



Trail to the Past. Road to the Future.

CITY COUNCIL MEETING
MANTORVILLE CITY COUNCIL CHAMBERS
21 5TH STREET E, MANTORVILLE, MN 55955
MONDAY, DECEMBER 12, 2022
6:30 PM

1. Call to Order

2. Pledge of Allegiance

3. Amendments/Adoption of Agenda

4. Consent Agenda

- A. Regular City Council Meeting Minutes of September 26, 2022
- B. Regular City Council Meeting Minutes of October 10, 2022
- C. Regular City Council Meeting Minutes of October 24, 2022
- D. Regular City Council Meeting Minutes of November 14, 2022
- E. Accounts Payable Claims List for December 12, 2022
- F. Designating Polling Place for 2023 City Elections; Resolution No. 2022-51
- G. Township Fire Contracts for 2023
- H. Trash Hauler License Renewals for 2023
- I. Dodge County 2023 Assessment Agreement

5. 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.

6. Public Safety Update

- A. Dodge County Sheriff's Office, November 2022 Report
- B. Mantorville Fire and Rescue
 - 1) Update from the Fire Chief
 - 2) 2023 Fire Department Billing Rates
 - 3) Minutes of General Meeting December 2022

7. Old Business/New Business

- A. Truth In Taxation Meeting and Public Input on Final General Levy Budget for 2023
 - 1) Final 2022 General Fund Budget
 - 2) Resolution Adopting the Final Tax Levy Collectible in the Year 2023
 - 3) Resolution Setting the Monthly Water and Sewer Rates for 2023
 - 4) Final Water/Sewer Budgets for 2023
- B. Utility Billing Policy Regarding Delinquent Accounts
- C. Approving the Delegation of Authority for Paying Claims Through Month End 2022
- D. 2023 Meetings Calendar
- E. Local Regulation of Recently Legalized THC Products; Ordinance No. 2022-04 and Resolution No. 2022-53

8. Reports

A. Public Works Report

B. City Clerk Report

C. Consultant Report

1) Merge Between Construction Management Services and WSE Engineering Services Ltd.

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

A. Area 15 Preliminary Plat Application (PID 130210401)

10. Adjourn

<i>Upcoming Meetings and Events in Mantorville (through end of year):</i>		
<i>December 19, 2022</i>	<i>6:30 pm</i>	<i>Continuation of Truth in Taxation Meeting (Tentative)</i>
<i>December 26, 2022</i>	<i>City Offices Closed for the Christmas Holiday</i>	
<i>Members of the City Council and other Boards may be in attendance at all meetings and community events in Mantorville</i>		

**City of Mantorville
City Council Minutes
September 26, 2022**

1. Call to Order

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

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

Absent: None

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

In anticipation of a larger audience for tonight's presentation, this meeting was held in the Mantorville Fire Department training room.

2. Pledge of Allegiance

Everyone stood and recited the Pledge of Allegiance.

3. Amendments/Approval of Agenda

Council approved the agenda, as presented.

Vote: 5 ayes / 0 nays. Motion carried.

4. Consent Agenda

- A. Accounts Payable Claims List for September 26, 2022
- B. Fund Transfers for the Year 2021; Resolution No. 2022-41

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

Vote: 5 ayes / 0 nays. Motion carried.

5. Proclamations, Presentations and Recognitions

- A. Informational Presentation by Mark Gamm and Bill Thompson, "Improve and Restore South Branch Middle Fork Zumbro Watershed"

Mark Gamm and Bill Thompson presented the benefits and possible enhancements of looking at the options to improve the dam in Mantorville.

Discussion:

- Virgil Andrist commented on the dam that was taken out in Oronoco and that they lost the pool.
 - Mr. Gamm said Oronoco was up against the wall when the dam blew out, so they didn't have many options.
 - Councilmember Kinney said, back in 2010, the DNR and the City of Oronoco weighted the costs of repairing the dam. They built recreational and historical things around it.
- Virgil Andrist asked if there has been a survey on the number of kids hurt on the rocks?
 - Mr. Gamm said they haven't gathered that data.
- Martha Vrieze said we need to have the survey to know what our options are. Even if we don't touch the dam, we have the information. The survey is to gain knowledge.
 - Mr. Thompson said this would be a survey of the river, not the dam, necessarily.
- Tom Gall, former Mayor, said we looked at options to repair the dam. It didn't cost anything. At the time, they were looking to remove the dam.
- Jane Olive said one of the main issues is drinkable water. It's a bigger issue than just Mantorville. We need people who have better ways of looking at this. The dam is not in danger of falling apart. The DNR put in money for the last repair.
- Bill Glawe and Billy Glawe stated that work was done on the dam years ago and was built to take debris out of the dam.
- Bill Reding said the park will flood the same even with the rock.
- Jim Potter spoke regarding preserving history but didn't see anything in the presentation on that.
 - Mark Gamm said Dundas had an old mill or grinding stone they put in place. You can create an historical piece or structure, if there are funds available.
- Jim Potter questioned why the City is giving Mr. Gamm and Mr. Thompson the authority to do this study? Will the DNR require us to do it their way, or at our cost to do it differently? Will we have to repair something seen?
 - Bill Thompson said the City should quiz the surveyors – how exactly are you going to do this? Get the specifics. He said he worked with the state government and the DNR for three decades. They look at the connection of rivers, dams, shorelines, etc. I would recommend going in with eyes wide open. The survey is not of the integral structure of the dam. I don't think it would play out that way, but be careful, he said.
- Will Lambert said to be aware of letting the camel get his nose into the tent. That can be a wedge and a lever on the part of state government. We have enough big government already.
- Jamie Jenks, former Councilmember, asked Mark Gamm and Bill Thompson if they live in Mantorville?
 - Mark Gamm said he has been here 30 years, just downstream. Bill Thompson said he lives a mile upstream.

- Jamie Jenks said many individuals' efforts have come together to educate us, whether they are scout groups doing a portage or other things coming together. We have possibilities, the only one I know of in the area where there is still a dam, hydro-electric. Now we have wind, we have solar, if we ever wanted to get a bike path route together, this is one of the historical areas. We do a lot with the schools and fishing contests, educating the skill of fishing. The watershed education district, development of the flood plain that the City does and has things in place, basically we also defend where people have tried to fill illegally the soil in those flood plains and make sure it stays to recapture that water and filter it. We have plans for restoration and maintenance of the dam, historic ones, as well as newer ones from the 40s and 60s. I believe that now that there has been so much time, it is eligible for filing under the National Trust for Historic Preservation and lock it into place. It's just a matter of do we want to do that. It's limestone and the original plans are pretty old. There have been some legislators that have said "over their dead body" if someone wanted to tear that out or "not as long as I'm in office." Some of those legislators are running again, and here we are again at it again. We have a campground right on it. I would love to see before the night is over, as to who wants to see it remain the way it is and not waste the City's money on further engineering that has already been redone and redone. It's nothing against your noble efforts. It's one other person's opinion, that's all.
- Billy Glawe – the water they showed of Hutchinson and Pine River, the flow of water there is tremendously more than what we have here. You want to keep the same level of ponding above it. Where does that say that the sediment isn't going to wash out? All of the structure like this built. Has anyone taken video from upstream? From your place on down on to show what's causing our sediment problem here now? Is there anything being done about the farmland above stream? The homeowners that live there don't benefit from this, so are pretty safe. And you say there are no fish above the dam. But there are fish. Last time we had a meeting, you said there are no fish above the dam, which is incorrect.
 - Mark Gamm corrected what he had said and stated that the fish below the dam are better than the fish above the dam.
- Billy Glawe - I understand what you're trying to do here but we also need to look at the dam's historic value. How many years it has been here? Before you said free money, now you're saying new money. That money is going to cost somebody something. Where does that money come from?
 - Mark Gamm said we are just pointing out the opportunities and obviously it's the City's decision.
- Billy Glawe - I understand, yet you haven't answered any of the questions that most of us have asked.
 - Mark Gamm said that we did our best. At this point, the detailed questions would have to follow a survey so we would know what it would look like, what the ripple structure would look like, safety concerns, is there going to be a wading pool, what are the options, etc. The pool of water is one of the concerns that would need an analysis to

know seasonally how that would work. Those are questions we cannot answer without more detail.

- Bill Thompson added that each of these projects is different and need to be looked at. But there is a science to managing these rivers with a lot of people at the University of Minnesota, not just the DNR. But legislatively, the DNR is managing the river channel and working on flow and hydrology so they have to be dealt with. They incorporate channel dimensions and the pool. The pool elevation can be designed. The disadvantage of dredging is someone has to pay for it. There will be more connection of sediment movement downstream, fish and recreation. These three things are what would be incorporated in a rock rapid installation.
- A resident stated that Mower County has had a very successful watershed program for ten years now. They kept their dam and were able to do a lot of things. We are a lot like them. Why don't we study what they did so we can keep the dam?
- Virgil Andrist asked what happens if the City decides to do this and remove the dam, who pays for it?
 - Bill Thompson said it depends on when and what circumstances the dam is removed. If you talk with the DNR and do the planning, they would pay for the removal. If the dam washes out, you may hear from the state and you have to clean it out yourself.
- Virgil Andrist – so the state would pay 100% for cleanup upstream, downstream and the dam? The City wouldn't pay?
 - Bill Thompson said those are the questions to ask going in.

Discussion continued regarding grants on park improvements, who would be writing the grants and managing the program, contractors who could use the sand and may remove it for free.

- Councilmember Ingalls asked if the rock rapids get damaged from a major flood, in your studies, did you find one of these structures damaged by flood waters, and who repaired it? Does the City still have liability on the new rock structure or is it turned over to the DNR? Is there a long term 100-year contract that the DNR has to do repairs on it? I have property just below the dam and I ended up with half of Mantorville in my yard. A rock structure like this, just like I have, got washed out and I had to have it repaired. These rocks could end up down river and in my yard again, essentially. Who's going to take care of that?
 - Bill Thompson said he assumed in negotiations with the DNR that, the City owns the dam now, but the DNE is managing the river channel, that it would probably go to the state. It's a good question, I don't know the answer.
- Councilmember Ingalls asked, if they put it all in and they manage it, they may not have the money for the dam or the rocks at that time. Have you seen a contract with that guarantee?
 - Bill Thompson said he hasn't looked into that.

- Councilmember Ingalls - are you seeing in your studies if the pressure is increasing and is the DNR using eminent domain to remove dams? Are they coming after small towns to say it has to be removed? Or can we keep it in perpetuity as long as we maintain it?
 - Mark Gamm said I don't think there is anything in uptick of pressure.
- Councilmember Hoaglund said I look at the dams around here and what happened to them. Wanamingo was a good example. I compare this dam to the power dam by Zumbro. What reaction do you think the public would give you if you said you're taking the power dam out tomorrow? Personally, not for fact, but I think the DNR still has it on their agenda to remove this dam someday.
- Councilmember Ingalls said we have a lot of invasive species down river, zebra mussels, specifically. Do you know if they are above the dam, and will removing the dam allow them to go up the river?
 - Bill Thompson - I haven't heard if zebra mussels and carp have made their way on both sides.
- Billy Glawe – are we exercising the dam?
 - Joe Adams said you don't want to shut off the dam completely because it will fill it up. I was told that you want to leave a little bit of water going through. It takes 2 to 3 hours to get them wrenched out. Last time it was shut down, it took several months for it to run properly. It's partially open right now and water is coming through pretty good through the culverts.

Mayor Bradford said, in the interest of soliciting community input, we will do an informal vote on whether to move forward with a survey and option for removing the dam. The majority were opposed.

Mayor Bradford thanked Mark Gamm and Bill Thompson for coming in and putting this information together. The aerial was very nice, he said. You have some time vested into this presentation with both the Park Board and here, and we appreciate that effort.

Council action: None.

At this time, Mayor Bradford said the City Council will not take any further action on this subject. Thank you to everyone for coming in, providing input, expressing your concerns, and allowing others to speak.

6. Public Safety Update

A. 2023 Contract Between City of Mantorville and Dodge County Sheriff's Office to Provide Law Enforcement Protection

Motion was made by Councilmember Kinney and seconded by Councilmember Ingalls to approve the 2023 Dodge County Sheriff's Office Law Enforcement Contract.

Vote: 5 ayes / 0 nays. Motion carried.

7. Public Concerns

The following citizen(s) addressed the Council:

- Bill Reding – where are we at on the ditches and the road?
Joe Adams said he talked to engineering because that road has settled. May tie into the 2022 Street Project.
- Carol Andrist – any more ditches proposed?
Joe Adams said no.
- Carol Andrist – why is the City liable if there is a poor plan by the Engineer (such as not putting things back in)?
Mayor Bradford said everyone understands the significance of the structure and what the ditches would look like. The Engineer did some of the work without charging the City (pro bono). The easiest was to get a different contractor and fill in the ditches.
- Carol Andrist – Why is the City paying for the drain?
Mayor Bradford said the original design did not require the drain, but the homeowner wanted it back in. It was a change of scope, not an error by engineering.

Councilmember Keller said the Engineer did a reasonable job. I don't think it was a poorly engineered job, it just wasn't aesthetically pleasing.
- Bill Reding – it's all in the contract and wasn't written correctly.
Councilmember Keller said I'm giving him the benefit of the doubt.

8. Old Business/New Business

- A. Application for Variance to Allow for the Construction of a 33-Foot Access Drive at 521 Chestnut Street – Applicant Kyle Decker; Resolution No. 2022-40

Motion was made by Councilmember Ingalls and seconded by Councilmember Keller to open the public hearing at 7:53 p.m.

Vote: 5 ayes / 0 nays. Motion carried.

Kyle Decker, Applicant, said he is proposing to finish his driveway. The City Code needs to be looked at regarding driveways.

Mayor Bradford said we have discussed it with the City Attorney. The terms “stall” and “space” are not defined in our ordinance.

Mr. Decker said the Code also doesn't state gravel, concrete or asphalt. He said he is actually making his driveway smaller than the gravel that is there now. He also said he measured all of the Bigelow homes and they are over 30 feet.

Councilmember Hoaglund said we have set a precedence. Bigelow homes, most have three car garages and one was 32 feet. There are a lot of homes with 30-foot driveways in Mantorville.

Mayor Bradford thanked Mr. Decker for applying for this variance and said he agrees that Council needs to work on this ordinance. Recommends granting the variance and waiving the \$250.00 fee.

Motion was made by Councilmember Ingalls and seconded by Councilmember Hoaglund to grant the variance and waive the \$250.00 fee.

Vote: 5 ayes / 0 nays. Motion carried.

9. Old Business/New Business

A. Budget and Levy Hearing Dates; and Adopting the Proposed Levy Collectible in the Year 2023; Resolution No. 2022-42

Motion was made by Councilmember Ingalls and seconded by Councilmember Keller to set the preliminary levy at nine percent (9%; \$600,847.00) and adopt Resolution No. 2022-42, Adopting the Proposed Property Tax Levy Collectible in the Year 2023.

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

B. City Hall Office Hours Discussion, Continued from August 29, 2022

Council agreed that City Hall office hours will remain as is, which is Monday through Thursday 7:00 am to 5:30 pm, closed on Fridays. No further action to be taken, and no further logging of information necessary by Staff.

10. Reports

A. Public Works Report

1) Estimate from DeCook Contracting

Estimate to install 116 feet of curb at \$42.00/foot = \$4,872.00.

Curb at the Saloon parking lot to control water, next to the alley. 116 feet, 5th Street to the power pole towards Clay. We freed up money from the original water main project, and we need to control the water. Joe Adams said Scott and Koreen Seim, Mantorville Saloon, are comfortable with it and know what it will look like. He can have the contractor clean up the estimate with more detail.

Motion was made by Councilmember Hoaglund and seconded by Councilmember Ingalls to add the contract in the amount of \$4,872.00.

Vote: 5 ayes / 0 nays. Motion carried.

2) Estimate for reshaping Bill Reding's ditch:

Quote to reseed:	\$2,000.00
Stone by Stone quote on the gutter:	\$2,150.00
12-foot gutter by curb	
12-foot drive with steel grates over top	
Total:	<u>\$4,150.00</u>

Will be done before November.

Motion was made by Councilmember Keller and seconded by Councilmember Ingalls to approve this work in the amount of \$4,150.00.

Vote: 5 ayes / 0 nays. Motion carried.

3) Concern Raised by the League of Minnesota Cities Insurance Trust

The Fire Department door to the training room needs a safety push bar added and is required by the State at a cost of \$1,215.00 with a new keypad.

Motion was made by Councilmember Ingalls and seconded by Councilmember Keller to approve the use of American Rescue Plan Act (ARPA) Funds in the amount of \$1,215.00 to add a safety push bar to the Fire Department training room door.

Vote: 5 ayes / 0 nays. Motion carried.

4) There will be an Agate Swap meeting at the park. 25 vendors during the day, some from Michigan staying over on Friday night. Is there any concern with some of them sleeping in their vehicles in the park at night?

Check with the Sheriff, otherwise the City Administrator has the authority to grant it.

B. City Clerk Report

No report.

C. Consultant Report

1) Planning and Zoning Commission

Council discussed and recommended that the City Attorney draft an ordinance amendment that the Council will appoint themselves as back-up to the Planning Commission if there are not enough members. The Planning Commission would be made up of between five and seven members, with two Councilmembers appointed.

D. Committee Reports

1) Chamber

Planning the next events: Fall Festival and Olde Fashioned Christmas.
Meeting Wednesday night at the Art Guild.

2) Economic Development Authority

3) Finance/Budget

4) Fire Department

5) Infrastructure

6) Kasson Mantorville Joint Powers

7) Mantorville Restoration Association

8) Park Board

Meeting tomorrow night.

9) Personnel

10) Fire Relief

11) Township

E. Councilmember Reports

Councilmember Ingalls stated that his neighbor poured his driveway higher than the road. When the asphalt was ground on the road, they roughed up the concrete and it's going to be even higher.

Joe Adams said the Engineer stated that they will scrape it. He will meet with the homeowner and will have it taken care of.

Councilmember Ingalls asked if we can put up a sign regarding engine noise?

Mayor Bradford said he will work with Councilmember Ingalls on drafting an ordinance amendment.

Councilmember Ingalls recommended that the state transition the speed limit from 30, to 40, to 50. People will drive too fast when Highway 57 is done.

Councilmember Keller also suggested signage of "30 mph ahead." Mayor Bradford said we could probably get this quicker.

Councilmember Keller said the grass is coming in on 3rd Street. Joe Adams said the rut was fixed today.

F. Mayor's Report

1) No report.

11. Tabled Items

- A.** Gambling Premises Permit Application from KM Snowdrifters to Conduct Lawful Gambling at 509 Main Street North; Resolution No. 2022-39

Motion was made by Councilmember Ingalls and seconded by Councilmember Hoaglund to adopt Resolution No. 2022-39, Concurring with the Issuance of a Gambling Premises Permit Application for KM Snowdrifters at 509 Main Street North, Mantorville, Minnesota.

Vote: 5 ayes / 0 nays. Motion carried.

12. Adjourn

Motion was made by Councilmember Ingalls and seconded by Councilmember Hoaglund to adjourn the meeting at 8:45 p.m.

Vote: 5 ayes / 0 nays. Meeting adjourned.

Respectfully Submitted,

Shirley R Buecksler
City Clerk-Treasurer

**City of Mantorville
City Council Minutes
October 10, 2022**

1. Call to Order

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

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

Absent: None

Others Present: City Clerk-Treasurer Shirley Buecksler
Public Works Lead Joe Adams
Public Works Wade Schroeder
Deputy City Clerk Gretchen Lohrbach

2. Pledge of Allegiance

Everyone stood and recited the Pledge of Allegiance.

3. Amendments/Approval of Agenda

Council added an Executive Session and approved the agenda, as amended.

4. Consent Agenda

A. Accounts Payable Claims List for October 10, 2022

Motion was made by Councilmember Keller 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. Presentation by Southeaster Minnesota Multi-County Housing & Redevelopment Authority (SEMMCHRA), Nick Koverman – Proposed Small Cities Development Program

Nick Koverman of SEMMCHRA presented the proposed Small Cities Development Program to the Council. This presentation was recently brought forward to the Economic Development Authority. SEMMCHRA is asking the City of Mantorville to adopt the resolution between the City SEMMCHRA, which was provided in the Council's packet.

There is no cost by the City until the grant is accepted by the Minnesota Department of Employment and Economic Development. SEMMCHRA is the grant administrator; the City is the grant licensee. These are federal tax dollars. The City would need to budget \$10,000.00 in 2025, to be spent in 2026. This may also be prepaid. Cities within Dodge County that are a part of the program include Claremont/West Concord (partnered), Hayfield, Dodge Center and Kasson.

Motion was made by Councilmember Ingalls and seconded by Councilmember Keller to adopt Resolution No. 2022-45, 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.

Vote: 5 ayes / 0 nays. Motion carried.

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

The following person(s) addressed the Council:

- Jerrod Kappers, 811 East Street
 - We need more places for kids to play and want to build towards the lot line. A structure/garage that matches the house. Want to add a section of the driveway; previous owner never added a culvert. We could make it five feet off the lot line and attached to the main house. The issue is an abandoned structure on the south corner and whether it belongs to the City or the neighbor.
 - Mayor Bradford recommended he work with Staff for the building permit.
- Virgil Andrist, 101 3rd Street West
 - What was the cost of redoing 3rd Street? How much in total do we have in that street?
 - Joe Adams has the bill at the shop for redoing the ditches but approximates it was \$30,000.00.
 - The Council should make a resolution that someone on the City Council could read the plans. They never would have approved that plan. It may be happening on West Street. Start looking so this doesn't happen again and look at your City Engineer.
 - Who was in charge of the job?
 - Mayor Bradford said WHKS had oversight of the project and were in charge.
 - Councilmember Ingalls asked if there are any suggestions for next time?

- Ask people who work in the field. Charlie Bradford, Greg Rud, and I can read plans, as well, Mr. Andrist said. Joe Adams could make suggestions will all of his experience.
 - Council agreed that this is a good suggestion that the City should take advantage of.
 - From an engineering standpoint, Councilmember Keller said the project was okay but not aesthetically pleasing for the property owners.
- Mr. Andrist said we had no idea the project was going on until the night of the pre-construction meeting. We need much earlier notifications. Thank you to Councilmember Keller for talking with him, that's what really got things going. It looks good now. No breaking of the street.
 - Councilmember Keller said if we meet like we did on the two Thursday nights regarding 3rd Street, we could go a long way.
- Kasson posts their meeting, then has three meetings prior to the project approved. Anyone can make a meeting. Go to every door and let them know what's happening.
 - Mayor Bradford said part of the initial planning stage is at a Council meeting. The Engineer brings in ideas, costs and options, then comes back with a cost estimate. The City sends letters to residents. There should be a preliminary discussion and a public hearing. Direction to the City Clerk to look at a resolution or ordinance or simply by convention that we have a process for this. Check with the City of Kasson for their rules.
 - Councilmember Hoaglund said it would be similar to a public hearing for a Conditional Use Permit.
 - Councilmember Keller said there are a lot more resources within our city. We should have a practice to know who they are and take advantage of it.
 - Councilmember Hoaglund said there must have been a plan presented at one time with ditches and culverts. It should have had curb and gutter. It looks good now.
 - Mr. Andrist said it doesn't need curb and gutter, but the downtown should. The park needed more ADA curb access and drive over curb.
 - Councilmember Keller said if we had these meetings, this information would have come out of it.
- Mr. Andrist said when contractors are done, you need to hold back payment.
 - Joe Adams said there is a retainer until the punch list is finalized, which is the same for Snow Contracting.
- Bill Reding, 220 6th Street West
 - What is the status of Walnut and 6th Street?
 - Joe Adams said Snow Contracting is redoing the intersection and working it out with the asphalt company. We may see tar put down this week or early next week.

8. Old Business/New Business

A. Health Insurance Renewal for 2023

Motion was made by Councilmember Ingalls and seconded by Councilmember Kinney to continue with both health insurance plans for 2023.

Vote: 5 ayes / 0 nays. Motion carried.

B. Ordinance Amendment Regarding the Planning and Zoning Commission

Mayor Bradford said he spoke with our legal team. We would like an individual Planning and Zoning Commission but to get it started, Council will serve as the Planning and Zoning Commissioners. When new Planning and Zoning members come on board, they will replace the members from Council.

1) Ordinance No. 2022-03 Amending Chapter 31 of the Mantorville City Code Regarding the Planning and Zoning Commission

Motion was made by Councilmember Ingalls and seconded by Councilmember Hoaglund to pass Ordinance No. 2022-03, Amending Chapter 31 of the Mantorville City Code Regarding the Planning and Zoning Commission.

Vote: 5 ayes / 0 nays. Motion carried.

2) Resolution No. 2022-43 Authorizing Publication of Ordinance by Title and Summary

Motion was made by Councilmember Keller and seconded by Councilmember Ingalls to adopt Resolution No. 2022-43, Authorizing Publication of Ordinance by Title and Summary.

Vote: 5 ayes / 0 nays. Motion carried.

3) Resolution No. 2022-44 Adopting Planning Commission Members

Motion was made by Councilmember Hoaglund and seconded by Councilmember Kinney to adopt Resolution No. 2022-44, Adopting Planning Commission Members.

Vote: 5 ayes / 0 nays. Motion carried.

9. Reports

A. Public Works Report

1) Estimate from Carr's Tree Service

- The estimate for the first phase for Emerald Ash Borer is \$8,885.85. This is part of the \$36,000.00 grant money from the Department of Natural Resources.

Motion was made by Councilmember Ingalls and seconded by Councilmember Kinney to approve \$8,885.85 to Carr's Tree Service.

Vote: 5 ayes / 0 nays. Motion carried.

- #### **2) Public Works is working on hydrant flushing right now. If residents have any rusty water, run it for a bit and it will clear up.**

B. City Clerk Report

- #### **1) No report.**

C. Consultant Report

- #### **1) No report.**

D. Committee Reports

1) Chamber

- Final preparations for Fall Festival.
- Trolleys start next week to bring folks in from Rochester to the Hubbell House and shopping in Mantorville.
- Olde Fashioned Christmas – getting things ready.
- Corn stalks are up everywhere – a nice addition to the City.

2) Economic Development Authority

- Discussed grants, corn stalks, and the Trolley.

3) Finance/Budget

4) Fire Department

- The MRA is requesting to store the 1971 Suburban in the space now that Betsy is out of the shop (now in the shed). Joe Adams said we have the car trailer there but can measure if there is room and will get back to Councilmember Hoaglund on this.
- The Suburban was owned once by the Fire Department but it is titled by the MRA now. The MRA is currently paying \$175.00/month in storage fees for it.
- The float is also stored at the shop.
- The City Clerk will verify the City's liability in keeping the Suburban at the shop.

5) Infrastructure

6) Kasson Mantorville Joint Powers

7) Mantorville Restoration Association

- Meeting tomorrow.

8) Park Board

- Discussed the preliminary budget for 2023, Dennesson Park, and costs.
- There is a new power pole at the park that replaced the rotten one – at no cost. A pole was donated by Xcel Energy and Kasson line crew came over and set it. When the fuse panel is installed, the old pole will be pulled out. There will be transfer costs involved. Joe Adams is expecting a quote from Maxson Electric.

9) Personnel

- An Executive Session will be held tonight.

10) Fire Relief

11) Township

E. Councilmember Reports

- 1) Councilmember Ingalls said he has received questions regarding the second half of the road project.
 - Joe Adams said they will be doing some regrading. He will meet with the contractor for information to answer any questions.
- 2) Councilmember Ingalls said there is a culvert in his neighbor's driveway and the water floods his house. All water from Councilmember Ingalls' house goes to his driveway. He encouraged Joe Adams to stop and talk with the neighbor and get it marked on a map for future road work. He will have deep water in his driveway during a big rain.

F. Mayor's Report

- 1) A shout out to Jane and John Olive for the corn they donated for the corn stalks. Also, Lynette Nash who donated pumpkins. All three assisted with manual labor, along with Councilmember Hoaglund and himself. Three other individuals showed up to help decorate, including Mayor Bradford's daughter. She helped with everything. Everyone had fun and brought this tradition back. Mayor Bradford thanked Councilmember Hoaglund for organizing this and making it happen.

10. Tabled Items – None.

11. Executive Session

Motion was made by Councilmember Ingalls and seconded by Councilmember Hoaglund to close the meeting and go into Executive Session.

Vote: 5 ayes / 0 nays. Motion carried. All people attending the meeting left the room.

Motion was made by Councilmember Hoaglund and seconded by Councilmember Ingalls to close the Executive Session and open the regular meeting.

Vote: 5 ayes / 0 nays. Motion carried.

Motion was made by Councilmember Ingalls and seconded by Councilmember Kinney to provide a four percent (4%) merit increase for Joe Adams, Wade Schroeder, Gretchen Lohrbach, and Shirley Buecksler. The motion also includes a six percent (6%) increase for

cost of living (COLA), averaged by three years, with the caveat if we need to normalize if the State is higher up, not down. The motion also includes a \$0.50 increase for Wade Schroeder retroactive to April 4, 2022, as was promised. COLA will be based on this new rate for Wade Schroeder.

Four percent merit plus six percent COLA = 10% increase for Joe Adams, Wade Schroeder, Gretchen Lohrbach, and Shirley Buecksler effective January 1, 2023.

Vote: 5 ayes / 0 nays. Motion carried.

12. Adjourn

Motion was made by Councilmember Ingalls and seconded by Councilmember Kinney to adjourn the meeting at 8:08 p.m.

Vote: 5 ayes / 0 nays. Meeting adjourned.

Respectfully Submitted,

Shirley R Buecksler
City Clerk-Treasurer

**City of Mantorville
City Council Minutes
October 24, 2022**

1. Call to Order

Mayor Bradford called the meeting to order at 7:10 p.m.

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

Absent: None

Others Present: City Clerk-Treasurer Shirley Buecksler
Public Works Lead Joe Adams

2. Pledge of Allegiance

Everyone stood and recited the Pledge of Allegiance.

3. Amendments/Approval of Agenda

Council approved the agenda, as presented.

4. Consent Agenda

- A. Regular City Council Minutes of September 12, 2022
- B. Accounts Payable Claims List for October 24, 2022
- C. Approval of Additional Election Judges for 2022 General Election; Resolution No. 2022-46
- D. Dodge County Board of Commissioners Minutes of September 27, 2022
- E. Dodge County Board of Commissioners Minutes of September 13, 2022
- F. Dodge County Board of Commissioners Minutes of August 23, 2022

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

Vote: 5 ayes / 0 nays. Motion carried.

5. Public Concerns

No one addressed the Council.

6. Old Business/New Business

- A. Septic Permit Application for 95 Scott Road

The Applicant said he is replacing the existing tank only, which will be abandoned. No other work is being done.

Council approved the Septic Permit Application for 95 Scott Road.

Vote: 5 ayes / 0 nays. Motion carried.

7. Reports

A. Public Works Report

1) Bids for Snow Removal

- Four contractors were contacted for snow removal. Two were too busy and one did not reply.
- Bid received from DeCook Drainage for \$150/hour for the payload, \$130/hour for the backhoe, \$130/hour for the skid loader, and \$105/hour for the dump truck. This bid includes a \$5 increase per piece of equipment for fuel.

Motion was made by Councilmember Ingalls and seconded by Councilmember Kinney to approve the bid from DeCook Drainage.

Vote: 5 ayes / 0 nays. Motion carried.

2) Fall Street Sweeping

- Bid received from SL Contracting/Rochester Service for \$1,900.00.

Motion was made by Councilmember Ingalls and seconded by Councilmember Kinney to approve the bid from SL Contracting/Rochester Service for \$1,900.00.

3) Back-up Snow Plow Operator

- Council discussed and directed Joe Adams to contact Greg Rud in regards to working as the City's back-up snow plow operator.

4) Mantorville Restoration Association's Suburban

- The MRA found a place in Wasioja for the Suburban.

5) "Share the Road" Sign

- With the bike path, can we remove or move the "Share the Road" sign? Mayor Bradford recommended moving it by Bergman Hills where it ends. Joe Adams will take care of moving the sign.

6) Boom Truck

- Joe Adams took the boom truck in for an estimate on repairs but was told that the City would be better off selling it.
- Council directed that it be sent to auction. The City Clerk will bring back a resolution for disposing of and selling City assets.

B. City Clerk Report

1) Schedule City Council Work Session for Budget Discussion

- The Council Work Session was scheduled for November 9, 2022 at 6:30 pm.

2) Meetings to be scheduled to discuss Fire Contracts with Townships of Mantorville, Milton and Wasioja.

C. Consultant Report

1) No report.

D. Committee Reports

1) Chamber

- Fall Festival this weekend with many activities.
- The Trolley was successful.
- Saturday events at the Greek Revival House.

2) Finance/Budget

3) Fire Department

4) Infrastructure

5) Kasson Mantorville Joint Powers

6) Mantorville Restoration Association

- Purse Bingo is coming up soon.

7) Park Board

- The Park Board meets tomorrow.

8) Personnel

9) Fire Relief

10) Township

E. Councilmember Reports

F. Mayor's Report

1) Mayor Bradford encouraged everyone to get out and vote.

8. Adjourn

Motion was made by Councilmember Ingalls and seconded by Councilmember Keller to adjourn the meeting at 7:31 p.m.

Vote: 5 ayes / 0 nays. Meeting adjourned.

Respectfully Submitted,

Shirley R Buecksler
City Clerk-Treasurer

**City of Mantorville
City Council Minutes
November 14, 2022**

1. Call to Order

Mayor Bradford called the meeting to order at 7:16 p.m.

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

Absent: None

Others Present: City Clerk-Treasurer Shirley Buecksler
Public Works Lead Joe Adams
City Engineer Tim Hruska, WHKS

2. Pledge of Allegiance

Everyone stood and recited the Pledge of Allegiance.

3. Amendments/Approval of Agenda

City Clerk Buecksler requested the addition of Item 7B, Resolution No. 2022-50, Accepting a Donation to the City of Mantorville for Denneson Park, from the Mantorville Restoration Association.

Motion was made by Councilmember Hoaglund and seconded by Councilmember Ingalls to add Item 7B, Resolution No. 2022-50, and approve the agenda, as amended.

Vote: 5 ayes / 0 nays. Motion carried.

4. Consent Agenda

- A. Accounts Payable Claims List for November 14, 2022
- B. Parks and Recreation Board Meeting Minutes of August 30, 2022
- C. Parks and Recreation Board Meeting Minutes of September 27, 2022
- D. Dodge County Board of Commissioners Minutes of October 11, 2022
- E. Dodge County Board of Commissioners Minutes of October 25, 2022
- F. Chamber of Commerce Meeting Minutes of October 5, 2022
- G. Declare Certain City Property Surplus and Authorize the Sale of Such Property; Resolution No. 2022-48

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. Public Concerns

No one addressed the Council.

6. Public Safety Update

A. Dodge County Sheriff's Office Report for October 2022

B. Mantorville Fire Department General Meeting Minutes for November 2022

C. Mantorville Fire Department – Township Contracts for 2023-2025

Mayor Bradford stated that we met with the Townships and discussed the needs of the Fire Department. The recommendation from the joint meeting was to phase in a rate increase of \$95.00, \$100.00, and \$105.00 over a three-year contract. A representative from Milton Township was agreeable. Mantorville Township and Wasioja Townships were not present.

Motion was made by Councilmember Hoaglund and seconded by Councilmember Ingalls to approve the three-year Township contracts and direct the City Clerk to forward them to the Townships of Mantorville, Milton and Wasioja for Board approval and payment.

Vote: 5 ayes / 0 nays. Motion carried.

7. Old Business/New Business

A. Area 15 Preliminary Plat Application (PID 130210401)

Engineer Hruska and City Clerk Buecksler will work with the City Attorney on whether they have 120 days from date of application. The application was received by the City on September 7, 2022. They will ensure that Engineer Les Conway and Developer Tony Bigelow are involved.

Motion was made by Councilmember Kinney and seconded by Councilmember Hoaglund to table this item. Mayor Bradford moved that this motion was out of order. Prior to tabling this item, Council discussion is necessary on Resolution No. 2022-49, Establishing Procedures Relating to Compliance with Reimbursement Bond Regulations Under the Internal Revenue Code.

Motion was made by Councilmember Ingalls and seconded by Councilmember Kinney to adopt Resolution No. 2022-49, Establishing Procedures Relating to Compliance with Reimbursement Bond Regulations Under the Internal Revenue Code.

Vote: 5 ayes / 0 nays. Motion carried.

Motion was made by Councilmember Ingalls and seconded by Councilmember Kinney to table this item.

Vote: 5 ayes / 0 nays. Motion carried.

B. Resolution No. 2022-50 Accepting Donation from Mantorville Restoration Association

Mayor Bradford publicly thanked the Mantorville Restoration Association for their donation of \$2,000.00 for Denneson Park.

Motion was made by Councilmember Hoaglund and seconded by Councilmember Ingalls to adopt Resolution No. 2022-50, Accepting a Donation to the City of Mantorville for Denneson Park.

Vote: 5 ayes / 0 nays. Motion carried.

8. Reports

A. Public Works Report

- 1) Request to hire Greg Rud as back-up snow plow operator at \$22.00/hour (same rate as previous operator).

Motion was made by Councilmember Ingalls and seconded by Councilmember Hoaglund to hire Greg Rud as back-up snow plow operator at \$22.00/hour.

Vote: 5 ayes / 0 nays. Motion carried.

- 2) Power pole was installed. Budgeted \$5,290. With free labor and cost, it actually came to \$600.00. The Park Board is asking to use these funds on the covered bridge. Had \$2,000.00 budgeted for the bridge but need \$5,000.00 to complete it. Can we use the \$3,000.00 for the bridge? Materials have a 50-year warranty for paint and all.

Motion was made by Councilmember Ingalls and seconded by Councilmember Kinney to approve \$3,000.00 to be taken from the Park budget for the power pole and use it for the covered bridge.

Vote: 5 ayes / 0 nays. Motion carried.

- 3) Sand is available at the campground if residents need it for their driveways.

B. City Clerk Report

- 1) Snow Emergency Policy – Sheriff's Office questioned if parking is prohibited on streets from 4:00 am or 2:00 am. Looking for Council direction on whether to amend the ordinance to 2:00 am, leave it as is, or remove the time period entirely. City of Kasson does not include a time period. The 2:00 am had been approved by Council years ago but was never codified into the City Code.

Discussion included signage at entrances to the city, and notifying residents of snow emergencies via Facebook, the City's website. Directed the City Clerk to put the current ordinance on parking regulations during snow removal periods on same.

- 2) With the Thanksgiving holiday and City Hall's hours closed on Fridays, we will be closed Wednesday through Friday.
- 3) The November 9th Work Session was cancelled. Council agreed not to schedule another work session but, rather, to discuss the preliminary budget at the next regular meeting on November 28, 2022.

C. Consultant Report

- 1) No report.

D. Committee Reports

1) Chamber

- Terry Eckstein and Mary Ashford were recently interviewed on Channel 10 News for Old Fashioned Christmas.
- Each business is selling cookie tins. Mary won the contest of the painted picture on the tin. Buy a tin for \$15 from any business and go to 15 different spots to get free cookies and create a full tin of cookies.
- Sheriff Scott Rose was featured on Channel 4 News for his podcast.

2) Economic Development Authority

3) Finance/Budget

4) Fire Department

5) Infrastructure

6) Kasson Mantorville Joint Powers

- Parks Board is bringing forward budget dollars to match grant funds.
- They purchased a dump trailer that we can use for citywide cleanup or hauling dirt and mulch.

7) Mantorville Restoration Association

- The MRA discussed reorganizing the committees down the road.
- They also discussed Bingo. You can get a card from Scheel's and trade it in for a gun. Calling it Scheel's Bingo or Gun Bingo. The name is still undecided.

8) Park Board

- There is still a chance that Denneson Park playground will be installed this year.

9) Personnel

10) Fire Relief

11) Township

E. Councilmember Reports

Councilmember Hoaglund congratulated Mayor Bradford on his victory.

F. Mayor's Report

- 1) No report.

9. Adjourn

Motion was made by Councilmember Ingalls and seconded by Councilmember Hoaglund to adjourn the meeting at 8:00 p.m.

Vote: 5 ayes / 0 nays. Meeting adjourned.

Respectfully Submitted,

Shirley R Buecksler
City Clerk-Treasurer

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Payments

Current Period: December 2022

Payments Batch 120822PAY		\$399,445.49	
Refer	0 <u>BADGER METER</u>	-	
Cash Payment	E 601-49400-228 Equip. Repair and Mainte	Cellular service Unit GST # 123746141	\$386.26
Invoice	80113289	12/12/2022	
Transaction Date	12/8/2022	Citizens State Bank 10100	Total \$386.26
Refer	0 <u>BOUND TREE MEDICAL, LLC</u>	-	
Cash Payment	E 101-42200-311 First Responder Train/Eq	Trauma Bag, Cuffs, Stethoscope Acct#WEB027946	\$127.06
Invoice	84770632	12/12/2022	
Transaction Date	12/8/2022	Citizens State Bank 10100	Total \$127.06
Refer	0 <u>CITY OF KASSON</u>	-	
Cash Payment	E 602-49450-585 Kasson WW Processing	3rd Qtr	\$24,043.00
Invoice		12/12/2022	
Cash Payment	E 602-49450-585 Kasson WW Processing	4th Qtr	\$24,282.00
Invoice		12/12/2022	
Transaction Date	12/8/2022	Citizens State Bank 10100	Total \$48,325.00
Refer	0 <u>CEDA</u>	-	
Cash Payment	E 101-46500-437 Other Miscellaneous	4th Qtr	\$5,171.75
Invoice		12/12/2022	
Transaction Date	12/8/2022	Citizens State Bank 10100	Total \$5,171.75
Refer	0 <u>CMS - CONSTRUCTION MGMT. SE</u>	-	
Cash Payment	E 101-42400-300 Professional Srvs (GENE	Cust MN000	\$397.43
Invoice	11/30/2022	12/12/2022	
Transaction Date	12/8/2022	Citizens State Bank 10100	Total \$397.43
Refer	0 <u>CASEYS</u>	<u>Ck# 005791 12/12/2022</u>	
Cash Payment	E 101-43125-212 Motor Fuels	Acct BY695	\$108.09
Invoice	11/18/2022	12/12/2022	
Cash Payment	E 101-42200-212 Motor Fuels	Acct BY695	\$428.52
Invoice	11/18/2022	12/12/2022	
Cash Payment	E 602-49450-212 Motor Fuels	Acct BY695	\$204.37
Invoice	11/18/2022	12/12/2022	
Cash Payment	E 101-41410-430 Miscellaneous	Acct BY695	\$64.81
Invoice	11/18/2022	12/12/2022	
Cash Payment	E 101-43100-212 Motor Fuels	Acct BY695	\$205.47
Invoice	11/18/2022	12/12/2022	
Cash Payment	E 101-43100-212 Motor Fuels	Acct BY695	\$54.91
Invoice	11/18/2022	12/12/2022	
Transaction Date	12/8/2022	Citizens State Bank 10100	Total \$1,066.17
Refer	0 <u>CUSTOM FIRE</u>	-	
Cash Payment	E 101-42200-228 Equip. Repair and Mainte	Toggles	\$128.99
Invoice	Cust MAN01	12/12/2022	
Transaction Date	12/8/2022	Citizens State Bank 10100	Total \$128.99
Refer	0 <u>DELTA DENTAL</u>	-	
Cash Payment	G 101-21708 Dental Insurance	Cust 8912090001	\$199.30
Invoice	RIS0004566613	12/12/2022	
Transaction Date	12/8/2022	Citizens State Bank 10100	Total \$199.30

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Payments

Current Period: December 2022

Refer	0	FIRE SAFETY USA, INC	-		
Cash Payment	E 101-42200-217	Other Operating Supplie	Flow sections		\$470.00
Invoice	165404	12/12/2022			
Transaction Date	12/8/2022	Citizens State Bank	10100	Total	\$470.00
Refer	0	GOPHER STATE ONE CALL	-		
Cash Payment	E 601-49400-300	Professional Srvs (GENE	Acct MN00515		\$12.15
Invoice	2110570	12/12/2022			
Cash Payment	E 602-49450-300	Professional Srvs (GENE	Acct MN00515		\$8.10
Invoice	2110570	12/12/2022			
Transaction Date	12/8/2022	Citizens State Bank	10100	Total	\$20.25
Refer	0	HOMETOWN HAULERS	-		
Cash Payment	E 101-42200-384	Refuse/Garbage Dispos	cust 01-1055 2		\$42.50
Invoice	6425	12/12/2022			
Cash Payment	E 101-41940-384	Refuse/Garbage Dispos	cust 01-1055 2		\$42.50
Invoice	6425	12/12/2022			
Cash Payment	E 101-41940-384	Refuse/Garbage Dispos	cust 01-1055 2		\$100.00
Invoice	6425	12/12/2022			
Transaction Date	12/8/2022	Citizens State Bank	10100	Total	\$185.00
Refer	0	INTERSTATE POWERSYSTEMS	-		
Cash Payment	E 602-49450-300	Professional Srvs (GENE	Acct 184273 Lift Station Inspection		\$800.00
Invoice	R001189351:01	12/12/2022			
Transaction Date	12/8/2022	Citizens State Bank	10100	Total	\$800.00
Refer	0	INTERNAL REVENUE SERVICE	Ck# 005786 12/12/2022		
Cash Payment	G 101-21703	FICA Tax Withholding	PR 25		\$954.22
Invoice	12/01/2022	12/12/2022			
Cash Payment	G 101-21709	Medicare	PR 25		\$233.18
Invoice	12/01/2022	12/12/2022			
Cash Payment	G 101-21701	Federal Withholding	PR 25		\$642.70
Invoice	12/01/2022	12/12/2022			
Transaction Date	12/8/2022	Citizens State Bank	10100	Total	\$1,830.10
Refer	0	JACOBSEN LAW FIRM, P.A.	-		
Cash Payment	E 101-41600-304	Legal Fees	Zoom Meeting 11/23/22		\$110.00
Invoice	12/08/22	12/12/2022			
Transaction Date	12/8/2022	Citizens State Bank	10100	Total	\$110.00
Refer	0	KENNEDY & GRAVEN, CHARTER	-		
Cash Payment	E 101-41600-304	Legal Fees	General City Matters		\$180.00
Invoice	11/30/22	12/12/2022			
Cash Payment	E 101-41600-304	Legal Fees	Bigelow Annexation Dev.		\$326.30
Invoice	11/30/22	12/12/2022			
Transaction Date	12/8/2022	Citizens State Bank	10100	Total	\$506.30
Refer	0	KMTELECOM	-		
Cash Payment	E 101-41940-321	Communications Phone/	CITY HALL MAIN 5170		\$132.17
Invoice	10140107	12/12/2022			
Cash Payment	E 101-41940-321	Communications Phone/	CITY HALL - 5176 - 2ND LINE		\$20.79
Invoice	10140107	12/12/2022			
Cash Payment	E 101-41940-321	Communications Phone/	New Well House Fiber		\$25.00
Invoice	10140107	12/12/2022			

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Payments

Current Period: December 2022

Cash Payment	E 101-42200-321 Communications Phone/	FD 5440			\$25.78
Invoice	10140107	12/12/2022			
Cash Payment	E 101-41940-321 Communications Phone/	STREETS - SHOP 5119			\$80.77
Invoice	10140107	12/12/2022			
Cash Payment	E 601-49400-321 Communications Phone/	WATER TOWER ALARM 3588			\$45.44
Invoice	10140107	12/12/2022			
Cash Payment	E 602-49450-321 Communications Phone/	LIFT STATION ALARM 5066			\$35.44
Invoice	10140107	12/12/2022			
Cash Payment	E 602-49450-321 Communications Phone/	WWTP 5463 ALARM			\$35.44
Invoice	10140107	12/12/2022			
Cash Payment	E 101-41940-321 Communications Phone/	LONG DISTANCE/TAXES/FEES			\$5.85
Invoice	10140107	12/12/2022			
Cash Payment	E 101-46500-437 Other Miscellaneous	EDA 800 NUMBER			\$0.00
Invoice	10140107	12/12/2022			
Transaction Date	12/8/2022	Citizens State Bank	10100	Total	\$406.68
Refer	0 KASSON HARDWARE HANK	-			
Cash Payment	E 101-41940-220 Bldg.Repair and Mainten	Acct 355170			\$6.29
Invoice	11/30/22	12/12/2022			
Cash Payment	E 101-41940-200 Supplies	Acct 355170			\$12.98
Invoice	11/30/22	12/12/2022			
Cash Payment	E 101-42200-217 Other Operating Supplie	Acct 355170			\$12.98
Invoice	11/30/22	12/12/2022			
Transaction Date	12/8/2022	Citizens State Bank	10100	Total	\$32.25
Refer	0 KIRVIDA FIRE, INC	-			
Cash Payment	E 101-42200-228 Equip. Repair and Mainte	Tanker #578			\$339.20
Invoice	10995	12/12/2022			
Cash Payment	E 101-42200-228 Equip. Repair and Mainte	Engine #1			\$425.30
Invoice	10996	12/12/2022			
Cash Payment	E 101-42200-228 Equip. Repair and Mainte	Engine #1			\$539.48
Invoice	10999	12/12/2022			
Cash Payment	E 101-42200-228 Equip. Repair and Mainte	Engine #2			\$539.48
Invoice	11000	12/12/2022			
Cash Payment	E 101-42200-228 Equip. Repair and Mainte	Engine #2			\$356.70
Invoice	11047	12/12/2022			
Cash Payment	E 101-42200-228 Equip. Repair and Mainte	Engine #1			\$1,701.95
Invoice	11048	12/12/2022			
Transaction Date	12/8/2022	Citizens State Bank	10100	Total	\$3,902.11
Refer	0 BUECKSLER, SHIRLEY	-			
Cash Payment	E 101-41940-417 Uniforms	Gretchen Lohrbach Clothing			\$161.00
Invoice	11/17/22	12/12/2022			
Cash Payment	E 101-41940-417 Uniforms	Shirley Buecksler Clothing			\$98.10
Invoice	11/17/22	12/12/2022			
Transaction Date	12/8/2022	Citizens State Bank	10100	Total	\$259.10
Refer	0 MIDWEST SIGNTECH OF ROCHESTER	-			
Cash Payment	E 101-41940-417 Uniforms	Clothing Order - Adams			\$242.60
Invoice	17312	12/12/2022			
Cash Payment	E 101-41940-417 Uniforms	Clothing Order - Lohrbach			\$19.50
Invoice	17353	12/12/2022			

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Payments

Current Period: December 2022

Cash Payment	E 101-41940-417 Uniforms	Clothing Order- Buecksler		\$67.69
Invoice	17353	12/12/2022		
Cash Payment	E 101-41940-417 Uniforms	Clothing Order - Schroeder		\$101.85
Invoice	17347	12/12/2022		
Transaction Date	12/8/2022	Citizens State Bank	10100	Total \$431.64
Refer	0 MINNESOTA DEPARTMENT OF HE	-		
Cash Payment	E 601-49400-441 MDH FEE	4th Qtr Service Connection Fee		\$972.00
Invoice		12/12/2022		
Transaction Date	12/8/2022	Citizens State Bank	10100	Total \$972.00
Refer	0 MED COMPASS	-		
Cash Payment	E 101-42200-311 First Responder Train/Eq	Medical Exams & Fitness Tests		\$1,155.00
Invoice	42266	12/12/2022		
Transaction Date	12/8/2022	Citizens State Bank	10100	Total \$1,155.00
Refer	0 MCFOA	-		
Cash Payment	E 101-41110-433 Dues and Memberships	Membership - Buecksler MCFOA		\$50.00
Invoice		12/12/2022		
Cash Payment	E 101-41110-433 Dues and Memberships	Membership - Lohrbach MCFOA		\$50.00
Invoice		12/12/2022		
Transaction Date	12/8/2022	Citizens State Bank	10100	Total \$100.00
Refer	0 MINNESOTA REVENUE	Ck# 005787 12/12/2022		
Cash Payment	G 101-21702 State Withholding	PR 25		\$333.61
Invoice	12/01/22	12/12/2022		
Transaction Date	12/8/2022	Citizens State Bank	10100	Total \$333.61
Refer	0 MN PERA	Ck# 005788 12/12/2022		
Cash Payment	G 101-21704 PERA	PR 25		\$1,166.31
Invoice	12/01/22	12/12/2022		
Transaction Date	12/8/2022	Citizens State Bank	10100	Total \$1,166.31
Refer	0 MN FIRE CERTIFICATION BOARD	-		
Cash Payment	E 101-42200-208 Training, Mileage	Retest Fees		\$50.00
Invoice	8/3/2022 10412	12/12/2022		
Transaction Date	12/8/2022	Citizens State Bank	10100	Total \$50.00
Refer	0 NORTH CENTRAL INTERNATIONAL	-		
Cash Payment	E 101-42200-228 Equip. Repair and Mainte	Acct 32294 Tanker #2		\$241.73
Invoice	11/30/22	12/12/2022		
Transaction Date	12/8/2022	Citizens State Bank	10100	Total \$241.73
Refer	0 NAPA	-		
Cash Payment	E 101-45200-404 Repairs/Maint Machinery	Statement Acct 28475		\$13.29
Invoice	684-451265	12/12/2022		
Transaction Date	12/8/2022	Citizens State Bank	10100	Total \$13.29
Refer	0 NOLTE, ROGER	-		
Cash Payment	E 101-42200-321 Communications Phone/	Text Msg Service Clicksend.com		\$100.00
Invoice		12/12/2022		
Transaction Date	12/8/2022	Citizens State Bank	10100	Total \$100.00
Refer	0 ON-SITE COMPUTERS, INC	-		

MANTORVILLE,MN

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Payments

Current Period: December 2022

Cash Payment	E 101-41500-300 Professional Svcs (GENE Remote Support				\$32.20
Invoice	CW82925	12/12/2022			
Transaction Date	12/8/2022	Citizens State Bank	10100	Total	\$32.20
Refer	0 PITNEY BOWES PURCHASE POWE	-			
Cash Payment	E 101-41500-322 Postage		Acct 8000-9090-0370-9701		\$247.53
Invoice	12/22/2022	12/12/2022			
Transaction Date	12/8/2022	Citizens State Bank	10100	Total	\$247.53
Refer	0 ROTO ROOTER	-			
Cash Payment	E 602-49450-220 Bldg.Repair and Mainten		Cust CITY8300 Jet Vac Several Lines		\$1,385.00
Invoice	134287	12/12/2022			
Transaction Date	12/8/2022	Citizens State Bank	10100	Total	\$1,385.00
Refer	0 SCHROEDER, WADE	-			
Cash Payment	E 101-41940-417 Uniforms		Boot And Clothing Reimbursement		\$148.98
Invoice		12/12/2022			
Transaction Date	12/8/2022	Citizens State Bank	10100	Total	\$148.98
Refer	0 SIMPLY TIDY, LLC	-			
Cash Payment	E 101-41940-439 Janitors				\$65.00
Invoice	3795	12/12/2022			
Transaction Date	12/8/2022	Citizens State Bank	10100	Total	\$65.00
Refer	0 STUSSY CONSTRUCTION INC	-			
Cash Payment	E 101-45200-401 Repairs/Maint Buildings		Skate Rink At Park		\$238.36
Invoice	323245	12/12/2022			
Transaction Date	12/8/2022	Citizens State Bank	10100	Total	\$238.36
Refer	0 SL CONTRACTING, INC	-			
Cash Payment	E 101-43100-570 Capital Outlay		Patching 06/01/2022		\$3,670.00
Invoice	14051	12/12/2022			
Cash Payment	E 101-43100-570 Capital Outlay		Striping 06/20/2022		\$6,450.00
Invoice	14065	12/12/2022			
Transaction Date	12/8/2022	Citizens State Bank	10100	Total	\$10,120.00
Refer	0 SANCO EQUIPMENT	-			
Cash Payment	E 101-43125-404 Repairs/Maint Machinery		Fork For Skidloader Cust BP0000630		\$424.63
Invoice	PS2019798	12/12/2022			
Transaction Date	12/8/2022	Citizens State Bank	10100	Total	\$424.63
Refer	0 VERIZON WIRELESS	-			
Cash Payment	E 101-42200-321 Communications Phone/		Acct 842209789-00001		\$54.68
Invoice	9921352032	12/12/2022			
Transaction Date	12/8/2022	Citizens State Bank	10100	Total	\$54.68
Refer	0 WARSAW	-			
Cash Payment	E 101-43160-381 Electric Utilities		Acct 116009445		\$3,357.75
Invoice	2211-6994D	12/12/2022			
Transaction Date	12/8/2022	Citizens State Bank	10100	Total	\$3,357.75
Refer	0 DECOOK EXCAVATING INC	-			
Cash Payment	E 313-47000-303 Engineering Fees		2022 Street Improvements		\$311,813.75
Invoice	12/06/22	12/12/2022			
Transaction Date	12/8/2022	Citizens State Bank	10100	Total	\$311,813.75

MANTORVILLE,MN

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Payments

Current Period: December 2022

Refer	0 XCEL ENERGY	-		
Cash Payment	E 101-43160-381 Electric Utilities	STREET LIGHTS		\$1,880.06
Invoice	805003840 12/12/2022			
Cash Payment	E 101-43160-381 Electric Utilities	300 MAIN N BRIDGE LIGHTS		\$43.63
Invoice	805003840 12/12/2022			
Cash Payment	E 101-43160-381 Electric Utilities	130 ST.HWY 57 S.CITY SIGN		\$19.12
Invoice	805003840 12/12/2022			
Cash Payment	E 101-43160-381 Electric Utilities	60003 ST.HWY 57 N CITY SIGN		\$30.69
Invoice	805003840 12/12/2022			
Cash Payment	E 101-42200-380 Utility Services	21 5TH STREET SIREN		\$28.65
Invoice	805003840 12/12/2022			
Cash Payment	E 101-42200-380 Utility Services	21 5TH STREET E FH/CH/PUMP		-\$31.41
Invoice	805003840 12/12/2022			
Cash Payment	E 101-42200-380 Utility Services	701 CHESTNUT SIREN		\$0.00
Invoice	805003840 12/12/2022			
Cash Payment	E 101-43160-381 Electric Utilities	410 CLAY POLE ON EDA LOT		\$31.43
Invoice	805003840 12/12/2022			
Cash Payment	E 101-41940-380 Utility Services	600 7TH STREET WEST MANTORFIEL		\$31.35
Invoice	805003840 12/12/2022			
Cash Payment	E 101-41940-380 Utility Services	340 CLAY RIVERSIDE W CENTER		\$41.37
Invoice	805003840 12/12/2022			
Cash Payment	E 101-41940-380 Utility Services	342 MAIN ST N RIVERSIDE NE		\$31.35
Invoice	805003840 12/12/2022			
Cash Payment	E 101-41940-380 Utility Services	601 GOLFVIEW DENNISON FIELD		\$33.13
Invoice	805003840 12/12/2022			
Cash Payment	E 101-41940-380 Utility Services	1008 EAST CITY SHOP		-\$119.76
Invoice	805003840 12/12/2022			
Cash Payment	E 602-49450-380 Utility Services	121 BLANCH WWTF+SEC+PUMP		-\$1,097.95
Invoice	805003840 12/12/2022			
Cash Payment	E 601-49400-380 Utility Services	841 BLANCH WTR WELL HOUSE		\$78.24
Invoice	805003840 12/12/2022			
Cash Payment	E 601-49400-380 Utility Services	924 JEFFERSON WATER TOWER		\$14.79
Invoice	805003840 12/12/2022			
Cash Payment	E 603-45183-381 Electric Utilities	324 MAIN ST N CAMPGROUND		-\$113.21
Invoice	805003840 12/12/2022			
Cash Payment	E 101-41940-380 Utility Services	101 BLANCH NEW SHOP		\$0.00
Invoice	805003840 12/12/2022			
Cash Payment	E 101-41940-380 Utility Services	15 4TH STREET WEST RIVERSIDE		\$32.22
Invoice	805003840 12/12/2022			
Cash Payment	E 602-49450-380 Utility Services	601 JEFFERSON LIFT STATION		\$15.95
Invoice	805003840 12/12/2022			
Cash Payment	E 602-49450-380 Utility Services	121 BLANCH AUTO PROTECT LIGHT		\$25.30
Invoice	805003840 12/12/2022			
Cash Payment	E 101-43160-381 Electric Utilities	CHRISTMAS LIGHTS		\$0.00
Invoice	805003840 12/12/2022			
Transaction Date	12/8/2022	Citizens State Bank 10100	Total	\$974.95
Refer	0 WEX HEALTH, INC.	Ck# 005789 12/12/2022		
Cash Payment	G 101-21714 Health Savings Account	Employer Aug-Nov 2022		\$1,224.93
Invoice	11/22/22 12/12/2022			

MANTORVILLE,MN

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Payments

Current Period: December 2022

Cash Payment	G 101-21714 Health Savings Account	Employee Aug-Nov 2022		\$350.00
Invoice	11/22/22	12/12/2022		
Transaction Date	12/8/2022	Citizens State Bank	10100	Total \$1,574.93
Refer	0 WEX HEALTH, INC.	Ck# 005790	12/12/2022	
Cash Payment	G 101-21714 Health Savings Account	HSA Employer Dec 2022		\$70.40
Invoice	12/05/22	12/12/2022		
Cash Payment	G 101-21714 Health Savings Account	HSA Employee Dec 2022		\$50.00
Invoice	12/05/22	12/12/2022		
Transaction Date	12/8/2022	Citizens State Bank	10100	Total \$120.40

Fund Summary

	10100 Citizens State Bank	
101 GENERAL FUND		\$36,499.42
313 GO SERIES BOND 2022A		\$311,813.75
601 WATER FUND		\$1,508.88
602 SEWER FUND		\$49,736.65
603 RV PARK		(\$113.21)
		<u>\$399,445.49</u>

Pre-Written Checks	\$6,091.52
Checks to be Generated by the Computer	\$393,353.97
Total	<u>\$399,445.49</u>

**CITY OF MANTORVILLE
DODGE COUNTY, MINNESOTA**

RESOLUTION 2022-51

**A RESOLUTION DESIGNATING POLLING PLACE
FOR 2023 CITY ELECTIONS**

WHEREAS, Minnesota Statute section 204B.16, Subdivision 1 requires the governing body of each municipality designate a polling place for each election precinct; and

WHEREAS, this designation must be made by December 31 of each year, and said designation is effective for the following calendar year, unless a change is made pursuant to Minnesota Statute 204B.175 or because the polling place becomes unavailable.

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

Precinct Name	Polling Place Location
Mantorville City	City of Mantorville 21 5 th Street East Mantorville, Minnesota 55955

Adopted by the City Council of the City of Mantorville, Minnesota, this 12th day of December 2022.

ATTEST:

Chuck Bradford
Mayor

Shirley R Buecksler
City Clerk-Treasurer

MANTORVILLE FIRE AND RESCUE

FIRE PROTECTION CONTRACT FOR 2023 - 2025

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

WHEREAS the Township is desirous of securing fire protection and response from Emergency Medical Responders (EMR) from the City, and the City agrees to afford the same with its existing Fire Department.

NOW THEREFORE, IT IS AGREED AS FOLLOWS:

1. The City agrees to provide fire protection, with the use of its existing Fire Department, to the Township for a period of three (3) year, commencing January 1, 2023 at the rate of \$95.00 per address for the year 2023, \$100.00 per address for the year 2024, and \$105.00 per address for the year 2025 for 84 locations. In consideration thereof, said Township will pay the agreed amount of \$7,980.00 for the year 2023, \$8,400.00 for the year 2024, and \$8,820.00 for the year 2025, as agreed.
2. Fire protection shall consist of Mantorville Fire and Rescue being subject to call at all times, in the event of an emergency within the Township limits, as defined by the Dodge County E911 system. The Township agrees that the City shall, at all times, have one (1) truck available to the municipal limits of the city of Mantorville.
3. Fire protection afforded to the Township shall be at all times when a fire truck is available from said City. In the event that a truck is not available, Mantorville Fire and Rescue will contact another Fire Department for assistance, in accordance with Mutual Aid Pacts with area Fire Departments.
4. Individual response calls will be billed out directly by Mantorville Fire and Rescue to owners of property within the Township to which the City provides fire service and in accordance with Chapters 96.01 and 33.01 of the Mantorville City Code.

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

City of Mantorville

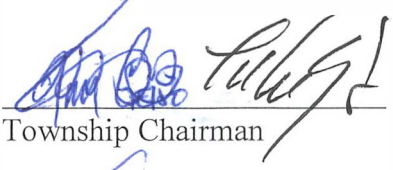
Chuck Bradford
Mayor

Date

Shirley R Buecksler
City Clerk-Treasurer

Date

Township of Milton



Township Chairman

Date



Township Clerk

Date

12-5-22

12/5/22

\$500

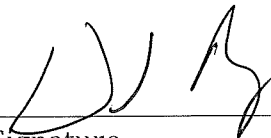
Other: depends on weight, container location and other factors.

Is collection of recyclables included in the above prices? NO

If no, what are the additional charges? depends on quantity and Size

Please identify what primary equipment used to collect refuse and/or recyclables.

2011 Mack


Signature

11-14-22
Date

DO NOT WRITE BELOW THIS LINE - OFFICE USE ONLY

Applicant has supplied the following:

Certificate of Insurance X
Copy of County License X
Fee Paid X

Council Approval Date: _____

Mayor

Date

City Clerk Treasurer

Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/15/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Cottingham & Butler Michael Saladino 800 Main St. Dubuque IA 52001	CONTACT NAME:	
	PHONE (A/C, No, Ext): 563-587-5000	FAX (A/C, No): 563-583-7339
E-MAIL ADDRESS:		
INSURER(S) AFFORDING COVERAGE		
INSURER A : American Zurich Insurance Company		
INSURER B : Zurich American Insurance Company		
INSURER C : Landmark American Insurance Company		
INSURER D : Navigators Insurance Company		
INSURER E :		
INSURER F :		

COVERAGES CERTIFICATE NUMBER: 1794296983 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☒ PROJECT ☐ LOC OTHER:			GLO0111153-05	12/31/2021	12/31/2022	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
A	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY			BAP0111154-05	12/31/2021	12/31/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 0			LHA096603	12/31/2021	12/31/2022	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000 \$
A B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WC0111152-05 WC7550640-04	12/31/2021 12/31/2021	12/31/2022 12/31/2022	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Excess Umbrella			CH21EXCZ03X3BIC	12/31/2021	12/31/2022	Occ/Agg Limit \$5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Additional Named Insureds: Heartland Recycling, L.L.C., Hoving Clean Sweep, LLC and Hoving Pit Stop, LLC, K. Hoving Recycling & Disposal, LLC, Dekalb County Recycling Systems, LLC, Active Disposal Co; Badgerland RE Holdings, LLC, Ecology Solutions, LLC, LRS Holdings, LLC; Roy Strom Refuse Removal Services, LLC; Greenwood Development, LLC; Greenwood Transfer, LLC; LRS Strom RE Holdings, LLC; LRS Portables LLC; LRS Exchange, LLC; LRS Septic, LLC, LRS of Minnesota, LLC; LRS Portables, LLC dba Jimmy's Johnnys, Inland Waste Solutions LLC dba Orion Waste Solutions, LRS Portables LLC dba Joy's Johns; Badgerland Disposal, LLC dba Royal Container Services, dba Badgerland Portables & Kinsale Contracting Group; Johnson County Refuse, Inc.; Crown Portables, LLC; Crown Restrooms

The certificate holder is additional insured on the General Liability policy per written contract between the named insured and the certificate holder that requires such a status subject to the terms and conditions of the endorsement attached to the policy.

CERTIFICATE HOLDER

CANCELLATION

City of Mantorville 21 5th Street E Mantorville MN 55955	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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**BOARD OF COUNTY COMMISSIONERS
DODGE COUNTY, MINNESOTA**

DATE: February 8, 2022

Resolution # 2022-7

Motion by: Allen

Department: Environmental Services
Name: Hauler Licenses

Seconded by: Toquam

WHEREAS, the following waste haulers have applied for a license to collect and transport solid waste in Dodge County:

Veit Disposal Systems; Freeborn County Coop Oil; LRS of MN, LLC; Hometown Haulers; Waste Management of Rochester; Sunshine Sanitation; Skjeveland Enterprises; Kruckeberg Services

WHEREAS, the Dodge County Environmental Services Department has reviewed the hauler's application and supplemental information and finds that it meets requirements set forth in Dodge County Solid Waste General Ordinance No. 1.

THEREFORE, BE IT RESOLVED, that the Dodge County Board of Commissioners grants a license to collect and transport solid waste in Dodge County for a period from February 8, 2022 through February 8, 2023 to the following haulers:

Veit Disposal Systems; Freeborn County Coop Oil; LRS of MN, LLC; Hometown Haulers; Waste Management of Rochester; Sunshine Sanitation; Skjeveland Enterprises; Kruckeberg Services.

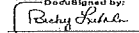
BE IT FURTHER RESOLVED that the enforceable conditions of each license are as follows:

- The licensee will comply with all provisions of Dodge County Ordinance and state law.
- The licensee will pay Transfer Station Tipping Fee and Waste-to-Energy Service Charge as determined by Dodge County.

ATTEST:

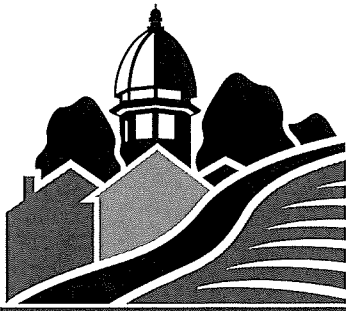


Tim Tjosaas, Chair



Becky Lubahn, Deputy Clerk

AYES: Allen, Tjosaas, Peterson, Toquam, Kenworthy



DODGE COUNTY
Historic. Vibrant. Rural.

LAND RECORDS DEPARTMENT

721 Main Street North
Mantorville, MN 55955-2205
Assessor: (507) 635-6245
Recorder: (507) 635-6250
Fax: (507) 635-6265
Toll-Free: (888) 600-5169

November 8, 2022

Shirley Buecksler, City Clerk
City of Mantorville
PO Box 188
Mantorville, MN 55955

RE: 2023 Assessment Agreements

Dear Shirley,

Enclosed is a copy of the 2023 Assessment Agreement between the City of Mantorville and Dodge County. Please sign and return the original agreement and the assessment fee to the Assessor's Office by February 28, 2023. The Assessment Fee for 539 parcels is \$6360.00.

If you have any questions, contact me at (507) 635-6245 or e-mail me at wendy.iverson@co.dodge.mn.us. Thank you for your prompt attention to the 2023 Assessment Agreement.

Sincerely,

Wendy S. Iverson, AMA
Assessment Office Manager

Enclosure

**ASSESSMENT AGREEMENT
BETWEEN
THE City of Mantorville AND DODGE COUNTY**

THIS AGREEMENT is made and entered into by and between the **City of Mantorville** and the **COUNTY OF DODGE**, State of Minnesota, this 8th day of November 2022.

WHEREAS, the City of Mantorville wishes to abolish the office of Local Assessor and enter into an agreement with the **COUNTY OF DODGE** to provide for the assessment of the property in said City by the County Assessor for the calendar year 2023;

WHEREAS, it is the wish of Dodge County to cooperate with said City to provide for a fair and equitable assessment of property;

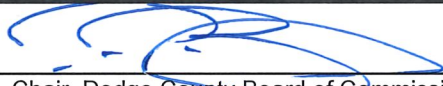
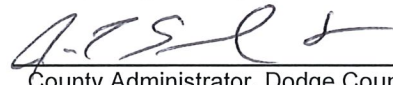
NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS HEREIN CONTAINED, IT IS AGREED AS FOLLOWS;

1. That the City of Mantorville, which lies within the boundaries of Dodge County, constitutes a separate assessment district, shall have its property assessed by the County Assessor of Dodge County for the assessment year 2023.

2. It is further agreed that the office of local assessor of the City of Mantorville is hereby abolished pursuant to the approval of the agreement, which shall be until December 31, 2023.

3. In consideration for said assessment services, the City of Mantorville agrees to pay Dodge County the sum of \$6360.00, such payment to be made payable to Dodge County on or before February 28, 2023.

IN WITNESS WHEREOF, the parties have executed this agreement this _____ day of _____ 20__.

	
City Clerk, City of Mantorville	Chair, Dodge County Board of Commissioners
	
Mayor, City of Mantorville	County Administrator, Dodge County
	11/9/2022
Date	Date

City **Mantorville**
 Date **11/1/2022** thru **11/30/2022**

<u>Agency</u>	<u>Incident_Nr</u>	<u>Location</u>	<u>LocCity</u>	<u>Activity</u>
K	202200004031	420 Bergman Dr	Mantorville	Assist Other Agency
K	202200004292	600 Washington St	Mantorville	Public Assist
S	202200008162	812 Hickory Ln	Mantorville	Residence/business Ck
S	202200008182	320 Main St N	Mantorville	Traffic
S	202200008186	904 Clay St	Mantorville	Lost Animals
S	202200008207	720 West St	Mantorville	Ambulance Run
S	202200008208	22 6th St E	Mantorville	Miscellaneous
S	202200008238	420 Bergman Dr	Mantorville	Disturbance
S	202200008259	527 5th St E	Mantorville	Miscellaneous
S	202200008263	721 Main St N	Mantorville	Alarm
S	202200008336	95 Scott Rd	Mantorville	Ambulance Run
S	202200008337	502 Main St N	Mantorville	Ambulance Run
S	202200008367	22 6th St E	Mantorville	Fugitive Warrant
S	202200008410	321 5th St W	Mantorville	Paper Service
S	202200008411	701 Clay St	Mantorville	Paper Service
S	202200008424	320 Main St N	Mantorville	Traffic
S	202200008476	924 Jefferson St	MANTORVILLE	9-1-1 Hang Up Call
S	202200008525	820 Chestnut St	Mantorville	Fraud
S	202200008575	920 Main St N	Mantorville	Ambulance Run
S	202200008580	501 Main St N	Mantorville	Found Property
S	202200008650	516 Main St N	Mantorville	Ambulance Run
S	202200008659	22 6th St E	Mantorville	Miscellaneous
S	202200008662	701 Blanch St	Mantorville	Suspicious Activity
S	202200008665	511 Blanch St	Mantorville	Suspicious Activity
S	202200008726	924 Jefferson St	MANTORVILLE	Cell Call Open Line
S	202200008756	527 5th St E	Mantorville	Ambulance Run
S	202200008775	320 Mantor Dr	Mantorville	Welfare Check
S	202200008788	22 6th St E	Mantorville	Assist Other Agency
S	202200008801	22 6th St E	Mantorville	Violate/cond-release
S	202200008802	706 West St	Mantorville	Ambulance Run
Total		30		



City Council Report

To: Mayor and Council
From: Shirley Buecksler, City Clerk-Treasurer
Date: December 12, 2022

2023 Mantorville Fire Department Billing Rates

BACKGROUND INFORMATION:

Mantorville Fire and Rescue is proposing new billing rates for 2023 as follows:

Description	2022 Rate	2023 Rate
Fire (e.g. Structure, Grass, Vehicle, etc.) – First two hours	\$500	\$750
Fire (e.g. Structure, Grass, Vehicle, etc.) – Hours beyond first two hours	\$150 per hour	\$250 per hour
Incident where major equipment and manpower used	\$500	\$750
Incident where major equipment and manpower used – Hours beyond first two hours	\$150 per hour	\$250 per hour
Alarm Investigation (e.g., carbon monoxide, smoke/odor)	\$250	\$500
False House Alarm System Triggered (investigate)	\$250	\$500
Hazardous Material Spill (e.g., fuel spill, etc.)	\$250	\$500
* Motor Vehicle Accident (per vehicle involved)	\$500	\$750
** Charge for Foam		\$250 per 5 gallons

* Motor vehicle accident changed to “per vehicle involved.”
2022 rates were divided among all vehicles involved.

** Removed “Replacement Cost for Foam” with Charge for Foam at \$250 per 5 gallons.

STAFF RECOMMENDATION:

Based on discussion, direct Staff to publish notice of public hearing for January 9, 2022 for an ordinance amendment to consider the above rate changes and any other amendments to the 2023 Master Fee Schedule.

EXHIBIT A

CITY OF MANTORVILLE

20223 MASTER FEE SCHEDULE

Fees shall be hereby established. In the event of a conflict, this Fee Schedule shall prevail:

ADMINISTRATIVE FEES:

Copies	25¢ per page black and white; (10¢ if paper furnished) 40¢ double-sided \$1.00 per page, color
NSF/Closed Account/Stop Payment	\$30.00 per check
Copy of Council Meeting recording (disk)	\$5.00 per disk
Duplicate License/Permit (any type)	\$10.00
Mileage Reimbursement	@ IRS allowed rate
Maps	\$1.00 black and white \$2.00 color
Assessment Search	\$30.00
Copy of City Code	\$65.00 - Binder \$50.00 – Non-binder
Affidavit of Candidacy Filing Fee	\$2.00
Open Records/Public Information Request	\$15.00 per hour
Document Recording	\$50.00
Mowing/Yard Cleanup/Other	\$100 per hour with a 1 hour minimum

BUILDING PERMIT FEES:

Administrative Fee	\$75.00 (not applied to flat fee permits)
Building Permit	30% of 1997 UBC rates
Plan Check Fee	65% of building permit fee
State Surcharge	.0005 of valuation
Commercial Reshingle	Contact CMS to determine, if flat fee
Door Replacement-Entire Frame-Unlimited	\$105.00
Flat Fee Permits: Reroof, reside, replace water heater, replace furnace, add fireplace, etc.	\$55.00
Mechanical Permit	\$55.00
Plumbing Permit	\$55.00
Window Replacement (Unlimited)-Entire Frame	\$105.00 (if vinyl inserts replacement – No Permit)
Ingress Windows – Flat Fee	Egress Windows – NOT FLAT FEE

Reissue of Expired Permit	Equal to original permit fee
Failure to Obtain Building Permit	\$150.00 or a sum equal to two times the building permit fee applicable to the project, whichever is greater

LAND USE FEES:

An additional fee of up to two (2) hours of consultant time may be added to land use applications. See specific application for consultant costs. Consultant time beyond two (2) hours will be discussed with the Applicant prior to the City proceeding with the application.

Preliminary Plat	\$350.00 + \$1.00/lot
Final Plat	\$150.00
Minor Subdivision	\$200.00 (less than 3 lots)
Variance	\$250.00
Rezone	\$250.00
Conditional Use Permit	\$250.00
Parkland Dedication	\$100.00 per lot
Annexation	\$300.00 + all associated costs
Appeal	\$150.00
Metes & Bounds Lot Split	\$250.00

UTILITIES:	
Water/Sewer Accessibility Charge to Developers	
Water (WAC)	\$1,000.00 per developable acre
Sewer (SAC)	\$2,000.00 per developable acre
Connection Fee for Residential and Commercial Construction	
Water	\$614.00 per building
Sewer	\$2,639.00 per building
2022 Utility Rates	
Water Base	\$18.75
Water per Thousand Gallons	\$ 4.66
Sewer Base	\$34.74
Sewer per Thousand Gallons Water	\$ 8.20
Water Shut Off/Reconnection	\$100.00
<i>**Residents that leave for the winter months and request their water to be shut-off at the curb will be charged the \$100 fee when the water is turned back on. Monthly Base fees are not charged when the water is shut off at the curb.</i>	
STORM WATER	
Residential – Less than 2 Acres	\$3.00 per month
Residential – More than 2 Acres	\$4.00 per month

Non-Residential	\$15.00 per acre with a \$5.00 minimum charge
Sump Pump Violations	\$100.00 per day of non-compliance
FAILURE TO INSTALL A WATER METER	\$50.00 per month, in addition to regular utility charges
Outside Water Meter/Meter Replace	\$300.00
MDH Fee (set by State)	\$.81 per month
UB Late Fee	20% of outstanding current month bill
Bulk Water Rate	\$10.00 per thousand gallons + Water Base Fee

LICENSE & PERMIT FEES:

Alcoholic Beverages – Set by State Statute	
3.2% Malt Liquor On Sale	\$200.00
3.2% Malt Liquor Off Sale	\$100.00
Consumption & Display	\$250.00 (check made out to State of Minnesota)
Intoxicating On Sale	\$2,500.00
Intoxicating Off Sale	\$100.00
Club On Sale	\$100.00
Sunday Intoxicating On Sale	\$200.00
Wine On Sale	\$500.00
Investigation	Associated Costs
Temporary Liquor	\$25.00 per day
Mantorville Brewery	\$142.00
Mechanical Amusement Devices	\$50.00 (1-4 devices); \$15.00 each additional
Dog License	
Lifetime License	\$25.00
Replacement Tag	\$5.00
Dog Impound Fees 2022	See attached impound form
Kennel License	\$150.00; Renewal N/C
Chicken Permit	\$25.00; Renewal N/C
Garbage Haulers Permit	\$500.00 annually
Fireworks Display	\$25.00 each show
Peddlers/Solicitor	
Per day, per applicant	\$10.00
Background Investigation	\$100.00
Excavation Permit (right-of-way)	\$30.00

Water/Sewer Contractor Permit	\$30.00 (Contractor's License to do work)
Bond Amount	\$25,000.00 (copy of State required bond)
Park Shelter Reservation	\$30.00 per day
Permanent Sign Permit	\$50.00 + any required Building Permit
Rental Property License	\$25.00 each dwelling containing less than 4 units; \$30.00 each dwelling for 4 to 8 units; \$3.50 per day (up to 20 days) for failure to renew license
Golf Cart Permit	\$5.00 (handicapped)

**MANTORVILLE FIRE DEPARTMENT
2023 BILLING RATES**

	Cost
Fire (e.g., Structure, Grass, Vehicle, etc.) – First two hours	\$500 <u>750</u> .00
Hours beyond first two hours	\$150 <u>250</u> .00 per hour
Incident where major equipment and manpower used	\$500 <u>750</u> .00
Hours beyond first two hours	\$150 <u>250</u> .00 per hour
Request for Assistance (minimal or no equipment used)	\$250.00 per hour
Request for Assistance (cancelled before arrival)	NO CHARGE
Alarm Investigation (e.g., carbon monoxide, smoke/odor)	\$250 <u>500</u> .00
False House Alarm System Triggered (investigate)	\$250 <u>500</u> .00
False House Alarm System Triggered (cancelled before arrival)	NO CHARGE
Hazardous Material Spill (e.g., fuel spill, etc.)	\$250 <u>500</u> .00
Motor Vehicle Accident (<u>per vehicle involved</u>)	\$500 <u>750</u> .00
First Responder Only Request	NO CHARGE
<u>Charge for Foam</u>	<u>\$250.00 per</u> <u>5 gallons</u>

~~** Multiple vehicles involved – total bill divided among all vehicles~~

Direct Expense Additions

~~Replacement Cost for Foam~~

Mutual Aid Bills from Other Fire Departments
(typically fuel, foam)

Mutual Aid Provided to Other Departments --- cost of fuel and foam

Travel time is not included in any billing hours.

202~~2~~3 CAMPSITE FEE SCHEDULE
WATER – SEWER – ELECTRIC
SITES 1 – 10

All fees listed include required State tax

1 NIGHT	\$30.00
2 NIGHTS	\$60.00
3 NIGHTS	\$90.00
4 NIGHTS	\$120.00
5 NIGHTS	\$150.00
6 NIGHTS	\$180.00
WEEKLY	\$210.00
MONTHLY	\$840.00

MANTORVILLE FIRE DEPARTMENT

December 2022 General Members Meeting

Call to Order:

- The meeting was called to order at: 21:24

Member's in Attendance:

- JJ, Curt, Jeff, Dave, Paul, Jim, Russ, Scott, Steve, Nate B., Joey, Brett, Kyle, Duke, Nate S., Orion, Ryan, Logan, Tristan, Annika, Angel, Scott

Chief's Report:

- Door code needs to change
- Officer Meeting Change to Tuesday nights
- Duke and I will be attending the City Council Meeting on the 12th for approval to approve Duke as new Chief.
- MBT donation ideas
- Pull Tabs discussion
- Eagle Bluff Thank you card
- Budget was approved for 2023
- Thanks for all of the help with Toys for Tots
 - Over \$1550.00 in cash collected
 - Lots of toys

Assistant Chief:

- Out Sick

Deputy Chief:

- Grain Bin Rescue Tube
 - Claremont Chamber \$\$'s
- Shed Doors

Fire Marshall:

- 1 MVA
- 1 MVA Canceled
- 2 Call Total

Training Officer:

- Working on next year's training.
- Angel is signed up for fire school.
- Air compressor training/ Truck driving/ Air Bag training for 2nd Wed. Training

Equipment:

- Mustang suits are only supposed to be good for 10 years.
 - One is getting repaired.
- Compressor was serviced.
- Portable compressor was serviced.

- \$13,000 to replace the remaining pagers.
- Pumper 1 was left unplugged and wouldn't start after service. Looking to install a notification system so we can notify someone if it gets left unplugged.
- Pumper 2 was also left unplugged.
- New pagers have been programmed but aren't working.
-

Vehicles:

- Betsy- In our Shed.
- Pumper 1-Pump was tested. Scene light pole replaced. Right scene light bulb replaced, pump drain cable replaced, cabinet lights and switches were repaired, onboard charger replaced, and the rear heat is on.
- Pumper 2 -Pump was tested, Tank to pump valve was repaired, and scene light was ordered.
- Chevy Pick Up -Pump was winterized.
- Tanker 1 -Winterized and rear fill valve was replaced
- Tanker 2 -Alternator was replaced.
- Grass Rig -
- Rescue Truck -Tire chains were lubricated, left outer driver tire was repaired.

First Responder's:

- Received \$100 donation.

Treasurer

- Bills:\$6,664.02
- Discussed bills
- Motion made by: Jim to pay bills as stated
- 2nd by: JJ
- Motion carries

New Business:

- Motion made by: JJ to get a computer for Pumper 1 to tell us if the truck was plugged in.
- 2nd by: Duke
- Motion Carries

Old Business:

-

Active Committees

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

Point Report:

- Motion made by: to approve the point report
- 2nd by:
- Motion approved.
- Tabled Point Report till January Meeting, waiting on one Call Sheet.

Clerk/ Calendar

- Dec 14 1830 Fire Training
- Dec 21 1830 Maintenance
- Dec 28 1800 Truck Committee Meeting
- **JAN 2023 Lunch: JJ, Angel, Ryan**
- Jan 2 1900 Officer Meeting
- Jan 4 1830 1st Wed Drill , Monthly meeting

- Motion made to adjourn by: Jim
 - 2nd by: JJ
- Meeting Adjourned at: 21:45

CITY OF MANTORVILLE
2023

BUDGET 2023
DRAFT

Council: December 12, 2022

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TOTAL REVENUES AND EXPENDITURES

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2023 General Budget w/ 2022 YTD

Updated 11.22.22

			2021 Budget	2021 Actual	2022 Budget	2022 YTD	% of Budget	2023 Budget	COMMENTS
LEVY BREAKDOWN									Preliminary
Account			Final Levy Set		Final Levy Set				
			\$530,034.00		\$551,235.36			\$600,847.00	
31000		Property tax		\$308,639.55	530,034.00			\$551,235.36	
		Property tax + 1%			535,334.34			\$556,747.71	
		Property tax + 2%			540,634.68			\$562,260.07	
		Property tax + 3%			545,935.02			\$567,772.42	
		Property tax + 4%			551,235.36	\$340,874.95	61.84%	\$573,284.77	
		Property tax + 5%			556,535.70			\$578,797.13	
		Property tax + 6%			561,836.04			\$584,309.48	
		Property tax + 7%			567,136.38			\$589,821.84	
		Property tax + 8%			572,436.72			\$595,334.19	
		Property tax + 9%			577,737.06			\$600,846.54	Preliminary budget set at 9% for 2023
		Property tax +10%			583,037.40			\$606,358.90	
		Property tax + 11%			588,337.74			\$611,871.25	
		Property tax + 12%			593,638.08			\$617,383.60	
		Property tax + 13%			593,638.08			\$622,895.96	
		Property tax + 14%			593,638.08			\$628,408.31	
		Property tax + 15%			593,638.08			\$633,920.66	

2023 Preliminary Budget Analysis

Impacts on Budget

REVENUES

- 1 Local Government Aid: \$316,811 (Increase of \$3,397)
- 2 Proposed Utility Increases:

EXPENSES

- 1 Payroll: 6% COLA Increase; 4% Merit Increase for Full-Time Staff (approved Oct 2022)
- 2 Health Insurance: 5%
- 3 Dental Insurance: 17% Single; 9% Single+Spouse; 31% Single+Child(ren); 28% Single, Spouse+Child(ren)
- 4 Liability Insurance: see enclosed information from LMCIT (League of Minnesota Cities Insurance Trust)
- 5 Workers Comp: see enclosed from LMCIT

2023 General Budget w/ 2022 YTD

Updated 12.08.22

			2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Budget	COMMENTS
101- REVENUES							Preliminary	
31000	Property Tax		\$530,034.00	\$528,995.91	\$551,235.00	\$340,874.95	\$600,846.54	Preliminary budget for 2023 set at 9%
32000	Permits & Licenses		\$3,000.00	\$3,200.96	\$3,000.00	\$2,060.00	\$3,000.00	Contractor, rental, fireworks
32110	Liquor Licenses		\$5,500.00	\$5,500.00	\$8,200.00	\$10,775.06	\$8,200.00	Liquor License fees
32210	Building Permits		\$5,000.00	\$25,534.72	\$10,000.00	\$13,691.09	\$10,000.00	Building permit fees
32240	Animal Licenses		\$200.00	\$100.00	\$200.00	\$50.00	\$200.00	Dog tags
32241	Animal Impound Fee		\$500.00	\$0.00	\$250.00	\$0.00	\$250.00	Animal impoundt fees
33000	Intergovernmental Revenues			\$0.00	\$0.00	\$1,612.95	\$0.00	Typically grant dollars (FD DNR grant)
33160	Other Grants - Health			\$0.00	\$0.00	\$0.00	\$0.00	Staff health and wellness dollars
33170	FEMA Grants		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
33400	State Grants & Aids		\$0.00	\$66,115.76	\$64,019.00	\$66,115.75	\$0.00	2020 COVID Relief Funds; ARPA Fund of 64,019.30 received in 2021 and; 64,019.30 received in 2022
33401	Local Government Aid		\$308,732.00	\$308,702.00	\$313,414.00	\$156,707.00	\$316,811.00	LGA Amount Expected for 2022
33402	Market Value Credit		\$0.00	\$154.42	\$0.00	\$78.64	\$0.00	Revenue offset of property tax
33422	Other State Aid Grants			\$29,338.00	\$0.00	\$0.00	\$0.00	
33423	PERA Aid		\$1,041.00	\$0.00	\$1,041.00	\$0.00	\$1,041.00	Offset to PERA; employee retire
33440	Fire Department Grant		\$0.00	\$11,336.69	\$0.00	\$4,000.00	\$0.00	DNR/Training grants, FD AFG grant for air packs
33610	County Highway Aid		\$3,500.00	\$4,646.46	\$3,500.00	\$5,672.43	\$3,500.00	Aid dollars to offset highway mtnc
34101	City Property Rent Revenue		\$10,800.00	\$10,800.00	\$10,800.00	\$11,016.00	\$10,800.00	Tower lease with AT&T
34103	Zoning and Subdivision Fees		\$1,000.00	\$0.00	\$0.00	\$2,436.00	\$0.00	PZ public hearing/other zoning
34107	Assessment Search Fee		\$750.00	\$900.00	\$750.00	\$120.00	\$0.00	Property assessment search requests - City does not charge as of 2022
34202	Fire Department Contracts		\$64,768.00	\$65,648.00	\$64,768.00	\$57,376.00	\$70,585.00	Based on new 2023 rates approved by FD and CC; annual township contracts. Wasioja's 2022 payment of \$7,392 was paid Dec 2021.
34203	Fire Dept. - Fire calls		\$500.00	\$0.00	\$250.00	\$1,605.00	\$250.00	Fees on fire calls
34780	Park Fees		\$750.00	\$995.00	\$750.00	\$1,020.00	\$750.00	Shelter rental fees
35000	Fines and Forfeits		\$2,500.00	\$2,234.05	\$2,500.00	\$897.16	\$2,500.00	City share of DC issued tickets
36200	Miscellaneous Revenues		\$1,500.00	-\$7,305.77	\$1,500.00	\$6,886.48	\$1,500.00	Copies, scrap metal, auction items revenue (boom truck Dec 2022) (Increased prelim from \$150 to \$1500)
36201	Refunds and Reimbursements		\$8,000.00	\$9,155.35	\$8,000.00	\$3,125.43	\$8,000.00	Dividend checks LMC, LMCIT hail damage claim \$173,600
36210	Interest Earnings		\$3,000.00	\$1,233.48	\$3,000.00	\$73.28	\$3,000.00	Interest on investments, savings, checking
36230	Contributions and Donations		\$0.00	\$300.00	\$0.00	\$3,286.08	\$0.00	General for city items; NNO
38050	Cable Franchise Fees		\$6,500.00	\$6,014.67	\$6,500.00	\$5,058.76	\$6,500.00	Cable franchise fees, KM-Tel, Mediacom

39200		Interfund Operating Transfer		\$0.00	\$0.00	\$0.00	\$0.00	
39201		Transfer from General Fund		\$0.00	\$0.00	\$2,540.00	\$0.00	ARPA funds for Laserfiche (\$1,940) and Basement Door (\$600)
39202		Contribution-Enterprise Funds		\$0.00	\$0.00	\$0.00	\$0.00	
39203		Transfer from General Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Revenue transferred in from General Fund
39301		Capital Lease Proceeds		\$0.00			\$0.00	
		Total Revenues	\$427,541.00	\$544,603.79	\$1,053,677.00	\$697,078.06	\$1,047,733.54	

2023 General Budget w/ 2022 YTD

Updated 12.08.22

			2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Budget	COMMENTS
101- EXPENDITURES							Preliminary	
41110		LEGISLATIVE (MAYOR/COUNCIL)						
	101	Salaries	\$9,200.00	\$9,300.00	\$9,200.00	\$0.00	\$9,200.00	
	120	Council Benefits	\$800.00	\$703.80	\$800.00	\$0.00	\$800.00	Tax, SS, Medicare, etc.
	151	Workers Comp Ins. Premium	\$105.00	\$201.14	\$105.00	\$121.00	\$121.00	Work Comp for Council Members
	208	Training, Mileage	\$1,000.00	\$450.00	\$500.00	\$257.00	\$1,500.00	LMC Council Member Training (LMC)
	352	Publishing	\$2,000.00	\$1,641.41	\$1,800.00	\$1,894.78	\$1,800.00	Legal Notices Published
	365	Other Insurance		\$0.00	\$0.00	\$0.00	\$0.00	
	430	Miscellaneous	\$0.00	\$49.86	\$0.00	\$0.00	\$0.00	
	433	Dues and Memberships	\$1,600.00	\$2,620.27	\$1,700.00	\$1,906.60	\$2,030.00	Dues to LMC, SEMM, SESC, MCFOA, IIMC
	490	Donations to Civic Organizations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		TOTAL	\$14,705.00	\$14,966.48	\$14,105.00	\$4,179.38	\$15,451.00	

2023 General Budget w/ 2022 YTD

Updated 12.08.22

			2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Budget	COMMENTS
101- EXPENDITURES							Preliminary	
41410		ELECTIONS						
	101	Salaries	\$0.00	\$0.00	\$3,000.00	\$3,937.75	\$0.00	2020: City was reimbursed \$1648 for the PNP (Mar 2020 Primary) which included costs for new election equipment. 2022: Increased EJ pay from \$10 to \$12/hr and HJ from \$11 to \$12.50/hr. The May 24, 2022 Special Election was scheduled after the budget was complete. 41410 will be over budget.
	120	Benefits		\$0.00	\$0.00	\$16.07	\$0.00	
	430	Miscellaneous	\$0.00	\$0.00	\$300.00	\$373.73	\$0.00	
		TOTAL	\$0.00	\$0.00	\$3,300.00	\$4,327.55	\$0.00	

41500		Financial Administration						
	101	Salaries	\$69,550.00	\$70,425.80	\$69,717.30	\$12,251.85	\$78,716.14	Clerk and Deputy Clerk's wages not all posted
	120	Employee Benefits	\$22,500.00	\$20,590.75	\$22,392.96	\$22,406.70	\$34,831.60	Tax WH, SS, Medicare, Health, Dental, etc.
	151	Workers Comp Insurance	\$400.00	\$802.56	\$400.00	\$996.00	\$996.00	Workers comp rate higher for 2022
	200	Supplies	\$700.00	\$1,363.92	\$700.00	\$1,619.89	\$1,500.00	City Hall related Supplies (Increased prelim from \$1000 to \$1500)
	208	Training, Mileage	\$1,500.00	\$1,488.33	\$1,500.00	\$1,513.06	\$1,500.00	Training/Conference Clerk, Asst Clerk (Decreased prelim from \$2000 to \$1500)
	300	Professional Services	\$1,800.00	\$5,587.56	\$6,000.00	\$7,182.29	\$6,000.00	Banyon \$3,960 (2021) + \$135 (increase for 2022)= \$4,095 On Site Computers Backup \$900 Laserfiche \$1,940 (reimbursed by ARPA funds)
	312	Animal Impound Fees	\$500.00	\$0.00	\$250.00	\$0.00	\$250.00	
	315	Recording Fees	\$200.00	\$230.00	\$200.00	\$409.45	\$300.00	Paid to Dodge County Recorder (Increased prelim by \$100)
	322	Postage	\$3,700.00	\$4,235.92	\$4,000.00	\$3,731.26	\$4,200.00	Monthly UB mail, all other correspondence, supplies; additional mailings in 2022
	350	Printing/Binding	\$1,250.00	\$2,143.89	\$1,250.00	\$1,881.53	\$1,250.00	All printing + copier maintenance costs
	437	Other Miscellaneous	\$1,000.00	\$1,568.82	\$1,000.00	\$1,804.24	\$1,000.00	Misc Items plus \$500 for National Night Out
	444	COVID-19 Emergency	\$0.00	\$263.20	\$0.00	\$0.00	\$0.00	
	445	Health & Wellness	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Funded through SESC
	570	Capital Outlay	\$6,000.00	\$3,116.36	\$6,000.00	\$0.00	\$6,000.00	Paperless Project, copier, computers; 2020 Wage and Compensation Study
	700	Funds Transfer	\$0.00	\$0.00	\$0.00	(\$1,940.00)	\$0.00	Laserfiche - 2 Licenses and Start-up reimbursed by ARPA funds
		Total Financial Administration	\$109,100.00	\$111,817.11	\$113,410.26	\$51,856.27	\$136,543.74	

41530		Accounting						
	301	Accounting & Auditing Services	\$18,550.00	\$18,300.00	\$18,550.00	\$19,600.00	\$19,600.00	Yearly Audit Expense/Contract
		Total Accounting & Auditing Services	\$18,550.00	\$18,300.00	\$18,550.00	\$19,600.00	\$19,600.00	

41550		Assessing						
	310	Assessing	\$6,506.00	\$6,156.00	\$7,206.00	\$6,656.00	\$6,360.00	Dodge County Contract Yearly (2023 Contract received at \$6,360)
		Total Assessing	\$6,506.00	\$6,156.00	\$7,206.00	\$6,656.00	\$6,360.00	

41600		Law/Legal Services						
	304	Legal Fees	\$24,000.00	\$25,871.80	\$20,750.00	\$11,193.12	\$20,000.00	Includes \$750 Codification
		Total Law/Legal Services	\$24,000.00	\$25,871.80	\$20,750.00	\$11,193.12	\$20,000.00	

2023 General Budget w/ 2022 YTD

Updated 12.08.22

			2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Budget	COMMENTS
101- EXPENDITURES							Preliminary	
41940		General Govt. Buildings/Plant						
	200	Supplies	\$700.00	\$799.01	\$1,000.00	\$1,024.20	\$1,100.00	Supplies related to Buildings (lights, furnace, water, flags etc.)
	220	Building Maintenance & Repairs	\$2,500.00	\$64,462.71	\$2,500.00	\$4,323.99	\$2,500.00	Repairs to all govt bldgs; reroof from hail damage.
	228	Equipment Repairs & Maintenance	\$500.00	\$6,209.50	\$500.00	\$123.76	\$500.00	Repairs to Computers
	321	Communications	\$4,000.00	\$4,752.85	\$4,000.00	\$2,441.45	\$4,000.00	Telephone, Internet, Fax
	362	Property Insurance	\$23,000.00	\$22,883.00	\$23,000.00	\$21,824.00	\$23,000.00	Insurance for all City Property
	380	Utilities	\$11,000.00	\$12,756.35	\$11,000.00	\$9,710.65	\$13,000.00	Electric Gas (Increased prelim by \$2,000)
	384	Refuse, Garbage	\$1,600.00	\$1,722.98	\$2,160.00	\$1,402.50	\$2,000.00	Added \$510 for City Hall dumpster (split with Fire)
	417	Employee Uniforms	\$1,000.00	\$998.20	\$1,000.00	\$63.97	\$1,400.00	\$500/yr non office employees; \$200/yr office employees
	439	Janitors	\$800.00	\$312.50	\$600.00	\$1,430.00	\$1,560.00	Janitorial service @ \$65 twice monthly
		Total General Govt. Buildings/Plant	\$45,100.00	\$114,897.10	\$45,760.00	\$42,344.52	\$49,060.00	

41950		Engineering Professional Services						
	303	Engineering Fees	\$5,000.00	\$1,278.58	\$20,000.00	\$7,308.43	\$7,000.00	Smoke Testing in 2020, City Maps Revisions, 2020 Street Proj. (Decreased prelim by \$18,000 for reallocating)
		Total Engineering Services	\$5,000.00	\$1,278.58	\$20,000.00	\$7,308.43	\$7,000.00	

2023 General Budget w/ 2022 YTD

Updated 12.08.22

			2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Budget	COMMENTS
101- EXPENDITURES							Preliminary	
42100		Police Protection Contract						
	310	Other Professional Services	\$98,226.00	\$98,910.30	\$100,963.20	\$75,722.40	\$104,250.00	2023 Contract Rate
		Total Police Protection Contract	\$98,226.00	\$98,910.30	\$100,963.20	\$75,722.40	\$104,250.00	

42200	Fire Protection							
	101	Salaries	\$20,000.00	\$20,017.00	\$20,000.00	\$20,014.00	\$20,000.00	
	120	Employee Benefits	\$1,650.00	\$490.84	\$1,650.00	\$2,016.08	\$1,650.00	
	124	Fire Pension Contribution	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	
	130	Insurance	\$250.00	\$56.00	\$250.00	\$14.00	\$250.00	
	151	Workman's Comp	\$4,200.00	\$8,028.60	\$4,200.00	\$7,313.00	\$7,313.00	Workers' Comp insurance increased for 2022-23
	208	Training, Mileage	\$5,000.00	\$5,440.00	\$5,000.00	\$9,275.15	\$6,000.00	Additional Firefighters hired in 2022
	212	Motor Fuels	\$2,500.00	\$2,420.83	\$2,500.00	\$1,954.77	\$2,500.00	
	217	Operating Supplies	\$1,500.00	\$949.77	\$1,500.00	\$1,861.08	\$2,000.00	
	228	Equipment Repair/Maintenance	\$15,000.00	\$10,068.06	\$10,000.00	\$7,978.30	\$10,000.00	
	240	Tools and Minor Equipment	\$18,000.00	\$19,388.35	\$20,000.00	\$15,751.59	\$20,000.00	
	311	First Responder Train/Equip	\$3,000.00	\$3,192.14	\$3,000.00	\$7,847.21	\$4,000.00	Line to be looked at by Fire - some charges may be moved to another line item
	321	Communications	\$650.00	\$1,138.55	\$1,000.00	\$936.82	\$1,000.00	
	380	Utilities	\$7,000.00	\$6,602.27	\$5,000.00	\$3,703.77	\$5,000.00	
	381	Electric Utilities			\$0.00	\$0.00	\$0.00	
	384	Refuse, Garbage			\$510.00	\$412.50	\$510.00	
	433	Dues and Memberships	\$800.00	\$600.00	\$800.00	\$1,850.00	\$2,000.00	Explorer Program
	437	Miscellaneous	\$800.00	\$15,562.95	\$800.00	\$0.00	\$800.00	
	442	Grant Award Related Expenses	\$0.00	\$1,857.50	\$0.00	\$0.00	\$0.00	Grant Awarded to FD
	570	Capital Outlay	\$25,000.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00	
		Turn Out Gear			\$15,000.00	\$0.00	\$15,000.00	NFPA compliance replacement 2018.
		Transfer for Replacement			\$0.00		\$0.00	Bottle Replacement
	701	Transfer to FD Equipt Fund				(\$28,246.00)		ARPA fund transfers and previous year amount (need to move \$21,246 unspent 2021 dollars to 570)
		Transfer to Fire Truck Bond Fund	\$12,500.00	\$12,500.00	\$12,500.00	\$0.00	\$12,500.00	
		FIRE HALL UPGRADES PROJECT						

		Training & Equipment Grants Received				(\$4,000.00)		Compeer grant \$4000
	720	Operating Transfers		\$0.00	\$0.00		\$0.00	
		Total Fire Protection **	\$121,850.00	\$112,312.86	\$117,710.00	\$52,682.27	\$124,523.00	
		** 240 & 570 budget balance carries over to truck/equip fund each year.						

42400		Building Inspections						
	300	Professional Services	\$5,000.00	\$11,521.37	\$10,000.00	\$9,035.80	\$10,000.00	
	314	Blight Removal (Demo)	\$7,000.00	\$0.00	\$0.00	\$0.00	\$0.00	Demo of Old Shop Building in 2020 + Asbestos Report
		Total Building Inspections	\$12,000.00	\$11,521.37	\$10,000.00	\$9,035.80	\$10,000.00	

2023 General Budget w/ 2022 YTD

Updated 12.08.22

			2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Budget	COMMENTS
101- EXPENDITURES							Preliminary	
43100	Streets Department							
	101	Salaries	\$37,800.00	\$42,774.27	\$39,313.38	\$28,716.36	\$45,068.57	
	120	Employee Benefits	\$14,600.00	\$15,379.44	\$14,821.24	\$11,714.46	\$15,439.62	
	151	Workmans Comp	\$3,500.00	\$5,017.50	\$3,500.00	\$3,819.00	\$3,819.00	
	200	Supplies	\$1,500.00	\$1,421.07	\$1,500.00	\$222.74	\$1,500.00	
	208	Training/Mileage	\$500.00	\$215.00	\$500.00	\$40.00	\$500.00	
	212	Motor Fuels	\$2,500.00	\$2,907.77	\$2,500.00	\$3,920.85	\$4,000.00	(Increased prelim by \$1500)
	224	Street Maintenance Materials	\$7,000.00	\$9,662.99	\$7,000.00	\$38,981.75	\$9,000.00	\$29,760 for 3rd St ditch repair under 700 (Increased prelim by \$1000)
	228	Equipment Repair and Maintenance	\$3,000.00	\$6,607.18	\$3,000.00	\$1,802.42	\$3,000.00	
	229	Safety/OSHA	\$1,200.00	\$1,557.37	\$1,200.00	\$178.66	\$1,200.00	
	230	Capital Lease Expense	\$18,331.00	\$0.00	\$18,331.00	\$0.00	\$18,331.00	\$18,331 for 2021 and 2022
	240	Tools and Minor Equipment	\$1,000.00	\$750.41	\$1,000.00	\$489.50	\$1,000.00	
	303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Street project
	443	FEMA Related Expenses	\$0.00	\$16,350.00	\$0.00	\$0.00	\$0.00	Hail damage repairs
	570	Capital Outlay	\$13,000.00	\$22,777.00	\$19,950.00	\$21,359.72	\$19,950.00	Includes proposal for striping; Minor Patching/Repairs, Striping, Sweeping; painting of City curbs \$700 (Moved payment to SL Contracting of \$19,459.72 from 101.41950.303 Engineering Fees to here)
	603	New Wheel Loader Payment (short term debt)		\$36,664.00	\$0.00	\$0.00	\$0.00	Last payment was in 2021; Payments start 2017 = \$31,320.13 Principal, \$5,342.40 Interest; Last pmt in 2021
	700	Transfer in from CIP	-\$18,331.00	-\$18,331.00	-\$18,331.00	(\$29,760.00)	-\$18,331.00	ARPA and 2021 year-end transfer
		Additional CIP Items					\$10,800.00	Repair of adjustment rings for manholes on 9th St and Walnut St
		Total Streets Department	\$85,600.00	\$143,753.00	\$94,284.62	\$81,485.46	\$115,277.19	

43125	Ice and Snow Removal							
	212	Motor Fuels	\$3,500.00	\$595.64	\$2,000.00	\$967.77	\$2,000.00	
	404	Repair/Maintenance Machinery	\$3,000.00	\$1,263.58	\$3,000.00	\$4,626.26	\$3,000.00	Plow Truck, Grader Maint and Repair Costs
	406	Snow/Ice Removal	\$10,000.00	\$18,617.38	\$10,000.00	\$6,549.98	\$10,000.00	Costs to Swenke for Snow Removal
	570	Capital outlay	\$5,300.00	\$0.00	\$2,000.00	\$0.00	\$0.00	Large Machinery Equipment Replacement, Blades (Decreased prelim by \$2000)

		Total Ice and Snow Removal	\$21,800.00	\$20,476.60	\$17,000.00	\$12,144.01	\$15,000.00	
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43160		Street Lighting						
	381	Electric Utilities	\$23,000.00	\$24,995.00	\$30,000.00	\$44,695.86	\$35,000.00	All Streets Lighting; 2021 actual expenses were recorded by auditor; expect same for 2022 (solar/electric)
		Total Street Lighting	\$23,000.00	\$24,995.00	\$30,000.00	\$44,695.86	\$35,000.00	

2023 General Budget w/ 2022 YTD

Updated 12.08.22

			2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Budget	COMMENTS
101- EXPENDITURES							Preliminary	
45200		Parks & Recreation						
	101	Salaries	\$33,000.00	\$32,049.68	\$34,237.89	\$22,563.42	\$39,152.97	Staff Portion Related to Parks, includes seasonal
	120	Employee Benefits	\$10,500.00	\$9,701.32	\$10,290.05	\$7,012.74	\$10,777.51	Staff Portion Related to Benefits
	151	Work Comp	\$500.00	\$2,007.40	\$2,000.00	\$3,423.00	\$3,423.00	
	200	Supplies	\$1,500.00	\$6,636.62	\$1,500.00	\$1,554.43	\$1,500.00	Supplies needed for Parks, (TP, Towels, Soap)
	210	Tax & Licensing	\$62.00	\$173.39	\$62.00	\$66.49	\$65.00	Sales & Use Tax on Shelter Rental
	212	Fuel	\$1,000.00	\$1,947.66	\$1,000.00	\$2,997.32	\$3,000.00	
	401	Repairs and Maintenance Buildings	\$8,500.00	\$13,470.71	\$6,000.00	\$5,975.88	\$6,000.00	Maintenance & Supplies to maintain Park Buildings/Ball Fields/Parks; grass seed, weed killer; shakopee rock; paint
	404	Repairs and Maintenance Machinery	\$1,000.00	\$3,489.04	\$2,000.00	\$3,347.31	\$2,000.00	Park Equipment, Mowers, Gator, Etc.
	410	Rental	\$1,000.00	\$894.24	\$1,000.00	\$0.00	\$1,000.00	Port a Potty Rental Fees
	430	Miscellaneous	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$5,000.00	Joint Powers Agreement (Addt.\$2500 request) 2023 will go back to \$5K
	437	Other Miscellaneous	\$0.00	\$0.00	\$0.00	\$6,524.69	\$0.00	
						(\$2,454.89)		SHIP Grant received Nov 2021 for bench and picnic tables (Tree Top Products invoice of 6/29/22 \$2,454.89)
	440	Refunds and Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Park Shelter Refunds
	443	FEMA Related Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	ZWP Related Expenses (Reimburseable)
		Expenses Related to Flood						June, July, August (Reimbursed in 2020 from FEMA 75%)
	500	Capital Outlay	\$45,900.00	\$9,143.73	\$42,382.00	\$30,046.37		
		2023 Park Board Wish List for Budget Includes the following items:			\$32,382.00		\$30,910.00	Park Wish List - less 10K for tree removal (entered in K22). Park Board wish list total 09.26.22 was 39,910.63 which includes the 6,000 for community tree removal (39,911-6,000=33,911) (Decreased prelim by \$3,000 - covered bridge will use other monies)
		Mulch \$2,800.00						
		Tractor Lease \$4,360.63 (year 2/5)						
		Hockey/Basketball \$5,000						
		Pole Saw \$750						
		Covered Bridge \$3,000+\$2,000 carryover = \$5,000						
		Rock for Ball Fields \$3,000						
		Park Tree Management \$10,000						Park Trees - New and Removal
		Denneson Park \$5,000						
		Community Tree Management - BLVD			\$10,000.00		\$6,000.00	
	720	Transfers In		\$0.00	\$0.00	(\$15,861.80)	\$0.00	Unspent 2021 funds, ARPA reimbursement for electrical poles at Riverside Park, and ARPA for costs srelated to 2021 Walnut St project
		Total Parks and Recreation	\$110,462.00	\$87,013.79	\$150,353.94	\$72,694.96	\$108,828.49	

2023 General Budget w/ 2022 YTD

Updated 12.08.22

			2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Budget	COMMENTS
101- EXPENDITURES							Preliminary	
46500		EDA						
	101	Salaries	\$700.00	\$173.01	\$500.00	\$500.00	\$500.00	Staff time to EDA
	120	Benefits	\$150.00	\$54.43	\$150.00	\$150.00	\$150.00	Tax WH
	437	Other Miscellaneous	\$21,500.00	\$17,435.65	\$30,443.00	\$15,601.52	\$30,443.00	Oct 2022 EDA approved 2023 budget same as 2022 in the amount of \$31,093.00
		2023 EDA Wish List for Budget Includes the following items:						
		\$500 City Branding						
		\$75 Cross-Community Chamber Membership						
		\$1000 Paper and On-Line Brochures						
		\$6000 City-Wide Event Support						
		\$28,868 Contract with CEDA						
		\$650 Administrative Support						
		\$2000 Misc Items (800#, Legal, SHRPA Subscription, etc.)						
	720	Operating Transfers	\$0.00	\$0.00	\$0.00	(\$4,741.00)	\$0.00	Unused portion of prior year budget (TBD)
		Total EDA	\$22,350.00	\$17,663.09	\$31,093.00	\$11,510.52	\$31,093.00	

2023 General Budget w/ 2022 YTD

Updated 12.08.22

			2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Budget	COMMENTS
101- EXPENDITURES							Preliminary	
49300		Other Financing Uses						
	701	Transfers to Other Funds	\$208,126.00	\$92,986.00	\$336,922.00	\$0.00	\$249,747.12	\$208,126 to CIP in 2021
								to put cash away for future projects; INCLUDES \$128,038.60 OF ARPA FUNDS (64,014.30 received in 2021)
					\$20,000.00		\$20,000.00	Transfer for Sewer Bond Project; Required
					\$10,000.00		\$10,000.00	Transfer for Sidewalks Replacement/Repair Fund
								Transfer to FD Equip Fund - unspent budget
					\$0.00	\$0.00	\$0.00	Transfer to Dam Fund
		35,000+16,200 interest		\$35,000.00	\$35,000.00		\$51,200.00	GO Bonds 2019A - 5th St Phase II Roadwork, Bond Payment
								Transfers to PB and EDA unused previous years budget funds
			\$30,595.00		\$46,759.00		\$44,948.00	GO Bonds 2019 A - Tax Levy - new for 2020/updated for 2021
			\$40,667.00		\$40,667.00		\$40,668.00	Tax Abatement - new for 2020 for 2019A
		312.47000.601 and 611			\$14,993.00		\$28,086.00	New loan Sep 2021 This amount is confirmed 10.06.21 GO Bonds 2021A - Equipment and Utility Revenue Note - new (Sep 2021) (amount of payment confirmed 10.06.21)
							\$14,777.78	GO Bonds 2022A Street Reconstruction
		Total		\$92,986.00		\$0.00	\$249,747.12	Total of Other Financing Uses (L5-L16)

2023 General Budget w/ 2022 YTD

Updated 12.08.22

		2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Budget	COMMENTS
TOTAL REVENUES						Preliminary	
		427,541.00	544,603.79	1,053,677.00	697,078.06	1,047,733.54	

TOTAL EXPENDITURES

101.41110	Legislative (Mayor/Council)	14,705.00	14,966.48	14,105.00	4,179.38	15,451.00	
101.41410	Elections	0.00	0.00	3,300.00	4,327.55	0.00	
101.41500	Financial Administration	109,100.00	111,817.11	113,410.26	51,856.27	136,543.74	
101.41530	Accounting	18,550.00	18,300.00	18,550.00	19,600.00	19,600.00	
101.41550	Assessing	6,506.00	6,156.00	7,206.00	6,656.00	6,360.00	
101.41600	Law/Legal Services	24,000.00	25,871.80	20,750.00	11,193.12	20,000.00	
101.41940	General Govt. Buildings/Plant	45,100.00	114,897.10	45,760.00	42,344.52	49,060.00	
101.41950	Engineering Professional Services	5,000.00	1,278.58	20,000.00	7,308.43	7,000.00	
101.42100	Police Protection Contract	98,226.00	98,910.30	100,963.20	75,722.40	104,250.00	
101.42200	Fire Protection	121,850.00	112,312.86	117,710.00	52,682.27	124,523.00	
101.42400	Building Inspections	12,000.00	11,521.37	10,000.00	9,035.80	10,000.00	
101.43100	Streets Department	85,600.00	143,753.00	94,284.62	81,485.46	115,277.19	
101.43125	Ice and Snow Removal	21,800.00	20,476.60	17,000.00	12,144.01	15,000.00	
101.43160	Street Lighting	23,000.00	24,995.00	30,000.00	44,695.86	35,000.00	
101.45200	Parks & Recreation	110,462.00	87,013.79	150,353.94	72,694.96	108,828.49	
101.46500	EDA	22,350.00	17,663.09	31,093.00	11,510.52	31,093.00	
101.49300	Other Financing Uses	0.00	92,986.00	259,190.98	0.00	249,747.12	

	TOTAL EXPENDITURES	718,249.00	902,919.08	1,053,677.00	507,436.55	1,047,733.54	
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TOTAL REVENUE LESS TOTAL EXPENSES				0.00	189,641.51	0.00	
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City of Mantorville	2022		2023		2023		2023	
			2%		2%		2%	
Levy	551,235		562,260		562,260		562,260	
Tax Capacity	983,717		1,175,914		1,175,914		1,175,914	
Rate	56.036		47.815		47.815		47.815	
Residential Homestead Single Family	250,000		150,000		250,000		375,000	
Tax Capacity	2,353		1,270		2,353		3,715	
City Tax	1,318.53		607.25		1,125.08		1,776.32	
Commercial Property - Business	250,000		150,000		250,000		375,000	
Tax Capacity	4,250		2,250		4,250		6,835	
City Tax	2,381.53		1,075.83		2,032.12		3,268.13	

City of Mantorville	2022		2023		2023		2023	
			3%		3%		2%	
Levy	551,235		567,772		567,772		567,772	
Tax Capacity	983,717		1,175,914		1,175,914		1,175,914	
Rate	56.036		48.283		48.283		48.283	
Residential Homestead Single Family	250,000		150,000		250,000		375,000	
Tax Capacity	2,353		1,270		2,353		3,715	
City Tax	1,318.53		613.20		1,136.11		1,793.73	
Commercial Property - Business	250,000		150,000		250,000		375,000	
Tax Capacity	4,250		2,250		4,250		6,835	
City Tax	2,381.53		1,086.38		2,052.05		3,300.17	

City of Mantorville	2022		2023		2023		2023	
			4%		4%		4%	
Levy	551,235		573,284		573,284		573,284	
Tax Capacity	983,717		1,175,914		1,175,914		1,175,914	
Rate	56.036		48.752		48.752		48.752	
Residential Homestead Single Family	250,000		150,000		250,000		375,000	
Tax Capacity	2,353		1,270		2,353		3,715	
City Tax	1,318.53		619.15		1,147.14		1,811.15	
Commercial Property - Business	250,000		150,000		250,000		375,000	
Tax Capacity	4,250		2,250		4,250		6,835	
City Tax	2,381.53		1,096.93		2,071.97		3,332.22	

City of Mantorville	2022		2023		2023		2023	
			5%		5%		5%	
Levy	551,235		578,797		578,797		578,797	
Tax Capacity	983,717		1,175,914		1,175,914		1,175,914	
Rate	56.036		49.221		49.221		49.221	
Residential Homestead Single Family	250,000		150,000		250,000		375,000	
Tax Capacity	2,353		1,270		2,353		3,715	
City Tax	1,318.53		625.11		1,158.17		1,828.56	
Commercial Property - Business	250,000		150,000		250,000		375,000	
Tax Capacity	4,250		2,250		4,250		6,835	
City Tax	2,381.53		1,107.47		2,091.89		3,364.26	

City of Mantorville	2022		2023		2023		2023	
			6%		6%		6%	
Levy	551,235		584,309		584,309		584,309	
Tax Capacity	983,717		1,175,914		1,175,914		1,175,914	
Rate	56.036		49.690		49.690		49.690	
Residential Homestead Single Family	250,000		150,000		250,000		375,000	
Tax Capacity	2,353		1,270		2,353		3,715	
City Tax	1,318.53		631.06		1,169.20		1,845.98	
Commercial Property - Business	250,000		150,000		250,000		375,000	
Tax Capacity	4,250		2,250		4,250		6,835	
City Tax	2,381.53		1,118.02		2,111.82		3,396.30	

City of Mantorville	2022		2023		2023		2023	
			7%		7%		7%	
Levy	551,235		589,821		589,821		589,821	
Tax Capacity	983,717		1,175,914		1,175,914		1,175,914	
Rate	56.036		50.159		50.159		50.159	
Residential Homestead Single Family	250,000		150,000		250,000		375,000	
Tax Capacity	2,353		1,270		2,353		3,715	
City Tax	1,318.53		637.01		1,180.23		1,863.39	
Commercial Property - Business	250,000		150,000		250,000		375,000	
Tax Capacity	4,250		2,250		4,250		6,835	
City Tax	2,381.53		1,128.57		2,131.74		3,428.34	

City of Mantorville	2022		2023		2023		2023	
			8%		8%		8%	
Levy	551,235		595,334		595,334		595,334	
Tax Capacity	983,717		1,175,914		1,175,914		1,175,914	
Rate	56.036		50.627		50.627		50.627	
Residential Homestead Single Family	250,000		150,000		250,000		375,000	
Tax Capacity	2,353		1,270		2,353		3,715	
City Tax	1,318.53		642.97		1,191.26		1,880.81	
Commercial Property - Business	250,000		150,000		250,000		375,000	
Tax Capacity	4,250		2,250		4,250		6,835	
City Tax	2,381.53		1,139.11		2,151.66		3,460.38	

City of Mantorville	2022		2023		2023		2023	
			9%		9%		9%	
Levy	551,235		600,846		600,846		600,846	
Tax Capacity	983,717		1,175,914		1,175,914		1,175,914	
Rate	56.036		51.096		51.096		51.096	
Residential Homestead Single Family	250,000		150,000		250,000		375,000	
Tax Capacity	2,353		1,270		2,353		3,715	
City Tax	1,318.53		648.92		1,202.29		1,898.22	
Commercial Property - Business	250,000		150,000		250,000		375,000	
Tax Capacity	4,250		2,250		4,250		6,835	
City Tax	2,381.53		1,149.66		2,171.58		3,492.42	

City West Concord	2022		2023		2023		2023		
Levy	576,671		2% 588,204		2% 588,204		2% 588,204		
Tax Capacity	436,726		536,270		536,270		536,270		
Rate	132.044		109.684		109.684		109.684		
Residential Homestead Single Family	250,000		150,000		250,000		375,000		
Tax Capacity	2,353		1,270		2,353		3,715		
City Tax	3,107.00		1,392.99		2,580.87		4,074.77		
Commercial Property - Business	250,000		150,000		250,000		375,000		
Tax Capacity	4,250		2,250		4,250		6,835		
City Tax	5,611.88		2,467.90		4,661.59		7,496.93		

**CITY OF MANTORVILLE
DODGE COUNTY, MINNESOTA**

RESOLUTION NO. 2022-54

**A RESOLUTION ADOPTING THE FINAL TAX LEVY
COLLECTIBLE IN THE YEAR 2023**

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Mantorville, Minnesota, County of Dodge, State of Minnesota, that the final property tax levy collectible in the year 2023 is set at the following amount:

GENERAL FUND _____

The City Clerk-Treasurer is hereby instructed to deliver a certified copy of this resolution to the Dodge County Auditor, Dodge County, Minnesota.

Adopted by the City Council of the City of Mantorville, Minnesota, this 12th day of December 2022.

ATTEST:

Chuck Bradford
Mayor

Shirley R Buecksler
City Clerk-Treasurer

**CITY OF MANTORVILLE
DODGE COUNTY, MINNESOTA**

RESOLUTION NO. 2022-55

**A RESOLUTION SETTING THE MONTHLY
WATER AND SEWER RATES FOR 2023**

WHEREAS, Mantorville City Code Section 50.03 allows for the establishment of water and sewer system fees from time to time by resolution of the City Council; and

WHEREAS, Mantorville City Code Section 50.03 allows for changes in the user fees to be adopted by resolution and enacted upon publication of the resolution in said local newspaper; and

WHEREAS, the Mantorville City Council has determined, per Resolution Number 2009-05, that the Council needs to consider for an increase in the water and sewer rates to take place January 1 of each year to cover operating expenses and outstanding debt associated with the water and sewer systems; and

WHEREAS, the Mantorville City Council has determined, per Resolution Number 2009-05, that the increase to both the base rate and the user rate to water and sewer will be 3% each year unless determined otherwise by the City Council; and

WHEREAS, after review and consideration of the water and sewer fund and based on need for future projects involving these funds, the increase in the base charge and the user charge for 2023 will be 3% for water and 3% for sewer; and

WHEREAS, the following are the established new 2023 rates:

2022 Rates		2023 Rates	
Water Base	\$18.75	Water Base	\$19.31
Water Usage	\$ 4.66	Water Usage	\$ 4.80
Sewer Base	\$34.74	Sewer Base	\$35.78
Sewer Usage	\$ 8.20	Sewer Usage	\$ 8.45

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Mantorville, Minnesota, County of Dodge, State of Minnesota, hereby adjusts the base and usage fees for water and sewer as listed above to take place beginning with the January 2023 billing period.

Adopted by the City Council of the City of Mantorville, Minnesota, this 12th day of December 2022.

ATTEST:

Chuck Bradford
Mayor

Shirley R Buecksler
City Clerk-Treasurer

ENTERPRISE FUNDS

ENTERPRISE FUNDS				Updated 12.09.22		Updated 12.09.22	
601 WATER FUND			2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Budget
601-	REVENUES						
36100	Special Assessments	Certified Outstanding UB Collected	\$0.00	\$450.00	\$0.00	\$0.00	\$0.00
36200	Miscellaneous	Bulk Water Sales; LMCIT pymt for well problems	\$0.00	\$597.33	\$0.00	\$2,997.57	\$0.00
36210	Interest Earnings		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
37100	Water Sales	AVG of YTD + 3%	\$159,982.00	\$164,193.56	\$164,781.00	\$151,082.76	\$169,725.00
37150	Water Connect/Reconnect	New Home Connections	\$0.00	\$614.00		\$1,228.00	\$0.00
37160	Water Penalty		\$0.00	\$1,625.09		\$1,512.57	\$0.00
37170	MDH Fee (Safe Drinking Water/Service Connection Fee)	2020 increase from \$6.36 to \$9.72 per connection per year; 2021 \$9.72	\$3,762.00	\$3,850.35	\$3,762.00	\$3,588.56	\$3,762.00
37180	Commercial Water Tax		\$1,500.00	\$1,122.97	\$1,500.00	\$1,122.69	\$1,500.00
38051	Gas Franchise Fee	Reallocated from WW	\$10,321.00	\$11,335.98	\$10,321.00	\$10,995.55	\$10,321.00
38052	Electric Franchise Fee	Reallocated from WW	\$12,324.00	\$6,369.22	\$12,324.00	\$19,288.65	\$12,977.00
39202	Contribution - Enterprise Fund		\$0.00	\$0.00		\$0.00	\$0.00
39203	Transfer from Other Fund		\$0.00	\$0.00		\$21,400.00	\$0.00
39310	Proceeds-Gen Obligation Bonds		\$0.00	\$0.00		\$0.00	\$0.00
	Total Revenues		\$187,889.00	\$190,158.50	\$192,688.00	\$213,216.35	\$198,285.00
601-49400-	OPERATING EXPENSES						
101	Salaries	Staff Wages	\$38,900.00	\$25,082.88	\$40,500.00	\$13,536.51	\$43,126.11
120	Benefits	Staff Benefits	\$15,000.00	\$13,380.18	\$10,100.00	\$4,874.28	\$15,328.64
151	Workmans Comp	Staff Ins.	\$1,000.00	\$2,926.40	\$1,000.00	\$1,215.00	\$1,200.00
200	Supplies	Marking paint, UB cards	\$1,000.00	\$1,393.47	\$1,000.00	\$944.93	\$1,000.00
208	Training/Mileage	Staff Training - New Staff	\$800.00	\$1,507.37	\$800.00	\$323.00	\$800.00
210	Tax & Licensing	Sales and Use Tax Commercial Water	\$1,500.00	\$1,144.45	\$1,500.00	\$2,693.83	\$2,000.00
216	Chemicals	Chemicals for water dept	\$10,000.00	\$11,158.49	\$10,000.00	\$7,938.94	\$10,000.00
220	Bldg. Repair and Maintenance	Tower/Well House	\$10,000.00	\$2,511.47	\$10,000.00	\$198.20	\$10,000.00
	Well #2 Pump Inspections	Repairs to Well #2 in 2020	\$0.00		\$0.00		
228	Equipment Repair and Maintenance	Water Meters; Fluoride Mtr	\$7,000.00	\$1,909.95	\$7,000.00	\$14,541.06	\$10,000.00
240	Tools & Minor Equipment			\$197.83	\$200.00	\$0.00	\$200.00
300	Professional Services	Utility Locates, Water Line Repairs, meter calibrations, processing fees for meter program, PSN program	\$10,000.00	\$11,046.83	\$10,000.00	\$3,418.55	\$10,000.00
		2020 Wtr Tower Pressure Wash	\$5,500.00	\$0.00			
303	Engineering			\$0.00		\$0.00	\$0.00
321	Communications	Tower, well house alarm, fiber line	\$850.00	\$685.80	\$700.00	\$653.21	\$700.00
362	Property Insurance	N/A					
380	Utility Services	Gas/Electric	\$12,100.00	\$10,311.33	\$7,000.00	\$1,696.03	\$7,000.00

ENTERPRISE FUNDS				Updated 12.09.22		Updated 12.09.22	
601 WATER FUND			2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Budget
405	Depreciation			\$77,852.00		\$0.00	\$0.00
430	Miscellaneous	Publishing, wtr sample mailings	\$2,000.00	\$632.44	\$1,000.00	\$86.68	\$1,000.00
433	Dues and Memberships	MMUA	\$900.00	\$332.00	\$900.00	\$348.00	\$900.00
441	MDH Fee	Paid to State MN; pass thru	\$3,762.00	\$3,712.00	\$3,762.00	\$2,916.00	\$3,762.00
570	Capital Outlay - immediate	2020 Water Meter Project	\$0.00	\$284.40	\$0.00	\$644.14	\$6,100.00
		10th Street Water/Street Project \$24770.78					
601	Debt Service Bond Principal	GO Series 2019 A	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$25,000.00
611	Bond Interest	GO Series 2019 A	\$14,480.00	\$18,479.00	\$15,000.00	\$20,895.00	\$11,850.00
720	Operating Transfers	Bond Pymt. Tower (Transfer to 308 Refunding Bond 2011A)		\$0.00		-\$21,400.00	
	(Less Depreciation)						
	Total Expenses		\$159,792.00	\$184,548.29	\$145,462.00	\$55,523.36	\$159,966.75
	Total Revenue Minus Expenses			\$5,610.21	\$47,226.00		\$38,318.25

Well house
door and
hydrant repair

ENTERPRISE FUND				Updated 12.09.22		Updated 12.09.22	
602 SEWER FUND			2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Budget
602-	REVENUES						
33400	State Grant and Aids			\$0.00		\$0.00	\$0.00
36100	Special Assessments	Mantor Drive Project	\$5,500.00	\$16,475.00	\$5,500.00	\$0.00	\$5,500.00
36200	Miscellaneous Revenue	Dump Station Revenue		\$651.50			
36210	Interest Income			\$0.00		\$0.00	\$0.00
37200	Sewer Sales	AVG of YTD + 3%	\$300,746.00	\$306,500.71	\$300,746.00	\$284,278.57	\$309,768.38
37250	Sewer Connect/Reconnect			\$2,639.00		\$5,278.00	\$0.00
37251	SEWER CONNECT CHG CEMETERY RD			\$0.00		\$0.00	\$0.00
37260	Swr Penalty			\$3,025.55		\$2,870.78	\$0.00
38051	Gas Franchise Fee			\$0.00		\$0.00	\$0.00
38052	Electric Franchise Fee			\$0.00		\$0.00	\$0.00
39202	Contribution Enterprise Fund			\$0.00		\$0.00	\$0.00
39203	Transfer From other fund	From General Fund; Required PFA Bond Transfer	\$20,000.00	\$52,319.00	\$20,000.00	\$0.00	\$20,000.00
39300	Proceeds-Gen Long Term Debt			\$0.00			
	Total Revenues		\$326,246.00	\$381,610.76	\$326,246.00	\$292,427.35	\$335,268.38
602-49450-	OPERATING EXPENSES:						
101	Salaries		\$29,500.00	\$34,160.70	\$30,500.00	\$59,896.80	\$32,928.37
120	Benefits		\$11,000.00	\$15,932.88	\$11,100.00	\$20,386.47	\$11,366.15
151	Workman's Comp	Based on Wages allocated to sewer department	\$1,500.00	\$1,945.40	\$1,500.00	\$1,434.00	\$1,450.00
200	Supplies		\$1,500.00	\$574.17	\$1,000.00	\$306.34	\$1,000.00
208	Training, Mileage		\$1,000.00	\$1,294.05	\$1,400.00	\$23.00	\$1,400.00
210	Tax and Licensing	Need to maintain until Decommission is completed	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
212	Fuel		\$1,700.00	\$3,292.65	\$2,000.00	\$2,684.46	\$3,200.00
216	Chemicals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
220	Building Repair/Maintenance	Repairs/Maint. To bldg/structures related to WW/lift station pumps; grinder pumps	\$10,000.00	\$16,666.77	\$15,000.00	\$3,718.39	\$15,000.00
240	Tools Minor Equipment		\$500.00	\$962.97	\$500.00	\$74.07	\$500.00
300	Professional Services	Quality Flow Pump Checks and Meter Calibration; generator, locates, banyon,	\$10,000.00	\$16,264.12	\$11,000.00	\$4,352.09	\$11,000.00
303	Engineering Fees	WWTP Project; Sewer extension Phase 1 - Cemetery Road; general engineering in 2020; No projects 2021?	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00
304	Legal Fees		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
321	Communications	Alarm Line; WWTP, Lift station	\$852.00	\$941.60	\$850.00	\$706.42	\$850.00
362	Property Insurance						
380	Utility Services	Gas/Electric to run lift stations	\$15,000.00	\$8,920.11	\$5,000.00	(\$2,776.27)	\$5,000.00
405	Depreciation			\$130,610.00		\$0.00	\$0.00
433	Dues and Memberships	LMC Yearly	\$300.00	\$60.00	\$300.00	\$0.00	\$300.00
437	Other Miscellaneous		\$3,800.00	\$776.91	\$1,200.00	\$964.89	\$1,200.00
442	Grant Award Related Expense					\$0.00	\$0.00

2019A Bond

ENTERPRISE FUND			Updated 12.09.22		Updated 12.09.22		
602 SEWER FUND			2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Budget
530	Construction	Cemetery Road - 2019, 2020				\$0.00	\$0.00
570	Capital Outlay	Meter project 2020; no CIP plans for 2020	\$10,000.00	\$426.61	\$10,000.00	\$1,026.69	\$7,500.00
585	Kasson WW Processing Fee		\$112,000.00	\$64,807.92	\$112,000.00	\$35,594.00	\$112,000.00
601	Debt Service Bond Principal	Mantor Drive Bond	\$37,000.00	\$36,296.00	\$25,000.00	\$35,184.64	\$35,000.00
605	Clean Water SRF Bond		\$12,000.00	\$0.00	\$12,000.00	\$12,000.00	\$12,750.00
608	PFA WW Connection Bond		\$23,000.00	\$0.00	\$23,000.00	\$23,000.00	\$23,000.00
611	Bond Interest	Mantor Drive Bond	\$7,170.00	\$19,197.62	\$6,120.00	\$6,124.38	\$6,120.00
620	Fiscal Agent Fees		\$495.00	\$0.00		\$0.00	\$0.00
720	Operating Transfers	Transfer from Sewer to CIP after Audit was completed; payment to 2019A GO Bond/Sewer portion	\$10,106.00		\$11,222.00	\$0.00	
998	Asset Disposal Loss					\$0.00	\$0.00
999	Asset Retirement						
	Total Expenditures	Not including Depreciation	\$303,423.00	\$353,130.48	\$285,692.00	\$204,700.37	\$286,564.52
	Total Revenue Minus Expenses			\$28,480.28		\$87,726.98	\$48,703.86

Cleaning/televising sewer mains

ENTERPRISE FUND

Updated 12.09.22

Updated 12.09.22

603 RV FUND			2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Budget
603-	REVENUES						
34000	Charges for Services		\$18,000.00	\$24,181.00	\$18,000.00	\$24,211.44	\$18,000.00
	Misc Revenues	Wood Box					
36210	Interest Earnings		\$0.00	\$0.00		\$0.00	\$0.00
	Total Revenues		\$18,000.00	\$24,181.00	\$18,000.00	\$24,211.44	\$18,000.00
603-45183-	OPERATING EXPENSES						
101	Salaries		\$7,200.00	\$7,325.10	\$7,700.00	\$12,298.05	\$13,000.00
120	Benefits		\$3,100.00	\$3,189.38	\$3,100.00	\$2,012.09	\$3,100.00
210	Tax and Licensing	Sales/Use, License Renew	\$1,700.00	\$1,534.58	\$1,700.00	\$1,972.47	\$2,000.00
381	Electric Utilities		\$2,500.00	\$1,372.06	\$1,000.00	\$367.49	\$1,000.00
384	Refuse/Garbage Disposal		\$540.00	\$0.00	\$0.00		\$0.00
400	Repairs and Maintenance	2019 - bathhouse expense, electric/sewer line, rip rap 2020 - Benches, Tables, bushes, w/s extension to upper part plus addition of electrical	\$16,559.00	\$0.00	\$14,325.00	\$2,884.55	\$14,325.00
410	Rentals	Port a Potty Rental	\$475.00	\$468.58	\$475.00	\$0.00	\$475.00
440	Refunds and Reimbursements		\$500.00	\$305.00	\$500.00	\$4,810.00	\$500.00
720	Operating Transfers						
	Total Expenses		\$32,574.00	\$14,194.70	\$28,800.00	\$24,344.65	\$34,400.00
Total Revenue Minus Expenses				\$9,986.30		-\$6,344.65	-\$16,400.00

ENTERPRISE FUND

Updated 12.09.22

Updated 12.09.22

604 STORM SEWER FUND			2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Budget
604-	REVENUES						
36100	Special Assessments		\$0.00	\$0.00		\$0.00	\$0.00
36210	Interest Earnings		\$0.00	\$0.00		\$0.00	\$0.00
37500	Storm Sewer Charge Collections		\$18,000.00	\$18,473.34	\$18,000.00	\$17,129.75	\$18,000.00
37560	Storm Sewer Penalty		\$0.00	\$0.00		\$0.00	\$0.00
39201	Transfer from General Fund		\$0.00	\$0.00		\$0.00	\$0.00
	Total Revenues		\$18,000.00	\$18,473.34	\$18,000.00	\$17,129.75	\$18,000.00
604-43150-	OPERATING EXPENSES						
300	Professional Services	Rip Rap, Storm Drainage Cleaning; \$500 each time	\$1,500.00	\$2,659.00	\$1,500.00	\$0.00	\$1,500.00
303	Engineering		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
352	Publishing		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
400	Repairs/Maint		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
440	Refunds/Reimbursements		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
700	Transfers from Other Funds		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Total Expenses		\$1,500.00	\$2,659.00	\$1,500.00	\$0.00	\$1,500.00
	Total Revenue Minus Expenses			\$15,814.34		\$17,129.75	\$16,500.00



City Council Report

To: Mayor and Council
From: Shirley Buecksler, City Clerk-Treasurer
Date: December 12, 2022

Policy on Delinquent Utility Billing Accounts

BACKGROUND INFORMATION:

Staff has looked at the City's ordinance in regards to delinquent water and sewer accounts and has contacted other cities for comparisons. Mantorville City Code, Chapter 50.03, Water and Sewer Bills and Rates; Termination of Service; Reconnection Charges, is attached for review.

Comparisons include:

City	Billing Date	Due Date	Delinquent Notice	Shut-Off
Mantorville Between Oct 15 and Apr 15 Ch 50.03 (F)(3)	1 st of month; mailed by 3 rd of month	15 th of month (next business day if 15 th is on a weekend or holiday)	20% late fee added if not paid by 15 th ; 2 nd bill mailed with shut-off notice	Disconnect must not occur until at least 20 days after mailed notice of disconnect (15 days if personally delivered)
Mantorville Between Apr 16 and Oct 14 Ch. 50.03 (F)(5), (F)(6)	1 st of month; mailed by 3 rd of month	15 th of month (next business day if 15 th is on a weekend or holiday)	2 nd bill mailed with shut-off notice	If not paid within 10 days of mailing date, service will be discontinued for nonpayment.
Eyota	1 st of month	20 th of month	10% late fee; late notices mailed 21 st	No shut-offs; delinquent amounts certified to taxes
Kimball	1 st of month	Due upon receipt; late fee for non-payment by 25 th of month	18% late fee. Disconnect notice sent if one month delinquent and past due amount is \$250 or more	

Little Falls	20 th of month	5 th of month	For balances over \$200 or payments 3 months behind, disconnect notices are hand delivered	1 week to pay after disconnect notice or make payment plan – must be paid in full by end of month or disconnected
Stockton	10 th of month	30 th /31 st of month	Late fees added, shut-off notices delivered by Public Works on 11 th or 12 th of month but only after 3 months of non-payment	

At the Council's last meeting, a suggestion was made to move the due date from the 15th of the month to the end of the month. Doing so, however, would cause a lot of extra work on City Staff to prepare utility bills to be mailed the following day.

Staff recommendation is to continue with:

- Mail water and sewer bills the 1st of the month
- Bills due the 15th of the month
- Late fees applied if not paid by due date

And change disconnect notifications to:

- Disconnect notices issued after 3 months of non-payment or past due bill of \$200 or more, whichever comes first

STAFF RECOMMENDATION:

Based on discussion and any ordinance changes to be made, direct Staff to publish notice of public hearing for the next Regular City Council meeting on January 9, 2023 and bring back a draft ordinance amendment for review.

(H) *Specific unlawful acts and violations.*

(1) It is unlawful for any person to willfully or carelessly break, injure, mar, deface, disturb, or in any way interfere with any buildings, attachments, machinery, apparatus, equipment, fixture, or appurtenance of any municipal utility system, or commit any act tending to obstruct or impair the use of any municipal utility.

(2) It is unlawful for any person to make any connection with, opening into, use, or alter in any way any municipal utility system without first having applied for and received written permission to do so from the city.

(3) It is unlawful for any person to turn on or connect a utility when the same has been turned off or disconnected by the city for nonpayment of a bill, or for any other reason, without first having obtained a written permit to do so from the city.

(4) It is unlawful for any person to jumper or by means or device fully or partially circumvent a municipal utility meter, or to knowingly use or consume unmetered utilities or use the services for any utility system, the use of which the city has no knowledge.

(5) Any person who violates this division (H) or any other part of this section shall be guilty of a misdemeanor and upon conviction thereof shall be punishable in accordance with Minnesota law.

(I) *Amendment to Chapter 50.* Any part of Chapter 50 which is inconsistent with this section is hereby amended accordingly.

(J) *Effective date.* This section becomes effective from and after its passage and publication. (Ord. 157, passed 6-9-2003; Am. Ord. --, passed 6-22-2009) Penalty, see § 10.99

§ 50.03 WATER AND SEWER SERVICE BILLS AND RATES; TERMINATION OF SERVICE; RECONNECTION CHARGES.

(A) *Definitions.* For the purpose of this section, the following terms listed in alphabetical order shall have the following meanings:

ACCOUNT. A record of utility services used by each property and the periodic costs for those utility services.

CITY. Shall mean the City of Mantorville, County of Dodge, State of Minnesota.

CITY UTILITY SYSTEM. Facilities used for providing public utility service owned or operated by city of agency thereof, including sewer, storm sewer and water service.

DELINQUENT. An account is considered delinquent if payment is not received by the due date each month.

WATERWORKS SYSTEM. Water and sewer transmission pipes, lines, fixtures, meters and all necessary equipment and appurtenances owned or operated by the city utility system for the purpose of providing water and sewer services for public or private use.

(B) *Application and owner-customer responsibility.*

(1) *Applications for service; procedure.* All accounts shall be carried in the name of the owner of the real estate who personally, or by his or her authorized agent, applied for such service. The owner of the real estate shall be liable for water sewer services supplied to the property, whether he or she is occupying the property or not, and any unpaid charges shall be a lien upon the property. Every owner of the real estate shall be deemed by such application to consent to all ordinances, rules, and regulations of the city relating to the municipal water and sewer system.

(2) *Rental property.* Rental property may list the tenant as the responsible party for payment of the monthly bill if the owner of the real estate so wishes. However, the owner of the real estate will also be listed on the account and will be responsible for water supplied to the property and any charges unpaid by the resident.

(C) *Billing/payment/delinquency.*

(1) *Statements and payments.* Statements for total water and sewer charges for the preceding monthly period shall be mailed to each customer on or before the 3rd day of the month following the monthly period the statement covers. Each bill will specify the amount of water consumed and the charges for water and sewer in accordance with the current fee schedule, set annually by the City Council. The amount listed on the statement shall be due upon receipt and considered delinquent after the 15th day of each month. If payment in full is not made by the 15th, the account will be considered delinquent. If the 15th falls on a weekend or holiday, the next business day will be the due date.

(2) *Delinquency.* For those accounts considered delinquent a late fee will be charged to the account in the amount of 20% of the outstanding current month's statement.

(D) *No meter reads.* The city reads water meters electronically during the last week of every month. For reasons beyond the city's control, a reading may not be detected. In that case, the city will do an estimated reading based on the previous 12 months of usage. If the reading that is collected varies dramatically from typical readings, or no reading is detected, a letter will be mailed to the customer notifying them of such. The city will request to access the meter to check for abnormalities.

(E) *Utility rate schedule.* The utility rate schedule shall be adopted annually by resolution of the City Council.

(1) *Base fees.* Base fees are calculated for each individual residence receiving water and sewer utility. The base fee is a monthly charge to the property whether water and sewer is used or not. To avoid the monthly base fee for residents which are gone for extended periods of time, the water may be shut off at the curb stop and upon reconnection a \$50 charge shall be added to the account. Base fees are in addition to the monthly user charge.

(2) *Base fees for multi-unit dwellings/sites.*

SEWER BASE FEE. For all buildings/sites with multiple units in which only 1 meter is installed, a single sewer base fee will be charged for each individual unit. (Base Fee X # of units).

WATER BASE FEE. For all buildings/sites with multiple units in which only 1 water meter is installed, a single water base fee will be charged for the entire building/site each month. (Base Fee X 1).

(3) *User charge.* The monthly user charge for water is based on the amount of water that passes through the water meter. The monthly user charge for sewer is based on the amount of water used for that billing period. The consumer is billed for all water pumped through the water meter.

(F) *Shut off for nonpayment.*

(1) *Shut off for nonpayment between October 15 and April 15.* The city Maintenance Department shall not disconnect the utility service of a residential customer if the disconnection affects the primary heat source for the residential unit when the following conditions are met:

- (a) The disconnection would occur during the period between October 15 and April 15;
- (b) The customer has declared inability to pay using forms provided by the city;
- (c) The household income of the customer is less than 185% of the federal poverty level, as documented by the customer; and
- (d) The customer's account is current for the billing period immediately prior to October 15 or the customer has entered into a payment schedule agreement and is reasonably current with payments under the schedule.

(2) *Notification.* The city shall annually notify all residential customers and property owners of the provisions of division (1) above. Additionally, all affected property owners shall be notified if shut off for non payment is contemplated.

(3) *Notice to residential customers facing disconnection.* Before disconnecting service to a residential customer during the period between October 15 and April 15, the city's administration office shall provide the following information to the customer:

- (a) A notice of proposed disconnection and date of the same;

- (b) A statement explaining the customer's rights and responsibilities;
- (c) A list of local energy assistance providers;
- (d) A form on which to declare inability to pay; and
- (e) A statement explaining available time payment plans and other opportunities to secure continued utility service.

(4) *Restrictions if disconnection is necessary.*

(a) If the service of a residential customer must be involuntarily disconnected between October 15 and April 15 for failure to comply with the provisions of division (1), the disconnection must not occur on a Friday or on the day before a holiday. Further, the disconnection must not occur until at least 20 days after the notice required in division (2) has been mailed to the customer or, in the alternative, 15 days after the notice has been personally delivered to the customer.

(b) If prior to disconnection a customer appeals a notice of involuntary disconnection, the city maintenance department must not disconnect until the appeal is resolved.

(5) *Shut off for nonpayment between April 16 and October 14.* If an account becomes delinquent during the period between April 16 and October 14 and satisfactory arrangements for payment have not been made, the city maintenance department may, after the procedural requirements of division (6) have been complied with, discontinue service to the delinquent customer by shutting off the water at the stop box. When water service to any premises has been discontinued, a reconnection fee of \$50 will be added to the account balance. Service shall not be restored except upon the payment of all delinquent amounts and the reconnection fee. When an account becomes delinquent due to a returned check, the account will be charged a NSF fee of \$30. If that account becomes disconnected, cash only will be accepted for payment of the outstanding balance and reconnect fee.

(6) For any utility bill not paid by the due date given, a second bill will be mailed containing a cut off notice. If the bill is not paid within 10 days of the mailing date, service will be discontinued for nonpayment. Any customer disputing the correctness of his or her bill shall have a right to a hearing at which time he or she may be represented in person and by counsel or any other person of his or her choosing and may present orally or in writing his or her complaint and contentions to the City Council. In the event that the City Council finds that the amount owed is correct and no changes will be applied to the account, all amounts outstanding will be due and payable.

(7) *Costs.* Any and all costs incurred by digging to locate any shut off valve shall be borne by the property owner. All shut off valves shall be kept readily accessible for service by maintenance personnel. In the event that any concrete or bituminous surface must be removed in order to gain access to any shut off valve, all replacement costs shall be borne by the individual property owner.

**CITY OF MANTORVILLE
DODGE COUNTY, MINNESOTA**

RESOLUTION NO. 2022-52

**A RESOLUTION APPROVING THE DELEGATION
OF AUTHORITY FOR PAYING CLAIMS
THROUGH MONTH END IN 2022**

WHEREAS, Minnesota Statute 412.271 Subd. 7 and Subd. 8 authorize a City Council to delegate authority to pay certain claims against the City by the City Administrative Official; and

WHEREAS, the City Clerk-Treasurer is the City Administrative Official; and

WHEREAS, the City Council desires to authorize the City Clerk-Treasurer to pay all claims deemed as valid received through month end of December 2022; and

WHEREAS, all checks drawn for payment of claims must be signed by the City Clerk-Treasurer and the Mayor; and

WHEREAS, the City Clerk-Treasurer will present to the City Council at the first Council meeting in January 2023 the list of claims paid and an explanation of the payment.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Mantorville, Minnesota, that the City Clerk-Treasurer is authorized to pay all claims received through month end in December 2022, if in the City Clerk-Treasurer's discretion, the claims are valid.

Adopted by the City Council of the City of Mantorville, Minnesota, this 12th day of December 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: December 12, 2022

2023 Mantorville Meetings Calendar

BACKGROUND INFORMATION:

For Council's review is the 2023 Mantorville Meetings Calendar.

Of note are the following items:

1. Economic Development Authority meetings were adjusted for July (moved to July 11th due to the 4th of July holiday) and August (moved to August 2nd due to National Night Out).
2. Mantorville Fire Department moved their monthly Officers Meetings from Monday to Tuesday evenings.
3. Staff is seeking direction from Council in regards to the Juneteenth holiday and whether Council wants to include it in the 2023 lists of paid employee holidays or wait for the state to recognize it as an official holiday for Minnesota cities. As of June 15, 2022, information from the League of Minnesota Cities states that this day is not yet recognized as an official holiday for Minnesota cities. Public business, including local government and city business, cannot be conducted on Federal holidays but that list does not currently include Juneteenth; therefore, cities are not required to observe the holiday at this time and are able to conduct city business. However, a city can elect to close for Juneteenth or may commemorate the day in other ways such as a proclamation. The League is aware that some cities have agreed to recognize it voluntarily.

In 2022, the following cities provided Juneteenth as a paid holiday: Minneapolis, Burnsville, Minnetonka Beach, Buffalo, Blue Earth, South Haven, Mounds View, Amboy, Beaver Bay, and Claremont. This list is as of June 2022 and, therefore, may not be all inclusive.

Staff recommendation at this time is to wait until the State recognizes Juneteenth as a holiday.

STAFF RECOMMENDATION:

Based on discussion, motion to approve the 2023 Mantorville Meetings Calendar, as presented.

City of Mantorville - 2023 Meetings Calendar

Meeting	Schedule	Meeting	Schedule
City Council	2nd & 4th Mondays @ 6:30 PM	Mantorville Fire Dept - Officers Meeting	Tuesday Prior to 1st Wed @ 7:00 PM
City Council Work Session	Held as Needed	Mantorville Fire Dept - General Members Mtg	1st Wed 6:30 PM Training; 8:30 PM Members Mtg
Economic Development Authority	1st Tuesday @ 6:30 PM	Mantorville Fire Dept - EMR Training	2nd Wed @ 6:30 PM
Parks & Recreation Board	Last Tuesday @ 6:30 PM	Mantorville Fire Dept - Equipment & Truck Mtnc.	3rd Wed @ 6:30 PM
Color represents more than one meeting scheduled on the same date - see schedules listed above			
Other Meetings:		Activities:	
Chamber of Commerce	1st Wed, Greek Revival House @ 8:00 AM	Election Day	No Government Meetings May be Held Between 6:00 PM and 8:00 PM
Dodge County Board of Commissioners	2nd Tues @ 8:00 AM and 9:30 AM 4th Tue @ 3:30 PM and 5:00 PM	Holidays	City Offices Closed
Mantorville Restoration Association			

2023 Holidays Observed:

Date	Day of Week	Holiday Name
January 2, 2023	Monday	New Year's Day
January 16, 2023	Monday	Birthday of Martin Luther King, Jr.
February 2, 2023	Monday	Washington's Birthday (aka Presidents Day)
May 29, 2023	Monday	Memorial Day
July 4, 2023	Tuesday	Independence Day
September 4, 2023	Monday	Labor Day
November 10, 2023	Friday	Veterans Day (Observed Nov 9/Office Staff and Nov 10/Public Works)
November 11, 2023	Saturday	Veterans Day
November 23, 2023	Thursday	Thanksgiving Day
November 24, 2023	Friday	Friday Following Thanksgiving (Observed Nov 22/Office Staff)
December 25, 2023	Monday	Christmas Day

JANUARY						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
1 Holiday	2 Holiday Observed - All Staff	3 EDA & MFD Officers	4 MFD General Mtg	5	6	7
8	9 City Council	10	11 MFD EMR Training	12	13	14
15	16 Holiday - All Staff	17	18 MFD Eqpmt Mtn	19	20	21
22	23 City Council	24	25	26	27	28
29	30	31 MFD Officers				

FEBRUARY						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1 MFD General Mtg	2	3	4
5	6	7 EDA	8 MFD EMR Training	9	10	11
12	13 City Council	14	15 MFD Eqpmt Mtn	16	17	18
19	20 Holiday - All Staff	21	22	23	24	25
26	27 City Council	28 MFD Officers				

MARCH						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1 MFD General Mtg	2	3	4
5	6	7 EDA	8 MFD EMR Training	9	10	11
12	13 City Council	14	15 MFD Eqpmt Mtn	16	17	18
19	20	21	22	23	24	25
26	27 City Council	28 Park & Rec	29	30	31	

APRIL						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
2	3	4 EDA & MFD Officers	5 MFD General Mtg	6	7	8
9	10 City Council	11	12 MFD EMR Training	13	14	15
16	17	18	19 MFD Eqpmt Mtn	20	21	22
23	24 City Council	25 Park & Rec	26	27	28	29
30						

MAY						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1	2 EDA & MFD Officers	3 MFD General Mtg	4	5	6
7	8 City Council	9	10 MFD EMR Training	11	12	13
14	15	16	17 MFD Eqpmt Mtn	18	19	20
21	22 City Council	23	24	25	26	27
28	29 Holiday - All Staff	30 Park & Rec	31			

JUNE						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1	2	3
4	5	6 EDA & MFD Officers	7 MFD General Mtg	8	9	10
11	12 City Council	13	14 MFD EMR Training	15	16	17
18	19	20	21 MFD Eqpmt Mtn	22	23	24
25	26 City Council	27 Park & Rec	28	29	30	

JULY						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
2	3 MFD Officers	4 Holiday - All Staff	5 MFD General Mtg	6	7	8
9	10 City Council	11 EDA	12 MFD EMR Training	13	14	15
16	17	18	19 MFD Eqpmt Mtn	20	21	22
23	24 City Council	25 Park & Rec	26	27	28	29
30	31 MFD Officers					

AUGUST						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1 National Night Out	2 EDA & MFD General Mtg	3	4	5
6	7	8	9 MFD EMR Training	10	11	12
13	14 City Council	15	16 MFD Eqpmt Mtn	17	18	19
20	21	22	23	24	25	26
27	28 City Council	29 Park & Rec	30	31		

SEPTEMBER						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1	2
3	4 Holiday - All Staff	5 EDA & MFD Officers Mtg	6 MFD General Mtg	7	8	9
10	11 City Council	12	13 MFD EMR Training	14	15	16
17	18	19	20 MFD Eqpmt Mtn	21	22	23
24	25 City Council	26 Park & Rec	27	28	29	30

OCTOBER						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2	3 EDA & MFD Officers	4 MFD General Mtg	5	6	7
8	9 City Council	10	11 MFD EMR Training	12	13	14
15	16	17	18 MFD Eqpmt Mtn	19	20	21
22	23 City Council	24	25	26	27	28
29	30	31 MFD Officers & Park & Rec				

NOVEMBER						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1 MFD General Mtg	2	3	4
5	6	7 EDA	8 MFD EMR Training	9 Holiday Observed - Office Staff	10 Holiday Observed - Public Works	11 Holiday
12	13 City Council	14	15 MFD Eqpmt Mtn	16	17	18
19	20	21	22 Holiday - Office Staff	23 Holiday - All Staff	24 Holiday - Public Works	25
26	27 City Council	28 Park & Rec	29	30		

DECEMBER						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1	2
3	4	5 EDA & MFD Officers	6 MFD General Mtg	7	8	9
10	11 City Council	12	13 MFD EMR Training	14	15	16
17	18	19	20 MFD Eqpmt Mtn	21	22	23
24	25 Holiday - All Staff	26	27	28	29	30
31						



Offices in
Minneapolis
Saint Paul
St. Cloud

Fifth Street Towers
150 South Fifth Street, Suite 700
Minneapolis, MN 55402
(612) 337-9300 telephone
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kennedy-graven.com
Affirmative Action, Equal Opportunity Employer

To: Honorable Mayor and Council Members of Mantorville

cc: Charli Buecksler

From: Scott J. Riggs, City Attorney
David T. Anderson, Assistant City Attorney

Date: December 2, 2022

Re: Local Regulation of Recently Legalized THC Products

I. BACKGROUND

On July 1, 2022, it became legal in Minnesota for retailers to sell products containing tetrahydrocannabinol (“THC”) derived from certified hemp (“THC Products”). Delta-9 THC, even when derived from certified hemp, is the same chemical that causes the “high” of marijuana.

The new law allows THC Products to be sold if certain requirements are met, including that there are not more than 5 mg of THC per dose and 50 mg of THC per container; the purchaser is at least 21 years old; and the products are not marketed toward children. The Minnesota Board of Pharmacy (“Board”) is the state agency charged with oversight of THC Products, although there is currently no state-level license required to sell THC Products and the Board does not test or approve products prior to sale.¹ This memorandum is intended to provide information on ways cities might regulate the recently legalized THC Products on a local level, should they desire to do so.

II. AUTHORITY AND OPTIONS FOR LOCAL REGULATION

A. Authority to Regulate Locally

Since the new law took effect, many cities have asked whether municipalities have the authority to regulate the sale of THC Products in their respective communities. For the reasons outlined below, it seems that as of now, cities do have the authority regulate the sale of THC Products through traditional methods of local regulation, including, for example, the establishment of a business licensing program or an amendment to local zoning controls.

Generally speaking, cities are preempted from enacting local laws that either (i) directly conflict with any state law or (ii) regulate a field that is fully occupied by state legislation. The new legislation authorizing the sale of THC Products is extremely limited in scope and there is no suggestion therein, either express or implied, that cities are preempted from establishing stricter local regulations on the sale of THC Products. Additionally, two recent Minnesota Supreme Court cases indicate a general

¹ [Hemp Derived Products Frequently Asked Questions](#), page 5

deference for local ordinances that provide greater protections than state statutes.² For these reasons, city ordinances aimed at protecting the public and ensuring that THC Products are sold and/or used in a safe manner are likely permitted, at least until the adoption of additional legislation that suggests otherwise. Such additional legislation is unlikely to be enacted until the State Legislature reconvenes in 2023.

B. Licensing Programs

One option for cities that might desire to regulate the sale of THC Products is the establishment, via ordinance, of a local licensing program. This authority is derived from Minnesota Statutes, section 412.221, subd. 32, which applies to all statutory cities and expressly allows “for the suppression of vice and immorality, the prevention of crime, the protection of public and private property, the benefit of residence, trade, and commerce, and the promotion of health, safety, order, convenience, and the general welfare by such ordinances not inconsistent with the Constitution and laws of the United States or of this state as it shall deem expedient.” It is through this provision that many cities have established numerous other business licensing programs.

The newly enacted law that authorizes the sale of THC Products contains minimal regulatory structure, consumer protections, or general control regarding the sale or use of THC Products. Thus, cities may not only have an interest in ensuring that THC Products are being sold in the manner allowed under the new law, but there may be a desire for additional rules and regulations on a localized level to protect the general welfare of any particular community.

In general, a business licensing program must be reasonable in its terms and conditions and it cannot place unnecessary, unreasonable, or oppressive restrictions on businesses. A licensing program may, for example, include requirements such as: license terms; insurance requirements; limitations on hours of operation; qualifications for licensees; limitations on license transferability; license fees; limitations on the number of licenses available; requiring licensees to identify purchasers to ensure they are 21; requiring THC Products to be sold from behind a counter; local compliance checks; and procedures for license revocations and suspensions. Should a city desire to establish a licensing program for THC Product sales, an ordinance should be carefully crafted to ensure that any and all goals of the city are addressed appropriately, and that staff has the necessary tools in place to administer and enforce the program in a meaningful way.

C. Zoning Regulations

A second option for cities to regulate THC Products is through local zoning controls. There is no established right for retailers to sell THC Products, and so cities likely have broad discretion in establishing such zoning regulations.

For example, a city could prohibit the sale of THC Products in one or more zoning districts if it defines such sales as a standalone “use” in its zoning ordinance and articulates legitimate planning and zoning grounds for such a prohibition. Additionally, a city could further establish that the sale of THC Products is a conditional use with additional regulations that are aimed toward public health, safety, and welfare. Some examples of such additional regulations might include, without limitation, restricting sales to certain zoning districts; requiring a minimum distance from certain land uses such

² *Minnesota Chamber of Commerce v. City of Minneapolis*, 944 N.W.2d 441 (Minn. 2020); and *Graco v. City of Minneapolis*, 937 N.W.2d. 756 (Minn. 2020).

as schools, childcare facilities, places of worship, and chemical dependency treatment facilities; requiring a minimum distance from other THC-related uses; and restrictions on signage and advertising aimed at youth.

Keep in mind that, instead of including these sorts of provisions in the zoning code, a city might also consider including similar requirements as part of a licensing program as outlined above (e.g. only issue a license to a THC Product business that is located within particular zoning district or outside of a certain distance from a school).

D. Moratorium

Should a city desire not to rush into creating a regulatory scheme without first undergoing a study of the issues associated with THC Products, it may choose to establish a moratorium prohibiting the sale of THC Products in the city for a limited period of time. Cities have the statutory authority to adopt a moratorium prohibiting various uses for up to one year pursuant to Minnesota Statutes, section 462.355, subd. 4 while a zoning study is being performed. Cities have also relied on their general police powers to enact moratoria on activities that are licensed or may become subject to licensing, so long as any particular moratorium is limited in duration and enacted in good faith and without discrimination.³

A moratorium could, for example, temporarily prohibit the sale of THC Products in the city to provide staff and the council with an opportunity to maintain the status quo while this new law is carefully vetted and options for local regulation are considered. A moratorium would be contained within an ordinance that can be prepared and adopted by a city council in a relatively short time period, and again, it would be for the purpose of “pressing pause” on the legalization of THC Products while the city studies the subject and determines what potential regulations might best serve the community. It is unsettled and debatable whether such a moratorium could require a retailer that is already in existence to cease sales.

III. CONCLUSIONS

The recent law legalizing the sale of THC Products includes very little in terms of regulatory oversight. Therefore, cities may wish to establish local regulations that can be tailored to the needs of their own particular communities. Generally speaking, the two most viable options available to cities are the establishment of a licensing program or an amendment to local zoning regulations.

Because there are many uncertainties about how this new law will affect the general public, cities might also benefit from adopting a temporary moratorium on the sale of THC Products until it gathers more information and insight about how these products will be introduced into the marketplace and what sort of regulations will prove desirable.

Finally, it is important to keep in mind that the Minnesota Legislature may act, either during a future special or regular session, to further regulate the sale of THC Products in a more comprehensive manner, which might certainly impact how cities are able to regulate THC Products. However, until that happens, the options provided for in this memorandum are generally available should there be any desire to pursue them. Many cities have also chosen to do nothing.

³ *Almquist v. Town of Marshan*, 245 N.W.2d 819 (Minn. 1976).

**CITY OF MANTORVILLE
DODGE COUNTY, MINNESOTA**

ORDINANCE NO. 2022-04

**AN INTERIM ORDINANCE AUTHORIZING A STUDY AND IMPOSING
A MORATORIUM ON THE SALE OF EDIBLE CANNABINOID PRODUCTS**

The City Council of the City of Mantorville ordains as follows:

Section 1. Legislative Findings and Authority

- (A) There is a great deal of uncertainty regarding the effect of Minnesota Laws 2022, Chapter 98 amending Minnesota Statutes, section 151.72 (the “Act”), which expressly allows the sale of edible cannabinoid products, as that term is defined therein.
- (B) Because the proposal to allow the sale of edible cannabinoid products received little publicity until after the Act went into effect on July 1, 2022, the City of Mantorville (the “City”) did not have an opportunity to fully study or consider the potential impacts of the Act or engage in policy discussions regarding the potential regulation of the sale of edible cannabinoid products in the city.
- (C) Although the Minnesota Board of Pharmacy is authorized to enforce the Act, the Act does not provide for any state-level licensing of businesses that manufacture or sell edible cannabinoid products. The Act is also silent regarding the enactment of local regulations related to edible cannabinoid products.
- (D) The Act does not expressly prohibit or limit local regulations of edible cannabinoid products. Additionally, the regulations established in the Act clearly do not constitute the Legislature having occupied the field of regulation regarding the sale of edible cannabinoid products.
- (E) The City Council finds that the uncertainties associated with the sale of edible cannabinoid products, as well as the options for local regulation, strongly suggest the need for a study to develop information the City Council may use related to potential local regulation of the sale of edible cannabinoid products through the adoption of licensing or zoning controls.
- (F) Pursuant to Minnesota Statutes, section 462.355, subdivision 4(a), the City Council is authorized to adopt an interim ordinance “to regulate, restrict, or prohibit any use . . . within the jurisdiction or a portion thereof for a period not to exceed one year from the date it is effective.”
- (G) The City Council is also authorized, under to Minnesota Statutes, section 412.221, subd. 32, “to provide for the government and good order of the city, the suppression

of vice and immorality, the prevention of crime, the protection of public and private property, the benefit of residence, trade, and commerce, and the promotion of health, safety, order, convenience, and the general welfare.” Pursuant to its general police power authority, the City Council may, for example, adopt business licensing requirements related to the sale of edible cannabinoid products.

- (H) The Minnesota Supreme Court in *Almquist v. Town of Marshan*, 245 N.W.2d 819 (Minn. 1976) upheld the enactment of a moratorium despite the lack of express statutory authority as being a power inherent in a broad grant of power to municipalities. The enactment of business licensing requirements, for example, is based on a City’s police powers, which is the broadest grant of power to Cities. Inherent in that broad grant of authority is the power to place a temporary moratorium on a particular business activity to study and potentially implement regulations on that business activity.
- (I) There are both licensing and zoning issues associated with the sale of edible cannabinoid products. The City Council determines that it needs time to study the matter and to consider the development and adoption of appropriate local regulations. To protect the planning and decision-making process and the health, safety, and welfare of the residents while the City conducts its study and the City Council engages in policy discussions regarding possible regulations, the City Council determines it is in the best interests of the City to impose a temporary moratorium on the sale of edible cannabinoid products.

Section 2. Definition. For the purposes of this ordinance, the term “edible cannabinoid product” has the same meaning given the term in Minnesota Statutes, section 151.72, subdivision 1(c), as recently amended by the Act and as may be amended from time to time.

Section 3. Study. The City Council authorizes and directs City staff and consultants to conduct a study regarding edible cannabinoid products and provide a report to the City Council on the potential regulations relating to the sale of such products in the community. The report shall include recommendations on whether the City Council should adopt regulations and, if so, the recommended types of regulations. The study shall consider, but is not limited to, the following: (i) the potential impacts of the sale of edible cannabinoid products within the city; (ii) licensing the sale of edible cannabinoid products and related regulations; and (iii) zoning regulations related to the sale and distribution of edible cannabinoid products.

Section 4. Moratorium. A moratorium is hereby imposed within the city regarding the sale of edible cannabinoid products. No business, person, or entity may sell edible cannabinoid products to the public within the jurisdictional boundaries of the city during the period that this ordinance is in effect. The City shall not accept, process, or act on any application, site plan, building permit, or zoning or other approval for a business proposing to engage in the sale of edible cannabinoid products during the period that this ordinance is in effect.

Section 5. Exceptions. The moratorium imposed by this ordinance does not apply to the sale of medical cannabis that was lawful to sell prior to the effective date of the Act.

Section 6. Enforcement. Violation of this ordinance is a misdemeanor. In addition, the City may enforce this ordinance by mandamus, injunction, or other appropriate civil remedy in any court of competent jurisdiction.

Section 7. Severability. Every section, provision, and part of this ordinance is declared severable from every other section, provision, and part of this ordinance. If any section, provision, or part of this ordinance is held to be invalid by a court of competent jurisdiction, such judgment shall not invalidate any other section, provision, or part of this ordinance.

Section 8. Effective Date and Term. This ordinance shall take effect and be in full force from and after its adoption and publication, as provided by law. This ordinance shall remain in effect for one year after its effective date or until the City Council expressly repeals it, whichever occurs first.

Passed by the City Council of the City of Mantorville, Minnesota, this 12th day of December 2022.

ATTEST:

Chuck Bradford
Mayor

Shirley R Buecksler
City Clerk-Treasurer

**CITY OF MANTORVILLE
DODGE COUNTY, MINNESOTA**

RESOLUTION NO. 2022-53

**RESOLUTION AUTHORIZING PUBLICATION OF
ORDINANCE NO. 2022-04 BY TITLE AND SUMMARY**

WHEREAS, the City Council of the City of Mantorville has adopted Ordinance No. 2022-04, an interim ordinance authorizing a study and imposing a moratorium on the sale of edible cannabinoid products; and

WHEREAS, Minnesota Statutes § 412.191, subdivision 4 allows publication by title and summary in the case of lengthy ordinances or those containing charts or maps; and

WHEREAS, the City Council believes that the following summary would 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 that City Staff shall cause the following summary of Ordinance No. 2022-04 to be published in the official newspaper in lieu of the ordinance in its entirety:

Public Notice

The City Council of the City of Mantorville has adopted Ordinance No. 2022-04, An Interim Ordinance Authorizing a Study and Imposing a Moratorium on the Sale of Edible Cannabinoid Products. The ordinance prohibits the sale of edible cannabinoid products, as that term is defined in Minnesota Statutes, section 151.72, while the City undertakes a study regarding such products and sales. While the ordinance is in effect, no business, person, or entity may sell edible cannabinoid products to the public within the jurisdictional boundaries of the city, and the City will not accept, process, or act on any application, site plan, building permit, or zoning or other approval for a business proposing to engage in the sale of edible cannabinoid products.

The full text of the ordinance is available at City Hall during regular business hours.

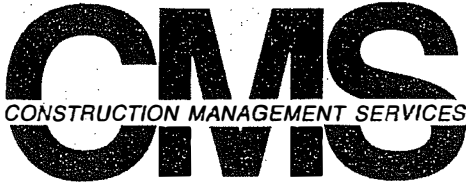
BE IT FURTHER RESOLVED by the City Council of the City of Mantorville that City Staff keep a copy of the ordinance in their office at City Hall for public inspection and that they post a full copy of the ordinance in a public place within the city.

Adopted by the City Council of the City of Mantorville, Minnesota, this 12th day of December 2022.

ATTEST:

Chuck Bradford
Mayor

Shirley R Buecksler
City Clerk-Treasurer



1700 North Broadway • Suite 128
Rochester, MN 55906
507-282-8206 • FAX 281-0391

December 1, 2022

TO: Clients of Construction Management Services

FROM: Jay & Jude Kruger

This letter is to inform you that effective January 1, 2023, Construction Management Services will merge with WSE Engineering Services, Ltd., led by their CEO/President, Tom Wiener.

CMS will continue to operate as usual, and Jay Kruger will continue to be your designated Building Official for the foreseeable future.

All contact information will remain the same; with the only functional change being letterhead and the billing process. Starting January 2023, you will be receiving your monthly statement from our merged entity called, "CMS, a division of WSE MASSEY Engineering & Surveying, Ltd." Although we don't anticipate any issues, we ask for your cooperation in working through any minor changes related to this merger.

We thank you for your past patronage. It has been a rewarding experience working with you and all the staff members for the past 22 ½ years. We are excited about this merger, for it allows us to continue to offer our 22+ years of experience to your community, while putting in place a structure to sustain the level of quality service you have grown to expect. We do not take your business for granted and are hopeful to continue to earn the opportunity to serve you.

As previously stated, there will be minimal functional change; however, we would appreciate the opportunity to sit down with you and discuss any concerns you may have, as well as introduce you to some of the new leadership that has joined our team. Over the next several months, Jay will be reaching out to each of you see if we can schedule a time to meet with you.

Sincerely,

A handwritten signature of Jay Kruger in black ink, written over a horizontal line.

Jay Kruger

A handwritten signature of Jude Kruger in black ink, written over a horizontal line.

Jude Kruger