



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

---

**CITY COUNCIL MEETING**  
**MANTORVILLE CITY COUNCIL CHAMBERS**  
**21 5<sup>TH</sup> STREET E, MANTORVILLE, MN 55955**  
**MONDAY, MARCH 27, 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 March 13, 2023
- B. Accounts Payable Claims List
- C. Dodge County Commissioners Meeting Minutes of February 28, 2023
- D. Rental License for 2023

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

**6. Public Concerns**

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

**7. Public Safety Update – *No Items***

**8. Public Hearing – *No Items***

**9. Old Business/New Business**

**A. New Business**

- 1) Mantorville Saloon Summer Activities, Scott and Koreen Seim
- 2) Dodge County Pheasants Forever Bingo and Raffle Lawful Gambling Permit for April 22, 2023; Resolution No. 2023-13
- 3) Resolution No. 2023-12 Updating Signatories for City Bank Accounts and Allowing Facsimile Signature for Certain Signatories

**B. Old Business**

- 1) City Clerk-Treasurer Position, Salary

**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 for future discussion
  - 1) Resolution No. 2023-11 Approving City Designations for Consultants for 2023
- B. Request for Proposals – tabled for future discussion
  - 1) Draft RFP for City Attorney
  - 2) Draft RFP for City Engineer
- C. Motorized Golf Carts, All-Terrain Vehicles, and Utility Task Vehicles; Ordinance No. 2023-05 and Resolution No. 2023-10 – tabled for continued discussion through March 27, 2023

**11. Reports**

- A. Public Works Report
  - 1) Spring tree removal bids for 2023 Season
- B. City Clerk Report
- C. Consultant Report
- D. Committee Reports  
*Chamber, EDA, Finance/Budget, Fire Department, Infrastructure, KM Joint Powers, MRA, Park Board, Personnel, Township*
- E. Councilmember Reports
- F. Mayor’s Report

**12. Executive Session – No Items**

**13. Adjourn**

<b><i>Upcoming Meetings and Events in Mantorville:</i></b>		
<i>April 4, 2023</i>	<i>6:30 pm</i>	<i>Economic Development Authority Meeting</i>
<i>April 10, 2023</i>	<i>6:30 pm</i>	<i>Regular City Council Meeting</i>
<i>April 19, 2023</i>	<i>7:30 pm</i>	<i>Mantorville Fire Dept General Members Meeting</i>
<i>April 24, 2023</i>	<i>6:30 pm</i>	<i>Regular City Council Meeting</i>
<i>April 25, 2023</i>	<i>6:30 pm</i>	<i>Regular Parks &amp; Recreation Committee Meeting</i>
<i>May 2, 2023</i>	<i>6:30 pm</i>	<i>Economic Development Authority Meeting</i>
<i>May 8, 2023</i>	<i>6:30 pm</i>	<i>Regular City Council 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  
March 13, 2023



1. **Call to Order**

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

Present: Mayor Chuck Bradford

Councilmembers:

Jessica Bradford

Lyle Hoaglund

Jeffrey Ingalls

Absent: Greg Rud

Others Present: City Clerk-Treasurer Shirley Buecksler  
Deputy City Clerk Gretchen Lohrbach  
Public Works Lead Joe Adams  
Public Works Wade Schroeder  
City Engineer Tim Hruska  
Fire Chief Duke Harbaugh

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 Mayor Bradford and seconded by Councilmember Ingalls to approve the Consent Agenda, as presented:

- A. Special City Council Meeting Minutes of February 27, 2023
- B. Regular City Council Meeting Minutes of February 27, 2023
- C. Accounts Payable Claims List
- D. Dodge County Board of Commissioners Meeting Minutes of February 14, 2023
- E. Chamber of Commerce Meeting Minutes of February 1, 2023
- F. Chamber of Commerce Annual Meeting Minutes of February 1, 2023

Motion carried: 5 ayes / 0 nays

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

**6. Public Concerns**

Bill Reding asked when his drain at 220 6<sup>th</sup> St. W. would be addressed. Joe Adams said that they will get in there in the spring.

**7. Public Safety Update**

**A. Update from Fire Chief Harbaugh**

- 1) Mantorville Fire Department General Meeting Minutes of March 1, 2023

Fire Chief Harbaugh stated that their next General Meeting will be the Wednesday April 3, 2023 because of Byron and Kasson's Annual Social. Also, the Fire Department is looking into whether or not 4-way flashers should be used when driving to fire calls. They will review the Standard Operating Procedures at their next meeting

**B. Update from Sheriff's Office**

- 1) Dodge County Sheriff's Office Report for February 2023

**8. Public Hearings – *No Items***

**9. Old Business/New Business – *No Items***

**10. Tabled Items**

**A. Designation of City Consultants for 2023 – tabled for future discussion**

- 1) City Designations for Consultants for 2023; Resolution No. 2023-11

Mayor Bradford asked for motions to pull this item from the table. None made. This item remains on the table. No discussion.

**B. Request for Proposals – tabled for future discussion**

- 1) Draft RFP for City Attorney
- 2) Draft RFP for City Engineer

Councilmember Ingalls motioned to pull both items from table. Councilmember Bradford seconded.

Motion carried. 5 ayes / 0 nays. These items are now off the table and open for discussion.

City Clerk-Treasurer Buecksler commented that she leaned on the City Attorney and City Engineer when she first began her position with the City of Mantorville. Now that Gretchen Lohrbach is beginning as City Clerk-Treasurer, it may not be a good time to go ahead with these.

Councilmember Ingalls motioned to table these items again. Councilmember Hoaglund seconded.

Motion carried. 5 ayes / 0 nays. These items are back on the table.

**C. Motorized Golf Carts, All-Terrain Vehicles, and Utility Task Vehicles; Ordinance No. 2023-05 and Resolution No. 2023-10 – tabled for continued discussion**

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

Motion carried. 5 ayes / 0 nays. This item is off the table and open for discussion.

City Clerk-Treasurer Buecksler told Council they had previously discussed changing this to golf carts only. Councilmember Ingalls felt changing it to only golf carts would be best. Councilmember Bradford said that it seems silly to have a city permit if already licensed.

Mayor Bradford asked for public comment.

Bill Reding asked how many years the permit would be good for. The permit will be annual per recommendation of Sheriff Rose.

Motion was made by Councilmember Ingalls to table this item while it is being changed to only golf carts. Councilmember Bradford seconded. Motion carried. This item is back on the table.

**D. Intersection Control at 4<sup>th</sup> Street and Clay Street – tabled for continued discussion**

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

Motion carried. 5 ayes / 0 nays. This item is now off the table and open for discussion.

Tim Hruska said the traffic flow at this intersection is low and there is minimal potential conflict so it does not meet the criteria for stop signs, it would be a judgement call.

Councilmember Bradford has heard positive feedback from citizens and on Facebook for putting the stop signs up on 4<sup>th</sup> Street.

Mayor Bradford opened it up for public comment. He said we had different scenarios from the meeting before, a 4-way stop, 2 yields 2 stop signs, put the stop signs on 4<sup>th</sup> or on Clay Street.

Virgil Andrist felt the stops signs should be on Clay Street because there is a slope downwards on 4<sup>th</sup> Street which can make it hard to stop.

Bill Reding said it may need to become a 4-way stop eventually with the HWY 57 project happening.

Councilmember Bradford said it was the stop signs on 4<sup>th</sup> Street that had the positive feedback on Facebook.

Councilmember Ingalls said we should put in the stop signs on 4<sup>th</sup> Street as proposed.

Motion was made by Councilmember Hoaglund and seconded by Councilmember Bradford.

Motion carried. 5 ayes / 0 nays.

## **11. Reports**

### **A. Public Works Report**

Councilmember Hoaglund asked Joe if he has a plan for seal coating and crack filling for the spring. Joe Adams said the HWY 57 project is holding decisions back about which roads to fix or just patch so nothing will be done this spring.

### **B. City Clerk Report**

- 1) We currently have 8 applicants for the Deputy City Clerk position.
- 2) The auditors will be here at the end of the month, 28<sup>th</sup> – 30<sup>th</sup>.
- 3) We were asked to donate a T-Shirt or sweatshirt for the MRA's Mulligan Stew at The Hubbell House on March 16<sup>th</sup>. Mayor Bradford said we can donate both.

### **C. Consultant Report**

City Engineer Tim Hruska from WHKS was present to update the Council on the HWY 57 project.

Councilmember Bradford said that someone had asked about itemizing the bill from WHKS. Tim said that they will start to break down their invoices.

Tim said the last couple of months they have been involved in the utility coordination with Xcel Energy on the HWY 57 project. The overhead transmission needs to be moved and they are looking at switching to the alley on the east side on HWY 57. Brandyn Chezick has been meeting with individual property owners on the project easements. They are also working on ADA compliance and environmental compliance. There will be another public presentation in the summer with the final plans and construction impacts. Tim also mentioned that they are working on the staging of how to go through the intersection of 4<sup>th</sup> Street and HWY 57 because there is water, storm sewer, and sanitary sewer in the area. They are trying to see if they can do ½ and ½, but it may have to be closed for a short time to the south. They also need to make sure the Fire Department can get around the intersection.

Councilmember Bradford asked if the MNDOT specs and designs can be changed if something comes up at the public presentation with MNDOT. Tim answered that slight

modifications could be made, but larger things can't. MNDOT did get public approval early on in the project.

Mayor Bradford asked if they are thinking of staying arial or going subterranean with the power. Tim said there are space constraints and it is more expensive to go underground. Councilmember Hoaglund said this can be potentially 10x more expensive to go underground. Tim said they can have this discussion with Xcel the next time they meet with them.

Councilmember Ingalls asked if there's anything the public should be informed of. Tim said they will be narrowing the roadway and there will be bump-outs at the intersection. They are also working with the DOT to make sure that big trucks can make it through the intersection.

Bill Reding asked if there will still be parking on the sides of the street when the road is narrowed. Tim said there would still be parking.

Councilmember Ingalls asked if there would be lighting to signal pedestrians. Tim said that they don't now, but it would be an easy add.

Councilmember Bradford brought up the issue of kids trying to cross from Casey's to the Park. Tim said they had looked at putting one in on the other side of the bridge where the trail is, but they have not discussed one by Casey's. They will be adding a sidewalk from the bridge to 4<sup>th</sup> Street.

Virgil Andrist asked about how they were going to do ½ and then the next ½. Tim said they are trying to figure it out because the roadway itself is not a problem, the tough part is the sewer that runs through it 10 feet deep.

Bill Reding asked about possibly cutting though Casey's parking lot. Tim said this hasn't been discussed with them.

Virgil Andrist suggested building up the southwest side of 4<sup>th</sup> Street as a possibility. Tim said they are looking at these options but the park is a Section 4F historic property and the State would need to be involved. MNDOT already had to touch the park to build the bridge, so it is possible they would let us.

Councilmember Bradford asked if there would be crosswalks going in by The Hubbell House or by The Chocolate Shoppe. Tim said there are bump-outs going in which should make it a safer intersection.

Councilmember Hoaglund asked if the community would have any input with the choice of streetlights. Tim said they received public input at the earlier meetings and they decided on Xcel's standard decorative pole. They will be Acorn style LED lights and will be owned by Xcel.

Jim Potter asked if we would be allowed to have Christmas lights. Tim said they will have to work out these details.

Councilmember Hoaglund asked if we will meet again with the HWY 57 committee and Tim said that they would before the public presentation.

**D. Committee Reports**

- 1) Chamber – Dodge County Expo is Saturday March 25<sup>th</sup> and Mantorville will have three booths there: Chamber of Commerce, Mantorville Restoration association, and the Theatre Company.
- 2) Economic Development Authority
- 3) Finance/Budget
- 4) Fire Department
- 5) Infrastructure
- 6) Kasson Mantorville Joint Powers
- 7) Mantorville Restoration Association – Mulligan Stew is scheduled for March 16<sup>th</sup> at the Hubbell House.
- 8) Park Board – first meeting is Tuesday March 28<sup>th</sup> at 6:30pm.
- 9) Personnel
- 10) Fire Relief
- 11) Township

**E. Councilmember Reports**

Councilmember Hoagland is excited about the new lights and wondered if they were still going to begin in 2024. Tim said yes.

Councilmember Ingalls asked about potholes and Joe said the State will patch the ones by Casey's.

Councilmember Hoaglund suggested no longer attending the Milton Township and Wasioja Township board meetings. He said they would attend every Mantorville Township meeting and he and Councilmember Bradford would switch off. Mayor Bradford said this sounds good.

**12. Adjourn**

Motion was made by Councilmember Ingalls and seconded by Councilmember Bradford to adjourn the meeting at 7:25 p.m.

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



Payments

Current Period: March 2023

Payments Batch 032223PAY		\$52,253.37	
Refer	0 AVESIS	-	
Cash Payment	G 101-21715 Employee Paid Vision Plan	Group # 30912-1066	\$39.28
Invoice	2974645	3/27/2023	
Transaction Date	3/22/2023	Citizens State Bank 10100	<b>Total</b> \$39.28
Refer	0 AFLAC	-	
Cash Payment	G 101-21710 AFLAC	Acct P8873	\$33.12
Invoice	020383	3/27/2023	
Transaction Date	3/22/2023	Citizens State Bank 10100	<b>Total</b> \$33.12
Refer	0 CITY OF KASSON	-	
Cash Payment	E 602-49450-585 Kasson WW Processing	2023 1st Qtr	\$9,448.00
Invoice	3/10/23	3/27/2023	
Transaction Date	3/22/2023	Citizens State Bank 10100	<b>Total</b> \$9,448.00
Refer	0 DODGE COUNTY RECORDER	-	
Cash Payment	E 101-41500-315 Recording Fees	Recording Fees	\$46.00
Invoice	3/9/2023	3/27/2023	
Transaction Date	3/22/2023	Citizens State Bank 10100	<b>Total</b> \$46.00
Refer	0 DELTA DENTAL	-	
Cash Payment	G 101-21708 Dental Insurance	client 8912090001	\$139.18
Invoice	RIS0004816531	3/27/2023	
Transaction Date	3/22/2023	Citizens State Bank 10100	<b>Total</b> \$139.18
Refer	0 INTERNAL REVENUE SERVICE	Ck# 005869 3/27/2023	
Cash Payment	G 101-21703 FICA Tax Withholding	PR 05.01	\$1,895.44
Invoice	3/22/23	3/27/2023	
Cash Payment	G 101-21709 Medicare	PR 05.01	\$443.28
Invoice	3/22/23	3/27/2023	
Cash Payment	G 101-21701 Federal Withholding	PR 05.01	\$1,528.58
Invoice	3/22/23	3/27/2023	
Transaction Date	3/22/2023	Citizens State Bank 10100	<b>Total</b> \$3,867.30
Refer	0 INTERNAL REVENUE SERVICE	Ck# 005870 3/27/2023	
Cash Payment	G 101-21703 FICA Tax Withholding	PR 06	\$1,088.56
Invoice	03.22.23	3/27/2023	
Cash Payment	G 101-21709 Medicare	PR 06	\$254.58
Invoice	03.22.23	3/27/2023	
Cash Payment	G 101-21701 Federal Withholding	PR 06	\$763.21
Invoice	03.22.23	3/27/2023	
Transaction Date	3/22/2023	Citizens State Bank 10100	<b>Total</b> \$2,106.35
Refer	0 KENNEDY & GRAVEN, CHARTERE	-	
Cash Payment	E 101-41600-304 Legal Fees	2/28/23	\$4,031.32
Invoice		3/27/2023	
Transaction Date	3/22/2023	Citizens State Bank 10100	<b>Total</b> \$4,031.32
Refer	0 LINCOLN NATIONAL LIFE INS. CO.	-	
Cash Payment	G 101-21711 Life Insurance Payable	Acct ATCMNTRVL-BL-1557985	\$207.15
Invoice	04/01/23	3/27/2023	
Transaction Date	3/22/2023	Citizens State Bank 10100	<b>Total</b> \$207.15

MANTORVILLE, MN

03/22/23 2:49 PM

Page 2

Payments

Current Period: March 2023

Refer	0	<u>MINNESOTA ENERGY</u>	-		
Cash Payment	E 101-41940-380	Utility Services	4016467-5	STREETS	\$601.34
Invoice	4502240995	3/27/2023			
Cash Payment	E 101-41940-380	Utility Services	4300149-4	STREETS	\$852.15
Invoice	4502240995	3/27/2023			
Cash Payment	E 101-41940-380	Utility Services	4028156-0	STREETS	\$653.78
Invoice	4502240995	3/27/2023			
Cash Payment	E 101-42200-380	Utility Services	4229566-7	FIRE DEPT	\$1,565.67
Invoice	4502240995	3/27/2023			
Cash Payment	E 602-49450-380	Utility Services	4299022-6	WWTP	\$443.33
Invoice	4502240995	3/27/2023			
Cash Payment	E 101-41940-380	Utility Services	5121503-6	NEW SHOP	\$0.00
Invoice	4502240995	3/27/2023			
Transaction Date	3/22/2023		Citizens State Bank	10100	<b>Total</b> \$4,116.27
Refer	0	<u>MN PERA</u>	<u>Ck# 005871</u>	<u>3/27/2023</u>	
Cash Payment	G 101-21704	PERA	PR 06		\$1,340.55
Invoice	03/22/23	3/27/2023			
Transaction Date	3/22/2023		Citizens State Bank	10100	<b>Total</b> \$1,340.55
Refer	0	<u>MN DEPARTMENT OF REVENUE</u>	<u>Ck# 005868</u>	<u>3/27/2023</u>	
Cash Payment	G 101-21702	State Withholding	Withholding Tax	PR06	\$393.45
Invoice	3.22.23	3/27/2023			
Transaction Date	3/22/2023		Citizens State Bank	10100	<b>Total</b> \$393.45
Refer	0	<u>MN DEPARTMENT OF REVENUE</u>	<u>Ck# 005867</u>	<u>3/27/2023</u>	
Cash Payment	G 101-21702	State Withholding	Wothholding Tax	PR 05.01	\$496.79
Invoice	3/21/23	3/27/2023			
Transaction Date	3/22/2023		Citizens State Bank	10100	<b>Total</b> \$496.79
Refer	0	<u>NCPERS GROUP LIFE INS.</u>	-		
Cash Payment	G 101-21711	Life Insurance Payable	April 2023		\$16.00
Invoice	608900042023	3/27/2023			
Transaction Date	3/22/2023		Citizens State Bank	10100	<b>Total</b> \$16.00
Refer	0	<u>ON-SITE COMPUTERS, INC</u>	-		
Cash Payment	E 601-49400-300	Professional Srvs (GEN	03/03/2023		\$12.00
Invoice	CW84806	3/27/2023			
Cash Payment	E 101-41500-300	Professional Srvs (GEN	03/03/2023		\$303.00
Invoice	CW84806	3/27/2023			
Transaction Date	3/22/2023		Citizens State Bank	10100	<b>Total</b> \$315.00
Refer	0	<u>SAMS CLUB</u>	<u>Ck# 005873</u>	<u>3/27/2023</u>	
Cash Payment	E 101-41940-200	Supplies	3/28/23		\$31.98
Invoice		3/27/2023			
Transaction Date	3/22/2023		Citizens State Bank	10100	<b>Total</b> \$31.98
Refer	0	<u>SUBWAY</u>	<u>Ck# 005864</u>	<u>3/27/2023</u>	
Cash Payment	E 101-41110-430	Miscellaneous	Meals for council training		\$46.77
Invoice	1B5E29AF-67	3/27/2023			
Transaction Date	3/22/2023		Citizens State Bank	10100	<b>Total</b> \$46.77
Refer	0	<u>SUBWAY</u>	<u>Ck# 005863</u>	<u>3/27/2023</u>	

MANTORVILLE, MN

03/22/23 2:49 PM

Page 3

Payments

Current Period: March 2023

Cash Payment	E 101-41110-430	Miscellaneous	Meals for council training	\$28.67
Invoice	76E07455-F3	3/27/2023		
Transaction Date	3/22/2023		Citizens State Bank 10100	<b>Total</b> \$28.67
Refer	0	<u>SIMPLY TIDY, LLC</u>	-	
Cash Payment	E 101-41940-439	Janitors	Cleaning	\$65.00
Invoice	3/20/23	3/27/2023		
Transaction Date	3/22/2023		Citizens State Bank 10100	<b>Total</b> \$65.00
Refer	0	<u>SOUTHEAST SERVICE COOPERAT</u>	<u>Ck# 005872 3/27/2023</u>	
Cash Payment	G 101-21706	Hospitalization/Medical Ins	Mn Healthcare Consortium	\$2,510.94
Invoice	3/20/23	3/27/2023		
Transaction Date	3/22/2023		Citizens State Bank 10100	<b>Total</b> \$2,510.94
Refer	0	<u>WITHEM, LORI</u>	-	
Cash Payment	E 604-43150-440	Refunds and Reimburse	Overpayment	\$40.00
Invoice		3/27/2023		
Transaction Date	3/22/2023		Citizens State Bank 10100	<b>Total</b> \$40.00
Refer	0	<u>WEX HEALTH, INC.</u>	<u>Ck# 005866 3/27/2023</u>	
Cash Payment	G 101-21714	Health Savings Account	Benefits Solution Acct 6016232	\$8.25
Invoice		3/27/2023		
Transaction Date	3/22/2023		Citizens State Bank 10100	<b>Total</b> \$8.25
Refer	0	<u>WEX HEALTH, INC.</u>	<u>Ck# 005865 3/27/2023</u>	
Cash Payment	G 101-21714	Health Savings Account	PR 06-EE HSA	\$130.00
Invoice	03/09/23	3/27/2023		
Cash Payment	G 101-21714	Health Savings Account	PR 06-ER HSA	\$173.07
Invoice	03/09/23	3/27/2023		
Transaction Date	3/22/2023		Citizens State Bank 10100	<b>Total</b> \$303.07
Refer	0	<u>WHKS &amp; COMPANY</u>	-	
Cash Payment	E 457-41950-303	Engineering Fees	TH 57 Improvements 1/28/23-2/24/23	\$10,187.02
Invoice	47897	3/27/2023		
Cash Payment	E 101-41950-303	Engineering Fees	2023 Engineering Services	\$8,230.50
Invoice	47891	3/27/2023		
Transaction Date	3/22/2023		Citizens State Bank 10100	<b>Total</b> \$18,417.52
Refer	0	<u>DECOOK DRAINAGE</u>	-	
Cash Payment	E 101-43125-406	Snow/Ice Removal	Snow removal February	\$1,308.90
Invoice	2505	3/27/2023		
Transaction Date	3/22/2023		Citizens State Bank 10100	<b>Total</b> \$1,308.90
Refer	0	<u>DODGE COUNTY INDEPENDENT</u>	-	
Cash Payment	E 101-41110-352	Publishing	Deputy Clerk Position	\$94.50
Invoice	15649	3/27/2023		
Transaction Date	3/22/2023		Citizens State Bank 10100	<b>Total</b> \$94.50
Refer	0	<u>JOHN DEERE FINANCIAL</u>	-	
Cash Payment	E 101-43125-404	Repairs/Maint Machiner	Fix Case Itl	\$1,017.02
Invoice	3/8/23	3/27/2023		
Transaction Date	3/22/2023		Citizens State Bank 10100	<b>Total</b> \$1,017.02
Refer	0	<u>MENARDS - NORTH ROCHESTER</u>	-	

Payments

Current Period: March 2023

Cash Payment	E 101-43125-404	Repairs/Maint Machiner	Acct 33140256		\$66.79
Invoice	20487	3/27/2023			
Transaction Date	3/22/2023		Citizens State Bank	10100	<b>Total</b> \$66.79
Refer	0	NAPA			
Cash Payment	E 101-45200-404	Repairs/Maint Machiner	battery		\$179.99
Invoice	461028	3/27/2023			
Cash Payment	E 101-43125-212	Motor Fuels	Fuel Filter		\$111.21
Invoice	460233	3/27/2023			
Transaction Date	3/22/2023		Citizens State Bank	10100	<b>Total</b> \$191.20
Refer	0	TEAM LAB CHEMICAL CORP.			
Cash Payment	E 101-45200-200	Supplies	Terminator Weed Killer		\$515.50
Invoice	INV0034493	3/27/2023			
Cash Payment	E 101-43100-224	Street Maint Materials	Fifty Bags Road Patch		\$1,011.50
Invoice	INV0034426	3/27/2023			
Transaction Date	3/22/2023		Citizens State Bank	10100	<b>Total</b> \$1,527.00

Fund Summary

	10100	Citizens State Bank	
101 GENERAL FUND			\$32,123.02
457 STATE HIGHWAY 57 PROJECT			\$10,187.02
601 WATER FUND			\$12.00
602 SEWER FUND			\$9,891.33
604 STORM SEWER FUND			\$40.00
			<u>\$52,253.37</u>

Pre-Written Checks	\$11,134.12
Checks to be Generated by the Computer	\$41,119.25
Total	<u>\$52,253.37</u>

**UNAPPROVED MINUTES OF THE  
DODGE COUNTY BOARD OF COMMISSIONERS REGULAR MEETING HELD  
FEBRUARY 28, 2023**

**Chair**

**Convene County Board Meeting**

The Dodge County Commissioners met in regular session February 28, 2023, in the County Board Room at the Dodge County Government Services Building, Mantorville, MN, at 5:00 p.m. Chair Rodney Peterson called the meeting to order at 5:00 p.m.

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

**Pledge of Allegiance**

The pledge of allegiance was recited.

**Determine Quorum**

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

Also present:

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

**Establish Agenda**

**Agenda Approved**

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

*Motion Adopted [Unanimous]*

**Consent Agenda**

The Chair noted that a couple of modifications were requested on page 6 of the Committee the Whole meeting minutes in relation to the ADU discussion.

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

*Motion Adopted [Unanimous]*

- 1.1. Committee of the Whole - Committee Meeting - Feb 14, 2023 8:30 AM
- 1.2. Board of Commissioners - Regular Meeting - Feb 14, 2023 9:30 AM

**Scott Rose, Sheriff****Request to Waive CUP Amendment Fees for Byron Sportsman's Club**

Sheriff Rose informed the Board they are looking for a different option for their firearms training, due to all the controversy around the Kasson gun range. The Byron Sportsman's Club (BSC) is interested in allowing them to train there, however their CUP prohibits night shooting. The state requires one qualifying night shoot per year for the Sheriff's Office staff. The cost to amend the CUP is \$546 (\$500 application fee and \$46 recorder fee). This amendment would strictly be for Sheriff's Office night training once a year; therefore Mr. Rose is requesting that the Board approve waiving the fees for the BSC.

Ms. Kramer passed on the following message from the County Administrator regarding this request - Mr. Elmquist wanted to make sure the Board and Byron Sportsmen's Club both understood the Byron Sportsmen's Club would still need to go to the Planning Commission per the normal process to amend the CUP. The request today is to waive the application and recorder fees, not waive the amendment process.

Motion by Allen seconded by Tjosaas to approve and authorize waiving the CUP amendment and recorder fees for the Byron Sportsman's Club for the purpose of allowing the Sheriff's Office to conduct their firearms training there which includes one qualifying night shoot per year.

*Motion Adopted [Unanimous]*

**Scott Rose, Sheriff & Lisa Hager, Employee Relations Director****Gap Insurance Option**

Sheriff Rose and Ms. Hager were present to discuss with the Board the Sheriff's gap insurance agenda item.

Commissioner Peterson stated he would like to wait until the County Administrator is available to discuss this item. Mr. Peterson tabled the gap insurance option discussion for two weeks in order to allow Mr. Elmquist to be present during the discussion.

*Motion No Vote*

**Lisa Hager, Employee Relations Director****Personnel Agenda Reviewed**

Ms. Hager presented the Personnel Agenda for the Board's consideration.

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

**A. Highway**

- A.1 Travis Martin - Assistant County Engineer  
Authorization to hire at C52 step 3 \$45.66 to fill approved vacancy.  
Effective Date: 3/13/23

**B. Sheriff's Office**

- B.1 Gideon Prudoehl - Deputy Sheriff  
Authorization to change status from on-call to 1.0 FTE to fill approved vacancy.  
Effective Date: 3/2/23
- B.2 Mike Weaver - Transport Officer  
Authorization to hire at B21 step 9 \$19.00 to fill approved vacancy.  
Effective Date: 2/21/23
- B.3 Rebekah Stoudt - 911 Dispatcher - On-Call  
Step increase from B23 step 6 \$25.02 to B23 step 7 \$25.82.  
Effective Date: 2/12/23

**C. Administration**

- C.1 David Myers - Information Systems Specialist  
Authorization to hire at B31 step 3 \$28.97 to fill approved vacancy.  
Effective Date: 3/6/23
- C.2 Jeremy Griffin - Information Systems Specialist  
No longer employed.  
Effective Date: 3/3/2023
- C.3 Information Systems Specialist  
Authorization to post and fill vacancy.  
Effective Date: 2/28/23

*Motion Adopted [Unanimous]*

**Amy Evans, Public Health Director****Request for Out of State Travel**

Ms. Evans informed the Board the NACCHO 360 conference will be in Denver, CO in July 2023. This conference will be an opportunity to identify concepts, strategies, and tools that can be utilized to address Public Health and community challenges following a 3+ year pandemic. As a new director, Ms. Evans feels it is important to hear from very experienced leaders in the field of public health, especially as Minnesota pursues public health transformation.

Local Public Health Association (LPHA) has offered to members an opportunity to attend one national conference over the 2022-2023 timeframe. The stipend awarded is up to \$2,000 and will cover conference registration, lodging, meals, travel, and mileage. Based on current estimated costs, the stipend will be about \$50-\$100 short. This will be covered by other funds within the Public Health department.

Motion by Toquam seconded by Kenworthy to approve and authorize out of state travel for the Public Health Director July 10-13, 2023 to the 2023 NACCHO 360 Annual Conference in Denver, CO. A LPHA stipend of up to \$2,000 will cover a majority of the cost for this conference, the shortfall, which is approximately \$50-\$100, will be taken out funds within the Public Health department.

*Motion Adopted [Unanimous]*

**Paul Kiltinen, County Attorney**

**Air Quality Easement Declaration**

Mr. Kiltinen reported that at the January 24th, 2023 County Board meeting the Board approved issuing an Air Quality Easement for parcel 15.028.0503. The County Attorney's Office has generated the Air Quality Easement and is requesting that the Chairman of the Board and County Administrator be authorized to sign the proposed agreement which grants the Applicant an Air Quality Easement.

Motion by Allen seconded by Tjosaas to approve and authorize the Chairman of the Board and County Administrator to sign the proposed Air Quality Easement for parcel 15.028.0503 as requested.

*Motion Adopted [Unanimous]*

**Legal Update**

Mr. Kiltinen provided the Board with a legal update.

The County Attorney informed the Board that they did interviews for Assistant County Attorney positions. An offer was made and excepted. The new Assistant County Attorney will start in March.

Mr. Kiltinen briefly discussed how they will cover the criminal cases that they have coming up. Some outside help will be enlisted and current staff will be utilized as well.

*Motion No Vote*

**Duke Harbaugh, Facilities & Fleet Manager**

**Maintenance Shop Limited Site Investigation**

Mr. Harbaugh met with the Board to discuss the maintenance shop leak site investigation. As part of MNDOT's boring along Highway 57, in Mantorville, contaminated soils were found adjacent to the county's maintenance facility at 415 N Main Street. In discussion with the MPCA Project Manager, for our case, it was stated these are quite normal and we need to perform a Limited Site Investigation (LSI) and in most cases these investigations lead to leak site containment. The funds for this investigation are 90% reimbursable from the State's PetroFund, Mr. Harbaugh has reached out and received the two proposals needed to secure the PetroFund reimbursement. The Facilities & Fleet Manager is requesting that the Board accept the LSI as proposed by Carlson McCain and authorize him to sign it. This will allow Carlson McCain to perform the investigation as required by the MPCA. Mr. Harbaugh noted Carlson McCain performed the LSI for the Highway Department site and they were great to work with.

Motion by Kenworthy seconded by Allen to approve and authorize the Facilities & Fleet Manager to sign the proposed Limited Site Investigation with Carlson McCain with 90% of the



funds coming from the State’s PetroFund as requested. The remaining balance will be paid out of the Maintenance budget.

*Motion Adopted [Unanimous]*

**Guy Kohlhofer, County Engineer**

**Engineering Purpose and Activities**

Mr. Kohlhofer reported the Board has requested a presentation on the purpose and activities of the engineers within the Highway Department. Included in the Board packets was a Power Point presentation showing this information.

The County Engineer reviewed the following with the Board:

- Engineering Staff
- County Engineer’s Duties
- Assistant Engineer’s Duties
- Technician’s Duties
- CSAH 4 - Single Line Box Culvert Design Workload
- CSAH 9 - 5 Miles Widen and Resurface Design Workload
- Historical Staffing Levels
- 2023 Workload

No action is being requested at this time; the presentation was for informational purposes only.

*Motion No Vote*

**Hayfield and Mantorville Township Bridge Design Contract**

The County Engineer reported Hayfield and Mantorville Townships each have bridge structures requiring replacement. The construction is expected to take place early 2024. Hayfield’s bridge is currently being kept open with a timber decking spanning the area of failure over the existing steel culvert. Mantorville’s structure is in poor condition and due for replacement. The type of structures selected for replacement (cast in place box culverts) and the time required for design is beyond the capabilities of the current Highway engineering staff. Additionally; State Town Bridge funds will be used for most of the construction and engineering costs for these projects. A request for proposal was sent to three engineering consultants. Two of the consultants are located in Rochester and the third is in Burnsville. All are engineering firms the Highway Department has worked with in the past and have found acceptable. The proposals were included in the Board packet for review.

The proposed design cost from each consultant was listed as follows:

- |                  |           |
|------------------|-----------|
| i. WSB           | \$114,055 |
| ii. WHKS         | \$68,116  |
| iii. Stonebrooke | \$66,977  |

Motion by Allen seconded by Tjosaas to approve and authorize the contract with Stonebrooke

Engineering for the design of the two township structures at a cost of \$66,977 as recommended.

*Motion Adopted [Unanimous]*

**Lisa Kramer, Finance Director**

**2022 4th Quarter Financials Reviewed**

Ms. Kramer discussed fourth quarter financials for 2022 with the Board. It was noted Jean Allen developed the Excel report which was included in the Board packet for review along with supporting comments.

Expenditures-

Overall expenditures show 109% of budget. Some of this is due to planned use of SLFRF Funds for a portion of the new road and bridge building after the bond funds were fully expended. This would be an explanation for building operations and the general fund.

Environmental Quality- We are still seeing high usage at the Transfer Station in 2022 including higher costs of operations - fuel costs have remained high at \$100,000 due to higher tons in both waste and recycling, tire recycling of \$24,000, and ReUse Center expenditures of \$37,000. Corresponding revenue was also higher.

Revenue

Bond Proceeds, SLFRF Funds, and interest predominate the overall revenue increases.

EQ revenue considerably higher.

Overall

Cash balances and fund balance are strong. Fund balances are available in the report.

The Board thanked the Finance Director for the report.

*Motion No Vote*

**Bills Reviewed**

Ms. Kramer reviewed bills with the Board.

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

01	Revenue Fund	\$ 304,126.56
13	Road and Bridge Fund	\$ 50,483.38
16	Environmental Quality Fund	\$ 22,464.98
	Total	\$ 377,074.92

*Motion Adopted [Unanimous]*

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

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

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

Commissioners provided their agency reports. Commissioner Allen attended a Historical Society meeting and a COG meeting. Commissioner Kenworthy attended a Triton COG meeting, an AMC Legislative Conference, an AMC Public Safety Policy meeting, a retirement reception for Judge Williamson, an ADU Advisory meeting, a SECB Steering Committee/Pre meeting and a Fairview Care Center meeting. Commissioner Peterson attended a Fairview Care Center meeting, a MnPrairie Board meeting, a retirement reception for Judge Williamson, a Human Services Performance Council meeting and an AMC Health & Human Services Board meeting. Commissioner Tjosaas attended a virtual MnPrairie Finance Committee meeting, a virtual AMC Legislative Conference, a retirement reception for Judge Williamson, a Drug Court Task Force meeting, a SCHRC meeting, a MnPrairie meeting and a Fairview Care Center meeting. Commissioner Toquam attended a County Board meeting, a SEMMCHRA Board meeting, a Triton COG meeting, an AMC Legislative Conference, a SCHRC Board meeting, a Fairview Care Center meeting and an ADU Advisory meeting.

*Motion No Vote*

There were no Other Deferred Business Items to discuss.

*Motion No Vote*

### **Adjourn**

### **Meeting Adjourned**

The Chair adjourned the meeting at 6:03 p.m.

The next regular meeting of the Dodge County Board of Commissioners will be held on March 14, 2023 at 9:30 a.m.

*Motion No Vote*



# City Council Report

To: Mayor and Council  
From: Gretchen Lohrbach, Deputy City Clerk  
Date: March 27, 2023

## Rental License Renewals for 2023

---

### BACKGROUND INFORMATION:

The following Rental License renewals have been submitted for approval:

Owner Name	Rental Property
Robin Maxson	914 & 916 West Street

### STAFF RECOMMENDATION:

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

CITY OF MANTORVILLE  
RENTAL CERTIFICATE RENEWAL

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

<u>Property Name/Address (Legal Name)</u> 914 & 916 West St				
<u>Property Owner</u>	<u>First/MI/Last</u>	<u>Telephone</u>		
Robin	J Maxson			
<u>Address</u>	<u>City</u>	<u>State</u>	<u>Zip</u>	

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.

Robin J Maxson      3-20-2023  
Signature of Property Owner (Applicant)      Date

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

*Make check payable to the City of Mantorville.*

**LG220 Application for Exempt Permit**

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

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

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

**Application Fee (non-refundable)**

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

**ORGANIZATION INFORMATION**

Organization Name: Dodge County Pheasants Forever chapter 776 Previous Gambling Permit Number: X- 35352-23-021

Minnesota Tax ID Number, if any: \_\_\_\_\_ Federal Employer ID Number (FEIN), if any: \_\_\_\_\_

Mailing Address: 61361 265th AVE

City: Mantorville State: MN Zip: 55955 County: Dodge

Name of Chief Executive Officer (CEO): Timothy Miller

CEO Daytime Phone: \_\_\_\_\_ CEO Email: \_\_\_\_\_  
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): \_\_\_\_\_

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):

Fraternal  Religious  Veterans  Other Nonprofit Organization

**Attach a copy of one of the following showing proof of nonprofit status:**

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

**A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division  
60 Empire Drive, Suite 100  
St. Paul, MN 55103

Secretary of State website, phone numbers:

[www.sos.state.mn.us](http://www.sos.state.mn.us)

651-296-2803, or toll free 1-877-551-6767

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

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

**IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

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

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

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Mantorville Saloon

Physical Address (do not use P.O. box): 501 Main ST. N

Check one:

City: Mantorville Zip: 55955 County: Dodge

Township: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Date(s) of activity (for raffles, indicate the date of the drawing): 4-22-23

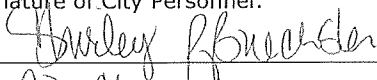
Check each type of gambling activity that your organization will conduct:

Bingo  Paddlewheels  Pull-Tabs  Tipboards  Raffle

**Gambling equipment** for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to [www.mn.gov/gcb](http://www.mn.gov/gcb) and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.


**LG220 Application for Exempt Permit**

**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)**

<p style="text-align: center;"><b>CITY APPROVAL</b> for a gambling premises located within city limits</p> <p><input checked="" type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: <u>Mantorville</u></p> <p>Signature of City Personnel: </p> <p>Title: <u>City Clerk Treasurer</u> Date: <u>03-21-2023</u></p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 20px;"> <p><b>The city or county must sign before submitting application to the Gambling Control Board.</b></p> </div>	<p style="text-align: center;"><b>COUNTY APPROVAL</b> for a gambling premises located in a township</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p><b>TOWNSHIP (if required by the county)</b> On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
--	---

**CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)**

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

Chief Executive Officer's Signature:  Date: 3-21-23  
(Signature must be CEO's signature; designee may not sign)

Print Name: Timothy Miller

<p><b>REQUIREMENTS</b></p> <p><b>Complete a separate application for:</b></p> <ul style="list-style-type: none"> <li>• all gambling conducted on two or more consecutive days; or</li> <li>• all gambling conducted on one day.</li> </ul> <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p><b>Financial report to be completed within 30 days after the gambling activity is done:</b> A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.</p> <p>Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p>	<p><b>MAIL APPLICATION AND ATTACHMENTS</b></p> <p><b>Mail application with:</b></p> <p>_____ a copy of your proof of nonprofit status; and</p> <p>_____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is <b>\$100</b>; otherwise the fee is <b>\$150</b>. Make check payable to <b>State of Minnesota</b>.</p> <p><b>To:</b> Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> <p><b>Questions?</b> Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p>
--	--

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

**CITY OF MANTORVILLE  
DODGE COUNTY, MINNESOTA**

**RESOLUTION 2023-13**

**A RESOLUTION APPROVING AN APPLICATION TO CONDUCT BINGO  
AND RAFFLE AT MANTORVILLE SALOON,  
501 MAIN STREET NORTH, MANTORVILLE, MINNESOTA –  
PHEASANTS FOREVER DODGE COUNTY, CHAPTER 776  
APRIL 22, 2023**

**WHEREAS**, Pheasants Forever Dodge County, Chapter 776, has submitted an application to the City of Mantorville for approval to Conduct Bingo and Raffle on April 22, 2023; and

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

**WHEREAS**, the City has no objection to said activity.

**NOW, THEREFORE, BE IT RESOLVED** that the Mantorville City Council hereby concurs with the issuance of an Exempt Permit (Bingo and Raffle) by the Gambling Control Board to Pheasants Forever Dodge County, Chapter 776, for an event to be held on April 22, 2023 at Mantorville Saloon, 501 Main Street North, Mantorville, Minnesota, and hereby waives the 30-day waiting period.

Adopted by the City Council of the City of Mantorville, Minnesota, this 27<sup>th</sup> day of March 2023.

ATTEST:

---

Chuck Bradford  
Mayor

---

Shirley R Buecksler  
City Clerk-Treasurer





# City Council Report

To: Mayor and Council  
From: Gretchen Lohrbach, Deputy City Clerk  
Date: March 27, 2023

## **Updating Bank Signatories**

---

### **BACKGROUND INFORMATION:**

With the change of Staff, MBT Bank requires a resolution from the City to update signatories for City of Mantorville bank accounts. The enclosed resolution requires signatures of Mayor Bradford, Deputy Mayor Ingalls, and City Clerk-Treasurer Lohrbach.

### **STAFF RECOMMENDATION:**

By motion, adopt Resolution No. 2023-12 Updating Signatories for City Bank Accounts and Allowing Facsimile Signature for Certain Signatories.

**CITY OF MANTORVILLE  
DODGE COUNTY, MINNESOTA**

**RESOLUTION 2023-12**

**A RESOLUTION UPDATING SIGNATORIES FOR CITY BANK ACCOUNTS  
AND ALLOWING FACSIMILE SIGNATURE FOR CERTAIN SIGNATORIES**

**WHEREAS**, accounts have been established in the name of the City of Mantorville with Manufacturers Bank & Trust (“MBT Bank”) and the 4M Fund, wherein may be deposited any of the funds of the City of Mantorville, whether represented by cash, checks, note, or evidences of debt, and from which withdrawals may be made in the name of the City of Mantorville by duly authorized officials of the City; and

**WHEREAS**, Minnesota Statutes, section 47.41 permits the City to authorize its depository banks to accept facsimile signatures of any officer or other person authorized to sign checks or other orders for public funds on deposit;

**WHEREAS**, Minnesota Statutes, section 47.42 authorizes the City to insure depositors against losses arising from any unauthorized use of such facsimile signatures; and

**WHEREAS**, if the City insures depositors against losses arising from the misuse of facsimile signatures, under Minnesota Statutes, section 47.42 the authorized signers shall not be personally liable for losses arising from the misuse of their facsimile signatures unless the loss occurs by reason of that person’s own wrongful act.

**NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY  
OF MANTORVILLE MINNESOTA AS FOLLOWS:**

**Section 1. Powers Granted**

The City Council of the City of Mantorville Minnesota authorizes the officials and employees named below to endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with MBT Bank and the 4M Fund. Signatures from at least two of the officials/employees named below are required in order to endorse a check and order or otherwise withdraw or transfer funds.

**Section 2. Appointment of Authorized Officials/Employees**

The following persons are officials or employees of the City of Mantorville and the signatures hereon are true signatures of such officials and employees (“Authorized Officers”).

<b>NAME</b>	<b>TITLE</b>
Chuck Bradford	Mayor _____
Jeffrey Ingalls	City Councilmember Vice Mayor _____
Gretchen Lohrbach	City Clerk-Treasurer _____

**Section 3. Electronic Payments, Transfers, and Approvals**

The Authorized Officers are authorized, in regard to their respective offices and pursuant to Minnesota Statutes, section 471.381, to make electronic payments and to make electronic or wire transfers on the City's behalf. The City Clerk-Treasurer may make electronic or wire transfers of funds to and from the City's accounts for investment purposes when authorized by the City Council. The City Clerk-Treasurer is authorized to use electronic approvals, which have the same validity and consequences as an actual signature, provided that promptly after having established an electronic approval process the City Clerk-Treasurer provides the City Council written notice of such authorization and the relevant details so the City Council can reasonably monitor all such electronically approved transactions. The City Clerk-Treasurer shall provide the City Council a written record of all transactions they approved electronically at the next City Council meeting.

**Section 4. Facsimile Signatures**

The following Authorized Officers may develop a facsimile signature stamp for use by another Authorized Officer in the person's absence and in accordance with the limitations the person establishes for the use of such stamp:

Mayor Chuck Bradford

MBT Bank is hereby authorized to accept such facsimile of the person's signature as though it bore the person's manually written signature and to presume the facsimile signature was used with appropriate authorization. Only the City Clerk-Treasurer may be allowed to use facsimile signature stamp on behalf of an Authorized Officer, and then only in accordance with the authorization provided and only upon checks issued to pay properly approved claims. All other uses of a facsimile signature shall be prohibited. An Authorized Officer electing to develop a facsimile signature stamp shall prepare and file in the office of the City Clerk-Treasurer a written authorization indicating who is authorized to use their facsimile signature and any specific restrictions that apply to such use. The City Clerk-Treasurer is bonded through the City's insurer in an amount acceptable to the City Council and the use of a facsimile signature on behalf of another Authorized Officer is limited to the City Clerk-Treasurer's office for the reason set out in Minnesota Statutes, section 47.42 of ensuring the Authorized Officer that provides the facsimile signature is not personally liable for any loss resulting from the use of the signature stamp unless the loss occurs by reason of the Authorized Officer's own wrongful act.

**Section 5. Account Restrictions**

The following restrictions shall apply to the City's accounts and must be followed by the MBT Bank:

- a. A check purported to be drawn on any of the City's accounts shall not be honored if it does not contain signature, or facsimile signature, of two Authorized Officers;
- b. No cash withdrawals shall be allowed from any of the City's accounts; and
- c. Funds may only be transferred for investments or to pay the City's obligations. The transfer of funds into a private/personal account are prohibited.

**Section 6. Filing Resolution and Authorizations**

The City Clerk-Treasurer is hereby authorized and directed to provide MBT Bank a copy of this resolution and to file a copy in the City Clerk-Treasurer's office. The Authorized Officers are authorized to complete and execute such documents and authorizations with MBT Bank as may be necessary to accomplish the purposes of this Resolution.

Adopted by the City Council of the City of Mantorville, Minnesota, this 27<sup>th</sup> day of March 2022.

ATTEST:

---

Chuck Bradford  
Mayor

---

Shirley R Buecksler  
City Clerk-Treasurer



# City Council Report

To: Mayor and Council  
From: Shirley Buecksler, City Clerk-Treasurer  
Date: March 27, 2023

## **City Clerk-Treasurer Position, Salary**

---

### **BACKGROUND INFORMATION:**

The Personnel Committee met with Gretchen Lohrbach to discuss her salary as City Clerk-Treasurer, effective March 31, 2023. The Personnel Committee will present to Council at tonight's meeting.

### **STAFF RECOMMENDATION:**

Based on discussion.



# City Council Report

To: Mayor and Council  
From: Shirley Buecksler, City Clerk-Treasurer  
Date: March 27, 2023

## **Designation of City Consultants for 2023**

---

### **BACKGROUND INFORMATION:**

This item has been discussed and tabled since the City Council's organizational meeting on January 9, 2023. Discussion included whether the City should go out for RFP's (Request for Proposal) for both City Attorney and City Engineer.

At the Council's March 13<sup>th</sup> meeting, I asked Council to hold off on RFP's during the changeover in staff. Gretchen Lohrbach will be starting as the new City Clerk-Treasurer after I leave on March 30<sup>th</sup>. I think it is important for her to have steady Consultants she can lean on during this transition, as well as for some time after. I was thankful to have the great group of Consultants listed below to help guide me when I started in 2021. I have also recently learned that WHKS was here to help Cami Reber, former City Clerk-Treasurer, when she started. Approving all of the City Consultants at this time will not only make the transition for Gretchen easier, it will also provide more stability, and less uncertainty, for our Consultants to do their work.

Enclosed for Council review is Resolution No. 2023-11 Approving City Designations which include:

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

### **STAFF RECOMMENDATION:**

By motion, adopt Resolution No. 2023-11 and approve the Consultants as listed for 2023. Staff also recommends removal of the RFP for City Attorney and RFP for City Engineer from the Tabled Items on the Council's agenda until Council decides to bring them back at a future date.

### **ATTACHMENTS:**

Resolution No. 2023-11 Approving City Designations for Consultants for 2023.

**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 Attorney	Scott Riggs Kennedy & Graven, Chartered
City Engineer	Tim Hruska WHKS & Company
City Prosecutor	David Jacobsen Hero, Jorstad & Jacobsen
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 27<sup>th</sup> day of March 2023.

ATTEST:

\_\_\_\_\_  
Chuck Bradford  
Mayor

\_\_\_\_\_  
Shirley R Buecksler  
City Clerk-Treasurer



# City Council Report

To: Mayor and Council  
From: Gretchen Lohrbach, Deputy City Clerk  
Date: March 27, 2023

## **Ordinance Amending Chapters 70 and 95 of the City Code Regarding Motorized Golf Carts and Public Nuisances**

---

### **BACKGROUND INFORMATION:**

At their March 13 2023 meeting, City Council directed Staff to bring back an amended ordinance on golf carts and public nuisances only. The City Attorney has removed All-Terrain Vehicles and Utility Task Vehicles from the previous draft of the ordinance. Council also decided on a one year term for the permit, at a cost of \$5.00.

Enclosed for Council review are Ordinance No. 2023-05 and Resolution No. 2023-10.

### **STAFF RECOMMENDATION:**

Approval and passage of the enclosed ordinance and resolution.

### **ATTACHMENTS:**

- Ordinance No. 2023-05 Amending Chapters 70 and 95 of the Code of Ordinances of the City of Mantorville Regarding Motorized Golf Carts and Public Nuisances
- Resolution No. 2023-10 Authorizing Publication of Ordinance No. 2023-05 by Title and Summary



**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 AND PUBLIC NUISANCES**

**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**

**§70.01 Definitions.**

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

*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.

*Driver:* The person driving or having physical control over a motorized golf cart.

*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.

**§70.02 Permits for Motorized Golf Carts.**

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

(B) Permit applications shall be available in the 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 a motorized golf cart 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 a motorized golf cart 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 motorized golf cart, if required (applicants may provide a photograph of the vehicle in lieu 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 motorized golf cart;
2. If there is evidence that the motorized golf cart 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 motorized golf cart 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 Golf Carts Within the City.**

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

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

(C) Motorized golf carts are not required to obtain a permit if they are being utilized solely to drag a baseball or other athletic field.

(D) Motorized golf carts are permitted to operate only on designated roadways, not state or federal highways, except to cross at designated intersections.

(E) When operating on designated roadways, motorized golf carts 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.

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

(G) Motorized golf carts 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.

(H) Motorized golf carts 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 a motorized golf carts may not exceed the design occupant load.

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

(J) Motorized golf carts may not be operated on city sidewalks, walking trails, or paths.

(K) Motorized golf carts may not be operated in city parks.

(L) Motorized golf carts must abide by all city parking regulations.

(M) Every person operating a motorized golf cart 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 motorized golf carts, 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 golf carts 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, ATVs, motorized golf carts, UTVs, dirt bikes, dune buggies, and snowmobiles.

**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 27<sup>th</sup> day of March 2023.

ATTEST:

\_\_\_\_\_  
Chuck Bradford  
Mayor

\_\_\_\_\_  
Shirley R Buecksler  
City Clerk-Treasurer

**CITY OF MANTORVILLE**

**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 and Public Nuisances; 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 and Public Nuisances. The ordinance establishes a revised city permitting system to authorize the limited and safe use of motorized golf carts 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 City Staff keep a copy of the ordinance in their office at City Hall for public inspection and that they post a full copy of the ordinance in a public place within the City Offices.

Adopted by the City Council of the City of Mantorville, Minnesota, this 27<sup>th</sup> day of March 2023.

ATTEST:

---

Chuck Bradford  
Mayor

---

Shirley R Buecksler  
City Clerk-Treasurer



# City Council Report

To: Mayor and Council  
From: Shirley Buecksler, City Clerk-Treasurer  
Date: March 27, 2023

## **Spring Tree Removal Bids for 2023 Season**

---

### **BACKGROUND INFORMATION:**

The City has received the following bids for 2023 spring tree removal including ash trees infected with Emerald Ash Borer:

Boyum Tree Service LLC	\$5,275.00
Carr Tree Service	\$6,743.90
Olson Tree Service	\$10,380.00

### **STAFF RECOMMENDATION:**

Public Works would like to move forward with Boyum Tree Service's bid of \$5,275.00.



Carr's Tree Service

301 North Street NE

Dodge Center, MN 55927

Estimator: Josh Johnson 507-456-4221

City of Mantorville Maple Trees

Trees To Be Removed:

421 West Street-1 Maple-Grind Stump- 35" \$1,150.00

505 Walnut Street (Tree is Along 5<sup>th</sup> Street)- 1 Maple-Grind Stump- 37" \$1,250.00

Total: \$2,400.00

-All logs and brush to be hauled to City Compost Site

-Stumps are to be ground, cleaned up and no black dirt



Carr's Tree Service

301 North Street NE

Dodge Center, MN 55927

Estimator: Josh Johnson 507-456-4221

City of Mantorville EAB Project Estimate

Trees To Be Removed:

Cemetery Road-1 Ash Tree-No Grind-10" \$239.50

541 Main Street North-1 Ash Tree-Grind Stump- 17" \$475.15

621 Chestnut Street (Tree is Along 7<sup>th</sup> St)-1 Ash Tree-Grind Stump- 19" \$531.05

621 Chestnut Street (Tree is Along 7<sup>th</sup> St)- 1 Ash Tree-Grind Stump -13" \$363.35

Brush Dump-1 Ash Tree-No Grind- 14" \$335.30

1001 Main Street North (Tree Located North End of Clay St)-1 Ash Tree-Grind Stump 35" \$978.25

701 Blanch Street-1 Ash Tree-Grind Stump- 19" \$531.05

701 Blanch Street-1 Ash Tree-Grind Stump- 13" \$363.35

201 Mantor Drive-1 Ash Tree-No Grind- 10" \$239.50

201 Mantor Drive-1 Ash Tree-No Grind- 12" \$287.40

Total: \$4,343.90

-All logs and brush to be hauled to City Compost Site

-Stumps are to be ground, cleaned up and no black dirt



PO Box 567  
Grand Meadow, MN 55936

Phone: 507-754-4499  
800-835-1232  
Email: info@olsontree.com  
Website: www.olsontree.com

**Client Information**

<b>Name:</b> City of Mantorville	<b>Date of Estimate:</b> Friday, March 03, 2023
<b>Property Address:</b> 21 5th St E	<b>Billing Address:</b> 21 5th St E
<b>City, State and Zip:</b> Mantorville, MN 55955	<b>Billing City, State and Zip:</b> Mantorville, MN 55955
<b>Email Address:</b> citypw@kmtel.com	
<b>Main Phone:</b> 507-251-7508 (Joe)	
<b>Work/Cell Phone:</b>	<b>Job Name:</b> City of Mantorville 20230307

Description	Cost
<b>Tree Removal</b>	<b>\$700.00</b>
Cut down 1 Ash tree on Cemetery Road by the power line; \$300. Cut the stump low. Clean up, rake and haul all brush and wood; \$400.	
<b>Tree Removal</b>	<b>\$780.00</b>
Cut down 1 Ash tree in back by the alley at 541 Main Street North; \$200. Grind the stump; \$140. Clean up, rake and haul all brush and wood; \$440.	
<b>Tree Removal</b>	<b>\$980.00</b>
Cut down 2 Ash trees on the NW corner of the lot at 621 Chestnut Street; \$340. Grind out both stumps; \$200. Clean up, rake and haul all brush and wood; \$440.	
<b>Tree Removal</b>	<b>\$640.00</b>
Cut down 1 Ash tree at the brush dump; \$280. Cut the stump low. Clean up, rake and haul all brush and wood; \$360.	
<b>Tree Removal</b>	<b>\$1,060.00</b>
Cut down 1 Ash tree on the far W side on Clay Street at 1001 Main Street North; \$360. Grind out the stump; \$220. Clean up, rake and haul all brush and wood; \$480.	
<b>Tree Removal</b>	<b>\$980.00</b>
Cut down 2 Ash trees on the boulevard at 701 Blanch Street; \$300. Grind out both stumps; \$240. Clean up, rake and haul all brush and wood; \$440.	
<b>Tree Removal</b>	<b>\$780.00</b>
Cut down 2 Ash trees at 201 Manor Drive; \$380. Cut both stumps low. Clean up, rake and haul all brush and wood; \$400.	
<b>Tree Removal</b>	<b>\$2,180.00</b>
Cut down 1 Maple tree on the N boulevard at 421 West Street; \$700. Grind the stump; \$280. Clean up, rake and haul all brush and wood; \$1200.	
<b>Tree Removal</b>	<b>\$2,280.00</b>
Cut down 1 Maple tree on the S boulevard at 505 Walnut Street; \$800. Grind the stump; \$280. Clean up, rake and haul all brush and wood; \$1200.	
<b>Fuel Surcharge</b>	
Fuel Surcharge - 5% of your total and calculated based on service items selected.	

<b>Subtotal for Services Selected:</b>	\$10,380.00
<b>Tax:</b>	\$0.00
<b>Total Due Upon Completion of Job:</b>	<b>\$10,380.00</b>



PO Box 567  
Grand Meadow, MN 55936

Phone: 507-754-4499  
800-835-1232  
Email: [info@olsontree.com](mailto:info@olsontree.com)  
Website: [www.olsontree.com](http://www.olsontree.com)

**Stump Grinding:** When a stump is ground out, it is ground down 6-8" below grade. The hole is back filled with the wood chips leaving the top 2-3" for dirt and seed. Olson Tree Services does not have dirt on hand. If you would like us to provide this service, we can provide pricing for that. If we are not doing any clean up, we leave the wood chips where they are (it will be a mound of dirt and chips around the perimeter of the stump hole). If we grind out a stump during the winter time, occasionally, some roots will resurface when the frost comes out of the ground. If this happens, we will come back and regrind those at no additional cost.

We grind the exposed stump and any exposed roots. There will be still be many roots below the ground from the stump that will not get ground because they are not exposed and under the grass/lawn surface. If you dig up these roots and expose them for leveling, sodding, etc. and want us to come back and regrind them, we can do that for an additional cost. Again, roots that are not exposed will NOT be ground out to avoid major yard repair.

**Tree Trimming and/or Removal:** Olson Tree Services will determine the best practice to get your trees safely to the ground. When removing trees from a property, we do our best to not do any lawn damage. You can expect your grass to be matted down after the track loader has made trips to and from the trip with wood and brush. This is normal and the grass will lift again after a few rainfalls. On occasion, there can be ruts left from the equipment. To avoid any yard damage at all, we can provide pricing with the use of a crane. Any yard damage is assumed to be repaired by the homeowner.

**Clean up:** Clean up includes raking the area where the trees were cut and/or trimmed. All brush and wood is hauled away using a track loader. As noted above, there may be areas where the track loader drives that the grass is matted down. This will pop back up after a few rainfalls. If there is snow on the ground when we complete your tree work, we will rake up the best we can but some twigs/branches will get buried in the snow. If you would like us to come back in the spring to rake again, there will be a charge for that.

**No Clean up option:** If you choose to do your own clean up, Olson Tree Services will get the tree/tree trimmings safely to the ground and all brush and wood is left as it is cut down. We do not bring equipment to move anything around. If you would like it moved to a different area, stacked, cut up, etc., please let us know and we can provide pricing for this service.

**Utility Lines:** Olson Tree, as the contractor, is responsible for contacting Gopher One to have all underground, PUBLIC, utility lines marked. Any private lines such as LP gas lines, underground dog fencing, private lights, sprinkler systems, septic/drain fields, etc. MUST be marked by the homeowner. Olson Tree Services is not responsible for damage to any private lines if they are not marked.

**All bids not accepted within 90 days are subject to change.**

**Acceptance of Proposal:** The above pricing and conditions are hereby accepted once services are approved and signed. The only way pricing will change is if the homeowner requests additional work to be done. By signing this, you are authorizing Olson Tree Services to do the work as specified and you are agreeing to pay the terms and conditions as outlined. You also understand that once this proposal is signed, it constitutes a binding contract. Cancellation of contract by homeowner will result in a minimum fee of \$250 or 25% of the project fee whichever is greater.

**Payment Options:** We accept all major credit cards (a 3.5% fee of the total will be applied), debit cards (no fee), check or cash.