



Trail to the Past. Road to the Future.

CITY COUNCIL MEETING
MUNICIPAL COUNCIL CHAMBERS
21 5TH STREET E, MANTORVILLE, MN 55955
MONDAY, March 18, 2024
6:30 PM

1. Call to Order

2. Pledge of Allegiance

3. Changes to Agenda

4. Consent Agenda *

- A. Warrant List – Accounts Payable 3.18.24
- B. Regular Meeting Draft Minutes of County Commissioners of 2.13.24
- C. Regular Meeting Draft Minutes of County Commissioners of 2.27.24
- D. Mantorville Chamber of Commerce Minutes February 2024

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

- A. Fire Chief Duke Harbaugh
 - 1. Approval of New Member *
 - 2. Resignation of member *

9. New Business/Old Business

- A. Loren Castner - Township Variance
- B. Dave Thompson – Sewer Repair
- C. Selection of candidate for City Council Vacancy *

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
- 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>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>		

***Council Action Items**

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Payments

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Payments Batch 031224PAY		\$19,945.01	
Refer	0 <u>BADGER METER</u>	-	
Cash Payment	E 601-49400-300 Professional Srvs (GEN Meter Service		\$165.26
Invoice	80152833 3/18/2024		
Cash Payment	E 602-49450-300 Professional Srvs (GEN Meter Service		\$247.88
Invoice	80152833 3/18/2024		
Cash Payment	Meter Service		\$0.00
Invoice	80152833 3/18/2024		
Transaction Date	3/12/2024	MBT Bank Checking 10100	Total \$413.14
Refer	0 <u>CASEYS BUSINESS MASTERCARD Ck# 006109 3/18/2024</u>		
Cash Payment	E 602-49450-212 Motor Fuels Fuel		\$341.72
Invoice	3/18/2024		
Cash Payment	E 101-42200-212 Motor Fuels Fuel		\$88.97
Invoice	3/18/2024		
Cash Payment	E 101-42200-212 Motor Fuels Fuel		\$98.96
Invoice	3/18/2024		
Cash Payment	E 101-45200-212 Motor Fuels Fuel		\$55.14
Invoice	3/18/2024		
Transaction Date	3/12/2024	MBT Bank Checking 10100	Total \$584.79
Refer	0 <u>CASEYS BUSINESS MASTERCARD Ck# 006118 3/18/2024</u>		
Cash Payment	E 101-41410-430 Miscellaneous Food for Election Staff		\$33.26
Invoice	099984194 3/18/2024		
Transaction Date	3/12/2024	MBT Bank Checking 10100	Total \$33.26
Refer	0 <u>CMS - CONSTRUCTION MGMT.SE</u>		
Cash Payment	E 101-42400-300 Professional Srvs (GEN Permit approval and building inspection		\$393.45
Invoice	817-244590-1 3/18/2024		
Transaction Date	3/12/2024	MBT Bank Checking 10100	Total \$393.45
Refer	0 <u>GOPHER STATE ONE CALL</u>		
Cash Payment	E 601-49400-300 Professional Srvs (GEN Locates		\$4.32
Invoice	4020572 3/18/2024		
Cash Payment	E 602-49450-300 Professional Srvs (GEN Locates		\$6.48
Invoice	4020572 3/18/2024		
Transaction Date	3/12/2024	MBT Bank Checking 10100	Total \$10.80
Refer	0 <u>HAWKINS, INC</u>		
Cash Payment	E 601-49400-216 Chemicals and Chem Pr Chlorine Cylinder		\$10.00
Invoice	6689388 3/18/2024		
Transaction Date	3/12/2024	MBT Bank Checking 10100	Total \$10.00
Refer	0 <u>HOMETOWN HAULERS</u>		
Cash Payment	E 101-41940-384 Refuse/Garbage Dispos Garbage removal		\$113.11
Invoice	14477 3/18/2024		
Cash Payment	E 101-41940-384 Refuse/Garbage Dispos Garbage removal		\$48.08
Invoice	14477 3/18/2024		
Cash Payment	E 101-42200-384 Refuse/Garbage Dispos Garbage removal		\$48.07
Invoice	14477 3/18/2024		
Transaction Date	3/12/2024	MBT Bank Checking 10100	Total \$209.26
Refer	0 <u>INTERNAL REVENUE SERVICE Ck# 006113 3/18/2024</u>		

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Cash Payment	G 101-21703 FICA Tax Withholding	PR 4		\$1,057.80
Invoice	3/18/2024			
Cash Payment	G 101-21709 Medicare	PR 4		\$247.40
Invoice	3/18/2024			
Cash Payment	G 101-21701 Federal Withholding	PR 4		\$731.60
Invoice	3/18/2024			
Transaction Date	3/12/2024	MBT Bank Checking	10100	Total \$2,036.80
Refer	0 JACOBSEN LAW FIRM, P.A.	-		
Cash Payment	E 101-41600-304 Legal Fees	Legal Fees		\$211.00
Invoice 4181	3/18/2024			
Transaction Date	3/12/2024	MBT Bank Checking	10100	Total \$211.00
Refer	0 KASSON HARDWARE HANK	-		
Cash Payment	E 101-42200-240 Tools and Minor Equipm	Tools		\$62.97
Invoice	3/18/2024			
Transaction Date	3/12/2024	MBT Bank Checking	10100	Total \$62.97
Refer	0 KMTELECOM	-		
Cash Payment	E 101-41940-321 Communications Phone/	CITY HALL MAIN 5170		\$140.46
Invoice 10203318	3/18/2024			
Cash Payment	E 101-41940-321 Communications Phone/	CITY HALL - 5176 - 2ND LINE		\$20.79
Invoice 10203318	3/18/2024			
Cash Payment	E 101-41940-321 Communications Phone/	CITY HALL FAX 5300		\$25.00
Invoice 10203318	3/18/2024			
Cash Payment	E 101-42200-321 Communications Phone/	FD 5440		\$25.78
Invoice 10203318	3/18/2024			
Cash Payment	E 101-41940-321 Communications Phone/	STREETS - SHOP 5119		\$80.77
Invoice 10203318	3/18/2024			
Cash Payment	E 601-49400-321 Communications Phone/	WATER TOWER ALARM 3588		\$46.09
Invoice 10203318	3/18/2024			
Cash Payment	E 602-49450-321 Communications Phone/	LIFT STATION ALARM 5066		\$36.09
Invoice 10203318	3/18/2024			
Cash Payment	E 602-49450-321 Communications Phone/	WWTP 5463 ALARM		\$36.09
Invoice 10203318	3/18/2024			
Cash Payment	E 101-41940-321 Communications Phone/	LONG DISTANCE/TAXES/FEES		\$6.00
Invoice 10203318	3/18/2024			
Cash Payment	E 101-46500-437 Other Miscellaneous	EDA 800 NUMBER		\$0.00
Invoice 10203318	3/18/2024			
Transaction Date	3/12/2024	MBT Bank Checking	10100	Total \$417.07
Refer	0 MENARDS - NORTH ROCHESTER	-		
Cash Payment	E 101-43100-229 Safety/OSHA	Batteries and Safety items		\$78.38
Invoice 40531	3/18/2024			
Transaction Date	3/12/2024	MBT Bank Checking	10100	Total \$78.38
Refer	0 MINNESOTA REVENUE	Ck# 006111 3/18/2024		
Cash Payment	G 101-21702 State Withholding	PR 4		\$393.66
Invoice	3/18/2024			
Transaction Date	3/12/2024	MBT Bank Checking	10100	Total \$393.66
Refer	0 MN DEPARTMENT OF HEALTH	-		

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Cash Payment	E 601-49400-441 MDH FEE	Qtr 1 MDH Fee		\$998.73
Invoice	3/12/2024			
Transaction Date	3/12/2024	MBT Bank Checking 10100	Total	\$998.73
Refer	0 MN PERA	Ck# 006112 3/18/2024		
Cash Payment	G 101-21704 PERA	PR 4		\$1,239.92
Invoice	3/18/2024			
Transaction Date	3/12/2024	MBT Bank Checking 10100	Total	\$1,239.92
Refer	0 PAYMENT SERVICE NETWORK, IN	Ck# 006114 3/18/2024		
Cash Payment	E 602-49450-300 Professional Svcs (GEN	February Billing		\$100.32
Invoice	3/18/2024			
Cash Payment	E 601-49400-300 Professional Svcs (GEN	February Billing		\$66.88
Invoice	3/18/2024			
Transaction Date	3/12/2024	MBT Bank Checking 10100	Total	\$167.20
Refer	0 PITNEY BOWES PURCHASE POWE	-		
Cash Payment	E 602-49450-437 Other Miscellaneous	Postage for February		\$60.00
Invoice	3/18/2024			
Cash Payment	E 601-49400-430 Miscellaneous	Postage for February		\$40.00
Invoice	3/18/2024			
Cash Payment	E 101-41500-322 Postage	Postage for February		\$100.00
Invoice	3/18/2024			
Transaction Date	3/12/2024	MBT Bank Checking 10100	Total	\$200.00
Refer	0 CNH INDUSTRIAL ACCOUNTS	-		
Cash Payment	E 101-45200-404 Repairs/Maint Machiner	Blade		\$214.83
Invoice	3/18/2024			
Transaction Date	3/12/2024	MBT Bank Checking 10100	Total	\$214.83
Refer	0 QUALITY FLOW SYSTEMS	-		
Cash Payment	E 602-49450-300 Professional Svcs (GEN	Service Check		\$500.00
Invoice 46444	3/18/2024			
Transaction Date	3/12/2024	MBT Bank Checking 10100	Total	\$500.00
Refer	0 RESNEXUS	Ck# 006117 3/18/2024		
Cash Payment	E 603-45183-210 Tax and Licensing	Processing Fee		\$8.40
Invoice	3/18/2024			
Transaction Date	3/12/2024	MBT Bank Checking 10100	Total	\$8.40
Refer	0 SOUTHEAST SERVICE COOPERAT	Ck# 006116 3/18/2024		
Cash Payment	E 101-41500-120 Benefits	Employee health for March		\$4,318.80
Invoice	3/18/2024			
Transaction Date	3/12/2024	MBT Bank Checking 10100	Total	\$4,318.80
Refer	0 SOUTHEAST SERVICE COOPERAT	Ck# 006115 3/18/2024		
Cash Payment	E 101-41500-120 Benefits	Employee Health Insurance for February		\$2,591.28
Invoice	3/18/2024			
Transaction Date	3/12/2024	MBT Bank Checking 10100	Total	\$2,591.28
Refer	0 STUSSY CONSTRUCTION INC	-		
Cash Payment	E 101-43100-224 Street Maint Materials	Shop Bunker		\$278.88
Invoice 331932	3/18/2024			
Transaction Date	3/12/2024	MBT Bank Checking 10100	Total	\$278.88

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Refer	0	WARSAW SOLAR, LLC	-		
Cash Payment	E 101-43160-381	Electric Utilities	January Solar		\$1,514.32
Invoice	2402-6994D	3/18/2024			
Transaction Date	3/12/2024		MBT Bank Checking 10100	Total	\$1,514.32
Refer	0	XCEL ENERGY	Ck# 006110	3/18/2024	
Cash Payment	E 101-43160-381	Electric Utilities	STREET LIGHTS		\$1,350.85
Invoice		3/18/2024			
Cash Payment	E 101-43160-381	Electric Utilities	300 MAIN N BRIDGE LIGHTS		\$0.00
Invoice		3/18/2024			
Cash Payment	E 101-43160-381	Electric Utilities	130 ST.HWY 57 S.CITY SIGN		\$0.00
Invoice		3/18/2024			
Cash Payment	E 101-43160-381	Electric Utilities	60003 ST.HWY 57 N CITY SIGN		\$0.00
Invoice		3/18/2024			
Cash Payment	E 101-42200-380	Utility Services	21 5TH STREET SIREN		\$0.00
Invoice		3/18/2024			
Cash Payment	E 101-42200-380	Utility Services	21 5TH STREET E FH/CH/PUMP		\$0.00
Invoice		3/18/2024			
Cash Payment	E 101-42200-380	Utility Services	701 CHESTNUT SIREN		\$0.00
Invoice		3/18/2024			
Cash Payment	E 101-43160-381	Electric Utilities	410 CLAY POLE ON EDA LOT		\$0.00
Invoice		3/18/2024			
Cash Payment	E 101-41940-380	Utility Services	600 7TH STREET WEST MANTORFIEL		\$0.00
Invoice		3/18/2024			
Cash Payment	E 101-41940-380	Utility Services	340 CLAY RIVERSIDE W CENTER		\$0.00
Invoice		3/18/2024			
Cash Payment	E 101-41940-380	Utility Services	342 MAIN ST N RIVERSIDE NE		\$0.00
Invoice		3/18/2024			
Cash Payment	E 101-41940-380	Utility Services	601 GOLFVIEW DENNISON FIELD		\$0.00
Invoice		3/18/2024			
Cash Payment	E 101-41940-380	Utility Services	1008 EAST CITY SHOP		\$0.00
Invoice		3/18/2024			
Cash Payment	E 602-49450-380	Utility Services	121 BLANCH WWTF+SEC+PUMP		\$0.00
Invoice		3/18/2024			
Cash Payment	E 601-49400-380	Utility Services	841 BLANCH WTR WELL HOUSE		\$0.00
Invoice		3/18/2024			
Cash Payment	E 601-49400-380	Utility Services	924 JEFFERSON WATER TOWER		\$0.00
Invoice		3/18/2024			
Cash Payment	E 603-45183-381	Electric Utilities	324 MAIN ST N CAMPGROUND		\$0.00
Invoice		3/18/2024			
Cash Payment	E 101-41940-380	Utility Services	101 BLANCH NEW SHOP		\$0.00
Invoice		3/18/2024			
Cash Payment	E 101-41940-380	Utility Services	15 4TH STREET WEST RIVERSIDE		\$0.00
Invoice		3/18/2024			
Cash Payment	E 602-49450-380	Utility Services	601 JEFFERSON LIFT STATION		\$0.00
Invoice		3/18/2024			
Cash Payment	E 602-49450-380	Utility Services	121 BLANCH AUTO PROTECT LIGHT		\$0.00
Invoice		3/18/2024			
Cash Payment	E 101-43160-381	Electric Utilities	CHRISTMAS LIGHTS		\$0.00
Invoice		3/18/2024			

Payments

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Transaction Date	3/12/2024	MBT Bank Checking	10100	Total	\$1,350.85
Refer	0 CASEYS BUSINESS MASTERCARD				
Cash Payment	E 101-42200-212 Motor Fuels	FireDept Fuel			\$38.90
Invoice	3/18/2024				
Cash Payment	E 101-42200-212 Motor Fuels	FireDept Fuel			\$12.07
Invoice	3/18/2024				
Transaction Date	3/14/2024	MBT Bank Checking	10100	Total	\$50.97
Refer	0 KASSON HARDWARE HANK				
Cash Payment	E 101-42200-217 Other Operating Supplie	FD Trigger Snap			\$7.49
Invoice	3/18/2024				
Cash Payment	E 101-42200-217 Other Operating Supplie	FD Trigger Snap			\$31.96
Invoice	3/18/2024				
Transaction Date	3/14/2024	MBT Bank Checking	10100	Total	\$39.45
Refer	0 BATTERIES PLUS				
Cash Payment	E 101-42200-217 Other Operating Supplie	Batteries			\$97.31
Invoice	3/18/2024				
Transaction Date	3/14/2024	MBT Bank Checking	10100	Total	\$97.31
Refer	0 FIRE SAFETY USA, INC				
Cash Payment	E 101-42200-228 Equip. Repair and Maint	Supplies			\$930.00
Invoice	3/18/2024				
Cash Payment	E 101-42200-228 Equip. Repair and Maint	Supplies			\$434.50
Invoice	3/18/2024				
Transaction Date	3/14/2024	MBT Bank Checking	10100	Total	\$1,364.50
Refer	0 BOUND TREE MEDICAL, LLC				
Cash Payment	E 101-42200-311 First Responder Train/E	Medical Supplies			\$45.61
Invoice	3/18/2024				
Transaction Date	3/14/2024	MBT Bank Checking	10100	Total	\$45.61
Refer	0 VERIZON WIRELESS				
Cash Payment	E 101-42200-321 Communications Phone/	Current and passed bill, check returned			\$109.38
Invoice	3/18/2024				
Transaction Date	3/14/2024	MBT Bank Checking	10100	Total	\$109.38

Fund Summary

	10100 MBT Bank Checking	
		\$0.00
101 GENERAL FUND		\$17,276.75
601 WATER FUND		\$1,331.28
602 SEWER FUND		\$1,328.58
603 RV PARK		\$8.40
		<u>\$19,945.01</u>

Pre-Written Checks	\$12,724.96
Checks to be Generated by the Computer	\$7,220.05
Total	\$19,945.01

**UNAPPROVED MINUTES OF THE
DODGE COUNTY BOARD OF COMMISSIONERS REGULAR MEETING HELD
FEBRUARY 13, 2024**

Chair

Convene County Board Meeting

The Dodge County Commissioners met in regular session February 13, 2024, in the Board Room at the Dodge County Government Services Building, Mantorville, MN, at 9:30 a.m. Chair John Allen called the meeting to order at 9:30 a.m.

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

It was noted that Commissioner Tjosaas was attending the meeting remotely from 4602 South Biltmore Lane, Madison, WI.

Pledge of Allegiance

The pledge of allegiance was recited.

Determine Quorum

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

Also present:

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

Establish Agenda

Agenda Approved

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

Motion Adopted [Unanimous]

Consent Agenda

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

Motion Adopted [Unanimous]

- 1.1. Board of Commissioners - Regular Meeting - Jan 23, 2024 5:00 PM
- 1.2. Award 2024 Season Supplies
- 1.3. Final Payment for 2022 Bituminous Projects SAP 020-603-016, SAP 020-605-029, and SAP 020-609-036
- 1.4. Award SAP 020-609-037

Guy Kohlhofer, County Engineer

Turnback Hearing Schedule

Mr. Kohlhofer informed the Board that the Claremont hearing for the turnback of CSAH 5 and CR G was originally scheduled for March 12th, 2024. This hearing has to be rescheduled due to the townships annual meeting being scheduled on that date. The township informed the Highway Department that no other meeting may be held on March 12th, 2024.

Claremont Township has requested that we move the hearing to April 9th, 2024. The township is willing to recess their regular meeting for the turnback hearing. The hearing would be held after the Hayfield Township turnback hearing at 6:30 p.m. The County Engineer is recommending that the Board set the Claremont Township turnback hearing for 7:45 p.m. April 9th, 2024 to allow time to complete the turnback hearing in Hayfield and get to Claremont.

Motion by Toquam seconded by Tjosaas to move the CSAH 5 and CR G Turnback Hearing with Claremont Township to Tuesday, April 9th, 2024 at 7:45 p.m. as requested.

Motion Adopted [Unanimous]

Revocation of CR K to Canisteo Township

The County Engineer reported the process to revoke the designation of the North side of CR K, from CSAH 9 to CSAH 13 as a county road and turn it back to Canisteo Township has progressed throughout the past year. Discussions were held with Canisteo Township Officers and a public hearing regarding the revocation was held February 6, 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 generally within 3 miles of more improved county roads and do not substantially make connections between other county roads or destinations. Therefore, 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 the proposed resolution which revokes CR K, from CSAH 9 to CSAH 13, as a county road and places it under the jurisdiction of Canisteo Township.

Commissioner Kenworthy offered the following resolution (#2024-05), seconded by

Commissioner Toquam:

WHEREAS, it appears to the County Board of the County of Dodge that the road hereinafter described as CR "K" from C.S.A.H. 9 to C.S.A.H. 13 does not fulfill the general needs of a county road; and

WHEREAS, the location of CR "K" is; Canisteo Township, T106N R16W. The road runs east and west along the South side of sections 31,32 and 33.

NOW, THEREFORE BE IT RESOLVED, by the County Board of the County of Dodge that the road referred to as CR "K" within Canisteo Township from C.S.A.H. 9 to C.S.A.H. 13 be, and hereby is, revoked as a County Road and shall as of March 1, 2024 be within the jurisdiction of the Township of Canisteo and maintained as said jurisdiction deems necessary. Said revocation to be in accordance with Minnesota Statute 163.11 subd. 5.

BE IT FURTHER RESOLVED, the Highway Department of the County of Dodge will bring the condition of the surface and structures of CR "K" up to the typical condition of township roads in the township prior to the end of the required maintenance period.

Resolution Adopted [Unanimous]

Sunrise Trail Improvement Grant Application

Assistant County Engineer Travis Martin reported the Minnesota Department of Natural Resources (MnDNR) offers a Federal Recreation Trail Grant aimed at promoting the maintenance and development of motorized, non-motorized, or diversified trails by providing financial assistance. The Highway Department is in the process of preparing an application for this grant, which offers up to \$200,000 and requires a minimum 25% match. Their intended use of the grant funds is to pave a 1.5-inch overlay on the 2.2-mile stretch of the Sunrise Trail and improve trail/roadway crossings.

The estimated total cost of the construction project is \$316,000, with the remaining \$116,000 to be covered by local county funds. For this they would use wheelage tax funds for the local share. If the grant is successfully selected, the funds will become available in October 2024, and construction is anticipated to commence in the summer of 2025.

Included in the Board packet were letters of support from Kasson - Mantorville Activities Director and Community Education Director.

The County Engineer is requesting that he be authorized to sign the grant application and approve resolution for the trail grant.

Commissioner Kenworthy offered the following resolution (#2024-06), seconded by Commissioner Tjosaas:

WHEREAS the County of Dodge supports the grant application made to the Minnesota Department of Natural Resources for the Federal Recreational Trail Program. The application is to resurface and improve trail/roadway crossings along the 2.2 miles of Sunrise Trail under

the project name of Sunrise Trail Improvement Project. The project is located on existing public owned lands between Kasson and Mantorville; and

WHEREAS the County of Dodge recognizes that it has secured \$116,000 in local cash matching funds for this project and must provide a twenty-five percent (25%) cash match.

NOW, THEREFORE, BE IT RESOLVED, if the County of Dodge is awarded a grant by the Minnesota Department of Natural resources, the County of Dodge agrees to accept the grant award and may enter into an agreement with the State of Minnesota for the above referenced project. The County of Dodge will comply with all applicable state and federal laws, environmental requirements and regulations as stated in the grant agreement.

BE IT FURTHER RESOLVED that the applicant has read the Conflict-of-Interest Policy contained in the Trail Program Grant Manual and certifies it will report any actual, potential, or organizational conflicts of interest upon discovery to the state related to the application or grant award.

BE IT FURTHER RESOLVED, the Board of Commissioners of the County of Dodge names the fiscal agent for the County of Dodge for this project as:

Lisa Kramer
Director of Finance
Dodge County
721 N Main Street
Mantorville, MN 55955

BE IT FURTHER RESOLVED, the County of Dodge hereby assures the Sunrise Trail Improvement Project will be maintained for a period of no less than 20 years.

Resolution Adopted [Unanimous]

Jackson Miller, Environmental Project Manager

Dodge County 2023 State of the Water

Mr. Miller provided the Board with a presentation on the state of the county's water for 2023.

The Environmental Project Manager discussed the following with the Board:

- Regional Nitrate News
- Dodge County Nitrate Statistics
- Volunteer Nitrate Monitoring Network
- Support in Dodge County

Commissioner Allen and Commissioner Toquam discussed funding the One Watershed One Plan groups are receiving and the difficulties they are experiencing with spending that money. It was suggested that Mr. Miller reach out to these entities to see if any of those funds could be used to improve water quality in Dodge County.

Commissioner Allen indicated that he believes Goodhue County is ahead of Dodge County in their efforts to clean up their waters.

Commissioner Toquam noted people can come in and get free water test kits from Environmental Services.

The Environmental Project Manager clarified that they have a limited amount of free water test kits, and when they are gone, they won't get another batch of free test kits again until August. Mr. Miller reported county residents still have the option to purchase water test kits for a fee once all of the free test kits have been distributed.

Commissioner Toquam stated she feels the environmental practices they have in place now are better than they were 30 years ago. Ms. Toquam noted although farmers today are more aware of their impact on the environment and take steps to protect the environment, they are still being blamed for issues that may have been created by the farming practices years ago.

Mr. Miller reported he believes we have better practices in place now and that is likely the reason that they are seeing the nitrate levels coming down.

The Board thanked Mr. Miller for the update.

Motion No Vote

Brandon Servantez, Veteran Services Officer

Resolution Request to Accept a Donation from Claremont Area Chamber of Commerce

Mr. Servantez reported that the Claremont Area Chamber of Commerce donated \$500 to put towards a new veteran services vehicle.

Commissioner Toquam offered the following resolution (#2024-07), seconded by Commissioner Kenworthy:

WHEREAS, the Dodge County Veterans Services Office from time to time receives donations from individuals and/or organizations; and

WHEREAS, the Dodge County Veterans Services Office wishes to accept this donation and utilize towards the cost of a new veterans services vehicle; and

WHEREAS, pursuant to Minnesota Statute 465.03, the county shall by resolution of the governing body adopt by a two-thirds majority of its members accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor.

NOW THEREFORE BE IT RESOLVED, that the Dodge County Board of Commissioners hereby accept the following donation to be used towards the cost of a new veteran service vehicle.

Claremont Area Chamber of Commerce donation in the amount of \$500.

Resolution Adopted [Unanimous]

Paul Kiltinen, County Attorney

Legal Update

Mr. Kiltinen provided the Board with a legal update.

The County Attorney informed the Board that they are now doing a jury trial calendar every month. This is different than what they've been doing, but it's helping to get some of the stale cases done. Mr. Kiltinen reported it's also easier for them because they can plan around when a jury trial is going to happen.

Motion No Vote

Tobey Hicks, Information Technology Director

2024 Computer Equipment Purchases and M365 Subscriptions

Mr. Hicks informed the Board that Dodge County IT is looking for approval to purchase all planned computers for 2024 at one time. The total cost for computers this year is \$72,175. They are also looking to get the Microsoft Cloud project started. In order to do this, Information Technology will need to purchase our subscriptions and hire a vendor to help them out with this setup. The annual recurring subscriptions cost will be \$125,400 with an additional \$20,000 to hire a vendor to help us migrate to The Microsoft Cloud. The Director of Information Technology reported that both of these items are in the budget for 2024.

Motion by Kenworthy seconded by Tjosaas to approve and authorize the IT office to purchase all the planned computers for 2024 at a cost of approximately \$72,175, to get the Microsoft Cloud project started with purchasing the needed subscriptions at a cost of approximately \$125,400 annually, and hiring a vendor to help set this system up and migrate to The Microsoft Cloud at a cost of approximately \$20,000.

Motion Adopted [Unanimous]

Lisa Kramer, Finance Director

Bills Reviewed

Ms. Kramer reviewed bills with the Board.

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

01	Revenue Fund	\$ 150,513.70
13	Road and Bridge Fund	\$ 85,048.73

16	Environmental Quality Fund	\$ 138,639.69
80	Agency Fund	\$ 3,693.26
	Total	\$ 377,895.38

Motion Adopted [Unanimous]

Sara Marquardt, Accounting Services Director

Appointment of County Canvassing Board Members and Set Canvassing Board Date

Ms. Marquardt reported that the County Canvassing Board is required to meet to canvas the results of the Presidential Nomination Primary Election. State Statute 204C.31 provides that the following individuals be on the County Canvassing Board:

- County Auditor
- County Court Administrator
- Mayor of the County’s Largest City or Township Chair
- Two Members of the County Board

The Elections Administrator reported that Canvassing Board meetings can meet on the dates listed below:

County Presidential Nomination Primary Canvassing Board

Thursday March 7, 2024 or Friday, March 8, 2024

TBD

Conference Room A

It was pointed out this is the only Canvassing Board this year that Commissioners Kenworthy and Allen would likely be able to serve on since they will be running for re-election this year.

Motion by Toquam seconded by Tjosaas to appoint Commissioner Kenworthy and Commissioner Allen to the County Canvassing Board and set Thursday, March 7th, 2024 at 9:00 a.m. at the Government Services Building in Mantorville, MN as the date and time for the Presidential Nomination Primary Canvassing Board meeting.

Motion Adopted [Unanimous]

Scott Rose, Sheriff

Law Enforcement Services Contracts

Mr. Rose reported that he has the city and school contracts for this year signed by City Administrators and Superintendents. These contracts are figured as was discussed during their budget presentation last year and are in need of Board Chair signatures.

Contract terms and costs were listed as follows:

Entity	Terms	Annual
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		Cost
Hayfield School District School Resource Officer Services	9/1/23 - 6/20/24	\$14,730
Triton School District School Resource Officer Services	1/1/24 - 12/31/24	\$18,144
City of Claremont Law Enforcement Services	1/1/24 - 12/31/24	\$75,190
City of Dodge Center Law Enforcement Services	1/1/24 - 12/31/24	\$318,683
City of Hayfield Law Enforcement Services	1/1/24 - 12/31/24	\$159,341
City of Mantorville Law Enforcement Services	1/1/24 - 12/31/24	\$107,334

Commissioner Allen informed the Board that he had concerns with the cost of the SRO Officer services and had an opportunity to discuss those concerns with the Sheriff prior to the meeting. Mr. Allen was concerned with the fact that the amount the schools were being charged for the SRO services weren't enough to cover the actual cost of the officers wages.

Sheriff Rose informed Commissioner Allen that he inherited the contract amounts when he became Sheriff and that he has increased the SRO fees to the schools each year by 3% since he took office. Those fees were handled differently by the previous Sheriff and didn't keep up with the cost of the actual services that were being provided. Sheriff Rose assured the Board that when he has an opportunity to adjust those rates, such as the most recent increase in SRO services at the Triton School District, he has adjusted the rate to reflect the actual cost to provide those services. Mr. Rose noted the current rate is figured using 8 months of a Deputy's salary, which aligns with the length of the school year.

Motion by Kenworthy seconded by Toquam to approve and authorize the Chair to sign the proposed contracts with the cities of Claremont, Dodge Center, Hayfield and Mantorville and the Triton and Hayfield School Districts as requested.

Motion Adopted [Unanimous]

Lease Program with Sheriff Department

Sheriff Rose reported he is providing this lease update at the request of the Board Chair.

The Sheriff's Office has nine Tahoes that are waiting on parts for upfitting at the upfitters in Kasson. This is essentially 2 years of vehicles because of the market and backup with manufacturers, which was unfortunately out of their control. Four of these squads are replacing older owned vehicles, and five are replacing the Durango's which were the first leased Enterprise vehicles. As soon as they have all the equipment and the squads are upfitted, these vehicles will go into service and the Sheriff's Office will have Enterprise sell the vehicles being replaced.

Moving forward, these nine Tahoes will remain in service for 4 years. They will then be sold and replaced based on mileage and other factors. The equity once sold will get rolled back into the lease to pay down the increased cost for new Tahoes. The equipment in these Tahoes will be used for two cycles, or 8 years - so they'll have to pay labor in 4 years to switch out the equipment, but shouldn't incur much for new equipment costs.

Sheriff Rose noted this is one rotation cycle where they will have more than four or five

vehicles to upfit, but unfortunately the market dictated that, not the Sheriff's Office.

The goals of this program were listed as follows:

- 1) Keep their staff in up-to-date vehicles to keep their Deputies safe and the public safe.
- 2) Reduce maintenance/repair costs.
- 3) Utilize equity to keep monthly rates low.
- 4) Make annual budgeting simple.
- 5) Quality equipment attracts quality candidates.

Commissioner Allen reported that he doesn't like the way Enterprise has handled this lease program. Mr. Allen stated that he would like to get back to the normal rotation where they will replace four squads one year and five the next, not nine in one year.

Sheriff Rose noted some of the delays in getting the squads has been due to Covid and the availability of squads and parts. Mr. Rose informed the Board that they plan to go back to the normal rotation for squads next year.

Commissioner Toquam wanted to know if the Sheriff plans to stay with Tahoes now.

Mr. Rose reported that they plan to stay with the Tahoes. They are a better vehicle, they can re-use the equipment if the body style doesn't change too much, and it's the preferred squad.

The Sheriff was thanked for the update.

Motion No Vote

Out of County Mileage

The Sheriff informed the Board that they have a Deputy moving to Brownsdale. Mr. Rose is requesting that the Board approve the proposed Out-of-County Mileage sheet as listed in the Board packet.

Commissioner Allen reported that he was not in favor of approving the request at the proposed rate of \$0.50 per mile, he felt the rate should be at the approved IRS mileage reimbursement rate which is currently \$0.67 per mile.

Motion by Toquam seconded by Kenworthy to approve and authorize Deputy Purdue to drive his squad home and out of the county and reimburse the county at \$0.50 per mile for the miles driven out of the county as proposed.

Motion Adopted [3 to 1]

Jim Elmquist, County Administrator

Personnel Agenda Reviewed

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

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

A. Sheriff's Office

- A.1 Jeff Brion - Patrol Sergeant
Step increase from C43 step 2 \$40.55 to C43 step 3 \$41.37.
Effective Date: 1/15/24
- A.2 Matt Maas - PSAP/Emergency Management Director
Step increase from C43 step 3 \$47.35 to C43 step 2 \$48.77.
Effective Date: 1/10/24
- A.3 Part-time Sheriff's Office staff review of FTE status. The following changes need to be made according to average hours worked. The next audit will be 7/2024.
Ken Schuck - Courthouse Deputy
Increase FTE from on-call to .45 FTE.
Effective Date: 1/1/24

B. Land Records

- B.1 Christina Steneman - Land Records Clerk
Step increase from B21 step 8 \$20.31 to B21 step 7 \$20.96.
Effective Date: 1/26/24

C. Extension

- C.1 Alyson Laganiere - Administrative Assistant
Step increase from B22 step 7 \$22.37 to B22 step 6 \$23.10.
Effective Date: 2/18/24

D. Highway Department

- D.1 Part-time Highway staff review of FTE status. The following changes need to be made according to average hours worked. The next audit will be 7/2024.
Ashley Larson - Administrative Assistant
Decrease FTE from .85 to .80.
Effective Date: 7/1/23

E. Public Health

- E.1 Amy Evans - Public Health Director
Step increase from D71 step 8 \$54.95 to D71 step 7 \$56.60.
Effective Date: 1/31/24
- E.2 Katelyn Martin - Administrative Assistant
Authorization to employ at B21 step 4 \$23.02 to fill approved vacancy.
Effective Date: 2/20/24
- E.3 Megan Giese - Intern (Unpaid)
Provide educational opportunity for high school student through Future Forward program.
Effective Date: 4/29/24 - 5/24/24
- E.4 Public Health Assistant - Job Description Change
Approval of Case Aide job change to Public Health Assistant with additional duties.
Effective Date: 2/13/24

Motion Adopted [Unanimous]

Mr. Elmquist did not have a County Administrator update to provide.

Motion No Vote

Public Health Committee Report - Commissioner David Kenworthy

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

Request for Out-of-State Travel

Mr. Kenworthy presented for the Board's consideration Public Health's out-of-state travel request. The National Association of County and City Health Officials (NACCHO) is hosting the MRC National Summit. The Medical Reserve Corps unit leaders are encouraged to attend. There has not been a national summit since pre-pandemic. The Summit will provide leaders a place to learn from their peers and bring lessons back to share and implement within their unit as well as across the region for improved regional coordination.

Numerous travel awards were provided as part of NACCHO's goal to have as many unit leaders attend. Madison Snitker is a recipient of the NACCHO Travel Award. This award will cover travel to and from home, three nights lodging and per diem meals during travel and for meals not covered as part of the conference. There is no registration fee for this conference. Therefore, the only costs incurred will be Ms. Snitker's time, which will be covered by the MRC STTRONG grant that Public Health received.

Motion by Kenworthy seconded by Tjosaas to approve and authorize out-of-state travel for Health Educator Madison Snitker to the MRC National Summit in Chicago, IL May 22-24, 2024 as requested with the cost for travel, lodging, and meals to be covered by a NACCHO Travel Award.

Motion Adopted [Unanimous]

Public Health Update

Commissioner Kenworthy shared the following Public Health update with the County Board:

- 1) MRC MOU will be signed by all LPH agencies in the SE MN Region. This MOU relates to sharing MRC resources amongst the counties and provides the ability for all MRC unit administrators to serve as a backup to each other if one is overwhelmed by their county's response.
- 2) WIC client customer survey was sent out the first part of February. Clients will have until 2/29/24 to provide feedback on customer service provided by WIC staff. Data will be captured and provided to Dodge County Public Health by Olmsted County Public Health through the partnership under the CDC Infrastructure Grant.
- 3) LPHA Day at the Capitol will be 2/15/24. This will be an opportunity to discuss public health policy with elected officials.
- 4) Staff training for the implementation of the MECOSH program will occur this month. Once staff have attended the stop gap training, they will be able to start recruiting clients for the program. MECOSH is an evidence-based family home visiting program tailored to pregnant women and infants under 2 months of age. Currently, Steele County Public Health has been providing a nurse to serve Dodge County clients who meet the requirement of this program.
- 5) Staffing update.

Motion No Vote

Duke Harbaugh, Facilities & Fleet Manager

Fairgrounds Event Space Special Inspection

Mr. Harbaugh reported that in order for the building to be erected at the Fairgrounds the county will have to hire an inspector for soils, concrete, and steel inspections along with a summary report. This is typical of all projects and AB Systems assumes \$3,800 of the contracted amount as part of the project, the Facilities & Fleet Manager will work with AB Systems on the details of processing the payments/credits.

Commissioner Allen reported that the county will have to absorb the remaining cost of the inspections.

Motion No Vote

Underground Storage Tank and Dispenser Updates

Mr. Harbaugh reported that during a recent inspection of our Mantorville location the spill bucket was found to be defective, our overfill was not audible, and we had a union on the dispenser that was not dielectric. Our PetroVend controller is also on the verge of failure due to rust and the key pad is intermittently working, so they asked them to include this replacement as well. Minnesota Petroleum, who is our preferred vendor from the Highway Department's tank installation, has been on site and produced a proposal to take care of our deficiencies. We will have a small additional cost to have the alarm wired and will use Marti Electric for this.

Motion by Kenworthy seconded by Toquam to approve and authorize the Facilities & Fleet Manager to sign the proposed contract with MN Petroleum to replace the PV200 pedestal, install overfill alarm on existing tank monitor, replace the union under the dispenser and replace the spill bucket and associated components as requested at a cost of approximately \$16,994.00.

Motion Adopted [Unanimous]

Closed Session: Pending Litigation - Courthouse and GSB Reconstruction & Improvements

Mr. Harbaugh was present to discuss pending litigation on two of our buildings with the Board.

Motion by Toquam seconded by Kenworthy to close the meeting to the public at 11:14 a.m. to discuss pending litigation relating to Courthouse and Government Services Building reconstruction and improvement from 2015.

Motion Adopted [Unanimous]

Meeting Opened to the Public

Motion by Kenworthy seconded by Tjosaas to open the meeting to the public at 11:27 a.m.

Motion Adopted [Unanimous]

Mechanical System Upgrade for Courthouse and Government Services Building Approved

Motion by Kenworthy seconded by Tjosaas to approve and authorize the Facilities & Fleet Manager to write up and advertise for the Mechanical Systems Upgrade of the Courthouse and Government Services Building as discussed.

Motion Adopted [Unanimous]

Administration Committee Report - Commissioner Rodney Peterson

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

Commissioners provided their agency reports. Commissioner Allen attended a Zumbro Watershed District meeting. Commissioner Kenworthy attended a CHB meeting, a Township Supervisors meeting, a Task Force on Emergency Medical Services meeting, a Canisteo Turnback meeting, Veteran's Court and a SEECB Joint meeting. Commissioner Peterson was not available to report his meeting attendance. Commissioner Tjosaas attended a City of Kasson TIF Public Hearing, a Dodge/Steele Community Health Board meeting, a City of Kasson Rural Entrepreneurship Venture Kick Off and a Semcac meeting. Commissioner Toquam attended a new Board training session for MNPrairie, a SCHA Compliance meeting, a SCHA Board meeting, a Township Officers meeting, a One Watershed One Plan meeting, MNPrairie Executive Director interviews and a County Board meeting.

Motion No Vote

There were no Other Deferred Business items to discuss.

Motion No Vote

Adjourn

Meeting Adjourned

Motion by Toquam seconded by Kenworthy to adjourn the meeting at 11:28 a.m.

Motion Adopted [Unanimous]

**UNAPPROVED MINUTES OF THE
DODGE COUNTY BOARD OF COMMISSIONERS REGULAR MEETING HELD
FEBRUARY 27, 2024**

Chair

Convene County Board Meeting

The Dodge County Commissioners met in regular session February 27, 2023, 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
Paul Kiltinen County Attorney

Establish Agenda

Agenda Approved

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

Motion Adopted [Unanimous]

Consent Agenda

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

Motion Adopted [Unanimous]

- 1.1. Committee of the Whole - Committee Meeting - Feb 13, 2024 9:10 AM
- 1.2. Board of Commissioners - Regular Meeting - Feb 13, 2024 9:30 AM

- 1.3. Award SAP 020-599-121 and SAP 020-599-122
- 1.4. Award Fuel Contract

Travis Martin, Assistant County Engineer
2024 Weight Restrictions

Mr. Martin presented for the Board’s consideration the 2024 weight restrictions resolution. The resolution lists the routes and segments as they are posted for Spring Load Restrictions. Restriction timing is recommended by MnDOT utilizing various methods to monitor thawing index and frost out. This timing notice is provided with a three-day advance of placing restrictions on State roads.

As our roads are not typically built to the standards of the average State road we follow the initiation of load restrictions but then keep ours on approximately two weeks longer in the spring. As weather is unpredictable it is difficult to guess what road thawing is going to be like during any given season.

The proposed resolution authorizes the County Engineer to set the timing of the load restrictions as necessary for the season.

Commissioner Kenworthy offered the following resolution (#2024-08), seconded by Commissioner Tjosaas:

BE IT RESOLVED, by the County Board of Commissioners of Dodge County, that due to deteriorations caused by snow, rain and the usual spring climatic conditions, county roads will be seriously damaged unless restrictions are placed on the vehicles operating thereon;

NOW, THEREFORE, no person shall operate any vehicle or combinations of vehicles upon any County State Aid Highway or County Aid Road over the posted weight limit per axles, as defined by Minnesota Statute, Section 169.87 and as amended by the 1981-82 legislature, and not to exceed six tons per axle based on gross weight formulas except on roads restricted by bridges of lesser posted weight and those roads specified as follows:

10 TONS PER AXLE

- C.S.A.H. 1 from C.S.A.H. 34 (old T.H 14) to C.S.A.H. 3 (Front Street in Claremont)
- C.S.A.H. 3 (Front St. in Claremont) from C.S.A.H. 1 to East Street
- C.S.A.H. 3 from T.H. 14 to C.S.A.H. 34 (old T.H. 14)
- C.S.A.H. 7 (Old T.H. 56) from T.H. 14 to C.S.A.H. 34 (old T.H. 14)
- C.S.A.H. 13 from T.H. 14 to 3450 feet Southeast
- C.S.A.H. 17 from C.S.A.H. 16 to C.S.A.H. 22
- C.S.A.H. 25 from T.H. 14 to C.S.A.H. 34 (Old T.H. 14)
- C.S.A.H. 34 (Old T.H. 14) from the West County Line to C.S.A.H. 25

9 TONS PER AXLE

C.S.A.H. 1	from C.S.A.H. 34 to C.S.A.H. 24
C.S.A.H. 2	from the West County Line to T.H. 56
C.S.A.H. 3	(Front St. in Claremont) from East Street to C.S.A.H. 3
C.S.A.H. 4	from T.H. 56 to the East County Line
C.S.A.H. 5	from C.S.A.H. 2 to T.H. 14
C.S.A.H. 5	from C.S.A.H. 24 to the North County Line
C.S.A.H. 7	from C.S.A.H. 34 (Old T.H. 14) to the North County Line
C.S.A.H. 9	from T.H. 14 to C.S.A.H. 22
C.S.A.H. 9	from T.H. 30 to the South County Line
C.S.A.H. 10	from C.S.A.H. 3 to C.S.A.H. 5
C.S.A.H. 11	from C.S.A.H. 16 to C.S.A.H. 19
C.S.A.H. 12	from C.S.A.H. 9 to T.H. 57
C.S.A.H. 13	from 3,450 feet Southeast of T.H. 14 to the South County Line
C.S.A.H. 15	from T.H. 30 to C.S.A.H. 34 (Old T.H. 14)
C.S.A.H. 16	from T.H. 56 to C.S.A.H. 17
C.S.A.H. 19	from 240 th Ave to the East County Line
C.S.A.H. 20	from C.S.A.H. 1 to T.H. 56
C.S.A.H. 21	from C.S.A.H. 34 (old T.H. 14) to C.S.A.H. 12
C.S.A.H. 22	from C.S.A.H. 24 to C.S.A.H. 17
C.S.A.H. 24	from the West County Line to C.S.A.H. 22
C.S.A.H. 34	(Old T.H. 14) from C.S.A.H. 25 to the East County Line
C.A.R. "G"	from the West County Line to C.S.A.H. 1
C.A.R. "L"	from T.H. 30 to C.S.A.H. 4 (740 th St)
C.A.R. "N"	(740 th St) from T.H. 56 to C.A.R. "T" (200 th Ave)
C.A.R. "T"	(200 th Ave) from C.A.R. "N" to C.S.A.H. 4

7 TONS PER AXLE

C.S.A.H. 1	from the West County Line to C.S.A.H. 3 (Front Street in Claremont)
C.S.A.H. 3	from T.H. 30 to T.H. 14
C.S.A.H. 5	from the South County Line to C.S.A.H. 2
C.S.A.H. 9	from T.H. 30 to T.H. 14
C.S.A.H. 9	from C.S.A.H. 9 to C.S.A.H. 13 (On the South County Line)
C.S.A.H. 10	from C.S.A.H. 5 to T.H. 56
C.S.A.H. 15	from C.S.A.H. 34 (Old T.H. 14) to T.H. 57
C.S.A.H. 18	from C.S.A.H. 11 to C.S.A.H. 17
C.S.A.H. 20	from the West County Line to C.S.A.H. 1
C.S.A.H. 24	from C.S.A.H. 22 to the East County Line

Emergency vehicles of the public utilities used incidental to making repairs to its plant and equipment or fire apparatus vehicles shall be exempt from the provisions of this resolution.

The County Board authorizes the County Engineer to determine the effective date for road postings and to lower a road posting due to road conditions as he sees the need.

Resolution Adopted [Unanimous]

Laura Qualey, Community & Business Development Specialist
Economic Development Authority 2023 Year in Review

Ms. Qualey met with the Board to provide them with the highlights and happenings in the Economic Development Department from 2023.

The Community & Business Development Specialist reported the Economic Development focus in 2023 seemed to be heavily weighted in the child care arena for Dodge County. The lack of child care spaces in small communities can pose significant challenges for families and impact various aspects of community life. Adequate, quality child care options are crucial for workforce participation, especially for parents. Which is why a significant amount of time was spent addressing the lack of child care spaces and attempting to retain the providers that are licensed in the County and surrounding area.

A shift in the availability and quality of child care services is due to retirement of providers. In 2000, there were about 86 licensed child care providers in Dodge County and as of 2023, that number was closer to 45. Without child care, it impacts the labor force participation rate, particularly among parents with young children.

The retirement of providers creates a ripple effect that extends beyond the child care sector, influencing various aspects of the economy, education, real estate, and community well-being. The nature and magnitude of these effects depend on local factors, policies, and the adaptability of the community to address changing needs.

Multiple programs from the State, Southern Minnesota Initiative Foundation and other resources are available to increase child care capacity and the EDA will continue to stay on top of them and work with MN Prairie, school districts, centers and the Dodge County Licensed Child Care Association (DCLCCA) providers to see how they can continue to retain, recruit and increase capacity and providers in the County.

Ms. Qualey reviewed the following information with the Board:

Business Updates

- New
- Closed
- Relocated
- Coming Soon

Childcare

Community Updates

- Hayfield
- Claremont
- West Concord

- Kasson
- Mantorville
- Dodge Center

Revolving Loan Fund

- Chuy's/Rosario's Bakery
- Chaotic Good Brewing
- Berg Loan
- French's

Outlook for 2024

- Childcare
- Housing
- Recreation
- Business Development

The Board thanked Ms. Qualey for the update.

Motion No Vote

Child Care Grant Application

Ms. Qualey reported DEED is offering a Child Care Economic Development Grant to increase expansion of existing facilities or increase capacity for licensed child care facilities in MN. A local child care facility will be expanding their services to include preschool in the Fall of 2024 which will start with 20 spots and will add additional spots as staff are hired. Their existing facility has a lower level that is underutilized and they would like to renovate the space so they can maximize their space and offering of services to the community. Individual facilities can request up to \$300,000 for this competitive grant.

Eligible recipients for this grant include a: public entity, Tribal Nation, community service agency, or 501(c)(3) which will act as the lead applicant for the grant. Individual childcare programs, (both family and center-based) that are seeking funds to establish new operations or expanding existing operations are encouraged to partner on their funding request with one of the aforementioned eligible recipients.

The Dodge County EDA is authoring the grant on behalf of a Kasson child care facility and its owners. There is no monetary match being sought from the County, but the child care facility owners will be required to match 50% of their requested funds. The County will be the fiscal host of the funds if the EDA is successful with receiving the award and will work closely with the facility owners to ensure that the funds are spent according to the grant requirements and that required reporting is also submitted to comply with the grant.

The action requested from the Board of Commissioners is for a motion of support to submit the grant and have the Chairman of the Board of Commissioners sign two documents that are required to be submitted with the application that is due on March 12th. One document is regarding a Conflict of Interest and the other is pertaining to non-collusion, both were included in the Board packet for review.

Motion by Toquam seconded by Tjosaas to support Ms. Qualey's request to submit the Child Care Economic Development Grant paperwork as discussed and authorize the Chair to sign the necessary paperwork.

Motion Adopted [Unanimous]

Jean Allen, Taxpayer Services Director

Bills Reviewed

Ms. Allen reviewed bills with the Board.

Commissioner Peterson expressed his displeasure with the rifle supplies that were purchased by the Sheriff's Office as listed on page 8 of the bills, in the amount of \$11,164.01.

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	\$	124,151.92
13	Road and Bridge Fund	\$	94,298.87
16	Environmental Quality Fund	\$	<u>18,170.63</u>
	Total	\$	236,621.42

Motion Adopted [4 to 1]

Jim Elmquist, County Administrator

4th Quarter Financials, 2023

Mr. Elmquist reported that included in the Board packet was the fourth quarter financials for 2023. The County Administrator noted that Jean Allen developed the Excel report for the Board's review along with supporting comments. Ms. Allen she was available to comment on the financials.

Notes regarding the financials were listed as follows:

Expenditures-

Buildings - Expenses for Highway Building in the 2023 report and showed in reserve account.

Highway - email from Guy Kohlnhofer included in Board packet. Overall positive variance for 2023 with accounts not always reimbursed or paid within calendar year.

ES - Commodities (Recycle) high price in 2023. Grant expenses show in 2023.

Revenue

Highway revenue down with project delayed (CSAH 3).

Increased Public Safety Aid shows in 2023.

The Board thanked Mr. Elmquist and Ms. Allen for the update.

Motion No Vote

Jim Elmquist, County Administrator

Personnel Actions Reviewed

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

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

A. Sheriff's Office

- A.1 Jeff Espinosa - Patrol Captain
Step increase from C52 step 4 \$47.25 to C52 step 3 \$48.67.
Effective Date: 1/15/24

B. Environmental Services

- B.1 Jackson Miller - Environmental Program Manager
Step increase from B31 step 7 \$26.00 to B31 step 6 \$26.83.
Effective Date: 3/15/24

C. Administration

- C.1 David Myers - Information Systems Specialist
Regular status and step increase from B31 step 2 \$30.48 to B31 step 1 \$31.40.
Effective Date: 3/6/24

D. Highway Department

- D.1 Travis Martin - Assistant County Engineer - Design
Regular status and step increase from C52 step 4 \$47.25 to C52 step 3 \$48.67.
Effective Date: 3/13/24

Motion Adopted [Unanimous]

Paul Kiltinen, County Attorney

Legal Update

Mr. Kiltinen provided the Board with a legal update.

Motion No Vote

Public Works Committee Report - Commissioner Rodney Peterson

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

Resolution For Agreement to State Transportation Fund Local Bridge Replacement

Program Grant Terms and Conditions SP 020-609-037

In 2024 the Highway Department will be constructing Bridge No 20J50 on C.S.A.H. 9, at the T-intersection of 690th St. The primary source of funding for the project will be from State Bridge Bond Funds in the amount of \$80,349.25 in the form of a Local Bridge Replacement Program (LBRP) Grant. The remaining project costs will be funded by Regular State Aid Construction dollars.

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

Commissioner Peterson offered the following resolution (#2024-09), seconded by Commissioner Toquam:

WHEREAS, Dodge County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for construction of Bridge No. 20J50; and

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

WHEREAS, the amount of the grant has been determined to be \$80,349.25 by reason of the lowest responsible bid;

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

Resolution Adopted [Unanimous]

Administration Committee Report - Commissioner John Allen

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

Commissioners provided their agency reports. Commissioner Allen attended a meeting at the Capital. Commissioner Kenworthy attended a SECB meeting, a SEEMS Investment meeting, a Fair Board meeting and a Fairview Care Center meeting. Commissioner Peterson attended a Fairview Care Center meeting, a Housing Trust Fund Advisory Committee meeting, a Root River One Watershed One Plan meeting, an AMC Legislative Conference, a SEMMCHRA meeting, a Human Services Leadership forum and a NaCO Conference. Commissioner Tjosaas attended a MNPrairie Finance meeting, a Drug Court Task Force meeting, a SCHRC meeting and a Fairview Care Center meeting. Commissioner Toquam attended a SCHRC Board

meeting, a Fairview Care Center meeting and a County Board meeting.

Motion No Vote

County Administrator Update

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

Motion No Vote

There were no Other Deferred Business items to discuss.

Motion No Vote

Adjourn

Meeting Adjourned

The Chair adjourned the meeting at 6:09 p.m.

The next regular meeting of the Dodge County Board of Commissioners will be held on March 12, 2023 at 9:30 a.m.

Motion No Vote

Mantorville Chamber of Commerce

February 7, 2024

Greek Revival House

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

In attendance were Terry E., Paul L., Lois H., Lynnette N., Mary Ann B., Kate B., Emma B., Amy E., Jessca S., Linda K., and Barbara L...

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

The secretary's: The secretaries report was emailed to each member. Motion Passed.

Treasure Report: A copy the of the Treasure report was give to each in attendance. There was come discussion and a motion was made by Mary Ann B. and seconded by Linda K. to accept the treasure report as presented. Motin Passed.

Farmers Market – Paul Larsen reported that there will be an indoor market February 10, 2024 at the Welcome Center It will be held from 10:00 am to 2:00pm. Valentine things and Super bowl items.

Old Business: Chamber Dinner; There were 52 in attendance. The speaker gave every one information on a New Brewery in Mantorville. No site yet but he did know that it will not be at the site right next to the brewery runs. Looking for investors and will keep the chamber informed on the progress.

Business Expo- It will be March 23, 2024 at the Triton School. It will be held from 8:00am to 2:00 pm. Barbara and Paul have some ideas for the chamber both. Help will be needed to help staff the both on Saturday.

Band Shell- Tom Munson via the phone reported on the progress of this project. He gave a lot of input and he also told about thing that have yet to done.

Easter Egg Hunt– Lynnette reported that Martha V. (Thrivent) will sponsor this event again this year. Terry will check on the bunny cake. There will be a work night on March 19, 2024 at the 5:30 pm Art Guild. Notice Change in place.

Construction: Lynnette gave an update on the things being planned to use the grant money for. Mass mailing will be done with information on things to be done during the construction. She had a lot more to tell and if you are intruded in know more talk to Lynnette.

Terry also reported that the chamber is willing to help any way we can with Dodge County Refresh Relay run. Amy E .from Public Health and Emma B. are part of the Refresh.

New Business: Election: The Election will take place at the March meeting. Email will be sent to you and you are to vote.

Terry is going to see if he can get Carla Nelson to come to Mantorville and have a meeting like she had in Kasson. More information will come.

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

Secretary,

Barbara Loquai

**Individuals Interested in Vacant Mantorville
City Council Seat**

1. Lynette Nash

2. Kyle Decker

3. Cathy Jones

4. Zachary Krause

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.