



Trail to the Past. Road to the Future.

## REGULAR CITY COUNCIL MEETING

MANTORVILLE CITY COUNCIL CHAMBERS

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

Monday, April 8, 2024

6:30 PM

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Adopt the Agenda**

**4. Consent Agenda \***

- A. Accounts Payable-Warrant List 4.8.2024
- B. Resolution 2024-11 Approving An Application to Conduct a Raffle at the Mantorville Fire Department for the Mantorville Fire Department Relief Association, September 8, 2024
- C. Council Meeting Minutes 3.25.2024
- D. Fire Department General Meeting Minutes March 2024
- E. County Commissioners Regular Meeting Minutes 3.12.24

**5. Proclamations, Presentations and Recognitions**

Arbor Day this year is April 26th

**6. Public Concerns**

*Individuals may address the City Council about any item not included on the regular agenda. **Speakers are requested to come to the podium and state their name and address for the Clerk's audio and written record. Each individual has 5 minutes.** Generally, the City Council will not take official action on items discussed at this time but may, typically, refer the matter to Staff for a future report or direct that the matter be scheduled on an upcoming agenda.*

**7. Public Safety Update**

**8. Public Hearings**

A. Consideration of an application for an amended variance for the property located at Dodge County PID 25.426.1990 to allow a reduced building setback along 7<sup>th</sup> Street West to accommodate a proposed single-family dwelling and garage. The Mantorville City Code requires a 25-foot building setback along 7<sup>th</sup> Street West. Although the owner/applicant previously received a setback variance for the property in 2023, the site plan has changed and so a formal amendment is now being requested.

1. Resolution 2024-10 Granting Amended Variance for Certain Real Property Located in the City \*

B. SEMMCHRA Small Cities Development Program Grant

The City anticipates the submission of a Small Cities Development Program Grant application on April 17, 2024, requesting funds for owner-occupied housing rehabilitation. Program guidelines, funding availability, individual eligibility, and fiscal impacts will be discussed at the hearing.

1. Local Government Resolution Authorizing the City to Apply for this project. \*

**9. New Business – No Items**

**10. Old Business**

A. Update on 4<sup>th</sup> Street and Clay Street Stop Sign traffic

**11. Tabled Items**

A. Annual review of Council Bylaws, Policies, and Procedures

B. Master Fee Schedule

C. Informational brochures for the HWY 57 Project

**12. Reports**

A. Public Works Report

B. City Clerk Report

C. Consultant Report

D. Committee Reports

*Chamber, EDA, Finance/Budget, Fire Department, Infrastructure, KM Joint Powers, MRA, Park Board, Personnel, Township*

E. Councilmember Reports

F. Mayor’s Report

**13. Executive Session –No Items**

**14. Adjourn \***

<b><i>Upcoming Meetings and Events in Mantorville:</i></b>		
<i>April 8, 2024</i>	<i>6:30pm</i>	<i>Regular City Council Meeting</i>
<i>April 12, 2024</i>	<i>4:30pm-6:30pm</i>	<i>MNDOT HWY 57 Public Meeting-Courthouse</i>
<i>April 17, 2024</i>	<i>7:00pm</i>	<i>Mantorville Fire Dept General Meeting</i>
<i>April 22, 2024</i>	<i>6:30pm</i>	<i>Regular City Council Meeting</i>
<i>April 30, 2024</i>	<i>6:30pm</i>	<i>Parks and Recreation Board Meeting</i>
<b><i>Members of the City Council and other Boards may be in attendance at all meetings and community events in Mantorville</i></b>		

\* Indicates Council Action Items

# LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

### Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

## ORGANIZATION INFORMATION

Organization Name: Mantorville Fire Relief Previous Gambling Permit Number: X- 051038

Minnesota Tax ID Number, if any: \_\_\_\_\_ Federal Employer ID Number (FEIN), if any: \_\_\_\_\_

Mailing Address: 21 5th ST E P.O. Box 355

City: Mantorville State: Mn Zip: 55955 County: Dodge

Name of Chief Executive Officer (CEO): Kyle Johnson

CEO Daytime Phone: \_\_\_\_\_ CEO Email: \_\_\_\_\_  
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): \_\_\_\_\_

## NONPROFIT STATUS

Type of Nonprofit Organization (check one):

- Fraternal     Religious     Veterans     Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- A current calendar year Certificate of Good Standing**  
Don't have a copy? Obtain this certificate from:  
MN Secretary of State, Business Services Division  
60 Empire Drive, Suite 100  
St. Paul, MN 55103  
Secretary of State website, phone numbers:  
[www.sos.state.mn.us](http://www.sos.state.mn.us)  
651-296-2803, or toll free 1-877-551-6767
- IRS income tax exemption (501(c)) letter in your organization's name**  
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**  
If your organization falls under a parent organization, attach copies of both of the following:  
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and  
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

## GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Mantorville Fire Department

Physical Address (do not use P.O. box): 21 5th ST E

Check one:  
 City: Mantorville Zip: 55955 County: Dodge  
 Township: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Date(s) of activity (for raffles, indicate the date of the drawing): 9-8-2024

Check each type of gambling activity that your organization will conduct:

- Bingo     Paddlewheels     Pull-Tabs     Tipboards     Raffle

**Gambling equipment** for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to [www.mn.gov/gcb](http://www.mn.gov/gcb) and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.



**LG220 Application for Exempt Permit**

**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)**

**CITY APPROVAL  
for a gambling premises  
located within city limits**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

The application is denied.

Print City Name: \_\_\_\_\_

Signature of City Personnel: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**The city or county must sign before submitting application to the Gambling Control Board.**

**COUNTY APPROVAL  
for a gambling premises  
located in a township**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

The application is denied.

Print County Name: \_\_\_\_\_

Signature of County Personnel: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**TOWNSHIP (if required by the county)**  
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: \_\_\_\_\_

Signature of Township Officer: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)**

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: *Kyle Johnson* Date: 3/25/24  
(Signature must be CEO's signature; designee may not sign)

Print Name: Kyle Johnson

**REQUIREMENTS**

**Complete a separate application for:**

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

**Financial report to be completed within 30 days after the gambling activity is done:**  
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

**MAIL APPLICATION AND ATTACHMENTS**

**Mail application with:**

\_\_\_\_\_ a copy of your proof of nonprofit status; and

\_\_\_\_\_ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

**To:** Minnesota Gambling Control Board  
1711 West County Road B, Suite 300 South  
Roseville, MN 55113

**Questions?**  
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.



Checklist for Exempt Raffle

Organization Name: <i>Mantorville Fire Relief</i>		Previous Gambling Permit #: <i>X-05638</i>	Date of Raffle Drawing: <i>9-8-2024</i>
<b>INSTRUCTIONS:</b> <ul style="list-style-type: none"> <li>The purpose of this form is to help your organization conduct exempt raffles in compliance with the requirements listed below. Detailed information regarding each requirement is available by clicking on the following links (in blue italics): 1) applicable statutes and rules; 2) the <i>Lawful Gambling Manual</i> chapter on raffles; 3) the online class, "<i>Conduct of Raffles</i>"; and 4) the <i>phone number and email address</i> of your county's Compliance Specialist.</li> <li>After reading each checklist item, mark "Yes" to indicate that you understand the requirement and agree to comply. After answering "Yes" to each applicable item, your organization's CEO must sign the acknowledgment below. Include the completed checklist as part of your application to conduct an exempt raffle.</li> </ul>			
Yes	N/A	<ul style="list-style-type: none"> <li>If tickets will be sold prior to the event, mark "Yes" to item #1 and mark "N/A" to items #2 and #3.</li> <li>If tickets are sold only at the event using theater tickets, mark "N/A" to item #1 and answer "Yes" to items #2 and #3.</li> </ul>	Yes
			<b>Conduct</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	9. Only cash, personal checks, cashier's checks, money orders, travelers' check, and debit cards may be accepted (NO CREDIT CARDS). (349.2127) (7861.0260)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Tickets are printed in accordance with MN Rule 7861.0310.	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Tickets contain the sequential number of the raffle ticket. (349.173)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. A list of prizes and a statement of other relevant information is made available to ticket purchasers. (349.173)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. The organization is the sole owner of all the real or personal property to be awarded. (7861.0260)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. A merchandise certificate is used when a prize requiring registration or licensure (guns, cars, ATVs, etc.) is offered. (7861.0260)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. Prizes must not consist of lawful gambling equipment including raffle tickets for another raffle. (7861.0260)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. The total value of lawful gambling prizes awarded (use fair market value for donated prizes) does not exceed \$50,000 in a calendar year. (349.166)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	8. Alcohol is only awarded as a prize to persons who demonstrate that they are 21 years of age or older. (340A.707)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	10. The method of selection cannot be manipulated or based on the outcome of an event not under the organization's control. (349.173)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	11. Persons are not required to be present at a raffle drawing to be eligible to win. (349.173) (7861.0310)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	12. Raffle tickets are not sold to or won by persons under age 18. (349.181) (7861.0310)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	13. Purchasers are not required to buy anything other than the ticket. (349.173) (7861.0310)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	14. Clear and legible house rules in accordance with MN Rule 7861.0310 are prominently posted at the point of winner selection.	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	15. An exempt permit financial report (LG220A) must be submitted to the Gambling Control Board within 30 days of the gambling occasion. (349.166)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	16. Gambling funds may only be spent for allowable expenses and lawful purposes. (349.12 3a & 25)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	17. Gambling records must be kept for 3½ years. (7861.0310)	<input checked="" type="checkbox"/>
<b>CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)</b>			
<p><b>Noncompliant Activity:</b> I acknowledge by signing below that my organization must follow all raffle rules and that any gambling activity conducted by the organization at the event that is not in compliance with Minnesota Statute and Rule may subject the organization to citation or the inability to receive future permits to conduct gambling. I understand that my permit will not be issued until this form has been completed and submitted to the Minnesota Gambling Control Board.</p>			
Signature: <i>Kyle Johnson</i>		Date: <i>3/25/24</i>	Print Name: <i>Kyle Johnson</i>
<p><small>Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application.</small></p>		<p><small>Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management &amp; Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</small></p>	

This form will be made available in alternative format (i.e., large print, braille) upon request.  
An equal opportunity employer

**CITY OF MANTORVILLE  
DODGE COUNTY, MINNESOTA**

**RESOLUTION 2024-11**

**A RESOLUTION APPROVING AN APPLICATION TO CONDUCT A RAFFLE AT  
THE MANTORVILLE FIRE DEPARTMENT, 21 5<sup>th</sup> STREET EAST, MANTORVILLE,  
MINNESOTA – MANTORVILLE FIRE DEPARTMENT RELIEF ASSOCIATION  
SEPTEMBER 8, 2024**

**WHEREAS**, the Mantorville Fire Department Relief Association has submitted an application to the City of Mantorville for approval to Conduct a raffle on September 8, 2024; and

**WHEREAS**, it has been demonstrated that the organization is collecting gambling monies for lawful purposes; and

**WHEREAS**, the City has no objection to said activity.

**NOW, THEREFORE, BE IT RESOLVED** that the Mantorville City Council hereby concurs with the issuance of an Exempt Permit (Raffle) by the Gambling Control Board to Mantorville Fire Department Relief Association, for an event to be held on September 8, 2024 at Mantorville Fire Department, 21 5<sup>th</sup> Street East, Mantorville, Minnesota, and hereby waives the 30-day waiting period.

Adopted by the City Council of the City of Mantorville, Minnesota, this 8th day of April 2024.

ATTEST:

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

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



1. **Call to Order**

Councilmember Ingalls called the meeting to order at 6:30pm.

Present:

Councilmembers:

Lyle Hoaglund  
Jeffrey Ingalls  
Henry Blair  
Lynette Nash

Absent:

Mayor Bradford

Others Present:

City Clerk-Treasurer Gretchen Lohrbach  
Public Works Lead Joe Adams  
Public Works Wade Schroeder  
City Engineer Scott Huneke-WHKS  
City Finance Consultant Mike Bubany-David Drown & 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 a discussion of Committee Assignments under Old Business.

Councilmember Hoaglund motioned and Councilmember Blair seconded to add this item to Old Business.

Motion Carried: 4 ayes / 0 nays

4. **Consent Agenda**

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

- A. Accounts Payable – Warrant List 3.25.24
- B. Resolution 2024-07 Approving a Lease for Lawful Gambling Activity for the Mantorville Restoration Association



C. Resolution 2024-08 Approving a Premises Permit for the Mantorville Restoration Association

Motion carried: 4 ayes / 0 nays

**5. Proclamations, Presentations and Recognitions**

Mike Bubany from Davis Drown and Associates discussed the competitive sale results for the General Obligation Utility Revenue Bonds 2024A.

Bubany and City Clerk Lohrbach had a call with Standard and Poors to secure our rating for the sale. Our rating stayed at AA-, which is very good. The only thing of note is that Lohrbach will begin giving Council the City Financials every month to keep our management practices favorable with this rating.

We also received a score of AA-/AAA from the Minnesota Public Facilities Authority Credit Enhancement Program.

We want 3-5 bids for a public sale and we received 4.

The low bidder was Robert W. Baird & Co., Inc.

The sale closes April 15, 2024

Councilmember Blair moved and Councilmember Hoaglund seconded to approve Resolution 2024-09, a Resolution Providing for the Issuance and Sale of \$860,000 General Obligation Utility Revenue Bonds, Series 2024A and Pledging for the Security Thereof Net Revenues.

Motion Carried: 4 ayes / 0 nays

**6. Public Concerns**

City Clerk Lohrbach brought up a concern that a resident had about cars and school busses not stopping at the Stop Sign on the Southwest corner of Clay Street and 4<sup>th</sup> Street.

Councilmember Hoaglund said he had also received a complaint about this also.

Council advised City Clerk Lohrbach to reach out to the Sheriff's Department and the Transportation Director at the school, also to bcc: the Schoolboard, to make all aware of this issue.

This will be on the agenda for the next meeting to review what we have for responses.

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

**8. Public Hearings – No Items**

## 9. Old Business/New Business

### A. New Business

1. Koreen Seim with the Mantorville Saloon would like to hold a benefit for Greg Rud on May 4<sup>th</sup>. They will be setting up a 75 ft tent in the parking lot with a food truck and would like to close the alley in the back during the benefit. Customers will be allowed to park at the Relay Lot during the benefit. The fire department will be loaning them tables and chairs. They will also be serving alcohol outside on their property from 10:00am – close on May 4<sup>th</sup>.

Councilmember Blair moved and Councilmember Nash seconded to close the alley behind the Saloon from noon May 3<sup>rd</sup> – noon May 5<sup>th</sup>.

Motion Carried: 4 ayes / 0 nays

2. The City advised City Clerk Lohrbach to comment on the proposed Castner Variance to the North of town, in Mantorville Township, that the City supports it because it would be in line with any future development plans of the City.

3. Scott Huneke with WHKS discussed several ongoing projects

- Huneke gave an update on Eagle Meadows Plat approval and the lift station to be constructed to serve this annexation and the Wilcox annexation South of it.

The City will pay for 25% and the Developer will reimburse the City 75% of the cost. The lift station will cost approximately \$230,000.00 and they would like to begin this summer.

Huneke is looking for the City to approve the Professional Services Agreement with WHKS so that they can begin design and construction engineering for the project.

Councilmember Blair motioned and Councilmember Hoaglund seconded to enter into the Professional Services Agreement with WHKS to begin design and construction engineering for the Eagle Meadows lift station.

Motion Carried: 4 ayes / 0 nays

Huneke will work with Lohrbach on getting the developer agreement put together.

- Huneke spoke briefly about the HWY 57 meeting with business owners, the construction company- Elcor, and the Mantorville Chamber of Commerce that was held on March 8<sup>th</sup> at the Hubbell House. MNDOT approved a bypass across the park so that the intersection will only need to be closed to semi trucks. Elcor is also okay with doing only half of the bridge at a time.

They are hoping to have the Pre-Construction Meeting on March 27<sup>th</sup>. The public meeting will be held about a week after that.

- Huneke said that WHKS has a concept for the Riverside Park Band Shell put together. He will bring this to the park board meeting tomorrow night at 6:30pm.
- Councilmember Blair moved and Councilmember Nash seconded to take Tabled item 11D, Dave Thompson – Sewer Repair off the table.

Motion carried: 4 ayes / 0 nays

Huneke said the sewer main is the public portion owned by the City and anything after the “T” is the private portion. The “T” was not involved with this break. The break occurred 6 ft away from it.

The Council has empathy, but this and similar situations have happened to other residents who had to pay for the work themselves.

Councilmember Hoaglund moved and Councilmember Nash seconded to deny the request for the City to pay for the sewer repairs at 209 5<sup>th</sup> Street West.

Motion Carried: 4 ayes / 0 nays

City Clerk Lohrbach will send a letter with the Council’s decision.

#### **B. Old Business**

Committee Assignments were discussed. The City will post about possible quorums at events and HWY 57 and other meetings.

### **10. Tabled Items**

A. Annual Review of Council Bylaws, Policies, and Procedures

B. Master Fee schedule

Councilmember Nash moved and Councilmember Blair seconded to take this item off the table.

Motion Carried: 4 ayes / 0 nays

City Clerk Lohrbach will add the building inspection lump sum fees into our fee schedule and type it all up for the next meeting.

Councilmember Hoaglund moved and Councilmember Blair seconded to put this item back on the table.



Motion Carried: 4 ayes / 0 nays

C. Informational Brochures for the HWY 57 Project

**11. Reports**

A. Public Works Report

B. City Clerk Report

- 1) Auditors are now coming April 17-18.
- 2) The Local Board of Appeal and Equalization meeting is April 22 at 6:00pm in Council Chambers
- 3) The SEMMCHRA Small Cities Development Program Grant Application Public Hearing is on April 8<sup>th</sup> during the Council Regular Meeting in Council Chambers

C. Consultant Report

D. Committee Reports

- 1) Chamber – Easter Egg Hunt is March 30<sup>th</sup>. The Expo last weekend was well attended
- 2) Economic Development Authority – Next meeting is April 2<sup>nd</sup>.
- 3) Finance/Budget
- 4) Fire Department – Fire Chief Harbaugh updated Council last week
- 5) Infrastructure
- 6) Kasson Mantorville Joint Powers
- 7) Mantorville Restoration Association – Will be doing charitable gambling again with the Mantorville Saloon.
- 8) Park Board – Meets tomorrow, March 26th
- 9) Personnel
- 10) Fire Relief
- 11) Township

E. Councilmember Reports

F. Mayor's Report

**12. Adjourn**

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

Motion carried: 4 ayes / 0 nays. Meeting adjourned at 8:20pm.

# Mantorville Chamber of Commerce

March 6, 2024

Geek Revival House

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

In attendance were Terry E., Paul L., Lois H., Lynnette N., Mary Ann B., Emma B., Jessca S., Janice Borgstrom Durst, Debra Wilson, Tom Monson, Jason K., May Trost, Lois Hancock, Brittany Wilcox, Wendy Schleeter, Jennifer G, and Barbara L.

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

**Election:** The list of Board of Directors up for election were as follows: Mary Ann Bucher, Terry Eckstein, Lyle Hoaglund, Jennifer Galloway, Maryilyn Lermon, Melanie Dobson, and Bob Soland.

Motion made by May Trost to accept the slate of Board of Director as presented and seconded by Jason K.. Motion passed.

The slate of officers was presented. President, Terry Eckstein, Vice President, Paul Larsen, Secretary, Barbara Loquai, and Treasure, Lynnette Nash. Lyle Hoaglund made the motion to accept the slate of Officers as presented and seconded by Barbara Loquai. Motin Passed.

**Farmers Market** – Paul Larsen reported that there will be an indoor market March 30<sup>th</sup> after the Easter Egg Hunt at the Welcome Center. It will be held from 10:00 am to 2:00pm.

**Treasure:** Lynnette reported the following: We got the Earlie Bird discount on the Explore Minnesota books. There will be a add in the Dodge County Exp. Flyer that goes out in the Mail. It will cost \$250.00. The add will be shared with the Chocolate Shoppe. The Chamber will have two booths again the is year. Motion made by Lynnette Nash to accept the treasure report and seconded by Tom Monson. Motion Passed.

**Secretaries:** A copy of the February Secretary's report was emailed to each member. A correction to the changing the spelling of Tom Monson last name

from Monsen to Monson. Lyle Hoaglund made the motion to accept the secretaries report with the correction in the name spelling of Tom's last name and seconded by Tom Monson. Motion passed.

**Easter Egg Hunt**– Work date will be March 19, 2024 at 5:30pm at the Art Guild. We will be filling Treat Bags and filling Eggs. We will fill 300 treat bags. The Easter Egg Hunt will be sponsored by Thrivent and KMTel Com. Bunny cake will be donated by the Hubbell House. Mantorville Farms will be sponsoring the Coffee and Hot Chocolate. Volunteers needed to help setup, work at the hut and tear down.

**Construction:** *Lynnette gave an update on the things being done.* There will be a Public Meeting in April.

Band Shell: Tom Monson gave an update on the Band Shell . Things are going good and Jess Harris said that he could move the shelter if needed. Laura Qually is working on a Grant with the University of Minnesota.

Announcements: Mulligan Stew March 14, 2024. March is Youth Art Month showing at the Art Guild.

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

Secretary,

Barbara Loquai



# MANTORVILLE FIRE DEPARTMENT

## March 2024 General Members Meeting

### Call to Order:

- The meeting was called to order at: 20:32

### Member's in Attendance:

- JJ, Curt, Jeff, Dave, Paul, Don Russ Scott Steve Travis Nate b, Joey, Brett, Kyle, Duke, Nate, Orion, Ryan, Logan, Annika, Angel

### Chief's Report:

- Controlled Burns
  - We have one that is possible with how dry it is. I am basically busy through spring so looking for others to plan if possible.
- Pera Service Annual Review
  - All members were compliant for 2023 PERA pension payments
- Public Safety Funding
  - Gear is consensus as we have several sets expired now
    - 11 helmets expired
    - 14 bunkers expired
    - 13 coats expired
    - 17 boots expired
      - Look into as many grants as possible for these items to maximize our funding.
  - Anything else?
- Mutual Aid Social
  - We will need a relief meeting, but looking at dates in May, third Wed in May like years past ? We will need to update the calendar to reflect and get invites sent out ASAP.
- Byron Mutual Aid
  - Next Wed, Mar 20th at 18:00
- State School @ Riverland March 23-24
  - I have 3 people registered, if you think you registered let me know ASAP
- Mike Brown
  - Received a resignation letter, need motion to approve.
- Trainings
  - Training will last longer. 3 hours will not be abnormal through the 1st wed training and we will work rescue training with EMR when SEEMS is not present. Training time is important and we will try and keep our maint and meeting nights to the point

### Assistant Chief:

- Minnesota Twins 1st Resp night.
  - 19th of April
  - \$17-\$95
  - Contact Don for more info

**Deputy Chief:**

- March 26th ZVMA

**Fire Marshall:**

- No Calls

**Training Officer:**

- Thanx Paul for training tonight
- Tuesday April 23 Empire Event Center 16th st Rochester

**Equipment:**

- Haligan ordered
- Looking into grant info for helmet lights
- Need to replace intake valve on P2 drivers side

**Vehicles:**

- Betsy- In our Shed.
- Pumper 1- Brake light dim
- Pumper 2 - Generator down. Main pump drain leaking
- Chevy Pick Up -
- Tanker 1 -
- Tanker 2 -
- Grass Rig -
- Rescue Truck - Going in Monday, Mar 18 to be repaired.

**First Responder's:**

- Supplies are back in place
- Please make reports legible
- SEEMS next month

**Treasurer**

- Bills: \$1,652.48
- Discussed bills
- Motion made by:Russ to pay bills as stated
- 2<sup>nd</sup> by:Kyle
- Motion carries

**New Business:**

- Mike Brown approval of resignation Motion by: Russ 2nd: Ryan
  - Motion Carries

**Old Business:**

- 

**Active Committees**

- OSHA/Safety and Accountability: Don, Russ, Tristan, Nate S, Scott K
- 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:Curt to approve the point report
- 2nd by: Ryan
- Motion approved.

**Clerk/ Calendar**

- April Lunch— **Annika, Don, Rog**
  
- Calendar
- Apr 2        1900 Officer Meeting
- Apr 3        1830 1st Wed Drill
- Apr 9        1900 ZVMA meeting at Brownsdale leave hall at 18:15
- Apr 10       1930 1st Responder Training
- Apr 17       1800 Maintenance
  
- Motion made to adjourn by:Kyle
- 2nd by:Dave  
Meeting Adjourned at:

**UNAPPROVED MINUTES OF THE  
DODGE COUNTY BOARD OF COMMISSIONERS REGULAR MEETING HELD  
MARCH 12, 2024**

**Chair**

**Convene County Board Meeting**

The Dodge County Commissioners met in regular session March 12, 2023, 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.

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

**Pledge of Allegiance**

The pledge of allegiance was recited.

**Determine Quorum**

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

Also present:

Jim Elmquist            County Administrator  
Becky Lubahn            Deputy Clerk

**Establish Agenda**

**Agenda Approved**

The Board was informed that the Highway Department requested that item 2.1 - Award Wasioja Seminary Ruins Stabilization Phase I Project, be pulled from the agenda. This item will be brought back for action at a later date.

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

*Motion Adopted [Unanimous]*

**Consent Agenda**

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

*Motion Adopted [Unanimous]*

- 1.1. Committee of the Whole - Committee Meeting - Feb 27, 2024 4:30 PM
- 1.2. Board of Commissioners - Regular Meeting - Feb 27, 2024 5:00 PM
- 1.3. Maintenance Payment for TH 14 Turnback Section
- 1.4. Award 2024 Seal Coat Project

**Guy Kohlhofer, County Engineer**

**Award Wasioja Seminary Ruins Stabilization Phase I Project**

This item was pulled from the agenda and will be brought back at a later date.

*Motion No Vote*

**Proposed Land Purchase**

The County Engineer informed the Board that as part of the TH 14 relocation there is a land remnant that MnDOT will be selling back to the original property owner. Before it is sold to the original owner, the county has the opportunity to purchase some of it for the county. The parcel of interest is the now cleared connection between old and new TH 14 just south of the Hodgman Shop. The portion the Highway Department is interested in is the south 3 to 4 acres of the old right of way. Included in the Board packet was an overhead picture of the desired parcel.

Over the last several years the Highway Department has struggled to locate places for operations such as material stockpiling and brush burning. This is a somewhat centrally located piece of ground with good access to state and county roads.

In discussions with MnDOT they indicated that the county would be able to purchase the land for the same price as the original property owner, approximately \$10,000 per acre. The funds to purchase the land would come from unbudgeted additional funds the Highway Department has worked out of the TH 14 turnback.

Maintenance Superintendent Andrew Hesper was available to comment on the request.

Motion by Toquam seconded by Tjosaas to approve and authorize the Highway Department to pursue purchasing 4 acres from the TH 14 relocation project from MnDOT at a cost of approximately \$10,000 per acre to be used for Highway Department material stockpiling and brush burning as discussed.

*Motion Adopted [Unanimous]*

**Guy Kohlhofer, County Engineer & Lauren Cornelius, Environmental Services Director**  
**Progress of New Park and Associated Activities**

Mr. Kohlhofer reported that as the new park neighboring the Transfer Station nears completion a date for opening to the public is coming into view. At this time, it is expected the park will be ready for opening early this fall. With that comes the idea that the county's new park may need a name, hopefully it will have significance to the area and community. The

following is a list of names tossed around by the Parks Department as well as the Environmental Services Department who had the lion's share of effort in making this park happen.

- i. Restoration Park
- ii. Sunset Park
- iii. Horizon View Park
- iv. Skyline Park
- v. Whitetail Meadow Park
- vi. Westwood Meadow Park
- vii. Conservation Park

There has also been consideration that the county could open up the naming of the park to the community for ideas. This would be done on Facebook and at the county fair. An alternative is to leave it un-named until the park is more fully developed and in use by the public. Included in the Board packet were sample signs Mr. Kohlhofer and Ms. Cornelius are working on for the entrance to the park. The Environmental Services Director distributed additional sign examples they have been working on.

Mr. Kohlhofer and Ms. Cornelius were looking for guidance and input from the Board as to what their wishes were regarding the naming of the new park.

Motion by Tjosaas seconded by Kenworthy to approve and authorize Ms. Cornelius and Mr. Kohlhofer to move forward with naming the new park the Restoration Park and supported using the sign design with the park logo and Dodge County logo.

*Motion Adopted [Unanimous]*

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

#### **Kasson 2024 Trail Grant Letter of Support**

Mr. Elmquist reported the City of Kasson is applying for competitive funding to construct trails to fill some gaps in their overall system. Included in the Board packet was a map for the affected project areas.

As part of the application, the City of Kasson is requesting letters of support. They would like to include a letter from Dodge County to improve the application. Included in the Board packet was a proposed letter of support for the Board's review. The deadline for the competitive funding is April 1, 2024.

Motion by Tjosaas seconded by Toquam to approve and authorize the Chair to sign a letter of support for the City of Kasson to apply for competitive funding to construct trails to fill some gaps in their overall trail system.

*Motion Adopted [Unanimous]*



**Catherine Grondin, Zoning Administrator****Planning Commissioner Recommendations Reviewed**

Ms. Grondin presented for the Board's consideration the March 6, 2024 Planning Commission recommendations.

The Zoning Administrator informed the Board that the first public hearing applicant withdrew their application the day before the public hearing so that item will not be presented.

**IUP #24-01 Nuss**

Ms. Grondin reviewed with the Board IUP #24-01 - Nuss.

Motion by Toquam seconded by Kenworthy to approve of the following action of the Planning and Zoning Commission as reviewed on March 6, 2024 with the reasons, recommendations and conditions as found in the individual permit:

**IUP #24-01 Nuss**

The second public hearing is to consider an application for Interim Use Permit #24-01 to allow for an Accessory Dwelling Unit (ADU) in the Ag. District on approximately 11-acres, section 16 in Ripley Township. The applicant and property owner is Shawna Nuss.

**RECOMMENDATIONS**

The Environmental Services Staff recommends approval of the Interim Use Permit (I.U.P.) as the request meets the ordinance requirements and criteria. The following conditions are recommended:

1. An Ag Covenant shall be signed and recorded prior to any construction activities for the Accessory Dwelling Unit (ADU).
2. A Restrictive Covenant shall be signed and recorded prior to any construction activities for the Accessory Dwelling Unit (ADU).
3. The water supply system shall meet all applicable Minnesota Department of Health requirements for water wells.
4. A Dodge County Zoning Permit shall be obtained before construction of any structure.
5. A final plan set for the ADU and a remodeling plan for the future use of the structure shall be submitted to the Environmental Services Department prior to any construction activities in order to be placed on file with the IUP.
6. A post-construction inspection shall be conducted by the Environmental Services Department in order to verify that the ADU meets the performance standards of the Dodge County Zoning Ordinance and the provided plan set dimensions.

7. It shall be the responsibility of the property owner, upon property transfer, to disclose the termination of the IUP for the ADU on the property to the buyer(s) and the process to maintain, remove or remodel the ADU as stated in Chapter 16, section 16.41 of the Dodge County Zoning Ordinance.
8. Upon termination of the IUP, the structure occupied by the ADU shall be remodeled following the provided remodeling plan within the timeframe specified in the Dodge County Zoning Ordinance. Permit(s) shall be applied for, as needed, prior to any construction. Any alteration to the remodeling plan shall be approved by the Environmental Services Department prior to any work being done. A site inspection shall be conducted after remodel is performed in order to verify that the structure meets all applicable standards.
9. The access and driveway shall adhere to the design standards established in Chapter 17, section 17.2 of the Dodge County Zoning Ordinance. The driving surface width shall be approved by Emergency Services and the appropriate road authority.

*Motion Adopted [Unanimous]*

### **ZA #24-01 Chapter 12: Commercial District**

The Zoning Administrator presented for the Board's consideration ZA #24-01 - Chapter 12: Commercial District.

The third public hearing is to consider an application for Zoning Amendment #24-01 to Chapter 12. To view the proposed language a copy will be available at the Dodge County Finance Office, the Dodge County Environmental Services Office and also on the County web site [www.co.dodge.mn.us/Departments/Environmental Services/Public Hearings](http://www.co.dodge.mn.us/Departments/Environmental%20Services/Public%20Hearings).

Commissioner Tjosaas offered the following resolution (#2024-10), seconded by Commissioner Kenworthy:

**WHEREAS**, amendment of Chapter 12 (Commercial District "C") is proposed to remove a category of conditional uses to the Commercial District per legal recommendation; and

**WHEREAS**, a summary of the language to be amended in Chapter 12 (Commercial District "C") has been published in the legal newspaper on February 22<sup>nd</sup>, 2024 and posted upon the county website; and

**WHEREAS**, a public hearing on the proposed amendment was held by the Dodge County Planning Commission on March 6<sup>th</sup>, 2024; and

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

**WHEREAS**, the Planning Commission recommended approval of the proposed amendments to Chapter 12 (Commercial District "C") to the Dodge County Board of Commissioners; and

**WHEREAS**, the Dodge County Board of Commissioners adopted the proposed amended to Chapter 12 (Commercial District "C") at its March 12<sup>th</sup>, 2024 meeting.

**THEREFORE, BE IT RESOLVED**, that the County Board of Dodge County hereby adopts the amendment to Chapter 12 (Commercial District "C").

*Resolution Adopted [Unanimous]*

### **ZA #24-02 Chapter 18 & Chapter 21**

Ms. Harbaugh reviewed ZA #24-02 Chapter 18 & Chapter 21.

The fourth public hearing is to consider an application for Zoning Amendment #24-02 to Chapter 18 and Chapter 21. To view the proposed language a copy will be available at the Dodge County Finance Office, the Dodge County Environmental Services Office and also on the County web site [www.co.dodge.mn.us/Departments/Environmental Services/Public Hearings](http://www.co.dodge.mn.us/Departments/Environmental%20Services/Public%20Hearings).

Commissioner Kenworthy offered the following resolution (#2024-11), seconded by Commissioner Tjosaas:

**WHEREAS**, amendments of Chapter 18 (Administration) and Chapter 21 (Subsurface Sewage Treatment Systems (SSTS)) are proposed to provide consistency between both chapters, to address septic compliance inspections in regards to the installation of building sewer connections to septic systems as well as to address the permit requirements for installation of building sewer; and

**WHEREAS**, a summary of the language to be amended in Chapter 18 (Administration) and Chapter 21 (Subsurface Sewage Treatment Systems (SSTS)) has been published in the legal newspaper on February 22<sup>nd</sup>, 2024 and posted upon the county website; and

**WHEREAS**, a public hearing on the proposed amendments was held by the Dodge County Planning Commission on March 6<sup>th</sup>, 2024; and

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

**WHEREAS**, the Planning Commission recommended approval of the proposed amendment to Chapter 18 (Administration) and Chapter 21 (Subsurface Sewage Treatment Systems (SSTS)) to the Dodge County Board of Commissioners; and

**WHEREAS**, the Dodge County Board of Commissioners adopted the proposed amended Chapter 18 (Administration) and Chapter 21 (Subsurface Sewage Treatment Systems (SSTS)) at its March 12<sup>th</sup>, 2024 meeting.

**THEREFORE, BE IT RESOLVED**, that the County Board of Dodge County hereby adopts the amendment to Chapter 18 (Administration) and Chapter 21 (Subsurface Sewage Treatment Systems (SSTS)).

*Resolution Adopted [Unanimous]*

**Duke Harbaugh, Facilities & Fleet Manager**

**Government Services Building and Courthouse HVAC Upgrades**

Mr. Harbaugh reported that on March 5<sup>th</sup>, 2024 they opened proposals as advertised for the replacement of the piping and new heat pumps in the Government Services Building (GSB) and the Courthouse. Proposals were opened by Finance with the Building Committee present and the proposals were included in the Board packet for review. The Facilities & Fleet Manager is recommending that the Board accept the proposal from Benike and allow Mr. Harbaugh to execute the contract after review by the Attorney's Office so the equipment can be ordered.

Motion by Kenworthy seconded by Toquam to approve and authorize accepting the proposal from Benike at a cost of approximately \$2,271.313 to update the Government Services Building and Courthouse HVAC systems and allow Mr. Harbaugh to execute the contract after review by the Attorney's Office.

*Motion Adopted [Unanimous]*

**2024-25 Lawn Care Contracts**

The Facilities & Fleet Manager reported that on February 1<sup>st</sup>, 2024 they placed advertisements for the acceptance of proposals for lawn care services on the County website as well as the Facebook page, this advertisement ran for one month with a deadline of 4:30 p.m. on March 1<sup>st</sup>, 2024.

The county received two proposals which included the required documents, the proposals are as follows:

**JMC Property Services**

\$1,606.50 for four fertilizer and weed control at GSB and Courthouse/Annex

\$900.00 per time to mow all sites

\$665.50 aerate and seed GSB and Courthouse/Annex

\$138.00 Weed control along sidewalks, plant/rock beds at GSB and Courthouse/Annex

25(mows per season) X \$900= \$22,500 + \$1,606.50 (4 weed control/ fertilizer)= \$24,106.50

2 weed control sprays x \$138.00 + aerate/seed \$665.50= 941.50

\$25,047.50 annually for lawn care at all sites (roughly)

**Corey's Outdoor Services**

\$2,340.00 for four fertilizer and weed control and the GSB and Courthouse/Annex

\$740.00 per time to mow all sites

\$600.00 Aerate and seed GSB and Courthouse/Annex

\$150.00 Weed control along sidewalks and plant/rock beds at GSB and Courthouse/Annex

25 (mows per season) X \$740.00= \$18,500 + \$2,340 (4 weed control/fertilizer) = \$20,840

2 weed control sprays x \$150 + aerate/seed \$600= \$900.00

\$21,740.00 annually for lawn care at all sites (roughly)

Motion by Toquam seconded by Tjosaas to accept Corey's Outdoor proposal for the 2024-2025 Lawn Care Contract and authorize Mr. Harbaugh to sign the contract as recommended.

*Motion Adopted [Unanimous]*

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

#### **Personnel Agenda Reviewed**

Ms. Hager 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 Melissa Bublitz - Records Administrative Assistant  
Step increase from B23 step 2 \$27.90 to B23 step 1 \$28.74.  
Effective Date: 2/13/24

A.2 Matt Maas - PSAP/Emergency Management Director  
Band and Grade appeal (Tessia Melvin memo) change from C43 to C51  
Effective Date: 3/12/24

#### **B. Environmental Services**

B.1 Elizabeth Harbaugh - Sewage Treatment Program Manager  
Step increase from C41 step 7 \$31.35 to C41 step 6 \$32.50.  
Effective Date: 3/15/24

#### **C. Highway Department**

C.1 Seasonal Highway Maintenance (2)  
Authorization to post a fill two (2) seasonal Highway Maintenance positions.  
Effective Date: 3/12/24

#### **E. Public Health**

E.1 Public Health Assistant - Approved Job Description (2/13/24)  
Band and Grade assignment B23 (Tessia Melvin memo)  
Effective Date: 2/13/24

E.2 Health Educator - 1.0 FTE  
Authorization to post and fill new grant funded position (Amy Evans memo).  
Effective Date: 3/13/24

*Motion Adopted [Unanimous]*

### **Lisa Kramer, Finance Director**

#### **Bills Reviewed**

Ms. Kramer reviewed bills with the Board.

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

01	Revenue Fund	\$ 48,329.06
13	Road and Bridge Fund	\$ 16,159.21
16	Environmental Quality Fund	<u>\$ 7,761.58</u>
	Total	\$ 72,249.85

*Motion Adopted [Unanimous]*

**Paul Kiltinen, County Attorney**

**Legal Update**

The County Attorney was not available to provide a legal update.

*Motion No Vote*

**Jim Elmquist, County Administrator**

**NACO Legislative Conference/Rod Peterson**

Commissioner Rod Peterson is requesting authorization to attend the NACO Legislative Conference in Tampa, Florida on July 12 - 15, 2024. The conference price is \$530 and hotel fees average \$250 a night for approximately 4-5 nights. The plane ticket could be anywhere from \$500 to \$675 round trip.

Motion by Kenworthy seconded by Tjosaas to approve and authorize out of-of-state travel for Commissioner Peterson to the NACO Legislative Conference in Tampa, Florida on July 12 - 15, 2024 at a cost of approximately \$530 for the conference, \$250 per night (4-5 nights) for the hotel and \$500-\$675 for a round trip plane ticket.

*Motion Adopted [3 to 1]*

**Public Health Committee Report, Commissioner David Kenworthy**

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

**Public Health Update**

Commissioner Kenworthy shared the following Public Health update:

- 1) Opioid Settlement Funds Update: purchasing cabinets for use in all schools to store Naloxone and test kits for drug court participants.
- 2) Kindness boxes will be placed in a few businesses in every community next week. This campaign will encourage individuals to right words of kindness to individuals. They will be collected and distributed to various sectors each month of service-oriented professions.
- 3) Staffing update.

*Motion No Vote*

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



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

### **Trailer Quotes**

The Transfer Station has allotted \$110,000 in capital to replace the push-out trailer with trade-in. Included in the Board packet were four quotes for a trailer. Environmental Services is recommending moving forward with the 48' Stargate trailer.

Motion by Tjosaas seconded by Toquam to approve and authorize the Environmental Services Department to move forward with purchasing a 48' Stargate trailer from Butterfield Trailer Sales at a cost of approximately \$132,080.00.

*Motion Adopted [Unanimous]*

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

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

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

The County Administrator reminded the Board that this Friday, March 15th, 2024 they will be meeting with Representative Quam and Senator Nelson.

*Motion No Vote*

Commissioners provided their agency reports. Commissioner Allen attended a HVAC Bid opening and a Canvassing Board meeting. Commissioner Kenworthy attended a D&O meeting, an HVAC bid opening, a Canvassing Board meeting, an AMC Ambulance Board meeting, a Wasioja Township Turn-Back meeting and a Public Health meeting. Commissioner Peterson was not available to report his meeting attendance. Commissioner Tjosaas attended a D&O meeting, MNPrairie Executive Director interviews, a Semcac meeting and a Public Health meeting. Commissioner Toquam attended a County Board meeting.

*Motion No Vote*

There were no Other Deferred Business items to discuss.

*Motion No Vote*

### **Adjourn**

### **Meeting Adjourned**

Motion by Tjosaas seconded by Toquam to adjourn the meeting at 10:26 a.m.

The next meeting of the Dodge County Board of Commissioners will be held on March 26, 2024 at 5:00 p.m.

*Motion Adopted [Unanimous]*



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

## **PROCLAMATION HONORING ARBOR DAY 2024**

**WHEREAS**, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

**WHEREAS**, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

**WHEREAS**, Arbor Day is now observed throughout the nation and the world; and

**WHEREAS**, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife; and

**WHEREAS**, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products; and

**WHEREAS**, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and

**WHEREAS**, trees, wherever they are planted, are a source of joy and spiritual renewal.

**NOW, THEREFORE**, I, Chuck Bradford, Mayor of the City of Mantorville, do hereby proclaim April 26, 2024 as

## **ARBOR DAY**

in the city of Mantorville, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands.

**FURTHER**, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Dated this 8<sup>th</sup> day of April, 2024.

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



## PUBLIC HEARING NOTICE

Notice is hereby given that the Mantorville City Council will hold a public hearing on Monday, April 8, 2024 starting at 6:30 p.m. or as soon as reasonably practical thereafter, in the City Council Chambers, located at 21 5<sup>th</sup> Street East, Mantorville, Minnesota, to consider an application for an amended variance for the property located at Dodge County PID 25.426.1990 to allow a reduced building setback along 7<sup>th</sup> Street West to accommodate a proposed single-family dwelling and garage. The Mantorville City Code requires a 25-foot building setback along 7<sup>th</sup> Street West. Although the owner/applicant previously received a setback variance for the property in 2023, the site plan has changed and so a formal amendment is now being requested. All interested persons may attend the hearing and provide comments. Additional materials and information regarding the application can be requested or reviewed during business hours at City Hall, 21 5<sup>th</sup> Street East, Mantorville, MN. If you are unable to attend the meeting, written comments may also be submitted to the City Council prior to the public hearing via email ([gretchen@mantorville.com](mailto:gretchen@mantorville.com)) or dropped off or mailed to City Hall, 21 5<sup>th</sup> Street East, Mantorville, MN 55955. All written comments submitted prior to the public hearing will be presented to the City Council. Following the public hearing, the City Council will consider the application and make a decision regarding requested variance amendment.

Gretchen Lohrbach  
City Clerk Treasurer

**CITY OF MANTORVILLE  
DODGE COUNTY, MINNESOTA**

**RESOLUTION 2024-10**

**A RESOLUTION GRANTING AMENDED VARIANCE FOR CERTAIN  
REAL PROPERTY LOCATED IN THE CITY**

**WHEREAS**, Jonathan Buck (the “Applicant”) is fee owner of certain real property located in Mantorville, Minnesota, Dodge County PID 25.426.1990, which is legally described as follows

*Block 30, FRANK MANTOR’S ADDITION, according to the plat thereof on file at the County Recorder’s Office, Dodge County, Minnesota, EXCEPT the West 100.00 feet thereof.*

(the “Property”); and

**WHEREAS**, the Applicant previously made application to the City for a variance to construct a single-family dwelling on the Property with a reduced building setback along the 7<sup>th</sup> Street West right-of-way; and

**WHEREAS**, on August 28, 2023, said variance was approved by the City via Resolution 2023-23 and conditioned, in part, on the Applicant adhering to the site plan submitted alongside the original application; and

**WHEREAS**, the Applicant now desires to make adjustments to the previously approved site plan, and so he has submitted an application for an amended variance; and

**WHEREAS**, the updated site plan, attached hereto as Exhibit A, includes portions of a garage and front deck within the 25-foot setback along 7<sup>th</sup> Street West; and

**WHEREAS**, on April 8, 2024, the Mantorville City Council held a duly noticed public hearing on the amended variance application, at which time it heard from those wishing to speak on the amended variance requested and reviewed any written testimony or information provided to the City regarding this matter; and

**WHEREAS**, the City Council hereby finds and determines the following:

- (a) The amended variance is in harmony with the purposes and intent of the City’s zoning regulations and is consistent with the comprehensive plan because such amended variance will still allow for a reasonably sized single-family dwelling to be constructed on the Property;
- (b) The Applicant has proven to satisfy the “practical difficulties” standard, which is set forth in Minnesota Statutes Section 462.357, subdivision 6, paragraph (2), as the Applicant proposes to use the Property in a reasonable manner not otherwise permitted by the zoning ordinance, especially in light of the width of the adjacent right-of-way and distance between the Property and existing roadway; the plight of the Applicant is due to circumstances unique to the Property, i.e. the Property is comprised of a narrow buildable lot; and the amended variance requested will not



alter the essential character of the locality, as it will still result in a reasonably sized single-family dwelling in a residential area with similar structures and will not be constructed too close to existing roadways.

**NOW THEREFORE BE IT RESOLVED**, that the above findings are made part of this resolution and the City Council hereby approves and issues the amended variance for the Property, as requested, subject to all of the following conditions:

1. The Applicant shall construct a single-family dwelling as depicted on Exhibit A attached hereto. Accordingly, the allowed setback for the Property along 7<sup>th</sup> Street West is reduced to the extent depicted on Exhibit A. The amended variance approved herein shall be rendered null and void if construction of the proposed home does not commence within one year of the date of this resolution.
2. The Applicant and the Property shall remain in compliance with all applicable federal, state and local laws, rules, and ordinances.
3. All conditions of this approval must be complied with, shall run with the land, and shall not in any way be affected by the subsequent sale, lease or other change from current ownership of the Property.
4. The Applicant shall make reimbursement to the City for all costs incurred by the City in relation to the application, including, but not necessarily limited to, consulting fees incurred.
5. This resolution is subject to the condition that all representations, written and oral, made by the Applicant and its agents and representatives to the City contained in and concerning the application for the amended variance must have been true, complete, and accurate at the time they were made, and that they remain true and accurate for the duration of the amended variance.

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, that the City Clerk-Treasurer is hereby authorized and directed, *upon the satisfaction of condition #4 above*, to record a certified copy of this resolution with the Office of the County Recorder, Dodge County, Minnesota. Upon the recordation of this resolution, Resolution 2023-23 shall be rendered null and void.

Adopted by the Mantorville City Council this 8<sup>th</sup> day of April, 2024.

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Mayor

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Attest: City Clerk-Treasurer

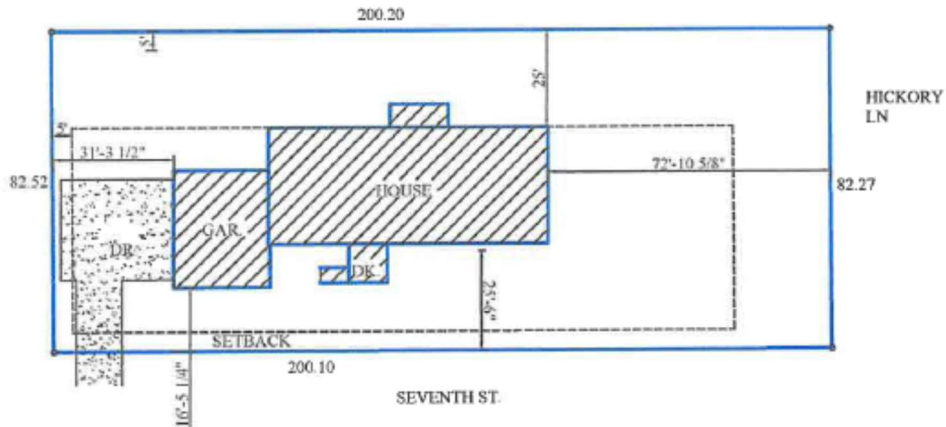
EXHIBIT A

**PROGRESSIVE PLAN  
DESIGN LLP**  
RESIDENTIAL ARCHITECTURE  
714 County Rd 3 NW Byron MN 55920  
(507)775-8877 progressiveplandesign@gmail.com

LOT, BLK.30  
SUBDIVISION:FRANK MANTORS ADD  
CITY:MANTORVILLE STATE: MN  
CONTRACTOR:  
CUSTOMER: BUCK

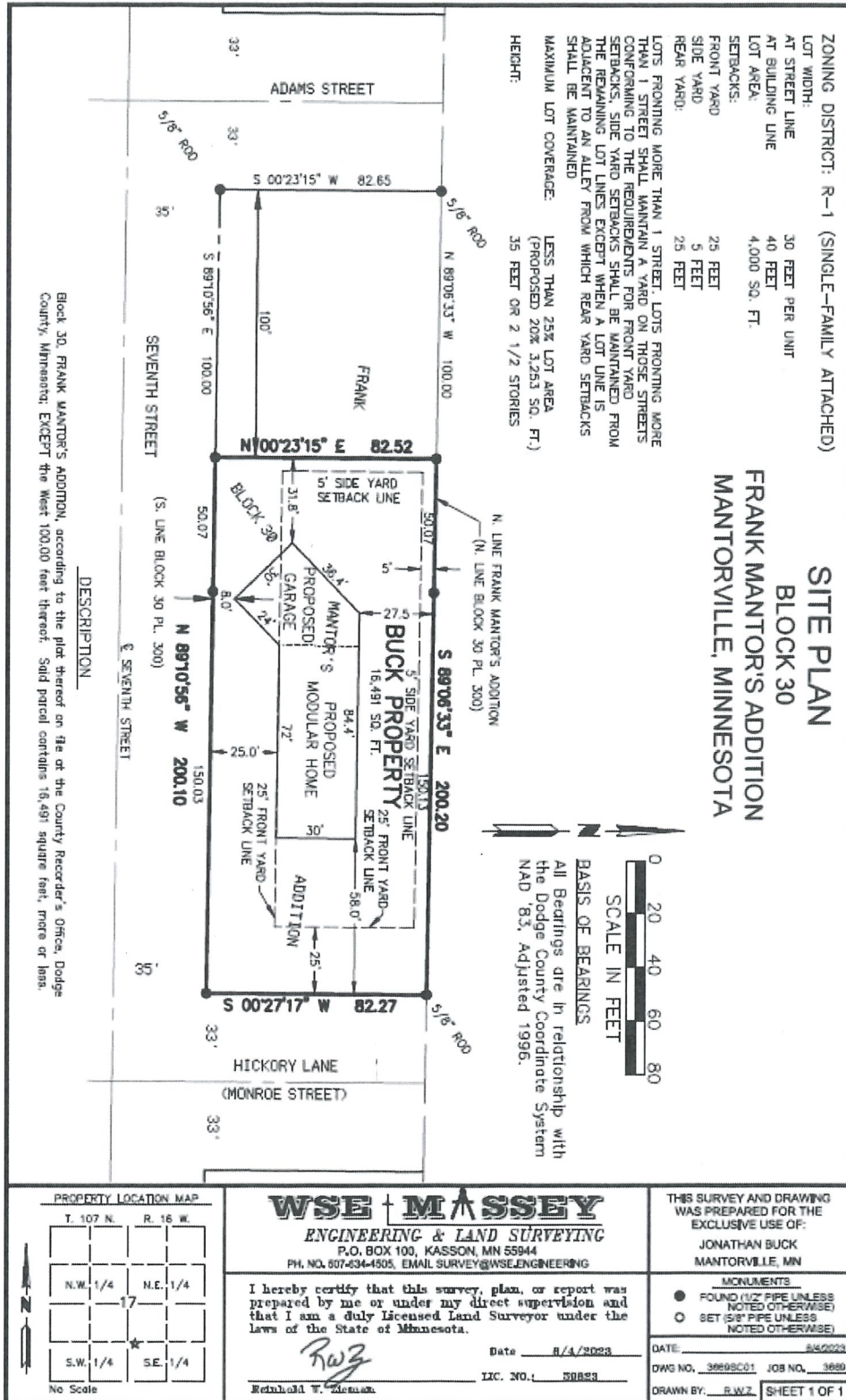


SCALE: 1" = 40'



# Previous Resolution 2023-23

## EXHIBIT A





**To:** The Dodge Independent [dci@kmtel.com](mailto:dci@kmtel.com)  
**FROM:** Kelly Dittrich, Administrative Manager [admin@semmchra.org](mailto:admin@semmchra.org)  
**DATE:** March 7, 2024  
**SUBJECT:** NOTICE OF PUBLIC HEARING  
**PUBLISH:** Once the week of March 11, 2024

**LEGAL NOTICE**  
**City of Mantorville**  
**Notice of Public Hearing**  
**Small Cities Development Program Grant**

Notice is hereby given that the City of Mantorville will conduct a public hearing on April 8, 2024, at 6:30 p.m., or shortly thereafter, at the Municipal Council Chambers, 21 5<sup>th</sup> Street E. Mantorville, MN 55955. The City anticipates the submission of a Small Cities Development Program Grant application on April 17, 2024, requesting funds for owner-occupied housing rehabilitation. Program guidelines, funding availability, individual eligibility, and fiscal impacts will be discussed at the hearing. All interested are encouraged to attend. Individuals wishing to comment on the application are invited to present their comments at the hearing. For more information about the program guidelines prior to the meeting, or to apply, contact Grant Administrator Sara Fuher at SEMMCHRA at 651-565-2638, ext. 221.

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**Please publish one time (1X) as a legal notice. Send an Affidavit of Publication along with a billing statement to:**

Kelly Dittrich  
SEMMCHRA  
134 East Second Street  
Wabasha, MN 55981

If you have any questions about this advertisement, please feel free to contact me at 651-565-2638, ext. 201.

## Local Government Resolution

Applicant Name: \_\_\_\_\_

BE IT RESOLVED that \_\_\_\_\_ (Applicant) act as the legal sponsor for the project contained in the Application to be submitted on \_\_\_\_\_ (date) and that \_\_\_\_\_ (Title of First Authorized Official) and \_\_\_\_\_ (Title of Second Authorized Official) are hereby authorized to apply to the Department of Employment and Economic Development for funding of this project on behalf of \_\_\_\_\_ (Applicant).

BE IT FURTHER RESOLVED that \_\_\_\_\_ (Applicant) has the legal authority to apply for financial assistance, and the institutional, managerial and financial capability to ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that \_\_\_\_\_ (Applicant) has not violated any Federal, State or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED that upon approval of its application by the State, \_\_\_\_\_ (Applicant) may enter into an agreement with the State of Minnesota for the approved project, and that \_\_\_\_\_ (Applicant) certifies that it will comply with all applicable laws and regulations as stated in all contract agreements.

NOW, THEREFORE BE IT RESOLVED that \_\_\_\_\_ (Title of First Authorized Official) and \_\_\_\_\_ (Title of Second Authorized Official), or their successors in office, are hereby authorized to execute such agreements, and amendments thereto, as are necessary to implement the project on behalf of the Applicant.

I CERTIFY THAT the above resolution was adopted by the \_\_\_\_\_ (governing body of Applicant) of \_\_\_\_\_ (Applicant) on \_\_\_\_\_ (date).

SIGNED:

WITNESSED:

\_\_\_\_\_  
(First Authorized Official)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Second Authorized Official)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

City of Mantorville  
City Council Minutes  
October 10, 2022

1. Call to Order

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

Present: Mayor Chuck Bradford  
Councilmembers Lyle Hoaglund, Jeffrey Ingalls,  
Kent Keller and Bill Kinney

Absent: None

Others Present: City Clerk-Treasurer Shirley Buecksler  
Public Works Lead Joe Adams  
Public Works Wade Schroeder  
Deputy City Clerk Gretchen Lohrbach

2. Pledge of Allegiance

Everyone stood and recited the Pledge of Allegiance.

3. Amendments/Approval of Agenda

Council added an Executive Session and approved the agenda, as amended.

4. Consent Agenda

A. Accounts Payable Claims List for October 10, 2022

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

Vote: 5 ayes / 0 nays. Motion carried.

5. Proclamations, Presentations and Recognitions

A. Presentation by Southeaster Minnesota Multi-County Housing & Redevelopment Authority (SEMMCHRA), Nick Koverman – Proposed Small Cities Development Program

Nick Koverman of SEMMCHRA presented the proposed Small Cities Development Program to the Council. This presentation was recently brought forward to the Economic Development Authority. SEMMCHRA is asking the City of Mantorville to adopt the resolution between the City SEMMCHRA, which was provided in the Council's packet.



There is no cost by the City until the grant is accepted by the Minnesota Department of Employment and Economic Development. SEMMCHRA is the grant administrator; the City is the grant licensee. These are federal tax dollars. The City would need to budget \$10,000.00 in 2025, to be spent in 2026. This may also be prepaid. Cities within Dodge County that are a part of the program include Claremont/West Concord (partnered), Hayfield, Dodge Center and Kasson.

Motion was made by Councilmember Ingalls and seconded by Councilmember Keller to adopt Resolution No. 2022-45, Declaring the City of Mantorville as the Applicant and Partner for the Proposed Mantorville Comprehensive Small Cities Development Program (SCDP) Rehabilitation Projects Contained in the Community Finance Preliminary Proposal.

Vote: 5 ayes / 0 nays. Motion carried.

**6. Public Safety Update**

- A. Mantorville Fire and Rescue General Meeting Minutes of October 5, 2022
- B. Dodge County Sheriff's Office Report for September 2022

**7. Public Concerns**

The following person(s) addressed the Council:

- o Jerrod Kappers, 811 East Street
  - o We need more places for kids to play and want to build towards the lot line. A structure/garage that matches the house. Want to add a section of the driveway; previous owner never added a culvert. We could make it five feet off the lot line and attached to the main house. The issue is an abandoned structure on the south corner and whether it belongs to the City or the neighbor.
    - Mayor Bradford recommended he work with Staff for the building permit.
- o Virgil Andrisc, 101 3<sup>rd</sup> Street West
  - o What was the cost of redoing 3<sup>rd</sup> Street? How much in total do we have in that street?
    - Joe Adams has the bill at the shop for redoing the ditches but approximates it was \$30,000.00.
  - o The Council should make a resolution that someone on the City Council could read the plans. They never would have approved that plan. It may be happening on West Street. Start looking so this doesn't happen again and look at your City Engineer.
  - o Who was in charge of the job?
    - Mayor Bradford said WHKS had oversight of the project and were in charge.
    - Councilmember Ingalls asked if there are any suggestions for next time?

CITY OF MANTORVILLE  
DODGE COUNTY, MINNESOTA  
RESOLUTION NO. 2022-45

A RESOLUTION DECLARING THE CITY OF MANTORVILLE  
AS THE APPLICANT AND PARTNER  
FOR THE PROPOSED MANTORVILLE COMPREHENSIVE  
SMALL CITIES DEVELOPMENT PROGRAM (SCDP)  
REHABILITATION PROJECTS CONTAINED  
IN THE COMMUNITY FINANCE PRELIMINARY PROPOSAL

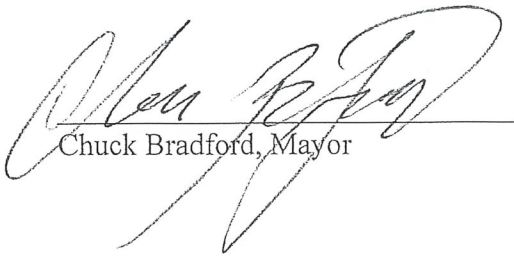
WHEREAS the City of Mantorville is the applicant and partner in the proposed Mantorville Comprehensive Rehabilitation Small Cities Development Program (SCDP) Projects contained in the Community Finance Preliminary Proposal to be submitted in November 2023; and

WHEREAS the City of Mantorville is leveraging and committing \$10,000 of their own funds to this project; and

WHEREAS the City of Mantorville and the Southeastern Minnesota Multi-County Housing and Redevelopment Authority (SEMMCHRA) are partnering to develop the project.

NOW, THEREFORE, BE IT RESOLVED that the City of Mantorville agrees to be the applicant and partner in the proposed Mantorville Comprehensive SCDP Rehabilitation projects contained in the Community Finance Preliminary Proposal.

Adopted by the City Council of the City of Mantorville this 10<sup>th</sup> day of October 2022.



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

ATTEST:



\_\_\_\_\_  
Shirley R. Bueckler, City Clerk-Treasurer

## **Citizen Participation Plan - City of Mantorville**

Pursuant to Section 104(a)(3) of the Housing and Community Development Act of 1974, as amended, this Citizen Participation Plan is hereby adopted to ensure that the citizens of the City of Mantorville (hereinafter referred to as the Applicant), particularly persons of low and moderate income residing in slum and blight areas and in areas in which CDBG funds are proposed to be used, are encouraged to participate in the planning and implementation of CDBG-funded activities.

### **Public Hearing**

A public hearing or public hearings will be the primary means of obtaining citizen views and responding to proposals and questions related to community development and housing needs, proposed CDBG activities and past CDBG performance.

Prior to submitting a CDBG application to the State of Minnesota, the Applicant will need to conduct at least one public hearing to identify community development and housing needs, including the needs of very low and low income persons, as well as other needs in the community that might be addressed through the CDBG program. At the hearing, the Applicant must also, at minimum, review the proposed CDBG activities, their benefiting location(s), overall cost and proposed financing, and the implementation schedule. In addition, the past performance of the Applicant in carrying out CDBG responsibilities should be reviewed. Compliance with historic requirements of the CDBG program must be discussed, including whether there are/may be any historic or potentially historic buildings in the target area, and how the Applicant intends to address compliance with federal regulations governing the "Protection of Historic Properties."

Formal notice of the public hearing must be provided, which follows the posting/publication requirement(s) of the Applicant. A public notice will also be posted in places frequented by the public, especially low and moderate income persons benefiting from or affected by proposed CDBG activities as well as being posted in the *Dodge County Independent*. As circumstances warrant and as the Applicant determine necessary or appropriate, participation may additionally be specifically solicited from persons of low and moderate income, those benefiting from or affected by CDBG activities and/or representatives of such persons. Hearings will be held at times and in locations convenient to potential and actual beneficiaries and with accommodation for the handicapped. In case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate, arrangements will be made to have an interpreter present. Citizens must be provided the opportunity to comment upon the original Citizen Participation Plan and on substantial amendments to it, or to the activities for which CDBG funds will be used.

### **Public Information and Records**

Information and records regarding the proposed and past use of CDBG funds will be available at the Southeastern Minnesota Multi-County Housing and Redevelopment Authority located at 134 East Second Street in Wabasha, MN 55981 (location) during regular office hours. The public will be so informed of this by public notice. Special communication aids can be made available to persons upon request.

### **Written Comments and Response**

The Applicant will respond to written complaints and grievances, in writing, in a timely manner. When at all possible, such written responses shall be made within fifteen (15) working days.

\_\_\_\_\_  
City of Mantorville  
Applicant

\_\_\_\_\_  
Signature of Chief Elected Official of Applicant

\_\_\_\_\_  
Date

NOTE: EACH JURISDICTION PARTICIPATING IN A JOINT APPLICATION IS REQUIRED TO FOLLOW CITIZEN PARTICIPATION REQUIREMENTS. A SINGLE PLAN CAN BE USED FOR A MULTI-JURISDICTIONAL APPLICATION, BUT CITIZENS FROM ALL JURISDICTIONS MUST BE GIVEN AN OPPORTUNITY TO PARTICIPATE.

## **MANTORVILLE CITY COUNCIL BYLAWS, CODE OF ETHICS AND CONDUCT**

### **A. REGULAR MEETINGS**

Mantorville City Council Meetings are held the 2<sup>nd</sup> and 4<sup>th</sup> 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 2<sup>nd</sup> 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](http://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.





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

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

**ADMINISTRATIVE FEES:**

Copies	25¢ per page black and white; (10¢ if paper furnished) 40¢ double-sided \$1.00 per page, color
NSF/Closed Account/Stop Payment	\$30.00 per check
Copy of Council Meeting recording (disk)	\$5.00 per disk or flash drive
Duplicate License/Permit (any type)	\$10.00
Mileage Reimbursement	@ IRS allowed rate
Maps – 10 inch x 17 inch size	\$1.00 black and white \$2.00 color
Copy of City Code	\$65.00 - Binder \$50.00 – Non-binder
Affidavit of Candidacy Filing Fee	\$2.00
Open Records/Public Information Request	\$19.00 per hour
Document Recording	\$50.00
Mowing/Yard Cleanup/Other	\$100 per hour with a 1 hour minimum
Over 60 Days late fee for Fire Dept. Calls	\$25.00

**BUILDING PERMIT FEES:**

Administrative Fee	\$75.00
Plan Review Application Fee	\$150.00 *Applied toward Plan Review Fee if Permit is issued
Plan Review Fee	65% of building permit fee
Valued Permit Fees	
\$1-\$999	\$55.00
\$1,000-\$4,999	\$55+\$20/\$1,000 for each \$1,000>\$1,000
\$5,000-\$19,999	\$121+\$6/\$1,000 for each \$1,000>\$5,000
\$20,000-\$99,999	\$216+\$5/\$10,00 for each \$1,000>\$20,000
\$100,00-\$249,999	\$614.75+\$3.75/\$1,000 for each \$1,000>\$100,000
\$250,000-\$499,999	\$1,176.75+\$3.65/\$1,000 for each \$1,000>\$250,000

\$500,000-\$749,999	\$2,088.50+\$3.50/\$1,000 for each \$1,000>\$500,000
\$750,000-\$999,999	\$2,962.25+\$3.25/\$1,000 for each \$1,000>\$750,000
\$1,000,000-\$1,999,999	\$3,774.50+\$3.20/\$1,000 for each \$1,000>\$1,000,000
\$2,000,000-\$4,999,999	\$6,950.75+\$2.25/\$1,000 for each \$1,000>\$2,000,000
\$5,000,000-\$9,999,999	\$13,695.75+\$2.20/\$1,000 for each \$1,000>\$5,000,000
\$10,000,000 and over	\$24,695.75+\$2.20/\$1,000 for each \$1,000>\$10,000,000
Commercial Re-shingle	Contact CMS to determine if flat fee
Flat Fee Permits: Reroof/side, repair or replace fixture/appliance, windows/doors. Egress Windows NOT FLAT FEE	\$125.00 (fee is ½ \$62.50 if only 1 item maintained per permit)
Manufactured Home	\$220.00
Demolition	\$175.00
All Others	\$100.00
Reinspection Fee (if special trip needed)	\$80.00
Mechanical Permit	\$35.00
Plumbing Permit	\$35.00
State Surcharge Fees Per Minnesota Statute 326B.148	
\$0-\$1,000,000	\$5/\$10,000 for each value up to \$10,000
\$1,000,001-\$2,000,000	\$500+\$4/\$10,000 for each value between \$1,000,001 & \$2,000,000
\$2,000,001-\$3,000,000	\$900+\$3/\$10,000 for each value between \$2,000,001 & \$3,000,000
\$3,000,001-\$4,000,000	\$1,200+\$2/\$10,000 for each value between \$3,000,001 & \$4,000,000
\$4,000,001-\$5,000,000	\$1,400+\$1/\$10,000 for each value between \$400,001 & \$5,000,000
Greater than \$5,000,000	\$1,500 +\$0.50/\$10,000 for each value exceeding \$5,000,001
Reissue of Expired Permit	Equal to original permit fee
Failure to Obtain Building Permit	\$150.00 or a sum equal to two times the building permit fee applicable to the project, whichever is greater
Print/Copy plans submitted electronically	\$0.25 per page

11x17 or smaller	
Print/Copy large plans (plat size) submitted electronically	\$5 per page

**LAND USE FEES:**

An additional fee of up to two (2) hours of consultant time may be added to land use applications. See specific application for consultant costs. Consultant time beyond two (2) hours will be discussed with the Applicant prior to the City proceeding with the application.

Preliminary Plat	\$350.00 + \$1.00/lot
Final Plat	\$150.00
Minor Subdivision	\$200.00 (less than 3 lots)
Variance	\$250.00
Rezone	\$250.00
Conditional Use Permit	\$250.00
Parkland Dedication	\$100.00 per lot
Annexation	\$300.00 + all associated costs
Appeal	\$150.00
Metes & Bounds Lot Split	\$250.00

**UTILITIES:**

Water/Sewer Accessibility Charge to Developers	
Water (WAC)	\$1,000.00 per developable acre
Sewer (SAC)	\$2,000.00 per developable acre
Connection Fee for Residential and Commercial Construction	
Water	\$650.00 per building
Sewer	\$2,639.00 per building
2022 Utility Rates	
Water Base	\$19.70
Water per Thousand Gallons	\$4.90
Sewer Base	\$36.50
Sewer per Thousand Gallons Water	\$8.62
Water Shut Off/Reconnection	\$100.00
<i>**Residents that leave for the winter months and request their water to be shut-off at the curb will be charged the \$100 fee when the water is turned back on. Monthly Base fees are not charged when the water is shut off at the curb.</i>	
STORM WATER	
Residential – Less than 2 Acres	\$3.00 per month
Residential – More than 2 Acres	\$4.00 per month
Non-Residential	\$15.00 per acre with a \$5.00 minimum

	charge
Sump Pump Violations	\$100.00 per day of non-compliance
FAILURE TO INSTALL A WATER METER	\$50.00 per month, in addition to regular utility charges
Outside Water Meter/Meter Replace	\$400.00
MDH Fee (set by State)	\$.81 per month
UB Late Fee	20% of outstanding current month bill
Bulk Water Rate	\$10.00 per thousand gallons + Water Base Fee

**LICENSE & PERMIT FEES:**

Alcoholic Beverages – Set by State Statute	
3.2% Malt Liquor On Sale	\$200.00
3.2% Malt Liquor Off Sale	\$100.00
Consumption & Display	\$250.00 (check made out to State of Minnesota)
Intoxicating On Sale	\$2,500.00
Intoxicating Off Sale	\$100.00
Club On Sale	\$100.00
Sunday Intoxicating On Sale	\$200.00
Wine On Sale	\$500.00
Investigation	Associated Costs
Temporary Liquor	\$25.00 per day
Mantorville Brewery	\$142.00
Mechanical Amusement Devices	\$50.00 (1-4 devices); \$15.00 each additional
Dog License	
Lifetime License	\$25.00
Replacement Tag	\$5.00
Dog Impound Fees 2024	\$100 plus cost of impound
Kennel License	\$150.00; Renewal N/C
Chicken Permit	\$25.00; Renewal N/C
Garbage Haulers Permit	\$500.00 annually
Fireworks Display	\$25.00 each show
Peddlers/Solicitor	
Per day, per applicant	\$10.00
Background Investigation	\$100.00
Excavation Permit (right-of-way)	\$30.00
Water/Sewer Contractor Permit	\$30.00 (Contractor’s License to do work)

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

**MANTORVILLE FIRE DEPARTMENT  
2023 BILLING RATES**

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

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

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

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

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

**All fees listed include required State tax**

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

Adopted By City Council  
Resolution 2024-10  
April 8, 2024





## Project Personnel

The City of Mantorville retained the services of WHKS & Co. to design the project. MnDOT personnel will perform the construction inspection and will be on site daily to answer any questions. MnDOT will work closely with the Public Works Department.

## Project Contractor

Elcor Construction, Inc.  
Drew McLean  
Rochester, MN  
drew@elcorconstruction.com  
Phone: (507) 281-3333  
Cell: (507) 735-8612

## Project Funding

The City of Mantorville is funding the water and sewer infrastructure and MnDOT is funding the roadway infrastructure.

## Minnesota Department of Transportation (MnDOT) Construction Personnel

Resident Engineer: Dan Pirkl  
(507) 286-7536

Lead Inspector: Joel Risser  
(507) 696-5021

Office Manager: Kathy Bartz  
(507) 286-7531

## Project Coordination

Construction activities will disrupt travel to and from your home. Cooperation among the City of Mantorville, MnDOT, the Contractor, and property owners will improve the construction process.

## Safety Tips

Here are a few safety tips to remember when traveling to and from your destination:

- » Be alert and watch for construction workers and vehicles entering and exiting the construction zone.
- » Please keep children away from the construction zone and equipment.
- » Please drive slowly when in the construction zone and observe warning signs for changing conditions.



# HWY 57 RECONSTRUCTION



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

## CITY OF MANTORVILLE, MINNESOTA

### MAYOR

Chuck Bradford

### COUNCIL MEMBERS

Henry Blair  
Lyle Hoaglund  
Jeffrey Ingalls  
Lynette Nash

### CITY CLERK-TREASURER

Gretchen Lohrbach

### PUBLIC WORKS

Joe Adams

### WHKS & CO

Scott Huneke, P.E. (Engineer)

**whks**

engineers + planners + land surveyors

## Project Design Details

The project includes:

- » Full roadway reconstruction with new concrete curb and blacktop pavement.
- » Some tree removal is required.
- » Watermain, water services, and sanitary sewer will be reconstructed.
- » Storm sewer will be reconstructed and new storm sewer will be added.
- » Concrete curb and gutter will be reconstructed throughout the project limits except for the curb between 6th and 7th Streets, which will remain in place.
- » Driveways will be removed and reconstructed where they intersect with Highway 57.
- » Sidewalks in the project limits will be reconstructed.
- » Sidewalk will be extended between 8th and 9th Streets on the east side.
- » Pedestrian curb ramps will be installed where sidewalk intersects with Highway 57.
- » Traffic will be detoured around the construction zones. Local traffic will be allowed within the construction zones. Traffic will be maintained to businesses.

## Project Scheduling

- » Mid-April: Construction activity begins with pulverizing the existing pavement and turning it into gravel.
- » Underground construction will start just north of 4th Street and continue north. The 4th Street intersection is scheduled to remain open until early June.
- » When the 4th Street intersection closes, a temporary gravel roadway will be constructed for local traffic through Riverside Park.
- » 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.
- » Utility interruptions may occur during construction. The Contractor will coordinate these disruptions with the utility and property owners.
- » August 9, 2024: Substantial completion of the project.
- » The project' schedule and completion dates are weather dependent.

## Project Notes

- » Access to individual driveways may be restricted during construction. The Contractor will notify you when this occurs. Access is expected to be restored at the end of each workday unless concrete is poured. Residents should not drive on new concrete for at least 3-7 days.
- » Garbage collection will be coordinated with the Contractor prior to the start of construction. Please put your name and address on your garbage cans, so you receive the same can after collection.
- » If necessary, a temporary mail box bank(s) will be installed at an accessible location within the project limits. Elcor Construction will coordinate the location with the US Postal Service.
- » If you desire to hire the Contractor to perform work on your private property, you must coordinate this work directly with the Contractor.
- » Please look to the MnDOT website for construction updates. <https://www.dot.state.mn.us/d6/projects/hwy-57/index.html>



684650

~~Statement~~

Quote

DATE 3-5-24

TO

City of Mantorville

TERMS

IN ACCOUNT WITH

Boyum Tree Service LLC

603 74th Ave SE

Owatonna MN 55060

116	9th st west				
	1 Ash stump			\$100.00	
215	9th st west				
	Remove 1 Ash tree			\$500.00	
	and grind stump				
313	4th st west				
	Remove 1 Ash tree			\$700.00	
	and grind stump				
511	Blanch				
	Remove 1 Ash tree			\$600.00	
	and grind stump				

CURRENT

OVER 30 DAYS

OVER 60 DAYS

TOTAL AMOUNT

\$1,900.00





Carr's Tree Service  
 Billing Address  
 P.O. Box 250  
 Ottertail, MN 56571  
 218-367-3355 • 1-888-470-3355  
 carrstis@carrstreeservice.com



Fully Insured

City \_\_\_\_\_ Lake \_\_\_\_\_  
 Do \_\_\_\_\_ When \_\_\_\_\_ Date called \_\_\_\_\_ County \_\_\_\_\_  
 Estimate X When \_\_\_\_\_ Person taking call Josh Johnson 507-456-4221  
 Name City Of Monticello Phone Number: \_\_\_\_\_  
 Email Address: joe@monticello.com Cell Number: 507-635-5119  
 Mailing Address: \_\_\_\_\_  
 Site Address: 215 9th St W, 116 9th St W, 313 4th St W, 511 Blanch St

Job Description: \_\_\_\_\_  
 Estimate of Cost: Remove three Ash trees, grind stumps and Clean up  
Stumpage. 116 9th St W is stump only.  
Haul all material to the City Compost site.  
(No black dirt)

Equipment	Name	Hours
_____	Sprinkler System	_____
_____	Septic System	_____
_____	Well	_____
_____	Drive on Lawn	_____
_____	Okay to drive on driveway	_____
_____	Underground gas or electric lines	_____
_____	\$ <u>3,102.45</u>	
_____	\$ <u>Exempt tax</u>	
_____	\$ <u>3,102.45 total</u>	
Estimated Fuel Cost		
_____		
_____		
_____		
_____		
_____		
_____		
_____		
_____		

OR 6 MONTHS UNLESS NOTED.

Date: \_\_\_\_\_

O.K. to Bill:  Yes  NO



PO Box 567  
Grand Meadow, MN 55936

Phone: 507-754-4499  
800-835-1232  
Email: info@olsontree.com  
Website: www.olsontree.com

**Client Information**

<b>Name:</b> City of Mantorville	<b>Date of Estimate:</b> Saturday, March 02, 2024
<b>Property Address:</b> 201 Mantor Dr	<b>Billing Address:</b> 21 5th St E
<b>City, State and Zip:</b> Mantorville, MN 55955	<b>Billing City, State and Zip:</b> Mantorville, MN 55955
<b>Email Address:</b> joe@mantorville.com	
<b>Main Phone:</b> 507-251-7508 (Joe)	
<b>Work/Cell Phone:</b>	<b>Job Name:</b> City of Mantorville 20240302-2

<b>Description</b>	<b>Cost</b>
--------------------	-------------

**Comments**

For 511 Blanch St: We will have to block the parking area the night before for this Ash tree.

<b>Tree Removal</b>	<b>\$2,880.00</b>
---------------------	-------------------

Cut down 3 Ash trees at 215 9th St. West, 313 4th St. West and 511 Blanch St. and grind the stumps.

Grind the Ash stump at 116 9th St. West.

Clean up, rake and haul all brush and wood to the city dump.

**Winter Season**

Upon entering winter season, our team cleans up the work site as best as possible. There will be sticks and debris that gets buried in the snow that we cannot get. We can come back in the spring to clean up the remaining debris but there would be a minimal charge for that.

\*\*We request that you contact us in the spring if you'd like us to do this.

\*\*If there's an early ground cover and the ground does not freeze adequately, we request the homeowner inspect their yard and approve conditions prior to work commencing.

<b>Subtotal for Services Selected:</b>	\$2,880.00
<b>Tax:</b>	\$0.00
<b>Total Due Upon Completion of Job:</b>	<b>\$2,880.00</b>

**S.L. CONTRACTING, INC.**

*We Dig for Our Business!*



DBA: ROCHESTER SERVICE CO.

ROCHESTER, MN

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

DBA: Rochester Service  
Company  
2510 Schuster Lane NW  
Rochester, MN 55901  
507-281-5333

# Estimate

Date                      Estimate #  
4/1/2024                      2797

City of Mantorville  
PO Box 188  
Mantorville, MN 55955

Description	Qty	Rate	Total
2024 SPRING SWEEPING  Spring Street Sweeping [HRS] --- To be billed per hours swept ---	10	220.00	2,200.00
<b>Sales Tax (0.0%)</b>			\$0.00
<b>Total</b>			\$2,200.00

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

**Durst Outdoor Services**

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



**Estimate**

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

ESTIMATE 2402  
DATE 04/03/2024

DESCRIPTION	QTY	RATE	AMOUNT
2024 Sweeping of town	1	3,345.00	3,345.00
SUBTOTAL			3,345.00
TAX			0.00
TOTAL			<b>\$3,345.00</b>

Accepted By

Accepted Date