



Trail to the Past. Road to the Future.

CITY COUNCIL MEETING
MUNICIPAL COUNCIL CHAMBERS
21 5TH STREET E, MANTORVILLE, MN 55955
MONDAY, February 26, 2024
6:30 PM

1. Call to Order

2. Pledge of Allegiance

3. Changes to Agenda

4. Consent Agenda *

- A. Regular City Council Meeting Minutes of February 12, 2024
- B. Regular Meeting Draft Minutes of County Commissioners of January 23, 2024
- C. Fire Department Meeting Minutes of February 2024
- D. Warrant List-Accounts Payable 12.26.24
- E. Warrant List-Accounts Payable of 2023
- F. Resolution Number 2024-05 Election Judges to be approved for 2024 Presidential Primary Election on March 5, 2024
- G. Agreement of Acceptance from Compeer for a \$5000 Grant for Flood Modeling at the Riverside Park Bandshell Project
- H. Resolution 2024-06 Acceptance of a grant from Minnesota Energy Resources for \$10,000 to be used for Denneson Park

5. Proclamations, Presentations and Recognitions - *None*

6. Public Concerns

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

7. Public Hearing(s) - *None*

8. Public Safety Update

9. New Business/Old Business

- A. Johannes Marsland – identifying community needs and challenges and ideas for worship services
- B. Xcel Guidelines for decorating city street lights

10. Tabled Items

- A. Annual review of Council Bylaws, Policies, and Procedures
- B. Master Fee Schedule discussion
- C. Development of informational brochures for the HWY 57 Project-Samples of WHKS brochures

handed out for 2021 Walnut Street Project and 2019 3rd Street Loop Project w/ letter

11. Reports

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

12. Executive Session – None

13. Adjourn

<i>Upcoming Meetings and Events in Mantorville:</i>		
<i>February 26, 2024</i>	<i>6:30pm</i>	<i>Regular City Council Meeting</i>
<i>March 5, 2024</i>	<i>7:00am-8:00pm</i>	<i>Presidential Primary Elections</i>
<i>March 11, 2024</i>	<i>6:30pm</i>	<i>Regular City Council Meeting</i>
<i>March 20, 2024</i>	<i>7:00pm</i>	<i>Fire Department General Meeting</i>
<i>March 25, 2024</i>	<i>6:30pm</i>	<i>Regular City Council Meeting</i>
<i>March 26, 2024</i>	<i>6:30pm</i>	<i>First Park Board Meeting of The Year</i>
<i>Members of the City Council and other Boards may be in attendance at all meetings and community events in Mantorville</i>		

**City of Mantorville
Regular City Council Minutes, 2023
February 12, 2024**



1. Call to Order

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

Present: Mayor Chuck Bradford

Councilmembers:

Lyle Hoaglund
Jeffrey Ingalls
Henry Blair

Absent: Jessica Bradford

Others Present: City Clerk-Treasurer Gretchen Lohrbach
Fire Chief Duke Harbaugh
Public Works Lead Joe Adams
Public Works Wade Schroeder
City Engineer Scott Huneke-WHKS
City Finance Consultant Mike Bubany-David Drown & Associates
Sonya Bubany-David Drown and Associates

2. Pledge of Allegiance

Everyone stood and recited the Pledge of Allegiance.

3. Changes to the Agenda

City Clerk Gretchen Lohrbach asked to add Jessica Bradford's resignation under New Business.

Council Approved to add this first to new business.

4. Consent Agenda

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

- A. Regular City Council Meeting Minutes of February 1.22.24
- B. County Commissioners Regular Meeting Minutes 1.9.24

Motion carried: 4 ayes / 0 nays

5. Proclamations, Presentations and Recognitions-No Items

6. Public Concerns-No Items

7. Public Safety Update

- A. Looking back on the Fire Department, there were 13 medicals & 2 fires for the month of December and 8 medicals & 4 fires for the month of January.

Fire Department is Currently looking into a grant through the state for an Extractor (washer & dryer)

Once Standard Operating Guidelines (SOGs) are done, Chief Harbaugh will bring them to the City for final approval.

New applicant for the Fire Department has certifications that are current and up to date.

Working with Kasson Fire Dept. for an immersion day with the kindergarteners to learn what it means to be a firefighter.

8. Public Hearings – No Items

9. Old Business/New Business

A. New Business

1. Councilmember Blair moved and Councilmember Hoaglund seconded to accept Jessica Bradford's resignation letter from City Council and declare a vacancy:

Motion Carried: 4 ayes / 0 nays

Council decided to post the vacancy on Facebook, our website, and on the water bills again to fill the seat at the first meeting on March 11th. Applications will need to be turned in before the meeting.

2. Scott Huneke asked for a motion to enter into the construction agreement with Xcel Energy.

Councilmember Ingalls motioned and Councilmember Blair seconded to approve the Construction Agreement and the Decoration Agreement at the same time contingent on Xcel allowing the decoration agreement to go through:

Motion Carried: 4 ayes/ 0 nays

Pricing on the Construction Agreement is good for 60 days. Mayor Bradford and Scott Huneke will speak with Xcel so that they agree and the Mayor can sign.

Huneke will speak later about the lead-copper inventory.

3. Mike Bubany let AJ Gengler with the Dodge Center Ambulance and Dodge Center City Administrator Lee Mattson go first on the agenda before the bonding issue for HWY 57 about what the future may hold for them.

Reimbursement is minimal (about 30%) with most ambulances. They are currently operating with one less employee than usual. They receive some funding from the City of Dodge Center and their other revenue comes from donations and billing. They currently respond to around 1200 calls a year, so they have had to increase their volunteers to be able to staff. They currently have around 35 EMTs and Paramedics. They also have 6-7 EMRs. Staffing is an issue nationwide with EMS.

Mike Bubany, with David Drown and Associates, worked on putting together a cash flow page and a list of capital items and asset life, but every way he tried to get it to work, they eventually will just run out of funds. Some towns didn't want to have a levy for the ambulance be part of their City levy, so special taxing districts could be used to levy those funds. Some townships also wanted to have contracts. Bubany said they came up with a hybrid model that includes just the Cities of Claremont, Mantorville, Kasson, and Dodge Center where a special taxing district would be created and a board would be formed with individuals from these communities. This district would then contract with a joint powers that would be made up of all the townships involved. The district would decide how much it needs to tax overall and levy, and this would then be divided up on a per household basis. The townships would have to create their own levy and then pay the special taxing district. The model works in concept, and they are hoping something like this could be implemented this summer. They are also hoping for some state funding in the future. The tax base for Mantorville would be around \$50.00 a month, it would be less for township.

Councilmember Ingalls said this is not fair because it takes more time and effort to get out to the rural areas, that there should be another way. Mike Bubany said it is spread out over their farmland.

Councilmember Blair said that it is our responsibility to deal with this as far as the City. The townships will do what works for them. The City could bill the same way that utilities are billed.

Mayor Bradford said that as far as the hybrid, that sounds right. The board would have discussions and decide the amounts of ambulances, etc.

Councilmember Ingalls said he would like to do more research about this issue because Mantorville doesn't have the commercial offset as other communities.

All the Councilmembers thanked them for taking the time to come and talk to them.

4. Mike Bubany with David Drown and Associates spoke about the bonding for Highway 57. He feels a public sale of the bond is the best option at this time for the funding that is necessary because the interest rate will be lower. There will be some non-utility costs, but the sewer and water revenues will be able to fund the bond. Luckily the bond would be \$900,000.00 which is better than the million dollars that was originally planned. The bond would also reimburse the City for the engineering costs that have already been paid. The City's credit rating is high so a public sale option would work well. The call option would be in 2033 if we want to pay it off early. Council doesn't have to commit to anything tonight other than understanding what is involved. MNDOT will accept this bonding option. There is a resolution necessary to authorize the public sale.

Council did choose to vote on Resolution 2024-04 to authorize the bonding to pay for the HWY 57 project.

Councilmember Ingalls moved and Councilmember Hoaglund seconded:

Motion carried: 4 ayes / 0 nays

Council took a 2 minute break for City Clerk Lohrbach and Mayor Bradford to sign.

10. Tabled Items

A. Master Fee schedule

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

Motion carried: 4 ayes / 0 nays

Mayor Bradford said Bubany can help with this.

Councilmember Ingalls asked about building inspection costs. Bubany said that it was based on value of the permit before when they employed CMS when he was an administrator.

City Clerk Lohrbach reached out to Tom Weiner about fee schedule for permits. Bubany said there is also a list-serve with League of Minnesota Cities that she could reach out to. She would like to leave it on the table until she learns more.

Councilmember Blair moved and Councilmember Ingalls seconded to put this item back on the table:

Motion carried: 4 ayes / 0 nays

B. HWY 57 Pamphlets-Left on table

C. Annual Review of Council Bylaws, Policies, and Procedures-Left on table

11. Reports

A. Public Works Report

- 1) They have been taking out the trees infected with Emerald Ash Borer down at Riverside Park and burning the brush, but we will need a contractor to come in and finish the last few.
- 2) The construction crew will be looking for a staging area with the HWY 57 Project. We don't have a lot of room and Adams doesn't want to sacrifice the Riverside Park parking lot, but it looks like that is where it will all have to go. The Farmer's Market on Tuesday night can be relocated to the Riverside Park Shelter.
- 3) Wants to remind everyone not to be flushing things down the toilet that don't belong there because it's causing clogs. This can be put on the website and water bills.
- 4) Deputy City Clerk Arnold is working on updating and rewriting the sign at the Stussy Campground.

B. City Clerk Report

- 1) City Clerk Lohrbach and Deputy City Clerk Stephanie Arnold are finishing up all the beginning of the year reports.

C. Consultant Report

Scott Huneke gave updates on the bids for the HWY 57 Project. The low bidder was Elcor Construction. The contract will be awarded in Mid-March and there will be a pre-construction meeting that the contractor will attend in late March and they will set a community meeting for early April. Elcor would like to start construction as early as the spring load limits are put on and they typically go until the beginning of May. They may be sooner this year. MNDOT does not advise setting a date for the community meeting right now. As far as businesses go in town, MNDOT is the point person for this meeting.

Councilmember Ingalls asked if MNDOT would be willing to do it earlier. Huneke said that MNDOT cited the road construction on Broadway in Rochester, with 45 businesses, and said that they were all understanding of that urgency.

Councilmember Hoaglund mentioned that many things are ironed out at the pre-construction meeting and it's best to wait until after it. Huneke agreed because that is when all the detour plans will be presented. MNDOT will organize it.

Mayor Bradford mentioned that the state are the ones awarding the contract. Not us.

Councilmember Ingalls mentioned that it is 100% of the businesses here that will be impacted, only about 10% of the ones in Rochester with the project there.

Huneke said the contractor is required to be at the pre-construction meeting and the community meeting afterwards, but isn't required to be at an earlier meeting. Mayor

Bradford said that maybe they could be there to hear citizen's concerns as far as signage and other input; then the contractor could tell us at the pre-construction meeting what they can and can't do. Councilmember Ingalls said that we told the businesses we'd give them as much of a heads-up as we could. He said we could let citizens know that the contractors wouldn't be there to answer questions, just to hear the business's concerns; but businesses could also send questions for City Clerk Lohrbach to forward on to the contractor. Mayor Bradford said that he can call a special meeting before the pre-construction meeting at the MNDOT facility and the businesses can come and give their input. Councilmember Ingalls also said that maybe a Mantorville Chamber meeting could be a good forum. Mayor Bradford said we could have the Chamber meeting at City Hall and post a quorum. Huneke will reach out to Elcor and check on scheduling.

Huneke also said Minnesota Department of Health gave WHKS a grant for lead-copper service line inventory. He doesn't need a motion, just agreement for WHKS to send a proposal into MDH that they will be assisting the City in this project.

D. Committee Reports

- 1) Chamber – Met in February and Mayor Bradford said a special meeting can be set up for Chamber at City Hall for the contractors to come and receive input from business owners about HWY 57.
- 2) Economic Development Authority-CEDA has a new employee in attendance, also discussion of the revolving loan fund, chamber was present to talk about marketing for HWY 57 and a single point of information kept current, grant money can also be used for direct mailings to inform customers of the HWY 57 project and that all businesses in Mantorville are still open, potential brewery update, flood feasibility study for the bandshell at Riverside Park-grant was awarded to the City-City Clerk Lohrbach reached out to Laura Qualey with CEDA for guidance on how to handle the funds, a faith based leader in the community is interested in starting little housing units to help people transitioning out of stressful situations-City Clerk Lohrbach said he will be at the next meeting
- 3) Finance/Budget
- 4) Fire Department
- 5) Infrastructure
- 6) Kasson Mantorville Joint Powers-meets this week
- 7) Mantorville Restoration Association
- 8) Park Board – Meets in March
- 9) Personnel
- 10) Fire Relief
- 11) Township

E. Councilmember Reports

Councilmember Hoaglund says that a Dodge County Community Foundation (DCCF) has been formed with Tom Monson and members from each of the six communities in the County. They will meet once a month at the courthouse and are trying to put

together funds to operate as an organization. They will talk about issues and how to help each community in the organization.

F. Mayor's Report

12. Adjourn

Motion to adjourn made by Councilmember Ingalls and seconded by Councilmember Hoaglund:

Motion carried: 4 ayes / 0 nays. Meeting adjourned at 10:00pm.

**UNAPPROVED MINUTES OF THE
DODGE COUNTY BOARD OF COMMISSIONERS REGULAR MEETING HELD
JANUARY 23, 2024**

Chair

Convene County Board Meeting

The Dodge County Commissioners met in regular session January 23, 2024, in the County Board Room at the Dodge County Government Services Building, Mantorville, MN, at 5:00 p.m. Chair John Allen called the meeting to order at 5:00 p.m.

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

Pledge of Allegiance

The pledge of allegiance was recited.

Determine Quorum

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

Also present:

Jim Elmquist County Administrator
Becky Lubahn Deputy Clerk

Establish Agenda

Agenda Approved

Mr. Allen informed the Board that Timothy Sletten is being added to the agenda at 5:00 p.m. as item 2.1 to discuss an after the fact fine that he is being assessed.

Motion by Peterson seconded by Kenworthy to approve and adopt the agenda as amended to include the addition of an after the fact fine discussion item with Timothy Sletten as item 2.1.

Motion Adopted [Unanimous]

Consent Agenda

Motion by Tjosaas seconded by Peterson to approve the following Consent Agenda item:

Motion Adopted [Unanimous]

1.1. Board of Commissioners - Regular Meeting - Jan 9, 2024 9:30 AM

Timothy Sletten, Property Owner

After the Fact Fine Discussion

Mr. Sletten stated he is contesting the after the fact fee that he is being asked to pay for starting construction on his property without a zoning permit. Timothy Sletten reported that he never received a letter from the county informing him that he needed to apply for a zoning permit before he started rebuilding his home which was destroyed by a fire. The notice was mailed to the property address where the fire occurred which was unoccupied.

Environmental Services has several documents on file that show when they had conversations with Mr. Sletten about this property and rebuilding on this property that clearly explain the process and the deadlines associated with rebuilding.

Mr. Sletten stated that his contractor was told by someone at the county that they didn't need a building permit because the basement was intact, therefore his builder began construction on the home. Mr. Sletten then received a letter from the county to cease and desist, which he did.

Terry Sletten reported that he has applied for a zoning permit, but is being charged three times the cost of the permit because it's considered an after the fact zoning permit application.

Mr. Sletten is asking that his zoning permit be approved, the zoning permit fee be reduced and that his fire abatement be approved.

Commissioner Allen stated that he believes the builder didn't hear or understand what he was told regarding rebuilding, he probably heard the building permit is free due to the fire, and thought they wouldn't need a building permit.

Terry Sletten informed the Board that he pays his taxes and does what he's asked to do. If he had known that he needed a zoning permit to rebuild the house, he would have applied for a zoning permit.

Commissioner Kenworthy stated this is a totally different dynamic. Mr. Sletten owns the home, but rents it out. Mr. Kenworthy reported he struggles with the building permit comment, because you always have to have a permit to build. Commissioner Kenworthy believes there was a misinterpretation about what is and is not needed as far as the permit goes. Mr. Kenworthy reported he is a little more lenient on the fee.

Mr. Sletten stated he is willing to pay his fair share.

Commissioner Kenworthy informed Mr. Sletten that the county has to put these types of penalties in place so people that are being dishonest are penalized.

Motion by Kenworthy seconded by Peterson to reduce the zoning permit fee to the regular fee of \$400.00 for Mr. Sletten's property (10.017.0100) with no fines or penalties.

Ryan DeCook, Director of Land Records & Catherine Grondin, Zoning Administrator
Tabled 2023 Fire Abatements

Included in the Board packet was the list of fire abatements that were tabled from the January 9, 2024 Board meeting. Zoning Administrator Catherine Grondin was available to speak about the current status of zoning violations on each parcel. Land Records and Environmental Services have both contacted the owners to explain the status of the fire abatement to attempt to encourage the owners to take action on their violations.

Commissioner Peterson stated he wants to make sure the properties are in order before they abate them, he doesn't want to lose any teeth that they have before the properties are cleaned up. Mr. Peterson reported that he is not in favor of releasing the fire abatement funds until the properties are cleaned up. Mr. Peterson questioned what the county would need to assure that the properties are in compliance.

Commissioner Allen reported what we are looking for is the cars being cleaned up. Mr. Allen noted the septic systems will be inspected when the property changes hands. Commissioner Allen clarified that once the property is cleaned up and sold, the property owner would get the fire abatement reimbursement.

Mr. Sletten informed the Board that they are putting a lot of money into this house and they won't sell it until the property is cleaned up.

Commissioner Allen stated the Board appreciates Mr. Sletten's honesty, and he was hopeful that the Sletten's could get everything cleaned up and move forward with rebuilding.

Mr. DeCook informed the Board that he would like to have a date set for when the cleanup work has to be completed.

Commissioner Kenworthy clarified that they aren't going to issue an abatement unless there are no violations on the property, it's the only teeth that the county has to get these properties cleaned up. Mr. Kenworthy stated he is not opposed to throwing a June 1st, 2024 deadline on the cleanup deadline. If the work corrections aren't complete, the property owners that have requested the fire abatements won't get the abatement.

Mr. DeCook stated with that being said, he'd like to see a policy put in place regarding this going forward.

Commissioner Allen wanted to know if the property owners have a year to clean the property up.

The Director of Land Records reported the abatement is for a year, and in the year that the damage occurred.

Commissioner Allen asked Mr. Sletten if he will have the property cleaned up within a year.

Terry Sletten reported that he has every intention of getting the property cleaned up.

Motion by Kenworthy seconded by Toquam to hold off on the three tabled abatement requests until the properties are in compliance. The property owners have until June 1st, 2024 to be in compliance.

Commissioner Toquam wanted to know how the Board felt about any extensions.

Commissioner Tjosaas suggested that they document the progress of the cleanup process.

It was suggested that they follow up with the zoning staff on the violation and Mr. DeCook on the abatement.

The Director of Land Records reported that they will do some period checks with zoning to see where these properties are with cleanup, and if it reaches June 1st, 2024 and they are not cleaned up, they won't get the abatement.

Motion Adopted [Unanimous]

Ryan DeCook, Director of Land Records

Plat Storage

The Director of Land Records informed the Board that MN Statute 505.04 requires the County Recorder to provide storage for all official plats. The last time a cabinet was ordered was around 30 years ago. This will be their third cabinet. The cost of the cabinet (Enduro No. 200), shipping, and storage sleeves will be around \$6,000. Mr. DeCook is requesting the Board approve the purchase of a new plat cabinet. The estimate that they received was from Government Forms and Supplies was \$5,915. The Director of Land Records reported that they are having a tough time finding other vendors and have contacted other Counties to see if they know of other options. They will use the Recorder Technology Fund for this purchase which would not impact the general fund.

Motion by Toquam seconded by Tjosaas to approve and authorize Land Records to purchase a cabinet from Government Forms and Supplies at a cost of approximately \$6,000 to store official plats with the funds to be taken out of the Recorder Technology Fund.

Commissioner Kenworthy wanted to know if the cabinet was waterproof.

Mr. DeCook noted the cabinet is rated as needed, but he does think it is waterproof.

Motion Adopted [Unanimous]

Guy Kohlhofer, County Engineer

Revocation of CR K to Ashland Township

Mr. Kohlhofer informed the Board that the process to revoke the designation of the North side of CR K, from TH 56 to CSAH 9 as a county road and turn it back to Ashland Township has

progressed throughout the past year. Discussions were held with Ashland Township officers and a public hearing was held January 8, 2024.

During the public hearing it was generally agreed by everyone present that this 3-mile section of CR K fits more appropriately at the township level. These roads are within 3 miles of more improved county roads and they do not substantially make connections between other county roads or destinations. They do not fit in the county network and are more suited to be township roads.

County Highway staff will meet with township officers and a list of projects and improvements will be developed. These projects will be completed by the county during the 2-year mandatory transition period.

Included in the Board packet was a resolution which revokes CR K, from TH 56 to CSAH 9, as a county road and places it under the jurisdiction of Ashland Township.

The Highway Department is requesting that the Board pass the proposed resolution revoking CR K, from TH 56 to CSAH 9.

Commissioner Kenworthy wanted to know why the Board is being asked to approve the turn back of the north side of the road when they haven't talked to the south side of the road, Hayfield Township.

The County Engineer reported that they haven't had any controversy on the south side of CR K so they didn't think it would be an issue to move forward with the north side of the road. Mr. Kohlhofer noted that a hearing is scheduled for Hayfield Township in April.

Mr. Kenworthy stated he was apprehensive to approve this request without talking to all the parties involved.

Commissioner Peterson offered the following resolution (#2024-03), seconded by Commissioner Tjosaas.

The resolution motion was rescinded.

It was the consensus of the Board that the County Engineer needs to bring this request back after Hayfield Township has had an opportunity to consider the request.

Motion by Kenworthy seconded by Peterson to table the revocation of CR K to Ashland Township discussion until after the Hayfield Township meeting.

Motion Adopted [Unanimous]

Scheduling County Road Turnback Public Hearings

The County Engineer reported the turnback of county roads has been discussed with Claremont and Wasioja Townships. They now need to schedule public hearings in each of the respective

town halls. They generally schedule these hearings to be the half hour before the township's general meetings. The County will need to notify the township at least 30 days prior to the date of the hearing. Mr. Kohlnhofer would like to have 2 to 3 Commissioners present at each hearing to address the public concerns. The following are the township's scheduled meeting times. The hearing would be scheduled half an hour before their noted time.

Claremont - 2nd Tuesday of the month, 7:00 p.m. (next possible is March 12th or May 14th).
Town board indicated a hearing separate from town meeting is fine.

Wasioja - 2nd Monday of the month, 1:00 p.m. through March. Starting in April it is the 2nd Monday at 7:00 p.m. (next possible is March 11th or April 8th)

The County Engineer reminded the Board that they have the following hearings already scheduled:

Canisteo Township - Tuesday, February 6th at 8:30 a.m.
Hayfield Township - Tuesday, April 9th at 6:30 p.m.

Motion by Toquam seconded by Kenworthy to schedule the County Road turnback meetings as follows:

Claremont Township - Tuesday, March 12th at 6:30 p.m.
Wasioja Township - Monday, March 11th at 12:30 p.m.

Motion Adopted [Unanimous]

Paul Kiltinen, County Attorney

Mr. Kiltinen was not available to provide a legal update.

Motion No Vote

Jim Elmquist, County Administrator

Personnel Agenda Reviewed

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

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

- A. Sheriff's Office**
 - A.1 Colton Drake - Deputy Sheriff
Step increase from C41 step 3 \$32.43 to C41 step 4 33.51.
Effective Date: 2/11/24
- B. Land Records**
 - B.1 McKenzie Finn - Deputy Recorder
Step increase from B22 step 5 \$23.10 to B22 step 6 23.86.
Effective Date: 1/17/24
- C. Highway Department**

- C.1 Tom Anderson - Mechanic
Step increase from B23 step 8 \$34.01 to B23 step 9 \$35.20.
Effective Date: 2/1/24
- C.2 Stuart Swygman - Equipment Operator
Regular status and step increase from B23 step 3 \$27.98 to B23 step 4 \$28.68.
Effective Date: 2/1/24
- C.3 Jeremy Hellevik - Equipment Operator
Regular status and step increase from B23 step 3 \$27.98 to B23 step 4 \$28.68.
Effective Date: 2/1/24

Motion Adopted [Unanimous]

Lisa Kramer, Finance Director

Bills Reviewed

Ms. Kramer reviewed bills with the Board.

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

01	Revenue Fund	\$ 369,212.20
13	Road and Bridge Fund	\$ 356,208.49
16	Environmental Quality Fund	\$ 16,146.94
80	Agency Fund	<u>\$ 356.00</u>
	Total	\$ 741,923.63

Motion Adopted [Unanimous]

Public Works Committee Report - Commissioner Rodney Peterson

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

Hauler Licenses 2024

Ms. Cornelius and Ms. Cole were present and requested that the Board vote in favor of the proposed resolution to issue 2024 licensure to the following waste haulers: Waste Management, Freeborn County Coop Oil, Skjeveland Enterprises, Kruckeberg Services, Hometown Haulers, LRS of Minnesota, LLC, Veit Disposal Systems and Aspen Waste Systems.

Commissioner Peterson offered the following resolution (#2024-03), seconded by Commissioner Toquam:

WHEREAS, the following waste haulers have applied for a license to collect and transport solid waste in Dodge County:

Waste Management, Freeborn County Coop Oil, Skjeveland Enterprises, Kruckeberg Services,

Hometown Haulers, LRS of Minnesota, LLC, Veit Disposal Systems, and Aspen Waste Systems

WHEREAS, the Dodge County Environmental Services Department has reviewed the hauler's application and supplemental information and finds that it meets requirements set forth in Dodge County Solid Waste General Ordinance No. 1.

THEREFORE, BE IT RESOLVED, that the Dodge County Board of Commissioners grants a license to collect and transport solid waste in Dodge County for a period from February 8, 2024 through February 8, 2025 to the following haulers:

Waste Management, Freeborn County Coop Oil, Skjeveland Enterprises, Kruckeberg Services, Hometown Haulers, LRS of Minnesota, LLC, Veit Disposal Systems, and Aspen Waste Systems

BE IT FURTHER RESOLVED that the enforceable conditions of each license are as follows:

- The licensee will comply with all provisions of Dodge County Ordinance and state law.
- The licensee will pay Transfer Station Tipping Fee and Waste-to-Energy Service Charge as determined by Dodge County.

Resolution Adopted [Unanimous]

Administration Committee Report - Commissioner Rodney Peterson

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

Mr. Elmquist did not have anything to report for the County Administrator update.

Motion No Vote

Commissioners provided their agency reports. Commissioner Allen didn't have any meetings to report. Commissioner Kenworthy attended an ECN Steering Committee meeting and a Fairview Care Center meeting. Commissioner Peterson attended a Fairview Care Center meeting, a SEMMCHRA Board meeting, a MNPrairie meeting and a meeting with the Nursing Home Administrator and Commission Toquam at Fairview Care Center. Commissioner Tjosaas attended a MNPrairie Board meeting, a SCHRC meeting and a Fairview Care Center meeting. Commissioner Toquam attended a meeting regarding Dodge County Wind, a Fairview status update meeting, a MNPrairie Board meeting, a SEMMCHRA Board meeting, a MNPrairie Policy Committee meeting, a SCHRC Board meeting and a Fairview Care Center meeting.

Motion No Vote

There were no Other Deferred Business Items to discuss.

Motion No Vote

Dave Swenson, Gold Star Memorial Committee Representative
Minnesota Gold Star Monument Committee Donation

Dave Swenson, a representative of the Gold Star Families Memorial Monument Committee, thanked the Board for partnering with them in the creation of the Gold Star Families Memorial Monument and providing a place to call home in Mantorville.

The Minnesota Gold Star Monument Committee donated \$10,000 back in 2022 for the care of the memorial. Today committee representatives were present to provide another installment in the endowment of \$15,000 for a total of \$25,000. Their hope is that this amount will facilitate the perpetual maintenance and care of the Memorial.

Mr. Swenson reported the Gold Star Memorial Committee will continue to have annual events to promote the Memorial. They want to make sure no tax dollars went to take care of the Memorial, and reported should the need arise or the \$25,000 has been depleted, they will be here to help. The committee is also requesting that they be notified of any changes made to the general memorial space. Also noted was that nothing can directly be attached to the monument.

Dave Swenson informed the Board that this Memorial will be a staple for Dodge County for decades to come and attract people from all over the US. The committee is very proud of the finished look and honored to have the monument proudly displayed in Dodge County.

Mr. Swenson thanked Dodge County for giving them the land to build the monument on and reported he was happy with how the monument worked out.

Commissioner Allen stated he was happy with the monument as well and thankful that the committee decided to construct it here.

Commissioner Tjosaas offered the following resolution (#2024-04), seconded by Commissioner Kenworthy:

WHEREAS, Dodge County receives donations from time to time from individuals and/or organizations; and

WHEREAS, Dodge County wishes to accept this donation and utilize it for the purpose of supporting initiatives that are compatible with the board of commissioners wishes; and

WHEREAS, Gold Star has distributed \$15,000 to Dodge County for the purposes of perpetual maintenance and care of the Gold Star Memorial monument on the Dodge County Government Services Building site;

NOW THEREFORE BE IT RESOLVED, that the Dodge County Board of Commissioners hereby accept the following donation to be used for the maintenance and care of the Gold Star Memorial monument.

Gold Star Memorial - \$15,000

Resolution Adopted [Unanimous]

Adjourn

Meeting Adjourned

Motion by Toquam seconded by Peterson to adjourn the meeting at 5:53 p.m.

The next regular meeting of the Dodge County Board of Commissioners will be held on February 13, 2024 at 9:30 a.m.

Motion Adopted [Unanimous]

MANTORVILLE FIRE DEPARTMENT

February 2024 General Members Meeting

Call to Order:

- The meeting was called to order at: 1930

Member's in Attendance:

- JJ, Dave G, Rog, Jeff, Russ, Logan, Angel, Kyle, Nate B, Ryan, Joey, Scott K, Orion, Nate S, Tristan, Steven, Scott, Brett, Don, Duke
- Explorers: Paige, Seriphina

Chief's Report:

Recent Calls

- Anyone have any questions, comments, concerns about the recent calls - nothing significant noted
- Thanks to all who have responded

Byron Social

- Wed March 20, Move our March members meeting so members can attend this - Move to the 13th, 19th, 26th?

Immersion Day

- March 8th 1115-1145 and 1150-1220 and 1315-1345 and 1350-1440
- Please reach out to me ASAP if you can help as the school would like a list of people

SOG/Personnel committee

- This group will consist of Duke, Dave, Paul, Annabelle, Troy and Logan

Wanamingo Fire Dept Chili Cook Off

- March 2nd minimum 2 gallons pre register by Feb 21

New member

- Interviewed by white helmets
 - Fully certified ff1,2 and emr

Assistant Chief:

- Safety Committee set

Deputy Chief:

- CO Detector new State Statute as of Aug 1 - Similar to Smoke Detectors
- Wrestling send off to State
- Thanx to Duke & Troy for doing the send off for Girls Hockey

Fire Marshall:

- 4 calls
 - 2 MVA one canceled Mutual aide and one structure fire

Training Officer:

- Schedule made for 2024
- Pumper training next month

Equipment:

- Batteries coming for packs
- Looking at new lights for helmets
- Getting prices on wash brushes for trucks
- Air pack battery dead has been pulled and spare bottle in rescue
- Haligan for pumper was lost at Wasi fire

Vehicles:

- Betsy- In our Shed.
- Pumper 1-
- Pumper 2 -
- Chevy Pick Up -
- Tanker 1 -Having trouble finding hand crank for window
- Tanker 2 -
- Grass Rig -
- Rescue Truck -
- Syversons \$169 hour
 - Will not work on rescue
- Peterbilt \$175 hour
 - Will work on rescue
- Claremont Service
 - Pumper two tranny leak
 - Yoke on grass rig
 - Oil cooler line on tanker 1 needs addressed
- Tires on pumper were low around 65psi
 - Need to check monthly

First Responder's:

- Epi pen jr is on order
- Annika to check on 1st aid kit in T2

Treasurer

- Bills:
- Discussed bills
- Motion made to pay bills as stated: Nate B.
- 2nd by:Joey
- Motion carries

New Business:

- Motion Kyle , 2nd Russ for Bob Ott new member. Passed

Old Business:

- None

Active Committees

- OSHA/Safety and Accountability: Don, Russ, Nate S, Tristan, Mike B,
- Radios: Paul, Rog, Ryan
- SOG'S/Personnel: Duke, Dave, Annabelle, Paul, Logan, Troy
- Uniform's: Travis, JJ, Orion, Annablle, Nate S., Ryan, Tristan, Annika
- Explorer program: Nate B., Nate S. Travis, Duke
- Truck/Equipment- Russ, Curt, Paul, Travis, Nate B., Joey, Nate S.

Point Report:

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

Clerk/ Calendar

- March Lunch— Travis, Logan, Nate B
 - Feb 28 1420 hrs - Wrestling send off to State @ HS
 - March 5 Officers Meeting
 - March 6 1st Wed Training
 - March 8 Immersion Day at KMES
 - March 13 2nd Wed Training, Lunch & Monthly Meeting
 - March 20 Byron Social
-
- Motion made to adjourn by: Joey
 - 2nd by: Ryan
 - Meeting Adjourned at: 1957 hrs

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Payments

Current Period: February 2024

Payments Batch 022224PAY		\$52,821.82	
Refer	0 HAWKINS, INC	-	
Cash Payment	E 601-49400-228 Equip. Repair and Maint Pump		\$890.00
Invoice	6669060 2/26/2024		
Cash Payment	E 601-49400-216 Chemicals and Chem Pr Chlorine		\$20.00
Invoice	6665236 2/26/2024		
Transaction Date	2/22/2024	MBT Bank Checking 10100	Total \$910.00
Refer	0 INTERSTATE POWER SYSTEMS	-	
Cash Payment	E 602-49450-220 Bldg.Repair and Mainten General Inspection		\$1,437.00
Invoice	001206242.01 2/26/2024		
Transaction Date	2/22/2024	MBT Bank Checking 10100	Total \$1,437.00
Refer	0 OREILLY AUTO PARTS	-	
Cash Payment	E 101-43125-404 Repairs/Maint Machiner Toggle Switch		\$6.99
Invoice	6235-129288 2/26/2024		
Transaction Date	2/22/2024	MBT Bank Checking 10100	Total \$6.99
Refer	0 MENARDS - NORTH ROCHESTER	-	
Cash Payment	E 101-43125-404 Repairs/Maint Machiner Tools		\$124.65
Invoice	39527 2/26/2024		
Transaction Date	2/22/2024	MBT Bank Checking 10100	Total \$124.65
Refer	0 DODGE COUNTY SHERIFF	-	
Cash Payment	E 101-42100-310 Other Professional Servi Law enforcement services 2024		\$8,944.50
Invoice	2/26/2024		
Transaction Date	2/22/2024	MBT Bank Checking 10100	Total \$8,944.50
Refer	0 MN FIRE CERTIFICATION BOARD	-	
Cash Payment	E 101-42200-208 Training, Mileage Retest Fee		\$25.00
Invoice	12232 2/26/2024		
Transaction Date	2/22/2024	MBT Bank Checking 10100	Total \$25.00
Refer	0 AMAZON	Ck# 006099 2/26/2024	
Cash Payment	E 101-42200-217 Other Operating Supplie Black Toner for Firefighters		\$139.96
Invoice	2/26/2024		
Transaction Date	2/22/2024	MBT Bank Checking 10100	Total \$139.96
Refer	0 BOUND TREE MEDICAL, LLC	-	
Cash Payment	E 101-42200-311 First Responder Train/E Epinephrine Pack		\$588.06
Invoice	85255178 2/26/2024		
Cash Payment	E 101-42200-311 First Responder Train/E Saftey Supplies		\$355.33
Invoice	85234693 2/26/2024		
Cash Payment	E 101-42200-311 First Responder Train/E Rescue Airway Equipment		\$88.58
Invoice	85245378 2/26/2024		
Transaction Date	2/22/2024	MBT Bank Checking 10100	Total \$1,031.97
Refer	0 RIVERLAND COMMUNITY COLLEG	-	
Cash Payment	E 101-42200-208 Training, Mileage Hazmat refresher		\$560.00
Invoice	1207201 2/26/2024		
Transaction Date	2/22/2024	MBT Bank Checking 10100	Total \$560.00
Refer	0 SE MN EMS	-	

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Payments

Current Period: February 2024

Cash Payment	E 101-42200-240	Tools and Minor Equipm	Run Reports		\$10.00
Invoice	13147		2/26/2024		
Transaction Date	2/22/2024		MBT Bank Checking	10100	Total \$10.00
Refer	0	NOLTE, ROGER			
Cash Payment	E 101-42200-321	Communications Phone/	Text messaging service		\$100.00
Invoice	4125098614		2/26/2024		
Transaction Date	2/22/2024		MBT Bank Checking	10100	Total \$100.00
Refer	0	ULTIMATE SAFETY CONCEPTS, IN			
Cash Payment	E 101-42200-240	Tools and Minor Equipm	Jumbo Lok, Holder assy		\$285.27
Invoice	209616		2/26/2024		
Transaction Date	2/22/2024		MBT Bank Checking	10100	Total \$285.27
Refer	0	VERIZON WIRELESS	Ck# 006100	2/26/2024	
Cash Payment	E 101-42200-321	Communications Phone/	Fire Dept 2024		\$54.64
Invoice	955025227		2/26/2024		
Transaction Date	2/22/2024		MBT Bank Checking	10100	Total \$54.64
Refer	0	RESNEXUS	Ck# 006098	2/26/2024	
Cash Payment	E 603-45183-210	Tax and Licensing	February Month Subscription		\$50.25
Invoice	523826		2/26/2024		
Transaction Date	2/22/2024		MBT Bank Checking	10100	Total \$50.25
Refer	0	WHKS & COMPANY			
Cash Payment	E 101-41950-303	Engineering Fees	Riverside Park Flood Model		\$760.50
Invoice	50521		2/26/2024		
Transaction Date	2/22/2024		MBT Bank Checking	10100	Total \$760.50
Refer	0	DELTA DENTAL			
Cash Payment	G 101-21708	Dental Insurance	Dental Insurance		\$205.75
Invoice	0005526820		2/26/2024		
Transaction Date	2/22/2024		MBT Bank Checking	10100	Total \$205.75
Refer	0	AFLAC			
Cash Payment	G 101-21710	AFLAC	February Billing		\$33.12
Invoice	924606		2/26/2024		
Transaction Date	2/22/2024		MBT Bank Checking	10100	Total \$33.12
Refer	0	SL CONTRACTING, INC			
Cash Payment	E 101-43100-570	Capital Outlay	Final payment for 9th St and Blanch St		\$1,889.05
Invoice			2/26/2024		
Transaction Date	2/22/2024		MBT Bank Checking	10100	Total \$1,889.05
Refer	0	NCPERS GROUP LIFE INS.			
Cash Payment	G 101-21711	Life Insurance Payable	March Insurance		\$16.00
Invoice	608900032024		2/26/2024		
Transaction Date	2/22/2024		MBT Bank Checking	10100	Total \$16.00
Refer	0	LINCOLN NATIONAL LIFE INSURA			
Cash Payment	G 101-21711	Life Insurance Payable	Life Insurance March 2024		\$201.78
Invoice			2/26/2024		
Transaction Date	2/22/2024		MBT Bank Checking	10100	Total \$201.78
Refer	0	MINNESOTA ENERGY			

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Payments

Current Period: February 2024

Cash Payment Invoice	E 101-41940-380	Utility Services	4016467-5 STREETS	\$0.00
Cash Payment Invoice	E 101-41940-380	Utility Services	4300149-4 STREETS	\$313.92
Cash Payment Invoice	E 101-41940-380	Utility Services	4028156-0 STREETS	\$255.59
Cash Payment Invoice	E 101-42200-380	Utility Services	4229566-7 FIRE DEPT	\$235.15
Cash Payment Invoice	E 602-49450-380	Utility Services	4299022-6 WWTP	\$300.92
Cash Payment Invoice	E 101-41940-380	Utility Services	5121503-6 NEW SHOP	\$0.00
Transaction Date	2/22/2024		MBT Bank Checking 10100	Total \$1,105.58
Refer	0	ON-SITE COMPUTERS, INC	-	
Cash Payment Invoice	E 101-41500-300	Professional Svcs (GEN)	Monthly computer work for February	\$408.67
	2/26/2024			
Cash Payment Invoice	E 601-49400-300	Professional Svcs (GEN)	Monthly computer work for February	\$12.00
	2/26/2024			
Transaction Date	2/22/2024		MBT Bank Checking 10100	Total \$420.67
Refer	0	OLMSTED MEDICAL CENTER CLIN	-	
Cash Payment Invoice	E 101-43100-229	Safety/OSHA	Drug Screen	\$176.00
	2/26/2024			
Transaction Date	2/22/2024		MBT Bank Checking 10100	Total \$176.00
Refer	0	FRANSEN BANK - ZUMBROTA	-	
Cash Payment Invoice	E 312-47000-611	Bond Interest	Plow truck bond 2021 A	\$954.00
	2/26/2024			
Cash Payment Invoice	E 601-49400-611	Bond Interest	Utility Bond 2021 A	\$873.00
	2/26/2024			
Transaction Date	2/22/2024		MBT Bank Checking 10100	Total \$1,827.00
Refer	0	OLMSTED COUNTY	-	
Cash Payment Invoice	E 101-41940-220	Bldg.Repair and Mainten	Water Testing	\$135.00
	746			
	2/26/2024			
Transaction Date	2/22/2024		MBT Bank Checking 10100	Total \$135.00
Refer	0	DECOOK EXCAVATING INC	-	
Cash Payment Invoice	E 422-47000-303	Engineering Fees	Payment 3 for 2022 street improvements	\$26,699.02
	2/26/2024			
Transaction Date	2/22/2024		MBT Bank Checking 10100	Total \$26,699.02
Refer	0	ROTO ROOTER	-	
Cash Payment Invoice	E 602-49450-300	Professional Svcs (GEN)	Jetting City Main	\$529.50
	144865			
	2/26/2024			
Transaction Date	2/22/2024		MBT Bank Checking 10100	Total \$529.50
Refer	0	NORTHLAND FARM SYSTEMS, INC	-	
Cash Payment Invoice	E 101-43125-406	Snow/Ice Removal	Rubber edging and cutting	\$216.74
	66024			
	2/26/2024			
Transaction Date	2/22/2024		MBT Bank Checking 10100	Total \$216.74
Refer	0	JETTER CLEAN OF ROCHESTER	-	

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Payments

Current Period: February 2024

Cash Payment	E 602-49450-300 Professional Srvs (GEN	Drain Cleaning			\$400.00
Invoice	20225	2/26/2024			
Transaction Date	2/22/2024		MBT Bank Checking	10100	Total \$400.00
Refer	0 HAWKINS, INC				
Cash Payment	E 601-49400-216 Chemicals and Chem Pr	Chlorine Cylinders			\$4,525.88
Invoice	6680215	2/26/2024			
Transaction Date	2/22/2024		MBT Bank Checking	10100	Total \$4,525.88

Fund Summary

	10100 MBT Bank Checking	
101 GENERAL FUND		\$16,130.25
312 GO EQPMT AND UTIL NOTE 2021A		\$954.00
422 2022 Street Project		\$26,699.02
601 WATER FUND		\$6,320.88
602 SEWER FUND		\$2,667.42
603 RV PARK		\$50.25
		<u>\$52,821.82</u>

Pre-Written Checks	\$244.85
Checks to be Generated by the Computer	\$52,576.97
Total	<u>\$52,821.82</u>

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Payments

Current Period: February 2024

Payments Batch 022224PAY2023				\$37,808.64
Refer	0	WILKER RETAINING WALLS	-	
Cash Payment	E 101-45200-401	Repairs/Maint Buildings	Granite Bench	\$990.00
Invoice	1429	2/26/2024		
Transaction Date	2/22/2024	MBT Bank Checking	10100	Total \$990.00
Refer	0	CITY OF KASSON	-	
Cash Payment	E 602-49450-585	Kasson WW Processing	Operations for 4th Qtr	\$23,344.00
Invoice		2/26/2024		
Transaction Date	2/22/2024	MBT Bank Checking	10100	Total \$23,344.00
Refer	0	AG PARTNERS COOPERATIVE	-	
Cash Payment	E 101-43125-212	Motor Fuels	Tax on Fuel	\$2,799.44
Invoice	819981	2/26/2024		
Transaction Date	2/22/2024	MBT Bank Checking	10100	Total \$2,799.44
Refer	0	MAXSON ELECTRIC	-	
Cash Payment	E 101-43100-228	Equip. Repair and Maint	Work on bom truck	\$430.20
Invoice	7222	2/26/2024		
Transaction Date	2/22/2024	MBT Bank Checking	10100	Total \$430.20
Refer	0	QUALITY OVERHEAD DOOR	-	
Cash Payment	E 101-41940-220	Bldg.Repair and Mainten	Door Repair at Shop	\$10,245.00
Invoice	103133	2/26/2024		
Transaction Date	2/22/2024	MBT Bank Checking	10100	Total \$10,245.00

Fund Summary

	10100	MBT Bank Checking	
101 GENERAL FUND			\$14,464.64
602 SEWER FUND			\$23,344.00
			<u>\$37,808.64</u>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$37,808.64
Total	<u>\$37,808.64</u>

**CITY OF MANTORVILLE
DODGE COUNTY, MINNESOTA**

RESOLUTION 2024-05

**A RESOLUTION APPROVING THE APPOINTMENT OF ADDITIONAL
HEAD JUDGES AND ELECTION JUDGES FOR THE
2024 PRESIDENTIAL PRIMARY ELECTION, SENATE AND HOUSE ELECTION AND
GENERAL ELECTION**

WHEREAS, pursuant to Minnesota Statute 204B.21 Subd. 2, the City Council must appoint Election Judges to serve in upcoming elections at least 25 days prior to the election, with the exception of appointing additional Election Judges within the 25 days before the election if it is determined that additional Election Judges will be required; and

WHEREAS, elections to be held in the City of Mantorville, County of Dodge, State of Minnesota, include the Presidential Primary Election scheduled for March 5, 2024, the State Primary scheduled for August 13, 2024, and the General Election scheduled for November 5, 2024.

NOW, THEREFORE, BE IT RESOLVED, that the Mantorville City Council appoints the persons listed below to the position of Election Judge, Head Election Judge and/or Back-up Head Election Judge to serve at any and all elections in the capacity given by the City Clerk and conducted by the City of Mantorville, subject to change as needed in order to maintain major political party balance, pursuant to Minnesota Statute 204B.19 Subd. 5.

City of Mantorville – Municipal Center Council Chambers	
Gary Reihl	Head Election Judge
Thomas Hallstrom	Election Judge
Scott Singfiel	Election Judge
Theresa Peterson	Election Judge
Gretchen Lohrbach	Back-up Head Election Judge
Leif Erickson	Election Judge

Adopted by the City Council of the City of Mantorville, Minnesota, this 12th day of February, 2024.

ATTEST:

Chuck Bradford
Mayor

Gretchen Lohrbach
City Clerk-Treasurer



SPONSORSHIP AGREEMENT

This SPONSORSHIP AGREEMENT (“Agreement”), dated January 30, 2024, is made by and between City of Mantorville, MN hereinafter referred to as “Grantee”) and Compeer Financial, ACA (hereinafter referred to as “Compeer” or “Sponsor”).

WHEREAS, Compeer has in place a discretionary fund for rural America and sponsorship program named the Compeer Financial Fund for Rural America, and

WHEREAS, Grantee desires to commence or has commenced a project for which Grantee desires financial sponsorship (the “Project”); and

WHEREAS, the project and its goals are consistent with the mission of the Compeer Financial Fund for Rural America; and

NOW THEREFORE, the parties agree to the following terms and conditions:

1. The Project for which Grantee desires financial sponsorship is described as follows:

Hydrology Analysis/DNR Flood Modeling and groundwork engineering plans for a new pavilion to be constructed in Riverside Park in the Town of Mantorville, Minnesota.

Total Amount Granted: \$5,000

2. Compeer will provide financial sponsorship to Grantee for the Project in the amount of \$5,000. Grantee understands and agrees that the funds provided by Sponsor may be spent only for the Project and for no other purpose. Grantee has full responsibility for the conduct of the Project sponsored hereunder and for adherence to this Agreement. Grantee shall not use the funds for any purpose prohibited by applicable law, and shall use the funds only for those purposes which are permissible under all applicable laws and regulations, including but not limited to the Internal Revenue Code, as amended and the regulations issued thereunder. Grantee shall comply with all applicable federal, state, and local laws, rules, regulations and ordinances.

3. Grantee shall return to Compeer any funds provided by Compeer which are not used for the Project. Grantee is responsible for the appropriate expenditure of funds and for maintaining adequate supporting records. Grantee shall provide to the Compeer Financial Fund for Rural America Liaison, Melanie Olson, periodic status reports, which shall include a progress narrative and a report of expenditures, on a (check one)

___ monthly ___ quarterly ___ year-end X other (study completion) basis. If Compeer determines, in its sole discretion, that the funds have not been used for the Project or Grantee has otherwise failed to comply with this Agreement, the funds shall be promptly returned to Compeer.

4. Grantee is required to recognize Sponsor and/or Compeer Financial Fund for Rural America in all publicity materials related to the Project, unless requested otherwise by Compeer or as mutually agreed upon by Grantee and Sponsor. Approval of Compeer is required prior to any announcement or release of publicity which references Compeer. Grantee shall not use the Compeer name or logo for any purpose or under any circumstance except as agreed upon in advance by Compeer.

5. Grantee agrees to indemnify and hold Compeer and Compeer Financial Fund for Rural America, harmless and, at Grantee's cost and expense, defend Compeer, Compeer Financial Fund for Rural America, and Compeer's and Compeer Financial Fund for Rural America's officers, employees and directors from and against any and all liability and claims for damages or loss, including but not limited to costs, expenses and reasonable attorney's fees, arising out of Grantee's actions in furtherance of the Project. Compeer and/or Compeer Financial Fund for Rural America shall not be liable for any claims arising out of the Project or for any work performed in connection therewith. Grantee shall be solely responsible for the acts or omissions of its officers, agents, employees, directors and contractors.

6. Grantee warrants and represents that it has not made to Compeer or Compeer Financial Fund for Rural America any material false statement or misstatement of fact in connection with the Project or its receipt of sponsorship funds from Compeer, and all information provided to Compeer and Compeer Financial Fund for Rural America, whether previously provided or to be provided in the future, is and will be true and correct.

7. Grantee shall not engage in discriminatory practices with respect to the Project for which sponsorship funds have been provided, and shall, with respect to the Project, fully comply with all applicable state and federal nondiscrimination laws.

8. Grantee agrees that Compeer's financial sponsorship of the Project is done with the understanding that Compeer has no obligation to provide other or additional support to the Grantee.

9. Nothing contained in this Agreement, nor in the provision of funds, shall be intended or construed in any manner as creating or establishing a relationship of partners or joint venture between the Grantee and Compeer or Compeer Financial Fund for Rural America, nor shall Grantee be considered or deemed to be an agent, representative or employee of Compeer.

10. This Agreement shall be construed in accordance with the laws of the State of Wisconsin and any proceedings or disputes arising out of this Agreement shall be venued in Dane County, Wisconsin.

11. The waiver of any breach of any provision of this Agreement shall not be deemed to be a waiver of any breach in the future or any other breach of any other provision.

12. Grantee may not assign this Agreement or the sponsorship funds provided by Compeer.

13. Grantee hereby states that no goods or services were received in exchange for the donation from Compeer.

IN WITNESS WHEREOF, this Agreement is entered into as of the date first written above.

GRANTEE:
CITY OF MANTORVILLE

By: _____

Its: _____

SPONSOR:
COMPEER FINANCIAL, ACA

By: _____

Its: _____

**CITY OF MANTORVILLE
DODGE COUNTY, MINNESOTA**

RESOLUTION 2024-06

**A RESOLUTION ACCEPTING A DONATION
TO THE CITY OF MANTORVILLE FOR DENNESON PARK**

WHEREAS, the below listed individual/business has donated to The City of Mantorville for Denneson Park:

Minnesota Energy Resources has generously donated \$10,000.00 to The City of Mantorville for Denneson Park.

NOW THEREFORE BE IT RESOLVED, that Mayor Chuck Bradford and the Mantorville City Council accept this donation and express their sincere appreciation and thanks on behalf of the City of Mantorville.

Adopted by the City Council of the City of Mantorville, Minnesota, this 26th day of February, 2024.

ATTEST:

Chuck Bradford
Mayor

Gretchen Lohrbach
City Clerk-Treasurer

Church planting in Mantorville 2024

Outline of activities*:

February

- Make contact with community influencers (mayor, city council, business leaders etc.)
- Ascertain the needs in the community
- explore local and regional partnerships

March

- Begin seven weeks of prayer walks through the community
- Identify strongholds
- Explore facilities to hold outreach events
- Find a facility to launch a Christian daycare
- Meet with county officials to assess requirements and costs of starting a childcare facility

April

- Plan a public welcome event such as a barbeque completion with prizes
- Upgrade prayer walks to invitational walks handing out fliers for BBQ event
- Gather community survey information on needs and challenges
- Search for local house for ministry couple to move into (possible to couple with opening of daycare in a home)

May

- Begin hosting worship nights in the pavilion in the Mantorville Park
- Solicit interest in home meetings to start in June or July as backyard parties
- Secure a location for monthly preview services to begin in July
- Explore locations for starting a Tiny-home Christian Community to minister to low income, homeless, and recovery needs
- Host community BBQ event
- Select daycare facility and begin upgrade work

June

- Complete upgrade work to daycare facility
- Develop worship service launch team blending Kasson Church with those gathered from Mantorville.
- Host second community meal event
- Finalize location for preview services to start in July
- Start a midweek home group meeting in Mantorville
- Explore visitation at eldercare facilities

July

* subject to modification as the Lord directs and circumstances warrant

** options two and three would be contingent upon COTNIK securing funding sources

- Launch daycare
- Host one preview service
- Host one community event at the location of the preview service
- Continue midweek home group meeting
- Promote church plant at county fair

August

- One preview service
- Host one community event at the location of the preview service
- Continue midweek home group meeting
- Host interdenominational prayer and worship meeting in Mantorville
- Evaluate efficacy of efforts and map out the next six months

September

- Move to twice monthly worship services
- Continue home group development
- Covenant Mantorville launch team members (local and Kasson)
- Set target date for church launch
- Have a booth at the Marigold Days festival

Three options to partner with the Conservative Congregational Christian Conference (CCCC)**:

1. CCCC Allows Church! of the Nazarene in Kasson (COTNIK) the use of the Stonebridge Church facility for its church planting efforts. COTNIK would assume maintenance and upkeep of the facility getting approval of any building upgrades or improvements from CCCC. COTNIK will pay all utilities and building use costs. CCCC is invited to be directly involved in any and all events held in Mantorville and may promote its Conference to the new local congregation. The new local congregation would be encouraged to undertake a vote to join the CCCC whereupon CCCC would draft an agreement to transfer the church property to the local congregation.
2. CCCC enters a contract for deed agreement with COTNIK for the use of the Stonebridge Church facility. COTNIK assumes ownership responsibility for the property and is given a minimum of three years to develop a local congregation. CCCC will be given notice of all significant upgrades or improvements to the building and given two weeks to voice suggestions or objections to the plans. If negotiations fail to produce agreement, third party arbitration will be used to settle the differences. Once a congregation has formed the CCCC will have the option to offer membership in the conference in exchange for the remaining balance on the contract for deed. CCCC is welcome to participate in all church planting efforts in Mantorville and promote the benefits of membership in the CCCC to local congregants.
3. COTNIK negotiates a purchase price for the Stonebridge Church and parsonage with CCCC. At COTNIK's discretion CCCC may participate further in church planting efforts in Mantorville. Terms for a congregational vote to join the CCCC once a congregation is gathered could be part of the negotiations for the purchase price.

* subject to modification as the Lord directs and circumstances warrant

** options two and three would be contingent upon COTNIK securing funding sources

* subject to modification as the Lord directs and circumstances warrant

** options two and three would be contingent upon COTNIK securing funding sources

Gretchen@mantorville.com

From: Gretchen@mantorville.com
Sent: Wednesday, February 21, 2024 4:53 PM
To: 'Scott Huneke'
Subject: RE: [EXTERNAL] RE: Highway 57 Light Attachments

Sounds good Scott, I will get the Mayor to sign.

From: Scott Huneke <SHuneke@Whks.com>
Sent: Wednesday, February 21, 2024 4:51 PM
To: Gretchen@mantorville.com
Subject: RE: [EXTERNAL] RE: Highway 57 Light Attachments

Yes, I confirmed with Xcel (Email from Damon on Feb 13th below) that anything meeting the criteria would be approved and the "attachment agreement" can wait, but the "construction agreement" should be executed.

From: Gretchen@mantorville.com <Gretchen@mantorville.com>
Sent: Wednesday, February 21, 2024 4:48 PM
To: Scott Huneke <SHuneke@Whks.com>
Subject: RE: [EXTERNAL] RE: Highway 57 Light Attachments

So we are guaranteed to be approved and can wait on this agreement? Because I'm thinking that no one knows exactly what they want to put on the poles yet. Or can we send it without exhibit A? Just wanting your opinion.

From: Scott Huneke <SHuneke@Whks.com>
Sent: Wednesday, February 21, 2024 4:37 PM
To: Gretchen@mantorville.com
Subject: RE: [EXTERNAL] RE: Highway 57 Light Attachments

Gretchen,

The city would need to engage if lights were hardwired to the pole. You can just plug lights into the electrical outlet on the pole without any issues.

I believe that Exhibit C would not be applicable if City Staff will be attaching, maintaining, or removing pole attachments. If anyone else will be doing this then the contractor agreement would need to be signed to cover Xcel.

Exhibit D & Exhibit E should be executed (Along with Exhibit A once it has been decided what to hang on the poles.)

From: Gretchen@mantorville.com <Gretchen@mantorville.com>
Sent: Wednesday, February 21, 2024 4:04 PM
To: Scott Huneke <SHuneke@Whks.com>
Subject: RE: [EXTERNAL] RE: Highway 57 Light Attachments

Oops, do we sign Exhibit E also?

Hey Scott, one more thing. There is that part in the Agreement Regarding Municipality Attachments that says "Municipality must engage Xcel energy to perform all electric connections and disconnections to Ornamental Pole Attachments". How are we supposed to interpret that? Also, are we supposed to sign Contractor Agreement Exhibit C and exhibit D Insurance Requirements? Thank you so much Scott!

From: Scott Huneke <SHuneke@Whks.com>
Sent: Wednesday, February 21, 2024 3:31 PM
To: Gretchen@mantorville.com
Subject: RE: [EXTERNAL] RE: Highway 57 Light Attachments

Oh no.. that sounds terrible, hopefully you start feeling better.

Yes, the highlighted portion is what is allowed. I think this will satisfy what will be desired. If someone wants to hang more than a 120 lb Christmas light than they may need to supply a generator (lol).

From: Gretchen@mantorville.com <Gretchen@mantorville.com>
Sent: Wednesday, February 21, 2024 3:08 PM
To: Scott Huneke <SHuneke@Whks.com>
Subject: [EXTERNAL] RE: Highway 57 Light Attachments

I'm so sorry it took me so long to get back to you. I was out of the office because I had mononucleosis 😞 I've probably had it for a couple weeks and am still moving slow, but feeling better. I was going to ask, is the highlighted portion what we're allowed to do? I see zone C is pretty lenient. I think everyone should be happy with this. What do you think?

From: Scott Huneke <SHuneke@Whks.com>
Sent: Wednesday, February 14, 2024 2:43 PM
To: Gretchen@mantorville.com
Cc: joe@mantorville.com
Subject: Highway 57 Light Attachments

Gretchen,

The correspondence below states that the Light pole attachments will be approved as long as they meet the "attachment guidelines" PDF. The "construction agreement" should be submitted now to get the lights ordered and once the attachments are selected the "attachment agreement" should be submitted for Xcel's record.

Thanks,

Scott Huneke, P.E.
www.whks.com



Click [here](#) to subscribe to our newsletter.

From: Erickson, Damon G Damon.G.Erickson@xcelenergy.com
Sent: Tuesday, February 13, 2024 12:12 PM

To: Scott Huneke SHuneke@Whks.com

Subject: RE: : [EXTERNAL] RE: Mantorville TH57 Acorn Light Selection

Yes.

And yes, so long as they meet the stated requirements they would be approved.

From: Scott Huneke <SHuneke@Whks.com>

Sent: Tuesday, February 13, 2024 11:44 AM

To: Erickson, Damon G <Damon.G.Erickson@xcelenergy.com>

Subject: RE: : [EXTERNAL] RE: Mantorville TH57 Acorn Light Selection

EXTERNAL - STOP & THINK before opening links and attachments.


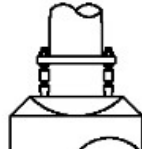
Thanks Damon,

Do our "14' Base Mounted Aluminum Poles" poles fall under the highlighted section?

Also am I correct in stating that if the "attachment agreement" is submitted at a later point and the attachments meet the Xcel Guideline PDF the agreement would be approved?

Pole Type

The material from which the pole is manufactured, the configuration of the luminaire and luminaire arm, the type of base used to attach the pole to its foundation, and whether overhead wires are connected to the pole must all be considered. The following table summarizes the requirements that must be met in order for one of our poles to be considered for Attachments in Zone C; limitations for Attachments in Zones A & B are included in the figures on the preceding page.

POLE CHARACTERISTICS	Attachments Allowed in Specified Zones if All Other Requirements Met	Attachments Prohibited	Zone C Max Attachment Height ¹	Zone C Max Attachment Characteristics		
				Width (ft)	Area (ft ²)	Weight (lbs)
Steel -- Single Arm	A, B & C		16.5	3	18	117
Steel -- Double Arm	C		12.5	3	15	117
Steel or Aluminum Flower Pot or Pedestrian	C		14.5	3	5.8	117
Aluminum Pedestrian	C		11.5	1.5	3	5
Fiberglass		✓	<div style="border: 1px dashed black; padding: 5px; width: fit-content; margin: auto;"> <p>Breakaway devices cannot support attachments</p>  <p>Breakaway Transformer Base (T-Base)</p>  </div>			
Other		✓				
Overhead Wires Connected to Pole?						
No	✓					
Yes		✓				
Base Type						
Standard	✓					
Breakaway device²		✓				

¹ No portion of an Attachment in Zone C is allowed to extend above the specified height.

² Poles using breakaway devices cannot support Attachments because Attachments could result in the breakaway device operating incorrectly. Rather than the breakaway device operating during a vehicular impact, it could operate (breakaway) solely due to wind loading for example. Common breakaway devices include breakaway transformer bases (T-Base) and breakaway bolts as shown in the figure. There are other breakaway devices and Attachments are prohibited on any pole with any type of breakaway device.

Thanks,

Scott Huneke, P.E.
www.whks.com



Click [here](#) to subscribe to our newsletter.

From: Erickson, Damon G <Damon.G.Erickson@xcelenergy.com>

Sent: Tuesday, February 13, 2024 11:12 AM

To: Scott Huneke <SHuneke@Whks.com>
Subject: RE: : [EXTERNAL] RE: Mantorville TH57 Acorn Light Selection

Sorry, thought I had included the guidelines. Here you go.

From: Scott Huneke <SHuneke@Whks.com>
Sent: Tuesday, February 13, 2024 10:53 AM
To: Erickson, Damon G <Damon.G.Erickson@xcelenergy.com>
Cc: Brandyn Chezick <BCheszick@Whks.com>
Subject: RE: : [EXTERNAL] RE: Mantorville TH57 Acorn Light Selection

EXTERNAL - STOP & THINK before opening links and attachments.

Damon,

The City approved the agreement contingent on being allowed to hang banners and Christmas lights on the poles. I have the following questions for you:

1. I have read the attachment agreement but cannot find reference to weight or size of attachments. Is there a guide that states what can be attached to our style pole?
2. The Christmas lights have not been purchased yet as they want to make sure they can be mounted on the poles. The city is reluctant to send back the "Construction Agreement" without approval of the hangings. What is the best way to proceed without hindering your ability to proceed with ordering the materials? My thought is to submit the attachment agreement with banners and lights up to the maximum allowed size today and any changes will need to be submitted and approved at a later point, this way the city can be confident they can install hangings up to a certain size and weight.

Let me know your thoughts. Thanks,

Scott Huneke, P.E.
Direct: 507.722.7185 | Office: 507.288.3923
www.whks.com



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CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Holiday Decorations, Banners or Signs on Xcel Energy Streetlight Poles???

Don't do it unless you first verify that these requirements are met!!!

Policies, Requirements and Procedures

Safety:

Xcel Energy is committed to working with communities in our service territory to providing our customers with safe, high quality street light products and services. Safety is more than a slogan at Xcel Energy. It is the foundation for all we do. We are committed to educational programs and policies that communicate the dangers associated with our infrastructure including outdoor lighting. It's our mission to ensure you, your family, friends and neighbors, as well as every one of our employees remain safe, every day of the year. Safety is first in our list of corporate values and for good reason.

Requirements for Attaching to Streetlight Poles:

Communities occasionally desire to attach holiday decorations, signs and/or banners (hereinafter referred to as Attachments) on Xcel Energy poles? Attachments on our poles are prohibited unless you determine that the requirements outlined herein are met. The responsibility is yours!

Why are Attachments an issue? Many of our streetlight poles are not manufactured to withstand additional weight, or the effects of wind catching attachments, which causes damage. Simply put, placing such items on our poles impacts their structural integrity. So, to keep everyone safe, we ask that you not put anything additional on our poles unless these requirements are met. And, if these requirements are not met and you already have attached to our streetlight poles, please take care to remove all Attachments.

Pole type, Attachment characteristics and pole condition must all be considered for you to determine whether an attachment is allowable on our poles. Following are requirements for each category of these attributes based on limitations established by pole manufacturers, AASHTO, and Xcel Energy. All of the following requirements must be met for a pole to be considered eligible for Attachments. (Note: In addition, no Attachments are allowed on poles that are mounted on bridges or overpasses due to AASHTO bridge loading criteria.)

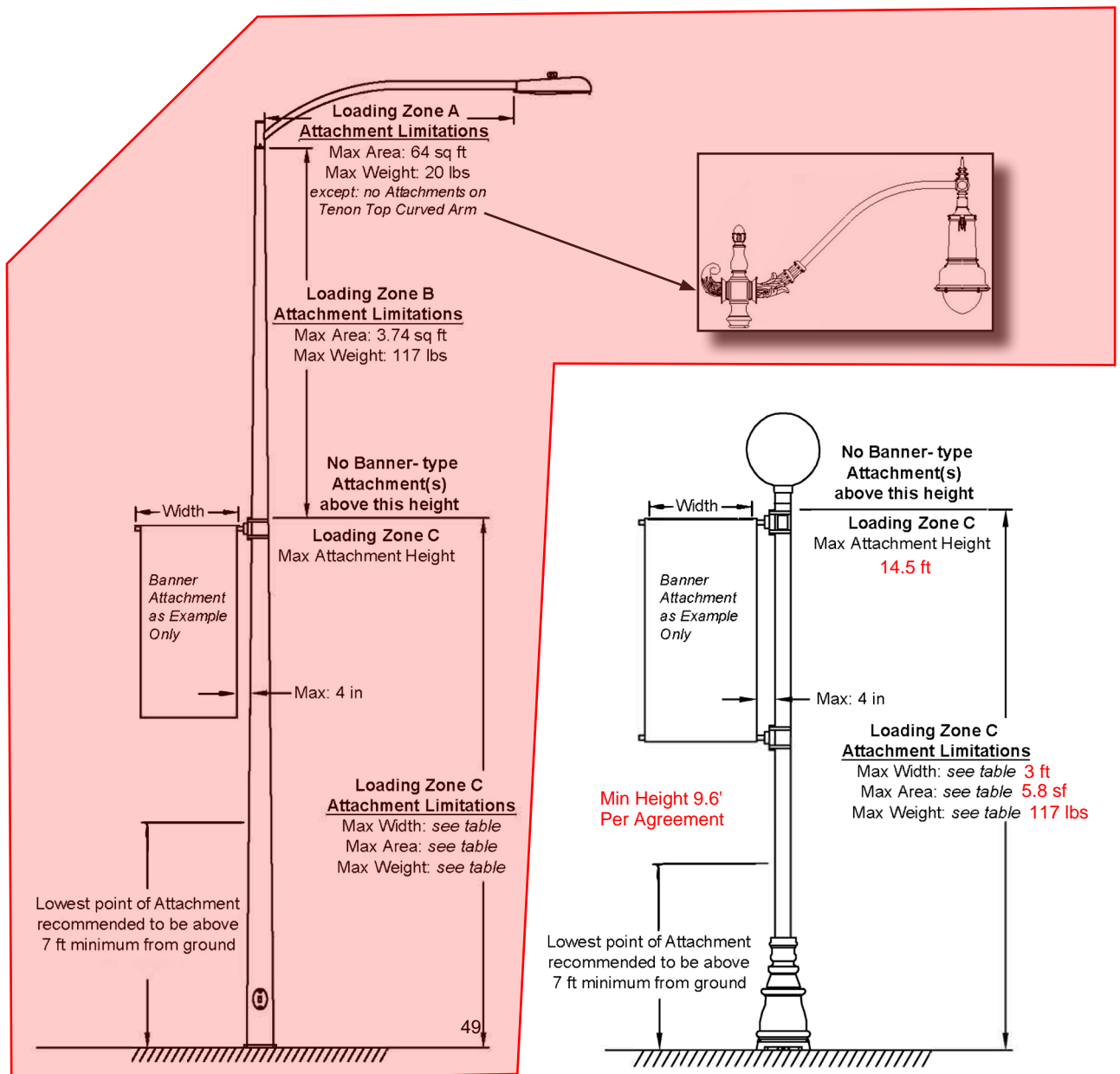
Attachment Size, Weight and Location Limits

The size, weight, height and eccentricity (i.e., distance for the vertical centerline from the pole) of Attachment(s) all directly impact a pole's structural integrity and ability to withstand environmental loads such as wind. Hence, the limitations presented in these figures and the table on the following page are strict requirements that shall not be exceeded. Attachments for which any of the values are exceeded are prohibited.

These requirements assume that Attachments on an individual pole are only located in one of the zones

shown in the figures (i.e., Zone A (highest zone), Zone B, or Zone C [Zone C extends from the ground to the height shown in the table on the following page]), and do not allow for Attachments in multiple zones (e.g., if there is an Attachment in Zone B then Zone A and C cannot have Attachments). Multiple Attachments in the same zone are allowed as long as the combined characteristics of the Attachments (e.g., combined weight, area, etc.) do not exceed the applicable limitations.

NOTE: Smaller poles (e.g. pedestrian type poles) may only have a single zone, i.e. Zone C).

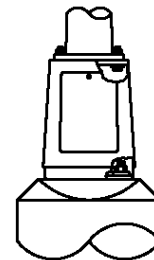


Pole Type

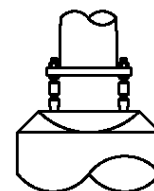
The material from which the pole is manufactured, the configuration of the luminaire and luminaire arm, the type of base used to attach the pole to its foundation, and whether overhead wires are connected to the pole must all be considered. The following table summarizes the requirements that must be met in order for one of our poles to be considered for Attachments in Zone C; limitations for Attachments in Zones A & B are included in the figures on the preceding page.

POLE CHARACTERISTICS	Attachments Allowed in Specified Zones if All Other Requirements Met	Attachments Prohibited	Zone C Max Attachment Height ¹	Zone C Max Attachment Characteristics		
				Width (ft)	Area (ft ²)	Weight (lbs)
Steel -- Single Arm	A, B & C		16.5	3	18	117
Steel -- Double Arm	C		12.5	3	15	117
Steel or Aluminum Flower Pot or Pedestrian	C		14.5	3	5.8	117
Aluminum Pedestrian	C		11.5	1.5	3	5
Fiberglass		✓				
Other		✓				
Overhead Wires Connected to Pole?						
No	✓					
Yes		✓				
Base Type						
Standard	✓					
Breakaway device²		✓				

Breakaway devices cannot support attachments



Breakaway Transformer Base (T-Base)



Breakaway Bolts

¹ No portion of an Attachment in Zone C is allowed to extend above the specified height.

² Poles using breakaway devices cannot support Attachments because Attachments could result in the breakaway device operating incorrectly. Rather than the breakaway device operating during a vehicular impact, it could operate (breakaway) solely due to wind loading for example. Common breakaway devices include breakaway transformer bases (T-Base) and breakaway bolts as shown in the figure. There are other breakaway devices and Attachments are prohibited on any pole with any type of breakaway device.

Pole Condition

Placing Attachments on poles exhibiting deterioration and/or damage is prohibited. Poles are exposed to numerous stressors that can negatively impact their integrity. Wind and windblown debris; corrosive elements such as ultraviolet light, rain, snow, ice and chemicals applied to control ice; impacts from vehicles, machinery and other objects; vandalism; foundation displacement and/or erosion; etc. can individually and collectively reduce the structural integrity of poles. For a pole to be eligible for Attachments it must be in a new or like new condition and meet the following condition requirements. Attachments are prohibited if the requirements are not met.

POLE CONDITION	Attachments Allowed if All Other Requirements Met	Attachments Prohibited
Pole is plumb and foundation is not eroded or displaced?		
Yes	✓	
No		✓
Pole is free of corrosion? (i.e. the pole does not exhibit blistering paint, delaminated coating, rust or other corrosion damage)		
Yes	✓	
No		✓
Pole is free of mechanical/structural damage? (i.e. the pole does not exhibit dents, dings and other distortions that have altered the pole's original shape, holes, cuts, cracks, weld failures, etc.)		
Yes	✓	
No		✓
Hardware (e.g., anchor bolts) is tight and in good condition?		
Yes	✓	
No		✓

Installation Requirements and Recommendations:

Required: Attachments must be placed on our poles without damaging the paint, galvanizing or other surface protection. Drilling or scratching of the surface is prohibited. For banners, banding of mounting brackets is preferred. Mountings for Attachments shall not be permanently affixed to poles.

Recommended: Use of flexible Attachment mounting hardware and bracketry (e.g., flexible banner arms and spring arms) to enable Attachments to shed wind loading during high wind conditions is preferred.

Recommended: Use of Attachments made of lightweight materials and fabricated such that wind can pass through the Attachment is preferred. For example, in the case of banners, use of fabric/cloth or fabric/cloth like material with slits that allow air to pass through and reduce wind loading during high wind conditions is preferred.

The preceding information presents requirements to aid you in determining for yourself whether Attachments may be placed on our poles. These requirements are designed to help you ensure that the members of your community and others remain safe. The responsibility to comply is yours!

If you have questions about Attachments, whether or not a pole is owned by Xcel Energy or owned by the City, or other questions or concerns about our outdoor lighting, please contact us at 1-800-960-6235.



MANTORVILLE CITY COUNCIL BYLAWS, CODE OF ETHICS AND CONDUCT

A. REGULAR MEETINGS

Mantorville City Council Meetings are held the 2nd and 4th Mondays of every month at 6:30 pm. Exceptions are if that Monday falls on a holiday and there is not a scheduled meeting the 2nd Monday in December. The Council may cancel any scheduled meeting, however at least one (1) meeting per month must be held.

B. COUNCIL AGENDA

The agenda is generally closed to new material the Wednesday before the Council meeting. Packets for the Councilmembers are prepared and distributed on the Friday Noon before the Council meeting. Additions and deletions or changing items may be made at the beginning of the meeting as decided by the Mayor or by motion from the Council, if necessary.

C. COUNCIL PREPARATION

It is the expectation that each Councilmember read the agenda and accompanied materials before the commencement of each meeting.

D. ORDER

To accommodate persons waiting to be heard, the Mayor and Council may vary the agenda order; however, public hearings shall be heard no earlier than the time specified on the public hearing notice.

E. ORDER OF BUSINESS

1. Call to Order
2. Pledge of Allegiance
3. Adopt the Agenda
4. Consent Agenda
5. Proclamations, Presentations and Recognitions (if scheduled)
6. Public Concerns
7. Public Safety Update
8. Public Hearings (if scheduled)
9. Old Business/New Business
10. Tabled Items
11. Reports
 - a. Public Works Report
 - b. City Clerk Report
 - c. Consultant Report
 - d. Committee Reports
 - e. Councilmember Reports
 - f. Mayor's Report
12. Executive Session (if scheduled)
13. Adjourn

F. QUORUM

Is present when three (3) of the five (5) Councilmembers are present. Pay attention to State Statute regarding certain situations that require more than a quorum.

G. SEATING OF THE COUNCIL AND CONSULTANTS

Each member or consultant shall have a nameplate. Historically, the arrangement has been decided by the Mayor.

H. SPECIAL MEETINGS AND PUBLIC HEARINGS

Shall be conducted as required by State Laws.

I. POLICIES:

Relating to City Council Meetings rules of procedure and courtesy are as follows:

1. Call to Order – the presiding officer
2. Start on time
3. Rules of debate – All members have equal rights, responsibilities, privileges and obligations to participate.
4. Issues will be handled one at a time.
5. Discussions – One person at a time

J. STUDY/WORK SESSIONS

The City Council will periodically conduct work sessions that are legally considered special meetings if conducted on a night that is not a usual Council meeting. The purpose of these work sessions is to consider issues that merit more in-depth discussion; for example, project planning, budget planning or committee recommendations. These will be scheduled once in the winter and once in the summer.

K. PRESENTATIONS BY APPLICANTS AND PETITIONERS

The Council expects that applicants and petitioners, or their designated representatives, can make their presentations within 15 minutes, not including time for answering questions by the Council. Upon request, the Mayor can extend the time subject to the consent of the Council. Submission of written material in advance is requested. In addition, the Council requests that previously handed out materials not be read in its entirety but, instead, summarized.

L. AGENDA ITEMS OF HIGH PUBLIC INTEREST

If numerous requests are received, the Mayor will inform the Council. The Mayor or presiding officer will determine time limits for each speaker. Groups should choose a spokesperson. Citizens, the Council, staff and consultants should demonstrate proper decorum treating everyone with mutual respect.

M. PROCEDURAL PROCESS FOR PUBLIC HEARINGS

1. Announcement of purpose/goal of the hearing – Mayor
2. Opening of hearing – does not require a motion – Mayor
3. Find out who is here – for or against, take time to have the City Clerk write down all the names of the participants.
4. Time Limits – depending on the size of the group, the Mayor may determine if time limits are necessary.
5. Ask for any documents that either side wants to submit at this time.
6. Explain to all (Mayor) – This is the time when the Council listens to both sides of the issue and it is at this time the Council's role to listen and allow the citizens to speak. The Council should avoid comments at this time. However, periodic questions for clarification may be necessary. Avoid debate.
7. Closing the hearing requires a motion and a vote.

8. Council discussion
9. Council motion and a second
10. Discussion
11. Vote

N. DISAGREE AGREEABLY

No name calling or use of profanity when communicating with fellow Councilmembers, consultants, staff or the public. Conflicts can be an opportunity for growth and new insight for the entire Council.

O. CODE OF ETHICS AND CONDUCT

1. Declaration of Policy – The proper operation of democratic government requires that the public has confidence in the integrity of its government. In recognition of this goal, there is hereby established a Code of Ethics and Conduct for public officials. The purpose of this Code is to establish ethical standards of conduct for all such officials by setting forth these acts or actions that are incompatible with the best interests of the City, and by directing disclosure by such officials of private, financial or other interest in matters affecting the City. The provisions and purpose of this Code and such rules and regulations as may be established are hereby declared to be in the best interest of the City.
2. Minnesota Statutes, Chapter 10A, <https://www.revisor.mn.gov/statutes/?id=10A> Ethics in Government, is incorporated herein by reference. This policy shall be construed and interpreted in consultation with the City Attorney according to Minnesota Statutes and case law.

P. CITY COUNCIL RECOGNITION

1. Commendation and Censure: To the extent allowed by law, the City Council desires to encourage appropriate behavior and discourage inappropriate behavior among its members. The City Council, as a body, by motion and a 4/5ths vote, commend or censure one of its own. If the act involves two members of the Council, a majority vote is required.
2. Commendation: A member may receive public commendation for the exercise of positive leadership, community vision or other actions considered meritorious by the City Council.
3. Censure: A member may receive a public admonishment for failure to conform to any provisions of these bylaws, State Statute, violation of confidentiality or attorney-client privilege, or other acts considered to merit reprimand by the City Council.

Amended and approved by City Council on April 23, 2007

Amended and approved by City Council on January 10, 2022



Mayor Chuck Bradford
 Council Members: Greg Rud
 Lyle Hoaglund
 Jessica Bradford
 Jeffrey Ingalls

Welcome to a meeting of the Mantorville City Council. In order that this and future meetings can be more meaningful to you and other citizens, the City Council uses a set of rules to govern the conduct of its meetings. These "Rules of Procedure" are for the convenience of those attending meetings as well as for the members of the Council. The following is a brief summary of the rules which may be of interest to you.

Please remember to sign in at the beginning of every meeting for the Clerk's record.

COUNCIL MEETING PROCEDURES

ORDER OF BUSINESS

The schedule for a Council meeting is shown on the agenda. An agenda is simply a list of items of business to be considered at a meeting. Copies of the agenda are available on the table in the Council Chambers at the time of meetings.

Persons wishing to have an item considered by the Council must contact the office of the City Clerk before 12:00 p.m. of the Wednesday prior to the meeting date.

It is not necessary that requests be made in writing but would be best. The requests are forwarded to the members of the Council by the City Clerk in the Council meeting packet, thus allowing for more detailed study and review by the Council Members prior to the meeting.

NON-AGENDA ITEMS

Individuals wishing to appear at regular meetings of the Council (second and fourth Mondays of each month) relative to items not included on the agenda may speak or make presentations with permission by the Mayor and Council Members.

The procedure for consideration of adding an Agenda item is (1) staff presentation; (2) presentations by petitioner or advisory bodies, if required; (3) Council motion and second of where to place the matter on the agenda; (4) Council questions of staff and/or advisory body reports and discussion when matter comes up on the Agenda; (5) presentations from the audience; and (6) Council decision. No discussion of an item is allowed by the Mayor,

Council or members of the audience until the matter has been placed on the floor.

No final action is to be expected for such items. The Council will want time to study proposals or requests not of a routine nature. You are encouraged to be placed on the Agenda if you wish immediate action by the Council.

ADDRESSING THE COUNCIL

An individual wishing to address the Council should stand, approach the podium, wait to be acknowledged by the Mayor to speak, then state his/her name and address for the Clerk's record before speaking.

All remarks should be directed to the Mayor rather than to any individual Council Member or administrative staff. The Mayor has full discretion to maintain the Quorum and take whatever actions deemed necessary. The Mayor may wish to refer any questions to the proper Council Member, City Attorney, City Engineer or City staff.

To avoid confusion, only **one** person may have the floor (speak) at any one time. The Mayor is responsible for determining who has this privilege.

In order to facilitate matters and permit all of those who wish to express themselves to do so, presentations are limited to **five** minutes, except at official public hearings. Groups are encouraged to speak through a single spokesperson rather than individually.

All regular Council meetings are tape recorded. For this reason, it is very important that those talking to the Council speak loud enough and clearly enough to be picked up by the microphone.

CONSENT AGENDA ITEMS

The Mantorville City Council uses a “consent agenda” procedure for routine non-controversial items needing little or no deliberation. Those items are identified on the Agenda and are approved with one (1) vote unless a Council Member or citizen requests that the item be considered separately.

VOTING

Three members of the Council must be present if official business is to be transacted. Most resolutions and motions of the Council are adopted if a majority vote of those Council Members present is cast. Some actions require more votes, such as an ordinance related to zoning regulations which requires approval by a 4/5 vote of the entire Council. The publication of an ordinance in the official newspaper of the City is required before it actually takes effect.

Only members of the City Council may vote on decisions before them. The Council takes comments from citizens, Staff and Commission information and the interests of the general public into account in arriving at decisions. Members of the Council attempt to represent your best interests as well as those of your fellow citizens.

PUBLIC HEARINGS

Certain items on the agenda are identified as “public hearings”. These are formal proceedings giving citizens an opportunity to express their concerns on a specific issue. Some issues on which the Council is required to hold public hearings are the annual budget,

public improvement projects and levying of special assessments.

The Council endeavors to complete action on each issue the same night as the hearing. However, there may be circumstances where additional information or action is needed making it desirable to defer action until a later date. Depending on the situation, the hearing may be closed or continued to a future meeting date.

GENERAL PUBLIC HEARING PROCEDURES

1. Mayor opens the public hearing;
 - Mayor describes the purpose of the hearing;
 - Those wishing to comment are heard.

NOTE: If you wish to be heard, but do not want to speak, paper is provided at the City Clerk’s table which you may use to write your position.
2. Formal action is taken to close the hearing.
3. Council Members have the opportunity to comment and ask questions on the issue.
4. Council takes action on the issue or defers decision.

MEETING DATES

Regular City Council meetings are held the second and fourth Mondays of each month at 6:30 p.m. at City Hall. Agendas for regular

meetings are prepared on the Thursday or Friday preceding the meeting. Occasionally meeting days are changed to avoid conflicts with holidays or other events. Information on specific meeting dates is available from the City Clerk.

MINUTES

The official minutes of Council meetings are prepared and kept by the City Clerk and are reviewed and approved by the Council at the next regular meeting. Copies of the approved minutes are available in the City Clerk’s office and the City’s website, www.mantorville.com.

The meetings of municipal governing bodies are truly a study of democracy in action. It is hoped this pamphlet will aid you in understanding and taking part in the democratic process.

PROJECT PERSONNEL

The City of Mantorville has retained the services of WHKS & Co. to design the project. Ann Schick will be the construction observer for the project. She will be on site daily to observe the construction and to answer any questions. Ann Schick will work closely with the Public Works Department.

PROJECT CONTRACTOR

The Contractor for the 2021 Street Improvements project is Snow Contracting, LLC. from Byron, MN.

Contact Information:

Snow Contracting, LLC.
Dalton Snow
Byron, MN
dalton@snowcontractingllc.com

24-Hour Contacts

Snow Contracting, Inc.: 507-696-9735
Dalton Snow 507-635-5170
City of Mantorville: 507-635-5170
WHKS
Tim Hruska 507-273-8300
Ann Schick 763-443-0308

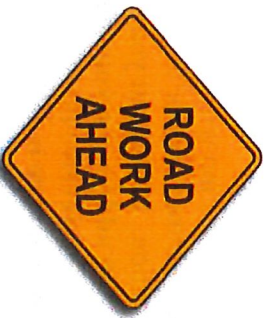
PROJECT FUNDING

The City of Mantorville is funding the project.

PROJECT COORDINATION

Successful completion of the project will be greatly affected by your cooperation during construction. Construction will disrupt travel to and from your home. The cooperation between the City of Mantorville, the Contractor, and Property Owner will significantly improve the construction process.

SAFETY TIPS



BE ALERT!! Watch for construction workers and vehicles in the construction zone.

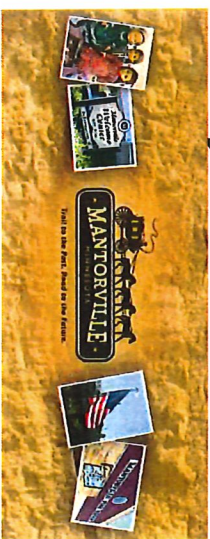
Please assist in keeping children away from dangerous areas and equipment.

Please drive slowly when in the construction zone. Observe warning signs for changing conditions.

*WHKS Brochure for the
Dalton St. Project*

Improvements

City of Mantorville



Mayor

Chuck Bradford

Council Members

Lyle Hoaglund
Jefferey Ingalls
Kent Keller
Bill Kinney

City Clerk-Treasurer

Shirley Buecksler

Public Works

Joe Adams
Ryan Jech

WHKS & Co.

City/Project Engineer- Tim Hruska
Office Phone (507) 288-3923
Construction Observer - Ann Schick
Cell Phone 763-443-0308

PROJECT DESIGN

- Road reconstruction of Walnut Street from 4th to 7th street.
- Driveway aprons will be removed to the extent needed to perform the work and reconstructed based on existing driveway materials.
- Watermain reconstruction between 6th and 7th street.
- Water Service lines will be reconstructed to the curb stop between 6th street and 7th street. The Contractor may have to disturb outside the street ROW for installation and restoration purposes.
- There will be ditch grading and culverts installed throughout the project to improve drainage.
- Only local traffic will be allowed within the construction zones.
- Two lifts of bituminous pavement will be completed this construction season.
- Turf areas disturbed by construction will be seeded.

PROJECT NOTES

- Access to individual driveways may be restricted during construction. The contractor will notify you when this will occur. Access is expected to be restored at the end of each workday unless concrete is poured. Residents should not drive across new concrete for at least 3-7 days.
- Temporary water is required during the watermain replacement. The Contractor will contact you to coordinate connecting your home to temporary water. Basement access may be required.
- Garbage collection will be coordinated with the contractor prior to construction. **Please put your name and house address on your garbage cans, so you receive the same can after the garbage is collected.**
- If you desire to hire the Contractor to perform work on your private property, you must coordinate this work directly with the Contractor.
- If necessary, a temporary mail box bank(s) will be installed at an accessible location on the project. Snow Contracting, LLC. would coordinate the location with the US Postal Service.

- Any special arrangements shall be the property owner's responsibility to coordinate with the Contractor.
- During the project, numerous locating flags and wooden lath will be placed along the project, within the ROW and/or on private property. Please do not disturb these markings, they are important for the Contractor to perform their work safely and effectively. If you have any questions, please contact Ann Schick.

PROJECT SCHEDULING

- Traffic control and temporary water will be installed from September 13th to 17th.
- Construction activity consisting of removals should commence the week of September 20th.
- The watermain between 6th street and 7th street is scheduled to be replaced from September 21st - 29th.
- Asphalt and concrete are scheduled to take place starting on October 18th.
- Full completion of the project is required to be completed on or before October 29, 2021.
- The project's schedule and completion date are weather dependent.

PROJECT PERSONNEL

The City of Mantorville has retained the services of WHKS & Co. to design and oversee the project. Christopher Soto will be the construction observer for the project. He will be on site daily to observe the construction and to answer any questions. Chris will work closely with the Public Works Department.

PROJECT CONTRACTOR

The Contractor for the Improvements project is Elcor Construction, Inc. from Rochester, MN.

Contact Information:

Elcor Construction, Inc.
Matt Smith
Rochester, MN
matt@elcorconstruction.com
Phone: (507) 281-3333
Fax: (507) 288-6604

PROJECT FUNDING

The City of Mantorville is funding the project without assessments to the adjoining property owners.

*3rd St.
Loop
Project*

PROJECT COORDINATION

Successful completion of the project will be greatly affected by your cooperation during construction. Construction will disrupt travel to and from your home. The cooperation between the City of Mantorville, the Contractor, and Property Owner will significantly improve the construction process.

SAFETY TIPS

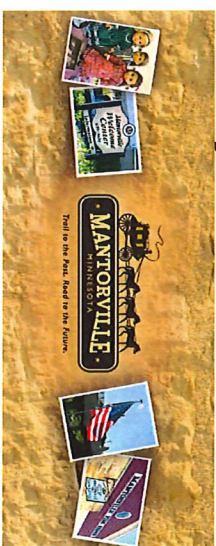
BE ALERT!! Watch for construction workers and vehicles in the construction zone.

Please assist in keeping children away from dangerous areas and equipment.

Please drive slowly when in the construction zone. Observe warning signs for changing conditions.

2019 Street & Utility Improvements

City of Mantorville



Mayor
Chuck Bradford

Council Members
Henry Blair
Ryan Chistensen
Sharon Davern
Don Hofstad

City Clerk Treasurer
Cami Reber

Public Works
Scott Larsen
Joe Adams

WHKS & Co.
City/Project Engineer – Tim Hruska
Construction Coordinator - Jim Loehr
Office Phone (507) 288-3923
Construction Observer – Christopher Soto
Cell Phone (786) 597-7894

PROJECT DESIGN

- Some tree removal is required to construct the project.
- Sanitary sewer, water main and storm sewer will be replaced, reconstructed and/or added.
- Driveways will be removed and reconstructed as either concrete or asphalt based on existing driveway materials.
- Sanitary sewer service lines will be replaced to, or close to, the property line.
- Water service lines will be reconstructed to, or close to, the property line.
- Concrete curb & gutter will be newly added to portions of the project. Some of the project will have ditch grading to improve drainage.
- Pedestrian curb ramps will be reconstructed/installed at each intersection that currently have crossings and sidewalk.
- Some sidewalk replacement will occur.
- Areas disturbed by construction will be sodded.

PROJECT SCHEDULING

- Construction activity consisting of removals should commence the last week of April, 2019.
- Sanitary sewer and watermain replacement work should commence the week of May 16, 2019.
- Full completion of the project is required on or before August 16th, 2019.
- The Contractor plans on working during the week approximately 7am – 7pm. Some weekend work may be required to complete the project on schedule.
- The project's schedule and completion date is weather dependent.

PROJECT NOTES

- Vehicle access to your driveway will be restricted during construction of the project. The contractor will notify you when your access will be affected.
- Temporary water may be required during the watermain replacement. The Contractor will contact you to coordinate connecting your home to temporary water. Basement access may be required.
- Road crossings (intersections) will be included in this project. Temporary detours and road closures will be required throughout the project.
- Utility interruptions may occur during the project's construction. The Contractor will coordinate these disruptions with the utility and property owners.
- The Contractor will collect garbage cans and bring them to a central location for pickup. Please mark your garbage can with your address and set them out the night prior to regular pickup.
- If you desire to hire the Contractor to perform work on your private property, you must coordinate this work directly with the Contractor.
- Rock excavation may be required for the installation of the watermain. This will include specialized construction equipment to "hammer" out the rock.



Trail to the Past. Road to the Future.

City Letter
mailed for 3rd
Street Loop
project

April 18, 2019

Dear Resident;

This letter is to notify you and provide information regarding the City of Mantorville's plans for a Road Reconstruction Project that may impact your property.

The project, known as the 3rd Street Loop Project, entails a complete road and utility reconstruction to the area of All of 3rd Street West from Clay to Walnut; Clay Street between 3rd and 4th Street West; and Walnut Street between 3rd and 4th Street West. A map showing the project area is included. Also included with this notice is an informational flyer providing information on the project including what to expect and contact names and numbers.

An informational meeting is being held on Wednesday, April 24, 2019 starting at 6:00 pm in the large park pavilion shelter in Riverside Park. The project will be discussed in full including the impacts to properties and roads expected. The contractor, Elcor Construction, along with the City Engineer will be on hand to present the project and answer any questions.

The bulk of the project is due to begin the week of May 13, 2019 and expected to last until mid-August. Clearing and grubbing will begin prior to that.

We encourage you to attend the meeting especially if you are directly impacted by the project. If you are unable to attend the meeting and have questions, please feel free to contact anyone listed in the informational flyer or myself. We appreciate your patience and cooperation during the project.

Sincerely,

Cami Reber
City Clerk Treasurer

CITY OF MANTORVILLE

21 5th Street E • P.O. Box 188 | Mantorville, MN 55955 | p: 507.635.5170 | f: 507.635.5300

email: cityofmant@kmtel.com ⁶³ www.mantorville.com

On the National Register of Historical Places Est. 1854

Quote Id: 29461405

Prepared For:
Mantorville



Prepared By: **Evan Nickelsen**

Midwest Machinery Co.
11555 Hwy 60 Blvd
Wanamingo, MN 55983

Tel: 507-824-2256
Fax: 507-824-2668
Email: enickelsen@mmcjd.com

Date: 21 August 2023

Offer Expires: 29 September 2023

Confidential

Quote Summary

Prepared For:
Mantorville
MN

Prepared By:
Evan Nickelsen
Midwest Machinery Co.
11555 Hwy 60 Blvd
Wanamingo, MN 55983
Phone: 507-824-2256
enickelsen@mmcj.com

Quote Id: 29461405
Created On: 21 August 2023
Last Modified On: 31 January 2024
Expiration Date: 29 September 2023

Equipment Summary	Selling Price	Qty	=	Extended
JOHN DEERE 60-in. (152-cm) Heavy-Duty Rotary Broom	\$ 7,400.00	X 1	=	\$ 7,400.00
Equipment Total				\$ 7,400.00

Quote Summary	
Equipment Total	\$ 7,400.00
SubTotal	\$ 7,400.00
Total	\$ 7,400.00
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 7,400.00

Salesperson : X _____

Accepted By : X _____



Selling Equipment

Quote Id: 29461405

JOHN DEERE 60-in. (152-cm) Heavy-Duty Rotary Broom				
Hours:				
Stock Number:				
				Selling Price
				\$ 7,400.00
Code	Description	Qty	Unit	Extended
3791M	60-in. (152-cm) Heavy-Duty Rotary Broom	1	\$ 4,600.00	\$ 4,600.00
Standard Options - Per Unit				
001A	US/Canada	1	\$ 0.00	\$ 0.00
6818	Less Angling	1	\$ 0.00	\$ 0.00
6849	Broom mounting kit, drive shaft, and hydraulic angling	1	\$ 1,062.00	\$ 1,062.00
6886	2000-rpm front PTO	1	\$ 340.00	\$ 340.00
6951	Front 3-point hitch with A-frame quick attach system	1	\$ 1,872.00	\$ 1,872.00
	Standard Options Total			\$ 3,274.00
	Value Added Services Total			\$ 0.00
Other Charges				
	Freight	1	\$ 72.00	\$ 72.00
	Setup	1	\$ 700.00	\$ 700.00
	Other Charges Total			\$ 772.00
	Suggested Price			\$ 8,646.00
Customer Discounts				
	Customer Discounts Total		\$ -1,246.00	\$ -1,246.00
Total Selling Price				\$ 7,400.00