



*Trail to the Past. Road to the Future.*

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**CITY COUNCIL MEETING**  
**MANTORVILLE CITY COUNCIL CHAMBERS**  
**21 5<sup>TH</sup> STREET E, MANTORVILLE, MN 55955**  
**MONDAY, FEBRUARY 13, 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 23, 2023
- B. Accounts Payable Claims List
- C. Dodge County Board of Commissioners Meeting Minutes of January 10, 2023
- D. Rental License Renewal(s) for 2023
- E. Updated 2023 City Meetings Calendar
- F. Joint Ventures Meeting Minutes of November 9, 2022

**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**

- A. Update from Fire Chief Harbaugh
  - 1) Purchase of New Tanker
  - 2) Donation to Fire Department; Resolution No. 2023-09
  - 3) Request for Use of Training Funds
  - 4) Mantorville Fire and Rescue General Meeting Minutes of February 1, 2023
- B. Update from Sheriff Rose
  - 1) Mantorville Report for January 2023

**8. Public Hearing – *No Items***

**9. Old Business/New Business**

**A. New Business**

- 1) Amending Chapters 70 and 95 of the Code of Ordinances of the City of Mantorville Regarding Motorized Golf Carts, All-Terrain Vehicles, and Utility Task Vehicles; Ordinance No. 2023-05 and Resolution No. 2023-10

**B. Old Business**

- 1) Intersection Control of 4<sup>th</sup> Street and Clay Street

**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.** Designation of City Consultants for 2023 – tabled to February 2023

- 1) Approving City Designations for Consultants for 2023; Resolution No. 2023-11
- 2) Draft Request for Proposals (RFP) for City Attorney

**11. Reports**

**A.** Public Works Report

**B.** City Clerk Report

- 1) Update on Water Usage at 505 Walnut Street

**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**

<b><i>Upcoming Meetings and Events in Mantorville:</i></b>		
<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 &amp; Rescue Officer’s Meeting</i>
<i>March 7, 2023</i>	<i>6:30 pm</i>	<i>Economic Development Authority Meeting</i>
<i>March 13, 2023</i>	<i>6:30 pm</i>	<i>Regular City Council Meeting</i>
<i>March 27, 2023</i>	<i>6:30 pm</i>	<i>Regular City Council Meeting</i>
<i>March 28, 2023</i>	<i>6:30 pm</i>	<i>Regular Parks &amp; Recreation Committee Meeting</i>
<b><i>Members of the City Council and other Boards may be in attendance at all meetings and community events in Mantorville</i></b>		

**City of Mantorville  
Regular City Council Minutes  
January 23, 2023**



**1. Call to Order**

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

Present: Mayor Chuck Bradford

Councilmembers:

Jessica Bradford

Jeffrey Ingalls

Greg Rud

Absent: Councilmember Lyle Hoaglund

Others Present: City Clerk-Treasurer Shirley Buecksler  
Public Works Lead Joe Adams  
Public Works Wade Schroeder  
City Engineer Tim Hruska, WHKS  
Tony Bigelow, Bigelow Homes

**2. Pledge of Allegiance**

Everyone stood and recited the Pledge of Allegiance.

**3. Changes to the Agenda**

Council approved the agenda, as presented.

**4. Consent Agenda**

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

- 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 for 2023
  - 715 Clay Street

Motion carried: 4 ayes / 0 nays

**5. Proclamations, Presentations and Recognitions**

None.

## **6. Public Concerns**

The following citizen(s) addressed the Council:

- 1) Bill Reding asked about an item on the payables list.
- 2) Tina Baudoin, 505 Walnut Street, discussed her water bill.

Council looked at meter usage provided by the City Clerk from Beacon/Badger Meter. The leak started after the homeowners left for vacation and stopped two hours before they returned. They did not know there was a problem until they received their water bill.

Discussion included:

- Usage shown by Beacon and the way it shut off, gradual not immediate, appears to be something mechanical. It then returned to normal.
- Every day at 2:00 am was slightly more flow. Questioned if there could be slightly higher pressure daily at that time.
- Water softener – homeowner said it's not running and has been on bypass for approximately six months.
- Boiler – homeowner said there is no auto-fill, must be manually done.
- Heated floors – homeowner said they do not have heated floors.

Council recommended that the homeowner have a plumber look at it.

Council told the homeowner that the City Clerk will provide them with an average of the last two months. They should pay this amount, and the City will hold the value of the difference with no interest. If there is no similar activity, Council can address it in the future. Council directed the City Clerk to provide future updates on activity.

## **7. Public Safety Update**

None.

## **8. Public Hearings**

None.

## **9. Old Business/New Business**

### **A. Intersection Control at 4<sup>th</sup> Street and Clay Street; Memo from WHKS**

City Engineer Hruska discussed the intersection, which has a single yield sign for westbound traffic. There were traffic counts done for Clay and 5<sup>th</sup> but not Clay and 4<sup>th</sup>. We could look at getting those counts, but it would be less for Clay and 4<sup>th</sup>. Stop signs added where not warranted could add to unsafe behaviors. There is a potential increase for risk. The current sign was placed where it is because of sight distances.

Councilmember Bradford said Council can make a decision without doing a study.



City Engineer Hruska said he can provide recommendations but Council has the discretion to do as they see fit on any intersection that doesn't involve the State or County.

Discussion included:

- Is there any relevance for the hill?
- Put signs on the north-south and leave the east-west as right-of-way.
- If they're coming from the east, drivers should be prepared to stop.
- Yield sign should be by the post office and by the park. One yield sign is not sufficient.
- Concern regarding removing the yield sign and someone speeds down the hill.
- The City has due diligence to provide public safety.
- Create a four-way yield.
- If we have four signs, two should be stop signs.

Councilmember Bradford said she can talk to the neighbors and get feedback.

Mayor Bradford said any changes need to be thought about over time. We can decide on a change, publish it, and give it three readings.

Councilmember Ingalls said we need a communication plan. Suggested "*City of Mantorville is proposing to remove the yield sign and place two of them on the opposite sides.*" The Infrastructure Committee can create a Google maps mock-up with Scenario A and Scenario B for public comment, post it on the City's website, and put it on screen at the next meetings.

Mayor Bradford directed the City Clerk to add the drawings from the Infrastructure Committee to the City's website and keep this item on Old Business for three meetings to gather public comment.

## **10. Tabled Items**

### **A. Area 15 Preliminary Plat Application (PID 130210401) (tabled to January 23, 2023)**

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

Motion carried: 4 ayes / 0 nays.

City Engineer Hruska discussed the lift station and how to serve this area. One option is to leave the lift station within the subdivision. The other option is to put it near County Road 15 and 251<sup>st</sup> Avenue to serve the overall area. It's an additional \$350K to get from this development to there. However, we do not know the timing of other subdivisions to connect.

The Infrastructure Committee met prior to the Council meeting and recommended leaving the lift station in the development, extend lines to the east and south property

lines. The City will add 25% to the cost, to be recouped in the future. The timeline for future developments to come into the City system is unknown.

Cost breakdown: 75% paid by Developer, 25% paid by City.

Tony Bigelow, Applicant, said he talked with City Engineer Hruska prior to the meeting. When Bigelow Homes started the annexation process, the cost was 100% on them. He said he is all for this if it's good for the area. He will work with Tim Hruska and his engineer. Mr. Bigelow said it will be a nice subdivision.

Discussion included:

- Has the City checked into what Kasson can take?
  - City Engineer Hruska said we are within our allocation. We have adequate capacity for this subdivision within our existing agreement.
- Will the City have capacity for future developments?
  - City Engineer Hruska said we have adequate capacity. If we get to our capacity, we put a 20-year agreement in place and we are on year 8. When we get to that point, we will discuss it again with the City of Kasson, but that will be a good problem because Mantorville will be growing. The lift station will be there for the long term.
  - Mayor Bradford said we own our capacity. Kasson cannot tap into that, so they cannot be maxed out.
- What if we have a 500 year flood?
  - Both Kasson and Mantorville are set up well. We would go into bypass mode.
- Councilmember Ingalls said current customers are paying more than they should. As we add homes and increase our capacity, the cost will decrease.

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

RESOLUTION NO. 2023-08  
A RESOLUTION APPROVING THE PRELIMINARY PLAT FOR  
AREA 15 WITHIN THE CITY OF MANTORVILLE

Motion carried: 4 ayes / 0 nays.

**B.** Designation of City Consultants for 2023 (tabled to February 2023)

**11. Reports**

**A.** Public Works Report

Adams said he ordered 40 snow emergency signs at \$15.84 each. The cost was reduced for the larger order.

**B.** City Clerk Report

- 1) Buecksler contacted other Cities and the League of Minnesota Cities for advice on interviewing law firms. Many responses were received. Council asked that this information be forwarded to them electronically for review.
- 2) The Auditors will be here on Wednesday for the interim audit.

C. Consultant Report

- 1) City Attorney Dave Anderson is drafting an ordinance amendment for golf carts, ATVs and UTVs, as well as noise from dirt bikes, etc. This should be coming to the next meeting.

D. Committee Reports

1) Chamber

- Annual meeting at the Hubbell House had good attendance. One person was impressed by the event and attendance for this level of a meeting. Good stories were shared. The Hubbell House served fantastic food.

2) Economic Development Authority

- A Special EDA Meeting will be held tomorrow.

3) Finance/Budget

4) Fire Department

5) Infrastructure

6) Kasson Mantorville Joint Powers

7) Mantorville Restoration Association

- The MRA is looking to build a wall and walkways around the Restoration House. They are working on a quarterly newsletter. Bingo February 11<sup>th</sup> is at the Kasson Legion.

8) Park Board

9) Personnel

10) Fire Relief

11) Township

- Meetings start the first week of February Wasioja is the second Monday of the month.

E. Councilmember Reports

Councilmember Ingalls said a couple of residents were concerned about noise.

F. Mayor's Report

**12. Adjourn**

Motion was made by Councilmember Ingalls and seconded by Councilmember Rud to adjourn the meeting at 7:34 p.m.

Motion carried: 4 ayes / 0 nays. Meeting adjourned.

Approved: February 13, 2023.

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Shirley R Buecksler  
City Clerk-Treasurer

Payments

Current Period: January 2023

<b>Payments Batch 2022 Aps 01.25.2023</b>		<b>\$3,116.05</b>			
Refer	0	<i>NOLTE, ROGER</i>	-		
Cash Payment	E 101-42200-228	Equip. Repair and Maint	Computer Supplies		\$68.92
Invoice	12/14/22	1/25/2023			
Transaction Date	1/25/2023	Citizens State Bank	10100	<b>Total</b>	<b>\$68.92</b>
Refer	0	<i>ULTIMATE SAFETY CONCEPTS, IN</i>	-		
Cash Payment	E 101-42200-240	Tools and Minor Equipm	Facepieces		\$590.00
Invoice	203266	1/25/2023			
Transaction Date	1/25/2023	Citizens State Bank	10100	<b>Total</b>	<b>\$590.00</b>
Refer	0	<i>FIRE SAFETY USA, INC</i>	-		
Cash Payment	E 101-42200-228	Equip. Repair and Maint	Compressors & Filters		\$1,216.74
Invoice	166439	1/25/2023			
Cash Payment	E 101-42200-228	Equip. Repair and Maint	Drain Valve Repair		\$528.00
Invoice	166555	1/25/2023			
Cash Payment	E 101-42200-240	Tools and Minor Equipm	Helmets With Shields		\$599.90
Invoice	167063	1/25/2023			
Cash Payment	E 101-42200-240	Tools and Minor Equipm	Bullard Mounting Hardware		\$47.85
Invoice	167048	1/25/2023			
Transaction Date	1/25/2023	Citizens State Bank	10100	<b>Total</b>	<b>\$2,392.49</b>
Refer	0	<i>VERIZON WIRELESS</i>	-		
Cash Payment	E 101-42200-321	Communications Phone/	Acct 842209789-00001 Fire Dept		\$64.64
Invoice	9923737065	1/25/2023			
Transaction Date	1/25/2023	Citizens State Bank	10100	<b>Total</b>	<b>\$64.64</b>

Fund Summary

	10100	Citizens State Bank	
101 GENERAL FUND			\$3,116.05
			<u>\$3,116.05</u>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$3,116.05
<b>Total</b>	<b>\$3,116.05</b>

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## Payments

Current Period: December 2022

Payments Batch 2022 AP 02.08.2023		\$27,516.62	
Refer	0 CITY OF MANTORVILLE PETTY CA		
Cash Payment	E 601-49400-228 Equip. Repair and Maint Joe Adams Postage Reimbursement 10.31.2022		\$5.40
Invoice	2301-6994D 2/13/2023		
Transaction Date	2/8/2023	Citizens State Bank 10100	<b>Total</b> \$5.40
Refer	0 WARSAW		
Cash Payment	E 101-43160-381 Electric Utilities Dec 2022 Sales 5,875.88 & 6,6058.88 KWH		\$1,554.31
Invoice	2301-6994D 2/13/2023		
Cash Payment	E 101-43160-381 Electric Utilities Sept 2022 Sales 15,980.71 & 18,541.57 KWH		\$4,280.76
Invoice	2301-6994D 2/13/2023		
Transaction Date	2/8/2023	Citizens State Bank 10100	<b>Total</b> \$5,835.07
Refer	0 BAUER BUILT		
Cash Payment	E 101-42200-228 Equip. Repair and Maint 12/06/22		\$283.00
Invoice	0670095207 2/13/2023		
Transaction Date	2/8/2023	Citizens State Bank 10100	<b>Total</b> \$283.00
Refer	0 DODGE COUNTY EMERGENCY MA		
Cash Payment	E 101-42200-321 Communications Phone/ 2022 Active 911 Accounts		\$429.00
Invoice	30842208 2/13/2023		
Transaction Date	2/8/2023	Citizens State Bank 10100	<b>Total</b> \$429.00
Refer	0 KENNEDY & GRAVEN, CHARTERE		
Cash Payment	E 101-41600-304 Legal Fees Through Dec 2022		\$2,507.35
Invoice	172540 2/13/2023		
Transaction Date	2/8/2023	Citizens State Bank 10100	<b>Total</b> \$2,507.35
Refer	0 PROLINE DISTRIBUTION		
Cash Payment	E 101-42200-217 Other Operating Supplie Anchor Connescor		\$62.82
Invoice	INV46940 2/13/2023		
Transaction Date	2/8/2023	Citizens State Bank 10100	<b>Total</b> \$62.82
Refer	0 WHKS & COMPANY		
Cash Payment	E 457-41950-303 Engineering Fees TH57 Improvements 11/26/22-12/30/22		\$15,237.12
Invoice	47366 2/13/2023		
Cash Payment	E 313-47000-303 Engineering Fees 2022 Street Improvements 11/26/22-12/30/22		\$46.08
Invoice	47370 2/13/2023		
Transaction Date	2/8/2023	Citizens State Bank 10100	<b>Total</b> \$15,283.20
Refer	0 METERING & TECHNOLOGY SOLU		
Cash Payment	E 602-49450-570 Capital Outlay		\$927.33
Invoice	INV1116 2/13/2023		
Cash Payment	E 601-49400-570 Capital Outlay		\$618.21
Invoice	INV1116 2/13/2023		
Cash Payment	E 602-49450-570 Capital Outlay		\$926.89
Invoice	INV1141 2/13/2023		
Cash Payment	E 601-49400-570 Capital Outlay		\$617.92
Invoice	2/13/2023		
Transaction Date	2/9/2023	Citizens State Bank 10100	<b>Total</b> \$3,090.35
Refer	0 CITY OF MANTORVILLE PETTY CA		

Payments

Current Period: December 2022

Cash Payment	E 101-41500-208 Training, Mileage	Reimbursement Scroeder Trip to Purchase Council TV	\$20.43
Invoice	2/13/2023		
Transaction Date	2/9/2023	Citizens State Bank 10100	<b>Total</b> \$20.43

Fund Summary

	10100 Citizens State Bank	
101 GENERAL FUND		\$9,137.67
313 GO SERIES BOND 2022A		\$46.08
457 STATE HIGHWAY 57 PROJECT		\$15,237.12
601 WATER FUND		\$1,241.53
602 SEWER FUND		\$1,854.22
		<u>\$27,516.62</u>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$27,516.62
<b>Total</b>	<u>\$27,516.62</u>

Payments

Current Period: January 2023

Payments Batch 012623PAY \$196.82

Refer 0 MN DNR ECO & WATERS RESOUR \_

Cash Payment E 601-49400-210 Tax and Licensing MPARS Payment for 2022 water Permit 1984-5050 \$196.82

Invoice 1/23/2023 1/26/2023

Transaction Date 1/26/2023 Citizens State Bank 10100 Total \$196.82

Fund Summary

601 WATER FUND 10100 Citizens State Bank \$196.82 \$196.82

Table with 2 columns: Description and Amount. Rows include Pre-Written Checks (\$0.00), Checks to be Generated by the Computer (\$196.82), and Total (\$196.82).

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## Payments

Current Period: February 2023

Payments Batch 020823PAY		\$38,043.91	
Refer	0 CITY OF MANTORVILLE PETTY CA	-	
Cash Payment	E 601-49400-300 Professional Svcs (GEN Joe Adams Postage Reimbursement 2/8/23		\$5.50
Invoice	2/13/2023		
Transaction Date	2/8/2023	Citizens State Bank 10100	<b>Total</b> \$5.50
Refer	0 AFLAC	-	
Cash Payment	G 101-21710 AFLAC Acct P8873		\$33.12
Invoice	298553 2/13/2023		
Transaction Date	2/8/2023	Citizens State Bank 10100	<b>Total</b> \$33.12
Refer	0 AMAZON	Ck# 005842 2/13/2023	
Cash Payment	E 101-41500-200 Supplies Office Supplies		\$27.57
Invoice	02/06/23 2/13/2023		
Transaction Date	2/8/2023	Citizens State Bank 10100	<b>Total</b> \$27.57
Refer	0 AVESIS	-	
Cash Payment	G 101-21715 Employee Paid Vision Plan EE Pd. Vision Insurance		\$39.28
Invoice	2948934 2/13/2023		
Transaction Date	2/8/2023	Citizens State Bank 10100	<b>Total</b> \$39.28
Refer	0 BOUND TREE MEDICAL, LLC	-	
Cash Payment	E 101-42200-311 First Responder Train/E Resus Packs		\$78.58
Invoice	84818091 2/13/2023		
Transaction Date	2/8/2023	Citizens State Bank 10100	<b>Total</b> \$78.58
Refer	0 BADGER METER	-	
Cash Payment	E 602-49450-300 Professional Svcs (GEN 1/30/23		\$231.76
Invoice	80118289 2/13/2023		
Cash Payment	E 601-49400-300 Professional Svcs (GEN 1/30/23		\$154.50
Invoice	80118289 2/13/2023		
Transaction Date	2/8/2023	Citizens State Bank 10100	<b>Total</b> \$386.26
Refer	0 BANYON DATA SYSTEMS	-	
Cash Payment	E 101-41500-300 Professional Svcs (GEN Support		\$1,365.00
Invoice	00163713 2/13/2023		
Cash Payment	E 601-49400-300 Professional Svcs (GEN Support		\$1,365.00
Invoice	00163713 2/13/2023		
Cash Payment	E 602-49450-300 Professional Svcs (GEN Support		\$1,365.00
Invoice	00163713 2/13/2023		
Transaction Date	2/8/2023	Citizens State Bank 10100	<b>Total</b> \$4,095.00
Refer	0 CASEYS	Ck# 005834 2/13/2023	
Cash Payment	E 101-43125-212 Motor Fuels Acct BY695 12/18/22-01/17/23		\$879.69
Invoice	Due 02/16/23 2/13/2023		
Cash Payment	E 101-42200-212 Motor Fuels Acct BY695 12/18/22-01/17/23		\$100.74
Invoice	Due 02/16/23 2/13/2023		
Transaction Date	2/8/2023	Citizens State Bank 10100	<b>Total</b> \$980.43
Refer	0 DELTA DENTAL	-	
Cash Payment	G 101-21708 Dental Insurance 02/01/23-02/01/23		\$65.48
Invoice	RIS0004703249 2/13/2023		
Transaction Date	2/8/2023	Citizens State Bank 10100	<b>Total</b> \$65.48



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Payments

Current Period: February 2023

Refer	0	<u>DECOOK DRAINAGE</u>	-		
Cash Payment	E 101-43125-406	Snow/Ice Removal	Snow removal 1/3/23-1/27/23		\$6,835.10
Invoice	2450	2/13/2023			
Transaction Date	2/8/2023		Citizens State Bank 10100	<b>Total</b>	\$6,835.10
Refer	0	<u>DODGE COUNTY INDEPENDENT</u>	-		
Cash Payment	E 101-41110-352	Publishing	Public Ordinance Publishing		\$186.30
Invoice	15363	2/13/2023			
Cash Payment	E 101-41110-352	Publishing	Public Ordinance Publishing		\$51.75
Invoice	15360	2/13/2023			
Cash Payment	E 101-41110-352	Publishing	Public Ordinance Publishing		\$72.45
Invoice	15362	2/13/2023			
Cash Payment	E 101-41110-352	Publishing	Public Ordinance Publishing		\$41.40
Invoice	15361	2/13/2023			
Transaction Date	2/8/2023		Citizens State Bank 10100	<b>Total</b>	\$351.90
Refer	0	<u>GOPHER STATE ONE CALL</u>	-		
Cash Payment	E 601-49400-300	Professional Srvs (GEN	January 2023		\$1.62
Invoice	3010569	2/13/2023			
Cash Payment	E 602-49450-300	Professional Srvs (GEN	January 2023		\$1.08
Invoice	3010569	2/13/2023			
Transaction Date	2/8/2023		Citizens State Bank 10100	<b>Total</b>	\$2.70
Refer	0	<u>HAWKINS, INC</u>	-		
Cash Payment	E 601-49400-216	Chemicals and Chem Pr	Chlorine Cylinder		\$10.00
Invoice	6379663	2/13/2023			
Transaction Date	2/8/2023		Citizens State Bank 10100	<b>Total</b>	\$10.00
Refer	0	<u>HOMETOWN HAULERS</u>	-		
Cash Payment	E 101-41940-384	Refuse/Garbage Dispos	February 2023		\$102.84
Invoice	7899	2/13/2023			
Cash Payment	E 101-42200-384	Refuse/Garbage Dispos	February 2023		\$43.71
Invoice	7899	2/13/2023			
Cash Payment	E 101-41940-384	Refuse/Garbage Dispos	February 2023		\$43.70
Invoice	7899	2/13/2023			
Transaction Date	2/8/2023		Citizens State Bank 10100	<b>Total</b>	\$190.25
Refer	0	<u>INTERNAL REVENUE SERVICE</u>	<u>Ck# 005828 2/13/2023</u>		
Cash Payment	G 101-21703	FICA Tax Withholding	Social Security PR 02		\$1,053.18
Invoice	1/24/23	2/13/2023			
Cash Payment	G 101-21709	Medicare	Medicare PR 02		\$246.32
Invoice	1/24/23	2/13/2023			
Cash Payment	G 101-21701	Federal Withholding	Withholding PR 02		\$708.59
Invoice	1/24/23	2/13/2023			
Transaction Date	2/8/2023		Citizens State Bank 10100	<b>Total</b>	\$2,008.09
Refer	0	<u>INTERNAL REVENUE SERVICE</u>	<u>Ck# 005836 2/13/2023</u>		
Cash Payment	G 101-21703	FICA Tax Withholding	Social Security PR 2.01		\$21.14
Invoice	01/26/23	2/13/2023			
Cash Payment	G 101-21709	Medicare	Medicare PR 2.01		\$4.94
Invoice	01/26/23	2/13/2023			
Cash Payment	G 101-21701	Federal Withholding	Withholding PR 2.01		\$17.05
Invoice	01/26/23	2/13/2023			

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Payments

Current Period: February 2023

Transaction Date	2/8/2023	Citizens State Bank	10100	<b>Total</b>	<b>\$43.13</b>
Refer	0 INTERNAL REVENUE SERVICE	Ck# 005840	2/13/2023		
Cash Payment	G 101-21703 FICA Tax Withholding	Social Security PR 03			\$1,021.58
Invoice	2/6/23	2/13/2023			
Cash Payment	G 101-21709 Medicare	Medicare PR 03			\$238.94
Invoice	2/6/23	2/13/2023			
Cash Payment	G 101-21701 Federal Withholding	Withholding PR 03			\$663.90
Invoice	2/6/23	2/13/2023			
Transaction Date	2/8/2023	Citizens State Bank	10100	<b>Total</b>	<b>\$1,924.42</b>
Refer	0 KMTELECOM				
Cash Payment	E 101-41940-321 Communications Phone/ CITY HALL MAIN 5170				\$148.05
Invoice	10148126	2/13/2023			
Cash Payment	E 101-41940-321 Communications Phone/ CITY HALL - 5176 - 2ND LINE				\$20.79
Invoice	10148126	2/13/2023			
Cash Payment	E 601-49400-321 Communications Phone/ New Well House Fiber				\$25.00
Invoice	10148126	2/13/2023			
Cash Payment	E 101-42200-321 Communications Phone/ FD 5440				\$25.78
Invoice	10148126	2/13/2023			
Cash Payment	E 101-41940-321 Communications Phone/ STREETS - SHOP 5119				\$80.77
Invoice	10148126	2/13/2023			
Cash Payment	E 601-49400-321 Communications Phone/ WATER TOWER ALARM 3588				\$45.89
Invoice	10148126	2/13/2023			
Cash Payment	E 602-49450-321 Communications Phone/ LIFT STATION ALARM 5066				\$35.89
Invoice	10148126	2/13/2023			
Cash Payment	E 602-49450-321 Communications Phone/ WWTP 5463 ALARM				\$35.89
Invoice	10148126	2/13/2023			
Cash Payment	E 101-41940-321 Communications Phone/ LONG DISTANCE/TAXES/FEES				\$5.85
Invoice	10148126	2/13/2023			
Cash Payment	E 101-46500-437 Other Miscellaneous	EDA 800 NUMBER			\$0.45
Invoice	10148126	2/13/2023			
Transaction Date	2/8/2023	Citizens State Bank	10100	<b>Total</b>	<b>\$424.36</b>
Refer	0 MN MUNICIPAL UTILITIES ASSOC				
Cash Payment	E 601-49400-433 Dues and Memberships	2023 Water Utility Member Dues			\$348.00
Invoice	61120	2/13/2023			
Transaction Date	2/8/2023	Citizens State Bank	10100	<b>Total</b>	<b>\$348.00</b>
Refer	0 METRO SALES INC				
Cash Payment	E 101-41500-350 Print/Binding (GENERA	Printing			\$392.00
Invoice	INV2204198	2/13/2023			
Transaction Date	2/8/2023	Citizens State Bank	10100	<b>Total</b>	<b>\$392.00</b>
Refer	0 MBT BANK	Ck# 005829	2/13/2023		
Cash Payment	E 101-41500-437 Other Miscellaneous	Deposit Slips for City Checking Acct			\$104.63
Invoice		2/13/2023			
Transaction Date	2/8/2023	Citizens State Bank	10100	<b>Total</b>	<b>\$104.63</b>
Refer	0 MAXSON ELECTRIC				
Cash Payment	E 101-41940-220 Bldg.Repair and Mainten	Office Lights Dimmer Labor			\$175.00
Invoice	7075	2/13/2023			
Transaction Date	2/8/2023	Citizens State Bank	10100	<b>Total</b>	<b>\$175.00</b>

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Refer	0	<u>MENARDS - NORTH ROCHESTER</u>	-				
Cash Payment	E 101-43100-229	Safety/OSHA	Safety Glasses			\$46.97	
Invoice	18107	2/13/2023					
Transaction Date	2/8/2023		Citizens State Bank	10100	<b>Total</b>	\$46.97	
Refer	0	<u>MN DEPT OF PUBLIC SAFETY</u>	-				
Cash Payment	E 601-49400-300	Professional Srvs (GEN	EPCRA Program			\$100.00	
Invoice	M-120719	2/13/2023					
Transaction Date	2/8/2023		Citizens State Bank	10100	<b>Total</b>	\$100.00	
Refer	0	<u>MN PUBLIC FACILITIES AUTHORITY</u>	-				
Cash Payment	E 602-49450-611	Bond Interest	Interest on CW02			\$984.07	
Invoice	1/23/23	2/13/2023					
Cash Payment	E 602-49450-611	Bond Interest	Interest on CW01			\$1,855.00	
Invoice	1/23/23	2/13/2023					
Transaction Date	2/8/2023		Citizens State Bank	10100	<b>Total</b>	\$2,839.07	
Refer	0	<u>SOUTHEAST SERVICE COOPERATIVE</u>	Ck# 005830	2/13/2023			
Cash Payment	G 101-21706	Hospitalization/Medical Ins	Health Ins Feb 2023			\$2,516.34	
Invoice	01/19/2023	2/13/2023					
Transaction Date	2/8/2023		Citizens State Bank	10100	<b>Total</b>	\$2,516.34	
Refer	0	<u>MINNESOTA REVENUE</u>	Ck# 005837	2/13/2023			
Cash Payment	G 101-21702	State Withholding	Withholding Tax PR 2.01			\$5.54	
Invoice	1/26/23	2/13/2023					
Transaction Date	2/8/2023		Citizens State Bank	10100	<b>Total</b>	\$5.54	
Refer	0	<u>MINNESOTA REVENUE</u>	Ck# 005827	2/13/2023			
Cash Payment	G 101-21702	State Withholding	Withholding Tax PR 02			\$374.34	
Invoice	1/24/23	2/13/2023					
Transaction Date	2/8/2023		Citizens State Bank	10100	<b>Total</b>	\$374.34	
Refer	0	<u>MINNESOTA REVENUE</u>	Ck# 005838	2/13/2023			
Cash Payment	G 101-21702	State Withholding	Withholding Tax PR 03			\$357.02	
Invoice	2/6/23	2/13/2023					
Transaction Date	2/8/2023		Citizens State Bank	10100	<b>Total</b>	\$357.02	
Refer	0	<u>MINNESOTA REVENUE</u>	Ck# 005839	2/13/2023			
Cash Payment	G 101-21702	State Withholding	Add'l 2021 Withholding Tax			\$732.81	
Invoice	02/06/2023	2/13/2023					
Transaction Date	2/8/2023		Citizens State Bank	10100	<b>Total</b>	\$732.81	
Refer	0	<u>MN PERA</u>	Ck# 005826	2/13/2023			
Cash Payment	G 101-21704	PERA	PR 02			\$1,297.80	
Invoice	01/25/2023	2/13/2023					
Transaction Date	2/8/2023		Citizens State Bank	10100	<b>Total</b>	\$1,297.80	
Refer	0	<u>MN PERA</u>	Ck# 005841	2/13/2023			
Cash Payment	G 101-21704	PERA	PR 03			\$1,259.66	
Invoice	02/07/2023	2/13/2023					
Transaction Date	2/8/2023		Citizens State Bank	10100	<b>Total</b>	\$1,259.66	
Refer	0	<u>MN DEPARTMENT OF HEALTH</u>	-				

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Cash Payment	E 601-49400-208	Training, Mileage	Waterworks Operator Certificate for Wade Schroeder	\$23.00
Invoice	1/23/23	2/13/2023		
Transaction Date	2/8/2023		Citizens State Bank 10100	<b>Total</b> \$23.00
Refer	0	MINNESOTA POLLUTION CONTRO	-	
Cash Payment	E 602-49450-208	Training, Mileage	App for Wastewater Cert Exam Wade Schroeder	\$55.00
Invoice		2/13/2023		
Transaction Date	2/8/2023		Citizens State Bank 10100	<b>Total</b> \$55.00
Refer	0	MINNESOTA POLLUTION CONTRO	-	
Cash Payment	E 602-49450-208	Training, Mileage	Class SC/CD Training Wade Schroeder	\$260.00
Invoice		2/13/2023		
Transaction Date	2/8/2023		Citizens State Bank 10100	<b>Total</b> \$260.00
Refer	0	NCPERS GROUP LIFE INS.	-	
Cash Payment	G 101-21711	Life Insurance Payable	Feb Life Ins	\$16.00
Invoice	608900022023	2/13/2023		
Transaction Date	2/8/2023		Citizens State Bank 10100	<b>Total</b> \$16.00
Refer	0	NEWMAN SIGNS	-	
Cash Payment	E 101-43100-200	Supplies	Traffic & Flags	\$751.14
Invoice	TRFINV045090	2/13/2023		
Transaction Date	2/8/2023		Citizens State Bank 10100	<b>Total</b> \$751.14
Refer	0	NAPA	-	
Cash Payment	E 101-43100-200	Supplies	Armorall	\$15.69
Invoice	684-457478	2/13/2023		
Cash Payment	E 101-43100-228	Equip. Repair and Maint	Motor Oil	\$156.97
Invoice	684-457093	2/13/2023		
Transaction Date	2/8/2023		Citizens State Bank 10100	<b>Total</b> \$172.66
Refer	0	NOLTE, ROGER	-	
Cash Payment	E 101-42200-217	Other Operating Supplie	Truck Shoreline Monitors	\$122.70
Invoice	1/31/23	2/13/2023		
Transaction Date	2/8/2023		Citizens State Bank 10100	<b>Total</b> \$122.70
Refer	0	OLMSTED COUNTY PUB HEALTH	-	
Cash Payment	E 601-49400-300	Professional Srvs (GEN	Bacteria Testing	\$135.00
Invoice	584	2/13/2023		
Transaction Date	2/8/2023		Citizens State Bank 10100	<b>Total</b> \$135.00
Refer	0	OLMSTED MEDICAL CENTER CLIN	-	
Cash Payment	E 101-41500-300	Professional Srvs (GEN	Testing	\$88.00
Invoice	1/23/2023	2/13/2023		
Transaction Date	2/8/2023		Citizens State Bank 10100	<b>Total</b> \$88.00
Refer	0	STAFFORD, TROY	-	
Cash Payment	E 101-42200-208	Training, Mileage	Firefighters Health Forum	\$141.74
Invoice	1/24/23	2/13/2023		
Transaction Date	2/8/2023		Citizens State Bank 10100	<b>Total</b> \$141.74
Refer	0	SIMPLY TIDY, LLC	-	
Cash Payment	E 101-41940-439	Janitors	cleaning 1/23/23	\$65.00
Invoice	4259	2/13/2023		

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Transaction Date	2/8/2023	Citizens State Bank	10100	<b>Total</b>	<b>\$65.00</b>
Refer	0 SCHROEDER, WADE	-			
Cash Payment	E 601-49400-208 Training, Mileage	meals & Mileage Reimbursement Schroeder			\$264.79
Invoice	1/24/23 2/13/2023				
Transaction Date	2/8/2023	Citizens State Bank	10100	<b>Total</b>	<b>\$264.79</b>
Refer	0 KELLY INN	Ck# 005835 2/13/2023			
Cash Payment	E 601-49400-208 Training, Mileage	Kelly Inn Lodging Schroeder			\$216.24
Invoice	12/14/22 2/13/2023				
Cash Payment		Lodging Schroeder Training			\$0.00
Invoice	12/14/22				
Transaction Date	2/8/2023	Citizens State Bank	10100	<b>Total</b>	<b>\$216.24</b>
Refer	0 AMERICINN	Ck# 005843 2/13/2023			
Cash Payment	E 601-49400-208 Training, Mileage	Lodging for Wade Schroeder			\$123.78
Invoice	2/13/2023				
Transaction Date	2/9/2023	Citizens State Bank	10100	<b>Total</b>	<b>\$123.78</b>
Refer	0 SMITH SCHAFFER & ASSOCIATES	-			
Cash Payment	E 101-41530-301 Auditing and Acct g Serv	City Audit			\$2,500.00
Invoice	15031 2/13/2023				
Transaction Date	2/9/2023	Citizens State Bank	10100	<b>Total</b>	<b>\$2,500.00</b>
Refer	0 JACOBSEN LAW FIRM, P.A.	-			
Cash Payment	E 101-41600-304 Legal Fees	Legal Fees From January 2023			\$580.00
Invoice	3781 2/13/2023				
Transaction Date	2/9/2023	Citizens State Bank	10100	<b>Total</b>	<b>\$580.00</b>
Refer	0 PAYMENT SERVICE NETWORK, IN	Ck# 005846 2/13/2023			
Cash Payment	E 602-49450-300 Professional Srvs (GEN	For January 2023			\$97.02
Invoice	271627 2/13/2023				
Cash Payment	E 601-49400-300 Professional Srvs (GEN	For January 2023			\$64.68
Invoice	271627 2/13/2023				
Transaction Date	2/9/2023	Citizens State Bank	10100	<b>Total</b>	<b>\$161.70</b>
Refer	0 PITNEY BOWES PURCHASE POWE	-			
Cash Payment	E 101-41500-322 Postage	Postage for January			\$201.00
Invoice	01/25/2023 2/13/2023				
Transaction Date	2/9/2023	Citizens State Bank	10100	<b>Total</b>	<b>\$201.00</b>
Refer	0 IIMC - INTL INST OF MUNI CLRKS	-			
Cash Payment	E 101-41110-433 Dues and Memberships	Gretchen Lohrbach Member Application			\$125.00
Invoice	2/13/2023				
Transaction Date	2/9/2023	Citizens State Bank	10100	<b>Total</b>	<b>\$125.00</b>
Refer	0 VOLUNTEER FIREFIGHTERS BENE	-			
Cash Payment	E 101-42200-120 Benefits	Logan Laures Member Benefit			\$14.00
Invoice	2/13/2023				
Cash Payment	E 101-42200-120 Benefits	Scott Stockinger Member Benefit			\$14.00
Invoice	2/13/2023				
Transaction Date	2/9/2023	Citizens State Bank	10100	<b>Total</b>	<b>\$28.00</b>
Refer	0 VERIZON WIRELESS	-			

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Cash Payment	E 101-42200-321	Communications Phone/ Fire Dept Phone Lines		\$54.64
Invoice	9926111551	2/13/2023		
Transaction Date	2/9/2023	Citizens State Bank	10100	<b>Total</b> \$54.64
Refer	0 WEX HEALTH, INC.	Ck# 005833	2/13/2023	
Cash Payment	G 101-21714	Health Savings Account	ACH Admin Fee	\$8.25
Invoice	0001663416-IN	2/13/2023		
Transaction Date	2/9/2023	Citizens State Bank	10100	<b>Total</b> \$8.25
Refer	0 WEX HEALTH, INC.	Ck# 005832	2/13/2023	
Cash Payment	G 101-21714	Health Savings Account	ER HSA Feb 2023	\$173.07
Invoice		2/13/2023		
Cash Payment	G 101-21714	Health Savings Account	EE HSA Feb 2023	\$130.00
Invoice		2/13/2023		
Transaction Date	2/9/2023	Citizens State Bank	10100	<b>Total</b> \$303.07
Refer	0 WEX HEALTH, INC.	Ck# 005844	2/13/2023	
Cash Payment	G 101-21714	Health Savings Account	PR 03-EE HSA	\$130.00
Invoice		2/13/2023		
Cash Payment	G 101-21714	Health Savings Account	PR 03 ER HSA	\$173.07
Invoice		2/13/2023		
Transaction Date	2/9/2023	Citizens State Bank	10100	<b>Total</b> \$303.07
Refer	0 XCEL ENERGY			
Cash Payment	E 101-43160-381	Electric Utilities	STREET LIGHTS	\$1,856.69
Invoice	812890309	2/13/2023		
Cash Payment	E 101-43160-381	Electric Utilities	300 MAIN N BRIDGE LIGHTS	\$31.07
Invoice	812890309	2/13/2023		
Cash Payment	E 101-43160-381	Electric Utilities	130 ST.HWY 57 S.CITY SIGN	\$12.62
Invoice	812890309	2/13/2023		
Cash Payment	E 101-43160-381	Electric Utilities	60003 ST.HWY 57 N CITY SIGN	\$16.18
Invoice	812890309	2/13/2023		
Cash Payment	E 101-42200-380	Utility Services	21 5TH STREET SIREN	\$15.29
Invoice	812890309	2/13/2023		
Cash Payment	E 101-42200-380	Utility Services	21 5TH STREET E FH/CH/PUMP	\$306.84
Invoice	812890309	2/13/2023		
Cash Payment	E 101-42200-380	Utility Services	701 CHESTNUT SIREN	\$0.00
Invoice	812890309	2/13/2023		
Cash Payment	E 101-43160-381	Electric Utilities	410 CLAY POLE ON EDA LOT	\$16.54
Invoice	812890309	2/13/2023		
Cash Payment	E 101-41940-380	Utility Services	600 7TH STREET WEST MANTORFIEL	\$15.40
Invoice	812890309	2/13/2023		
Cash Payment	E 101-41940-380	Utility Services	340 CLAY RIVERSIDE W CENTER	\$34.51
Invoice	812890309	2/13/2023		
Cash Payment	E 101-41940-380	Utility Services	342 MAIN ST N RIVERSIDE NE	\$15.40
Invoice	812890309	2/13/2023		
Cash Payment	E 101-41940-380	Utility Services	601 GOLFVIEW DENNISON FIELD	\$18.48
Invoice	812890309	2/13/2023		
Cash Payment	E 101-41940-380	Utility Services	1008 EAST CITY SHOP	\$133.60
Invoice	812890309	2/13/2023		
Cash Payment	E 602-49450-380	Utility Services	121 BLANCH WWTF+SEC+PUMP	\$5.82
Invoice	812890309	2/13/2023		

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Cash Payment	E 601-49400-380	Utility Services	841 BLANCH WTR WELL HOUSE	\$762.83
Invoice	812890309	2/13/2023		
Cash Payment	E 601-49400-380	Utility Services	924 JEFFERSON WATER TOWER	\$37.22
Invoice	812890309	2/13/2023		
Cash Payment	E 603-45183-381	Electric Utilities	324 MAIN ST N CAMPGROUND	-\$46.54
Invoice	812890309	2/13/2023		
Cash Payment	E 101-41940-380	Utility Services	101 BLANCH NEW SHOP	\$0.00
Invoice	812890309	2/13/2023		
Cash Payment	E 101-41940-380	Utility Services	15 4TH STREET WEST RIVERSIDE	\$17.44
Invoice	812890309	2/13/2023		
Cash Payment	E 602-49450-380	Utility Services	601 JEFFERSON LIFT STATION	\$33.70
Invoice	812890309	2/13/2023		
Cash Payment	E 602-49450-380	Utility Services	121 BLANCH AUTO PROTECT LIGHT	\$10.69
Invoice	812890309	2/13/2023		
Cash Payment	E 101-43160-381	Electric Utilities	CHRISTMAS LIGHTS	\$0.00
Invoice	812890309	2/13/2023		
Transaction Date	2/9/2023		Citizens State Bank 10100	<b>Total</b> \$3,293.78

Fund Summary

	10100 Citizens State Bank	
		\$0.00
101 GENERAL FUND		\$29,436.48
601 WATER FUND		\$3,683.05
602 SEWER FUND		\$4,970.92
603 RV PARK		(\$46.54)
		<u>\$38,043.91</u>

Pre-Written Checks	\$12,747.89
Checks to be Generated by the Computer	\$25,296.02
Total	<u>\$38,043.91</u>

**UNAPPROVED MINUTES OF THE  
DODGE COUNTY BOARD OF COMMISSIONERS REGULAR MEETING HELD  
JANUARY 10, 2023**

**Chair**

**Convene County Board Meeting**

The Dodge County Commissioners met in regular session January 10, 2023, in the Commissioner's Room at the Dodge County Government Services Building, Mantorville, MN, at 9:30 a.m. Chair Rodney Peterson called the meeting to order at 9:30 a.m.

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

**Pledge of Allegiance**

The pledge of allegiance was recited.

**Determine Quorum**

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

Also present:

Jim Elmquist           County Administrator  
Becky Lubahn           Deputy Clerk  
Paul Kiltinen           County Attorney

**Establish Agenda**

**Agenda Approved**

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

*Motion Adopted [Unanimous]*

**Consent Agenda**

Motion by Tjosaas seconded by Kenworthy to approve the following Consent Agenda items:

*Motion Adopted [Unanimous]*

- 1.1. Committee of the Whole - Committee Meeting - Dec 27, 2022 4:30 PM
- 1.2. Board of Commissioners - Regular Meeting - Dec 27, 2022 5:00 PM
- 1.3. Board of Commissioners - Special Meeting - Jan 3, 2023 9:00 AM



## 1.4. Personnel Board of Appeals Appointment

**Lauren Cornelius, Environmental Services Director****Laura Jane Musser Fund Environmental Initiative Grant Letter of Support**

Ms. Cornelius informed the Board that Dodge County Environmental Services is applying to the Laura Jane Musser Environmental Initiative Fund for a \$20,000 grant to supplement the 12-acre forest restoration and enhancement planting effort at the proposed county park. The Environmental Initiative Grant is for projects that enhance the ecological integrity of publicly owned open spaces, while encouraging compatible human activities. The goal of this grant is to promote public use of open space that improves a community's quality of life and public health, while also ensuring the protection of healthy, viable and sustainable ecosystems by protecting or restoring habitat for a diversity of plant and animal species. This grant does not require a local match; however, the application does require that the local government unit most closely associated with the project submit a Letter of Support on county letterhead for the project.

Included in the Board packets was proposed language for a Letter of Support drafted by Environmental Services staff for the grant application.

Motion by Tjosaas seconded by Kenworthy to approve and authorize the Board Chair to sign the proposed Letter of Support for the Laura Jane Musser Fund Environmental Initiative Grant on behalf of Dodge County.

*Motion Adopted [Unanimous]*

**DNR Conservation Partners Legacy Expedited Grant - Forest Enhancement**

Ms. Cornelius reported that Dodge County Environmental Services has received a \$35,000.00 grant from the Department of Natural Resources through the Conservation Partners Expedited Grant Program for restoration and enhancement of 12 wooded acres at the proposed county park. This project involves removal of invasive woody species (buckthorn, invasive honeysuckle) and herbaceous ground cover (garlic mustard, wild parsnip, Canadian Thistle) followed by planting of native trees, shrubs, and seed with the goal of creating a native forest community of the Southern Mesic Oak-Basswood Forest. Invasive species removal and management will be accomplished by Dodge County staff and local volunteers, which will be used to satisfy the grant's 10% local match requirement. Reforestation and seeding will be contracted, likely with the Minnesota Conservation Corps.

It is important to note that grant payments are made on reimbursement basis, which would require that the county spend funds (either through the general fund or Department funds) and then submit invoices to the Department of Natural Resources for reimbursement payments. Environmental Services has managed these types of grants before without issue.

Included in the Board packet was the proposed Conservation Partners Grant Program agreement. The language of this contract had been previously reviewed by Environmental Services and the County Attorney.

Commissioner Toquam wanted to know with the amount of work that needed to be done if this

was a good amount of money for this project.

Jackson Miller was available to comment and informed the Board they will have invasive species, ground cover and less desirable trees that need to be removed as well as native trees and shrubs to plant so this is a good amount of money to get the project started.

Motion by Allen seconded by Toquam to approve and authorize the Project Manager to sign the State of Minnesota Conservation Partners Legacy Grant Program Grant Contract Dodge County Environmental Services/Dodge County Park Forest Enhancement paperwork and proceed with the grant project for restoration and enhancement of 12 wooded acres at the proposed county park site.

*Motion Adopted [Unanimous]*

### **Ryan DeCook, Director of Land Records**

#### **2022 Fire Abatements**

Mr. DeCook met with the Board to discuss 2022 fire abatements. Included in the Board packet was a list of fire abatements that were received for taxes payable in 2022. The county's abatement policy requires the County Board's approval in order to process damage abatements. Each of the properties on the list were inspected by the county's appraisal staff and it was determined that they qualify for an abatement.

Motion by Allen seconded by Tjosaas to approve and authorize the 2022 fire abatements as presented.

*Motion Adopted [Unanimous]*

### **Lisa Kramer, Finance Director**

#### **2023 Mileage Reimbursement Rate**

Ms. Kramer reported Dodge County traditionally uses the IRS mileage rate as our mileage reimbursement rate and in 2022 the County Board approved a motion to have the county mileage rate adjust automatically with the IRS rate. The IRS rate is now \$0.655/mile as of January 1, 2023. This is a \$ .03 increase from the 2022 rate per mile (\$0.625).

The Finance Director noted this is presented as information only and no further action is needed.

*Motion No Vote*

#### **2023 Authorized Depositories**

The Finance Director discussed with the Board 2023 authorized depositories.

Motion by Kenworthy seconded by Tjosaas to approve and authorize the following banks as depositories for Dodge County for 2023:

MBT Bank, Hayfield  
Bremer Bank, Kasson  
Luminate Bank, Claremont (Formerly Equity)  
Heritage Bank, West Concord  
Home Federal, Kasson  
Frandsen Bank & Trust Bank, Pine Island (Formerly Pine Island Bank)  
Wells Fargo Bank, Dodge Center  
First Security Bank, Byron

These banks have pledged collateral and completed the certification which is on file.

*Motion Adopted [Unanimous]*

### **Mileage Reimbursement Rate Further Discussed**

#### **Mileage Reimbursement Rate for Sheriff's Office Discussed**

The IRS mileage rate was further discussed.

Commissioner Allen commented that he thought it was only fair that the Sheriff's Office employees that drive their squad home and outside the county have their reimbursement amount increased by \$.03 to match what other county employees are expected to pay.

The current reimbursement rate for the Sheriff's Office staff is \$0.21/mile. With the recommended increase the reimbursement rate would be \$0.24/mile.

Discussion took place regarding the possibility of increasing this reimbursement rate to match the IRS mileage rate which is set at \$0.655/mile. It was decided that this would be too much of an increase at once and that the Board should revisit this discussion at a later date.

Motion by Allen seconded by Toquam to approve and authorize an increase of \$0.03/mile to the current take home squad mileage reimbursement rate for 2023.

*Motion Adopted [Unanimous]*

#### **Incidental Expenses for 2023 Discussed**

Ms. Kramer reported every year the County pays incidental expenses as Auditor Warrants. The Finance Director described what is considered an auditor's warrant.

Motion by Toquam seconded by Allen to authorize the payment of incidental and necessary expenses by authorization of the Finance Office approved by an Auditor warrant for the following qualified bills, salaries, wages, benefits, related withholdings, previously presented commissioner warrants, training, conferences and related travel expenses, witness expenses, background checks necessary for employment, utility bills i.e. (water, sewer, electrical), postage, vehicle registration/tabs, telephone, freight, claims approved by other authorized boards, claims that are due and would incur interest and penalties, and any claims authorized by state statutes, and various state agencies pursuant

to MS 384.13, 375.16., 378.18, 471.38 Subd. 2. The Board may review the Auditor’s Register and Payroll register monthly to determine appropriate payments of these incidental expenses.

*Motion Adopted [Unanimous]*

**2022 Final Payment Warrant Register**

The Finance Director presented for the Board’s information the warrant register for the last auditor payment batch run on December 30, 2022. It was noted this was an informational item only, no action was needed.

*Motion No Vote*

**Bills Reviewed**

Ms. Kramer reviewed the bills with the Board.

The Finance Director informed the Board that a payment to First Independent Bank on page 13 for 2022A CIP Interest will be changed to \$48,120.45, this is an increase of \$0.01.

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

01	Revenue Fund	\$ 510,734.16
13	Road and Bridge Fund	\$ 1,072,599.74
16	Environmental Quality Fund	\$ 42,076.07
19	Eda/Hra-Dodge County	\$ 7,240.50
37	Debt Fund-County Go	\$ 758,399.70
	Total	\$ 2,391,050.17

*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. Public Health**

- A.1 Kathleen Struckman - PHN  
Authorization to change from .95 FTE to 1.0 FTE.  
Effective Date: 5/1/22

**B. Sheriff’s Office**

- B.1 Tyler Breuer - Deputy Sheriff  
Step increase from C41 step 4 \$31.67 to C41 step 5 \$32.42.  
Effective Date: 12/22/22

B.2 Jeff Brion - Patrol Sergeant  
Step increase from C43 step 1 \$38.41 to C43 step 3 \$39.18.  
Effective Date: 1/15/23

**C. Land Records**

C.1 McKenzie Hundorf - Deputy Recorder  
Step increase from B22 step 7 \$21.61 to B22 step 6 \$22.32.  
Effective Date: 1/17/23

*Motion Adopted [Unanimous]*

**Paul Kiltinen, County Attorney**

**Legal Update**

Mr. Kiltinen provided the Board with a legal update.

The County Attorney informed the Board that Dodge County won't be getting a judge for a while which will mean the court system will be backed up for a couple of months.

*Motion No Vote*

**Public Health Committee Report - Commissioner Tim Tjosaas**

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

**Public Health Update**

Mr. Tjosaas shared with the Board a brief Public Health update on the following items:

- Provide update on COVID-19.
- Provide general update on public health operations as follow-up to previous public health updates.

*Motion No Vote*

**Public Safety Committee Report - Commissioner Rhonda Toquam**

Commissioner Toquam presented a summary of the Public Safety Committee report and action items.

**Combat Veteran's Motorcycle Association Chapter 48-2 Donation to Dodge County Sheriff's Office**

The Combat Veteran's Motorcycle Association Chapter 48-2 expressed interest in supporting the Sheriff's Office Chaplain and Peer Support Program and wanted to make a donation to support their efforts.

Commissioner Toquam offered the following resolution (#2023-02), seconded by Commissioner Allen:

**WHEREAS**, the Dodge County Sheriff's Office from time to time receives donations from individuals and/or organizations; and

**WHEREAS**, the Dodge County Sheriff's Office wishes to accept this donation and utilize it to help fund equipment and training for our Chaplain and/or Peer Support Team Programs; and

**WHEREAS**, pursuant to Minnesota Statute 465.03, the county shall by resolution of the governing body adopt by a two-thirds majority of its members 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 accept the following donation to be used for the Chaplain Program and Peer Support Program.

Combat Veteran's Motorcycle Association Chapter 48-2 - \$500.00

*Resolution Adopted [Unanimous]*

#### **Administration Committee Report - Commissioner Rodney Peterson**

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

#### **List of Clerical Error and Hardship Abatements 2022**

Included in the Board packet was a list of clerical error and hardship abatements that were accepted in Land Records in 2022. They must make this list available to the County Board according to the Minnesota Department of Revenue. No action is needed on this item.

*Motion No Vote*

The County Attorney left the meeting at 9:59 a.m.

#### **Agency Reports**

Commissioners provided their agency reports. Commissioner Allen didn't have any meetings to report. Commissioner Kenworthy attended a Statutory Board meeting, an AMC Public Safety meeting and a Public Health meeting. Commissioner Peterson attended a Mental Health State Advisory meeting and a Statutory Board meeting. Commissioner Tjosaas attended a Statutory Board meeting, a Semcac meeting and a Public Health Committee meeting. Commissioner Toquam attended a Statutory Board meeting, a SCHA Joint Powers Board meeting, a SCHA all staff meeting and a Commissioners meeting.

*Motion No Vote*

#### **County Administrator Update**

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

The County Administrator reported that he had a presentation with MnPrairie last week, during that conversation they had a question about what SEMMCHRA does. Buffy Baranek was contacted to provide input on the services offered by SEMMCHRA.

Ryland Eichhorst, the Mayor of Oronoco contacted the County Administrator regarding Dodge County possibly assisting with funding the Master Plan Development for the Zumbro River Regional Water Trail. Mr. Elmquist informed Mr. Eichhorst that nothing has been budgeted in 2023 by Dodge County for this project.

Commissioner Kenworthy suggested that the Board consider going with what the county did before, but not what was requested by Mr. Eichhorst.

The Board was reminded that on October 11, 2022 Mr. Eichhorst met with the Board to request \$9,000 from Dodge County for the Master Plan Development. In the past Dodge County has contributed \$5,000.

Discussion took place regarding the fact that the work that is being planned for the trail east of Oronoco and will not benefit Dodge County. Also pointed out was that the work east of Oronoco needed to be done before they could begin working on plans to go west of Oronoco and towards Dodge County.

Mr. Elmquist informed the Board that if they want to contribute money towards this project, Mr. Eichhorst will likely want it now.

It was the consensus of the Board to donate whatever we did in the past, which according to the County Administrator was \$5,000.

Commissioner Toquam suggested that the Board revisit this item at a later date to see if Dodge County's contribution benefited the county.

*Motion No Vote*

There were no Other Deferred Business items to discuss.

*Motion No Vote*

## **Adjourn**

### **Meeting Adjourned**

The Chair adjourned the meeting at 10:21 a.m.

The next meeting of the Dodge County Board of Commissioners will be held on January 24, 2023 at 5:00 p.m.

*Motion No Vote*



# City Council Report

To: Mayor and Council  
From: Gretchen Lohrbach, Deputy City Clerk  
Date: February 13, 2023

## Rental License Renewals for 2023

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### BACKGROUND INFORMATION:

The following Rental License renewals have been submitted for approval:

Owner Name	Rental Property
Daryl Smith	715 7 <sup>th</sup> Street West

### STAFF RECOMMENDATION:

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



CITY OF MANTORVILLE  
RENTAL CERTIFICATE RENEWAL

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

<u>Property Name/Address (Legal Name)</u> 715 W 7 <sup>th</sup> St Mantorville mn			
<u>Property Owner</u>	<u>First/MI/Last</u>	<u>Telephone</u>	
Daryl Allen Smith			
<u>Address</u>	<u>City</u>	<u>State</u>	<u>Zip</u>
67517	270 <sup>th</sup> ave	Kasson mn	55944

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.

Daryl A Smith      1-2-23  
Signature of Property Owner (Applicant)      Date

Renewal Fees      \_\_\_\_\_ \$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.***



# City Council Report

To: Mayor and Council  
From: Shirley Buecksler, City Clerk-Treasurer  
Date: February 13, 2023

## **2023 City Meetings Calendar - Updated**

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### **BACKGROUND INFORMATION:**

At their January 23, 2023 meeting, Council heard from Fire Chief Harbaugh and the need to change the date of the Fire Department's General Members Meeting.

Previously, the first Wednesday of the month included training at 6:30 pm, followed by the General Members Meeting at 8:30 pm.

With the General Members Meeting moved to the third Wednesday at 7:30 pm, the meeting not only begins at an earlier time, but it also allows for more training time on the first Wednesday of the month.

### **STAFF RECOMMENDATION:**

Approve the changes made to the 2023 City Meetings Calendar as shown on the attached.

# 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 - Training (General Members Meeting moved to 3rd Wed effect. April 2023)	1st Wed @ 6:30 PM
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 and Truck Maintenance & General Members Meeting	3rd Wed - 6:00 PM Maintenance; 7:30 PM Members Meeting
<b>Color represents more than one meeting scheduled on the same date - see schedules listed above</b>			
<b>Other Meetings:</b>		<b>Activities:</b>	
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 20, 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 Mtnc	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 Mtnc	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 Mtnc	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 Training	6	7	8
9	10 City Council	11	12 MFD EMR Training	13	14	15
16	17	18	19 MFD Equip Maint & General	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 Training	4	5	6
7	8 City Council	9	10 MFD EMR Training	11	12	13
14	15	16	17 MFD Equip Maint & General	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 Training	8	9	10
11	12 City Council	13	14 MFD EMR Training	15	16	17
18	19	20	21 MFD Equip Maint & General	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 Training	6	7	8
9	10 City Council	11 EDA	12 MFD EMR Training	13	14	15
16	17	18	19 MFD Equip Maint & General	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 Training	3	4	5
6	7	8	9 MFD EMR Training	10	11	12
13	14 City Council	15	16 MFD Equip Maint & General	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 Training	7	8	9
10	11 City Council	12	13 MFD EMR Training	14	15	16
17	18	19	20 MFD Equip Maint & General	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 Training	5	6	7
8	9 City Council	10	11 MFD EMR Training	12	13	14
15	16	17	18 MFD Equip Maint & General	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 Training	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 Equip Maint & General	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 Training	7	8	9
10	11 City Council	12	13 MFD EMR Training	14	15	16
17	18	19	20 MFD Equip Maint & General	21	22	23
24	25 Holiday - All Staff	26	27	28	29	30
31						

**JOINT VENTURES  
MEETING MINUTES  
7 a.m. Wednesday, November 9, 2022  
High School Community Forum Room**

**K-M Schools**

Mark D. Matuska (Superintendent)  
Broc Threinen (Activities Director)  
JJ Williams (Operations Manager)  
Christian Unger (Grounds)  
Matt Wiley (Grounds)

**City of Kasson**

Chris McKern (Mayor)  
Ron Unger (Parks & Rec)  
Ryan Christensen (City Council)

**City of Mantorville**

Chuck Bradford (Mayor)  
Joe Adams (Public Works)  
Bill Kinney (Park Board)  
Brian Schwanke (Park Board)  
Mike Peck (Park Board)

Superintendent Mark D. Matuska called the meeting to order at 7 am. Broc Threinen, JJ Williams, Christian Unger, Matt Wiley, Mayor Chris McKern, Ron Unger, Bill Kinney, and Joe Adams were present.

Mayor McKern made a motion, seconded by Broc Threinen, to approve the 7-13-21 Joint Venture Meeting Minutes. The motion passed unanimously.

Ron Unger made a motion, seconded by Mayor McKern, to approve the Budget. The motion passed unanimously.

Updates on approved purchases were discussed. Joe reported that the Denison Park playground is still waiting on playground equipment, and they hope to install this year yet. Ron reported that the pickleball court bench installation will be complete today or tomorrow. Ron also shared the location of two Lions benches; one by the walking bridge on 34, the other back into Lions park by the playground. There are two additional benches there currently; one dedicated to Bob Pike and the other to Pete Peterson. The Braxton Raymond Memorial Sign was installed by Abel Signs and looks great. There will be a plaque of Braxton's stats on the back of a park bench seat that is to be installed. JJ reported that a dump trailer was purchased by the district in March for approximately \$13,700. JJ shared a proposal to cover the cost with Joint Venture funds. Ron and Joe agreed that the Cities of Kasson and Mantorville would benefit from utilization of the dump trailer. Mayor McKern made a motion, seconded by Joe Adams, to take the full payment from the Joint Ventures budget.

There was discussion for other projects to be considered. Broc updated that the Football Boosters received several bids for a new KMTelecom Scoreboard; the most recent was \$350,000. The sponsors were not supportive, and the item is currently tabled until the next booster club meeting. There was a request from the KM Softball boosters for two picnic tables at the KM Softball field near the concession stand. Broc shared a quote for an ADA Picnic Table that would be non-permanent, so they can be moved around for added utilization. JJ expressed concern with the thermoplastic coating that peels off and rusts. Ron suggested ordering a galvanized frame and purchasing treated wood locally that can be primed and painted, which can be repainted for several years to add longevity. Ron shared that this was the process used for the Lions shelter tables, and the cost was in the \$400-\$600 range. Broc will bring a proposal to the next JV meeting. The Mantorville Park Board has budgeted \$5000 for two basketball courts and a portable hockey rink. The current bid is \$62,000. The city is actively seeking grant opportunities, including, "No Child Left Inside." Mark shared that KM Community Ed Director, Jenny Carrier, and her team are exceptionally skilled at finding and applying for grants of all kinds, and they would be available to assist the city, if desired.

Christian shared the idea of purchasing or renting a GPS painter for field painting. The cost is ~\$50,000 to purchase, and some other school districts currently rent them. There was no desire expressed to pursue at this time.

Upcoming meeting was proposed and accepted to be scheduled for Wed. Feb 8, 2023, at 7 am. Today was Ron's last meeting. His last day is Friday this week, and he will be retiring. Enjoy yourself, Ron!

JJ Williams made a motion, seconded by Mayor McKern to adjourn the meeting at 7:19 a.m. The motion carried unanimously.

Respectfully submitted by,  
Karlyn Brewington

# KASSON CITY / MANTORVILLE CITY / K-M SCHOOL JOINT VENTURE

as of February 7, 2023

## REVENUES

TOTAL FROM CITY OF KASSON	150,000.00	
TOTAL FROM CITY OF MANTORVILLE	75,000.00	
TOTAL FROM K-M SCHOOLS	150,000.00	
<b>TOTAL REVENUES</b>		<b>375,000.00</b>

## EXPENDITURE DISTRIBUTION BY GROUP (Includes Committed Dollars)

Equipment-Shared by Members	83,411.58	25.4%
CITY OF KASSON	81,018.14	24.6%
CITY OF MANTORVILLE	67,965.13	20.7%
K-M SCHOOLS	96,357.43	29.3%
<b>TOTAL EXPENDITURES</b>		<b>328,752.28</b>

**BALANCE IN THE JOINT VENTURE FUND:** 46,247.72

## REVENUES

CITY OF KASSON		CITY OF MANTORVILLE		SCHOOL	
DATE	AMOUNT	DATE	AMOUNT	DATE	AMOUNT
10/10/2008	10,000.00	11/19/2008	5,000.00	3/18/2009	10,000.00
6/3/2009	5,000.00	2/12/2010	2,500.00	6/30/2010	5,000.00
2/5/2010	5,000.00	11/12/2010	2,500.00	6/30/2011	5,000.00
1/19/2011	5,000.00	12/5/2011	2,500.00	6/30/2012	5,000.00
3/1/2012	5,000.00	6/19/2012	2,500.00	6/30/2013	5,000.00
2/14/2013	5,000.00	6/19/2012	2,500.00	6/30/2014	5,000.00
1/15/2014	5,000.00				
12/3/2014	5,000.00	8/1/2013	5,000.00	12/31/2014	10,000.00
9/14/2015	10,000.00	1/8/2016	5,000.00	12/31/2015	10,000.00
6/27/2016	10,000.00	8/8/2016	5,000.00	6/30/2016	10,000.00
3/13/2017	10,000.00	7/13/2017	5,000.00	6/30/2017	10,000.00
1/31/2018	15,000.00	4/5/2018	7,500.00	6/1/2018	15,000.00
1/18/2019	15,000.00	5/30/2019	7,500.00	6/30/2019	15,000.00
1/21/2020	10,000.00				
6/30/2020	5,000.00	6/23/2020	7,500.00	6/30/2020	15,000.00
2/11/2021	15,000.00	8-13-2021	7,500.00	6/30/2021	15,000.00
2-15-2022	15,000.00	7-20-22	7,500.00	6/30/2022	15,000.00
	150,000.00		75,000.00		150,000.00
	40.00%		20.00%		40.00%
<b>TOTAL JOINT VENTURE REVENUES</b>			<b>375,000.00</b>		

FEES INCREASED TO THIS NEW LEVEL FOR 5 YEARS PER 2-22-18 MINUTES



JOINT VENTURE EXPENDITURES			
		CAPITAL	MAINTENANCE
4/17/2009	FENCING	1,027.86	
4/24/2009	SEEDER	12,500.00	
7/20/2009	SCOREBOARD (Dennison Field)	771.46	
10/9/2009	ABEL SIGNS-PAINT CONCESSION WAGON	-	350
12/3/2010	BLEACHERS	4,391.09	
5/6/2011	AERAVATOR	13,750.00	
8/12/2011	TURFCO TOP DRESSER	15,000.00	
6/15/2012	BLEACHER BUNKER @ DENNISON FIELD	11,339.00	
11/30/2012	PORTABLE BLEACHERS	6,916.00	
5/31/2013	Aerator Tine Repairs		925.48
10/25/2013	Fencing @ Denison Field	2,322.92	
2/7/2014	Images-6x6' Aluminum Logo; 21 x 6 Vinyl logo	240.00	
2/7/2014	Midwest Fence Denison Field	7,883.00	
2/21/2014	Abel Signs-Championship Baseball & Wrestling Signs	1,625.00	
4/25/2014	Wahl's Turf Brush & Spraying Kit	4,075.00	
6/13/2014	MIDWEST FENCE (KASSON NE )	8,280.00	
8/7/2014	Abel Signs (lettering for St. Championship sign)	75.00	
1/3/2015	aerator purchased by city -ron unger	3,692.00	
4/19/2015	Aerator Tine Repairs (bill hanson)		250.20
5/20/2016	Stussy Construction Inc (Pea Rock ES softball fields)	807.63	
summer 2016	Cmty Ed Preschool Playground	10,000.00	
10/7/2016	BEACON ATHLETICS (STEEL TURF ROLLER)	1,395.00	
10/7/2016	BEACON ATHLETICS (BATTING CAGE)	4,464.00	
FALL 2016	CITY OF MANTORVILLE / R&M STEEL (MANTOR FIELD UPGRADES)	10,882.75	
1/13/2017	WAHL'S ENTERPRISES (tines)		987.00
4/28/2017	Stussy Construction Inc (Mantor Field Improvements)	483.62	
6/2/2017	Southern MN Inspection Co (BB Boards & Mounting Kits)	282.75	
6/8/2017	City of Mantorville Mantor Field Upgrades	3,972.00	
6/22/2017	United Rentals Skid Steer Auger Bit & Power Unit		469.97
8/10/2017	Southern MN Inspection Co (BB Boards & Mounting Kits)	11,351.88	
9/21/2017	Welker Custom Homes (reimburse concrete for BB hoop install	547.20	
10/4/2017	City of Mantorville (Hutton-Mantor Field Tiling	15,000.00	
2/13/2018	Images - Joint Venture Plaques (PO 111438)	237.50	
	Soccer goal combo set install (Committed 11-29-17)	3,459.00	
10/3/2018	Lions Park Matching Grant (NOT YET PAID-but committed - 11-29-17 \$7500 December 2017 & \$7500 December 2018)	7,500.00	
6/30/2018	1ST TRANSFER TO K-M SCHOOL FOR BASEBALL & SOFTBALL LIGHTING PROJECT (5 YEAR COMMITMENT AT \$12,500 PER YEAR)	12,500.00	
7/4/2018	Fertilizer Spreader (Tractor Supply)	630.60	
10/3/2018	City of Mantorville-bathroom hand dryers	310.38	
4/24/2019	BSN - Baseball Field Fence Pad	4,000.00	
6/30/2019	2ND TRANSFER TO K-M SCHOOL FOR BASEBALL & SOFTBALL LIGHTING PROJECT (5 YEAR COMMITMENT AT \$12,500 PER YEAR)	12,500.00	
9/19/2019	City of Kasson Fencing @ North 2 Ball Field	5,300.00	
9/19/2019	KM Lions 2nd half of Lions Park Shelter	7,500.00	
10/3/2019	Sanco Equipment Z Sprayer	13,399.00	
10/9/2019	BSN Sports- Pro Mounds	1,239.00	
4/16/2020	MTI DISTRIBUTING (aerator tines)		309.75
6-30-2020	3rd TRANSFER TO K-M SCHOOL FOR BASEBALL & SOFTBALL LIGHTING PROJECT (5 YEAR COMMITMENT AT \$12,500 PER YEAR)	12,500.00	
8/6/2020	SOD CUTTER	750.00	
10/2/2020	BACKSTOP NORTH PARK	7,430.00	
2/19/2021	FERGUSON TRAILER (TRAILER FOR SPRAYER)	2,585.10	
6/30/2021	4th TRANSFER TO K-MSCHOOL FOR BASEBALL & SOFTBALL LIGHTING PROJECT (5 YEAR COMMITMENT AT \$12,500 PER YEAR)	12,500.00	
9/30/2021	LIONS PARK BASKETBALL COURT	19,000.00	
9-30-2021	LIONS PARK PICKLEBALL COURT PROJECT	20,244.14	
10-06-2021	DENNISON PARK JV MATCH (2-17-21) (50% MATCH OF \$30,000 FROM CITY OF MANTORVILLE) 10-06-21 ck 123482	15,000.00	
6-30-22	5th TRANSFER TO K-M SCHOOL FOR BASEBALL & SOFTBALL LIGHTING PROJECT (5 YEAR COMMITMENT @ \$12,500 PER YEAR)	12,500.00	
7-22-22	Braxton Raymond Memorial Park Signage	1,300.00	
		<b>325,459.88</b>	<b>3,292.40</b>
	<b>TOTAL EXPENSES</b>	<b>328,752.28</b>	
	Distribution of Funds (Includes Committed Dollars)		% of total
	Equipment-Shared by Members	83,411.58	25.4%
	Mantorville	67,965.13	20.7%
	Kasson	81,018.14	24.6%
	School	96,357.43	29.3%
		328,752.28	

**JOINT VENTURES MEETING**  
**7:00 am Wed, Feb 8, 2023**  
High School Community Forum Room

**K-M Schools**

Mark D. Matuska (Superintendent)  
Broc Threinen (Activities Director)  
JJ Williams (Operations Manager)  
Christian Unger (Grounds)  
Matt Wiley (Grounds)

**City of Kasson**

Chris McKern (Mayor)  
Ryan Christensen (City Council)

**City of Mantorville**

Chuck Bradford (Mayor)  
Joe Adams (Public Works)  
Mike Peck (Park Board)

**AGENDA:**

1. Approve 11.9.22 minutes
2. Budget update
3. Updates on approved purchases
  - a. Denison Park playground Joe
4. Other projects being considered
  - a. East Diamond Park Batting Cage Broc/Rick
  - b. Portable picnic tables at Softball Concessions Broc
  - c. Mantorville Park basketball courts and portable ice hockey rink Joe
  - d. Other items?
5. Adjourn



# City Council Report

To: Mayor and Council  
From: Duke Harbaugh, Fire Chief  
Date: February 13, 2023

## Purchase of Tanker

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### **BACKGROUND INFORMATION:**

It has been previously brought to Council that the Fire Department is in need of a new tanker to replace the 1990 International Tanker, purchased about 20 years ago. A new truck is expected to last at least 30 to 40 years.

Enclosed is the spec sheet received from Simon Fire Equipment, in the amount of \$186,362.80 (estimate). The Fire Truck Fund has a current balance of \$221,948.60. This truck is in stock and delivery could be within five months or less.

Per Minnesota Statutes 471.3455 Public Safety Equipment Purchase or Lease:

*"Subdivision 1. Definitions. (a) "Local government" means a statutory or home rule charter city, county, town, special taxing district, or any other political subdivision that acquires public safety equipment.*

*(b) "Public safety equipment" means vehicles and specialized equipment used by a fire department, as defined in section 299N.01, subdivision 2, in firefighting, ambulance and emergency medical treatment services, rescue, and hazardous materials response.*

*Subd. 2. Single source acquisition. Notwithstanding section 465.71 or 471.345, a local government may acquire by purchase or lease used public safety equipment without competitive bidding or proposals if the equipment is clearly and legitimately limited to a single source of supply, and the contract price may be best established by direct negotiation.*

*Subd. 3. Long-term leases authorized. Notwithstanding section 366.095, 410.32, 412.301, or 465.71, a local government may issue certificates of indebtedness or capital notes to acquire new or used public safety equipment by lease for a term of up to 15 years. The obligation created by a long-term lease agreement for public safety equipment must not be included in the calculation of net debt for purposes of section 475.53, and does not constitute debt under any other statutory provision. No election is required in connection with the execution of a lease agreement authorized by this section."*

### **STAFF RECOMMENDATION:**

Based on discussion, motion to approve the purchase of a 2021 Freightliner from Simon Fire Equipment using the Fire Truck/Equipment Fund (102.10100), estimated at \$186,362.80.

### **ATTACHMENT(S):**

Estimates from Simon Fire Equipment (\$186,362.80), Osko Tank and Truck Sales (\$158,400.00) and Midwest Fire (\$194,656.00).



January 23, 2023

Mantorville Fire Department  
21 5<sup>th</sup> Street East  
Mantorville, MN 55955

ESTIMATE ONLY

- New 2021 Freightliner M2 106 Cummins B6.7 325HP, 3000 Allison Automatic
- 12,000 Front – 21,000 Rear
- 1 – 2000 Gallon poly rectangle tank with upper sides, sight glass, & mounting tabs - Lifetime warranty
- Darley 21HP 2BE-18VX Briggs Vanguard pump mounted in one of the front compartments~3 year warranty
- 1 – Aluminum platform 102” wide 12ft. 6” long
- 1 – 10” Newton Stainless Steel swivel dump with slide chute
- 1 – 4” Direct fill at rear Firemen’s Friend with 5” Storz adapter
- 2 – Compartments in front of wheels as large as possible 1 - each side with lift up doors
- 1 – Compartment and step at rear with chevron striping
- 1 – Receiver hitch at rear under step
- 1 – Whelen Justice NFPA light bar with flashing lights to rear
- 1 – Whelen siren and speaker
- 4 – Whelen M4BC lower flashing lights on grill and side of hood
- 2 – Stutter air horns on side of hood
- Necessary wiring and labor to install on cab
- 2 – Whelen L31 LED rotators on rear upper
- 6 – Scene lights ~ 2 Left, 2 Right, 2 Rear
- LED-DOT lights at rear
- 4 – NFPA TLIB LED flashing lights lower rear corner of body
- Lights in compartments
- 4 – Ground lights
- 2 – Tread Brite manual fold down compartments for your folding tanks
- 1 – Ladder at rear
- 1 – 2½” Tank to pump valve
- 1 – 1 ½” Refill valve 1 - 2 ½” Suction no valve 1 - 2 ½” Discharge no valve 1 - 1 ½” Discharge with swivel
- 1 – RUD 18 strand auto chains
- 1 – Back-up camera
- Slide axle ahead
- Doors lettered and striping on side

**All of the above including chassis for the sum of \$186,362.80**

**\*Options**

The 2021 Freightliner M2 cab is white  
-Paint cab different color \$5,950 (currently what it has been costing us)

\_\_\_\_\_  
**Buyer signature**

\_\_\_\_\_  
**Buyer printed name**

\_\_\_\_\_  
**Date**

\*\*Currently we have all this in stock and could be Five [5] month or less delivery.



## COMMANDER TANKER PROPOSAL

**Customer Specification For:**

**Department Name:**

**City, State:**

**Contact:**

**Phone:**

**E-mail:** \_\_\_\_\_

**Specifications Written By:**

**Salesman:** Jed Weber

**Location:** Orion, IL

**Office Phone:** 309-526-3636

**Cell Phone:** 309-781-0900

**E-mail:** [jed@oscotank.com](mailto:jed@oscotank.com)

**TANK:**

New 2000-gallon Polypropylene ELLITPCIAL tank and body

- Tank to come with a lifetime warranty.

**Standard Features:**

- 3/4" and 1/2" Polypropylene construction
- Primed and painted finish to match the chassis
- 6" Internal Vent
- Scene light and beacon light brackets
- Polypropylene conduit for wires
- Hot Dip Galvanized Sub-frame
- Class 1 ITL-40 water level gauge on driver side
- Whelen PSTANK II Large LED water level gauge on top rear of tank
- Whelen PSTANK II Large LED water level gauge on top front passenger side corner of tank

**TANK OPENINGS:**

(1) 5" opening on front street side of tank - Valve and male Storz fitting – 5"

(1) 3" box sump located front bottom center to supply pump with 3" Air operated valve

**APPARATUS BODY ACCESSORIES:**

Two (2) Aluminum diamond tread catwalks, one each side

Two (2) Aluminum diamond tread storage compartments

- Aluminum Swing open doors on each compartment
- 60" Wide x 26" Tall x 26" Deep Compartment on driver side
- 60" Wide x 26" Tall x 26" Deep Compartment on passenger side
- LED interior compartment lights
- Sweep-out floors

One (1) Aluminum hose tray on driver side catwalk

One (1) Manual swing down porta-tank rack on passenger side

- o Built to fit 3000 gallon "Fol-da-tank"
- o Aluminum diamond tread cover



**DUMP VALVE:**

- (1) 10" Newton dump valve on rear – Stainless steel with manual actuation
- (1) 10" Newton Swivel – Stainless steel with manual actuation
- (1) 10" Newton Slide-out extension with manual actuation

**PUMP:**

Hale HPX200-B18 Gas powered fire pump  
Briggs & Stratton 18 Hp. Electric start gas engine  
245 GPM @ 10 PSI  
150 GPM @ 100 PSI  
60 GPM @ 150 PSI

- (1) 3" Victaulic Suction intake from tank to pump with ball valve
- (1) Discharge manifold from pump
  - (1) 2.5" discharge valve and 2.5" fitting
  - (1) 1.5" pre-connect discharge on driver side with chrome swivel
    - Hose lay for 2" hose to run the length of the catwalk

No Suction Plumbing

Stationary Mounted in driver side compartment

**CHASSIS:**

2011 Freightliner M2-106 single axle chassis  
Color: RED  
Motor: Cummins ISC 270 HP  
Transmission: Allison 3000 Automatic transmission  
Aluminum wheels on front axle  
Aluminum wheels on rear axle  
New 11R x 22.5 Tires on front axles  
New 11R x 22.5 tires on rear axles  
12,000# front axle capacity  
23,000# rear axle capacity  
Spring ride suspension  
Air conditioning  
AM/FM Radio  
Tow hooks front and rear  
Master battery disconnect  
Chrome front bumper

**EMERGENCY LIGHTING:**

One (1) Whelen Justice Series LED light bar mounted on cab roof

Two (2) Whelen L31HF Series Super-LED beacons on top rear of tank





- Eight (8) Whelen 600 Series Super-LED light heads in lower zone
- o Two (2) located in front grille
  - o Two (2) located near front fenders
  - o Two (2) located near rear fenders
  - o Two (2) located on rear lower zone of truck in quad cluster

- Three (3) Whelen 900 Series LED scene lights
- One (1) located on left side of tank
  - One (1) located on right side of tank
  - One (1) located on rear head of tank

Whelen 100-watt speaker  
Whelen 295SLSA1 Siren amplifier

All apparatus DOT lighting will be sealed beam LED lighting

**MISCELLANEOUS ITEMS:**

(1) Kussmaul Pump Plus Kit:

- 12 Volt Battery Conditioner
- On-board air compressor
- Weatherproof auto-eject plug-in

Six (6) LED Ground lights:

- Two (2) Located under cab steps
- Two (2) Located under storage compartments
- Two (2) Located under rear corners

Chevron striping on lower rear section of tanker

- Alternating RED/AMBER 6" Striping

4" Reflective striping on each side of apparatus

- Down each side of tank
- On each cab door bottom
- Around bottom of truck hood

**TOTAL: \$158,400.00**

**Additional Options Available:**

Insta-Chain automatic tire chains – 12 chain model:.....	\$3,750.00
Electric tank rack instead of manual:.....	\$3,450.00
Straight dump instead of swivel dump:.....	Deduct \$2,450.00
Trailer hitch with 7 PIN RV plug.....	\$1,050.00



Quote Number 00005431  
 Created Date 12/29/2022

Company Address 901 Commerce Road  
 P.O. Box 524  
 Luverne, MN 56156-0524  
 US

Account Name Mantorville Fire Dept  
 Contact Name Paul Lushinsky  
 Phone (507) 990-6206  
 Email paullushinsky@gmail.com  
 Mailing Address Mantorville, MN 55955

Prepared By Brett Jensen  
 Email brett@midwestfire.com  
 Phone 507-690-2981  
 Fax 507-283-9142

Apparatus

Product	Quote Description	Quantity
A) 1.01.03	All-Poly Series 2500 Gallon, "T" Style, Single Axle	1.00
A) 1.02.00	Rear Fill Tower, Center	1.00
B) 2.01.07	Hydrant Fill, Rear, Curb Side 4" w/5" Storz Adapter	1.00
B) 2.02.08.02	IC, Soft Glo Series Tank Level Gauge, Outside Pump Compartment - Master	1.00
B) 2.02.08.09	IC, Soft Glo Series Tank Level Gauge, Rear Curb Side	1.00
B) 2.04.02	Storz Spanner Wrenches, (4) Four, Curb Side Rear Panel	1.00
C) 3.01.01.03	Rear Dump, SST Swivel, w/36" Tele Chute, Top Handle	1.00
D) 4.00.08	Portable Tank Carrier, 3000 Gallons, Curb Side	1.00
D) 4.01.01	Portable Tank Carrier with Front Aluminum Tread-brite Wind Deflector	1.00
D) 4.06.08	Portable Tank, 3000 Gallon, Alum Frame, (See Spec for Color), 159" x 29"	1.00
F) 6.00.01	Street Side, Front Low Compartment	1.00
F) 6.00.02	Street Side, Rear Low Compartment	1.00
F) 6.01.01	Curb Side, Front Low Compartment	1.00
F) 6.01.02	Curb Side, Rear Low Compartment	1.00
F) 6.926	26" Roll-Up Door	2.00
F) 6.970	70" Roll-Up Door	2.00
G) 7.02.03	Rear Step, 24" Deep	1.00
H) 8.00.01.01	Rear Grab Rails, Two (2), (1) Each Street Side & Curb Side	1.00
H) 8.00.10	Fill Tower Grab Rail, (1) One	1.00
H) 8.01.04.03	Lower Level Rear Folding Steps (2) Two, (1) One Curb Side, (1) One Street Side	1.00
I) 9.02.01.02	Quad-Cluster Tail Light Package, Whelen M6 Series	1.00
I) 9.06.06.09	12V Power Strip, Inside Center Console, Wired to Chassis Battery	1.00
I) 9.06.06.10	12V Power Strip, Inside Center Console, Wired to Master Switch	1.00
J) 10.00.04	Center Console for Peterbilt Chassis	1.00
J) 10.01.01.01	Light Bar, LED, Low-Profile, Model Whelen, #JE2NFPA, Red	1.00
J) 10.02.01.02	Whelen 295SLSA1 Siren w/ Speaker Mounted flush mounted, Street Side	1.00
J) 10.04.04.02	Lower Level Lights, Front/Rear Flashers, Red Light, M6 Series LED, Four (4) Total	1.00





J) 10.05.04	Intersection Lights, M6 Series LED, Red Light, (6) Six, (3) Three Each Side	1.00
J) 10.06.08.02	Side/Rear Scene/Flasher, Red Light, M9V2R, (2) Each Side Tank, (2) Rear of Apparatus, (6) Six Total	1.00
J) 10.07.05	Automatic Reverse Scene Lighting	1.00
J) 10.09.01	Ground Lights, LED, (4) Four	1.00
J) 10.10.06.01	Step Lights, LED, (4) Four, Illuminate Chassis Steps	1.00
K) 11.00.01.03	Paint, Color Matched Red, 2500 Gallon	1.00
K) 11.03.01	Vinyl Lettering, Chassis Doors, (See Spec for Details)	1.00
K) 11.03.03	Vinyl Lettering, Customer Unit Number on the Street and Curb Side Chassis Fenders, (See Spec for Details)	1.00
K) 11.05.01.01	Reflective Striping, White, (1" x 4"). Straight on Truck & Body, Single Axle	1.00
K) 11.05.03	Reflective Striping Inside of Chassis Doors	1.00
K) 11.06.05	Rear Chevron, Diamond Grade Pattern, 100% of Rear, Red/Fluorescent Yellow, no Shadow Flame	1.00
M) 13.01.05.02	Engine Driven, Hale HP300X, 18hp, Engine Fuel Supplied by Standalone Fuel Tank	1.00
M) 13.01.09.01	Engine Driven, Tank to Pump, 2 1/2" Line	1.00
M) 13.01.09.03	Engine Driven, Tank Fill/Pump, Re-Circulating 2" Line	1.00
M) 13.01.09.06	Engine Driven, Gated 2 1/2" Discharge Pipe	1.00
M) 13.12.01	Pump Certification, MWF Calibration	1.00
N) 14.13	No Hose Bed	1.00
O) 15.00.06.01	(2) Hard Suct Trays, 2 1/2"-4", Street Side of Tank	1.00
Q) 17.01.03.02	Hub and Lugnut Covers, Tandem Axle, OEM Installed	1.00
Q) 17.03.02	Pump Plus 1000 System, 15-amp, manual plug-in beneath the street side chassis door	1.00
Q) 17.07.01	Tire Chains, On-Spot, Single Axle Chassis	1.00
Q) 17.08.00.01	Air Horns installed on Each Side of the Hood, (2) Two, MWF Installed	1.00
Q) 17.10.01.02	Tire Pressure Indicators (Tandem Axle Chassis)	1.00
Q) 17.10.09	Rear Receiver Hitch, 2", Installed on Rear	1.00
Q) 17.10.11	Peterbilt - Provisions for Seat Belts & Seat Sensors	1.00
Q) 17.11.01.04	Chassis Exhaust, Standard Modifications, Peterbilt	1.00
R) 18.08.03	Wheel Chocks, Rubber, (2) Two, Connected by Rope, in Spare Compartment	1.00
R) 18.10.08	PVC Flex Hard Suction Hose, 3" X 10', (1) One	2.00
S) 19.99	Customer Supplied Chassis	1.00
V) 30.01.01	Maximum Height - No Restrictions	1.00
V) 30.02.01	Maximum Length- No Restrictions	1.00

Total Price

\$194,656.00



# City Council Report

To: Mayor and Council  
From: Duke Harbaugh, Fire Chief  
Date: February 13, 2023

## **Donation to Mantorville Fire and Rescue**

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### **BACKGROUND INFORMATION:**

Claremont Chamber of Commerce has graciously donated \$5,145.00 to Mantorville Fire and Rescue. Enclosed for Council approval is Resolution No. 2023-09 to accept this donation.

The Fire Department is seeking Council approval to use these funds to purchase a grain rescue tool in the amount of \$5,145.00.

### **STAFF RECOMMENDATION:**

Based on motion:

- 1) Adopt Resolution No. 2023-09 Accepting Donation to Mantorville Fire and Rescue; and
- 2) Approve use of these funds to purchase a grain rescue tool in the amount of \$5,145.00.

### **ATTACHMENT(S):**

Resolution No. 2023-09

**CITY OF MANTORVILLE  
DODGE COUNTY, MINNESOTA**

**RESOLUTION 2023-09**

**A RESOLUTION ACCEPTING DONATION  
TO MANTORVILLE FIRE AND RESCUE**

**WHEREAS**, the below listed individual/business has donated to Mantorville Fire and Rescue:

**CLAREMONT CHAMBER OF COMMERCE** has generously donated \$5,145.00 to Mantorville Fire and Rescue.

**NOW THEREFORE BE IT RESOLVED**, that Mayor Chuck Bradford and the Mantorville City Council accept this donation and express their sincere appreciation and thanks on behalf of the City of Mantorville and Mantorville Fire and Rescue and all of the communities they serve.

Adopted by the City Council of the City of Mantorville, Minnesota, this 13<sup>th</sup> day of February 2023.

ATTEST:

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Chuck Bradford  
Mayor

---

Shirley R Buecksler  
City Clerk-Treasurer



# City Council Report

To: Mayor and Council  
From: Duke Harbaugh, Fire Chief  
Date: February 13, 2023

## **Fire Department Training Funds**

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### **BACKGROUND INFORMATION:**

The Fire Department is requesting approval to use training funds from the Fire Department budget to pay out members who have completed Firefighter I, II and Hazmat. The cost of this would not exceed \$2,600.00. Going forward into 2024, the Fire Department will look to add this expense into the budget versus using points.

### **STAFF RECOMMENDATION:**

Based on discussion.

### **ATTACHMENT(S):**

# MANTORVILLE FIRE DEPARTMENT

## February 2023 General Members Meeting

### Call to Order:

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

### Member's in Attendance:

- JJ, Curt, Jeff, Dave, Rog, Paul, Jim, Russ, Scott K., Steve, Nate B., Joey, Annabelle, Kyle, Duke, Nate S., Orion, Logan, Tristan, Annika, Scott S., Troy

### Chief's Report:

#### Annual Dinner

- Thanks to everyone for a great evening and a special thanks to Russ for putting it all together.

#### Points

- Since 2020 no points have been awarded for completing FF1, FF2, or HAZMAT. 7 members 144 points or 1,008 total points not paid out.

#### General Member Meeting Results (25 response)

- Moving the meeting to another night
  - 21 members in favor 4 no and 2 no votes
- What Night (only 18 responses)
  - 38% in favor of moving meeting to after maintenance
  - 27% to after EMR
  - 16% to a mon, tues or thurs
  - One switch EMR and Fire Training
  - One Combine with officers meeting
  - One move to Tues with dinner, then meeting then Maint
- Majority (12) want to continue dinner
- Majority of members want to have the Meeting after maintenance
  - Try this in April, 3rd Wednesday starting our meeting at 7:30 Dinner to be served at 7:00.
  - Revisit this after trying in July or August to see how the meeting move is working.

#### Paridigm Donation and training

- Donation was approved by city and then Council authorized us to use those funds on a new Mustang Suit
- They are also offering another training Feb 7th at Events in Kasson at 1800, Homeland Security

#### Fee Schedule

- Updated fee schedule was approved by the Council, we need to include insurance ino in billing to Shirley so she can send info to insurance co as well.

#### Job Descriptions

- We need to create job descriptions for probationary people describing what it is they can and cannot do. This has never been very clear and I think it will help new members understand their role as they gain experience.

#### Asst First Responder and Asst Clerk

- Annika has offered to step up in the position and Troy has offered to be Asst Clerk

Office Keys

- The city is asking we find out who all has access to the office as they have confidential items in there and access needs to be limited.

#### Chief Page

- Rog brought it up that dispatch used to have a way to page for a chief/or officer. Upon talking with Dispatch this is no longer practiced and a phone call is made for these unusual circumstances.

#### Maintenance

- Found Tanker 2 was unplugged
- Tanker 1 was plugged, but the master switch was on, so some of the external lights were on
- Rescue 1 ignition switch was in the accessory mode instead of Off mode.

#### Wanamingo Fire Snowmobile and Chili feed

- March 4 9-6 fire department chili competition. Chili competition is 3-4 pm if anyone wants to bring their best Chili let me know. Info is on the Board

#### Donations

- Kent and Carol Keller \$500
- Kasson Lions Club \$500
- Claremont chamber of commerce \$5,145

#### **Assistant Chief:**

- 

#### **Deputy Chief:**

- Working on a form for when we respond to a fire call that we can fill out to get all the information for billing reasons.

#### **Fire Marshall:**

- No Calls This Month.

#### **Training Officer:**

- First wed. Training is radio training and turnout gear race.

#### **Equipment:**

- Looking over equipment that were on lists from maintenance.
- Replacing air pack batteries.
- Redid mounting brackets for air packs so they quit getting gouged or scratched.

#### **Vehicles:**

- Betsy- In our Shed.
- Pumper 1- Air ride seat not holding air because an ice scraper was jammed into the air line.
- Pumper 2 -

- Chevy Pick Up -
- Tanker 1 -, new batteries
- Tanker 2 -
- Grass Rig -
- Rescue Truck -

**First Responder's:**

- 2nd Wed. Annika and Duke will be doing training.
- Make sure that we are using the QR codes for supplies.

**Treasurer**

- Bills: \$1,273.16
- Discussed bills
- Motion made by: JJ to pay bills as stated
- 2<sup>nd</sup> by: Jim
- Motion carries

**New Business:**

- Motion made to use the donation from the Claremont Chamber to purchase a grain rescue tube by: JJ
- Second by: Steve
- Motion Carries
- Motion to pay out people who have completed fire school from past years that have been misses threw the training budget by: Curt
- Second by: Troy
- 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, Annable, Nate S., Ryan, Tristan
- Explorer program: Nate B., Nate S., Kyle, Annika
- Truck/Equipment- Russ, Curt, Paul, Travis, Nate B., Joey, Jim, Nate S.
- Going over an estimate from Simon Fire Equipment for a new tanker.
- City will meet on Feb. 13 2023 to go over the new tanker.

**Point Report:**

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

**Clerk/ Calendar**

- Feb 7 1800 Pipeline training, Kasson event center
- Feb 8 1830 1st Responder Training
- Feb 15 1830 Maintenance
- **MAR Lunch: Steve, Scott K, Paul**
- CALENDAR
- Feb 28 1900 Officer Meeting
- Mar 1 1830 1st Wed Drill , Monthly meeting

- Motion made to adjourn by: Russ
  - 2nd by: JJ
- Meeting Adjourned at: 21:25



City **Mantorville**  
 Date **1/1/2023** thru **1/31/2023**

<u>Agency</u>	<u>Incident_Nr</u>	<u>Location</u>	<u>LocCity</u>	<u>Activity</u>
S	202300000001	22 6th St E	Mantorville	Miscellaneous
S	202300000002	715 Chestnut St	Mantorville	Ambulance Run
S	202300000035	621 West St	Mantorville	Ambulance Run
S	202300000066	900blk Chestnut St	Mantorville	Snow Removal
S	202300000124	713 Chestnut St	Mantorville	Ambulance Run
S	202300000147	22 6th St E	Mantorville	Suspicious Activity
S	202300000154	320 Main St N	Mantorville	Motorist Assist
S	202300000185	801 Clay St	Mantorville	Juvenile Complaint
S	202300000306	515 Walnut St	Mantorville	Funeral Escort
S	202300000314	715 7th St W	Mantorville	Assist Other Agency
K	202300000320	707 Chestnut St	Mantorville	Assist Other Agency
S	202300000414	1109 7th St W	Mantorville	Miscellaneous
S	202300000431	16 5th St W	Mantorville	Assist Other Agency
S	202300000475	501 Main St N	Mantorville	Ambulance Run
S	202300000533	22 6th St E	Mantorville	Assist Other Agency
S	202300000588	320 5th St W	Mantorville	Paper Service
S	202300000591	22 6th St E	Mantorville	Miscellaneous
S	202300000730	707 Chestnut St	Mantorville	Ambulance Run
S	202300000740	1006 West St	Mantorville	9-1-1 Hang Up Call
S	202300000750	314 6th St W	Mantorville	Welfare Check

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 Total

20



# City Council Report

To: Mayor and Council  
From: Shirley Buecksler, City Clerk-Treasurer  
Date: February 13, 2023

## **Ordinance Regarding Motorized Golf Carts, All-Terrain Vehicles and Utility Task Vehicles**

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### **BACKGROUND INFORMATION:**

At the request of Council, the City Attorney has drafted the enclosed ordinance amending chapters 70 and 95 of the City Code regarding motorized golf carts, all-terrain vehicles, and utility task vehicles. This draft ordinance also adds the following to subsection 95.04 and reads as follows:

*“(z) The use or operation of any recreational motor vehicle, on public or private property, in a manner that produces a distinct and loudly audible sound that unreasonably disturbs the peace, quiet, and comfort of any person nearby. This provision applies to any and all types of recreational motor vehicle, including, but not limited to, dirt bikes, dune buggies, snowmobiles, and the vehicles defined in section 70.01 (ATVs, motorized golf carts, and UTVs).”*

Enclosed for Council review is Ordinance No. 2023-05, as drafted by the City Attorney, Resolution No. 2023-10, and comments received from the public either via email or the City’s Facebook post regarding this ordinance.

If the ordinance is passed, a sample application is also enclosed for review. The Master Fee Schedule will need to be amended with the cost of the permit. Currently, the fee schedule only includes a \$5.00 Golf Cart Permit for handicapped persons. The City of Kasson charges \$30.00 for a 3-year Special Vehicle Permit (all-terrain vehicle, mini-truck, utility task vehicle, and motorized golf cart). Sheriff Rose recommended a 1-year Special Vehicle Permit between \$5.00 and \$15.00. Vehicle stickers will also need to be purchased before permits may be processed.

### **STAFF RECOMMENDATION:**

Based on discussion, passage of Ordinance No. 2023-05 and adoption of Resolution No. 2023-10 (four votes required to pass). Discussion should include the cost of the permit fee.

### **ATTACHMENTS:**

- Ordinance No. 2023-05 Amending Chapters 70 and 95 of the Code of Ordinances of the City of Mantorville Regarding Motorized Golf Carts, All-Terrain Vehicles, and Utility Task Vehicles
- Resolution No. 2023-10 Authorizing Publication of Ordinance No. 2023-05 by Title and Summary
- Sample application

**CITY OF MANTORVILLE  
DODGE COUNTY, MINNESOTA**

**ORDINANCE NO. 2023-05**

**AN ORDINANCE AMENDING CHAPTERS 70 AND 95 OF THE CODE  
OF ORDINANCES OF THE CITY OF MANTORVILLE REGARDING MOTORIZED  
GOLF CARTS, ALL-TERRAIN VEHICLES, AND UTILITY TASK VEHICLES**

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

**Section 1.** Subsections 70.01 through 70.06 of the Mantorville City Code are hereby repealed in their entirety and replaced with the following double-underlined provisions:

**MOTORIZED GOLF CARTS, ALL-TERRAIN VEHICLES  
AND UTILITY TASK VEHICLES**

**§70.01 Definitions.**

As used in this subchapter, the following terms will mean:

**All-terrain vehicle or ATV:** A motorized vehicle with:

- (1) not less than three, but not more than six low pressure or non-pneumatic tires;
- (2) a total dry weight of 2,000 pounds or less; and
- (3) a total width from outside of tire rim to outside of tire rim that is 65 inches or less.

All-terrain vehicle includes a class 1 all-terrain vehicle and class 2 all-terrain vehicle. All-terrain vehicle does not include a golf cart, mini-truck, dune buggy, or go-cart or a vehicle designed and used specifically for lawn maintenance, agriculture, logging, or mining purposes.

**Class 1 all-terrain vehicle:** An all-terrain vehicle that has a total width from outside of tire rim to outside of tire rim that is 50 inches or less.

**Class 2 all-terrain vehicle:** An all-terrain vehicle that has a total width from outside of tire rim to outside of tire rim that is greater than 50 inches but not more than 65 inches.

**Designated Roadways:** City streets, avenues, and alleys not specifically excluded in this chapter. It does not mean United States or Minnesota trunk highways or Dodge County highways or county state-aid highways unless permitted by County ordinance.

**Dead-Man Throttle:** A device which when pressure is removed from the accelerator or throttle causes the motor to be brought to an immediate stop.

**Driver:** The person driving and having physical control over utility task vehicle, all-terrain vehicle, or mini-truck and thus being the licensee.

**Motorized Golf Cart:** A gas or electric three or four wheel vehicle commonly used to transport golfers and their golfing equipment while playing the sport of golf.

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

**Operator:** The person driving or in actual physical control of the all-terrain vehicle.

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

**§70.02 Permits for ATVs, Motorized Golf Carts, and UTVs.**

(A) No person shall operate an ATV, motorized golf cart, or UTV on designated roadways without obtaining a permit as provided herein.

(B) Permit applications shall be available in the City Clerk-Treasurer's office. At the time of application, the applicant shall provide:

1. Applicant's name
2. Applicant's address
3. Applicant's date of birth
4. Application date
5. A copy of applicant's driver's license (applicants who are unable to produce a driver's license may present a letter from their physician certifying that they are safely able to operate an ATV, motorized golf cart, or UTV on designated roadways)
6. Applicant's certification that they have read and will comply with all the terms of this chapter
7. Evidence of insurance complying with the provisions of Minnesota Statutes, section 65B.48, subdivision 5, as may be amended from time to time. In the event persons operating an ATV, motorized Golf Cart, or UTV under this section cannot obtain liability insurance in the private market, that person may purchase automobile insurance, including no-fault coverage, from the Minnesota Automobile Insurance Plan under Minnesota Statutes, section 65B.01 to 65B.12, at a rate determined by the commissioner of commerce.
8. Current State of Minnesota vehicle registration and a description of the vehicle (applicants may provide a photograph of the vehicle in leu of a description)

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

(E) All permits shall be valid for a period not to exceed one year but may be renewed.

(F) The permit fee shall be as set forth in the City's fee schedule, as it may be amended from time to time.

(G) No permit shall be granted or renewed if the applicant has had their driver's license revoked as the result of criminal proceedings.

(I) All permits shall expire on December 31 unless properly renewed prior thereto.

### **§70.03 Revocation or Denial of Permits.**

(A) Any permit granted or authorized hereunder shall be revoked or denied under the following circumstances:

1. Upon a finding that the holder of the permit has violated any of the provisions of this chapter or Minnesota Statutes, chapter 169, as may be amended from time to time, while operating their respective ATV, motorized golf cart, or UTV;
2. If there is evidence that the ATV, motorized golf cart, or UTV is not safely or legally operated or has not been safely or legally operated within the city;
3. If the insurance required by law for a permit is no longer in effect;
4. If the application for permit contained false or misleading information of documentation;
5. If the driver's license of the permit holder is suspended, revoked, or cancelled;  
or
6. Upon evidence that the permit holder is not able to operate the ATV, motorized golf cart, or UTV in a manner that is safe, responsible, or lawful.

(B) The applicant or permit holder may appeal any such revocation or denial in a hearing before the City Council by filing with the City Clerk-Treasurer notice of appeal in writing not later than 10 days after the date of notice of the revocation or denial action.

(C) Individuals whose permits are revoked or denied are prohibited from re-applying for a permit for one year after the revocation or denial is issued. Three revocations of a permit within ten years shall result in permanent revocation.

### **§70.04 Operation of Certain Vehicles Within the City.**

(A) All ATVs and UTVs operated in the city, regardless of whether they are operated on designated roadways pursuant to a City permit, must be equipped with:

1. Mufflers that are properly attached and which reduce the noise of operation of the vehicle to the minimum noise necessary for the operation of the vehicle. No person shall use a muffler cut-out, by-pass, or similar device on any ATV or UTV operated within the city;
2. A safety or "dead-man" throttle in good operating condition;

3. A rear view mirror to provide the driver with adequate vision from behind as required by Minnesota Statutes, section 169.70.

(B) Motorized golf carts operated pursuant to a City permit must display a slow-moving vehicle emblem as described by Minnesota Statutes, section 169.522.

(C) All ATVs, motorized golf carts, and UTVs must prominently display their City permit sticker on the driver's side of the vehicle windshield. If the vehicle does not have a windshield, the driver must have the permit in their possession while operating the vehicle on designated roadways.

(D) ATVs, motorized golf carts, and UTVs are not required to obtain a permit if they are being utilized solely to clear snow from sidewalks and/or driveways from the operator's property or from a neighbor's property located within 350 feet of the operator's property.

(D) ATVs, motorized golf carts, and UTVs are not required to obtain a permit if they are being utilized solely to drag a baseball or other athletic field.

(E) ATVs, motorized golf carts, and UTVs are permitted to operate only on designated roadways, not state or federal highways, except to cross at designated intersections.

(F) When operating on designated roadways, ATVs, motorized golf carts, and UTVs must be operated at the extreme right-hand side of the roadway, except when making a left turn, and cannot exceed a speed of 20 miles per hour.

(G) ATVs, motorized golf carts, and UTVs may only be operated on designated roadways from sunrise to sunset, unless equipped with original equipment headlights, taillights, and rear-facing brake lights.

(H) ATVs, motorized golf carts, and UTVs may not be operated as authorized through a permit in inclement weather conditions or at any time when there is insufficient light to clearly see persons and vehicles on the roadway at a distance of 500 feet.

(I) ATVs, motorized golf carts, or UTVs may not be operated with a passenger or passengers unless each such passenger is seated on a seat specifically designed for the transport of passengers. The number of occupants on an ATV, motorized golf carts, or UTV may not exceed the design occupant load.

(J) No trailer, toboggan, sled or other device shall be pulled by an ATV, motorized golf cart, or UTV while operating through a permit.

(K) ATVs, motorized golf carts, and UTVs may not be operated on city sidewalks, walking trails, or paths, unless they are being utilized to clear snow.

(L) ATVs, motorized golf carts, and UTVs may not be operated in city parks.

(M) ATVs, motorized golf carts, and UTVs must abide by all city parking regulations.

(N) Every person operating an ATV, motorized golf cart, or UTV on designated roadways has all the rights and duties applicable to the driver of any other vehicle under the provisions of Minnesota Statutes, chapter 169, as may be amended from time to time.

**§70.05 Limitation of Liability.**

Nothing in this chapter shall be construed as an assumption of liability by the City for any injuries to persons or property which may result from the operation of a permitted ATVs, motorized golf carts, or UTVs, the grant of such permit, or the failure by the City to revoke said permit.

**§70.06 City Use Authorized.**

Authorized City Staff may operate City-owned ATVs, motorized golf carts, or UTVs without obtaining a permit on city streets, sidewalks, trails, rights-of-way, and other public property when conducting City business.

**Section 2.** Subsection 95.04 of the Mantorville City Code is hereby amended by adding the double-underlined material as follows:

(z) The use or operation of any recreational motor vehicle, on public or private property, in a manner that produces a distinct and loudly audible sound that unreasonably disturbs the peace, quiet, and comfort of any person nearby. This provision applies to any and all types of recreational motor vehicle, including, but not limited to, dirt bikes, dune buggies, snowmobiles, and the vehicles defined in section 70.01 (ATVs, motorized golf carts, and UTVs).

**Section 3.** This ordinance shall be in full force and effect upon its passage and publication.

Passed by the City Council of the City of Mantorville, Minnesota, this 13<sup>th</sup> day of February 2023.

ATTEST:

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Chuck Bradford  
Mayor

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Shirley R Buecksler  
City Clerk-Treasurer

**CITY OF MANTORVILLE  
DODGE COUNTY, MINNESOTA**

**RESOLUTION NO. 2023-10**

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

**WHEREAS**, the City Council of the City of Mantorville has adopted Ordinance No. 2023-05, An Ordinance Amending Chapter 70 and 95 of the Code of Ordinances of the City of Mantorville Regarding Motorized Golf Carts, All-Terrain Vehicles, and Utility Task Vehicles; 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. 2023-05 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. 2023-05, An Ordinance Amending Chapters 70 and 95 of the Code of Ordinances of the City of Mantorville Regarding Motorized Golf Carts, All-Terrain Vehicles, and Utility Task Vehicles. The ordinance establishes a City permitting system to authorize the limited and safe use of certain recreational vehicles by qualified persons on designated city streets. The ordinance also deems it a public nuisance to use or operate any recreational motor vehicle, on public or private property, in a manner that produces a distinct and loudly audible sound that unreasonably disturbs the peace, quiet, and comfort of any person nearby. 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 the City Clerk 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 13<sup>th</sup> day of February 2023.

ATTEST:

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Chuck Bradford  
Mayor

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Shirley R Buecksler  
City Clerk-Treasurer



# City of Mantorville's Post



See insights and ads

Boost post



1

2 comments 1 share

Like

Comment

Share

Most relevant ▼



**Annemieke Van Der Werff**

What if the ATV is already fully equipped and licensed to drive on the road?

Like Reply Hide Send Message 2d



Author

**City of Mantorville**

**Annemieke Van Der Werff**, thank you for your question. You would simply need to obtain a permit from the City (see section 70.02 of the draft ordinance). If you would like to join in the discussion, please feel free to attend the Regular Council Meeting on Monday, February 13th, at 6:30 pm or you may send comments to [shirley@mantorville.com](mailto:shirley@mantorville.com). All comments received via email no later than 3:00 pm on February 13th will be provided to Council at the meeting. Thank you!

Like Reply 1m



Reply to Annemieke Van Der Werff...



Press Enter to post.



Write a comment





## SPECIAL VEHICLE PERMIT APPLICATION

Instructions: Complete the application accurately and in full.  
Submit completed application to:

### CITY OF MANTORVILLE

21 5<sup>th</sup> Street E

PO Box 188

Mantorville, MN 55955

Questions: 507.635.5170 or [info@mantorville.com](mailto:info@mantorville.com)

DATE OF APPLICATION: \_\_\_\_\_

FEE: \_\_\_\_\_

### TYPE OF VEHICLE:

\_\_\_\_ All-Terrain Vehicle \_\_\_\_ Utility Task Vehicle \_\_\_\_ Motorized Golf Cart

### APPLICANT

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ DL State: \_\_\_\_\_ No Current DL:

Reason, if no current DL: \_\_\_\_\_

Physical handicap, if any: \_\_\_\_\_

### VEHICLE INFORMATION

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

Body Serial # / Vehicle ID #: \_\_\_\_\_

DNR Registration # (if applicable): \_\_\_\_\_

### PROOF OF LIABILITY INSURANCE

Insurance Company: \_\_\_\_\_

Agency / Agent Name: \_\_\_\_\_ Agent Phone No. \_\_\_\_\_

Policy No.: \_\_\_\_\_ Policy Expiration Date: \_\_\_\_\_

I certify that I have reviewed and understand all regulations adopted in the Mantorville City Code regarding Special Vehicles and that all information submitted in this application is true and correct.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**SPECIAL VEHICLE PERMIT APPLICATION, Page 2**

**PERMIT AUTHORIZATION (For Official Use Only)**

Approved?  Yes  No

If no, list reasons for denial: \_\_\_\_\_

Approved/Denied By: \_\_\_\_\_ Mailed/In Person \_\_\_\_\_

Permit No.: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Revoked: \_\_\_\_\_ Date Revoked: \_\_\_\_\_ Reason Revoked: \_\_\_\_\_

**SPECIAL VEHICLE INSPECTION**

	<b>MOTORIZED GOLF CART REQUIREMENTS</b>
	Valid Driver's License
	Valid Insurance Policy
	Slow-Moving Vehicle Emblem
	Rear-View Mirror
	Head Lights (Optional)
	Tail Lights (Optional)
	Rear-Facing Brake Lights (Optional)
	Permit Placed on Driver's Side of Vehicle Windshield (if no windshield, driver must have permit in possession while operating vehicle on designated roadways)

	<b>ALL-TERRAIN AND UTILITY TASK VEHICLE REQUIREMENTS</b>
	Valid Driver's License
	Valid Insurance Policy
	Head Lights (Optional)
	Tail Lights (Optional)
	Rear-Facing Brake Lights (Optional)
	Muffler Properly Attached to Reduce Noise
	Permit Placed on Driver's Side of Vehicle Windshield (if no windshield, driver must have permit in possession while operating vehicle on designated roadways)



# City Council Report

To: Mayor and Council  
From: Shirley Buecksler, City Clerk-Treasurer  
Date: February 13, 2023

## **Intersection Control at 4<sup>th</sup> Street and Clay Street**

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### **BACKGROUND INFORMATION:**

At their January 23, 2023 meeting, Council discussed intersection control at 4<sup>th</sup> and Clay Streets. This item will be included on Council agendas for February 13, February 27, and March 13 for discussion and public comment.

Councilmember Ingalls created the enclosed mock-up of the intersection to show where stop signs could potentially be placed. Councilmember Bradford talked with the property owners at this intersection and they approve of the new signage. Therefore, a mock-up with yield signs was not provided.

The mock-up design has been placed on the City's website under Alerts & Notices and also posted on the City's Facebook page with information on how citizens may submit comments if unable to attend any of the meetings.

### **STAFF RECOMMENDATION:**

Based on discussion.



No signage - would be replaced with a STOP sign

Current Yield Sign on 4th Street would be replaced with a STOP sign



# City Council Report

To: Mayor and Council  
From: Shirley Buecksler, City Clerk-Treasurer  
Date: February 13, 2023

## **Designation of City Consultants and Request for Proposals**

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### **BACKGROUND INFORMATION:**

At their January 9, 2023 meeting, a question was raised from citizens asking Council to look for a local attorney. Following some discussion, Council tabled the resolution designating City Consultants for 2023.

The City Clerk posted a question to the League of Minnesota Cities' MemberLink and received comments from the League and other Clerks and Administrators. These comments were forwarded to Council for review. Information and example RFP's (Request for Proposal) from the League are enclosed.

Enclosed for Council review are two parts:

- 1) Resolution No. 2023-11 Approving City Designations for Consultants for 2023.  
(The City Attorney has been removed from this resolution.)
- 2) Draft Request for Proposals (same used by the City for RFPs in 2014) and draft Legal Notice for publication.

### **STAFF RECOMMENDATION:**

Based on discussion and motion:

- 1) Adopt Resolution No. 2023-11 Approving City Designations for Consultants for 2023
- 2) Provide direction to the City Clerk and authorize publication of a Legal Notice in the Dodge County Independent for Legal Services (RFP).

### **ATTACHMENT(S):**

- Resolution No. 2023-11 Approving City Designations for Consultants for 2023
- Draft Request for Proposals for Legal Services
- Draft Legal Notice for publication
- Information and examples of RFPs provided by the League of Minnesota Cities

**CITY OF MANTORVILLE  
DODGE COUNTY, MINNESOTA**

**RESOLUTION NO. 2023-11**

**A RESOLUTION APPROVING CITY DESIGNATIONS  
FOR CONSULTANTS FOR 2023**

**WHEREAS**, the City of Mantorville is required to appoint certain designations for consultants and agents at the beginning of each year; and

**WHEREAS**, designations for 2023 are as follows:

City Prosecutor	David Jacobsen Hero, Jorstad & Jacobsen
City Engineer	Tim Hruska WHKS & Company
City Auditor	Smith Schafer & Associates
Building Inspector	Construction Management Services (CMS)
City Insurance Agent	Lynn Boynton Insurance Brokers of Minnesota

**NOW THEREFORE, BE IT RESOLVED** that the Mantorville City Council approves the designations for 2023 as listed above.

Adopted by the City Council of the City of Mantorville, Minnesota, this 13<sup>th</sup> day of February 2023.

ATTEST:

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Chuck Bradford  
Mayor

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Shirley R Buecksler  
City Clerk-Treasurer

**CITY OF MANTORVILLE  
REQUEST FOR PROPOSALS FOR LEGAL SERVICES**

The City of Mantorville is seeking proposals from qualified firms and individuals interested in providing legal services to the City. The selected law firm or individual will be expected to provide a wide range of legal services to the City. The City Attorney will be selected by the City Council and will work closely with the City Clerk-Treasurer and other City Staff and Consultants.

The City of Mantorville is a Statutory Plan A City with a population of 1,111. The form of government is a weak Mayor-Council. The City of Mantorville is governed by a City Council composed of a Mayor and four Councilmembers. All are elected at large, the Mayor for a two-year term and the Council for four-year terms.

**I. Scope of Services**

Basic services for the purpose of this proposal shall include those legal services generally understood within the field of Municipal Law to fall within the category of “general counsel” work and shall include, but not be limited to, the following:

- a) Routine legal advice, telephone and personal consultations with the City Council, City Clerk, or other authorized representatives.
- b) Assistance in the preparation and review of ordinances, resolutions, agreements, contracts, policies, forms, notices, certificates, deeds and other documents required by the City.
- c) Attendance as needed at City Council meetings and other City Board, Commission or Committee meetings as requested by the City Council or City Clerk. Regular Council Meetings are held the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of the month.
- d) Legal advice and opinions concerning legal matters that affect the City.
- e) Legal work pertaining to criminal matters of the City such as prosecution and initial proceedings.
- f) Guidance on City personnel matters, including employee disciplinary and grievance matters. Interpret and advise with respect to municipal employment matters, including but not limited to PERA, labor agreements, personnel policy, FLSA, Veterans preference and unemployment.
- g) Legal work pertaining to property acquisitions, property disposals, public improvements, easement dedications, and right of way vacations, annexation eminent domain.
- h) Legal work pertaining to the Economic Development Authority and Planning & Zoning Commission.
- i) Enforcement of City codes, zoning regulations, building standards and rental ordinance through administrative and judicial actions.
- j) Monitoring of pending and current state and federal legislation and court decisions as appropriate.
- k) Coordination of outside legal counsel as needed and as directed by the City Council and City Clerk.



- l) Review of Municipal Contracts including contracts for public improvements, joint powers agreements, and memorandums of understanding, construction, purchase of equipment, conditional use agreements, easements, parks, subdivision bonds and development agreements.
- m) Provide Legal Advice on Open Meeting Law and data practices/privacy issues.
- n) Defend the City in litigation (except for those cases where insurance companies are required to exclusively provide defense) including, but not limited to: human rights claims, condemnation, zoning and land use regulation matters, permits and administrative actions and labor and employment matters.

## **II. Instructions to Proposers**

Firm information should include name of proposer's law firm, name of contact person, street address, telephone number, fax number, email address and date of proposal.

Describe the nature of your practice or your law firm's practice and your qualifications for providing City Attorney services. Provide a professional chronology for the individual who will be designated to serve as City Attorney, as well as for others whom you anticipate being involved with providing legal services to the City.

Please provide the following information:

- Legal training and number of years of practice, including date of admission to the Minnesota Bar Association, number of years in municipal or other local public sector law practice as a full time local government attorney and/or in a private law office specializing in local government.
- Any professional affiliations,
- Knowledge of and experience with Minnesota Municipal Law or other public sector experience and redevelopment law.
- Knowledge and practice of law relating to land use and planning, environmental law, risk management, redevelopment, general plans, real estate and other related law.
- Experience in the area of contracts and franchises.
- Experience in the area of personnel, disability law rights and obligations, workers compensation, employee relations and negotiations and employee discrimination claims.
- Experience in the preparation and review of ordinances and resolutions.
- Types of clientele represented and years representing each.
- Office location and accessibility to the City.

If the firm/individual, or any of the attorneys employed by the firm have ever been sued by Cities or other clients for malpractice, been the subject of complaints filed with the State Bar, or had discipline imposed by the State Bar, please provide information about the nature of the incident, the dates of when the matter began and was concluded, and the results of the situation.

### **III. City/City Attorney Relationship**

Describe how you would structure the working relationship between the City Attorney and the City Council, City Clerk and other Staff members and City Consultants.

Define the standard timeframes for response by the City Attorney to direction and/or inquiry from the City Council or City Clerk.

Describe the computer resources currently utilized in your office. The City will require compatibility with Microsoft Word for Windows as well as the maintenance of internet service such that e-mail and files can be transmitted between City Staff and the City attorney.

### **IV. Clients/Conflict of Interest**

List all public clients for which you or your firm currently provides services under a fee for services basis or on a retainer basis. Identify any foreseeable or potential conflicts of interest that could result from such representation and the manner in which you would propose to resolve such conflicts.

For the person designated as City Attorney, list all public clients that person presently represents as City Attorney or General Counsel, along with the meeting dates and times for each governing body.

### **V. Compensation**

Provide the pricing schedule you will use to charge the City for providing services as outlined in this Request for Proposals. Describe how the individual or firm intends to provide legal services, either on an hourly rate, or on a different basis. Define what types of work you would consider to be extra or specialized work that may be billed in addition to basic services. The City has a preference for hourly rate billing without a retainer and the proposal must state the hourly rates for the designated City Attorney and associates for general work and for special services such as litigation.

State the rate for meeting attendance whether hourly or otherwise.

Identify the minimum increment of time billed for each service, e.g. phones calls, correspondence, personal conference.

Define the type of unit rates for reimbursement for expenses such as mileage, reproduction of documents, faxed documents and word processing charges.

### **VI. Professional References**

Provide three (3) professional references for the individual designated as City Attorney, including addresses and work telephone numbers. References should be currently employed public agency officials or agents.

## **VII. Evaluation and Selection Process**

The City Council will appoint a Selection Committee to review proposals and recommend a firm or firms to be interviewed. The City Council will conduct the interviews. The qualifications for the top candidates will be verified and references will be checked. In reviewing the proposals, the Selection Committee will carefully weigh the following:

- The depth, experience and expertise in the practice of law specifically in those areas most encountered in municipal government operations.
- The capability to perform legal services promptly and in a manner that permits the City Council and Staff to meet established deadlines and to operate in an effective and efficient manner.
- The degree of availability for quick response to inquiries that arise out of day-to-day operating questions or problems.
- The degree to which the firm and individual attorneys stay current through continued professional development and active communication with practitioners in the municipal law firm.
- Communication skills.
- Cost of services.
- Other qualifications/criteria, as deemed appropriate by the City Council.

The contract will require the individual or law firm selected as City Attorney maintain general liability, automobile, workers compensation and errors and omissions insurance. The contract will also contain provisions requiring the selected individual or law firm to indemnify the City and provide that the City Attorney is an independent contractor serving at the will of the City Council. Other required provisions will include the City Council's right to terminate the agreement, at its sole discretion, upon the provision of notice.

## **VIII. Submittal Requirements**

In order to ensure a fair review and selection process, firms submitting proposals are specifically requested not to make contacts to the City Staff or Councilmembers regarding these proposals. All questions and comments should be directed to the City Clerk-Treasurer Shirley Buecksler (507) 635-5116 or [shirley@mantorville.com](mailto:shirley@mantorville.com).

Law firms or individuals interested in submitting proposals for City Attorney shall submit six complete copies of the proposal in a sealed envelope bearing the caption "Mantorville City Attorney Proposal" and delivered to:

Shirley Buecksler, City Clerk-Treasurer  
City of Mantorville  
21 5<sup>th</sup> Street East  
PO Box 188  
Mantorville, MN 55955

Proposals must be received by 5:30 pm on Thursday, March 16, 2023. Late proposals will not be considered. All proposals will be deemed confidential and will be retained by the City of Mantorville. The City Council reserves the right to reject all proposals, to request additional information concerning any proposal for purposes of clarification, to accept or negotiate any modification to any proposal following the deadline for receipt of all proposals, and to waive any irregularities if such would serve the best interests of the City as determined by the City Council.

## **Legal Services (RFP)**

The City of Mantorville is requesting proposals from qualified firms and individuals interested in providing legal services to the City. A copy of the Request for Proposals (RFP) may be obtained by contacting Shirley Buecksler, Mantorville City Hall at (507) 635-5170 or visiting the City website at [www.mantorville.com](http://www.mantorville.com). To be considered, please send all required material to Shirley Buecksler, City Clerk-Treasurer, 21 5<sup>th</sup> Street East, PO Box 188, Mantorville, MN, 55955 no later than 5:30 pm on Thursday, March 16, 2023. The City reserves the right to reject any or all proposals submitted.



## Shirley

---

**From:** Hartnett, Kyle <KHartnett@lmc.org>  
**Sent:** Wednesday, January 11, 2023 5:49 PM  
**To:** shirley@mantorville.com  
**Subject:** RE: City Clerks/Administrators : City Attorney  
**Attachments:** city\_of\_mound\_civil\_attorney\_legal\_services\_rfp\_0.pdf; Request for Proposal - Floodwood - City Attorney.pdf; Request for Proposal - Cass Lake - City Attorney.pdf

Shirley:

I noticed your posted on MemberLink and wanted to reach out with some guidance. There is no statutory guidance related to how a city changes its attorney. Most cities go through a request for proposal (RFP) process in which the city seeks proposals from those interested in working with the city. I have attached some sample RFPs for your review. An RFP process helps define the type of work a city is looking for and specifies the types of information the city wants to review. An RFP process allows the city to compare vendors on an equal basis because their responses should contain the same or similar information.

There are no specific advertising requirements for an RFP but cities typically try to advertise in a way that will get the most responses. One option is to advertise on the LMC Marketplace for free. You can find more information on advertising with LMC [here](#). In addition, the city may advertise in the newspaper and send the RFP to individuals it thinks may be interested.

Before going out for RFP, the city council should give direction to city staff on how it wants to proceed.

Because a city attorney is not covered by the municipal contracting law, a city is not required to hire the lowest priced attorney that responds to an RFP. Rather, the city council can balance things such as experience in municipal law, history with the city, as well as price to determine who will best meet the city's needs.

Please note that municipal law is a fairly specialized area of the law and it is best for a city to have an attorney that is aware of the nuances of municipal law.

I hope you find this information helpful. If you have further questions, feel free to reach out to me directly.

Regards,

**Kyle Hartnett** | Assistant Research Manager  
Phone: (651) 215-4084 |  
[khartnett@lmc.org](mailto:khartnett@lmc.org)

League of Minnesota Cities | 145 University Ave. West | St. Paul, MN 55103  
[www.lmc.org](http://www.lmc.org) | [Facebook](#) | [Twitter](#) | [Podcast](#)

**This response is intended to convey general information and should not be taken as legal advice or as a substitute for competent legal guidance. Consult your city attorney for advice regarding specific situations.**



**REQUEST FOR PROPOSALS**  
**CIVIL ATTORNEY LEGAL SERVICES**  
**DECEMBER 22, 2022**

<b>Action</b>	<b>Date</b>
RFP Issued	December 22, 2022
RFP Question Submittal Deadline	January 13, 2023
RFP Submittal Deadline	January 17, 2023 4:00 PM
Anticipated Vote on Contract Award	January 24, 2023
Contract Services Begin	February, 2023

**City of Mound**  
**2415 Wilshire Boulevard**  
**Mound, MN 55364**



**REQUEST FOR PROPOSALS**  
**CIVIL ATTORNEY LEGAL SERVICES**  
**DECEMBER 22, 2022**

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## **I. INTRODUCTION**

This request for proposals (RFP) defines the service standards, specifications and proposal requirements of the Civil Attorney Legal Services for the City of Mound, Minnesota. City of Mound shall be hereinafter referred to as the "City".

The City is seeking written proposals to retain the services of a professional legal consultant to provide civil attorney legal services to the City and act in the role of City Attorney. The City Attorney is expected to provide a wide range of general legal services for the City and act in an advisory capacity to the City Council, City Manager, staff and appointed committees as directed.

The City is a Statutory Plan B City governed by a Mayor and 4 City Council members all elected at large. The City Manager is the chief administrative officer for the City. The City Manager is accountable to the City Council for the proper administration and day-to-day operation of all affairs of the City. The City Manager also manages the City Council agenda and provides policy recommendations to the Mayor and Council. The City Manager implements Council direction and outcomes through the department heads of the various City Departments (see organizational chart in Appendix A).

### **Our Community**

The City is 3.18 square miles and has a population of 9,468 per the 2020 Census. Located on the western shores of Lake Minnetonka approximately 20 miles west of Minneapolis, Mound residents enjoy the attractions, events and excitement of the metropolitan area, while living in a quaint hometown atmosphere.

Mound boasts Lake Minnetonka, which is 15,000 acres; 32 parks, over 400 public dock sites, and the Dakota Rail Trail - a hard surface biking and walking trail that extends 21.3 miles from Wayzata to Mayer that provides panoramic views of Lake Minnetonka along the way.

The Village of Mound was incorporated in 1912, but was settled much earlier, in the 1850's, when Governor Ramsey was credited with naming Lake Minnetonka which meant "place spread over by water" in the Indian language. Mound derived its name from the Indian mounds once found within the present city limits which were made by Indians between 300 BC and 100 AD. A survey of these mounds was made in 1883. Three Points, north of Mound, was annexed to Mound in 1959, Island Park and Halstead Heights in 1960, and Shadywood Point in 1963.

More recently, Mound has positioned itself for a strong and sustainable future. In 2003, a total street reconstruction program was initiated that was completed in 2019. In addition, significant investment in utility infrastructure has been made, increasing water quality and sewer capacity. Since 2015, the Metropolitan Council Environmental Services has invested over \$40M in projects that will benefit Mound residents for decades to come. Mound is classified as a fully developed community since urban uses occupy more than 90 percent of the total land area, with the majority of tax base being comprised of residential properties. Standard and Poor's has continued to affirm a 'AA' long term rating with a stable outlook due to Mound's proximity and access to ample employment opportunities throughout the Minneapolis-St. Paul metropolitan statistical area (MSA); very strong income indicators and extremely strong market value per capita; and maintenance of very strong reserves, coupled with good management practices.

## II. Scope of Work / Services Requested

Basic services for this proposal include those legal services generally understood within the field of municipal law to fall within the category of "general counsel" work, and shall include but not be limited to the following:

1. Attend City Council meetings as requested depending on agenda matters requiring legal counsel. Attend work sessions and other Commission and Committee meetings as requested by the City Council or City Manager. Regular City Council meetings are ordinarily held the second and fourth Tuesday of each month. Planning Commission meetings are generally held the first Tuesday of each month. Public meetings generally begin at 7:00 PM.
2. Draft ordinances, resolutions and correspondence as requested.
3. Prepare official documents related to development including development agreements, and planned unit development agreements,
4. Prepare and or review municipal contracts including but not limited to those for public improvements, contracts for services, purchases or other purposes as requested.
5. Participate in meetings and discussions with City Manager, staff and other individuals as requested to provide legal analysis, options, and risk assessment of specific subject matters.
6. Assist staff in processing licensing violations, administrative fines and suspensions, and nuisance abatement actions including implementation of administrative review procedures.
7. Represent the City in the acquisition and disposition of property and easements.
8. Conduct occasional law updates for City Council, commissions, and staff as necessary regarding new or proposed legislation affecting municipal operations and activities or governmental best practices.
9. Represent the City in condemnation proceedings for public improvement projects.
10. Advise and assist staff as requested in the development of Requests for Proposal and formal bid documents.
11. Represent the City in matters related to the enforcement of City building, property maintenance, zoning and fire codes.
12. Represent the city with state and federal regulatory agencies.
13. Research and submit legal opinions on legal matters requested by City Council or City Manager.
14. Defend the City in litigation except in those cases where insurance companies are required to exclusively provide defense. Work cooperatively with insurance companies as needed on litigation cases.
16. Provide, on a periodic basis, written updates on State or Federal legislation or judicial holding impacting the City and suggested action or changes in operations or procedures to assure compliance.
17. Research and introduce special legislation or initiatives involving City matters as requested.
18. Facilitate training session(s) for elected officials and staff on topics as requested.
19. Provide interpretation and advice with respect to MN Data Practices Act and its application.
20. Respond to City Staff day to day inquiries in a timely manner.

### III. INSTRUCTIONS FOR PROPOSERS

- A. All proposals must include complete information as described within this RFP and be submitted no later than January 17, 2023, 4:00 p.m. Submit proposals to:

City of Mound  
Attn: Eric Hoversten  
2415 Wilshire Blvd.  
Mound, MN 55364

Questions can be directed to City Manager Hoversten at (952)472-0609 or via email at [erichoversten@cityofmound.com](mailto:erichoversten@cityofmound.com). Questions and responses may be sent to all RFP participants, via email under blind copy, for clarification purposes.

- B. Proposers must include two (2) printed copies, one bound and one unbound, and one electronic copy of the proposal either via email or on a flash drive inside the sealed envelope, clearly identified as "City of Mound Civil Attorney RFP." All proposal documents shall be held as confidential until the City Council awards a new contract and authorizes staff to execute the new contract in accordance with Mn. Statutes 13.591, Subdivision 3 (b), Data Practices Act.
- C. The proposer shall designate one contact person whom will be the representative of the law firm to which the City will respond. In order to ensure a fair review and selection process, firms submitting a proposal are requested to not contact City elected officials or staff regarding these proposals.

### IV. CONTENT OF PROPOSAL

The proposal must include the following items to address the scope of work as defined in Section II. The proposal must be consecutively organized and should not exceed 25 pages in length. Resumes and licenses are not included in this page count.

- A. **Title Page.** Include the RFP subject, name of the respondent's firm, address, telephone number, e-mail, name of contact person authorized to represent the proposer, and the date.
- B. **Executive Summary.** Introduce the proposal and summarize the key provisions of the proposal. Provide a statement describing why the proposer is qualified to perform this work and name the qualifications of the individual who would serve as the City Attorney.
- C. **Statement of Understanding.** Include a detailed statement of understanding of the City Attorney's services to be provided. If there are services listed in this RFP that the law firm will not be able to provide, describe those services in this section.
- D. **Firm Background.** Include information on the following:
- Brief history of the firm including the nature of the firm's practice.
  - Number of attorneys, partners, associates, and areas of specialty.

- Provide an overview of capabilities, qualifications, training, areas of specialization of each attorney, partner, and/or associate.
- Office location(s).
- Support staff services available (clerical, paralegals, and other non-attorney staff).
- Current use of technology, capability for computerized legal research, and for sharing/editing documents electronically.
- State if the firm or any of the attorneys employed by the firm have ever been sued by cities or other clients for malpractice, been the subject of complaints filed with the State Bar, or had discipline imposed by the State Bar within the past five years. Please provide information about the nature of the incident, the dates of when the matter began and was concluded, and the results of the situation.
- Describe malpractice insurance coverage: carrier, limits, and exemptions and provide a copy of Malpractice/Liability Insurance Certificate in a minimum amount of \$2,000,000.
- Statement of compliance with federal and state laws pertaining to and respecting civil rights.

**E. Attorney Qualifications.** Name the person whom you propose to designate as the City lead attorney and as alternative City Attorney(s) in his or her absence. Provide the following for each:

- Certificates or licenses (including the number and date of admission to the Minnesota Bar Association).
- Description of education (including name of educational institution(s) and degrees conferred).
- Professional background and associations.
- Experience and knowledge with Minnesota municipal law.

**F. City/Attorney Relationship.** Provide information as follows:

- Provide a statement of how the workload of the City would be accommodated and what kind of priority it would be given. Be sure to address items outlined in the scope of services section.
- Describe your legal library and research capabilities, with specific emphasis on municipal law, computer links, and the firm's capability to maintain a proposed response time for legal reports and memorandums, and response to individual City inquiries, projects, research, or litigation.
- Describe the process that would be established for monthly invoicing.

**G. References.** Provide a reference list of three (3) recent (within five years) municipal clients. Please provide contact information including, address, phone number and e-mail address.

**H. Conflict of Interest Statement.** Provide information on the following:

- List all public clients for whom the firm currently provides services under a fee or retainer basis. Indicate the services provided. Identify any potential conflicts of interest that could result from such representation and the manner in which the firm would propose to resolve such conflicts.

- For the person to be designated as City Attorney, list all public clients that person presently represents, along with the meeting dates and times for each governing body.
- List all private clients that could potentially pose a conflict of interest with the firm's representation of the City including, but not limited to, elected or appointed officials, staff, or developers understanding that the specific parties are subject to change. Describe how your firm would mitigate any potential conflict to best serve the City and its stakeholders.
- Identify all situations in the last five years in which the firm has been adverse to public entities, either in litigation or administrative matters.
- Indicate what procedures your firm would utilize to identify and resolve conflicts of interest.

I. **Additional Information.** Any other information the proposer feels is applicable to the evaluation of the proposal, including qualifications for accomplishing the legal services, should be included in this section. You may use this section to address aspects of the services that distinguish one firm from the other.

J. **Basis for Compensation.** Provide information on the following:

- The City is requesting that all services be provided at an hourly rate. Firms shall indicate: 1) the rate of each member of the firm providing the service, i.e., attorney, paralegal, clerk, etc. and 2) the minimum increment of time billed for each service including phone calls, correspondence, and personal.
- Firms shall indicate all other costs and reimbursable expenses including travel (per mile rate), telephone, printing, copying, etc.
- Confirmation that monthly billing statements will include:
  1. Itemized dates of service;
  2. Identification of personnel and time spent providing the service;
  3. A detailed description of the service provided;
  4. An organized billing on the basis of activity and City contact; and
  5. A project summary to date (if requested).
- If the firm wishes to provide an alternative method to charge for legal services, describe the fees and how they would be applied to a specific service that the City would request.

## V. PROPOSAL EVALUATION AND CONTRACT AWARD

The City Council will evaluate the RFP submissions based on the following criteria (not ranked in order):

- Meets all qualifications and requirements;
- Complete and clear responses;
- Breadth and relevance of the firm's experience;
- The firm and their individual attorney's professional ability to provide high-quality service with demonstrated sound judgment, integrity, and reliability;
- Demonstrated knowledge with laws and regulations governing Minnesota local governments and operating procedures;
- Demonstrated municipal law experience;

- Demonstration of workload capacity and a level of experience commensurate with the level of service required by the City;
- The proposer's ability to work cooperatively with the City's elected officials, staff, and general public as demonstrated by positive current client references;
- The cost of providing the services (although this is not necessarily the most critical factor in evaluating a firm's RFP submittal); and
- Any supplemental information provided by the proposer.

The approval of the firm selected and the contract award will be made by the City Council. The City reserves the right to negotiate the final terms and conditions of the contract to be executed. Should the City and consultant be unable to mutually agree upon the entire contract, the City reserves the right to discontinue negotiations, select another consultant or reject all of the statements of proposal. Upon completion of negotiations agreeable to the City and consultant, a contract shall be executed.

It is anticipated that the City will establish a relationship with a selected firm for five (5) years.

#### **VI. AFFIRMATIVE ACTION**

The City requires affirmative action and therefore, the firm selected shall not discriminate under the contract against any person in accordance with federal, state, and local regulations. The City does not discriminate on the basis of race, color, national origin, sex, religion, age, sexual orientation, disability, or any other basis protected by law in the admission or access to, or treatment or employment in, its programs, activities, or services.

#### **VII. TERMS AND CONDITIONS**

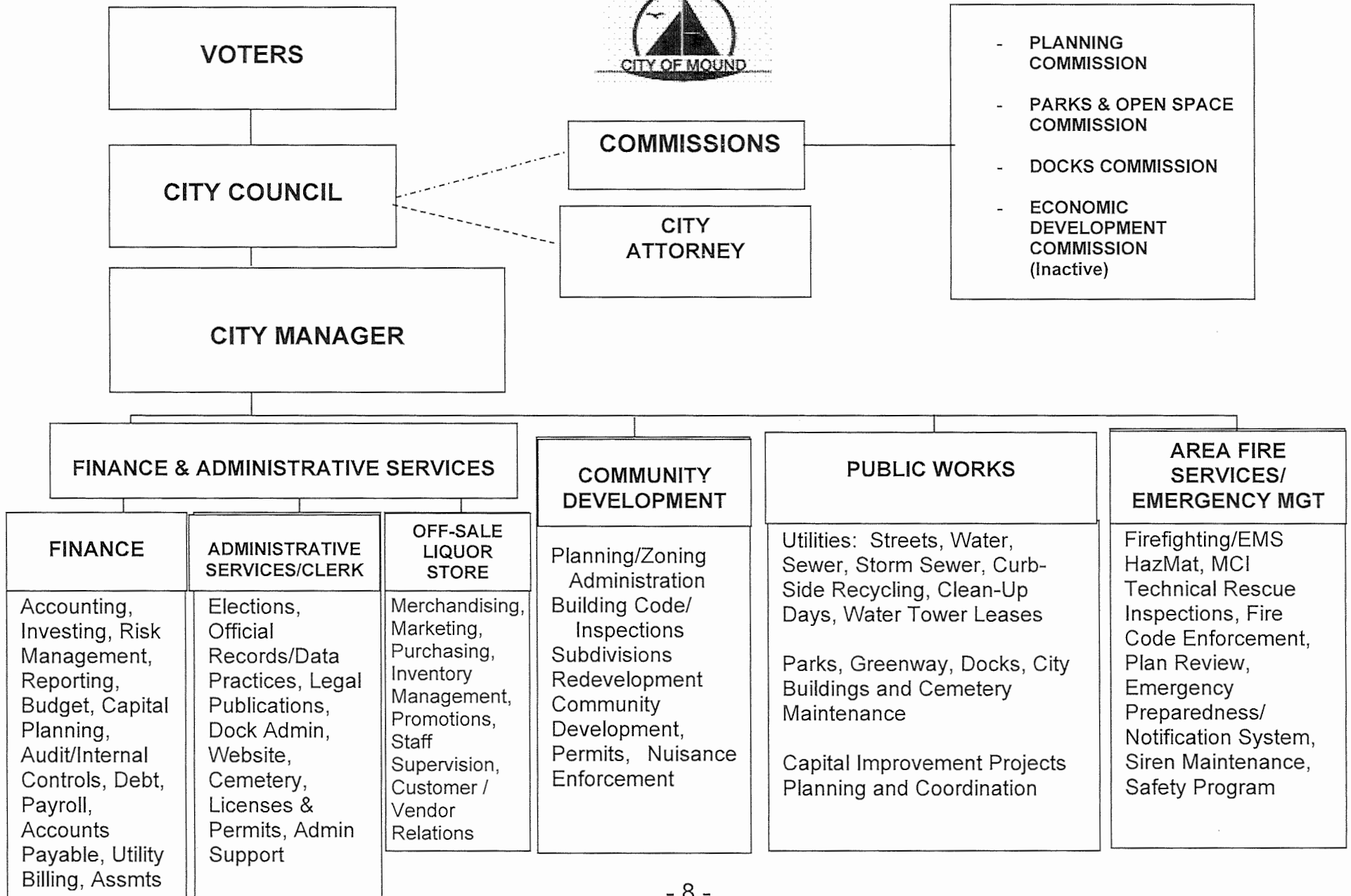
- A. The City reserves the right to: cancel or amend the RFP at any time, determine the successful respondent, reject any or all proposals, waive irregularities and informalities, request additional information from all respondents, and reserves the right to select the proposal which furthers the best interests of City.
- B. The City will not reimburse any expenses incurred by the proposer including, but not limited to, expenses associated with the preparation and submission of the proposal, any responses, and/or attendance at any interview.
- C. The firm shall not assign any interest in this proposal and shall not transfer any interest in the same without the prior written consent of the City.
- D. For the purposes of this service, the City Attorney shall be deemed an independent contractor and not an employee of the City. Any and all agents, servants, or employees of the firm or other persons, while engaged in the performance of any work or services required to be performed for the City, shall not be considered employees of the City and any and all actions which arise as a consequence of any act or omission on the part of the firm, its agents, servants, employees or other persons shall in no way be the obligation or responsibility of the

City. The law firm, its agents, servants, or employees shall be entitled to none of the rights, privileges, or benefits of organization employees except as otherwise may be stated herein.

- E. No elected official or employee of the City who exercises any responsibilities in the review, approval, or carrying out of the proposal shall participate in any decision which affects his or her direct or indirect personal or financial interest.
  
- F. The City Attorney agrees to comply with Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, and all other applicable state and federal laws relating to data privacy or confidentiality. The City Attorney shall immediately report to the City any requests from third parties for information. All data created, collected, received, stored, used, maintained, or disseminated by the City Attorney in performing its obligations is subject to the requirements of the Act, and the City Attorney must comply with those requirements as if it were a government entity. The City agrees to promptly respond to inquiries from the City Attorney concerning data requests. The City Attorney agrees to hold the City, its officers, and employees harmless from any claims resulting from the City Attorney's failure to disclose data maintained by the City Attorney authorized for release by the City or from the City Attorney's unlawful disclosure or use of data protected under state and federal laws.

# ATTACHMENT A

## CITY OF MOUND – ORGANIZATIONAL CHART





## **INTRODUCTION**

The City Council of the City of Floodwood invites interested law firms and individuals with a **minimum of five years** of municipal law experience to submit written proposals to provide City Attorney services to the City. As City Attorney, the selected law firm or individual will be expected to provide a wide range of legal services. The City Attorney will be selected by the City Council and will work closely with the City Administrator and other City staff.

## **BACKGROUND**

Floodwood is a statutory City located 50 miles northwest of Duluth. Centrally located between the larger cities of Duluth, Grand Rapids, Cloquet, and Hibbing it affords residents and businesses easy access to the region's population and employment centers. According to the Minnesota Demographers Office, Floodwood's population is 530.

Floodwood provides an extensive array of services including public works, water, wastewater treatment, fire protection, parks and recreation, planning and zoning, economic development, revolving loan, law enforcement, finance and internal management support functions. The City has a current annual budget of \$700,000, 4 full-time employees, and 4 part time employees. The City belongs to an insurance pool operated by the League of Minnesota Cities Insurance Trust.

## **BASIC SERVICES REQUESTED**

Basic services, for the purpose of this proposal, shall include those legal services generally understood within the field of municipal law which fall within the category of "general counsel" work, and shall include, but not necessarily be limited to the following:

- Routine legal advice, telephone and personal consultations with the City Council, City Administrator, and department heads or authorized representatives.
- Assistance in the preparation and review of Ordinances, Resolutions, Agreements, Contracts, Forms, Notices, Certificates, Deeds and other documents required by the City.
- Attendance at one City Council regular meeting per month as well as other special meetings as requested. Regular meetings are held on the second and fourth Tuesday's of the month beginning at 6:00 P.M.
- Attendance at other board, commission and committee meetings upon request.
- Attendance at meetings with City Staff, upon request.
- Legal advice and opinions concerning legal matters that affect the City.
- Legal work pertaining to property acquisitions, property disposals, public improvements, easement dedications, and right-of-way vacations.
- Legal work pertaining to the water and wastewater department.

- Enforcement of City ordinances and zoning regulations through administrative and judicial actions.
- Monitoring of pending and current state and federal legislation and court decisions, as appropriate.
- Coordination of outside legal counsel, as needed and as directed by the City Council and City Administrator.

### **REQUIRED PROPOSAL ELEMENTS**

The proposal must provide specific and succinct answers to all questions and requests for information. Direct, precise and complete responses will serve as an advantage to the applicant.

### **BACKGROUND**

Describe the nature of your practice or your law firm's qualifications for providing City Attorney services. Include a professional chronology for the individual who will be designated to serve as City Attorney, as well as for others whom you anticipate being involved with providing legal services to the City.

Provide the overall capabilities, qualifications, training, and areas of expertise for each of the principals, partners, and associates of the law firm, including the length of employment for each person and his/her area of specialization.

Provide the following for the person whom you propose to designate as City Attorney and for each person you propose to designate as an associate or backup.

- Legal training and number of years of practice, including date of admission to the Minnesota Bar Association, number of years of municipal or other local public sector law practice as a full-time local government attorney and/or in a private law office specializing in local government.
- Professional affiliations.
- Knowledge of, and experience with Minnesota Municipal Law or other public sector experience.
- Litigation experience and demonstration of a good court track record. Cite examples.
- Knowledge and practice of law relating to land use and planning, environmental law, risk management, development, general plans, real estate and other related law.
- Experience in the area of contracts, franchises and Joint Powers Agreements.
- Experience in the preparation and review of ordinances and resolutions.

- Types of clients represented and years representing each.
- Office location(s) and accessibility to the City.

If the firm/individual, or any of the attorneys employed by the firm, have ever been sued by cities or other clients for malpractice, been the subject of complaints filed with the State Bar, or had discipline imposed by the State Bar, please provide information about the nature of the incident, the dates of when the matter began and was concluded, and the results of the situation.

Describe your office staffing, including all permanent and temporary employees, their general duties, and work schedules. Include any staffing changes you would propose should you be awarded the City Attorney contract.

### **CITY/CITY ATTORNEY RELATIONSHIP**

Describe how you would structure the working relationship between the City Attorney and the City Council, City Administrator, Department Heads and other staff members.

Define the standard time frames for response by the City Attorney to direction and/or inquiry from the City Council or City Administrator.

Describe the systems or mechanisms that would be established for monthly reporting of the status of projects, requests, and litigation.

Describe the computer resources currently utilized in your office. The City will require compatibility with Microsoft Word for Windows, as well as the maintenance of Internet service, such that email and files can be transmitted between City staff and the City Attorney.

### **CLIENTS/CONFLICT OF INTEREST**

Indicate whether your or your law firm represent or have represented any client which representation may conflict with your ability to serve as City Attorney.

Do you currently represent any real estate developers?

What procedures does your firm utilize to identify and resolve conflicts of interest?

If appointed, the Attorney shall not accept any client or project which would knowingly place it in a conflict of interest with the services to be provided to the City.

For the person to be designated as City Attorney, list all public clients that person presently represents as city attorney or general counsel, along with the meeting dates and times for each governing body.

### **COMPENSATION**

The present City Attorney provides basic services on a retainer basis plus an hourly rate. It is anticipated that the City Council may expect the firm/individual selected as City Attorney to also

provide services under a similar system. The City is prepared, however to consider alternative payment arrangements.

- Please describe how the firm intends to provide legal services, either on a retainer basis, hourly rate, or on a different basis. If a retainer is utilized, list services which would be included under the retainer. Define what type(s) of work you would consider to be extra or specialized work that would be billed in addition to basic services. State the hourly rates for the designated City Attorney and associates for such specialized services.
- If the hourly rate billing is preferred, state the hourly rates for the designated City Attorney and associates for general work and for special services such as litigation and prosecution.
- Define the type and unit rates for reimbursement for expenses such as mileage, reproduction of documents, faxed documents, e-mail documents and word processing charges.

### **PROFESSIONAL REFERENCES**

Provide three professional references for the individual designated as City Attorney, including addresses and work telephone numbers. References should be currently employed public agency officials or agents.

### **EVALUATION AND SELECTION PROCESS**

Proposals will be screened and the top candidates will be selected by the City Council or a subcommittee appointed by the City Council. The qualifications for the top candidates will be verified and references will be checked. In reviewing proposals, the City will carefully weigh:

- Depth and breadth of experience and expertise in the practice of law, specifically in those areas most often encountered in municipal government operations;
- Capability to perform legal services promptly and in a manner that permits the City Council and Staff to meet established deadlines and to operate in an effective and efficient manner;
- Degree of availability for quick response to inquiries that arise out of day-to-day operating questions or problems;
- Degree to which firm and individual attorneys stay current through continued professional development and active communication with practitioners in the municipal law field;
- Communication skills;
- Cost of services; and
- Other qualifications/criteria, as deemed appropriate by the City Council.

The contract will require that the individual or law firm selected as City Attorney maintain general liability, automobile, workers' compensation, and errors and omissions insurance. The

contract will also contain provisions requiring the selected individual or law firm to indemnify the City and provide that the City Attorney is an independent contractor serving at the will of the City Council. Other required provisions will include the City Council's right to terminate the agreement, at its sole discretion, upon the provision of notice.

### **SELECTION SCHEDULE**

The City of Floodwood intends to proceed with the following tentative schedule for the selection.

Request for Proposals Distributed	October 14, 2009
Proposal Due Date	November 20, 2009 (2:00 P.M.)
Review of Proposals	November 24, 2009
Interviews and Selection	December 1-3, 2009
City Council Awards Contract	December 8, 2009

### **SUBMITTAL REQUIREMENTS**

Law firms or individuals interested in submitting proposals for City Attorney shall submit eight (8) complete copies of the proposal along with a proposed contractual agreement, in a sealed envelope bearing the caption, "Floodwood City Attorney Proposal". The envelope shall be delivered to:

Jessica Rich  
City Administrator  
City of Floodwood  
PO Box 348  
Floodwood, MN 55736

Proposals must be received at the above address by 2:00 P.M. on Friday, November 20, 2009. Late proposals will not be considered.

The City Council reserves the right to reject all proposals, to request additional information concerning any proposal for purposes of clarification, to accept or negotiate any modification to any proposal following the deadline for receipt of all proposals, and to waive any irregularities if such would serve the best interests of the City as determined by the City Council.

### **CONTACT INFORMATION**

Direct all inquiries regarding the Request for Proposals to Jessica Rich, City Administrator, at 218-476-2751, fax 218-476-2751 or email [floodwood@scicable.com](mailto:floodwood@scicable.com)

City of Cass Lake  
REQUEST for PROPOSAL and QUALIFICATIONS  
For CITY ATTORNEY SERVICES

I. PURPOSE

The City of Cass Lake is requesting proposals and qualifications for City Attorney services from firms experienced in municipal law.

II. BACKGROUND

The City of Cass Lake, located in northwestern Cass County, approximately 20 miles from Bemidji and is a statutory city operating under Plan A, with a population of 750. Cass Lake is governed by a City Council composed of a Mayor and four Council Members. All are elected at-large, the Mayor for a two-year term and the Council for four-year terms. The City of Cass Lake is within the boundaries of the Leech Lake Band of Ojibwe Reservation

Historically the City has retained a private firm or firms to provide City Attorney services. The City has also utilized additional firms to provide bond counsel service and to work with TIF-related development issues.

III. PROCESS

The City Council will review proposals and qualifications of submitting firms and if necessary, conduct interviews of all or a few of the firms. Upon the decision of the City Council the firm will be appointed to provide City Attorney services.

IV. GENERAL INSTRUCTIONS

- A. Responses must include complete information as described in this request. Six (6) copies shall be submitted by 3:00 p.m. on November 1, 2017

Sue Uhrinak  
City Clerk/Treasurer  
City of Cass Lake  
P.O. Box 877  
Cass Lake, MN 56633

- B. To ensure fairness and uniformity, firms submitting responses are requested to not contact City staff or the City Council. Questions about this RFP may be sent by e-mail to [casslake@midconetwork.com](mailto:casslake@midconetwork.com) prior to the submission deadline.
- C. The City will not reimburse any expenses incurred by the firm submitting responses including, but not limited to, expenses associated with the preparation and submission of the response and attendance at interviews.

- D. The City reserves the right to reject any and all proposals, to request additional information from any and all Proposers.

V. REQUIRED CONTENTS OF RESPONSE

A. Firm Background:

1. Brief history of firm
2. Number of attorneys, including number of partners and associates and areas of specialty
3. Support personnel: number and expertise
4. Office organization and support capabilities
5. Office location(s)
6. Current use of technology, especially capability for computerized legal research and for sharing and editing documents electronically.
7. Statement of any malpractice claims and/or ethics complaints taken against your firm or firm's attorney(s) over the last five years and the status or outcomes of such action. Indicate whether any action is pending or is currently under review by the State Ethics Board.
8. Describe malpractice insurance coverage: carrier, limits, and exemptions.

B. Attorney Qualifications:

1. Identify the specific attorney who will serve as the lead attorney and indicate the following:
  - Academic training and degrees
  - Description of background and experience
  - Description of prior municipal experience including cities served in a similar capacity
  - List of litigation in communities where designated attorney served as lead attorney and outcomes of litigation
2. Identify attorney who will serve in the lead attorney's absence, and provide information as requested in No. 1 above.
3. Identify other attorneys and support staff who will supply services for which the City will be charged.
4. Indicate current responsibilities of person designated to serve as lead attorney.

- C. List of cities you currently represent and for what type of service.
- D. List of cities you began representing in the last three years and cities you stopped representing in the last three years.
- E. Names, telephone numbers, and contact person of at least five (5) client references, at least two (2) of which shall be cities.
- F. Description of the firm's view of their responsibilities to the City in the provision of legal services.
- G. Copy of Malpractice/liability Insurance Certificate in a minimum amount of \$1,000,000.
- H. Conflict of Interest:
  - 1. Indicate whether designated lead attorneys or the law firm represent, or have represented, any client whose representation may conflict with your ability to provide legal services to the City.
  - 2. Indicate whether designated lead attorneys or the law firm currently represent any real estate developers. If so, please identify those companies or persons in detail and provide a percentage breakdown of how much this work represents of your firm's total billings.
  - 3. Indicate whether designated lead attorneys or the law firm currently represents any other local units of government having jurisdiction within, or contiguous to, the City of Cass Lake.
  - 4. Identify what procedures your firm utilizes to identify and resolve conflicts of interest.
- I. Fees:
  - 1. Firms desiring to be considered for City Attorney services shall indicate the hourly rate for City Attorney and other attorneys and support staff that may be working on City business.
  - 2. Firms shall indicate all other costs and reimbursables including meeting attendance, travel (per mile), telephone, printing, photocopying, etc.
  - 3. Firms shall indicate the minimum increment of time billed for each service including phone calls, correspondence and personal conferences.

VI. City Attorney Services Requirements

Following are the primary responsibilities:



1. Attend City Council meetings and other meetings as requested by the City Council or City Clerk/Treasurer.
2. Draft and/or review ordinances, resolutions, and correspondence, as requested.
3. City has adopted The Minnesota Basic Code. Possess knowledge of zoning and other property matters.
4. Advise the Mayor, Council Members, and City Clerk/Treasurer on city legal matters.
5. Prepare and/or review municipal contracts, such as contracts for public improvements, joint powers of agreements, construction, and purchase of equipment.
6. Represent City in matters related to the enforcement of City zoning codes.
7. Research and submit legal opinions on municipal or other legal matters, as requested by City Council or City Clerk/Treasurer.
8. Meet with the City Council, and City Clerk/Treasurer as needed to review status of all legal matters before the City.
9. Provide legal briefings as requested to City Council and Staff regarding new or proposed legislation affecting municipal operations and activities.
10. Provide written update on new State or Federal legislation or judicial decisions impacting the City and suggested action or changes in operations or procedures to assure compliance.
11. Provide advice on open meeting law, data practice, records retention and privacy issues.
12. Represent the City in employment related issues, arbitration, administrative hearings and in litigation involving same, Union contracts and negotiations.
13. Interpret and advise with respect to municipal employment matters including, but not limited to, PERA, personnel policy, FLSA, Veterans' Preference, unemployment compensation.
14. Defend City in litigation (except in those cases where insurance companies are required to provide defense) including, but not limited to, 1) human rights claims; 2) condemnation; 3) permits and administrative actions; and 4) employment matters.

15. Defend City in uninsured claims and other insurance matters.
16. In coordination with Bond Counsel, review of financing, special assessments, bonds and insurance requirements required by or for City contracts or activities.
17. Represent City in the acquisition of properties for public improvements, easements, and parks.
18. Represent City in condemnation proceedings for public improvement projects.
19. Represent City in workers' compensation matters.
20. Initiate litigation on behalf of City as requested by City Council.
21. Interpret and advise regarding State land use statutes and City Code.
22. Interpret and advise regarding laws relating to Comprehensive Plans and approvals.
23. Interpret and advise regarding impact fees and legal uses.
24. Advise and represent the City on environmental matters.
25. Prepare and/or review the following as requested by City Council or Clerk/Treasurer:
  - a. Vacation of Rights-of-way
  - b. Special Assessments
  - c. Business Subsidy Agreements
  - d. Development Agreements
26. Knowledge and experience with Tribal Law

## **TERMS AND CONDITIONS**

- A. The City of Cass Lake reserves the right to cancel or amend the request for proposals at any time. The City of Cass Lake reserves the right to determine the successful respondent. The City of Cass Lake reserves the right to reject any or all proposals.
- B. The City of Cass Lake will not be liable for any costs incurred by the firm responding to this request.
- C. The firm shall not assign any interest in this proposal and shall not transfer any interest in the same without the prior written consent of the City of Cass Lake.

- D. For the purposes of this agreement, the consultant shall be deemed to be an independent contractor, and not an employee of the organization. Any and all agents, servants, or employees of the firm or other persons, while engaged in the performance of any work or services required to be performed by the City of Cass Lake under this agreement, shall not be considered employees of the City of Cass Lake and any and all actions which arise as a consequence of any act or omission on the part of the firm, its agents, servants, employees or other persons shall in no way be the obligation or responsibility of the City of Cass Lake. The consultant, its agents, servants, or employees shall be entitled to none of the rights, privileges, or benefits of organization employees except as otherwise may be stated herein.
  
- E. No official or employee of the City of Cass Lake who exercises any responsibilities in the review, approval or carrying out of the proposal shall participate in any decision which affects his or her direct or indirect personal or financial interest.



# City Council Report

To: Mayor and Council  
From: Shirley Buecksler, City Clerk-Treasurer  
Date: February 13, 2023

## Water Usage at 505 Walnut Street

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### **BACKGROUND INFORMATION:**

At their January 23, 2023 meeting, Council heard from Tina Baudoin, owner of 505 Walnut Street, regarding her water bill.

At the meeting, Council looked at a printout of the meter usage between December 28, 2022 and January 1, 2023, which showed that the leak started after the homeowners left for vacation and stopped two hours before they returned. The homeowner did not know there was a problem until they received their water bill.

Discussion on January 23<sup>rd</sup> included:

- Usage shown by Beacon and the way it shut off, gradual not immediate, appears to be something mechanical. It then returned to normal.
- Every day at 2:00 am was slightly more flow. Questioned if there could be slightly higher pressure daily at that time.
- Water softener – homeowner said it's not running and has been on bypass for approximately six months.
- Boiler – homeowner said there is no auto-fill, must be manually done.
- Heated floors – homeowner said they do not have heated floors.

Council recommended that the homeowner have a plumber look at it. Council told the homeowner that the City Clerk will provide them with an average of the last two months. They should pay this amount, and the City will hold the value of the difference with no interest. If there is no similar activity, Council can address it in the future. Council directed the City Clerk to provide future updates on activity.

### **STAFF RECOMMENDATION:**

Based on discussion.

### **ATTACHMENT(S):**

Take note of the scale on the left of the chart when viewing:

- Water usage of roughly 20,500 gallons from December 28, 2022 to January 1, 2023
- Water usage from January 2 through February 9, 2023

# Total 19,855 Gallons

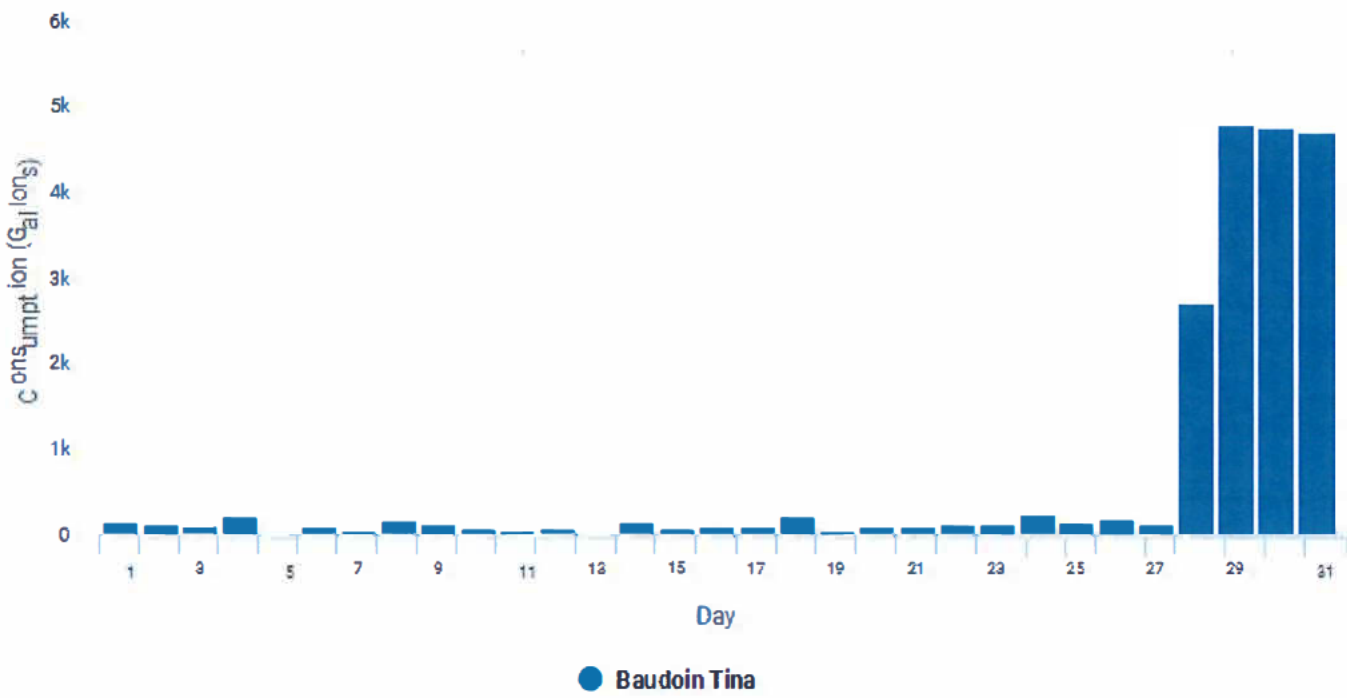
Minute Hour **Day** Week Month Year

◀ Today ▶    




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Daily for December 2022

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## Cards

Sort By:     





Jan 3-9  
**389**  
Gallons

Jan 10-16  
**740**  
Gallons

<b>Account ID</b>	<b>Class Code</b>	<b>Meter ID</b>
<b>Account Name</b> Boudoin Tina	<b>Service Address</b> 505 WALNUT ST MANTORVILLE MN 55955	<b>DMA Zone ID</b> (D) 1
<b>Service Agreement</b> Start: Jul 18, 2020		<b>Route</b> 3

Roughly 20,500 gallons usage  
Dec. 28 - Jan 1

# Total 4,755 Gallons

Minute Hour **Day** Week Month Year

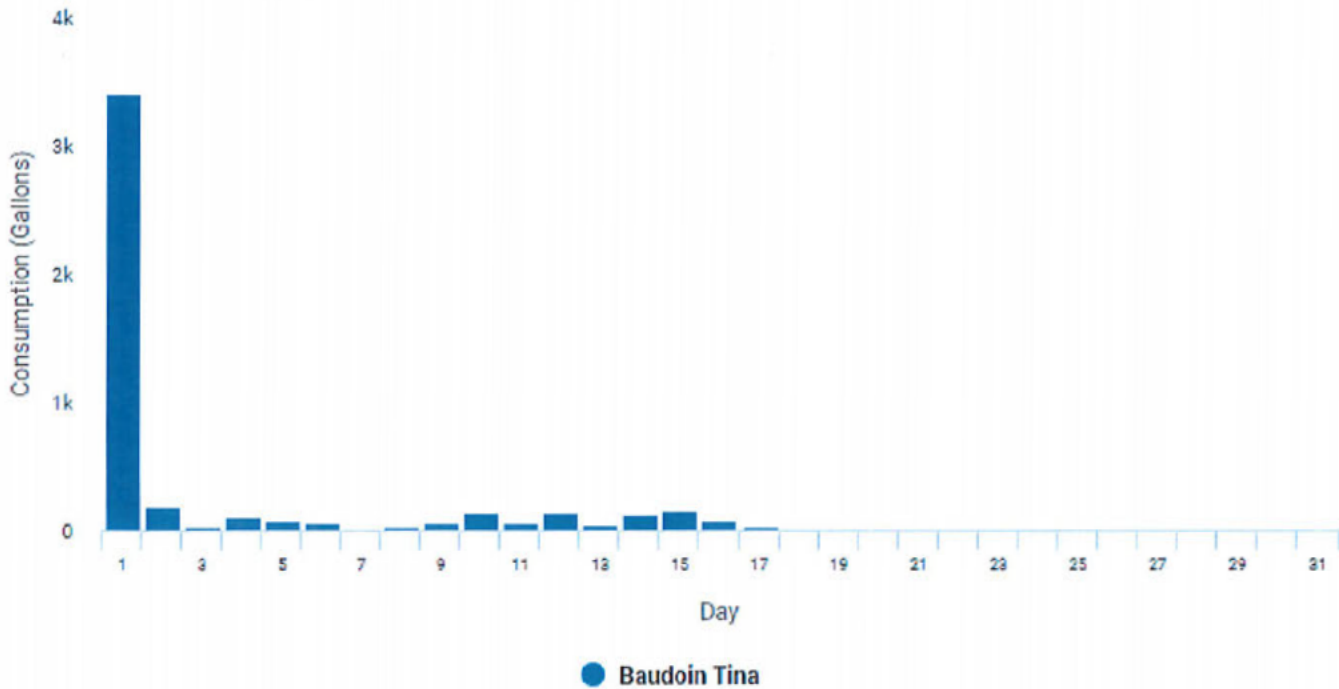
◀ Today ▶



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Daily for January 2023

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Tags

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Jan 3-9

**389**

Gallons

Jan 10-16

**740**

Gallons

Account ID

Class Code

Meter ID

Account Name  
Baudoin Tina

Service Address  
**505 WALNUT ST**  
MANTORVILLE  
MN 55955

DMA Zone ID  
(D) 1

Service Agreement  
Start: Jul 18, 2020

Route  
3

Total 2,693 Gallons

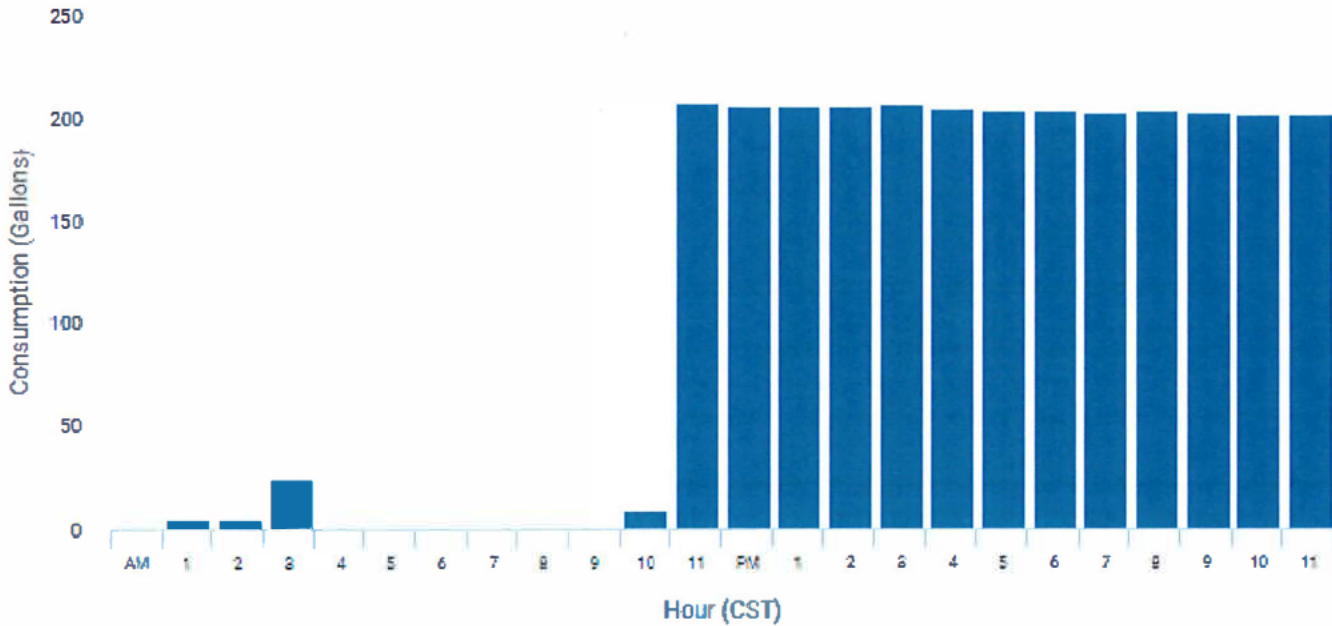
Minute Hour Day Week Month Year

Today [Calendar] [Bar Chart] [Line Chart] [Globe]

Print/Download

Wednesday, December 28, 2022

More Options



Baudoin Tina

Cards

Sort By: Relevance [Up Arrow] [Minus] [Menu] [Settings]

Add Note Tags Set Alert More [Plus]



Jan 3-9 <b>389</b> Gallons	Jan 10-16 <b>740</b> Gallons	<b>Class Code</b>	
Baudoin Tina		<b>Service Address</b>	<b>DMA Zone ID</b>
<b>Service Agreement</b> Start: Jul 18, 2020		505 WALNUT ST MANTORVILLE MN 55955	(D) 1
			<b>Route</b> 3

Began Wednesday Dec. 28<sup>th</sup>  
at 10-11 am

Stopped Sunday January 1<sup>st</sup>  
around 4pm



**Total 4,792 Gallons**

Minute Hour Day Week Month Year

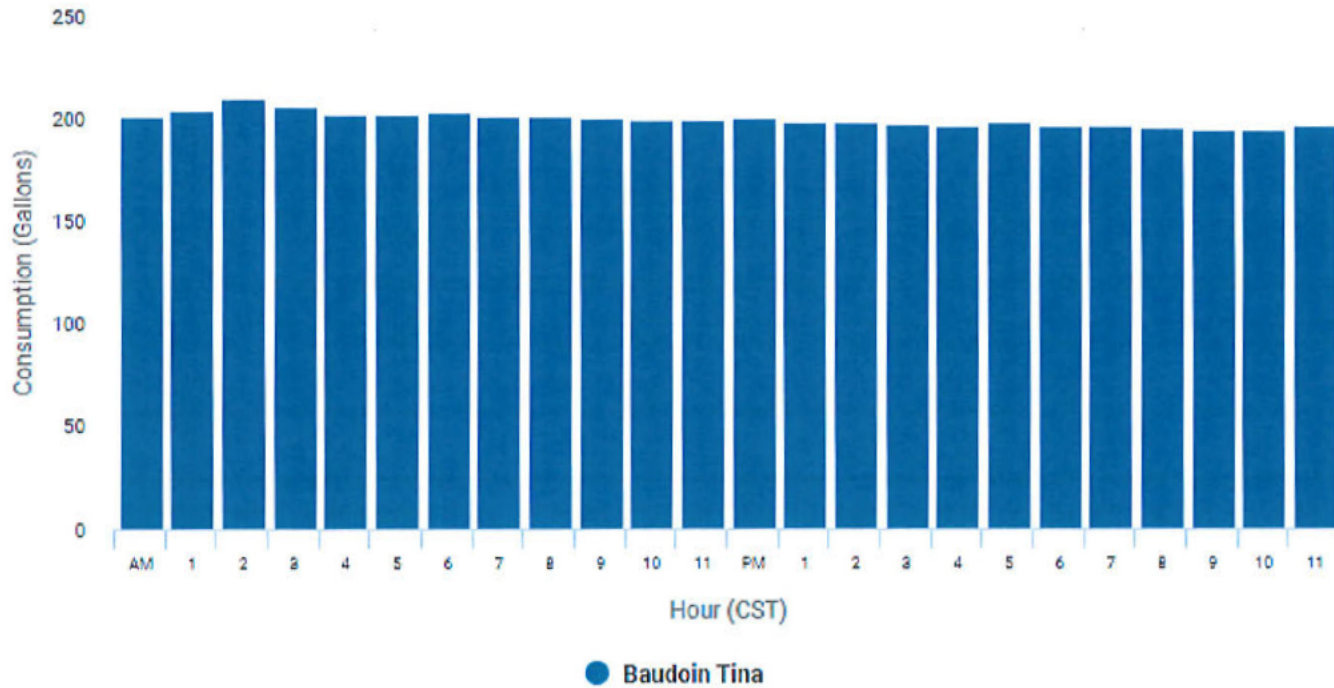
Today



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Thursday, December 29, 2022

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Baudoin Tina

**Cards**

Sort By: Relevance



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+

	<b>Jan 3-9</b> <b>389</b> <i>Gallons</i>	<b>Jan 10-16</b> <b>740</b> <i>Gallons</i>	<b>Account ID</b>	<b>Class Code</b>	<b>Meter ID</b>
			<b>Account Name</b> Baudoin Tina	<b>Service Address</b> 505 WALNUT ST	<b>DMA Zone ID</b> (D) 1
			<b>Service Agreement</b> Start: Jul 18, 2020	MANTORVILLE MN 55955	<b>Route</b> 3



# Total 4,732 Gallons

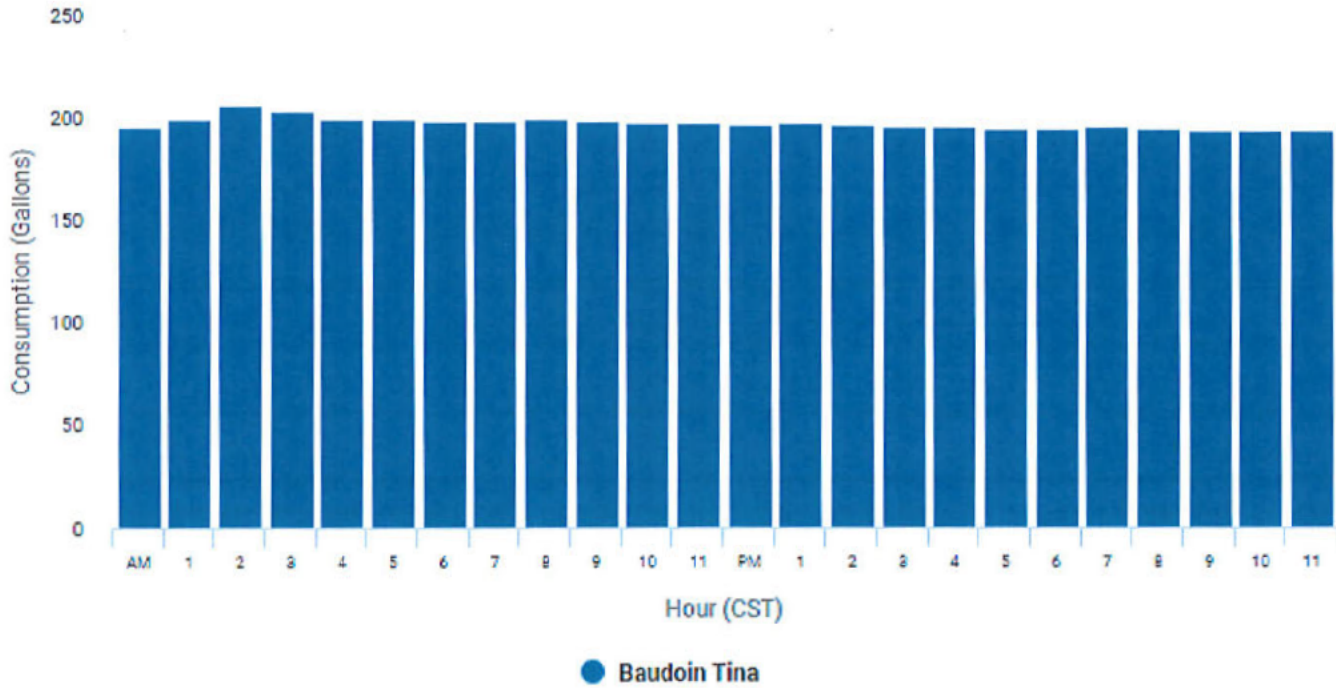
Minute Hour Day Week Month Year

Today [Calendar Icon] [Bar Chart Icon] [List Icon] [Globe Icon]

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Friday, December 30, 2022

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## Cards

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★ [Add Note] [Tags] [Set Alert] [More] [Plus]

	Jan 3-9 <b>389</b> Gallons	Jan 10-16 <b>740</b> Gallons	<b>Account ID</b>	<b>Class Code</b>	<b>Meter ID</b>
			<b>Account Name</b> Boudoin Tina	<b>Service Address</b> 505 WALNUT ST MANTORVILLE MN 55955	<b>DMA Zone ID</b> (D) 1
			<b>Service Agreement</b> Start: Jul 18, 2020		<b>Route</b> 3

# Total 4,694 Gallons

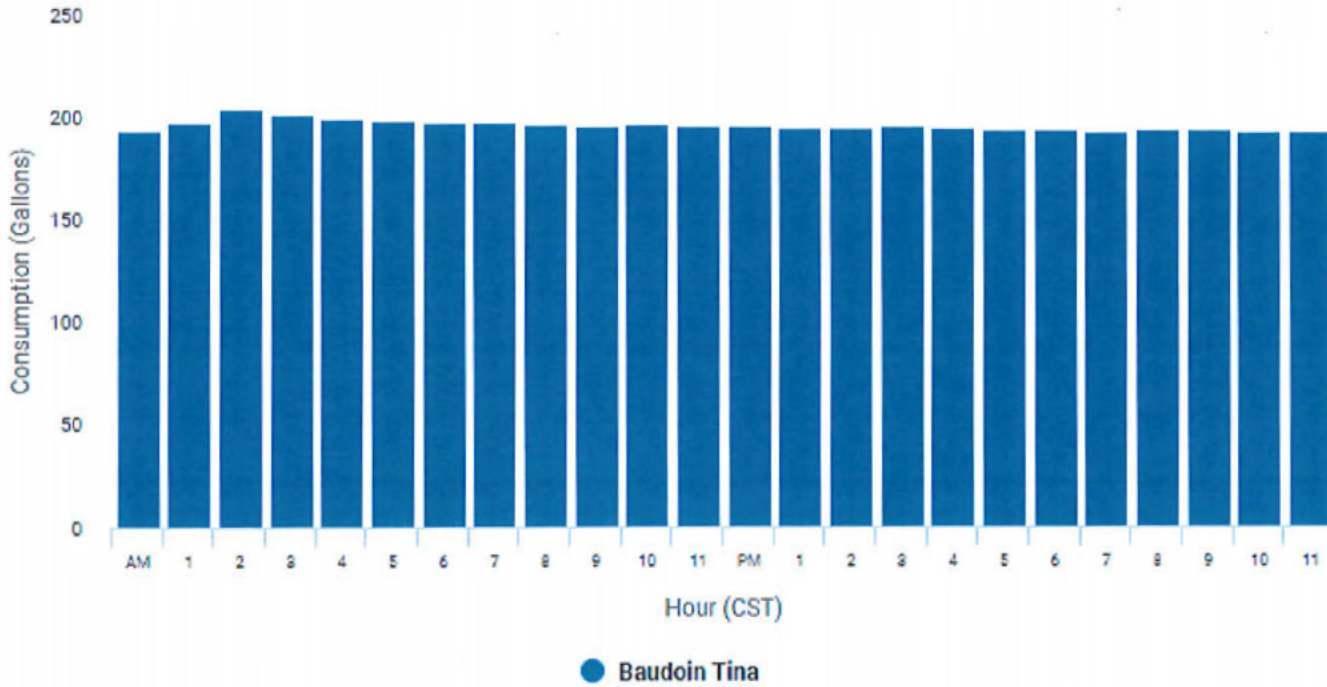
Minute Hour Day Week Month Year

Today [Calendar Icon] [Bar Chart Icon] [Line Chart Icon] [Globe Icon]

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Saturday, December 31, 2022

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## Cards

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★
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	<b>Jan 3-9</b> <b>389</b> <i>Gallons</i>	<b>Jan 10-16</b> <b>740</b> <i>Gallons</i>	<b>Account ID</b> [Blank]	<b>Class Code</b> [Blank]	<b>Meter ID</b> [Blank]
			<b>Account Name</b> Baudoin Tina	<b>Service Address</b> 505 WALNUT ST MANTORVILLE MN 55955	<b>DMA Zone ID</b> (D) 1
			<b>Service Agreement</b> Start: Jul 18, 2020		

# Total 3,402 Gallons

Minute Hour Day Week Month Year

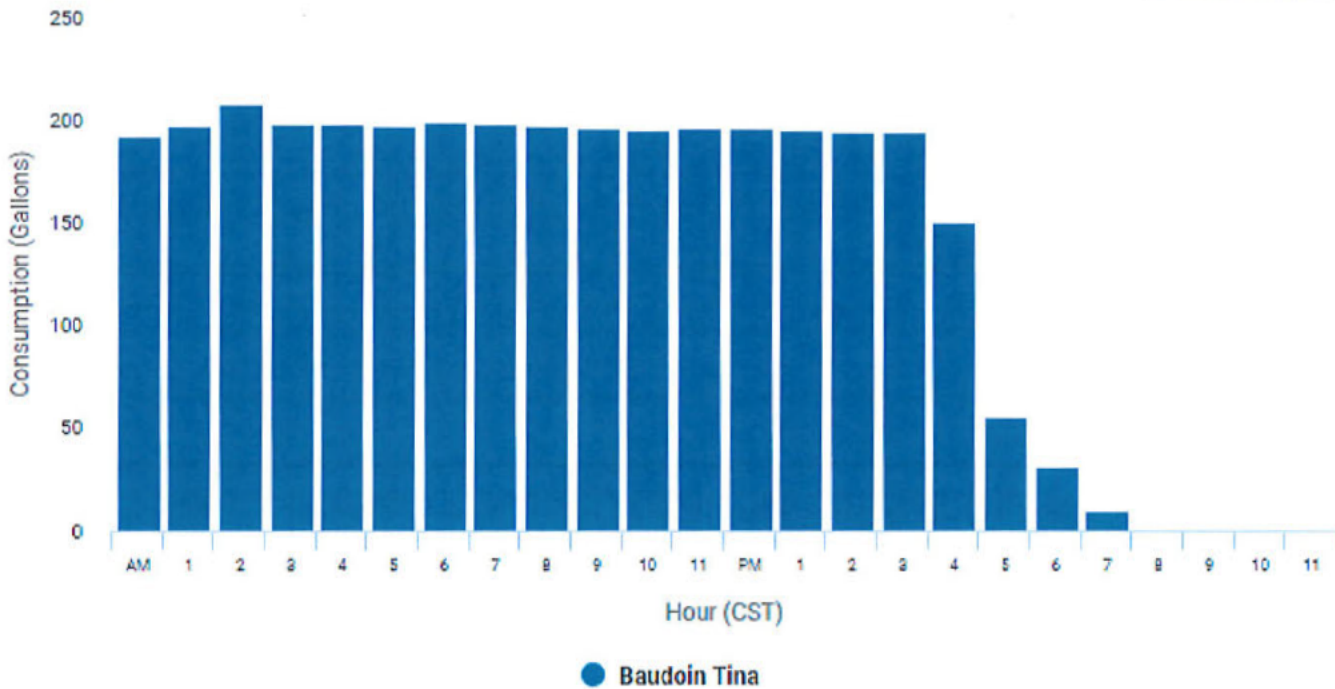
Today



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Sunday, January 01, 2023

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## Cards

Sort By: Relevance



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Tags

Set Alert

More



Jan 3-9  
**389**  
Gallons

Jan 10-16  
**740**  
Gallons

Account ID

Class Code

Meter ID

Account Name  
Boudoin Tina

Service Address  
**505 WALNUT ST**  
MANTORVILLE  
MN 55955

DMA Zone ID  
(D) 1

Service Agreement  
Start: Jul 18, 2020

Route  
3

Total 6,418 Gallons

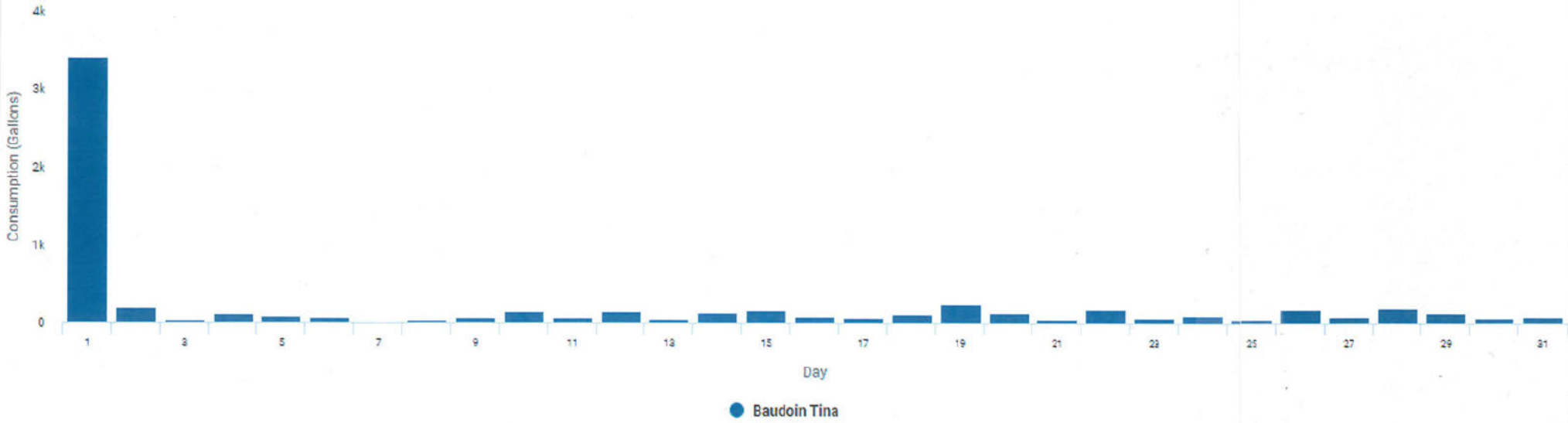
Minute Hour Day Week Month Year

Today [Calendar Icon] [Bar Chart Icon] [Line Chart Icon] [Globe Icon]

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Daily for January 2023

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Jan 23-29 <b>786</b> Gallons	Jan 30-Feb 5 <b>789</b> Gallons
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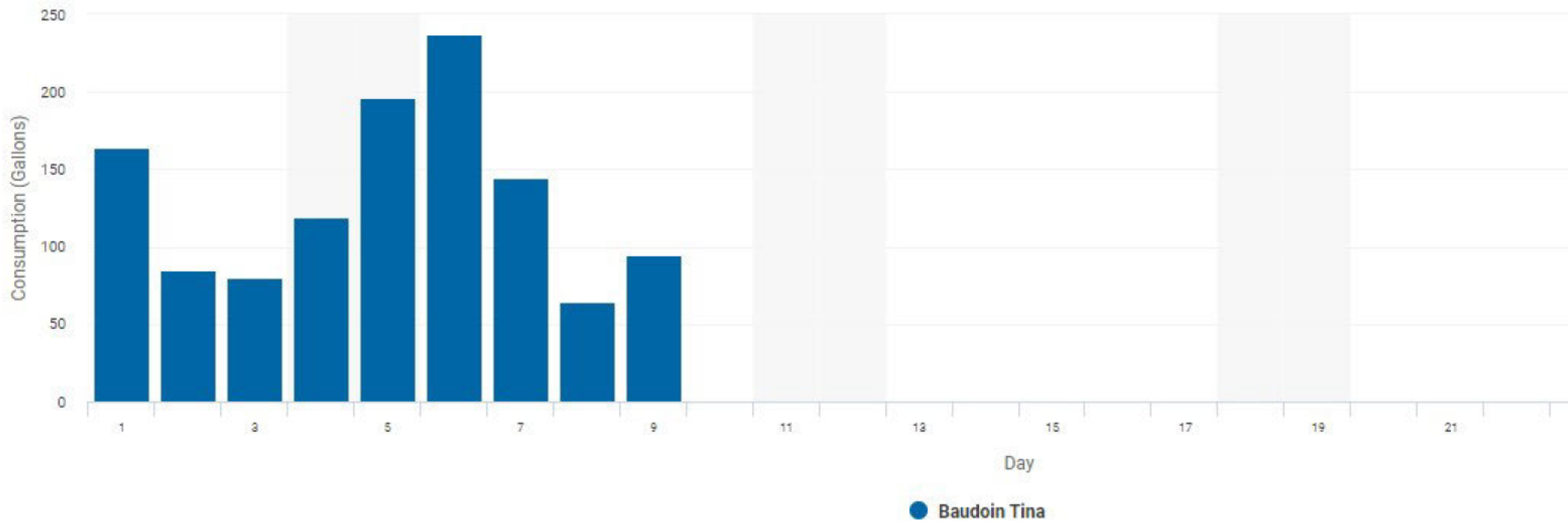
<b>Account ID</b>	<b>Class Code</b>	<b>Meter ID</b>
<b>Account Name</b> Baudoin Tina	<b>Service Address</b> 505 WALNUT ST MANTORVILLE MN 55955	<b>DMA Zone ID</b> (D) 1
<b>Service Agreement</b> Start: Jul 18, 2020		<b>Route</b> 3

Login As Add Note Tags Edit Alert More [Dropdown]



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Daily for February 2023



Cards

Sort By: Relevance

Login As



Jan 26-Feb 1	Feb 2-8
<b>890</b>	<b>927</b>
Gallons	Gallons

Account ID

Class Code

Meter ID

Account Name  
Baudoin Tina

Service Address  
**505 WALNUT ST**  
MANTORVILLE  
MN 55955

DMA Zone ID  
(D) 1  
Route  
3

Service Agreement  
Start: Jul 18, 2020