



Trail to the Past. Road to the Future.

REGULAR CITY COUNCIL MEETING

MANTORVILLE CITY COUNCIL CHAMBERS

21 5TH STREET E, MANTORVILLE, MN 55955

Monday, November 27, 2023

6:30 PM

1. Call to Order

2. Pledge of Allegiance

3. Adopt the Agenda

4. Consent Agenda *

- A. Accounts Payable (Warrant List) November 27, 2023
- B. Council Regular Meeting Minutes 10.09.23
- C. Council Regular Meeting Minutes 10.23.23
- D. Park Meeting Minutes 8.29.23
- E. Park Meeting Minutes 9.26.23
- F. Regular Minutes Board of Commissioners 10.24.23
- G. Fire Department November 2023 General Meeting
- H. League of Minnesota Cities Update of Rates for 2024
- I. Rental Renewals 11.27.23

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

6. Public Concerns

*Individuals may address the City Council about any item not included on the regular agenda. **Speakers are requested to come to the podium and state their name and address for the Clerk's audio and written record. Each individual has 5 minutes.** 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

8. Public Hearing

- A. Council will consider the following two applications related to the Property: (i) a lot split that would authorize the existing parcel to be divided into two separate lots; and (ii) a conditional use permit pursuant to Mantorville City Code, section 150.070(D)(8) that would authorize two attached (zero lot line) dwellings, one on each of the newly proposed lots at 914 & 916 West Street.
- B. Resolution No. 2023-29 Approving a Lot Split and Conditional Use Permit for Certain Real Property Located in Mantorville, Dodge County, Minnesota *

9. New Business

- A. Lights on Main Street for HWY 57 Project *
 - 1. City Engineer memo on the lights for Main Street of the HWY 57 Project

- 2. Facebook Comments
- 3. Survey Results provided at night of meeting
- B.** Discussion of bonding for the HWY 57 Project
- C.** Discussion of utility rates for 2024

10. Old Business

- A.** 2024 Preliminary Budget 8% Levy included in packet
- B.** 2024 Revised Preliminary Budget with possible 5% Levy
- C.** 2024 Public Works Budget

11. Tabled Items

- A.** Quitclaim Easement for Riverside Park – HWY 57 Project *

12. Reports

- A.** Public Works Report
- B.** City Clerk Report
 - 1. Calendar dates for next year
- 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

13. Executive Session –No Items

14. Adjourn *

<i>Upcoming Meetings and Events in Mantorville:</i>		
<i>November 27, 2023</i>	<i>6:30pm</i>	<i>Regular City Council Meeting</i>
<i>December 2, 2023</i>	<i>Saturday</i>	<i>Old Fashioned Christmas</i>
<i>December 11, 2023</i>	<i>6:30pm</i>	<i>City Council Meeting with Truth in Taxation and Final Budget and Levy Approval</i>
<i>December 20, 2023</i>	<i>7:30pm</i>	<i>Fire Department General Meeting</i>
<i>December 18, 2023</i>	<i>6:30pm</i>	<i>Inclement Weather Make-Up Date for Final Budget and Levy Approval with Truth in Taxation</i>
<i>December 25th</i>	<i>Monday</i>	<i>City Offices Closed – Merry Christmas!</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 Requiring Council Approval

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Payments

Current Period: November 2023

Payments Batch Aps/Warrant 11.27.23		\$31,801.77	
Refer	0 <u>ADAMS, JOE</u>	-	
Cash Payment	E 101-41940-417 Uniforms	Reimburse Joe Adams for saftey boots	\$263.09
Invoice	11/27/2023		
Transaction Date	11/21/2023	MBT Bank Checking 10100	Total \$263.09
Refer	0 <u>AFLAC</u>	-	
Cash Payment	G 101-21710 AFLAC	Employee Paid Ins for November	\$33.12
Invoice	11/27/2023		
Transaction Date	11/21/2023	MBT Bank Checking 10100	Total \$33.12
Refer	0 <u>AMAZON</u>	<u>Ck# 006032 11/27/2023</u>	
Cash Payment	E 101-41500-200 Supplies	Office Supplies, Clips, Pencils, Ect	\$47.72
Invoice	11/27/2023		
Transaction Date	11/21/2023	MBT Bank Checking 10100	Total \$47.72
Refer	0 <u>ATLAS CORPORATE & NOTARY S</u>	<u>Ck# 006031 11/27/2023</u>	
Cash Payment	E 101-41500-200 Supplies	Stephanie Notary Stamp	\$25.90
Invoice	11/27/2023		
Transaction Date	11/21/2023	MBT Bank Checking 10100	Total \$25.90
Refer	0 <u>AU, ZACH</u>	-	
Cash Payment	E 101-42200-208 Training, Mileage	Fire Dept Nozzle Training	\$100.00
Invoice	11/27/2023		
Transaction Date	11/21/2023	MBT Bank Checking 10100	Total \$100.00
Refer	0 <u>BOUND TREE MEDICAL, LLC</u>	-	
Cash Payment	E 101-42200-311 First Responder Train/E	Responder Bag Orange	\$40.09
Invoice	11/27/2023		
Transaction Date	11/21/2023	MBT Bank Checking 10100	Total \$40.09
Refer	0 <u>DODGE COUNTY</u>	-	
Cash Payment	E 101-41550-310 Other Professional Servi	Pictometrn Use 2023	\$370.00
Invoice	11/27/2023		
Transaction Date	11/21/2023	MBT Bank Checking 10100	Total \$370.00
Refer	0 <u>DODGE COUNTY INDEPENDENT</u>	-	
Cash Payment	E 101-41110-352 Publishing	Public Hearing Lot Split Notice Nov 27 2023	\$103.50
Invoice	11/27/2023		
Transaction Date	11/21/2023	MBT Bank Checking 10100	Total \$103.50
Refer	0 <u>EARLS SMALL ENGINE REPAIR</u>	-	
Cash Payment	E 101-45200-500 Capital Outlay	1 gallon oil mix for parks tree management	\$30.50
Invoice	11/27/2023		
Transaction Date	11/21/2023	MBT Bank Checking 10100	Total \$30.50
Refer	0 <u>CHUCK EMANUEL</u>	-	
Cash Payment	E 312-47000-530 Construction	Catch Basins	\$550.00
Invoice	11/27/2023		
Transaction Date	11/21/2023	MBT Bank Checking 10100	Total \$550.00
Refer	0 <u>FIRE SAFETY USA, INC</u>	-	
Cash Payment	E 101-42200-217 Other Operating Supplie	Leather Boots	\$342.00
Invoice 178803	11/27/2023		

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Payments

Current Period: November 2023

Cash Payment	E 101-42200-217	Other Operating Supplie	Fire Coat& Pants		\$2,835.00
Invoice	178794		11/27/2023		
Cash Payment	E 101-42200-217	Other Operating Supplie	5 Gallon Foam Pail		\$659.70
Invoice	178520		11/27/2023		
Transaction Date	11/21/2023		MBT Bank Checking	10100	Total \$3,836.70
Refer	0	HARBAUGH, DUKE		-	
Cash Payment	E 101-42200-437	Other Miscellaneous	Chiefs Conference 2023		\$941.17
Invoice			11/27/2023		
Transaction Date	11/21/2023		MBT Bank Checking	10100	Total \$941.17
Refer	0	HAWKINS, INC		-	
Cash Payment	E 601-49400-216	Chemicals and Chem Pr	Chlorine Cylindars for water treatment		\$20.00
Invoice			11/27/2023		
Transaction Date	11/21/2023		MBT Bank Checking	10100	Total \$20.00
Refer	0	INTERNAL REVENUE SERVICE	Ck# 006037	11/27/2023	
Cash Payment	G 101-21703	FICA Tax Withholding	PR 23 Social Security		\$961.28
Invoice			11/27/2023		
Cash Payment	G 101-21709	Medicare	PR 23 Medicare		\$224.82
Invoice			11/27/2023		
Cash Payment	G 101-21701	Federal Withholding	PR 23 Withholding		\$644.07
Invoice			11/27/2023		
Transaction Date	11/21/2023		MBT Bank Checking	10100	Total \$1,830.17
Refer	0	JACOBSEN LAW FIRM, P.A.		-	
Cash Payment	E 101-41600-304	Legal Fees	City Matters for October		\$216.00
Invoice			11/27/2023		
Transaction Date	11/21/2023		MBT Bank Checking	10100	Total \$216.00
Refer	0	JOHN DEERE FINANCIAL		-	
Cash Payment	E 101-45200-404	Repairs/Maint Machiner	Lawnmower V-Belt		\$28.89
Invoice			11/27/2023		
Transaction Date	11/21/2023		MBT Bank Checking	10100	Total \$28.89
Refer	0	KENNEDY & GRAVEN, CHARTERE		-	
Cash Payment	E 101-41600-304	Legal Fees	City and Real Estate Matters, TH 57 easements, lot split, annexation		\$2,161.25
Invoice			11/27/2023		
Transaction Date	11/21/2023		MBT Bank Checking	10100	Total \$2,161.25
Refer	0	LEAGUE OF MN CITIES INS TRUST		-	
Cash Payment	E 601-49400-151	Worker s Comp Insuran	Workers compensations coverage premium audit adj for 2023		\$217.46
Invoice			11/27/2023		
Cash Payment	E 101-41500-151	Worker s Comp Insuran	Workers compensations coverage premium audit adj for 2023		\$178.25
Invoice			11/27/2023		
Cash Payment	E 101-42200-151	Worker s Comp Insuran	Workers compensations coverage premium audit adj for 2023		\$1,308.85
Invoice			11/27/2023		
Cash Payment	E 101-43100-151	Worker s Comp Insuran	Workers compensations coverage premium audit adj for 2023		\$683.51
Invoice			11/27/2023		

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Cash Payment	E 602-49450-151	Worker s Comp Insuran	Workers compensations coverage premium audit adj for 2023	\$256.65
Invoice	11/27/2023			
Cash Payment	E 101-41110-151	Worker s Comp Insuran	Workers compensations coverage premium audit adj for 2023	\$21.63
Invoice	11/27/2023			
Cash Payment	E 101-45200-151	Worker s Comp Insuran	Workers compensations coverage premium audit adj for 2023	\$612.65
Invoice	11/27/2023			
Transaction Date	11/21/2023	MBT Bank Checking	10100	Total \$3,279.00
Refer	0 LINCOLN NATIONAL LIFE INSURA	-		
Cash Payment	G 101-21711	Life Insurance Payable	Life Insurance for November	\$201.78
Invoice	11/27/2023			
Transaction Date	11/21/2023	MBT Bank Checking	10100	Total \$201.78
Refer	0 LINDE GAS & EQUIPMENT, INC.	-		
Cash Payment	E 101-43100-240	Tools and Minor Equipm	Cylinder Lease	\$137.15
Invoice	11/27/2023			
Transaction Date	11/21/2023	MBT Bank Checking	10100	Total \$137.15
Refer	0 MED COMPASS	-		
Cash Payment	E 101-42200-437	Other Miscellaneous	26 medical exams & fit tests	\$3,140.00
Invoice	11/27/2023			
Transaction Date	11/21/2023	MBT Bank Checking	10100	Total \$3,140.00
Refer	0 MINNESOTA DEPARTMENT OF HE	-		
Cash Payment	E 101-46500-437	Other Miscellaneous	Stage Coach days food and beverage license renew for 2024	\$95.00
Invoice	11/27/2023			
Transaction Date	11/21/2023	MBT Bank Checking	10100	Total \$95.00
Refer	0 MINNESOTA DEPT HLTH - DRINKI	-		
Cash Payment	E 601-49400-441	MDH FEE	MOH Fee for 4th qtr	\$911.00
Invoice	11/27/2023			
Transaction Date	11/21/2023	MBT Bank Checking	10100	Total \$911.00
Refer	0 MINNESOTA REVENUE	-	Ck# 006036 11/27/2023	
Cash Payment	G 101-21702	State Withholding	PR 23 Minnesota Withholding	\$352.65
Invoice	11/27/2023			
Transaction Date	11/21/2023	MBT Bank Checking	10100	Total \$352.65
Refer	0 MN PERA	-	Ck# 006034 11/27/2023	
Cash Payment	G 101-21704	PERA	PR 23 PERA Contribution	\$1,136.09
Invoice	11/27/2023			
Transaction Date	11/21/2023	MBT Bank Checking	10100	Total \$1,136.09
Refer	0 MN STATE FIRE DEPT ASSOC	-		
Cash Payment	E 101-42200-433	Dues and Memberships	2024 MSFOA membership dues	\$175.00
Invoice	11/27/2023			
Transaction Date	11/21/2023	MBT Bank Checking	10100	Total \$175.00
Refer	0 NAPA	-		
Cash Payment	E 101-42200-212	Motor Fuels	Fuel and Oil	\$65.94
Invoice	11/27/2023			

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Cash Payment	E 101-42200-228	Equip. Repair and Maint	Blstr pk miniatures and windshield wash	\$27.45
Invoice	11/27/2023			
Cash Payment	E 101-42200-228	Equip. Repair and Maint	taillight circuit board	\$57.99
Invoice	11/27/2023			
Transaction Date	11/21/2023	MBT Bank Checking	10100	Total \$151.38
Refer	0	<u>NCPERS GROUP LIFE INS.</u>	-	
Cash Payment	G 101-21711	Life Insurance Payable	Employee paid life insurance for december	\$16.00
Invoice	11/27/2023			
Transaction Date	11/21/2023	MBT Bank Checking	10100	Total \$16.00
Refer	0	<u>NETWORK SOLUTIONS LLC</u>	<u>Ck# 006038 11/27/2023</u>	
Cash Payment	E 101-41500-300	Professional Srvs (GEN	5 year domain renewal	\$290.89
Invoice	11/27/2023			
Transaction Date	11/21/2023	MBT Bank Checking	10100	Total \$290.89
Refer	0	<u>NOLTE, ROGER</u>	-	
Cash Payment	E 101-42200-217	Other Operating Supplie	Raspberry pi computer and power supply	\$24.96
Invoice	11/27/2023			
Transaction Date	11/21/2023	MBT Bank Checking	10100	Total \$24.96
Refer	0	<u>PREFERRED HEATING & COOLING</u>	-	
Cash Payment	E 101-41940-200	Supplies	shop heater	\$215.00
Invoice	11/27/2023			
Transaction Date	11/21/2023	MBT Bank Checking	10100	Total \$215.00
Refer	0	<u>QUALITY OVERHEAD DOOR</u>	-	
Cash Payment	E 101-41940-200	Supplies	replace broken cables on shop doors	\$418.25
Invoice	11/27/2023			
Transaction Date	11/21/2023	MBT Bank Checking	10100	Total \$418.25
Refer	0	<u>RESNEXUS</u>	<u>Ck# 006029 11/27/2023</u>	
Cash Payment	E 603-45183-210	Tax and Licensing	Campground Online Reservations Monthly Service Fee	\$50.25
Invoice	11/27/2023			
Transaction Date	11/21/2023	MBT Bank Checking	10100	Total \$50.25
Refer	0	<u>SAMS CLUB</u>	-	
Cash Payment	E 101-45200-430	Miscellaneous	Drum Liner	\$24.98
Invoice	11/27/2023			
Transaction Date	11/21/2023	MBT Bank Checking	10100	Total \$24.98
Refer	0	<u>SIMPLY TIDY, LLC</u>	-	
Cash Payment	E 101-41940-439	Janitors	Bi-Weekly Cleaning of City and Fire Hall	\$65.00
Invoice	11/27/2023			
Transaction Date	11/21/2023	MBT Bank Checking	10100	Total \$65.00
Refer	0	<u>SURVEYMONKEY</u>	<u>Ck# 006030 11/27/2023</u>	
Cash Payment	E 101-41500-200	Supplies	Office Survey Subscription	\$300.00
Invoice	11/27/2023			
Transaction Date	11/21/2023	MBT Bank Checking	10100	Total \$300.00
Refer	0	<u>ULTIMATE SAFETY CONCEPTS, IN</u>	-	
Cash Payment	E 101-42200-240	Tools and Minor Equipm	Nosecup Assembly	\$54.90
Invoice	11/27/2023			

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Transaction Date	11/21/2023	MBT Bank Checking 10100	Total	\$54.90
Refer	0 VERIZON WIRELESS	Ck# 006027 11/27/2023		
Cash Payment	E 101-42200-321	Communications Phone/ Fire Dept phones for Sept and Oct 2023		\$109.32
Invoice	11/27/2023			
Transaction Date	11/21/2023	MBT Bank Checking 10100	Total	\$109.32
Refer	0 VOLUNTEER FIREFIGHTERS BENE			
Cash Payment	E 101-42200-130	Insurance Volunteer FireFighters Benefit Assoc 2024 renewal		\$260.00
Invoice	11/27/2023			
Transaction Date	11/21/2023	MBT Bank Checking 10100	Total	\$260.00
Refer	0 WEX HEALTH, INC.	Ck# 006033 11/27/2023		
Cash Payment	G 101-21714	Health Savings Account HSA Benefits solutions for november		\$8.25
Invoice	11/27/2023			
Transaction Date	11/21/2023	MBT Bank Checking 10100	Total	\$8.25
Refer	0 WEX HEALTH, INC.	Ck# 006035 11/27/2023		
Cash Payment	G 101-21714	Health Savings Account HSA EE Contribution		\$90.00
Invoice	11/27/2023			
Cash Payment	G 101-21714	Health Savings Account PR 23 HSA er contribution		\$173.07
Invoice	11/27/2023			
Transaction Date	11/21/2023	MBT Bank Checking 10100	Total	\$263.07
Refer	0 JIM WHITING NURSERY & GARDE			
Cash Payment	E 101-45200-500	Capital Outlay Parks Tree management 2 burgendy bell trees		\$199.89
Invoice	11/27/2023			
Transaction Date	11/21/2023	MBT Bank Checking 10100	Total	\$199.89
Refer	0 DURST OUTDOOR SERVICES			
Cash Payment	E 101-43100-570	Capital Outlay Street Sweeping		\$1,850.00
Invoice 2088	11/27/2023			
Transaction Date	11/22/2023	MBT Bank Checking 10100	Total	\$1,850.00
Refer	0 DURST OUTDOOR SERVICES			
Cash Payment	E 603-45183-400	Repairs & Maint Cont (G Excavation & Installation of tile, grading, reseeding the campground		\$7,439.44
Invoice 2099	11/27/2023			
Transaction Date	11/22/2023	MBT Bank Checking 10100	Total	\$7,439.44
Refer	0 AVESIS			
Cash Payment	G 101-21715	Employee Paid Vision Plan Vision Insurance for December		\$34.42
Invoice 3039564	11/27/2023			
Transaction Date	11/22/2023	MBT Bank Checking 10100	Total	\$34.42

Payments

Current Period: November 2023

Fund Summary

	10100 MBT Bank Checking	
101 GENERAL FUND		\$22,356.97
312 GO EQPMT AND UTIL NOTE 2021A		\$550.00
601 WATER FUND		\$1,148.46
602 SEWER FUND		\$256.65
603 RV PARK		\$7,489.69
		<hr/>
		\$31,801.77

Pre-Written Checks	\$4,414.31
Checks to be Generated by the Computer	\$27,387.46
Total	<hr/>
	\$31,801.77



Trail to the Past. Road to the Future.

REGULAR CITY COUNCIL MEETING MINUTES

MANTORVILLE CITY COUNCIL CHAMBERS

21 5TH STREET E, MANTORVILLE, MN 55955

Monday, October 9, 2023

6:30 PM

1. Call to Order

Mayor Bradford Called the meeting to order at 6:31pm.

Present: Mayor Chuck Bradford

Councilmembers:

Jessica Bradford

Lyle Hoaglund

Jeffrey Ingalls

Absent: Councilmember Greg Rud

Others Present: City Clerk-Treasurer Gretchen Lohrbach

Public Works Lead Joe Adams

Fire Chief Duke Harbaugh

Sheriff Scott Rose

Amy Evans

2. Pledge of Allegiance

Everyone stood and recited the Pledge of Allegiance.

3. Adopt the Agenda

Terry Eckstein on behalf of the Mantorville Chamber of Commerce was added to the agenda under New Business.

Councilmember Hoaglund moved and Mayor Bradford seconded to approve the new agenda.

Motion carried: 4 ayes / 0 nays

4. Consent Agenda

Regular City Council Meeting Minutes for 9.11.23 will be changed to reflect Councilmember Greg Rud as being absent. Councilmember Bradford moved and Councilmember Ingalls seconded to approve the consent agenda with these changes:

A. Accounts Payable (Warrant List) October 9, 2023

B. Regular Council Minutes September 11, 2023

C. Chamber of Commerce meeting minutes for September 2023

Motion carried: 4 ayes / 0 nays

5. Proclamations, Presentations and Recognitions - No Items

6. Public Concerns

Bill Reding asked about the netting in his yard. Public works lead Joe Adams said they will pull it up when they plant the grass.

Tom Monson from MBT Bank-Mantorville presented a concept of turning the smaller shelter at Riverside Park into a stage for band performances. The project would be paid for by private funding and sponsorship. It will have to have a design done because it has a different type of beam in it. Council thinks this sounds like a good idea and would like to see concept pictures in the future.

Karen Steele said she is done watering her sod for the year, but would like assistance with the sewer portion of her water bill again. Councilmember Ingalls moved and Councilmember Bradford seconded to forgive the sewer portion of her bill attributed to the extra watering:

Motion carried: 4 ayes / 0 nays

7. Public Safety Update

Sheriff Scott Rose and Amy Evans explained the new ordinance, No. 23-03, regulating cannabis products from Dodge County to Council. This ordinance will apply to the City of Mantorville until the beginning of 2025. After that, the City can put their own ordinance in place.

Update from Fire Chief Duke Harbaugh:

- There were 11 medical calls and 1 fire in August.
- Marigold Days was also a great success for Fire Relief with their breakfast and the dance.
- Fire Dept. calendars are in and City Clerk Lohrbach will have them for sale at City Hall.
- Pumper #1 is fixed now.
- Annabelle Hardwick received a Firefighter of the Year award from the State of Minnesota.
- There will be an open house at the Firehall Wednesday at 5:30-7:30pm for Fire Prevention Week.
- There will be fitness testing Wednesday night at the firehall.
- The Fire Dept. would like to advertise the old tanker for sale. Council recommended that they do whatever works best for them.
- October 18-21st if the Fire Chief's Conference, Duke Harbaugh and JJ Williams will be attending.
- There will be a Life Saving Award event October 24th at 6:00pm after the Commissioner's Meeting.
- This is an election year for the Fire Dept.

8. Public Hearing – No Items

9. New Business

Terry Eckstein shared with us that:

- Fall Festival is coming up on October 28th.
- They will be doing the cookie tins again this year for Old Fashioned Christmas.
- This year for Old Fashioned Christmas, children will be able to write letters to Santa and they will be answered.
- Friday December 1st, they would like to have a lighting ceremony of the tree at Riverside Park. Eckstein will look into the cost of having lights put on the tree.



Trail to the Past. Road to the Future.

Councilmember Ingalls Moved and Councilmember Bradford seconded to have the tree lighting ceremony December 1st:

Motion carried: 4 ayes / 0 nays

10. Old Business

Council discussed the preliminary budget for 2024:

- Virgil Andrist would like to know the cost of the lights for the Highway 57 project. City Clerk Lohrbach will see if WHKS and Xcel can attend the next City Council Meeting.
- Karen Steele would like to see the levy set at 6% and the City only do absolutely necessary projects.
- City Clerk Lohrbach will prepare a 7% levy budget for the next Council Meeting removing the Park Wishlist item of rip rap for the covered bridge at Riverside Park and eliminating some other costs.

11. Tabled Items

Council discussed the year-long moratorium on edible cannabinoid products in the City of Mantorville that will be expiring early January of next year and the passing of the new cannabis use laws in Minnesota.

Councilmember Bradford moved and Councilmember Ingalls seconded to pull this item from the table:

Motion carried: 4 ayes / 0 nays

Councilmember Bradford moved and Councilmember Ingalls seconded to follow the Dodge County Ordinance, No. 23-03, regulating cannabis products:

Motion carried: 4 ayes / 0 nays

12. Reports

A. Public Works Report

- Carol Denneson wants to donate a tree for Denneson Park.

Councilmember Bradford moved and Councilmember Ingalls seconded to accept the donation of a tree from Carol Denneson for Denneson Park:

Motion carried: 4 ayes / 0 nays

- The Park Board approved spending \$3,000.00 on potted trees and would like to moved forward with purchasing them.

Councilmember Bradford moved and Councilmember Ingalls seconded to approve spending \$3,000.00 on the potted trees:

Motion carried: 4 ayes / 0 nays

- The City will be receiving a \$9,197.24 reimbursement for the Emerald Ash Borer treatment grant.
- Fall tree removal of 15 of the most dangerous trees will cost \$5,300.00. Councilmember Bradford moved and Councilmember Ingalls seconded to approve the fall tree removal:

Motion carried: 4 ayes / 0 nays

- Public Works Lead Joe Adams looked into the cost of purchasing a street sweeper. Used costs around \$80,000.00. We currently spend around \$4,000.00 per year on street sweeping.
- The 9th and Blanch Street project is finished. The final payment of 5% is being held back until the grass is growing.

B. City Clerk Report

- There is \$22,000.00 left of the American Rescue Plan Act funds. Streets capital outlay is currently -\$20,490.90 because of the 9th and Blanch Street Project payment to SL Contracting for \$19,327.90.

Councilmember Ingalls moved and Councilmember Bradford seconded to approve using \$19,327.00 of ARPA money for this payment:

Motion carried: 4 ayes / 0 nays

- Last Wednesday we put info about the trolley tour and local businesses being open Thursdays until 7:00pm, the farmer's market, the fall coloring contest, and the cookie tin reveal on Facebook.
- Last heard was that there are 26 visitors for the trolley tour this week.
- Middle School clean up day in town is October 18th and City Clerk Lohrbach reached out to them for the Chamber to see where they will be raking this year.

C. Consultant Report

D. Committee Reports

EDA – Councilmember Ingalls said that the trolley tour attendance wasn't great to begin with, would like to look at promoting it earlier. They would like to keep track of where the wooden nickels (\$5 coins) are spent. City Clerk Lohrbach said that she could do this.

There was also a discussion on CEDA and the possibility of having them only focus on finding and applying for grants.

Art in the Park photos will be hung on the side of the Mantorville Square building.

Park Board – Meets on the 24th of October

Township – Councilmember Bradford said there was discussion on the Dodge Center Ambulance funding. They would like to see it billed per parcel of land instead of per household.

E. Councilmember Reports



Trail to the Past. Road to the Future.

F. Mayor's Report

- The wrought iron rails are installed at the covered bridge. All the painting was donated. City Clerk Lohrbach will get a thank you card ready for Louie Vangness for the work on the railing.
- All the cornstalks and pumpkins have been put out for the town's fall décor.
- Some of the bridge lights are out. Public Work's Adams will look into this.
- City Clerk Lohrbach and Mayor Bradford met with city attorney Dave Anderson about the Wilcox Annexation. More information will be coming.

13. Executive Session –No Items

14. Adjourn

Motion made by Councilmember Ingalls and seconded by Councilmember Bradford to adjourn the meeting at 9:00pm.

Motion carried: 4 ayes / 0 nays

City of Mantorville
Regular City Council Minutes
October 23, 2023



1. **Call to Order**

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

Present: Councilmembers:
Jessica Bradford
Lyle Hoaglund
Jeffrey Ingalls

Absent: Mayor Chuck Bradford
Councilmember Greg Rud

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

2. **Pledge of Allegiance**

Everyone stood and recited the Pledge of Allegiance.

3. **Changes to the Agenda**

Motion was made by Councilmember Bradford and seconded by Councilmember Hoaglund to add the following item to the agenda:

Added Pheasants Forever Chapter 776 Gambling Permit for bingo at The Mantorville Saloon approval to New Business.

Motion carried: 3 ayes / 0 nays

4. **Consent Agenda**

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

- A. Accounts Payable (Warrant List) October 23, 2023
- B. Regular Council Minutes September 25, 2023
- C. Dodge County Commissioners Regular Meeting Minutes of September 12, 2023
- D. Dodge County Commissioners Committee of the Whole Minutes Sept 12, 2023

Motion carried: 3 ayes / 0 nays

5. Proclamations, Presentations and Recognitions

No Items

6. Public Concerns

No Items

7. Public Safety Update

No Items

8. Public Hearings

No Items

9. Old Business/New Business

A. City Engineer Scott Huneke – WHKS – Presented updates for the HWY 57 Project and the lighting plan from Xcel Energy.

- Cost breakdown for lights is:

10 lights (lights, poles, conduit, and wires)	\$68,831.00
Power relocates	\$4,868.00
Monthly rate per light	\$4.90
- 100% plans have been submitted to MNDOT
- Will have a draft the construction agreement prepared on Tuesday Oct 31st on what MNDOT will be paying for and what the City will be paying. This will need a resolution from Council at the next Council Meeting on November 27th.
- Once draft is approved by MNDOT, the project will be let for bids on January 26, 2024.

Councilmember would like to know the cost difference between the acorn lights selected and the standard lighting. City Engineer Hruska said that the acorn lighting costs are on the City and MNDOT could only contribute 2% because the standard lighting is what MNDOT could participate in. Currently MNDOT is contributing 2%.

Hruska said the total cost of the project will be around 3.8 million with MNDOT paying 2.8 million and the City paying 1.0 million. The City has already paid around \$500,000.00 in the engineering costs, so the City would still be responsible for \$500,000.00.

Councilmember Hoaglund will like to revisit the placement of the lights at the corner of 5th Street and Highway 57 by the Saloon.

Hruska doesn't need any decisions at this time. He just wanted to inform the council of how the project is going thus far.

Councilmember Bradford was wondering if we can have a further discussion at the next Council Meeting on November 13th.

Hueneke will be at the next meeting on November 13th to discuss updated costs after the MNDOT October 31th meeting.

Huneke said they are still waiting to close out the 2021 & 2022 street projects.

- B. Pheasants Forever Dodge County Chapter 776 would like to conduct bingo and a raffle at the Mantorville Saloon.

Councilmember Bradford moved and Councilmember Hoaglund seconded to approve:

A RESOLUTION APPROVING AN APPLICATION TO CONDUCT BINGO
AND A RAFFLE AT MANTORVILLE SALOON, 501 MAIN ST N,
MANTORVILLE, MINNESOTA –
PHEASANTS FOREVER DODGE COUNTY, CHAPTER 776
DECEMBER 9, 2023

Motion carried: 3 ayes / 0 nays

- C. City Clerk Gretchen Lohrbach has the updated preliminary 8% levy budget included in the packet, and has also done a sample budget of 7% levy.

Council looked over the updated budgets and will discuss them in detail at the Budget Work Session on November 6th.

10. Reports

A. Public Works Report

- 1) Purchased 20 trees from Bachmans for around \$3,000.00 to replace the trees that have been removed.

B. City Clerk Report

- 1) City Clerk Lohrbach said that Deputy City Clerk Arnold put information about electronic billing on the utility bills that went out and that they did have some customers call about it.
- 2) Reminder that the budget work session is on November 6th.
- 3) There is a card done by Mary Ayshford, from the Mantorville Art Guild, of the Covered Bridge for the Council to sign to thank Louie Vangness for his work on the metal railings at the Covered Bridge.

C. Consultant Report

D. Committee Reports

1) Chamber

- Councilmember Hoaglund said that Fall Festival is on Saturday.

2) Economic Development Authority

- Councilmember Ingalls said the next meeting is November 7th

3) Finance/Budget

4) Fire Department

- Councilmember Hoaglund said they will be electing new officers at their next meeting.
 - The old tanker truck has been listed for sale.
- 5) Infrastructure
 - 6) Kasson Mantorville Joint Powers
 - Public Works Lead Adams said that they meet November 8th at 7:00am.
 - 7) Mantorville Restoration Association
 - 8) Park Board
 - Councilmember Bradford said that they meet tomorrow night.
 - 9) Personnel
 - 10) Fire Relief
 - 11) Township
- E. Councilmember Report
 - F. Mayor's Report

11. Tabled Items

No Items

12. Adjourn

Motion was made by Councilmember Hoaglund and seconded by Councilmember Bradford to adjourn the meeting at 7:04pm.

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



Trail to the Past. Road to the Future.

PARK AND RECREATION BOARD MEETING

**MUNICIPAL COUNCIL CHAMBERS
21 5TH STREET E, MANTORVILLE, MN 55955
TUESDAY August 29, 2023
6:30pm**

- 1. Call to Order:** Vice Chairmen Henry Blair called meeting to order at 6:31 pm.
 - a Members Present for Quorum:** Lyle Hoaglund, Henry Blair, Matt Wohlenhaus, Mike Peck, Brad Germundson
 - b Members Absent:** Jessica Bradford, Martha Vrieze
 - c Guest Present:** Joe Adams, Deputy City Clerk Stephanie Arnold

- 2. Adopt the Agenda:** Agenda Adopted

3. Approval of Minutes

07.25.2023 – Member Matt Wohlenhaus would like to correct one statement in last month's minutes. Matt Wohlenhaus did not request for a full-size rink; he was passing on the idea from Mark Matuska. This was updated.

Member Lyle Hoaglund moved. Member Matt Wohlenhaus seconded. Passed

4. New Business

- A. Finalize 2024 budget.
 - a After discussion, confirmed we need to prioritize fixing Mantor Field. Chairmen Mike Peck discussed reaching out to baseball leagues to get donations if we wouldn't be able to add this to budget. Discussion regarding adding one garbage can instead of two. Discussion regarding Rip Wrap for covered bridge. Joe Adams states this price is so high due to the steep slant on the east side of the bridge. Discussion regarding if this needs to be completed this year, as there is no water flowing under the bridge.
 - b Confirmed will hold off on Rip Wrap this year if cuts are needed. Member Lyle Hoaglund will reach out to MRA to see if they will help with Rip Wrap next year.

5. Old Business

- A. Hockey Rink/Basket Ball Court
 - a Joint Ventures is still waiting on updates from grants.
 - b Chairmen Mike Peck is requesting information regarding the basketball court in Kasson at the Lions Park. He states this looks exactly like what we wanted to do for our basketball court. He hasn't

received all the information. This information should give us a solid starting point.

- B. Covered Bridge
 - a The accessories for the bridge are complete. They just need to be fitted; this should be completed after Marigold Days.
 - b The walking horse sign has been painted and put back up.
 - c Member Matt Wohlenhaus volunteered his time to help Joe Adams with the accessories.
- C. Grants
 - a Our CEDA representative resigned, Laura has returned. Joe met with Laura to discuss where we are with our grants.
- D. Riverside Park
 - a Getting ready for Marigold Days. The Fire Department is going to be washing the dam on Thursday.
 - b Member Lyle Hoaglund stated the Fire Department is going to have a truck at the park during Marigold Days for the fireworks as a precaution.
 - c Joe Adams is going to move the curbs by the covered bridge, and put them on the edge of the sand. There have been issues in the past with people getting stuck in the sand.
- E. Campground
 - a Joe Adams is requesting a drain in the campground. There have been issues with water pooling. The plan is to put grate off the edge of the road where the water pulls, it will drain 90ft away towards the river. Older quote from SL was roughly \$13,000.00. He received a quote from Durst to complete at \$7,439.00.
 - i Vote to bring to council for approval. Member Lyle Hoaglund moved. Brad Germundson seconded. Passed
 - b Camper in site 4 didn't check out on time, someone else tried to arrive. Discussion regarding what to do when this happens in future. The schedule outside will be updated more frequently. Stephanie Arnold will reach out to lawyers regarding what steps we should take if this happens again. Confirmed towing away is our last resort.
- F. Bergmann Park- Nothing New
- G. Slingerland Park
 - a Would like a single pickle ball court out. If we do, will reach out to neighborhood to ask them to come to meeting for comment.
 - b Joe Adams states they will be pressure washing the equipment after Marigold Days.
- H. Mantor Field – Nothing New
- I. K-M Dog Park – Nothing New
- J. Denneson Field
 - a Concrete has been poured, bench is in, and picnic table is in. Joe Adams would like a second bench near the picnic table.
 - b One neighbor talked to Joe Adams regarding the new parking spot near his property. Neighbor though the parking spot would be in his property. Joe Adams confirmed where the spot was going to be and explained he will be in touch during the process. Neighbor was happy with that result.
- K. Community Gardens – Nothing New
- L. Community Tree Management

- a Joe Adams is meeting with Ron H regarding topping, cutting the infected tops of some trees to allow smaller trees to grow. This is a short-term fix for the Ash Bore trees.
- b Joe Adams discussed an additional grant Laura is going to look into that will replace trees we remove. We currently have a grant with the DNR.

6. Next board meeting is 6:30pm September 26, 2023 at City Hall

7. Joint Ventures Updates

- c Kasson is looking into an ADA compliant wheelchair swing; the Lions Club is helping with this.

8. City Staff Updates/Reports

- a Joe Adams received a call from Jason W. He is selling granite slabs for \$150.00 each. Joe Adams would like to purchase some of these to use as benches around the river. They would be low maintenance and wouldn't wash away.
 - i Moved to purchase 4 or 5 of these blocks as long as we have the budget. Chairmen Mike Peck motioned. Member Lyle Hoaglund seconded. Passed
- b Joe Adams states on September 10th, after the parade, there will be a clean up of the parade route and park. Meeting at 6:00pm at the park. Chairmen Mike Peck and Member Brad Germundson will bring golf carts.
- c Joe Adams states Laura brought up when we are annexing near Wilcox, there needs to be a park there. This would cause less foot traffic crossing roads. Member Lyle Hoaglund states Bigelow would put one in if asked.
- d Member Lyle Hoaglund states the MRA and the Chamber would like music in the park again. They would like a gazebo but we aren't sure where it would go. Would like to keep in mind.
- e Member Lyle Hoaglund states there is a meeting at the Court House on September 17th regarding the Hwy 57 project.

9. Adjourn – Member Henry Blair moved. Member Lyle Hoaglund seconded. Passed. Adjourned at 8:00 pm.



Trail to the Past. Road to the Future.

PARK AND RECREATION BOARD MEETING

MUNICIPAL COUNCIL CHAMBERS
21 5TH STREET E, MANTORVILLE, MN 55955
TUESDAY September 26, 2023
6:30pm

- 1. Call to Order:** Chairmen Mike Peck called meeting to order at 6:30 pm.
 - a Members Present for Quorum:** Lyle Hoaglund, Henry Blair, Matt Wohlenhaus, Mike Peck, Jessica Bradford
 - b Members Absent:** Martha Vrieze, Brad Germundson
 - c Guest Present:** Joe Adams, Deputy City Clerk Stephanie Arnold

- 2. Adopt the Agenda:** Agenda Adopted

- 3. Approval of Minutes**
8.29.2023 – Vice Chairmen Henry Blaid moved. Jessica Bradford seconded. Passed

- 4. New Business**
 - a Park Policy – Scott Riggs Response
 - i Deputy City Clerk summarized our lawyer’s response regarding the Campground Policy. Our current ordinance needs to be updated stating overnight parking is allowed in our campground. Our current policy allows the city to remove a person’s possessions if they have no vacated their spot by 12:00pm on their check out date. If the city would like the local law enforcement to be able to issues citations or fees, this would be to be updated in the ordinance. Ordinance would need to be worded where overnight camping would be allowed in certain parks with prior approval from City Hall.
 - ii Further discussion brought up the City Hall still using only cash or check for payment. Chairmen Mike Peck and Member Jessica Bradford brought up using “square” or “QuickBooks” to allow for card payments. Deputy Clerk Stephanie Arnold will look into options.

- 5. Old Business**
 - A. Hockey Rink/Basket Ball Court
 - a Chairmen Mike Peck brought expenses for the Lions Park pickleball/basketball court. These expenses were from 2021. This was to give up an idea of pricing. Chairmen Mike Peck confirmed these expenses were for one court. Joe Adams pointed out a lot of these cost would be almost doubled as of today. Chairmen Mike Peck confirmed

the proposal of \$60,000 wasn't far off. Member Lyle Hoaglund asked how much Joint Ventures would be contributing. Joe Adams wasn't sure but will bring this up in their next meeting. Joe Adams will reach out to get quotes on all items needed for next meeting.

- b Joe Adams discussed parking for this location. He is looking for one or two spots with availability to grow if needed.
- B. Covered Bridge
- a Joe Adams confirmed the railing has been fitted. The railing is getting painted today, and should be installed this week. Joe Adams confirmed no cost or recognition is required.
- C. Grants
- a Chairmen Mike Peck confirmed he reached out to Minnesota Coop regarding a grant we have applied to before. Chairmen Mike Peck also emailed someone that has given a grant before, but he has not had a response as of yet.
- D. Riverside Park – Nothing New
- E. Campground
- a Joe Adams confirmed something looked wrong with the campground budget. We are currently running a negative balance. Deputy Clerk Stephanie Arnold confirmed there are still accounts with money in them, but we are spending more than we are making currently. Chairmen Mike Peck thought we had \$40,000, or \$50,000 in this account. Deputy City Clerk confirmed we closed out last year in the negative. Chairmen Mike Peck asked for a further breakdown of where money is coming out of. Deputy City Clerk confirmed some salaries come out of the campground, the last couple of years this percentage has been higher, but has since been fixed for a smaller amount. Member Jessica Bradford was asking if we are able to take money from one fund to payoff a different. Vice Chairmen Henery Blair confirmed there are some accounts we can take money from, and some we can't. Either way, this needs to be approved by council prior to moving the money. Chairmen Jessica Bradford asked for a ledger for the campground and park to be presented at our Park Meetings. Deputy City Clerk Stephanie will work with City Clerk Gretchen Lohrbach to get an updated ledger for each.
 - b Chairmen Mike Peck asked who reviews our audit at the end of the year. Confirmed the council gets a presentation of the audit during council meetings.
- F. Bergmann Park – Nothing New
- G. Slingerland Park –Nothing New
- H. Mantor Field – Nothing New
- I. K-M Dog Park – Nothing New
- J. Denneson Field
- a Carol Dennison's bench is done and should be put out soon. She also wanted a tree planted in the park. Joe Adams confirmed there is a Burr Oak costing \$410.00 once installed. Carol Dennison is willing to pay for this tree. Member Lyle Hoaglund confirmed only the bench was approved per council, Joe Adams will bring the tree before council for approval.

- b Chairmen Mike Peck brought up a recognition sign, similar to what was done at Riverside, for people who donated. Joe Adams said he can get a quote for a recognition sign.
- K. Community Gardens – Nothing New
- L. Community Tree Management
 - a Joe Adams confirmed there are multiple trees that needs to be removed. Joe Adams reached out to Boyum regarding this. Joe Adams has nine locations that has trees throughout the city that needs to be removed. The estimate for this will be \$5,300. All of the Ash Trees will be reimbursed through a grant with the DNR. Joe Adams confirmed this will come out of out Community Tree Management Fund.
 - b Jason Wilker recommended to Joe Adams to look into Bachman’s Nursery for new trees. Joe Adams has been looking into purchasing trees. Joe Adams is requesting to take \$3,000 from Park Tree Management to purchase trees. This is because we need to replace all the Ash Trees we are removing. Joe Adams confirmed trees are from \$120 - \$250 each.
 - i Vice Chairmen Henry Blair moved. Member Jessica Bradford Seconded. Passed. 6 ayes. 0 nays.

6. Next board meeting is 6:30pm October 24, 2023 at City Hall

7. Joint Ventures Updates – Meets November 8th.

8. City Staff Updates/Reports

- a Joe Adams was able to purchase six of the granite benches. They retailed for \$1,700.00 each, and we paid \$150.00 each. Chairmen Mike Peck mentioned if we should do something similar to “adopt-a-bench” / “sponsor-a-bench”. If someone would like their name on a plaque on one of the benches, they could donate \$250.00. Deputy City Clerk Stephanie Arnold will put this proposal on the back of the monthly water bills asking if anyone would be interested.
- b Budget Update – Confirmed we will wait on the Rip-Wrap for the covered bridge. Joe Adam’s confirmed we still need the garbage cans. Joe Adams said it’s unlikely we can share John Deere Broom with Kasson as we have smaller/different equipment, but stated he will shop around for a John Deere Broom to find a cheaper option.
 - i Motion to approve budget after removing the Rip-Wrap. Member Matt Wohlenhaus moved. Member Jessice Bradford seconded. Passed. 6 ayes. 0 nays.

9. Adjourn – Chairmen Mike Peck moved. Member Lyle Hoaglund seconded. Passed. Adjourned at 8:06 pm.

**UNAPPROVED MINUTES OF THE
DODGE COUNTY BOARD OF COMMISSIONERS REGULAR MEETING HELD
OCTOBER 24, 2023**

Chair

Convene County Board Meeting

The Dodge County Commissioners met in regular session October 24, 2023, in the County Board Room at the Dodge County Government Services Building, Mantorville, MN, at 5:00 p.m. CDT. Chair Rodney Peterson called the meeting to order at 5:00 p.m.

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

Pledge of Allegiance

The pledge of allegiance was recited.

Determine Quorum

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

Also present:

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

Establish Agenda

Agenda Approved

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

Motion Adopted [Unanimous]

Consent Agenda

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

Motion Adopted [Unanimous]

1.1. Board of Commissioners - Regular Meeting - Oct 10, 2023 9:30 AM

Rita Cole, Waste Management Administrator

MPCA FY2023 Greater MN Recycling and Composting Grant Program Match

Ms. Cole discussed with the Board a request to approve a FY2023 Greater Minnesota grant match. Dodge County is applying for the MPCA FY2023 Greater MN Recycling and Composting Grant to complete construction of the Dodge County Renovation ReUse building. This grant requires 25% match and the amount being applied for is \$250,000.

The Waste Management Administrator recommended that the Board approve the proposed resolution to permit Lauren Cornelius to sign the grant agreement on behalf of Dodge County.

Commissioner Peterson wanted to know where the matching funds were coming from and questioned whether or not Environmental Services had this money in their budget.

Ms. Cole informed the Board that they were hopeful that the money for the matching funds could be added to their fund balance.

It was determined that this was an un-budgeted item and the Waste Management Administrator was informed that the preliminary budget for 2024 has already been set.

Brief discussion took place regarding what equipment had been budget for and what purchases might have to be delayed a year in order for Environmental Services to be able to come up with the funds for the 25% match.

The Board informed Ms. Cole that Environmental Services needs to understand that if this request is approved and they are awarded the grant that they will have to take the funds for the match out of their budget which means they will not have the funds to purchase all of the equipment that they had planned to purchase for 2024.

Commissioner Toquam wanted to know how long they would have to spend the grant money.

The Waste Management Administrator stated they will have three years to spend the grant money.

The Board concluded that they would potentially be able to spread the cost of the match out over a three-year period, which would make it more feasible.

Commissioner Allen offered the following resolution (#2023-42), seconded by Commissioner Toquam:

WHEREAS, Dodge County Environmental Services has applied for a grant from the Minnesota Pollution Control Agency (MPCA), under its FY2023 Greater MN Recycling and Composting Grant Program, and

WHEREAS, if MPCA funding is received, Dodge County Environmental Services is committed to implementing the proposed project as described in the grant application, and

WHEREAS, MPCA requires that Dodge County Environmental Services enter into a grant

agreement with the MPCA that identifies the terms and conditions of the funding award;

BE IT RESOLVED THAT the Dodge County Board of Commissioners hereby agree to enter into and sign a grant agreement with the MPCA to carry out the project specified therein and to comply with all of the terms, conditions, and matching provisions of the grant agreement and authorizes and directs the Environmental Services Director to sign the grant agreement on its behalf.

Resolution Adopted [Unanimous]

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	\$ 71,866.54
13	Road and Bridge Fund	\$ 70,029.52
16	Environmental Quality Fund	\$ 21,132.34
80	Agency Fund	<u>\$ 9,046.21</u>
	Total	\$ 172,074.61

Motion Adopted [Unanimous]

Paul Kiltinen, County Attorney

Mr. Kiltinen provided the Board with a legal update.

Motion No Vote

Jim Elmquist, County Administrator

Appointment of Commissioner to the Local Housing Trust Fund Advisory Committee Discussion

Mr. Elmquist reminded the Board that this appointment to the Local Housing Trust Fund (LHTF) was referenced at the last County Board Meeting by Tara Reich, Interim Executive Director for MnPrairie. The recommendation is to appoint a Dodge County Commissioner to the LHTF committee.

Commissioner Peterson reported that he would be willing to be appointed to this committee if someone was willing to take over his MnPrairie Service Delivery Authority appointment next year. Brief discussion took place regarding which Commissioners will be up for re-election, who would not be running again and who would be available for the appointment to the MnPrairie Committee. It was determined that Commissioner Toquam would likely be the only person left to be appointed to the MnPrairie Committee.

Motion by Toquam seconded by Tjosaas to appoint Commissioner Peterson to the Local Housing Trust Fund Advisory Committee.

Motion Adopted [Unanimous]

Personnel Agenda Reviewed

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

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

A. Sheriff’s Office

A.1 Darryl Clements - Deputy Sheriff

No longer employed.

Effective Date: 10/31/23

A.2 Deputy Sheriff

Authorization to fill vacancy.

Effective Date: 10/24/23

A.3 Justin Classon - Deputy Sheriff

Step increase from C41 step 6 \$33.97 to C41 step 7 \$34.65.

Effective Date: 9/16/23

A.4 Mike Lee - Jury Attendant

Authorization to employ at A12 step 11 \$16.68 to fill approved vacancy.

Effective Date: TBD

B. Land Records

B.1 Matt Naatz - Property Appraiser

Step increase from C41 step 5 \$32.34 to C41 step 4 \$33.31.

Effective Date: 11/02/23

C. Band and Grade Adjustment

Approval of recommended changes in Band and Grade assignment. Band and Grade review completed by Tessia Melvin with DDA.

	<u>From</u>	<u>To</u>
Employee Relations Director	D61	D62
Finance Director	D62	D63
Information Systems Director	C43	D62
Effective Date:	12/1/23	

Motion Adopted [Unanimous]

Mr. Elmquist requested that the County Administrator update be deferred.

Motion No Vote

Administration Committee Report - Commissioner Rodney Peterson

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

Commissioners provided their agency reports. Commissioner Allen attended a Historical

Society meeting. Commissioner Kenworthy attended a SECB meeting, a SEEMS meeting, a Triton COG meeting, listened in on a Dodge Center City Council meeting and attended a Fairview Care Center meeting. Commissioner Peterson attended a Community Health Board meeting, a Triton COG meeting, a meeting with the Sheriff on staff, a MnPrairie Board meeting, a SEMMCHRA monthly Board meeting and a 1st District AMC All Commissioner meeting. Commissioner Tjosaas attended a Dodge/Steele Community Health Board meeting, a MnPrairie meeting, a SCHRC meeting and a Fairview Care Center meeting. Commissioner Toquam attended a COG meeting, a SEMMCHRA meeting, a SCHA meeting, a SCHR Board meeting and a Fairview Care Center meeting.

Motion No Vote

There were no Other Deferred Business items to discuss.

Motion No Vote

Scott Rose, Sheriff

Out of County Squad Usage Discussed

Sheriff Rose informed the Board that they have a Deputy who has purchased a home that is outside of the county and in Brownsdale. The Sheriff's Office is asking for Board approval to allow the Deputy to continue to take their squad home while paying the mileage reimbursement rate of \$0.24 per mile, which was previously set at the January 10, 2023 County Board meeting. Included in the Board packet was a mileage worksheet which would be submitted to Finance to initiate a payroll deduction for this Deputy.

Commissioner Kenworthy stated it's great that Deputy Miner is a lot closer than she was the last time, but \$0.24 per mile reimbursement is a struggle for him with the gas prices where they are. Mr. Kenworthy commented this reimbursement amount seems really cheap. Commissioner Kenworthy recommended that they do half the cost of the federal rate for the mileage reimbursement rate.

Sheriff Rose reported that they are trying to cover the hard costs, so this is how it's been handled in the past and why the rate was set at the \$0.24 per mile. Sheriff Rose noted they are competing with other counties who don't charge Deputies for taking their squad out of the county and this is what has been offered, which he feels is fair. Mr. Rose informed the Board this is also being done to try to help retain employees and make it cost effective for Deputy Miner.

Commissioner Kenworthy stated he can appreciate that.

Mr. Kenworthy wanted to know if Deputy Miner has completed the D.A.R.E. training.

Sheriff Rose reported that Deputy Miner has completed the D.A.R.E. Program training and they are anxious to get her into the schools.

Commissioner Allen stated that he agrees with Commissioner Kenworthy, the recommended rate is too cheap. Commissioner Allen commented he thinks they should go with the IRS rate.

Motion by Allen seconded by Toquam to approve and authorize Deputy Miner to drive her squad home and out of the county and set a mileage reimbursement rate of \$0.50 per mile for all out of county miles driven.

Motion Adopted [3 to 2]

New Deputy Wage Discussion

Scott Rose reported that they have one full-time road opening with possibly one or more on the horizon. Dodge County is currently the lowest starting and lowest top paying county in southeast Minnesota. In order to attract quality applicants, the Sheriff's Office would like to skip steps 1-3 and start offering openings at step 4 for qualified applicants for patrol. This will allow them to be competitive in a market where nearly everyone has openings. In order to be fair to all of their recent hires, and to help retain them, Sheriff Rose is requesting the new hires also be moved to step 4 as well.

Sheriff Rose informed the Board that he would like to put together a plan and MOU to be discussed in a closed session at the next meeting.

Motion No Vote

Dodge County Sheriff's Office Citizen Recognitions

Sheriff's Office staff present Local Citizens and EMS Services with recognitions and awards for life-saving efforts and related for the years 2020-2023.

Motion No Vote

Adjourn

The Chair adjourned the meeting at 6:21 p.m.

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

MANTORVILLE FIRE DEPARTMENT

November 2023 General Members Meeting

Call to Order:

- The meeting was called to order at: 19:31

Member's in Attendance:

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

Chief's Report:

Haunted Hustle

- Received \$100 donation to Dept, thanks to those who helped

Old Tanker

- Clontarf bought it for \$7,000 thanks Curt back in truck fund

Mike Brown

- EMR 16 hour refresher I will have him work through DCA

ZVMA Live Burn

- Dec 2nd- plan on attending if at all possible

Toy Drive

- Dec 2nd will need people here too (perhaps significant others?)

Officer Training

- State Officer's School Feb 2-4 and Mar 15-17, If you are/will be/want to be an officer please do your best to attend. See me for further details

Driving

- Wear seatbelt and please drive with due caution, lights and sirens do not make you invisible
- Be cautious of ice and use chains when needed ONLY at low speeds.

Ice Cleats

- It's that time of year to put these back on your boots, these are for your safety.

Maintenance Teams

- We are still struggling with completion of truck checks... Ideas going ahead
 - Have Truck Captains
 - Each truck has its own Captain and team rotate trucks/captains every other month

Assistant Chief:

-

Deputy Chief:

- Jim Tibbals retirement plaque ordered, will be here for annual meeting.

Fire Marshall:

- 2 calls MVA on the 15th and traffic control 31st

Training Officer:

- 12-6-23 Orion will run training - possibly truck driving
- Riverland training is coming up this spring.

Equipment:

- Maintenance issues were discussed as the P1 valves were left open and ensuring proper True Fuel for small engines
- New Porta tank has been put on the new tanker.
- Pumper 1 has a jump seat that needs repair for the tank holder.
- New batteries for radios have been ordered.
- Air tank needs to be repaired.
- New mustang suit is in service.

Vehicles:

- Betsy- In our Shed.
- Pumper 1- Heat shields are installed.
- Pumper 2 - Heat shields are installed.
- Chevy Pick Up - Tail light needs to be repaired and the tank will be drained.
- Tanker 1 -
- Tanker 2 - West Central coming to look at new truck
- Grass Rig -
- Rescue Truck - Oil leak needs to be addressed

First Responder's:

- 2 - BVM's back on the rig
- There has been a lack of people responding to calls.
- Going to look at how to get people in and out of the cot.

Treasurer

- Bills: \$ 11,521.56
- Discussed bills Motion made by: Curt to pay bills as stated
- 2nd by: Annabelle
- Motion carries

New Business:

- Chief: Duke
- Asst Chief: Don
- Deputy Chief: JJ
- Equipment: Ryan
 - Asst Equipment: Paul
- Truck: Joey
 - Asst Truck: Nate S.
- EMR: Annika
 - Asst EMR: Paul
- Fire Marshal: Tristan

- Asst Fire Marshal: Scott S.
- Training: Orion
 - Asst Training: Mike
- Treasure: Brett
 - Asst Treasure: Scott K.
- Clerk: Troy (TBD)
 - Asst Clerk: Steve
- Keep spending the \$500 dollars to keep receiving page texts
- Motion made by: Steve
- Second by: Don
- Motion carries.
- Annual supper is Jan. 27th 2024.

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, Annika
- Explorer program: Nate B., Nate S. Chloe, Kyle, Annika
- Truck/Equipment- Russ, Curt, Paul, Travis, Nate B., Joey, Jim, Nate S.

Point Report:

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

Clerk/ Calendar

- **DEC Lunch: Paul L, Nate S, Scott S**
- Dec 2nd live burn
- Dec 2nd toys for tots
- Dec 5 1900 Officer Meeting
- Dec 6 1830 1st Wed Drill
- Dec 6 Relief meeting, elect Vice President and Treasurer (2 yr term)
- Dec 13 1830 1st Responder Training
- Dec 20 1800 Maintenance
- 1900 Food
- 1930 Members meeting

- Motion made to adjourn by: Russ
- 2nd by: JJ
- Meeting Adjourned at: 20:41

From: Honeck, Laura <lhoneck@lmc.org>
Sent: Wednesday, November 15, 2023 9:00 AM
Subject: League of Minnesota Cities Insurance Trust: 2023-24 Coverages, Rates, and Dividend Amount

Dear Member,

The League of Minnesota Cities Insurance Trust [Board of Trustees](#) recently approved premium rates and coverage changes for the coming year. A copy of this communication will also be sent to your insurance agent.

Rates are decreasing

We're pleased to let you know that property/casualty rates will decrease by an average of 0.75%, and workers' compensation rates will decrease by an average of 15%. Please keep in mind your own premium rate will also be affected by changes in your expenditures, payrolls, experience ratings, and other factors.

[Learn more about 2023-24 premium rates](#)

Coverage changes

There are several coverage changes taking place as well. That includes several arising from recent statutory amendments pertaining to the sale of cannabis.

[Learn more about 2023-24 coverage changes](#)

Dividends total \$3 million

The Trust will also return \$3 million to members of the property/casualty program. A check for your share of the dividend will be mailed week of December 4.

[Learn more about the \\$3 million dividend](#)

Thank you for being part of our self-insured membership cooperative!

We look forward to continuing to work with you to provide coverages and risk management programs specifically designed for Minnesota cities. If you have any questions about the changes taking place this year, feel free to contact your agent or underwriter.



Dan Greensweig
LMCIT Administrator



Jennifer Wolf
LMCIT Deputy Administrator

League of Minnesota Cities | 145 University Ave. West | St. Paul, MN 55103
(651) 281-1200 | Toll-Free: (800) 925-1122
www.lmc.org | [Facebook](#) | [Twitter](#) | [Podcast](#)



City Council Report

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

Rental License Renewals for 2024

BACKGROUND INFORMATION:

The following Rental License renewals have been submitted for approval:

Owner Name	Rental Property
Lowell & Kathryn Overson	817, 817 ½ West St, 821, 821 ½ West St
Brady Clark	120 5 th St West
Legacy Property Investors	600 Washington St Lot # 8, #12, 102 Main N
Sonja and Aaron Thompson	605 Clay St # 2, 5, 6, 7, 31 County Road 21
Elm Care Inc	81 County Road 21
Amber Fjerstad	606 Washington St, 616 West St, 414 6 th St W

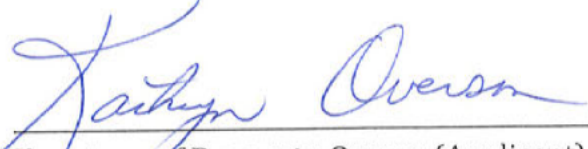
STAFF RECOMMENDATION:

Staff recommends Council approval of the enclosed rental license renewals for 2024.

CITY OF MANTORVILLE RENTAL CERTIFICATE RENEWAL FORM

<u>Rental Property Name and/or Address</u>			
<i>817 + 817½ West ST Mantorville</i>			
<u>Property Owner Name: First/MI/Last</u>			<u>Telephone</u>
<i>Lowell + Kathryn Overson</i>			
<u>Address</u>	<u>City</u>	<u>State</u>	<u>Zip</u>
<u>Tax Identification Number/Social Security Number</u>			

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


11-8-23

 Signature of Property Owner (Applicant) Date

Renewal Fees


\$25.00 - 1 Building/Site Less than four (4) units
 \$30.00 - 1 Building/Site Four (4) to eight (8) units

Make check payable to the City of Mantorville
 21 5th Street East, PO Box 188
 Mantorville, MN 55955
 (507)635-5170 Fax (507)635-5300
 Email: cityofmant@kmtel.com

CITY OF MANTORVILLE RENTAL CERTIFICATE RENEWAL FORM

<u>Rental Property Name and/or Address</u> 821 + 821 1/2 West ST Mantorville			
<u>Property Owner Name: First/MI/Last</u> Lowell + Kathryn Overson			<u>Telephone</u>
<u>Address</u>	<u>City</u>	<u>State</u>	<u>Zip</u>
<u>Tax Identification Number/Social Security Number</u>			

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


 _____ 11-8-23
 Signature of Property Owner (Applicant) Date


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

Make check payable to the City of Mantorville
 21 5th Street East, PO Box 188
 Mantorville, MN 55955
 (507)635-5170 Fax (507)635-5300
 Email: cityofmant@kmtel.com

**CITY OF MANTORVILLE
RENTAL CERTIFICATE RENEWAL FORM**

<u>Rental Property Name and/or Address</u> 120 5 th Street West Mantorville, MN 55955			
<u>Property Owner Name: First/MI/Last</u> Brady M Clark			<u>Telephone</u>
<u>Address</u>	<u>City</u>	<u>State</u>	<u>Zip</u>
<u>Tax Identification Number/Social Security Number</u>			

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



Signature of Property Owner (Applicant) 11-4-23
Date

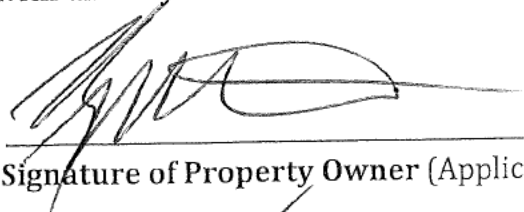
Renewal Fees \$25.00 - 1 Building/Site Less than four (4) units
 ___ \$30.00 - 1 Building/Site Four (4) to eight (8) units

Make check payable to the City of Mantorville
21 5th Street East, PO Box 188
Mantorville, MN 55955
(507)635-5170 Fax (507)635-5300
Email: cityofmant@kmtel.com

CITY OF MANTORVILLE RENTAL CERTIFICATE RENEWAL FORM

<u>Rental Property Name and/or Address</u> 600 Washington Street Lot #8, Lot #12			
<u>Property Owner Name: First/MI/Last</u>		<u>Telephone</u>	
Legacy Property Investments LLC			
<u>Address</u>	<u>City</u>	<u>State</u>	<u>Zip</u>
<u>Tax Identification Number/Social Security Number</u>			

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



 Signature of Property Owner (Applicant)

11-3-23

 Date

Renewal Fees

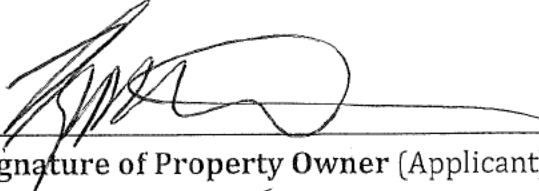
\$25.00 - 1 Building/Site Less than four (4) units x 2
 \$30.00 - 1 Building/Site Four (4) to eight (8) units

Make check payable to the City of Mantorville
 21 5th Street East, PO Box 188
 Mantorville, MN 55955
 (507)635-5170 Fax (507)635-5300
 Email: cityofmant@kmtel.com

CITY OF MANTORVILLE RENTAL CERTIFICATE RENEWAL FORM

<u>Rental Property Name and/or Address</u> 102 W Main			
<u>Property Owner Name: First/MI/Last</u> Legacy Property Investors LLC		<u>Telephone</u> 	
<u>Address</u>	<u>City</u>	<u>State</u>	<u>Zip</u>
<u>Tax Identification Number/Social Security Number</u> 			

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


Signature of Property Owner (Applicant)

11-3-23
Date

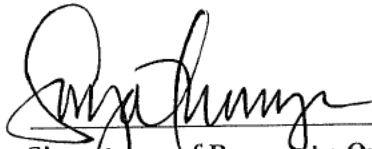
Renewal Fees \$25.00 - 1 Building/Site Less than four (4) units
 \$30.00 - 1 Building/Site Four (4) to eight (8) units

Make check payable to the City of Mantorville
21 5th Street East, PO Box 188
Mantorville, MN 55955
(507)635-5170 Fax (507)635-5300
Email: cityofmant@kmtel.com

CITY OF MANTORVILLE RENTAL CERTIFICATE RENEWAL FORM

<u>Rental Property Name and/or Address</u> MARIBOLD MANOR 605 CLAY ST (# 2.5, 6, 7) MANTORVILLE, MN 55955			
<u>Property Owner Name: First/MI/Last</u> SAT IP I c/o SONJA OR AARON THOMPSON			<u>Telephone</u>
<u>Address</u>	<u>City</u>	<u>State</u>	<u>Zip</u>
<u>Tax Identification Number/Social Security Number</u>			

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



Signature of Property Owner (Applicant)

11/02/2023

Date

Renewal Fees

\$25.00 - 1 Building/Site Less than four (4) units

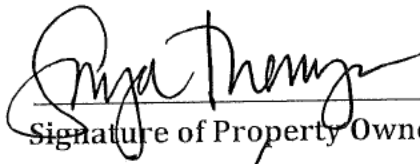
\$30.00 - 1 Building/Site Four (4) to eight (8) units

Make check payable to the City of Mantorville
21 5th Street East, PO Box 188
Mantorville, MN 55955
(507)635-5170 Fax (507)635-5300
Email: cityofmant@kmtel.com

CITY OF MANTORVILLE RENTAL CERTIFICATE RENEWAL FORM

<u>Rental Property Name and/or Address</u>			
31 CR 21 MANTORVILLE MN 55955			
<u>Property Owner Name: First/MI/Last</u>			<u>Telephone</u>
SAT IPI c/o AARON or SONJA THOMPSON			
<u>Address</u>	<u>City</u>	<u>State</u>	<u>Zip</u>
<u>Tax Identification Number/Social Security Number</u>			

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



Signature of Property Owner (Applicant)

11/02/2023
Date

Renewal Fees

\$25.00 - 1 Building/Site Less than four (4) units

\$30.00 - 1 Building/Site Four (4) to eight (8) units

Make check payable to the City of Mantorville
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Mantorville, MN 55955
(507)635-5170 Fax (507)635-5300
Email: cityofmant@kmtel.com

CITY OF MANTORVILLE RENTAL CERTIFICATE RENEWAL FORM

<u>Rental Property Name and/or Address</u>			
ELM Care INC. - 165 40 81 County Rd 21			
<u>Property Owner Name: First/MI/Last</u>			<u>Telephone</u>
Eugene L. Miller			
<u>Address</u>	<u>City</u>	<u>State</u>	<u>Zip</u>
<u>Tax Identification Number/Social Security Number</u>			

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

B. Murray Town
10.30.20.23

 Signature of Property Owner (Applicant) Date

Renewal Fees

\$25.00 - 1 Building/Site Less than four (4) units
 \$30.00 - 1 Building/Site Four (4) to eight (8) units

Make check payable to the City of Mantorville
 21 5th Street East, PO Box 188
 Mantorville, MN 55955
 (507)635-5170 Fax (507)635-5300
 Email: cityofmant@kmtel.com

**CITY OF MANTORVILLE
RENTAL CERTIFICATE RENEWAL FORM**

<u>Rental Property Name and/or Address</u> 606 Washington St. Mantorville MN 55955			
<u>Property Owner Name: First/MI/Last</u> Amber J. Fjerstad		<u>Telephone</u>	
<u>Address</u>	<u>City</u>	<u>State</u>	<u>Zip</u>
<u>Tax Identification Number/Social Security Number</u>			

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

Amber J. Fjerstad 10-31-2023
Signature of Property Owner (Applicant) Date

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

Make check payable to the City of Mantorville
21 5th Street East, PO Box 188
Mantorville, MN 55955
(507)635-5170 Fax (507)635-5300
Email: cityofmant@kmtel.com

**CITY OF MANTORVILLE
RENTAL CERTIFICATE RENEWAL FORM**

Rental Property Name and/or Address

616 West St. Mantorville MN 55955

Property Owner Name: First/MI/Last

Telephone

Amber J. Fjestaad

Address

City

State

Zip

Tax Identification Number/Social Security Number

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

Amber J. Fjestaad 10-31-2023

Signature of Property Owner (Applicant)

Date

Renewal Fees

\$25.00 - 1 Building/Site Less than four (4) units

\$30.00 - 1 Building/Site Four (4) to eight (8) units

Make check payable to the City of Mantorville
21 5th Street East, PO Box 188
Mantorville, MN 55955
(507)635-5170 Fax (507)635-5300
Email: cityofmant@kmtel.com

**CITY OF MANTORVILLE
RENTAL CERTIFICATE RENEWAL FORM**

<u>Rental Property Name and/or Address</u> 414 6 th St. W Mantorville MN 55955			
<u>Property Owner Name: First/MI/Last</u>		<u>Telephone</u>	
Amber J. Fjervstad			
<u>Address</u>	<u>City</u>	<u>State</u>	<u>Zip</u>
<u>Tax Identification Number/Social Security Number</u> 			

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

Amber J. Fjervstad 10-31-2023

Signature of Property Owner (Applicant) Date

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

Make check payable to the City of Mantorville
21 5th Street East, PO Box 188
Mantorville, MN 55955
(507)635-5170 Fax (507)635-5300
Email: cityofmant@kmtel.com

Memo

To: Mayor and Council
From: Gretchen Lohrbach
Date: September November 27, 2023
Re: Original Plat Lot Split and Conditional Use Permit for 914 & 916 West St.

BACKGROUND

Attached are two applications for a Lot Split and Conditional Use Permit submitted by Robin Maxson. Also attached are two certificates of occupancy, one for each property, because Mr. Maxson was asked to obtain two building permits for this structure; it was eventually going to be separated into two residences. At the time of the building permit applications, the lot was also surveyed to represent the split. Lastly, meeting minutes and resolutions from previous Councils are attached for other structures in town with zero lot lines and smaller lots. A resolution approving the formal split and Conditional Use Permit are also attached. Both the application and resolution outline the request in full.

The applicant will be in attendance to answer questions from Council.

ACTION

Council must open the Public Hearing to receive any public comment regarding this application for a Lot Split. Surrounding property owners have been notified of the hearing, as well as notice published in the Dodge County Independent.

Staff recommends Council approval of Resolution No. 2023-29 Approving a Lot Split and Conditional Use Permit for Certain Real Property Located in Mantorville, Dodge County, Minnesota.

ATTACHMENTS

1. Public notice mailed to surrounding property owners
2. Application for a Lot Split and application for a Conditional Use Permit for 914 & 916 West Street, Lot 5 & South Half of Vacated 10th Street Block 7 Original Plat
3. Certificates of Occupancy for both residences (914 & 916 West Street) received after obtaining two building permits and construction.
4. Resolutions and minutes from two other Council approved Lot Splits and Conditional Use Permits, one in 2006 and one in 1998.

5. A copy of the Mantorville City Zoning Code for R-2 District dwellings and the City Attorney's findings on this.
6. Resolution No. 2023-29 Approving a Lot Split and Conditional Use Permit for Certain Real Property Located in Mantorville, Dodge County, Minnesota

**CITY OF MANTORVILLE
NOTICE OF PUBLIC HEARING**

TO WHOM IT MAY CONCERN:

A parcel that you own is within 350 feet of 914 West Street, Mantorville, Minnesota, Dodge County PIN 25.100.0685 (the "Property"). Notice is hereby given that the Mantorville City Council will hold a public hearing on Monday, November 27, 2023 starting at 6:30 p.m. or as soon as reasonably practical thereafter, in the City Council Chambers, located at 21 5th Street East, Mantorville, Minnesota, to consider the following two applications related to the Property: (i) a lot split that would authorize the existing parcel to be divided into two separate lots; and (ii) a conditional use permit pursuant to Mantorville City Code, section 150.070(D)(8) that would authorize two attached (zero lot line) dwellings, one on each of the newly proposed lots. All interested persons may attend the hearing and provide comments. Additional materials and information regarding the applications can be requested or reviewed during business hours at City Hall, 21 5th Street East, Mantorville, MN. If you are unable to attend the hearing, written comments may also be submitted to the City Council prior to the public hearing via email (gretchen@mantorville.com) or dropped off or mailed to City Hall, 21 5th Street East, Mantorville, MN 55955. All written comments submitted prior to the public hearing will be presented to the City Council. Following the public hearing, the City Council will consider the applications and decide whether to approve or deny.

Sincerely,

Gretchen Lohrbach
City Clerk/Treasurer

CITY OF MANTORVILLE
APPLICATION FOR PLATTED LOT-SPLIT/LOT COMBINATION

Fee \$250

(A) Applicant's Name Robin Maxson Phone _____

(B) Address _____

(C) Legal Description of Property Lot 5 & South Half of Vacated

10th Street Block 7, Original Plat

(D) Property Owner's Name (if different from above) _____

Address _____ Phone _____

(E) Description of Request _____

Would like to split this lot into 2 parcels, Lot A

& Lot B on accompanying survey

(F) Reason(s) for Request _____

Separate sale of property.

(G) Present Zoning Classification R2

(H) Existing Use of Property Former rental Property, 1 Building,

but separate residences.

A certified certificate of survey showing the new lot split or lot combination is required to be attached as part of this application. No application will be processed without the required information.

The undersigned certifies that they are familiar with application fees and other associated costs, and also with the procedural requirements of the Mantorville City Code and other applicable City Ordinances. Submittal of the application, required information and fee does not guarantee approval. Additional information may be needed or conditions may exist that would prevent approval.

Robin J Maxson
Applicants Signature

10/4/23
Date

Applicants Signature

Date

Applicants Signature

Date

CITY OF MANTORVILLE
CONDITIONAL USE PERMIT

Fee \$250

- (A) Applicant's Name Robin Maxson Phone _____
- (B) Address _____ Email Address _____
- (C) Owner's Name (if different from Applicant) _____ Phone _____
- (D) Owner's Address _____ Email Address _____
- (E) Address of the Property 914 + 916 West Street
- (F) Tax Parcel ID Number(s) 25.100.0685
- (G) Legal Description of the Property Lot 5 + South Half of vacated 10th Street Block 7, Original Plat
- (H) Present Zoning Classification of the Property R2
- (I) Existing Use of the Property Former rental property, 1 Building, but separate residences.
- (J) The Conditional Use Permit requested is a permitted Conditional Use as described in Section 150.070(0)(8) of the City Code.

(K) Explain the requested conditional use (give details of the type, size, purpose, and any other relevant information regarding the proposed use):

Requesting a zero lot line between Lot A + Lot B (916 West St.) (914 West St.) to divide into 2 residences with a shared wall.

The undersigned certifies that they are familiar with application fees and other associated costs, and also with the procedural requirements of the Mantorville Zoning Ordinance and other applicable City ordinances. Submittal of the application, required information and fee does not guarantee the issuance of a conditional use permit. Additional information may be needed or conditions may exist that would prevent the actual granting of a conditional use permit.

I hereby certify with my signature that all data on my application form, and any additional sheets, plans and specifications are true and correct to the best of my knowledge.

Robin J Maxson
Applicant Signature

10-31-2023
Date

Property Owner Signature (if different from Applicant)

Date

CERTIFICATE OF SURVEY

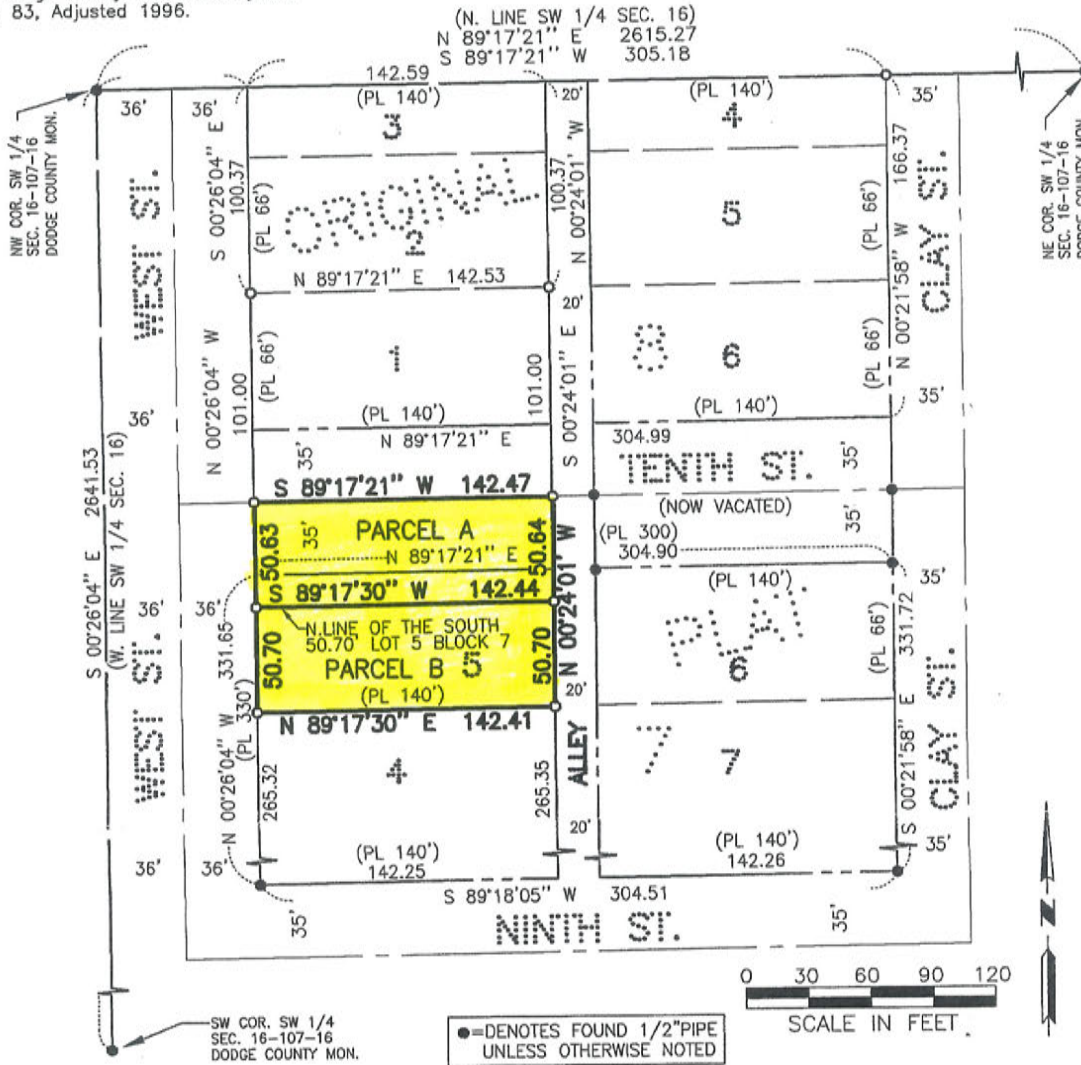
LOT 5 & SOUTH HALF OF VACATED 10TH STREET

BLOCK 7, ORIGINAL PLAT OF MANTORVILLE

DODGE COUNTY, MINNESOTA

BASIS OF BEARINGS

All Bearings are in relationship with the Dodge County Coordinate System NAD 83, Adjusted 1996.

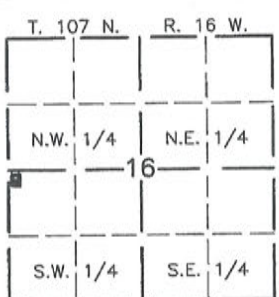


DESCRIPTION

Parcel A
 Lot 5, Block 7, except the South 50.70 feet thereof, Original Plat of Mantorville, together with the south half of vacated Tenth Street lying adjacent thereto, according to the plat thereof on file at the County Recorder's Office, Dodge County, Minnesota.
 Said Parcel contains 7213 Square feet, more or less.
 Said Parcel is subject to any easements or encumbrances of record.

Parcel B
 The South 50.70 feet of Lot 5, Block 7, Original Plat of Mantorville, according to the plat thereof on file at the County Recorder's Office, Dodge County, Minnesota.
 Said Parcel contains 7221 Square feet, more or less.
 Said Parcel is subject to any easements or encumbrances of record.

PROPERTY LOCATION MAP



SCALE: 1" = 60'
 DATE: 10-15-2003
 DRAWN BY: R.W.Z.

MONUMENTS
 ● FOUND (AS INDICATED)
 ○ SET (5/8" PIPE UNLESS NOTED OTHERWISE)

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

[Signature] Date 11-03-03
 LIC. NO.: 41814

MASSEY LAND SURVEYING, INC.
 33B EAST VETERANS MEMORIAL HIGHWAY
 P.O. BOX 428
 KASSON, MN 55944
 PH. NO. 507-634-4505

THIS DOCUMENT
 COPYRIGHTED BY:
**MASSEY LAND
 SURVEYING, INC.**

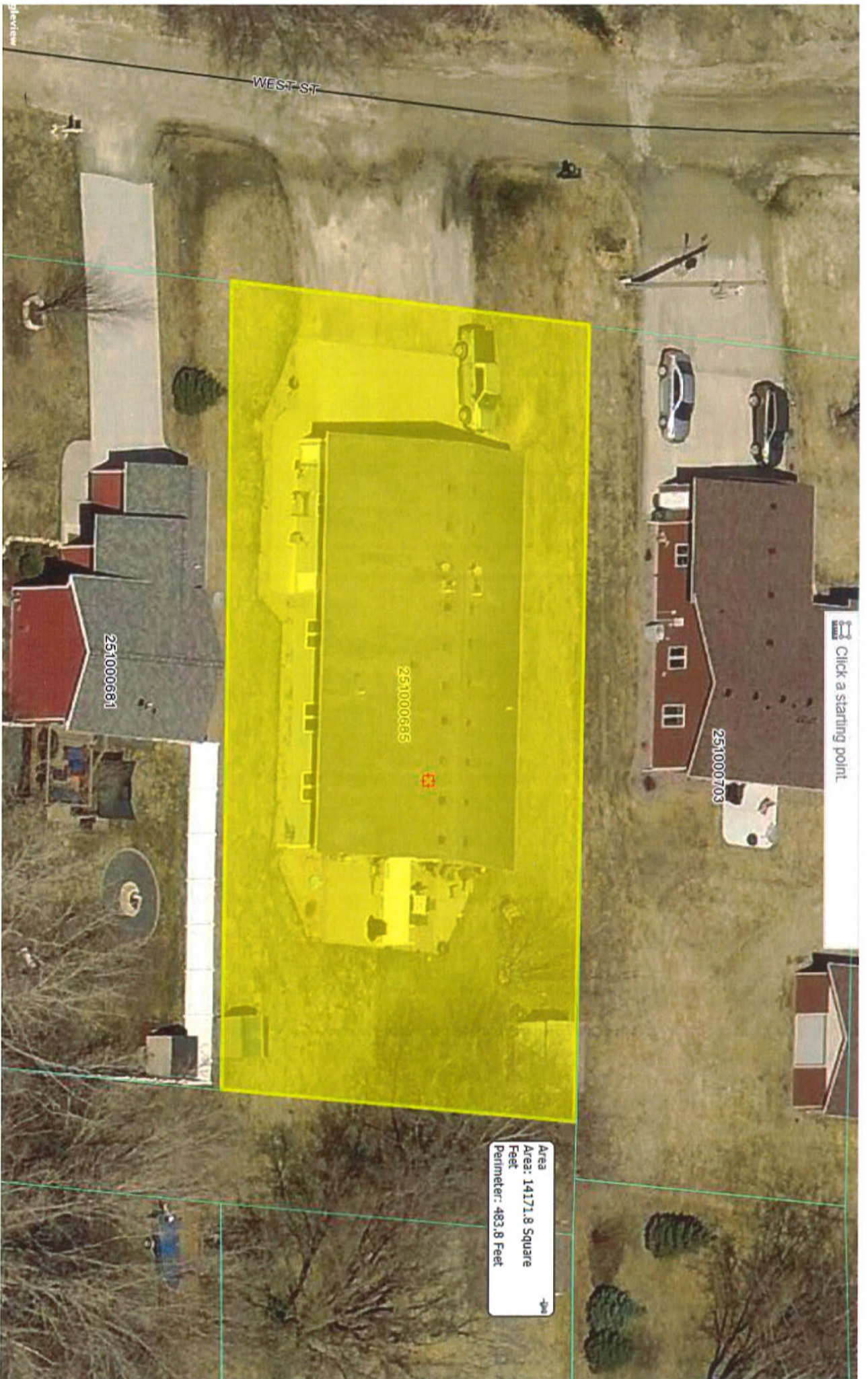
THIS SURVEY AND DRAWING
 WAS PREPARED FOR THE
 EXCLUSIVE USE OF:
 ROBIN MAXSON
 MANTORVILLE, MINNESOTA

DWG NO. 0873SCO1 JOB NO. 873

SHEET 1 OF 1

Filed 01-06-04 Row





Lot 14,430 Square feet
Each lot would be 7,215.21 Square feet

Area
Area: 14171.8 Square Feet
Perimeter: 483.8 Feet





DATE 09-09-2019
 DEED TAX HEREON OF \$ 1.65 PAID
 RECEIPT NO. 14499
Chris Hovea Dep.
 County Auditor/Treasurer

No delinquent taxes and transfer entered: Certificate of Real Estate Value () filed () not required
 Certificate of Real Estate Value No. KW
September 5, 2019 Deputy Auditor/Treasurer
 Date

(Top 3 inches reserved for recording data)

QUIT CLAIM DEED Minnesota Uniform Conveyancing Blanks
 Individual(s) to Joint Tenants Form 10.3.3 (2006)

DEED TAX DUE: \$ 1.65 DATE: August 30, 2019
(month/day/year)

FOR VALUABLE CONSIDERATION, Robin J. Maxson and Christiana B. Maxson, his wife
(insert name and marital status of each Grantor)

hereby conveys and quitclaims to Robin J. Maxson and Christiana B. Maxson, ("Grantor"),
(insert name of each Grantee)

tenants, real property in Dodge County, Minnesota, legally described as follows:
 Lot 5, Block 7, Original Plat, City of Mantorville, Dodge County, Minnesota, together with that portion of the vacated street adjoining said property on the west side thereof.

Consideration herein is less than \$500.00.
 Check here if all or part of the described real property is Registered (Torrens)

together with all hereditaments and appurtenances.
 Check applicable box:
 The Seller certifies that the Seller does not know of any wells on the described real property.
 A well disclosure certificate accompanies this document.
 I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

Grantor
Robin J. Maxson
(signature) Robin J. Maxson
Christiana B. Maxson
(signature) Christiana B. Maxson

25.100.0685

2003 BUILDING PERMITS

PERMIT #	NAME	LOCATION	PROJECT	VALUATION	BASE FEE	PERMIT FEE	PLAN CHECK	SURCHARGE	W & S FEE	TOTAL
MN 03-01	Kevin Lubahn	820 Walnut Street	addition	\$12,000.00	\$ 75.00	\$ 62.78	\$ 40.81	\$ 6.00	\$	\$ 184.59
MN 03-02	Thor Starch	711 West Street	replace furnace	\$0.00		\$ 42.50				\$ 42.50
MN 03-03	Garyl Dohmann	835 Hickory Lane	garage	\$19,500.00	\$ 75.00	\$ 96.38	\$ 62.65	\$ 10.00		\$ 244.03
MN 03-04	Eric Bratlien	620 Walnut Street	furnace/air condit	\$0.00	\$ 42.50					\$ 42.50
MN 03-05	Tom Anderson	816 Walnut Street	shed	\$2,000.00	\$ 75.00	\$ 20.77	\$ 13.50	\$ 1.00		\$ 110.27
MN 03-06	Social Club	421 Clay Street	reroof	\$0.00	\$ 42.50					\$ 42.50
MN 03-07	Gary Sullivan	621 Walnut Street	garage	\$10,000.00	\$ 75.00	\$ 54.38	\$ 35.35	\$ 5.00		\$ 169.73
MN 03-08	Jeff Gruber	621 Washington Street	reroof	\$0.00	\$ 42.50					\$ 42.50
MN 03-09	Jeffrey Bennett	615 West Street	finish lower level	\$17,500.00	\$ 75.00	\$ 87.98	\$ 57.19	\$ 9.00		\$ 229.17
MN 03-10	Ken Hill	909 Chestnut Street	deck	\$1,500.00	\$ 75.00	\$ 16.20	\$ 10.53	\$ 0.75		\$ 102.48
MN 03-11	Mark Rupert	812 Chestnut Street	deck	\$2,500.00	\$ 75.00	\$ 24.98	\$ 16.24	\$ 1.50		\$ 117.72
MN 03-12	James Senjem	915 Hickory Lane	garage	\$13,500.00	\$ 75.00	\$ 71.18	\$ 46.27	\$ 7.00		\$ 199.45
MN 03-13	Justin Bernard	920 Chestnut Street	* new home	\$125,000.00	\$ 75.00	\$ 340.13	\$ 221.08	\$ 62.50	\$ 1,000.00	\$ 1,698.71
MN 03-14	James Thley	715 Walnut Street	deck	\$3,000.00	\$ 75.00	\$ 24.98	\$ 16.24	\$ 1.50		\$ 117.72
MN 03-15	George Coy	527 5th Street East	garden shed	\$11,000.00	\$ 75.00	\$ 58.58	\$ 38.08	\$ 5.50		\$ 177.16
MN 03-16	Brian Auringer	1002 Walnut Street	garage	\$9,000.00	\$ 75.00	\$ 50.18	\$ 32.62	\$ 4.50		\$ 162.30
MN 03-17	Gary Bromley	13 Zumbro Ridge Drive	garage	\$0.00						\$
MN 03-18	Gary Ulech	701 Walnut Street	reroof	\$1,280.87	\$ 42.50					\$ 42.50
MN 03-19	Tom Buechler	302 Bluff Street	addition	\$3,000.00	\$ 75.00	\$ 24.98	\$ 16.24	\$ 1.50		\$ 117.72
MN 03-20	Dan Peterson	520 Eagle Court	deck	\$1,500.00	\$ 75.00	\$ 16.20	\$ 10.53	\$ 0.75		\$ 102.48
MN 03-21	Tim Borge	29 Zumbro Ridge Drive	pool & deck	\$10,000.00	\$ 75.00	\$ 54.38	\$ 35.35	\$ 5.00		\$ 169.73
MN 03-22	David Mathiesen	120 5th Street West	deck	\$3,000.00	\$ 75.00	\$ 24.98	\$ 16.24	\$ 1.50		\$ 117.72
MN 03-23	Kenneth Shaffer	720 Walnut Street	deck	\$1,800.00	\$ 75.00	\$ 18.95	\$ 12.32	\$ 0.90		\$ 107.17
MN 03-24	Ken Hill	902 Chestnut Street	* new home	\$145,500.00	\$ 75.00	\$ 374.57	\$ 243.47	\$ 72.75	\$ 1,000.00	\$ 1,765.79
MN 03-25	Eric Carlson	919 Clay Street	* new home	\$163,500.00	\$ 75.00	\$ 404.81	\$ 263.13	\$ 81.75	\$ 1,000.00	\$ 1,824.69
MN 03-26	Juan Menchaca	49 Leprechann Lane	deck	\$3,500.00	\$ 75.00	\$ 29.18	\$ 18.97	\$ 2.00		\$ 125.15
MN 03-27	James Kirnse	401 Bergmann Drive	deck	\$3,000.00	\$ 75.00	\$ 24.98	\$ 16.24	\$ 1.50		\$ 117.72
MN 03-28	Fred McCall	521 Cemetery Road	deck	\$6,000.00	\$ 75.00	\$ 37.58	\$ 24.43	\$ 3.00		\$ 140.01
MN 03-29	Kay Zelinski	716 Main Street North	addition	\$14,500.00	\$ 75.00	\$ 75.38	\$ 49.00	\$ 7.50		\$ 206.88
MN 03-30	Todd Rose	901 Chestnut Street	* new home	\$215,000.00	\$ 75.00	\$ 491.33	\$ 319.35	\$ 107.50	\$ 1,000.00	\$ 1,993.18
MN 03-31	John Bishop	210 Mantor Drive	deck	\$1,900.00	\$ 75.00	\$ 19.86	\$ 12.91	\$ 0.95		\$ 108.72
MN 03-32	Tom Gall	710 Walnut Street	addition	\$44,000.00	\$ 75.00	\$ 174.95	\$ 113.72	\$ 22.00		\$ 385.67
MN 03-33	Chris Terry	417 Chestnut Street	* new home	\$145,500.00	\$ 75.00	\$ 374.57	\$ 243.47	\$ 72.75	\$ 1,000.00	\$ 1,765.79
MN 03-34	Travis Bakker	249 Mantor Drive	reroof	\$0.00		\$ 42.50				\$ 42.50
MN 03-35	Nancy Schmidt	5 Zumbro Ridge Drive	replace water heater	\$500.00		\$ 42.50				\$ 42.50
MN 03-36	Bob Kochie	600 Par Four Drive	garage addition	\$17,500.00	\$ 75.00	\$ 87.98	\$ 57.19	\$ 9.00		\$ 229.17
MN 03-37	Mantor Mart	320 Main Street North	reroof	\$0.00		\$ 42.50				\$ 42.50
MN 03-38	Jeff Minnette	200 Mantor Drive	3 season room	\$6,000.00	\$ 75.00	\$ 37.58	\$ 24.43	\$ 3.00		\$ 140.01
MN 03-39	Ron Ripport	414 Clay Street	addition	\$43,500.00	\$ 75.00	\$ 174.95	\$ 113.72	\$ 22.00		\$ 385.67
MN 03-40	Chris Terry	417 Chestnut Street	deck	\$1,000.00	\$ 75.00	\$ 11.63	\$ 7.56	\$ 0.50		\$ 94.69
MN 03-41	Robin Maxson	914 West Street	duplex	\$106,000.00	\$ 75.00	\$ 308.21	\$ 200.34	\$ 53.00	\$ 1,000.00	\$ 1,636.55
MN 03-42	Robin Maxson	916 West Street	duplex	\$106,000.00	\$ 75.00	\$ 308.21	\$ 200.34	\$ 53.00	\$ 1,000.00	\$ 1,636.55
MN 03-43	Karrie Berg	516 Main Street North	interior plumbing	\$0.00	\$ 42.50					\$ 42.50
										\$
				\$1,269,980.87	\$ 2,687.50	\$ 4,153.78	\$ 2,589.51	\$ 636.10	\$ 7,000.00	\$ 17,066.89



1700 North Broadway • Suite 128
Rochester, MN 55906
507-282-8206 • FAX 281-0391

CERTIFICATE OF OCCUPANCY

PERMIT NO: 03-42

DATE CERTIFICATE ISSUED: 3-10-08

DWELLING LOCATED AT:

916 WEST STREET

LEGAL DESCRIPTION:

LOT 5, BLOCK 7, & S½ VACATED STREET ADJACENT TO LOT 5

PIN.: 25.100.0685

IN THE CITY OF MANTORVILLE, HAS BEEN CONSTRUCTED IN
SUBSTANTIAL COMPLIANCE WITH THE MINNESOTA STATE
BUILDING CODE AND IS HEREBY CERTIFIED READY FOR
OCCUPANCY.

A handwritten signature in black ink, appearing to read 'Dean Gansen', written over a horizontal line.

DEAN GANSEN
BUILDING OFFICIAL MN2585



1700 North Broadway • Suite 128
Rochester, MN 55906
507-282-8206 • FAX 281-0391

CERTIFICATE OF OCCUPANCY

PERMIT NO: 03-41

DATE CERTIFICATE ISSUED: 3-10-08

DWELLING LOCATED AT:

914 WEST STREET

LEGAL DESCRIPTION:

LOT 5, BLOCK 7, & S½ VACATED STREET ADJACENT TO LOT 5

PIN.: 25.100.0685

IN THE CITY OF MANTORVILLE, HAS BEEN CONSTRUCTED IN
SUBSTANTIAL COMPLIANCE WITH THE MINNESOTA STATE
BUILDING CODE AND IS HEREBY CERTIFIED READY FOR
OCCUPANCY.

A handwritten signature in black ink, appearing to read 'Dean Gansen', written over a horizontal line.

DEAN GANSEN
BUILDING OFFICIAL MN2585

RESOLUTION 2006-07

716 + 712 West St.

A RESOLUTION APPROVING AN APPLICATION FOR A CONDITIONAL USE PERMIT

WHEREAS, the Mantorville City Council has received an application for a Conditional Use Permit, for a zero lot line,

WHEREAS, Gene Lushinsky, the applicant, desires a Conditional Use Permit, for a zero lot line between Parcel A and Parcel B of Block 5, ORIGINAL PLAT OF MANTORVILLE,

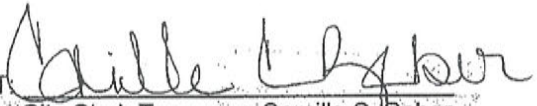
WHEREAS, Article III, Section 3.6, Subd. C, Item H, of Zoning Ordinance No. 153, of the City of Mantorville allows for such,

WHEREAS, The Mantorville City Council, at their regular meeting on August 28, 2006 met to review and consider said application,

NOT THEREFORE, BE IT RESOLVED, BY THE City Council of the City of Mantorville, that a motion granting the application passed unanimously with all Council Members present voting aye and none voting nay.



Mayor, Diane Carlson

ATTEST 

City Clerk-Treasurer, Camille C. Reber




A 168046
COUNTY RECORDER
DODGE COUNTY, MN

Scanned

Certified, filed and/or recorded
on 09/06/2006 at 11:15 AM

Return to: CITY OF MANTORVILLE
Receipt #:

Sue A. Alberts
Dodge County Recorder
by , Deputy

RESOLUTION 2006-06

716 + 712 West St.

A RESOLUTION APPROVING AN APPLICATION TO SUBDIVIDE THREE (3) CITY LOTS

WHEREAS, the Mantorville City Council has received an application for a subdivision of Lots 3, 4, and 5 of Block 5 of the Original Plat also known as Parcel No. 25.100.0380 and 720 West Street; and

WHEREAS, Gene Lushinsky, the applicant, desires to detach from the north portion of Lot 4, +/- 22.44 feet and add +/- 22.44 feet to the south portion of Lot 5. The new description of Lot 5 (Parcel A) is:

Lot 5, Block 5, Original Plat: Lot 4, EXCEPT the South 44.00 feet thereof; TOGETHER WITH Lot 5, all in Block 5, ORIGINAL PLAT OF MANTORVILLE according to the Plat thereof on file at the County Recorders Office, Dodge County, Minnesota.

WHEREAS, Gene Lushinsky, the applicant, desires to detach from the north portion of Lot 3, +/- 11.32 feet and add +/- 11.32 feet to the south portion of Lot 4. The new description of Lot 4 (Parcel B) is:

Lot 3, EXCEPT the South 55.00 feet thereof; TOGETHER WITH the South 44.00 feet of Lot 4, all in Block 5, original plat of Mantorville ACCORDING TO THE Plat thereof on file at the County Recorders Office, Dodge County, Minnesota.

WHEREAS, Gene Lushinsky, the applicant, desires to detach from Lot 3, Block 5, Original Plat the North +/- 11.32 feet and add the +/- 11.32 feet to Lot 4. The new description of Lot 3 (Parcel C) is:

The south 55.00 feet of Lot 3, Block 5, ORIGINAL PLAT OF MANTORVILLE according to the Plat thereof on file at the County Recorders Office, Dodge County, Minnesota.

WHEREAS, Article VI of the Subdivision Ordinance No. 100 of the City of Mantorville, allows conveyance to occur.

WHEREAS, The Mantorville City Council, at their regular meeting on August 28, 2006 met to review and consider said application,

NOT THEREFORE, BE IT RESOLVED, BY THE City Council of the City of Mantorville, that a motion granting the application passed unanimously with all Council Members present voting aye and none voting nay.

Diane Carlson
Mayor, Diane Carlson

ATTEST: Camille C. Reber
City Clerk-Treasurer, Camille C. Reber



A 170346
COUNTY RECORDER
DODGE COUNTY, MN

Scanned

Certified, filed and/or recorded
on 02/07/2007 at 11:15 AM

Return to: CITY OF MANTORVILLE
Receipt #:

Sue A. Alberts
Dodge County Recorder
by [Signature] Deputy

Highlighted Subdivide & CUP on page 2
MANTORVILLE CITY COUNCIL MEETING 716 & 712 West St.
MONDAY, AUGUST 28, 2006
6:30 PM

1. Call to Order - Mayor Carlson called the meeting to order at 6:30 PM.

Members Present: Diane Carlson
Annie Brannan
Luke Nash
Ross Abel
Bill Reding

Others Present: Tom Gall, Kent Keller, Gene and Donna Lushinsky, Brent Bulow, Jim Welch, Rich Balcome, Fire Chief Dale Brannan, Public Works Supervisor Matt Brekke, Assistant City Clerk Karen Khavari and City Clerk-Treasurer Cami Reber.

2. Additions/Deletions to Agenda: None

3. Consent Agenda: Motion made by Member Brannan, second by Member Nash to accept the consent agenda as written. Member Nash asked if we had an opinion from WHKS regarding the pay request for S.J. Louis. City Clerk, Cami Reber told him it is not the final pay request. Member Reding questioned if the amount left on the bond proceeds will cover the final pay request for S.J. Louis Company and pay for any additional work that needs to be done that S.J. Louis does not want to come back to do. A punch list was done and on that list are items that still need to be fixed to put things back into preexisting conditions. The City would not pay for something to be fixed that is part of the preexisting conditions. The final pay request will be determined between WHKS, the City Engineering Firm, and S.J. Louis. Those final numbers will be brought before the City Council at that time for approval. Any discrepancies will be dealt with at that time. Motion passed unanimously.

4. Correspondence: FYI only. No discussion.

5. Public Concerns: No public concerns.

6. Old Business:

A) Budget - the budget discussions will be moved towards the end of the meeting for extensive talks.

7. New Business:

A) Minnesota Association of Small Cities - Membership - The City has been asked to join the Association. In the past they have not been a member.

No action was taken.

B) Matt Brekke's Type 4 Operators License Certification - Matt Brekke, Public Works Supervisor, has received his Type 4 certification. Council discussed passing on a .50 cent raise as has been done in the past when employee's receive a license that pertains to their job. The discussion will take place further during budget talks.

C) Gambling Permit - Dodge County Pheasants Forever - Motion made by Member Brannan, second by Member Reding to approve the gambling permit for Pheasants Forever. Motion passed unanimously.

D) Resolution No. 2006-06, To Subdivide a City Lot, Gene Lushinsky - Mr. Lushinsky brought to planning and zoning a plan to resubdivide his parcel of land into more usable lots than what it is currently at. Planning and Zoning is recommending to the City Council to approve the resubdivide. Motion made by Member Brannan, second by Member Ross to pass Resolution No. 2006-06, A RESOLUTION TO SUBDIVIDE A CITY LOT. Motion passed unanimously.

E) Resolution No. 2006-07 - A Conditional Use Permit - Zero Lot Line, Gene Lushinsky - Mr Lushinsky brought to Planning and Zoning an application for a Conditional Use permit to allow him to build a duplex on a zero lot line between lots 3 and 4. This is a permitted use. Planning and Zoning is making the recommendation to the Council to approve the Conditional Use. Motion made by Member Reding, second by Mayor Carlson to approve Resolution No. 2006-07, A RESOLUTION FOR A CONDITIONAL USE PERMIT FOR A ZERO LOT LINE. Motion passed unanimously.

F) Recommendation for reconsideration of River Vista Subdivision - Member Brannan asked the Council to reconsider the preliminary plat for River Vista Subdivision. After the last Council Meeting, Member Brannan had unanswered questions in which she contacted City Attorney Lee Bjorndal and City Staff Karen Khavari who is also the chair of the Planning and Zoning Committee. Upon receiving the information, she asked to have the item put back on the agenda for reconsideration of the preliminary plat. Member Reding requested a ten minute closed session. The Mayor responded that you cannot have a closed session for this. Member Reding stated that he did not wish to talk about the specific topic at an open meeting. Again, the Mayor responded that you cannot have a closed session. Member Brannan stated that at the previous Council meeting she voted against approval of the preliminary plat for River Vista Subdivision due to her not having enough information and questions unanswered. She has since received those answers and would like the item brought back for reconsideration. She did consult with the city attorney to ask the appropriate way to handle this and because she voted nay at the previous meeting she could ask for a reconsideration of the plat. Motion made by Member Brannan, second by Member Carlson to reopen the preliminary plat of River Vista. Motion passed with Members Brannan, Carlson, Abel and Nash voting aye, and Member Reding voting nay. The preliminary plat for River Vista Subdivision was reopened for consideration. The biggest issue at hand is the

use of the 30 foot easement Mr. Keller has a right to and the construction of the private road. The variance, which was an issue that it would not be done before hand, will take care of the construction standards for the private drive by meeting the minimum standards allowed for such roads. The standards will be set to allow for the safest and best road and assure access for fire protection and other public services. The minimum standards do meet all such criteria. There was also an issue that some members wanted to see the vacated Madison Street reopened. That issue is not part of the preliminary plat at this stage. Member Reding inquired about the vacated easement on Madison Street that Mr. Keller has a right to which gives him access to two lots. With the preliminary plat, he will now be able to access more than two lots which will now change the description of that road. According to Karen, Assistant City Clerk, and her conversation with City Attorney Lee Bjorndal regarding Mr. Keller having access to more than two lots that is not an issue. It does not matter how many lots or what is down there with regard to access to his land. Mr. Keller has a right to get to any parts of his land through the easement. Member Nash commented on the continued maintenance of the private road and wants to know who is responsible; will it be written down; and who do we contact on that? It should be maintained to City Standards and if it is not followed to that level, who is responsible and what are the options? Staff is to get that question answered. Tom Gall stated that during a discussion with Mr. Keller and Mr. Bulow that there is a way to potentially get a public street in there that is acceptable to Mr. Keller and Mr. Bulow as well as the other neighbors in the area. He feels it is something that can be explored and will make all parties involved happy and not have to deal with a private road. Mr. Gall asked that it be an amendment to the final plat.

Member Reding stated he feels that if we bring it up now to be reconsidered, he wished he could of went into closed session with this, but the Council does not seem to understand what a lot of the public thinks. With the NW project, they wonder how much the City Council was paid. And now if we reconsider this preliminary plat, how much is Mr. Keller paying you? Mayor Carlson expressed how inappropriate that statement is and how Mr. Redings behavior is embarrassing to the council. Motion made by Member Abel to accept the recommendation of the Planning and Zoning Commission to accept the preliminary plat of River Vista with the required stipulations. Motion was seconded by Mayor Carlson. Mr. Reding stated that he feels this is wrong. That we have our orders written down in how things are to be ran, reconsidering is totally wrong and showing favoritism towards a third party. Mayor Carlson commented that Mr. Reding needs to understand the processes that go on in the City more before making any comments. Motion passed with Mayor Carlson, Members Brannan, Abel, and Nash voting for and Member Reding voting against. Mayor Carlson apologized to Mr. Keller on behalf of the City Council for Mr. Reding's comment.

8. TBD

A) Mayor's Report - Nothing

B) Clerks Report - Cami reported that the EDA had received resignations from Member Carlson and Member Khavari. Motion made by Member Nash, second by Member Abel to accept the resignations of the two EDA members. Motion passed unanimously with Mayor Carlson abstaining from the vote.

Council Members Report -

Member Abel - Nothing

Member Brannan - She stated for the record that she has never accepted money or favors as a member of the City Council or any other board. She has never met Mr. Keller before and until tonight has never had a conversation with him.

Member Nash - Nothing

Member Reding – Questions regarding the sirens sounding after the last storm past through Mantorville.

C) Committee & Board Reports – None

9. Executive Session – None

10. Discussion – Budget Discussions – Council discussed the 2007 budget. Some items included;

- Realize the investment funds available to reduce General Government.
- We won't be able to go without some sort of increase in 2007.
- The wish lists were incorporated into budget line items.
- Use Liquor Store investment towards the culvert clean out project
- New meters/transpondents/Hot Rod System upgrade
- Cost of Comprehensive Plan
- Cost of CIP
- Fire Hall/City Hall Study
- John Deere Tractor – budget over time
- 5th Street East Improvements
- Water line in front of Hubbell House
- WWTP Feasibility Study
- NW Annexation

Health Insurance will be increasing somewhere in the 3-5% ranges. An exact amount has not been given.

The Council will be considering these and other items and finalize the preliminary budget at the September 11, 2006 meeting. The approved preliminary budget needs to be certified to the County by September 15, 2006.

Adjourn – Motion made by Member Abel, second by Member Brannan to adjourn the meeting at 8:35 PM. Motion passed unanimously.

The City Council, City of Mantorville met in regular session on Monday, January 12, 1998 at 7:30 p.m.

Members present: Kracht, Leonard, Lamphere, Sell, Brannan, Attorney Petersen, Clerk Wilke. Absent: None.

209 + 211 5th St. W,

The meeting was called to order.

Ken Hill and Dan Ryan appeared before the council for a 0 lot clearance on 2 lots to put up a townhome with a common wall on Lots 4-5, Blk 2, Frank Mantors Addition. A Certificate of Survey and building plans were shown to the council. Hill and Ryan will record a covenant and deed restriction on the property. Motion by Sell, seconded by Lamphere, all voting aye that the plans as presented are approved and the city is to receive a copy of the covenant and deed restriction. Ryan and Hill have talked to Fire Chief Doug Wunderlich in regards to the fire dept. burning the home that is on the property now. They would make a donation to the fire dept. Motion by Leonard, seconded by Sell, all voting aye in favor of the fire dept. burning the home as a drill if the fire dept. approves.

Reynold Kuchinka appeared before the council to request a Conditional Use Permit to put up a 30X45 pole shed and operate a cabinet shop on Lot 7, Blk 3, Cains Subdivision. Motion by Sell, seconded by Lamphere, all voting aye to call a Public Hearing on Monday, February 9th, 1998 at 7:30 p.m., subject to payment of filing fee of \$75.

Mark Stevens gave a monthly report to the council. Mark has checked prices for a camera to televise sewer lines, which are less than \$5,000 and a company would come in and demonstrate, which Lamphere suggested doing. Motion by Sell, seconded by Lamphere, all voting aye for Stevens to go with a lease from Mississippi Welders for AC and OX. Stevens was given permission to build a 8X8 office in the NW corner of the liquor store for \$300. Stevens will get quotes on trading the 855 tractor mower.

Jeff Suhr presented a petition to the council to vacate the alley abutting Lots 4-5-6-7, Blk. 13, Frank Mantors Addition, between Washington Street and Chestnut Street. Motion by Sell, seconded by Lamphere, all voting aye for RESOLUTION NO. 244 RESOLUTION SETTING HEARING ON VACATION. The council will consider the vacation of such alley and a public hearing shall be held on such proposed vacation on the 9th day of February, 1998 before the city council in the city hall at 8:15 p.m. and the clerk shall give published and posted notice as required by law.

Ron Alberts was present with a concept for the town homes proposed on Chestnut Street by Mantor Field, which will be replatted and requested the city help put in the street. The clerk is to contact Engineer Anderson to be present at the Jan. 26th meeting.

Motion by Leonard, seconded by Brannan, all voting aye to sign a letter of support for a additional grant for the Dodge County Planning. Dept.

(E) *Lot area, frontage, and setback regulations.* The following requirements shall apply in the R-2 District:

	<i>1 or 2 Families</i>	<i>3-6 Units</i>	<i>7-12 Units</i>	<i>13+ Units</i>	<i>Other Uses</i>
Lot Width:					
at street line	50 feet	70 feet	70 feet	70 feet	100 feet
at building line	80 feet	90 feet	100 feet	100 feet	100 feet
Lot Area:					
3-6 units	8,000 sq. feet plus 1,750 sq. feet per unit over 2				
7-12 units	15,000 sq. feet plus 1,500 sq. feet per unit over 6				
13+ units	24,000 sq. feet plus 1,250 sq. feet per unit over 12				
Setbacks:					
front	25 feet	25 feet	25 feet	25 feet	25 feet
side	6.5 feet	8 feet	8 feet	8 feet	12 feet
rear	25 feet	25 feet	25 feet	25 feet	45 feet

As I mentioned, the city code appears void of a minimum lot size for one- and two-unit parcels in the R-2 district. There's seemingly an argument that the minimum is 8,000 sq. feet, but that is based on the fact that the minimum lot size for 3-6 unit parcels is 8,000 sq. feet plus 1,750 sq. feet per unit over 2. Because there's no articulated minimum for one- or two-unit lots, this seems to meet existing standards, although I think it's worth getting the council's feedback about that and clarifying that void in the code in the near future. As we've talked about, these two new lots are slightly below 8,000 sq. feet.

**CITY OF MANTORVILLE
DODGE COUNTY, MINNESOTA**

RESOLUTION 2023-29

**A RESOLUTION APPROVING A LOT SPLIT AND CONDITIONAL
USE PERMIT FOR CERTAIN REAL PROPERTY LOCATED
IN MANTORVILLE, DODGE COUNTY, MINNESOTA**

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

WHEREAS, Robin Maxson (the “Applicant”) is fee owner of certain real property located in the City, Dodge County PIN 25.100.0685, which is legally described as:

Lot 5, Block 7, Original Plat, City of Mantorville, Dodge County, Minnesota, together with that portion of the vacated street adjoining said property on the west side thereof.

(the “Property”); and

WHEREAS, the Property is located in the City’s R-2 Zoning District and presently contains a single-family attached dwelling with two units; and

WHEREAS, the Applicant has submitted two applications to the City, one for a conditional use permit and another for a lot split, to facilitate the division of the Property into two separate parcels along the common vertical wall of the existing attached dwelling; and

WHEREAS, a certified survey provided by the Applicant, attached hereto as Exhibit A, depicts the requested lot split and proposes two new legal descriptions for the Property as follows:

PARCEL A:

Lot 5, Block 7, except the South 50.70 feet thereof, Original Plat of Mantorville, together with the south half of vacated Tenth Street lying adjacent thereto, according to the plat thereof on file at the County Recorder’s Office, Dodge County, Minnesota.

PARCEL B:

The South 50.70 feet of Lot 5, Block 7, Original Plat of Mantorville, according to the plat thereof on file at the County Recorder’s Office, Dodge County, Minnesota.

WHEREAS, the two lots created by the desired lot split are proposed to be 7,213 square feet and 7,221 square feet, respectively; and

WHEREAS, the Applicant has represented to the City (i) that the lot split, as depicted on the survey attached hereto as Exhibit A, splits the existing attached dwelling directly along the common vertical wall and (ii) that the two units that make up the attached dwelling each have their own individual sewer and water service lines connected to City utility mains; and

WHEREAS, the two proposed lots meet existing City standards and, accordingly, the City's subdivision regulations allow said lot split to occur, provided, however, that the Applicant first obtain a conditional use permit pursuant to section 150.070(D)(8) of the Mantorville City Code, which establishes that single-family attached dwellings are a conditional use in the R-2 Zoning District; and

WHEREAS, on November 27, 2023, the Mantorville City Council held a public hearing on the aforementioned applications, at which time it heard from those wishing to speak on the applications and reviewed written testimony or information provided to the City regarding this matter; and

WHEREAS, the City Council hereby finds and determines the following with respect to the conditional use permit application:

- (a) The Property is currently zoned R-2; and
- (b) Zero lot line attached dwellings are conditionally allowed in the R-2 Zoning District and require a conditional use permit; and
- (d) The use will not create an excessive burden on existing parks, schools, streets, or other public facilities which serve or are proposed to serve the area; and
- (e) The use will be sufficiently compatible or separated by distance or screening from adjacent residentially zoned or used land so that existing homes will not be depreciated in value and there will be no deterrence to development of vacant land; and
- (f) Since there are no changes being made to the outside of the existing attached dwelling, its appearance will not have an adverse effect on adjacent residential properties; and
- (g) The use, in the opinion of the City, is reasonably related to the overall needs of the City and to the existing land use; and
- (h) The use is consistent with the purpose of the City's zoning regulations and the purposes of the R-2 Zoning District because zero lot line attached dwellings are conditional uses in said district and all requisite findings are satisfied, as memorialized herein; and
- (i) The use is not in conflict with the comprehensive plan because the comprehensive plan does not limit future land use for this parcel that would be inconsistent with the one that is being proposed; and
- (j) The use will not cause traffic hazards or congestion; and

- (k) The traffic generated by the use can be safely accommodated on existing roads. There will not be any upgrades or improvements needed to existing roads in order to handle the additional traffic generated by the use; and
- (l) There will be no offensive odors, fumes, dust, noise, vibration, or lighting emanating from the Property that would otherwise disturb the use of neighboring properties; and
- (m) Adequate utilities, parking, drainage and other necessary facilities are available for the use on the Property; and
- (n) The use will not impede the normal and orderly development or improvement of the surrounding properties; and
- (o) The use will not be injurious to the use and enjoyment of other properties in the neighborhood and will not significantly diminish or impair the values of the other properties because there are no changes being made to the Property as it currently exists; and
- (p) The use will not disrupt the character of the neighborhood.

WHEREAS, in light of the findings above, the corresponding lot split application meets all requirements of the City's subdivision and zoning regulations and there is no involvement of any public utility or street easements.

NOW, THEREFORE, BE IT RESOLVED, that the City Council hereby approves the Applicant's two applications for a conditional use permit and lot split, as described above, subject to the following conditions:

1. Reimbursement to the City by the Applicant of all costs incurred by the City in relation to the application.
2. The Applicants and the Property shall remain in compliance with all applicable federal, state and local laws, rules, and ordinances, including, but certainly not limited to, payment of any required utility connection fees.
3. This resolution and the approvals contained herein is expressly subject to the condition that all representations, written and oral, made by the Applicant and its agents and representatives to the City contained in and concerning the application must have been true, complete, and accurate at the time they were made.

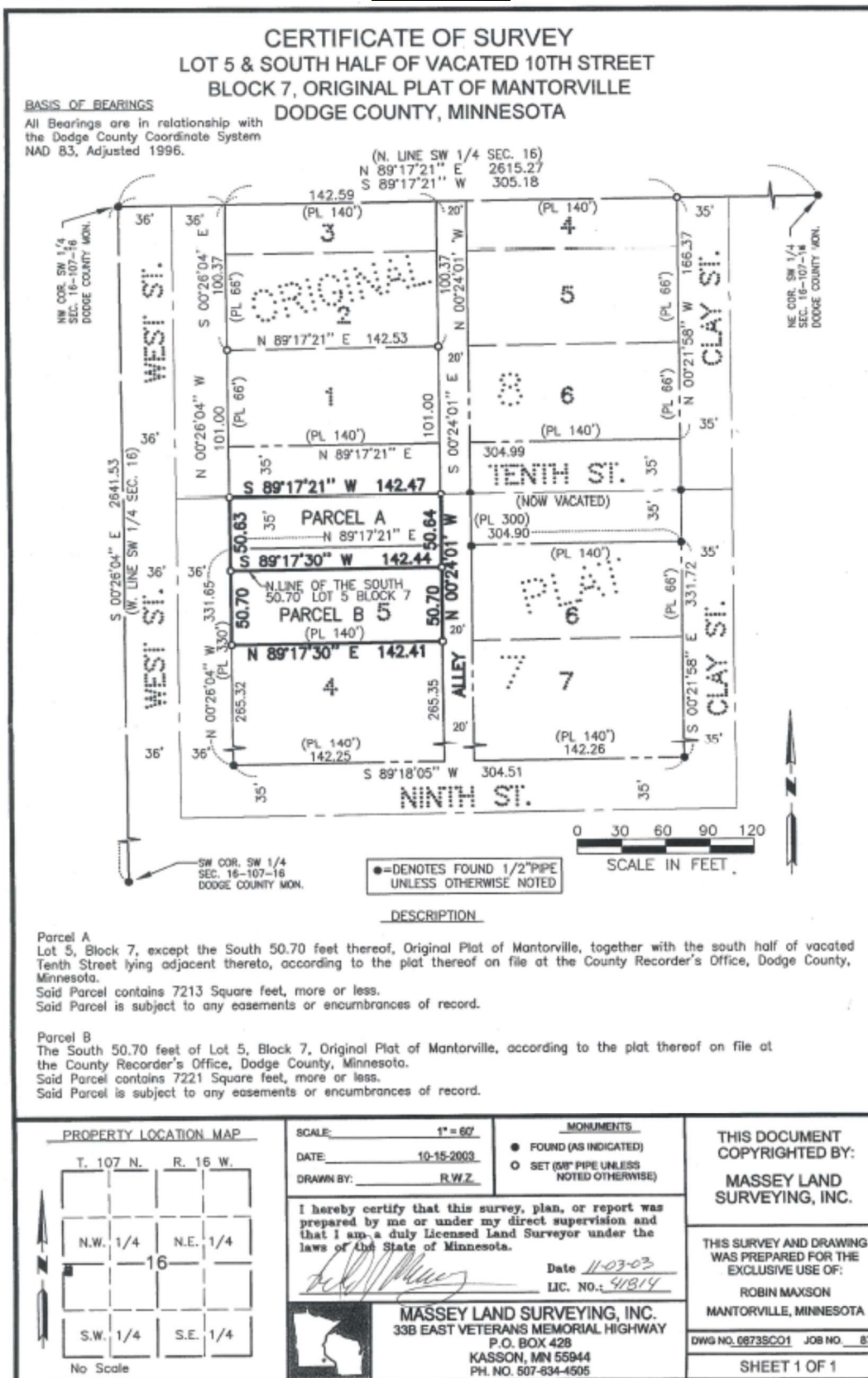
NOW, THEREFORE, BE IT FURTHER RESOLVED, that the City Clerk-Treasurer is hereby authorized and directed, upon the satisfaction of the above conditions, to record a certified copy of this resolution with the Office of the County Recorder, Dodge County, Minnesota.

Adopted by the Mantorville City Council this 27th day of November, 2023.

Mayor Chuck Bradford

Attest: City Clerk-Treasurer, Gretchen Lohrbach

EXHIBIT A



MEMORANDUM

TO: Honorable Mayor and City Council
Gretchen Lohrbach, City Clerk-Treasurer

FROM: Scott Huneke, P.E. Brandyn Chezick, P.E.
Project Engineers

DATE: November 10, 2023

RE: Lighting Follow-up Discussion for Mantorville TH57

Per City direction at the 10/23/2023 City Council Meeting, WHKS has met with Xcel Energy and MnDOT to discuss the costs associated with lighting for the 2024 Highway 57 Project.

The notes below are from a 10/30/2023 meeting with Damon Erickson with Xcel Exergy and a 10/31/2023 meeting with Tim Zamzow, Tim Swanson, and Malaki Ruranika with MnDOT. Both meetings were attended by Scott Huneke and Brandyn Chezick. Gretchen Lohrbach was in attendance for the MnDOT Meeting.

10/30/2023 Xcel Energy Meeting:

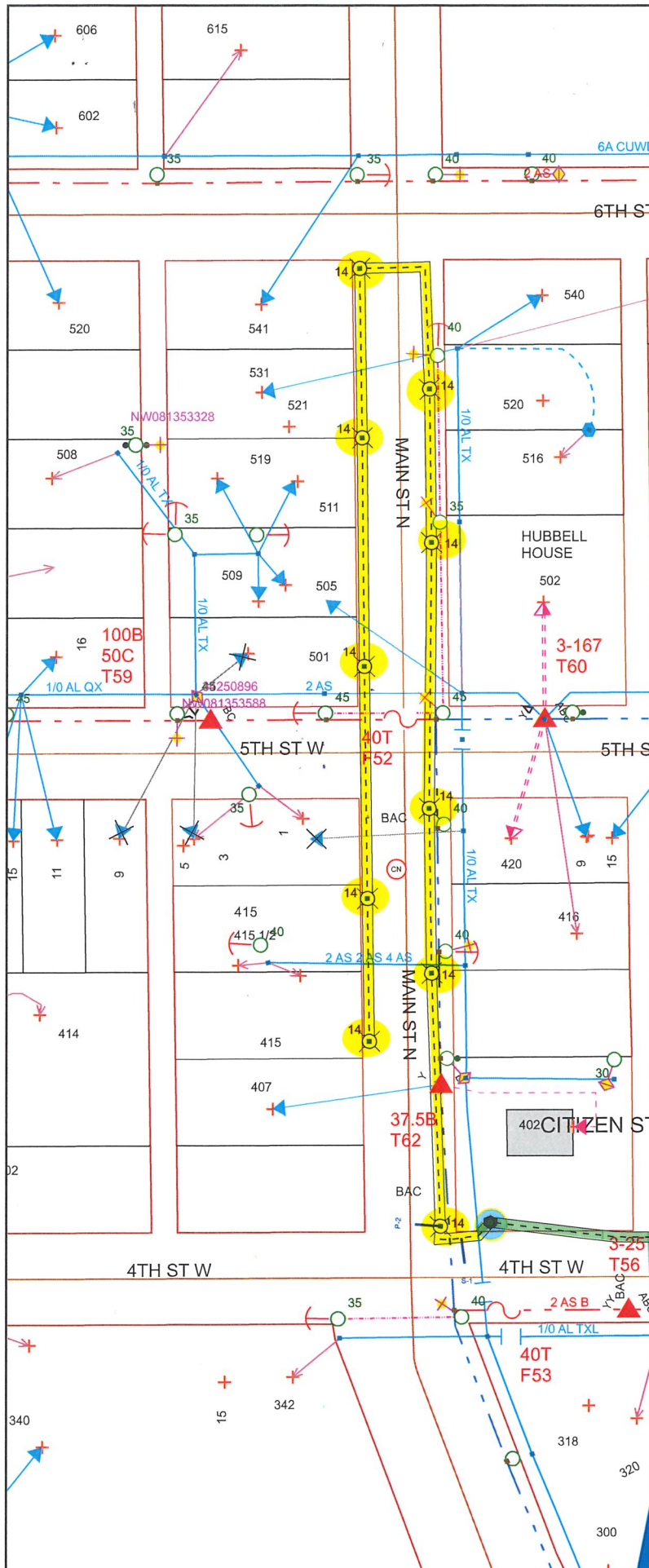
Lighting Options:

1. Pricing from Xcel on 10/11/2023 is \$68,831.00
 - Includes ten 14' Aluminum Base mounted Washington poles with outlets, ten Acorn lights (75' apart), 1428 feet of conduit and wiring, and one feed point cabinet.
2. Switch to cheaper lights and poles could reduce cost to approx. \$64,000.00.
 - Traditional/Contemporary lights and 18' Style A poles. Same number of lights and poles as Option 1.
 - Would need to check with MnDOT Cultural Resources Unit if there are any issues with revised light and pole styles.
3. Remove outlets from poles, associated service cabinet needed for the outlets, and install "thinner" poles to reduce cost to approx. \$59,000.00.
 - No ability to hang lights/banners from poles.
4. Switch to 30' standard poles with standard cobra style lights to decrease the number of lights installed (4-5 lights spaced 150'-175' apart) to reduce cost to approx. \$45,000.
 - Lights would be on the same side of TH57 to reduce conduit and wiring costs.
5. Re-install wooden poles w/ standard lights for existing lighting rate.
 - City would need to hire an electrician to install outlets for decorations.
 - Would still have overhead wires running to TH 57 from Side Streets

10/31/2023 MnDOT District 6 and Central Office Cost Participation Meeting:

- Lighting cost participation requires lighting system need (determined by District Traffic Engineer), and City to own, operate, and maintain lighting system.
- Per Mike Schweyen, MnDOT District Traffic Engineer, on 6/7/2023, lighting system is not needed or warranted for highway purposes.
- The City does not plan to own, operate, or maintain lighting system. The system would be Xcel Energy responsibility.
- MnDOT cannot perform cost participation directly with a private utility company, only with a Local Government Agency.
- The lighting system currently on TH 57 is not owned, operated, or maintained by MnDOT.
- If the City owned the lights, they would need to meet MnDOT specifications to qualify for cost participation (lumen level, dark sky friendly, etc.)
- If lighting was eligible for cost participation, lighting plan, items, specs, and cost estimate would need to be added to construction plan set for review. Cannot be done while meeting current letting date. The Letting Date would need to be pushed back to accommodate added lighting to the project plans.

I will be in attendance at the Council Meeting to discuss.

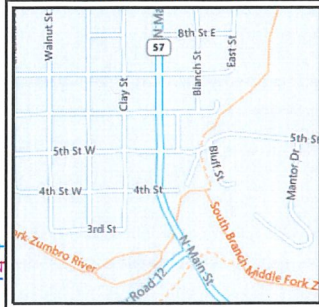


MAIN ST. MANTORVILLE, MN
 WO:
 UG CONSTRUCTION

INSTALL NEW ALUMINUM BASE MOUNTED WASHINGTON POLES WITH OUTLETS, ACORN LIGHTS, BASES, AND FEEDPOINT CABINET. BORE IN TRIPLEX, COPPER, AND CONDUIT.

INSTALL:
 (10) 14' WASHINGTON ALUMINUM BASE MOUNTED POLES WITH OUTLETS (BLACK)
 (10) "B" ACORN LIGHTS (BLACK)
 (1) FEEDPOINT CABINET
 1428' 6CU BLACK
 1428' 6CU WHITE
 1428' 6CU GREEN
 1428' 6CU RED
 200' 4/0 TRIPLEX
 1428' 1 1/2 CONDUIT

NO RESTORATION



Work Order Information	
Service Request #	: 000014063319
Design Number	: 000001143781
Designer/Planner ID	: ERC098
Designer/Planner Name	:
Designer/Planner Ph #	: 612-346-2952
Manager Approval	:
Joint Utility	
E:	G:
T:	C:
Design Location	
Division	: Faribault
County	: Dodge
City	: Mantorville
Address	: MAIN ST N
T: 107N	R: 16W S: 16
Map #	: T09E09 Permit :
Electric	
Feeder:	Voltage:
Phase:	Bkup Dev ID:
Gas	
System :	Pressure :
Size :	Material :
Dead End :	
Work Order #:	
Date:	10/10/2023
Sketch:	#1 Of #1 Sketch Data
Scale:	1" equals 75'

CONSTRUCTION USE ONLY

NO CHANGES (BUILT AS DESIGNED)
 CHANGES MADE AS INDICATED
 (ALL URD MUST HAVE ACTUAL MEASUREMENTS FROM THE FIELD SITB)

RFO _____
 FOREMAN _____ DATE _____
 TEAM LEADER _____

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Newer

Write a comment...



Hmmm...the historic nature of the town and the minimal reduction in price to go with lesser options it seems the first option would make the most sense for the long term. Do it now while everything else is under construction and not worry about it for the next 15-20 years. IMO...

15m Like Reply [Send message](#) Hide



Why, oh why, would you not want Mantorville to put its best face forward? Our principle industry here is tourism. This is our chance to enhance the Historic District and keep the visitors coming. The Acorn lights are like the ones on the bridge. It makes sense to have them match. Every time someone suggests a change to the Highway 57 plan, we put the start and finish dates further off. As the plan is now, work would be done before Marigold Days. Don't mess this up. Do it now. Do it all. And enjoy all the banners and holiday lights that everyone keeps asking for.

11h Like Reply [Send message](#) Hide



[View 2 more comments](#)



Historic matches the city (1)

1h Like Reply [Send message](#) Hide Edited



Definitely #1 like the bridge lights. I voted.

8h Like Reply [Send message](#) Hide Edited



Yes pictures would be nice. Thank you 

20h Like Reply [Send message](#) Hide



Hard pass on #2, not remotely historic. Traditional + upgrade gets my vote.

18h Like Reply [Send message](#) Hide



 Top fan

#1 

17h Like Reply [Send message](#) Hide



#1 

10h Like Reply [Send message](#) Hide



1 or 3 get my vote with a little more lean to 3.

20h Like Reply [Send message](#) Hide



You would not add a levy for the Hwy 57 bond until 2025. Besides, you can't increase your levy in December for Pay 2024 anyways, you are stuck at what you set in September (or less). But, if you have a surplus in your levy for 2024, you may want to keep it instead of getting rid of it....because like I said, in 2025 your Hwy 57 levy will kick in.

I don't know how much your local share will end up being, but if we borrow \$1 million next year, term the bond over 15 years, I expect the debt levy would be around \$90,000 to \$95,000. I used 15 years instead of 10 (as noted in my prior email) because that is what we plugged into our capital plan a couple years ago.

We don't usually start the process for bonding until bids are received. Once those are received, I present formal recommendations at the next meeting. Then, a month later, I come back with an actual proposal to approve. If approved, we close on funds about 2 weeks after that. Usually that is plenty of time to have money in time for your first pay estimate.

The only issue here might be if you are doing this in conjunction with MNDOT and they are heading up the project. Is that the case here? If so, they require payment from the City immediately after bids. That sucks because we have to issue earlier based on estimates instead of known bid amounts.

Are you working with Tim Hruska on this project? Would you be willing to share this email with him for his input?

Let me know if this helps?

Mike Bubany

From: Gretchen@mantorville.com <Gretchen@mantorville.com>

Sent: Wednesday, November 15, 2023 12:04 PM

To: Mike Bubany <Mike@daviddrown.com>

Subject: RE: Council Meeting

Hi Mike! They also wanted to know when we would start paying on a bond for HWY 57 and how long it would take to get a bond? I think they would like to know this as they make their final decision on the tax Levy on December 11 and we don't have another meeting after that until January. I know they wanted all this info for the next meeting. Could capital planning be talked about at the December 11th meeting at all? Maybe all the previous info I asked for could be given to me and I could present it to them at this coming meeting? Thank you!

From: Mike Bubany <Mike@daviddrown.com>

Sent: Tuesday, November 14, 2023 5:24 PM

To: Gretchen@mantorville.com

Subject: RE: Council Meeting

Hi Gretchen,

Do they have bond questions, or funding questions? I cannot speak to County contributions or cost estimates. Those would come from the Engineer.

I can tell you that a 10 year bond right now would trade at about 3.9% interest rate. I might be able to attend, but please share with me some of their questions? It might be we want to do something a bit more formal (like an update to the capital financial plan).

Mike Bubany

Gretchen@mantorville.com

From: Mike Bubany <Mike@daviddrown.com>
Sent: Monday, November 13, 2023 8:04 AM
To: Gretchen@mantorville.com
Subject: RE: Rate increases

Hi Gretchen,

A couple of years ago I advised Council to raise water rates annually, at least 1.5%.

In 2022, the Water Fund improved it's cash position by \$104,563, but that was after depositing franchise fees of \$23,946 and a transfer in of \$41,400. Without those two items, the cash position would still have improved, but by only \$39,217.

Depreciation that year was reported at \$83,599 to put that into perspective. I don't expect cities to set rates to fully cover depreciation in their utility funds...so you are probably doing pretty good where you are at now.

I don't know if you have larger water projects coming up, but if not, you should continue the 1.5% increase annually AT LEAST. It is always best to stay ahead of the game to mitigate the need for larger spikes in rates later on. And based on inflation the last couple of years, bumping that to 3% would not be a terrible idea.

Sewer also improved cash position in 2022. We were hesitant in the past to raise sewer rates much because they were getting high, especially after the connection costs to Kasson. But if Council is open to adjusting these as well, take whatever you can get.

Does that help at all?

Mike

From: Gretchen@mantorville.com <Gretchen@mantorville.com>
Sent: Saturday, November 11, 2023 4:22 PM
To: Mike Bubany <Mike@daviddrown.com>
Subject: Rate increases

Hi Mike! Sorry to bother you, but I was doing some research on if our water and sewer rates should increase this year? I know they normally do. What do you think? I feel maybe 3%? Thank you Mike!

Gretchen Lohrbach City Clerk-Treasurer

City of Mantorville
21 5th Street East, PO Box 188
Mantorville, MN 55955
Gretchen@Mantorville.com
507-635-5116

WAGE DISTRIBUTION

2024 Proposed with Wage Distribution Change Showing Staff Changes

EMPLOYEE	DEPARTMENT	WAGE	Winter %	Summer %	Salary		Benefits
Seasonal Parks	Water		0.00%	0.00%	\$0.00		\$0.00
	Sewer		0.00%	0.00%	\$0.00		\$0.00
	Streets		0.00%	0.00%	\$0.00		\$0.00
Brad Salary \$10,512.00	Parks	\$13,478.40	0.00%	100.00%	\$13,478.40		\$1,592.57
Brian Salary \$2,966.40	Overtime	\$0.00			\$13,478.40		\$1,592.57
	Health						
	Dental						
	Life						
	Pera, SocS,Med	\$1,592.57					
Wade Schroeder	Water	\$53,393.60	16.00%	16.00%	\$9,122.17		\$3,472.22
	Sewer		21.00%	21.00%	\$11,972.84		\$4,557.29
	Streets		39.00%	39.00%	\$22,235.28		\$8,463.54
	Parks		24.00%	24.00%	\$13,683.25		\$5,208.33
	Overtime	\$3,619.94			\$57,013.54		\$21,701.39
	Health	\$10,365.12					
	Dental	\$461.04					
	Life	\$637.68					
	Pera, SocS,Med, HSA	\$10,237.55					
Stephanie Arnold	Water	\$38,563.20	30.00%	30.00%	\$11,735.82		\$5,697.13
	Sewer		30.00%	30.00%	\$11,735.82		\$5,697.13
	Clerk		30.00%	30.00%	\$11,735.82		\$5,697.13
	Campground		10.00%	10.00%	\$3,911.94		\$1,899.04
	Parks				\$39,119.40		\$18,990.43
	Overtime	\$556.20					
	Health	\$10,365.12					
	Dental	\$461.04					
	Life	\$637.68					
	Pera, SocS, Med, HSA	\$7,526.59					
Gretchen Lohrbach	Clerk	\$65,000.00	80.00%	80.00%	\$52,000.00		\$18,329.07
	Water		10.00%	10.00%	\$6,500.00		\$2,291.13
	Sewer		10.00%	10.00%	\$6,500.00		\$2,291.13
	Overtime						
	Health	\$10,365.12			\$65,000.00		\$22,911.34
	Dental	\$461.04					
	Life	\$637.68					
	Pera, SocS,Med, HSA	\$11,447.50					
Joe Adams							
	Water	\$60,174.40	16.00%	16.00%	\$10,350.08		\$3,658.25
	Sewer		21.00%	21.00%	\$13,584.48		\$4,801.45

	Streets		39.00%	39.00%	\$25,228.32				\$8,916.99
	Parks		24.00%	24.00%	\$15,525.12				\$5,487.38
	Overtime	\$4,513.60			\$64,688.00				\$22,864.07
	Health	\$10,365.12							
	Dental	\$461.04							
	Life	\$637.68							
	Pera, SocS,Med, HSA	\$11,400.23							
					\$239,299.34				\$88,059.80
Department Breakdown	Base Salary	Benefits							
Water Utility	\$37,708.07	\$15,118.74							
Sewer Utility	\$43,793.14	\$17,347.01							
Public Works	\$47,463.60	\$17,380.53							
General Gov	\$63,735.82	\$24,026.20							
Campground	\$3,911.94	\$1,899.04							
Parks	\$42,686.77	\$12,288.28							
Portion that is overtime	\$8,689.74								
Total Salary	\$239,299.34	\$88,059.80							
					2023 Hourly	2023 Hourly Council Approved Rates (4% merit + 6% COLA)			
Hourly rates	2024 Hourly 3% COLA		Yearly Hours			4% Increase	3% increase	2% increase	1% increase
Gretchen Lohrbach	\$32.19		2080		\$31.25	\$32.50	\$32.19	\$31.88	\$31.56
Wade Schroeder	\$25.67		2080		\$24.92	\$25.92	\$25.67	\$25.42	\$25.17
Brad Suhr	\$17.52		600		\$17.01	\$17.69	\$17.52	\$17.35	\$17.18
Stephanie Arnold	\$18.54		2080		\$18.00	\$18.72	\$18.54	\$18.36	\$18.18
Joe Adams	\$28.93		2080		\$28.09	\$29.21	\$28.93	\$28.65	\$28.37
Overtime Hours	2022	2023 YTD			Notes: Salary & Benefit Info for 2024 Based on a 3% COLA Increase				
Joe Adams	104	40							
Wade Schroeder	93.25	24.25							
Stephanie Arnold/Gretchen	14.75	9.4							
Brian Hindal									
Brad Suhr									
Gretchen Lohrbach	Salary; not eligible for overtime								

	2024	2023	2022	2021	2020	2019	2018			
PERA	7.50%	7.5	7.50%	7.50%	7.50%	7.50%	7.50%			
Medicare	1.45%	1.45	1.45%	1.45%	1.45%	1.45%	1.45%			
Social Security	6.20%	6.2	6.20%	6.20%	6.20%	6.20%	6.20%			
								2023 Person	2022 Person	2021 Person
								4	4	4
Health	\$41,460.48	\$40,175.04	\$43,877.76	\$41,328.00	\$39,424.00	\$28,002.00	\$27,411.60	\$10,043.76	\$10,969.44	\$10,332.00
Dental	\$1,844.16	\$1,844.16	\$1,571.52	\$2,023.20	\$2,023.20	\$1,472.40	\$2,023.20	\$461.04	\$392.88	\$505.80
Life + STD	\$2,550.72	\$2,600.00	\$2,600.00	\$2,600.00	\$2,800.00	\$1,950.00	\$2,600.00	\$650.00	\$650.00	\$650.00
Insurance Deductible										
Uniform/Boot Allowance	\$1,400.00	\$1,400.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$500.00	\$500.00	\$500.00
								\$200		

Personnel Policy \$500 yr. Uniform/Boot Allowance for Public Works Staff

Personnel Policy \$200/yr. Clothing Allowance for Office Staff

History of Health Premiums

<u>Year</u>	<u>Single</u>	<u>Family</u>
2020	\$713.00	\$1,540.50
2021	\$861.00	\$1,621.50
2022-Plan 2	\$891.56	\$1,787.15
2022-Plan 1	\$914.12	\$1,835.79
2023-Plan 2	\$836.98	\$1,804.73
2024-Plan 1	\$863.76	\$1,804.73

History of Dental Premiums

<u>Year</u>	<u>Single</u>	<u>Family</u>
2020	\$42.15	\$117.90
2021	\$42.15	\$117.90
2022	\$32.74	\$108.48
2022	\$32.74	\$108.48
2023	\$38.42	\$139.08
2024	\$38.42	\$139.08

Health Insurance cost per person noted above includes the \$1,600 Health Saving Account Contribution in single premium cost

Increase employer contribution to health savings account from \$1,500 to \$1,600 based on:

City pays half of the single deductible to each employee's HSA

Deductible payment history:

<u>Year</u>	<u>Deductible (Single)</u>	<u>City Paid</u>
2020	Unknown	\$1,300.00
2021	\$2,600.00	\$1,300.00
2022	\$2,800.00	\$1,400.00
2023	\$3,000.00	\$1,500.00
2024	\$3,200.00	\$1,600.00

CITY OF MANTORVILLE
2024

BUDGET 2024
Preliminary

November 27, 2023

2024 General Budget w/ 2023 YTD

			2022 Budget	2023 Budget	2024 Budget
LEVY BREAKDOWN			Final	Final	Preliminary
Account			Final Levy Set 4%	Final Levy Set 8%	Preliminary 8 %
			\$551,235.36	\$595,334.19	\$642,960.93
31000		Property tax	530,034.00	\$551,235.36	\$595,334.19
		Property tax + 1%	535,334.34	\$556,717.71	\$601,287.53
		Property tax + 2%	540,634.68	\$562,260.07	\$607,240.87
		Property tax + 3%	545,935.02	\$567,772.42	\$613,194.22
		Property tax + 4%	551,235.36	\$573,284.77	\$619,147.56
		Property tax + 5%	556,535.70	\$578,797.13	\$625,100.90
		Property tax + 6%	561,836.04	\$584,309.48	\$631,054.24
		Property tax + 7%	567,136.38	\$589,821.84	\$637,007.58
		Property tax + 8%	572,436.72	\$595,334.19	\$642,960.93
		Property tax + 9%	577,737.06	\$600,846.54	\$648,914.27
		Property tax +10%	583,037.40	\$606,358.90	\$654,867.61
		Property tax + 11%	588,337.74	\$611,871.25	\$660,820.95
		Property tax + 12%	593,638.08	\$617,383.60	\$666,774.29
		Property tax + 13%	593,638.08	\$622,895.96	\$672,727.63
		Property tax + 14%	593,638.08	\$628,408.31	\$678,680.98
		Property tax + 15%	593,638.08	\$633,920.66	\$684,634.32

2024 General Budget w/ 2023 YTD

		2022 YTD	2023 Budget	2023 YTD Have	2024 Budget	COMMENTS
101- REVENUES		Final	Final		Preliminary	
31000	Property Tax	\$593,806.46	\$595,334.00	\$341,209.65	\$642,960.93	Prliminary 8%
32000	Permits & Licenses	\$2,060.00	\$3,000.00	\$475.00	\$550.00	Rental Renewals, Golf Cart Permits, vendors
32110	Liquor Licenses	\$10,775.06	\$8,200.00	\$0.00	\$8,200.00	Liquor License fees
32210	Building Permits	\$13,746.09	\$10,000.00	\$9,392.66	\$10,000.00	Building permit fees
32240	Animal Licenses	\$50.00	\$200.00	\$100.00	\$100.00	Dog tags
32241	Animal Impound Fee	\$0.00	\$250.00	\$0.00	\$0.00	Animal impound fees
33000	Intergovernmental Revenues	\$1,612.95	\$0.00	\$1,660.95	\$0.00	Typically grant dollars (FD DNR grant)
33160	Other Grants - Health	\$0.00	\$0.00	\$75.00	\$0.00	Staff health and wellness dollars
33170	FEMA Grants	\$0.00	\$0.00	\$0.00	\$0.00	
33400	State Grants & Aids	\$66,115.75	\$0.00	\$0.00	\$0.00	ARPA Fund of 64,019.30 received in 2021 and; 64,019.30 received in 2022
33401	Local Government Aid	\$313,414.00	\$316,811.00	\$158,405.50	\$376,877.00	LGA \$344,869.00 & Small Cities Assistance \$32,008.00
33402	Market Value Credit	\$157.27	\$0.00	\$86.69	\$0.00	Revenue offset of property tax
33422	Other State Aid Grants	\$0.00	\$0.00	\$0.00	\$0.00	
33423	PERA Aid	\$0.00	\$1,041.00	\$0.00	\$0.00	Offset to PERA; employee retire
33440	Fire Department Grant	\$4,000.00	\$0.00	\$1,000.00	\$0.00	DNR/Training grants, FD AFG grant for air packs
33610	County Highway Aid	\$5,672.43	\$3,500.00	\$5,666.95	\$5,836.96	Aid dollars to offset highway mtnc, assume 2024 increase 3%
34101	City Property Rent Revenue	\$11,016.00	\$10,800.00	\$11,088.00	\$12,100.00	Tower lease with AT&T
34103	Zoning and Subdivision Fees	\$2,436.00	\$0.00	\$1,000.00	\$1,000.00	public hearing/other zoning
34107	Assessment Search Fee	\$120.00	\$0.00	\$0.00	\$0.00	Property assessment search requests - City does not charge as of 2022
34202	Fire Department Contracts	\$57,376.00	\$70,585.00	\$70,576.00	\$74,300.00	Based on new rates approved by FD and CC; annual township contracts 2023-2025
34203	Fire Dept. - Fire calls	\$1,705.00	\$250.00	\$2,000.01	\$1,500.00	Fees for fire calls
34780	Park Fees	\$1,020.00	\$750.00	\$895.00	\$800.00	Shelter rental fees
35000	Fines and Forfeits	\$963.82	\$2,500.00	\$599.94	\$700.00	City share of DC issued tickets
36200	Miscellaneous Revenues	\$6,950.23	\$1,500.00	\$8,001.28	\$1,000.00	Copies, scrap metal, auction items revenue (sale of boom truck Dec 2022) T-shirt sales
36201	Refunds and Reimbursements	\$6,568.43	\$8,000.00	\$5,206.62	\$6,500.00	Dividend checks LMC, LMCIT, Fire Dept Reimbursements

36210	Interest Earnings	\$18,935.38	\$3,000.00	\$32,000.00	\$36,000.00	Interest on investments, savings, checking had to change because of allocation of interest
36230	Contributions and Donations	\$3,286.08	\$0.00	\$18,487.45	\$200.00	General for city items; National Night Out
38050	Cable Franchise Fees	\$6,161.55	\$6,500.00	\$5,410.87	\$6,000.00	Cable franchise fees, KM-Tel, Mediacom
39200	Interfund Operating Transfer	\$0.00	\$0.00	\$0.00	\$0.00	
39201	Transfer from General Fund	\$2,540.00	\$0.00	\$0.00	\$0.00	ARPA funds for Laserfiche (\$1,940) and Basement Door (\$600) 2022
39202	Contribution-Enterprise Funds	\$0.00	\$0.00	\$0.00	\$0.00	
39203	Transfer from General Funds	\$0.00	\$0.00	\$188,587.58	\$0.00	Revenue transferred in from General Fund for Tanker Truck
39301	Capital Lease Proceeds		\$0.00	\$0.00	\$0.00	
	Total Revenues	\$1,130,488.50	\$1,042,221.00	\$861,925.15	\$1,184,624.89	

2024 General Budget w/ 2022 YTD

			2022 Budget	2022 Actual	2023 Budget	2023 YTD Remaining	2024 Budget	COMMENTS
101- EXPENDITURES			Final		Final		Preliminary	
41110	LEGISLATIVE (MAYOR/COUNCIL)							
	101	Salaries	\$9,200.00	\$9,200.00	\$9,200.00	\$7,828.40	\$9,200.00	Mayor and Council salary
	120	Council Benefits	\$800.00	\$703.80	\$800.00	\$147.32	\$704.00	SS, Medicare
	151	Workers Comp Ins. Premium	\$105.00	\$116.00	\$121.00	\$17.13	\$119.00	Work Comp for Council Members
	208	Training, Mileage	\$500.00	\$380.79	\$1,800.00	\$541.20	\$1,000.00	LMC Councilmember Training (LMC), training from City Attorney
	352	Publishing	\$1,800.00	\$1,894.78	\$1,800.00	(\$552.82)	\$2,500.00	Legal Notices Published
	365	Other Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	430	Miscellaneous	\$0.00	\$718.98	\$0.00	(\$262.37)	\$100.00	
	433	Dues and Memberships	\$1,700.00	\$2,006.60	\$2,030.00	\$219.00	\$2,100.00	Dues to LMC, SEMM, SESC, MCFOA, IIMC
	490	Donations to Civic Organizations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		TOTAL	\$14,105.00	\$15,020.95	\$15,751.00	\$7,937.86	\$15,723.00	

41200	OPERATING TRANSFERS							
	720	Operating Transfers	\$0.00	\$22,000.00	\$0.00	\$0.00	\$0.00	
		TOTAL		\$22,000.00	\$0.00	\$0.00	\$0.00	

2024 General Budget w/ 2023 YTD

			2022 Budget	2022 Actual	2023 Budget	2023 YTD Remaining	2024 Budget	COMMENTS
101- EXPENDITURES			Final		Final		Preliminary	
41410	ELECTIONS							
	101	Salaries	\$3,000.00	\$3,937.75	\$0.00	\$0.00	\$4,500.00	Training, Election Day Support
	120	Benefits	\$0.00	\$16.07	\$0.00	\$0.00	\$682.00	Soc Sec, Medicare
	430	Miscellaneous	\$300.00	\$438.54	\$0.00	\$0.00	\$300.00	Food
		TOTAL	\$3,300.00	\$4,392.36	\$0.00	\$0.00	\$5,482.00	

41500	Financial Administration							
	101	Salaries	\$69,717.30	\$73,425.80	\$78,716.14	\$46,125.22	\$63,735.82	
	120	Employee Benefits	\$22,392.96	\$21,844.17	\$34,831.60	\$5,723.95	\$24,026.20	SS, Medicare, Health, Dental, etc.
	151	Workers Comp Insurance	\$400.00	\$956.00	\$996.00	\$140.48	\$979.00	
	200	Supplies	\$700.00	\$1,679.88	\$1,500.00	\$314.04	\$1,200.00	City Hall related Supplies <i>(Increased prelim from \$1000 to \$1500 in 2023)</i>
	208	Training, Mileage	\$1,500.00	\$1,513.06	\$1,500.00	<i>(\$183.60)</i>	\$1,500.00	Training/Conference Clerk, Asst Clerk <i>(Decreased prelim from \$2000 to \$1500) in 2023</i>
	300	Professional Services	\$6,000.00	\$7,697.49	\$6,000.00	<i>(\$1,024.39)</i>	\$6,200.00	Banyon, Laserfiche, On-Site Computers, Blue Host, Subscriptions
	312	Animal Impound Fees	\$250.00	\$0.00	\$250.00	\$250.00	\$0.00	
	315	Recording Fees	\$200.00	\$409.45	\$300.00	<i>(\$84.00)</i>	\$400.00	Paid to Dodge County Recorder <i>(Increased prelim by \$100 2023)</i>
	322	Postage	\$4,000.00	\$3,978.79	\$4,200.00	<i>(\$273.79)</i>	\$2,334.00	Monthly UB mail, all other correspondence, supplies; additional mailings in 2022
	350	Printing/Binding	\$1,250.00	\$1,881.53	\$1,250.00	<i>(\$107.53)</i>	\$1,800.00	All printing + copier maintenance costs
	437	Other Miscellaneous	\$1,000.00	\$1,860.17	\$1,000.00	<i>(\$163.57)</i>	\$1,000.00	Misc Items plus \$500 for National Night Out
	444	COVID-19 Emergency	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	445	Health & Wellness	\$0.00	\$0.00	\$0.00	\$0.00	\$530.00	Health and Wellness pool participation
	570	Capital Outlay	\$6,000.00	\$0.00	\$6,000.00	\$6,000.00	\$4,000.00	Laserfiche Storage, copier, computers
	700	Funds Transfer	\$0.00	\$1,940.00	\$0.00		\$0.00	Laserfiche - 2 Licenses and Start-up reimbursed by ARPA funds
		Total Financial Administration	\$113,410.26	\$117,186.34	\$136,543.74	\$56,716.81	\$107,705.02	

41530 Accounting

	301	Accounting & Auditing Services	\$18,550.00	\$19,600.00	\$19,600.00	(\$4,500.00)	\$24,000.00	Yearly Audit Expense/Contract
		Total Accounting & Auditing Services	\$18,550.00	\$19,600.00	\$19,600.00	(\$4,500.00)	\$24,000.00	

41550		Assessing						
	310	Assessing	\$7,206.00	\$6,656.00	\$6,360.00	(\$242.44)	\$6,950.00	Dodge County Contract Yearly & Taxes on Annexed Land - \$569.33, Pictometry (2023 Contract received at \$6,360)
		Total Assessing	\$7,206.00	\$6,656.00	\$6,360.00	(\$242.44)	\$6,950.00	

41600		Law/Legal Services						
	304	Legal Fees	\$20,750.00	\$14,646.77	\$20,000.00	(\$3,170.97)	\$20,000.00	Includes \$750 Codification
		Total Law/Legal Services	\$20,750.00	\$14,646.77	\$20,000.00	(\$3,170.97)	\$20,000.00	

2024 General Budget w/ 2023 YTD

			2022 Budget	2022 Actual	2023 Budget	2023 YTD remaining	2024 Budget	COMMENTS
101- EXPENDITURES			Final		Final		Preliminary	
41940		General Govt. Buildings/Plant						
	200	Supplies	\$1,000.00	\$1,135.69	\$1,100.00	\$482.13	\$800.00	Supplies related to Buildings (lights, furnace, water, flags etc.)
	220	Building Maintenance & Repairs	\$2,500.00	\$5,815.53	\$2,500.00	\$44.46	\$3,500.00	Toolbox for shop included
	228	Equipment Repairs & Maintenance	\$500.00	\$123.76	\$500.00	(\$2,476.35)	\$2,000.00	Repairs to Computers, lights, etc
	321	Communications	\$4,000.00	\$2,706.03	\$4,000.00	\$1,045.30	\$3,500.00	Telephone, Internet, Fax
	362	Property Insurance	\$23,000.00	\$21,718.00	\$23,000.00	(\$1,569.00)	\$26,000.00	Insurance for all City Property
	380	Utilities	\$11,000.00	\$17,267.57	\$13,000.00	\$4,974.18	\$11,000.00	Electric & Gas
	384	Refuse, Garbage	\$2,160.00	\$1,545.00	\$2,000.00	\$285.57	\$2,120.00	City Hall dumpster (split with Fire)
	417	Employee Uniforms	\$1,000.00	\$903.69	\$1,400.00	\$903.43	\$1,400.00	\$500/yr non office employees; \$200/yr office employees
	439	Janitors	\$600.00	\$1,780.00	\$1,560.00	\$260.00	\$1,680.00	Janitorial service @ \$65 twice monthly
		Total General Govt. Buildings/Plant	\$45,760.00	\$52,995.27	\$49,060.00	\$3,949.72	\$52,000.00	

41950		Engineering Professional Services						
	303	Engineering Fees	\$20,000.00	\$8,283.43	\$7,000.00	(\$5,147.50)	\$8,500.00	
		Total Engineering Services	\$20,000.00	\$8,283.43	\$7,000.00	(\$5,147.50)	\$8,500.00	

2024 General Budget w/ 2023 YTD

			2022 Budget	2022 Actual	2023 Budget	2023 YTD Remaining	2024 Budget	COMMENTS
101- EXPENDITURES			Final		Final		Preliminary	
42100		Police Protection Contract						
	310	Other Professional Services	\$100,963.20	\$100,963.20	\$104,250.00	\$104,250.00	\$107,850.00	
		Total Police Protection Contract	\$100,963.20	\$100,963.20	\$104,250.00	\$104,250.00	\$107,850.00	

42200	Fire Protection							
	101	Salaries	\$20,000.00	\$20,014.00	\$20,000.00	(\$1,741.00)	\$22,000.00	
	120	Employee Benefits	\$1,650.00	\$2,016.08	\$1,650.00	(\$41.18)	\$1,684.00	Soc Sec, Medicare
	124	Fire Pension Contribution	\$4,000.00	\$4,000.00	\$4,000.00	\$0.00	\$4,000.00	
	130	Insurance	\$250.00	\$14.00	\$250.00	\$250.00	\$250.00	
	151	Workman's Comp	\$4,200.00	\$7,018.00	\$7,313.00	\$427.02	\$7,185.00	
	208	Training, Mileage	\$5,000.00	\$9,258.15	\$6,000.00	\$955.26	\$6,000.00	Additional Firefighters hired in 2023
	212	Motor Fuels	\$2,500.00	\$2,383.29	\$2,500.00	(\$700.50)	\$3,000.00	
	217	Operating Supplies	\$1,500.00	\$2,407.06	\$2,000.00	(\$5,241.19)	\$2,500.00	
	228	Equipment Repair/Maintenance	\$10,000.00	\$14,348.13	\$10,000.00	\$3,544.72	\$10,000.00	
	240	Tools and Minor Equipment	\$20,000.00	\$16,989.34	\$20,000.00	\$10,727.25	\$20,000.00	Transfers to next year if not used.
	311	First Responder Train/Equip	\$3,000.00	\$9,129.27	\$4,000.00	(\$98.33)	\$4,000.00	
	321	Communications	\$1,000.00	\$1,555.60	\$1,000.00	(\$599.30)	\$1,900.00	
	380	Utilities	\$5,000.00	\$7,693.06	\$5,000.00	(\$1,384.14)	\$10,000.00	
	381	Electric Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	384	Refuse, Garbage	\$510.00	\$455.00	\$510.00	(\$1.39)	\$720.00	
	433	Dues and Memberships	\$800.00	\$1,850.00	\$2,000.00	(\$513.75)	\$2,000.00	Explorer Program
	437	Miscellaneous	\$800.00	\$0.00	\$800.00	(\$190,238.72)	\$800.00	\$188,587.58 of Tanker Truck allocated
	442	Grant Award Related Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Grant Awarded to FD
	570	Capital Outlay	\$10,000.00	\$0.00	\$10,000.00	\$17,000.00	\$15,000.00	
		Turn Out Gear	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$12,500.00	Transfers to truck & equipment next year if not used
		Transfer for Replacement	\$0.00		\$0.00	\$0.00	\$0.00	
	701	Transfer to FD Equipt Fund		(\$28,246.00)				

		Transfer to Fire Truck Bond Fund	\$12,500.00	\$42,646.00	\$12,500.00	\$12,500.00	\$0.00	
		FIRE HALL UPGRADES PROJECT						
		Training & Equipment Grants Received		(\$4,000.00)				Compeer grant \$4000
	720	Operating Transfers	\$0.00		\$0.00		\$0.00	
		Total Fire Protection **	\$117,710.00	\$109,530.98	\$124,523.00	(\$155,155.25)	\$123,539.00	
		** 240 & 570 budget balance carries over to truck/equip fund each year.						

42400		Building Inspections						
	300	Professional Services	\$10,000.00	\$9,300.23	\$10,000.00	\$4,527.83	\$10,000.00	Construction Management Services
	314	Blight Removal (Demo)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		Total Building Inspections	\$10,000.00	\$9,300.23	\$10,000.00	\$4,527.83	\$10,000.00	

2024 General Budget w/ 2023 YTD							
		2022 Budget	2022 Actual	2023 Budget	2023 YTD Remaining	2024 Budget	COMMENTS
101- EXPENDITURES				Final		Preliminary	
43100	Streets Department						
101	Salaries	\$39,313.38	\$42,531.94	\$45,068.57	\$4,268.10	\$47,463.60	
120	Employee Benefits	\$14,821.24	\$16,623.07	\$15,439.62	(\$755.14)	\$17,380.53	
151	Workmans Comp	\$3,500.00	\$3,819.00	\$3,819.00	\$538.41	\$3,753.00	
200	Supplies	\$1,500.00	(\$96.18)	\$1,500.00	\$86.08	\$1,500.00	
208	Training/Mileage	\$500.00	\$40.00	\$500.00	\$366.34	\$400.00	
212	Motor Fuels	\$2,500.00	\$4,181.23	\$4,000.00	(\$831.11)	\$5,500.00	
224	Street Maintenance Materials	\$7,000.00	\$39,684.25	\$9,000.00	\$93.32	\$9,000.00	
228	Equipment Repair and Maintenance	\$3,000.00	\$10,008.02	\$3,000.00	(\$1,970.50)	\$10,000.00	
229	Safety/OSHA	\$1,200.00	\$178.66	\$1,200.00	(\$319.92)	\$1,200.00	
230	Capital Lease Expense	\$18,331.00	\$0.00	\$18,331.00	\$18,331.00	\$0.00	
240	Tools and Minor Equipment	\$1,000.00	\$489.50	\$1,000.00	(\$5,078.44)	\$1,000.00	
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
443	FEMA Related Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
570	Capital Outlay	\$19,950.00	\$31,479.72	\$19,950.00	(\$20,491.03)	\$60,000.00	Includes Crack Sealing & Road Scraper & Sweeping & Paint
603	New Wheel Loader Payment (short term debt)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
700	Transfer in from CIP	-\$18,331.00	(\$29,760.00)	-\$18,331.00	\$0.00	\$0.00	
	Additional CIP Items			\$10,800.00	(\$7,531.00)	\$0.00	Repair of adjustment rings for manholes on 9th St and Walnut St
	Total Streets Department	\$94,284.62	\$119,179.21	\$115,277.19	(\$13,293.89)	\$157,197.13	

43125	Ice and Snow Removal						
212	Motor Fuels	\$2,000.00	\$1,075.86	\$2,000.00	(\$1,251.16)	\$3,500.00	
404	Repair/Maintenance Machinery	\$3,000.00	\$6,592.73	\$3,000.00	\$811.17	\$3,000.00	Plow Truck, Grader Maint and Repair Costs
406	Snow/Ice Removal	\$10,000.00	\$11,066.11	\$10,000.00	(\$6,328.63)	\$18,000.00	Costs for Snow Removal
570	Capital outlay	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Total Ice and Snow Removal	\$17,000.00	\$18,734.70	\$15,000.00	(\$6,768.62)	\$24,500.00	

43160	Street Lighting						
381	Electric Utilities	\$30,000.00	\$55,893.61	\$35,000.00	(\$23,206.11)	\$70,000.00	Solar was not included last year

	Total Street Lighting	\$30,000.00	\$55,893.61	\$35,000.00	(\$23,206.11)	\$70,000.00	
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2024 General Budget w/ 2023 YTD			2022 Budget	2022 Actual	2023 Budget	2023 YTD Remaining	2024 Budget	COMMENTS
101- EXPENDITURES			Final		Final		Preliminary	
45200	Parks & Recreation							
101	Salaries		\$34,237.89	\$30,477.34	\$39,152.97	\$4,408.82	\$42,686.77	Staff Portion Related to Parks, includes seasonal
120	Employee Benefits		\$10,290.05	\$9,422.63	\$10,777.51	\$776.77	\$12,288.00	Staff Portion Related to Benefits
151	Work Comp		\$2,000.00	\$3,285.00	\$3,423.00	\$482.51	\$3,364.00	
200	Supplies		\$1,500.00	\$1,317.33	\$1,500.00	(\$664.88)	\$2,200.00	Supplies needed for Parks, (TP, Towels, Soap)
210	Tax & Licensing		\$62.00	\$66.49	\$65.00	(\$1.03)	\$70.00	Sales & Use Tax on Shelter Rental
212	Fuel		\$1,000.00	\$2,997.32	\$3,000.00	(\$308.44)	\$3,500.00	
401	Repairs and Maintenance Buildings		\$6,000.00	\$7,305.72	\$6,000.00	\$1,662.39	\$6,000.00	Maintenance & Supplies to maintain Park Buildings/Ball Fields/Parks; grass seed, weed killer; shakopee rock; paint
404	Repairs and Maintenance Machinery		\$2,000.00	\$3,265.57	\$2,000.00	(\$2,826.27)	\$5,000.00	Park Equipment, Mowers, Gator, Etc.
410	Rental		\$1,000.00	\$0.00	\$1,000.00	(\$59.25)	\$1,200.00	Port a Potty Rental Fees
430	Miscellaneous		\$7,500.00	\$7,500.00	\$5,000.00	\$281.53	\$5,000.00	Joint Powers Agreement (Addt.\$2500 request) 2023 will go back to \$5K
437	Other Miscellaneous		\$0.00	\$6,524.69	\$0.00	(\$2,037.50)	\$0.00	
440	Refunds and Reimbursements		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Park Shelter Refunds
443	FEMA Related Expenses		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Expenses Related to Flood					\$0.00	\$0.00	
500	Capital Outlay		\$42,382.00	\$44,024.09		\$0.00	\$72,212.13	
	2024 Park Board Wish List for Budget Includes the following items:		\$32,382.00		\$30,910.00	\$19,550.11		\$66,212.13 Wish List
	Mulch \$3000							
	Tractor Lease \$4,360.63 (year 3/5)							
	Hockey/Basketball \$5,000							
	Weed Trimmer \$350							
	Rock for Ball Fields \$3,000							
	Park Tree Management \$10,000							Park Trees - New and Removal
	Denneson Park \$5,000							
	Sprayer Fpr JD Mower \$650							
	Community Tree Management - BLVD		\$10,000.00		\$6,000.00			\$6000.00 is in the Park Wish List
	Garbage Cans (2) \$1356							
	Redo Mantor Field \$8345.50							
	Rip Rap Covered Bridge \$17,000							
	Replacement Tire Swing \$900							

		Broom For JD Mower \$7250						
	720	Transfers In	\$0.00	\$15,861.80	\$0.00			Unspent 2021 funds, ARPA reimbursement for electrical poles at Riverside Park, and ARPA for costs srelated to 2021 Walnut St project - 2022
		Total Parks and Recreation	\$150,353.94	\$132,047.98	\$108,828.48	\$21,264.76	\$153,520.90	

2024 General Budget w/ 2023 YTD			2022 Budget	2022 Actual	2023 Budget	2023 YTD Remaining	2024 Budget	COMMENTS
101- EXPENDITURES			Final		Final		Preliminary	
46500	EDA							
	101	Salaries	\$500.00	\$0.00	\$500.00	\$500.00	\$0.00	
	120	Benefits	\$150.00	\$0.00	\$150.00	\$150.00	\$0.00	
	437	Other Miscellaneous	\$30,443.00	\$20,773.27	\$30,443.00	\$7,745.65	\$34,225.00	
		2024 EDA Wish List for Budget included the following: Approx						
		\$500 City Branding						
		\$75 Cross-Community Chamber Membership						
		\$1000 Paper and On-Line Brochures						
		\$6000 City-Wide Event Support						Trolley, Celebrations, etc.
		\$24,000 Contract with CEDA						
		\$650 Administrative Support						
		\$2000 Misc Items (800#, Legal, SHRPA Subscription, etc.)						
	720	Operating Transfers	\$0.00	\$4,741.00	\$0.00	\$0.00	\$0.00	Unused portion of prior year budget (TBD)
		Total EDA	\$31,093.00	\$25,514.27	\$31,093.00	\$8,395.65	\$34,225.00	

2024 General Budget w/ 2023 YTD

			2022 Budget	2022 Actual	2023 Budget	2023 YTD	2024 Budget	COMMENTS
311-	EXPENDITURES							
47000	GO Series Bond 2019A							
	601	Debt Srv Bond Principal	\$0.00	\$35,000.00	\$0.00	(\$90,000.00)	\$57,500.00	35,000 + 22,500
	611	Bond Interest	\$0.00	\$15,975.00	\$0.00	(\$16,030.00)	\$23,175.00	\$14,625 + \$23,175
	620	Fiscal Agents Fees	\$0.00	\$495.00	\$0.00	(\$495.00)	\$495.00	
								streets & sewer (Abatement 100% Disposal 75%)
		Total	\$0.00	\$51,470.00	\$0.00	(\$106,525.00)	\$81,170.00	
312-	EXPENDITURES							
47000	GO Eqpmt & Util Note 2021A							
	601	Debt Srv Bond Principal	\$0.00	\$11,999.50	\$0.00	(\$13,000.00)	\$13,000.00	Plow Portion
	611	Bond Interest	\$0.00	\$2,291.50	\$0.00	(\$3,114.00)	\$1,908.00	Plow Portion
		Total	\$0.00	\$14,291.00	\$0.00	(\$16,114.00)	\$14,908.00	
313-	EXPENDITURES							
47000	GO Series Bond 2022A							
	611	Bond Interest	\$0.00	(\$0.22)	\$0.00	(\$7,000.00)	\$13,405.00	
	601	Debt Service Bond Principal	\$0.00	\$0.00	\$0.00	\$0.00	\$34,000.00	
								streets
		Total	\$0.00	(\$0.22)	#REF!	(\$7,000.00)	\$47,405.00	

TOTAL

\$143,483.00

2024 General Budget w/ 2023 YTD

2024 Budget

401- EXPENDITURES Preliminary

41000 Capital Funds

	570	General Capital Projects	\$114,500.00
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Total \$114,500.00

2024 General Preliminary Budget Revenue/Expense

	2022 Budget	2023 Budget	2024 Budget	COMMENTS
TOTAL REVENUES	Final	Final	Preliminary	
	1,130,488.50	1,042,221.00	1,184,624.89	

TOTAL EXPENDITURES

101.41110	Legislative (Mayor/Council)	14,105.00	15,751.00	15,723.00	
101.41410	Elections	3,300.00	0.00	5,482.00	
101.41500	Financial Administration	113,410.26	136,543.74	107,705.02	
101.41530	Accounting	18,550.00	19,600.00	24,000.00	
101.41550	Assessing	7,206.00	6,360.00	6,950.00	
101.41600	Law/Legal Services	20,750.00	20,000.00	20,000.00	
101.41940	General Govt. Buildings/Plant	45,760.00	49,060.00	52,000.00	
101.41950	Engineering Professional Services	20,000.00	7,000.00	8,500.00	
101.42100	Police Protection Contract	100,963.20	104,250.00	107,850.00	
101.42200	Fire Protection	117,710.00	124,523.00	123,539.00	Need Final Budget
101.42400	Building Inspections	10,000.00	10,000.00	10,000.00	
101.43100	Streets Department	94,284.62	115,277.19	157,197.13	
101.43125	Ice and Snow Removal	17,000.00	15,000.00	24,500.00	
101.43160	Street Lighting	30,000.00	35,000.00	70,000.00	
101.45200	Parks & Recreation	150,353.94	108,828.48	153,520.90	
101.46500	EDA	31,093.00	31,093.00	34,225.00	Need Final Budget
311.312.313	Other Financing	259,190.98	244,234.58	143,483.00	
401-41000	Capital Funds			114,500.00	

TOTAL EXPENDITURES	1,053,677.00	1,042,520.99	1,179,175.05	
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TOTAL REVENUE LESS TOTAL EXPENSES	76,811.50	(299.99)	5,449.84	Preliminary Levy 8%
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	A	B	C	I	J	K	L	M	N	O
1	2024 Budget	ENTERPRISE FUNDS								
2		601 WATER FUND		2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 YTD Revenues & Spent	2024 Budget
3	601-	REVENUES								Preliminary
4	36100	Special Assessments	Certified Outstanding UB Collected	\$0.00	\$450.00	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00
5	36200	Miscellaneous	Bulk Water Sales; LMCIT pymt for well problems	\$0.00	\$597.33	\$0.00	\$2,997.57	\$0.00	\$447.00	\$0.00
6	36210	Interest Earnings		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,737.29	\$11,000.00
7	37100	Water Sales		\$159,982.00	\$164,193.56	\$164,781.00	\$159,848.64	\$169,725.00	\$150,455.79	\$160,000.00
8	37150	Water Connect/Reconnect	New Home Connections	\$0.00	\$614.00		\$1,228.00	\$0.00	\$614.00	\$1,228.00
9	37160	Water Penalty		\$0.00	\$1,625.09		\$1,639.39	\$0.00	\$615.93	\$1,000.00
10	37170	MDH Fee (Safe Drinking Water/Service Connection Fee)		\$3,762.00	\$3,850.35	\$3,762.00	\$3,872.32	\$3,762.00	\$3,401.38	\$3,600.00
11	37180	Commercial Water Tax		\$1,500.00	\$1,122.97	\$1,500.00	\$1,212.19	\$1,500.00	\$1,049.93	\$1,130.00
12	38051	Gas Franchise Fee		\$10,321.00	\$11,335.98	\$10,321.00	\$10,995.55	\$10,321.00	\$11,112.00	\$11,000.00
13	38052	Electric Franchise Fee		\$12,324.00	\$6,369.22	\$12,324.00	\$12,949.65	\$12,977.00	\$13,737.63	\$12,745.00
14	39202	Contribution - Enterprise Fund		\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
15	39203	Transfer from Other Fund		\$0.00	\$0.00		\$41,400.00	\$0.00	\$0.00	\$0.00
16	39310	Proceeds-Gen Obligation Bonds		\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
17										
18		Total Revenues		\$187,889.00	\$190,158.50	\$192,688.00	\$237,043.31	\$198,285.00	\$185,170.95	\$201,703.00
19										
20										
21	601-	OPERATING EXPENSES								
22	49400									
23	101	Salaries	Staff Wages	\$38,900.00	\$25,082.88	\$40,500.00	\$26,144.94	\$43,126.11	\$55,016.60	\$37,708.07
24	120	Benefits	Staff Benefits	\$15,000.00	\$13,380.18	\$10,100.00	\$6,894.90	\$15,328.64	\$17,069.85	\$15,118.73
25	151	Workmans Comp	Staff Ins.	\$1,000.00	\$2,926.40	\$1,000.00	\$1,559.00	\$1,200.00	\$1,083.80	\$1,194.00
26	200	Supplies	Marking paint	\$1,000.00	\$1,393.47	\$1,000.00	\$944.93	\$1,000.00	\$454.92	\$1,000.00
27	208	Training/Mileage	Staff Training - New Staff	\$800.00	\$1,507.37	\$800.00	\$323.00	\$800.00	\$1,399.34	\$1,000.00
28	210	Tax & Licensing	Sales and Use Tax Commercial Water	\$1,500.00	\$1,144.45	\$1,500.00	\$3,243.29	\$2,000.00	\$2,793.10	\$3,400.00
29	216	Chemicals	Chemicals for water dept	\$10,000.00	\$11,158.49	\$10,000.00	\$7,958.94	\$10,000.00	\$10,108.47	\$10,300.00
30	220	Bldg. Repair and Maintenance	Tower/Well House	\$10,000.00	\$2,511.47	\$10,000.00	\$4,239.12	\$10,000.00	\$48.43	\$10,000.00
31		Well #2 Pump Inspections		\$0.00		\$0.00				\$0.00
32	228	Equipment Repair and Maintenance	Water Meters; Fluoride Mtr	\$7,000.00	\$1,909.95	\$7,000.00	\$14,154.77	\$10,000.00	\$17,019.45	\$10,000.00
33	240	Tools & Minor Equipment			\$197.83	\$200.00	\$153.00	\$200.00	\$0.00	\$200.00
34	300	Professional Services	Utility Locates, Water Line Repairs, meter calibrations, processing fees for meter program, PSN program	\$10,000.00	\$11,046.83	\$10,000.00	\$4,280.00	\$10,000.00	\$10,133.04	\$10,000.00
35				\$5,500.00	\$0.00					
36	303	Engineering			\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
37	321	Communications	Tower, well house alarm, fiber line	\$850.00	\$685.80	\$700.00	\$698.65	\$700.00	\$552.35	\$700.00
38	362	Property Insurance	N/A							

2024 Budget ENTERPRISE FUND

602 SEWER FUND			2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 YTD Revenues & Spent	2024 Budget
602-	REVENUES								Preliminary
33400	State Grant and Aids			\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
36100	Special Assessments	Mantor Drive Project	\$5,500.00	\$16,475.00	\$5,500.00	\$8,972.00	\$5,500.00	\$0.00	\$0.00
36200	Miscellaneous Revenue			\$651.50		\$8,336.00			\$0.00
36210	Interest Income			\$0.00		\$0.00	\$0.00	\$18,686.38	\$23,000.00
37200	Sewer Sales		\$300,746.00	\$306,500.71	\$300,746.00	\$300,792.29	\$309,768.38	\$276,042.77	\$298,000.00
37250	Sewer Connect/Reconnect			\$2,639.00		\$5,278.00	\$0.00	\$2,639.00	\$0.00
37251	SEWER CONNECT CHG CEMETERY RD			\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
37260	Swr Penalty			\$3,025.55		\$5,278.00	\$0.00	\$1,144.19	\$1,200.00
38051	Gas Franchise Fee			\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
38052	Electric Franchise Fee			\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
39202	Contribution Enterprise Fund			\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
39203	Transfer From other fund	From General Fund; Required PFA Bond Transfer	\$20,000.00	\$52,319.00	\$20,000.00	\$35,000.00	\$20,000.00	\$0.00	\$0.00
39300	Proceeds-Gen Long Term Debt			\$0.00					
	Total Revenues		\$326,246.00	\$381,610.76	\$326,246.00	\$363,656.29	\$335,268.38	\$298,512.34	\$322,200.00
602-49450-	OPERATING EXPENSES:								
101	Salaries		\$29,500.00	\$34,160.70	\$30,500.00	\$37,033.80	\$32,928.37	\$52,995.61	\$43,793.14
120	Benefits		\$11,000.00	\$15,932.88	\$11,100.00	\$13,852.76	\$11,366.15	\$16,441.13	\$17,347.01
151	Workman's Comp		\$1,500.00	\$1,945.40	\$1,500.00	\$1,686.00	\$1,450.00	\$1,279.09	\$1,409.00
200	Supplies		\$1,500.00	\$574.17	\$1,000.00	\$306.34	\$1,000.00	\$505.70	\$1,000.00
208	Training, Mileage		\$1,000.00	\$1,294.05	\$1,400.00	\$23.00	\$1,400.00	\$984.40	\$1,500.00
210	Tax and Licensing		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
212	Fuel		\$1,700.00	\$3,292.65	\$2,000.00	\$2,888.83	\$3,200.00	\$2,726.85	\$3,500.00
216	Chemicals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
220	Building Repair/Maintenance	Repairs/Maint. To bldg/structures related to WW/lift station pumps; grinder pumps	\$10,000.00	\$16,666.77	\$15,000.00	\$4,213.39	\$15,000.00	\$11,469.29	\$15,000.00
240	Tools Minor Equipment		\$500.00	\$962.97	\$500.00	\$74.07	\$500.00	\$120.83	\$500.00
300	Professional Services	Quality Flow Pump Checks and Meter Calibration; generator, locates, banyon,	\$10,000.00	\$16,264.12	\$11,000.00	\$6,417.29	\$11,000.00	\$8,898.69	\$11,000.00
303	Engineering Fees		\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00
304	Legal Fees		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
321	Communications	Alarm Line; WWTP, Lift station	\$852.00	\$941.60	\$850.00	\$777.30	\$850.00	\$784.70	\$870.00
362	Property Insurance								
380	Utility Services	Gas/Electric to run lift stations	\$15,000.00	\$8,920.11	\$5,000.00	\$7,556.81	\$5,000.00	-\$2,658.59	\$3,000.00
405	Depreciation			\$130,610.00		\$130,652.00	\$0.00	\$0.00	\$0.00
433	Dues and Memberships	LMC Yearly	\$300.00	\$60.00	\$300.00	\$0.00	\$300.00	\$0.00	\$300.00
437	Other Miscellaneous	UB Bill mailings, etc	\$3,800.00	\$776.91	\$1,200.00	\$964.89	\$1,200.00	\$36.63	\$2,950.00
442	Grant Award Related Expense					\$0.00	\$0.00	\$0.00	\$0.00
530	Construction					\$0.00	\$0.00	\$0.00	\$0.00
570	Capital Outlay	2024 Televising Sewer Main & Impeller Replacement	\$10,000.00	\$426.61	\$10,000.00	\$144.69	\$7,500.00	\$9,160.48	\$10,500.00

2024 Budget ENTERPRISE FUND

602 SEWER FUND			2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 YTD Revenues & Spent	2024 Budget
585	Kasson WW Processing Fee		\$112,000.00	\$64,807.92	\$112,000.00	\$60,218.00	\$112,000.00	\$60,333.00	\$95,000.00
601	Debt Service Bond Principal	PFA with Kasson (principal & Interest)	\$37,000.00	\$36,296.00	\$25,000.00	\$35,184.64	\$35,000.00	\$35,287.23	\$35,200.00
601	Debt Service Bond Principal	2019A							\$7,500.00
605	Clean Water SRF Bond	2010 PFA Principal	\$12,000.00	\$0.00	\$12,000.00	\$12,000.00	\$12,750.00	\$0.00	\$14,000.00
608	PFA WW Connection Bond	2017 PFA Principal	\$23,000.00	\$0.00	\$23,000.00	\$23,000.00	\$23,000.00	\$0.00	\$23,000.00
611	Bond Interest	2017 PFA	\$7,170.00	\$19,197.62	\$6,120.00	\$19,274.38	\$6,120.00	\$15,533.14	\$3,480.00
611	Bond Interest	2010 PFA							\$1,816.00
611	Bond Interest	2019A							\$3,000.00
620	Fiscal Agent Fees		\$495.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
720	Operating Transfers	Transfer from Sewer to CIP after Audit was completed; payment to 2019A GO Bond/Sewer portion	\$10,106.00		\$11,222.00	\$0.00			
998	Asset Disposal Loss					\$0.00	\$0.00	\$0.00	\$0.00
999	Asset Retirement								
	Total Expenditures	Not including Depreciation	\$303,423.00	\$353,130.48	\$285,692.00	\$356,268.19	\$286,564.52	\$213,898.18	\$300,665.15
	Total Revenue Minus Expenses		\$22,823.00	\$28,480.28	\$40,554.00	\$7,388.10	\$48,703.86	\$84,614.16	\$21,534.85

Written in Red are funds that have gone over budget

Highlighted in Red are Credits

2024 Budget ENTERPRISE FUND

603 RV FUND			2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 YTD Revenues & Spent	2024 Budget
603-	REVENUES								Preliminary
34000	Charges for Services		\$18,000.00	\$24,181.00	\$18,000.00	\$24,211.44	\$18,000.00	\$23,901.00	\$22,000.00
	Misc Revenues	Wood Box & Sewer							
36210	Interest Earnings		\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
	Total Revenues		\$18,000.00	\$24,181.00	\$18,000.00	\$24,211.44	\$18,000.00	\$23,901.00	\$22,000.00
603-45183-	OPERATING EXPENSES								
101	Salaries		\$7,200.00	\$7,325.10	\$7,700.00	\$20,961.42	\$13,000.00	\$3,532.85	\$3,911.94
120	Benefits		\$3,100.00	\$3,189.38	\$3,100.00	\$3,438.39	\$3,100.00	\$908.65	\$1,899.05
210	Tax and Licensing/Res Nexus	Sales/Use, License Renew	\$1,700.00	\$1,534.58	\$1,700.00	\$2,085.01	\$2,000.00	\$1,727.69	\$3,000.00
381	Electric Utilities		\$2,500.00	\$1,372.06	\$1,000.00	\$254.28	\$1,000.00	\$431.22	\$900.00
384	Refuse/Garbage Disposal		\$540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
400	Repairs and Maintenance		\$16,559.00	\$0.00	\$14,325.00	\$2,884.55	\$14,325.00	\$267.94	\$10,000.00
410	Rentals	Port a Potty Rental	\$475.00	\$468.58	\$475.00	\$0.00	\$475.00	\$520.89	\$475.00
440	Refunds and Reimbursements		\$500.00	\$305.00	\$500.00	\$4,000.00	\$500.00	\$340.00	\$500.00
720	Operating Transfers								
	Total Expenses		\$32,574.00	\$14,194.70	\$28,800.00	\$33,623.65	\$34,400.00	\$7,729.24	\$20,685.99
	Total Revenue Minus Expenses		-\$14,574.00	\$9,986.30	-\$10,800.00	-\$9,412.21	-\$16,400.00	\$16,171.76	\$1,314.01

2024 Budget ENTERPRISE FUND

604 STORM SEWER FUND			2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 YTD Remaining & Spent	2024 Budget
604-	REVENUES								Preliminary
36100	Special Assessments		\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
36210	Interest Earnings		\$0.00	\$0.00		\$0.00	\$0.00	\$2,669.47	\$3,000.00
37500	Storm Sewer Charge Collections		\$18,000.00	\$18,473.34	\$18,000.00	\$18,511.46	\$18,000.00	\$15,876.41	\$18,000.00
37560	Storm Sewer Penalty		\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
39201	Transfer from General Fund		\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
	Total Revenues		\$18,000.00	\$18,473.34	\$18,000.00	\$18,511.46	\$18,000.00	\$18,545.88	\$21,000.00
604-43150-	OPERATING EXPENSES								
300	Professional Services	Rip Rap, Storm Drainage Cleaning; \$500 each time	\$1,500.00	\$2,659.00	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00
303	Engineering		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
352	Publishing	UB Bills, etc.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$164.00
400	Repairs/Maint		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
440	Refunds/Reimbursements		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
700	Transfers from Other Funds		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Total Expenses		\$1,500.00	\$2,659.00	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$1,664.00
	Total Revenue Minus Expenses		\$16,500.00	\$15,814.34	\$16,500.00	\$18,511.46	\$16,500.00	\$18,545.88	\$19,336.00

WAGE DISTRIBUTION

2024 Proposed with Wage Distribution Change Showing Staff Changes

EMPLOYEE	DEPARTMENT	WAGE	Winter %	Summer %	Salary		Benefits
Seasonal Parks	Water		0.00%	0.00%	\$0.00		\$0.00
	Sewer		0.00%	0.00%	\$0.00		\$0.00
	Streets		0.00%	0.00%	\$0.00		\$0.00
Brad Salary \$10,512.00	Parks	\$13,478.40	0.00%	100.00%	\$13,478.40		\$1,592.57
Brian Salary \$2,966.40	Overtime	\$0.00			\$13,478.40		\$1,592.57
	Health						
	Dental						
	Life						
	Pera, SocS,Med	\$1,592.57					
Wade Schroeder	Water	\$53,393.60	16.00%	16.00%	\$9,122.17		\$3,472.22
	Sewer		21.00%	21.00%	\$11,972.84		\$4,557.29
	Streets		39.00%	39.00%	\$22,235.28		\$8,463.54
	Parks		24.00%	24.00%	\$13,683.25		\$5,208.33
	Overtime	\$3,619.94			\$57,013.54		\$21,701.39
	Health	\$10,365.12					
	Dental	\$461.04					
	Life	\$637.68					
	Pera, SocS,Med, HSA	\$10,237.55					
Stephanie Arnold	Water	\$38,563.20	30.00%	30.00%	\$11,735.82		\$5,697.13
	Sewer		30.00%	30.00%	\$11,735.82		\$5,697.13
	Clerk		30.00%	30.00%	\$11,735.82		\$5,697.13
	Campground		10.00%	10.00%	\$3,911.94		\$1,899.04
	Parks				\$39,119.40		\$18,990.43
	Overtime	\$556.20					
	Health	\$10,365.12					
	Dental	\$461.04					
	Life	\$637.68					
	Pera, SocS, Med, HSA	\$7,526.59					
Gretchen Lohrbach	Clerk	\$65,000.00	80.00%	80.00%	\$52,000.00		\$18,329.07
	Water		10.00%	10.00%	\$6,500.00		\$2,291.13
	Sewer		10.00%	10.00%	\$6,500.00		\$2,291.13
	Overtime						
	Health	\$10,365.12			\$65,000.00		\$22,911.34
	Dental	\$461.04					
	Life	\$637.68					
	Pera, SocS,Med, HSA	\$11,447.50					
Joe Adams							
	Water	\$60,174.40	16.00%	16.00%	\$10,350.08		\$3,658.25
	Sewer		21.00%	21.00%	\$13,584.48		\$4,801.45

	Streets		39.00%	39.00%	\$25,228.32				\$8,916.99
	Parks		24.00%	24.00%	\$15,525.12				\$5,487.38
	Overtime	\$4,513.60			\$64,688.00				\$22,864.07
	Health	\$10,365.12							
	Dental	\$461.04							
	Life	\$637.68							
	Pera, SocS,Med, HSA	\$11,400.23							
					\$239,299.34				\$88,059.80
Department Breakdown	Base Salary	Benefits							
Water Utility	\$37,708.07	\$15,118.74							
Sewer Utility	\$43,793.14	\$17,347.01							
Public Works	\$47,463.60	\$17,380.53							
General Gov	\$63,735.82	\$24,026.20							
Campground	\$3,911.94	\$1,899.04							
Parks	\$42,686.77	\$12,288.28							
Portion that is overtime	\$8,689.74								
Total Salary	\$239,299.34	\$88,059.80							
					2023 Hourly	2023 Hourly Council Approved Rates (4% merit + 6% COLA)			
Hourly rates	2024 Hourly 3% COLA		Yearly Hours			4% Increase	3% increase	2% increase	1% increase
Gretchen Lohrbach	\$32.19		2080		\$31.25	\$32.50	\$32.19	\$31.88	\$31.56
Wade Schroeder	\$25.67		2080		\$24.92	\$25.92	\$25.67	\$25.42	\$25.17
Brad Suhr	\$17.52		600		\$17.01	\$17.69	\$17.52	\$17.35	\$17.18
Stephanie Arnold	\$18.54		2080		\$18.00	\$18.72	\$18.54	\$18.36	\$18.18
Joe Adams	\$28.93		2080		\$28.09	\$29.21	\$28.93	\$28.65	\$28.37
Overtime Hours	2022	2023 YTD			Notes: Salary & Benefit Info for 2024 Based on a 3% COLA Increase				
Joe Adams	104	40							
Wade Schroeder	93.25	24.25							
Stephanie Arnold/Gretchen	14.75	9.4							
Brian Hindal									
Brad Suhr									
Gretchen Lohrbach	Salary; not eligible for overtime								

	2024	2023	2022	2021	2020	2019	2018			
PERA	7.50%	7.5	7.50%	7.50%	7.50%	7.50%	7.50%			
Medicare	1.45%	1.45	1.45%	1.45%	1.45%	1.45%	1.45%			
Social Security	6.20%	6.2	6.20%	6.20%	6.20%	6.20%	6.20%			
								2023 Person	2022 Person	2021 Person
								4	4	4
Health	\$41,460.48	\$40,175.04	\$43,877.76	\$41,328.00	\$39,424.00	\$28,002.00	\$27,411.60	\$10,043.76	\$10,969.44	\$10,332.00
Dental	\$1,844.16	\$1,844.16	\$1,571.52	\$2,023.20	\$2,023.20	\$1,472.40	\$2,023.20	\$461.04	\$392.88	\$505.80
Life + STD	\$2,550.72	\$2,600.00	\$2,600.00	\$2,600.00	\$2,800.00	\$1,950.00	\$2,600.00	\$650.00	\$650.00	\$650.00
Insurance Deductible										
Uniform/Boot Allowance	\$1,400.00	\$1,400.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$500.00	\$500.00	\$500.00
								\$200		

Personnel Policy \$500 yr. Uniform/Boot Allowance for Public Works Staff

Personnel Policy \$200/yr. Clothing Allowance for Office Staff

History of Health Premiums

<u>Year</u>	<u>Single</u>	<u>Family</u>
2020	\$713.00	\$1,540.50
2021	\$861.00	\$1,621.50
2022-Plan 2	\$891.56	\$1,787.15
2022-Plan 1	\$914.12	\$1,835.79
2023-Plan 2	\$836.98	\$1,804.73
2024-Plan 1	\$863.76	\$1,804.73

History of Dental Premiums

<u>Year</u>	<u>Single</u>	<u>Family</u>
2020	\$42.15	\$117.90
2021	\$42.15	\$117.90
2022	\$32.74	\$108.48
2022	\$32.74	\$108.48
2023	\$38.42	\$139.08
2024	\$38.42	\$139.08

Health Insurance cost per person noted above includes the \$1,600 Health Saving Account Contribution in single premium cost

Increase employer contribution to health savings account from \$1,500 to \$1,600 based on:

City pays half of the single deductible to each employee's HSA

Deductible payment history:

<u>Year</u>	<u>Deductible (Single)</u>	<u>City Paid</u>
2020	Unknown	\$1,300.00
2021	\$2,600.00	\$1,300.00
2022	\$2,800.00	\$1,400.00
2023	\$3,000.00	\$1,500.00
2024	\$3,200.00	\$1,600.00

CITY OF MANTORVILLE
2024

BUDGET 2024
Preliminary

November 27, 2023

2024 General Budget w/ 2023 YTD

			2022 Budget	2023 Budget	2024 Budget
LEVY BREAKDOWN			Final	Final	Preliminary
Account			Final Levy Set 4%	Final Levy Set 8%	Preliminary 5%
			\$551,235.36	\$595,334.19	\$625,100.90
31000		Property tax	530,034.00	\$551,235.36	\$595,334.19
		Property tax + 1%	535,334.34	\$556,717.71	\$601,287.53
		Property tax + 2%	540,634.68	\$562,260.07	\$607,240.87
		Property tax + 3%	545,935.02	\$567,772.42	\$613,194.22
		Property tax + 4%	551,235.36	\$573,284.77	\$619,147.56
		Property tax + 5%	556,535.70	\$578,797.13	\$625,100.90
		Property tax + 6%	561,836.04	\$584,309.48	\$631,054.24
		Property tax + 7%	567,136.38	\$589,821.84	\$637,007.58
		Property tax + 8%	572,436.72	\$595,334.19	\$642,960.93
		Property tax + 9%	577,737.06	\$600,846.54	\$648,914.27
		Property tax +10%	583,037.40	\$606,358.90	\$654,867.61
		Property tax + 11%	588,337.74	\$611,871.25	\$660,820.95
		Property tax + 12%	593,638.08	\$617,383.60	\$666,774.29
		Property tax + 13%	593,638.08	\$622,895.96	\$672,727.63
		Property tax + 14%	593,638.08	\$628,408.31	\$678,680.98
		Property tax + 15%	593,638.08	\$633,920.66	\$684,634.32

2024 General Budget w/ 2023 YTD

		2022 YTD	2023 Budget	2023 YTD Have	2024 Budget	COMMENTS
101- REVENUES		Final	Final		Preliminary	
31000	Property Tax	\$593,806.46	\$595,334.00	\$341,209.65	\$625,100.90	Change to 5%
32000	Permits & Licenses	\$2,060.00	\$3,000.00	\$475.00	\$550.00	Rental Renewals, Golf Cart Permits, vendors
32110	Liquor Licenses	\$10,775.06	\$8,200.00	\$0.00	\$8,200.00	Liquor License fees
32210	Building Permits	\$13,746.09	\$10,000.00	\$9,392.66	\$10,000.00	Building permit fees
32240	Animal Licenses	\$50.00	\$200.00	\$100.00	\$100.00	Dog tags
32241	Animal Impound Fee	\$0.00	\$250.00	\$0.00	\$0.00	Animal impound fees
33000	Intergovernmental Revenues	\$1,612.95	\$0.00	\$1,660.95	\$0.00	Typically grant dollars (FD DNR grant)
33160	Other Grants - Health	\$0.00	\$0.00	\$75.00	\$0.00	Staff health and wellness dollars
33170	FEMA Grants	\$0.00	\$0.00	\$0.00	\$0.00	
33400	State Grants & Aids	\$66,115.75	\$0.00	\$0.00	\$0.00	ARPA Fund of 64,019.30 received in 2021 and; 64,019.30 received in 2022
33401	Local Government Aid	\$313,414.00	\$316,811.00	\$158,405.50	\$376,877.00	LGA \$344,869.00 & Small Cities Assistance \$32,008.00
33402	Market Value Credit	\$157.27	\$0.00	\$86.69	\$0.00	Revenue offset of property tax
33422	Other State Aid Grants	\$0.00	\$0.00	\$0.00	\$0.00	
33423	PERA Aid	\$0.00	\$1,041.00	\$0.00	\$0.00	Offset to PERA; employee retire
33440	Fire Department Grant	\$4,000.00	\$0.00	\$1,000.00	\$0.00	DNR/Training grants, FD AFG grant for air packs
33610	County Highway Aid	\$5,672.43	\$3,500.00	\$5,666.95	\$5,836.96	Aid dollars to offset highway mtnc, assume 2024 increase 3%
34101	City Property Rent Revenue	\$11,016.00	\$10,800.00	\$11,088.00	\$12,100.00	Tower lease with AT&T
34103	Zoning and Subdivision Fees	\$2,436.00	\$0.00	\$1,000.00	\$1,000.00	public hearing/other zoning
34107	Assessment Search Fee	\$120.00	\$0.00	\$0.00	\$0.00	Property assessment search requests - City does not charge as of 2022
34202	Fire Department Contracts	\$57,376.00	\$70,585.00	\$70,576.00	\$74,300.00	Based on new rates approved by FD and CC; annual township contracts 2023-2025
34203	Fire Dept. - Fire calls	\$1,705.00	\$250.00	\$2,000.01	\$1,500.00	Fees for fire calls
34780	Park Fees	\$1,020.00	\$750.00	\$895.00	\$800.00	Shelter rental fees
35000	Fines and Forfeits	\$963.82	\$2,500.00	\$599.94	\$700.00	City share of DC issued tickets
36200	Miscellaneous Revenues	\$6,950.23	\$1,500.00	\$8,001.28	\$1,000.00	Copies, scrap metal, auction items revenue (sale of boom truck Dec 2022) T-shirt sales
36201	Refunds and Reimbursements	\$6,568.43	\$8,000.00	\$5,206.62	\$6,500.00	Dividend checks LMC, LMCIT, Fire Dept Reimbursements

36210	Interest Earnings	\$18,935.38	\$3,000.00	\$32,000.00	\$36,000.00	Interest on investments, savings, checking had to change because of allocation of interest
36230	Contributions and Donations	\$3,286.08	\$0.00	\$18,487.45	\$200.00	General for city items; National Night Out
38050	Cable Franchise Fees	\$6,161.55	\$6,500.00	\$5,410.87	\$6,000.00	Cable franchise fees, KM-Tel, Mediacom
39200	Interfund Operating Transfer	\$0.00	\$0.00	\$0.00	\$0.00	
39201	Transfer from General Fund	\$2,540.00	\$0.00	\$0.00	\$0.00	ARPA funds for Laserfiche (\$1,940) and Basement Door (\$600) 2022
39202	Contribution-Enterprise Funds	\$0.00	\$0.00	\$0.00	\$0.00	
39203	Transfer from General Funds	\$0.00	\$0.00	\$188,587.58	\$0.00	Revenue transferred in from General Fund for Tanker Truck
39301	Capital Lease Proceeds		\$0.00	\$0.00	\$0.00	
	Total Revenues	\$1,130,488.50	\$1,042,221.00	\$861,925.15	\$1,166,764.86	

2024 General Budget w/ 2022 YTD

			2022 Budget	2022 Actual	2023 Budget	2023 YTD Remaining	2024 Budget	COMMENTS
101- EXPENDITURES			Final		Final		Preliminary	
41110	LEGISLATIVE (MAYOR/COUNCIL)							
	101	Salaries	\$9,200.00	\$9,200.00	\$9,200.00	\$7,828.40	\$9,200.00	Mayor and Council salary
	120	Council Benefits	\$800.00	\$703.80	\$800.00	\$147.32	\$704.00	SS, Medicare
	151	Workers Comp Ins. Premium	\$105.00	\$116.00	\$121.00	\$17.13	\$119.00	Work Comp for Council Members
	208	Training, Mileage	\$500.00	\$380.79	\$1,800.00	\$541.20	\$1,000.00	LMC Councilmember Training (LMC), training from City Attorney
	352	Publishing	\$1,800.00	\$1,894.78	\$1,800.00	(\$552.82)	\$2,500.00	Legal Notices Published
	365	Other Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	430	Miscellaneous	\$0.00	\$718.98	\$0.00	(\$262.37)	\$100.00	
	433	Dues and Memberships	\$1,700.00	\$2,006.60	\$2,030.00	\$219.00	\$2,100.00	Dues to LMC, SEMM, SESC, MCFOA, IIMC
	490	Donations to Civic Organizations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		TOTAL	\$14,105.00	\$15,020.95	\$15,751.00	\$7,937.86	\$15,723.00	

41200	OPERATING TRANSFERS							
	720	Operating Transfers	\$0.00	\$22,000.00	\$0.00	\$0.00	\$0.00	
		TOTAL		\$22,000.00	\$0.00	\$0.00	\$0.00	

2024 General Budget w/ 2023 YTD

			2022 Budget	2022 Actual	2023 Budget	2023 YTD Remaining	2024 Budget	COMMENTS
101- EXPENDITURES			Final		Final		Preliminary	
41410	ELECTIONS							
	101	Salaries	\$3,000.00	\$3,937.75	\$0.00	\$0.00	\$4,500.00	Training, Election Day Support
	120	Benefits	\$0.00	\$16.07	\$0.00	\$0.00	\$682.00	Soc Sec, Medicare
	430	Miscellaneous	\$300.00	\$438.54	\$0.00	\$0.00	\$300.00	Food
		TOTAL	\$3,300.00	\$4,392.36	\$0.00	\$0.00	\$5,482.00	

41500	Financial Administration							
	101	Salaries	\$69,717.30	\$73,425.80	\$78,716.14	\$46,125.22	\$63,735.82	
	120	Employee Benefits	\$22,392.96	\$21,844.17	\$34,831.60	\$5,723.95	\$24,026.20	SS, Medicare, Health, Dental, etc.
	151	Workers Comp Insurance	\$400.00	\$956.00	\$996.00	\$140.48	\$979.00	
	200	Supplies	\$700.00	\$1,679.88	\$1,500.00	\$314.04	\$1,200.00	City Hall related Supplies (Increased prelim from \$1000 to \$1500 in 2023)
	208	Training, Mileage	\$1,500.00	\$1,513.06	\$1,500.00	(\$183.60)	\$1,500.00	Training/Conference Clerk, Asst Clerk (Decreased prelim from \$2000 to \$1500) in 2023
	300	Professional Services	\$6,000.00	\$7,697.49	\$6,000.00	(\$1,024.39)	\$6,200.00	Banyon, Laserfiche, On-Site Computers, Blue Host, Subscriptions
	312	Animal Impound Fees	\$250.00	\$0.00	\$250.00	\$250.00	\$0.00	
	315	Recording Fees	\$200.00	\$409.45	\$300.00	(\$84.00)	\$400.00	Paid to Dodge County Recorder (Increased prelim by \$100 2023)
	322	Postage	\$4,000.00	\$3,978.79	\$4,200.00	(\$273.79)	\$2,334.00	Correspondance for paying bills, variances, annexations, etc.
	350	Printing/Binding	\$1,250.00	\$1,881.53	\$1,250.00	(\$107.53)	\$1,800.00	All printing + copier maintenance costs
	437	Other Miscellaneous	\$1,000.00	\$1,860.17	\$1,000.00	(\$163.57)	\$1,000.00	Misc Items plus \$500 for National Night Out
	444	COVID-19 Emergency	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	445	Health & Wellness	\$0.00	\$0.00	\$0.00	\$0.00	\$530.00	Health and Wellness pool participation
	570	Capital Outlay	\$6,000.00	\$0.00	\$6,000.00	\$6,000.00	\$4,000.00	Laserfiche Storage, copier, computers
	700	Funds Transfer	\$0.00	\$1,940.00	\$0.00		\$0.00	Laserfiche - 2 Licenses and Start-up reimbursed by ARPA funds
		Total Financial Administration	\$113,410.26	\$117,186.34	\$136,543.74	\$56,716.81	\$107,705.02	

41530 Accounting

	301	Accounting & Auditing Services	\$18,550.00	\$19,600.00	\$19,600.00	(\$4,500.00)	\$24,000.00	Yearly Audit Expense/Contract
		Total Accounting & Auditing Services	\$18,550.00	\$19,600.00	\$19,600.00	(\$4,500.00)	\$24,000.00	

41550		Assessing						
	310	Assessing	\$7,206.00	\$6,656.00	\$6,360.00	(\$242.44)	\$6,950.00	Dodge County Contract Yearly & Taxes on Annexed Land - \$569.33, Pictometry (2023 Contract received at \$6,360)
		Total Assessing	\$7,206.00	\$6,656.00	\$6,360.00	(\$242.44)	\$6,950.00	

41600		Law/Legal Services						
	304	Legal Fees	\$20,750.00	\$14,646.77	\$20,000.00	(\$3,170.97)	\$20,000.00	Includes \$750 Codification
		Total Law/Legal Services	\$20,750.00	\$14,646.77	\$20,000.00	(\$3,170.97)	\$20,000.00	

2024 General Budget w/ 2023 YTD

			2022 Budget	2022 Actual	2023 Budget	2023 YTD remaining	2024 Budget	COMMENTS
101- EXPENDITURES			Final		Final		Preliminary	
41940	General Govt. Buildings/Plant							
	200	Supplies	\$1,000.00	\$1,135.69	\$1,100.00	\$482.13	\$800.00	Supplies related to Buildings (lights, furnace, water, flags etc.)
	220	Building Maintenance & Repairs	\$2,500.00	\$5,815.53	\$2,500.00	\$44.46	\$3,500.00	Toolbox for shop included
	228	Equipment Repairs & Maintenance	\$500.00	\$123.76	\$500.00	(\$2,476.35)	\$2,000.00	Repairs to Computers, lights, etc
	321	Communications	\$4,000.00	\$2,706.03	\$4,000.00	\$1,045.30	\$3,500.00	Telephone, Internet, Fax
	362	Property Insurance	\$23,000.00	\$21,718.00	\$23,000.00	(\$1,569.00)	\$26,000.00	Insurance for all City Property
	380	Utilities	\$11,000.00	\$17,267.57	\$13,000.00	\$4,974.18	\$11,000.00	Electric & Gas
	384	Refuse, Garbage	\$2,160.00	\$1,545.00	\$2,000.00	\$285.57	\$2,120.00	City Hall dumpster (split with Fire)
	417	Employee Uniforms	\$1,000.00	\$903.69	\$1,400.00	\$903.43	\$1,400.00	\$500/yr non office employees; \$200/yr office employees
	439	Janitors	\$600.00	\$1,780.00	\$1,560.00	\$260.00	\$1,680.00	Janitorial service @ \$65 twice monthly
		Total General Govt. Buildings/Plant	\$45,760.00	\$52,995.27	\$49,060.00	\$3,949.72	\$52,000.00	

41950	Engineering Professional Services							
	303	Engineering Fees	\$20,000.00	\$8,283.43	\$7,000.00	(\$5,147.50)	\$8,500.00	
		Total Engineering Services	\$20,000.00	\$8,283.43	\$7,000.00	(\$5,147.50)	\$8,500.00	

2024 General Budget w/ 2023 YTD

			2022 Budget	2022 Actual	2023 Budget	2023 YTD Remaining	2024 Budget	COMMENTS
101- EXPENDITURES			Final		Final		Preliminary	
42100		Police Protection Contract						
	310	Other Professional Services	\$100,963.20	\$100,963.20	\$104,250.00	\$104,250.00	\$107,850.00	
		Total Police Protection Contract	\$100,963.20	\$100,963.20	\$104,250.00	\$104,250.00	\$107,850.00	

42200	Fire Protection							
	101	Salaries	\$20,000.00	\$20,014.00	\$20,000.00	(\$1,741.00)	\$22,000.00	
	120	Employee Benefits	\$1,650.00	\$2,016.08	\$1,650.00	(\$41.18)	\$1,684.00	Soc Sec, Medicare
	124	Fire Pension Contribution	\$4,000.00	\$4,000.00	\$4,000.00	\$0.00	\$4,000.00	
	130	Insurance	\$250.00	\$14.00	\$250.00	\$250.00	\$250.00	
	151	Workman's Comp	\$4,200.00	\$7,018.00	\$7,313.00	\$427.02	\$7,185.00	
	208	Training, Mileage	\$5,000.00	\$9,258.15	\$6,000.00	\$955.26	\$6,000.00	Additional Firefighters hired in 2023
	212	Motor Fuels	\$2,500.00	\$2,383.29	\$2,500.00	(\$700.50)	\$3,000.00	
	217	Operating Supplies	\$1,500.00	\$2,407.06	\$2,000.00	(\$5,241.19)	\$2,500.00	
	228	Equipment Repair/Maintenance	\$10,000.00	\$14,348.13	\$10,000.00	\$3,544.72	\$10,000.00	
	240	Tools and Minor Equipment	\$20,000.00	\$16,989.34	\$20,000.00	\$10,727.25	\$20,000.00	Transfers to next year if not used.
	311	First Responder Train/Equip	\$3,000.00	\$9,129.27	\$4,000.00	(\$98.33)	\$4,000.00	
	321	Communications	\$1,000.00	\$1,555.60	\$1,000.00	(\$599.30)	\$1,900.00	
	380	Utilities	\$5,000.00	\$7,693.06	\$5,000.00	(\$1,384.14)	\$10,000.00	
	381	Electric Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	384	Refuse, Garbage	\$510.00	\$455.00	\$510.00	(\$1.39)	\$720.00	
	433	Dues and Memberships	\$800.00	\$1,850.00	\$2,000.00	(\$513.75)	\$2,000.00	Explorer Program
	437	Miscellaneous	\$800.00	\$0.00	\$800.00	(\$190,238.72)	\$800.00	\$188,587.58 of Tanker Truck allocated
	442	Grant Award Related Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Grant Awarded to FD
	570	Capital Outlay	\$10,000.00	\$0.00	\$10,000.00	\$17,000.00	\$15,000.00	
		Turn Out Gear	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$12,500.00	Transfers to truck & equipment next year if not used
		Transfer for Replacement	\$0.00		\$0.00	\$0.00	\$0.00	
	701	Transfer to FD Equipt Fund		(\$28,246.00)				

		Transfer to Fire Truck Bond Fund	\$12,500.00	\$42,646.00	\$12,500.00	\$12,500.00	\$0.00	
		FIRE HALL UPGRADES PROJECT						
		Training & Equipment Grants Received		(\$4,000.00)				Compeer grant \$4000
	720	Operating Transfers	\$0.00		\$0.00		\$0.00	
		Total Fire Protection **	\$117,710.00	\$109,530.98	\$124,523.00	(\$155,155.25)	\$123,539.00	
		** 240 & 570 budget balance carries over to truck/equip fund each year.						

42400		Building Inspections						
	300	Professional Services	\$10,000.00	\$9,300.23	\$10,000.00	\$4,527.83	\$10,000.00	Construction Management Services
	314	Blight Removal (Demo)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		Total Building Inspections	\$10,000.00	\$9,300.23	\$10,000.00	\$4,527.83	\$10,000.00	

2024 General Budget w/ 2023 YTD							
		2022 Budget	2022 Actual	2023 Budget	2023 YTD Remaining	2024 Budget	COMMENTS
101- EXPENDITURES				Final		Preliminary	
43100	Streets Department						
101	Salaries	\$39,313.38	\$42,531.94	\$45,068.57	\$4,268.10	\$47,463.60	
120	Employee Benefits	\$14,821.24	\$16,623.07	\$15,439.62	(\$755.14)	\$17,380.53	
151	Workmans Comp	\$3,500.00	\$3,819.00	\$3,819.00	\$538.41	\$3,753.00	
200	Supplies	\$1,500.00	(\$96.18)	\$1,500.00	\$86.08	\$1,500.00	
208	Training/Mileage	\$500.00	\$40.00	\$500.00	\$366.34	\$400.00	
212	Motor Fuels	\$2,500.00	\$4,181.23	\$4,000.00	(\$831.11)	\$5,500.00	
224	Street Maintenance Materials	\$7,000.00	\$39,684.25	\$9,000.00	\$93.32	\$9,000.00	
228	Equipment Repair and Maintenance	\$3,000.00	\$10,008.02	\$3,000.00	(\$1,970.50)	\$10,000.00	
229	Safety/OSHA	\$1,200.00	\$178.66	\$1,200.00	(\$319.92)	\$1,200.00	
230	Capital Lease Expense	\$18,331.00	\$0.00	\$18,331.00	\$18,331.00	\$0.00	
240	Tools and Minor Equipment	\$1,000.00	\$489.50	\$1,000.00	(\$5,078.44)	\$1,000.00	
303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
443	FEMA Related Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
570	Capital Outlay	\$19,950.00	\$31,479.72	\$19,950.00	(\$20,491.03)	\$60,000.00	Includes Crack Sealing & Road Scraper & Sweeping & Paint
603	New Wheel Loader Payment (short term debt)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
700	Transfer in from CIP	-\$18,331.00	(\$29,760.00)	-\$18,331.00	\$0.00	\$0.00	
	Additional CIP Items			\$10,800.00	(\$7,531.00)	\$0.00	Repair of adjustment rings for manholes on 9th St and Walnut St
	Total Streets Department	\$94,284.62	\$119,179.21	\$115,277.19	(\$13,293.89)	\$157,197.13	

43125	Ice and Snow Removal						
212	Motor Fuels	\$2,000.00	\$1,075.86	\$2,000.00	(\$1,251.16)	\$3,500.00	
404	Repair/Maintenance Machinery	\$3,000.00	\$6,592.73	\$3,000.00	\$811.17	\$3,000.00	Plow Truck, Grader Maint and Repair Costs
406	Snow/Ice Removal	\$10,000.00	\$11,066.11	\$10,000.00	(\$6,328.63)	\$18,000.00	Costs for Snow Removal
570	Capital outlay	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Total Ice and Snow Removal	\$17,000.00	\$18,734.70	\$15,000.00	(\$6,768.62)	\$24,500.00	

43160	Street Lighting						
381	Electric Utilities	\$30,000.00	\$55,893.61	\$35,000.00	(\$23,206.11)	\$70,000.00	Solar was not included last year

	Total Street Lighting	\$30,000.00	\$55,893.61	\$35,000.00	(\$23,206.11)	\$70,000.00	
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2024 General Budget w/ 2023 YTD			2022 Budget	2022 Actual	2023 Budget	2023 YTD Remaining	2024 Budget	COMMENTS
101- EXPENDITURES			Final		Final		Preliminary	
45200	Parks & Recreation							
	101	Salaries	\$34,237.89	\$30,477.34	\$39,152.97	\$4,408.82	\$42,686.77	Staff Portion Related to Parks, includes seasonal
	120	Employee Benefits	\$10,290.05	\$9,422.63	\$10,777.51	\$776.77	\$12,288.00	Staff Portion Related to Benefits
	151	Work Comp	\$2,000.00	\$3,285.00	\$3,423.00	\$482.51	\$3,364.00	
	200	Supplies	\$1,500.00	\$1,317.33	\$1,500.00	(\$664.88)	\$2,200.00	Supplies needed for Parks, (TP, Towels, Soap)
	210	Tax & Licensing	\$62.00	\$66.49	\$65.00	(\$1.03)	\$70.00	Sales & Use Tax on Shelter Rental
	212	Fuel	\$1,000.00	\$2,997.32	\$3,000.00	(\$308.44)	\$3,500.00	
	401	Repairs and Maintenance Buildings	\$6,000.00	\$7,305.72	\$6,000.00	\$1,662.39	\$6,000.00	Maintenance & Supplies to maintain Park Buildings/Ball Fields/Parks; grass seed, weed killer; shakopee rock; paint
	404	Repairs and Maintenance Machinery	\$2,000.00	\$3,265.57	\$2,000.00	(\$2,826.27)	\$5,000.00	Park Equipment, Mowers, Gator, Etc.
	410	Rental	\$1,000.00	\$0.00	\$1,000.00	(\$59.25)	\$1,200.00	Port a Potty Rental Fees
	430	Miscellaneous	\$7,500.00	\$7,500.00	\$5,000.00	\$281.53	\$5,000.00	Joint Powers Agreement (Addt.\$2500 request) 2023 will go back to \$5K
	437	Other Miscellaneous	\$0.00	\$6,524.69	\$0.00	(\$2,037.50)	\$0.00	
	440	Refunds and Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Park Shelter Refunds
	443	FEMA Related Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		Expenses Related to Flood				\$0.00	\$0.00	
	500	Capital Outlay	\$42,382.00	\$44,024.09		\$0.00	\$55,212.13	remove rip rap
		2024 Park Board Wish List for Budget Includes the following items:	\$32,382.00		\$30,910.00	\$19,550.11		\$66,212.13 Wish List
		Mulch \$3000						
		Tractor Lease \$4,360.63 (year 3/5)						
		Hockey/Basketball \$5,000						
		Weed Trimmer \$350						
		Rock for Ball Fields \$3,000						
		Park Tree Management \$10,000						Park Trees - New and Removal
		Denneson Park \$5,000						
		Sprayer Fpr JD Mower \$650						
		Community Tree Management - BLVD	\$10,000.00		\$6,000.00			\$6000.00 is in the Park Wish List
		Garbage Cans (2) \$1356						
		Redo Mantor Field \$8345.50						
		Rip Rap Covered Bridge \$17,000						removed
		Replacement Tire Swing \$900						

		Broom For JD Mower \$7250						
	720	Transfers In	\$0.00	\$15,861.80	\$0.00			Unspent 2021 funds, ARPA reimbursement for electrical poles at Riverside Park, and ARPA for costs srelated to 2021 Walnut St project - 2022
		Total Parks and Recreation	\$150,353.94	\$132,047.98	\$108,828.48	\$21,264.76	\$136,520.90	

2024 General Budget w/ 2023 YTD			2022 Budget	2022 Actual	2023 Budget	2023 YTD Remaining	2024 Budget	COMMENTS
101- EXPENDITURES			Final		Final		Preliminary	
46500	EDA							
	101	Salaries	\$500.00	\$0.00	\$500.00	\$500.00	\$0.00	
	120	Benefits	\$150.00	\$0.00	\$150.00	\$150.00	\$0.00	
	437	Other Miscellaneous	\$30,443.00	\$20,773.27	\$30,443.00	\$7,745.65	\$34,225.00	
		2024 EDA Wish List approx						
		\$500 City Branding						
		\$75 Cross-Community Chamber Membership						
		\$1000 Paper and On-Line Brochures						
		\$6000 City-Wide Event Support						trolley, celebrations, etc.
		\$24,000 Contract with CEDA						
		\$650 Administrative Support						
		\$2000 Misc Items (800#, Legal, SHRPA Subscription, etc.)						
	720	Operating Transfers	\$0.00	\$4,741.00	\$0.00	\$0.00	\$0.00	Unused portion of prior year budget (TBD)
		Total EDA	\$31,093.00	\$25,514.27	\$31,093.00	\$8,395.65	\$34,225.00	

2024 General Budget w/ 2023 YTD

			2022 Budget	2022 Actual	2023 Budget	2023 YTD	2024 Budget	COMMENTS
311-	EXPENDITURES							
47000	GO Series Bond 2019A							
	601	Debt Srv Bond Principal	\$0.00	\$35,000.00	\$0.00	(\$90,000.00)	\$57,500.00	\$35,000 + \$22,500
	611	Bond Interest	\$0.00	\$15,975.00	\$0.00	(\$16,030.00)	\$23,175.00	\$14,625 + \$8,550
	620	Fiscal Agents Fees	\$0.00	\$495.00	\$0.00	(\$495.00)	\$495.00	
								streets & sewer (Abatement 100% Disposal 75%)
		Total	\$0.00	\$51,470.00	\$0.00	(\$106,525.00)	\$81,170.00	
312-	EXPENDITURES							
47000	GO Eqpmt & Util Note 2021A							
	601	Debt Srv Bond Principal	\$0.00	\$11,999.50	\$0.00	(\$13,000.00)	\$13,000.00	Plow Portion
	611	Bond Interest	\$0.00	\$2,291.50	\$0.00	(\$3,114.00)	\$1,908.00	Plow Portion
		Total	\$0.00	\$14,291.00	\$0.00	(\$16,114.00)	\$14,908.00	
313-	EXPENDITURES							
47000	GO Series Bond 2022A							
	611	Bond Interest	\$0.00	(\$0.22)	\$0.00	(\$7,000.00)	\$13,405.00	
	601	Debt Service Bond Principal	\$0.00	\$0.00	\$0.00	\$0.00	\$34,000.00	
								streets
		Total	\$0.00	(\$0.22)	#REF!	(\$7,000.00)	\$47,405.00	

TOTAL

\$143,483.00

2024 General Budget w/ 2023 YTD

			2024 Budget
401-	EXPENDITURES		Preliminary
41000	Capital Funds		
	570	General Capital Projects	\$114,500.00
Total			\$114,500.00

2024 General Preliminary Budget Revenue/Expense

	2022 Budget	2023 Budget	2024 Budget	COMMENTS
TOTAL REVENUES	Final	Final	Preliminary	
	1,130,488.50	1,042,221.00	1,166,764.86	includes levy of 5%

TOTAL EXPENDITURES

101.41110	Legislative (Mayor/Council)	14,105.00	15,751.00	15,723.00	
101.41410	Elections	3,300.00	0.00	5,482.00	
101.41500	Financial Administration	113,410.26	136,543.74	107,705.02	
101.41530	Accounting	18,550.00	19,600.00	24,000.00	
101.41550	Assessing	7,206.00	6,360.00	6,950.00	
101.41600	Law/Legal Services	20,750.00	20,000.00	20,000.00	
101.41940	General Govt. Buildings/Plant	45,760.00	49,060.00	52,000.00	
101.41950	Engineering Professional Services	20,000.00	7,000.00	8,500.00	
101.42100	Police Protection Contract	100,963.20	104,250.00	107,850.00	
101.42200	Fire Protection	117,710.00	124,523.00	123,539.00	Need Final Budget
101.42400	Building Inspections	10,000.00	10,000.00	10,000.00	
101.43100	Streets Department	94,284.62	115,277.19	157,197.13	
101.43125	Ice and Snow Removal	17,000.00	15,000.00	24,500.00	
101.43160	Street Lighting	30,000.00	35,000.00	70,000.00	
101.45200	Parks & Recreation	150,353.94	108,828.48	136,520.90	
101.46500	EDA	31,093.00	31,093.00	34,225.00	Need Final Budget
311.312.313	Other Financing	259,190.98	244,234.58	143,483.00	
401-41000	Capital Funds			114,500.00	

TOTAL EXPENDITURES	1,053,677.00	1,042,520.99	1,162,175.05	
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TOTAL REVENUE LESS TOTAL EXPENSES	76,811.50	(299.99)	4,589.81	Preliminary Levy 5%
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	A	B	C	I	J	K	L	M	N	O
1	2024 Budget	ENTERPRISE FUNDS								
2		601 WATER FUND		2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 YTD Revenues & Spent	2024 Budget
3	601-	REVENUES								Preliminary
4	36100	Special Assessments	Certified Outstanding UB Collected	\$0.00	\$450.00	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00
5	36200	Miscellaneous	Bulk Water Sales; LMCIT pymt for well problems	\$0.00	\$597.33	\$0.00	\$2,997.57	\$0.00	\$447.00	\$0.00
6	36210	Interest Earnings		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,737.29	\$11,000.00
7	37100	Water Sales		\$159,982.00	\$164,193.56	\$164,781.00	\$159,848.64	\$169,725.00	\$150,455.79	\$160,000.00
8	37150	Water Connect/Reconnect	New Home Connections	\$0.00	\$614.00		\$1,228.00	\$0.00	\$614.00	\$1,228.00
9	37160	Water Penalty		\$0.00	\$1,625.09		\$1,639.39	\$0.00	\$615.93	\$1,000.00
10	37170	MDH Fee (Safe Drinking Water/Service Connection Fee)		\$3,762.00	\$3,850.35	\$3,762.00	\$3,872.32	\$3,762.00	\$3,401.38	\$3,600.00
11	37180	Commercial Water Tax		\$1,500.00	\$1,122.97	\$1,500.00	\$1,212.19	\$1,500.00	\$1,049.93	\$1,130.00
12	38051	Gas Franchise Fee		\$10,321.00	\$11,335.98	\$10,321.00	\$10,995.55	\$10,321.00	\$11,112.00	\$11,000.00
13	38052	Electric Franchise Fee		\$12,324.00	\$6,369.22	\$12,324.00	\$12,949.65	\$12,977.00	\$13,737.63	\$12,745.00
14	39202	Contribution - Enterprise Fund		\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
15	39203	Transfer from Other Fund		\$0.00	\$0.00		\$41,400.00	\$0.00	\$0.00	\$0.00
16	39310	Proceeds-Gen Obligation Bonds		\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
17										
18		Total Revenues		\$187,889.00	\$190,158.50	\$192,688.00	\$237,043.31	\$198,285.00	\$185,170.95	\$201,703.00
19										
20										
21	601-	OPERATING EXPENSES								
22	49400									
23	101	Salaries	Staff Wages	\$38,900.00	\$25,082.88	\$40,500.00	\$26,144.94	\$43,126.11	\$55,016.60	\$37,708.07
24	120	Benefits	Staff Benefits	\$15,000.00	\$13,380.18	\$10,100.00	\$6,894.90	\$15,328.64	\$17,069.85	\$15,118.73
25	151	Workmans Comp	Staff Ins.	\$1,000.00	\$2,926.40	\$1,000.00	\$1,559.00	\$1,200.00	\$1,083.80	\$1,194.00
26	200	Supplies	Marking paint	\$1,000.00	\$1,393.47	\$1,000.00	\$944.93	\$1,000.00	\$454.92	\$1,000.00
27	208	Training/Mileage	Staff Training - New Staff	\$800.00	\$1,507.37	\$800.00	\$323.00	\$800.00	\$1,399.34	\$1,000.00
28	210	Tax & Licensing	Sales and Use Tax Commercial Water	\$1,500.00	\$1,144.45	\$1,500.00	\$3,243.29	\$2,000.00	\$2,793.10	\$3,400.00
29	216	Chemicals	Chemicals for water dept	\$10,000.00	\$11,158.49	\$10,000.00	\$7,958.94	\$10,000.00	\$10,108.47	\$10,300.00
30	220	Bldg. Repair and Maintenance	Tower/Well House	\$10,000.00	\$2,511.47	\$10,000.00	\$4,239.12	\$10,000.00	\$48.43	\$10,000.00
31		Well #2 Pump Inspections		\$0.00		\$0.00				\$0.00
32	228	Equipment Repair and Maintenance	Water Meters; Fluoride Mtr	\$7,000.00	\$1,909.95	\$7,000.00	\$14,154.77	\$10,000.00	\$17,019.45	\$10,000.00
33	240	Tools & Minor Equipment			\$197.83	\$200.00	\$153.00	\$200.00	\$0.00	\$200.00
34	300	Professional Services	Utility Locates, Water Line Repairs, meter calibrations, processing fees for meter program, PSN program	\$10,000.00	\$11,046.83	\$10,000.00	\$4,280.00	\$10,000.00	\$10,133.04	\$10,000.00
35				\$5,500.00	\$0.00					
36	303	Engineering			\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
37	321	Communications	Tower, well house alarm, fiber line	\$850.00	\$685.80	\$700.00	\$698.65	\$700.00	\$552.35	\$700.00
38	362	Property Insurance	N/A							

2024 Budget ENTERPRISE FUND

602 SEWER FUND			2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 YTD Revenues & Spent	2024 Budget
602-	REVENUES								Preliminary
33400	State Grant and Aids			\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
36100	Special Assessments	Mantor Drive Project	\$5,500.00	\$16,475.00	\$5,500.00	\$8,972.00	\$5,500.00	\$0.00	\$0.00
36200	Miscellaneous Revenue			\$651.50		\$8,336.00			\$0.00
36210	Interest Income			\$0.00		\$0.00	\$0.00	\$18,686.38	\$23,000.00
37200	Sewer Sales		\$300,746.00	\$306,500.71	\$300,746.00	\$300,792.29	\$309,768.38	\$276,042.77	\$298,000.00
37250	Sewer Connect/Reconnect			\$2,639.00		\$5,278.00	\$0.00	\$2,639.00	\$0.00
37251	SEWER CONNECT CHG CEMETERY RD			\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
37260	Swr Penalty			\$3,025.55		\$5,278.00	\$0.00	\$1,144.19	\$1,200.00
38051	Gas Franchise Fee			\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
38052	Electric Franchise Fee			\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
39202	Contribution Enterprise Fund			\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
39203	Transfer From other fund	From General Fund; Required PFA Bond Transfer	\$20,000.00	\$52,319.00	\$20,000.00	\$35,000.00	\$20,000.00	\$0.00	\$0.00
39300	Proceeds-Gen Long Term Debt			\$0.00					
	Total Revenues		\$326,246.00	\$381,610.76	\$326,246.00	\$363,656.29	\$335,268.38	\$298,512.34	\$322,200.00
602-49450-	OPERATING EXPENSES:								
101	Salaries		\$29,500.00	\$34,160.70	\$30,500.00	\$37,033.80	\$32,928.37	\$52,995.61	\$43,793.14
120	Benefits		\$11,000.00	\$15,932.88	\$11,100.00	\$13,852.76	\$11,366.15	\$16,441.13	\$17,347.01
151	Workman's Comp		\$1,500.00	\$1,945.40	\$1,500.00	\$1,686.00	\$1,450.00	\$1,279.09	\$1,409.00
200	Supplies		\$1,500.00	\$574.17	\$1,000.00	\$306.34	\$1,000.00	\$505.70	\$1,000.00
208	Training, Mileage		\$1,000.00	\$1,294.05	\$1,400.00	\$23.00	\$1,400.00	\$984.40	\$1,500.00
210	Tax and Licensing		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
212	Fuel		\$1,700.00	\$3,292.65	\$2,000.00	\$2,888.83	\$3,200.00	\$2,726.85	\$3,500.00
216	Chemicals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
220	Building Repair/Maintenance	Repairs/Maint. To bldg/structures related to WW/lift station pumps; grinder pumps	\$10,000.00	\$16,666.77	\$15,000.00	\$4,213.39	\$15,000.00	\$11,469.29	\$15,000.00
240	Tools Minor Equipment		\$500.00	\$962.97	\$500.00	\$74.07	\$500.00	\$120.83	\$500.00
300	Professional Services	Quality Flow Pump Checks and Meter Calibration; generator, locates, banyon,	\$10,000.00	\$16,264.12	\$11,000.00	\$6,417.29	\$11,000.00	\$8,898.69	\$11,000.00
303	Engineering Fees		\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00
304	Legal Fees		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
321	Communications	Alarm Line; WWTP, Lift station	\$852.00	\$941.60	\$850.00	\$777.30	\$850.00	\$784.70	\$870.00
362	Property Insurance								
380	Utility Services	Gas/Electric to run lift stations	\$15,000.00	\$8,920.11	\$5,000.00	\$7,556.81	\$5,000.00	-\$2,658.59	\$3,000.00
405	Depreciation			\$130,610.00		\$130,652.00	\$0.00	\$0.00	\$0.00
433	Dues and Memberships	LMC Yearly	\$300.00	\$60.00	\$300.00	\$0.00	\$300.00	\$0.00	\$300.00
437	Other Miscellaneous	Bills, etc.	\$3,800.00	\$776.91	\$1,200.00	\$964.89	\$1,200.00	\$36.63	\$2,950.00
442	Grant Award Related Expense					\$0.00	\$0.00	\$0.00	\$0.00
530	Construction					\$0.00	\$0.00	\$0.00	\$0.00
570	Capital Outlay	2024 Televising Sewer Main & Impeller Replacement	\$10,000.00	\$426.61	\$10,000.00	\$144.69	\$7,500.00	\$9,160.48	\$10,500.00

2024 Budget ENTERPRISE FUND

602 SEWER FUND			2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 YTD Revenues & Spent	2024 Budget
585	Kasson WW Processing Fee		\$112,000.00	\$64,807.92	\$112,000.00	\$60,218.00	\$112,000.00	\$60,333.00	\$95,000.00
601	Debt Service Bond Principal	PFA with Kasson (principal & Interest)	\$37,000.00	\$36,296.00	\$25,000.00	\$35,184.64	\$35,000.00	\$35,287.23	\$35,200.00
601	Debt Service Bond Principal	2019A							\$7,500.00
605	Clean Water SRF Bond	2010 PFA Principal	\$12,000.00	\$0.00	\$12,000.00	\$12,000.00	\$12,750.00	\$0.00	\$14,000.00
608	PFA WW Connection Bond	2017 PFA Principal	\$23,000.00	\$0.00	\$23,000.00	\$23,000.00	\$23,000.00	\$0.00	\$23,000.00
611	Bond Interest	2017 PFA	\$7,170.00	\$19,197.62	\$6,120.00	\$19,274.38	\$6,120.00	\$15,533.14	\$3,480.00
611	Bond Interest	2010 PFA							\$1,816.00
611	Bond Interest	2019A							\$3,000.00
620	Fiscal Agent Fees		\$495.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
720	Operating Transfers	Transfer from Sewer to CIP after Audit was completed; payment to 2019A GO Bond/Sewer portion	\$10,106.00		\$11,222.00	\$0.00			
998	Asset Disposal Loss					\$0.00	\$0.00	\$0.00	\$0.00
999	Asset Retirement								
Total Expenditures		Not including Depreciation	\$303,423.00	\$353,130.48	\$285,692.00	\$356,268.19	\$286,564.52	\$213,898.18	\$300,665.15
Total Revenue Minus Expenses			\$22,823.00	\$28,480.28	\$40,554.00	\$7,388.10	\$48,703.86	\$84,614.16	\$21,534.85

Written in Red are funds that have gone over budget

Highlighted in Red are Credits

2024 Budget ENTERPRISE FUND

603 RV FUND			2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 YTD Revenues & Spent	2024 Budget
603-	REVENUES								Preliminary
34000	Charges for Services		\$18,000.00	\$24,181.00	\$18,000.00	\$24,211.44	\$18,000.00	\$23,901.00	\$22,000.00
	Misc Revenues	Wood Box & Sewer							
36210	Interest Earnings		\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
	Total Revenues		\$18,000.00	\$24,181.00	\$18,000.00	\$24,211.44	\$18,000.00	\$23,901.00	\$22,000.00
603-45183-	OPERATING EXPENSES								
101	Salaries		\$7,200.00	\$7,325.10	\$7,700.00	\$20,961.42	\$13,000.00	\$3,532.85	\$3,911.94
120	Benefits		\$3,100.00	\$3,189.38	\$3,100.00	\$3,438.39	\$3,100.00	\$908.65	\$1,899.05
210	Tax and Licensing, Res Nexus	Sales/Use, License Renew	\$1,700.00	\$1,534.58	\$1,700.00	\$2,085.01	\$2,000.00	\$1,727.69	\$3,000.00
381	Electric Utilities		\$2,500.00	\$1,372.06	\$1,000.00	\$254.28	\$1,000.00	\$431.22	\$900.00
384	Refuse/Garbage Disposal		\$540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
400	Repairs and Maintenance		\$16,559.00	\$0.00	\$14,325.00	\$2,884.55	\$14,325.00	\$267.94	\$10,000.00
410	Rentals	Port a Potty Rental	\$475.00	\$468.58	\$475.00	\$0.00	\$475.00	\$520.89	\$475.00
440	Refunds and Reimbursements		\$500.00	\$305.00	\$500.00	\$4,000.00	\$500.00	\$340.00	\$500.00
720	Operating Transfers								
	Total Expenses		\$32,574.00	\$14,194.70	\$28,800.00	\$33,623.65	\$34,400.00	\$7,729.24	\$20,685.99
	Total Revenue Minus Expenses		-\$14,574.00	\$9,986.30	-\$10,800.00	-\$9,412.21	-\$16,400.00	\$16,171.76	\$1,314.01

2024 Budget ENTERPRISE FUND

604 STORM SEWER FUND			2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 YTD Remaining & Spent	2024 Budget
604-	REVENUES								Preliminary
36100	Special Assessments		\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
36210	Interest Earnings		\$0.00	\$0.00		\$0.00	\$0.00	\$2,669.47	\$3,000.00
37500	Storm Sewer Charge Collections		\$18,000.00	\$18,473.34	\$18,000.00	\$18,511.46	\$18,000.00	\$15,876.41	\$18,000.00
37560	Storm Sewer Penalty		\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
39201	Transfer from General Fund		\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
	Total Revenues		\$18,000.00	\$18,473.34	\$18,000.00	\$18,511.46	\$18,000.00	\$18,545.88	\$21,000.00
604-43150-	OPERATING EXPENSES								
300	Professional Services	Rip Rap, Storm Drainage Cleaning; \$500 each time	\$1,500.00	\$2,659.00	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00
303	Engineering		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
352	Publishing	Bills	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$164.00
400	Repairs/Maint		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
440	Refunds/Reimbursements		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
700	Transfers from Other Funds		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Total Expenses		\$1,500.00	\$2,659.00	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$1,664.00
	Total Revenue Minus Expenses		\$16,500.00	\$15,814.34	\$16,500.00	\$18,511.46	\$16,500.00	\$18,545.88	\$19,336.00

2024 Public Works Proposed Budget

- **Streets Department**
 - Crack/Sealing - \$50,000
 - Box Scraper for roads - \$4,000.00

- **Sewer Department**
 - Cleaning and Televising of Sewer Mains - \$8,500.00
 - Replacement of Impellers - \$1,700.00

- **Water Department**
 - Upgrade Hydrants to Starz - \$3,000.00

- **Parks Department**
 - Budget Proposal – See attached proposal

- **Miscellaneous Items**
 - Tool Box for Shop - \$1,000.00
 - Replace Main Shop Door - \$
 - Tires for Truck #2 - \$1,605.00

This is what the City Attorney wrote in response to my questions below about the Quitclaim Deed for Riverside Park and the HWY 57 Project.

Gretchen,

Property records indicate unequivocally that the city does ***not*** own this property. Another law firm performed a title opinion confirming that fact, and out of an abundance of caution we also procured an information-only title commitment which confirmed that the city doesn't own it. Because of that, I told MnDOT the city was unable and unwilling to sign a traditional easement representing that it owns the property, conveying ROW, etc. because it seems clear to me that the city lacks any authority to do that. However, during a conference call last month, MnDOT nevertheless stated that they wanted a quitclaim easement from the city. Quitclaiming a property right (like an easement) to someone makes them absolutely no guarantees, meaning that they are only getting a valid easement if indeed the city owns the property and has the right to grant that easement. I have been clear from the start with MnDOT that the city lacks such authority, but they are apparently willing to take on the risk that comes along with proceeding with a quitclaim easement. This is what led to the instrument that I drafted for the council's review/approval.

As for your questions below, the city does not own the property. I'm not sure whether the city has historically used the property for anything, but if so, there might be some argument about prescriptive rights and/or adverse possession. We can discuss that further if you'd like. Beyond that, I'm not sure the city should be doing anything with that land.

Let me know if you'd like to discuss in more detail.

Thanks,
Dave

Hi David.

Will The City retain ownership of this parcel, or will it be owned by the state if we sign it?

Is it just a temporary easement where we don't relinquish ownership?

Will we still be able to put signs there?

Thank you David!

Gretchen Lohrbach City Clerk-Treasurer

City of Mantorville

21 5th Street East, PO Box 188

Mantorville, MN 55955

Gretchen@Mantorville.com

507-635-5116

EASEMENT EXHIBIT



TEMPORARY RIGHT OF WAY EASEMENT

DESCRIPTION:

Block 16 lying north of the Zumbro River, Original Plat, Village of Mantorville, Dodge County, Minnesota except that part taken for Trunk Highway No. 57, on Minnesota Department of Transportation Right of Way Plat No. 20-30.



LEGEND

	LOT LINE
	PROPERTY LINE
	SECTION LINE
	ROW LINE
	EASEMENT LINE
	EASEMENT

SCALE:	1" = 40'
DRAWN BY:	BGC
DATE:	11/28/2022
PROJECT NO.:	8850
CADD NO.:	cr200744_title_request

FOR:	BLOCK 16 NW 1/4 NW 1/4 SECTION 21 T107N R16W DODGE COUNTY, MINNESOTA
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QUITCLAIM DEED EASEMENT

Date: November 27, 2023

For good and valuable consideration, the city of Mantorville, a Minnesota municipal corporation, Grantor, hereby conveys and quitclaims to the State of Minnesota, Grantee, a perpetual right-of-way easement on and over real property in Dodge County, Minnesota, described as follows:

Block 16 lying north of the Zumbro River, Original Plat, Village of Mantorville, Dodge County, Minnesota except that part taken for Trunk Highway No. 57, on Minnesota Department of Transportation Right of Way Plat No. 20-30.

STATE DEED TAX DUE HEREON: NONE

GRANTOR:

By: _____
Chuck Bradford, Mayor

By: _____
Gretchen Lohrbach, Clerk-Treasurer

STATE OF MINNESOTA)
) ss.
COUNTY OF DODGE)

The foregoing instrument was acknowledged before me this ____ day of _____, 2023 by Chuck Bradford and Gretchen Lohrbach, the mayor and clerk-treasurer, respectively, of the city of Mantorville, a Minnesota municipal corporation, Grantor.

Notary Public

NOTARY STAMP OR SEAL

THIS INSTRUMENT DRAFTED BY:
Kennedy & Graven, Chartered
Fifth Street Towers
150 South Fifth Street, Suite 700
Minneapolis, MN 55402
(612) 337-9300