint its own members to serve on the Planning Commission until non-Councilmember resident members can be recruited and appointed.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Mantorville, Minnesota, that immediately following the publication of Ordinance No. 2022-03 in the City’s official newspaper, the following persons shall hereby be appointed to the Planning Commission:

Member	Appointment
Voting Member 1 (Expires 12/31/24)	Chuck Bradford (Chair)
Voting Member 2 (Expires 12/31/24)	Jeffrey Ingalls (Vice-Chair)
Voting Member 3 (Expires 12/31/25)	Lyle Hoaglund
Voting Member 4 (Expires 12/31/25)	Kent Keller
Voting Member 5 (Expires 12/31/25)	Bill Kinney

NOW, THEREFORE, BE IT FURTHER RESOLVED by the City Council of the City of Mantorville, Minnesota, that City staff shall begin the recruitment process for the Planning Commission so that the members appointed above can be replaced by non-Councilmember residents, as contemplated in Ordinance 2022-03.

Adopted by the City Council of the City of Mantorville this 10th day of October 2022.

ATTEST:

Chuck Bradford, Mayor

Shirley R Buecksler, City Clerk-Treasurer



OTTERTAIL OFFICE
P.O. BOX 250
OTTERTAIL, MN 56571
Phone (218) 367-3355
Fax (218) 367-3358
Email: carrsts@arvig.net
www.carrstreeservice.com



Estimate Date: 9/28/22 Estimator: Josh Johnson Estimator Phone: 507-456-4221

Customer Name: City Of Mantorville EAB Project Attn: Joe Adams 507-635-5119

Customer Address: See Attached
Street City State Zip County

Residence Phone Number: _____ Work Phone Number: _____

Mobile Phone Number: _____ EMAIL: _____

Estimate Notes: Removal and disposal of all trees (16). Grind 12 stumps and clean up. no fill or black dirt.

☐	Sprinkler System	If yes, location has been marked	☐ Yes	☐ No
☐	Septic System	If yes, location has been marked	☐ Yes	☐ No
☐	Well	If yes, location has been marked	☐ Yes	☐ No
☐	Okay to drive on lawn		☐ Yes	☐ No
☐	Okay to drive on driveway		☐ Yes	☐ No
☐	Yard Clean Up		☐ Yes	☐ No
☒	Remove Logs	☐ Leave Logs	Length _____	
☒	Remove Brush	☐ Leave Brush	☐	Mow Brush
☒	Remove Chips	☐ Leave Chips		
☒	Grind Stumps	☐ Remove Stumpage	☐	Leave Stumpage
☐	Locate	Locate # _____	Ready Date _____	

Job Site Instructions: _____

REQUIRED EQUIPMENT:

- | | | | | |
|--|--|--|-----------------------------------|--|
| ☐ Boom Truck | ☐ Claw Truck | ☐ Dump Trailer | ☐ Mower | ☐ Portable Bucket |
| ☐ Chipper | ☐ Climbing Gear | ☐ Large Chainsaw | ☐ Pads | ☐ Small Stump Grinder |
| ☐ Chipper Truck | ☐ Crane | ☐ Large Stump Grinder | ☐ Pole Saw | ☐ Tool Cat |

EQUIPMENT USED

EMPLOYEE LIST

HOURS WORKED

_____	_____	_____ (FOREMAN)	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

☐ BILL CUSTOMER COMPLETION DATE: _____ TOTAL HOURS: _____

ESTIMATE: _____ TAX: _____ TOTAL: 8,885.85

CUSTOMER SIGNATURE: _____ DATE: _____

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*** ESTIMATE IS GOOD FOR 30 DAYS ***

