



Trail to the Past. Road to the Future.

LOCAL BOARD OF APPEAL AND EQUALIZATION MEETING

**MANTORVILLE CITY COUNCIL CHAMBERS
21 5TH STREET E, MANTORVILLE, MN 55955
MONDAY, APRIL 22, 2024
6:00 PM**

The Local Board of Appeal and Equalization will be held from 6:00 pm to 6:30 pm. Anyone wishing to contest their 2024 valuation for taxes payable in 2025 should plan to attend during this time.

- 1. Call to Order**
- 2. Local Board of Appeal and Equalization**
- 3. Adjourn**

CITY COUNCIL MEETING

**MANTORVILLE CITY COUNCIL CHAMBERS
21 5TH STREET E, MANTORVILLE, MN 55955
MONDAY, APRIL 22, 2024
6:30 PM OR IMMEDIATELY FOLLOWING**

THE LOCAL BOARD OF APPEAL AND EQUALIZATION MEETING

- 4. Call to Order**
- 5. Pledge of Allegiance**
- 6. Adopt the Agenda ***
- 7. Consent Agenda ***
 - A.** Accounts Payable – Warrant List 4.22.24
 - B.** Accounts Payable – Warrant List March 2024
 - C.** Accounts Payable – Warrant List February 2024
 - D.** Council Meeting Minutes 4.8.24
 - E.** Council Meeting Minutes 3.18.24
 - F.** 03.26.24 County Board Regular Draft Minutes
- 8. Proclamations, Presentations and Recognitions – No Items**
- 9. 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.*

10. Public Safety Update

11. Public Hearing – No Items

12. Old Business/New Business – No items

13. Tabled Items

- A. Annual review of Council Bylaws, Policies, and Procedures
- B. Master Fee Schedule date
- C. HWY 57 Brochures

14. 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

15. Executive Session – No Items

16. Adjourn *

<i>Upcoming Meetings and Events in Mantorville:</i>		
<i>April 22, 2024</i>	<i>6:30pm</i>	<i>LBAE & Regular City Council Meeting</i>
<i>April 30, 2024</i>	<i>6:30pm</i>	<i>Parks and Recreation Board Meeting</i>
<i>May 7, 2024</i>	<i>6:30pm</i>	<i>Mantorville EDA Meeting</i>
<i>May 13, 2024</i>	<i>6:30pm</i>	<i>Regular City Council Meeting</i>
<i>Members of the City Council and other Boards may be in attendance at all meetings and community events in Mantorville</i>		

* Council Action Items



City Council Report

To: Mayor and Council
From: Gretchen Lohrbach, City Clerk-Treasurer
Date: April 22, 2024

Local Board of Appeal & Equalization

BACKGROUND INFORMATION:

The Dodge County Assessor's Office will be in attendance at tonight's Local Board of Appeal & Equalization (LBAE) meeting. A packet will be provided by the County Assessor to Council at the meeting. The Assessor's Office encourages taxpayers to speak with their office first. If there are any preliminary agreements, those changes will be presented to the Local Board as an Assessor Recommendation. This is not always the case, which is when the Local Board is important.

General rules of the LBAE meeting:

- All appeals will be heard by the City Council before a ruling is made.
- Everyone should remain civil and open minded.
- The burden of proof is on the taxpayer, so they must be prepared to present an appeal.
- The Assessor's Office must be in attendance and make record of adjustment and provide clarification to the Local Board.
- The purpose of the meeting is to discuss value and/or classification (no tax appeals).
- The scheduled meeting is for the valuation listed on the 2024 valuation notice **payable 2025**.
- Taxpayers who refuse a property inspection/review are not allowed to appeal.
- If the City Council chooses not to make a change, the taxpayer is allowed to present their appeal to the Dodge County Board of Appeal & Equalization (CBAE).

STAFF RECOMMENDATION:

The City Council must hold the Local Board of Appeal & Equalization meeting to hear from residents regarding their property valuations.

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Payments

Current Period: April 2024

Payments Batch 041824PAY		\$27,680.48	
Refer	0 ALLSTATE PETERBILT GROUP	-	
Cash Payment	E 101-42200-228 Equip. Repair and Maint	Truck Maintenance	\$3,186.44
Invoice	4/22/2024		
Transaction Date	4/18/2024	MBT Bank Checking 10100	Total \$3,186.44
Refer	0 AMAZON	Ck# 006161 4/22/2024	
Cash Payment	E 101-41500-200 Supplies	Colored pencils for bank rec & laminating supplies	\$120.20
Invoice	4/22/2024		
Transaction Date	4/18/2024	MBT Bank Checking 10100	Total \$120.20
Refer	0 BADGER METER	-	
Cash Payment	E 601-49400-300 Professional Srvs (GEN	Meter Services for March	\$165.26
Invoice	80155209 4/22/2024		
Cash Payment	E 602-49450-300 Professional Srvs (GEN	Meter Services for March	\$247.88
Invoice	80155209 4/22/2024		
Transaction Date	4/18/2024	MBT Bank Checking 10100	Total \$413.14
Refer	0 BATTERIES PLUS	-	
Cash Payment	E 101-42200-240 Tools and Minor Equipm	Batteries for FD	\$19.46
Invoice	4/22/2024		
Transaction Date	4/18/2024	MBT Bank Checking 10100	Total \$19.46
Refer	0 BOUND TREE MEDICAL, LLC	-	
Cash Payment	E 101-42200-311 First Responder Train/E	Cuaplex Suction Tubing	\$147.14
Invoice	85297299 4/22/2024		
Cash Payment	E 101-42200-311 First Responder Train/E	Suction Tubing	\$2.38
Invoice	85301266 4/22/2024		
Transaction Date	4/18/2024	MBT Bank Checking 10100	Total \$149.52
Refer	0 DEPARTMENT OF LABOR & INDUS	-	
Cash Payment	E 101-42400-300 Professional Srvs (GEN	1st Qrt 2024 State Surcharge for building permits	\$84.50
Invoice	4/22/2024		
Transaction Date	4/18/2024	MBT Bank Checking 10100	Total \$84.50
Refer	0 DODGE COUNTY INDEPENDENT	-	
Cash Payment	E 101-41110-352 Publishing	Hwy 57 Open House	\$90.00
Invoice	17554 4/22/2024		
Cash Payment	E 101-41110-352 Publishing	LBAE Meeting	\$101.25
Invoice	17581 4/22/2024		
Cash Payment	E 101-41110-352 Publishing	Hydrant Flush	\$112.50
Invoice	17580 4/22/2024		
Cash Payment	E 101-41110-352 Publishing	4.8.24 Public Hearing	\$112.50
Invoice	17553 4/22/2024		
Transaction Date	4/18/2024	MBT Bank Checking 10100	Total \$416.25
Refer	0 DODGE COUNTY RECORDER	-	
Cash Payment	E 101-41500-315 Recording Fees	Ordinance 2022-02	\$46.00
Invoice	04224 4/22/2024		
Transaction Date	4/18/2024	MBT Bank Checking 10100	Total \$46.00
Refer	0 FIRE SAFETY USA, INC	-	

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Payments

Current Period: April 2024

Cash Payment	E 101-42200-208	Training, Mileage	Labor Hrs foam	\$330.00
Invoice	184510	4/22/2024		
Cash Payment	E 101-42200-240	Tools and Minor Equipm	Hooligan Bar	\$290.00
Invoice	184975	4/22/2024		
Cash Payment	E 101-42200-240	Tools and Minor Equipm	Rebuild Pump Drain	\$714.00
Invoice	184947	4/22/2024		
Cash Payment	E 101-42200-240	Tools and Minor Equipm	Valve repair	\$1,691.50
Invoice	184508	4/22/2024		
Cash Payment	E 101-42200-240	Tools and Minor Equipm	Valve	\$1,280.90
Invoice	185135	4/22/2024		
Cash Payment	E 101-42200-240	Tools and Minor Equipm	Fire Hose	\$760.00
Invoice	181664	4/22/2024		
Cash Payment	E 101-42200-240	Tools and Minor Equipm	Gas Cylinder	\$50.00
Invoice	179777	4/22/2024		
Transaction Date	4/18/2024		MBT Bank Checking 10100	Total \$5,116.40
Refer	0	<u>INTERNAL REVENUE SERVICE</u>	<u>Ck# 006158 4/22/2024</u>	
Cash Payment	G 101-21703	FICA Tax Withholding	PR 07 2024	\$1,013.80
Invoice		4/22/2024		
Cash Payment	G 101-21709	Medicare	PR 07 2024	\$237.08
Invoice		4/22/2024		
Cash Payment	G 101-21701	Federal Withholding	PR 07 2024	\$739.74
Invoice		4/22/2024		
Transaction Date	4/18/2024		MBT Bank Checking 10100	Total \$1,990.62
Refer	0	<u>J.J. KELLER</u>	-	
Cash Payment	E 101-43100-229	Safety/OSHA	Testing Forms	\$205.67
Invoice		4/22/2024		
Transaction Date	4/18/2024		MBT Bank Checking 10100	Total \$205.67
Refer	0	<u>KENNEDY & GRAVEN, CHARTERE</u>	-	
Cash Payment	E 101-41600-304	Legal Fees	Legal fees for March 2024	\$794.50
Invoice		4/22/2024		
Transaction Date	4/18/2024		MBT Bank Checking 10100	Total \$794.50
Refer	0	<u>LINCOLN NATIONAL LIFE INSURA</u>	-	
Cash Payment	G 101-21711	Life Insurance Payable	May life Insurance	\$201.78
Invoice		4/22/2024		
Transaction Date	4/18/2024		MBT Bank Checking 10100	Total \$201.78
Refer	0	<u>LUCAS, RUSS</u>	-	
Cash Payment	E 101-42200-208	Training, Mileage	MN Ambulance Association Mental Health Workshop	\$150.00
Invoice		4/22/2024		
Transaction Date	4/18/2024		MBT Bank Checking 10100	Total \$150.00
Refer	0	<u>MIDWEST SIGNTECH OF ROCHES</u>	-	
Cash Payment	E 101-41940-417	Uniforms	City Embroidery and clothing	\$193.78
Invoice		4/22/2024		
Transaction Date	4/18/2024		MBT Bank Checking 10100	Total \$193.78
Refer	0	<u>MINNESOTA ENERGY</u>	-	
Cash Payment	E 101-41940-380	Utility Services	4016467-5 STREETS	\$0.00
Invoice		4/22/2024		

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Payments

Current Period: April 2024

Cash Payment	E 101-41940-380	Utility Services	4300149-4 STREETS	\$256.01
Invoice		4/22/2024		
Cash Payment	E 101-41940-380	Utility Services	4028156-0 STREETS	\$182.26
Invoice		4/22/2024		
Cash Payment	E 101-42200-380	Utility Services	4229566-7 FIRE DEPT	\$696.31
Invoice		4/22/2024		
Cash Payment	E 602-49450-380	Utility Services	4299022-6 WWTP	\$297.55
Invoice		4/22/2024		
Cash Payment	E 101-41940-380	Utility Services	5121503-6 NEW SHOP	\$0.00
Invoice		4/22/2024		
Transaction Date	4/18/2024		MBT Bank Checking 10100	Total \$1,432.13
Refer	0 MINNESOTA REVENUE		Ck# 006157 4/22/2024	
Cash Payment	G 101-21702	State Withholding	PR 07 2024	\$396.92
Invoice		4/22/2024		
Transaction Date	4/18/2024		MBT Bank Checking 10100	Total \$396.92
Refer	0 MN FIRE CERTIFICATION BOARD		-	
Cash Payment	E 101-42200-208	Training, Mileage	Test Fee	\$25.00
Invoice 12378		4/22/2024		
Transaction Date	4/18/2024		MBT Bank Checking 10100	Total \$25.00
Refer	0 MN PERA		Ck# 006159 4/22/2024	
Cash Payment	G 101-21704	PERA	PR 07 2024	\$1,241.65
Invoice		4/22/2024		
Transaction Date	4/18/2024		MBT Bank Checking 10100	Total \$1,241.65
Refer	0 NAPA		-	
Cash Payment	E 101-42200-240	Tools and Minor Equipm	P2 Universal	\$99.99
Invoice 898306		4/22/2024		
Cash Payment	E 101-42200-228	Equip. Repair and Maint	Gauge, Asapter, Connector Aircheck, Def	\$86.83
Invoice 480926		4/22/2024		
Cash Payment	E 101-45200-404	Repairs/Maint Machiner	Switchs	\$15.98
Invoice 481786		4/22/2024		
Cash Payment	E 101-43100-228	Equip. Repair and Maint	Oil	\$15.48
Invoice 482169		4/22/2024		
Cash Payment	E 101-43100-228	Equip. Repair and Maint	Break part cleaner and oil	\$106.65
Invoice 481925		4/22/2024		
Transaction Date	4/18/2024		MBT Bank Checking 10100	Total \$324.93
Refer	0 NCPERS GROUP LIFE INS.		-	
Cash Payment	G 101-21711	Life Insurance Payable	May 2024 Life Ins	\$16.00
Invoice 608900052024		4/22/2024		
Transaction Date	4/18/2024		MBT Bank Checking 10100	Total \$16.00
Refer	0 NOLTE, ROGER		-	
Cash Payment	E 101-42200-217	Other Operating Supplie	Replaced failing disk in office computer	\$43.24
Invoice		4/22/2024		
Cash Payment	E 101-42200-321	Communications Phone/	Txt service from Clicksend	\$100.00
Invoice		4/22/2024		
Transaction Date	4/18/2024		MBT Bank Checking 10100	Total \$143.24
Refer	0 OLMSTED MEDICAL CENTER CLIN		-	

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Payments

Current Period: April 2024

Cash Payment	E 101-43100-229	Safety/OSHA	Testing	\$88.00
Invoice		4/22/2024		
Transaction Date	4/18/2024		MBT Bank Checking 10100	Total \$88.00
Refer	0	ON-SITE COMPUTERS, INC	-	
Cash Payment	E 601-49400-300	Professional Srvs (GEN	Cpmuter Service for April, March usage	\$12.00
Invoice	CW92351	4/22/2024		
Cash Payment	E 101-41500-300	Professional Srvs (GEN	Cpmuter Service for April, March usage	\$416.85
Invoice	CW92351	4/22/2024		
Transaction Date	4/18/2024		MBT Bank Checking 10100	Total \$428.85
Refer	0	RESNEXUS	Ck# 006156 4/22/2024	
Cash Payment	E 603-45183-210	Tax and Licensing	Service fee for april	\$50.25
Invoice	538578	4/22/2024		
Transaction Date	4/18/2024		MBT Bank Checking 10100	Total \$50.25
Refer	0	RIVERLAND COMMUNITY COLLEG	-	
Cash Payment	E 101-42200-101	Salaries	Rapid Intervention Training 14 participants	\$1,200.00
Invoice	1188347	4/22/2024		
Transaction Date	4/18/2024		MBT Bank Checking 10100	Total \$1,200.00
Refer	0	SAINT CLOUD STATE UNIVERSITY	Ck# 006160 4/22/2024	
Cash Payment	E 101-41500-208	Training, Mileage	MCFOA Clerk Institute year 2	\$360.00
Invoice		4/22/2024		
Transaction Date	4/18/2024		MBT Bank Checking 10100	Total \$360.00
Refer	0	SE MN EMS	-	
Cash Payment	E 101-42200-433	Dues and Memberships	Consortium Membership	\$2,000.00
Invoice	13249	4/22/2024		
Transaction Date	4/18/2024		MBT Bank Checking 10100	Total \$2,000.00
Refer	0	VERIZON WIRELESS	-	
Cash Payment	E 101-42200-321	Communications Phone/	FD cellphones	\$54.72
Invoice	9959969380	4/22/2024		
Transaction Date	4/18/2024		MBT Bank Checking 10100	Total \$54.72
Refer	0	WEX HEALTH, INC.	Ck# 006162 4/22/2024	
Cash Payment	G 101-21714	Health Savings Account	PR 08 2024	\$246.16
Invoice		4/22/2024		
Cash Payment	G 101-21714	Health Savings Account	PR 08 2024	\$100.00
Invoice		4/22/2024		
Transaction Date	4/18/2024		MBT Bank Checking 10100	Total \$346.16
Refer	0	WEX HEALTH, INC.	Ck# 006163 4/22/2024	
Cash Payment	G 101-21714	Health Savings Account	Service for April	\$11.00
Invoice	0001931688-IN	4/22/2024		
Transaction Date	4/18/2024		MBT Bank Checking 10100	Total \$11.00
Refer	0	ON-SITE COMPANIES	-	
Cash Payment	E 101-45200-410	Rentals	Mantor Field	\$79.00
Invoice	1698931	4/22/2024		
Cash Payment	E 101-45200-410	Rentals	Mantor Field	\$28.22
Invoice	1695852	4/22/2024		
Transaction Date	4/19/2024		MBT Bank Checking 10100	Total \$107.22

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Payments

Current Period: April 2024

Refer	0	AMAZON	Ck# 006164	4/10/2024		
Cash Payment	E 101-45200-200	Supplies	Dog Decoys			\$179.00
Invoice	4.10.24	4/22/2024				
Transaction Date	4/19/2024		MBT Bank Checking	10100	Total	\$179.00
Refer	0	CALIBRATIONS AND CONTROLS, I				
Cash Payment	E 601-49400-300	Professional Srvs (GEN	Annual Verification on Well house 2			\$400.00
Invoice		4/22/2024				
Cash Payment	E 602-49450-300	Professional Srvs (GEN	Semi Annual Verification of Effluent Flow			\$625.00
Invoice		4/22/2024				
Transaction Date	4/19/2024		MBT Bank Checking	10100	Total	\$1,025.00
Refer	0	REINDERS				
Cash Payment	E 101-45200-401	Repairs/Maint Buildings	Herbicide			\$200.26
Invoice	3191370	4/22/2024				
Transaction Date	4/19/2024		MBT Bank Checking	10100	Total	\$200.26
Refer	0	ROTO ROOTER				
Cash Payment	E 602-49450-220	Bldg.Repair and Mainten	Vac lift station			\$969.00
Invoice	146408	4/22/2024				
Transaction Date	4/19/2024		MBT Bank Checking	10100	Total	\$969.00
Refer	0	DECOOK DRAINAGE				
Cash Payment	E 101-43125-406	Snow/Ice Removal	Snow removal			\$1,022.95
Invoice	5650	4/22/2024				
Transaction Date	4/19/2024		MBT Bank Checking	10100	Total	\$1,022.95
Refer	0	TREETOP PRODUCTS INC.				
Cash Payment	E 101-45200-500	Capital Outlay	Garbage Cans			\$1,348.86
Invoice	26164	4/22/2024				
Transaction Date	4/19/2024		MBT Bank Checking	10100	Total	\$1,348.86
Refer	0	MAXSON ELECTRIC				
Cash Payment	E 601-49400-220	Bldg.Repair and Mainten	Heater			\$736.00
Invoice	7272	4/22/2024				
Transaction Date	4/19/2024		MBT Bank Checking	10100	Total	\$736.00
Refer	0	CAPITAL ONE TRADE CREDIT				
Cash Payment	E 101-45200-500	Capital Outlay	Sprayer			\$679.99
Invoice	1655024071	4/22/2024				
Transaction Date	4/19/2024		MBT Bank Checking	10100	Total	\$679.99
Refer	0	OREILLY AUTO PARTS				
Cash Payment	E 101-43125-404	Repairs/Maint Machiner	Car Battery			\$205.09
Invoice		4/22/2024				
Transaction Date	4/19/2024		MBT Bank Checking	10100	Total	\$205.09

Payments

Current Period: April 2024

Fund Summary

	10100 MBT Bank Checking	
101 GENERAL FUND		\$24,177.54
601 WATER FUND		\$1,313.26
602 SEWER FUND		\$2,139.43
603 RV PARK		\$50.25
		<hr/>
		\$27,680.48

Pre-Written Checks	\$4,695.80
Checks to be Generated by the Computer	\$22,984.68
Total	<hr/>
	\$27,680.48

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Payments

Current Period: February 2024

Payments Batch 041924PAYAmazonFeb \$128.70

Refer	0 AMAZON	Ck# 006144 4/22/2024	
Cash Payment	E 101-43125-404 Repairs/Maint Machiner	Charger 1.5A	\$89.82
Invoice	4/22/2024		
Transaction Date	4/19/2024	MBT Bank Checking 10100	Total \$89.82

Refer	0 AMAZON	Ck# 006142 4/22/2024	
Cash Payment	E 101-45200-404 Repairs/Maint Machiner	chainsaw and dressing brick stone	\$38.88
Invoice	4/22/2024		
Transaction Date	4/19/2024	MBT Bank Checking 10100	Total \$38.88

Fund Summary

	10100 MBT Bank Checking	
101 GENERAL FUND		\$128.70
		<u>\$128.70</u>

Pre-Written Checks	\$128.70
Checks to be Generated by the Computer	\$0.00
Total	<u>\$128.70</u>

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Payments

Current Period: March 2024

Payments Batch 041924PAYAmazonMarch \$216.41

Refer	0 AMAZON	Ck# 006147 4/22/2024		
Cash Payment	E 602-49450-220 Bldg.Repair and Mainten	Anti Rust VCI Emitter Cup		\$63.00
Invoice	4/22/2024			
Transaction Date	4/19/2024	MBT Bank Checking 10100	Total	\$63.00
Refer	0 AMAZON	Ck# 006146 4/22/2024		
Cash Payment	E 602-49450-220 Bldg.Repair and Mainten	Door slam batch		\$35.63
Invoice	4/22/2024			
Transaction Date	4/19/2024	MBT Bank Checking 10100	Total	\$35.63
Refer	0 AMAZON	Ck# 006145 4/22/2024		
Cash Payment	E 603-45183-400 Repairs & Maint Cont (G	Cash Drop box for campground		\$67.53
Invoice	4/22/2024			
Transaction Date	4/19/2024	MBT Bank Checking 10100	Total	\$67.53
Refer	0 RESNEXUS	Ck# 006149 3/15/2024		
Cash Payment	E 603-45183-210 Tax and Licensing	Monthly Credit Card Subscription for March 2024		\$50.25
Invoice *531124	3/15/2024			
Transaction Date	4/19/2024	MBT Bank Checking 10100	Total	\$50.25

Fund Summary

	10100 MBT Bank Checking	
602 SEWER FUND		\$98.63
603 RV PARK		\$117.78
		<u>\$216.41</u>

Pre-Written Checks	\$216.41
Checks to be Generated by the Computer	\$0.00
Total	\$216.41



1. Call to Order

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

Present: Mayor Chuck Bradford

Councilmembers:

Henry Blair
Lyle Hoaglund
Jeffrey Ingalls
Lynnette Nash

Absent: None

Others Present: City Clerk-Treasurer Gretchen Lohrbach
Public Works Lead Joe Adams
Public Works Wade Schroeder
Patrick Michener – SEMMCHRA
Johnathan Buck
Gary Reihl

2. Pledge of Allegiance

Everyone stood and recited the Pledge of Allegiance.

3. Changes to the Agenda

Council approved the agenda, adding Accounts Payable to the Consent Agenda.

4. Consent Agenda

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

- 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

Motion Carried: 5 ayes / 0 nays

5. Proclamations, Presentations and Recognitions

Mayor Bradford proclaimed April 26, 2024 Arbor Day in the City of Mantorville

6. Public Concerns – *No Items*

7. Public Safety Update – *No Items*

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 7th Street West to accommodate a proposed single-family dwelling and garage. The Mantorville City Code requires a 25-foot building setback along 7th 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.

Mayor Bradford opened the Public Meeting at 6:34pm.

Johnathan Buck approached Council and stated that the original site plan had an angular garage requiring a reduced setback of 8 feet along Seventh Street and the new site plan does not. The new site plan has a deck which is requiring the setback along Seventh Street to be reduced, but it is less than the previous variance for an 8 foot setback.

Mayor Bradford asked if anyone else would like to be heard. Seeing not, Mayor Bradford closed the Public Hearing at 6:40pm.

Councilmember Ingalls moved and Councilmember Nash seconded to grant the new Variance, passing Resolution 2024-10 Granting Amended Variance for Certain Real Property Located in the City that will become part of the official records:

Motion carried: 5 ayes / 0 nays

Buck also asked to store his modular home for 3-4 days on the upper part of Mantor Field. It will then be wheeled down the street to his building site.

Councilmember Ingalls moved and Councilmember Nash seconded to approve Buck to use that parking lot for 5 days:

Motion carried: 5 ayes / 0 nays

Public Works Lead Joe Adams asked that it be taped off for safety reasons. Buck will do this.

- B. Patrick Michener from SEMMCHRA is looking for Council's approval of the final application for the Small Cities Development Program Grant due on April 17, 2024.

Mayor Bradford opened the Public Meeting at 6:44pm.

Late in 2022, the City approved Resolution 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. The City committed \$10,000.00 to this project.

Winter of 2023, SEMMCHRA sent a preliminary application to DEED and now would like approval to submit the final application.

Michner said the program itself is owner occupied rehabilitation for individuals at 8% AY, which is about \$60,000.00 per year. They see a lot of older adults on a fixed income needing siding, doors, windows, etc.

The estimated project cost is \$451,250.00 total with \$10,000.00 coming from the City, \$5,000.00 from SEMMCHRA, and \$5,000.00 coming from Dodge County. The requested SCDP amount is \$431,250.00.

The loans would be 7 years, deferred, and fully forgivable.

Members of Council that are interested in the loan must abstain from voting because of a conflict of interest.

Councilmember Nash asked if there is an age on the house as far as applications for homeowners. Michener said there is not. They have an internal rehab specialist who will go out and identify the needs. Individuals will receive post cards letting them know they may qualify for this loan. When they apply, their income will be verified. Then the inspector will go out and look at the property to see what needs to be done.

Michener said they should hear back about the status of the loan in August or September. They will get policies and procedures in place and bring them to Council for approval.

Councilmember Ingalls asked if we should encourage people to apply. Michener said that they will send postcards to every resident of Mantorville with the income qualifications, owner occupied or not, and it must be real property. The postcards would be sent out in late fall or early winter. If residents are interested or need more information, they can contact SEMMCHRA.

Mayor Bradford asked if there were any further questions. Seeing not, Mayor Bradford closed the Public Hearing at 6:52pm.

Councilmember Blair moved and Councilmember Ingalls seconded to approve the resolution for the final application for the Small Cities Development Program Grant due on April 17, 2024:

Motion carried: 3 ayes / 0 nays

Councilmembers Hoaglund and Nash abstained from this vote.

9. Old Business/New Business

A. New Business – No Items

B. Old Business

- 1) City Clerk Lohrbach said that she contacted K-M School’s Transportation Director, the School board, and Sheriff’s Office about traffic and buses not stopping at the stop sign on the corner of Fourth Street and Clay Street. She received a response from the Transportation Director that the intersection will be discussed with the bus drivers.

Public Works Lead Adams said he and Wade Schroeder had also discussed this with Sheriff’s Deputy Matt Wohlenhaus.

Adams looked into the cost of purchasing lights for the stop signs. There is one that lights up the sides of the stop sign that is \$800.00 each. There is also one that is \$100.00 from Empco-Lite. The ones he saw on Amazon were either really expensive or really cheap, which could be a waste of money. Councilmember Ingalls asked if Adams would reach out to residents nearby who might be affected by the lights and get their feedback. Adams said he would. If residents are okay with it, Council said to purchase two of the \$100.00 lights.

10. Tabled Items

- A. Annual review of Council Bylaws, Policies, and Procedures
- B. Master Fee Schedule
- C. Informational brochures for the HWY 57 Project

11. Reports

A. Public Works Report

1. A bench will be donated in honor of Janis Smith and Adams and Schroeder will install it.

Councilmember Ingalls moved and Councilmember Hoaglund seconded to accept the donation of a bench in honor of Janis Smith:

Motion carried: 5 ayes / 0 nays

2. Mayor Bradford mentioned there is a bench tipped over up at Bergman Park. He will take care of it.
3. Adams said he received three tree bids: Boyum Tree Service-\$1,900.00, Carr’s-\$3,102.45, and Olson Tree Service-\$2,880.00.

Councilmember Hoaglund moved and Councilmember Ingalls seconded to approve the tree removal bid from Boyum:

Motion carried: 5 ayes / 0 nays

4. Adams received two bids for street sweeping: S.L. Contracting-\$2,200.00 and Durst-

\$3,345.00.

Councilmember Ingalls moved and Councilmember Hoaglund seconded to approve the street sweeping bid from S.L. Contracting:

Motion carried: 5 ayes / 0 nays

5. Adams and City Clerk Lohrbach interviewed two candidates for the part-time summer help position. He would like Council to approve Travis Schaefer for the position. Council asked if we do background checks on part-time summer help. This hasn't been done in the past, but City Clerk Lohrbach will begin doing this.

Councilmember Ingalls moved and Councilmember Hoaglund seconded to approve Schaefer, contingent on background check, starting at \$16.75 an hour with it increasing it to \$17.00 after a satisfactory performance evaluation in 30 days:

Motion carried: 5 ayes / 0 nays

6. Adams also said the K-M Community Action Class would like to volunteer. They will help spread mulch in the parks on Thursday and Friday.

B. City Clerk report

- 1) The Local Board of Appeal and Equalization meeting is at 6:00pm, Monday April 22th, before the regular Council meeting. Council member Ingalls and Mayor Bradford are certified for this meeting. There has to be at least one certified member.
- 2) City Clerk Lohrbach received a \$200.00 scholarship for her MCFOA training.
- 3) The HWY 57 Open House is Friday April 12th from 4:30pm-6:30pm. at the Government Service Building. Please enter the South doors.
- 4) The auditors will be in house next week April 17-18,

C. Consultant Report

City Clerk Lohrbach enclosed a brochure in the packet that WHKS has printed and distributed.

D. Committee Reports

- 1) Chamber – Nash said that both Spring Fling and Stagecoach days will happen this year.
- 2) Economic Development Authority – Will Giesen will be stepping in for Laura Qualey. Lindsey Hemker is resigning. 10,000 postcards will be sent out to advertise Mantorville being open during the HWY 57 construction. This will cost approximately \$3,011.00 and is paid for by the grant the Chamber received. MNDOT may be providing 20 hours to answer questions for residents regarding HWY 57; Councilmember Ingalls will reach out to find out for sure. City Clerk Lohrbach will send out press releases that we are still accessible. Mayor Bradford will help her with this.

- 3) Finance/Budget
- 4) Fire Department
- 5) Infrastructure
- 6) Kasson Mantorville Joint Powers
- 7) Mantorville Restoration Association – Will be doing pull tabs at the Mantorville Saloon again beginning May 1st.
- 8) Park Board
- 9) Personnel
- 10) Fire Relief
- 11) Township

E. Councilmember Reports

Nash brought up go carts on Third Street being driven by small children and is worried they could cause an accident. City Clerk Lohrbach will reach out to the Sheriff's Office as these are unlicensed vehicles driven by kids that are too young. Virgil Andrist said that he has seen them also.

Andrist mentioned that Rochester is using little paper dogs stuck in the ground to scare away the geese and it is working. He bought some and they are working for him. He thinks we should try it here. Adams will look into it.

Andrist also said that Adams, Schroeder, and Hindal did a wonderful job and worked really hard taking down the infected trees at the park and thinks they should get a gift card. Council will give each of them 10 \$5.00 City Coins to be used in town.

Nash also mentioned that there may be a Haunted Trolley tour in the fall with Hawk Horvath.

12. Adjourn

Motion was made by Councilmember Ingalls and seconded by Councilmember Blair to adjourn the meeting at 7:42pm

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

City of Mantorville
Regular City Council Minutes
March 18, 2024



1. **Call to Order**

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

Present: Mayor Chuck Bradford

Councilmembers:

Lyle Hoaglund
Jeffrey Ingalls
Henry Blair
Lynette Nash

Absent:

Others Present: City Clerk-Treasurer Gretchen Lohrbach
Public Works Lead Joe Adams
Public Works Wade Schroeder
Fire Chief Duke Harbaugh

2. **Pledge of Allegiance**

Everyone stood and recited the Pledge of Allegiance.

3. **Changes to the Agenda**

City Clerk Gretchen Lohrbach asked to move agenda item 9C to 9A. Council Approved.

4. **Consent Agenda**

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

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

Motion carried: 4 ayes / 0 nays

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

6. **Public Concerns – No Items**

7. **Public Safety Update**

- A. Fire Chief Duke Harbaugh states last month we had 11 medical calls, 2 fires, and 1 motor vehicle accident.
- B. Probationary member Mike Brown turned in his resignation letter due to moving away. Fire Chief Duke Harbaugh is asking for a motion to approved Mike Brown's resignation:

Motion was made by Councilmember Ingalls and seconded by Councilmember Blair to accept Mike Brown's resignation

Motion carried: 4 ayes / 0 nays

- C. Fire Chief Duke Harbaugh asked for approval for new Firefighter Bob Ott. Bob Ott is fully certified Fire 1 and 2 also EMR trained. He is coming from Claremont Fire Department. Fire Chief Duke Harbaugh asked for motion to approve Bob Ott pending background check:

Motion was made by Councilmember Ingalls and Councilmember Hoaglund seconded to accept Bob Ott to Mantorville Fire Department

Motion carried: 4 ayes / 0 nays.

- D. Fire Chief Duke Harbaugh said the SOG Committee has met twice now. One time virtually and once in person. A revision should be drafted up soon which will be presented to the personnel committee prior to membership to get the cities input.
- E. Fire Chief Duke Harbaugh states he is putting all controlled burns on back burner as it has been very dry recently. Most controlled burn requests have been near wooded areas and he does not have the man power to supervise these. Until we get a good amount of rain, he would prefer to hold off.
- F. May meeting for Fire Department will be moved. He is expecting this to be moved to May 8th, but confirmation will be in the next Fire Department minutes after it's been voted on.
- G. Fire Chief Duke Harbaugh states the rescue rig was in the shop today. The front cover was not broken, but a couple of bolts were. They will be replacing these bolts instead of the entire cover. There are some other regular maintenance issues that will be addressed while the rescue rig is in the shop.

8. Public Hearings – *No Items*

9. Old Business/New Business

A. New Business

- 1. Selection of Candidate for City Council Vacancy
 - a. Mayor Bradford confirmed this Vacancy would be open until filled. Mayor Bradford addressed the Council Chamber asking if anyone else present would be interested in submitting an application for Council Vacancy. There was no response from the audience. Mayor Bradford asked if any

present applicants would like to withdraw their application for City Council. No applicants withdrew.

- b. Kent Keller spoke on behalf of Zachary Krause who is a City Council Applicant. He is absent due to family responsibilities. Keller stated that Krause is his neighbor and that Krause has been very friendly since moving in. Krause has been taking care of his animals for him. Keller said Krause has offered to help neighbors with what is needed and that Krause has a really good heart.
- c. City Council Applicant Lynnette Nash spoke. She said she is a business owner, home owner, building owner, and an active member of the community. Nash's husband was previously on the City Council, which gave her greater insight to the operations of the City Council.
- d. No other City Council Applicants spoke at this time. Mayor Bradford expressed his gratitude for the range of applicants that was received for this position. Mayor Bradford confirmed making this decision would be not an easy one and thanked the applicants for their time during this process.
- e. Mayor Bradford addressed the City Council for any additional thoughts. Council Member Hoaglund stated he is proud of this community that when a vacancy is presented, we receive so many interested and qualified applicants. Councilman Ingalls agreed.
- f. City Clerk Lohrbach counted the votes cast as ballots.

Lynnette Nash had the popular vote.

- g. Mayor Bradford asked for a motion to appoint Lynnette Nash to City Council.

Motion made by Councilmember Ingalls and seconded by Councilmember Hoaglund to appoint Lynnette Nash to City Council:

Motion Carried: 4 ayes/ 0 nays

- h. Councilmember Lynnette Nash was sworn in by City Clerk Lohrbach at 6:42 pm on March 18, 2024.

2. Loren Castner – Township Variance

- a. He has purchased a parcel of land north of the City of Mantorville, in the township. This property is in an urban expansion area. He is looking to have a variance from Mantorville Township for the front footage requirements for the parcel. The use of the property will stay the same, cattle and crop land. There will be no additional driveway. Inside the urban expansion district there is a quarter mile requirement for frontage.
- b. Mayor Bradford asked if any portion of the parcel is inside city limits. Castner confirmed it is not. Mayor Bradford asked if he has approached township regarding this yet. Loren Castner states he will be approaching them at their meeting on April 1, 2024.

- c. Mayor Bradford stated, from the information provided, that this seems like something the township should be discussing and doesn't involve the city. Castner said due to this property being in the urban expansion district, the county is asking for input from the City of Mantorville Council.
- d. Fire Chief Harbaugh clarified that this variance would need approval from the County and the City. As the urban expansion district does not want multiple driveways every 100 ft. Duke Harbaugh states the township has talked briefly and stated there is nothing so far that the township would deny, but a formal vote has not taken place.
- e. Councilman Ingalls asked if there is an application for a variance in for the township. Castner confirmed he does have an application in, but the meeting to approve has not happened yet. He will need a letter drafted to the county from the city stating the City of Mantorville does not oppose this variance.
- f. Councilman Hoaglund voiced his concerns with this property being so close to the city limits, it could affect further annexation. Castner stated that due to this property being in the urban expansion district, it can't affect a future annexation. Councilman Hoaglund stated it could affect future annexation due to opposition. Councilman Hoaglund would like to review the ordinance on annexation prior to making a vote. Mayor Bradford stated that we have annexation agreement with township which speaks to west of 57 and north are an ideal expansion area. Township would want to carve out where Township Hall is, asking that this stays in township. Councilman Ingalls said further south of this area is basically already residential, allowing for more driveways. If we annexed it, it would stay residential. Councilman Ingalls stated that since this area is a subdivision with residential streets, it would make sense to continue the pattern.
- g. Mayor Bradford said from a city perspective he doesn't see any issue with this variance.
- h. Motion was made by Councilman Ingalls and seconded by Councilman Hoaglund to support the variance for Loren Castner:

Motion carried: 5 ayes / 0 nays.

3. Dave Thompson – Sewer Repair

- a. Dave Thompson and Darelene Bigelow presented asking for relief from the City of Mantorville for sewer issues.
- b. Thompson stated the sewer went bad on them. He feels there are extenuating circumstances. There has been a lot of work done and has had Joe Adams out to look at this. Thompson also had Ken Paulson, manager of the land fill, to look at this.
- c. Dave Thompson states when this issue happened, his granddaughter was living in his half of the townhome at the time. The sewer backed up, there was clear water. There was no damage to Thompson's place, and he said there was minimal damage at Darelene Bigelow's home.
- d. Paulson spoke. He said that when the sewer was originally put in, the back filling was not properly done. He said if the city wants the homeowner to

be responsible for this, the city should have overseen the project. Ken said about 12 ft deep, there was limestone surrounding the pipe. Over time, pressure and frost caused the pipe to collapse. He said it looks like it was broken for a while prior to the collapse.

- e. Councilman Hoaglund asked how far into the property did the break happen. Paulson said the break happened in the street, but they had to dig three feet into Thompson's yard to get enough pipe exposed to fix it. He stated there were five connections in a short length.
- f. Councilman Ingalls asked if we have history of completing this type of request. Mayor Bradford confirmed we do not. Typically, a developer would do this, it would be private work. Mayor Bradford asked when this was completed, but City Clerk-Treasurer Gretchen Lohrbach and Public Works Lead Joe Adams did not know when this was completed. Thompson states he isn't sure if there was another home on this location, but the current townhomes were built around 1998.
- g. Councilman Blair said the issue with this is that when it was installed, it could have been the norm of how it was supposed to be. The city didn't install this. The city's interest ends at the street.
- h. An audience member, did not state name, said she asked the company, who previously did work on 5th Street about this. They stated the work completed would not have affected this, but she thought the weight of the equipment could have caused this problem to escalate faster.
- i. Councilman Hoaglund asked how much was replaced. Paulson said the main to the property line has been replaced.
- j. Councilmember Nash asked for clarification on if the break was in the road or on Thompson's property. Paulson said it was next to the man hole. Councilmember Nash confirmed from personal experience that the limestone is just what is located 6ft in Mantorville. Paulson stated if that is true, then the stone and rock should have been removed and sand added in its place. Councilmember Nash said it might have been the protocol at the time to replace the native material, as she has had a similar issue.
- k. Thompson stated he spoke with S&L and Public Works Lead Adams regarding the back fill. It was said Mantorville didn't have a city inspector at the time.
- l. Thompson asked for Adams to speak on this as he has been present for the majority of the issues since this line broke. Adams stated he isn't sure how the process of installing the lines was like when this was installed, but he agrees with what Paulson and Thompson said. It was definitely a back fill issue.
- m. S&L did complete the work appropriately this time with the back fill. Adams states there were some rocks in there that shouldn't have been.
- n. Councilmember Nash asked for research on regulations, ordinances, and inspections for the time this pipe was originally placed. With this information the Council could decide if violations occurred. Councilmember Nash asked if this was something the city or the property owner installed. Public Works Lead Joe Adams states the city would do the

main, but he is unsure regarding the laterals. He said now days, the city would manage up to the property line in new developments even though the owner is still responsible for it.

- o. Councilman Hoaglund said that this could set a precedent. He said that when he worked for Xcel, they would often hit hard rock when digging. These issues could happen again.
- p. Mayor Bradford asked if the Council needs more research on this topic, and if they should table this for the meeting. Councilmember Nash agreed.
- q. Motion was made by Councilmember Nash and seconded by Councilman Hoaglund to table this issue:

Motion carried: 5 ayes / 0 nays

B. Old Business – *No Items*

10. Tabled Items

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

- 1) City Clerk Lohrbach is asking if there are any changes the council would like to see. Mayor Bradford said he would like to hold off on this topic until there is a full Council present.

B. Master Fee schedule

- 1) Mayor Bradford states he wants to wait to discuss this until full council is present.

C. Development of informational brochures for the HWY 57 Project-Samples of WHKS brochures handed out for 2021 Walnut Street Project and 2019 3rd Street Loop Project w/ letter

- 1) Mayor Bradford said he spoke with City Engineer Scott Huneke who will have something to present on the next council meeting.
- 2) Councilman Hoaglund asked if there has been a preconstruction meeting scheduled yet. City Clerk Lohrbach confirmed there has not been anything scheduled.
- 3) Mayor Bradford and Councilmember Nash said that during a HWY 57 Committee meeting, it was stated that a temporary road will be placed in the Riverside Park. Elcor will work on one side of the bridge at a time. Elcor stated they were going to be working on HWY 57 section by section.
- 4) Councilmember Nash stated the question has been asked if residents should reach out to MNDOT or the City for updates.
- 5) City Clerk Lohrbach said she and Deputy City Clerk Stephanie Arnold can keep the cities Facebook up to date with the information received from MNDOT.
- 6) Councilman Hoaglund asked if the Council should write a letter to Olmsted County asking if at the intersection of County Road 16 and County Road 5, there could be a sign stating which direction is Pine Island and which direction is Mantorville. This is due to people missing this turn coming out of Byron. Councilmember Nash said she thinks there is already a sign like

this up. City Clerk Lohrbach said she will work with Huneke to confirm if a sign is there and verbiage for a letter requesting sign if there is not one.

- 7) Councilmember Nash states the Council should figure out how they want semis and other large vehicles to come into town. Public Works Lead Adams said that is mostly a decision for Elcor.

11. Reports

A. Public Works Report

- 1) Adams stated there was a sewer main plugged two weeks ago and he reached out to Roto-Rooter to jet it. There were two chunks of asphalt and some plastic in there. They were able to repair it. Councilmember Nash said the Opera House had a backup of water and said it should be professionally cleaned. There was no major damage. Councilmember Nash said she is unsure if the city should pay for this cleaning. Mayor Bradford asked City Clerk Lohrbach to look into what the precedent is currently regarding this. Adams confirmed the city is only responsible for the main, not the sewer lines.
- 2) Councilmember Nash questioned why there is no backflow valves on the pipes. Adams stated he isn't sure if there is a code to have a backflow valve, as many people don't like those.
- 3) Councilmember Nash questioned if the city has an ordinance regarding who is responsible for septic systems. Mayor Bradford said these are covered by the County. Adams confirmed he always works with the county when septic systems are involved. Councilmen Blair confirmed that in his experience, the county were the ones to help.
- 4) Adams said the John Deere mower broom came in and has been installed. The sprayer has been picked up. He is customizing it and hoping it will last longer. The garbage cans will be put in place tomorrow. He is waiting on the tire swing for Riverside Park to come in.

B. City Clerk Report

- 1) Mike Bubany from David Drown and Associates and City Clerk Lohrbach had a conference call regarding the cities credit rating for the HWY 57 bond sale. They should be made aware of what the findings were by either tomorrow or Wednesday. City Clerk Lohrbach and Bubany felt good with how the call went.
- 2) City Clerk Lohrbach provided information regarding tiny houses that were presented in an earlier meeting. This information was requested by Councilman Ingalls.

C. Consultant Report – *No Items*

D. Committee Reports

1) Chamber

- Next event the Chamber has is the Easter Egg Hunt on March 30, 2024. This starts at 9:00 am. Councilmen Hoaglund asked Public Works Lead

Adams if he would open the shelter in Riverside for this. Adams confirmed he will open the shelter, but he is hesitant to turn the water on for the bathrooms. This would depend on the weather.

- The Expo is Saturday March 23, 2024. Councilmen Hoaglund is requesting the city to donate a shirt or sweatshirt for the basket.

Motion was made by Councilmen Hoaglund and Councilmen Blair seconded for the city to donate a shirt to the basket for the Expo

Motion carried: 5 ayes / 0 nays

- 2) Economic Development Authority
- 3) Finance/Budget
- 4) Fire Department
- 5) Infrastructure
- 6) Kasson Mantorville Joint Powers
 - There is \$10,000 to date.
 - Baseball Scoreboard Update: \$40,000 - \$70,000 total. They are discussing adding a miles per hour feature.
 - Total financial investment: Kasson - \$150,000.00, Mantorville - \$80,000, KM Schools - \$165,000. Current balance of fund is \$45,500.00.
 - Public Works Lead Adams said that they are ripping up Mantor Field this fall for repair. Next Spring, the ball field will not be affected.
- 7) Mantorville Restoration Association
 - Councilmen Hoaglund stated Mulligan Stew was 100% a success. The money from the Mulligan Stew went into MRA Fund. They are now re-thinking the log cabin. Some of the profit might go towards this project.
- 8) Park Board
 - First meeting is the last Tuesday of March.
- 9) Personnel
- 10) Fire Relief
- 11) Township

E. Councilmember Reports – *No Items*

F. Mayor's Report

- 1) Mayor Bradford wants to thank everyone that applied for the City Council Vacancy.
- 2) Mayor Bradford stated he will bring a check to City Hall for the sweatshirts that were donated for the Mulligan Stew.

12. Adjourn

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

Motion carried: 5 ayes / 0 nays. Meeting adjourned at 8:08pm.

**UNAPPROVED MINUTES OF THE
DODGE COUNTY BOARD OF COMMISSIONERS REGULAR MEETING HELD
MARCH 26, 2024**

Chair

Convene County Board Meeting

The Dodge County Commissioners met in regular session March 26, 2024, in the Board Room at the Dodge County Government Services Building, Mantorville, MN, at 5:00 p.m. Chair John Allen called the meeting to order at 5:01 p.m.

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

Pledge of Allegiance

The pledge of allegiance was recited.

Determine Quorum

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

Also present:

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

Establish Agenda

Agenda Approved

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

Motion Adopted [Unanimous]

Consent Agenda

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

Motion Adopted [Unanimous]

- 1.1. Committee of the Whole - Committee Meeting - Mar 12, 2024 9:00 AM
- 1.2. Board of Commissioners - Regular Meeting - Mar 12, 2024 9:30 AM

1.3. Award DC Shop Parking Lot Resurfacing

Travis Martin, Assistant County Engineer

Award Wasioja Seminary Ruins Stabilization Phase I Project

Mr. Martin reported that bids were opened on Tuesday, March 5, 2024 for the Wasioja Seminary Ruins Stabilization Phase I Project. Following are the bid results:

ACME Tuckpointing & Restoration	\$1,196,269.00
Advanced Masonry	\$ 825,000.00
Environmental Associates	\$ 616,368.00

The county’s engineering/architectural firm has indicated that they have worked with Environmental Associates many times and consider them good to work with. The Assistant County Engineer noted this bid is below the engineer’s estimate and the Highway Department looks forward to completing this phase of the project.

Motion by Peterson seconded by Toquam to award the Wasioja Seminary Ruins Stabilization Phase I contract to Environmental Associates in the amount of \$616,368.00 with the County Engineer authorized to approve change orders and supplemental agreements up to 20% of the contract amount as recommended.

Motion Adopted [Unanimous]

Jim Elmquist, County Administrator

Dodge Center Lions Club Donation to Dodge County Renovation Reuse

Mr. Elmquist reported Dodge County Environmental Services (ES) has been contacted by the Dodge Center Lions Club regarding a donation. The Dodge Center Lions Club has graciously offered a donation of \$200 to be used towards the Dodge County Renovation Reuse. ES asks that the Commissioners, by resolution, accept this donation.

Commissioner Tjosaas offered the following resolution (#2024-12), seconded by Commissioner Kenworthy:

WHEREAS, the Dodge County Renovation ReUse (DCRR) has received a gracious donation from Dodge Center Lions Club; and

WHEREAS, the Dodge County Environmental Services wishes to accept this donation and utilize it to help fund DCRR; and

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

NOW THEREFORE BE IT RESOLVED, that the Dodge County Board of Commissioners hereby accept the following donation to be used for DCRR:

Dodge Center Lions Club - \$200.00

Resolution Adopted [Unanimous]

Amy Evans, Public Health Director

National Public Health Week Proclamation

Ms. Evans reported that included in the Board packet is a Proclamation declaring April 1-7, 2024, as National Public Health Week. This is the week we celebrate the successes and highlight continued challenges facing the public health and the residents of Dodge County.

The Public Health Director read the proposed Proclamation.

Motion by Tjosaas seconded by Peterson to approve and authorize the Chair to sign a Proclamation declaring April 1-7, 2024 as National Public Health Week.

Motion Adopted [Unanimous]

Jim Elmquist, County Administrator

Bills Reviewed

Mr. Elmquist reviewed bills with the Board.

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

01	Revenue Fund	\$ 76,014.74
13	Road and Bridge Fund	\$ 92,845.54
16	Environmental Quality Fund	<u>\$ 7,235.13</u>
	Total	\$ 176,095.41

Motion Adopted [Unanimous]

Personnel Actions Reviewed

The County Administrator presented the Personnel Agenda for the Board’s consideration.

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

A. Environmental Services

- A.1 Seasonal Transfer Station Employees (2)
 Authorization to post a fill two (2) seasonal Transfer Station positions (Office and Grounds).
 Effective Date: 3/26/24

Motion Adopted [Unanimous]

Eric Thompson, Drug Court Coordinator

Out-of-State Practitioner Training Request

Mr. Thompson is requesting that the Dodge County Board review and approve an out-of-state training request for Assistant Dodge County Attorney Kailee Thompson to attend the Prosecutor Training sponsored by the National Association of Drug Court Professionals (NADCP).

The NADCP offers four-day, in-person training programs for various disciplines designed to educate new or transitioning Drug Court team members. Research confirms that individualized training and role-specific education improves treatment court outcomes. The NADCP is considered the preeminent source of cutting-edge training and technical assistance to the Drug Court field.

The Prosecutor Training is scheduled for August 13-16, 2024 in Oklahoma City, Oklahoma.

Kailee Thompson is the criminal prosecutor on the Drug Court team. In addition to insuring that Drug Court participants are held accountable, Ms. Thompson also provides referrals to the Drug Court program; thus, it is critical that Ms. Thompson have an opportunity to be trained in the Drug Court model. The best training available in this regard is the Prosecutor Training offered by the NADCP.

The registration fee for the NADCP Prosecutor Training is \$850.00. The group rate for hotel accommodation is \$440.00 (\$110.00/night). Airfare, dinners, and mileage are not included. The total estimated cost of the training is anticipated to be no more than \$3,000.00.

Motion by Tjosaas seconded by Peterson to approve and authorize out-of-state training and travel for Kailee Thompson to attend Prosecutor Training August 13-16, 2024 in Oklahoma City, Oklahoma including a registration fee of \$850.00, \$440.00 for hotel, airfare, meals, and mileage as recommended.

Commissioner Peterson informed Mr. Thompson that he'd like to have Kailee Thompson report back to the Board after her training, they'd like to hear what she learned from attending the training.

Motion Adopted [Unanimous]

Paul Kiltinen, County Attorney

Legal Update

Mr. Kiltinen informed the Board that he didn't have anything to report.

Motion No Vote

Administration Committee Report - Commissioner John Allen

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

2024/2025 Snowmobile Club Sponsorship - Dodge County Snowseekers Snowmobile Club

The State Department of Natural Resources requests resolutions confirming Dodge County's sponsorship of the Dodge County Snowseekers Snowmobile Club for the 2024/2025 season accompany each club's grant application. The Finance Director requested that the Board approve a resolution confirming that the county functions as a sponsor for the Dodge County Snowseekers Snowmobile Club with the addition of granting the Finance Director the ability to sign the grant agreements and related reports.

The County does not provide any funds for trail maintenance but acts as a flow through agent for the state reimbursement.

Commissioner Toquam offered the following resolution (#2024-13), seconded by Commissioner Peterson:

WHEREAS, Dodge County has two snowmobile clubs that maintain the county snowmobile trails; and

WHEREAS, these snowmobile clubs need the county to act as sponsor to receive their reimbursements from the State Department of Natural Resources; and

WHEREAS, the Finance Director needs County Board approval to sign the grant agreements and expense reports.

THEREFORE, BE IT RESOLVED, that the County Board approves the county sponsorship of the Dodge County Snowseekers Snowmobile Club and Dodge County Snowdrifters Snowmobile Club and gives approval to the County Finance Director to sign the related reports.

Resolution Adopted [Unanimous]

Commissioners provided their agency reports. Commissioner Allen attended a Soil & Water Conservation meeting and a Dodge County Historical Society meeting. Commissioner Kenworthy attended a SECB Steering Committee meeting, a SEEMS meeting, a meeting with Representative Quam and Senator Nelson, and a Fairview Care Center meeting. Commissioner Peterson attended a meeting with Representative Quam and Senator Nelson. Commissioner Tjosaas attended a meeting with Representative Quam and Senator Nelson, a MNPrairie Finance meeting, a MNPrairie Joint Powers Board meeting, a SCHRC meeting and a Fairview Care Center meeting. Commissioner Toquam attended a meeting with Representative Quam and Senator Nelson, a SCHA Finance meeting, a SCHRC meeting, a Fairview Care Center meeting and a County Board meeting.

Motion No Vote

There were no Other Deferred Business items to discuss.

Motion No Vote

Jim Elmquist, County Administrator

Shotgun Use for Deer Hunting in Dodge County

This issue was recently discussed at a legislative meeting with Senator Nelson and Representative Quam. Dodge County has previously been exempted from Section 1, Minnesota Statutes 2022, section 97B.318, subdivision 1 and allowed to prohibit rifle use for deer hunting in Dodge County. There is current legislation to not allow for this exception for both Dodge and Olmsted. The submitted resolution is a request that this exception remain for Dodge County.

In talking with Madeline Hoy, Senator Nelson's Legislative Assistant, the bill prohibiting this exception has not received a committee hearing as of March 18, 2024 and if it doesn't by March 22, 2024, the bill will not be heard this session until a possible reintroduction next year.

Commissioner Peterson offered the following resolution (#2024-14), seconded by Commissioner Tjosaas:

WHEREAS, previously, Minnesota State Statute included an amendment prohibiting rifle use for deer hunting in Dodge County;

WHEREAS, there is currently legislation (S.F. 314/H.F. 864) allowing rifle use for deer hunting without exception in all available counties;

WHEREAS, citizens of Dodge County have previously expressed concerns to the Dodge County Board of Commissioners about stray rifle rounds striking homes, surrounding farms, signs, and solar panels;

WHEREAS, the Dodge County Sheriff has also indicated his support for Dodge County to remain shotgun only during deer hunting season due to the before-mentioned reasons;

NOW THEREFORE BE IT RESOLVED, the Dodge County Board of Commissioners support the continued amendment of Section 1, Minnesota Statutes 2022, section 97B.318, subdivision 1 to include Dodge County as shotgun only for deer hunting in the county.

Resolution Adopted [Unanimous]

Closed Session to Discuss Possible Offer on Properties per Minn. Stat. § 13D.03; 13D.05, Subd. 3

Motion by Toquam seconded by Peterson to close the meeting to the public at 5:32 p.m. to discuss a possible offer on properties.

Motion Adopted [Unanimous]

Meeting Opened to the Public

Motion by Peterson seconded by Tjosaas to open the meeting to the public at 5:55 p.m.

Motion Adopted [Unanimous]

Adjourn

Meeting Adjourned

Motion by Toquam seconded by Peterson to adjourn the meeting at 5:55 p.m.

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

Motion Adopted [Unanimous]

MANTORVILLE CITY COUNCIL BYLAWS, CODE OF ETHICS AND CONDUCT

A. REGULAR MEETINGS

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

B. COUNCIL AGENDA

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

C. COUNCIL PREPARATION

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

D. ORDER

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

E. ORDER OF BUSINESS

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

F. QUORUM

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

G. SEATING OF THE COUNCIL AND CONSULTANTS

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

H. SPECIAL MEETINGS AND PUBLIC HEARINGS

Shall be conducted as required by State Laws.

I. POLICIES:

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

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

J. STUDY/WORK SESSIONS

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

K. PRESENTATIONS BY APPLICANTS AND PETITIONERS

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

L. AGENDA ITEMS OF HIGH PUBLIC INTEREST

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

M. PROCEDURAL PROCESS FOR PUBLIC HEARINGS

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

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

N. DISAGREE AGREEABLY

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

O. CODE OF ETHICS AND CONDUCT

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

P. CITY COUNCIL RECOGNITION

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

Amended and approved by City Council on April 23, 2007

Amended and approved by City Council on January 10, 2022



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

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

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

COUNCIL MEETING PROCEDURES

ORDER OF BUSINESS

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

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

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

NON-AGENDA ITEMS

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

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

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

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

ADDRESSING THE COUNCIL

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

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

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

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

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

CONSENT AGENDA ITEMS

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

VOTING

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

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

PUBLIC HEARINGS

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

public improvement projects and levying of special assessments.

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

GENERAL PUBLIC HEARING PROCEDURES

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

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

MEETING DATES

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

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

MINUTES

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

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

**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**

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

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>

