



Trail to the Past. Road to the Future.

CITY COUNCIL MEETING
MANTORVILLE CITY COUNCIL CHAMBERS
21 5TH STREET E, MANTORVILLE, MN 55955
MONDAY, May 8, 2023
6:30 PM

1. Call to Order

2. Pledge of Allegiance

3. Adopt the Agenda

4. Consent Agenda *

- A. LBAE & Regular City Council Minutes of April 24, 2023
- B. Accounts Payable Claims List
- C. Dodge County Commissioners Meeting Minutes of April 11, 2023
- D. Chamber of Commerce Meeting Minutes of April 5, 2023
- E. Economic Development Authority Meeting Minutes of April 4, 2023
- F. Mantorville Fire Department's April 2023 General Members Meeting Minutes

5. Proclamations, Presentations and Recognitions

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 audio and written 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 – Would like Council to approve the deletion of 4 way flasher use in their Standard Operating Procedures. *
- B. Update from the Sheriff's Office

8. Public Hearing – No Items

9. Old Business/New Business

A. New Business

- 1) Mantorville Fire Department Relief has submitted an application for a Temporary Gambling Permit for their annual Marigold Days raffle. *

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

11. Reports

- A. Public Works Report**
 - 1) Blanch Street Widening
 - 2) Public Works Street Assessment 2023
 - 3) Bunker at shop estimate from S.L. Contracting
- B. City Clerk Report**
 - 1) Stephanie Arnold is our new Deputy City Clerk, Welcome!
 - 2) Meeting with Auditors from Smith Schaefer & Associates
 - 3) Stickers for Golf Cart Permits need to be ordered, some examples are included for Council to look at for ideas.
- C. Consultant Report**
- D. Committee Reports**
Chamber, EDA, Finance/Budget, Fire Department, Infrastructure, KM Joint Powers, MRA, Park Board, Personnel, Township
- E. Councilmember Reports**
- F. Mayor’s Report**

12. Executive Session – No Items

13. Adjourn *

<i>Upcoming Meetings and Events in Mantorville:</i>		
<i>May 17, 2023</i>	<i>7:30 pm</i>	<i>Mantorville Fire Dept General Members Meeting</i>
<i>May 20, 2023</i>		<i>Spring Fling</i>
<i>May 22, 2023</i>	<i>6:30 pm</i>	<i>Regular City Council Meeting</i>
<i>May 29, 2023</i>	<i>City Offices Closed in Observance of Memorial Day</i>	
<i>May 30, 2023</i>	<i>6:30 pm</i>	<i>Regular Parks & Recreation Committee Meeting</i>
<i>June 10, 2023</i>	<i>Annual Cemetery Walk</i>	<i>Evergreen Cemetery in Mantorville</i>
<i>June 12, 2023</i>	<i>6:30 pm</i>	<i>Regular City Council Meeting</i>
<i>June 19, 2023</i>	<i>City Offices Closed</i>	<i>Observance of Juneteenth</i>
<i>June 21, 2023</i>	<i>7:30 pm</i>	<i>Mantorville Fire Dept General Members Meeting</i>
<i>June 26, 2023</i>	<i>6:30 pm</i>	<i>Regular City Council Meeting</i>
<i>June 27, 2023</i>	<i>6:30 pm</i>	<i>Regular Parks & Recreation Committee Meeting</i>
<i>Members of the City Council and other Boards may be in attendance at all meetings and community events in Mantorville</i>		

* Indicates Council Action Items

**City of Mantorville
LBAE & Regular City Council Minutes
April 24, 2023**

LOCAL BOARD OF APPEAL AND EQUALIZATION MEETING

1. Call to Order

Mayor Bradford called the meeting to order at 6:00 p.m.

Present: Mayor Chuck Bradford
Councilmembers Lyle Hoaglund,
Jeffrey Ingalls, Jessica Bradford,
& Greg Rud

Others Present: City Clerk-Treasurer Gretchen Lohrbach
Public Works Lead Joe Adams
Public Works Wade Schroeder
City Engineer Tim Hruska - WHKS
Ryan DeCook & Matt Naatz - Dodge County Assessor's Office

2. Local Board of Appeal and Equalization

General rules of the Local Board of Appeal and Equalization meeting:

- All appeals will be heard by City Council before making a ruling.
- Everyone should remain civil and open minded.
- The burden of proof is on the taxpayer, so they must be prepared to present an appeal.
- The Assessor's Office must be in attendance and make record of adjustment and provide clarification to the Local Board.
- The purpose of the meeting is to discuss value and/or classification (no tax appeals).
- The scheduled meeting is for the valuation listed on the 2023 valuation notice **payable 2024**.
- Taxpayers who refuse a property inspection/review are not allowed to appeal.
- If Council chooses not to make a change, the taxpayer is allowed to present their appeal to the County Board on June 27, 2023 at 6:30pm (by appointment only).

Assessor Ryan DeCook gave an introduction and provided the Local Board of Appeal and Equalization report. Also attending tonight's meeting is Matt Naatz from the Dodge County Assessor's Office.

Mr. DeCook said the median adjusted ratio was 93.62% for all good residential sales and the revalued ratio for all good residential sales was 96.57%. The median adjusted ratio was 90.33% for all good agricultural sales greater than 34.5 acres and the revalued ratio for all good agricultural sales greater than 34.5 acres was 96.47%.

The property owner for 910 Hickory Lane owns two large lots and expressed his concerns about the valuation increase every year when the homestead deductions appear to be

dropping. One of his lots is mostly wetlands and un-useable and other parts of his property are landlocked.

Mayor Bradford stated that the homestead credit is set by the State Legislature. He said that it could be turned over to the County to make sure the parcels are zoned correctly.

Councilmember Bradford summarized that because the property owner appeared before the Council this evening, he can now go to the county with his research. Ryan DeCook also said the County will reach out to the homeowner.

Mayor Bradford said that the Council can deny the homeowner's request to have his Property revalued so that the county can then look at his case more closely.

Motion was made by Councilmember Ingalls and seconded by Councilmember Hoaglund to deny this request so that the County can look at this case.

Vote: 5 ayes / 0 nays. Motion carried.

Another resident was asking for his son about a property actually in Canisteo Township. Ryan DeCook said he would reach out to this individual's son to help him with next steps.

3. Adjourn

Mayor Bradford closed the Local Board of Appeal and Equalization at 7:12pm.

REGULAR CITY COUNCIL MEETING

4. Call to Order

Mayor Bradford called the meeting to order at 6:40 pm.

Present: Mayor Chuck Bradford
Councilmembers Lyle Hoaglund,
Jeffrey Ingalls, Jessica Bradford,
& Greg Rud

Others Present: City Clerk-Treasurer Gretchen Lohrbach
Public Works Lead Joe Adams
Public Works Wade Schroeder
City Engineer Tim Hruska - WHKS

5. Pledge of Allegiance

Everyone stood and recited the Pledge of Allegiance.

6. Changes to the Agenda

Council approved the agenda, as presented.

7. Consent Agenda

- A. Regular City Council Meeting Minutes of April 10, 2023
- B. Accounts Payable Claims List
- C. EDA Minutes of February 7, 2023
- D. EDA Minutes of March 7, 2023
- E. County Board Regular Draft Minutes from March 28, 2023
- F. 2023 MDH Cyanide Monitoring Results
- G. 2023 MDH Water Report

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

Vote: 5 ayes / 0 nays. Motion carried.

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

9. Public Concerns

A resident had a question about a charge on the Accounts Payable list and it was determined that it was turn-out gear for the Fire Department.

10. Public Safety Update – *No Items*

11. Public Hearings

- A. Public Hearing Regarding Annexing Certain Lands from Mantorville Township – Petition from David Wilcox; Ordinance No. 2023-06 and Resolution No. 2023-14.

Mayor Bradford opened the public hearing at 6:45pm.

Engineer Hruska said that this is land adjacent to a previously annexed piece (1 year ago) and this will continue on the development of this area.

Mayor Bradford opened it up for citizens in attendance to speak.

Seeing no one in attendance wished to speak, motion was made by Councilmember Ingalls and seconded by Councilmember Rud to pass Ordinance No. 2023-06 Annexing certain Lands from Mantorville Township.

Vote: 5 ayes / 0 nays. Motion carried.

Motion was made by Councilmember Rud and seconded by Councilmember Ingalls to adopt Resolution No. 2023-14 Authorizing Publication of Ordinance No. 2023-06 by Title and Summary.

Vote: 5 ayes / 0 nays. Motion Carried.

12. Old Business/New Business

- A. New Business

- 1) Dan Scholz at 314 Bergmann Drive submitted an application for a Dodge County Septic System Permit.

Motion made by Councilmember Hoaglund and seconded by Councilmember Bradford to approve the Septic Permit for Dan Scholz at 314 Bergmann Drive.

Vote: 5 ayes / 0 nays. Motion carried.

- 2) Patty Hanson applied for a Mobile Ice Cream Truck Permit.

Motion made by Councilmember Rud and seconded by Councilmember Bradford to approve the permit for Patty Hanson for her mobile ice cream truck.

Vote: 5 ayes / 0 nays. Motion carried.

B. Old Business – *No Items*

13. **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. - None*

14. Reports

A. Public Works Report

- 1) Public Works Lead Joe Adams said there are some valves that need to be replaced on manholes in town and he received two bids.

Durst Outdoor Services - \$10,942.00

S.L. Contracting Inc. - \$8,950.00

Motion was made by Councilmember Rud and seconded by Councilmember Hoaglund accept the bid from Durst Outdoor Services for \$8,950.00.

Vote: 5 ayes / 0 nays. Motion carried.

- 2) Boyum Tree Service has taken out ash trees infected with Emerald Ash Borers, but still needs to remove the stumps.
- 3) Adams said he and Public Works Schroeder are working on filling potholes.
- 4) There will be a tree planted honoring Arbor Day at Riverside Park at 1:00pm.

B. City Clerk's Report

- 1) City Clerk Lohrbach looked into the costs of electricity for the bridge lights. The last four months of electric bills from Xcel energy for the bridge lights was:

3/20/23 - \$26.69

2/16/23 - \$31.07
1/18/23 - \$28.01
12/15/22 - \$28.96

- 2) The Auditors will be here Friday April 28th at 10:30 and they only need one Councilmember present. Mayor Bradford confirmed that he could attend.

C. Consultant Report

City Engineer Tim Hruska said that WHKS will be meeting with Xcel Energy and MNDOT and will discuss if the City will be able to hang Christmas decorations on the new lights or not.

D. Committee Reports

- 1) Chamber – Spring Fling is May 20th.
- 2) Economic Development Authority
- 3) Fire Department – Work on the new fire truck is not finished yet.
- 4) Infrastructure
- 5) Kasson Mantorville Joint Powers
- 6) Mantorville Restoration Association
- 7) Park and Recreation Board – meeting tomorrow April 25th at 6:00pm and will be doing a walk through of the parks.
- 8) Personnel
- 9) Relief
- 10) Township

E. Councilmember Reports

Councilmember Ingalls asked about the process of replacing trees that are taken out. Joe Adams said that the City will match the amount paid by the resident to replace the tree up to \$100.00. The tree must be native to the area and cannot be planted in the boulevard.

Councilmember Hoaglund mentioned that there is a tree by the Post Office infected with Emerald Ash Borer.

F. Mayor's Report

Mayor Bradford had nothing else to report.

15. Executive Session – *No Items*

16. Adjourn

Motion was made by Councilmember Ingalls and seconded by Councilmember Bradford to adjourn the meeting at 7:07 p.m.

Vote: 5 ayes / 0 nays. Meeting adjourned.

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Payments

Current Period: May 2023

Payments Batch 050423PAY		\$50,730.61	
Refer	0 MINNESOTA POLLUTION CONTRO	-	
Cash Payment	E 602-49450-208 Training, Mileage	Wade Schroeder Certificate	\$45.00
Invoice	4/24/2023 5/8/2023		
Transaction Date	5/4/2023	Citizens State Bank 10100	Total \$45.00
Refer	0 JACOBSEN LAW FIRM, P.A.	-	
Cash Payment	E 101-41600-304 Legal Fees	Prosecutor Attorney Fees	\$1,984.00
Invoice	5/3/23 5/8/2023		
Transaction Date	5/4/2023	Citizens State Bank 10100	Total \$1,984.00
Refer	0 SIMPLY TIDY, LLC	-	
Cash Payment	E 101-41940-439 Janitors	Cleaning	\$65.00
Invoice	4897-5164 5/8/2023		
Cash Payment	E 101-41940-439 Janitors	Cleaning	\$65.00
Invoice	4897-5164 5/8/2023		
Transaction Date	5/4/2023	Citizens State Bank 10100	Total \$130.00
Refer	0 SOUTHEAST SERVICE COOPERAT	Ck# 005892 5/8/2023	
Cash Payment	G 101-21706 Hospitalization/Medical Ins	Health Insurance	\$836.98
Invoice	5/1/2023 5/8/2023		
Transaction Date	5/4/2023	Citizens State Bank 10100	Total \$836.98
Refer	0 INTERNAL REVENUE SERVICE	Ck# 005893 5/8/2023	
Cash Payment	G 101-21703 FICA Tax Withholding	Soc Sec PR06	\$873.60
Invoice	5/3/23 5/8/2023		
Cash Payment	G 101-21709 Medicare	Medicare pr06	\$204.32
Invoice	5/3/23 5/8/2023		
Cash Payment	G 101-21701 Federal Withholding	Withholding PR06	\$639.88
Invoice	5/3/23 5/8/2023		
Transaction Date	5/4/2023	Citizens State Bank 10100	Total \$1,717.80
Refer	0 MN PERA	Ck# 005894 5/8/2023	
Cash Payment	G 101-21704 PERA	MNPera 4/17-4/30/23	\$1,072.77
Invoice	5/3/2023 5/8/2023		
Transaction Date	5/4/2023	Citizens State Bank 10100	Total \$1,072.77
Refer	0 HOMETOWN HAULERS	-	
Cash Payment	E 101-41940-384 Refuse/Garbage Dispos	Trash	\$113.11
Invoice	9102 5/8/2023		
Cash Payment	E 101-42200-384 Refuse/Garbage Dispos	Trash	\$48.08
Invoice	9102 5/8/2023		
Cash Payment	E 101-41940-384 Refuse/Garbage Dispos	Trash	\$48.07
Invoice	9102 5/8/2023		
Transaction Date	5/4/2023	Citizens State Bank 10100	Total \$209.26
Refer	0 LINCOLN NATIONAL LIFE INS. CO.	-	
Cash Payment	G 101-21711 Life Insurance Payable	Life Insurance	\$100.89
Invoice	5/1/2023 5/8/2023		
Transaction Date	5/4/2023	Citizens State Bank 10100	Total \$100.89
Refer	0 WARSAW SOLAR, LLC	-	

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Payments

Current Period: May 2023

Cash Payment	E 101-43160-381	Electric Utilities	Power Sales						\$4,030.41
Invoice	5/24/2023	5/8/2023							
Transaction Date	5/4/2023		Citizens State Bank	10100			Total		\$4,030.41
Refer	0	WHKS & COMPANY	-						
Cash Payment	E 457-41950-303	Engineering Fees	Engineer/Planning						\$20,413.30
Invoice	48031	5/8/2023							
Transaction Date	5/4/2023		Citizens State Bank	10100			Total		\$20,413.30
Refer	0	KMTELECOM	-						
Cash Payment	E 101-41940-321	Communications Phone/	CITY HALL MAIN 5170						\$136.41
Invoice	10163399	5/8/2023							
Cash Payment	E 101-41940-321	Communications Phone/	CITY HALL - 5176 - 2ND LINE						\$20.79
Invoice	10163399	5/8/2023							
Cash Payment	E 101-41940-321	Communications Phone/	CITY HALL FAX 5300						\$25.00
Invoice	10163399	5/8/2023							
Cash Payment	E 101-42200-321	Communications Phone/	FD 5440						\$25.78
Invoice	10163399	5/8/2023							
Cash Payment	E 101-41940-321	Communications Phone/	STREETS - SHOP 5119						\$80.77
Invoice	10163399	5/8/2023							
Cash Payment	E 601-49400-321	Communications Phone/	WATER TOWER ALARM 3588						\$45.41
Invoice	10163399	5/8/2023							
Cash Payment	E 602-49450-321	Communications Phone/	LIFT STATION ALARM 5066						\$35.41
Invoice	10163399	5/8/2023							
Cash Payment	E 602-49450-321	Communications Phone/	WWTP 5463 ALARM						\$35.41
Invoice	10163399	5/8/2023							
Cash Payment	E 101-41940-321	Communications Phone/	LONG DISTANCE/TAXES/FEES						\$5.85
Invoice	10163399	5/8/2023							
Cash Payment	E 101-46500-437	Other Miscellaneous	EDA 800 NUMBER						\$0.00
Invoice	10163399	5/8/2023							
Transaction Date	5/4/2023		Citizens State Bank	10100			Total		\$410.83
Refer	0	DODGE COUNTY INDEPENDENT	-						
Cash Payment	E 101-41110-352	Publishing	Publishing						\$180.00
Invoice	15911	5/8/2023							
Cash Payment	E 101-41110-352	Publishing	Publishing						\$62.10
Invoice	15855	5/8/2023							
Cash Payment	E 101-41110-352	Publishing	Publishing						\$144.00
Invoice	15868	5/8/2023							
Transaction Date	5/4/2023		Citizens State Bank	10100			Total		\$386.10
Refer	0	XCEL ENERGY	-						
Cash Payment	E 101-43160-381	Electric Utilities	STREET LIGHTS						\$1,841.42
Invoice	4/19/2023	5/8/2023							
Cash Payment	E 101-43160-381	Electric Utilities	300 MAIN N BRIDGE LIGHTS						\$46.83
Invoice	4/19/2023	5/8/2023							
Cash Payment	E 101-43160-381	Electric Utilities	130 ST.HWY 57 S.CITY SIGN						-\$12.28
Invoice	4/19/2023	5/8/2023							
Cash Payment	E 101-43160-381	Electric Utilities	60003 ST.HWY 57 N CITY SIGN						\$15.61
Invoice	4/19/2023	5/8/2023							
Cash Payment	E 101-42200-380	Utility Services	21 5TH STREET SIREN						\$13.44
Invoice	4/19/2023	5/8/2023							

Payments

Current Period: May 2023

Cash Payment	E 101-42200-380	Utility Services	21 5TH STREET E FH/CH/PUMP	-	\$469.58
Invoice	4/19/2023	5/8/2023			
Cash Payment	E 101-42200-380	Utility Services	701 CHESTNUT SIREN		\$0.00
Invoice	4/19/2023	5/8/2023			
Cash Payment	E 101-43160-381	Electric Utilities	410 CLAY POLE ON EDA LOT		\$16.36
Invoice	4/19/2023	5/8/2023			
Cash Payment	E 101-41940-380	Utility Services	600 7TH STREET WEST MANTORFIEL		\$15.23
Invoice	4/19/2023	5/8/2023			
Cash Payment	E 101-41940-380	Utility Services	340 CLAY RIVERSIDE W CENTER		\$19.40
Invoice	4/19/2023	5/8/2023			
Cash Payment	E 101-41940-380	Utility Services	342 MAIN ST N RIVERSIDE NE		\$15.23
Invoice	4/19/2023	5/8/2023			
Cash Payment	E 101-41940-380	Utility Services	601 GOLFVIEW DENNISON FIELD		\$17.94
Invoice	4/19/2023	5/8/2023			
Cash Payment	E 101-41940-380	Utility Services	1008 EAST CITY SHOP	-	\$454.44
Invoice	4/19/2023	5/8/2023			
Cash Payment	E 602-49450-380	Utility Services	121 BLANCH WWTF+SEC+PUMP	-	\$39.17
Invoice	4/19/2023	5/8/2023			
Cash Payment	E 601-49400-380	Utility Services	841 BLANCH WTR WELL HOUSE	-	\$356.61
Invoice	4/19/2023	5/8/2023			
Cash Payment	E 601-49400-380	Utility Services	924 JEFFERSON WATER TOWER	-	\$8.90
Invoice	4/19/2023	5/8/2023			
Cash Payment	E 603-45183-381	Electric Utilities	324 MAIN ST N CAMPGROUND	-	\$178.79
Invoice	4/19/2023	5/8/2023			
Cash Payment	E 101-41940-380	Utility Services	101 BLANCH NEW SHOP		\$0.00
Invoice	4/19/2023	5/8/2023			
Cash Payment	E 101-41940-380	Utility Services	15 4TH STREET WEST RIVERSIDE		\$17.15
Invoice	4/19/2023	5/8/2023			
Cash Payment	E 602-49450-380	Utility Services	601 JEFFERSON LIFT STATION		\$2.64
Invoice	4/19/2023	5/8/2023			
Cash Payment	E 602-49450-380	Utility Services	121 BLANCH AUTO PROTECT LIGHT		\$10.23
Invoice	4/19/2023	5/8/2023			
Cash Payment	E 101-43160-381	Electric Utilities	CHRISTMAS LIGHTS		\$0.00
Invoice	4/19/2023	5/8/2023			
Transaction Date	5/4/2023		Citizens State Bank 10100	Total	\$511.71
Refer	0	METRO SALES INC	-		
Cash Payment	E 101-41500-350	Print/Binding (GENERA	Copier		\$362.24
Invoice	2266619	5/8/2023			
Transaction Date	5/4/2023		Citizens State Bank 10100	Total	\$362.24
Refer	0	ON-SITE COMPUTERS, INC	-		
Cash Payment	E 101-41500-300	Professional Srvs (GEN	Remote Support		\$118.45
Invoice	85816	5/8/2023			
Transaction Date	5/4/2023		Citizens State Bank 10100	Total	\$118.45
Refer	0	MENARDS - NORTH ROCHESTER	-		
Cash Payment	E 101-45200-200	Supplies	Joe - Impact Nut Driver		\$131.63
Invoice	22235	5/8/2023			
Transaction Date	5/4/2023		Citizens State Bank 10100	Total	\$131.63
Refer	0	DENIOS	Ck# 005891 5/8/2023		

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Current Period: May 2023

Cash Payment	E 101-43100-240	Tools and Minor Equipm	Poly Funnel Kit						\$214.71
Invoice	0033712		5/8/2023						
Transaction Date	5/4/2023			Citizens State Bank	10100		Total		\$214.71
Refer	0	<u>MK SERVICE & REPAIR</u>							
Cash Payment	E 101-43100-240	Tools and Minor Equipm	Pressure Washer						\$5,415.00
Invoice	4755		5/8/2023						
Transaction Date	5/4/2023			Citizens State Bank	10100		Total		\$5,415.00
Refer	0	<u>WEX HEALTH, INC.</u>							
				<u>Ck# 005890</u>	<u>5/8/2023</u>				
Cash Payment	G 101-21714	Health Savings Account	HSA PR 08						\$130.00
Invoice	4/20/23		5/8/2023						
Cash Payment	G 101-21714	Health Savings Account	HSA PR 08						\$173.07
Invoice	4/20/23		5/8/2023						
Transaction Date	5/4/2023			Citizens State Bank	10100		Total		\$303.07
Refer	0	<u>WEX HEALTH, INC.</u>							
				<u>Ck# 005889</u>	<u>5/8/2023</u>				
Cash Payment	G 101-21714	Health Savings Account	HSA PR07						\$130.00
Invoice	4/6/2023		5/8/2023						
Cash Payment	G 101-21714	Health Savings Account	HSA PR07						\$173.07
Invoice	4/6/2023		5/8/2023						
Transaction Date	5/4/2023			Citizens State Bank	10100		Total		\$303.07
Refer	0	<u>AMAZON</u>							
				<u>Ck# 005887</u>	<u>5/8/2023</u>				
Cash Payment	E 101-43100-240	Tools and Minor Equipm	Joe-Amazon Order						\$160.33
Invoice	4/14/23		5/8/2023						
Transaction Date	5/4/2023			Citizens State Bank	10100		Total		\$160.33
Refer	0	<u>PAYMENT SERVICE NETWORK, IN</u>							
				<u>Ck# 005895</u>	<u>5/8/2023</u>				
Cash Payment	E 602-49450-300	Professional Srvs (GEN	PSN						\$98.34
Invoice	276095		5/8/2023						
Cash Payment	E 601-49400-300	Professional Srvs (GEN	PSN						\$65.56
Invoice	276095		5/8/2023						
Transaction Date	5/4/2023			Citizens State Bank	10100		Total		\$163.90
Refer	0	<u>GOPHER STATE ONE CALL</u>							
Cash Payment	E 601-49400-300	Professional Srvs (GEN	Annual Operator Fee						\$30.00
Invoice	3000569		5/8/2023						
Cash Payment	E 602-49450-300	Professional Srvs (GEN	Annual Operator Fee						\$20.00
Invoice	3000569		5/8/2023						
Cash Payment	E 601-49400-300	Professional Srvs (GEN	Annual Operator Fee						\$14.58
Invoice	3000569		5/8/2023						
Cash Payment	E 602-49450-300	Professional Srvs (GEN	Annual Operator Fee						\$9.72
Invoice	3000569		5/8/2023						
Transaction Date	5/4/2023			Citizens State Bank	10100		Total		\$74.30
Refer	0	<u>LEAGUE OF MINNESOTA CITIES</u>							
Cash Payment	E 101-42200-151	Worker s Comp Insuran	Workers Com Pre						\$604.00
Invoice	3/27/23		5/8/2023						
Transaction Date	5/4/2023			Citizens State Bank	10100		Total		\$604.00
Refer	0	<u>CAPITAL ONE TRADE CREDIT</u>							
Cash Payment	E 101-43125-404	Repairs/Maint Machiner	3k tube mount						\$74.99
Invoice	0071073372		5/8/2023						

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Payments

Current Period: May 2023

Transaction Date	5/4/2023	Citizens State Bank	10100	Total	\$74.99
Refer	0 HAWKINS, INC		-		
Cash Payment	E 601-49400-216	Chemicals and Chem Pr	Chlorine Cylinder		\$20.00
Invoice	6447221	5/8/2023			
Transaction Date	5/4/2023	Citizens State Bank	10100	Total	\$20.00
Refer	0 FIRST SYSTEMS TECHNOLOGY, I		-		
Cash Payment	E 602-49450-300	Professional Srvs (GEN	Semi-Annual Verification		\$595.00
Invoice	23486	5/8/2023			
Transaction Date	5/4/2023	Citizens State Bank	10100	Total	\$595.00
Refer	0 AVESIS		-		
Cash Payment	G 101-21715	Employee Paid Vision Plan	Benefits		\$39.28
Invoice	2974545	5/8/2023			
Transaction Date	5/4/2023	Citizens State Bank	10100	Total	\$39.28
Refer	0 SMITH SCHAFFER & ASSOCIATES		-		
Cash Payment	E 101-41530-301	Auditing and Acct g Serv	Accountants		\$4,350.00
Invoice	20328	5/8/2023			
Transaction Date	5/4/2023	Citizens State Bank	10100	Total	\$4,350.00
Refer	0 ON-SITE COMPANIES		-		
Cash Payment	E 603-45183-400	Repairs & Maint Cont (G	Sanitizer + restroom		\$79.00
Invoice	0001515598	5/8/2023			
Cash Payment	E 603-45183-400	Repairs & Maint Cont (G	Sanitizer + restroom		\$54.53
Invoice	0001515598	5/8/2023			
Transaction Date	5/4/2023	Citizens State Bank	10100	Total	\$133.53
Refer	0 DURST OUTDOOR SERVICES		-		
Cash Payment	E 101-43100-570	Capital Outlay	Sweeping		\$2,087.00
Invoice	1624	5/8/2023			
Transaction Date	5/4/2023	Citizens State Bank	10100	Total	\$2,087.00
Refer	0 REINDERS		-		
Cash Payment	E 101-43100-224	Street Maint Materials	Lawn Seed		\$91.50
Invoice	3184702-00	5/8/2023			
Transaction Date	5/4/2023	Citizens State Bank	10100	Total	\$91.50
Refer	0 MAXSON ELECTRIC		-		
Cash Payment	E 101-41940-228	Equip. Repair and Maint	Lamps + Misc		\$2,924.80
Invoice	7114	5/8/2023			
Transaction Date	5/4/2023	Citizens State Bank	10100	Total	\$2,924.80
Refer	0 DODGE COUNTY SHERIFF		-		
Cash Payment	E 101-41500-200	Supplies	FireFighter ID		\$120.00
Invoice	2023-0002	5/8/2023			
Transaction Date	5/4/2023	Citizens State Bank	10100	Total	\$120.00
Refer	0 CNH INDUSTRIAL ACCOUNTS		-		
Cash Payment	E 101-45200-404	Repairs/Maint Machiner	St. Jo Equipment		\$393.76
Invoice	05122023	5/8/2023			
Transaction Date	5/4/2023	Citizens State Bank	10100	Total	\$393.76
Refer	0 PITNEY BOWES PURCHASE POWE		-		

Payments

Current Period: May 2023

Cash Payment	E 101-41500-322 Postage	Mail			\$201.00
Invoice	5/22/2023	5/8/2023			
Transaction Date	5/4/2023	Citizens State Bank	10100	Total	\$201.00

Fund Summary

	10100 Citizens State Bank	
101 GENERAL FUND		\$29,739.95
457 STATE HIGHWAY 57 PROJECT		\$20,413.30
601 WATER FUND		(\$189.96)
602 SEWER FUND		\$812.58
603 RV PARK		(\$45.26)
		<u>\$50,730.61</u>

Pre-Written Checks	\$5,367.39
Checks to be Generated by the Computer	\$45,363.22
Total	<u>\$50,730.61</u>

**UNAPPROVED MINUTES OF THE
DODGE COUNTY BOARD OF COMMISSIONERS REGULAR MEETING HELD
APRIL 11, 2023**

Chair

Convene County Board Meeting

The Dodge County Commissioners met in regular session April 11, 2023, in the Board 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.

Call to Order

Attendee Name	Title	Status	Arrived
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

The County Administrator informed the Board a Dispatcher Contract will be added to the agenda as item 6.3.

A request to purchase a Highway Department vehicle will also be added to the agenda as item 11.3.

Motion by Kenworthy seconded by Allen to approve and adopt the agenda as amended to include the additions of items 6.3 (Dispatcher Contract review) and 11.3 (Highway Department vehicle purchase request).

Motion Adopted [Unanimous]

New Employee Introductions

Paul Kiltinen introduced Kailee Thompson who is the new Assistant County Attorney in the Attorney's Office.

The Board welcomed Ms. Thompson.

Consent Agenda

Motion by Kenworthy seconded by Toquam to approve the following Consent Agenda items with the recommended changes to the Committee of the Whole meeting minutes on page 2, paragraphs 4 and 5:

Motion Adopted [Unanimous]

- 1.1. Committee of the Whole - Committee Meeting - Mar 28, 2023 4:30 PM
- 1.2. Board of Commissioners - Regular Meeting - Mar 28, 2023 5:00 PM

Becky Kamrath, Victim Services

Sexual Assault Awareness Month Proclamation

Ms. Kamrath reported that included in the board packet was the Proclamation which proclaims April as Sexual Assault Awareness Month. This is the month each year that they present the proclamation to the Board and briefly discuss their successes with helping victims, and engage Dodge County schools in prevention as well.

The Chair was asked to sign a proclamation proclaiming April as Sexual Assault Awareness Month.

Commissioner Peterson informed Ms. Kamrath the County Board backs and supports the work that Victim Services does.

Motion No Vote

Ingvild Herfindahl, Dodge County Library

Dodge County Library Update

Ms. Herfindahl reported it's been a number of years since the librarians have presented at a County Board meeting and she was here today to update everyone on how the libraries of Dodge County are doing.

The Library Director informed the Board that five libraries serve the citizens of Dodge County under the regional library system of SELCO. The libraries provide needed services including access to books and movies, public computer use, job seeking assistance, free community

programs, and collaborations with local community organizations.

Each of the libraries function independently from each other, each serve their patrons based on what their community needs; but all libraries in the region collaborate to share materials, ideas, and best practices.

Ms. Herfindahl pointed out the agreement between Dodge County and the SELCO libraries, which was signed in 1989, has become out of date. The role of libraries in our communities has shifted and expanded. As Library Directors, they are requesting to work with the county to update the agreement to better benefit all parties.

The Library Director discussed with the Board the following library information:

- Library Director Information (All 5 county Library Directors were in attendance at the meeting.)
- Kasson Library
- Dodge Center Library
- West Concord Library
- Pine Island Library
- Blooming Prairie Library
- The libraries provide services for the 21st century
- Materials
- Services
- Libraries are here to stay
- Agreement with SELCO dated December 26, 1989

Commissioner Peterson informed Ms. Herfindahl the county provides more money to the Dodge County libraries through SELCO than other non-county entities. Mr. Peterson also noted the county doesn't impose anything on the libraries, they just let them do their thing. Commissioner Peterson informed the Library Director he is more familiar with the Hayfield Public Library.

Ms. Herfindahl noted that while the Hayfield Public Library isn't a part of SELCO they would be more than willing to work with them.

Mr. Peterson stated he was glad to hear this and reported he prefers to use audio books.

The Library Director reported she is willing to help anyone download an audio book app and noted this is a very slick application to use.

Ms. Herfindahl briefly discussed the services offered by the libraries in the county and asked that the Board consider all of the changes that have taken place since 1989 and how those changes have impacted the libraries and the services they provide.

Commissioner Peterson thanked Ms. Herfindahl for bringing the outdated agreement to their attention and reported he has not seen this agreement. Mr. Peterson thanked the Library

Director for the update.

Commissioner Kenworthy thanked the librarians for all that they do.

Motion No Vote

Laura Qualey, Economic Development Consultant

Dodge County Child Care Financial Assistance Request

Ms. Qualey reported that in an effort to retain the current family child care providers and child care centers in Dodge County, she and Melissa DeVetter would like to make a recommendation that the Dodge County Commissioners consider aiding in the efforts of required annual training and support services by offering an annual allocation of \$2,000 - \$3,000 of financial assistance to the Dodge County Licensed Child Care Association. This financial assistance would not only be a contribution for training and support but could be used as a 'match' for any grant opportunities that are available to the group if such a grant opportunity arises in the future.

Commissioner Kenworthy stated he was good with allocating the \$3,000 as a way to help the DCLCCA for 2 years.

Commissioner Toquam reported she was at a Workforce Development forum a couple of years ago and at the forum they were discussing how tough it was to find employees and the fact that when they did find employees there were then issues with finding daycare providers for the employee's kids and transportation to work. Ms. Toquam wondered if there wasn't a way, in the future, for them to work with local businesses to find out what training opportunities they are offering their employees and see if they would be willing to include day care providers in some of the training opportunities in order to kill two birds with one stone.

Commissioner Allen stated he is willing to back this request but he would like to know who was previously taking care of the training and the scheduling of the training sessions and why they aren't doing it now.

Ms. Qualey reported this could be used as a pilot project that would help them get a day care provider's training schedule started.

Commissioner Peterson commented the county knows we need to support day care providers in our county and pointed out this is a non-profit the county will be allocating money to. Mr. Peterson informed Ms. Qualey he would like a report as to how it's going with this group in the future. Commissioner Peterson also suggested that they look at state's web site and talk to MnPrairie day care licensing staff to make sure they are getting the training they need and using the resources they have available to them.

Motion by Kenworthy seconded by Tjosaas to approve and authorize allocating \$3,000 of finance assistance to the Dodge County Licensed Child Care Association covering the years of 2023-2024. The funds will be used to offer required annual training sessions to

their members and pay for support services which would allow them to continue to operate their association.

Motion Adopted [Unanimous]

SE MN Legislation Support (TIF)

Included in the Board packet were examples of the letters of support and resolutions pertaining to HF 1285 and SF 3087 as well as the language for the TIF legislation to give more background on the bill.

The EDA recommends supporting these two items and submitting letters of support to the legislators for our region which include Representative Duane Quam, Senator Carla Nelson, Representative Brad Finstad, Senator Amy Klobuchar and Senator Tina Smith.

Commissioner Kenworthy offered the following resolution (#2023-10), seconded by Commissioner Tjosaas:

Resolution in Support of HF 1285

Support resolution for HF1285, to remove the income restrictions for TIF in nonmetropolitan counties of Minnesota.

WHEREAS, there is need for more flexibility to use TIF as deemed necessary by the communities of our region; and

WHEREAS, there is a significant need for a broad spectrum of housing types in southeast Minnesota communities; and

WHEREAS, cities need the ability to set their own income limits for TIF housing projects; and

WHEREAS, cities need the ability to locally set other parameters that match the needs of the community; and

WHEREAS, this bill would make a difference in what cities could do to serve their communities.

NOW THEREFORE BE IT RESOLVED that the County of Dodge hereby supports HF1285, which would remove the income restrictions for TIF in the nonmetropolitan counties in Minnesota.

Motion Adopted [Unanimous]

SE MN Legislation Support (Transportation)

Commissioner Kenworthy offered the following resolution (#2023-11), seconded by Commissioner Toquam:

Resolution in Support of SF3087 Amendment for**Appropriation; Transportation Management Organization Development**

\$350,000 in fiscal year 2024 is appropriated from the general fund to the commissioner of transportation for grants to the city of Chatfield to develop a transportation management organization in southeastern Minnesota. The commissioner must not retain any portion of this appropriation. Funds under this section are available for developing a comprehensive assessment and financial plan for a transportation management organization in the counties of Rice, Goodhue, Dodge, Steele, Wabasha, Olmsted, Winona, Freeborn, Mower, Fillmore, and Houston. From funds under this section, the study must assess how the transportation management organization can develop resources to meet the region's growing and changing transportation needs and prioritize transportation-related challenges that affect the region's workforce, access to health care and postsecondary education, and quality of life.”

WHEREAS, southeast Minnesota lost key transit services in the region during the recent pandemic; and

WHEREAS, communities in southeast Minnesota are highly interconnected by jobs, higher education, medical services, and other activities that require travel; and

WHEREAS, communities in southeast Minnesota wish to build on and advance the region’s current transit systems, services, and facilities; and

WHEREAS, communities have identified the need for southeast Minnesota to affirm the TMO approach meets regional needs and priorities, by including major employers, post-secondary commuter-based education, healthcare insurers and providers, elected officials; and transportation providers; and

WHEREAS, planning for a TMO requires a detailed financial plan for a three-year start-up implementation phase, including specific public and private funding sources.

NOW THEREFORE BE IT RESOLVED, that the County of Dodge supports the appropriation request stated above for the purpose of creating a study and plan of a Regional Transit Management Organization for southeastern Minnesota.

Resolution Adopted [Unanimous]

Catherine Grondin, Zoning Administrator

Planning Commission Recommendations Reviewed

Ms. Grondin presented for the Board’s consideration the April 5, 2023 Planning Commission recommendations.

The Zoning Administrator discussed IUP #23-01 Westgard.

Motion by Allen seconded by Kenworthy to approve of the following action of the Planning and Zoning Commission as reviewed on April 5, 2023 with the reasons, recommendations and conditions as found in the individual permit:

IUP #23-01 Westgard

The first public hearing to consider a request to establish a dwelling on less than 53 acres in the Ag District on approximately 8.05 acres located in Section 2, Milton Township. The property owner and applicant is Robert Westgard.

The Environmental Services Staff recommends approval of the Interim Use Permit (I.U.P.) as the request meets the ordinance requirements and criteria. The following conditions are recommended:

1. An Ag Covenant shall be signed and recorded prior to issuance of the Zoning Permit.
2. A Septic Permit shall be required prior to issuance of the Zoning Permit.
3. A Dodge County Zoning Permit shall be obtained before construction.
4. An address shall be obtained from the Dodge County Road Authority.
5. An Erosion and Sediment Control Plan shall be required prior to any land disturbing or development activities on slopes of 12% or more. No land disturbing or development activities shall be allowed on slopes of eighteen percent (18%) or more.

Motion Adopted [Unanimous]

ZA #23-02 Farm Animals Reviewed

Ms. Grondin reviewed with the Board ZA #23-02 Farm Animals.

ZA #23-02 Farm Animals

The second public hearing is to consider an application for Zoning Amendment #23-02 to Chapter 4, Chapter 7, Chapter 8, Chapter 10, Chapter 11, Chapter 14, Chapter 15, Chapter 16, Chapter 17, Chapter 18, and Chapter 20. To view the proposed language a copy will be available at the Dodge County Finance Office, the Dodge County Environmental Services Office and also on the County web site [www.co.dodge.mn.us / Departments/Environmental Services/Public Hearings](http://www.co.dodge.mn.us/Departments/Environmental%20Services/Public%20Hearings).

Included in the Board packet were the proposed zoning amendments.

Project Manager Jackson Miller discussed registered and non-registered Farm Animal Sites and the deactivation process if a site has been inactive for 5 consecutive years.

Commissioner Toquam wanted to know when the 5-years starts.

Mr. Miller reported the 5-year time clock starts from the date of the application.

Commissioner Toquam questioned whether or not they would be better off to do something with the 1,000-foot buffer.

The Project Manager informed the Board the problem is that people are still misrepresenting the sites when there haven't been any animals on the site in years. Environmental Services staff believes property owners are using this as a way to buffer their properties from additional homes being built near their property. The property owners want to pay the \$25 to hold the property in an effort to prevent additional density in their areas. Mr. Miller noted the county's existing density rules still limit density in the county.

Commissioner Allen reported they have talked about this in the past and noted this is just a game people play to keep a quarter section closed.

Commissioner Allen offered the following resolution (#2023-12), seconded by Commissioner Kenworthy:

WHEREAS, amendments of Chapter 4 (Rules and Definitions), Chapter 7 (Hamlet District (H)), Chapter 8 (Agricultural District (A)), Chapter 10 (Urban Expansion District (X)), Chapter 11 (Rural Residential District (R)), Chapter 14 (Shoreland Overlay District), Chapter 15 (Flood Plain Overlay District), Chapter 16 (Performance Standards), Chapter 17 (General Development), Chapter 18 (Administration) and Chapter 20 (Subdivision Regulations) are proposed to add the terms “Farm Animal(s)” and “Farm Animal(s) Site” to the Ordinance with the required Ordinance modifications; and

WHEREAS, a summary of the language to be amended in Chapter 4 (Rules and Definitions), Chapter 7 (Hamlet District (H)), Chapter 8 (Agricultural District (A)), Chapter 10 (Urban Expansion District (X)), Chapter 11 (Rural Residential District (R)), Chapter 14 (Shoreland Overlay District), Chapter 15 (Flood Plain Overlay District), Chapter 16 (Performance Standards), Chapter 17 (General Development), Chapter 18 (Administration) and Chapter 20 (Subdivision Regulations) has been published in the legal newspaper on March 23rd, 2023 and posted upon the county website; and

WHEREAS, a public hearing on the proposed amendments was held by the Dodge County Planning Commission on April 5th, 2023; and

WHEREAS, the Dodge County Planning Commission found the draft language to be consistent with the Dodge County Comprehensive Land Use Plan; and

WHEREAS, the Planning Commission recommended approval of the proposed amendments to Chapter 4 (Rules and Definitions), Chapter 7 (Hamlet District (H)), Chapter 8 (Agricultural District (A)), Chapter 10 (Urban Expansion District (X)), Chapter 11 (Rural Residential District

(R)), Chapter 14 (Shoreland Overlay District), Chapter 15 (Flood Plain Overlay District), Chapter 16 (Performance Standards), Chapter 17 (General Development), Chapter 18 (Administration) and Chapter 20 (Subdivision Regulations) to the Dodge County Board of Commissioners; and

WHEREAS, the Dodge County Board of Commissioners adopted the proposed amended Chapter 4 (Rules and Definitions), Chapter 7 (Hamlet District (H)), Chapter 8 (Agricultural District (A)), Chapter 10 (Urban Expansion District (X)), Chapter 11 (Rural Residential District (R)), Chapter 14 (Shoreland Overlay District), Chapter 15 (Flood Plain Overlay District), Chapter 16 (Performance Standards), Chapter 17 (General Development), Chapter 18 (Administration) and Chapter 20 (Subdivision Regulations) at its April 11th, 2023 meeting.

THEREFORE, BE IT RESOLVED, that the County Board of Dodge County hereby adopts the amendments to Chapter 4 (Rules and Definitions), Chapter 7 (Hamlet District (H)), Chapter 8 (Agricultural District (A)), Chapter 10 (Urban Expansion District (X)), Chapter 11 (Rural Residential District (R)), Chapter 14 (Shoreland Overlay District), Chapter 15 (Flood Plain Overlay District), Chapter 16 (Performance Standards), Chapter 17 (General Development), Chapter 18 (Administration) and Chapter 20 (Subdivision Regulations).

Resolution Adopted [Unanimous]

ZA #23-03 County Loan Program

The Zoning Administrator reviewed ZA #23-03 County Loan Program.

ZA #23-03 County Loan Program

The third public hearing is to consider an application for Zoning Amendment #23-03 to the Dodge County Stand Alone Ordinance: Establishing a Loan Program for Individual Sewage Treatment and Water Wells. To view the proposed language a copy will be available at the Dodge County Finance Office, the Dodge County Environmental Services Office and also on the County web site www.co.dodge.mn.us. / Departments/Environmental Services/Public Hearings.

Included in the Board packet was the proposed zoning amendment.

Commissioner Allen offered the following resolution (#2023-13), seconded by Commissioner Toquam:

WHEREAS, amendments of the Ordinance establishing a loan program for individual sewage treatment systems and water wells are proposed to clarify the loan program and grant funding eligibility to the installation of Home Water Treatment Systems under the terms of the Ordinance and the loan program policies; and

WHEREAS, a summary of the language to be amended in the Ordinance establishing a loan program for individual sewage treatment systems and water wells has been published in the legal newspaper on March 23rd, 2023 and posted upon the county website; and

WHEREAS, a public hearing on the proposed amendments was held by the Dodge County Planning Commission on April 5th, 2023; and

WHEREAS, the Dodge County Planning Commission found the draft language to be consistent with the Dodge County Comprehensive Land Use Plan; and

WHEREAS, the Planning Commission recommended approval of the proposed amendments to the Ordinance establishing a loan program for individual sewage treatment systems and water wells to the Dodge County Board of Commissioners; and

WHEREAS, the Dodge County Board of Commissioners adopted the proposed amended Ordinance establishing a loan program for individual sewage treatment systems and water wells at its April 11th, 2023 meeting.

THEREFORE, BE IT RESOLVED, that the County Board of Dodge County hereby adopts the amendments in the Ordinance establishing a loan program for individual sewage treatment systems and water wells.

Resolution Adopted [Unanimous]

Lisa Kramer, Finance Director

Bills Reviewed

Ms. Kramer reviewed bills with the Board.

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

01	Revenue Fund	\$	42,252.49
13	Road and Bridge Fund	\$	71,596.73
16	Environmental Quality Fund	\$	123,572.10
19	Eda/Hra-Dodge County	\$	38.05
	Total	\$	237,459.37

Motion Adopted [Unanimous]

Selection of Audit Firm 2021-2024

The Finance Director informed the Board that Dodge County has been released by the State Auditor's office for years 2021-2024. Clifton Larson Allen and Baker Tilly have submitted proposals for audit services for the county. Clifton Larson Allen currently audits Fairview Care Center.

The CLA proposal is only for 2021 and with an understanding of a further negotiation for 2022-2024 later. The Baker Tilly proposal has a quote for each year with a single audit addendum for years where it is required. Dodge County will require single audits for 2021, 2022, and

2024 for SLFR Funding and expect federal highway funding in 2024.

Ms. Kramer has spoken at length with both Doug Host from Clifton Larson Allen and Paul Frantz from Baker Tilly, both firms have the capacity to audit Dodge County and both asked very insightful questions in their discussions prior to preparing their proposals, so the Finance Director has good confidence that both of these firms would meet the county's needs. Ms. Kramer noted several counties around us use Baker Tilly and their cost is less than that of Clifton Larson Allen. They have also provided quotes for all years of Dodge County's initial release period.

Based on cost, it the Finance Director's recommendation to accept the audit services proposal from Baker Tilly and authorize the Ms. Kramer to sign the agreement.

Motion by Allen seconded by Toquam to approve and authorize accepting the audit services proposal from Baker Tilly and authorize the Finance Director to sign the agreement.

Motion Adopted [Unanimous]

Lisa Hager, Employee Relations Director

Labor Agreement with LELS - Dispatcher Union

Included in the Board packet was a tentative agreement with the LELS Dispatcher Union 2023-2025. The Union has voted and approved this agreement.

A summary of issues includes the following:

1. Article 14 - Holidays - Allow Holidays pay to be used as time off if requested and approved.
2. Article 14 - Holidays - Add Juneteenth in 2024.
3. Article 19 - Shift Differential - Change from \$1.00/hour to \$1.25/hour.
4. Article 24 - Training Pay - Change from \$1.00/hour to \$1.25/hour.
5. Wages - Adjust payscale and add 2.25% in 2023, 2.5% in 2024, and 3% in 2025.
6. Give 2023 steps on January 1, 2023 with no other steps in 2023.

Motion by Kenworthy seconded by Tjosaas to approve and authorize the Chair, County Administrator and Employee Relations Director to sign the LELS Dispatcher Union Labor Agreement for 2023-2025 as recommended.

Motion Adopted [Unanimous]

Personnel Agenda Reviewed

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

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

- A. Environmental Services**
Seasonal Transfer Station Worker

- Authorization post and fill seasonal position at the Transfer Station.
Effective Date: 3 month period (TBD)
- A.2 Seasonal Transfer Station Customer Service
Authorization post and fill seasonal position at the Transfer Station.
Effective Date: 3 month period (TBD)
- B. Highway**
- B.1 Tom Anderson - Highway Mechanic
Step increase from B23 step 7 \$32.05 to B23 step 8 \$32.86.
Effective Date: 2/1/23
- B.2 Joe Andrist - Hwy Equipment Operator
Step increase from B23 step 6 \$29.11 to B23 step 7 \$29.84.
Effective Date: 5/1/23
- C. Administration**
- C.1 Max Olive - Information Systems Specialist
Authorization to hire at B31 step 8 \$24.34 to fill approved vacancy.
Effective Date: 4/17/23
- D. Land Records**
- D.1 Laura Bollum - Deputy Recorder
Step increase from B22 step 9 \$20.28 to B22 step 8 \$20.95.
Effective Date: 5/2/23
- E. Public Health**
- E.1 Kathy Struckmann - Public Health Nurse
Step increase from C41 step 3 \$37.56 to C41 step 2 \$38.60.
Effective Date: 4/13/23

Motion Adopted [Unanimous]

Paul Kiltinen, County Attorney

Legal Update

Mr. Kiltinen provided the Board with a legal update.

The County Attorney reported the biggest news in their office is that they have their new Assistant County Attorney. Mr. Kiltinen informed the Board they are working with surrounding counties to get some training and help Ms. Thompson get up to speed with her new role.

Motion No Vote

Jim Elmquist, County Administrator

Appoint Nancy Thornton to SELCO Board & SELS Board

Mr. Elmquist reported this is a request to appoint Nancy Thornton to a 3-year term as Dodge County's SELCO and SELS Board representative. Ms. Thornton is interested in representing Dodge County on the Southeastern Libraries Cooperating (SELCO) and Southeast Library System (SELS) Board of Directors. The directors of the libraries within Dodge County have indicated their support for her appointment. Ms. Thornton has represented the Dodge Center

Public Library on the SELCO/SELS Board of Directors since 2019 and is currently on the executive committee as well serving on various committees within the board.

Motion by Allen seconded by Tjosaas to appoint Nancy Thornton to a 3-year term as Dodge County's representative on the Southeastern Libraries Cooperating (SELCO) and Southeast Library System (SELS) Board of Directors.

Motion Adopted [Unanimous]

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

The County Administrator noted the Highway 57 detour begins in Kasson on Monday, April 17th.

Also noted was that the City of Kasson will be discussing the detachment proposal for the Dodge County park project tomorrow. Environmental Services staff does plan to attend this meeting on behalf of the county.

Motion No Vote

Public Health Committee Report - Commissioner David Kenworthy

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

Public Health Update

Mr. Kenworthy briefly discussed the following Public Health updates:

- Provide update on end of Public Health Emergency (PHE)
- Provide update on Opioid Settlement Funds
- Tobacco licensing update
- DHS MNChoices roll out
- PH AmeriCorps & Internships

Motion No Vote

Public Works Committee Report - Commissioner Rhonda Toquam

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

Award 2023 Bituminous Projects

Bids were opened Tuesday, March 28, 2023 for the 2023 Bituminous Projects which consists of the following:

- Bituminous Overlay and Aggregate Shouldering on C.S.A.H. 24, from T.H 57 to C.S.A.H. 22
- Bituminous Overlay on C.A.R. L, from T.H. 30 to Steele County 26, Blooming

Prairie, MN

The following bid was received:

Rochester Sand and Gravel \$991,391.52

Construction is expected to begin in June with a completion date in October.

Motion by Allen seconded by Kenworthy to award the contract for 2023 bituminous projects to Rochester Sand and Gravel in the amount of \$991,391.52 with the County Engineer authorized to approve change orders and supplemental agreements up to 10% of the contract amount as recommended.

Motion Adopted [Unanimous]

**Agreement to State Transportation Fund Local Bridge Replacement Program Grant
Terms and Conditions SAP 020-605-030**

In 2023 the county will be constructing Bridge No. 20J52 on C.S.A.H. 5 approximately 1-mile north C.S.A.H 24. The primary source of funding for the project will be from MVLST Bridge Funds in the amount of \$793,470.00 in the form of a Local Bridge Replacement Program (LBRP) Grant. The remaining project costs will be funded by CSAH funds.

In order to utilize these funds for our project the county must pass a resolution accepting the terms of the funds as laid out in Minnesota Statutes, section 174.50, subdivision 5. This clause states that we will use the funds only for the stated project and any expenditures in excess of the bonds will be secured through local sources.

Commissioner Allen offered the following resolution (#2023-14), seconded by Commissioner Toquam:

WHEREAS, Dodge County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for construction of Bridge No. 20J52; and

WHEREAS, the Commissioner of Transportation has given notice that funding for this project is available; and

WHEREAS, the amount of the grant has been determined to be \$793,470.00 by reason of the lowest responsible bid.

NOW THEREFORE, be it resolved that Dodge County does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.50, and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the project but not required. The proper county officers are authorized to execute a grant agreement and any amendments thereto with the Commissioner of Transportation concerning the above-referenced grant.

Resolution Adopted [Unanimous]

Vehicle Purchase Request Discussed

The Board discussed the Highway Department's request to purchase a 1-ton pickup. The Highway Department has two pickups that they have gotten rid of because the frames were bad. The Highway Department has \$90,000 set aside in their budget to purchase a pickup and would have to order now in order to receive a new pickup by August 2024. Mr. Kohlnhofer and Mr. Heser would like permission to purchase a new pickup, possibly two, if they can find two good used pickups.

Motion by Allen seconded by Toquam to approve and authorize the Highway Department to purchase up to two pickups in 2023 if they can stay within their budgeted amount of \$90,000 for vehicle replacement.

The County Attorney left the meeting at 10:45 p.m.

Motion Adopted [4 to 1]

Administration Committee Report - Commissioner Rod Peterson

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

Out of State Travel Request for Commissioner Rod Peterson

Included the Board packet was a request to authorize Commissioner Peterson to attend a NACO Conference in Austin, Texas in July. Mr. Peterson informed the Board he no longer plans to go to the NACO conference.

Motion No Vote

Commissioners provided their agency reports. Commissioner Allen attended a Township Officers meeting. Commissioner Kenworthy attended a Steering Committee pre-meeting, a Township Officers meeting and a SEECB meeting. Commissioner Peterson attended a State Advisory on Mental Health Board meeting, an AMC Leadership summit and a Human Services Leadership forum. Commissioner Tjosaas attended a Semcac meeting. Commissioner Toquam attended a Fairview tour and meeting and a SCHA meeting.

Motion No Vote

There were no Other Deferred Business items to discuss.

Motion No Vote

Adjourn

The Chair adjourned the meeting at 11:07 a.m.

The next meeting of the Dodge County Board of Commissioners will be held on April 25, 2023 at 5:00 p.m.

Mantorville Chamber of Commerce

April 5, 2023

Greek Revival House

President Terry Eckstein called the April meeting of the Mantorville Chamber of Commerce to order.

In attendance were Bill Kinney, Lynnette Nash, Paul Larsen, Terry Eckstein, Jennifer Galloway, Lyle Hoaglund, Jason K. Wendy S., Martha V., Mary Ann B., Lois Hancock, and Barbara Loquai.

Visitors: none

The secretary's: The secretaries report was emailed to each member. Mary Ann Bucher made the motion to accept the secretaries report and seconded by Jason K. Motion Passed.

Treasure Report: None – no changes.

Farmers Market- Will be in the Welcome Center until May 10th and then on May 20 it will move River side park for the summer.

Dodge County Expo. The Chamber booth was great, having the two booths. Barbara had some pictures for those who wanted to see what it look like. Barbara forgot to announce that there were 170 people registered for the drawing won by a Steve Knutson from Dodge Center.

Easter Egg Hunt: April 8th. Anyone who wants to help set up the fence Friday night before meet at the part a 5:30 p.m. Bunny will be there for photo's at 9:00 and the Hunt will start at 9:30am. Make sure to bring a Food Shelf Item.

Spring Fling: Things are all set. Posters to be made so get Information for the poster to Lynnette.

High Schools photos: Lynnette and Barb will take care of it and there will be a work night. The time will be announced at a late date.

Trolly- No new information at this time.

Cemetery Walk – Things are all set. More info to come. The Dodge County is having a Cemetery walk at Wild Wood Cemetery in Wasioja on May 6th, 2023.

New Business: None

Secretary, Barbara Loquai

**MINUTES OF THE
MANTORVILLE ECONOMIC DEVELOPMENT
AUTHORITY (EDA)**

April 4, 2023 Meeting Minutes 6:00 P.M.

I. Call To Order – 6:30pm

- a. Roll Call – The meeting was called to order by Hindal at 6:30 PM. Board members Hindal, Mayor Bradford, Stafford, Hemker, Ingalls, Soland Absent:
Other: CEDA Representative Alexandria Slocum

II. approval of agenda

- a. Additions: fireworks and SE MN Together Fund
- b. Approved Ingalls/Soland

III. approval of meeting minutes

- a. Approved Hemker/Soland

IV. financial report

- a. Approved Soland/Hindal

V. new business/old business

- a. Trolly
 - i. tabled until Bob comes back to the Hubbell House
- b. Loans
 - i. no response from owners on receipts
- c. CEDA and Grants Update
 - i. SEMAC Grant For: Larger Than Life Exhibit Grant \$5000
 - ii. Operation Round Up for Riverside Footings \$1,500
 - iii. MBT Sponsorship/Donation for Larger Than Life
- d. Fireworks
 - i. Help sponsor \$500 addition to the \$1,500
 - ii. Approved Hemker/Ingalls
- e. SE MN Transportation through the state
 - i. EDA write letter of support
 - ii. Approved Stafford/Soland

VI. Adjourn

- i. 7:00 PM Stafford/Hindal

MANTORVILLE FIRE DEPARTMENT

April 2023 General Members Meeting

Call to Order:

- The meeting was called to order at: 19:30

Member's in Attendance:

- JJ, Jeff, Dave, Rog, Don, Jim, Russ, Scott S., Steve, Travis, Nate B., Joey, Brett, Kyle, Duke, Nate S., Orion, Ryan, Logan, Tristan, Scott S.

Chief's Report:

Caseys Fuel Cards

- New card are in the trucks (only tested the rescue rig)

Donation

- Donation from Big Iron Classic for \$500

Member Meetings

- May 16th moved due to social on the 17th

Mutual Aid Social

- May 17 will need helpers
- Relief meeting

May dinner

- Lions Club supplying dinner for May meeting. May 16

Invoices for service

- We have received payments for all invoiced calls
- Thanks to Nate and Kyle for getting this paperwork to city for billing

PERA

- Annual Good Time Service Credit Certification was accepted by PERA all members received points for their time on the Dept, a copy will be sent out to all members.

City of Mantorville Public Hearing

- The city is holding a public hearing to annex more land into the city for development

SOG on responding

- Our current SOG states
 - *A. 4 ways should be turned on*
 - *B. The objective is to attract attention so that you are seen when wanting to get through.*
 - Delete these two sections
- Just leave that "personnel must obey traffic laws, signs and speed limits when responding to call"

Tax Exempt

- ST3 form for tax exempt purchases must be on file with vendor
 - If someone needs assistance with filing the ST3 with a supplier/vendor let me know I can assist as I do this every day at work.
- If a member is buying it and using reimbursements this typically will not work for tax exempt.

Toni Knutson (retired Becker firefighter)

- Writing a book on how the service changes lives, if you would like to share a story please contact me and I will get you the contact info.

Minnesota State Fire Department Association

- 146 Annual Conference and school @ Breezy Point Sept 14-16
- Registration now through Aug 1st and is reimbursable \$250

Assistant Chief:

- Safety Meeting 4/19/23 @ 1730
- Koreen at the Saloon is trying to get the DCYH gambling to do a donation to the fire dept
- Summer is coming. Stay Hydrated.
- Fire extinguishers need their inspection.
- No known injuries to any personnel for the last 2 years, let's keep that trend going!
- When it's raining outside be careful when coming into the hall the floor will be slippery
- Use your scba mask when on fire calls, error on the side of caution/safety
- When driving trucks be careful on gravel roads this time of year
- Fire extinguishers in the trucks need their annual checks done

Deputy Chief:

- 4/26/23 Region 15 meeting.
- ZVMA meeting from 4/11/23
- Duel department training may be coming up.
- ZVMA Dues are being suspended because they aren't being used.
- Apr 22nd Shawn Gray will be having a discussion at Dodge Center City hall. 0830 to 1630

Fire Marshall:

- 1 MVA

Training Officer:

- Pumper training Next training.
- Doing training soon on portable air compressor.
- Grain Bin Training.

Equipment:

- Grain Tube rescue stuff is in. Need to find a location to put it.
- New Mustang Suit is in.
- New set of gear is in.
- Batteries are in.
- Chainsaw in Pumper 2 is having issues and needs work.

Vehicles:

- Betsy- In our Shed.
- Pumper 1-
- Pumper 2 -
- Chevy Pick Up -
- Tanker 1 -

- Tanker 2 -
- Grass Rig -
- Rescue Truck -

First Responder's:

- Glucose meter has been calibrated.

Treasurer

- Bills: \$15,092.58
- Discussed bills
- Motion made by: Russ to pay bills as stated
- 2nd by: Kyle
- Motion carries

New Business:

- DNR Grant is being set up and we are asking for more wildland fire equipment.
- Paul has found that the transfer tube will not work for the new Tanker. We will need to get a new one. \$700 for new one.
- Fundraiser for mission trip to Mexico at Pizza Ranch. Talk to Russ if interested.

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. Chloe, Kyle, Annika
- Truck/Equipment- Russ, Curt, Paul, Travis, Nate B., Joey, Jim, Nate S.
- Clothing Committee has came up with a new logo and that is what is going on the Marigold Days Shirt.

Point Report:

- Motion made by: JJ to approve the point report
- 2nd by: Kyle
- Motion approved.

Clerk/ Calendar

Apr 22 0830- 1630 Shawn Gray Discussion at Dodge Center City Hall

Apr 26 1900 Region 15 Meeting at Dodge Center American Legion

MAY Lunch: Lions Club

May 2 1900 Officer Meeting

May 3 1830 1st Wed Drill

May 10 1830 1st Responder Training

May 16 1800 Maintenance and Hall Cleaning

1900 Food
1930 Members meeting
May 17 1800 Mantorville Socal

- Motion made to adjourn by: JJ
 - 2nd by: Travis
- Meeting Adjourned at: 2008

MANTORVILLE FIRE & RESCUE DEPARTMENT

OPERATING GUIDE

EMERGENCY OPERATIONS

8.0.0 - RESPONDING IN PERSONAL VEHICLES

- 1 - Personal must obey traffic laws, sign and speed limits.
 - ~~A. Four-way flasher should be turned on.~~
 - B. ~~The objective is to attract attention so that you are seen when you are wanting to get through. You are always responsible for safe defensive driving as well as accidents that you may be involved in.~~
 - C. Members that are on probation, are NOT to respond directly to an emergency scene. You MUST respond to the fire hall.

Note: The city is NOT responsible for accidents or tickets that happen in personal vehicles on the way to the fire hall.

8.0.1 - FIRE HALL PROCEDURE

- 1 - First person in hall
 - A - Acknowledge page with dispatch via radio
 - B - Write location ID on the board and select it on the computer.
 - C - Get gear on
 - D - Wait for assignment in center of fire hall

- 2 - First Officer in hall
 - A - Gets suited up
 - B - Will be the Incident Commander (IC) until a higher ranking officer arrives
 - C - Meets all responding member in center of fire hall
 - D - Collect ID tags
 - E - Assign personal to vehicles and initial positions

- 3 - All other members
 - A - Gets suited up
 - B - Give one ID tag to IC
 - C - Wait for job assignment

- 5 - IC will determine the order in which vehicles respond based on the type of call and information available. The vehicles available to respond are:
 - Rescue #1
 - Pumper #1
 - Tanker #1
 - Tanker #2
 - Pumper #2
 - Pick Up
 - Grass Rig

- 6 - Other Conditions
 - A - The IC will take the passenger seat of a vehicle.
 - B - If only three people respond, the 3rd Firefighter takes a tanker.
 - C - If a trained pumper operator for Pumper #1 is not available, be sure that both Pumper #1 and Pumper #2 respond.
 - D - Members assigned to interior teams must remove their traffic vests before getting into their assigned vehicle.

MANTORVILLE FIRE & RESCUE DEPARTMENT

OPERATING GUIDE

EMERGENCY OPERATIONS

8.0.2 - RESPONDING WITH APPARATUS

1 - VEHICLE DRIVER

Drivers assignments will be determined by the Incident Commander for all required responses. No member will be assigned to a driver's position during emergency responses until such time that the Fire Board determines that the member will be able to operate the vehicles safely.

A - All warning devices must be operating (red lights, headlights, siren, etc.). MN state law defines only two type of responses:

- Emergency - Lights & Siren
- Non-Emergency – No Lights & Siren - Normal every day driving.

B - The operator must keep the vehicle under control under all circumstances.

- Remember you are REQUESTING THE RIGHT-OF-WAY. You do NOT have it just because of the lights and siren.

- Stop at all blind intersections

- Do NOT exceed the posted speed limit by more than 10 mph in rural areas.

- Do NOT exceed the posted speed in city streets.

C - Normally keep truck radios on DD MFD Talk Group, for enroute communication. REMEMBER THE MIKE MUST BE ON HOOK TO ENABLE SCAN -- necessary procedure to enable contact from dispatcher.

2 - VEHICLE PASSENGERS

A - All persons must wear seat belts, where provided.

B - No person shall ride on the outside of any moving apparatus including the tail board, running boards, or side tanks, while responding to/returning from an emergency.

3 - INTERIOR TEAMS

A - The attack/rescue teams are identified. Decided by the person in the captains chair or the senior member.

B - Interior teams

1 – Remove traffic vests

2 - Air packs are put on

3 - Check collar/liner straps

4 - Verify air supply level and NO high pressure leaks.

5 - Each team member gets a radio - verify operation (eg. OK tone) and verify that they are on the correct channel as assigned. Only the Structure Captain should talk on the radio.

4 - PERSON IN-CHARGE -- INCIDENT COMMAND

A - The IC is the only person to communicate with the dispatcher.

1 - En-route communication responsibilities:

a - Notify the dispatcher that we are en-route ; 10-8.

b - Notify other units who is IC (your name).

c - Collect information from other units regarding number of people, number of interior teams, etc.

d - Monitor sheriff's channel for possible contact from dispatcher or deputy.

MANTORVILLE FIRE & RESCUE DEPARTMENT

OPERATING GUIDE

EMERGENCY OPERATIONS

8.0.3 - ARRIVAL AT SCENE

When the vehicle arrives at the scene, it is the driver and front passenger's responsibility to insure that the vehicle is parked in a safe location and that the vehicle engine is left running, the warning lights on, the siren is off, parking break set, and wheels blocked.

A safe location is one that:

- Is clear of overhead Power lines
- Is away from fuel tanks, compressed fuel tanks (LP, Propane, etc.)
- Does not block traffic movement (Tankers and Public)
- Does not expose members/equipment to smoke, heat, chemicals and other Fire scene hazards
- Soft Shoulders / Steep Ditches
- Obstacles that would prevent members to access equipment safely

1 - INCIDENT COMMANDER

- A - IC notify dispatcher that the fire department is ON SCENE.
- B - IC notifies the dispatcher of the location of the command post.
- C - Request a PAR every 30 minutes
- D - Size up the scene:

- May have to instruct for the apparatus location or placement on arrival.
- Determine staging area requirements and assign officer in-charge when staging area is required.

2 - PERSONNEL

A - Scene Safety Officer

- Does 360 of scene
- Draws scene, noting the location of utilities, hazards, windows, doors, etc.
- Reports finding back to IC

B - Rescue and/or attack teams:

- Size up structure, entrance, window layout, etc.
- Put on air masks, hoods, helmet
- Check for good mask seal and NO leaks on the hose.
- Recheck coverage with gear (eg. Hoods, collars, helmet & liner straps)
- Radio on
- Structure Captain is the designated member to talk to IC

3 - PUMPER

A - Driver:

- 1 - The pump operator (normally).
 - In charge of water supply
 - Get pump operating
 - Get water to the nozzle as soon as possible
 - Keep IC informed regarding water supply
 - Assist in monitoring scene as permissible (Report all anomalies)

B - Passenger (If not IC)

- 1 - Assist in setting permanent water supply (port-a-tanks, hydrant, etc.)
- 2 - After released by the driver, report to IC for assignment and be certain that both your tag and the drivers tag are turned-in.

MANTORVILLE FIRE & RESCUE DEPARTMENT

OPERATING GUIDE

EMERGENCY OPERATIONS

4 - TANKERS

A - Drivers:

- 1 - Tanker driver assist in setting up the water supply to pumper (port-a-tanks).
- 2 - Responsible for shuttling water.

B - Passenger

- 1 - Assist with setting up water supply
- 2 - After released by the driver report to IC for assignment and be certain that both your tag and the drivers tag are turned-in.

5 - SCENE DUTY

A - NO FREELANCING.

B - Each member has a tag that corresponds with their number that is on their turn-out gear. Be certain this is turned in to the IC or Safety Officer.

C - Clip boards should be used to track assignments and activities.

D - IC must be certain that the SAFETY OFFICER role is assigned. In the absence of the regular safety officer the IC will assign one (preferably an officer).

E - Interior teams

- Be certain your location (inside, backup, rest) is being tracked.
- Always work in teams (2 minimum)
- Stay in your team until released.
- Always have a back-up team when any team is inside
- Stay in communication with team members - by touch, sight & verbally
- Don't over stress yourself
- Watch your air supply
- Structure Captains will communicate with IC

F - Exterior personnel

- Report to IC for assignment - **NO FREELANCING**
- Make certain your tag is turned in to IC.
- Stay near IC for assignment

8.0.4 - TRANSFERRING COMMAND

1 - When a higher ranking officer arrives on the scene, it is their responsibility to decide if they will assume command.

A - Be certain you know the following as part of the transfer.

- Number of interior and backup teams plus the person tracking their location.
- Staging area and status, if applicable.
- Safety Officer responsibility

B - Chain of command

- Chief – Usually IC
- Assistant Chief – usually Safety Officer
- Structure Captains
- Pumper Captains
- Assigned by IC

-SAFETY OFFICER is authorized to intervene in any activity where an unsafe condition exists, in his/her best judgement.

City **Mantorville**
 Date **4/1/2023** thru **4/30/2023**

<u>Agency</u>	<u>Incident_Nr</u>	<u>Location</u>	<u>LocCity</u>	<u>Activity</u>
S	202300003102	22 6th St E	Mantorville	Harassment
S	202300003119	22 E 6th St	Mantorville	Mental Case
S	202300003138	821 Clay St	Mantorville	Ambulance Run
S	202300003153	606 Clay St	Mantorville	Ambulance Run
K	202300001572	821 Clay St	Mantorville	Assist Other Agency
S	202300003147	515 Walnut St	Mantorville	9-1-1 Hang Up Call
S	202300003152	411 Bergman Dr	Mantorville	Suspicious Activity
S	202300002313	803 Chestnut St	Mantorville	9-1-1 Hang Up Call
S	202300002381	616 West St	Mantorville	Civil
S	202300002392	22 6th St E	Mantorville	Violate/cond-release
S	202300002516	22 6th St E	Mantorville	Public Assist
S	202300002564	22 6th St E	Mantorville	Mental Case
S	202300002572	600 Par 4 Dr	Mantorville	Ambulance Run
S	202300002527	421 6th St W	Mantorville	Welfare Check
S	202300002629	721 Main St N	Mantorville	9-1-1 Hang Up Call
S	202300002312	4 5th St W	Mantorville	Cell Call Open Line
S	202300002430	812 Hickory Ln	Mantorville	Residence/business Ck
S	202300002464	22 6th St E	Mantorville	Suspicious Activity
S	202300002526	721 Main St N	Mantorville	Alarm
S	202300002470	22 6th St E	Mantorville	Assist Other Agency
S	202300002934	904 Clay St	Mantorville	Juvenile Complaint
S	202300002812	22 6th St E	Mantorville	Child Abuse/neglect
S	202300002826	820 Walnut St	Mantorville	Suspicious Activity
S	202300002883	611 East St	Mantorville	Residence/business Ck
S	202300002626	22 6th St E	Mantorville	Violate/cond-release
S	202300002803	320 4th St W	Mantorville	Ambulance Run
S	202300002827	22 6th St E	Mantorville	Violate/cond-release
S	202300002913	502 Main St N	Mantorville	Ambulance Run
S	202300002961	406 Blanch St	Mantorville	Found Property
S	202300002996	713 Chestnut St	Mantorville	Ambulance Run
S	202300003036	721 Main St N	Mantorville	Ambulance Run

Total

31

MINNESOTA LAWFUL GAMBLING
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: Mantorville Fire Relief Previous Gambling Permit Number: X- 05638
Minnesota Tax ID Number, if any: 3305044 Federal Employer ID Number (FEIN), if any: 41-1437189
Mailing Address: 21 5th St E P.O. Box 355
City: Mantorville State: Mn Zip: 55955 County: _____
Name of Chief Executive Officer (CEO): Dave Gilbertson
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
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 Fire Department
Physical Address (do not use P.O. box): 21 5th St E
Check one:
 City: Mantorville Zip: 55955 County: Dodge
 Township: _____ Zip: _____ County: _____
Date(s) of activity (for raffles, indicate the date of the drawing): 09/10/2023

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 and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

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

**CITY APPROVAL
for a gambling premises
located within city limits**

The application is acknowledged with no waiting period.

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).

The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

The city or county must sign before submitting application to the Gambling Control Board.

**COUNTY APPROVAL
for a gambling premises
located in a township**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)
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.)

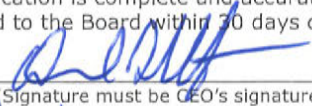
Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

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: 4-27-2023

(Signature must be CEO's signature; designee may not sign)

Print Name: David Gilbertson

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

_____ a copy of your proof of nonprofit status; and

_____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

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.

Checklist for Exempt Raffle

Organization Name: <i>Mantorville Fire Relief</i>	Previous Gambling Permit #: <i>X- 05638</i>	Date of Raffle Drawing: <i>09-10-2023</i>
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INSTRUCTIONS:

- The purpose of this form is to help your organization conduct exempt raffles in compliance with the requirements listed below. Detailed information regarding each requirement is available by clicking on the following links [in blue italics]: 1) applicable statutes and rules; 2) the *Lawful Gambling Manual* chapter on raffles; 3) the online class, *"Conduct of Raffles"*; and 4) the *phone number and email address* of your county's Compliance Specialist.
- After reading each checklist item, mark "Yes" to indicate that you understand the requirement and agree to comply. After answering "Yes" to each applicable item, your organization's CEO must sign the acknowledgment below. Include the completed checklist as part of your application to conduct an exempt raffle.

		<ul style="list-style-type: none"> • If tickets will be sold prior to the event, mark "Yes" to item #1 and mark "N/A" to items #2 and #3. • If tickets are sold only at the event using theater tickets, mark "N/A" to item #1 and answer "Yes" to items #2 and #3. 	Yes	Conduct
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Tickets are printed in accordance with MN Rule 7861.0310 .	<input checked="" type="checkbox"/>	9. Only cash, personal checks, cashier's checks, money orders, travelers' check, and debit cards may be accepted (NO CREDIT CARDS). (<i>349.2127</i>) (<i>7861.0260</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Tickets contain the sequential number of the raffle ticket. (<i>349.173</i>)	<input checked="" type="checkbox"/>	10. The method of selection cannot be manipulated or based on the outcome of an event not under the organization's control. (<i>349.173</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. A list of prizes and a statement of other relevant information is made available to ticket purchasers. (<i>349.173</i>)	<input checked="" type="checkbox"/>	11. Persons are not required to be present at a raffle drawing to be eligible to win. (<i>349.173</i>) (<i>7861.0310</i>)
Yes	Prizes		<input checked="" type="checkbox"/>	12. Raffle tickets are not sold to or won by persons under age 18. (<i>349.181</i>) (<i>7861.0310</i>)
<input checked="" type="checkbox"/>		4. The organization is the sole owner of all the real or personal property to be awarded. (<i>7861.0260</i>)	<input checked="" type="checkbox"/>	13. Purchasers are not required to buy anything other than the ticket. (<i>349.173</i>) (<i>7861.0310</i>)
<input checked="" type="checkbox"/>		5. A merchandise certificate is used when a prize requiring registration or licensure (<i>guns, cars, ATVs, etc.</i>) is offered. (<i>7861.0260</i>)	Yes	House Rules
<input checked="" type="checkbox"/>		6. Prizes must not consist of lawful gambling equipment including raffle tickets for another raffle. (<i>7861.0260</i>)	<input checked="" type="checkbox"/>	14. Clear and legible house rules in accordance with MN Rule 7861.0310 are prominently posted at the point of winner selection.
<input checked="" type="checkbox"/>		7. The total value of lawful gambling prizes awarded (use fair market value for donated prizes) does not exceed \$50,000 in a calendar year. (<i>349.166</i>)	Yes	Post Raffle Conduct
<input checked="" type="checkbox"/>		8. Alcohol is only awarded as a prize to persons who demonstrate that they are 21 years of age or older. (<i>340A.707</i>)	<input checked="" type="checkbox"/>	15. An exempt permit financial report (<i>LG220A</i>) must be submitted to the Gambling Control Board within 30 days of the gambling occasion. (<i>349.166</i>)
			<input checked="" type="checkbox"/>	16. Gambling funds may only be spent for allowable expenses and lawful purposes. (<i>349.12 3a & 25</i>)
			<input checked="" type="checkbox"/>	17. Gambling records must be kept for 3½ years. (<i>7861.0310</i>)

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

Noncompliant Activity: I acknowledge by signing below that my organization must follow all raffle rules and that any gambling activity conducted by the organization at the event that is not in compliance with Minnesota Statute and Rule may subject the organization to citation or the inability to receive future permits to conduct gambling. I understand that my permit will not be issued until this form has been completed and submitted to the Minnesota Gambling Control Board.

Signature: <i>[Signature]</i>	Date: <i>4-27-23</i>	Print Name: <i>DAVID Gilbertson</i>
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<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.</p>	<p>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</p>	<p>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.</p>
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Business Record Details »

Minnesota Business Name

THE MANTORVILLE FIRE DEPARTMENT RELIEF ASSOCIATION**Business Type**

Nonprofit Corporation (Domestic)

MN Statute

317A

File Number

U-1066

Home Jurisdiction

Minnesota

Filing Date

06/01/1982

Status

Active / In Good Standing

Renewal Due Date

12/31/2024

Registered Office Address21 E 5th Str
Mantorville, MN 55955-0355
USA**Number of Shares**

NONE

Registered Agent(s)

(Optional) Currently No Agent

PresidentDavid Worstman
PO Box 355
21 5th Street East
Mantorville, MN 55955
USA**Comments**

Fire Fighter

Filing History

Filing HistorySelect the item(s) you would like to order:

<input type="checkbox"/>	Filing Date	Filing	Effective Date
<input type="checkbox"/>	06/01/1982	Original Filing - Nonprofit Corporation (Domestic)	
	06/01/1982	Nonprofit Corporation (Domestic) Business Name (Business Name: THE MANTORVILLE FIRE DEPARTMENT RELIEF ASSOCIATION)	
<input type="checkbox"/>	04/21/2004	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	1/22/2021	Amendment - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	10/20/2021	Registered Office - Nonprofit Corporation (Domestic)	

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**CITY OF MANTORVILLE
DODGE COUNTY, MINNESOTA**

RESOLUTION 2023-15

**A RESOLUTION APPROVING AN APPLICATION TO CONDUCT A RAFFLE AT
THE MANTORVILLE FIRE DEPARTMENT, 21 5th STREET EAST, MANTORVILLE,
MINNESOTA – MANTORVILLE FIRE DEPARTMENT RELIEF ASSOCIATION
SEPTEMBER 10, 2023**

WHEREAS, the Mantorville Fire Department Relief Association has submitted an application to the City of Mantorville for approval to Conduct a raffle on September 10, 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 (Raffle) by the Gambling Control Board to Mantorville Fire Department Relief Association, for an event to be held on September 10, 2023 at Mantorville Fire Department, 21 5th Street East, Mantorville, Minnesota, and hereby waives the 30-day waiting period.

Adopted by the City Council of the City of Mantorville, Minnesota, this 8th day of May 2023.

ATTEST:

Chuck Bradford
Mayor

Gretchen Lohrbach
City Clerk-Treasurer





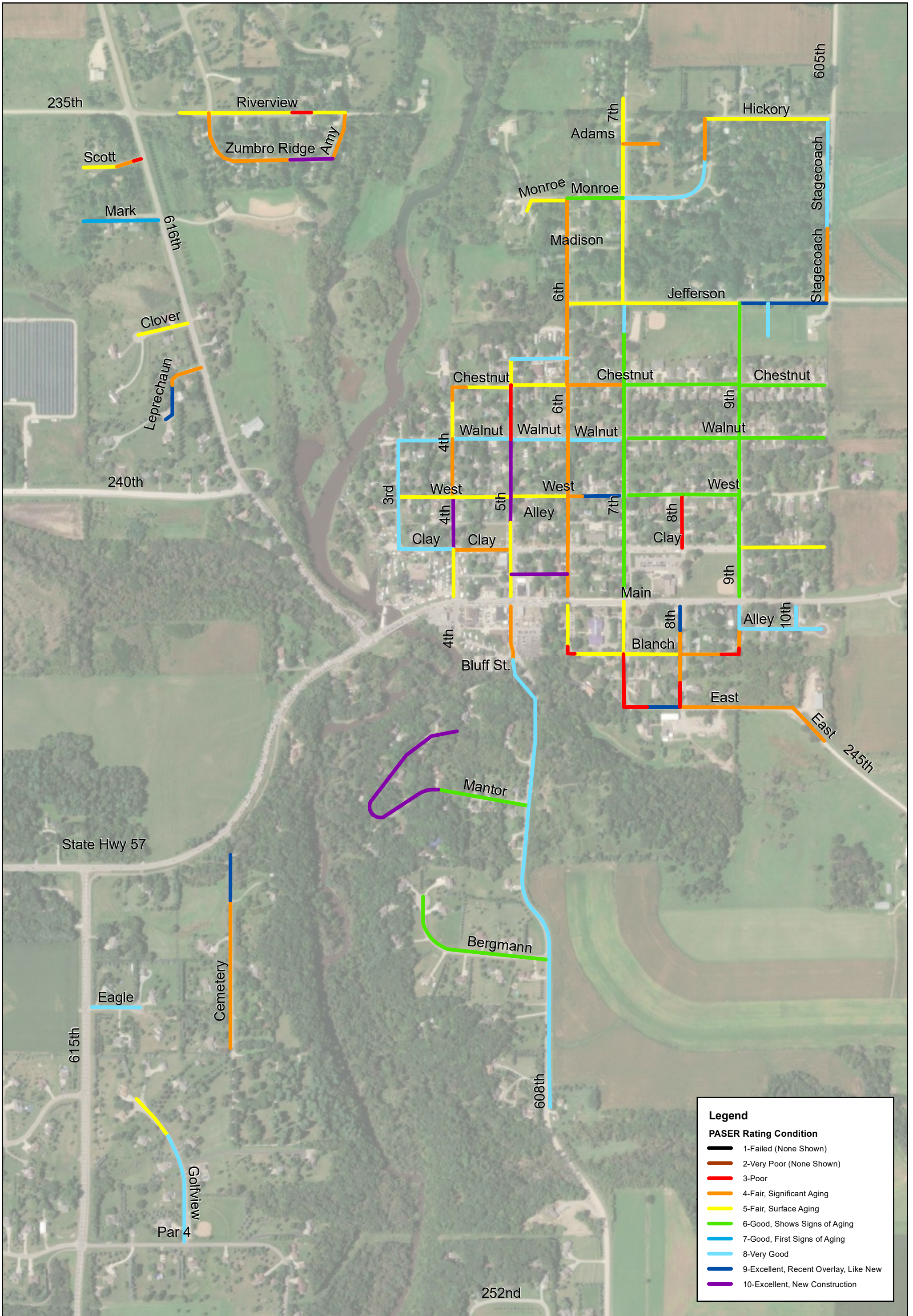


Engineer's Opinion of Probable Construction**Road Widening at Wellhouse on 9th Street / Blanch Street**

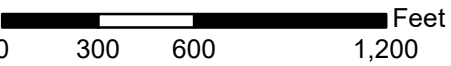
Cost opinion from end of 2017 Project on 9th Street to the north end of the driveway for 821 Blanch Street (Approximately 120' x 16' Road Reconstruction with Blacktop Pavement)

Mantorville, MN**2023**

Line	Item Description	Approx. Quantities	Unit of Measure		Unit Price	Total Amount
1	MOBILIZATION	1	Lump Sum	@	\$5,000.00	\$5,000.00
2	REMOVE BITUMINOUS PAVEMENT	190	S.Y.	@	\$5.00	\$950.00
3	EXCAVATION - COMMON	70	C.Y.	@	\$15.00	\$1,050.00
4	FILL MATERIAL	100	C.Y.	@	\$20.00	\$2,000.00
5	GEOTEXTILE FABRIC TYPE 7	240	S.Y.	@	\$3.00	\$720.00
6	AGGREGATE BASE CLASS 5 (10")	70	C.Y.	@	\$30.00	\$2,100.00
7	BITUMINOUS PAVEMENT (4")	55	L.F.	@	\$150.00	\$8,250.00
8	TOPSOIL BORROW	25	C.Y.	@	\$20.00	\$500.00
9	HYDROSEEDING	400	S.Y.	@	\$4.00	\$1,600.00
10	EROSION CONTROL	1	Lump Sum	@	\$1,500.00	\$1,500.00
11	TRAFFIC CONTROL	1	Lump Sum	@	\$1,500.00	\$1,500.00
					Construction Subtotal	\$25,200.00
					Contingencies 10%	\$2,500.00
					Engineering 15%	\$4,200.00
					Total	\$31,900.00



Legend	
PASER Rating Condition	
	1-Failed (None Shown)
	2-Very Poor (None Shown)
	3-Poor
	4-Fair, Significant Aging
	5-Fair, Surface Aging
	6-Good, Shows Signs of Aging
	7-Good, First Signs of Aging
	8-Very Good
	9-Excellent, Recent Overlay, Like New
	10-Excellent, New Construction



WHKS No. 6878.21
5/1/2023

**2023 PAVEMENT ASSESSMENT
MANTORVILLE, MN**



S.L. CONTRACTING, INC.

We Dig for Our Business!



ROCHESTER, MN

S.L. Contracting, Inc.

DBA: Rochester Service
Company
2510 Schuster Lane NW
Rochester, MN 55901
507-281-5333

Estimate

Date

Estimate #

5/4/2023

2589

City of Mantorville
PO Box 188
Mantorville, MN 55955

Description	Qty	Rate	Total
<p>2023 CITY SHOP PAVING</p> <p>Sawcut 40LF of Bituminous Remove & Dispose of Existing Bituminous Remove Existing Gravel and Salvage to the City Pave with 6" depth placed in two compacted lifts</p> <p>We hereby propose to furnish labor and material - complete with above specifications, for the sum listed above, with NET30 payment to be made as work is completed.</p>	1	9,000.00	9,000.00
		0.00	0.00
		Sales Tax (0.0%)	\$0.00
		Total	\$9,000.00

Notice to Proceed _____



City Council Report

To: Mayor and Council
From: Gretchen Lohrbach, City Clerk-Treasurer
Date: May 8, 2023

City Clerk-Treasurer's Report

Please welcome Stephanie Arnold as our new Deputy City Clerk Treasurer!

The meeting with the Auditors from Smith Schaefer & Associates went well. There are still a few items they are working on with me before they have their final report to bring before Council. This will most likely be at the Regular Council Meeting on Monday June 12.

Stickers for the Golf Cart Permits need to be ordered. We have had one resident purchase a permit so far and I gave him a permit card we have used in the past. I had him leave his phone number so that I can call him when we have the stickers in. I have enclosed a few examples to give Council some ideas.

Thank you.

Sticker Size is 3" x 5" - Text and Images are customizable





CYPRESS CAY

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GOLF CART PERMIT