



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

## REGULAR CITY COUNCIL MEETING

MANTORVILLE CITY COUNCIL CHAMBERS

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

Monday, December 11, 2023

6:30 PM

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Adopt the Agenda**

**4. Consent Agenda \***

- A. Accounts Payable (Warrant List) December 11, 2023
- B. Park Meeting Minutes 10.24.23
- C. Regular Minutes Board of Commissioners 11.14.23
- D. Mantorville Chamber Regular Minutes for November 2023
- E. Mantorville Garbage License Renewals for 2024
- F. Liquor License Renewals for 2024
  - 1. Mantorville Saloon 2024 Renewal, 501 Main St. N. Resolution No. 2023-30 \*
  - 2. Mantorville Saloon 2024 Renewal, 509 Main St. N. Resolution No. 2023-31 \*
  - 3. Hubbell House 2024 Renewal, 502 Main St. N. Resolution No. 2023-32 \*
- G. Designating Polling Place for 2023 City Elections Resolution No. 2023-33 \*

**5. Proclamations, Presentations and Recognitions**

- A. Tom Monson with updates on Riverside Park Bandshell

**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**

- A. Fire Chief Duke Harbaugh - Mantorville Fire and Rescue Updates
  - 1. Approval of Officer Selections for 2024 \*
- B. Dodge County Sheriff's Office Updates

**8. Public Hearing – No Items**

**9. New Business**

- A. Truth in Taxation Meeting and Public Input on Final General Levy Budget for 2024
  - 1. Approval of Final 2024 General Fund Budget \*
  - 2. Resolution No. 2023-34 Adopting the Final Tax Levy Collectible in the Year 2024 \*

- 3. Resolution No. 2023-35 Setting the Monthly Water and Sewer Rates for 2024 \*
- 4. Approval of Final Enterprise Budgets for 2024 \*
- B. Resolution No. 2023-36 Approving the Delegation of Authority for Paying Claims Through Month End 2023 \*
- C. Decision on lights for HWY 57 Project \*
- D. Discussion of bonding for the HWY 57 Project
- E. Master Fee Schedule Changes to be Discussed
- F. Discussion of Calendar for 2024

**10. Old Business – No Items**

**11. Tabled Items – No Items**

**12. Reports**

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

**13. Executive Session**

- A. Employee Performance Evaluations

**14. Adjourn \***

<b><i>Upcoming Meetings and Events in Mantorville:</i></b>		
<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>January 1, 2024</i>	<i>Monday</i>	<i>New Year’s Day – City Offices Closed</i>
<i>January 8, 2024</i>	<i>6:30pm</i>	<i>First City Council Regular Meeting of 2024</i>
<b><i>Notice of Possible Quorum! Members of the City Council and other Boards may be in attendance at all meetings and community events in Mantorville</i></b>		

\* Indicates Council Action Items Requiring Council Approval

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Payments

Current Period: December 2023

Payments Batch 120723PAY-3		\$122,851.66	
Refer	0	-	
Invoice			
Transaction Date	12/7/2023	MBT Bank Checking 10100	<b>Total</b>
Refer	0 <u>AMAZON</u>	<u>Ck# 006043 12/11/2023</u>	
Cash Payment	E 101-41500-200 Supplies	Calendars for treatment plant and shop	\$18.70
Invoice	12/11/2023		
Transaction Date	12/7/2023	MBT Bank Checking 10100	<b>Total</b> \$18.70
Refer	0 <u>AMAZON</u>	<u>Ck# 006044 12/11/2023</u>	
Cash Payment	E 101-41500-200 Supplies	Calendars for shop and city hall, tissue, erasers	\$39.86
Invoice	12/11/2023		
Transaction Date	12/7/2023	MBT Bank Checking 10100	<b>Total</b> \$39.86
Refer	0 <u>AMAZON</u>	<u>Ck# 006045 12/11/2023</u>	
Cash Payment	E 101-41500-200 Supplies	Staples	\$9.43
Invoice	12/11/2023		
Transaction Date	12/7/2023	MBT Bank Checking 10100	<b>Total</b> \$9.43
Refer	0 <u>ARNOLD, STEPHANIE</u>	-	
Cash Payment	E 101-41500-208 Training, Mileage	Tax and budget training with Mike Bubany	\$55.02
Invoice	12/11/2023		
Transaction Date	12/7/2023	MBT Bank Checking 10100	<b>Total</b> \$55.02
Refer	0 <u>BECKLEYS OFFICE PRODUCTS</u>	-	
Cash Payment	E 101-41500-300 Professional Svcs (GEN	Paper Shred Service	\$41.50
Invoice 98591	12/11/2023		
Transaction Date	12/7/2023	MBT Bank Checking 10100	<b>Total</b> \$41.50
Refer	0 <u>BOYUM TREE SERVICE LLC</u>	-	
Cash Payment	E 101-45200-500 Capital Outlay	EAB Tree Removal	\$5,300.00
Invoice 763228	12/11/2023		
Transaction Date	12/7/2023	MBT Bank Checking 10100	<b>Total</b> \$5,300.00
Refer	0 <u>DELTA DENTAL</u>	-	
Cash Payment	G 101-21708 Dental Insurance	Dental Ins for December	\$115.26
Invoice	12/11/2023		
Transaction Date	12/7/2023	MBT Bank Checking 10100	<b>Total</b> \$115.26
Refer	0 <u>DIAMOND RIDGE PRINTING</u>	-	
Cash Payment	E 101-41500-200 Supplies	Ordered Checks	\$289.00
Invoice 51270	11/23/2021		
Transaction Date	12/7/2023	MBT Bank Checking 10100	<b>Total</b> \$289.00
Refer	0 <u>EARLS SMALL ENGINE REPAIR</u>	-	
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	Stihl Bar Nuts	\$12.99
Invoice 1242023	12/11/2023		
Transaction Date	12/7/2023	MBT Bank Checking 10100	<b>Total</b> \$12.99
Refer	0 <u>GOPHER STATE ONE CALL</u>	-	
Cash Payment	E 601-49400-300 Professional Svcs (GEN	Utility Locates	\$12.42
Invoice 3110571	12/11/2023		

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## Payments

Current Period: December 2023

<b>Cash Payment</b>	E 602-49450-300 Professional Srvs (GEN	Utility Locates			\$18.63
Invoice	3110571	12/11/2023			
Transaction Date	12/7/2023		MBT Bank Checking	10100	<b>Total</b> \$31.05
Refer	0	<u>HOMETOWN HAULERS</u>	-		
<b>Cash Payment</b>	E 101-41940-384 Refuse/Garbage Dispos	City and Fire Hall Carbage Removal			\$113.11
Invoice	12878	12/11/2023			
<b>Cash Payment</b>	E 101-41940-384 Refuse/Garbage Dispos	City and Fire Hall Carbage Removal			\$48.08
Invoice	12878	12/11/2023			
<b>Cash Payment</b>	E 101-42200-384 Refuse/Garbage Dispos	City and Fire Hall Carbage Removal			\$48.07
Invoice	12878	12/11/2023			
Transaction Date	12/7/2023		MBT Bank Checking	10100	<b>Total</b> \$209.26
Refer	0	<u>INTERNAL REVENUE SERVICE</u>	-		
<b>Cash Payment</b>	G 101-21703 FICA Tax Withholding	PR 24			\$926.20
Invoice		12/11/2023			
<b>Cash Payment</b>	G 101-21709 Medicare	PR 24			\$216.62
Invoice		12/11/2023			
<b>Cash Payment</b>	G 101-21701 Federal Withholding	PR 24			\$648.44
Invoice		12/11/2023			
Transaction Date	12/7/2023		MBT Bank Checking	10100	<b>Total</b> \$1,791.26
Refer	0	<u>JIM WHITING NURSERY &amp; GARDE</u>	-		
<b>Cash Payment</b>	E 101-45200-500 Capital Outlay	Parks Tree Management balance on burgandy belles			\$80.10
Invoice		12/11/2023			
Transaction Date	12/7/2023		MBT Bank Checking	10100	<b>Total</b> \$80.10
Refer	0	<u>KASSON HARDWARE HANK</u>	-		
<b>Cash Payment</b>	E 101-45200-430 Miscellaneous	Pruning Spray			\$11.99
Invoice	323130	12/11/2023			
<b>Cash Payment</b>	E 602-49450-220 Bldg.Repair and Mainten	Fastnerts and hooks			\$28.45
Invoice	323080	12/11/2023			
<b>Cash Payment</b>	E 101-42200-240 Tools and Minor Equipm	Outdoor flashlights			\$36.48
Invoice	323146	12/11/2023			
<b>Cash Payment</b>	E 101-42200-228 Equip. Repair and Maint	AntiFreeze Pickup			\$17.38
Invoice	323417	12/11/2023			
Transaction Date	12/7/2023		MBT Bank Checking	10100	<b>Total</b> \$94.30
Refer	0	<u>KENNEDY &amp; GRAVEN, CHARTERE</u>	-		
<b>Cash Payment</b>	E 101-41600-304 Legal Fees	General City Matters			\$733.20
Invoice		12/11/2023			
<b>Cash Payment</b>	E 101-41600-304 Legal Fees	Real Estate Matters			\$177.20
Invoice		12/11/2023			
<b>Cash Payment</b>	E 101-41600-304 Legal Fees	T.H. 57 Easements			\$332.25
Invoice		12/11/2023			
<b>Cash Payment</b>	E 101-41600-304 Legal Fees	Maxson Lot Split Matter			\$620.20
Invoice		12/11/2023			
Transaction Date	12/7/2023		MBT Bank Checking	10100	<b>Total</b> \$1,862.85
Refer	0	<u>KMTELECOM</u>	-		
<b>Cash Payment</b>	E 101-41940-321 Communications Phone/	CITY HALL MAIN 5170			\$140.46
Invoice	10191281	12/11/2023			



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## Payments

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<b>Cash Payment</b>	E 101-41940-321	Communications Phone/	CITY HALL - 5176 - 2ND LINE		\$20.79
Invoice	10191281		12/11/2023		
<b>Cash Payment</b>	E 101-41940-321	Communications Phone/	CITY HALL FAX 5300		\$25.00
Invoice	10191281		12/11/2023		
<b>Cash Payment</b>	E 101-42200-321	Communications Phone/	FD 5440		\$25.78
Invoice	10191281		12/11/2023		
<b>Cash Payment</b>	E 101-41940-321	Communications Phone/	STREETS - SHOP 5119		\$80.77
Invoice	10191281		12/11/2023		
<b>Cash Payment</b>	E 601-49400-321	Communications Phone/	WATER TOWER ALARM 3588		\$46.08
Invoice	10191281		12/11/2023		
<b>Cash Payment</b>	E 602-49450-321	Communications Phone/	LIFT STATION ALARM 5066		\$36.08
Invoice	10191281		12/11/2023		
<b>Cash Payment</b>	E 602-49450-321	Communications Phone/	WWTP 5463 ALARM		\$36.08
Invoice	10191281		12/11/2023		
<b>Cash Payment</b>	E 101-41940-321	Communications Phone/	LONG DISTANCE/TAXES/FEES		\$5.85
Invoice	10191281		12/11/2023		
<b>Cash Payment</b>	E 101-46500-437	Other Miscellaneous	EDA 800 NUMBER		\$0.15
Invoice	10191281		12/11/2023		
Transaction Date	12/7/2023		MBT Bank Checking	10100	<b>Total</b> \$417.04
Refer	0	<u>MENARDS - NORTH ROCHESTER</u>	-		
<b>Cash Payment</b>	E 101-43125-404	Repairs/Maint Machiner	Driveay Marker		\$39.80
Invoice	35088		12/11/2023		
Transaction Date	12/7/2023		MBT Bank Checking	10100	<b>Total</b> \$39.80
Refer	0	<u>MINNESOTA REVENUE</u>	<u>Ck# 006041 12/11/2023</u>		
<b>Cash Payment</b>	G 101-21702	State Withholding	PR 24		\$354.91
Invoice			12/11/2023		
Transaction Date	12/7/2023		MBT Bank Checking	10100	<b>Total</b> \$354.91
Refer	0	<u>MN PERA</u>	<u>Ck# 006042 12/11/2023</u>		
<b>Cash Payment</b>	G 101-21704	PERA	PR 24		\$1,118.39
Invoice			12/11/2023		
Transaction Date	12/7/2023		MBT Bank Checking	10100	<b>Total</b> \$1,118.39
Refer	0	<u>SIMPLY TIDY, LLC</u>	-		
<b>Cash Payment</b>	E 101-41940-439	Janitors	Biweekly cleaning of city and fire hall		\$65.00
Invoice	1813		12/11/2023		
<b>Cash Payment</b>	E 101-41940-439	Janitors	Biweekly cleaning of city and fire hall		\$65.00
Invoice	1692		12/11/2023		
Transaction Date	12/7/2023		MBT Bank Checking	10100	<b>Total</b> \$130.00
Refer	0	<u>WARSAW SOLAR, LLC</u>	-		
<b>Cash Payment</b>	E 101-43160-381	Electric Utilities	Power sales for October		\$2,853.83
Invoice	2311-6994D		12/11/2023		
Transaction Date	12/7/2023		MBT Bank Checking	10100	<b>Total</b> \$2,853.83
Refer	0	<u>WEX HEALTH, INC.</u>	<u>Ck# 006040 12/11/2023</u>		
<b>Cash Payment</b>	G 101-21714	Health Savings Account	HSA EE Contribution PR 24		\$90.00
Invoice			12/11/2023		
<b>Cash Payment</b>	G 101-21714	Health Savings Account	HSA ER Contribution PR 24		\$173.07
Invoice			12/11/2023		
Transaction Date	12/7/2023		MBT Bank Checking	10100	<b>Total</b> \$263.07

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Refer	0	CASEYS BUSINESS MASTERCARD	Ck# 006046	12/11/2023		
Cash Payment	E 602-49450-212	Motor Fuels	Motor Fuels			\$372.75
Invoice		12/11/2023				
Cash Payment	E 101-42200-212	Motor Fuels	Motor Fuels			\$138.82
Invoice		12/11/2023				
Transaction Date	12/7/2023		MBT Bank Checking	10100	<b>Total</b>	\$511.57
Refer	0	STUSSY CONSTRUCTION INC	-			
Cash Payment	E 101-45200-401	Repairs/Maint Buildings	Ice Rink			\$242.18
Invoice 330704		12/11/2023				
Transaction Date	12/7/2023		MBT Bank Checking	10100	<b>Total</b>	\$242.18
Refer	0	SANCO EQUIPMENT	-			
Cash Payment	E 101-43125-404	Repairs/Maint Machiner	Bobcar Repairs			\$285.40
Invoice sw2011618-1		12/11/2023				
Cash Payment	E 101-43125-404	Repairs/Maint Machiner				\$1,244.68
Invoice		12/11/2023				
Transaction Date	12/7/2023		MBT Bank Checking	10100	<b>Total</b>	\$1,530.08
Refer	0	DODGE COUNTY HIGHWAY DEPA	-			
Cash Payment	E 101-43125-406	Snow/Ice Removal	Salt and sand for streets			\$1,190.21
Invoice		12/11/2023				
Transaction Date	12/7/2023		MBT Bank Checking	10100	<b>Total</b>	\$1,190.21
Refer	0	DODGE COUNTY SHERIFF	-			
Cash Payment	E 101-42100-310	Other Professional Servi	Payment in Full of Dodge County Sheriff contract 2023			\$104,250.00
Invoice		12/11/2020				
Transaction Date	12/7/2023		MBT Bank Checking	10100	<b>Total</b>	\$104,250.00

Fund Summary

10100 MBT Bank Checking

101 GENERAL FUND	\$122,301.17
601 WATER FUND	\$58.50
602 SEWER FUND	\$491.99
	<u>\$122,851.66</u>

Pre-Written Checks	\$2,315.93
Checks to be Generated by the Computer	\$120,535.73
<b>Total</b>	<u>\$122,851.66</u>



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

## **PARK AND RECREATION BOARD MEETING**

**MUNICIPAL COUNCIL CHAMBERS**  
**21 5<sup>TH</sup> STREET E, MANTORVILLE, MN 55955**  
**TUESDAY October 24, 3034**  
**6:30pm**

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

9.26.2023 – Member Brad Germundson moved. Member Lyle Hoaglund seconded. Passed.
  
- 4. New Business**
  - A. Online Schedule/Card Payment-ResNexus**
    - a** Deputy City Clerk Stephanie Arnold discussed ResNexus. She reached out to Lagoon Park, ran by the city of Montevideo, who recommended ResNexus. They have been using it for 6 months. Deputy City Clerk Stephanie Arnold and City Clerk Gretchen Lohrbach had a phone meeting with Andrew Webb from ResNexus and has a demonstration. We would have a link on our website someone can click and see which spots are open, how much it would cost. The system is live so online reservations will show in office as they are being made. ResNexus also offers “House Keeper” accounts. This would allow an account for the Sheriffs to have better ideas of who is supposed to be in which spot should an issue arise. ResNexus offered a card payment system. We would charge an extra 2.9% + \$0.30 per transaction. This would be added as an admin fee. The card machine is free for the first year and then \$79.99 each year after. After discussion Park Board agreed to Essentials Plus, which does not take commissions off Online booking agents.
      - i** Motion to go to Council with ResNesux offer. Matt Wohlenhaus motioned. Brag Germundson seconded. 4 ayes. 0 nays. Passed
  
- 5. Old Business**
  - A. Hockey Rink/Basket Ball Court**

- a Joe Adams reached out to Charlie in Kasson regarding price. Charlie confirmed to put the court in Kasson cost \$60,000 because the city workers did all the labor from grate work, installed equipment, painting and more. Joe reached out to city engineer who confirmed the cost change from 2021 to 2023 the price would increase a minimum of 10%. We are looking at roughly \$90,000 to \$100,000 to install court.
  - b Joe Adams states he has been warned that people in residential areas have been complaining about the noise caused by pickleball.
- B. Covered Bridge
  - a The railing is complete.
  - b Joe Adams is planning on taking down a lot of Ash trees around the bridge and put in more red maple trees.
- C. Grants –Nothing New
- D. Riverside Park
  - a Joe Adams is going to be locking the bathrooms and shutting the park down in the next couple of weeks.
- E. Campground
  - a Joe Adams is going to be adding some new trees in the back of the park.
  - b Joe Adams has been reaching out regarding the drainage project in the campground. He hasn't heard back yet from his contractor.
- F. Bergmann Park – Nothing New
- G. Slingerland Park –Nothing New
- H. Mantor Field
  - a Joe Adams is going to be adding a minimum of 8 trees in the park. He is adding some near the retention pond, along the hillside, and some along the road.
- I. K-M Dog Park – Nothing New
- J. Denneson Field
  - a Joe Adams is putting 5 more trees in the park. Some will go in the park; some will go near the bathrooms. All the Ash trees will be removed.
  - b Joe Adams met with Carol Denneson regarding the park. She was really happy with the results. Carol Denneson would like to donate one more tree for her husband's birthday.
- K. Community Gardens – Nothing New
- L. Community Tree Management
  - a Joe Adams used just under the 3,000 that was approved to buy trees. Joe Adams and Deputy City Clerk Stephanie Arnold went and picked out some trees from Bachmann's.
  - b Boyum won't be in until next month.

**6. Next board meeting is 6:30pm November 27, 2023 at City Hall**

**7. Joint Ventures Updates – No Updates**

**8. City Staff Updates/Reports**

**9. Adjourn – Vice Chairmen Henry Blair adjourned meeting at 7:11 pm. Matt Wohlenhaus seconded.**

**UNAPPROVED MINUTES OF THE  
DODGE COUNTY BOARD OF COMMISSIONERS REGULAR MEETING HELD  
NOVEMBER 14, 2023**

**Chair**

**Convene County Board Meeting**

The Dodge County Commissioners met in regular session November 14, 2023, in the Commissioner's Room at the Dodge County Government Services Building, Mantorville, MN, at 9:30 a.m. Chair Rodney Peterson called the meeting to order at 9:30 a.m.

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

**Pledge of Allegiance**

The pledge of allegiance was recited.

**Determine Quorum**

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

Also present:

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

**Establish Agenda**

**Agenda Approved**

Commissioner Peterson requested that an out-of-state travel request be added to the agenda under the Commissioner reports as item. 8.3. Mr. Peterson is requesting authorization to attend a NACo Conference in Washington, D.C.

Motion by Kenworthy seconded by Tjosaas to approve and adopt the agenda as amended to include an out-of-state travel request.

*Motion Adopted [Unanimous]*

**Consent Agenda**

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

*Motion Adopted [Unanimous]*

- 1.1. Committee of the Whole - Committee Meeting - Oct 24, 2023 4:45 PM
- 1.2. Board of Commissioners - Regular Meeting - Oct 24, 2023 5:00 PM
- 1.3. Award SAP 020-609-032 (Moe Bridge)

**Jim Elmquist, County Administrator****CEDA Contract - 2024**

Mr. Elmquist informed the Board that included in the Board packet was a contract with Community and Economic Development Associates (CEDA) for consultant EDA services to Dodge County. This is effectively the same contract as previous years and is provided for within the Dodge County Budget. The increase for 2024 will be 5%. The increase is due to wage and benefit increases into the following year for our contracted employee, Laura Qualey.

Motion by Toquam seconded by Tjosaas to approve and authorize the Chair and County Administrator to sign the Contract for Professional Services with CEDA for consultant EDA services to Dodge County as requested.

*Motion Adopted [Unanimous]***Personnel Agenda Reviewed**

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

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

**A. Sheriff's Office**

- A.1 Marissa Erdman - 911 Dispatcher  
No longer employed.  
Effective Date: 10/23/23
- A.2 911 Dispatcher  
Authorization to fill vacancy.  
Effective Date: 10/23/23
- A.3 Luke Prudoehl - Deputy Sheriff  
Authorization to employ at B23 step 1 \$23.87 to fill approved vacancy.  
Effective Date: 11/13/23
- A.4 Scott Prins - Patrol Sergeant  
Step increase from C43 step 5 \$41.57 to C43 step 6 \$42.61.  
Effective Date: 10/31/23

**B. Administration**

- B.1 Juan Trejo - Custodian  
Step increase from A13 step 7 \$18.65 to A13 step 6 \$19.23.  
Effective Date: 11/29/23

**C. Public Health**

- C.1 Emma Basness - Health Educator  
Step increase from C41 step 10 \$27.10 to C41 step 9 \$28.13.

Effective Date: 11/29/23

**D. Non-Union Pay Scale**

Authorization to approve Non-Union Pay Scale.

Effective Date: 12/1/23

*Motion Adopted [Unanimous]*

**2024 Elected Official Salary Consideration**

The County Administrator informed the Board this item is for discussion only. Per Minnesota State Statute, the County Board is required to work with each of the elected officials to establish their salaries for the upcoming year. Included in the Board packet were the individual requests with regional information as well.

Mr. Elmquist noted he was not looking for action today, he will bring this item back for action at a later date.

Commissioner Peterson suggested that the Board look at the information that was included in the Board packet and how Dodge County salaries compared to other counties. Mr. Peterson noted if they decide to stay where they are at, they will not be competitive in comparison to other counties.

*Motion No Vote*

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

*Motion No Vote*

**Lisa Kramer, Finance Director**

**Bills Reviewed**

Ms. Kramer reviewed bills with the Board.

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

01	Revenue Fund	\$ 114,783.47
13	Road and Bridge Fund	\$ 450,888.17
16	Environmental Quality Fund	\$ 156,904.81
17	Eq Revolving Equip Fund	<u>\$ 30,323.10</u>
	Total	\$ 752,899.55

*Motion Adopted [Unanimous]*

**Property Tax Software & Maintenance Agreement Ratifications**

Ms. Kramer informed the Board that the Minnesota Counties Computer Cooperative has negotiated and approved the contract for support and maintenance of ACS Property Tax, our tax software, from Avenu Insights and Analytics, LLC for January 1, 2024 until December 31,



2025. As a member County, Dodge needs to ratify the contract. The Finance Director has given the contract to Mr. Kiltinen for his review; however, the contract terms are set since it has been approved at the Joint Powers Board level.

Motion by Allen seconded by Toquam to ratify the Minnesota Counties Computer Cooperative contract for support and maintenance of ACS Property Tax, from Avenu Insights and Analytics, LLC, for January 1, 2024 until December 31, 2025 as recommended.

*Motion Adopted [Unanimous]*

### **Zumbro River Regional Water Trail**

The Finance Director reported that Mr. Eichhorst recently contacted her regarding the Zumbro River Regional Water Trails (ZRRWT) 2024 budget request, and she felt it would be a great opportunity for Mr. Eichhorst to provide an update to the Board on what is happening with the ZRRWT.

Ryland Eichhorst, the Mayor of Oronoco, was available to provide the Board with a Zumbro River Regional Water Trail update.

Mr. Eichhorst reviewed the following with the Board:

- Project Overview
- Budget & Funding
- Public Engagement
- Remaining Scope for Designation
- Remaining Scope

The group is seeking \$4,000 in support from Dodge County in 2024 which would fulfill the final dollars from the \$14,000 that was committed in 2021. Environmental Services paid \$5,000 in May 2021 and Commissioners paid \$5,000 January 2023.

Commissioner Allen wanted to know what has been done with the water trail going west on the river.

Mr. Eichhorst reported that no work has been done going west yet, they are still collecting information. Ryland Eichhorst informed the Board there is no funding to do any physical work yet, at this time they are just gathering public comment.

Commissioner Toquam wanted to know if the group works with the One Watershed One Plan group.

Mr. Eichhorst stated they have an individual in their group that has had contact with the One Watershed One Plan group and that they are aware of what ZRRWT is doing.

Commissioner Toquam reported she thinks it would be a good idea for the two groups to collaborate.

Commissioner Peterson informed Mr. Eichhorst that Dodge County doesn't have a lot of amenities. We don't have a lake, mountains or big hills for recreational opportunities so one of the big things we do have is the river and opportunities for promoting that. It was Mr. Peterson's opinion that supporting the river in Dodge County and establishing entry level points to the river within Dodge County are important.

Mr. Eichhorst stated he understands river access in cities like Kasson and Mantorville are important.

Commissioner Peterson commented he was not here to support more access to Lake Zumbro, and he wanted to emphasize this.

Mr. Peterson informed Mr. Eichhorst that the Board will take ZRRWT's budget request under advisement when they are working on the 2024 budget.

Ryland Eichhorst thanked the Board for their time.

*Motion No Vote*

### **Catherine Grondin, Zoning Administrator**

#### **Planning Commission Recommendations Reviewed**

Ms. Grondin presented for the Board's consideration the November 1, 2023 Planning Commission recommendations.

#### **IUP #23-05 - Hodgman Reviewed**

The Zoning Administrator discussed IUP #23-05 - Hodgman.

Motion by Kenworthy seconded by Toquam to approve of the following action of the Planning and Zoning Commission as reviewed on November 1, 2023 with the reasons, recommendations and conditions as found in the individual permit:

#### **IUP #23-05 - Hodgman**

The first public hearing to consider an application for Interim Use Permit #23-05 for a request to establish a dwelling on less than 53 acres. The property is located in the Agricultural District on approximately 37.2 acres, Section 10, Claremont Township. The property owner and applicant are Donald and Mary Hodgman Trust.

*Motion Adopted [4 to 1]*

#### **ZA #23-07 Accessory Dwelling Unit (ADU)**

Ms. Grondin reviewed with the Board ZA #23-07 Accessory Dwelling Unit (ADU).

#### **ZA #23-07 Accessory Dwelling Unit (ADU)**

The second public hearing is to consider an application for Zoning Amendment #23-07 to Chapter 4, Chapter 8, Chapter 14, Chapter 16, and Chapter 19. To view the proposed language

a copy will be available at the Dodge County Finance Office, the Dodge County Environmental Services Office and also on the County web site [www.co.dodge.mn.us/Departments/Environmental Services/Public Hearings](http://www.co.dodge.mn.us/Departments/Environmental%20Services/Public%20Hearings).

The following is a list of questions that Jay Highum had for the Planning Commission at the November 1, 2023 ADUs public hearing and the answers to those questions:

1. ***Does the applicant have to demonstrate a need for an ADU?*** No. Although most applicants will voice their need for an ADU, it would be against HIPAA privacy rules to require them to demonstrate their need.

***Is there a minimum amount of time the ADU needs to be occupied?*** There is no time limit, but occupancy of the ADU could not fall under short term rental (ex: Bed and Breakfast, Airbnb, VRBO, etc.). These short-term rentals would require a CUP and would have to meet the performances standards listed in Chapter 16, section 16.35. Modifications to an attached ADU would be necessary to meet said standards. Detached ADUs would not meet these standards and therefore, could not be used as short-term rentals.

2. ***How many detached ADUs will be allowed per ag quarter-section?*** The proposed Ordinance does not limit the number of ADUs per quarter sections. ADUs could only be permitted in the Ag. District if accessory to a principal dwelling unit on a property that is owner occupied and only if all performance standards can be met. An IUP would be required.

***Will they be allowed in a closed ag quarter-section?*** The proposed Ordinance would allow ADUs in closed quarter sections. Again, ADUs could only be permitted in the Ag. District if accessory to a principal dwelling unit on a property that is owner occupied and only if all performance standards can be met. An IUP would be required.

3. ***Currently, no additional homes can be added to a closed ag quarter-section. Would you change quarter-section home density numbers to accommodate detached ADUs?*** No. The proposed Ordinance would not increase the density of parcels with a dwelling site on them. The use of the parcels admissible to apply for an ADU Interim Use Permit would not change, they would already have to be buildable sites with an established or permitted primary dwelling unit on them. Therefore, the density of buildable parcels with a quarter section would remain unchanged.
4. ***Will townships be able to restrict the number of detached ADUs allowed in their township?*** Just like with any ordinances, Township would have the right to create their own Ordinance in order to be more restrictive than the County. It would be the Township's decision. It is important to note than they can only be more restrictive than the County, not more permissive.
5. ***Will the landowner be able to rent out their detached ADU?*** Short-term rentals would require a CUP and would have to meet the performances standards listed in Chapter 16,

section 16.35. Modifications to an attached ADU would be necessary to meet said standards. Detached ADUs would not meet these standards and therefore, could not be used as short-term rentals. If/when an IUP application for an ADU is received for long term rental of said ADU, the request would have to be reviewed by the Planning Commission members and, ultimately, the County Board for approval or denial. Based on the proposal, they could deny a request if it is believed that said request doesn't meet the purpose and intent of the Agricultural District. Also note that both the short-term (CUP) and long-term (IUP) rental would require the property to be owner occupied.

*If so, how is this handled for property taxes?* This would be a question for the Assessor's office as they are responsible for property assessments.

6. ***Will a contractor be able to build a spec home with a detached ADU on the property?*** ADUs could only be permitted in the Ag. District if accessory to a principal dwelling unit on a property that is owner occupied and only if all performance standards can be met. An IUP would be required.
7. ***How will the addition of ADUs effect traffic flow?*** Below is the comment received from Guy Kohlhofer, Dodge County Engineer, Highway Department. Said comment is part of the November 1<sup>st</sup> Agenda Packet accessible online at:  
<https://dodgecountymn.iqm2.com/Citizens/FileOpen.aspx?Type=1&ID=2362&Inline=True>

“Applicant: County Zoning  
 Request: Zoning Amendment Chapters 4, 8, 14, 16 and 19  
 Comments: The zoning ordinances changes proposed should not generally affect the county road system. No objection from the Highway Dept. There may be instances on a case-by-case basis that an ADU may adversely affect a road. These instances will be addressed at the time of application.”

Ms. Grondin voiced that even though the majority of the proposed Zoning Amendment pertains to Accessory Dwelling Units (ADUs), unrelated changes were also made to Chapters 16 and 19. She proceeded to voice concerns that arose at the Planning Commission; stating that the Questions/Answers document provided to all Commissioners answered their main concerns.

Commissioner Toquam discussed the potential for a property with an ADU changing hands. Ms. Toquam wanted to know what kind of steps would be put in place to ensure the new owners wouldn't continue to use an ADU on the property without doing the necessary paperwork to continue the ADU rather than just assuming it carried over to the new owner.

Ms. Grondin discussed enforcement options for properties with ADUs that change ownership.

Commissioner Kenworthy offered the following resolution (#2023-43), seconded by Commissioner Allen:

**WHEREAS**, amendments of Chapter 4 (Rules and Definitions), Chapter 8 (Agricultural District (A)), Chapter 14 (Shoreland Overlay District) and Chapter 16 (Performance Standards) are proposed to permit Accessory Dwelling Units (ADUs) within the Agricultural District and amendment of Chapter 19 (Enforcement) is proposed to allow for more leverage when dealing with violations; and

**WHEREAS**, a summary of the language to be amended in Chapter 4 (Rules and Definitions), Chapter 8 (Agricultural District (A)), Chapter 14 (Shoreland Overlay District), Chapter 16 (Performance Standards) and Chapter 19 (Enforcement) has been published in the legal newspaper on October 19<sup>th</sup>, 2023 and posted upon the county website; and

**WHEREAS**, a public hearing on the proposed amendments was held by the Dodge County Planning Commission on November 1<sup>st</sup>, 2023; and

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

**WHEREAS**, the Planning Commission recommended approval of the proposed amendment to Chapter 4 (Rules and Definitions), Chapter 16 (Performance Standards), Chapter 17 (General Development) and Chapter 18 (Administration) to the Dodge County Board of Commissioners; and

**WHEREAS**, the Dodge County Board of Commissioners adopted the proposed amended Chapter 4 (Rules and Definitions), Chapter 8 (Agricultural District (A)), Chapter 14 (Shoreland Overlay District), Chapter 16 (Performance Standards) and Chapter 19 (Enforcement) at its November 14<sup>th</sup>, 2023 meeting.

**THEREFORE, BE IT RESOLVED**, that the County Board of Dodge County hereby adopts the amendment to Chapter 4 (Rules and Definitions), Chapter 8 (Agricultural District (A)), Chapter 14 (Shoreland Overlay District), Chapter 16 (Performance Standards) and Chapter 19 (Enforcement).

*Resolution Adopted [4 to 1]*

The County Administrator left the meeting at 10:00 a.m.

**Lauren Cornelius, Environmental Services Director & Rita Cole, Waste Management Administrator**

### **Transfer Station Fuel Credit Cards**

Ms. Cornelius informed the Board the county Transfer Station vehicles currently have CENEX fuel cards for diesel. Transfer Station employees only fill up at Casey's in Wanamingo, Casey's in Hayfield and Kwik Trip in Kasson. They used to receive a \$.03/gal rebate at the Casey's in Wanamingo when it was a CENEX station and a \$.03/gal rebate at the CHS in Kasson. Since the CENEX station in Kasson was bought by Casey's, they no longer get the rebates. In addition, there has been several times cards have not worked. Therefore, the Transfer Station has looked into WEX, which is under the state contract, and feel the following

benefits are reason to switch fuel card providers.

- **Earn 1.7% off retail transactions - credited quarterly.** (*Rebate dependent on payment being made within the net 45-day payment terms. This rebate excludes diesel purchases at tier 1 truck stops, such as Petro, Pilot, Flying J and Loves.*)
- **Tax exemption** at the time of billing and reporting for qualified fleets to significantly reduce administrative time.
- Online Account access to control and manage fleet purchases.
- Roadside assistance to keep the County fleet covered while on the road, available 24 hours a day.
- Fuel Site Mapping Mobile Application - helps drivers locate the lowest price fuel station based on their current location.

Motion by Allen seconded by Tjosaas to allow the county Transfer Station to submit the proposed WEX Enrollment form for fuel credit cards as requested.

*Motion Adopted [Unanimous]*

**Paul Kiltinen, County Attorney**

Mr. Kiltinen provided the Board with a legal update.

*Motion No Vote*

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

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

**Purchase Tandem Plow Truck**

Contained within the 2024 equipment Highway budget is the purchase of a tandem plow truck.

Purchasing of heavy equipment is most often done through the State of Minnesota bid contract. This is a process the State goes through to secure competitive pricing on everything from computers to heavy equipment. The benefit to counties and cities is that we get to avoid the bidding process and utilize the pricing obtained by the State to select equipment that best fits our needs.

Below is a summary of the quotes the Highway Department received from three vendors:

- 2024 Freightliner 114SD - Dave Syverson FTL-STL
 

Truck Chassis Cost	\$146,203.00
Box & Plow	<u>\$183,798.00</u>
 Total Cost	 \$330,001.00
- 2024 Mack Granite 64FR (T) TA - Nuss Truck & Equipment

Truck Chassis Cost	\$163,058.88
Box & Plow	<u>\$183,798.00</u>

Total Cost	\$346,856.88
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- 2024 Volvo VHD64F300 - Dave Syverson Truck Centers

Truck Chassis Cost	\$167,919.50
Box & Plow	<u>\$183,798.00</u>

Total Cost	\$351,717.50
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The current plow truck to be replaced is unit 208, which is a 2007 Mack CV713.

The Highway Department recommends the purchase of a plow truck from Dave Syverson as budgeted and spec'd above.

Motion by Toquam seconded by Allen to approve and authorize the Highway Department to purchase a 2024 Freightliner 114SD tandem truck and add-ons from Dave Syverson FTL-STL at an approximate cost of \$146,203 and the purchase of Box and Plow equipment from Towmaster for approximately \$183,798 with a final cost of the truck with box and plow at approximately \$330,001.

*Motion Adopted [Unanimous]*

**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 Zumbro Watershed District meeting. Commissioner Kenworthy attended a SECB Steering Committee meeting and an Ambulance Funding meeting. Commissioner Peterson attended a HSLF meeting, a Performance Measurement Workgroup meeting, a MnPrairie Personnel Committee meeting and a SCHSAC Cannabis discussion. Commissioner Tjosaas attended a Semcac Executive teleconference and a Semcac meeting. Commissioner Toquam attended a Fairview Care Center meeting, County Board meeting, a SCHA Third Quarter Finance Committee meeting, a SCHA Strategic Planning meeting, a One Watershed One Plan meeting, a SCHA Compliance meeting, a SCHA Joint Powers Board meeting and a Fairview Care Center update.

*Motion No Vote*

There were no Other Deferred Business Items to discuss.

*Motion No Vote*

**Out of State Travel Request**

Commissioner Peterson presented his request to attend the NACo Conference February 10-13, 2024 in Washington, D.C. Registration is \$520.00 and a room will cost approximately \$275.00 per night. Airfare hasn't been determined at this time.

Motion by Toquam seconded by Tjosaas to approve and authorize Commission Peterson to attend a NACo Conference in Washington, D.C. February 10-13, 2024 as requested at a cost of \$520 for registration, approximately \$275 per night for a room and the cost of airfare for the conference.

*Motion Adopted [4 to 1]*

### **Scott Rose, Sheriff**

#### **Closed Session - MN Statute 13D.03 Labor Negotiations Strategy**

The Sheriff met with the Board to discuss labor negotiations strategy.

Also present for the discussion was Employee Relations Assistant Nichole Farnsworth.

Motion by Kenworthy seconded by Allen to close the meeting to the public at 10:20 a.m. to discuss labor negotiations strategy with Sheriff Rose.

*Motion Adopted [Unanimous]*

#### **Meeting Opened to the Public**

Motion by Kenworthy seconded by Tjosaas to open the meeting to the public.

The County Attorney left the meeting at 10:44 a.m.

*Motion Adopted [Unanimous]*

#### **Deputy Wage Scale Discussion**

The proposed Deputy wage scale and Memorandum of Agreement were briefly discussed.

Motion by Kenworthy seconded by Tjosaas to approve and authorize the County Administrator and Employee Relations Assistant to present the proposed Deputy wage scale and Memorandum of Agreement to the Union.

*Motion Adopted [Unanimous]*

### **Adjourn**

The Chair adjourned the meeting at 10:45 a.m.

The next meeting of the Dodge County Board of Commissioners will be held on November 28, 2023 at 5:00 p.m.



# Mantorville Chamber of Commerce

November 7 , 2023

Greek Revival House

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

In attendance were Terry E., Paul L., Jason K., Marlyn L., Lyle H., Theresa H., Carla W., Grechen L., Lynnete N., Wendy S., May T., Barbara L., and Lois H.

Agenda: A copy of the agenda was presented to each in attendance.

**The secretary's:** The secretaries report was emailed to each member. Theresa Hoaglund made the motion to accept the secretaries report and seconded by Paul Larsen. Motion Passed.

**Treasure Report:** A copy of the treasure report was given to each member in attendance. Motion made by Lyle Hoaglund to accept the treasure report and seconded by Marlyn Lerman Motion passed.

**Farmers Market** – Paul had \$300.00 to give to the treasury from Farmers Market. There will be one Farmers Market in November and one on Old Fashion Christmas.

left. The left-over snacks were sold. Suggestion for next year's stand helping to promote Mantorville with the EDA.

**Fall Festival:** Things went good at Fall Festival in spite of the cold weather. 240 people road the wagon rides . Thanks to the Tom Wilcox family for the use of the wagon and to Minnesota Ag Group for the use of a tractor. Abe Berg for the other wagon and tractor. Also, for all the volunteers the helped to make this event a success. The Pet Costume contest was a success The coloring contest went well but have to find a better way to get the pictures out to people. Thanks, Bill Kinney, for your donation of prize's.

**Th Fashion Christmas** Things are petty well set for the weekend. Santa has been booked. The cookie tin sales are going well. 19 Places will be donating cookie - 1 large cookie or two small cookies. Thrivent bought 62 tins – each place is to have 62 cookies sent aside for them to pick up. The pickle hunt is set up and Bill Kinney will pick up the prizes. Senior center will be serving Chilie, Hot Dogs and mac and

cheese. Free will offering. Art Guild will be painting ornaments. There will be a Grich event at the Greek Revival. There will be tree lighting in the Park on December 1<sup>st</sup> at 6:00 pm. Terry will contact Jason Euing about leading carols.

**New Business:** Check list of events for the News Paper for the year of 2024. Dates were set.

Corn Stalks will be taken down on Saturday November 10<sup>th</sup> at 9:00am. Meet at the lot by Mantorville Square.

Annual chamber dinner. January 25<sup>th</sup> was picked and Terry will get the date confirmed.

Announcements: Terry will be having a book signing at the Art Guild on December 9<sup>th</sup>.

No other business to become before this meeting the meeting was adjourned.

Secretary,

Barbara Loquai



# City Council Report

To: Mayor and Council  
From: Gretchen Lohrbach, City Clerk  
Date: December 11, 2023

## **Garbage/Refuse Hauler Renewals for 2024**

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### **BACKGROUND INFORMATION:**

The following Garbage/Refuse Hauler License renewals have been submitted for approval:

<b>Company Name</b>	<b>Company Address</b>
LRS of Minnesota, LLC	P.O. Box 9273 Rochester, MN 55903
Aspen Waste Systems of Minnesota, Inc.	2951 Weeks Ave SE Minneapolis, MN 55414
Hometown Haulers, LLC	P.O. Box 45 9 3 <sup>rd</sup> Ave SW Dodge Center, MN 55927

### **STAFF RECOMMENDATION:**

Staff recommends Council approval of the enclosed garbage/refuse license renewals for 2024.

**CITY OF MANTORVILLE**  
**LICENSE APPLICATION FORM - GARBAGE/REFUSE HAULERS**

\$500

Company Name: Home town Haulers, LLC

Address: P.O. Box 45 9 3rd Ave SW

City: Dodge Center State: MN Zip: 55927

Phone: 507-633-6000 Fax: \_\_\_\_\_

Contact Person's Name: Landon Koss

Contact Person's Phone: \_\_\_\_\_

Taxpayer Identification Number: \_\_\_\_\_

The City of Mantorville issues multiple licenses for refuse hauling. Refuse haulers must be licensed with the County of Dodge as well as the City of Mantorville. The license period is for one (1) year from January 1<sup>st</sup> through December 31<sup>st</sup>. Collection is not allowed before 7:00 AM. The annual license fee is \$500 and a Certificate of Insurance must be on file with the City of Mantorville. Licenses are non-transferable.

Are you licensed in Dodge County? Yes  No  Please attach a copy of the current Dodge County approval. The City will not issue a license to a Non-County approved hauler.

This license is for curbside collection of refuse and recyclables. Recyclables will include, but are not limited to: paper products, cans, plastic bottles and glass bottles.

Please indicate your schedule for collection of the following materials:

Commercial Garbage: M-W-Thurs or Friday

Commercial Recyclables: M-W-Thurs or Friday

Residential Garbage: M-W

Residential Recyclables: M-W

List your prices per month for the following: (Container size is approximate.)

Bags _____	1 yd. Dumpster _____
<sup>35</sup> / <sub>20</sub> Gal. Container <u>+29.00 G+R</u>	1.5 yd. Dumpster _____
<sup>65</sup> / <sub>64</sub> Gal. Container <u>+32.33 G+R</u>	3 yd. Dumpster _____
<sup>95</sup> / <sub>96</sub> Gal. Container <u>+35.66 G+R</u>	4 yd. Dumpster _____

Is collection of recyclables included in the above prices? yes

If no, what are the additional charges? \_\_\_\_\_

Please identify what primary equipment used to collect refuse and/or recyclables.

Trucks - Front Load

Rear Load

Side Auto Arm

Roll off truck

\* New Insurance COI will be mailed after it renews on January 1st.

Signature 

11-8-2023  
Date

**DO NOT WRITE BELOW THIS LINE - OFFICE USE ONLY**

\*\*\*\*\*

Applicant has supplied the following:

- Certificate of Insurance   x
- Copy of County License   x
- Fee Paid   ✓

Council Approval Date: \_\_\_\_\_

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Clerk Treasurer

\_\_\_\_\_  
Date

**CITY OF MANTORVILLE**  
**LICENSE APPLICATION FORM - GARBAGE/REFUSE HAULERS**

\$500

Company Name: LRS of Minnesota, LLC

Address: PO Box 9273

City: Rochester State: MN Zip: 55903

Phone: (507) 281-5850 Fax: -

Contact Person's Name: David Meyer

Contact Person's Phone: \_\_\_\_\_

Taxpayer Identification Number: \_\_\_\_\_

The City of Mantorville issues multiple licenses for refuse hauling. Refuse haulers must be licensed with the County of Dodge as well as the City of Mantorville. The license period is for one (1) year from January 1<sup>st</sup> through December 31<sup>st</sup>. Collection is not allowed before 7:00 AM. The annual license fee is \$500 and a Certificate of Insurance must be on file with the City of Mantorville. Licenses are non-transferable.

Are you licensed in Dodge County? Yes  No  Please attach a copy of the current Dodge County approval. The City will not issue a license to a Non-County approved hauler.

This license is for curbside collection of refuse and recyclables. Recyclables will include, but are not limited to: paper products, cans, plastic bottles and glass bottles.

Please indicate your schedule for collection of the following materials:

Commercial Garbage: Wednesday

Commercial Recyclables: \_\_\_\_\_

Residential Garbage: N/A

Residential Recyclables: N/A

List your prices per month for the following: (Container size is approximate.)

Bags \_\_\_\_\_ 1 yd. Dumpster \_\_\_\_\_

20 Gal. Container N/A 1.5 yd. Dumpster \_\_\_\_\_

64 Gal. Container N/A 3 yd. Dumpster \_\_\_\_\_

96 Gal. Container N/A 4 yd. Dumpster \_\_\_\_\_



Other: Depends on weight, container location & other factors

Is collection of recyclables included in the above prices? NO

If no, what are the additional charges? Depends on quantity and size

Please identify what primary equipment used to collect refuse and/or recyclables.

2011 Mack

DS A  
Signature

11/8/23  
Date

**DO NOT WRITE BELOW THIS LINE - OFFICE USE ONLY**

\*\*\*\*\*

Applicant has supplied the following:

- Certificate of Insurance ✓
- Copy of County License x
- Fee Paid ✓

Council Approval Date: \_\_\_\_\_

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Clerk Treasurer

\_\_\_\_\_  
Date

2024

**CITY OF MANTORVILLE**  
**LICENSE APPLICATION FORM - GARBAGE/REFUSE HAULERS**

\$500

Company Name: Aspen Waste Systems of Minnesota, Inc.

Address: 2951 Weeks Ave SE

City: Minneapolis State: MN Zip: 55414

Phone: 612-884-8000 Fax: 612-884-8010

Contact Person's Name: David Pfehl

Contact Person's Phone: \_\_\_\_\_

Taxpayer Identification Number: \_\_\_\_\_

The City of Mantorville issues multiple licenses for refuse hauling. Refuse haulers must be licensed with the County of Dodge as well as the City of Mantorville. The license period is for one (1) year from January 1<sup>st</sup> through December 31<sup>st</sup>. Collection is not allowed before 7:00 AM. The annual license fee is \$500 and a Certificate of Insurance must be on file with the City of Mantorville. Licenses are non-transferable.

Are you licensed in Dodge County? Yes \_\_\_\_\_ No X Please attach a copy of the current Dodge County approval. The City will not issue a license to a Non-County approved hauler. *We have sent in our hauling application for Dodge County and understand it will be considered at the Nov. 25<sup>th</sup> board meeting.*  
This license is for curbside collection of refuse and recyclables. Recyclables will include, but are not limited to: paper products, cans, plastic bottles and glass bottles.

*We will inform you when it is approved.*

Please indicate your schedule for collection of the following materials:

Commercial Garbage: Monday and Thursday

Commercial Recyclables: Monday and Thursday

Residential Garbage: Monday and Tuesday

Residential Recyclables: Monday and Tuesday

List your prices per month for the following: (Container size is approximate.)

Bags	_____	2 yd. Dumpster	<u>\$97.00 trash 1x/week</u>
35 <del>20</del> Gal. Container	<u>\$16.00/Mo + taxes + fees</u>	1.5 yd. Dumpster	<u>N/A</u>
65 <del>64</del> Gal. Container	<u>\$17.00/Mo + taxes + fees</u>	3 yd. Dumpster	<u>\$115.00 trash 1x/week</u>
95 <del>96</del> Gal. Container	<u>\$18.25/Mo + taxes + fees</u>	4 yd. Dumpster	<u>\$138.00 trash 1x/week</u>



Other: \_\_\_\_\_

Is collection of recyclables included in the above prices? \_\_\_\_\_

If no, what are the additional charges? \_\_\_\_\_

Please identify what primary equipment used to collect refuse and/or recyclables.

*See attached list.*

*D. R. PLL*  
\_\_\_\_\_  
Signature

*11/16/2003*  
\_\_\_\_\_  
Date

**DO NOT WRITE BELOW THIS LINE - OFFICE USE ONLY**

\*\*\*\*\*

Applicant has supplied the following:

- Certificate of Insurance
- Copy of County License
- Fee Paid

Council Approval Date: \_\_\_\_\_

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Clerk Treasurer

\_\_\_\_\_  
Date



# City Council Report

To: Mayor and Council  
From: Gretchen Lohrbach, City Clerk  
Date: December 11, 2023

## Liquor License Renewals for 2024

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### **BACKGROUND INFORMATION:**

The following Liquor License renewals have been submitted for approval:

<b>Entity</b>	<b>Address</b>
Scott Seim DBA Mantorville Saloon Off-Sale On-Sale Sunday	501 Main Street North
Scott Seim DBA Mantorville Saloon On-Sale Sunday	509 Main Street North
Hubbell Enterprises LLC DBA Hubbell House	502 Main Street North

### **STAFF RECOMMENDATION:**

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







CC0515

Mailing Address:  
 PO Box 64217  
 St. Paul, MN 55164-0217

## Certificate of Compliance Minnesota Workers' Compensation Law

This form must be completed by the business license applicant.

Email: [dli.license@state.mn.us](mailto:dli.license@state.mn.us)  
 Website: [dli.mn.gov](http://dli.mn.gov)  
 Phone: (651) 284-5034

**Print in ink or type**

Minnesota Statutes § 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minn. Stat. chapter 176. If the required information is not provided or is falsely stated, it shall result in a \$2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry.

A valid workers' compensation policy must be kept in effect at all times by employers as required by law.

License or certificate number (if applicable)	Business telephone number <b>507-635-5557</b>	Alternate telephone number	
Business name (Provide the legal name of the business entity. If the business is a sole proprietor or partnership, provide the owner's name(s), for example John Doe, or John Doe and Jane Doe.) <b>Scott Seim</b>			
DBA ("doing business as" or "also known as" an assumed name), if applicable <b>Mantorville Saloon</b>			
Business address (must be physical street address, no P.O. boxes) <b>501 N. Main St.</b>	City <b>Mantorville</b>	State <b>MN</b>	ZIP code <b>55955</b>
County <b>Dodge</b>	Email address <b>MantorvilleSaloon@yahoo.com</b>		

**You must complete number 1 or 2 below.**

**Note:** You must resubmit this form to the authority issuing your license if any of the information you have provided changes.

1.  **I have a workers' compensation insurance policy.**

Insurance company name (not the insurance agent)  
**SFM**

Policy number:	Effective date: <b>10/24/23</b>	Expiration date: <b>10/24/24</b>
----------------	------------------------------------	-------------------------------------

**I am self-insured for workers' compensation.** (Attach a copy of the authorization to self-insure from the Minnesota Department of Commerce; see <https://mn.gov/commerce/industries/insurance/licensing/self-insurance>.)

2. **I am not required to have workers' compensation insurance because:**

- I only use independent contractors and do not have employees. (See [Minn. Stat. § 176.043](#) for trucking and messenger courier industries; [Minn. Stat. § 181.723, subd. 4](#), for building construction; and [Minnesota Rules chapter 5224](#) for other industries.)
- I do not use independent contractors and have no employees. (See [Minn. Stat. § 176.011, subd. 9](#), for the definition of an employee.)
- I use independent contractors and I have employees who are not required to be covered by the workers' compensation law. (Explain below.)
- I only have employees who are not required to be covered by the workers' compensation law. (Explain below.) (See [Minn. Stat. § 176.041](#) for a list of excluded employees.)

Explain why your employees are not required to be covered

I certify the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify I am authorized to sign on behalf of the business.

Print name: **Scott Seim**

Applicant signature (required) <b>Scott Seim</b>	Title <b>President</b>	Date <b>12/16/23</b>
---	---------------------------	-------------------------

If you have questions about completing this form or to request this form in braille, large print or audio.

**CITY OF MANTORVILLE  
DODGE COUNTY, MINNESOTA**

**RESOLUTION 2023-30**

**A RESOLUTION RENEWING THE ON SALE AND SUNDAY SALES  
INTOXICATING LIQUOR LICENSE  
AND OFF SALE INTOXICATING LIQUOR LICENSE  
FOR SCOTT SEIM DBA MANTORVILLE SALOON  
AT 501 NORTH MAIN STREET, MANTORVILLE, MINNESOTA**

**WHEREAS**, Scott Seim (Applicant) dba Mantorville Saloon has submitted a renewal application for the issuance of an On Sale and Sunday Sales Intoxicating Liquor License and Off Sale Intoxicating Liquor License at 501 North Main Street; and

**WHEREAS**, the Applicant currently has a valid On Sale and Sunday Sales Intoxicating Liquor License and Off Sale Intoxicating Liquor License at this location; and

**WHEREAS**, the Dodge County Sheriff's Department has signed off on the renewal application and has found nothing to prevent issuance of an On Sale and Sunday Sales Intoxicating Liquor License and Off Sale Intoxicating Liquor License to Scott Seim dba Mantorville Saloon at 501 North Main Street.

**NOW, THEREFORE BE IT RESOLVED** that the City Council of the City of Mantorville does hereby approve issuance of an On Sale and Sunday Sales Intoxicating Liquor License and Off Sale Intoxicating Liquor License to the Applicant listed below for the period of February 1, 2024 through January 31, 2025, contingent upon receipt of insurance for the same period and any other items pending at this time:

Scott Seim  
dba Mantorville Saloon  
501 North Main Street  
Mantorville, Minnesota 55955

Adopted by the City Council of the City of Mantorville, Minnesota, this 11<sup>th</sup> day of December 2023.

ATTEST:

---

Chuck Bradford  
Mayor

---

Gretchen Lohrbach  
City Clerk-Treasurer







CC0515

Mailing Address:  
 PO Box 64217  
 St. Paul, MN 55164-0217

## Certificate of Compliance Minnesota Workers' Compensation Law

This form must be completed by the business license applicant.

Email: [dli.license@state.mn.us](mailto:dli.license@state.mn.us)  
 Website: [dli.mn.gov](http://dli.mn.gov)  
 Phone: (651) 284-5034

**Print in ink or type**

Minnesota Statutes § 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minn. Stat. chapter 176. If the required information is not provided or is falsely stated, it shall result in a \$2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry.

A valid workers' compensation policy must be kept in effect at all times by employers as required by law.

License or certificate number (if applicable)	Business telephone number <i>(507) 635-5557</i>	Alternate telephone number	
Business name (Provide the legal name of the business entity. If the business is a sole proprietor or partnership, provide the owner's name(s), for example John Doe, or John Doe and Jane Doe.) <i>Scott Seim</i>			
DBA ("doing business as" or "also known as" an assumed name), if applicable <i>Mantorville Saloon</i>			
Business address (must be physical street address, no P.O. boxes) <i>509 N. Main St</i>		City <i>Mantorville</i>	State <i>MN</i>
County <i>Dodge</i>		ZIP code <i>55955</i>	
		Email address <i>Mantorvillesaloon@yahoo.com</i>	

**You must complete number 1 or 2 below.**

**Note:** You must resubmit this form to the authority issuing your license if any of the information you have provided changes.

1.  **I have a workers' compensation insurance policy.**

Insurance company name (not the insurance agent) <i>SFM</i>		
Policy number:	Effective date: <i>10/24/23</i>	Expiration date: <i>10/24/24</i>

**I am self-insured for workers' compensation.** (Attach a copy of the authorization to self-insure from the Minnesota Department of Commerce; see <https://mn.gov/commerce/industries/insurance/licensing/self-insurance>.)

2. **I am not required to have workers' compensation insurance because:**

- I only use independent contractors and do not have employees. (See [Minn. Stat. § 176.043](#) for trucking and messenger courier industries; [Minn. Stat. § 181.723, subd. 4](#), for building construction; and [Minnesota Rules chapter 5224](#) for other industries.)
- I do not use independent contractors and have no employees. (See [Minn. Stat. § 176.011, subd. 9](#), for the definition of an employee.)
- I use independent contractors and I have employees who are not required to be covered by the workers' compensation law. (Explain below.)
- I only have employees who are not required to be covered by the workers' compensation law. (Explain below.) (See [Minn. Stat. § 176.041](#) for a list of excluded employees.)

Explain why your employees are not required to be covered

I certify the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify I am authorized to sign on behalf of the business.

Print name: <i>SCOTT SEIM</i>		
Applicant signature (required) <i>[Signature]</i>	Title <i>President</i>	Date <i>12/6/23</i>

If you have questions about completing this form or to request this form in braille, large print or audio.

**CITY OF MANTORVILLE  
DODGE COUNTY, MINNESOTA**

**RESOLUTION 2023-31**

**A RESOLUTION RENEWING THE ON SALE AND SUNDAY SALES  
INTOXICATING LIQUOR LICENSE FOR SCOTT SEIM  
DBA MANTORVILLE SALOON AT 509 NORTH MAIN STREET,  
MANTORVILLE, MINNESOTA**

**WHEREAS**, Scott Seim (Applicant) dba Mantorville Saloon has submitted a renewal application for the issuance of an On Sale and Sunday Sales Intoxicating Liquor License at 509 North Main Street; and

**WHEREAS**, the Applicant currently has a valid On Sale and Sunday Sales Intoxicating Liquor License at this location; and

**WHEREAS**, the Dodge County Sheriff's Department has signed off on the renewal application and has found nothing to prevent issuance of an On Sale and Sunday Sales Intoxicating Liquor License to Scott Seim dba Mantorville Saloon at 509 North Main Street.

**NOW, THEREFORE BE IT RESOLVED** that the City Council of the City of Mantorville does hereby approve issuance of an On Sale and Sunday Sales Intoxicating Liquor License to the Applicant listed below for the period of February 1, 2024 through January 31, 2025, contingent upon receipt of insurance for the same period and any other items pending at this time:

Scott Seim  
dba Mantorville Saloon  
509 North Main Street  
Mantorville, Minnesota 55955

Adopted by the City Council of the City of Mantorville, Minnesota, this 11<sup>th</sup> day of December 2023.

ATTEST:

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Chuck Bradford  
Mayor

---

Gretchen Lohrbach  
City Clerk-Treasurer









Mailing Address:  
 PO Box 64217  
 St. Paul, MN 55164-0217

## Certificate of Compliance Minnesota Workers' Compensation Law

This form must be completed by the business license applicant.

Email: [dli.license@state.mn.us](mailto:dli.license@state.mn.us)  
 Website: [dli.mn.gov](http://dli.mn.gov)  
 Phone: (651) 284-5034

Print in ink or type

Minnesota Statutes § 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minn. Stat. chapter 176. If the required information is not provided or is falsely stated, it shall result in a \$2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry.

A valid workers' compensation policy must be kept in effect at all times by employers as required by law.

License or certificate number (if applicable)	Business telephone number <b>507-635-2331</b>	Alternate telephone number <b>507-361-2860</b>	
Business name (Provide the legal name of the business entity. If the business is a sole proprietor or partnership, provide the owner's name(s), for example John Doe, or John Doe and Jane Doe.) <b>Hubbell Enterprises LLC</b>			
DBA ("doing business as" or "also known as" an assumed name), if applicable <b>Hubbell House</b>			
Business address (must be physical street address, no P.O. boxes) <b>502 Main Street North</b>		City <b>Mantorville</b>	State <b>MA</b>
County <b>USA</b>		ZIP code <b>55955</b>	
		Email address <b>Chonker@Canadianhonker.com</b>	

You must complete number 1 or 2 below.

**Note:** You must resubmit this form to the authority issuing your license if any of the information you have provided changes.

1.  I have a workers' compensation insurance policy.

Insurance company name (not the insurance agent) <b>Society Insurance</b>		
Policy number:	Effective date: <b>01-01-2024</b>	Expiration date: <b>01-01-2025</b>

I am self-insured for workers' compensation. (Attach a copy of the authorization to self-insure from the Minnesota Department of Commerce; see <https://mn.gov/commerce/industries/insurance/licensing/self-insurance>.)

2. I am not required to have workers' compensation insurance because:

- I only use independent contractors and do not have employees. (See Minn. Stat. § 176.043 for trucking and messenger courier industries; Minn. Stat. § 181.723, subd. 4, for building construction; and Minnesota Rules chapter 5224 for other industries.)
- I do not use independent contractors and have no employees. (See Minn. Stat. § 176.011, subd. 9, for the definition of an employee.)
- I use independent contractors and I have employees who are not required to be covered by the workers' compensation law. (Explain below.)
- I only have employees who are not required to be covered by the workers' compensation law. (Explain below.) (See Minn. Stat. § 176.041 for a list of excluded employees.)

Explain why your employees are not required to be covered

I certify the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify I am authorized to sign on behalf of the business.

Print name: <b>Sue Lee</b>		
Applicant signature (required) <b>Sue Lee</b>	Title <b>CFO</b>	Date <b>11/29/2023</b>

If you have questions about completing this form or to request this form in braille, large print or audio.

**CITY OF MANTORVILLE  
DODGE COUNTY, MINNESOTA**

**RESOLUTION 2023-32**

**A RESOLUTION RENEWING THE ON SALE AND SUNDAY SALES  
INTOXICATING LIQUOR LICENSE FOR HUBBELL ENTERPRISES LLC  
DBA HUBBELL HOUSE AT 502 NORTH MAIN STREET,  
MANTORVILLE, MINNESOTA**

**WHEREAS**, Hubbell Enterprises LLC (Applicant) dba Hubbell House has submitted a renewal application for the issuance of an On Sale and Sunday Sales Intoxicating Liquor License at 502 North Main Street; and

**WHEREAS**, the Applicant currently has a valid On Sale and Sunday Sales Intoxicating Liquor License at this location; and

**WHEREAS**, the Dodge County Sheriff's Department has signed off on the renewal application and has found nothing to prevent issuance of an On Sale and Sunday Sales Intoxicating Liquor License to Hubbell Enterprises LLC dba Hubbell House at 502 North Main Street.

**NOW, THEREFORE BE IT RESOLVED** that the City Council of the City of Mantorville does hereby approve issuance of an On Sale and Sunday Sales Intoxicating Liquor License to the Applicant listed below for the period of February 1, 2024 through January 31, 2025, contingent upon receipt of insurance for the same period and any other items pending at this time:

Hubbell Enterprises LLC  
dba Hubbell House  
502 North Main Street  
Mantorville, Minnesota 55955

Adopted by the City Council of the City of Mantorville, Minnesota, this 11<sup>th</sup> day of December 2022.

ATTEST:

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Chuck Bradford  
Mayor

---

Gretchen Lohrbach  
City Clerk-Treasurer

**CITY OF MANTORVILLE  
DODGE COUNTY, MINNESOTA**

**RESOLUTION 2023-33**

**A RESOLUTION DESIGNATING POLLING PLACE  
FOR 2024 CITY ELECTIONS**

**WHEREAS**, Minnesota Statute section 204B.16, Subdivision 1 requires the governing body of each municipality designate a polling place for each election precinct; and

**WHEREAS**, this designation must be made by December 31 of each year, and said designation is effective for the following calendar year, unless a change is made pursuant to Minnesota Statute 204B.175 or because the polling place becomes unavailable.

**NOW, THEREFORE BE IT RESOLVED** that the City Council of the City of Mantorville, County of Dodge, State of Minnesota, hereby establishes the boundaries of the voting precinct and polling place as follows:

Precinct Name	Polling Place Location
Mantorville City	City of Mantorville 21 5 <sup>th</sup> Street East Mantorville, Minnesota 55955

Adopted by the City Council of the City of Mantorville, Minnesota, this 11<sup>th</sup> day of December 2023.

ATTEST:

---

Chuck Bradford  
Mayor

---

Gretchen Lohrbach  
City Clerk-Treasurer

## **Riverside Park – Band Shell Concept**

To: City of Mantorville and its Park Board

From: Tom Monson, on behalf

11/28/2023

### **Facility Construction:**

I have previously approached the City regarding the repurposing of the southern park shelter in Riverside Park into a band shell for hosting regularly scheduled live music and outdoor food. I have since visited with Joe Adams (public works lead), Aaron Thompson (architect/The Design Connection), and Klaus Alberts IV (contractor and prospective sponsor). I have received feedback that the structure would not be able to handle snow weight loads at current building code requirements and/or floor weightbearing loads. Given the cost that would be necessary to bolster the structure to meet these requirements, building a new structure appears to be prudent.

Aaron Thompson provided pictures of a band shell recently constructed in Stewartville (see attached) that can serve as a model for this project and has provided a concept rendering of such a structure incorporating limestone.

Furthermore, Klaus Alberts IV has gone over the project and collected a materials quote from ABC Supply (excluding the steel roof or decorative and structure brackets) showing the majority of materials costing \$16,323.84. Inclusion of materials for a steel roof and brackets likely creates a project supplies cost ceiling of approximately \$30,000. Additional design, site preparation, electrical, and construction labor costs will need to be addressed either through fundraising or donation. At this time, I believe these items be to be financially feasible and request Park Board recommendation to the City Council for permission to pursue this project further before soliciting such bids and pledges. Please note that Klaus has expressed interest in being the primary sponsor of constructing this band shell, and in return would like to have the shell named for his late grandfather.

### **Programming and use:**

While my proposed use is live music, the structure appears to be multi-functional as a platform or stage that can also be used by theatrical performers (Mantorville Theatre Company), vendors (Marigold Days), or instruction (yoga in the park). I personally believe Tuesday evenings from about 6-8 PM on a monthly or biweekly basis to be a preferable time for scheduled live music and food. This avoids competing with Berne Pizza or Thursdays on Main in Rochester, and overlaps with the Farmers Market providing an additional foot traffic draw during the tail end of Farmers Market hours. This does cause a scheduling conflict with Yoga in the Park, which does need to be further discussed with interested parties. An alternative night for consideration is Mondays at the same time and frequency, though does not provide the same benefits to the Farmers Market.

If permission is received to continue, I propose local restaurants be offered first right of refusal on selling food and/or drinks in the park during these events. Further guidance from the City would be

needed regarding any permits or licensing required for these purposes. I would further propose that local businesses and stores be given an option to sell merchandise in the park during the event.

The proposed structure shows a single surface roof better for project sounding into the park and away from the residential district to the west. The backwall can be further reviewed if it should be taller or shaped to further push acoustics towards the park. I personally recommend the City and its staff review noise and nuisance policies to ensure the structure is used during reasonable times at reasonable volumes to avoid disturbing the peace.

**Timeframe:**

I am proposing a goal of completion by May 31, 2024, allowing initial use to begin during MN-57 reconstruction of Summer 2024. By end of May, north of the bridge to 4<sup>th</sup> Street should have been completed, allowing local traffic detours to go back to the park and access the band shell. Additionally, this allows the proposed programming to help mitigate construction impact during the summer months by creating destination foot traffic and allowing local businesses to sell on-site in the park.

Anticipating parking and traffic challenges could be offset by advertising a park and ride shuttle option from either K-M Schools (with district permission) or County Government campus (with county government permission). Either school buses or chartered trolleys could be hired for such purposes.



019066 - ARW - Kasson  
 102 1st Street SW  
 Kasson, MN 55944

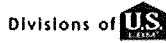
# Quotation



**Quote No** 1215010  
**Quote Date** 11/20/2023  
**Expiration Date** 12/04/2023  
**Branch** 019066 - ARW - Kasson  
**Customer** ABKHIPAA  
**Contact Name**  
**Contact Number**  
**Plot Ref**  
**Your Ref** Mantorville band shelter  
**Delivery** On 11/20/2023  
**Taken By** Randall Hadrath  
**Sales Rep** RANDALL HADRATH

**Invoice Address**  
 Home Improvement Profess  
 PO Box 36  
 Byron, MN, 55920

**Delivery Address**  
 Home Improvement Profess  
 PO Box 36  
 Byron, MN, 55920




Special Instructions	Notes

Line	Product Code	Description	Qty/Footage	Price	UOM	Total
1		<b>**PORCH POSTS AND HEADERS</b>				
2		<b>**PORCH POSTS &amp; HEADERS**</b>				
3	zz_SOTY_29487	8X8-10' BROWN TRT	4 ea	179.49	ea	717.96
4	zz_SOTY_29488	8X8-16' BROWN TRT	2 ea	307.70	ea	615.40
5	zz_SOTY_29489	GLUE LAM BEAM PACK	1 ea	2,960.53	ea	2,960.53
6	SIMABW66Z	SIMPSON STRONG-TIE ABW66Z 6" X 6" ADJUSTABLE ZMAX POST BASE	6 ea	44.99	ea	269.94
7	MW04128	MIDWEST FASTENER 04128 1/2" X 3-3/4" CONCRETE WEDGE ANCHOR ZINC	6 ea	2.07	ea	12.42
8		-----				
9		<b>End of **PORCH POSTS AND HEADERS</b>				<b>4,576.25</b>
10		<b>** ROOF FRAMING**</b>				
11		<b>**ROOF FRAMING**</b>				
12	zz_SOTY_29490	2X10-12' BROWN TRT	4 ea	51.32	ea	205.28
13	zz_SOTY_29491	2X10-16' BROWN TRT	4 ea	71.06	ea	284.24
14	zz_SOTY_29492	2X10-20' BROWN TRT	22 ea	105.27	ea	2,315.94
15	zz_SOPTN_2794	LFT 1X6 CEDAR WP4 CLEAR COAT	1,500 ea	3.49	ea	5,235.00
16	BSFN1540	BOSTITCH FN1540 2-1/2" 15GA COATED ANGLED FINISH NAIL 3655CT	2 BOX	59.99	BOX	119.98
17	OSB12	OSB 1/2X4X8	20 ea	21.73	ea	434.60
18	SIMPSC12EA	SIMPSON STRONG TIE PSCL1/2 1/2" GALVANIZED PLYWOOD CLIP EACH	100 ea	0.15	ea	15.00
19	BTBL650	BIG TIMBER BL6-50 #14 X 6" LOG STRUCTURAL SCREW BLACK 50PC	2 JAR	17.00	JAR	34.00
20	SIMH25AZ	SIMPSON STRONG-TIE H2.5AZ 18 GAUGE ZMAX HURRICANE TIE	40 PC	0.96	PC	38.40
21	PA400029	PASLODE 400029 1/2X1-3/4 GS-16 SERIES STAPLE	1 BX	99.99	BX	99.99
22	PNEUSP10D25M	PNEU-FAST SP10D 3" X .131 BRITE CLIPPED HEAD FRAMING NAIL 2.5M	1 BOX	72.80	BOX	72.80
23		-----				
24		<b>End of ** ROOF FRAMING**</b>				<b>8,855.23</b>
25		<b>**REAR 6' HIGH WALL**</b>				
26		<b>**SCREEN PORCH FINISH**</b>				
27	zz_SOTY_29493	2X6-10' BROWN TRT	12 ea	19.08	ea	228.96
28	zz_SOTY_29494	2X6-12' BROWN TRT	60 ea	22.37	ea	1,342.20
29	zz_SOTY_29495	BOX 2-1/2" BROWN TREATED SCREWS	1 ea	50.00	ea	50.00



LYMAN COMPANIES

Divisions of 

019066 - ARW - Kasson  
102 1st Street SW  
Kasson, MN 55944

# Quotation

Quote No **1215010**  
 Quote Date **11/20/2023**  
 Expiration Date 12/04/2023  
 Branch 019066 - ARW - Kasson  
 Customer ABKHIPA  
 Contact Name  
 Contact Number  
 Plot Ref  
 Your Ref Mantorville band shelter  
 Delivery On 11/20/2023  
 Taken By Randall Hadrath  
 Sales Rep RANDALL HADRATH

**Invoice Address**  
 Home Improvement Profess  
 PO Box 36  
 Byron, MN, 55920

**Delivery Address**  
 Home Improvement Profess  
 PO Box 36  
 Byron, MN, 55920



Page 2 of 2

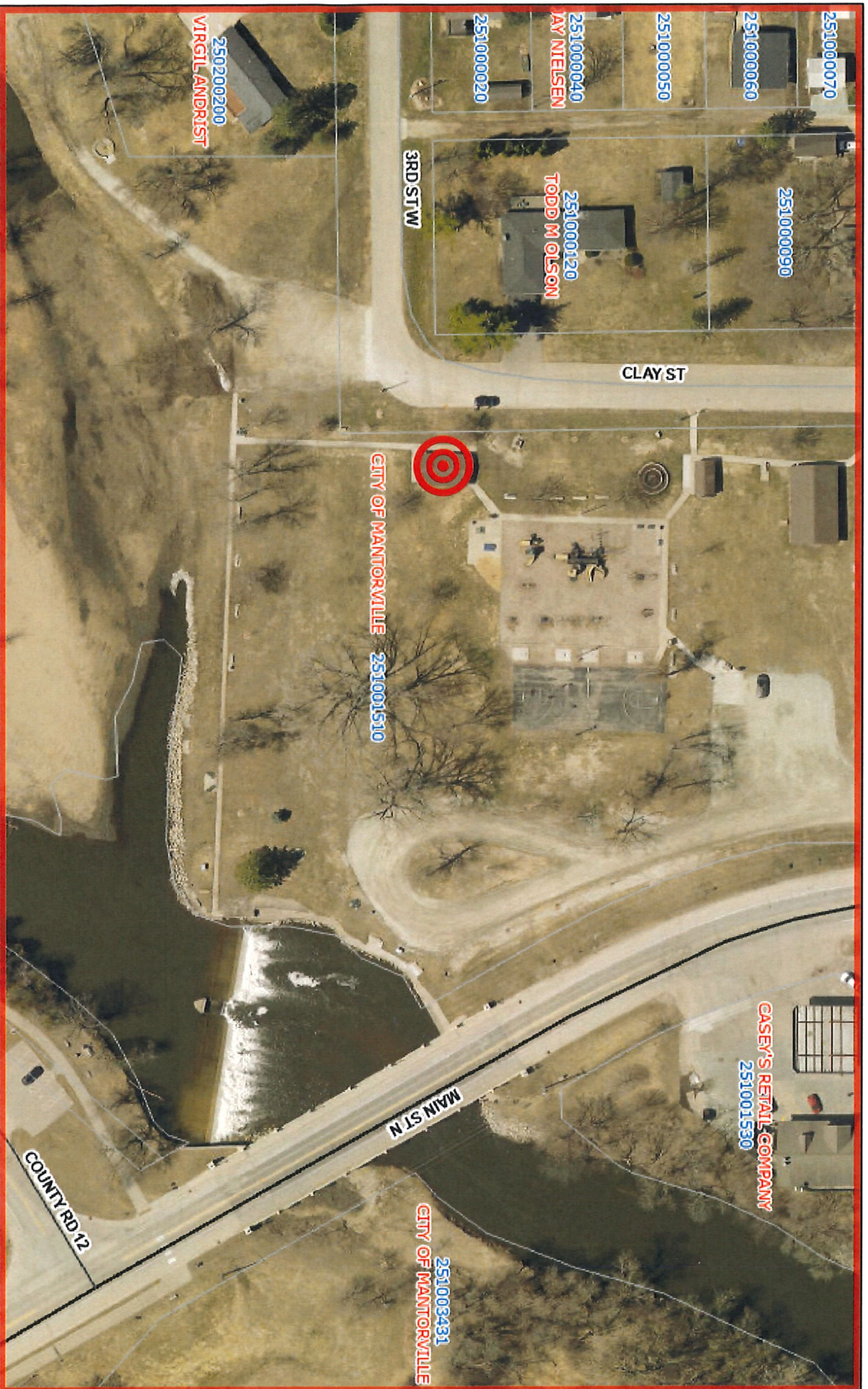
Line	Product Code	Description	Qty/Footage	Price	UOM	Total
30		-----				
31		End of **REAR 6' HIGH WALL**				<u>1,621.16</u>
32		** MISC**				
33		**MISC**				
34	zz_SONAIL_23635	MISC NAIL & HDWE ALLOWANCE	1 ea	150.00	ea	150.00
35		-----				
36		End of ** MISC**				<u>150.00</u>

Total Amount	\$15,202.64
Sales Tax 7.375%	\$1,121.20
<b>Quotation Total</b>	<b>\$16,323.84</b>

Customer \_\_\_\_\_ Date \_\_\_\_\_

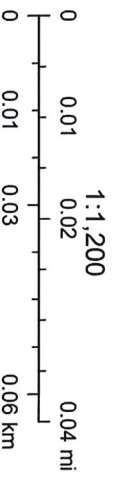


# ArcGIS WebMap



November 21, 2023

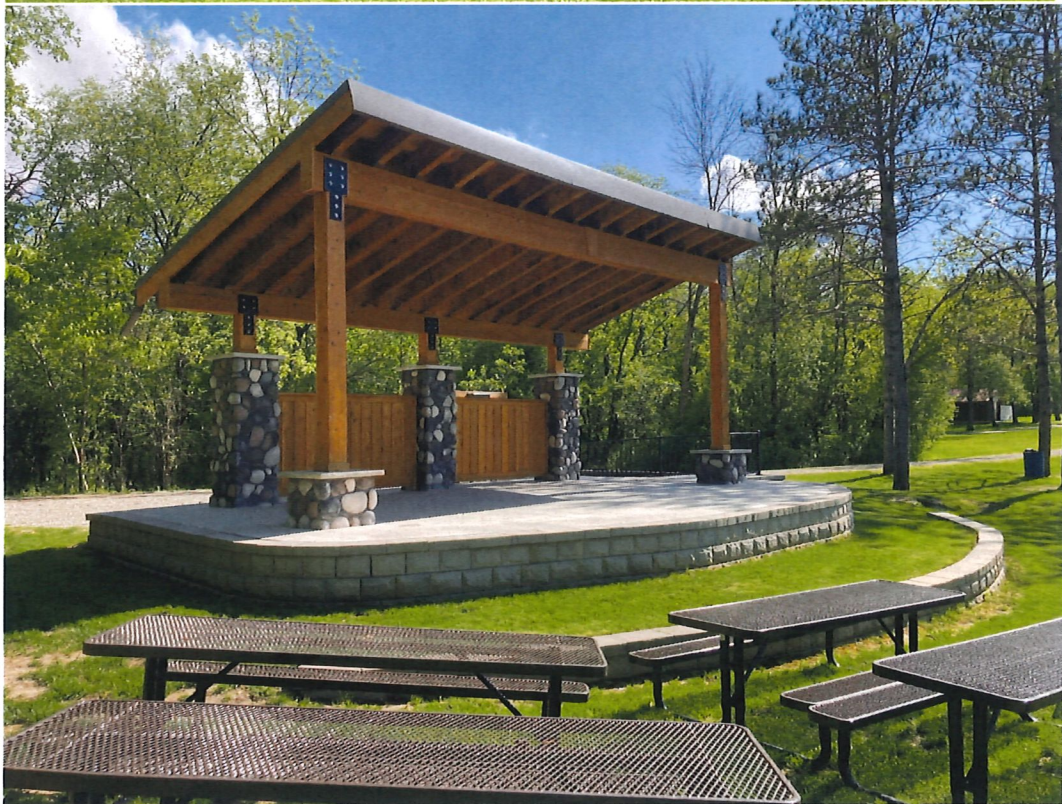
- Roads
- CSAHP
- PIN
- Parcels
- CITY
- SHWY
- Name



















## **Mantorville Fire and Rescue Officer Selections for 2024**

**Chief – Duke Harbaugh**

**Assistant Chief – Don Hofstad**

**Deputy Chief – JJ Williams**

**Equipment Officer – Ryan Jech**

**Truck Officer – Joey Lorentz**

**EMR Officer - Annika Hofstad**

**Fire Marshall – Tristan Fairchild**

**Training Officer – Orion Hardwick**

**Treasurer – Brett Skoog**

**Clerk – Troy Stafford**



## 2024 Wage Increases

<u>2023 Wages</u>		<u>2023 Overtime Hours</u>		<u>2023 Salaries</u>		<u>w/Overtime</u>		<u>Historic Wage Increases</u>			
Stephanie Arnold	\$18.00/hr	20 hrs	\$540.00	\$37,440.00	\$37,980.00	2023	6% COLA 4% Merit				
Joe Adams	\$28.09/hr	104 hrs	\$4,382.56	\$58,427.20	\$62,809.76	2022	5.9% COLA 1.1% Merit				
Wade Schroeder	\$24.92/hr	94 hrs	\$3,513.72	\$51,833.60	\$55,347.32	2021	1.3% COLA 4.75% Merit				
Brian Hindal (600 hrs)	\$16.00/hr	0		\$9,600.00	\$9,600.00	2020	1.6% COLA 0.4% Merit				
Gretchen Lohrbach	\$31.25/hr	0		\$65,000.00	\$65,000.00	2019	2.8% COLA No Merit Increase				
<b>Total 2023 Salaries w/OT</b>						<b>\$230,737.08</b>	2018	2% COLA 2% Merit			
<b>2024 Prelim w/ 3% COLA</b>						<b>\$237,370.94</b>	2017	0.3% COLA 3.7% Merit			
<u>3.2% COLA + 1% Merit</u>		<u>3.2% COLA + 2% Merit</u>		<u>3.2% COLA + 3% Merit</u>		<u>3.2% COLA + 4% Merit</u>		<u>3.2% COLA + 5% Merit</u>			
	<b>Hourly</b>	<b>Salary w/OT</b>	<b>Hourly</b>	<b>Salary w/OT</b>	<b>Hourly</b>	<b>Salary w/OT</b>	<b>Hourly</b>	<b>Salary w/OT</b>	<b>Hourly</b>	<b>Salary w/OT</b>	
Stephanie Arnold	\$18.76	\$39,575.16	\$18.94	\$39,954.96	\$19.12	\$40,334.76	\$19.30	\$40,714.56	\$19.48	\$41,094.36	
Joe Adams	\$29.27	\$65,447.77	\$29.55	\$66,075.87	\$29.83	\$66,703.97	\$30.11	\$67,332.06	\$30.39	\$67,960.16	
Wade Schroeder	\$25.97	\$57,671.91	\$26.22	\$58,225.38	\$26.47	\$58,778.85	\$26.71	\$59,332.33	\$26.96	\$59,885.80	
Brian Hindal	\$16.67	\$10,002.00	\$16.83	\$10,099.20	\$16.99	\$10,195.20	\$17.15	\$10,291.20	\$17.31	\$10,387.20	
Gretchen Lohrbach	\$32.56	\$67,724.80	\$32.88	\$68,380.00	\$33.19	\$69,030.00	\$33.50	\$69,680.00	\$33.81	\$70,330.0	
	<b>Total</b>	<b>\$240,438.48</b>	<b>Total</b>	<b>\$242,735.41</b>	<b>Total</b>	<b>\$245,042.78</b>	<b>Total</b>	<b>\$247,350.15</b>	<b>Total</b>	<b>\$249,657.52</b>	
<b>Water Utility Salaries 15.96%</b>	\$38,373.98		\$38,740.57		\$39,108.83		\$39,477.08		\$39,845.34		
<b>Sewer Utility Salaries 18.46%</b>	\$44,384.94		\$44,808.96		\$45,234.90		\$45,660.84		\$46,086.78		
<b>Public Works Salaries 19.50%</b>	\$46,885.50		\$47,333.41		\$47,783.34		\$48,233.28		\$48,683.22		
<b>General Gov Salaries 27.99%</b>	\$67,298.73		\$67,941.64		\$68,587.47		\$69,233.31		\$69,879.14		
<b>Campground Salaries 1.69%</b>	\$4,087.45		\$4,126.50		\$4,141.22		\$4,180.22		\$4,219.21		
<b>Parks Salaries 16.40%</b>	\$39,431.91		\$39,808.61		\$40,187.02		\$40,565.42		\$40,943.83		





**WAGE DISTRIBUTION**

**2024 Proposed with Wage Distribution Showing Staff Changes**

<b>EMPLOYEE</b>	<b>DEPARTMENT</b>	<b>WAGE</b>	<b>Winter %</b>	<b>Summer %</b>	<b>Salary</b>		<b>Benefits</b>
<b>Seasonal Parks</b>	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
	Parks	<b>\$9,600.00</b>	0.00%	100.00%	<b>\$9,600.00</b>		<b>\$743.04</b>
<b>Brian Salary \$9,600.00</b>	Overtime	<b>\$0.00</b>			<b>\$9,600.00</b>		<b>\$743.04</b>
	Health	\$0.00					
	Dental	\$0.00					
	Life	\$0.00					
	Pera, SocS,Med	\$743.04					
<b>Wade Schroeder</b>	Water	<b>\$53,393.60</b>	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	<b>\$3,619.94</b>			<b>\$57,013.54</b>		<b>\$21,701.39</b>
	Health	\$10,365.12					
	Dental	\$461.04					
	Life	\$637.68					
	Pera, SocS,Med, HSA	\$10,237.55					
<b>Stephanie Arnold</b>	Water	<b>\$38,563.20</b>	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				<b>\$39,119.40</b>		<b>\$18,990.43</b>
	Overtime	<b>\$556.20</b>					
	Health	\$10,365.12					
	Dental	\$461.04					
	Life	\$637.68					
	Pera, SocS, Med, HSA	\$7,526.59					
<b>Gretchen Lohrbach</b>	Clerk	<b>\$66,950.00</b>	80.00%	80.00%	\$53,560.00		\$18,329.07
	Water		10.00%	10.00%	\$6,695.00		\$2,291.13
	Sewer		10.00%	10.00%	\$6,695.00		\$2,291.13
	Overtime	<b>\$0.00</b>					
	Health	\$10,365.12			<b>\$66,950.00</b>		<b>\$22,911.34</b>
	Dental	\$461.04					
	Life	\$637.68					
	Pera, SocS,Med, HSA	\$11,447.50					
<b>Joe Adams</b>							
	Water	<b>\$60,174.40</b>	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	<b>\$4,513.60</b>			<b>\$64,688.00</b>		<b>\$22,864.07</b>



**BENEFITS**

	2024	2023	2022	2021	2020	2019	2018			
<b>PERA</b>	<b>7.50%</b>	7.50%	7.50%	7.50%	7.50%	7.50%	7.50%			
<b>Medicare</b>	<b>1.45%</b>	1.45%	1.45%	1.45%	1.45%	1.45%	1.45%			
<b>Social Security</b>	<b>6.20%</b>	6.20%	6.20%	6.20%	6.20%	6.20%	6.20%			
								<u>2023/Person</u>	<u>2022/Person</u>	<u>2021/Person</u>
								4	4	4
<b>Health</b>	<b>\$41,460.48</b>	\$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
<b>Dental</b>	<b>\$1,844.16</b>	\$1,844.16	\$1,571.52	\$2,023.20	\$2,023.20	\$1,472.40	\$2,023.20	\$461.04	\$392.88	\$505.80
<b>Life + STD</b>	<b>\$2,550.72</b>	\$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										
<b>Uniform/Boot Allowance</b>	<b>\$1,400.00</b>	\$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	\$200.00	

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

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

**History of Health Premiums**

**History of Dental Premiums**

<u>Year</u>	<u>Single</u>	<u>Family</u>	<u>Year</u>	<u>Single</u>	<u>Family</u>
2020	\$713.00	\$1,540.50	2020	\$42.15	\$117.90
2021	\$861.00	\$1,621.50	2021	\$42.15	\$117.90
2022-Plan 2	\$891.56	\$1,787.15	2022	\$32.74	\$108.48
2022-Plan 1	\$914.12	\$1,835.79	2022	\$32.74	\$108.48
2023-Plan 2	\$836.98	\$1,804.73	2023	\$38.42	\$139.08
<b>2024-Plan 1</b>	<b>\$863.76</b>	<b>\$1,804.73</b>	<b>2024</b>	<b>\$38.42</b>	<b>\$139.08</b>

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
<b>2024</b>	<b>\$3,200.00</b>	<b>\$1,600.00</b>

**CITY OF MANTORVILLE**  
**2024**

**BUDGET 2024**  
**Preliminary**

**December 11, 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 %
101-			\$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
<b>101-</b>	<b>REVENUES</b>	<b>Final</b>	<b>Final</b>		<b>Preliminary</b>	
31000	Property Tax	\$593,806.46	\$595,334.00	\$341,209.65	<b>\$625,100.90</b>	<b>Preliminary at 5%</b>
32000	Permits & Licenses	\$2,060.00	\$3,000.00	\$475.00	<b>\$550.00</b>	Rental Renewals, Golf Cart Permits, vendors
32110	Liquor Licenses	\$10,775.06	\$8,200.00	\$0.00	<b>\$8,200.00</b>	Liquor License fees
32210	Building Permits	\$13,746.09	\$10,000.00	\$9,392.66	<b>\$10,000.00</b>	Building permit fees
32240	Animal Licenses	\$50.00	\$200.00	\$100.00	<b>\$100.00</b>	Dog tags
32241	Animal Impound Fee	\$0.00	\$250.00	\$0.00	<b>\$0.00</b>	Animal impound fees
33000	Intergovernmental Revenues	\$1,612.95	\$0.00	\$1,660.95	<b>\$0.00</b>	Typically grant dollars (FD DNR grant)
33160	Other Grants - Health	\$0.00	\$0.00	\$75.00	<b>\$0.00</b>	Staff health and wellness dollars
33170	FEMA Grants	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>	
33400	State Grants & Aids	\$66,115.75	\$0.00	\$9,197.24	<b>\$0.00</b>	ARPA Fund of 64,019.30 received in 2021 and; 64,019.30 received in 2022 <b>EAB 2023</b>
33401	Local Government Aid	\$313,414.00	\$316,811.00	\$158,405.50	<b>\$376,877.00</b>	LGA \$344,869.00 & Small Cities Assistance \$32,008.00
33402	Market Value Credit	\$157.27	\$0.00	\$86.69	<b>\$0.00</b>	Revenue offset of property tax
33422	Other State Aid Grants	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>	
33423	PERA Aid	\$0.00	\$1,041.00	\$0.00	<b>\$0.00</b>	Offset to PERA; employee retire
33440	Fire Department Grant	\$4,000.00	\$0.00	\$1,000.00	<b>\$0.00</b>	DNR/Training grants, FD AFG grant for air packs
33610	County Highway Aid	\$5,672.43	\$3,500.00	\$5,666.95	<b>\$5,836.96</b>	Aid dollars to offset highway mtn, <b>assume 2024 increase 3%</b>
34101	City Property Rent Revenue	\$11,016.00	\$10,800.00	\$11,088.00	<b>\$12,100.00</b>	Tower lease with AT&T
34103	Zoning and Subdivision Fees	\$2,436.00	\$0.00	\$1,000.00	<b>\$1,000.00</b>	public hearing/other zoning
34107	Assessment Search Fee	\$120.00	\$0.00	\$0.00	<b>\$0.00</b>	Property assessment search requests - City does not charge as of 2022
34202	Fire Department Contracts	\$57,376.00	\$70,585.00	\$70,576.00	<b>\$74,300.00</b>	Based on new rates approved by FD and CC; <b>annual township contracts 2023-2025</b>
34203	Fire Dept. - Fire calls	\$1,705.00	\$250.00	\$2,000.01	<b>\$1,500.00</b>	Fees for fire calls
34780	Park Fees	\$1,020.00	\$750.00	\$895.00	<b>\$800.00</b>	Shelter rental fees
35000	Fines and Forfeits	\$963.82	\$2,500.00	\$599.94	<b>\$700.00</b>	City share of DC issued tickets
36200	Miscellaneous Revenues	\$6,950.23	\$1,500.00	\$8,001.28	<b>\$1,000.00</b>	Copies, scrap metal, auction items revenue (sale of boom truck Dec 2022) T-shirt sales <b>Sale of Tanker 2023</b>

36201	Refunds and Reimbursements	\$6,568.43	\$8,000.00	\$5,206.62	<b>\$6,500.00</b>	Dividend checks LMC, LMCIT, Fire Dept Reimbursements
36210	Interest Earnings	\$18,935.38	\$3,000.00	\$32,000.00	<b>\$36,000.00</b>	Interest on investments, savings, checking <b>Allocated to General Fund</b>
36230	Contributions and Donations	\$3,286.08	\$0.00	\$18,587.45	<b>\$200.00</b>	General for city items; National Night Out
38050	Cable Franchise Fees	\$6,161.55	\$6,500.00	\$5,887.45	<b>\$6,000.00</b>	Cable franchise fees, KM-Tel, Mediacom
39200	Interfund Operating Transfer	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>	
39201	Transfer from General Fund	\$2,540.00	\$0.00	\$0.00	<b>\$0.00</b>	ARPA funds for Laserfiche (\$1,940) and Basement Door (\$600) 2022
39202	Contribution-Enterprise Funds	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>	
39203	Transfer from General Funds	\$0.00	\$0.00	\$188,587.58	<b>\$0.00</b>	Revenue transferred in from General Fund for Tanker Truck
39301	Capital Lease Proceeds		\$0.00	\$0.00	<b>\$0.00</b>	
	<b>Total Revenues</b>	<b>\$1,130,488.50</b>	<b>\$1,042,221.00</b>	<b>\$871,698.97</b>	<b>\$1,166,764.86</b>	

## 2024 General Budget w/ 2022 YTD

			2022 Budget	2022 Actual	2023 Budget	2023 YTD Remaining	2024 Budget	COMMENTS
<b>101-</b>		<b>EXPENDITURES</b>	<b>Final</b>		<b>Final</b>		<b>Preliminary</b>	
<b>41110</b>		<b>LEGISLATIVE (MAYOR/COUNCIL)</b>						
	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	(\$4.50)	\$119.00	Work Comp for Council Members
	208	Training, Mileage	\$500.00	\$380.79	\$1,800.00	(\$656.32)	\$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	
		<b>TOTAL</b>	<b>\$14,105.00</b>	\$15,020.95	<b>\$15,751.00</b>	\$6,718.71	<b>\$15,723.00</b>	
<b>41200</b>		<b>OPERATING TRANSFERS</b>						
	720	Operating Transfers	\$0.00	\$22,000.00	\$0.00	\$0.00	\$0.00	
		<b>TOTAL</b>		\$22,000.00	<b>\$0.00</b>	\$0.00	<b>\$0.00</b>	



## 2024 General Budget w/ 2023 YTD

			2022 Budget	2022 Actual	2023 Budget	2023 YTD Remaining	2024 Budget	COMMENTS
<b>101-</b>		<b>EXPENDITURES</b>	<b>Final</b>		<b>Final</b>		<b>Preliminary</b>	
<b>41410</b>		<b>ELECTIONS</b>						
	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 for Elections Staff
		<b>TOTAL</b>	<b>\$3,300.00</b>	<b>\$4,392.36</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,482.00</b>	
<b>41500</b>		<b>Financial Administration</b>						
	101	Salaries	\$69,717.30	\$73,425.80	\$78,716.14	\$43,847.07	\$66,440.13	
	120	Employee Benefits	\$22,392.96	\$21,844.17	\$34,831.60	\$5,390.14	\$24,410.15	SS, Medicare, Health, Dental, etc.
	151	Workers Comp Insurance	\$400.00	\$956.00	\$996.00	(\$70.60)	\$979.00	
	200	Supplies	\$700.00	\$1,679.88	\$1,500.00	\$314.04	\$1,200.00	City Hall related Supplies
	208	Training, Mileage	\$1,500.00	\$1,513.06	\$1,500.00	(\$183.60)	\$1,500.00	Training/Conference for Clerk & Deputy Clerk
	300	Professional Services	\$6,000.00	\$7,697.49	\$6,000.00	(\$1,315.28)	<b>\$4,800.00</b>	<b>Banyon, Blue Host, Subscriptions *Decreased from \$6,200 on Preliminary 2024 Budget</b>
	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
	322	Postage	\$4,000.00	\$3,978.79	\$4,200.00	(\$273.79)	\$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	(\$830.82)	\$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	<b>\$6,800.00</b>	<b>Laserfiche Storage, copier, computers, On-Site Computers *Had to increase from \$4,000 on Preliminary 2024 Budget</b>
	700	Funds Transfer	\$0.00	\$1,940.00	\$0.00		\$0.00	Laserfiche - 2 Licenses and Start-up reimbursed by ARPA funds in 2022
		<b>Total Financial Administration</b>	<b>\$113,410.26</b>	<b>\$117,186.34</b>	<b>\$136,543.74</b>	<b>\$52,879.59</b>	<b>\$112,193.28</b>	

<b>41530</b>		<b>Accounting</b>						
	301	Accounting & Auditing Services	\$18,550.00	<b>\$19,600.00</b>	\$19,600.00	(\$4,500.00)	\$24,000.00	Yearly Audit Expense/Contract
		<b>Total Accounting &amp; Auditing Services</b>	<b>\$18,550.00</b>	<b>\$19,600.00</b>	<b>\$19,600.00</b>	<b>(\$4,500.00)</b>	<b>\$24,000.00</b>	
<b>41550</b>		<b>Assessing</b>						
	310	Assessing	\$7,206.00	\$6,656.00	\$6,360.00	(\$612.44)	\$6,950.00	Dodge County Contract Yearly & Taxes on Annexed Land - \$569.33, Pictometry
		<b>Total Assessing</b>	<b>\$7,206.00</b>	<b>\$6,656.00</b>	<b>\$6,360.00</b>	<b>(\$612.44)</b>	<b>\$6,950.00</b>	
<b>41600</b>		<b>Law/Legal Services</b>						
	304	Legal Fees	\$20,750.00	\$14,646.77	\$20,000.00	(\$5,548.22)	\$20,000.00	Includes \$750 Codification
		<b>Total Law/Legal Services</b>	<b>\$20,750.00</b>	<b>\$14,646.77</b>	<b>\$20,000.00</b>	<b>(\$5,548.22)</b>	<b>\$20,000.00</b>	

**2024 General Budget w/ 2023 YTD**

			2022 Budget	2022 Actual	2023 Budget	2023 YTD remaining	2024 Budget	COMMENTS
<b>101-</b>	<b>EXPENDITURES</b>		<b>Final</b>		<b>Final</b>		<b>Preliminary</b>	
<b>41940</b>	<b>General Govt. Buildings/Plant</b>							
	200	Supplies	\$1,000.00	\$1,135.69	\$1,100.00	(\$151.12)	\$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	<b>Toolbox for shop included for 2024</b>
	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	\$640.34	\$1,400.00	\$500/yr non office employees; \$200/yr office employees
	439	Janitors	\$600.00	\$1,780.00	\$1,560.00	\$195.00	\$1,680.00	Janitorial service @ \$65 twice monthly
		<b>Total General Govt. Buildings/Plant</b>	<b>\$45,760.00</b>	<b>\$52,995.27</b>	<b>\$49,060.00</b>	<b>\$2,988.38</b>	<b>\$52,000.00</b>	
<b>41950</b>	<b>Engineering Professional Services</b>							
	303	Engineering Fees	\$20,000.00	\$8,283.43	\$7,000.00	(\$5,147.50)	\$8,500.00	
		<b>Total Engineering Services</b>	<b>\$20,000.00</b>	<b>\$8,283.43</b>	<b>\$7,000.00</b>	<b>(\$5,147.50)</b>	<b>\$8,500.00</b>	

## 2024 General Budget w/ 2023 YTD

			2022 Budget	2022 Actual	2023 Budget	2023 YTD Remaining	2024 Budget	COMMENTS
<b>101-</b>	<b>EXPENDITURES</b>		<b>Final</b>		<b>Final</b>		<b>Preliminary</b>	
<b>42100</b>	<b>Police Protection Contract</b>							
	310	Other Professional Services	\$100,963.20	\$100,963.20	\$104,250.00	\$104,250.00	\$107,850.00	
		<b>Total Police Protection Contract</b>	<b>\$100,963.20</b>	<b>\$100,963.20</b>	<b>\$104,250.00</b>	<b>\$104,250.00</b>	<b>\$107,850.00</b>	
<b>42200</b>	<b>Fire Protection</b>							
	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	(\$10.00)	\$250.00	
	151	Workman's Comp	\$4,200.00	\$7,018.00	\$7,313.00	(\$552.91)	\$7,185.00	
	208	Training, Mileage	\$5,000.00	\$9,258.15	\$6,000.00	\$855.26	\$6,000.00	Additional Firefighters hired in 2023
	212	Motor Fuels	\$2,500.00	\$2,383.29	\$2,500.00	(\$766.44)	\$3,000.00	
	217	Operating Supplies	\$1,500.00	\$2,407.06	\$2,000.00	\$25.52	\$2,500.00	
	228	Equipment Repair/Maintenance	\$10,000.00	\$14,348.13	\$10,000.00	\$2,103.41	\$10,000.00	
	240	Tools and Minor Equipment	\$20,000.00	\$16,989.34	\$20,000.00	\$7,033.85	\$20,000.00	Transfers to next year if not used.
	311	First Responder Train/Equip	\$3,000.00	\$9,129.27	\$4,000.00	(\$138.42)	\$4,000.00	
	321	Communications	\$1,000.00	\$1,555.60	\$1,000.00	(\$708.62)	\$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	(\$688.75)	\$2,000.00	Explorer Program
	437	Miscellaneous	\$800.00	\$0.00	\$800.00	(\$194,319.89)	\$800.00	\$188,587.58 of Tanker Truck Allocated 2024
	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	\$12,866.00	\$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	
		<b>Total Fire Protection **</b>	<b>\$117,710.00</b>	<b>\$109,530.98</b>	<b>\$124,523.00</b>	<b>(\$164,968.70)</b>	<b>\$123,539.00</b>	
		** 240 & 570 budget balance carries over to truck/equip fund each year.						
<b>42400</b>		<b>Building Inspections</b>						
	300	Professional Services	\$10,000.00	\$9,300.23	\$10,000.00	\$3,837.86	\$10,000.00	Construction Management Services
	314	Blight Removal (Demo)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		<b>Total Building Inspections</b>	<b>\$10,000.00</b>	<b>\$9,300.23</b>	<b>\$10,000.00</b>	<b>\$3,837.86</b>	<b>\$10,000.00</b>	

2024 General Budget w/ 2023 YTD		2022 Budget	2022 Actual	2023 Budget	2023 YTD Remaining	2024 Budget	COMMENTS
<b>101-</b>	<b>EXPENDITURES</b>			<b>Final</b>		<b>Preliminary</b>	
<b>43100</b>	<b>Streets Department</b>						
101	Salaries	\$39,313.38	\$42,531.94	\$45,068.57	\$2,614.19	\$46,287.33	
120	Employee Benefits	\$14,821.24	\$16,623.07	\$15,439.62	(\$1,037.49)	\$17,006.00	
151	Workmans Comp	\$3,500.00	\$3,819.00	\$3,819.00	(\$271.00)	\$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	(\$5,215.59)	\$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	(\$22,341.03)	\$60,000.00	Includes Crack Sealing & Road Scraper & Sweeping & Paint for 2024
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
	<b>Total Streets Department</b>	<b>\$94,284.62</b>	<b>\$119,179.21</b>	<b>\$115,277.19</b>	<b>(\$18,026.71)</b>	<b>\$155,646.33</b>	
<b>43125</b>	<b>Ice and Snow Removal</b>						
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	
	<b>Total Ice and Snow Removal</b>	<b>\$17,000.00</b>	<b>\$18,734.70</b>	<b>\$15,000.00</b>	<b>(\$6,768.62)</b>	<b>\$24,500.00</b>	
<b>43160</b>	<b>Street Lighting</b>						
381	Electric Utilities	\$30,000.00	\$55,893.61	\$35,000.00	(\$23,206.11)	\$70,000.00	Solar was not included last year



	<b>Total Street Lighting</b>	<b>\$30,000.00</b>	<b>\$55,893.61</b>	<b>\$35,000.00</b>	<b>(\$23,206.11)</b>	<b>\$70,000.00</b>	
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## 2024 General Budget w/ 2023 YTD

		2022 Budget	2022 Actual	2023 Budget	2023 YTD Remaining	2024 Budget	COMMENTS
<b>101- EXPENDITURES</b>		<b>Final</b>		<b>Final</b>		<b>Preliminary</b>	
<b>45200</b>	<b>Parks &amp; Recreation</b>						
	101 Salaries	\$34,237.89	\$30,477.34	\$39,152.97	\$3,391.03	\$38,928.83	Staff Portion Related to Parks, includes seasonal
	120 Employee Benefits	\$10,290.05	\$9,422.63	\$10,777.51	\$627.65	\$14,302.48	Staff Portion Related to Benefits
	151 Work Comp	\$2,000.00	\$3,285.00	\$3,423.00	(\$242.99)	\$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	(\$2,855.16)	\$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 - <b>Joint Powers</b>	\$7,500.00	\$7,500.00	\$5,000.00	\$256.55	\$5,000.00	<b>Joint Powers</b> Agreement (Addt.\$2500 request for 2022). In 2023 it went back to \$5000
	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		\$19,319.72	\$55,212.13	<b>Total of Wish List \$49,212.13 (rip rap removed) + \$6000 Community Tree Mgmt</b>
	<b>2024 Park Board Wish List for Budget Includes the following items:</b>	\$32,382.00		\$30,910.00			<b>\$49,212.13 Wish List for 2024 - Rip Rap Removed</b>
	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 For JD Mower \$650						
	Community Tree Mgmt - Blvd \$6000	\$10,000.00		\$6,000.00			
	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		ARPA for costs srelated to 2021 Walnut St project - 2022
		<b>Total Parks and Recreation</b>	<b>\$150,353.94</b>	<b>\$132,047.98</b>	<b>\$108,828.48</b>	<b>\$19,088.09</b>	<b>\$134,777.44</b>

**2024 General Budget w/ 2023 YTD**

			2022 Budget	2022 Actual	2023 Budget	2023 YTD Remaining	2024 Budget	COMMENTS
<b>101- EXPENDITURES</b>			<b>Final</b>		<b>Final</b>		<b>Preliminary</b>	
<b>46500</b>	<b>EDA</b>							
	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	\$7,440.65	\$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)
		<b>Total EDA</b>	<b>\$31,093.00</b>	<b>\$25,514.27</b>	<b>\$31,093.00</b>	<b>\$8,090.65</b>	<b>\$34,225.00</b>	

**2024 General Budget w/ 2023 YTD**

			2022 Budget	2022 Actual	2023 Budget	2023 YTD	2024 Budget	COMMENTS
<b>311-</b>	<b>EXPENDITURES</b>							
<b>47000</b>	<b>GO Series Bond 2019A</b>							
	601	Debt Srv Bond Principal	\$0.00	\$35,000.00	\$0.00	(\$90,000.00)	\$57,500.00	\$35,000.00 + \$22,500.00
	611	Bond Interest	\$0.00	\$15,975.00	\$0.00	(\$16,030.00)	\$23,175.00	\$14,625.00 + \$8,550.00
	620	Fiscal Agents Fees	\$0.00	\$495.00	\$0.00	(\$495.00)	\$495.00	
								streets & sewer (Abatement 100% Disposal 75%)
		<b>Total</b>	<b>\$0.00</b>	<b>\$51,470.00</b>	<b>\$0.00</b>	<b>(\$106,525.00)</b>	<b>\$81,170.00</b>	
<b>312-</b>	<b>EXPENDITURES</b>							
<b>47000</b>	<b>GO Eqpmt &amp; Util Note 2021A</b>							
	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
		<b>Total</b>	<b>\$0.00</b>	<b>\$14,291.00</b>	<b>\$0.00</b>	<b>(\$16,114.00)</b>	<b>\$14,908.00</b>	
<b>313-</b>	<b>EXPENDITURES</b>							
<b>47000</b>	<b>GO Series Bond 2022A</b>							
	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
		<b>Total</b>	<b>\$0.00</b>	<b>(\$0.22)</b>	<b>\$0.00</b>	<b>(\$7,000.00)</b>	<b>\$47,405.00</b>	
<b>TOTAL</b>							<b>\$143,483.00</b>	

<b>2024 General Budget w/ 2023 YTD</b>			
			<b>2024 Budget</b>
<b>401-</b>	<b>EXPENDITURES</b>		<b>Preliminary</b>
<b>41000</b>	<b>Capital Funds</b>		
	<b>570</b>	<b>General Capital Projects</b>	<b>\$114,500.00</b>
		<b>Total</b>	<b>\$114,500.00</b>

2024 General Preliminary Budget Revenue/Expense					
		2022 Budget	2023 Budget	2024 Budget	COMMENTS
<b>TOTAL REVENUES</b>		<b>Final</b>	<b>Final</b>	<b>Preliminary</b>	
		1,130,488.50	1,042,221.00	<b>1,166,764.86</b>	
<b>TOTAL EXPENDITURES</b>					
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	112,193.28	
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	155,646.33	
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	134,777.44	
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	
	<b>TOTAL EXPENDITURES</b>	<b>1,053,677.00</b>	<b>1,042,520.99</b>	<b>1,163,369.05</b>	
<b>TOTAL REVENUE LESS TOTAL EXPENSES</b>		<b>76,811.50</b>	<b>(299.99)</b>	<b>3,395.81</b>	<b>Preliminary Levy 5%</b>



	A	B	C	I	J	K	L	M	N	O
1	<b>2024 Budget</b>	<b>ENTERPRISE FUNDS</b>								
2		<b>601 WATER FUND</b>		<b>2021 Budget</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2023 YTD Revenues &amp; Spent</b>	<b>2024 Budget</b>
3	601-	<b>REVENUES</b>								<b>Preliminary</b>
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	\$151,204.26	\$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	\$640.36	\$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	\$3,418.59	\$3,600.00
11	37180	Commercial Water Tax		\$1,500.00	\$1,122.97	\$1,500.00	\$1,212.19	\$1,500.00	\$1,054.09	\$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		<b>Total Revenues</b>		<b>\$187,889.00</b>	<b>\$190,158.50</b>	<b>\$192,688.00</b>	<b>\$237,043.31</b>	<b>\$198,285.00</b>	<b>\$185,965.22</b>	<b>\$201,703.00</b>
19										
20										
21	601-	<b>OPERATING EXPENSES</b>								
22	49400									
23	101	Salaries	Staff Wages	\$38,900.00	\$25,082.88	\$40,500.00	\$26,144.94	\$43,126.11	\$56,357.90	\$37,884.40
24	120	Benefits	Staff Benefits	\$15,000.00	\$13,380.18	\$10,100.00	\$6,894.90	\$15,328.64	\$17,266.39	\$13,918.76
25	151	Workmans Comp	Staff Ins.	\$1,000.00	\$2,926.40	\$1,000.00	\$1,559.00	\$1,200.00	\$1,301.26	\$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	\$2,763.10	\$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	\$10,128.47	\$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-	<b>REVENUES</b>								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	\$277,741.97	\$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	\$1,183.63	\$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					
	<b>Total Revenues</b>		<b>\$326,246.00</b>	<b>\$381,610.76</b>	<b>\$326,246.00</b>	<b>\$363,656.29</b>	<b>\$335,268.38</b>	<b>\$300,250.98</b>	<b>\$322,200.00</b>
602-49450-	<b>OPERATING EXPENSES:</b>								
101	Salaries		\$29,500.00	\$34,160.70	\$30,500.00	\$37,033.80	\$32,928.37	\$54,548.95	\$43,818.68
120	Benefits		\$11,000.00	\$15,932.88	\$11,100.00	\$13,852.76	\$11,366.15	\$16,668.76	\$16,099.02
151	Workman's Comp		\$1,500.00	\$1,945.40	\$1,500.00	\$1,686.00	\$1,450.00	\$1,535.74	\$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								
	<b>Total Expenditures</b>	Not including Depreciation	<b>\$303,423.00</b>	<b>\$353,130.48</b>	<b>\$285,692.00</b>	<b>\$356,268.19</b>	<b>\$286,564.52</b>	<b>\$215,935.80</b>	<b>\$299,442.70</b>
	<b>Total Revenue Minus Expenses</b>		<b>\$22,823.00</b>	<b>\$28,480.28</b>	<b>\$40,554.00</b>	<b>\$7,388.10</b>	<b>\$48,703.86</b>	<b>\$84,315.18</b>	<b>\$22,757.30</b>

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-	<b>REVENUES</b>								Preliminary
34000	Charges for Services	Misc Rev & Donation Boxes	\$18,000.00	\$24,181.00	\$18,000.00	\$24,211.44	\$18,000.00	\$24,099.00	\$22,000.00
36210	Interest Earnings		\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
	<b>Total Revenues</b>		<b>\$18,000.00</b>	<b>\$24,181.00</b>	<b>\$18,000.00</b>	<b>\$24,211.44</b>	<b>\$18,000.00</b>	<b>\$24,099.00</b>	<b>\$22,000.00</b>
603-45183-	<b>OPERATING EXPENSES</b>								
101	Salaries		\$7,200.00	\$7,325.10	\$7,700.00	\$20,961.42	\$13,000.00	\$3,676.85	\$4,011.57
120	Benefits		\$3,100.00	\$3,189.38	\$3,100.00	\$3,438.39	\$3,100.00	\$929.75	\$1,473.85
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	\$1,777.94	\$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	\$7,707.38	\$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								
	<b>Total Expenses</b>		<b>\$32,574.00</b>	<b>\$14,194.70</b>	<b>\$28,800.00</b>	<b>\$33,623.65</b>	<b>\$34,400.00</b>	<b>\$15,384.03</b>	<b>\$20,360.42</b>
	<b>Total Revenue Minus Expenses</b>		<b>-\$14,574.00</b>	<b>\$9,986.30</b>	<b>-\$10,800.00</b>	<b>-\$9,412.21</b>	<b>-\$16,400.00</b>	<b>\$8,714.97</b>	<b>\$1,639.58</b>

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-	<b>REVENUES</b>								<b>Preliminary</b>
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	\$15,928.15	\$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
	<b>Total Revenues</b>		<b>\$18,000.00</b>	<b>\$18,473.34</b>	<b>\$18,000.00</b>	<b>\$18,511.46</b>	<b>\$18,000.00</b>	<b>\$18,597.62</b>	<b>\$21,000.00</b>
604-43150-	<b>OPERATING EXPENSES</b>								
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
	<b>Total Expenses</b>		<b>\$1,500.00</b>	<b>\$2,659.00</b>	<b>\$1,500.00</b>	<b>\$0.00</b>	<b>\$1,500.00</b>	<b>\$0.00</b>	<b>\$1,664.00</b>
	<b>Total Revenue Minus Expenses</b>		<b>\$16,500.00</b>	<b>\$15,814.34</b>	<b>\$16,500.00</b>	<b>\$18,511.46</b>	<b>\$16,500.00</b>	<b>\$18,597.62</b>	<b>\$19,336.00</b>

**CITY OF MANTORVILLE  
DODGE COUNTY, MINNESOTA**

**RESOLUTION NO. 2023-34**

**A RESOLUTION ADOPTING THE FINAL TAX LEVY  
COLLECTIBLE IN THE YEAR 2024**

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Mantorville, Minnesota, County of Dodge, State of Minnesota, that the final property tax levy collectible in the year 2024 is set at the following amount:

**GENERAL FUND \_\_\_\_\_**

The City Clerk-Treasurer is hereby instructed to deliver a certified copy of this resolution to the Dodge County Auditor, Dodge County, Minnesota.

Adopted by the City Council of the City of Mantorville, Minnesota, this 11<sup>th</sup> day of December 2023.

ATTEST:

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

\_\_\_\_\_  
Gretchen Lohrbach  
City Clerk-Treasurer





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

**2023 Rates**

Water Base - \$19.31  
 Water per 1,000 gallons - \$4.80

Sewer Base - \$35.78  
 Sewer per 1,000 gallons - \$8.45

**Proposed 2024 Rates**

	<b>1.5%</b>	<b>2.0%</b>	<b>2.5%</b>	<b>3%</b>
Water Base	\$19.60	\$19.70	\$19.79	\$19.89
Water per 1,000 gal.	\$4.87	\$4.90	\$4.92	\$4.94
Sewer Base	\$36.32	\$36.50	\$36.67	\$36.85
Sewer per 1,000 gal.	\$8.58	\$8.62	\$8.66	\$8.70

**Based on 2024 Budget  
 (\$160,000 Water  
 \$298,000 Sewer)**

Water Income w/increase	\$2,400	\$3,200	\$4,000.0	\$4,800
Sewer Income w/increase	\$4,470	\$5,960	\$7,450	\$8,940
<b>Total Increase</b>	<b>\$6,870</b>	<b>\$9,260</b>	<b>\$11,450</b>	<b>\$13,740.00</b>

**CITY OF MANTORVILLE  
DODGE COUNTY, MINNESOTA**

**RESOLUTION NO. 2023-35**

**A RESOLUTION SETTING THE MONTHLY  
WATER AND SEWER RATES FOR 2024**

**WHEREAS**, Mantorville City Code Section 50.03 allows for the establishment of water and sewer system fees from time to time by resolution of the City Council; and

**WHEREAS**, Mantorville City Code Section 50.03 allows for changes in the user fees to be adopted by resolution and enacted upon publication of the resolution in said local newspaper; and

**WHEREAS**, the Mantorville City Council has determined, per Resolution Number 2009-05, that the Council needs to consider for an increase in the water and sewer rates to take place January 1 of each year to cover operating expenses and outstanding debt associated with the water and sewer systems; and

**WHEREAS**, the Mantorville City Council has determined, per Resolution Number 2009-05, that the increase to both the base rate and the user rate to water and sewer will be 3% each year unless determined otherwise by the City Council; and

**WHEREAS**, after review and consideration of the water and sewer fund and based on need for future projects involving these funds, the increase in the base charge and the user charge for 2024 will be 3% for water and 3% for sewer; and

**WHEREAS**, the following are the established new 2024 rates:

<b>2023 Rates</b>		<b>2024 Rates</b>	
Water Base	\$19.31	Water Base	\$19.89
Water Usage	\$4.80	Water Usage	\$4.94
Sewer Base	\$35.78	Sewer Base	\$36.85
Sewer Usage	\$8.45	Sewer Usage	\$8.70

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Mantorville, Minnesota, County of Dodge, State of Minnesota, hereby adjusts the base and usage fees for water and sewer as listed above to take place beginning with the January 2024 billing period.

Adopted by the City Council of the City of Mantorville, Minnesota, this 11<sup>th</sup> day of December 2023.

ATTEST:

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

\_\_\_\_\_  
Gretchen Lohrbach  
City Clerk-Treasurer

**CITY OF MANTORVILLE  
DODGE COUNTY, MINNESOTA**

**RESOLUTION NO. 2023-36**

**A RESOLUTION APPROVING THE DELEGATION  
OF AUTHORITY FOR PAYING CLAIMS  
THROUGH MONTH END IN 2023**

**WHEREAS**, Minnesota Statute 412.271 Subd. 7 and Subd. 8 authorize a City Council to delegate authority to pay certain claims against the City by the City Administrative Official; and

**WHEREAS**, the City Clerk-Treasurer is the City Administrative Official; and

**WHEREAS**, the City Council desires to authorize the City Clerk-Treasurer to pay all claims deemed as valid received through month end of December 2023; and

**WHEREAS**, all checks drawn for payment of claims must be signed by the City Clerk-Treasurer and the Mayor; and

**WHEREAS**, the City Clerk-Treasurer will present to the City Council at the first Council meeting in January 2024 the list of claims paid and an explanation of the payment.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Mantorville, Minnesota, that the City Clerk-Treasurer is authorized to pay all claims received through month end in December 2023, if in the City Clerk-Treasurer's discretion, the claims are valid.

Adopted by the City Council of the City of Mantorville, Minnesota, this 11<sup>th</sup> day of December 2023.

ATTEST:

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

\_\_\_\_\_  
Gretchen Lohrbach  
City Clerk-Treasurer

**EXHIBIT A  
CITY OF MANTORVILLE  
2023 MASTER FEE SCHEDULE**

Fees shall be hereby established. In the event of a conflict, this Fee Schedule shall prevail:

**ADMINISTRATIVE FEES:**

Copies	25¢ per page black and white; (10¢ if paper furnished) 40¢ double-sided \$1.00 per page, color
NSF/Closed Account/Stop Payment	\$30.00 per check
Copy of Council Meeting recording ( <del>disk</del> )	\$5.00 per <del>disk</del> - flash drive
Duplicate License/Permit (any type)	\$10.00
Mileage Reimbursement	@ IRS allowed rate
Maps	\$1.00 black and white \$2.00 color
Assessment Search	\$30.00
Copy of City Code	\$65.00 - Binder \$50.00 - Non-binder
Affidavit of Candidacy Filing Fee	\$2.00
Open Records/Public Information Request	\$15.00 per hour
Document Recording	\$50.00
Mowing/Yard Cleanup/Other	\$100 per hour with a 1 hour minimum

*Late invoice charge*

**BUILDING PERMIT FEES:**

Administrative Fee	\$75.00 (not applied to flat fee permits)
Building Permit	30% of 1997 UBC rates
Plan Check Fee	65% of building permit fee
State Surcharge	.0005 of valuation
Commercial Reshingle	Contact CMS to determine, if flat fee
Door Replacement-Entire Frame-Unlimited	\$105.00
Flat Fee Permits: Reroof, reside, replace water heater, replace furnace, add fireplace, etc.	\$55.00
Mechanical Permit	\$55.00
Plumbing Permit	\$55.00
Window Replacement (Unlimited)-Entire Frame	\$105.00 (if vinyl inserts replacement - No Permit)
Ingress Windows - Flat Fee	Egress Windows - NOT FLAT FEE

Reissue of Expired Permit	Equal to original permit fee
Failure to Obtain Building Permit	\$150.00 or a sum equal to two times the building permit fee applicable to the project, whichever is greater

**LAND USE FEES:**

An additional fee of up to two (2) hours of consultant time may be added to land use applications. See specific application for consultant costs. Consultant time beyond two (2) hours will be discussed with the Applicant prior to the City proceeding with the application.	
Preliminary Plat	\$350.00 + \$1.00/lot
Final Plat	\$150.00
Minor Subdivision	\$200.00 (less than 3 lots)
Variance	\$250.00
Rezone	\$250.00
Conditional Use Permit	\$250.00
Parkland Dedication	\$100.00 per lot
Annexation	\$300.00 + all associated costs
Appeal	\$150.00
Metes & Bounds Lot Split	\$250.00

<b>UTILITIES:</b>	
Water/Sewer Accessibility Charge to Developers	
Water (WAC)	\$1,000.00 per developable acre
Sewer (SAC)	\$2,000.00 per developable acre
Connection Fee for Residential and Commercial Construction	
Water	\$614.00 per building
Sewer	\$2,639.00 per building
2022 Utility Rates	
Water Base	\$18.75
Water per Thousand Gallons	\$ 4.66
Sewer Base	\$34.74
Sewer per Thousand Gallons Water	\$ 8.20
Water Shut Off/Reconnection	\$100.00
<i>**Residents that leave for the winter months and request their water to be shut-off at the curb will be charged the \$100 fee when the water is turned back on. Monthly Base fees are not charged when the water is shut off at the curb.</i>	
STORM WATER	
Residential – Less than 2 Acres	\$3.00 per month
Residential – More than 2 Acres	\$4.00 per month

Non-Residential	\$15.00 per acre with a \$5.00 minimum charge
Sump Pump Violations	\$100.00 per day of non-compliance
FAILURE TO INSTALL A WATER METER	\$50.00 per month, in addition to regular utility charges
Outside Water Meter/Meter Replace	\$300.00 <i>More?</i>
MDH Fee (set by State)	\$.81 per month
UB Late Fee	20% of outstanding current month bill
Bulk Water Rate	\$10.00 per thousand gallons + Water Base Fee

**LICENSE & PERMIT FEES:**

Alcoholic Beverages – Set by State Statute	
3.2% Malt Liquor On Sale	\$200.00
3.2% Malt Liquor Off Sale	\$100.00
Consumption & Display	\$250.00 (check made out to State of Minnesota)
Intoxicating On Sale	\$2,500.00
Intoxicating Off Sale	\$100.00
Club On Sale	\$100.00
Sunday Intoxicating On Sale	\$200.00
Wine On Sale	\$500.00
Investigation	Associated Costs
Temporary Liquor	\$25.00 per day
Mantorville Brewery	\$142.00
Mechanical Amusement Devices	\$50.00 (1-4 devices); \$15.00 each additional
Dog License	
Lifetime License	\$25.00
Replacement Tag	\$5.00
Dog Impound Fees 2022	See attached impound form
Kennel License	\$150.00; Renewal N/C
Chicken Permit	\$25.00; Renewal N/C
Garbage Haulers Permit	\$500.00 annually <i>increase because of road costs?</i>
Fireworks Display	\$25.00 each show
Peddlers/Solicitor	
Per day, per applicant	\$10.00
Background Investigation	\$100.00
Excavation Permit (right-of-way)	\$30.00



Water/Sewer Contractor Permit	\$30.00 (Contractor's License to do work)
Bond Amount	\$25,000.00 (copy of State required bond)
Park Shelter Reservation	\$30.00 per day
Permanent Sign Permit	\$50.00 + any required Building Permit
Rental Property License	\$25.00 each dwelling containing less than 4 units; \$30.00 each dwelling for 4 to 8 units; \$3.50 per day (up to 20 days) for failure to renew license
Golf Cart Permit	\$5.00 ( <del>handicapped</del> )



**MANTORVILLE FIRE DEPARTMENT  
2023 BILLING RATES**

	<b>Cost</b>
<b>Fire (e.g., Structure, Grass, Vehicle, etc.) – First two hours</b>	<b>\$750.00</b>
<b>Hours beyond first two hours</b>	<b>\$250.00 per hour</b>
<b>Incident where major equipment and manpower used</b>	<b>\$750.00</b>
<b>Hours beyond first two hours</b>	<b>\$250.00 per hour</b>
<b>Request for Assistance (minimal or no equipment used)</b>	<b>\$250.00 per hour</b>
<b>Request for Assistance (cancelled before arrival)</b>	<b>NO CHARGE</b>
<b>Alarm Investigation (e.g., carbon monoxide, smoke/odor)</b>	<b>\$500.00</b>
<b>False House Alarm System Triggered (investigate)</b>	<b>\$500.00</b>
<b>False House Alarm System Triggered (cancelled before arrival)</b>	<b>NO CHARGE</b>
<b>Hazardous Material Spill (e.g., fuel spill, etc.)</b>	<b>\$500.00</b>
<b>Motor Vehicle Accident (per vehicle involved)</b>	<b>\$750.00</b>
<b>First Responder Only Request</b>	<b>NO CHARGE</b>
<b>Charge for Foam</b>	<b>\$250.00 per 5 gallons</b>

**Direct Expense Additions  
Mutual Aid Bills from Other Fire Departments  
(typically fuel, foam)**

**Mutual Aid Provided to Other Departments --- cost of fuel and foam**

**Travel time is not included in any billing hours.**

**2023 CAMPSITE FEE SCHEDULE  
WATER – SEWER – ELECTRIC  
SITES 1 – 10**

**All fees listed include required State tax**

1 NIGHT	\$30.00
2 NIGHTS	\$60.00
3 NIGHTS	\$90.00
4 NIGHTS	\$120.00
5 NIGHTS	\$150.00
6 NIGHTS	\$180.00
WEEKLY	\$210.00
MONTHLY	\$840.00

JANUARY							FEBRUARY							MARCH						
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1 Holiday - All Staff	2 EDA & MFD Officer	3 MFD Training	4	5	6					1	2	3						1	2
7	8 City Council	9	10 MFD EMR Training	11	12	13	4	5	6 EDA & MFD Officer	7 MFD Training	8	9	10	3	4	5 Election-Nomination	6 MFD Training	7	8	9
14	15 Holiday - All Staff	16	17 MFD Eqpmt Mtnc & Gen	18	19	20	11	12 City Council	13	14 MFD ERM Training	15	16	17	10	11 City Council	12	13 MFD ERM Training	14	15	16
21	22 City Council	23	24	25	26	27	18	19 Holiday - All Staff	20	21 MFD Eqpmt Mtnc & Gen	22	23	24	17	18	19	20 MFD Eqpmt Mtnc & Gen	21	22	23
28	29	30 MFD Officer	31				25	26 City Council	27	28	29			24	25 City Council	26 Park & Rec	27	28	29	30
														31						
APRIL							MAY							JUNE						
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1	2 EDA & MFD Officer	3 MFD Training	4	5	6				1 MFD Training	2	3	4							1
7	8 City Council	9	10 MFD EMR Training	11	12	13	5	6	7 EDA	8 MFD EMR Training	9	10	11	2	3	4 EDA & MFD Officer	5 MFD Training	6	7	8
14	15	16	17 MFD Eqpmt Mtnc & Gen	18	19	20	12	13 City Council	14	15 MFD Eqpmt Mtnc & Gen	16	17	18	9	10 City Council	11	12 MFD EMR Training	13	14	15
21	22 City Council	23	24	25	26	27	19	20 City Council	21	22	23	24	25	16	17	18	19 Holiday - All Staff	20	21	22
28	29	30 Parks & Rec & MFD Officer					26	27 Holiday - All Staff	28 Parks and Rec	29	30	31		23	24 City Council	25 Parks & Rec	26	27	28	29
														30						

# City of Mantorville - 2024 Meeting Calendar

Meeting	Schedule	Meeting	Schedule
City Council	2nd & 4th Monday @ 6:30 PM	Mantorville Fire Dept - Officers Meeting	Tuesday Prior to 1st Wed @ 7:00 PM
City Council Work Session	Held as Needed	Mantorville Fire Dept -Training	1st Wed @ 6:30 PM
Economic Development Authority	1st Tuesday @ 6:30 PM	Mantorville Fire Dept - EMR Training	2nd Wed @ 6:30 PM
Parks & Recreations Board	Last Tuesday @ 6:30	Mantorville Fire Dept - Equipment and Truck Maintenance & General Members Meeting	3rd Wed - 6:00 PM Maintenance ; 7:30 PM Members Meeting
Color Represents more than one meeting schedule on the same date - See Schedules listed above			
Other Meetings:		Activities:	
Chamber of Commerce	1st Tues, Greek Revival House 5:30 PM	Election Day	No Government Meetings May be Held Between 6:00 PM and 8:00 PM
Dodge County Board of Commissioners	2nd Tues @ 8:00 AM and 9:30 AM 4th Tues @ 3:30 PM and 5:00 PM	Holidays	City Offices Closed

## 2024 Holidays Observed:

Date	Day of Week	Holiday Name
January 1, 2024	Monday	New Years Day
January 15, 2024	Monday	Martin Luther King Jr. Day
February 19, 2024	Monday	Washington's Birthday (Presidents Day)
May 27, 2024	Monday	Memorial Day
June 19, 2024	Wednesday	Juneteenth
July 4, 2024	Thursday	Independence Day
September 2, 2024	Monday	Labor Day
November 11, 2024	Monday	Veterans Day
November 27, 2024	Wednesday	Thanksgiving (Observed Nov 27 / Office Staff)
November 28, 2024	Thursday	Thanksgiving (Observed Nov 27 / Office Staff)
November 29, 2024	Friday	Thanksgiving (Observed Nov 29 / Public Works)
December 25, 2024	Wednesday	Christmas Day

# JULY

Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1	2 EDA & MFD Officer	3 MFD Training	4 Holiday - All staff	5	6
7	8 City Council	9	10 MFD EMR Training	11	12	13
14	15	16	17 MFD Eqpmt Mtnc & Gen	18	19	20
21	22 City Council	23	24	25	26	27
28	29	30 Park & Rec	31			

# AUGUST

Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1	2	3
4	5	6 EDA & MFD Officer	7 MFD Training	8	9	10
11	12 City Council	13 Election-Primary	14 MFD ERM Training	15	16	17
18	19	20	21 MFD Eqpmt Mtnc & Gen	22	23	24
25	26 City Council	27 Park & Rec	28	29	30	31

# SEPTEMBER

Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2 Holiday - All Staff	3 EDA & MFD Officer	4 MFD Training	5	6	7
8	9 City Council	10	11 MFD ERM Training	12	13	14
15	16	17	18 MFD Eqpmt Mtnc & Gen	19	20	21
22	23 City Council	24 Parks & Rec	25	26	27	28
29	30					

# OCTOBER

Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1 EDA & MFD Officer	2 MFD Training	3	4	5
6	7	8	9 MFD ERM Training	10	11	12
13	14 City Council	15	16 MFD Eqpmt Mtnc & Gen	17	18	19
20	21	22	23	24	25	26
27	28 City Council	29 Park & Rec	30	31		

# NOVEMBER

Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1	2
3	4	5 Election-General	6 MFD Training	7	8	9
10	11 Holiday - All Staff	12	13 MFD ERM Training	14	15	16
17	18 City Council	19	20 MFD Eqpmt Mtnc & Gen	21	22	23
24	25 City Council	26 Parks & Rec	27 Holiday - Office Staff	28 Holiday - All Staff	29 Holiday - Public Works	30

# DECEMBER

Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2	3 EDA & MFD Officer	4 MFD Training	5	6	7
8	9 City Council	10	11 MFD ERM Training	12	13	14
15	16	17	18 MFD Eqpmt Mtnc & Gen	19	20	21
22	23 City Council	24	25 Holiday - All Staff	26	27	28
29	30	31				