



Trail to the Past. Road to the Future.

CITY COUNCIL MEETING
MANTORVILLE CITY COUNCIL CHAMBERS
21 5TH STREET E, MANTORVILLE, MN 55955
MONDAY, JANUARY 23, 2023
6:30 PM

1. Call to Order

2. Pledge of Allegiance

3. Adopt the Agenda

4. Consent Agenda

- A. Regular City Council Meeting Minutes of January 9, 2023
- B. Accounts Payable Claims List
- C. Dodge County Board of Commissioners Meeting Minutes of December 27, 2022
- D. Mantorville Township Fire Contract for 2023-2025
- E. Rental License Renewal(s) for 2023

5. Proclamations, Presentations and Recognitions – *No Items*

6. Public Concerns

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

7. Public Safety Update – *No Items*

8. Public Hearing – *No Items*

9. Old Business/New Business

- A. Intersection Control of 4th Street and Clay Street; Memo from WHKS

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

- A. Area 15 Preliminary Plat Application (PID 130210401); Resolution No. 2023-08
– tabled to January 23, 2023
- B. Designation of City Consultants for 2023
– tabled to February 2023

11. Reports

- A. Public Works Report
- B. City Clerk Report

- C. Consultant Report
- D. Committee Reports
Chamber, EDA, Finance/Budget, Fire Department, Infrastructure, KM Joint Powers, MRA, Park Board, Personnel, Township
- E. Councilmember Reports
- F. Mayor's Report

12. Executive Session – No Items

13. Adjourn

<i>Upcoming Meetings and Events in Mantorville:</i>		
<i>January 24, 2023</i>	<i>6:00 pm</i>	<i>Special Economic Development Authority Mtg</i>
<i>January 31, 2023</i>	<i>7:00 pm</i>	<i>Mantorville Fire & Rescue Officer's Meeting</i>
<i>February 1, 2023</i>	<i>6:30 pm Training; 8:30 pm Members Meeting</i>	<i>Mantorville Fire & Rescue General Meeting</i>
<i>February 7, 2023</i>	<i>6:30 pm</i>	<i>Economic Development Authority Meeting</i>
<i>February 8, 2023</i>	<i>6:30 pm</i>	<i>Mantorville Fire & Rescue EMR Training</i>
<i>February 13, 2023</i>	<i>6:30 pm</i>	<i>Regular City Council Meeting</i>
<i>February 20, 2023</i>	<i>City Offices Closed to Observe Washington's Birthday (President's Day)</i>	
<i>February 27, 2023</i>	<i>6:30 pm</i>	<i>Regular City Council Meeting</i>
<i>February 28, 2023</i>	<i>7:00 pm</i>	<i>Mantorville Fire & Rescue Officer's Meeting</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
Regular City Council Minutes
January 9, 2023**



A Swearing In Ceremony was held prior to the start of the meeting for Mayor Chuck Bradford and Councilmembers Jeffrey Ingalls, Greg Rud and Jessica Bradford.

1. Call to Order

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

Present: Mayor Chuck Bradford

Councilmembers:

Jessica Bradford
Lyle Hoaglund
Jeffrey Ingalls
Greg Rud

Absent: None

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

2. Pledge of Allegiance

Everyone stood and recited the Pledge of Allegiance.

3. Changes to the Agenda

Motion was made by Councilmember Ingalls and seconded by Councilmember Rud to add the following item to the agenda:

5A. Proclamation for National Law Enforcement Appreciation Day

Motion carried: 5 ayes / 0 nays

4. Consent Agenda

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

- A. Regular City Council Meeting Minutes of November 28, 2022
- B. Regular City Council Meeting Minutes of December 14, 2022
- C. Accounts Payable Claims List for January 9, 2023 in the amount of \$125,139.09
- D. Accounts Payable Claims List through year end 2022 in the amount of \$86,947.39

- E. Dodge County Board of Commissioners Meeting Minutes of December 13, 2022
- F. Wasioja Township Fire Contract for 2023-2025
- G. Engagement Letter with Smith, Schafer and Associates, Ltd. for 2022 Audit
- H. Chamber of Commerce Meeting Minutes of December 7, 2022
- I. Rental License Renewals for 2023
 - 605 Clay Street #2
 - 605 Clay Street #5
 - 605 Clay Street #6
 - 605 Clay Street #7

Motion carried: 5 ayes / 0 nays

5. Proclamations, Presentations and Recognitions

Mayor Bradford proclaimed January 9, 2023 National Law Enforcement Appreciation Day.

6. Public Concerns

The following citizen(s) addressed the Council:

- 1) Jim Potter said the sidewalk that crosses the bridge needs better cleaning of snow.

Other comments included the sign that reads, “No Snowmobiles on Sidewalk” is easily missed, and a suggestion to add a \$500 fine to the ordinance.

Joe Adams will contact DeCook to get the snow down further. If it’s plowed to the pavement, they won’t use the sidewalk and will use the road instead.

Councilmember Ingalls is willing to talk to the local snowmobile club. They may have other signage they could put up and could also remind their members.

- 2) Carol Potter stated that drivers don’t slow up for the yield sign by the park and asked if a yield sign could be added to the other two streets (4th Street and Clay Street).

Council directed the City Clerk to contact the City Engineer regarding adding more signs with traffic control on all four sides.

- 3) A resident asked about the noise policy, especially dirt bikes on private property near Mantor Drive.

Council said this should be considered, along with the noise ordinance (i.e., jake braking).

A resident commented that dirt bikes ride around and make noise all summer versus only a minute of noise caused by jake braking.

7. Public Safety Update

A. Mantorville Fire and Rescue General Meeting Minutes of January 4, 2023

Fire Chief Harbaugh provided an update for Council from the Mantorville Fire and Rescue January 4, 2023 General Meeting.

B. Donation to Mantorville Fire and Rescue; Resolution No. 2023-07

Chief Harbaugh said the Fire Department (not Relief Association) received a donation of \$1,000.00 from MNCAER Pipeline Association. The Fire Department would like to use this money to purchase a new Mustang cold water suit.

Motion was made by Councilmember Ingalls and seconded by Councilmember Hoaglund to adopt the following resolution that will become part of the official records:

RESOLUTION NO. 2023-07
A RESOLUTION ACCEPTING DONATION
TO MANTORVILLE FIRE AND RESCUE

Motion carried: 5 ayes / 0 nays.

Motion was made by Councilmember Rud and seconded by Councilmember Bradford to approve the purchase of a Mustang cold water suit from the donation monies received.

Motion carried: 5 ayes / 0 nays.

C. Dodge County Sheriff's Office Report for December 2022

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

8. Public Hearings

Motion was made by Councilmember Ingalls and seconded by Councilmember Rud to open the public hearings at 6:59 pm.

Motion carried: 5 ayes / 0 nays.

Public comment was received on all three public hearing items.

Motion was made by Councilmember Ingalls and seconded by Councilmember Hoaglund to close the public hearings at 7:41 pm.

Motion carried: 5 ayes / 0 nays.

Council returned to open session, discussed, and made motion on the following:

A. Master Fee Schedule for 2023; Ordinance No. 2023-01, Resolution No. 2023-06

Motion was made by Councilmember Ingalls and seconded by Councilmember Rud to pass the following ordinance and adopt the following resolution that will become part of the official records:

ORDINANCE NO. 2023-01
AN ORDINANCE ADOPTING THE CITY OF MANTORVILLE
MASTER FEE SCHEDULE FOR 2023

RESOLUTION NO. 2023-06
A RESOLUTION AUTHORIZING PUBLICATION OF
ORDINANCE NO. 2023-01 BY TITLE AND SUMMARY

Motion carried: 5 ayes / 0 nays.

B. Assessment Fees for 408 West Street

Mayor Bradford gave a brief history of the property located at 408 West Street. The lot was sold for \$6,000.00, substantially below market value. Owners requested a discount from the assessment fees of \$28,792.00. The City lowered the assessment fees by \$2,000.00 to \$26,792.00. In December 2022, a realtor agreed that \$6,000.00 plus the assessment of \$26,792.00 was at or below market value. Since that time, the owner requested additional discussion and Council was looking for public input.

Discussion included:

- Council could consider a further reduction.
- Any further reduction will have to come from unbudgeted funds from the 2023 budget or increase 2024 taxes. We should talk with the City Attorney now that the property is owned by a private owner. Any further reduction would be perceived as a gift or a grant from the City.
- The City could go to the Economic Development Authority (EDA) for funds.
 - This would be a conflict of interest – businesses and homeowners go to the EDA.
- What is the City's return on investment?
- The City isn't sitting on lots that we cannot sell. Mantorville is unique that way. It was a good decision to tear that house down. The lot has water and sewer and has a lot of value.
- The issue is a young couple paying for something from 13 years ago.
 - Had the City not demolished the building, the new owner would have the cost of removing that building.
- A recommendation for the owner to get letters from builders with their opinion of the value.

- Had the building still been there, what is the difference between when there was a livable home versus what is there today?
 - The burden is not on the City, but on the petitioner.
- Some builders were not interested because the cost of building has gone up.
- The City could give the EDA some guidance.
- Did demolition go out for bid?
 - John Olive did the work on it, hauled in black dirt and sodded.
 - There could have been asbestos abatement.
- There are 50/50 opinions on this. The house removal is immaterial. Bringing up the cost of removing the house should have no bearing on it. We appreciate you putting a nice house on that lot.
- A resident stated her opposition to any reduction in the assessment.
- Another resident stated her opposition to any reduction in the assessment and said we all had to start out young and take out a mortgage. At that time, interest was 15%. Some couples are still struggling.
- There is no water and sewer connection fee, which could cover the entire amount of the assessment.

Motion was made by Councilmember Hoaglund and seconded by Councilmember Ingalls to make no further change to the assessments for 408 West Street.

Motion carried: 5 ayes / 0 nays.

C. Amending Section 50.03 of the Code of Ordinances Regarding Delinquent Utility Accounts; Ordinance No. 2023-02, Resolution No. 2023-04

Motion was made by Councilmember Ingalls and seconded by Councilmember Rud to pass the following ordinance and adopt the following resolution that will become part of the official records:

ORDINANCE NO. 2023-02
 AN ORDINANCE AMENDING SECTION 50.03 OF THE CODE
 OF ORDINANCES OF THE CITY OF MANTORVILLE
 REGARDING DELINQUENT UTILITY ACCOUNTS

RESOLUTION NO. 2023-04
 A RESOLUTION AUTHORIZING PUBLICATION OF
 ORDINANCE NO. 2023-02 BY TITLE AND SUMMARY

Motion carried: 5 ayes / 0 nays.

9. Old Business/New Business

A. City Council Bylaws, Code of Ethics and Conduct

Council reviewed and approved the City Council Bylaws, Code of Ethics and Conduct.

B. Designation of Deputy Mayor for 2023

Council approved Mayor Bradford's appointment of Councilmember Ingalls to serve as Deputy Mayor for 2023.

C. Appointments to Commissions and Committees for 2023

Councilmember Bradford was moved to the Park Board, and Councilmember Rud was moved to Chamber.

Council approved the appointments to Commissions and Committees for 2023, as amended.

D. Designation of Official Depositories for 2023; Resolution No. 2023-01

Motion was made by Councilmember Ingalls and seconded by Councilmember Hoaglund to adopt the following resolution that will become part of the official records:

RESOLUTION NO. 2023-01
A RESOLUTION DESIGNATING OFFICIAL DEPOSITORIES
FOR THE CITY OF MANTORVILLE, MINNESOTA

Motion carried: 5 ayes / 0 nays.

E. Annual Excess Insurance, Resolution No. 2023-02

Motion was made by Councilmember Hoaglund and seconded by Councilmember Rud to adopt the following resolution that will become part of the official records:

RESOLUTION NO. 2023-02
A RESOLUTION APPROVING NON-WAIVER OF
STATUTORY TORT LIABILITY LIMITS

Motion carried: 5 ayes / 0 ayes.

F. Designation of Fiscal Consultants for 2023

Council approved David Drown Associates Inc. as the City's fiscal consultant for 2023.

G. Designation of City Consultants for 2023; Resolution No. 2023-03

A resident recommended that the City look for a local civil attorney so money would be spent locally, as well. Discussion included bringing some in for interviews and bids.

Motion was made by Councilmember Ingalls and seconded by Councilmember Hoaglund to table this item until next month.

Motion carried: 5 ayes / 0 nays.

H. Designation of Official Newspaper for 2023

Motion was made by Councilmember Ingalls and seconded by Councilmember Bradford to designate the Dodge County Independent as the City's official newspaper for 2023.

Motion carried: 5 ayes / 0 nays.

I. Amending Chapter 70 of the Code of Ordinances Regarding Excessive Vehicle Noise; Ordinance No. 2023-03

Motion was made by Councilmember Ingalls and seconded by Councilmember Hoaglund to pass the following ordinance that will become part of the official records:

ORDINANCE NO. 2023-03
AN ORDINANCE AMENDING CHAPTER 70 OF THE CODE
OF ORDINANCES OF THE CITY OF MANTORVILLE
REGARDING EXCESSIVE VEHICLE NOISES

Motion carried: 5 ayes / 0 nays.

10. Tabled Items

- A. Area 15 Preliminary Plat Application (PID 130210401) (January 23, 2023)**
- B. Interim Ordinance Authorizing a Study and Imposing a Moratorium on the Sale of Certain Edible Cannabinoid Products; Ordinance No. 2023-04, Resolution No. 2023-05**

Motion was made by Councilmember Ingalls and seconded by Councilmember Rud to remove this item from the table.

Motion carried: 5 ayes / 0 nays.

Motion was made by Councilmember Ingalls and seconded by Councilmember Bradford to pass the following ordinance and adopt the following resolution that will become part of the official records:

ORDINANCE NO. 2023-04
AN INTERIM ORDINANCE AUTHORIZING A STUDY AND
IMPOSING A MORATORIUM ON THE SALE OF CERTAIN
EDIBLE CANNABINOID PRODUCTS

RESOLUTION NO. 2023-05
A RESOLUTION AUTHORIZING PUBLICATION OF
ORDINANCE NO. 2023-04 BY TITLE AND SUMMARY

Motion carried: 5 ayes / 0 nays.

11. Reports

A. Public Works Report

- 1) Taking the dump truck to French's Repair tomorrow. A manhole on 6th Street at the alleyway by the museum caught the wing and sheared off the bolts.
- 2) There are potholes on Highway 57 just before the golf course road. Three vehicles have been damaged. Adams will get someone out there.
- 3) Snow emergency parking signs. Adams would like to purchase ten signs at \$30.00 each that say "No Parking During Snow Emergencies, Oct 1 – May 1." The cost may be less if we purchase 17 or more. We can't put any on Highway 57 but on thoroughfares with the most traffic.

Council directed Adams to purchase 40 signs.

Councilmember Ingalls said Public Works Staff did a great job during both snow storms.

- 4) February 5th is the Ride for Wyatt event.
Motion was made by Councilmember Ingalls and seconded by Councilmember Rud to allow use of the park for the Ride for Wyatt event and waive any fees.

Motion carried: 5 ayes / 0 nays.

B. City Clerk Report

- 1) The ordinance amendment for golf carts and ATV's will come back to a future agenda.
- 2) Buecksler will be out of the office Tuesday and Wednesday afternoons.

C. Consultant Report

- 1) City Attorney Dave Anderson is available to provide training for Council on either January 30th or February 27th.

Training will be held on February 27th to include:

5:00 pm	One hour training
6:00 pm	Question & Answer period; break
6:30 pm	Regular City Council Meeting

Mayor Bradford recommended that Councilmembers Bradford and Rud attend the League of Minnesota Cities Elected Leaders Institute Foundational Program.

D. Committee Reports

- 1) Chamber
 - Annual meeting and banquet January 19th at the Hubbell House.
- 2) Economic Development Authority
 - CEDA updates were received at the last meeting. 500 trifold brochures to be printed. Changes with the trolley, such as getting a commitment from

reservations and discussed what that looks like. Mantorville Bucks may come back – wooden nickel that could be spent at any merchant, who in turn trades that to the City for real money.

- 3) Finance/Budget
- 4) Fire Department
- 5) Infrastructure
- 6) Kasson Mantorville Joint Powers
- 7) Mantorville Restoration Association
- 8) Park Board
- 9) Personnel
- 10) Fire Relief
- 11) Township

E. Councilmember Reports

Councilmember Hoaglund will not be here in person for the January 23rd meeting but may attend via phone.

F. Mayor's Report

12. Tabled Items

- A. Area 15 Preliminary Plat Application (PID 130210401)

13. Adjourn

Motion was made by Councilmember Ingalls and seconded by Councilmember Bradford to adjourn the meeting at 8:59 p.m.

Motion carried: 5 ayes / 0 nays. Meeting adjourned.

Approved: January 23, 2023.

Shirley R Buecksler
City Clerk-Treasurer

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Payments

Current Period: December 2022

Payments Batch 2022 Batch 1.18.2023		\$24,753.74	
Refer	0 <u>BEST BUY</u>	Ck# 058093 1/23/2023	
Cash Payment	E 101-41500-200 Supplies	Laptop Charger	\$59.99
Invoice	1/23/2023		
Transaction Date	1/18/2023	Citizens State Bank 10100	Total \$59.99
Refer	0 <u>DODGE COUNTY HIGHWAY DEPA</u>	-	
Cash Payment	E 101-43125-406 Snow/Ice Removal	Salt & Sand Mix December 2022	\$3,313.09
Invoice	1/23/2023		
Transaction Date	1/18/2023	Citizens State Bank 10100	Total \$3,313.09
Refer	0 <u>FRENCHS REPAIR & FABRICATIO</u>	-	
Cash Payment	E 101-43125-404 Repairs/Maint Machiner	2022 Plow Truck	\$1,007.00
Invoice 4493	1/23/2023		
Transaction Date	1/18/2023	Citizens State Bank 10100	Total \$1,007.00
Refer	0 <u>FURTHER</u>	Ck# 005822 1/23/2023	
Cash Payment	G 101-21714 Health Savings Account	Jan 2022 Annual Participant Fee	\$132.00
Invoice 15959845	1/23/2023		
Transaction Date	1/18/2023	Citizens State Bank 10100	Total \$132.00
Refer	0 <u>FIRST INDEPENDENT BANK</u>	-	
Cash Payment	E 313-47000-611 Bond Interest	Interest on 2022A Bond	\$7,777.78
Invoice 6/7/2022	1/23/2023		
Transaction Date	1/18/2023	Citizens State Bank 10100	Total \$7,777.78
Refer	0 <u>GENEVA LUMBER COMPANY</u>	-	
Cash Payment	E 101-45200-500 Capital Outlay	Covered Bridge 2022 (Power Pole Funds)	\$3,937.37
Invoice 12/12/2022	1/23/2023		
Transaction Date	1/18/2023	Citizens State Bank 10100	Total \$3,937.37
Refer	0 <u>INTERNAL REVENUE SERVICE</u>	Ck# 005815 1/23/2023	
Cash Payment	G 101-21703 FICA Tax Withholding	PR Fire 01 Social Security	\$2,481.60
Invoice 1/11/2023	1/23/2023		
Cash Payment	G 101-21709 Medicare	PR Fire 01 Medicare	\$580.44
Invoice 1/11/2023	1/23/2023		
Transaction Date	1/18/2023	Citizens State Bank 10100	Total \$3,062.04
Refer	0 <u>POMPS TIRE SVC INC</u>	-	
Cash Payment	E 101-43125-404 Repairs/Maint Machiner	CAT Loader Flat Tire Repair 11/29/22	\$495.86
Invoice 230119683	1/23/2023		
Transaction Date	1/18/2023	Citizens State Bank 10100	Total \$495.86
Refer	0 <u>SOUTHEAST SERVICE COOPERAT</u>	Ck# 058094 1/23/2023	
Cash Payment	G 101-21706 Hospitalization/Medical Ins	Dec 2022 Health Insurance	\$2,391.36
Invoice 11/21/2022	1/23/2023		
Transaction Date	1/18/2023	Citizens State Bank 10100	Total \$2,391.36
Refer	0 <u>WILKER RETAINING WALLS</u>	-	
Cash Payment	E 101-45200-500 Capital Outlay	Park Tree Management 2022	\$412.50
Invoice 1147	1/23/2023		
Cash Payment	E 101-45200-500 Capital Outlay	Park Tree Management 2022	\$742.00
Invoice 1148	1/23/2023		

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Payments

Current Period: December 2022

Cash Payment	E 101-43100-224	Street Maint Materials	3rs Street Loop		\$702.50
Invoice	1146	1/23/2023			
Transaction Date	1/18/2023		Citizens State Bank	10100	Total \$1,857.00
Refer	0	WEX HEALTH, INC.	Ck# 005820	1/23/2023	
Cash Payment	G 101-21714	Health Savings Account	HSA Employee Dec 2022 (Wade)		\$50.00
Invoice	12/13/22	1/23/2023			
Transaction Date	1/18/2023		Citizens State Bank	10100	Total \$50.00
Refer	0	WEX HEALTH, INC.	Ck# 005819	1/23/2023	
Cash Payment	G 101-21714	Health Savings Account	HAS Participant Fee		\$8.25
Invoice	0001646283-IN	1/23/2023			
Transaction Date	1/18/2023		Citizens State Bank	10100	Total \$8.25
Refer	0	MINNESOTA REVENUE	Ck# 005811	1/23/2023	
Cash Payment	E 603-45183-210	Tax and Licensing	RV Park Qtr 4 Sales Tax		\$112.54
Invoice	1/9/23	1/23/2023			
Cash Payment	E 601-49400-210	Tax and Licensing	Commercial Water Qtr 4 Sales Tax		\$549.46
Invoice	1/9/23	1/23/2023			
Transaction Date	1/18/2023		Citizens State Bank	10100	Total \$662.00

Fund Summary

	10100	Citizens State Bank	
101 GENERAL FUND			\$16,313.96
313 GO SERIES BOND 2022A			\$7,777.78
601 WATER FUND			\$549.46
603 RV PARK			\$112.54
			<u>\$24,753.74</u>

Pre-Written Checks	\$6,365.64
Checks to be Generated by the Computer	\$18,388.10
Total	<u>\$24,753.74</u>

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Payments

Current Period: December 2022

Payments Batch 011823PAY		\$24,068.82	
Refer	0 CEDA	-	
Cash Payment	E 101-46500-437 Other Miscellaneous	1st Quarter 2023 Staffing Services	\$5,430.25
Invoice	01/01/23 1/23/2023		
Transaction Date	1/18/2023	Citizens State Bank 10100	Total \$5,430.25
Refer	0 DOG WASTE DEPOT	-	
Cash Payment	E 101-45200-200 Supplies	30 Roll Bag Case	\$219.47
Invoice	525499 1/23/2023		
Transaction Date	1/18/2023	Citizens State Bank 10100	Total \$219.47
Refer	0 DELTA DENTAL	-	
Cash Payment	G 101-21708 Dental Insurance	02/01/2023 Dental Insurance	\$65.48
Invoice	CN0001157277 1/23/2023		
Transaction Date	1/18/2023	Citizens State Bank 10100	Total \$65.48
Refer	0 DECOOK DRAINAGE	-	
Cash Payment	E 101-43125-406 Snow/Ice Removal	Snow Removal Dec 2022	\$5,053.60
Invoice	2422 1/23/2023		
Transaction Date	1/18/2023	Citizens State Bank 10100	Total \$5,053.60
Refer	0 DODGE COUNTY INDEPENDENT	-	
Cash Payment	E 101-41110-352 Publishing	2023 Summary Budget Statement	\$170.75
Invoice	15259 1/23/2023		
Transaction Date	1/18/2023	Citizens State Bank 10100	Total \$170.75
Refer	0 HARBOR FREIGHT	<u>Ck# 005817 1/23/2023</u>	
Cash Payment	E 101-43100-240 Tools and Minor Equipm	Adj. Jumbo Wre, Linkable Shop Light	\$82.12
Invoice	1/23/2023		
Transaction Date	1/18/2023	Citizens State Bank 10100	Total \$82.12
Refer	0 HAWKINS, INC	-	
Cash Payment	E 601-49400-216 Chemicals and Chem Pr	Chlorine, LPC-5, Acid	\$4,761.78
Invoice	6374541 1/23/2023		
Transaction Date	1/18/2023	Citizens State Bank 10100	Total \$4,761.78
Refer	0 INTERNAL REVENUE SERVICE	<u>Ck# 005814 1/23/2023</u>	
Cash Payment	G 101-21703 FICA Tax Withholding	PR 01 Social Security	\$1,057.78
Invoice	1/11/23 1/23/2023		
Cash Payment	G 101-21709 Medicare	PR 01 Medicare	\$247.40
Invoice	1/11/23 1/23/2023		
Cash Payment	G 101-21701 Federal Withholding	PR 01 Federal WH	\$780.37
Invoice	1/11/23 1/23/2023		
Transaction Date	1/18/2023	Citizens State Bank 10100	Total \$2,085.55
Refer	0 LAWSON PRODUCTS, INC	-	
Cash Payment	E 602-49450-200 Supplies	Gloves and Hand Soap	\$304.73
Invoice	9310246474 1/23/2023		
Transaction Date	1/18/2023	Citizens State Bank 10100	Total \$304.73
Refer	0 LINCOLN NATIONAL LIFE INS. CO.	-	
Cash Payment	G 101-21711 Life Insurance Payable	02/01/2023 Life Insurance	\$207.15
Invoice	02/01/23 1/23/2023		

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Payments

Current Period: December 2022

Transaction Date	1/18/2023	Citizens State Bank	10100	Total	\$207.15
Refer	0 <u>MENARDS - NORTH ROCHESTER</u>	-			
Cash Payment	E 101-43125-404	Repairs/Maint Machiner	Ice Melt Shovel Batteries etc.		\$85.67
Invoice	17385	1/23/2023			
Cash Payment	E 101-43100-200	Supplies	Gasline Gap&Crack Filler etc.		\$59.18
Invoice	17067	1/23/2023			
Transaction Date	1/18/2023	Citizens State Bank	10100	Total	\$144.85
Refer	0 <u>MINNESOTA REVENUE</u>	<u>Ck# 005813 1/23/2023</u>			
Cash Payment	G 101-21702	State Withholding	PR 01		\$388.67
Invoice	1/11/23	1/23/2023			
Transaction Date	1/18/2023	Citizens State Bank	10100	Total	\$388.67
Refer	0 <u>MN PERA</u>	<u>Ck# 005812 1/23/2023</u>			
Cash Payment	G 101-21704	PERA	PR 01		\$1,303.38
Invoice	1/12/23	1/23/2023			
Transaction Date	1/18/2023	Citizens State Bank	10100	Total	\$1,303.38
Refer	0 <u>MINNESOTA ENERGY</u>	-			
Cash Payment	E 101-41940-380	Utility Services	4016467-5 STREETS		\$0.00
Invoice	4428941572	1/23/2023			
Cash Payment	E 101-41940-380	Utility Services	4300149-4 STREETS		\$855.18
Invoice	4428941572	1/23/2023			
Cash Payment	E 101-41940-380	Utility Services	4028156-0 STREETS		\$658.87
Invoice	4428941572	1/23/2023			
Cash Payment	E 101-42200-380	Utility Services	4229566-7 FIRE DEPT		\$981.48
Invoice	4428941572	1/23/2023			
Cash Payment	E 602-49450-380	Utility Services	4299022-6 WWTP		\$444.46
Invoice	4428941572	1/23/2023			
Cash Payment	E 101-41940-380	Utility Services	5121503-6 NEW SHOP		\$0.00
Invoice	4428941572	1/23/2023			
Transaction Date	1/18/2023	Citizens State Bank	10100	Total	\$2,939.99
Refer	0 <u>NAPA</u>	-			
Cash Payment	E 101-43125-404	Repairs/Maint Machiner	Grease cart, Windshield Wash, etc		\$149.84
Invoice	456022	1/23/2023			
Transaction Date	1/18/2023	Citizens State Bank	10100	Total	\$149.84
Refer	0 <u>ON-SITE COMPUTERS, INC</u>	-			
Cash Payment	E 601-49400-300	Professional Srvs (GEN	01/09/2023		\$12.00
Invoice	CW83668	1/23/2023			
Cash Payment	E 101-41500-300	Professional Srvs (GEN	01/09/2023		\$233.00
Invoice	CW83668	1/23/2023			
Transaction Date	1/18/2023	Citizens State Bank	10100	Total	\$245.00
Refer	0 <u>RENNINGS FLORIST & DELIVERY</u>	<u>Ck# 005825 1/23/2023</u>			
Cash Payment	E 101-41110-430	Miscellaneous	Sympathy Arrangement for Tom Wilcox		\$105.94
Invoice	11512	1/23/2023			
Transaction Date	1/18/2023	Citizens State Bank	10100	Total	\$105.94
Refer	0 <u>SIMPLY TIDY, LLC</u>	-			
Cash Payment	E 101-41940-439	Janitors	1/9/23		\$65.00
Invoice	4145	1/23/2023			

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Payments

Current Period: December 2022

Transaction Date	1/18/2023	Citizens State Bank	10100	Total	\$65.00
Refer	0 <u>TEIGEN PAPER & SUPPLY</u>	-			
Cash Payment	E 101-45200-200 Supplies	tissue			\$42.20
Invoice	94325	1/23/2023			
Transaction Date	1/18/2023	Citizens State Bank	10100	Total	\$42.20
Refer	0 <u>WEX HEALTH, INC.</u>	<u>Ck# 005816 1/23/2023</u>			
Cash Payment	G 101-21714 Health Savings Account	EE-Jan 2023			\$130.00
Invoice	1/11/23	1/23/2023			
Cash Payment	G 101-21714 Health Savings Account	ER Jan 2023			\$173.07
Invoice	1/11/23	1/23/2023			
Transaction Date	1/18/2023	Citizens State Bank	10100	Total	\$303.07

Fund Summary

	10100 Citizens State Bank	
101 GENERAL FUND		\$18,545.85
601 WATER FUND		\$4,773.78
602 SEWER FUND		\$749.19
		<u>\$24,068.82</u>

Pre-Written Checks	\$4,268.73
Checks to be Generated by the Computer	\$19,800.09
Total	<u>\$24,068.82</u>

**UNAPPROVED MINUTES OF THE
DODGE COUNTY BOARD OF COMMISSIONERS REGULAR MEETING HELD
DECEMBER 27, 2022**

Chair

Convene County Board Meeting

The Dodge County Commissioners met in regular session December 27, 2022, in the County Board Room at the Dodge County Government Services Building, Mantorville, MN, at 5:00 p.m. Chair Tim Tjosaas called the meeting to order at 5:00 p.m.

Attendee Name	Title	Status	Arrived
John Allen	District 1	Present	5:00 PM
Tim Tjosaas	District 2	Present	5:00 PM
Rodney Peterson	District 3	Present	5:00 PM
Rhonda Toquam	District 4	Present	5:00 PM
David Kenworthy	District 5	Present	5:00 PM

Pledge of Allegiance

The pledge of allegiance was recited.

Determine Quorum

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

Also present:

Jim Elmquist County Administrator
Becky Lubahn Deputy Clerk

Establish Agenda

Agenda Approved

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

Motion Adopted [Unanimous]

Consent Agenda

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

Motion Adopted [Unanimous]

- 1.1. Committee of the Whole - Committee Meeting - Dec 13, 2022 4:30 PM
- 1.2. Board of Commissioners - Regular Meeting - Dec 13, 2022 5:00 PM
- 1.3. Request to Approve 2023 Tobacco Retailer Licenses

Lisa Kramer, Finance Director

Bills Reviewed

Ms. Kramer reviewed bills with the Board.

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

01	Revenue Fund	\$ 129,045.79
13	Road and Bridge Fund	\$ 75,376.37
16	Environmental Quality Fund	<u>\$ 16,598.87</u>
		\$ 221,021.03

Motion Adopted [Unanimous]

Laura Qualey, Community & Business Development Specialist

Tax Abatement Request

Ms. Qualey met remotely with the Board and informed them that on December 13, 2022, the EDA Commissioners met to discuss the details of a Tax Abatement request from KC DT, LLC regarding their anticipated new construction project in Kasson along Mantorville Avenue/Highway 57 and 16th Street. After deliberating, the EDA Committee recommended not moving forward with the tax abatement request as it conflicts with the eligibility criteria for financing in the Tax Abatement Policy Item #8 which states:

Retail or service businesses that primarily serve local or regional customers and compete with similar businesses in the area will not be considered unless the project creates or retains substantial quality employment or substantial tax base.

However, if the Board disagrees with the EDA's recommendation and would like to schedule a public hearing to proceed with approving the tax abatement policy either as requested or with modifications, the Community & Business Development Specialist requests that a motion be made to proceed to set a public hearing.

Ms. Qualey provide the following details and back story of the request:

Mike Belew and Matt Crawford from US Federal Properties Co. have applied as an ownership group of KC DT, LLC for a tax abatement from Dodge County to aid in the costs of public infrastructure needs for their new construction project. They are in the process of acquiring land from Dean Schuette, along Mantorville Avenue/Highway 57, PID 24.028.1500.

The group made their initial presentation to the Kasson EDA on November 1, 2022 for a Dollar Tree/Family Dollar in Kasson, MN. The new construction will be located at Highway 57/Mantorville Avenue and the newly constructed 16th Street that is underway. Based on information that was received from the Kasson Community Development Director, Ian Albers, the applicants have requested 100% of the City's portion of property taxes for 9 years and asked

if the County would also participate in the tax abatement. This left the Board with some information to think about.

The Kasson EDA Board met again on December 6, 2022 and has recommended tax abatement for the City’s portion following a stepped-percentage format at 100% for 9 years as outlined in the provided table. (100% for years 1-5, 50% for years 6-7, and 25% for years 8-9). There were no contingencies attached to this recommendation that involve possible tax abatement from Dodge County. The Kasson EDA will hold a Public Hearing on January 11, 2023 and make a recommendation to the Council for a stepped percentage for tax abatement of 100% for the 9 years as requested.

Belew, Crawford and Schuette are also seeking participation in a Tax Abatement request from Dodge County to assist in the costs of the public infrastructure. They are not asking for a 9 year/100% tax abatement, but a partial participation. Included with the application were building plans, a letter of consent from Mr. Schuette, a cost estimate for the public infrastructure, and property tax estimates also showing the approximate portion that would go to the City of Kasson and the County.

Kasson Tax based on a \$1.2 Million Value			24% of total tax		35% of total tax		
Year	Total Tax	% abated	County Tax	Requested County Abatement	City Tax	City's Portion to be Abated	
1	\$ 43,500	100%	\$ 10,440	\$ 10,440	\$ 15,225	\$ 15,225.00	
2	\$ 44,000	100%	\$ 10,560	\$ 10,560	\$ 15,400	\$ 15,400.00	
3	\$ 44,500	100%	\$ 10,680	\$ 10,680	\$ 15,575	\$ 15,575.00	
4	\$ 45,000	100%	\$ 10,800	\$ 10,800	\$ 15,750	\$ 15,750.00	
5	\$ 45,500	100%	\$ 10,920	\$ 8,190	\$ 15,925	\$ 15,925.00	
6	\$ 46,000	50%	\$ 11,040	\$ 8,280	\$ 16,100	\$ 8,050.00	
7	\$ 46,500	50%	\$ 11,160	\$ 8,370	\$ 16,275	\$ 8,137.50	
8	\$ 47,000	25%	\$ 11,280	\$ 5,640	\$ 16,450	\$ 4,112.50	
9	\$ 47,500	25%	\$ 11,400	\$ 5,700	\$ 16,625	\$ 4,156.25	Total request
Total	\$ 409,500		\$ 98,280	\$ 78,660	\$ 143,325.00	\$ 102,331.25	\$ 180,991.25

The Community & Business Development Specialist shared the following information regarding other taxing jurisdictions:

- **K-M School District:** Not seeking tax abatement from School District
- **City of Kasson:**
 - o EDA has agreed and will make a recommendation to Council to a 9-year tax abatement package of an estimated \$102,331.25 with the tax abatement to start once the property is fully assessed. 100% for years 1-5; 50% years 6-7 and 25% years 8-9.
 - o Public hearing and final approval to take place at the Council Meeting on January 11, 2023.

County:

- o The applicant is also requesting a 9-year tax abatement from the County in a sliding scale totaling \$78,660. 100% for years 1-4; 75% for years 5-7, 50% for the years 8-9.

The applicants are seeking a similar structure from the County or any type of tax abatement structure would be appreciated. According to the applicants, this project will create approximately 20 new jobs once completed in September 2023 (combination of FT & PT) with wages ranging from \$12-16/hour for non-exempt employees and management exceeding \$55,000 base.

It was clarified that the applicant is the owner of the real estate and commercial building. The tenant, Family Dollar/Dollar Tree is the lessee with a five-year lease for the building.

Historically, the County has abated taxes on commercial projects of the increased taxable market value for 5 years at the newly completed fully assessed value.

The Community & Business Development Specialist pointed out that although the new business will create quality employment it will compete with a similar business in close proximity.

The County Administrator clarified that Ms. Qualey needs a motion to deny or a motion to hold a public hearing.

Motion by Toquam seconded by Allen to deny the tax abatement request by KC DT, LLC because Dodge County has not done this with other entities in the past and the proposed business competes too closely with another business.

Ms. Qualey was thanked for the information.

Motion Adopted [Unanimous]

Paul Kiltinen, County Attorney

Legal Update

Mr. Kiltinen provided the Board with a legal update.

Motion No Vote

Jim Elmquist, County Administrator

AMC Community Supervision County Resolution

The County Administrator informed the Board that at the AMC Board of Directors meeting on December 4, 2022, the Board approved legislative priorities for the 2023 legislative session. As in 2022, a change in the funding formula for Community Supervision and increased appropriations is one of the top priorities for the Board this year.

The AMC Board also passed a motion to encourage all 87 County Boards to adopt a resolution in support of the formula change and a significant increase in appropriations from the legislature. A draft of the resolution was included in the Board packet for review along with an information sheet explaining the funding system and the work AMC has been doing to fix the funding issues at the legislature.

Carli Stark, AMC Public Safety Policy Analyst, has asked that the proposed resolution be discussed with our respective board members. If our county does pass the resolution, Ms. Stark would appreciate receiving a copy to assist them in their legislative efforts.

Commissioner Kenworthy offered the following resolution (#2022-62), seconded by Commissioner Peterson:

AMC Community Supervision County Resolution

Endorsing the efforts of the Community Supervision Work Group and urging the legislature to pass a new funding formula and significant appropriation during the 2023 legislative session.

WHEREAS, community supervision is a fundamental part of the criminal justice system in Minnesota and funding sufficient to ensure effective services is vital to public safety in all communities across the state; and

WHEREAS, community supervision includes services such as probation, supervised release, and intensive supervised release; and

WHEREAS, Minnesota's counties provide essential community supervision services both as mandated by M.S. Chapter 244.19 and also as delegated by the Department of Corrections under M.S. Chapter 401; and

WHEREAS, when the Legislature decided that community supervision was best delivered through a state-county partnership, it stated a clear intent that the state would provide significant funding to the counties for the operation of local programs; and

WHEREAS, over the past 20 years, Minnesota has become the state with the lowest level of corrections funding in the nation because the Legislature has not upheld its promise to provide adequate state resources to support community supervision; and

WHEREAS, the Legislature's failure to adequately fund community supervision has increased local property taxes on residents and businesses; and

WHEREAS, a revised community supervision funding formula is necessary to ensure that all communities in Minnesota have enough state funding to provide a consistent standard for effective, evidence-based community supervision services, regardless of local capacity to pay; and

WHEREAS, the Association of Minnesota Counties assembled the Community Supervision Work Group including county leaders and experts in community supervision from all three

supervision delivery systems to study the needs of community supervision departments statewide and develop a single funding formula that is transparent, needs based, and equitable among county and state supervision providers; and

WHEREAS, the Community Supervision Workgroup has taken up its charge to convene stakeholders across the three probation delivery systems to oversee a study to create a unified recommendation for an equitable and adequate funding formula and appropriation; and

WHEREAS, the Board of Directors of the Association of Minnesota Counties that represents the diverse interests of Minnesota's 87 counties, voted to support a new funding formula that provides counties with the resources needed to keep communities safe; now, therefore,

BE IT RESOLVED, the Dodge County Board of Commissioners endorses the efforts of the Community Supervision Work Group and urges the Legislature to pass a new funding formula and significant appropriation during the 2023 legislative session.

Resolution Adopted [Unanimous]

MnPrairie Lease for 2023

Mr. Elmquist presented for the Board's review the proposed lease agreement with MnPrairie for 2023. MnPrairie and the Dodge County Facilities and Fleet Manager has reviewed the lease and communicated that no maintenance or space changes will take place in the next year.

Motion by Peterson seconded by Toquam to approve and authorize the Chair and County Administrator to sign the 2023 lease agreement with MnPrairie as presented.

Motion Adopted [Unanimous]

Jim Elmquist, County Administrator

Personnel Agenda Reviewed

Mr. Elmquist presented the Personnel Agenda for the Board's consideration.

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

A. Administration

- A.1 Information Systems Specialist
Authorization to post and fill new vacancy.
Effective Date: 1/1/23

B. Sheriff's Office

- B.1 Michelle Clements - Deputy Sheriff
Step increase from C41 step 6 \$33.22 to C41 step 7 \$33.89.
Effective Date: 11/26/22
- B.2 Stephanie French - Patrol Sergeant
Step increase from C43 step 2 \$38.32 to C43 step 3 \$39.09.
Effective Date: 12/19/22
- B.3 Dennis Karlen - Transport Officer

Step increase from B21 step 11 \$16.88 to B21 step 10 \$17.43.

Effective Date: 10/8/22

C. Environmental Services

C.1 Ken Paulson - Solid Waste Facility Manager

Step increase from C41 step 4 \$33.47 to C41 step 3 \$34.39.

Effective Date: 12/14/22

D. Highway Department

D.1 Ashley Larson - Administrative Assistant

Step increase from B23 step 8 \$25.42 to B23 step 9 \$26.37.

Effective Date: 12/31/22

Motion Adopted [Unanimous]

Guy Kohlhofer, County Engineer

Easement Application

Mr. Kohlhofer reported the County Attorney, Highway Department and Planning & Zoning were tasked with developing an application for easement of air quality upon Dodge County controlled lands. The proposed application is the result of that effort. The County Engineer distributed an amended Easement Application for the Board's review. Applications will be taken at the Highway Department along with a \$500 fee. Applications will be processed with input from various county departments. Following satisfactory processing the application will be submitted to the County Board for final approval or denial.

The County Engineer is requesting that the Board approve or modify the proposed application.

Mr. Kiltinen informed the Board there is a 5-year maximum on the easement. State statute says the easement cannot be for more than 5 years.

Commissioner Allen wanted to know if the easement can be renewed in 5 years. It was clarified that the easement could be renewed for another 5 years if they weren't going to move the easement request to another road.

Commissioner Kenworthy stated he'd like to make sure the easement can be renewed after 5 years.

Commissioner Toquam noted the easement could be for 1 year, 3 years or 5 years or on a case-by-case basis, not that she's recommending that.

Commissioner Allen felt they need to figure out what they want for a term before the Board makes an Easement Application available.

It was Commissioner Tjosaas' opinion that adjusting the easement term length on a case-by-case basis would open the county up to issues.

Mr. Kiltinen stated he supports a blanket number of years for the easement.

The County Administrator reported they can approve the easement for 5 years and then change the term later if needed.

The County Attorney stated if the Board feels the application is ok, they will go ahead with it as amended.

Commissioner Toquam clarified that the process would be that the applicant would come in, get an application, return the completed application to Environmental Services, and then the application would come to the County Board for approval.

It was clarified the application would go to the Highway Department.

Mr. Kiltinen confirmed that the Board would then be asked to approve the easement.

Mr. Kohlhofer briefly discussed two other easements that the County Board has approved, the vacuum easement for the car wash in Kasson and the parking lot easement for Subway in Dodge Center.

Commissioner Tjosaas stated he is good with easement application as presented.

It was the consensus of the Board that they were ok with the proposed easement application.

The County Attorney reported that they will need to make sure they have the right road listed on the application and procedures are in place to double check this information.

Motion No Vote

MnDOT Agreement for Use of Federal Funds

The County Engineer informed the Board that when we use federal funds, they are passed to us through the Minnesota Department of Transportation (MnDOT). In order to do this, the county must have a "Delegated Contract Process" (DCP) agreement in place with MnDOT. The agreement stipulates how the funds may be spent and what they can be spent on as well as requiring the county to follow federal and state laws for our federal projects.

Included in the Board packet was the proposed DCP agreement and required resolution for the Board's consideration.

Mr. Kohlhofer is recommending the Board adopt the proposed resolution for use of federal funds.

Commissioner Allen offered the following resolution (#2022-63), seconded by Commissioner Peterson:

BE IT RESOLVED, that pursuant to Minnesota Stat. Sec. 161.36, the Commissioner of Transportation be appointed as Agent of Dodge County to accept as its agent, federal aid funds which may be made available for eligible transportation related projects.

BE IT FURTHER RESOLVED, the *Chairman* and the *Clerk* are hereby authorized and directed for and on behalf of Dodge County to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in “Minnesota Department of Transportation Agency Agreement No. 1052105“, a copy of which said agreement was before the County Board and which is made a part hereof by reference.

Resolution Adopted [Unanimous]

Engineering Services Expense Discussed

Commissioner Allen expressed concern with the amount of money that has been spent on outside engineering for Highway Department projects. Mr. Allen noted \$750,000 has been spent on engineering services provided by Stonebrook Engineering which is out of Burnsville, MN. Commissioner Allen has been approached by local companies that could also provide these services which weren't contacted to provide a bid on this service for the county. Mr. Allen reported he would like to see this bid process broadened to include other companies in this area.

The County Engineer informed the Board that he doesn't have the staff needed to complete this work in-house so they have had to use an outside source to provide this service. Mr. Kohlhofer reminded the Board that he had discussions with them asking for additional money for engineering staff so they could hire qualified employees who could do the work in-house. Also noted was that there is a shortage in engineering staff throughout the state, this issue is not unique to Dodge County.

Commissioner Tjosaas stated he thinks it would be good to compare costs for engineering services.

Lisa Hager, Employee Relations Director & Jim Elmquist, County Administrator Labor Agreement with the Transfer Station Local 49

Ms. Hager and Mr. Elmquist met with the Board to discuss the tentative agreement with the Local 49 Transfer Station Union for 2023-2025.

Changes to the agreement were listed as follows:

ARTICLE 19. LICENSES, BONDS, EDUCATIONAL ALLOWANCES

- C. The County will pay \$100.00 per year to any employee who is required by the County to have a “B” commercial driver’s license, if the employee upgrades to a “A” classification the County will pay \$125.00 per year, HZMAT \$75.00 extra, Tanker \$75.00 extra. In order to receive any allowance, the employee must be required to have a “B” license. To receive reimbursement for non-required upgrades the request must have been made by the Department Head to obtain the upgrade. Any employee who is required to obtain a Hazmat certification will be reimbursed for the cost of the background check associated with obtaining such certification.

**ARTICLE 21.
WAGES AND EMPLOYMENT**

2023 Hire	1	2	3	4	5	7	10	15	
Operator I	\$ 18.65	\$ 19.19	\$ 19.86	\$ 20.47	\$ 20.98	\$ 21.39	\$ 21.82	\$ 22.26	\$ 22.70
Operator II	\$ 20.47	\$ 21.06	\$ 21.79	\$ 22.46	\$ 23.02	\$ 23.48	\$ 23.95	\$ 24.43	\$ 24.92
Operator III	\$ 22.27	\$ 22.91	\$ 23.72	\$ 24.44	\$ 25.06	\$ 25.56	\$ 26.07	\$ 26.60	\$ 27.13
2024 Hire	1	2	3	4	5	7	10	15	
Operator I	\$ 19.11	\$ 19.67	\$ 20.36	\$ 20.98	\$ 21.50	\$ 21.93	\$ 22.37	\$ 22.81	\$ 23.27
Operator II	\$ 20.98	\$ 21.59	\$ 22.33	\$ 23.02	\$ 23.60	\$ 24.07	\$ 24.55	\$ 25.04	\$ 25.54
Operator III	\$ 22.82	\$ 23.49	\$ 24.32	\$ 25.05	\$ 25.69	\$ 26.20	\$ 26.73	\$ 27.26	\$ 27.81
2025 Hire	1	2	3	4	5	7	10	15	
Operator I	\$ 19.69	\$ 20.26	\$ 20.97	\$ 21.61	\$ 22.15	\$ 22.59	\$ 23.04	\$ 23.50	\$ 23.97
Operator II	\$ 21.61	\$ 22.24	\$ 23.00	\$ 23.71	\$ 24.30	\$ 24.79	\$ 25.28	\$ 25.79	\$ 26.30
Operator III	\$ 23.51	\$ 24.19	\$ 25.05	\$ 25.80	\$ 26.46	\$ 26.99	\$ 27.53	\$ 28.08	\$ 28.64

Motion by Peterson seconded by Allen to approve and authorize the Labor Agreement with the Transfer Station Local 49 as presented.

Motion Adopted [Unanimous]

Jim Elmquist, County Administrator

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

Included in the Board packet was a resolution from Waseca County that has not been approved but was a significant discussion point at the last MnPrairie meeting. The resolution was submitted for the Board's review.

Also included in the Board packet was the new logo for D&O - Dodge Olmsted Community Corrections.

Motion No Vote

Public Health Committee Report - Commissioner David Kenworthy

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

- Provide update on COVID-19.

- Provide an update on tobacco licenses.
- Review donations.
- Provide general update on public health operations as follow-up to previous public health updates.

Motion No Vote

Request to Approve Public Health Donations

This is a request to accept the donation of crocheted baby/toddler quilts, baby hats, and baby booties and a quilted blanket from Dodge Center Dorcas Society in Dodge Center, MN.

Commissioner Kenworthy offered the following resolution (#2022-64), seconded by Commissioner Peterson:

WHEREAS, the Dodge County Public Health Department has received donations from Dodge Center Dorcas Society, and

WHEREAS, the Dodge County Public Health Department wishes to accept this donation and utilize it for the purpose of the Public Health Family Health Program and specific quilts designated for WIC; and

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

NOW THEREFORE BE IT RESOLVED, that the Dodge County Board of Commissioners hereby accepts the following donation to be used for the Public Health Programs:

Dodge Center Dorcas Society, Dodge Center \$ 750.00

- 5 Crochet baby/toddler quilts \$200
- 2 Crochet baby hats \$20
- 5 Crochet baby booties \$50
- 1 quilted baby blanket \$40
- 11 Crochet baby/toddler quilts (WIC) \$440

Resolution Adopted [Unanimous]

Administration Committee Report - Commissioner Tim Tjosaas

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

Gold Star Donation

A check was received in the mail in Administration for \$250 from the KM Lions and \$282 cash was received from the Minnesota POW/MIA Riders' Association for the perpetual

care of the Gold Star Monument on the Government Services Building site. In order for the county to accept a donation, it must be done via resolution. The resolution accepts that donation.

Commissioner Allen offered the following resolution (#2022-65), seconded by Commissioner Toquam:

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

WHEREAS, Dodge County wishes to accept this donation and utilize it for the purpose of supporting initiatives that are compatible with the board of commissioners wishes; and

WHEREAS, KM Lions have distributed \$250 to Dodge County and the Minnesota POW/MIA Riders' Association have distributed \$282 in cash for the purposes of caring for and maintaining the Gold Star Memorial monument on the Dodge County Government Services Building site;

NOW THEREFORE BE IT RESOLVED, that the Dodge County Board of Commissioners hereby accept the following donations to be used for the perpetual care of the monument for the Gold Star Memorial Project Fund.

Gold Star Memorial - \$532

Resolution Adopted [Unanimous]

The County Attorney left the meeting at 5:51 p.m.

Motion No Vote

Final Year End Comments

This is the opportunity for the Board Chair to make some final comments for the year of 2022 and to conclude the Chairmanship for the year.

Commissioner Tjosaas had the following comments regarding 2022. Another year has quickly come and gone. As Mr. Tjosaas looked back on 2022 and being Chair, he realized a lot has happened. Commissioner Tjosaas stated each year comes and goes and over time you tend to forget where you started, thankfully the County Administrator sent him quite an extensive list of what the County Board accomplished over the last year.

Mr. Tjosaas stated he was not going to list all of the items that they've worked on this past year however there were some highlights he wanted to point out. Early on the county transitioned to a new Public Health Director who worked 100% for Dodge County only. Commissioner Tjosaas commented that although the split with Steele County was certainly worth a try, there are times when it just makes sense to be on our own, even though we do have the shared Community Health Board and he knows Director Evans works and speaks with the Steele County counterparts often. The county also hired on a new Veterans

Services Officer as well this past year.

Sticking with staffing items - the county continues to struggle with staffing levels in certain areas and given the work force environment that is likely to continue. The county has settled numerous union contracts and made strides in bridging pay gaps.

Moving from staff and employment we've made some good headway in areas of what Mr. Tjosaas would term "economic development" - the county went through the process for our bonding to fix some of our worst roads which hopefully keeps goods moving, the Board approved their approach on the tax abatement for Hamilton Real Estate and approved the loan for Chaotic Good Brewing, which from what he can tell has been a hit in Kasson.

The county and the Fair Board made it through Phase 1 of the Highway 57 reconstruction and worked on the County Road 34 & Highway 57 roundabout construction agreement which will take place in 2023. The County Board also approved funding for the well over due replacement of the bleacher seating in the grandstand at the fairgrounds. The Board also laid out plans for significant improvements in the water and electrical services plus potentially a new 4-seasons building. Commissioner Tjosaas feels these are exciting times for the fairgrounds.

The Board spent a fair amount of time on all things Environmental Services, from wind and solar projects and all of the conversations that come with those to the Transfer Station permit approval to septic conversations and air quality easements plus a new Olmsted-Dodge Solid Waste Management Agreement.

Last but not least, the County Board approved a significant upgrade to the Highway Department facility in Dodge Center. This long overdue update has been worked on all year with some parts of it now complete. Mr. Tjosaas was hopeful that the upgrades that were made at the Highway Department will take care of the county's needs in that area for a very long time.

Commissioner Tjosaas stated there were many other items and issues the Board worked on, discussed and had great back and forth conversations on. This Board is, in his opinion, one of the best boards to be a part of and one that gets things done. Mr. Tjosaas reported they don't all agree on every issue and yet they are able to have very good and very open discussions without unneeded drama. Commissioner Tjosaas thanked the rest of the Board for another good and productive year and was hopeful that they would be just as productive in 2023.

Motion No Vote

Commissioners provided their agency reports. Commissioner Allen didn't have any meetings to report. Commissioner Kenworthy attended a Drug Court Steering Committee meeting, a D&O Budget meeting, a Fairview Care Center meeting and a Public Health Committee meeting. Commissioner Peterson attended a SEMMCHA meeting and a MnPrairie Board meeting. Commissioner Tjosaas attended a SCHRC meeting, a MnPrairie meeting, a DFO meeting and a Fairview Care Center meeting. Commissioner Toquam attended a SCHRC meeting, a SEMMCHRA meeting, a SCHA Finance Committee

meeting, a Fairview Care Center meeting and a County Board meeting.

Motion No Vote

There were no Other Deferred Business items to discuss.

Motion No Vote

Adjourn

Meeting Adjourned

Motion by Peterson seconded by Allen to adjourn the meeting at 6:02 p.m.

The next regular meeting of the Dodge County Board of Commissioners will be held on January 10, 2023 at 9:30 a.m.

Motion Adopted [Unanimous]

MANTORVILLE FIRE AND RESCUE FIRE PROTECTION CONTRACT FOR 2023 - 2025

THIS AGREEMENT MADE BY and between the Township of Mantorville 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 567 locations. In consideration thereof, said Township will pay the agreed amount of \$53,865.00 for the year 2023, \$56,700.00 for the year 2024, and \$59,535.00 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

Township of Mantorville

Chuck Bradford
Mayor

Date



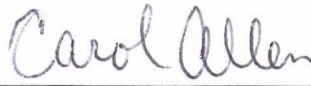
Township Chairman

1/10/23

Date

Shirley R Buecksler
City Clerk-Treasurer

Date



Township Clerk

1.10.23

Date



City Council Report

To: Mayor and Council
From: Gretchen Lohrbach, Deputy City Clerk
Date: January 23, 2023

Rental License Renewals for 2023

BACKGROUND INFORMATION:

The following Rental License renewals have been submitted for approval:

Owner Name	Rental Property
JJ Williams	715 Clay Street

STAFF RECOMMENDATION:

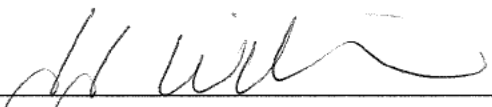
Staff recommends Council approval of the enclosed rental license renewals for 2023.

CITY OF MANTORVILLE
RENTAL CERTIFICATE RENEWAL

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

<u>Property Name/Address (Legal Name)</u> 715 Clay St. Mantorville, MN 55955			
<u>Property Owner</u>	<u>First/MI/Last</u>	<u>Telephone</u>	
James J. Williams			
<u>Address</u>	<u>City</u>	<u>State</u>	<u>Zip</u>
27621 Cty 108	Lanesboro	Mn	55949

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

 1-18-23
Signature of Property Owner (Applicant) Date

Renewal Fees X \$25.00 – 1 Building/Site Less than four (4) units
 _____ \$30.00 – 1 Building/Site Four (4) to eight (8) units

Make check payable to the City of Mantorville.

MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Tim Hruska, P.E.

DATE: February 5, 2015

RE: Intersection Control of 4th Street & Clay Street

Per the direction of the City Council, we have reviewed the signage at the above referenced intersection.

The intersection is currently controlled by a single yield sign for east bound traffic. This is the approach that has a limited sight distance.

Background

The Minnesota Manual on Uniform Traffic Control Devices (MUTCD) identifies guidance for installation of stop and yield signs. For minor/local street intersections involving more than three approaches, additional signage consideration should be given if one of the following conditions exists.

- Vehicular, bicycle, and pedestrian traffic volumes averages more than 2,000 units per day. (It is assumed that the intersection is well below this. The traffic count (Average Daily Traffic, ADT) from 2009 on Clay Street north of 5th Street was 240.)
- The ability to see conflicting traffic on an approach is not sufficient to allow a user to comply with the normal right-of-way rules. (The approach from the east has the most restricted sight lines and does have a yield sign.)
- Crash records indicate that five or more crashes have occurred within a 3-year period. (There are no known crashes at this intersection.)

The manual notes “Yield or Stop signs should not be used for speed control” and that “In many low volume situations with no unusual history of intersection crashes, no control of intersections is a cost effective strategy. Research suggests that at most locations, increasing the level of intersection control will not improve safety.”

Additionally, the Federal Highway Administration has produced additional documentation, based on their research, on the use of unwarranted stop signs. This material documents that the use of these signs can actually increase speed because drivers are trying to save time, encourage violations of traffic laws, encourage use of alternate routes, and increase the chance that drivers will disregard conflicting vehicle and pedestrian traffic, thereby raising the risk of collisions.

Additional Information

There are roadway elements that can be incorporated into intersection configuration to slow traffic and increase pedestrian visibility and safety. These items would include the use of speed tables, law enforcement presence, traffic chockers (bump outs), and street narrowing. Any of these items can be discussed in more detail, if the Council desires to further review the intersection.

Recommendation

We recommend that the City leave the existing intersection control in place.



City Council Report

To: Mayor and Council
From: Shirley Buecksler, City Clerk-Treasurer
Date: January 23, 2023

Area 15 Preliminary Plat Application (PID 130210401)

BACKGROUND INFORMATION:

The City Engineer will have more information to provide for Council after a meeting with the Infrastructure Committee. Details will be provided for Council at the City Council meeting.

**CITY OF MANTORVILLE
DODGE COUNTY, MINNESOTA**

RESOLUTION 2023-08

**RESOLUTION APPROVING THE PRELIMINARY PLAT FOR
AREA 15 WITHIN THE CITY OF MANTORVILLE**

WHEREAS, the City of Mantorville (the “City”) is a municipal corporation, organized and existing under the laws of Minnesota; and

WHEREAS, the City has adopted zoning and subdivision regulations to promote the orderly, economic and safe development and utilization of land; and

WHEREAS, Bigelow Homes LLC (the “Applicant”) has proposed to plat the property legally described in Exhibit A attached hereto (the “Property”) into single family lots that will be served by public utilities; and

WHEREAS, the Applicant has applied for preliminary approval to plat the Property, and said plat is tentatively named *Area 15*; and

WHEREAS, the Property was recently annexed into the City and is zoned to R-1 Residential on the City’s official zoning map; and

WHEREAS, the proposed development and plan set has been reviewed by the City Engineer and a written report has been submitted to the City; and

WHEREAS, after due notice as required by law, a public hearing on the preliminary plat was held before the City’s Planning Commission on October 24, 2022 and November 14, 2022; and

WHEREAS, following the public hearing, the Planning Commission recommended that the preliminary plat be sent to the City Council for final approval; and

WHEREAS, following the Planning Commission discussion and recommendation, the Applicant agreed in writing for the City Council to wait to issue its decision on the preliminary plat application until the January 23, 2023 Council meeting; and

WHEREAS, the City Council has carefully considered the application, including comments from Staff and other written materials, and the recommendation of the Planning Commission following the public hearing.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Mantorville that, based upon review of the application information, the review report submitted by the City Engineer, reviews by other required agencies and entities, review by City Staff, and the recommendation from the Planning Commission following the public hearing, the City Council hereby approves the preliminary plat for Area 15 subject to the following conditions:

1. The Applicant shall comply with all written comments and requirements of the City Engineer, including those in the City Engineer's letter to the City, dated October 19, 2022, and regardless of whether such requirements are separately listed in this resolution.
2. A development agreement shall be entered into with the City, which shall be in a form and of substance acceptable to the City Attorney, and all requirements contained in said agreement shall be satisfied.
3. The Applicant shall be responsible for the construction of all public and private improvements associated with the development and in accordance with the plans approved by the City Engineer, unless expressly indicated otherwise herein.
4. A lift station shall be installed on or near the Property to serve the plat, the design and location of which shall be as recommended by the City Engineer. Rather than requiring the Applicant to design and construct said lift station, it is contemplated that the City will do so and, if it does, the Applicant shall make cash payment to the City in the amount of \$_____ for its contribution to said lift station. The development agreement referenced above will include specific details regarding said construction and payment. Prior to the City awarding a contract for the lift station's construction, the development agreement must be executed by all parties and the Applicant shall make the required cash payment to the City, as provided above. Any easements necessary to accommodate the lift station shall also be approved by the City Attorney, executed and recorded prior to any contract award.
5. The Applicant shall submit current title work for the plat and shall conform to any requirements resulting from the City Attorney's review of the title work and plat opinion.
6. To meet the park dedication requirements, the Applicant shall make a cash-in-lieu payment to the City in accordance with the City's subdivision ordinance.
7. The Applicant shall pay all fees and costs incurred by the City as related to the development and associated applications, which may be further specified in the development agreement.
8. All representations, written and oral, made by the Applicant contained in and concerning the application must have been true, complete, and accurate at the time they were made.
9. The Applicant is in compliance and remains in compliance at all times with all applicable laws, rules, regulations, and agreements concerning the Property for which this approval is granted.

NOW, THEREFORE, BE IT ALSO RESOLVED, by the City Council of the City of Mantorville, that City Staff and Consultants are hereby authorized and directed to take any steps that are deemed necessary or convenient to carry out the intent of this resolution.

Adopted by the City Council of the City of Mantorville, Minnesota, this 23rd day of January 2023.

ATTEST:

Chuck Bradford
Mayor

Shirley R Buecksler
City Clerk-Treasurer

EXHIBIT A

Legal Description of the Property

That part of the Northwest Quarter of the Southeast Quarter of Section 21, Township 107 North, Range 16 West, Dodge County, Minnesota, lying easterly of the following described line:

Commencing at the northwest corner of the Southeast Quarter of said Section 21; thence North 89 degrees 51 minutes 02 seconds East (NOTE: All bearings are in relationship with the Dodge County Coordinate System NAD '83, Adjusted 1996), 17.7 feet to the intersection of Trunk Highway No. 57 and County Aid Road V (now C.S.A.H. No. 15); thence running in an easterly direction North 89 degrees 51 minutes 02 seconds East, along the Centerline of said C.S.A.H. No. 15 (formerly County Aid Road V) and the north line of the Northwest Quarter of the Southeast Quarter of said Section 21 a distance of 427.00 feet to the POINT OF BEGINNING of aid line; thence running southerly at an angle of 90 degrees to the last described line South 00 degrees 08 minutes 58 seconds West, 1324.47 feet to the south line of said Northwest Quarter of the Southeast Quarter and said line there terminating.

Containing 26.69 acres, more or less.

Subject to County Road No. 15 right-of-way over the north 50.00 feet thereof.

Subject to an easement for an underground natural gas line and is subject to any other easements or encumbrances of record.