



Trail to the Past. Road to the Future.

CITY COUNCIL MEETING
MUNICIPAL COUNCIL CHAMBERS
21 5TH STREET E, MANTORVILLE, MN 55955
Tuesday, November 12, 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 11.12.24
- B. County Commissioners Regular Meeting Minutes October 8, 2024
- C. Mantorville Chamber of Commerce October 2024 Minutes

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's Report October 2024

8. Public Hearing – No Items

9. Old Business/New Business

- A. Informational discussion of proposed pickle ball courts at Slingerland Park.
- B. Canvass Election Results from the 2024 General Election *
- C. 2025 Preliminary Budget Levy 13%, set final amount on December 9, 2024

10. Tabled Items

- A. Security Cameras for City Hall. Shop, Fire Department

11. Reports

- A. Public Works Report
- B. City Clerk Report
- C. Consultant Report
- D. Committee Reports
 - Chamber, EDA, Finance/Budget, Fire Department, Infrastructure, KM Joint Powers, MRA, Park Board, Personnel, Relief, Township, Decorations Committee*
- E. Councilmember Report
- F. Mayor Report

12. Executive Session – No Items

13. Adjourn *

<i>Upcoming Meetings and Events in Mantorville:</i>		
<i>November 11, 2024</i>	<i>Veteran’s Day</i>	<i>City Offices Closed</i>
<i>November 13, 2024</i>	<i>6:30pm</i>	<i>Mantorville EDA Meeting</i>
<i>November 12, 2024</i>	<i>6:30pm</i>	<i>Regular City Council Meeting</i>
<i>November 20, 2024</i>	<i>8:00pm</i>	<i>Mantorville Fire Department General Meeting</i>
<i>November 25, 2024</i>	<i>6:30pm</i>	<i>Regular City Council Meeting</i>
<i>November 26, 2024</i>	<i>6:30pm</i>	<i>Parks and Recreation Board Meeting</i>
<i>November 27-29, 2024</i>	<i>Thanksgiving</i>	<i>City Offices are closed</i>
<i>Members of the City Council and other Boards may be in attendance at all meetings and community events in Mantorville</i>		

* Indicates Council Action Items

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Payments

Current Period: November 2024

Payments Batch 110624PAY		\$29,526.00	
Refer	0 US POSTAL SERVICE	Ck# 006297	11/12/2024
Cash Payment	E 601-49400-303 Engineering Fees	Lead Service Line Mailings	\$13.87
Invoice	10.31.24 11/12/2024		
Transaction Date	11/6/2024	MBT Bank Checking 10100	Total \$13.87
Refer	0 CASEYS GENERAL STORES	Ck# 006298	11/12/2024
Cash Payment	E 101-41410-430 Miscellaneous	Food for Elections	\$22.98
Invoice	11.5.24 11/12/2024		
Transaction Date	11/6/2024	MBT Bank Checking 10100	Total \$22.98
Refer	0 LOHRBACH, GRETCHEN	-	
Cash Payment	E 101-41410-430 Miscellaneous	Elections Food	\$77.27
Invoice	11.5.24 11/12/2024		
Transaction Date	11/6/2024	MBT Bank Checking 10100	Total \$77.27
Refer	0 LOHRBACH, GRETCHEN	-	
Cash Payment	E 101-41500-200 Supplies	Office Desk Chair Replacement	\$65.47
Invoice	10.22.24 11/12/2024		
Transaction Date	11/6/2024	MBT Bank Checking 10100	Total \$65.47
Refer	0 AMERICAN LEGAL PUB CORP	-	
Cash Payment	E 101-41600-304 Legal Fees	City Code Replacement Page Updates	\$2,011.93
Invoice	37326 11/12/2024		
Transaction Date	11/6/2024	MBT Bank Checking 10100	Total \$2,011.93
Refer	0 SIMPLY TIDY, LLC	-	
Cash Payment	E 101-41940-439 Janitors	9.16 & 9.30 Cleaning	\$130.00
Invoice	3049 11/12/2024		
Transaction Date	11/6/2024	MBT Bank Checking 10100	Total \$130.00
Refer	0 METRO SALES INC	-	
Cash Payment	E 101-41500-350 Print/Binding (GENERA	7.17-10.16 Billing Period	\$544.31
Invoice	INV2625653 11/12/2024		
Transaction Date	11/6/2024	MBT Bank Checking 10100	Total \$544.31
Refer	0 JACOBSEN LAW FIRM, P.A.	-	
Cash Payment	E 101-41600-304 Legal Fees	Sept & Oct Services	\$1,014.00
Invoice	4407 & 4430 11/12/2024		
Transaction Date	11/6/2024	MBT Bank Checking 10100	Total \$1,014.00
Refer	0 VERIZON WIRELESS	Ck# 006299	11/12/2024
Cash Payment	E 101-42200-321 Communications Phone/	9.24-10.23	\$64.64
Invoice	9977094473 11/12/2024		
Transaction Date	11/6/2024	MBT Bank Checking 10100	Total \$64.64
Refer	0 SCHROEDER, WADE	-	
Cash Payment	E 101-41940-417 Uniforms	Clothing	\$144.00
Invoice	11/12/2024		
Transaction Date	11/6/2024	MBT Bank Checking 10100	Total \$144.00
Refer	0 SOUTHEAST SERVICE COOPERAT	Ck# 006295	11/12/2024
Cash Payment	G 101-21706 Hospitalization/Medical Ins	November Billing	\$2,591.28
Invoice	11.01.24 11/12/2024		

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Payments

Current Period: November 2024

Transaction Date	11/6/2024	MBT Bank Checking	10100	Total	\$2,591.28
Refer	0 <u>LRS OF MINNESOTA, LLC</u>	-			
Cash Payment	E 603-45183-384	Refuse/Garbage Dispos	Garbage Removal for November		\$91.15
Invoice	UB532938	11/12/2024			
Cash Payment	E 101-42200-384	Refuse/Garbage Dispos	Garbage Removal for November		\$45.58
Invoice	UB532938	11/12/2024			
Cash Payment	E 101-41940-384	Refuse/Garbage Dispos	Garbage Removal for November		\$159.98
Invoice	UB532938	11/12/2024			
Transaction Date	11/6/2024	MBT Bank Checking	10100	Total	\$296.71
Refer	0 <u>SCHROEDER, WADE</u>	-			
Cash Payment	E 101-41940-228	Equip. Repair and Maint	Water Cooler for Council Chambers		\$179.98
Invoice	11.4.24	11/12/2024			
Transaction Date	11/6/2024	MBT Bank Checking	10100	Total	\$179.98
Refer	0 <u>PAYMENT SERVICE NETWORK, IN</u>	Ck# 006296	11/12/2024		
Cash Payment	E 601-49400-300	Professional Srvs (GEN	October Services		\$68.52
Invoice	302073	11/12/2024			
Cash Payment	E 602-49450-300	Professional Srvs (GEN	October Services		\$102.78
Invoice	302073	11/12/2024			
Transaction Date	11/6/2024	MBT Bank Checking	10100	Total	\$171.30
Refer	0 <u>GOPHER STATE ONE CALL</u>	-			
Cash Payment	E 601-49400-300	Professional Srvs (GEN	Locates for October		\$18.90
Invoice	4100574	11/12/2024			
Cash Payment	E 602-49450-300	Professional Srvs (GEN	Locates for October		\$28.35
Invoice	4100574	11/12/2024			
Transaction Date	11/6/2024	MBT Bank Checking	10100	Total	\$47.25
Refer	0 <u>KENNEDY & GRAVEN, CHARTERE</u>	-			
Cash Payment	E 101-41600-304	Legal Fees	October Services		\$286.30
Invoice	184448	11/12/2024			
Transaction Date	11/6/2024	MBT Bank Checking	10100	Total	\$286.30
Refer	0 <u>DODGE COUNTY SHERIFF</u>	-			
Cash Payment	E 101-42100-310	Other Professional Servi	Citizen Complaint Letter Served		\$75.00
Invoice	202400000850	11/12/2024			
Transaction Date	11/6/2024	MBT Bank Checking	10100	Total	\$75.00
Refer	0 <u>WARSAW SOLAR, LLC</u>	-			
Cash Payment	E 601-49400-380	Utility Services	September Service		\$871.31
Invoice	2410-6994D	11/12/2024			
Cash Payment	E 602-49450-380	Utility Services	September Service		\$1,258.59
Invoice	2410-6994D	11/12/2024			
Cash Payment	E 101-42200-380	Utility Services	September Service		\$435.66
Invoice	2410-6994D	11/12/2024			
Cash Payment	E 101-41940-380	Utility Services	September Service		\$774.52
Invoice	2410-6994D	11/12/2024			
Cash Payment	E 101-43160-381	Electric Utilities	September Service		\$1,403.81
Invoice	2410-6994D	11/12/2024			
Cash Payment	E 603-45183-381	Electric Utilities	September Service		\$96.83
Invoice	2410-6994D	11/12/2024			

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Payments

Current Period: November 2024

Transaction Date	11/6/2024	MBT Bank Checking	10100	Total	\$4,840.72
Refer	0 CASEYS BUSINESS MASTERCARD	Ck# 006300	11/12/2024		
Cash Payment	E 602-49450-212 Motor Fuels	9.18-10.17 Purchases			\$313.16
Invoice	11.15.24	11/12/2024			
Cash Payment	E 101-45200-212 Motor Fuels	9.18-10.17 Purchases			\$87.80
Invoice	11.15.24	11/12/2024			
Cash Payment	E 101-42200-212 Motor Fuels	9.18-10.17 Purchases			\$137.28
Invoice	11.15.24	11/12/2024			
Transaction Date	11/6/2024	MBT Bank Checking	10100	Total	\$538.24
Refer	0 KMTELECOM				
Cash Payment	E 101-41940-321 Communications Phone/ CITY HALL MAIN 5170				\$150.53
Invoice	10237126	11/12/2024			
Cash Payment	E 101-41940-321 Communications Phone/ CITY HALL - 5176 - 2ND LINE				\$20.91
Invoice	10237126	11/12/2024			
Cash Payment	E 101-41940-321 Communications Phone/ CITY HALL FAX 5300				\$25.00
Invoice	10237126	11/12/2024			
Cash Payment	E 101-42200-321 Communications Phone/ FD 5440				\$25.90
Invoice	10237126	11/12/2024			
Cash Payment	E 101-41940-321 Communications Phone/ STREETS - SHOP 5119				\$90.89
Invoice	10237126	11/12/2024			
Cash Payment	E 601-49400-321 Communications Phone/ WATER TOWER ALARM 3588				\$46.35
Invoice	10237126	11/12/2024			
Cash Payment	E 602-49450-321 Communications Phone/ LIFT STATION ALARM 5066				\$36.35
Invoice	10237126	11/12/2024			
Cash Payment	E 602-49450-321 Communications Phone/ WWTP 5463 ALARM				\$36.35
Invoice	10237126	11/12/2024			
Cash Payment	E 101-41940-321 Communications Phone/ LONG DISTANCE/TAXES/FEES				\$5.85
Invoice	10237126	11/12/2024			
Cash Payment	E 101-46500-437 Other Miscellaneous	EDA 800 NUMBER			\$0.00
Invoice	10237126	11/12/2024			
Transaction Date	11/6/2024	MBT Bank Checking	10100	Total	\$438.13
Refer	0 CHUCK EMANUEL				
Cash Payment	E 101-45200-500 Capital Outlay	Concrete and Rebar Denneson			\$3,900.00
Invoice	October 2024	11/12/2024			
Transaction Date	11/7/2024	MBT Bank Checking	10100	Total	\$3,900.00
Refer	0 LEITZEN CONCRETE PRODUCTS I				
Cash Payment	E 101-45200-500 Capital Outlay	Denneson Concrete			\$3,481.90
Invoice	10.31.24	11/12/2024			
Transaction Date	11/7/2024	MBT Bank Checking	10100	Total	\$3,481.90
Refer	0 meyers Earthworks				
Cash Payment	E 101-45200-500 Capital Outlay	Fill for Denneson			\$6,721.76
Invoice	1054	11/12/2024			
Transaction Date	11/7/2024	MBT Bank Checking	10100	Total	\$6,721.76
Refer	0 NAPA				
Cash Payment	E 101-43100-200 Supplies	Heat Shrink Tubing			\$55.98
Invoice	492461	11/22/2004			
Transaction Date	11/7/2024	MBT Bank Checking	10100	Total	\$55.98

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Payments

Current Period: November 2024

Refer	0	<i>EARLS SMALL ENGINE REPAIR</i>	-		
Cash Payment	E 101-43100-228	Equip. Repair and Maint	Parts & oil		\$237.43
Invoice	10.25.24	11/12/2024			
Transaction Date	11/7/2024	MBT Bank Checking	10100	Total	\$237.43
Refer	0	<i>MENARDS - NORTH ROCHESTER</i>	-		
Cash Payment	E 101-41940-228	Equip. Repair and Maint	Pins		\$32.45
Invoice	54988	11/12/2024			
Transaction Date	11/7/2024	MBT Bank Checking	10100	Total	\$32.45
Refer	0	<i>CALIBRATIONS AND CONTROLS, I</i>	-		
Cash Payment	E 601-49400-300	Professional Srvs (GEN	Semi-Annual Verification of effluent flow meter		\$625.00
Invoice	42603	11/12/2024			
Transaction Date	11/7/2024	MBT Bank Checking	10100	Total	\$625.00
Refer	0	<i>PREFERRED HEATING & COOLING</i>	-		
Cash Payment	E 101-41940-220	Bldg.Repair and Mainten	Replace Failed Contactor		\$358.50
Invoice	1-16414-1	11/12/2024			
Transaction Date	11/7/2024	MBT Bank Checking	10100	Total	\$358.50
Refer	0	<i>STUSSY CONSTRUCTION INC</i>	-		
Cash Payment	E 101-43100-224	Street Maint Materials	Gravel Shop		\$230.73
Invoice	338050	11/12/2024			
Transaction Date	11/7/2024	MBT Bank Checking	10100	Total	\$230.73
Refer	0	<i>CITY OF MANTORVILLE-PETTY CA</i>	-		
Cash Payment	E 601-49400-300	Professional Srvs (GEN	Reimburse Joe postage		\$6.20
Invoice	11.6.24	11/12/2024			
Transaction Date	11/7/2024	MBT Bank Checking	10100	Total	\$6.20
Refer	0	<i>KASSON HARDWARE HANK</i>	-		
Cash Payment	E 101-42200-217	Other Operating Supplie	Batteries & Oil		\$89.52
Invoice	10.31.24	11/12/2024			
Cash Payment	E 101-42200-240	Tools and Minor Equipm	Parts & Oil		\$131.73
Invoice	10.31.24	11/12/2024			
Cash Payment	E 601-49400-220	Bldg.Repair and Mainten	Enamel oil container & Hose & Bushings		\$33.46
Invoice	10.31.24	11/12/2024			
Cash Payment	E 101-45200-200	Supplies	Wheelbarrow		\$53.98
Invoice	10.31.24	11/12/2024			
Cash Payment	E 101-41940-228	Equip. Repair and Maint	Flourescent Bulb		\$13.98
Invoice	10.31.24	11/12/2024			
Transaction Date	11/7/2024	MBT Bank Checking	10100	Total	\$322.67

Payments

Current Period: November 2024

Fund Summary

	10100 MBT Bank Checking	
101 GENERAL FUND		\$25,878.83
601 WATER FUND		\$1,683.61
602 SEWER FUND		\$1,775.58
603 RV PARK		\$187.98
		<hr/>
		\$29,526.00

Pre-Written Checks	\$3,402.31
Checks to be Generated by the Computer	\$26,123.69
Total	<hr/>
	\$29,526.00

Payments

Current Period: October 2024

Payments Batch 110724PAY-October		\$3,832.54	
Refer	0 INTERNAL REVENUE SERVICE	Ck# 006290 11/12/2024	
Cash Payment	G 101-21703 FICA Tax Withholding	PR 22 2024	\$963.26
Invoice	10.29.24 11/12/2024		
Cash Payment	G 101-21709 Medicare	PR 22 2024	\$225.28
Invoice	10.29.24 11/12/2024		
Cash Payment	G 101-21701 Federal Withholding	PR 22 2024	\$729.52
Invoice	10.29.24 11/12/2024		
Transaction Date	11/7/2024	MBT Bank Checking 10100	Total \$1,918.06
Refer	0 WEX HEALTH, INC.	Ck# 006289 11/12/2024	
Cash Payment	G 101-21714 Health Savings Account	PR 22 2024 ER HSA	\$184.62
Invoice	10.31.24 11/12/2024		
Cash Payment	G 101-21714 Health Savings Account	PR 22 2024 EE HSA	\$90.00
Invoice	10.31.24 11/12/2024		
Transaction Date	11/7/2024	MBT Bank Checking 10100	Total \$274.62
Refer	0 MINNESOTA REVENUE	Ck# 006293 11/12/2024	
Cash Payment	G 101-21702 State Withholding	PR 22 2024	\$375.25
Invoice	10.29.24 11/12/2024		
Transaction Date	11/7/2024	MBT Bank Checking 10100	Total \$375.25
Refer	0 MN PERA	Ck# 006294 11/12/2024	
Cash Payment	G 101-21704 PERA	PR 22 2024	\$1,163.14
Invoice	10.30.24 11/12/2024		
Transaction Date	11/7/2024	MBT Bank Checking 10100	Total \$1,163.14
Refer	0 AMAZON	Ck# 006291 11/12/2024	
Cash Payment	E 101-41940-417 Uniforms	Uniforms	\$64.98
Invoice	10.23.24 11/12/2024		
Transaction Date	11/7/2024	MBT Bank Checking 10100	Total \$64.98
Refer	0 AMAZON	Ck# 006292 11/12/2024	
Cash Payment	E 101-41500-200 Supplies	Plastic Folder Dividers & Satin Ribbon for Bandshell Ceremony	\$7.99
Invoice	10.22.24 11/12/2024		
Cash Payment	E 101-41500-437 Other Miscellaneous	Plastic Folder Dividers & Satin Ribbon for Bandshell Ceremony	\$28.50
Invoice	10.22.24 11/12/2024		
Transaction Date	11/7/2024	MBT Bank Checking 10100	Total \$36.49

Fund Summary

101 GENERAL FUND	10100 MBT Bank Checking	\$3,832.54
		<u>\$3,832.54</u>

Pre-Written Checks	\$3,832.54
Checks to be Generated by the Computer	\$0.00
Total	\$3,832.54

**UNAPPROVED MINUTES OF THE
DODGE COUNTY BOARD OF COMMISSIONERS REGULAR MEETING HELD
OCTOBER 8, 2024**

Chair

Convene County Board Meeting

The Dodge County Commissioners met in regular session October 8, 2023, in the Commissioner's Room at the Dodge County Government Services Building, Mantorville, MN, at 9:30 a.m. Chair John Allen called the meeting to order at 9:30 a.m.

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

Pledge of Allegiance

The pledge of allegiance was recited.

Determine Quorum

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

Also present:

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

Establish Agenda

Agenda Approved

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

Motion Adopted [Unanimous]

Consent Agenda

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

Motion Adopted [Unanimous]

- 1.1. Committee of the Whole - Committee Meeting - Sep 24, 2024 4:40 PM
- 1.2. Board of Commissioners - Regular Meeting - Sep 24, 2024 5:00 PM

1.3. Tobacco License Fees

Jean Allen, Taxpayer Services Director

Bills Reviewed

Ms. Allen reviewed bills with the Board.

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

01	Revenue Fund	\$ 61,371.41
13	Road and Bridge Fund	\$ 22,939.46
16	Environmental Quality Fund	\$ 116,835.58
19	Eda/Hra-Dodge County	\$ 7,493.75
61	Nursing Home Fund	\$ <u>100.00</u>
	Total	\$ 208,740.20

Motion Adopted [Unanimous]

Jim Elmquist, County Administrator

Personnel Agenda Reviewed

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

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

A. Administration

- A.1 Kevin Venenga - Finance Director
Authorization to hire at D71 step 1 \$63.65 to fill approved vacancy.
Effective Date: 11/1/24
- A.2 Jacob Petersen - Veteran’s Services Officer
Authorization to hire at C41 step 6 \$32.50 to fill approved vacancy.
Effective Date:10/23/24
- A.3 Duke Harbaugh - Facilities and Fleet Manager
Change from 1.0 FTE to On-Call.
Effective Date: 10/30/24
- A.4 Facilities and Fleet Manager
Authorization to post and fill vacancy.
Effective Date: 10/8/24
- A.5 Tobey Hicks - Director of Information Technology
Step increase from D62 step 8 \$50.21 to D62 step 7 \$51.72.
Effective Date: 10/1/24
- A.6 Duane Archer - Custodian
Step increase from A13 step 2 \$22.74 to A13 step 1 \$23.41.
Effective Date: 10/16/24

- A.7 Juan Trejo - Custodian
Step increase from A13 step 6 \$19.90 to A13 step 5 \$20.50.
Effective Date: 11/29/24
- B. Sheriff's Office**
- B.1 Justin Classon - Deputy Sheriff
Step increase from C41 step 9 \$37.49 to C41 step 10 \$38.43.
Effective Date: 09/16/24
- C. Highway Department**
- C.1 Stephen O'Brien - Equipment Operator
No longer employed.
Effective Date: 10/3/24
- C.2 Equipment Operator
Request to post and fill vacancy.
Effective Date: 10/8/24
- D. Environmental Services**
- D.1 Catherine Grondin - Zoning Administrator
Step increase from C43 step 7 \$40.73 to C43 step 6 \$42.44.
Effective Date: 10/11/24

Motion Adopted [Unanimous]

Paul Kiltinen, County Attorney

Mr. Kiltinen provided the Board with a legal update.

Motion No Vote

Public Health Committee Report - Commissioner Tim Tjosaas

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

Mr. Tjosaas briefly reviewed the following with the Board:

- 1) Public Health received the grant contract and are awaiting a copy of the signed resolution to include in the contract per DPS requirements. The total award then will be around \$15,000 with a 20% match. They were able to amend the grant activities as a result of the decreased funding.
- 2) Mower County CHS administrator has reached out to Amy Evans and requested mentorship for herself and some leadership staff around emergency preparedness. The Public Health Director will be starting that later this month.
- 3) Public Health will be providing flu vaccination clinics in Claremont, Dodge Center, Hayfield, Mantorville, and West Concord October 21st - 28th. On November 7th they will be partnering with The Center Clinic to provide vaccinations to the county's Hispanic population.
- 4) Various staff & leadership will be attending upcoming conferences/trainings over the next few months: TZD State Conference, LPHA Annual Conference, MECOSH Training, Circles of Security.

Motion No Vote

Duke Harbaugh, Facilities & Fleet Manager & Becky Lubahn, Executive Assistant
The Midway Discussion

Mr. Harbaugh reported that at the last meeting they discussed naming the new event space and agreed that the new building would be called The Midway.

The Facilities & Fleet Manager and the County Board discussed rental rates at last meeting and then the committee for this new building space met. Now we need to set the rental rates and have it added to the fee schedule. Mr. Harbaugh is recommending that we target weddings for the weekends until we have a better feeling of how this will flow as far as turnover for day events. Duke Harbaugh informed the Board that we have a few requests out there already for weekday training and will get more as people become aware that the building is available for rent.

It was suggested that they go with a \$750 per day rental fee and a \$3,000 weekend rate for weddings, which includes use of the building from Friday afternoon, all day Saturday and Sunday morning.

Commissioner Toquam suggested that they put a clause in the rental agreement that says they can't rent the building two consecutive days on a weekend in an effort to prevent people from trying to get a cheaper rate than the weekend rate.

The Facilities & Fleet Manager discussed providing a discounted rate for non-profit organizations. If the Board decides they would like to offer this option, we need to set a nonprofit price for use and decide if we want to limit the amount of non-profit use as it will impact operational costs.

Commissioner Kenworthy favored setting a flat rental rate with no discounted rate for non-profits. Mr. Kenworthy noted the Board could revisit this topic at a later date if needed.

Mr. Harbaugh discussed Fair Board and Big Iron Classic use of the building. The Facilities & Fleet Manager wanted to know if the Board felt the Fair Board should have free use of the building, and if so the amount of use should be decided and put in writing for future reference. Mr. Harbaugh reported that the Fair Board is concerned they will have another building, like the Ice Arena, that they were initially able to use, and then that option was taken away from them. If Fair Board use will be allowed, we will finalize everything for approval at the next Commissioner Meeting.

Becky Lubahn informed the Board that there will be times when Duke Harbaugh, Dennis Nawrocki or herself will be unable to show a potential renter The Midway. Scott Schley and Mike Brual have indicated that they would be available to help show the building if needed. It was felt that there was a benefit to the county with having this option, therefore committee

members didn't feel it would be right to charge the Fair Board for the use of the building when we were receiving help from them in return.

Commissioner Allen stated the Big Iron should pay for the use the building, not the Fair Board.

Commissioner Kenworthy supported allowing the Fair Board and Township Officers Chair to book the building for free. Mr. Kenworthy stated they could also revisit this topic in a year to determine if they'd like to make any changes to this use.

Commissioner Toquam wanted to revisit the rate discussion. Ms. Toquam stated we want to be competitive with our rate because we want people to use the building. Commissioner Toquam pointed out Saker's has more amenities to offer so she doesn't feel bad about offering a lower rate than them for this building.

Mr. Harbaugh reported that at the last meeting they discussed tables and chairs. The Board was in favor of purchasing our own chairs and tables so maintenance staff could work on the layout to get a rough idea of the number of tables and chairs that would be needed and the cost of the tables and chairs. The Facilities & Fleet Manager reported that staff was able to set up some table and chairs at The Midway to provide some updated seating charts, however, the Fair Board did not have enough tables and chairs to outfit the building. According to their layouts they would have seating for about 225 with round tables and 265 (not including head table) with rectangle tables set up in a wedding style which would require 28 six-foot round tables or 40 eight-foot tables.

The Facilities & Fleet Manager informed the Board that chairs range from \$30-\$50 per chair depending on quality, and if Maintenance is going to be expected to tear down and move tables and chairs after every event, quality will matter over time. Mr. Harbaugh reported they are looking at spending about \$10,000-\$15,000 in chairs for the space with another \$175-\$200 or \$7,000-\$8000 for eight-foot tables and \$250 or \$7,000 for six-foot round tables. All in we are looking at \$24,000-\$30,000 in tables and chairs to outfit this space for use. We would also need to have some chair racks, and they cost \$550 apiece and hold 72 chairs per rack along with table racks which cost \$350 and hold eight tables, meaning an additional \$5,000 in racking for storage and moving chairs and tables. The county would also be looking for storage space for tables and chairs. The Midway Committee discussed the possibility of purchasing a storage container to put on the south side of the building to house all the tables and chairs. Storage containers cost on average of \$4,000.

The Facilities & Fleet Manager stated if Dodge County so chooses to outfit the event space with tables and chairs, this will not be a one-time cost as staff will be required to set up, clean the tables/chairs, take down, and put in storage after every event to allow the building to be cleaned.

Initially the Board was interested in buying enough chairs and tables to seat 100-150 people. After hearing the pricing, the Board supported allowing the Fair Board to purchase the chairs

and tables and giving the renters the option of renting tables and chairs from the Fair Board or renting their own from another vendor.

Commissioner Allen suggested that individuals rent tables and chairs separately and set them up themselves.

Mr. Harbaugh recommended that the Fair Board purchase the tables and chairs and rental unit for storing the chairs and tables.

Commissioner Toquam stated she wants to do this right to make it easy for renters, but cost is a concern. Ms. Toquam suggested that they leave the tables and chairs up so people can see how the building can be set up.

Ms. Lubahn informed the Board that a binder will be available in The Midway and Administration Office which has a copy of the use permit, pricing information, table layout options, pictures of layout options, contact information and closing instructions.

The Facilities & Fleet Manager reported if Fair Board gets free use of the building for the fair and annual their party, then the county should get for free use of the tables and chairs for their meetings and events.

Mr. Harbaugh suggested that they give it a year to see what is being rented for chairs and tables and then revisit this chair and table discussion again in a year to determine if changes need to be made.

Commissioner Allen stated he would like to go for a year without the county purchasing tables and chairs to see how it goes. If we can use the Fair Board chairs and tables, we won't need to tear it all down.

The Facilities & Fleet Manager suggested a written agreement with Fair Board be created for use of chairs and tables and the building.

It was agreed at the last meeting that the Board would allow alcohol to be served in The Midway as long as a licensed caterer was serving the alcohol.

The Board discussed the possibility of liability issue with allowing the Fair Board and Township Officers to bring in their own alcohol to The Midway.

Commissioner Kenworthy asked the County Attorney who would be liable if there is an accident and the alcohol isn't sold, but provided at a Fair Board or Township Officers event.

Mr. Kiltinen stated the provider would be liable.

It was noted that although the provider of the alcohol would be liable, it's possible that the County and Fair Board would also be considered responsible if there was an incident.

Mr. Harbaugh recommended that they add a clause in the use permit for the Fair Board and Township Officer Chair sign that would state that the County and the Dodge County Agricultural & Mechanical Society is not liable for any claims associated with the use of the building or alcohol that is brought in and consumed by Fair Board members or Township Officers. The Facilities & Fleet Manager also suggested that the County Attorney be asked to review this clause.

The County Attorney suggested that MCIT be contacted to get their input on this question.

The committee is suggesting that drink straws not be allowed to be used in alcohol that is being served at The Midway, they get all over the floor and outside and are a lot of work to clean up.

It was decided at the last meeting that gambling would be allowed in the building with the proper permit.

It was also decided at the last meeting that smoking would not be allowed in the building, however a designated area will be determined somewhere between the event space and beer gardens that could be used by smokers.

Mr. Harbaugh wanted the Board's input on whether or not the rules and regulations should be a separate ordinance or part of the use permit. It was decided that the rules and regulations will be a part of the use permit.

Commissioner Peterson favored a shorter, simplified use permit.

Ms. Lubahn reported that she'd prefer to have rules and regulations included in the use permit that addressed every possible scenario the county could face, rather than discovering that someone has found a loophole which would require us to re-write the use permit to address a potential issue. Also noted was that the use permit example came from Olmsted County, and it covers several important topics that do pertain to Dodge County.

Keys for the building were discussed. Renters will be given a key to access the front door. A lockbox will be located on the outside of the building that renters will leave the key in once they are done using the building.

Commissioner Toquam suggested a keypad be installed that could be reprogrammed with each rental. Ms. Toquam was informed that it would likely cost more money to install a keypad, however Mr. Harbaugh stated he would do some price checking.

Implementing a non-refundable fee for cancellations was discussed.

Commissioner Kenworthy suggested setting the deposit fees at \$100 for a day event and \$200 for weekend/wedding events.

Commissioner Peterson recommended implementing a 50% down non-refundable deposit

requirement.

The Board felt setting a fee that was too low might not be enough to discourage renters from backing out at the last minute. Commissioners felt the deposit amount should be high enough that it would be less likely that someone would cancel their reservation at the last minute.

Commissioner Peterson also suggested that the 50% deposit fee be paid up front. That way if someone cancelled, our cost with any set up or tear down would be covered. Mr. Peterson noted we may need to revisit this deposit amount if the rental requests get busier.

The Board agreed that we don't want to set the fee so low that reservations are canceled less than 48-hours before an event, which wouldn't allow us enough time to open the date up to be rebooked.

Commissioner Toquam felt the deposit should be \$200 for a weekday event and half of the weekend rental fee which is \$1,500.

The Board agreed that the deposit amount should be 50% of the total rental fee and non-refundable.

The Facilities & Fleet Manager wanted to know if the Board wanted to offer reduced rate for veterans.

Commissioner Allen stated we don't offer discounts for the non-profits, so we aren't going to offer discounts for the veterans.

Mr. Harbaugh informed the Board that the Fair Board doesn't have garbage collected during the year, only during the fair and the Big Iron Classic Truck Show. The Facilities & Fleet Manager wanted to know how the Board would like to handle garbage removal at The Midway.

Commissioner Toquam stated if a dumpster is left out there, you might have others who don't have an event out there putting their garbage in our dumpster.

Commissioner Allen suggested that a garbage fee be added to the rental contract for anyone that doesn't want to dispose of their own garbage.

Commissioner Toquam stated that she likes the option of a dumpster being offered and the renter being charged for the garbage removal.

Discussion took place regarding the hours of operation.

Commissioner Toquam suggested that they be open until midnight and music done by 11:00 p.m.

Commissioner Tjosaas reported that the City of Kasson allows music to be played until 11:30 p.m.

It was the consensus of the Board that the hours for the event space will be 8:00 a.m. - midnight with music to be done by 11:30 p.m.

Mr. Harbaugh reported they need to decide what they'd like to do with audio/visual components for the building. They need to decide what the building will be used for. It could be used for meetings, weddings, trainings, graduations or reunions. The Facilities & Fleet Manager wanted to know if we want to provide audio/visual options or projectors.

Commissioner Tjosaas pointed out there is maintenance involved when using projectors.

Commissioner Allen supported putting up one tv eventually.

Ms. Lubahn suggested that the money collected for use of the building be put back into the building to make improvements, such as adding tv's and projectors, adding sound dampening panels, or adding things that would give the building more curb appeal.

The Facilities & Fleet Manager discussed with the Board having an on-call list of people available to contact if someone is renting The Midway and has an issue or question. Key Fair Board members as well as county staff will be on the on-call list for The Midway.

Mr. Harbaugh discussed snow removal at The Midway. Snow removal wouldn't be needed unless the building is being rented.

The Board was informed that the school plows the loop at the fairgrounds and down to the Administration building for the bus drivers.

It was agreed that the Highway Department would likely not want to plow at The Midway.

The Facilities & Fleet Manager felt the best value would be to piggyback snow removal for The Midway onto the snow removal contract the county has with Corey.

Mr. Harbaugh reported that he will work with Tobey Hicks on outfitting the building with WiFi.

The Facilities & Fleet Manager informed the Board that a cleanup clause will be added to the use permit that states any food, drinks or items left in the building will be disposed of and are not the responsibility of the county or the Agricultural & Mechanical Society.

Mr. Harbaugh wanted to know if the Board was interested in installing security cameras at The Midway.

Commissioner Peterson felt security cameras were needed at The Midway.

Commissioner Kenworthy was supportive as well and noted the Fair Board even has them on their building.

Mr. Harbaugh reported that he will move forward with installing security cameras.

The Facilities & Fleet Manager informed the Board that he, Jean Allen and Becky Lubahn met in The Midway last week to discuss ideas for hanging cable in the building which could be used for decorating. Cable will be strung down the middle of the building by the duct work, around the perimeter and in an “x” pattern in the eight sections divided by beams and duct work. Mr. Harbaugh may also reach out to a wedding decorator to get additional input on decorating options and pricing on hanging tulle which would be left up year-round.

Commissioner Toquam suggested including wedding decorator info in a binder at The Midway.

Commissioner Allen thanked Mr. Harbaugh and Ms. Lubahn for their work on this project.

The Facilities & Fleet Manager reported the next step will be to go back to committee with information discussed and to bring a use permit and rental agreement back to the Board to approve in late October.

The County Attorney left the meeting at 10:38 a.m.

Motion No Vote

Administration Committee Report - Commissioner John Allen

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

Commissioners provided their agency reports. Commissioner Allen attended Township Officers meeting and a meeting with Jim Elmquist, Lisa Hager & Duke Harbaugh. Commissioner Kenworthy attended a Restoration Park tour and a Fairview walk-around. Commissioner Peterson attended a MDH Performance Measurement Workshop, a State Advisory Council on Mental Health, a Township Officers meeting, a FPHR Workshop, a DHS/Tribal/AMC Leadership Forum, and a SEMMCHRA meeting. Commissioner Tjosaas attended an Extension Committee meeting, an Insurance meeting, a MNPrairie Finance meeting, a MNPrairie Board meeting and a D&O meeting. Commissioner Toquam attended a SEMMCHRA Board meeting, a SCHA Joint Powers Board meeting and a MNPrairie Policy Committee 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 11:04 a.m.

The next meeting of the Dodge County Board of Commissioners will be held on October 22, 2024 at 5:00 p.m.

City Mantorville
Date 10/1/2024 thru 10/31/2024

<u>Agency</u>	<u>Incident Nr</u>	<u>Location</u>	<u>LocCity</u>	<u>Activity</u>
S	202400007408	1001 Main St N	Mantorville	Mv/hit & Run
S	202400007476	1002 Walnut St	Mantorville	Cell Call Open Line
S	202400007483	1105 7th St W	Mantorville	Lost Animals
S	202400007790	1105 7th St W	Mantorville	Fires
S	202400007899	1111 7th St W	Mantorville	Lost Property
S	202400007994	220 3rd St W	Mantorville	No Contact Order, Domesti
S	202400007387	22 6th St E	Mantorville	Dui
S	202400008123	22 6th St E	Mantorville	Person In Crisis
S	202400007360	22 6th St E	Mantorville	Violate/cond-release
S	202400007383	22 6th St E	Mantorville	Order
S	202400007388	22 6th St E	Mantorville	Violate/cond-release
S	202400007934	22 6th St E	Mantorville	Violate/cond-release
S	202400007967	22 6th St E	Mantorville	Violate/cond-release
S	202400008193	22 6th St E	Mantorville	Welfare Fraud
S	202400007568	22 6th St E	Mantorville	Suspicious Activity
S	202400007826	22 6th St E	Mantorville	Assist Other Agency
S	202400007935	22 6th St E	Mantorville	Lost Property
S	202400008064	226th Ave	Mantorville	Juvenile Complaint
S	202400008111	22 6th St E	Mantorville	Warrants
S	202400008023	22 6th St E	Mantorville	TeST Only-No Resp Needed
S	202400007453	321 Main St N	Mantorville	Suspicious Activity
S	202400008050	321 Main St N	Mantorville	Public Assist
S	202400007753	321 Walnut St	Mantorville	Ambulance Run
S	202400007478	321 Main St N	Mantorville	Welfare Check
K	202400003428	320 Main St N	Mantorville	Assist Other Agency
S	202400007505	320 Main St N	Mantorville	Alarm
S	202400007818	320 Main St N	Mantorville	Alarm
S	202400008060	415 Main St N	Mantorville	Public Assist
S	202400007577	420 Bergmann Dr	Mantorville	Disturbance
S	202400008080	420 Bergmann Dr	Mantorville	Disturbance
S	202400007611	502 Main St N	Mantorville	Suspicious Activity
S	202400007949	605 Clay St	Mantorville	Suspicious Activity
S	202400007719	600 Washington St	Mantorville	Lost Animals
S	202400008158	606 Clay St	Mantorville	Probation Violation
S	202400007716	606 Clay St	Mantorville	Ambulance Run
S	202400007944	605 Clay St	Mantorville	Vandalism/mailbox
S	202400007980	606 Clay St	Mantorville	Appreh/detention Orde
S	202400007993	621 Walnut St	Mantorville	Paper Service
S	202400007907	621 Walnut St	Mantorville	City Ord. Violation
S	202400007787	616 Chestnut St	Mantorville	Paper Service
S	202400007828	719 Walnut St	Mantorville	Public Assist
S	202400007926	820 Hickory Ln	Mantorville	Ambulance Run
S	202400007501	816 Main St N	Mantorville	Assist Other Agency
S	202400007429	812 Hickory Ln	Mantorville	Residence/business Ck
S	202400007741	821 Clay St	Mantorville	Public Assist

Total

45