



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

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**CITY COUNCIL MEETING**  
MUNICIPAL COUNCIL CHAMBERS  
21 5<sup>TH</sup> STREET E, MANTORVILLE, MN 55955  
Monday, September 23, 2024  
6:30 PM

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Adopt the Agenda**

**4. Consent Agenda \***

- A. Accounts Payable (Warrant List) for 9.23.24
- B. Mantorville City Council Minutes 8.12.24
- C. Mantorville City Council Minutes 8.26.24
- D. Dodge County Commissioners Meeting Minutes 8.27.24
- E. Bob Ott Termination 9.23.2024
- F. Mantorville Fire Dept. General Meeting Minutes September 2024

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

**6. Public Concerns**

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

**7. Public Safety Update**

- A. Sheriff Scott Rose – Sheriff Dept. Contract for 2025

**8. Public Hearing – No Items**

**9. Old Business/New Business**

- A. Septic Permit for 28 Leprechaun Lane \*
- B. Discussion of updated 2025 Budget with Park Board and Public Works Updates and set Preliminary Levy. \*
- C. Set date for Truth in Taxation meeting for setting final levy. \*
- D. Line by Line Budget Meeting \*
- E. Citizen Complaint \*

**10. Tabled Items**

- A. Dodge County Sheriff's Contract for 2025 \*
- B. Dodge Center Ambulance Special Taxing District

**11. Reports**

- A. Public Works Report

- 1. Lease for Mower
- 2. Cost for various street projects

B. City Clerk Report

C. Consultant Report

D. Committee Reports

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

E. Councilmember Report

F. Mayor Report

**12. Executive Session – No Items**

**13. Adjourn**

<i>Upcoming Meetings and Events in Mantorville:</i>		
<i>September 23, 2024</i>	<i>6:30pm</i>	<i>Regular City Council Meeting</i>
<i>September 24, 2024</i>	<i>6:30pm</i>	<i>Parks and Recreation Meeting</i>
<i>October 1, 2024</i>	<i>6:15pm</i>	<i>Mantorville EDA Meeting</i>
<i>October 14, 2024</i>	<i>6:30pm</i>	<i>Regular City Council Meeting</i>
<i>October 28, 2024</i>	<i>6:30pm</i>	<i>Regular City Council Meeting</i>
<i>October 26, 2024</i>	<i>All Day</i>	<i>Fall Festival</i>
<i>Members of the City Council and other Boards may be in attendance at all meetings and community events in Mantorville</i>		

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## Payments

Current Period: September 2024

Payments Batch 091924PAY		\$33,883.96	
Refer	0 LEAGUE OF MINNESOTA CITIES	-	
Cash Payment	E 101-41110-433 Dues and Memberships	Membership Dues Sept-Dec 2024	\$520.00
Invoice	411143	9/23/2024	
Transaction Date	9/19/2024	MBT Bank Checking 10100	<b>Total</b> \$520.00
Refer	0 MINNESOTA RURAL WATER ASSO	-	
Cash Payment	E 601-49400-433 Dues and Memberships	Membership Nov 2024-Oct 2025	\$420.00
Invoice	9.19.24	9/23/2024	
Transaction Date	9/19/2024	MBT Bank Checking 10100	<b>Total</b> \$420.00
Refer	0 WEX HEALTH, INC.	Ck# 006264 9/23/2024	
Cash Payment	G 101-21714 Health Savings Account	PR 19 2024 ER	\$184.62
Invoice	9.19.24	9/23/2024	
Cash Payment	G 101-21714 Health Savings Account	PR 19 2024 EE	\$90.00
Invoice	9.19.24	9/23/2024	
Transaction Date	9/19/2024	MBT Bank Checking 10100	<b>Total</b> \$274.62
Refer	0 MN PERA	Ck# 006263 9/23/2024	
Cash Payment	G 101-21704 PERA	PR 19 2024	\$1,329.03
Invoice	9.18.24	9/23/2024	
Transaction Date	9/19/2024	MBT Bank Checking 10100	<b>Total</b> \$1,329.03
Refer	0 MINNESOTA REVENUE	Ck# 006262 9/23/2024	
Cash Payment	G 101-21702 State Withholding	PR 19 2024	\$441.01
Invoice	9.17.24	9/23/2024	
Transaction Date	9/19/2024	MBT Bank Checking 10100	<b>Total</b> \$441.01
Refer	0 INTERNAL REVENUE SERVICE	Ck# 006261 9/23/2024	
Cash Payment	G 101-21703 FICA Tax Withholding	PR 19 2024	\$1,086.58
Invoice	9.17.24	9/23/2024	
Cash Payment	G 101-21709 Medicare	PR 19 2024	\$254.10
Invoice	9.17.24	9/23/2024	
Cash Payment	G 101-21701 Federal Withholding	PR 19 2024	\$906.36
Invoice	9.17.24	9/23/2024	
Transaction Date	9/19/2024	MBT Bank Checking 10100	<b>Total</b> \$2,247.04
Refer	0 US POSTAL SERVICE	Ck# 006260 9/23/2024	
Cash Payment	E 601-49400-300 Professional Srvs (GEN	Water sample mailing	\$39.40
Invoice	9.18.24	9/23/2024	
Transaction Date	9/19/2024	MBT Bank Checking 10100	<b>Total</b> \$39.40
Refer	0 NCPERS GROUP LIFE INS.	-	
Cash Payment	G 101-21711 Life Insurance Payable	October 2024	\$16.00
Invoice	6-8900102024	9/23/2024	
Transaction Date	9/19/2024	MBT Bank Checking 10100	<b>Total</b> \$16.00
Refer	0 ON-SITE COMPUTERS, INC	-	
Cash Payment	E 601-49400-300 Professional Srvs (GEN	Sept Billing	\$12.00
Invoice	CW95340	9/23/2024	
Cash Payment	E 101-41500-300 Professional Srvs (GEN	Sept Billing	\$439.30
Invoice	CW95340	9/23/2024	
Transaction Date	9/19/2024	MBT Bank Checking 10100	<b>Total</b> \$451.30

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Payments

Current Period: September 2024

Refer	0	AFLAC	-		
Cash Payment	G 101-21710	AFLAC	9.14.24		\$33.12
Invoice	9.14.24	9/23/2024			
Transaction Date	9/19/2024	MBT Bank Checking	10100	<b>Total</b>	\$33.12
Refer	0	DELTA DENTAL	-		
Cash Payment	G 101-21708	Dental Insurance	For October		\$89.40
Invoice	CNS0001660439	9/23/2024			
Transaction Date	9/19/2024	MBT Bank Checking	10100	<b>Total</b>	\$89.40
Refer	0	LINCOLN NATIONAL LIFE INSURA	-		
Cash Payment	G 101-21711	Life Insurance Payable	for October		\$154.02
Invoice	4747504388	9/23/2024			
Transaction Date	9/19/2024	MBT Bank Checking	10100	<b>Total</b>	\$154.02
Refer	0	SIMPLY TIDY, LLC	-		
Cash Payment	E 101-41940-439	Janitors	8.05.24 cleaning		\$65.00
Invoice	3017	9/23/2024			
Transaction Date	9/19/2024	MBT Bank Checking	10100	<b>Total</b>	\$65.00
Refer	0	HUBBELL ENTERPRISES, LLC	-		
Cash Payment	E 101-46500-437	Other Miscellaneous	5 Coins reimbursement		\$25.00
Invoice	122	9/23/2024			
Transaction Date	9/19/2024	MBT Bank Checking	10100	<b>Total</b>	\$25.00
Refer	0	ONSITE COMPANIES	-		
Cash Payment	E 101-45200-410	Rentals	denneson		\$127.00
Invoice	0001775777	9/23/2024			
Cash Payment	E 603-45183-410	Rentals	RV Park		\$84.84
Invoice	0001775778	9/23/2024			
Cash Payment	E 101-45200-410	Rentals	Mantor Field		\$79.00
Invoice	0001775779	9/23/2024			
Transaction Date	9/19/2024	MBT Bank Checking	10100	<b>Total</b>	\$290.84
Refer	0	MINNESOTA DEPARTMENT OF HE	-		
Cash Payment	E 601-49400-441	MDH FEE	3rd Qtr MDH Fee		\$989.01
Invoice	9.30.24	9/23/2024			
Transaction Date	9/19/2024	MBT Bank Checking	10100	<b>Total</b>	\$989.01
Refer	0	BLUE CROSS BLUE SHIELD OF MI	-		
Cash Payment	G 101-21715	Employee Paid Vision Plan	Vision for October		\$20.64
Invoice	240830134580	9/23/2024			
Transaction Date	9/19/2024	MBT Bank Checking	10100	<b>Total</b>	\$20.64
Refer	0	MSFDA - TREASURER	-		
Cash Payment	E 101-42200-208	Training, Mileage	Fall Meeting		\$175.00
Invoice	9.22.24	9/23/2024			
Transaction Date	9/19/2024	MBT Bank Checking	10100	<b>Total</b>	\$175.00
Refer	0	FIRE SAFETY USA, INC	-		
Cash Payment	E 101-42200-240	Tools and Minor Equipm	Rescue Randy		\$2,424.90
Invoice	191582	9/23/2024			
Transaction Date	9/19/2024	MBT Bank Checking	10100	<b>Total</b>	\$2,424.90
Refer	0	MED COMPASS	-		

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## Payments

Current Period: September 2024

<b>Cash Payment</b>	E 101-42200-437	Other Miscellaneous	Mobile Health Services		\$495.00
Invoice 46033		9/23/2024			
Transaction Date	9/19/2024		MBT Bank Checking	10100	<b>Total</b> \$495.00
Refer	0	<u>BOUND TREE MEDICAL, LLC</u>			
<b>Cash Payment</b>	E 101-42200-311	First Responder Train/E	Epinephrine		\$599.99
Invoice 85462075		9/23/2024			
Transaction Date	9/19/2024		MBT Bank Checking	10100	<b>Total</b> \$599.99
Refer	0	<u>MENARDS - NORTH ROCHESTER</u>			
<b>Cash Payment</b>	E 601-49400-220	Bldg.Repair and Mainten	Cement, Tape, Adapter		\$37.50
Invoice 51942		9/23/2024			
<b>Cash Payment</b>	E 601-49400-228	Equip. Repair and Maint	Misc.		\$58.12
Invoice 51815		9/23/2024			
Transaction Date	9/19/2024		MBT Bank Checking	10100	<b>Total</b> \$95.62
Refer	0	<u>KASSON HARDWARE HANK</u>			
<b>Cash Payment</b>	E 101-41940-220	Bldg.Repair and Mainten	Cleaner & PVC Cement		\$29.65
Invoice 9.15.24		9/23/2024			
<b>Cash Payment</b>	E 101-45200-401	Repairs/Maint Buildings	Fastener		\$2.49
Invoice 9.15.24		9/23/2024			
<b>Cash Payment</b>	E 101-41940-200	Supplies	Softsoap		\$5.98
Invoice 9.15.24		9/23/2024			
Transaction Date	9/19/2024		MBT Bank Checking	10100	<b>Total</b> \$38.12
Refer	0	<u>BOYUM TREE SERVICE LLC</u>			
<b>Cash Payment</b>	E 101-45200-500	Capital Outlay	Park Tree Mgmt Flood Damage		\$2,200.00
Invoice 2270		9/23/2024			
<b>Cash Payment</b>	E 101-45200-500	Capital Outlay	Community Tree Mgmt		\$1,650.00
Invoice 2271		9/23/2024			
Transaction Date	9/19/2024		MBT Bank Checking	10100	<b>Total</b> \$3,850.00
Refer	0	<u>AUTOMATIC SYSTEMS CO</u>			
<b>Cash Payment</b>	E 601-49400-228	Equip. Repair and Maint	Replacement parts for Well Lightening		\$7,242.18
Invoice 042175		9/23/2024			
Transaction Date	9/19/2024		MBT Bank Checking	10100	<b>Total</b> \$7,242.18
Refer	0	<u>ADAMS, JOE</u>			
<b>Cash Payment</b>	E 601-49400-228	Equip. Repair and Maint	Batter Backup Surge Protector well lightening		\$87.95
Invoice 9.3.24		9/23/2024			
Transaction Date	9/19/2024		MBT Bank Checking	10100	<b>Total</b> \$87.95
Refer	0	<u>HAWKINS, INC</u>			
<b>Cash Payment</b>	E 601-49400-228	Equip. Repair and Maint	Chlorine Lightning strike wellhouse		\$1,072.26
Invoice 5499207		9/23/2024			
Transaction Date	9/19/2024		MBT Bank Checking	10100	<b>Total</b> \$1,072.26
Refer	0	<u>QUALITY FLOW SYSTEMS</u>			
<b>Cash Payment</b>	E 602-49450-220	Bldg.Repair and Mainten	Field Labor and Repair		\$5,926.50
Invoice 47558		9/23/2024			
Transaction Date	9/19/2024		MBT Bank Checking	10100	<b>Total</b> \$5,926.50
Refer	0	<u>ST. JOSEPH EQUIPMENT INC.</u>			
<b>Cash Payment</b>	E 101-45200-404	Repairs/Maint Machiner	reset codes		\$133.37
Invoice W24774		9/23/2024			

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Payments

Current Period: September 2024

Transaction Date	9/19/2024	MBT Bank Checking	10100	<b>Total</b>	<b>\$133.37</b>
Refer	0 AG PARTNERS COOPERATIVE	-			
Cash Payment	E 101-45200-212 Motor Fuels	Regular Fuel			\$2,453.59
Invoice	815856	9/23/2024			
Transaction Date	9/19/2024	MBT Bank Checking	10100	<b>Total</b>	<b>\$2,453.59</b>
Refer	0 SAMS CLUB	-			
Cash Payment	E 101-41940-228 Equip. Repair and Maint				\$49.04
Invoice	9.28.24	9/23/2024			
Transaction Date	9/19/2024	MBT Bank Checking	10100	<b>Total</b>	<b>\$49.04</b>
Refer	0 DODGE COUNTY TRANSFER STAT	-			
Cash Payment	E 101-42200-384 Refuse/Garbage Dispos	Marigold Days Trash			\$85.50
Invoice	00212787	9/23/2024			
Transaction Date	9/19/2024	MBT Bank Checking	10100	<b>Total</b>	<b>\$85.50</b>
Refer	0 TEIGEN PAPER & SUPPLY	-			
Cash Payment	E 101-45200-200 Supplies	Tissue			\$42.33
Invoice	95593	9/23/2024			
Transaction Date	9/19/2024	MBT Bank Checking	10100	<b>Total</b>	<b>\$42.33</b>
Refer	0 DURST OUTDOOR SERVICES	-			
Cash Payment	E 101-43100-228 Equip. Repair and Maint	Restriping			\$1,632.18
Invoice	2535	9/23/2024			
Transaction Date	9/19/2024	MBT Bank Checking	10100	<b>Total</b>	<b>\$1,632.18</b>
Refer	0 CHOCOLATE SHOPPE, THE	-			
Cash Payment	E 101-46500-437 Other Miscellaneous	Reimburse 15 wooden coins			\$75.00
Invoice	9.20.24	9/23/2024			
Transaction Date	9/20/2024	MBT Bank Checking	10100	<b>Total</b>	<b>\$75.00</b>

Fund Summary

	10100 MBT Bank Checking	
101 GENERAL FUND		\$17,914.20
601 WATER FUND		\$9,958.42
602 SEWER FUND		\$5,926.50
603 RV PARK		\$84.84
		<u>\$33,883.96</u>

Pre-Written Checks	\$4,331.10
Checks to be Generated by the Computer	\$29,552.86
Total	<u>\$33,883.96</u>

**City of Mantorville  
Regular City Council Minutes  
August 12, 2024**



**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

Absent: Lynnette Nash

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

**2. Pledge of Allegiance**

Everyone stood and recited the Pledge of Allegiance.

**3. Changes to the Agenda**

Council approved to add the Council Memo regarding a Campground reservation hardship as item 9C.

**4. Consent Agenda**

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

- A. Accounts Payable - Warrant List for end of July
- B. Accounts Payable – Warrant list for 8.12.24
- C. County Commissioners Regular Meeting Minutes 7.9.24
- D. Mantorville City Council Meeting Minutes 6.10.24
- E. Approval of Resolution 2024-17 Accepting Donations to the City For the National Night Out
- F. Mantorville Chamber of Commerce Meeting Minutes June 2024

Motion carried: 4 ayes / 0 nays

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

**6. Public Concerns – *No Items***

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

**8. Public Hearings – *No Items***

**9. Old Business/New Business**

A. Will Lambert addressed the Council about Street closings and requests for Marigold Days.

- Riverside Park and adjacent streets will be used exclusively for Marigold Days activities.
- There will be a fireworks show on Goat Island Saturday Sept. 7 at dusk with rain date of Sept. 8.
- 4<sup>th</sup> Street: Hwy 57 to alley West of Clay Street Friday, Saturday, and Sunday.
- 5<sup>th</sup> Street: Hwy 57 to alley West of Clay Saturday Midnight to Sunday 6:00pm for the car show and water fight.
- Clay Street: 3<sup>rd</sup> St. to 5<sup>th</sup> St. Friday thru Sunday, 5<sup>th</sup> St. to 6<sup>th</sup> Street No Parking Saturday Midnight to Sunday 3:00pm after car show and parade.
- Parade Route: no parking along route from 1-3pm on Sunday. Post signs Saturday night.
- City will provide barricades and cones for traffic management.

Motion made by Councilmember Ingalls and seconded by Councilmember Blair to approve of the Street closures.

Motion carried: 4 ayes / 0 nays

**B. Discussion of Elk River Gaming Project.**

There was concern of the gaming pulling away revenue from the charitable gambling in surrounding communities. Councilmember Ingalls suggested that there could be revenue sharing. They do not plan to begin gambling for 6 years and that it would be built in a barn on the current premises so it will keep the same footprint. It is mainly to provide extra places for tribal members to reside. Councilmember Ingalls volunteered to write an opinion piece on this to them.

Councilmember Blair motioned and Councilmember Hoaglund seconded to have Councilmember Ingalls compose this letter.

Motion Carried: 4 ayes / 0 nays

**C. A gentleman with a hardship request would like to pay weekly for a campground space but would like to reserve it for a month or more. He is short of funds and unable to pay for an entire month.**

Councilmember Blair asked what kind of metric we'd use to decide this and if they still owe money after their stay, we couldn't recover it. With delinquent water bills,

we are able to assess the property. What would stop others from making these types of requests in the future.

Council does not want to set a precedent on this, just as a case by case basis. He would also need to pay for the week prior to his stay.

Councilmember Ingalls moved and Councilmember Hoaglund seconded: 3 ayes / 1 nay, Councilmember Blair voting against.

## **10. Tabled Items – *No Items***

### **11. Reports**

#### **A. Public Works Report**

- The Decoration Committee is working with Will Giesen from CEDA on some grants for decorations. They will meet Thursday when he is at City Hall.
- Some residents would like to make the 4-way stop signs at Clay and 4<sup>th</sup> Street permanent. Public Works Lead Adams will reach out to the County to see if we are able to do that.

Councilmember Ingalls moved and Councilmember Hoaglund seconded to let Joe ask the County to make them permanent.

Motion Carried: 4 ayes / 0 nays

- Adams is waiting on the flows to get lower to re-line the sewer pipe that has been leaking.
- The windstorm didn't do much damage, but one large branch did come down on some wires.

#### **B. City Clerk Report**

- City Clerk Lohrbach wanted to thank Lynnette Nash, Lynn Kenworthy, and Linda Kvam for cooking all the sloppy joes and hot dogs and brats for National Night Out. It went really well and we had about 85 attendees.
- There was a water leak in the closet at City Hall that has now been repaired.
- The new furnace and air conditioner have also been installed.
- The City Engineer and City Attorney are working on an updated flood ordinance for the City. The DNR said not much has changed for us. We need to be compliant by September 26, 2024. They would like to hold the Public Hearing in September 9<sup>th</sup>.
- Also, remember to vote in tomorrow's election.

#### **C. Consultant Report – No Report**

#### **D. Committee Reports**

##### **1) Chamber**

- 2) Economic Development Authority – Meeting was cancelled because a quorum was not present.
- 3) Finance/Budget
- 4) Fire Department
- 5) Infrastructure
- 6) Kasson Mantorville Joint Powers
- 7) Mantorville Restoration Association – Meets tomorrow night
- 8) Park Board – Meeting was cancelled because there would not have been a quorum.
- 9) Personnel
- 10) Fire Relief
- 11) Township

E. Councilmember Reports – No Reports

F. Mayor’s Report

Mayor Bradford spoke with MNDOT last week and they will have a better feel when they will open up the road for traffic this week.

There will be a ribbon cutting event on September 4<sup>th</sup> at 1:30 downtown. The news, Amy Klobuchar, Duane Quam, Brad Finstad, and Carla Nelson have all been invited.

Councilmember Ingall’s asked if we can have a banner this year, but Adams said we are not allowed to because it isn’t up high enough.

Striping on HWY 57 will be done next week and all concrete work will be completed this week. They will also be putting the road signs in.

**12. Executive Session – *No Items***

**13. Adjourn**

Motion was made by Councilmember Blair and seconded by Councilmember Ingalls to adjourn the meeting at 7:19 p.m.

Motion carried: 4 ayes / 0 nays. Meeting adjourned.

City of Mantorville  
Regular City Council Minutes  
August 26, 2024



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

Others Present: City Clerk-Treasurer Gretchen Lohrbach  
Public Works Lead Joe Adams  
Public Works Wade Schroeder  
Tim Hruska - WHKS

2. **Pledge of Allegiance**

Everyone stood and recited the Pledge of Allegiance.

3. **Changes to the Agenda**

Council approved adding a lot purchase of a portion of 16 5<sup>th</sup> Street West to New Business.

4. **Consent Agenda**

Councilmember Blair requested to pull out item 4E – Dodge County Sheriff’s Contract for 2025.

Motion was made by Councilmember Ingalls and seconded by Councilmember Blair to approve the remaining Consent Agenda Items:

- A. County Commissioners Regular Minutes 7.23.24
- B. Mantorville Fire Department General Meeting Minutes August 2024
- C. Accounts Payable-Warrant List 8.26.24
- D. Council regular Meeting Minutes for 7.22.24
- E. **Tabled until next meeting**
- F. Resolution 2024-18 Accepting Donation from KMTEL for National Night Out

Motion carried: 5 ayes / 0 nays

Discussion about some of the language in the contract was discussed. Scott Rose will be invited to the next meeting to address Council’s questions.

Councilmember Nash moved and Councilmember Hoaglund seconded to table the Sheriff's Contract for 2025 until the next meeting.

Motion carried: 5 ayes / 0 nays

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

**6. Public Concerns – *No Items***

**7. Public Safety Update**

Traffic has been good since HWY 57 re-opened and the bump-outs have been working to slow down traffic.

**8. Public Hearings – *No Items***

**9. Old Business/New Business**

Tim Hruska – WHKS addressed the Council about the resident at 508 Clay Street wanting to purchase 20 feet of the lot adjoining them, 16 5<sup>th</sup> Street West. A certificate of survey was provided to Council. Hruska and attorneys have been working together to put this agreement together for the homeowners involved. Councilmember Hoaglund asked if lot will be too small, or still conforming. Hruska said it would still conform.

Councilmember Hoaglund moved and Councilmember Nash seconded to approve the lot purchase of a portion of 16 5<sup>th</sup> Street East by the resident at 508 Clay Street.

Motion Carried: 5 ayes / 0 nays

- A.** Dodge Center Ambulance had a meeting regarding creating a Special Taxing District involving Dodge Center, Mantorville, Kasson, and Claremont on August 28<sup>th</sup>. It would be a joint venture agreement with 4 voting members. There is a concern about how to break a tie vote. The next meeting is coming up on September 19<sup>th</sup>. Mayor Bradford and Councilmember Nash will try and be present at this meeting. Dodge Center Ambulance will also present to Council again at a later date.

Councilmember Ingalls moved and Councilmember Hoaglund seconded to table this discussion until the next meeting.

Motion carried: 5 ayes / 0 nays

- B.** The rebranding of Casey's calls for new signage. Mantorville Restoration Association does not approve of the new design. Because of trademark laws, Council will need to approve the Casey's new signage. Councilmember Nash also mentioned that when consulting with the attorney, it was decided that a new sign permit is not needed because the sign fronts are the only part changing. She feels this may be something we need to revisit in our ordinances in the future and what fonts may need to be defined, as Councilmember Blair brought to Council's attention that there are many different

font styles in our Historic District. Councilmember Ingalls also mentioned that some historic Districts enforce small signs so companies can still use their trademark, only smaller. Mayor Bradford agreed that we wouldn't be able to regulate what goes on the sign, but that we could regulate size and height.

Councilmember Blair moved and Councilmember Nash seconded to approve the change in Casey's signage, but request that something could be done with the chicken, reduced in size or removed, if possible.

Motion Carried: 5 ayes / 0 nays

- C. City Clerk Lohrbach included a rough preliminary budget for 2025 in the Council packet for reviewal. The firemen need new radios in 2025 and a new drain in their truck bay. The street budget may change after Public Works Lead Adams's assessment of street health. He will also speak to the firemen about the drain. City Clerk Lohrbach said there were water main breaks that weren't budgeted for this last year that we should budget for their possibility next year. Councilmember Ingalls asked for a list of the dates for the preliminary levy date and the final levy, truth in taxation, date. City Clerk Lohrbach will get this information to Council.

Councilmember Ingalls moved and Councilmember Nash seconded to table the 2025 Preliminary Budget.

Motion carried: 5 ayes / 0 nays

## **10. Tabled Items – *No Items***

## **11. Reports**

### **A. Public Works Report**

- S.L. Contracting can do street sweeping again this year before Marigold Days with a cost of \$615.00.

Councilmember Hoaglund moved and Councilmember Blair seconded to approve the street sweeping by S.L. Contracting.

Motion Carried: 5 ayes / 0 nays

- Durst can do striping downtown before Marigold Days at a cost of \$1,632.18.

Councilmember Ingalls moved and Councilmember Hoaglund seconded to approve the street striping By Durst.

Motion Carried: 5 ayes / 0 nays

- The bump-cuts need protection and could perhaps be painted next year.

- Public Works Lead Adams will reach out to Scott Huneke – WHKS about handicapped parking or an unloading zone in front of Councilmember Nash’s Chocolate Shop.
- Councilmember Ingalls would like us to revisit the idea of having No Jake-Braking signs put up when entering town.

B. City Clerk Report – No Report

C. Consultant Report – No Report

D. Committee Reports

- 1) Chamber – Applying for grants similar to the one received this year for promotion of Mantorville.
- 2) Economic Development Authority
- 3) Finance/Budget
- 4) Fire Department
- 5) Infrastructure
- 6) Kasson Mantorville Joint Powers
- 7) Mantorville Restoration Association
- 8) Park Board – Meets tomorrow.
- 9) Personnel
- 10) Fire Relief
- 11) Township
- 12) Decorations Committee – Meets again Thursday at 10:00am Councilmember Nash is working on a spreadsheet and ideas. Star and snowflake lights are being discussed for the light posts.

E. Councilmember Reports

Councilmember Ingalls has received many positive comments from people about the HWY 57 construction in town and how nice it looks now.

F. Mayor’s Report

Mayor Bradford said that MNDOT believed the “Construction and Coffee” talks during the week for updates was very successful and may do this in other communities. He said that Carla Nelson and Duane Quam confirmed they will be in attendance. Amy Klobuchar may attend, but if not, a representative of hers may be in attendance on her behalf.

**12. Executive Session – No Items**

**13. Adjourn**

Motion made by Councilmember Ingalls and seconded by Councilmember Hoaglund at 7:50pm. 5 ayes / 0 nays. Meeting Adjourned.

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

**Chair**

**Convene County Board Meeting**

The Dodge County Commissioners met in regular session August 27, 2024, in the County Board Room at the Dodge County Government Services Building, Mantorville, MN, at 5:00 p.m. Chair John Allen called the meeting to order at 5:00 p.m.

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
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 Kenworthy seconded by Tjosaas to approve and adopt the agenda as presented.

*Motion Adopted [Unanimous]*

**Consent Agenda**

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

*Motion Adopted [Unanimous]*

- 1.1. Committee of the Whole - Committee Meeting - Aug 13, 2024 9:00 AM
- 1.2. Board of Commissioners - Regular Meeting - Aug 13, 2024 9:30 AM

**Jolayne Mohs, Trinity Church Director of Outreach**  
**Oak Hill Shelter Presentation**

Jolayne Mohs, Director of Outreach for Trinity Lutheran Church in Owatonna discussed with the Board the Oak Hill Shelter. It was noted that this is part of the community presentations to each of the MNPrairie Counties over the past few months.

The Oak Hill Community Connections Vision was listed as follows:

A shared-facility model that will:  
Provide short-term housing for families, women and children  
Co-locate services focused on support, stability and education to regain independence

Ms. Mohs reviewed the following with the Board:

- Who We Are
- Board of Directors
- The Current Reality
- Homelessness is Hidden
- The Reasons
- Current Resources
- No Where to Go
- Additional Needed Resources

Oak Hill Board Member and Treasurer Gregg Draeger was present and discussed the following with the Board:

- The Solution
- The Power of Collaboration
- Financial Impact
- Committed to Collaboration
- Member Agencies
- Approach to Operations
- Financial Approach
- Collaborative Impact
- Building Hope Together
- Campaign Steering Team
- \$4,000,000 Goal
- How Can You Help?

Ms. Mohs stated together, we can help individuals and families work toward a stable and sustainable future and something far better than any of us could create on our own. Oak Hill Shelter members were hopeful that the Dodge County Board members were inspired by these plans.

Jolayne Mohs reported that no fundraising will occur after completion of the capital campaign.

Commissioner Tjosaas wanted to know if they feel they can really have no capital requests after inception.

Mr. Draeger stated yes, they feel they can accomplish this. They've done their research and feel that they can create an operating subsidy to run the two facilities. The group also believes there are cost savings that can be realized with developing this facility.

Commissioner Peterson thanked Ms. Mohs and Mr. Draeger for the information. Mr. Peterson stated he likes what he is hearing, and their vision is a great idea, but he wondered how families who are stressed and strapped for money are going to be able to pay rent.

Commissioner Tjosaas commented he sees this as an opportunity for a lot of entities to coordinate services together and to make sure people aren't double dipping or taking advantage of multiple programs being offered from organizations like this.

Ms. Mohs informed the Board that Rachel's Light will provide free housing for a short period of time for individuals, families, and women and children to help them get back on their feet. The Oak Hill Shelter provides support and education so families can regain stability and their independence. It was noted they have an 86% success rate with the families that enter their program. Ms. Mohs reported there are rules and regulations that participants must abide by in order to stay for free and stay in this program. If requirements aren't met, the participants will no longer be eligible to participate in the program.

The Board thanks Ms. Mohs and Mr. Draeger for the information.

*Motion No Vote*

### **Clay Cameron, NextEra Energy**

#### **NextEra Project Update**

NextEra Energy Resources Director of Development, Clay Cameron was available to provide to the Board with an update on the Dodge County Wind Project's progress since earning its state permits in May of 2024.

Mr. Cameron acknowledged and commended the Highway and Environmental Services staff in working with NextEra Energy.

Clay Cameron provided a brief update on the Dodge County Wind Project permit status, timeline and project status.

The Board thanked Mr. Cameron for the update.

*Motion No Vote*

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

#### **Personnel Agenda Reviewed**

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

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

**A. Highway**

- A.1 Ryan Baker - Engineering Technician  
Step increase from B31 step 4 \$33.92 to B31 step 5 \$34.77.  
Effective Date: 9/01/24
- A.2 Joe Andrist - Equipment Operator  
Step increase from B23 step 7 \$30.88 to B23 step 8 \$31.65.  
Effective Date: 5/01/24
- A.3 Adam Wendt - Equipment Operator  
Step increase from B23 step 8 \$31.65 to B23 step 9 \$32.76.  
Effective Date: 9/01/24
- A.4 Troy Jobe - Sign Technician  
Step increase from B23 step 8 \$34.01 to B23 step 9 \$35.20.  
Effective Date: 9/01/24
- A.5 Jessica Brennan - Highway Accountant  
Step increase from C41 step 4 \$35.60 to C41 step 3 \$36.66.  
Effective Date: 10/1/24

**B. Administration**

- B.1 Brandon Servantez - Veteran's Services Officer  
No longer employed.  
Effective Date: 9/12/24
- B.2 Veteran's Services Officer  
Authorization to post and fill vacancy.  
Effective Date: 8/27/24
- B.3 Brenda Vieths - Custodian  
Step increase from A13 step 2 \$22.74 to A13 step 1 \$23.41.  
Effective Date: 8/9/24

**C. Fairview Care Center**

- C.1 Kelly Ellis - FVCC Administrator  
Authorization to hire at E82 step 1 \$65.36 to fill approved vacancy.  
Effective Date: 9/9/24

**D. Public Health**

- D.1 Robyn Warner - Public Health Assistant  
Step increase from B23 step 2 \$27.90 to B23 step 1 \$28.74.  
Effective Date: 8/29/24

**E. Annual Job Description Review**

- E.1 Approval of updated job descriptions for the following positions as part of the 1/3 of job descriptions reviewed annually:
1. Building Operations Manager - Administration
  2. Land Records Clerk - Land Records
  3. Engineering Technician - Highway
  4. Environmental Program Manager - Environmental Services

5. Zoning Administrator - Environmental Services  
Effective Date of any B/G Changes: 12/1/24

*Motion Adopted [Unanimous]*

**Paul Kiltinen, County Attorney**

**Legal Update**

Mr. Kiltinen informed the Board that he didn't have anything to report as far as a legal update.

*Motion No Vote*

**County Land Lease Agreement**

The County Attorney is requesting that the Dodge County Board Chair and Dodge County Administrator be authorized to sign the proposed lease agreement regarding county owned property located in the City of Mantorville with Sakhann Douk and Sopheak Phy, dba The County Seat.

Motion by Peterson seconded by Tjosaas to approve and authorize the Chair and County Administrator sign the proposed Lease Agreement for a parcel of property identified as the East 45 feet of the South 23 feet of Lot 6, Block 14, Original Plat of the City of Mantorville with Sakhann Douk and Sopheak Phy as presented and effective August 27, 2024 until terminated.

*Motion Adopted [Unanimous]*

**Amy Evans, Public Health Director**

**Cannabis Discussion**

Ms. Evans reported that in 2023, Minnesota passed into law, the legalization of adult-use cannabis. Under Chapter 342, a regulatory framework for this new industry has been established. Numerous provisions under the new law include the creation of the Office of Cannabis Management (OCM) legalizing and limiting the possession of cannabis by people 21 and older, providing for licensing, inspection and regulation of cannabis and hemp business, establishing a license preference for social equity applicants, requiring testing and labeling of cannabis and hemp products, and creating grants and loan programs to assist people entering the legal cannabis market.

Within the provisions of the new law, certain provisions for the industry have been left for local government to determine. In 2023, Dodge County created an interim ordinance prohibiting the establishment of new uses or the expansion of existing uses related to sales, testing, manufacturing, cultivating, growing, transporting, delivery and distribution of cannabis product. This interim ordinance will sunset at the end of 2024. It is intended that Dodge County will replace this ordinance with a new ordinance regulating the above-mentioned items.

The OCM has provided a template for a local ordinance that addresses the provisions which can be established at the local level. This includes registration, requirements for cannabis

businesses, temporary event licenses, and low-potency edibles. Dodge County has a public use ordinance that will remain separate, if desired.

Dodge County Public Health is seeking County Board input on specific areas within the model ordinance related to provisions within the potential ordinance to be able to continue work on developing this ordinance for future adoption.

The Public Health Director and Health Educator presented for the Board's review the following Cannabis Ordinance for Dodge County information:

- Cannabis Model Ordinance
- Sections
  - Section 1 - Administration
  - Section 2 - Registration of Cannabis Business
  - Section 3 - Requirements for Cannabis Business
  - Section 4 - Temporary Cannabis Events
  - Section 5 - Lower-Potency Hemp Edibles
  - Section 6 - Local Government as a Cannabis Retailer
  - Section 7 - Use in Public Places

Ms. Evans informed the Board that the zoning of the ag areas will be identified in the zoning and land use ordinance and the rest of the locations will be identified under the cannabis ordinance.

Emma Basness reported that they have been working with the cities and the cities have been good to work with them. Ms. Basness stated the cities are interested in knowing what the county is doing regarding cannabis use in the Dodge County.

The Board supported being the most restrictive they can be with a Cannabis Ordinance until they get public feedback.

The meeting was recessed at 6:01 p.m.

*Motion No Vote*

### **Public Hearing for Ordinance #98-01 (Tobacco)**

The Chair opened the Public Hearing to update tobacco ordinance #98-01 at 6:01 p.m.

Ms. Evans reported that Dodge County Public Health has updated the Ordinance #98-01, which deals with the purchase, use and possession of tobacco within the county. A summary of proposed updates was included in the Board packet. The Public Health Director noted that the ordinance has been reviewed by the Public Health Law Center and the County Attorney.

In preparation for the public hearing on August 27, 2024, a notice of hearing was created and mailed to each tobacco retailer in Dodge County. In addition to the letter, a copy of the ordinance #98-01 and the proposed changes was included. The notice of hearing has also

been placed in the Dodge County Independent for two weeks.

Dodge County's tobacco ordinance was last updated in 2022. In the past two years, there has been concerns around background checks as well as state agencies potentially suspending/revoking licenses, in addition to licensees expanding their physical location that may result in violating proximity provisions within the current ordinance. The proposed changes will provide clear guidance for Dodge County Public Health, Dodge County Sheriff's Office, licensees, and future applicants for implications in these three areas of concern.

There were no members of the public present at the public hearing.

Motion by Toquam seconded by Kenworthy to close the public hearing at 6:06 p.m.

*Motion Adopted [Unanimous]*

### **Approval of Amendments to Ordinance #98-01**

Ms. Evans recommended approval of proposed amendments to Ordinance #98-01.

Motion by Kenworthy seconded by Peterson to approve and authorize Chair and County Administrator to sign Ordinance #98-01 as amended.

*Motion Adopted [Unanimous]*

### **Cannabis Discussion Continued**

The Chair reconvened the cannabis discussion at 6:06 p.m.

Temporary cannabis events were further discussed.

Commissioner Allen wanted to know why we have to have temporary event licensing in an ordinance.

Mr. Kiltinen stated the State is going to allow cannabis use in the State of Minnesota, so Public Health has to have language in an ordinance that will regulate the use of cannabis in Dodge County.

Lower-potency hemp edibles were discussed.

Brief discussion took place regarding trying to incorporate language into this cannabis ordinance to address low-potency hemp edibles in Dodge County or creating a separate ordinance to regulate this use.

Commissioner Tjosaas suggested that the county do this as a separate ordinance because there are so many issues that would need to be addressed in an ordinance.

Ms. Evans reported that she can get an example of an ordinance that was created from another

county.

Commissioner Kenworthy stated that he feels handling this separately would be the best way to address this topic.

The Board was informed that local government can choose to become a cannabis retailer. The Board was in agreement that they do not support this option.

Use of cannabis in public places was discussed. It was noted that this will be referenced in the existing Public Use ordinance.

The Public Health Director informed the Board that she will be looking to present a cannabis ordinance for review at a public hearing towards the end of October.

Ms. Basness noted that the ordinance will need to be done and approved by the end of the year for implementation in 2025.

Ms. Evans noted the state Office of Cannabis Management (OCM) is going through the rule making processes which may delay the issuance of licenses from the state.

The Public Health Director and Health Educator were thanked for the information.

The County Attorney left the meeting at 6:25 p.m.

*Motion No Vote*

**Jim Elmquist, County Administrator**

**Bills Reviewed**

Mr. Elmquist reviewed bills with the Board.

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

01	Revenue Fund	\$ 267,093.05
13	Road and Bridge Fund	\$ 55,332.05
16	Environmental Quality Fund	\$ 15,784.04
32	County Capital Projects	<u>\$ 521.50</u>
	Total	\$ 338,730.64

*Motion Adopted [Unanimous]*

**First Half Financials**

Mr. Elmquist reported that submitted in the Board packet are the 2024 first half financials. While it is difficult to gain a sense trend in the reports without tax receipts, line items have been noted for their understanding.

Expenditures-

Trending normally. Highway tends to pay as projects go to completion so schedules don't line up with calendar year trending.

Revenue

Other General Government would show tax receipts in July and at the end of the year so little revenue at this point in this line item until those are paid out by the Department of Revenue.

Overall

Cash balance/fund balance is strong as shown in the report.

*Motion No Vote*

**2025 Budget Discussion**

The County Administrator presented for the Board's review a draft 2025 budget with no changes to the last rendition with the exception to the summary page which last included a 5% tax capacity increase on 2024. Lisa Kramer is now submitting that the increase is 2.9% which is less than previously expected. At the next Committee of the Whole meeting the final budget presentations will be heard from Building Operations and IT.

The RFP for Health Insurance will be finalized the week of August 26, 2024 so an understanding as to where cafeteria plan numbers may be could be available shortly.

*Motion No Vote*

**Public Works Committee Report - Commissioner Rodney Peterson**

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

**Dodge's Alternative to Addiction (Drug Court) Sober Fest 2024 Donation**

Dodge's Alternative to Addiction (Drug Court) received \$119.00 in anonymous cash donations at the 18th annual Sober Fest event on July 27, 2024.

Eric Thompson is requesting that the Dodge County Board of Commissioners approve the donation.

Commissioner Peterson offered the following resolution (#2024-32), seconded by Commissioner Toquam:

**WHEREAS**, Dodge County's Alternative to Addiction (Drug Court) receives donations from time to time from individuals and/or organizations; and

**WHEREAS**, Dodge's Alternative to Addiction wishes to accept this donation and utilize it for the purpose of sponsoring the 2024 Sober Fest event; and

**WHEREAS**, pursuant to Minnesota Statute 465.03, the county shall by resolution of the governing body adopted 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 the 2024 Sober Fest event:

\$119.00 in anonymous cash donations

*Resolution Adopted [Unanimous]*

**Resolution For Agreement to State Transportation Fund Local Bridge Replacement Program Grant Terms and Conditions SAP 020-609-038**

In 2025 the Highway Department will be constructing Bridge No 20J55 on C.S.A.H. 9, at approximately 1 mile south of C.S.A.H. 10. A major source of funding for the project will be from State Bridge Bond Funds in the amount of \$222,483.25 in the form of a Local Bridge Replacement Program (LBRP) Grant. The remaining project costs, estimated to be \$337,000, will be funded by Regular State Aid Construction dollars.

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

Commissioner Toquam offered the following resolution (#2024-33), seconded by Commissioner Peterson:

**WHEREAS**, Dodge County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for construction of Bridge No. 20J55; and

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

**WHEREAS**, the amount of the grant has been determined to be \$222,483.25 by reason of the lowest responsible bid;

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

*Resolution Adopted [Unanimous]*

**Award SAP 022-599-123**

Bids were opened Tuesday, August 20, 2024, for SAP 020-599-123, which consists of removing Bridge No. L2480 in Milton Township. The following are the bid results:

Alcon Excavating	\$16,912.00
Fitzgerald Excavating	\$23,390.00
Schumacher Excavating	\$27,500.00
ICON Constructors	\$53,100.00

Construction is expected to begin September 3, 2024 and be completed by October 18, 2024.

Motion by Toquam seconded by Peterson to award the contract for SAP 022-599-123 to Alcon Excavating in the amount of \$16,912.00 with the County Engineer authorized to approve change orders and supplemental agreements up to 10% of the contract amount as recommended.

*Motion Adopted [Unanimous]*

**Public Health Update - Commissioner Kenworthy**

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

**Public Health Update**

Commissioner Kenworthy briefly discussed the following Public Health update:

- 1) DPS has sent notice that Public Health received the TZD Safe Roads Grant. However, the award letter has not identified the funding amount being awarded. They will request for acceptance when they receive notice of the official funding amount.
- 2) Public Health Nuisance in July has been abated and done within the timeline expected.

*Motion No Vote*

**Administration Committee Report - Commissioner John Allen**

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

**WGA 4 Kids 50/50 Raffle Gambling Permit - Big Iron Truck Show**

WGA 4 Kids is requesting a gambling permit for a 50/50 raffle to be held on September 7, 2024 during the Big Iron Classic. The 50/50 raffle will take place at Dodge County Fairgrounds, 62922 State Hwy 57, Kasson, MN 55944.

It was Jean Allen's recommendation that the County Board set forth a motion to approve the

50/50 raffle Gambling Permit for WGA 4 Kids.

Commissioner Tjosaas offered the following resolution (#2024-34), seconded by Commissioner Peterson:

**BE IT RESOLVED** that approval for LG230 Application to Conduct Off-Site Gambling has been given to the following:

1. WGA 4 Kids, Woodbury, Minnesota to conduct gambling (50/50 Raffle) at Dodge County Fairgrounds (Dodge County Agricultural and Mechanical), 100 11th St NE, Mantorville Township, Minnesota) for the date of September 7, 2024.

*Resolution Adopted [Unanimous]*

Commissioners provided their agency reports. Commissioner Allen didn't have any meetings to report. Commissioner Kenworthy attended a SECB Steering Committee meeting, a Primary Canvassing Board meeting, a West Concord City Council meeting, a County Commissioner Picnic, a D&O Task Force meeting, a Dodge Center City Council meeting, a Dodge County Fair Board meeting, a Fairview Care Center meeting, a Public Health meeting and a Committee of the Whole meeting. Commissioner Peterson attended a Mental Health Board booth at the State Fair, an AMC Executive Board Retreat, a DHS Performance Council meeting and a Fairview Care Center picnic. Commissioner Tjosaas attended a Fairview Care Center picnic, a MNPrairie Joint Powers Board meeting, a County Commissioner picnic, a Drug Court Task Force meeting and a SCHRC meeting. Commissioner Toquam attended a SCHA Marketing Update meeting, a MNPrairie meeting, a SEMMCHRA meeting, a County Commissioner picnic and a SCHRC meeting.

*Motion No Vote*

There were no Other Deferred Business items to discuss.

*Motion No Vote*

**Adjourn**

**Meeting Adjourned**

The Chair adjourned the meeting at 6:58 p.m.

The next regular meeting of the Dodge County Board of Commissioners will be held on September 10, 2024 at 9:30 a.m.

*Motion No Vote*

# MANTORVILLE FIRE DEPARTMENT

## September 2024 General Member's Meeting

### Call to Order:

- The meeting was called to order at:19:30

### Member's in Attendance:

- JJ, Curt, Jeff, Dave, Rog, Paul, Don, Russ, Scott K, Steve, Nate, Joey,Troy, Brett, Annabelle, Kyle, Duke, Nate S, Orion, Ryan, Logan, Tristin, Annika, Angel, Scott S,

### Chief's Report:

Chlorine leak - Don discussed the call in detail

- First report of injury for exposure
  - These should completed
- Ideas for changes or trainings discussed with officers

280th Ave (roller coaster road)

- Mutual aid area closed for bridge replacement

Fire Prevention

- Ryan J heading this
- \$500 for food and activities, Motion by Steve, Second Nate-Passed
- Will be doing the school events again (JJ)

Haunted Hustle

- Oct 26- Stand by EMR same as years passed

Ambulance Feedback

- Heard from DCA we are no longer to tell pt taking the ambulance gets them in quicker

Floor drains

- Working with City to get these done one at time

Radio Funding

- City is working on budgeting for radios or money for radios

Region 15

- Lake City Sept 25 1800-2100
  - Let me know if you plan to attend as we need to rsvp

Travis Bebee Resignation

- Effective Oct 31 Motion by Steve second by Nate - Approved

Zumbrota water wars

- Sept 21 1400

R and M bell

- Auction it can we. Relief?

### Assistant Chief:

- Nothing to report

### Deputy Chief:

- Working on fire prevention with school- details to follow

- Community Ed wants a truck at their Truck Rode 1600

### **Fire Marshall:**

- Chlorine Call
- Dog in well-canceled
- Fire on 600th-canceled

### **Training Officer:**

- CPR November 13th 1830 mandatory for Fire Members

### **Equipment:**

- Need to change batteries with all equipment monthly- getting a rotation of batteries across the chargers
- Lift assist belt worked great
- Milwaukee batteries ordered
- Pumper 2 has been switched to all dewalt battery tools
- Charger bases for truck came in
- Need batteries for green strobe
- Pumber 2 had a leaking hydrant line
- Fire extinguisher low on pick-up

### **Vehicles:**

- Betsy- In our Shed.
- Pumper 1- Passenger step stuck out on passenger side
- Pumper 2 - Going to Peterbilt shortly
- Chevy Pick Up -
- Tanker 1 -
- Tanker 2 -
- Grass Rig -
- Rescue Truck - Leak to be looked into

### **First Responders:**

- ALS - ask 48 if they are first
- CPR training November 13 - 16:30
- December DCA offered training
- Working on a Peds bag

### **Treasurer**

- Bills: \$3854.22
- Discussed bills
- Motion made by: Curt
- 2<sup>nd</sup> by: JJ
- Motion carries

### **New Business:**

- Noted Tristan won the water wars trophy
- Computer in office is bad - to be added to city agenda

### **Old Business:**

- None

### **Active Committees**

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

### **Clerk/ Calendar**

- October Lunch— Brett, Annabelle, Russ
  
- Calendar
  - Sept 21 14:00 Water Wars - Zumbrota
  - Oct 1 1900 Officer Meeting
  - Oct 2 1830 1st Wed Drill
  - Oct 7-12 Fire Prevention Week
  - Oct 16 1800 Maintenance  
1900 Food  
1930 Members meeting
  - Oct 23 1830 First Responder Training
  - Oct 26 Haunted Hustle
  
- Motion made to adjourn by: Russ 2nd by: Ryan  
Meeting Adjourned at: 20:02





DODGE COUNTY ENVIRONMENTAL SERVICES

# Septic Permit Application

Office Use Only

PERMIT # \_\_\_\_\_

DATE REC'D \_\_\_\_\_

AMOUNT REC'D \_\_\_\_\_

RECEIPT # \_\_\_\_\_

Address: 721 Main St N, Dept. 123, Mantorville, MN 55955 - Phone: 507-635-6272 - Email: septic@dodgecountymn.gov

### CONTACT INFORMATION

Property Owner: Greg Haskin Date: 9-18-24  
 Site Address: 28 Loprechtman Lane City: Mantorville Phone: 507-259-4101  
 Mailing Address: \_\_\_\_\_ City/State \_\_\_\_\_ Parcel ID#: 25.576.050  
 Township: \_\_\_\_\_ Subdivision: \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

<b>SYSTEM TYPE</b> (refer to design summary) and <b>PERMIT FEES</b>				<input type="checkbox"/> New SSTS	<input type="checkbox"/> Replacing Existing SSTS	<input type="checkbox"/> Addition
<b>Trench/Pressure bed</b>	<b>Above Ground</b>	<b>Type IV</b>	<b>&gt;2500gpd</b>	<b>Holding Tank/Tank Only</b>		
<input type="checkbox"/> Type I, II, & III \$400	<input checked="" type="checkbox"/> Type I, II, & III \$450	<input type="checkbox"/> <2500gpd \$670	<input type="checkbox"/> System \$0.45 per GPD	<input type="checkbox"/> System	\$200	

### OWNER PROVIDED INFORMATION

**Building Type:**  Dwelling  Multi-family (multiple units or houses)  Accessory Structure (garage, Shed)  
**The Building Is:**  Proposed  Existing; **Type(s) of Use:**  Residential  Commercial  Other \_\_\_\_\_  
**Residential:** Number of Bedrooms 4 Number of Unused or Potential Bedrooms \_\_\_\_\_  
 Basement Finished  Yes  No  Home Extended Business (specify) \_\_\_\_\_

### Water Using Devices (Check all that apply)

<input checked="" type="checkbox"/> Garbage Disposal	<input checked="" type="checkbox"/> Dishwasher	<input type="checkbox"/> Large Tub/Jacuzzi	<input checked="" type="checkbox"/> Water Softener
<input checked="" type="checkbox"/> Clothes Washer	<input type="checkbox"/> Daycare	<input type="checkbox"/> Sewage Ejector/Grinder	<input type="checkbox"/> Bathroom Or Hand Wash Sink Only

**Property Lines:**  Determined & Approved by Property Owner  Approximate  Property Lines Surveyed & Staked

### Property Owner Signature

By submitting this application, the entire contents of which are considered to be public data, I certify and agree that I am the owner or the authorized agent of the owner of the above property, and that all uses will conform to the provisions of Dodge County. I further certify and agree that I will comply with all conditions imposed in connection with the approval of the application. **Intentional or unintentional falsification of this application or any attachments thereto will make the application, any approval of the application and any resulting permit invalid.** I authorize Dodge County staff to inspect the property to review the application and for compliance inspections. Furthermore, by submitting this application, I release Dodge County and its employees from any and all liability and claims for damages to person or property in any manner or form that may arise from the approval of the application or any related plans, the issuance of any resulting permit or the subsequent location, construction, alteration, repair, extension, operation or maintenance of the subject matter of the application.

Tracy C. Haskin Tracy C. Haskin 9/18/2024  
 Property Owners Printed Name Property Owners Signature Date

### INSTALLER

Name: Dennis Timms License: 3889  
 Email: pdtsanmore@gmail.com Phone: 507-273-8047

### Installer Signature

I hereby certify with my signature as the installer, that the materials; including sand, rock, and soil, design of equipment, construction and workmanship will meet state and county code requirements to the best of my knowledge. I agree to indemnify and save Dodge County harmless from all losses, damages, costs and charges that may be incurred by the County because of my failure to conform to and comply with the provision of the Dodge County Septic and Wastewater Treatment Ordinance.

Signature Dennis Timms Date 9-18-24

**If the property is located within the city of Mantorville; City needs to sign off on permit prior to submittal**

City Of Mantorville Use Only City of Mantorville Permit Approval:  Yes  No

City of Mantorville Signature \_\_\_\_\_ Date: \_\_\_\_\_

Application Approved \_\_\_/\_\_\_/\_\_\_ Approval Sent \_\_\_/\_\_\_/\_\_\_ Application Denied \_\_\_/\_\_\_/\_\_\_



# DODGE COUNTY ENVIRONMENTAL SERVICES Subsurface Sewage Treatment System SSTS Design Summary

-Address: 721 Main St N, Dept. 123,  
Mantorville, MN 55955  
- Phone: 507-635-6272  
- Email: septic@dodgecountymn.gov

## SITE INFORMATION

Site Address 28 Leprachaun Lane City Mantorville Zip 55955 Parcel ID 25.276.0150

Property Owner Gregg Haskin

## DESIGNER

Name Chris Priebe

Date 9/11/2024

Email chrisp@ggg.to

Phone 507-867-1666

Phone

## SYSTEM INFORMATION

MPCA Type  Type I  Type II  Type III  Type IV  Type V Dwelling Classification  I  II  III  IV

Residential  Commercial  Seasonal  Other

Well Casing Depth 365'

Slope % 7

Depth to Restrictive Layer 12"

Recommended Drainfield Depth 2' mound

### Design Flow:

4 Number of Bedrooms; 600 Projected Daily Flow (gpd); Additional \_\_\_\_\_

Yes  No Garbage Disposal Existing/Proposed

Yes  No Ejector or Grinder Pump Existing/Proposed

Yes  No Effluent Screen & Alarm

Yes  No Alarm

Yes  No Time Dose

## TANK INFORMATION

Type (Septic, Pump, Holding etc.)	Size (gallons)	Status (New, Existing)	Material (Precast, Plastic)	Alarm (Yes, No)	Insulated (Yes, No)	Manufacturer
Septic	2250	New	Precast			
Pump	781	New	Precast	Yes		

Existing Tank: Volume COC on File  Watertight  Meets 7080 & Co. Ordinance

## Type II, III, & IV

System Type Treatment Level Drainfield Separation

Drainfield;  Trench  Pressure Bed  Mound  At-Grade Media Used

Ability for Type I System on Property?

Yes; If yes, explain below why a Type I isn't being designed  No; provide additional borings from other locations on the property

Operating Permit: Required  Yes  No

Additional Operation and Maintenance Recommendations or Requirements

## Designer Comments

I hereby certify with my signature as the designer, that all soil and setback data and design criteria for this design are true and correct. I agree to indemnify and save Dodge County harmless from all losses, damages, costs and charges that may be incurred by the County because of my failure to conform to and comply with the provision of the Dodge County Septic Ordinance Chapter 21 and MN Rules Chapter 7080-7083.

Chris Priebe

Digitally signed by Chris Priebe  
DN: cn=Chris Priebe, o=GGG, ou=GGG, email=chrisp@ggg.to, c=US  
Date: 2023.09.03 07:30:15 -0500

Designer Signature

686

License #

09/11/2024

Date

## Subsurface Sewage Treatment System Management Plan

Property Owner: Gregg & Tracy Haskin Phone: 507-259-4101 Date: 9/18/2024  
Mailing Address: 28 Leprechaun Lane City: Mantonville Zip: 55955  
Site Address: 28 Leprechaun Lane City: Mantonville Zip: 55955

---

This management plan will identify the operation and maintenance activities necessary to ensure long-term performance of your septic system. Some of these activities must be performed by you, the homeowner. Other tasks must be performed by a licensed septic service provider.

System Designer: check every 24-36 months.  
Local Government: check every 36 months.  
State Requirement: check every 36 months.

**My System needs to be checked  
every 24-36 months.**

### Property Owner Management Tasks

- Leaks* – Check (look, listen) for leaks in toilets and dripping faucets. Repair leaks promptly.
- Surfacing sewage* – Regularly check for wet or spongy soil around your soil treatment area.
- Effluent filter* – *Inspect and clean twice a year or more.*
- Alarms* – Alarm signals when there is a problem. Contact a service provider any time an alarm signals.

### Professional Management Tasks

- Check to make sure tank is not leaking
- Check and clean the in-tank effluent filter
- Check the sludge/scum layer levels in all septic tanks
- Recommend if tank should be pumped
- Check inlet and outlet baffles
- Check the drainfield effluent levels in the rock layer
- Check the pump and alarm system functions
- Check wiring for corrosion and function
- Check dissolved oxygen and effluent temperature in tank
- Provide homeowner with list of results and any action to be taken
- Flush and clean laterals if cleanouts exist

"I understand it is my responsibility to properly operate and maintain the sewage treatment system on this property, utilizing the Management Plan. If requirements in the Management Plan are not met, I will promptly notify the permitting authority and take necessary corrective actions. If I have a new system, I agree to adequately protect the reserve area for future use as a soil treatment system."

Property Owner Signature: Tracy C Haskin Date: 9/18/2024

See Reverse Side for Management Log

## Maintenance Log

Activity	Date Accomplished
<b>Check frequently:</b>	
Leaks: check for plumbing leaks	
Soil treatment area check for surfacing	
Lint filter: check, clean if needed	
Effluent screen: if owner-maintained	
Water usage rate (monitor frequency _____)	
<b>Check annually:</b>	
Caps: inspect, replace if needed	
Sludge & Scum/Pump	
Inlet & Outlet baffles	
Drainfield effluent leaks	
Pump, alarm, wiring	
Flush & clean laterals if cleanouts exists	
Other: _____	
Other: _____	

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Mitigation/corrective action plan: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# ***G-Cubed Inc.***

14070 Highway 52 SE Chatfield, MN 55923  
507-867-1666

08/26/2024

## **SITE INVESTIGATION AND DESIGN FOR AN ON-SITE SEWAGE TREATMENT SYSTEM**

**CLIENT:** **Gregg Haskin**  
**28 Leprechaun Lane**  
**Mantorville, MN 55955**  
**Sec. 20-T107N-R16W**  
**Pin. 25.576.0150**

As requested by the owner, a site assessment was performed to determine the suitability of individual sewage treatment system for a 4 bedroom single family dwelling on the above referenced property. We located the proposed support area for the new on-site treatment system and evaluated the soils using a split tube soil sampler.

### **Site Observations**

The site is currently grass with a 7% slope to the northwest.

### **Conclusion**

The presence of bedrock or redox at a shallow depth requires the sewer treatment systems to be pressurized elevated seepage beds constructed in mound systems. The treatment systems should be designed and constructed according to the current Minnesota Rules "Individual Sewage Treatment Systems Standards" CHAPTER 7080-7083, Dodge County Public Health Regulations and other applicable federal, state and local regulations.

### **Design Parameters**

- 1.) Water Usage - 4 bedroom Type I residence = 600 gallon per day
- 2.) Soil Loading Rate - 0.50 gallon per day per square foot
- 3.) Septic Tank Size – 2,250 gallon tank- (two tank or two compartment arrangement) with a garbage disposal. An effluent screen and alarm is recommended. Utilize a 3,000 gallon tank to include a dose tank.

### **System Specifications**

The entire installation and all materials shall conform and be constructed in accordance with and subject to the current Minnesota Rules "Individual Sewage Treatment Systems Standards" CHAPTER 7080-7083, Dodge County Health Regulations and any other applicable state and local regulations.

**Site preparation:**

No wheel traffic is to be allowed to operate within the mound limits at any time. No heavy equipment shall be allowed to operate on the mound prior to placement of at least six inches of sand fill, after which only a small track type crawler may be used. No other equipment is to be allowed within the mound limits.

All vegetation in excess of four inches in length shall be cut and removed within the mound area and the top eight inches of soil roughened using a back hoe operating from outside the mound limits before placement of the sand fill. All trees shall be cut flush to the ground and NOT grubbed out. To prevent smearing, the soil moisture must be dry within the top twelve inches.

**Sand Fill:**

The sand fill material shall conform to CHAPTER 7080.2220 Subp.3C and Dodge County regulations. To place the sand, operate a backhoe from outside the mound limits or a use small crawler tractor and push the sand fill into place maintaining a minimum of six inches of sand under the tracks to minimize compacting of the soils. A minimum of 2 feet of sand shall be placed and leveled before placement of the treatment bed.

**Distribution Bed:**

The distribution bed material shall conform to CHAPTER 7080.1100 Subp. 22. If Drainfield rock is utilized it shall conform to Chapter 7083.4070 and Dodge County regulations. The distribution bed is to be 9 feet wide and 56 feet long. The bed shall be placed 9.8 feet from the up slope, 13.8 feet from the end slope, and 17.5 feet from the downslope mound limits.

**Distribution pipes:**

The distribution pipes installed in the rock bed shall be 2" diameter PVC. The pipes shall have 7/32 inch holes drilled with 3 feet spacing. The last hole drilled shall be drilled horizontally into the top of the end cap. Install three distribution pipes 54 feet long, spaced 36 inches apart horizontally centered in the mound. The pipes shall be laid level. The pipes shall be connected to a manifold at one end of the mound.

**Sand Mound Dimensions:**

The mound limits shall measure 36.3 feet wide and 83.6 feet long at the base and have side slopes flatter than 3 feet horizontal for every 1 foot vertical ( 3:1 ).

**Inspection Well:**

Provide a vertical 4 inch pipe perforated along the bottom 12 inches. The pipe shall be placed in the center of the distribution bed even with the bottom of the bed and capped at the finished ground.

**Backfill:**

The backfill shall be six inches thick at the rock bed edges and twelve inches at the center of the mound.

**Topsoil:**

Place six inches of topsoil on the fill material over the entire mound. A grass cover shall be established over the entire mound. No shrubs shall be planted on top of the mound.

**Pumping Station:**

The pumping station volume provided shall have a minimum dosing capacity of 130 gallons, plus a reserve capacity of 350 gallons, plus volume enough to cover the pump plus 3 inches. The pump should provide a minimum of 33 gallons per minute with 15.1 ft. head at the discharge manifold. The Pump off float switch shall be set at 3 inches above the top of the pump. The pump on float switch shall be set to provide a dosing capacity of 130 gallons above the pump off float switch. The Alarm float switch is to be set 3 inches above the pump on float switch.

**Septic Tank:**

The septic tank provided shall conform to Chapter 7081.0240.

**Approvals:**

Approvals and Permits by any local governing authorities are necessary before any recommendations here within are applied. The recommendation and findings contained in this report are a professional opinion and were arrived in accordance with currently accepted soil property and landscape practices. No warranty or guarantee of this system is implied or intended. Proper construction, use and maintenance will determine the long term performance of the statement system.

Special Provisions:

- 1. The top and sides of the septic tank shall be insulated with 2" polystyrene insulation or approved equal unless the tank has 2 foot of bury.**
- 2. Any portion of the sewage line which runs under trafficked areas shall be insulated.**
- 3. Any segment of the 2" Schedule 40 PVC line from the pump tank that extends through soil that has been excavated for tank placement must be sleeved with 4" schedule 40 PVC and a 4"x2" fernco attached to the upper end of the sleeve.**
- 4. The area adjacent to the mound system must be graded to drain away from the mound system.**
- 5. No clear water source is to discharge into the septic system. (water softner, iron filter, furnace, sump pump, dehumidifier, floor drain, etc...)**

Sincerely,

**Chris Priebe**

Digitally signed by Chris Priebe  
DN: cn=Chris Priebe, o=GGG,  
ou=GGG, email=chrisp@ggg.to, c=US  
Date: 2024.08.26 14:25:58 -05'00'

Chris Priebe, Advanced Designer  
MPCA#7333

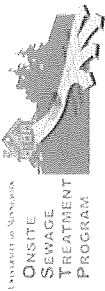
# SITE SKETCH



ENGINEERING  
SURVEYING  
PLANNING  
Ph: 507-867-1666  
Fax: 507-867-1665  
www.ggc.to



14070 Hwy 52 S.E.  
Chatfield, MN 55923



# Soil Observation Log

Project ID: 24-251 v 03.15.2023

Client: **Gregg Haskin** Location / Address: 28 Leprechaun Lane, Mantorville 55955

Soil parent material(s): (Check all that apply)  Outwash  Lacustrine  Loess  Till  Alluvium  Bedrock  Organic Matter  Disturbed/Fill

Landscape Position: Back/ Side Slope Slope %: 7.0 Slope shape: Linear, Linear Flooding/Run-On potential:

Vegetation: Grass Soil survey map units: M523C2 Surface Elevation-Relative to benchmark:

Date/Time of Day/Weather Conditions: 8/21/2024 2:00 80° and Sunny Limiting Layer Elevation:

Observation #/Location: SB 2 Observation Type: Probe

Depth (in)	Texture	Rock Frag. %	Matrix Color(s)	Mottle Color(s)	Redox Kind(s)	Indicator(s)	Structure		
							Shape	Grade	Consistence
0-26	Silt Loam	<5	10YR 2/1	None	None	None	Blocky	Moderate	Friable
26-30	Silt Loam	<5	10YR 5/3	7.5YR 5/8	Concentrations	S2	Blocky	Moderate	Friable

Comments:

I hereby certify that I have completed this work in accordance with all applicable ordinances, rules and laws.

Chris Priebe  
Digitally signed by Chris Priebe  
 DN: cn=Chris Priebe, o=GGG, ou=GGG,  
 email=chippriebe@p.umn.edu  
 Date: 2024.08.26 14:26:23 -0500

686

(License #)

8/26/2024

(Date)

Optional Verification: I hereby certify that this soil observation was verified according to Minn. R. 7082.0500 subp. 3 A. The signature below represents an infield verification of the periodically saturated soil or bedrock at the proposed soil treatment and dispersal site.

Chris Priebe  
 (Designer/Inspector)

(Signature)

(Cert #)

(Date)



# Soil Observation Log

Project ID: 24-251 v 03.15.2023

Client: Gregg Haskin Location / Address: 28 Leprechaun Lane, Mantorville 55955

Soil parent material(s): (Check all that apply)  Outwash  Lacustrine  Loess  Till  Alluvium  Bedrock  Organic Matter  Disturbed/Fill

andscape Position: Back/ Side Slope Slope %: 7.0 Slope shape: Linear, Linear Flooding/Run-On potential:

Vegetation: Grass Soil survey map units: M523C2 Surface Elevation-Relative to benchmark:

Date/Time of Day/Weather Conditions: 8/21/2024 2:00 80° and Sunny Limiting Layer Elevation:

Observation #/Location: SB 1 Observation Type: Probe

Depth (in)	Texture	Rock Frag. %	Matrix Color(s)	Mottle Color(s)	Redox Kind(s)	Indicator(s)	Structure		
							Shape	Grade	Consistence
0-30	Silt Loam	<5	10YR 2/1	None	None	None	Blocky	Moderate	Friable
30-38	Silt Loam	<5	10YR 3/2	None	None	None	Blocky	Moderate	Friable
38-45	Silt Loam	<5	10YR 5/3	7.5YR 5/8	Concentrations	S2	Blocky	Moderate	Friable

Comments:

hereby certify that I have completed this work in accordance with all applicable ordinances, rules and laws.

Chris Priebe

*Chris Priebe*

(Signature)

686

(License #)

8/26/2024

(Date)

Optional Verification: I hereby certify that this soil observation was verified according to Minn. R. 7082.0500 subp. 3 A. The signature below represents an infield verification of the periodically saturated soil or bedrock at the proposed soil treatment and dispersal site.

(LGU/Designer/Inspector)

(Signature)

(Cert #)

(Date)





# Design Summary Page

<b>1. PROJECT INFORMATION</b>		v 03.15.2023
Property Owner/Client:	<input type="text" value="Gregg Haskin"/>	Project ID: <input type="text" value="24-251"/>
Site Address:	<input type="text" value="28 Leprechaun Lane, Mantorville 55955"/>	Date: <input type="text" value="08/26/24"/>
Email Address:	<input type="text"/>	Phone: <input type="text"/>
<b>2. DESIGN FLOW &amp; WASTE STRENGTH</b> <i>Attach waste strength data/estimated strength for Other Establishments</i>		
Design Flow:	<input type="text" value="600"/> GPD	Anticipated Waste Type: <input type="text" value="Residential"/>
BOD:	<input type="text" value="170"/> mg/L	TSS: <input type="text" value="60"/> mg/L
		Oil & Grease: <input type="text" value="25"/> mg/L
Treatment Level:	<input type="text" value="C"/> <i>Select Treatment Level C for residential septic tank effluent</i>	
<b>3. HOLDING TANK SIZING</b>		
Minimum Capacity: Residential =1000 gal or 400 gal/bedroom, Other Establishment = Design Flow x 5.0, Minimum size 1000 gallons		
Code Minimum Holding Tank Capacity:	<input type="text"/> Gallons	with <input type="text"/> Tanks or Compartments
Recommended Holding Tank Capacity:	<input type="text"/> Gallons	with <input type="text"/> Tanks or Compartments
Type of High Level Alarm:	<input type="text"/> (Set @ 75% tank capacity)	
Comments:	<input type="text"/>	
<b>4. SEPTIC TANK SIZING</b>		
<b>A. Residential dwellings:</b>		
Number of Bedrooms (Residential):	<input type="text" value="4"/>	
Code Minimum Septic Tank Capacity:	<input type="text" value="2250"/> Gallons	with <input type="text" value="2"/> Tanks or Compartments
Recommended Septic Tank Capacity:	<input type="text" value="2250"/> Gallons	with <input type="text" value="2"/> Tanks or Compartments
Effluent Screen & Alarm (Y/N):	<input type="text" value="Recommended"/>	Model/Type: <input type="text" value="POLYLOK 525"/>
<b>B. Other Establishments:</b>		
Waste received by:	<input type="text"/>	<input type="text"/> GPD x <input type="text"/> Days Hyd. Retention Time
Code Minimum Septic Tank Capacity:	<input type="text"/> Gallons	with <input type="text"/> Tanks or Compartments
Recommended Septic Tank Capacity:	<input type="text"/> Gallons	with <input type="text"/> Tanks or Compartments
Effluent Screen & Alarm (Y/N):	<input type="text"/> Model/Type: <input type="text"/>	
* Other Establishments Require Department of Labor and Industry Approval and Inspection for Building Sewer *		
<b>5. PUMP TANK SIZING</b>		
<b>Soil Treatment Dosing Tank</b>		<b>Other Component Dosing Tank:</b>
Pump Tank Capacity (Minimum):	<input type="text" value="500"/> Gal	Pump Tank Capacity (Minimum): <input type="text"/> Gal
Pump Tank Capacity (Recommended):	<input type="text" value="781"/> Gal	Pump Tank Capacity (Recommended): <input type="text"/> Gal
Pump Req:	<input type="text" value="33.0"/> GPM	Total Head <input type="text" value="15.1"/> ft
Supply Pipe Dia.	<input type="text" value="2.00"/> in	Dose Vol: <input type="text" value="120.0"/> gal
		Supply Pipe Dia. <input type="text"/> in
		Dose Vol: <input type="text"/> Gal
* Flow measurement device must be incorporated for any system with a pump: Elapsed Time Meter and/or Event Counter *		



## Design Summary Page



<b>6. SYSTEM AND DISTRIBUTION TYPE</b>		Project ID:	24-251
Soil Treatment Type:	<input type="text" value="Mound"/>	Distribution Type:	<input type="text" value="Pressure Distribution-Level"/>
Elevation Benchmark:	<input type="text" value="NA"/> ft	Benchmark Location:	<input type="text" value="NA"/>
MPCA System Type:	<input type="text" value="Type I"/>	Distribution Media:	<input type="text" value="Registered Product:"/> <input type="text" value="Chamber Low Profile"/>
Type III/IV/V Details:	<input type="text" value="None"/>		

**7. SITE EVALUATION SUMMARY:**

Describe Limiting Condition:

Layers with >35% Rock Fragments? (yes/no)  If yes, describe below: % rock and layer thickness, amount of soil credit and any additional information for addressing the rock fragments in this design.

Note:

Limiting Condition:	Depth	Depth	Elevation of Limiting Condition
	<input type="text" value="12"/> inches	<input type="text" value="1.0"/> ft	<input type="text" value="Varies"/> ft <i>Critical for system compliance</i>
Minimum Req'd Separation:	<input type="text" value="36"/> inches	<input type="text" value="3.0"/> ft	<i>Distribution Elevation &gt; Code Max Depth</i>
Code Max System Depth*:	<input type="text" value="Mound"/> inches	<input type="text" value="-2.0"/> ft	<input type="text" value=""/> ft #VALUE!

\*This is the maximum depth to the bottom of the distribution media for required separation. Negative Depth (ft) requires a mound.

Designed Distribution Elevation:  ft    Minimum Sand Depth:  inches

A. Soil Texture:	<input type="text" value="Silt Loam"/>	B. Organic Loading Rate (optional):	<input type="text" value=""/> lbs/sq.ft/day
C. Soil Hyd. Loading Rate:	<input type="text" value="0.50"/> GPD/ft <sup>2</sup>	D. Percolation Rate:	<input type="text" value="NA"/> MPI
E. Contour Loading Rate:	<input type="text" value="10.8"/>	Note:	<input type="text"/>
F. Measured Land Slope:	<input type="text" value="7.0"/> %	Note:	<input type="text"/>
Comments:	<input type="text"/>		

**8. SOIL TREATMENT AREA DESIGN SUMMARY**

<b>Trench:</b>			
Dispersal Area	<input type="text" value=""/> sq.ft	Sidewall Depth	<input type="text" value=""/> in
Total Lineal Feet	<input type="text" value=""/> ft	No. of Trenches	<input type="text" value=""/>
Contour Loading Rate	<input type="text" value=""/> ft	Minimum Length	<input type="text" value=""/> ft
		Trench Width	<input type="text" value=""/> ft
		Code Max. Trench Depth	<input type="text" value=""/> in
		Designed Trench Depth	<input type="text" value=""/> in
<b>Bed:</b>			
Dispersal Area	<input type="text" value=""/> sq.ft	Sidewall Depth	<input type="text" value=""/> in
Bed Width	<input type="text" value=""/> ft	Bed Length	<input type="text" value=""/> ft
		Maximum Bed Depth	<input type="text" value=""/> in
		Designed Bed Depth	<input type="text" value=""/> in
<b>Mound:</b>			
Dispersal Area	<input type="text" value="504.0"/> sq.ft	Bed Length	<input type="text" value="56.0"/> ft
Absorption Width	<input type="text" value="21.6"/> ft	Clean Sand Lift	<input type="text" value="2.0"/> ft
Upslope Berm Width	<input type="text" value="9.8"/> ft	Downslope Berm	<input type="text" value="17.5"/> ft
Total System Length	<input type="text" value="83.6"/> ft	System Width	<input type="text" value="36.3"/> ft
		Bed Width	<input type="text" value="9.0"/> ft
		Berm Width (0-1%)	<input type="text" value=""/> ft
		Endslope Berm Width	<input type="text" value="13.8"/> ft
		Contour Loading Rate	<input type="text" value="10.8"/> gal/ft

Project ID: 24-251

**At-Grade:**

Dispersal Area  sq.ft      Bed Length  ft      Bed Width  ft  
 Upslope Berm  ft      Downslope Berm  ft      Finished Height  ft  
 System Length  ft      Endslope Berm  ft      System Width  ft

**Level & Equal Pressure Distribution Soil Treatment Area**

No. of Laterals       Lateral Diameter  in      Lateral Spacing  ft  
 Perforation Spacing  ft      Perforation Diameter  in      Drainback Volume  gal  
 Min Dose Volume  gal      Max Dose Volume  gal      Total Dosing Volume  gal

**Non-Level and Unequal Pressure Distribution Soil Treatment Area**

	Elevation (ft)	Pipe Size (in)	Pipe Volume (gal/ft)	Pipe Length (ft)	Perf Size (in)	Spacing (ft)	Spacing (in)	Minimum Dose Volume <input type="text"/> gal
Lateral 1								
Lateral 2								Maximum Dose Volume
Lateral 3								<input type="text"/> gal
Lateral 4								Total Dosing Volume
Lateral 5								<input type="text"/> gal
Lateral 6								<input type="text"/> gal

**9. Organic Loading and Additional Info for At-Risk, HSW or Type IV Design**

**Organic Loading to Soil Treatment**

A. Starting BOD Concentration = Design Flow X 0.7 X Starting BOD (mg/L) X 8.35 ÷ 1,000,000  
 gpd X  mg/L X 8.35 ÷ 1,000,000 =  lbs. BOD/day (Organic Loading Design)

B. Organic Loading to Soil Treatment Area: (enter loading value in 7B)  
 mg/L X  gpd X 0.7 X 8.35 ÷ 1,000,000 ÷  sq.ft =  lbs./day/sqft

**HSW Technology Strength Reduction**

A. Starting BOD Concentration = Design Flow X Starting BOD (mg/L) X 8.35 ÷ 1,000,000  
 gpd X  mg/L X 8.35 ÷ 1,000,000 =  lbs. BOD/day (HSW Technology Design)

B. Target BOD Concentration = Design Flow X Target BOD (mg/L) X 8.35 ÷ 1,000,000  
 gpd X  mg/L X 8.35 ÷ 1,000,000 =  lbs. BOD/day (HSW Technology Design)  
 Lbs. BOD To Be Removed:  lbs. BOD/day (HSW Technology Design)

Pretreatment Technology:  \*Must Meet or Exceed Target  
 Disinfection Technology:  \*Required for Levels A & B

**10. Comments/Special Design Considerations:**

I hereby certify that I have completed this work in accordance with all applicable ordinances, rules and laws.

Digitally signed by Chris Priebe  
 DN: cn=Chris Priebe, o=646,  
 ou=EGG, email=cpriebe@eggs.com, c=US  
 Date: 2024.08.26 14:26:50 -0500



# Mound Design Worksheet

## ≥1% Slope



1. SYSTEM SIZING: Project ID: 24-251 v 03.15.2023

- A. Design Flow:  GPD
- B. Soil Loading Rate:  GPD/sqft
- C. Depth to Limiting Condition:  ft
- D. Percent Land Slope:  %
- E. Media (Sand) Loading Rate:  GPD/sqft
- F. Mound Absorption Ratio:

TABLE IXa				
LOADING RATES FOR DETERMINING BOTTOM ABSORPTION AREA AND ABSORPTION RATIOS USING PERCOLATION TESTS				
Percolation Rate (MPI)	Treatment Level C		Treatment Level A, A-2, B,	
	Absorption Area Loading Rate (gpd/ft <sup>2</sup> )	Mound Absorption Ratio	Absorption Area Loading Rate (gpd/ft <sup>2</sup> )	Mound Absorption Ratio
<0.1	-	1	-	1
0.1 to 0.5	1.2	1	1.6	1
0.1 to 0.5 (fine sand and loamy fine sand)	0.6	2	1	1.6
0.6 to 1.5	0.78	1.5	1	1.6
1.6 to 3.0	0.6	2	0.78	2
3.1 to 4.5	0.6	2.4	0.78	2
4.6 to 6.0	0.45	2.6	0.6	2.6
6.1 to 12.0	-	5	0.3	5.3
>12.0	-	-	-	-

Table I MOUND CONTOUR LOADING RATES:			
Measured Perc Rate	OR	Texture - derived mound absorption ratio	Contour Loading Rate:
≤ 60mpi	OR	1.0, 1.3, 2.0, 2.4, 2.6	≤ 12
61-120 mpi		5.0	≤ 12
≥ 120 mpi*		>5.0*	≤ 6*

\*Systems with these values are not Type I systems. Contour Loading Rate (linear loading rate) is a recommended value.

### 2. DISPERSAL MEDIA SIZING

A. Hydraulic Absorption Required Bottom Area: Design Flow (1A) ÷ Design Media Loading Rate(1E)

$$\frac{600 \text{ GPD}}{1.2 \text{ GPD/sqft}} = 500 \text{ sq.ft}$$

**Organic Sizing (OPTIONAL)**

B. Organic Absorption Bed Area = Organic Loading (Summary 9A) ÷ Organic Soil Loading Rate (Summary 7B)

$$\text{[ ] lbs BOD} \div \text{[ ] lbs BOD/sq.ft} = \text{[ ] sq.ft}$$

C. Required Bed Area = Greater of Hydraulic (1D) or Organic Bed Area (1E)  sq.ft

D. Designed Dispersal Media Area:  sq.ft *Optional upsizing of area to be larger than 2C*

B. Enter Dispersal Bed Width:  ft *Can not exceed 10 feet*

C. Calculate Contour Loading Rate: Bed Width(2B) X Design Media Loading Rate(1E)

$$9 \text{ ft} \times 1.2 \text{ GPD/sqft} = 10.8 \text{ gal/ft} \quad \text{Can not exceed Table 1}$$

D. Calculate Minimum Dispersal Bed Length: Dispersal Bed Area(2A) ÷ Bed Width(2B)

$$\frac{504 \text{ sqft}}{9.0 \text{ ft}} = 56.0 \text{ ft}$$

If a larger dispersal media Length is desired, enter size:  ft

### 3. ABSORPTION AREA SIZING

A. Calculate Absorption Width: Bed Width(2B) X Mound Absorption Ratio(1F)

$$9.0 \text{ ft} \times 2.4 = 21.6 \text{ ft}$$

B. For slopes >1%, the Absorption Width is measured downhill from the upslope edge of the Bed.

Calculate Downslope Absorption Width: Absorption Width(1F) - Bed Width(2B)

$$21.6 \text{ ft} - 9.0 \text{ ft} = 12.6 \text{ ft}$$

**4. DISTRIBUTION MEDIA:**

Project ID: 24-251

Select Dispersal Media:  Registered Product:  Enter Either 4A or 4B

**A. Rock Depth Below Distribution Pipe**

in

**B. Registered Media**

Chamber Low Profile

*Check registered product information for specific application details and design*

Registered Media Depth  8 in

Specific Media Comments:

**5. MOUND SIZING**

Project ID: 24-251

**A. Clean Sand Lift: Required Separation - Depth to Limiting Condition = Clean Sand Lift (1 ft minimum)**

3.0 ft -  1.0 ft =  2.0 ft Design Sand Lift (optional):  ft

**B. Upslope Height: Clean Sand Lift(6A) + Depth of Media(4AorB) +Depth to Cover Pipe+ Depth of Cover (1 ft)**

2.0 ft +  0.67 ft +  0.3 ft +  1.0 ft =  4.0 ft

Land Slope %	0	1	2	3	4	5	6	7	8	9	10	11	12
Upslope Berm Ratio 3:1	3.00	2.91	2.83	2.75	2.68	2.61	2.54	2.48	2.42	2.36	2.31	2.26	2.21
Upslope Berm Ratio 4:1	4.00	3.85	3.70	3.57	3.45	3.33	3.23	3.12	3.03	2.94	2.86	2.78	2.70

**C. Select Upslope Berm Multiplier (based on land slope):**  2.48

**D. Calculate Upslope Berm Width: Multiplier (5C) X Upslope Mound Height (5B)**

2.48 X  4.0 ft =  9.8 ft

**E. Calculate Drop in Elevation Under Bed: Bed Width(2B) X Land Slope(1D) ÷ 100 = Drop (ft)**

9.0 ft X  7.0 % ÷ 100 =  0.63 ft

**F. Calculate Downslope Mound Height: Upslope Height(5B) + Drop in Elevation(5E)**

4.0 ft +  0.63 ft =  4.6 ft

Land Slope %	0	1	2	3	4	5	6	7	8	9	10	11	12
Downslope Berm Ratio 3:1	3.00	3.09	3.19	3.30	3.41	3.53	3.66	3.80	3.95	4.11	4.29	4.48	4.69
Downslope Berm Ratio 4:1	4.00	4.17	4.35	4.54	4.76	5.00	5.26	5.56	5.88	6.25	6.67	7.14	7.69

**G. Select Downslope Berm Multiplier (based on land slope):**  3.80

**H. Calculate Downslope Berm Width: Downslope Multiplier(5G) X Downslope Height (5F)**

3.80 x  4.6 ft =  17.5 ft

**I. Calculate Minimum Berm to Cover Absorption Area: Downslope Absorption Width(3A) + 4 feet**

12.6 ft +  4 ft =  16.6 ft

**J. Design Downslope Berm = greater of 5H and 5I:**  17.5 ft

**K. Select Endslope Berm Multiplier:**  3.00 (usually 3.0 or 4.0)

**L. Calculate Endslope Berm Width = Endslope Berm Multiplier(5K) X Downslope Mound Height(5F)**

3.00 X  4.6 ft =  13.8 ft

**M. Calculate Mound Width: Upslope Berm Width(5D) + Bed Width(2B) + Downslope Berm Width(5J)**

9.8 ft +  9.0 ft +  17.5 ft =  36.3 ft

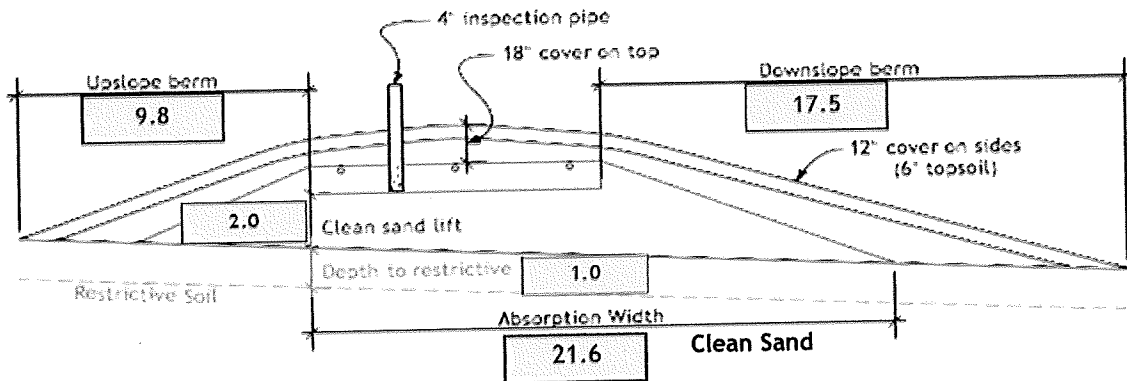
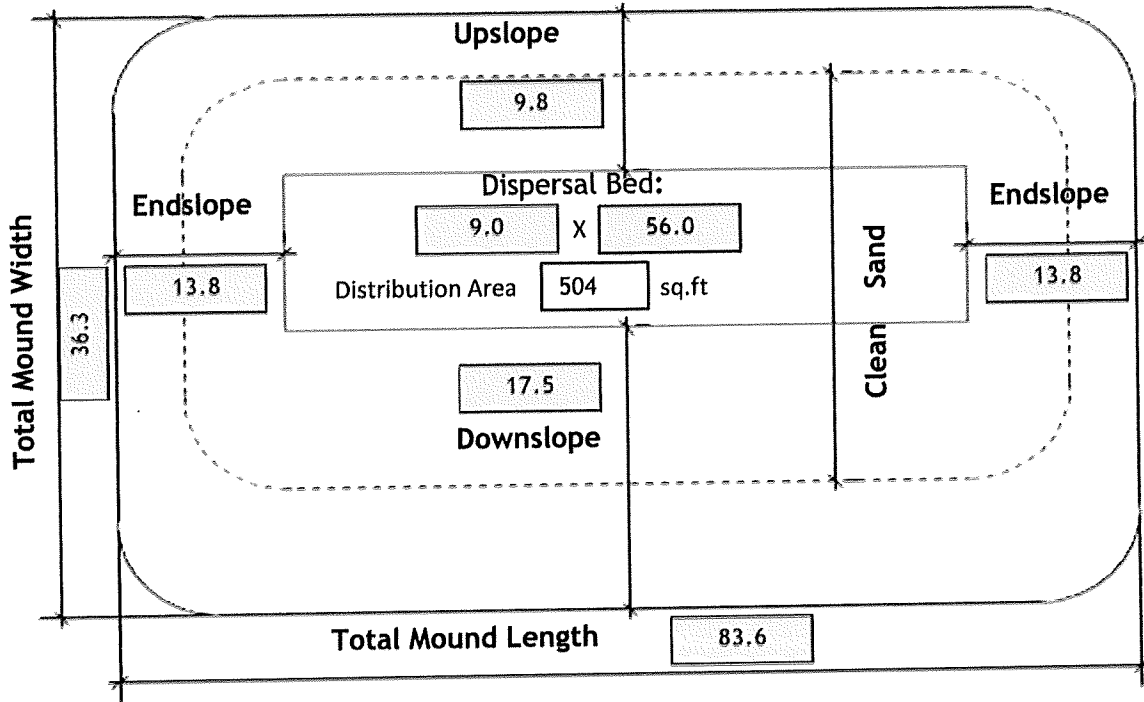
**N. Calculate Mound Length: Endslope Berm Width (5L) + Bed Length(2D) + Endslope Berm Width(5L)**

13.8 ft +  56.0 ft +  13.8 ft =  83.6 ft

6. MOUND DIMENSIONS (Feet)

Project ID:

24-251



Required Separation:	<input type="text" value="36"/> (in)	Elevation Limiting Layer:	<input type="text" value="Varies"/> ft
Distribution Media:	<input type="text" value="Chamber Low Profile"/>	Elevation required Separation:	<input type="text" value="#VALUE!"/> ft
Media Depth:	<input type="text" value="8.0"/> (in)	Elevation Distribution Media Bottom:	<input type="text" value="#VALUE!"/> ft
Manifold Connection:	<input type="text" value="End"/>	Elevation Top of Media(min):	<input type="text" value="#VALUE!"/> ft
Lateral Pipe Diameter:	<input type="text" value="2.00"/> (in)	Elevation Top of System(min):	<input type="text" value="#VALUE!"/> ft
Perforation Size:	<input type="text" value="7/32"/> (in)	Perforation Spacing:	<input type="text" value="36.0"/> (in)

If Split and Non-Level Pressure Distribution Used: See Non-Level Pressure Distribution Form

Comments:



# Mound Materials Worksheet



Project ID: 24-251

v 03.15.2023

**A. Rock Volume :** (Rock Below Pipe + Rock to cover pipe (pipe outside dia + ~2 inch) ) X Bed Length X Bed Width = Volume

$$(\text{ } \text{in} + \text{ } \text{in}) \div 12 \times 56.0 \text{ ft} \times 9.0 \text{ ft} = \text{ } \text{cu.ft}$$

Divide cu.ft by 27 cu.ft/cu.yd to calculate cubic yards:  $\text{ } \text{cu.ft} \div 27 = \text{ } \text{cu.yd}$

Add 30% for constructability:  $\text{ } \text{cu.yd} \times 1.3 = \text{ } \text{cu.yd}$

**B. Calculate Clean Sand Volume:**

Volume Under Rock bed : Average Sand Depth x Media Width x Media Length = cubic feet

$$2.3 \text{ ft} \times 9.0 \text{ ft} \times 56 \text{ ft} = 1167 \text{ cu.ft}$$

**For a Mound on a slope from 0-1%**

Volume from Length = ((Upslope Mound Height - 1) X Absorption Width Beyond Bed X Media Bed Length)

$$\text{ } \text{ft} - 1) \times \text{ } \times \text{ } \text{ft} = \text{ }$$

Volume from Width = ((Upslope Mound Height - 1) X Absorption Width Beyond Bed X Media Bed Width)

$$\text{ } \text{ft} - 1) \times \text{ } \times \text{ } \text{ft} = \text{ }$$

Total Clean Sand Volume : Volume from Length + Volume from Width + Volume Under Media

$$\text{ } \text{cu.ft} + \text{ } \text{cu.ft} + \text{ } \text{cu.ft} = \text{ } \text{cu.ft}$$

**For a Mound on a slope greater than 1%**

Upslope Volume : ((Upslope Mound Height - 1) x 3 x Bed Length) ÷ 2 = cubic feet

$$((4.0 \text{ ft} - 1) \times 3.0 \text{ ft} \times 56.0) \div 2 = 249.2 \text{ cu.ft}$$

Downslope Volume : ((Downslope Height - 1) x Downslope Absorption Width x Media Length) ÷ 2 = cubic feet

$$((4.6 \text{ ft} - 1) \times 12.6 \text{ ft} \times 56.0) \div 2 = 1268.9 \text{ cu.ft}$$

Endslope Volume : (Downslope Mound Height - 1) x 3 x Media Width = cubic feet

$$(4.6 \text{ ft} - 1) \times 3.0 \text{ ft} \times 9.0 \text{ ft} = 97.1 \text{ cu.ft}$$

Total Clean Sand Volume : Upslope Volume + Downslope Volume + Endslope Volume + Volume Under Media

$$249.2 \text{ cu.ft} + 1268.9 \text{ cu.ft} + 97.1 \text{ cu.ft} + 1166.8 \text{ cu.ft} = 2782.0 \text{ cu.ft}$$

Divide cu.ft by 27 cu.ft/cu.yd to calculate cubic yards:  $2782.0 \text{ cu.ft} \div 27 = 103.0 \text{ cu.yd}$

Add 30% for constructability:  $103.0 \text{ cu.yd} \times 1.3 = 133.9 \text{ cu.yd}$

**C. Calculate Sandy Berm Volume:**

Total Berm Volume (approx.): ((Avg. Mound Height - 0.5 ft topsoil) x Mound Width x Mound Length) ÷ 2

$$((4.3 - 0.5) \text{ ft} \times 36.3 \text{ ft} \times 83.6) \div 2 = 5737.4 \text{ cu.ft}$$

Total Mound Volume - Clean Sand volume - Rock Volume = cubic feet

$$5737.4 \text{ cu.ft} - 2782.0 \text{ cu.ft} - \text{ } \text{cu.ft} = 2955.5 \text{ cu.ft}$$

Divide cu.ft by 27 cu.ft/cu.yd to calculate cubic yards:  $2955.5 \text{ cu.ft} \div 27 = 109.5 \text{ cu.yd}$

Add 30% for constructability:  $109.5 \text{ yd}^3 \times 1.3 = 142.3 \text{ cu.yd}$

**D. Calculate Topsoil Material Volume: Total Mound Width X Total Mound Length X .5 ft**

$$36.3 \text{ ft} \times 83.6 \text{ ft} \times 0.5 \text{ ft} = 1517.2 \text{ cu.ft}$$

Divide cu.ft by 27 cu.ft/cu.yd to calculate cubic yards:  $1517.2 \text{ cu.ft} \div 27 = 56.2 \text{ cu.yd}$

Add 30% for constructability:  $56.2 \text{ cu.yd} \times 1.3 = 73.0 \text{ cu.yd}$

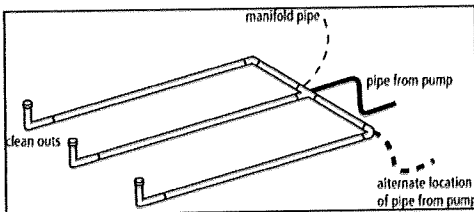
Project ID: 24-251

v 03.15.2023

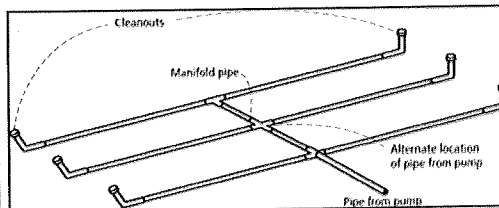
- Media Bed Width:  ft
- Minimum Number of Laterals in system/zone = Rounded up number of  $[(\text{Media Bed Width} - 4) \div 3] + 1$ .  
 $[(\text{ }  \text{ } - 4) \div 3] + 1 =  \text{ laterals}$  *Does not apply to at-grades*
- Designer Selected Number of Laterals:  laterals  
*Cannot be less than line 2 (Except in at-grades)*
- Select Perforation Spacing:  ft
- Select Perforation Diameter Size:  in
- Length of Laterals = Media Bed Length(1.) - 2 Feet.  
 - 2ft =  ft *Perforation can not be closer then 1 foot from edge.*
- Determine the Number of Perforation Spaces. Divide the Length of Laterals(6.) by the Perforation Spacing(4.) and round down to the nearest whole number.  
 Number of Perforation Spaces =  ft  $\div$   ft =  Spaces
- Number of Perforations per Lateral is equal to 1.0 plus the Number of Perforation Spaces(7.). Check table below to verify the number of perforations per lateral guarantees less than a 10% discharge variation. The value is double with a center manifold.  
 Perforations Per Lateral =  Spaces + 1 =  Perfs. Per Lateral



Maximum Number of Perforations Per Lateral to Guarantee <10% Discharge Variation											
1/4 Inch Perforations						7/32 Inch Perforations					
Perforation Spacing (Feet)	Pipe Diameter (Inches)					Perforation Spacing (Feet)	Pipe Diameter (Inches)				
	1	1 1/4	1 1/2	2	3		1	1 1/4	1 1/2	2	3
2	10	13	18	30	60	2	11	16	21	34	68
2 1/2	8	12	16	28	54	2 1/2	10	14	20	32	64
3	8	12	16	25	52	3	9	14	19	30	60
3/16 Inch Perforations						1/8 Inch Perforations					
Perforation Spacing (Feet)	Pipe Diameter (Inches)					Perforation Spacing (Feet)	Pipe Diameter (Inches)				
	1	1 1/4	1 1/2	2	3		1	1 1/4	1 1/2	2	3
2	12	18	26	46	87	2	21	33	44	74	149
2 1/2	12	17	24	40	80	2 1/2	20	30	41	69	135
3	12	16	22	37	75	3	20	29	38	64	128



END Connection



CENTER Connection

Perf Per Lateral: 19

Perf Per Lateral Equal Split: 10 | 9

OPTIONAL Perf Per Lateral Non-Equal Split\*:      |     

\* must not exceed maximum number perfs per lateral in table

- Total Number of Perforations equals the Number of Perforations per Lateral (8.) multiplied by the Number of Perforated Laterals.(3.)

Perf. Per Lat. X  Number of Perf. Lat. =  Total Number of Perf.

- Spacing of laterals; Must be greater than 1 foot and no more than 3 feet:  ft

- Select Type of Manifold Connection (End or Center):  If Center Manifold Connection the max number of perfs per lateral in the table can be doubled.

- Select Lateral Diameter (See Table):  in

**13. Calculate the Square Feet per Perforation.**

*Recommended value is 4-11 ft<sup>2</sup> per perforation, Does not apply to At-Grades*

a. **Bed Area** = Bed Width (ft) X Bed Length (ft)

ft X  ft =  sq.ft

b. **Square Foot per Perforation** = Bed Area ÷ by the Total Number of Perfs

sqft ÷  perf =  sq.ft/perf

**14. Select Minimum Average Head:**

ft

**15. Select Perforation Discharge based on Table:**

GPM per Perf

**16. Flow Rate = Total Number of Perfs(9.) X Perforation Discharge(15.)**

Perfs X  GPM per Perforation =  GPM

**17. Volume of Liquid Per Foot of Distribution Piping (Table II):**

Gallons/ft

**18. Volume of Distribution Piping = Number of Perforated Laterals(3.) X Length of Laterals(6.) X Volume of Liquid Per Foot of Distribution Piping (17.)**

X  ft X  gal/ft =  Gallons

**19. Minimum Delivered Volume = Volume of Distribution Piping X 4**

gals X 4 =  Gallons

**20. Maximum Delivered Volume = Design flow x 25%**

gpd X 25% =  Gallons

**21. Minimum Delivered vs Maximum Delivered evaluation:**

Perforation Discharge (GPM)				
Head (ft)	Perforation Diameter			
	1/8	1/16	1/32	1/4
1.0'	0.18	0.41	0.56	0.74
1.5	0.22	0.51	0.69	0.9
2.0'	0.26	0.59	0.80	1.04
2.5	0.29	0.65	0.89	1.17
3.0	0.32	0.72	0.98	1.28
4.0	0.37	0.83	1.13	1.47
5.0'	0.41	0.93	1.26	1.65
1 foot	Dwellings with 3/16 inch to 1/4 inch perforations			
2 feet	Dwellings with 1/8 inch perforations Other establishments and MSTs with 3/16 inch to 1/4 inch perforations			
5 feet	Other establishments and MSTs with 1/8 inch perforations			

Pipe Diameter (Inches)	Liquid Per Foot (Gallons)
1	0.045
1.25	0.078
1.5	0.110
2	0.170
3	0.380
4	0.661

Comments/Special Design Considerations:

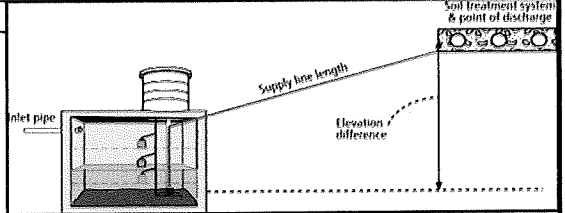
1. PUMP CAPACITY Project ID: 24-251 v 03.15.2023

Pumping to Gravity or Pressure Distribution: Pressure

- A. If pumping to gravity enter the gallon per minute of the pump:  GPM (10 - 45 gpm)
- B. If pumping to a pressurized distribution system: 33.0 GPM
- C. Enter pump description: Demand Dosing

2. HEAD REQUIREMENTS

- A. Elevation Difference 8 ft  
between pump and point of discharge:
- B. Distribution Head Loss: 5 ft
- C. Additional Head Loss\*: 0.0 ft (due to special equipment, etc.)



\* Common additional head loss: gate valve = 1 ft each, globe valve = 1.5 ft each, splitter valve = see manufacturers details

Distribution Head Loss	
Gravity Distribution = 0ft	
Pressure Distribution based on Minimum Average Head Value on Pressure Distribution Worksheet:	
Minimum Average Head	Distribution Head Loss
1ft	5ft
2ft	6ft
5ft	10ft

Table I. Friction Loss in Plastic Pipe per 100ft

Flow Rate (GPM)	Pipe Diameter (Inches)			
	1	1.25	1.5	2
10	9.1	3.1	1.3	0.3
12	12.8	4.3	1.8	0.4
14	17.0	5.7	2.4	0.6
16	21.8	7.3	3.0	0.7
18		9.1	3.8	0.9
20		11.1	4.6	1.1
25		16.8	6.9	1.7
30		23.5	9.7	2.4
35			12.9	3.2
40			16.5	4.1
45			20.5	5.0
50				6.1
55				7.3
60				8.6
65				10.0
70				11.4
75				13.0
85				16.4
95				20.1

- D. 1. Supply Pipe Diameter: 2.0 in
2. Supply Pipe Length: 60 ft
- E. Friction Loss in Plastic Pipe per 100ft from Table I:
- Friction Loss = 2.83 ft per 100ft of pipe
- F. Determine Equivalent Pipe Length from pump discharge to soil dispersal area discharge point. Estimate by adding 25% to supply pipe length for fitting loss. Supply Pipe Length X 1.25 = Equivalent Pipe Length

60 ft X 1.25 = 75.0 ft

- G. Calculate Supply Friction Loss by multiplying Friction Loss Per 100ft(E.) by the Equivalent Pipe Length(F.) and divide by 100.
- Supply Friction Loss = 2.83 ft per 100ft X 75.0 ft + 100 = 2.1 ft

H. Total Head requirement is the sum of the Elevation Difference(2A) + Distribution Head Loss(2B) + Additional Head Loss(2C) + Supply Friction Loss(2G)

8.0 ft + 5.0 ft + 0.0 ft + 2.1 ft = 15.1 ft

3. PUMP SELECTION

A pump must be selected to deliver at least 33.0 GPM with at least 15.1 feet of total head.

Comments:



# STA Dosing Pump Tank Design Worksheet (Demand Dose)



DETERMINE TANK CAPACITY AND DIMENSIONS Project ID: 24-251 v 03.15.2023

1. A. Design Flow (Design Sum. 1A):  GPD C. Tank Use:

B. Min. required pump tank capacity:  Gal D. Recommended pump tank capacity:  Gal

2. A. Tank Manufacturer:  B. Tank Model:

C. Capacity from manufacturer:  Gallons

D. Gallons per inch from manufacturer:  Gallons per inch

E. Liquid depth of tank from manufacturer:  inches

*Note: Design calculations are based on this specific tank. Substituting a different tank model will change the pump float or timer settings. Contact designer if changes are necessary.*

DETERMINE DOSING VOLUME

3. Calculate Volume to Cover Pump (The inlet of the pump must be at least 4-inches from the bottom of the pump tank & 2 inches of water covering the pump is recommended)

(Pump and block height + 2 inches) X Gallons Per Inch (2D)

( in + 2 inches) X  Gallons Per Inch =  Gallons

4. Minimum Delivered Volume = 4 X Volume of Distribution Piping:  
 -Item 19 of the Pressure Distribution STA or Item 11 of Non-level STA  Gallons (Minimum dose)  inches/dose

5. Calculate Maximum Pumpout Volume (25% of Design Flow(1A))

Design Flow:  GPD X 0.25 =  Gallons (Maximum dose)  inches/dose

6. Select a pumpout volume that meets both Minimum and Maximum:  Gallons

7. Calculate Doses Per Day = Design Flow(1A) ÷ Delivered Volume(6.)

gpd ÷  gal =  Doses\*

\* Doses need to be equal to or greater than 4

8. Calculate Drainback:

A. Diameter of Supply Pipe =  inches

B. Length of Supply Pipe =  feet

C. Volume of Liquid Per Lineal Foot of Pipe =  Gallons/ft

D. Drainback = Length of Supply Pipe(8B) X Volume of Liquid Per Lineal Foot of Pipe(8C)

ft X  gal/ft =  Gallons

9. Total Dosing Volume = Delivered Volume(6.) + Drainback (8D)

gal +  gal =  Gallons

10. Minimum Alarm Volume = Depth of alarm (2 or 3 inches) X gallons per inch of tank(2D)

in X  gal/in =  Gallons

11. Reserve Capacity Volume = [Tank Liquid Depth(2E) - Alarm Float Depth(10.)] x gallons per inch of tank(2D)

[ in -  in] X  gal/in =  Gallons

Volume of Liquid in Pipe	
Pipe Diameter (inches)	Liquid Per Foot (Gallons)
1	0.045
1.25	0.078
1.5	0.110
2	0.170
3	0.380
4	0.661

DEMAND DOSE FLOAT SETTINGS Alarm and Pump are to be wired on separate circuits and inspected by the electrical inspector

12. Calculate Float Separation Distance using Dosing Volume .

Total Dosing Volume(9.) ÷ Gallons Per Inch(2D)

gal ÷  gal/in =  inches

13. Measuring from bottom of tank:

A. Distance to set Pump Off Float = Pump + block height + 2 inches

in + 2 in =  inches

B. Distance to set Pump On Float=Distance to Set Pump-Off Float(13A) + Float Separation Distance(12.)

in +  in =  inches

C. Distance to set Alarm Float = Distance to set Pump-On Float(13B) + Alarm Depth (2-3 inches)(10.)

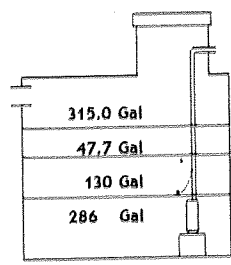
in +  in =  inches

Inches for Dose:  in

Alarm Depth:  in

Pump On:  in

Pump Off:  in



## Septic Tank Absorption Fields (MN)

"Trench septic tank absorption fields" are areas in which effluent from a septic tank is distributed into the soil through perforated pipe. In this system the drain field is placed in a trench and covered with soil material. The ratings are based on the soil properties that affect absorption of the effluent, construction and maintenance of the system, and public health. Saturated hydraulic conductivity (Ksat) is evaluated from a depth of 30 to 107 centimeters. Depth to saturation and depth to bedrock are evaluated from the surface to a depth of 203 centimeters. The frequency of ponding and flooding also is evaluated. Excessive slope may cause lateral seepage and surfacing of the effluent in downslope areas. Organic soils and miscellaneous areas also are evaluated.

"At-grade septic tank absorption fields" are areas in which effluent from a septic tank is distributed into the soil surface through perforated pipe. In this system the drain field is placed on the soil surface and covered with soil material. The ratings are based on the soil properties that affect absorption of the effluent, construction and maintenance of the system, and public health. Saturated hydraulic conductivity (Ksat) is evaluated from the surface to a depth of 30 centimeters. Depth to saturation and depth to bedrock are evaluated from the surface to a depth of 203 centimeters. The frequency of ponding and flooding also is evaluated. Excessive slope may cause lateral seepage and surfacing of the effluent in downslope areas. Organic soils and miscellaneous areas also are evaluated.

"Mound septic tank absorption fields" are areas in which effluent from a septic tank is distributed into the soil surface through perforated pipe. In this system the drain field is placed above the soil surface in a mound. The ratings are based on the soil properties that affect absorption of the effluent, construction and maintenance of the system, and public health. Saturated hydraulic conductivity (Ksat) is evaluated from the surface to a depth of 30 centimeters. Depth to saturation and depth to bedrock are evaluated from the surface to a depth of 203 centimeters. The frequency of ponding and flooding also is evaluated. Excessive slope may cause lateral seepage and surfacing of the effluent in downslope areas. Organic soils and miscellaneous areas also are evaluated.

Regulatory criteria used in these interpretations for individual sewage treatment systems are provided in Minnesota Rule Chapter 7080. Additional criteria used in these interpretations are guidelines provided in the University of Minnesota "Onsite Sewage Treatment Professional Workshop Manual."

The ratings are both verbal and numerical. Rating class terms indicate the extent to which the soils are limited by all of the soil features that affect the specified use. "Not limited" indicates that the soil has features that are very favorable for the specified use. Good performance and very low maintenance can be expected. "Slightly limited" indicates that the soil has features that are favorable for the specified use. "Moderately limited" indicates that the soil has features that are moderately favorable for the specified use. The limitations can be overcome or minimized by special planning, design, or installation. Good performance and moderate maintenance can be expected. "Very limited" indicates that the soil has one or more features that are unfavorable for the specified use. The limitations generally cannot be overcome without special design or expensive installation procedures. "Extremely limited" indicates that the soil has one or more features that are very unfavorable for the specified use. The limitations generally cannot be overcome.

Numerical ratings indicate the severity of individual limitations. The ratings are shown as decimal fractions ranging from 0.01 to 1.00. They indicate gradations between the point at which a soil feature has the greatest negative impact on the use (1.00) and the point at which the soil feature is not a limitation (0.00).

### Report—Septic Tank Absorption Fields (MN)

[Onsite investigation may be needed to validate the interpretations in this table and to confirm the identity of the soil on a given site. The numbers in the value columns range from 0.01 to 1.00. The larger the value, the greater the limitation. The table shows only the five most limiting features for any given soil. The soil may have additional limitations.]

Septic Tank Absorption Fields (MN)–Dodge County, Minnesota							
Map symbol and soil name	Pct. of map unit	Septic Tank Absorption Fields - At-Grade		Septic Tank Absorption Fields - Mound		Septic Tank Absorption Fields - Trench	
		Rating class and limiting features	Value	Rating class and limiting features	Value	Rating class and limiting features	Value
M518B—Clyde-Floyd complex, 1 to 4 percent slopes							
Clyde	55	Extremely limited		Extremely limited		Extremely limited	
		Soil saturation	1.00	Soil saturation	1.00	Soil saturation	1.00
				Slope	0.02		
Floyd	40	Very limited		Slightly limited		Extremely limited	
		Soil saturation	0.90	Soil saturation	0.12	Soil saturation	1.00
				Slope	0.07		

## MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:12,000.

Warning: Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service  
 Web Soil Survey URL:  
 Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.


































Soil Survey Area: Dodge County, Minnesota  
 Survey Area Data: Version 20, Sep 10, 2023

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Aug 17, 2020—Sep 2, 2020

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

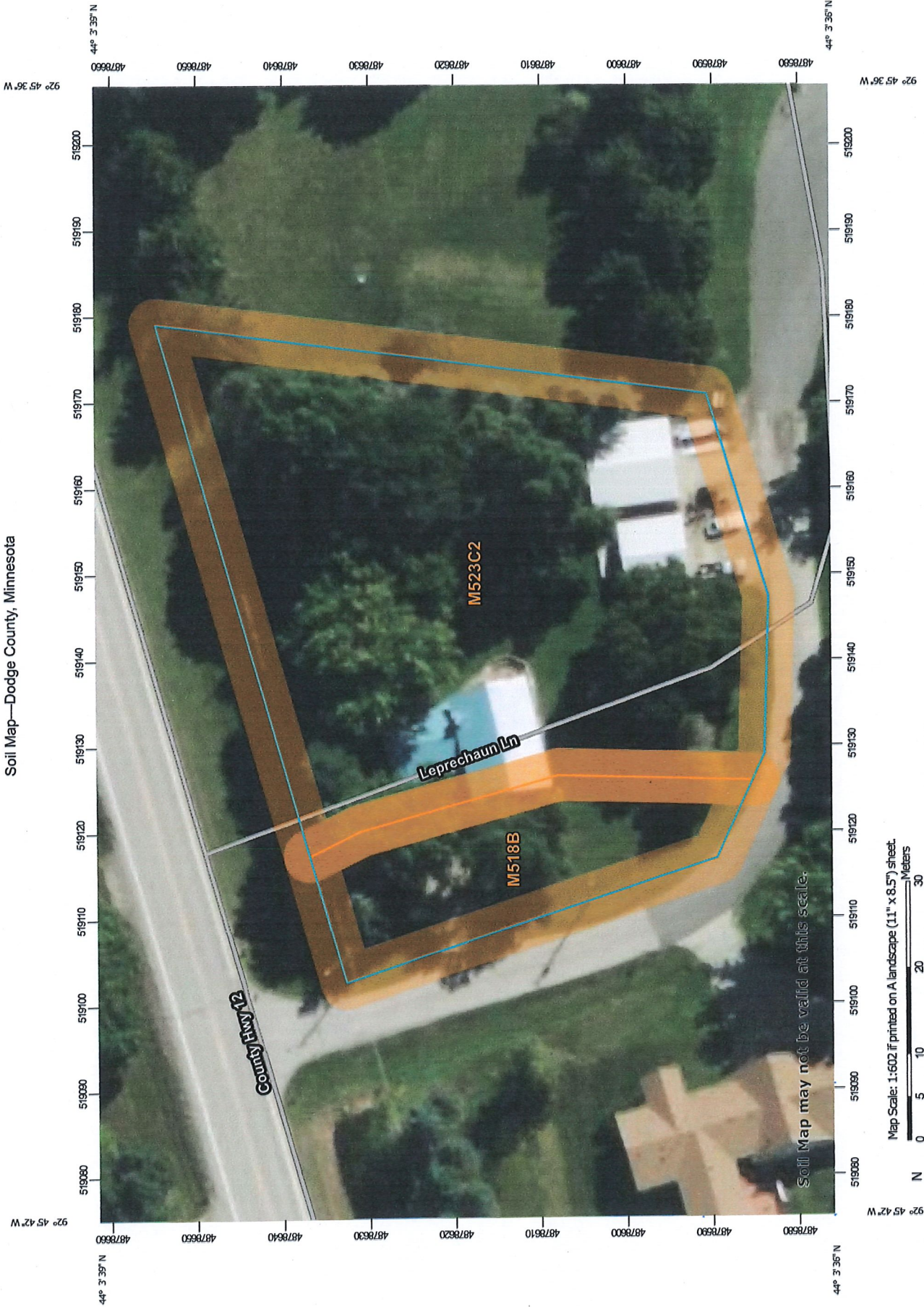
## MAP LEGEND

- |  |   |
|--|---|
|  Area of Interest (AOI) |  Spoil Area            |
|  Soils                  |  Stony Spot            |
|  Soil Map Unit Polygons |  Very Stony Spot       |
|  Soil Map Unit Lines    |  Wet Spot              |
|  Soil Map Unit Points   |  Other                 |
|  Special Point Features |  Special Line Features |
|  Blowout                | <b>Water Features</b>   |
|  Borrow Pit             |  Streams and Canals    |
|  Clay Spot              | <b>Transportation</b>   |
|  Closed Depression      |  Rails                 |
|  Gravel Pit            |  Interstate Highways   |
|  Gravelly Spot        |  US Routes             |
|  Landfill             |  Major Roads           |
|  Lava Flow            |  Local Roads           |
|  Marsh or swamp       | <b>Background</b>   |
|  Mine or Quarry       |  Aerial Photography    |
|  Miscellaneous Water  |   |
|  Perennial Water      |   |
|  Rock Outcrop         |   |
|  Saline Spot          |   |
|  Sandy Spot           |   |
|  Severely Eroded Spot |   |
|  Sinkhole             |   |
|  Slide or Slip        |   |
|  Sodic Spot           |   |

## Map Unit Legend

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
M518B	Clyde-Floyd complex, 1 to 4 percent slopes	0.2	18.4%
M523C2	Bassett-Kasson complex, 6 to 12 percent slopes, eroded	0.8	81.6%
<b>Totals for Area of Interest</b>		<b>0.9</b>	<b>100.0%</b>

Soil Map—Dodge County, Minnesota





# Preliminary Evaluation Worksheet



**1. Contact Information** v 03.15.2023

Property Owner/Client:  Date Completed:

Site Address:  Project ID:

Email:  Phone:

Mailing Address:  Alt Phone:

Legal Description:

Parcel ID:  SEC:  TWP:  RNG:

**2. Flow and General System Information**

**A. Client-Provided Information**

Project Type:  New Construction  Replacement  Expansion  Repair

Project Use:  Residential  Other Establishment:

Residential use: # Bedrooms:  Dwelling sq.ft.:  Unfinished sq.ft.:

# Adults:  # Children:  # Teenagers:

In-home business (Y/N):  If yes, describe:

Water-using devices: *(check all that apply)*

<input checked="" type="checkbox"/> Garbage Disposal/Grinder	<input type="checkbox"/> Dishwasher	<input type="checkbox"/> Hot Tub*
<input type="checkbox"/> Sewage pump in basement	<input type="checkbox"/> Water Softener*	<input type="checkbox"/> Sump Pump*
<input type="checkbox"/> Large Bathtub >40 gallons	<input type="checkbox"/> Iron Filter*	<input type="checkbox"/> Self-Cleaning Humidifier*
<input type="checkbox"/> Clothes Washing Machine	<input type="checkbox"/> High Eff. Furnace*	<input type="checkbox"/> Other: <input type="text"/>

\* Clear water source - should not go into system

Additional current or future uses:

Anticipated non-domestic waste:

The above is complete & accurate:

*Client signature & date*

**B. Designer-determined Flow and Anticipated Waste Strength Information**

*Attach additional information as necessary.*

Design Flow:  GPD      Anticipated Waste Type:

Maximum Concentration    BOD:  mg/L    TSS:  mg/L    Oil & Grease:  mg/L

**3. Preliminary Site Information**

**A. Water Supply Wells**

#	Description	Mn. ID#	Well Depth (ft.)	Casing Depth (ft.)	Confining Layer	STA Setback	Source
1	Shared Well	160821	345	365		50'	CWI
2							
3							
4							

Additional Well Information:



# Preliminary Evaluation Worksheet



Site within 200' of noncommunity transient well (Y/N)  Yes, source:

Site within a drinking water supply management area (Y/N)  Yes, source:

Site in Well Head Protection inner wellhead management zone (Y/N)  Yes, source:

Buried water supply pipes within 50 ft of proposed system (Y/N)

**B. Site located in a shoreland district/area?**  Yes, name:

Elevation of ordinary high water level:  ft Source:

Classification:  Tank Setback:  ft. STA Setback:  ft.

**C. Site located in a floodplain?**  Yes, Type(s):

Floodplain designation/elevation (10 Year):  ft Source:

Floodplain designation/elevation (100 Year):  ft Source:

**D. Property Line Id / Source:**  Owner  Survey  County GIS  Plat Map  Other:

**E. ID distance of relevant setbacks on map:**  Water  Easements  Well(s)  
 Building(s)  Property Lines  OHWL  Other:

**4. Preliminary Soil Profile Information From Web Soil Survey (attach map & description)**

Map Units:  Slope Range:  %

List landforms:

Landform position(s):

Parent materials:

Depth to Bedrock/Restrictive Feature:  in Depth to Watertable:  in

Map Unit Ratings

Septic Tank Absorption Field- At-grade:	<input type="text" value="Moderately Limited"/>
Septic Tank Absorption Field- Mound:	<input type="text" value="Moderately Limited"/>
Septic Tank Absorption Field- Trench:	<input type="text" value="Extremely Limited"/>

**5. Local Government Unit Information**

Name of LGU:

LGU Contact:

LGU-specific setbacks:

LGU-specific design requirements:

LGU-specific installation requirements:

Notes:



# Field Evaluation Worksheet



<b>1. Project Information</b>		v 03.15.2023	
Property Owner/Client:	<input type="text" value="Gregg Haskin"/>	Project ID: <input type="text" value="24-251"/>	
Site Address:	<input type="text" value="28 Leprechaun Lane, Mantorville 55955"/>	Date Completed: <input type="text" value="8/21/2024"/>	
<b>2. Utility and Structure Information</b>			
Utility Locations Identified	<input type="checkbox"/> Gopher State One Call # <input type="text"/>	<input type="checkbox"/> Any Private Utilities: <input type="text"/>	
Locate and Verify (see Site Evaluation map) <input type="checkbox"/> Existing Buildings <input type="checkbox"/> Improvements <input type="checkbox"/> Easements <input type="checkbox"/> Setbacks			
<b>3. Site Information</b>			
Vegetation type(s):	<input type="text" value="Grass"/>	Landscape position: <input type="text" value="Back/ Side Slope"/>	
Percent slope:	<input type="text" value="7"/> %	Slope shape: <input type="text" value="Linear, Linear"/> Slope direction: <input type="text" value="northeast"/>	
Describe the flooding or run-on potential of site:		<input type="text" value="None"/>	
Describe the need for Type III or Type IV system:		<input type="text" value="None"/>	
Note: <input type="text"/>			
Proposed soil treatment area protected? (Y/N):		<input type="text" value="Yes"/> If yes, describe: <input type="text" value="Staked"/>	
<b>4. General Soils Information</b>			
Filled, Compacted, Disturbed areas (Y/N):		<input type="text" value="No"/>	
If yes, describe: <input type="text"/>			
Soil observations were conducted in the proposed system location (Y/N):		<input type="text" value="Yes"/>	
A soil observation in the most limiting area of the proposed system (Y/N):		<input type="text" value="Yes"/>	
Number of soil observations:	<input type="text" value="3"/>	Soil observation logs attached (Y/N): <input type="text" value="Yes"/>	
Percolation tests performed & attached (Y/N):		<input type="text" value="No"/>	
<b>5. Phase I. Reporting Information</b>			
	Depth	Elevation	
Limiting Condition*:	<input type="text" value="12"/> in	<input type="text" value="Varies"/> ft	*Most Restrictive Depth Identified from List Below
Periodically saturated soil:	<input type="text" value="26"/> in	<input type="text" value="Varies"/> ft	Soil Texture: <input type="text" value="Silt Loam"/>
Standing water:	<input type="text" value="&gt;45"/> in	<input type="text" value="Varies"/> ft	Percolation Rate: <input type="text" value="NA"/> min/inch
Bedrock:	<input type="text" value="&gt;45"/> in	<input type="text" value="Varies"/> ft	Soil Hyd Loading Rate: <input type="text" value="0.5"/> gpd/sq.ft
Benchmark Elevation:	<input type="text" value="NA"/>	ft	Elevations and Benchmark on map? (Y/N): <input type="text" value="Contours"/>
Benchmark Elevation Location: <input type="text" value="NA"/>			
Differences between soil survey and field evaluation: <input type="text" value="None"/>			
Site evaluation issues / comments: <input type="text" value="None"/>			
Anticipated construction issues: <input type="text" value="None"/>			

Septic Tank Absorption Fields (MN)–Dodge County, Minnesota							
Map symbol and soil name	Pct. of map unit	Septic Tank Absorption Fields - At-Grade		Septic Tank Absorption Fields - Mound		Septic Tank Absorption Fields - Trench	
		Rating class and limiting features	Value	Rating class and limiting features	Value	Rating class and limiting features	Value
M523C2—Bassett-Kasson complex, 6 to 12 percent slopes, eroded							
Bassett, eroded	50	Moderately limited		Moderately limited		Extremely limited	
		Soil saturation	0.32	Slope	0.74	Soil saturation	0.92
		Slope	0.02			Restricted percolation	0.43
						Slope	0.02
Kasson, eroded	40	Very limited		Moderately limited		Extremely limited	
		Soil saturation	0.82	Slope	0.59	Soil saturation	1.00
		Slope	0.01			Restricted percolation	0.43
						Slope	0.01

### Data Source Information

Soil Survey Area: Dodge County, Minnesota  
 Survey Area Data: Version 20, Sep 10, 2023



CONTRACT BETWEEN CITY AND COUNTY TO PROVIDE LAW  
ENFORCEMENT PROTECTION

2025

AGREEMENT MADE AND ENTERED INTO between the County of Dodge, State of Minnesota, a body Corporate and Politic of the State of Minnesota, herein called County, and the City of Mantorville Municipal Corporation of the State of Minnesota, herein called City.

RECITALS

- A. The City desires to have law enforcement protection provided within its jurisdictional boundaries under the terms and conditions herein after set forth.
- B. The County is willing to provide such law enforcement service under the terms and conditions set forth herein.
- C. Contracts such as this are authorized and provided for by the provisions of Minnesota Statutes, Section 471.59.

IN CONSIDERATION OF THE MUTUAL COVENANTS  
CONTAINED HEREIN,

the parties agree as follows:

Section 1. PERFORMANCE OF LAW ENFORCEMENT PROTECTION

- A. County shall provide to the City law enforcement protections within the City's corporate limits encompassing such law enforcement duties customarily rendered by the Sheriff of the County of Dodge pursuant to Federal and State Statutes for a total of: **40 hours law enforcement hours per week, (minimum of 40 hours per week, 5.71 hrs/day)** with 7 days coverage per week (365 days) for the duration of this contract. Cost per contract hour is **\$53.05** which includes vehicle and cost of operation. A law enforcement hour

is defined to be an hour when a Dodge County Sheriff's Deputy is scheduled to patrol and provide law enforcement service for the City. Such services shall include, but not be limited to, the enforcement of State Statutes and Municipal Ordinances traffic enforcement, license inspection and Court appearances. Scheduling of such hours per week shall be under the direction of the Sheriff of the County with the City Clerk/Administrator's Office being able to give recommendations.

B. The peace officer scheduled on duty may provide services for the County outside the City limits in their capacity as deputies for the County. In return, the County will provide the City law enforcement protection above and beyond the law enforcement contract by responding to emergencies and investigation reported offenses during the times a deputy is not assigned to the City. The determination of whether or not an emergency exists shall be at the discretion of the Sheriff or his/her designee.

C. In the event the Dodge County Sheriff is unable to provide a deputy for a regular shift for the City due to sickness or other emergency, the Sheriff shall notify the City Clerk/Administrator if the City so requests. The Sheriff's Office shall keep records of hours scheduled shifts not patrolled and the City shall receive a credit on its costs and payments set out in Section 2 below. The fact that the County may have to pay overtime to a deputy is not a valid reason not to provide such law enforcement protection. The parties contemplate this situation to be rare and the City is allowing the County relief from Section 1A above only after the Sheriff or his/her designee has exercised a good faith attempt to provide a deputy.

D. In addition to the **40 (minimum 40)** hours per week that are anticipated under this agreement, it is expected that additional hours will need to be provided on behalf of the City for Court appearances by Deputies for matters arising in the City's extended shifts which may be required as the result of a Deputy being involved in business prior to the end of his shift which requires him to spend time beyond the end of this shift: emergency calls, investigations and special events which are held in the City that would require additional law enforcement protection. The County shall provide these anticipated additional services and hours at no additional charge to the City. The Sheriff shall

determine the number of Deputies required for the above-mentioned hours, subject to the provisions regarding Costs and Payment in Section 2(below).

## Section 2. COSTS AND PAYMENTS

- A. The City shall pay the County for the law enforcement services the sum of **\$110,334.00 (minimum of \$110,334.00)** payable in 12 equal monthly installments of **\$9195.33 (minimum of \$9195.33)** on the first day of each month commencing **January 1st, 2025** and continuing through and including **December 31<sup>st</sup>, 2025.**

## Section 3. TERM OF CONTRACT

- A. This contract shall commence on **January 1<sup>st</sup>, 2025** and terminate on **December 31<sup>st</sup>, 2025**, unless extended by mutual agreement between the parties. If either party wishes to terminate this agreement prior to the termination date, either may do so by serving upon the other written notice of termination 90 days prior thereto. Costs shall be pro-rated.

## Section 4. SUPERVISION

The County shall have the exclusive control and supervision of the personnel provided by the County to render law enforcement protection to the City. For purposes of performing such functions, the County shall furnish and supply all necessary labor, supervision, equipment (including a fully equipped squad car), communication facilities and dispatching, and miscellaneous supplies necessary to maintain the level of service to be rendered hereunder.

## Section 5. IDEMNIFICATION

- A. Except as herein otherwise specified, the City shall not be liable for compensation or indemnity to any County employee for injury or sickness arising out of his/her employment, and the County hereby agrees to hold harmless the City against any such claim. The City, its officers, and employees shall not be deemed to assume any liability for intentional or negligent acts of said County or of officers or employees or equipment thereof, and said County shall indemnify and hold said City and its officers and employees harmless from and shall defend said City and its officers and employees against any

and all claims resulting from any act or circumstance involving County officers, employees or equipment. A copy of an adequate liability insurance policy shall be provided to the City by the County upon the City's request.

- B. The County, its officers and employees, shall not be deemed to assume any liability for intentional or negligent acts of said City or of officers or employees thereof, and said City shall hold said County and its officers and employees harmless from and claim for damages resulting therefrom. Provided, nevertheless, the County agrees to defend against all claims brought or actions filed against the City or any officers, employees, or volunteers of the City, for injury or death to any third person or persons or damage to the property of the third persons arising out of the performance of the same.
  
- C. The intent of the indemnification requirements of this section is to impose on the County a duty to defend the City for claims arising within the City's jurisdiction subject to the limits of liability under Chapter 466 Minnesota Statutes. The purpose is to simplify the defense of liability claims by eliminating conflicts among defendants and to permit liability claims against multiple defendants from a single occurrence to be defended by a single attorney. The City would be responsible for the costs of such defense in proportion to its percentage of liability. No Settlement shall be made binding on the City for such costs and claims without first securing its written consent. Under no circumstances, however, shall a party be required to pay on behalf of itself and other parties any amounts in excess of the limits and liability established in Chapter 466 Minnesota Statutes applicable to only one party. The limits of liability for some or all parties may not be added together to determine the maximum of liability for any party.

## Section 6. COMMUNICATION

In order to maintain a direct channel of communication between the County and the City, the Sheriff or one of his/her deputies appointed by him/her, shall attend ALL REGULAR council meetings of the Mantorville City council. The Sheriff may also request to appear before the City Council. Furthermore, the Council or City Administrator or Mayor may request from the Sheriff a written report of the activities of the officers on duty and the Sheriff shall provide such reports promptly, subject to the data privacy laws.

#### Section 7. MOTOR VEHICLES

The County shall supply squad cars for the use of the deputies. The County shall retain 100% ownership of such vehicles and maintain full insurance on the vehicles.

#### Section 8. COMPLETENESS OF AGREEMENT

The provisions embodied in this agreement contain all covenants, agreements, obligations and stipulations agreed to by the parties and on execution hereof any and all previous and existing agreements and/or contracts entered into between the parties are hereby declared by mutual consent to be null and void. Further, there are no other understandings, representations or agreements, written or oral, not incorporated herein.

#### Section 9. NONDISCRIMINATION: PENALTY

No discrimination because of race, color, national origin, ancestry, sex or religion shall be made in the employment of persons to perform services by the County under this contract. The County agrees to meet all requirements of Federal and State Statutes pertaining to nondiscrimination employment.

IN WITNESS WHEREOF, the parties have executed this agreement at \_\_\_\_\_  
Minnesota, this \_\_\_ day of \_\_\_\_\_, 20\_\_.

ATTEST:

CITY OF MANTORVILLE

\_\_\_\_\_  
CLERK/ADMINISTRATOR

\_\_\_\_\_  
MAYOR

COUNTY OF DODGE

BY: \_\_\_\_\_  
SHERIFF

BY: \_\_\_\_\_  
CHAIRMAN OF BOARD OF  
COMMISSIONERS

\_\_\_\_\_  
CLERK OF COUNTY BOARD  
Approved as to form

\_\_\_\_\_  
Paul J. Kiltinen  
Dodge County Attorney

joe@mantorville.com

---

**From:** David Maring <DMaring@mmcjd.com>  
**Sent:** Tuesday, September 17, 2024 9:34 AM  
**To:** joe@mantorville.com  
**Subject:** Z997R Lease  
**Attachments:** Z997R Quote.pdf

Joe,

Here are the numbers on a new Z997R with 72" deck that is coming in mid-November. You can do a 4-year lease and will have the option to buy the machine out at the end for \$1. Let me know if you have any questions.

Thanks!

**Installment**

**Lease**

Amount Leased

†Nominal Annual Rate

Payments

\$22,500.00

6.25000 %

4

**Base Deal**

> Amount Leased

\$ 22,500.00

Buy Down

> Number of Payments

4

Fix Payment

Payment Frequency

Annual

Add Payment

Residual Value

\$ 1.00

Participation

Fair Market Value

Low Rate Extension

Lease Property Tax

**Payment Schedule<sup>+</sup>**

	Date	Type	Initial Payme
1	17-Sep-2024	N	\$6,161.16
2	17-Sep-2025	N	\$6,161.16
3	17-Sep-2026	N	\$6,161.16
4	17-Sep-2027	N	\$6,161.17
5	17-Sep-2028	R	\$1.00
<b>Total</b>			<b>24,645.65</b>

**David Maring**

AG Sales - Midwest Machinery Co.

[11555 Highway 60 Blvd, Wanamingo, MN 55983](https://www.mmcjd.com)

Cell: 507.649.1575 Office: 507.824.2256

[dmaring@mmcjd.com](mailto:dmaring@mmcjd.com) [www.mmcjd.com](http://www.mmcjd.com)



**From:** Scott Huneke <SHuneke@Whks.com>  
**Sent:** Friday, September 13, 2024 2:09 PM  
**To:** joe@mantorville.com  
**Cc:** Timothy Hruska  
**Subject:** Mantorville Streets Opinion of Costs

Joe, Per our discussion I have the following opinions of cost for the areas described:

Description	Project Total
Alley from 6th - 7th, between Clay & Main (380')	\$44,600.00
Riverview Road (450' South of Amy Lane to Amy Lane)	\$74,700.00
*Half Township Road*	
Scott Road (140' south of CR 12 to CR 12)	\$35,000.00
5th Street West from Chestnut to Walnut (335')	\$59,700.00
6th Street West from Chestnut to Walnut (335')	\$59,700.00
6th Street from Main to Blanch (400')	\$60,700.00
Alley from 5th - 6th, between Main and Blanch (340')	\$53,100.00
Sanitary Sewer & Watermain from 5th to 6th between Chestnut and Walnut Streets (400')	\$125,000.00
5th Street From Main to Blanch (350') W/ Curbs and Watermain	\$332,400.00

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

*whks*



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w/street asses.