



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

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**CITY COUNCIL MEETING**  
**MANTORVILLE CITY COUNCIL CHAMBERS**  
**21 5<sup>TH</sup> STREET E, MANTORVILLE, MN 55955**  
**MONDAY, July 24, 2023**  
**6:30 PM**

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Adopt the Agenda**
- 4. Consent Agenda \***
  - A. Accounts Payable July 24, 2023
  - B. Council Regular Meeting Minutes July 10, 2023
  - C. County Board Regular Meeting Minutes June 27, 2023
  - D. Mantorville Fire Department Regular Meeting July 2023
- 5. Proclamations, Presentations and Recognitions**
  - A. Riverside Park Covered Bridge Appreciation
- 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 Duke Harbaugh
- 8. Public Hearing – No Items**
- 9. New Business**
  - A. Resolution for an Off-Site Gambling Permit for the Mantorville Restoration Association during Marigold Days on September 9, 2023 \*
  - B. Resolution for a Temporary 1 Day Alcohol Consumption permit for the MRA during Marigold Days on September 9, 2023 \*
  - C. Resolution accepting donations from Don Hofstad and Virginia Knight for their donations to Mantorville's National Night Out \*
  - D. Quotes for widening of 9<sup>th</sup> Street and Blanch Street
- 10. Tabled Items**
  - A. Decision on 4M CD \*
- 11. Reports**

- A. Public Works Report
  - 1. Bids for road striping
- B. City Clerk Report
  - 1. Need for new computer in Clerk’s Office
  - 2. First half of Local Government Aid and Property Taxes deposited
  - 3. American Rescue Plan Funds remaining, \$2812.01
- C. Consultant Report
- D. Committee Reports
  - Chamber, EDA, Finance/Budget, Fire Department, Infrastructure, KM Joint Powers, MRA, Park Board, Personnel, Township*
- E. Councilmember Reports
- F. Mayor’s Report

**12. Executive Session – No Items**

**13. Adjourn \***

<b><i>Upcoming Meetings and Events in Mantorville:</i></b>		
<i>July 24, 2023</i>	<i>6:30pm</i>	<i>Regular City Council Meeting</i>
<i>July 25, 2023</i>	<i>6:30pm</i>	<i>Regular Parks &amp; Recreation Board Meeting</i>
<i>August 1, 2023</i>	<i>6:00-8:00pm</i>	<i>National Night Out at Riverside Park</i>
<i>August 14, 2023</i>	<i>6:30pm</i>	<i>Regular City Council Meeting</i>
<i>August 16, 2023</i>	<i>7:30pm</i>	<i>Fire Department Regular Meeting</i>
<i>August 28, 2023</i>	<i>6:30pm</i>	<i>Regular City Council Meeting</i>
<i>August 29, 2023</i>	<i>6:30pm</i>	<i>Regular Parks &amp; Recreation Board Meeting</i>
<i>September 4, 2023</i>		<i>Labor Day – City offices closed</i>
<i>September 9 &amp; 10, 2023</i>		<i>Marigold Days</i>
<b><i>Members of the City Council and other Boards may be in attendance at all meetings and community events in Mantorville</i></b>		

\* Indicates Council Action Items Requiring Council Approval

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## Payments

Current Period: July 2023

Payments Batch 071923PAY		\$123,564.16	
Refer	0 CMS - CONSTRUCTION MGMT. SE	-	
Cash Payment	E 101-42400-300 Professional Srvs (GEN		\$748.27
Invoice	8172342366 7/24/2023		
Transaction Date	7/19/2023	MBT Bank Checking 10100	<b>Total</b> \$748.27
Refer	0 ON SITE COMPANIES	-	
Cash Payment	E 101-41940-200 Supplies		\$127.00
Invoice	1565632 7/24/2023		
Cash Payment	E 101-41940-200 Supplies		\$79.00
Invoice	1565632 7/24/2023		
Cash Payment	E 101-41940-200 Supplies		\$84.84
Invoice	1565632 7/24/2023		
Transaction Date	7/19/2023	MBT Bank Checking 10100	<b>Total</b> \$290.84
Refer	0 ON-SITE COMPUTERS, INC	-	
Cash Payment	E 101-41500-300 Professional Srvs (GEN		\$380.16
Invoice	CW87354 7/24/2023		
Transaction Date	7/19/2023	MBT Bank Checking 10100	<b>Total</b> \$380.16
Refer	0 CULLIGAN - DRIESSEN WATER, IN	-	
Cash Payment	E 101-41940-200 Supplies		\$37.40
Invoice	6302023 7/24/2023		
Transaction Date	7/19/2023	MBT Bank Checking 10100	<b>Total</b> \$37.40
Refer	0 DELTA DENTAL	-	
Cash Payment	G 101-21708 Dental Insurance		\$127.82
Invoice	65910 7/24/2023		
Transaction Date	7/19/2023	MBT Bank Checking 10100	<b>Total</b> \$127.82
Refer	0 DODGE COUNTY INDEPENDENT	-	
Cash Payment	E 101-41110-352 Publishing Advertising		\$248.40
Invoice	16303 7/24/2023		
Transaction Date	7/19/2023	MBT Bank Checking 10100	<b>Total</b> \$248.40
Refer	0 DODGE COUNTY RECORDER	-	
Cash Payment	E 101-41500-315 Recording Fees Ordinance		\$46.00
Invoice	7/24/2023		
Transaction Date	7/19/2023	MBT Bank Checking 10100	<b>Total</b> \$46.00
Refer	0 GOPHER STATE ONE CALL	-	
Cash Payment	E 601-49400-300 Professional Srvs (GEN		\$25.92
Invoice	3060570 7/24/2023		
Cash Payment	E 602-49450-300 Professional Srvs (GEN		\$17.28
Invoice	3060570 7/24/2023		
Transaction Date	7/19/2023	MBT Bank Checking 10100	<b>Total</b> \$43.20
Refer	0 INTERNAL REVENUE SERVICE	Ck# 005942 7/24/2023	
Cash Payment	G 101-21703 FICA Tax Withholding PR 13		\$1,056.30
Invoice	7/24/2023		
Cash Payment	G 101-21709 Medicare PR 13		\$247.02
Invoice	7/24/2023		

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Payments

Current Period: July 2023

Cash Payment	G 101-21701	Federal Withholding	PR 13		\$731.16
Invoice		7/24/2023			
Transaction Date	7/19/2023		MBT Bank Checking 10100	<b>Total</b>	<b>\$2,034.48</b>
Refer	0	<u>INTERNAL REVENUE SERVICE</u>	<u>Ck# 005943 7/24/2023</u>		
Cash Payment	E 101-41500-120	Benefits	PCORI Return		\$9.00
Invoice		7/24/2023			
Transaction Date	7/19/2023		MBT Bank Checking 10100	<b>Total</b>	<b>\$9.00</b>
Refer	0	<u>INTERNAL REVENUE SERVICE</u>	-		
Cash Payment	G 101-21701	Federal Withholding			\$42.69
Invoice		7/24/2023			
Transaction Date	7/19/2023		MBT Bank Checking 10100	<b>Total</b>	<b>\$42.69</b>
Refer	0	<u>LINCOLN NATIONAL LIFE INSURA</u>	-		
Cash Payment	G 101-21711	Life Insurance Payable	Life Insurance August		\$201.78
Invoice		7/24/2023			
Transaction Date	7/19/2023		MBT Bank Checking 10100	<b>Total</b>	<b>\$201.78</b>
Refer	0	<u>MN PERA</u>	<u>Ck# 005940 7/24/2002</u>		
Cash Payment	G 101-21704	PERA	PR 14		\$33.91
Invoice		7/24/2023			
Transaction Date	7/19/2023		MBT Bank Checking 10100	<b>Total</b>	<b>\$33.91</b>
Refer	0	<u>MN PERA</u>	<u>Ck# 005936 7/24/2023</u>		
Cash Payment	G 101-21704	PERA	PR 13		\$1,280.10
Invoice		7/24/2023			
Transaction Date	7/19/2023		MBT Bank Checking 10100	<b>Total</b>	<b>\$1,280.10</b>
Refer	0	<u>MN DEPARTMENT OF REVENUE</u>	<u>Ck# 005941 7/24/2023</u>		
Cash Payment	G 101-21702	State Withholding	PR 14		\$394.80
Invoice		7/24/2023			
Transaction Date	7/19/2023		MBT Bank Checking 10100	<b>Total</b>	<b>\$394.80</b>
Refer	0	<u>MN DEPARTMENT OF REVENUE</u>	<u>Ck# 005935 7/24/2023</u>		
Cash Payment	E 101-45200-210	Tax and Licensing	Park Sales Tax Qrt 2		\$22.19
Invoice		7/24/2023			
Cash Payment	E 603-45183-210	Tax and Licensing	Campground Sales Tax Qrt 2		\$539.48
Invoice		7/24/2023			
Cash Payment	E 601-49400-210	Tax and Licensing	Commerical Water Tax Qrt 2		\$851.33
Invoice		7/24/2023			
Transaction Date	7/19/2023		MBT Bank Checking 10100	<b>Total</b>	<b>\$1,413.00</b>
Refer	0	<u>PITNEY BOWES GLOBAL FINANCI</u>	-		
Cash Payment	E 101-41500-322	Postage			\$194.04
Invoice	3106159963	7/24/2023			
Transaction Date	7/19/2023		MBT Bank Checking 10100	<b>Total</b>	<b>\$194.04</b>
Refer	0	<u>SIMPLY TIDY, LLC</u>	-		
Cash Payment	E 101-41940-439	Janitors			\$65.00
Invoice	609	7/24/2023			
Transaction Date	7/19/2023		MBT Bank Checking 10100	<b>Total</b>	<b>\$65.00</b>
Refer	0	<u>SMITH SCHAFFER &amp; ASSOCIATES</u>	-		

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Payments

Current Period: July 2023

Cash Payment	E 101-41530-301 Auditing and Acct g Ser			\$8,750.00
Invoice	21433	7/24/2023		
Transaction Date	7/19/2023	MBT Bank Checking	10100	<b>Total</b> \$8,750.00
Refer	0 SOUTHEAST SERVICE COOPERAT	-		
Cash Payment	E 101-41500-120 Benefits			\$208.00
Invoice	4841	7/24/2023		
Transaction Date	7/19/2023	MBT Bank Checking	10100	<b>Total</b> \$208.00
Refer	0 WEX HEALTH, INC.	Ck# 005944	7/24/2023	
Cash Payment	G 101-21714 Health Savings Account	PR 14		\$80.00
Invoice		7/24/2023		
Cash Payment	G 101-21714 Health Savings Account	PR 14		\$115.38
Invoice		7/24/2023		
Transaction Date	7/19/2023	MBT Bank Checking	10100	<b>Total</b> \$195.38
Refer	0 WEX HEALTH, INC.	Ck# 005945	7/24/2023	
Cash Payment	G 101-21714 Health Savings Account			\$5.50
Invoice	1772638	7/24/2023		
Transaction Date	7/19/2023	MBT Bank Checking	10100	<b>Total</b> \$5.50
Refer	0 MANTORVILLE TOWNSHIP	-		
Cash Payment	E 101-43100-224 Street Maint Materials	Blading/Cholride		\$1,941.70
Invoice		7/24/2023		
Transaction Date	7/20/2023	MBT Bank Checking	10100	<b>Total</b> \$1,941.70
Refer	0 NAPA	-		
Cash Payment	E 101-45200-404 Repairs/Maint Machiner	Oil Filter		\$41.01
Invoice		7/24/2023		
Cash Payment	E 101-43100-228 Equip. Repair and Maint	Oil Filter		\$22.99
Invoice		7/24/2023		
Transaction Date	7/20/2023	MBT Bank Checking	10100	<b>Total</b> \$64.00
Refer	0 BOYUM TREE SERVICE LLC	-		
Cash Payment	E 101-45200-500 Capital Outlay	Willow Tree Removal		\$500.00
Invoice		7/24/2023		
Transaction Date	7/20/2023	MBT Bank Checking	10100	<b>Total</b> \$500.00
Refer	0 REINDERS	-		
Cash Payment	E 101-45200-430 Miscellaneous	Glyphosate		\$191.80
Invoice	3187469	7/24/2023		
Transaction Date	7/20/2023	MBT Bank Checking	10100	<b>Total</b> \$191.80
Refer	0 HAWKINS, INC	-		
Cash Payment	E 601-49400-216 Chemicals and Chem Pr	Mini Bulk		\$5,186.69
Invoice		7/24/2023		
Transaction Date	7/20/2023	MBT Bank Checking	10100	<b>Total</b> \$5,186.69
Refer	0 BOUND TREE MEDICAL, LLC	-		
Cash Payment	E 101-42200-311 First Responder Train/E	Fire Dept Supplies		\$89.03
Invoice		7/24/2023		
Cash Payment	E 101-42200-311 First Responder Train/E	FD Epinephrine		\$1,208.66
Invoice		7/24/2023		
Transaction Date	7/20/2023	MBT Bank Checking	10100	<b>Total</b> \$1,297.69

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Current Period: July 2023

Refer	0 RIVERLAND COMMUNITY COLLEG	-			
Cash Payment	E 101-42200-208 Training, Mileage	Firefighter Training			\$1,500.00
Invoice	7/24/2023				
Transaction Date	7/20/2023	MBT Bank Checking	10100	<b>Total</b>	\$1,500.00
Refer	0 SIMON FIRE EQUIPMENT & REPAI	-			
Cash Payment	E 101-42200-701 Transfers to Other Fund	FD Tanker 2nd Payment			\$93,087.58
Invoice	7/24/2023				
Transaction Date	7/20/2023	MBT Bank Checking	10100	<b>Total</b>	\$93,087.58
Refer	0 SE MN EMS	-			
Cash Payment	E 101-42200-433 Dues and Memberships	Consortium Membership			\$1,500.00
Invoice 13062	7/24/2023				
Transaction Date	7/20/2023	MBT Bank Checking	10100	<b>Total</b>	\$1,500.00
Refer	0 FIRE SAFETY USA, INC	-			
Cash Payment	E 101-42200-240 Tools and Minor Equipm	Gas Alert Microclip			\$769.95
Invoice	7/24/2023				
Transaction Date	7/20/2023	MBT Bank Checking	10100	<b>Total</b>	\$769.95
Refer	0 HARDWICK, ANNABELLE	-			
Cash Payment	E 101-42200-217 Other Operating Supplie	Food for June Meeting			\$106.97
Invoice	7/24/2023				
Transaction Date	7/20/2023	MBT Bank Checking	10100	<b>Total</b>	\$106.97
Refer	0 METRO SALES INC	-			
Cash Payment	E 101-41500-350 Print/Binding (GENERA				\$603.29
Invoice	7/24/2023				
Transaction Date	7/20/2023	MBT Bank Checking	10100	<b>Total</b>	\$603.29
Refer	0 HAWKINS, INC	-			
Cash Payment	E 601-49400-216 Chemicals and Chem Pr	Chlorine Cylinder			\$10.00
Invoice 6525027	7/24/2023				
Transaction Date	7/20/2023	MBT Bank Checking	10100	<b>Total</b>	\$10.00
Refer	0 VERIZON WIRELESS		Ck# 005946	7/24/2023	
Cash Payment	E 101-42200-321 Communications Phone/	Fire Dept. phones			\$54.72
Invoice 9938035083	7/24/2023				
Transaction Date	7/21/2023	MBT Bank Checking	10100	<b>Total</b>	\$54.72

Fund Summary

	10100 MBT Bank Checking	
101 GENERAL FUND		\$116,933.46
601 WATER FUND		\$6,073.94
602 SEWER FUND		\$17.28
603 RV PARK		\$539.48
		<u>\$123,564.16</u>

Pre-Written Checks	\$5,420.89
Checks to be Generated by the Computer	\$118,143.27
Total	<u>\$123,564.16</u>



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## **CITY COUNCIL MEETING MINUTES**

**MANTORVILLE CITY COUNCIL CHAMBERS**

**21 5<sup>TH</sup> STREET E, MANTORVILLE, MN 55955**

**MONDAY, July 10, 2023**

**6:30 PM**

### **1. Call to Order**

Mayor Bradford called the meeting to order at 6:30pm

Present: Mayor Chuck Bradford (remotely)

Councilmember Lyle Hoaglund

Councilmember Jeff Ingalls

Councilmember Greg Rud

Absent: Councilmember Jessica Bradford

Public Works Wade Schroeder

Others Present: City Clerk-Treasurer Gretchen Lohrbach

Deputy City Clerk Stephanie Arnold

Public Works Lead Joe Adams

### **2. Pledge of Allegiance** – Everyone stood and recited the Pledge of Allegiance

### **3. Adopt the Agenda**

Approval of acceptance of a donation from Jerry Raddatz for \$8,500.00 was added

Motion was made by Councilmember Hoaglund and seconded by Councilmember Rud to approve the agenda:

Motion carried: 3 ayes / 0 nays

### **4. Consent Agenda**

Motion made by Councilmember Rud and seconded by Councilmember Hoaglund to approve the Consent Agenda as presented:

**A.** Accounts Payable July 10, 2023

**B.** Council Regular Meeting Minutes June 28, 2023

**C.** County Board Regular Meeting Minutes June 13, 2023

**D.** County Board of Commissioners Committee of the Whole June 13, 2023

**E.** Mantorville Chamber Regular Meeting Minutes June 7, 2023

Motion carried: 3 ayes / 0 nays

### **5. Proclamations, Presentations and Recognitions**

Jim Potter presented his information regarding the work done in the town by our City Engineers, WHKS

Virgil Andrist and Jim Potter researched how much was spent on several past projects and how much is being spent on current projects.

### **3<sup>rd</sup> Street project**

- Bid price was \$754,235.50 and equals \$1,271.90 per tax payer  
Actual costs were \$769,730.16 and equals \$1,298.03 per tax payer  
Overage was \$15,494.66 and equals \$26.13 per tax payer  
WHKS payments were \$128,449.73 and equals \$216.61 per tax payer
- Sod cost was \$38,225.00  
Culverts/waterways/aprons were \$153,246.27  
Total is \$191,471.27  
Cost per tax payer was \$322.89
- To fix Third Street was \$61,224.34  
Cost per tax payer was \$103.25
- Unnecessary costs were \$252,695.61  
Cost per tax payer was \$426.13

### **Walnut Street project**

- Bid price was \$298,789.30 and equals \$503.86 per tax payer  
Actual price was \$309,611.37 and equals \$522.11 per tax payer  
Overage was \$10,822.07 and equals \$18.25 per tax payer  
WHKS costs were \$40,041.18 and equals \$67.52 per tax payer
- Cost of curbs was \$2,744.00  
Drainage system cost was \$4,300.00  
New ditch was \$????  
Cost per tax payer \$????

### **Highway 57 project**

- Project cost to date is \$328,085.01  
Cost per tax payer is \$553.26

### **Culvert by the river at Riverside Park**

- Discussed that water is not flowing through it the way it should and that it will have to be cleaned out

Potter and Andrist feel that property values were greatly affected by the work on 3<sup>rd</sup> street. They believe Lynette Nash's property was devalued around \$40,000.00 at the time because of the deep ditch created by the culvert that was on her property.

Potter said that we have paid WHKS \$328,085.01 so for the plans for the HWY 57 project and said that MNDOT has all the plans on file so it is possible to switch to another engineer.

Potter also produced a photo of the drain by the river in Riverside Park 18 months after it had been installed and said it is full of sediment and stagnant water and will need to be cleaned out. He also said he had heard from the DNR that WHKS often asks for forgiveness after the fact instead of asking permission beforehand because the drain was not originally proposed during the 3<sup>rd</sup> Street





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project. He thinks we should have had a leach field or holding pond.

He said the HWY 57 project should be checked so that it will be okay.

Councilmember Hoaglund said that the original design was by the MNDOT engineers and not WHKS. Councilmember Rud also said that culverts often have to be cleaned out every three years. He would like the numbers for the presentation and Potter will send them to City Clerk Lohrbach.

Andrist felt people did not get enough notice of the 3<sup>rd</sup> Street project; that they found out the day before it was started. He also thinks there are better alternatives for water run-off into the river. He stated that we should have testing results on every project and itemized billing from WHKS for the HWY 57 project and other projects.

Potter also believes the attorney is costing the City \$280.00 an hour and that it should be around \$150.00 and that we should have an attorney that is more local.

Bill reding asked why his driveway was not taken care of on the North side. Public Works Lead Joe Adams said that Snow Contracting did work on that area because they believe that the rock was by snow being pushed over to that area in the wintertime, not from anything they did. He also said that nothing grows in the black dirt that was brought in for the project. Adams said that he and the other Public Works employees will clean this up and they have black dirt to fill holes.

Councilmember Rud made a motion and Councilmember Hoaglund seconded that Adams and Public works will fix this and then the project will be considered finished:

Motion carried: 3 ayes / 0 nays

Councilmember Ingalls and Councilmember Rud said that the City will look at all this information that was presented and then make some decisions.

Councilmember Hoaglund said that there is a HWY 57 committee that reviews the plans and that their meetings are open to the public and that they are still planning for work to begin in 2024. Potter mentioned that he had spoken with someone at the MNDOT and they had said it could be 2025. Councilmember Ingalls would like to know who Potter had spoken to and if he could get that information to City Clerk Lohrbach. Councilmember Hoaglund also said there will be a public HWY 57 meeting scheduled with MNDOT, Xcel energy, WHKS, and MN Energy.

Potter also expressed concern that the City's records are not as accessible as they should be. Councilmember Ingalls said that we are working toward transparency and will again look into getting the itemized invoices and Council will schedule a meeting to review our engineering firm that would be public.

## **6. Public Concerns**

Dewayne Gilbertson would like to know if the driveway he is using is considered a public alley, or if it has been vacated. City Clerk Lohrbach will research this and see what records and maps can be found.

Councilmember Rud moved and Councilmember Ingalls seconded to have the record found and have the City Attorney review them and the rights of the property owners.

Motion carried: 3 ayes / 0 nays

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

**8. Public Hearing – *No Items***

**9. New Business**

- A.** City Clerk Lohrbach recommended renewing the 4M Fund CD that will be maturing at the end of July and using cash on hand to pay for the 2<sup>nd</sup> half of the Fire departments Tanker. Council directed City Clerk Lohrbach to research different interest rates for renewal.

Councilmember Hoaglund moved and Councilmember Rud seconded to renew the CD:

Motion carried: 3 ayes / 0 nays

- B.** Jerry Raddatz has graciously donated \$8,500.00 to the City of Mantorville.

Councilmember Rud moved and Councilmember Hoaglund seconded to accept the donation and have some type of recognition for Raddatz.

Motion carried: 3 ayes / 0 nays

**10. Tabled Items – *No Items***

**11. Report**

**A. Public Works Report**

1. On June 27<sup>th</sup> there was a water main break, but this was fixed on the morning of the 28<sup>th</sup>.
2. They will be patching the road on the North end of Walnut Street.

**C. City Clerk Report**

1. Deputy Clerk Stephanie Arnold prepared different Golf Cart Permit sticker samples for Council to review.
2. City Clerk Lohrbach had a question about the other 4M Fund the City has and what this may be designated for because the auditors would like to know before moving some funds around. She asked Cami Reber about it and Cami said that the fund was not designated for any particular project. It is just one of the City's investments.

**D. Consultant Report- *No Items***

**E. Committee Reports**

1. Chamber
2. EDA
3. Finance/Budget
4. Fire Department
5. Infrastructure



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6. KM Joint Powers – Next meeting is July 27 at 7:00am
7. MRA – Next meeting is tomorrow night
8. Park Board – Carol Denneson would like to donate something else to Denneson Park in honor of her late husband. It would be a bench and a tree of our choice.

Councilmember Rud moved and Councilmember Hoaglund seconded to approve the donation and the additional work required will not exceed \$3,000.00.

Motion carried: 3 ayes / 0 nays

Martha Vrieze also spoke about how donors can receive tax deductions for their donations.

9. Personnel
10. Township

- F.** Councilmember Reports – Councilmember Rud thought the meeting went well and would like to see good order of Council meetings continue.

Councilmember Hoaglund would like City Council to be transparent, but it is difficult to tell everyone everything.

Councilmember Ingalls said we need to continue to try and keep people informed and take their input into consideration. He would also like to see itemized bills or a spreadsheet of where our money is going for projects. We also need to charge for records retrieval as we put things in usable form. City Clerk Lohrbach mentioned that Deputy City Clerk Arnold has put together a form for residents to fill out so we are thorough with our searches.

- G.** Mayor's Report – Mayor Bradford would like to put a thank you together for Jerry Raddatz for his donation. City Clerk Lohrbach can assist with this. He also wants to make sure citizens have fair and equal amounts of time for public input.

**10. Executive Session – No Items**

- 11. Adjourn** – Councilmember Rud moved and Councilmember Hoaglund seconded to adjourn at 8:31pm.

**UNAPPROVED MINUTES OF THE  
DODGE COUNTY BOARD OF COMMISSIONERS REGULAR MEETING HELD  
JUNE 27, 2023**

**Chair**

**Convene County Board Meeting**

The Dodge County Commissioners met in regular session June 27, 2023, in the County Board Room at the Dodge County Government Services Building, Mantorville, MN, at 5:00 p.m. Vice Chair John Allen called the meeting to order at 5:00 p.m.

**Call to Order**

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

It was noted that Commissioner Peterson was attending remotely from 7085 Ninebark Drive NW, Lot 11, Walker, MN.

**Pledge of Allegiance**

The pledge of allegiance was recited.

**Determine Quorum**

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

Also present:

Jim Elmquist            County Administrator

Becky Lubahn           Deputy Clerk

**Establish Agenda**

**Agenda Approved**

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

*Motion Adopted [Unanimous]*

**Consent Agenda**

Motion by Kenworthy seconded by Tjosaas to approve the following Consent Agenda item

*Motion Adopted [Unanimous]*

- 1.1. Committee of the Whole - Committee Meeting - Jun 13, 2023 9:00 AM
- 1.2. Board of Commissioners - Regular Meeting - Jun 13, 2023 9:30 AM

**Amy Evans, Public Health Director**

**Request to Approve Write-Offs**

Public Health is requesting authorization to approve writing off outstanding balances of previous clients they have served, that are now deceased or have moved away. Public Health staff has been unable to recoup these dollars and have exhausted all avenues to do so.

The following is a list of accounts for deceased clients or clients that moved away with co-pay balances and no recovery possible.

Account	Amount
15912	\$17.05
16030	\$ 6.40
17026	\$ 3.20
17187	\$ 9.90
17438	\$ 3.35
17673-1	\$ 3.20
17673-2	\$ 3.20
17734	\$ 3.20
17988	\$ 3.20
18067	\$ 3.20
18097	\$ 3.20
18283	\$ 3.35
18306	\$ 3.35
18543	\$ 3.35
18769	<u>\$14.19</u>
	\$83.34

Motion by Toquam seconded by Tjosaas to approve and authorize Public Health to write-off balances that are 1 year or older for deceased clients or clients that moved away with co-pay balances.

*Motion Adopted [Unanimous]*

**Andrew Hesper, Maintenance Superintendent**

**Purchase of Used 2017 Leeboy Paver**

Mr. Hesper reminded the Board that included in the highway budget is money designated specifically for equipment purchases. RMS Rentals currently has a used 2017 Leeboy 8520B Paver in good condition available for purchase at a cost of \$93,000. The Highway Department does not currently have its own paving equipment. In the past, they have borrowed equipment

from Steele County, but that is no longer available to them. Having their own equipment would allow them to be more effective and efficient in patching of short sections of distressed roads.

The Maintenance Superintendent noted this is the only paver in this category that they have been able to find.

Motion by Kenworthy seconded by Toquam to approve and authorize the Highway Department to purchase a used 2017 Leeboy Paver from RMS Rentals at a cost of approximately \$93,000.

*Motion Adopted [Unanimous]*

### **Duke Harbaugh, Facilities & Fleet Manager**

#### **Fairgrounds Water & Electric**

Mr. Harbaugh reviewed with the Board the proposed plans and engineer estimate for the installation of below grade water and electric within the Fairgrounds. The proposed area serves the carnival, food vendor, and show barn areas with the Fair Board's desire to add power and water to the area northwest of the grandstand. Brandon Theobald from WHKS was in attendance to answer questions and go over the plans and engineering estimates.

Commissioner Peterson wanted to know whether or not the project would affect the tile in the middle of the fairgrounds.

The Facilities & Fleet Manager reported the water and electrical lines will be far below the tile line.

Mr. Theobald suggested that they provide contractors with a tile line map along with project plans.

Commissioner Allen asked for clarification as to whether or not the City of Kasson would be providing a new water meter at the fairgrounds.

Mr. Theobald confirmed that the City of Kasson will be providing the water meter.

Commissioner Peterson wanted to know what the plan was for the water lines that are shown in the northeast area by the grandstand.

Mr. Harbaugh informed the Board that the water lines were added in this area per the Fair Board's request and would allow them to have more food trucks in this area and allow for future expansion.

Commissioner Peterson wanted to know what is on the south side of the property that would need a water line.

The Facilities & Fleet Manager clarified there are already water lines in this area. The carnival usually parks their campers in this area and these same hydrants are also used during the Big Iron Classic.

Mr. Harbaugh discussed electrical plans.

Commissioner Peterson wanted to know if the Facilities & Fleet Manager was happy with the plans.

Mr. Harbaugh reported that he is happy with the plans and informed the Board that Mr. Theobald and Ms. Cook are very thorough. The Facilities & Fleet Manager indicated that he felt the project was being done right. Mr. Harbaugh informed the Board that they will begin work on the water and electric project right after the Big Iron Classic in September and will work through the winter and finish in June of 2024.

Motion by Tjosaas seconded by Peterson to approve and authorize the Facilities & Fleet Manager to move forward with the specifications and contract documents as developed by WHKS for watermain and electrical improvements at the Dodge County Fairgrounds.

*Motion Adopted [Unanimous]*

#### **Authorization to Advertise for Proposals**

The Facilities & Fleet Manager informed the Board that he would like to send the fairgrounds underground work plans out to contractors and accept sealed proposals until July 18th at 10:00 a.m. They will advertise in the DCI as well as QuestCDN and act upon the proposals received at the July 25, 2023 Commissioner meeting for further action on these two projects.

Included in the Board packet for review was the advertisement that will go in the newspaper.

Motion by Kenworthy seconded by Toquam to approve and authorize the Facilities & Fleet Manager to advertise for proposals for the fairgrounds underground water and electrical work.

*Motion Adopted [Unanimous]*

#### **Lisa Hager, Employee Relations Director**

##### **Personnel Agenda Reviewed**

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

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

- A. Highway**
- A.1 Greg Stucky - Equipment Operator  
No longer employed  
Effective Date: 6/20/23
- A.2 Equipment Operator  
Authorization to post and fill vacancy.  
Effective Date: 6/27/23
- B. Sheriff's Office**
- B.1 Dawn Frieberg - Dispatch Supervisor

Step increase from C41 step 6 \$31.73 to C41 step 5 \$32.61.

Effective Date: 5/19/23

**C. Public Health**

C.1 Tania Olson - PHN I

Regular status and step increase from C42 step 5 \$36.94 to C42 step 4 \$37.96.

Effective Date: 6/27/23

*Motion Adopted [Unanimous]*

**Local 320 MOU's in reference to D.R.I.V.E. and New Employee Orientations**

The Employee Relations Director presented for the Board’s consideration a request from the Local 320 Teamsters Union to enter into the proposed MOU's based on amendments made to Minnesota Statutes effective July 1, 2023 and August 1, 2023.

The D.R.I.V.E. MOU is the political action fund associated with the union that allows payroll deduction for employee’s voluntary contribution (through payroll deduction) to their political action fund.

Ms. Hager reported the New Employee Orientation MOU is just stating that we agree to follow the new Minnesota Statute as amended. We are required to do this anyway, but the union really pressed for a MOU on it.

Commissioner Peterson questioned what value this request serves for us.

The Employee Relations Director informed the Board that this action serves no value to us. Ms. Hager reported we are required by MN Statute to do the items they are asking for in these MOU’s. Also noted was that the other bargaining units have not asked for similar MOU’s. The Employee Relations Director stated it is not statutorily necessary to approve this request and suggested that union bring the request back to the next negotiations meeting if they feel it needs to be approved.

No action was taken at this time.

*Motion No Vote*

**Lisa Kramer, Finance Director**

**Bills Reviewed**

Ms. Kramer reviewed bills with the Board.

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

01	Revenue Fund	\$ 272,448.26
13	Road and Bridge Fund	\$ 63,194.07
16	Environmental Quality Fund	\$ <u>9,519.07</u>



Total \$ 345,161.40

*Motion Adopted [Unanimous]*

### **2023 Updated LOST Agreement**

The Finance Director presented for the Board's consideration an updated agreement for how the County's LOST funds will be distributed and the administrative fee structure. Currently the funds are distributed two times each month with an estimate of the collected tax five days after month's end and a clean-up disbursement forty days after month's end. The clean-up disbursement has adjustments for refunds and the pro-rata share of costs deducted.

Beginning January 1, 2024, there will be one disbursement of tax forty days after month's end and the fees will be flat 1.35%. Ms. Kramer looked back on the last six months of collections and the pro-rata fees collected were between 1.6% to 2.5%, so this will work in the county's favor most, if not all, of the time.

Motion by Kenworthy seconded by Tjosaas to approve and authorize the Vice Chair and County Administrator to sign the proposed Agreement Between the Minnesota Department of Revenue and Dodge County for the Collection of a Local Transit Sales and Use Tax as recommended.

*Motion Adopted [Unanimous]*

### **Jim Elmquist, County Administrator**

#### **LOS Pathway to Infrastructure**

Mr. Elmquist deferred the LOS Pathway to Infrastructure item to Commissioner Toquam. Commissioner Toquam serves as their Joint Powers Board representative for Dodge County. WDI is a private, non-profit organization providing employment and training services for the 10-county area in Southeast Minnesota.

Recently the United States Department of Labor issued a grant opportunity called Pathways to Infrastructure that will fund projects that support well paying, middle and high skilled jobs in advanced manufacturing, IT and/or professional, scientific, and technical service occupations that support renewable energy, transportation and/or broadband infrastructure sectors. Workforce Development, Inc., serving all of Southeast Minnesota, is submitting an application for this opportunity with focus on Solar Install and Maintenance, Facilities Maintenance, Insulation and Weatherization and Building Performance Optimization. They are seeking local partners who can provide potential referrals of employees, on-the-job training opportunities, registered apprenticeships, grant-funded work experiences and insight into this sector. Workforce Development is reaching out today to solicit support for this project, and ask for both feedback and letters of support identifying the need for additional labor in our area. Grant funds would be used to establish career pathways and provide training for unemployed, under employed and incumbent workers.

If the county is willing to advocate for the need in our region Workforce Development would greatly appreciate a letter of support from the County. Included in the Board packet was a draft

letter of support. Also included in the Board packet was a 2-page overview of the training programs they plan to provide/fund. Workforce Development sees the employment need in this sector, and indicated they look forward to building partnerships through this opportunity.

Motion by Toquam seconded by Peterson to approve and authorize the Vice Chair to sign a letter of support for Workforce Development, Inc. to pursue the Pathways to Infrastructure grant opportunity identifying the need for additional labor in our area.

*Motion Adopted [Unanimous]*

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

The County Administrator discussed with the Board setting a retreat date.

It was the consensus of the Board to hold the retreat on Friday, July 28th between 9:00 a.m. - noon at Milton Town Hall.

*Motion No Vote*

### **Administration Committee Report - Commissioner John Allen**

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

Commissioners provided their agency reports. Commissioner Allen attended a Soil & Water meeting. Commissioner Kenworthy attended a SEEMS Executive Board meeting, a Public Safety Communications Planning meeting, a Fairview Care Center meeting and a Public Health meeting. Commissioner Peterson attended a SEMMCHRA meeting, a Public Health SHACK meeting and a MnPrairie meeting. Commissioner Tjosaas attended virtual MnPrairie Joint Powers meeting, a Public Health Committee meeting and a Fairview Care Center. Commissioner Toquam attended a Vernon Township meeting, a virtual SEMMCHRA meeting, a meeting with the Fairview Care Center Administrator, a Fairview Care Center meeting and a County Board meeting.

*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**

Commissioner Kenworthy briefly discussed the following:

- Update on Tobacco Ordinance and coverage in Kasson
- Discussed MN Cannabis legislation related to PH impact and potential ordinance
- Update on additional PH funding for foundational capabilities and emergency preparedness based on approved state budget and budget implications
- Update on PH concerns related to rodent infestation and mold

- Update on Opioid Settlement Funds

Commissioner Allen congratulated Commissioner Kenworthy and his wife Wendy on being recognized as Dodge County Citizens of the Year.

Mr. Allen informed the Board that he was at the Fairview Care Center and looked at their fence. Commissioner Allen reported the fence is looking pretty tacky and will probably need to be replaced.

Mr. Allen provided the Board with an HVAC system update for the Government Services Building.

*Motion No Vote*

### **Meeting Recessed**

The Chair recessed the meeting at 6:21 p.m. to convene the Board of Appeal and Equalization meeting.

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

#### **2023 County Board of Appeal and Equalization**

The Board of Appeal and Equalization (BoAE) was convened at 6:30 p.m.

Mr. DeCook reported that there were no appointments schedule for the meeting.

Lisa Kramer read the oath of the Board of Equalization.

The Director of Land Records informed the Board that because they didn't have any new Board members he wouldn't be going through the entire report.

Mr. DeCook pointed out that his office has a new Appraiser, Erik Hannigan. Staff members were listed on page 5 of the report.

The Director of Land Records noted sales dipped a little in 2022 due to the fact that there was no inventory in Dodge County, however sales were still high with the number of homes built in 2022.

Countywide statistics on page 6 of the BoAE material were reviewed. Mr. DeCook informed the Board that ag property went up significantly. In addition, commercial property is up around 6% county wide too. Also pointed out was that property values were the highest the Director of Land Records has seen in his time at Dodge County, and probably the highest that Dodge County has ever experienced.

Mr. DeCook reviewed the new construction information as found on page 7 of the report. The Director of Land Records noted it's good to see apartments listed in the new construction area of the report, however the new apartment complex in Kasson wasn't complete at the beginning

of this year so the Board will see the totals for that structure listed on the report next year.

Ag sales were briefly discussed as listed on page 9 of the report. Mr. DeCook informed the Board ag sales are the reason we're seeing large value increases.

Page 10 of the report was reviewed which compared Dodge County Region 1 agricultural land values to neighboring counties.

The Director of Land Records informed the Board he doesn't expect large valuation increases for next year.

Motion by Peterson seconded by Tjosaas to adjourn the Board of Appeal & Equalization meeting and regular meeting at 6:43 p.m.

The next regular meeting of the Dodge County Board of Commissioners will be held on July 11, 2023 at 9:30 a.m.

*Motion Adopted [Unanimous]*

# MANTORVILLE FIRE DEPARTMENT

## July 2023 General Members Meeting

### Call to Order:

- The meeting was called to order at: 19:

### Member's in Attendance:

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

### Chief's Report:

#### Fair

- Huge thanks to those that helped, it certainly was a long weekend. If we do it again next year we have a few ideas to better our plan.
- Any other comments or suggestions?
- \$1,000 check was already given to Dave from the Fair Board and they want us back next year

#### Turnout Gear

- There is some gear that needs to be washed, members need to wash their gear.
- DCFD has offered their extractor and dryer and that still holds true to use. Bottom line: wash your gear.

#### Food Trucks

- Food trucks will be in Oronoco 7/26 from 1600-2000 all vendors will have a FR discount

#### National Night Out

- Once again the City is hosting NNO in the park and needs our help for set up, cooking, and tear down. We also will have the grass rig out for kids to spray water and explore the truck. Event is Aug 1st this year. This is a family friendly event that partners and able kids can help with please consider bringing the whole family.

#### General Members Meeting

- Its been 6 months now of third wednesday meetings, anything positive or negative?

#### First Responder Party

- Aug 26 my house all are welcome along with partners, live music and food provided

#### Fire Marshals Year End Report

- 70 total fire deaths highest since 1995
  - 59% of these were in rural communities

#### Fire Prevention 2023

- Cooking safety is this year's topic.
- Open house October 11? Will move EMR training to the 25th
- Looking for ideas for the kids and families, will plan on a burn pan again for fire extinguisher training.
- Do we need any more prevention material? Set a not to exceed for material?

#### Meeting Meals

- First person on the list is responsible for planning meal the other two cook and clean, all members are responsible to help.
- If you are unable to attend/help you need to find someone to take your spot

#### Explorer

- Might need one more person to fill a position on committee and be a mentor as we have two potential applicants.

#### Fireworks

- From the City on Marigold Days.
- Looking to have a truck down by the fireworks if we don't start getting some rain.

#### **Assistant Chief:**

\_\_\_ Corn Growers Association donating \$500 for grain bin rescue equipment.

\_\_\_ Eyota Fire Dept asked if they could borrow our water wars equipment to try and get it back in Eyota.

#### **Deputy Chief:**

- 

#### **Fire Marshall:**

- 4 Calls
- 1 Grass Fire
- 1 MVA
- 1 Animal Vs. Car
- 1 Tractor Fire

#### **Training Officer:**

- Aug training is pumper ops and SCBA and RIT training.
- Oct 11th med compass is coming. Starts at 3:30pm going till 7:30pm. Will be doing it in the usual spot. Please sign up and be clean shaven.

#### **Equipment:**

- New 4 gas meteor is pumper 1.
- Porta tank needs to be sent back.
- Ancom can move radio out of tanker 2 to the new tanker. Around \$1000.
- New hydrant line is on order.
- Parker Saw out of pumper 2 needs new fuel line and is out of service.

#### **Vehicles:**

- Betsy- In our Shed.
- Pumper 1- Serpentine belt is cracked, Marker light in rear is broken.
- Pumper 2 - Work light is out.
- Chevy Pick Up -
- Tanker 1 - Brake lights need to be installed.
- Tanker 2 -
- Grass Rig -
- Rescue Truck -

- New tanker is done and will be here tomorrow.

### **First Responder's:**

- Training opportunity sept 1st through seems
- Take time filling out reports
- When using qr code make sure to fill in quantity

### **Treasurer**

- Bills: \$98,645.08
- Discussed bills
- Motion made by: Nate B. to pay bills as stated
- 2<sup>nd</sup> by: Travis
- Motion carries

### **New Business:**

- Motion to move radio into the new truck by: Curt
- 2nd by: Paul
- Motion Carries
- Motion to put get new mounting brackets for new tanker up to \$1000 by: Steve
- 2nd by: Travis
- Motion Carries
- Motion made to sticker the new tanker as proposed by: Russ
- 2nd by: Joey
- Motion Carries
- We are getting reimbursed for one set of gear. \$500 for physical.
- Ipad came out of the office because it's getting too old.
- Need new group photo in September in black polos. Marigold weekend.

### **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, Annabelle, 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.
- Uniforms are coming.

### **Point Report:**

- Motion made by: Steve to approve the point report
- 2nd by: Travis
- Motion approved.

### **Clerk/ Calendar**

- **AUG Lunch: Steve, Travis, Nate B**

- Jul 23 1300 West concord Parade water wars to follow
- Jul 31 1900 Officer Meeting (note on Monday)
- Aug 2 1830 1st Wed Drill
- Aug 9 1830 1st Responder Training
- Aug 16 1800 Maintenance
  - 1900 Food
  - 1930 Members meeting
  
- Motion made to adjourn by: Russ
- 2nd by: Annabelle
- Meeting Adjourned at: 20:23



# Proclamation

Whereas, Martha Vrieze, Greg Rud, Chris Klinger, and Matt Wohlenhaus have shown a dedicated commitment to serving their community; and

Whereas, This Group of Volunteers has shown, through example, what true role models are; and

Whereas, This Group has given back to the preservation of our historic infrastructure.

NOW, THEREFORE, BE IT RESOLVED

that I, Chuck Bradford, by virtue of the authority vested in me as Mayor of the City of Mantorville do herby proclaim Tuesday July 24, 2023 as:

## “Covered Bridge Volunteer Day”

This day, I call upon all the people of our communities to join in celebration of the rich history our community volunteerism.

IN WITNESS WHEREOF, I have hereunto set my hand this twenty-fourth day of July, in the year of our Lord two thousand twenty three, and of the State of Minnesota the one hundred and sixth-five.



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

\_\_\_\_\_  
Chuck Bradford  
Mayor, City of Mantorville

**CITY OF MANTORVILLE  
DODGE COUNTY, MINNESOTA**

**RESOLUTION 2023-18**

**A RESOLUTION APPROVING AN OFF-SITE GAMBLING APPLICATION TO  
CONDUCT BINGO AT THE GREEK HOUSE, 411 CLAY STREET, MANTORVILLE,  
MINNESOTA – MANTORVILLE RESTORATION ASSOCIATION, SEPTEMBER 9,  
2023**

**WHEREAS**, the Mantorville Restoration Association has submitted an application to the City of Mantorville for approval to conduct bingo on September 9, 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 Off-Site Gambling Permit by the Gambling Control Board to Mantorville Restoration Association, for an event to be held on September 9, 2023 at the Greek House, 411 Clay Street, Mantorville, Minnesota, and hereby waives the 30-day waiting period.

Adopted by the City Council of the City of Mantorville, Minnesota, this 24<sup>th</sup> day of July 2023.

ATTEST:

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Chuck Bradford  
Mayor

---

Gretchen Lohrbach  
City Clerk-Treasurer

**CITY OF MANTORVILLE  
DODGE COUNTY, MINNESOTA**

**RESOLUTION 2023-19**

**A RESOLUTION APPROVING AN APPLICATION FOR A ONE DAY TEMPORARY  
COMSUMPTION AND DISPLAY PERMIT AT THE GREEK HOUSE, 411 CLAY  
STREET, MANTORVILLE, MINNESOTA – MANTORVILLE RESTORATION  
ASSOCIATION, SEPTEMBER 9, 2023**

**WHEREAS**, the Mantorville Restoration Association has submitted an application to the City of Mantorville for approval for a One Day Temporary Consumption and Display Permit September 9, 2023; and

**WHEREAS**, said application will be forwarded to Minnesota Alcohol and Gambling Enforcement Division for approval; 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 a One Day temporary Consumption and Display Permit to the Mantorville Restoration Association, for an event to be held on September 9, 2023 at the Greek House, 411 Clay Street, Mantorville, Minnesota.

Adopted by the City Council of the City of Mantorville, Minnesota, this 24<sup>th</sup> day of July 2023.

ATTEST:

---

Chuck Bradford  
Mayor

---

Gretchen Lohrbach  
City Clerk-Treasurer

**CITY OF MANTORVILLE  
DODGE COUNTY, MINNESOTA**

**RESOLUTION 2023-20**

**A RESOLUTION ACCEPTING DONATIONS TO THE CITY OF MANTORVILLE**

**WHEREAS**, the following individuals, businesses and organizations have donated to the City of Mantorville:

<b>Donated By</b>	<b>Item Donated</b>	<b>Amount</b>
Zumbro Valley Plumbing	Monetary	\$100.00
Virginia Knight	Monetary	\$15.00

**AND WHEREAS**, these donations were specifically provided for the 2023 National Night Out event; and

**WHEREAS**, the Mayor and City Council acknowledge the generosity of these individuals, businesses and organizations and extend appreciation on behalf of the City of Mantorville for their generous donations.

**NOW THEREFORE BE IT RESOLVED**, that the Mantorville Mayor and City Council accept these donations on behalf of the City of Mantorville and authorize City Staff to expend these funds in the manner described therein.

Adopted by the City Council of the City of Mantorville, Minnesota, this 24<sup>th</sup> day of July 2022.

ATTEST:

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

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



# City Council Report

To: Mayor and Council  
From: Gretchen Lohrbach City Clerk-Treasurer  
Date: July 24, 2023

## Renewal of 4M FUND CD and Current Cash on Hand

---

### BACKGROUND INFORMATION:

On July 24, 2023, staff recommended not cashing out the 4M Fund CD, but renewing the 4M Fund CD of \$242,234.55 that is maturing on July 28, 2023. Council asked the City-Clerk to look into current interest rates for renewing the 4M Fund CD.

The rates from banks such as JPMorgan, Schwab, Goldman Sachs, Synchrony Bank, Ally Bank, MBT etc. were not higher than the rate of 5.4% that the 4M CD with the League of Minnesota Cities will renew at.

First half of Local Government Aid and the first payment of the Property Tax Levy have now been deposited.

### The City currently has:

Checking \$667,091.93  
Savings \$205,525.89  
MBT Bank CD maturing 8/28/2023 \$73,481.12  
4M Fund CD maturing 7/28/2023 \$242,234.55

**Total - \$1,188,333.49**

### Approximate large expenditures for the rest of the year:

Second half of the Fire Department Tanker \$93,087.58  
City of Kasson Public Facilities Debt \$35,000.00  
City of Kasson quarterly user expense \$48,000.00  
MN Public Facilities Loan FY11 & FY 18 \$37,839.07  
2021A Loan \$26,043.00  
Sheriff Contract \$25,000.00  
CEDA \$10,000.00  
DeCook payment approximately \$20,000.00

**Total - \$294,969.65**

There will also be costs associated with the HWY 57 project and other bills due for the remaining months of 2023.

**Staff recommends renewing the 4M Fund CD for another 6 – 12 months based on Council's decision.**

**Gretchen@mantorville.com**

---

**From:** Laura E. Hamacher <lhamacher@pmanetwork.com>  
**Sent:** Thursday, July 13, 2023 8:33 AM  
**To:** Gretchen@mantorville.com  
**Subject:** RE: [EXTERNAL] CD maturing on 7/28/23

Sounds good, Gretchen. And just to be clear, nothing automatically renews...so I will wait to hear from you or reach out to you on the morning of the 28<sup>th</sup>.

Have a good day!

*MSRB Rule G-42 requires municipal advisors to provide disclosures regarding all material conflicts of interest and any legal or disciplinary events material to a client's evaluation of the firm or the integrity of the firm's management or advisory personnel. A link to the PMA Securities, LLC Municipal Advisor Disclosure Statement can be found [here](#).*

## Laura Hamacher

AVP, Investment Services

### PMA Financial Network, LLC

5298 Kyler Ave. N, 2<sup>nd</sup> Floor  
Albertville, MN 55301

[Follow us on LinkedIn!](#)

**d** 612-509-2563

**e** [lhamacher@pmanetwork.com](mailto:lhamacher@pmanetwork.com)

**w** [www.pmanetwork.com](http://www.pmanetwork.com)

### Financial Strategies for Stronger Communities.

PMA Financial Network, LLC, PMA Securities, LLC, and PMA Asset Management, LLC (hereinafter "PMA") operate under common ownership. PMA Securities, LLC is an SEC and MSRB registered broker-dealer and a member of FINRA and SIPC. PMA Asset Management, LLC is an SEC registered investment adviser. For more information, please visit us at [www.pmanetwork.com](http://www.pmanetwork.com).

All emails sent to or from PMA are subject to archival, monitoring and/or review by PMA personnel and may be produced to regulatory agencies and others as required by law. Email transmission cannot be guaranteed to be secure, timely or error-free. PMA therefore recommends that you do not send confidential information to us via email. This is not an offer, or solicitation of an offer to buy or sell any security, investment or other product. Any information regarding specific investment products is subject to change without notice. This message and any attachments are solely for the intended recipient and may contain confidential or privileged information. If you are not the intended recipient, any disclosure, copying, use or distribution of the information included in this message and any attachments is prohibited. If you received this communication in error, please contact the sender by reply email and immediately delete this email and any attachments.

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**From:** Gretchen@mantorville.com <Gretchen@mantorville.com>  
**Sent:** Thursday, July 13, 2023 8:27 AM  
**To:** Laura E. Hamacher <lhamacher@pmanetwork.com>  
**Subject:** RE: [EXTERNAL] CD maturing on 7/28/23

Thank you so much Laura! I will present this to Council and let you know what they decide.

---

**From:** Laura E. Hamacher <[lhamacher@pmanetwork.com](mailto:lhamacher@pmanetwork.com)>  
**Sent:** Wednesday, July 12, 2023 2:38 PM  
**To:** [Gretchen@mantorville.com](mailto:Gretchen@mantorville.com)  
**Subject:** RE: [EXTERNAL] CD maturing on 7/28/23

Hi Gretchen,

As of today, here is what I have available. Please keep in mind that rates change daily, so what I'm showing today isn't necessarily going to be available on the 28<sup>th</sup> when your investment matures. I'd be happy to provide updated rates on the morning of the maturity.

**CD option:**

**CD - 180 Days, Maturing on 01/08/2024**

Bank	Backing	FDIC #	City, State	Invested	Net Interest	Total
Vast Bank, National Association	FDIC	23737	Tulsa, OK	\$243,350.00	\$6,480.44	\$249,830.44
<b>Totals &amp; Weighted Avg for Term:</b>				<b>\$243,350.00</b>	<b>\$6,480.44</b>	<b>\$249,830.44</b>

**Treasury option:**

T-bill out 182 days (1/11/24 maturity) @ 5.32%

As you can see, the treasury has a little bit lower rate, but there is some liquidity with that option. If you have any questions, please let me know.

Thank you!  
Laura

*MSRB Rule G-42 requires municipal advisors to provide disclosures regarding all material conflicts of interest and any legal or disciplinary events material to a client's evaluation of the firm or the integrity of the firm's management or advisory personnel. A link to the PMA Securities, LLC Municipal Advisor Disclosure Statement can be found [here](#).*

**Laura Hamacher**

AVP, Investment Services

**PMA Financial Network, LLC**

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Albertville, MN 55301

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**From:** [Gretchen@mantorville.com](mailto:Gretchen@mantorville.com) <[Gretchen@mantorville.com](mailto:Gretchen@mantorville.com)>

**Sent:** Wednesday, July 12, 2023 11:21 AM

**To:** Laura E. Hamacher <[lhamacher@pmanetwork.com](mailto:lhamacher@pmanetwork.com)>

**Subject:** RE: [EXTERNAL] CD maturing on 7/28/23

You don't often get email from [gretchen@mantorville.com](mailto:gretchen@mantorville.com). [Learn why this is important](#)

Thank you Laura! We'd like to do six months. I'd like your input about the agencies/treasuries.

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**S.L. Contracting, Inc.**

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2510 Schuster Lane NW  
Rochester, MN 55901  
507-281-5333

# Estimate

Date                      Estimate #  
7/19/2023                      2666

City of Mantorville  
PO Box 188  
Mantorville, MN 55955

Description	Qty	Rate	Total
<p>2023 STRIPING</p> <p>Restripe Downtown Area Discussed Work Includes Painting Curb Areas</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	1,300.00	1,300.00
		0.00	0.00
<b>Sales Tax (0.0%)</b>			\$0.00
<b>Total</b>			\$1,300.00

Notice to Proceed \_\_\_\_\_



**Durst Outdoor Services**

5135 Lehman Ln NW  
Rochester, MN 55901 US  
507-208-4020  
office@durstoutdoorservices.com



**Estimate**

ADDRESS  
City Of Mantorville (C)  
PO Box 188  
Mantorville, MN 55955

ESTIMATE 1896  
DATE 07/18/2023

DESCRIPTION	QTY	RATE	AMOUNT
Downtown Mantorville Restripe			
Striping of parking stalls in front of the Hubble House, Fire Station, Candy Shop, Post Office and Park.	1	927.80	927.80
-----			
	SUBTOTAL		927.80
	TAX		0.00
-----			
	TOTAL		<b>\$927.80</b>

Accepted By

Accepted Date



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