



Trail to the Past. Road to the Future.

REGULAR CITY COUNCIL
MUNICIPAL COUNCIL CHAMBERS
21 5TH STREET E, MANTORVILLE, MN 55955
Monday, January 27, 2025
6:30 PM

1. Call to Order

2. Pledge of Allegiance

3. Adopt the Agenda

4. Consent Agenda *

- A. Accounts Payable (Warrant List) for 1.27.25
- B. Fire Department Member Meeting Minutes January 2025
- C. 2025 Garbage Hauler Permit Renewals
- D. County Commissioners Meeting Minutes 12.23.24
- E. Resolution 2025-05 Approving 508 Clay Street & 16 5th Street West Lot Line Rearrangement

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. Mantorville Fire Department Updates – Fire Chief Annabelle Hardwick
- B. Approval of Allied Radio Matrix for Emergency Response (ARMER) Equipment Grant *

8. Public Hearing

Notice is hereby given that the Mantorville City Council will hold a public hearing on Monday, January 27, 2025 starting at 6:30 p.m., or as soon as reasonably practical thereafter, in the City Council Chambers at Mantorville City Hall, located at 21 5th Street East, Mantorville, Minnesota. The purpose of the public hearing is to hear from the public, consider and thereafter act on a proposed text amendment to the city's zoning regulations. The proposed amendment would establish certain zoning locations, regulations and limitations for various cannabis and hemp businesses within the city to an extent authorized under state law.

- A. Ordinance 2025-01, and Ordinance Amending Title XI and Title XV of the Code of Ordinances Pertaining to Cannabis and Hemp Businesses *
- B. Resolution 2025-06, A Resolution Authorizing Publication of Ordinance No. 2025-01 by Title and Summary *

9. Old Business/New Business

- A. Changes to Committee Assignments?
- B. Sewer Repairs at 140 State HWY 57 – Owner of property will be present *
- C. Resolution 2025-07 Certification to taxes of unpaid utility bills – Information will be provided to Council at the meeting *

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>January 27, 2025</i>	<i>6:30pm</i>	<i>City Council Regular Meeting</i>
<i>February 10, 2025</i>	<i>6:30pm</i>	<i>City Council Regular Meeting and Pickleball Courts Planned at Slingerland Park Informational Meeting</i>
<i>February 17, 2025</i>	<i>President’s Day</i>	<i>City Offices Closed</i>
<i>February 19, 2025</i>	<i>8:00pm</i>	<i>Fire Department General Meeting</i>
<i>February 24, 2025</i>	<i>6:30pm</i>	<i>City Council Regular Meeting</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: January 2025

Payments Batch 012425PAY		\$19,330.01	
Refer	0 MINNESOTA ENERGY	-	
Cash Payment	E 101-41940-380 Utility Services	4016467-5 STREETS	\$27.98
Invoice			
Cash Payment	E 101-41940-380 Utility Services	4300149-4 STREETS	\$228.17
Invoice			
Cash Payment	E 101-41940-380 Utility Services	4028156-0 STREETS	\$115.32
Invoice			
Cash Payment	E 101-42200-380 Utility Services	4229566-7 FIRE DEPT	\$207.04
Invoice			
Cash Payment	E 602-49450-380 Utility Services	4299022-6 WWTP	\$220.23
Invoice			
Cash Payment	E 101-41940-380 Utility Services	5121503-6 NEW SHOP	\$0.00
Invoice			
Transaction Date	1/24/2025	MBT Bank Checking 10100	Total \$798.74
Refer	0 QUALITY OVERHEAD DOOR	-	
Cash Payment	E 101-41940-220 Bldg.Repair and Mainten	Cables for door	\$240.00
Invoice	104899	1/27/2025	
Transaction Date	1/24/2025	MBT Bank Checking 10100	Total \$240.00
Refer	0 MN DEPT OF LABOR AND INDUST	-	
Cash Payment	E 101-42400-300 Professional Srvs (GEN	Qtr 4 Surcharge report	\$6.50
Invoice	december 2024	1/27/2025	
Transaction Date	1/24/2025	MBT Bank Checking 10100	Total \$6.50
Refer	0 MANTORVILLE TOWNSHIP	-	
Cash Payment	E 101-41550-310 Other Professional Servi	2025 taxes for annexed land	\$326.89
Invoice	for 2025	1/27/2025	
Transaction Date	1/24/2025	MBT Bank Checking 10100	Total \$326.89
Refer	0 EXPRESS SERVICES INC	-	
Cash Payment	E 101-41500-101 Salaries		\$398.04
Invoice	31836575	1/27/2025	
Cash Payment	E 601-49400-101 Salaries		\$331.71
Invoice	31836575	1/27/2025	
Cash Payment	E 602-49450-101 Salaries		\$331.71
Invoice	31836575	1/27/2025	
Cash Payment	E 603-45183-101 Salaries		\$265.36
Invoice	31836575	1/27/2025	
Cash Payment	E 101-41500-101 Salaries		\$405.37
Invoice	31860256	1/27/2025	
Cash Payment	E 601-49400-101 Salaries		\$337.81
Invoice	31860256	1/27/2025	
Cash Payment	E 602-49450-101 Salaries		\$337.81
Invoice	31860256	1/27/2025	
Cash Payment	E 603-45183-101 Salaries		\$270.25
Invoice	31860256	1/27/2025	
Transaction Date	1/24/2025	MBT Bank Checking 10100	Total \$2,678.06
Refer	0 DODGE COUNTY INDEPENDENT	-	

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Payments

Current Period: January 2025

Cash Payment	E 101-41110-352	Publishing	utility rates 2025	\$56.75
Invoice	18785			
Cash Payment	E 101-41110-352	Publishing	public hearing notice cannabis	\$102.15
Invoice	18779			
Cash Payment	E 101-41110-352	Publishing	storm water rates 2025	\$45.40
Invoice	18784			
Cash Payment	E 101-41110-352	Publishing	Summary 2025 budget statement	\$187.28
Invoice	18786			
Transaction Date	1/24/2025	MBT Bank Checking	10100	Total \$391.58
Refer	0 LINCOLN NATIONAL LIFE INSURA	-		
Cash Payment	G 101-21711	Life Insurance Payable	for february 2025	\$154.02
Invoice	2/1/25	1/27/2025		
Transaction Date	1/24/2025	MBT Bank Checking	10100	Total \$154.02
Refer	0 NCPERS GROUP LIFE INS.	-		
Cash Payment	G 101-21711	Life Insurance Payable	for february 2025	\$16.00
Invoice	1/1/25	1/27/2025		
Transaction Date	1/24/2025	MBT Bank Checking	10100	Total \$16.00
Refer	0 BECKLEYS OFFICE PRODUCTS	-		
Cash Payment	E 101-41500-300	Professional Srvs (GEN	shredding	\$46.50
Invoice	110230	1/27/2025		
Transaction Date	1/24/2025	MBT Bank Checking	10100	Total \$46.50
Refer	0 AFLAC	-		
Cash Payment	G 101-21710	AFLAC	1.5.25	\$33.12
Invoice	668823	1/27/2025		
Transaction Date	1/24/2025	MBT Bank Checking	10100	Total \$33.12
Refer	0 CMS - CONSTRUCTION MGMT. SE	-		
Cash Payment	E 101-42400-300	Professional Srvs (GEN	december 2024	\$435.23
Invoice	817-244590-12	1/27/2025		
Transaction Date	1/24/2025	MBT Bank Checking	10100	Total \$435.23
Refer	0 ON-SITE COMPUTERS, INC	-		
Cash Payment	E 101-41500-300	Professional Srvs (GEN	Remote support	\$74.75
Invoice	cw98059	1/27/2025		
Cash Payment	E 601-49400-300	Professional Srvs (GEN	service for december 2024	\$12.00
Invoice	cw97894	1/27/2025		
Cash Payment	E 101-41500-300	Professional Srvs (GEN	service for december 2024	\$402.66
Invoice	cw97894	1/27/2025		
Transaction Date	1/24/2025	MBT Bank Checking	10100	Total \$489.41
Refer	0 BLUE CROSS BLUE SHIELD OF MI	-		
Cash Payment	G 101-21715	Employee Paid Vision Plan	For February	\$20.64
Invoice	250102182107	1/27/2025		
Transaction Date	1/24/2025	MBT Bank Checking	10100	Total \$20.64
Refer	0 DELTA DENTAL	-		
Cash Payment	G 101-21708	Dental Insurance	for February	\$126.66
Invoice	RIS0006202849	1/27/2025		
Transaction Date	1/24/2025	MBT Bank Checking	10100	Total \$126.66
Refer	0 KENNEDY & GRAVEN, CHARTERE	-		

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Payments

Current Period: January 2025

Cash Payment	E 101-41600-304	Legal Fees	service for eceember 2024	\$9,034.64
Invoice	185736	1/27/2025		
Transaction Date	1/24/2025	MBT Bank Checking	10100	Total \$9,034.64
Refer	0	<u>MN FIRE CERTIFICATION BOARD</u>	-	
Cash Payment	E 101-42200-208	Training, Mileage	testing fee	\$25.00
Invoice	13362	1/27/2025		
Transaction Date	1/24/2025	MBT Bank Checking	10100	Total \$25.00
Refer	0	<u>WILLIAMS JJ</u>	-	
Cash Payment	E 101-42200-437	Other Miscellaneous	Retirement Plaques reimbursement	\$832.00
Invoice	1.7.25	1/27/2025		
Transaction Date	1/24/2025	MBT Bank Checking	10100	Total \$832.00
Refer	0	<u>ANCOM</u>	-	
Cash Payment	E 101-42200-228	Equip. Repair and Maint	radio base/antenna installation	\$1,469.45
Invoice	125603	1/27/2025		
Transaction Date	1/24/2025	MBT Bank Checking	10100	Total \$1,469.45
Refer	0	<u>BOUND TREE MEDICAL, LLC</u>	-	
Cash Payment	E 101-42200-311	First Responder Train/E	biohazard bags, oxygen mask torniquet	\$105.96
Invoice	85631992	1/27/2025		
Transaction Date	1/24/2025	MBT Bank Checking	10100	Total \$105.96
Refer	0	<u>FIRE SAFETY USA, INC</u>	-	
Cash Payment	E 101-42200-240	Tools and Minor Equipm	chainwheels	\$505.00
Invoice	194806			
Cash Payment	E 101-42200-240	Tools and Minor Equipm	air compressor service	\$1,063.24
Invoice	194968			
Transaction Date	1/24/2025	MBT Bank Checking	10100	Total \$1,568.24
Refer	0	<u>fleet farm</u>	<u>Ck# 006356 1/27/2025</u>	
Cash Payment	E 101-43100-200	Supplies	solvent	\$150.30
Invoice	1.23.25	1/27/2025		
Transaction Date	1/24/2025	MBT Bank Checking	10100	Total \$150.30
Refer	0	<u>US POSTAL SERVICE</u>	<u>Ck# 006355 1/27/2025</u>	
Cash Payment	E 101-41500-322	Postage	stamps for water bills	\$87.60
Invoice	12.31.24	1/27/2025		
Cash Payment	E 601-49400-430	Miscellaneous	stamps for water bills	\$58.40
Invoice	12.31.24	1/27/2025		
Cash Payment	E 602-49450-437	Other Miscellaneous	stamps for water bills	\$116.80
Invoice	12.31.24	1/27/2025		
Cash Payment	E 604-43150-352	Publishing	stamps for water bills	\$29.20
Invoice	12.31.24	1/27/2025		
Transaction Date	1/24/2025	MBT Bank Checking	10100	Total \$292.00
Refer	0	<u>SAMS CLUB</u>	<u>Ck# 006357 1/27/2025</u>	
Cash Payment	E 101-45200-200	Supplies	fees	\$33.82
Invoice	1.28.25	1/27/2025		
Transaction Date	1/24/2025	MBT Bank Checking	10100	Total \$33.82
Refer	0	<u>MN DEPT OF NATURAL RESOURC</u>	<u>Ck# 006359 1/27/2025</u>	
Cash Payment	E 603-45183-210	Tax and Licensing	Burn Permit	\$5.00
Invoice	1.17.25	1/27/2025		

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Payments

Current Period: January 2025

Transaction Date	1/24/2025	MBT Bank Checking	10100	Total	\$5.00
Refer	0 RESNEXUS	Ck# 006358	1/27/2025		
Cash Payment	E 603-45183-210 Tax and Licensing		For January 2025 fees		\$50.25
Invoice	609368		1/27/2025		
Transaction Date	1/24/2025	MBT Bank Checking	10100	Total	\$50.25

Fund Summary

	10100 MBT Bank Checking	
101 GENERAL FUND		\$16,963.48
601 WATER FUND		\$739.92
602 SEWER FUND		\$1,006.55
603 RV PARK		\$590.86
604 STORM SEWER FUND		\$29.20
		<u>\$19,330.01</u>

Pre-Written Checks	\$531.37
Checks to be Generated by the Computer	\$18,798.64
Total	<u>\$19,330.01</u>

MANTORVILLE FIRE DEPARTMENT

January 2025 General Meeting

Call to Order:

- The meeting was called to order at: 20:23 - delayed due to a fire page

Members in Attendance:

- JJ, Curt, Jeff, Paul, Don, Russ, Scott, Nate, Joey, Troy, Brett, Annabelle, Kyle, Duke, Orion, Ryan, Logan, Annika, Angel,

Chief's Report:

- Received a thank you from KM Care and Share for our donation. Raised over \$49,000.
- Received a thank you from Schmidt family for the flowers and card we sent.
- Lions Club \$500 donation
- MBT Bank \$350
- MRA \$1,000 AED
- Kasson Legion \$1,000 donation for additional AED
- FDIC April 10-12, 2025
- Angel FF1, FF2, HAZMAT Certs
- Frames for pictures - please leave at the hall
- Wearing seatbelts and no helmets in rigs

Assistant Chief:

- Berne Pizza help volunteer - Ryan to chair the events
 - June 25, 2025 received the most availability via the survey - 1 slot open
 - June 28 - 11 shifts open
 - August 27 - 4 shifts open
- Make sure to drain the pumps in the winter for both pumpers

Deputy Chief:

- Moving Maintenance and General meeting to the first Wednesday motion Kyle, 2nd Joey - Passed
 - Officer training to first Wednesday training -18:00
 - SEEMS stays 2nd Wednesday.
- Reached out to Kreveida Fire on the pumper repairs waiting on a response.
- Retirement plaques arrived for Steve and Travis

Fire Marshall:

- 1 Fire calls
- 0 MVA calls

Training Officer:

- Ice rescue in Feb. training
- Ryan attending Riverland State School in March, Troy attending Moorhead end of March
 - Anyone else interested contact Orion

Equipment:

- Turnouts/equipment moved down since Steve left.
- Ryan ordered new bunker pants for one member
- Ice rescue items discussed - sling specifically
 - Motion to purchase sling by Joey, 2nd by Nate - Motion passed

Vehicles:

- Betsy- In our Shed.
- Pumper 1- Setting up date for maintenance
- Pumper 2 - Setting up date for maintenance
- Chevy Pick Up -
- Tanker 1 -
- Tanker 2 -
- Grass Rig - Needs to go in ASAP for clutch and brakes - Will be out of service going forward - siren not working either
- Rescue Truck - Head broke off one of the snow chain heads - both to be replaced
 - Air hose for rescue to be moved as catches on other vehicles

First Responder's:

- Doubling up on SEEMs for February
- Run reports are missing ICRs, GCS, and the number of the members who wrote the report
- Updating of ICR (incident run number) to match sheriff's office
- More biohazard bags ordered and PPE

Treasurer

- \$4000.65
 - Motion by Russ, seconded by Joey
 - Motion passed

New Business:

- Election of Assistant Clerk
 - Motion by Duke to nominate Nate , seconded by Russ
 - Motion passed

Old Business:

- SOG Committee Update - draft to be sent out before the next meeting
 - No points for mandatory meetings
 - New structure of Captains and Lieutenants
 - Retirement recognition protocol

Active Committees

- OSHA/Safety and Accountability: Don, Russ, Nate S, Kitzy
- Radios: Paul, Rog, Ryan
- SOG'S/Personnel: Duke, Dave, Annabelle, Paul, Logan, Troy
- Uniform's: Orion, Annable, Nate S., Ryan, Annika, Troy
- Explorer program: Nate B., Nate S., Duke
- Truck/Equipment- Russ, Curt, Paul, Nate B., Joey, Nate S.

Point Report:

- Motion made by: Kyle to approve the points report
- 2nd by: Joey
- Motion approved.

Clerk/ Calendar

- Feb 4 1900 Officer Meeting
- Feb 5 1830 1st Wed Drill
- Feb 8 1800 Annual meeting at Hidden Pines
- Feb 12 1830 1st Responder Training
- Feb 19 1800 Maintenance
- 1900 Lunch: Jeff, Curt, Orion
- 1930 Members meeting

Meeting Adjourned at 20:59



Trail to the Past. Road to the Future.

Memorandum

To: Mayor and City Council
From: Gretchen Lohrbach
Date: January 27, 2025
Re: Rental License Renewals

The following companies have applied for renewal of their garbage/refuse hauler licensing in the City of Mantorville for 2025:

Aspen Waste Systems, Inc.
LRS of Minnesota, LLC

Per City requirements, all must be licensed by Dodge County and have submitted certificates of insurance. They have met the requirements to operate in the City of Mantorville.

It is recommended that the City Council should approve their Renewal for Refuse Haulers License for 2025.

CITY OF MANTORVILLE

21 5th Street E • P.O. Box 188 | Mantorville, MN 55955 | p: 507.635.5170
email: cityofmant@kmtel.com | www.mantorville.com

On the National Register of Historical Places Est. 1854

**UNAPPROVED MINUTES OF THE
DODGE COUNTY BOARD OF COMMISSIONERS REGULAR MEETING HELD
DECEMBER 23, 2024**

Chair

Convene County Board Meeting

The Dodge County Commissioners met in regular session December 23, 2024, in the County Board Room at the Dodge County Government Services Building, Mantorville, MN, at 5:02 p.m. Chair John Allen called the meeting to order at 5:02 p.m.

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

Pledge of Allegiance

The pledge of allegiance was recited.

Determine Quorum

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

Also present:

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

Establish Agenda

Agenda Approved

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

Motion Adopted [Unanimous]

Consent Agenda

The Board was informed that page 8 of the December 12, 2024 regular meeting minutes is being amended. Under the personnel agenda it indicates that item E.2 is a request to post and fill an Assistant County Engineer position. The request was to fill the opening with an Engineer Technician. The meeting minutes will be amended to make this correction.

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

the proposed amendments to the December 12, 2024 meeting minutes:

Motion Adopted [Unanimous]

- 1.1. Committee of the Whole - Committee Meeting - Dec 12, 2024 4:10 PM
- 1.2. Board of Commissioners - Regular Meeting - Dec 12, 2024 5:00 PM
- 1.3. Final Payment for SP 020-609-032
- 1.4. Final Payment for SP 020-599-123
- 1.5. Purchase of Hydro Seeder
- 1.6. Final Payment for SP 020-615-021

Amy Evans, Public Health Director & Emma Basness, Health Educator

Adoption and Enactment of Dodge County Ordinance #24-01

Ms. Evans presented for the Board consideration a resolution to enact Ordinance #24-01 in accordance to MN Statute 342.

Commissioner Kenworthy offered the following resolution (#2024-54), seconded by Commissioner Tjosaas:

WHEREAS, the Dodge County Board of Commissioners adopted an Interim Ordinance #23-02 in September 2023 to allow the development of an ordinance regulating cannabis businesses; and

WHEREAS, the Interim Ordinance #23-02 will end on December 31, 2024; and

WHEREAS, on November 14, 2025, a Notice of Public Hearing and intent to adopt Dodge County Ordinance #24-02 at the Dodge County Board Meeting was published in the official newspaper of the county; and

WHEREAS, on November 26, 2024, the Dodge County Board of Commissioners held a public hearing; and

WHEREAS, on December 23, 2024, the Dodge County Board of Commissioners adopt the Dodge County Ordinance #24-02 Regulate Cannabis Businesses.

NOW PURSUANT TO THE AUTHORITY VESTED BY MINNESOTA STATUTES SECTION 394.23, THE DODGE COUNTY BOARD OF COMMISSIONERS ORDAINS:

The Dodge County Ordinance #24-02, attached, is hereby adopted. The attached ordinance shall supersede the previously adopted Dodge County Interim Ordinance #23-02.

This ordinance shall be effective upon December 31, 2024.

Approved and adopted by the Dodge County Board of Commissioners this 23rd, day of December in the year of 2024.

Resolution Adopted [Unanimous]

Aimee McCormack, Court Operations Supervisor & Tobey Hicks, IT Director
Request for Audio Visual Funding for Courts

Ms. McCormack informed the Board that the Dodge County Courts are requesting consideration and approval of financial support for a much-needed upgrade to its courtroom and hearing room audio/visual equipment. This is a onetime cost for the county in the amount of \$65,888.61. Any ongoing maintenance costs or fees in the future would be covered by the State.

It was reported that we are living in a very technology driven society so addressing the audio/visual needs of the courtroom and hearing room is important, not just for the judge and court staff, but the prosecuting attorneys, defense counsel and the public in which we all serve.

The Third Judicial District's approach to courtroom equipment upgrades are and have been for many years:

- Conservative in the frequency of upgrades.
- Considerations:
 - . The vendor has indicated they will no longer provide support for the equipment.
 - . There have been ongoing issues with the equipment.
 - . Critical features are not available with the current equipment.
 - . The amount of time the courtroom is used.
 - . The design of the A/V in the courtroom is not sufficient from a technical standpoint.

The primary reasons for this project are:

- Audio/visual equipment typically has a lifespan of 8 - 10 years. Most of the equipment was originally installed when the courtroom remodel took place which was completed in 2015. The 3rd Judicial District has paid for several equipment updates, specifically related to video, since the system was first installed.
- Some of the components that were installed support both the courtroom and the hearing room, so if those pieces of equipment failed, they affect both rooms. They believe this was done as a cost saving measure, but it creates vulnerabilities that they would like to correct.

The courts would like to commence the project as soon as possible. Waiting could result in an increase in costs and/or allowing more time for the current equipment to fail, adding more expense.

Because June 30, 2025, is the end of the State's Biennium, the project would need to be completed by that date.

Court Administration fully understands that this financial request is being presented to the County Board outside of the approved 2025 budget. They asked that the County Board understand that this was not intentional but rather how the flow of all moving parts took some time and presented challenges. Ms. McCormack offered the following to better explain what transpired, and the following timeline was provided for a clearer understanding:

- End of May 2024, Court Administration was informed that Dodge was slated to have its courtroom and hearing room A/V upgraded.
- Early June 2024 Court Administration informed the County at the Department Head Meeting that this was in the works.
- July 2024, budget spreadsheets were due at the end of the month. The Court did not yet have any quote information and did not want to request an amount just to request an amount without any idea how much this upgrade would cost.
- August 2024, no update.
- Early September 2024 Court Administration learned that due to some budgetary constraints their upgrades had to be postponed to July 1, 2025. Court Administration then informed the county they were not getting their upgrades.
- Mid-October 2024, for reasons the Court is not completely aware of, the budgetary constraints that impacted their upgrades were resolved, allowing them to proceed. Court Administration then notified the county of this. At the request of County IT a meeting was set up to review what was getting updated.
- Early November 2024, county attorneys, defense attorney and local staff met with State IT to review upgrades and to give feedback regarding any additional A/V needs that would better support the work they need to do in the courtroom. Three additions to quotes resulted from this meeting. Two of three were attorney related.
- Late November 2024 - final quotes received.
- Early December request made to appear before the County Board.

Angela Hutchins, Deputy District Administrator for the 3rd Judicial District was present and discussed the need for the update.

Commissioner Peterson stated the county has no control over how the State runs this. If the State feels this is something they need, then Mr. Peterson believes the county shouldn't have an expense in this. Commissioner Peterson reported the State has carte blanche on the stuff that they need, therefore the State should be responsible for the cost of the updates. Mr. Peterson informed the Board that he does not support this request.

Ms. McCormack discussed the issues they've experienced with the audio-visual system and noted that the connectivity issues that they've had have also impacted the Attorney's Office when they have tried to use the system. Ms. McCormack reported the system does need to function correctly; that is why they support the update request.

Ms. Hutchins informed the Board that there is a statute which states that the county is responsible for providing the court facilities. The State met with the county when the State took over courts and the statute was reviewed which outlines who is responsible for what and

who pays for what.

Commissioner Peterson clarified that the State didn't ask Dodge County to weigh in on the statute when this was decided.

Mr. Hicks commented the State could have let us know a year ago that this was needed so we could budget for it, however there was a lapse in communication. The IT Director reported that he isn't happy that this update wasn't planned with Dodge County. Mr. Hick expressed concerned with the possibility that the cost for this update will continue to rise in the future and noted if the funds are available, it's better to get the updates done sooner than later.

Commissioner Allen reported that it's nobody in this room's fault that this wasn't communicated.

Motion by Kenworthy, seconded by Peterson to approve an authorize Court Administration to go ahead with the audio-visual updates for the courts as recommended this year at a cost of approximately \$65,888.61.

Commissioner Allen stated it's frustrating that this wasn't communicated prior to setting the 2025 budget.

Commissioner Kenworthy pointed out the equipment is already 10 years old. Mr. Kenworthy wanted to know how problems with the audio-visual system have been addressed in the past.

Ms. McCormack informed the Board that District Technicians have come over in the past to help resolve audio/visual issues.

Motion Adopted [4 to 1]

**Laura Qualey, Community & Business Development Specialist & Melissa DeVetter,
Project Manager**

Child Care Provider Financial Assistance Request

Ms. Qualey reported that over the past two years (2023-2024), she, as a representative of Community & Economic Development Associates (CEDA), and Melissa DeVetter, Environmental Services Project Manager, have coordinated training opportunities for Dodge County's child care providers. These sessions were funded by Dodge County in partnership with the Southern Minnesota Initiative Foundation (SMIF).

In early 2023, Ms. Qualey applied for a child care grant from SMIF to help fund the training sessions. While the grant request was denied, SMIF offered an alternative form of support by directly reimbursing the Dodge County Licensed Child Care Association (DCLCCA) for expenses, including trainer fees, food and beverages, and door prizes. This generous assistance also included gifts for the child care providers. It was noted that if not for this gesture of funding for these events, the child care providers would need to find training sessions on their own time and dime; in most cases the training would be virtual which loses the element of collaboration and support.

Over the two-year period, six training events were held, offering a total of 22 hours per person of mandatory training. On average, 26 child care providers attended each session. For context, Minnesota requires family child care providers to complete 16 hours of training annually to maintain licensure. Three of the events, known as “Super Saturdays,” featured extended training sessions: one lasting 4 hours and two lasting 6 hours each. Five events were hosted at the Dodge Center Community Room, while one took place in the Dodge County Chambers.

Stacy Boysen, a certified trainer and current child care provider, led the training sessions. After a Super Saturday event, Boysen shared, “Out of 34 attendees, if each cares for an average of 6 children (we care for 12 in our child care alone), that’s a minimum of 204 children and their families who benefit.” Boysen expressed deep appreciation for Dodge County and SMIF’s support, noting that the sessions boosted morale and fostered collaboration and mutual support among providers. Attendees especially valued the provided meals and door prizes, with one participant remarking how nice it was to “eat a hot meal while it’s still hot!”

A spreadsheet has been compiled to track attendance, food and beverage costs, and trainer fees. The funding was split nearly equally between SMIF and Dodge County, totaling just over \$5,000.

SMIF has recently confirmed its interest in continuing this partnership with Dodge County and DCLCCA based on the positive impact and strong participation in these training sessions. Although they do not have a dollar amount of their contribution, they foresee a similar level of participation over the next two years.

Although the latest session’s attendance data is not yet available, participation from a 2023 Super Saturday event highlights the regional reach of these trainings. Participants represented:

7 Counties: Blue Earth, Freeborn, Mower, Olmsted, Steele, Goodhue, and Dodge.

15 Cities: Pine Island, Rochester, Austin, Albert Lea, Byron, Owatonna, Pemberton, Blooming Prairie, Chatfield, Dodge Center, Kenyon, Hayfield, Kasson, West Concord, and Mantorville.

In an effort to retain the current family childcare providers and childcare centers in Dodge County, Ms. Qualey and Ms. DeVetter recommended that the Dodge County Commissioners consider aiding in the efforts of required annual training and support services by offering an allocation up to \$5,000 of financial assistance toward the DCLCCA and surrounding area for years 2025-2026. This financial assistance would not only be a contribution for training and support but could be used as a ‘match’ toward any grant opportunities that are available for childcare if such an opportunity arises in the future.

Motion by Peterson seconded by Toquam to allocate up to \$5,000 of financial assistance toward the DCLCCA and surrounding area for years 2025-2026 as recommended.

Motion Adopted [Unanimous]

Jim Elmquist, County Administrator

Personnel Actions Reviewed

The Personnel Agenda was discussed.

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

A. Sheriff's Office

- A.1 Brady Kunkel - 911 Dispatcher
Step increase from B23 step 4 \$27.32 to B23 step 5 \$28.41.
Effective Date: 12/7/24
- A.2 Tyler Breuer - Deputy
Step increase from C41 step 8 \$36.58 to C41 step 9 \$37.49.
Effective Date: 12/22/24
- A.3 Gideon Prudoehl - Deputy
Step increase from C41 step 4 \$33.51 to C41 step 5 \$34.31.
Effective Date: 12/02/24
- A.4 Mariel Faber
Authorization to provide unpaid internship.
Effective Date: January, 2025 - May, 2025 (270 hours)
- A.5 Josiah Rehmann - Sergeant
Authorization to change status from C41 step 5 \$35.86 to C43 step 1 \$39.75 to fill approved vacancy.
Effective Date: 1/1/25
- B. Environmental Services**
- B.1 Jackson Miller - Environmental Program Manager
No longer employed.
Effective Date: 2/14/25
- B.2 Environmental Program Manager
Authorization to post and fill vacancy.
Effective Date: 12/23/24

Motion Adopted [Unanimous]

Kevin Venega, Finance Director

Final Payment of Bills for 2024

Mr. Venega informed the Board that this is the final Board meeting this year. Many departments have received bills this past week that need to be paid by year-end.

The Finance Director would like the Board to authorize the Finance Department to approve and authorize the payment of bills that may occur prior to the end of the 2024 fiscal year with final review by the Finance Director. The final payment of bills will be on December 31, 2024.

Motion by Tjosaas seconded by Peterson to approve and authorize the payment of bills that may occur prior to the end of the 2024 fiscal year with final review by the Finance Director as requested.

Motion Adopted [Unanimous]

Committed Fund Year End Approval

The Finance Director reported that as stated in our GASB 54 Fund Balance Policy, formal action in the form of a resolution must be taken to approve or rescind fund balances by the end of each fiscal year. The presentation and approval of this resolution will provide the authority and documentation needed to correctly report these funds on our financial statements. The listing of the funds affected were listed in the proposed resolution.

Commissioner Toquam offered the following resolution (#2024-55), seconded by Commissioner Kenworthy:

WHEREAS, Dodge County has established committed fund accounts at various times in the past; and

WHEREAS, the current listing of these accounts is as follows and their balances will be updated in January of 2025:

- Building Operations Reserve Fund
- Change Funds
- Chaplain Program Fund
- Comprehensive Land Use Plan Fund
- DO Corrections Fund
- Dodge County Arena Reserve Fund
- Election Equipment Fund
- Environmental Service Capital Equipment Fund
- Fairview Care Center Appropriations Fund
- Impound Fee Fund
- Landfill Post Closure Fund
- LoJack Safety Net Fund
- Park Reserve Fund
- Public Recreation and Open Space Fund
- Riparian Protection Fund
- Sober Fest Revolving Fund
- Veteran Services Van Fund
- Wetland ROW Fund
- Wind Tower Decommissioning Fund

NOW THEREFORE BE IT RESOLVED, that the Dodge County Board of Commissioners hereby reapproves these revolving accounts to be used for future revenues and expenditures, and will allow appropriate staff to administer such funds on a continuous basis, indefinitely.

Resolution Adopted [Unanimous]

Bills Reviewed

Mr. Venenga reviewed the bills with the Board.

Motion by Peterson seconded by Tjosaas to approve the bills as discussed in the following

amounts from the appropriate funds as determined by Finance:

01	General Revenue Fund	\$ 206,862.65
13	Road and Bridge Fund	\$ 89,922.16
16	Environmental Quality	\$ 4,622.05
80	Agency Fund	\$ <u>6,953.50</u>
	Total	\$ 308,360.36

Motion Adopted [Unanimous]

Request for Support of Special Assessment Deferral Requirement for City's within Dodge County

The Finance Director reported that when a special assessment is established by a city, there are instances under Statute whereby an individual can request a deferment of the special assessment from the city.

Recently, Dodge County has seen an increase in requests to set up deferments of special assessments from cities. These requests come with a few concerns. One concern is how the deferments are tracked in our tax system. (Deferment can only be set up for a maximum of 5 years - special assessments can be for up to 15 years.) A second concern is that within our tax system, there are a limited number of users that have the ability to see when a special assessment is set up. (If citizens call in to inquire about a property, the ability to see this deferred special assessment can be missed and inaccurate information is given.)

The request is for the Board to support a requirement that all cities submit paperwork that will fulfill the requirements to be a recordable document. This request will ensure that the necessary paperwork is filed with the land records office and be discoverable when a title search is being done by a potential purchaser or attorney. Although there will be a fee to the city for filing this document, recording these deferments will actually be a benefit to the city, as the deferred special assessment will not be inadvertently overlooked upon the transfer of the property, the city will likely recoup funds quicker.

Taxpayer Services Director Jean Allen was available to comment on the request.

Motion by Peterson seconded by Kenworthy to support a requirement that all cities within Dodge County submit the necessary special assessment deferral paperwork that will fulfill the requirements for the document to be a recordable document within the full length of the term of the special assessment.

Motion Adopted [Unanimous]

Paul Kiltinen, County Attorney

Legal Update

The County Attorney provided the Board with a legal update.

Motion No Vote

Jim Elmquist, County Administrator

2025 Elected Salaries

Mr. Elmquist reported that as determined at a previous meeting, the proposed resolution reflects the Board's wishes pertaining to 2025 elected salaries.

The recommendation is also for the per diem rate to stay the same as 2024.

Commissioner Peterson offered the following resolution (#2024-56), seconded by Commissioner Toquam:

WHEREAS, the Dodge County Board of Commissioners are responsible for setting the salaries of elected officials in the county including the County Board, County Board Chair, County Sheriff, and the County Attorney; and

WHEREAS, the Dodge County Board received requests from their elected officials and reviewed work responsibilities and salary information from other counties; and

WHEREAS, the Dodge County Board of Commissioners appreciates the work performed by its elected department heads in Dodge County; and

WHEREAS, the Dodge County Board also sets a per diem rate annually for all elected officials;

NOW THEREFORE BE IT RESOLVED, that the salaries and per diem rate of elected officials in Dodge County for 2025 are set as follows:

County Board	\$ 27,683
County Board Chair	\$ 28,183
County Attorney	\$ 66,361
County Sheriff	\$135,293
Per Diem:	\$80.00

Resolution Adopted [Unanimous]

County Board Committee Assignments - 2025

The County Administrator noted that the intent is for Board members to review the committee assignment list and confirm what committees they are interested in being assigned and what best fits with their schedules over the next year. Formal appointment to committees will take place at the first statutory meeting for 2025.

The Board reviewed and determined the committee assignments for 2025.

Motion No Vote

Fee Schedule Discussion

Mr. Elmquist reported that the proposed Dodge County Fee Schedule for 2025 was included in the board packet for review. Fees charged are to reflect costs associated with providing a service. Most changes are inflationary in nature and are the primary reason for the increase. The Board will be asked to approve the 2025 Fee Schedule at their statutory meeting in January.

The Board had questions regarding changes and additions in the Environmental Services fees and a new fee in the Sheriff's Office. The department heads for these two offices will be asked to attend the statutory meeting to answer question regarding their proposed fee schedule changes.

Motion No Vote

Public Health Committee Report - Commissioner David Kenworthy

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

Public Health Update

Commissioner Kenworthy briefly discussed the following:

- . Update on where cities within Dodge County are at with Cannabis Ordinances (info is being gathered while this is being written)
- . Notifications have been sent to Dollar General stores regarding the status of their 2025 licenses. Additional information will be provided as it is available.

The County Attorney left the meeting at 6:03 p.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 didn't have any meetings to report. Commissioner Kenworthy attended a SEEMS Executive Committee meeting and a Public Health meeting. Commissioner Peterson attended a SEMMCHRA Board meeting and a FPHR Workgroup meeting. Commissioner Tjosaas attended a MNPrairie Joint Powers Board meeting and a Fairview Care Center meeting. Commissioner Toquam attended a MNPrairie meeting, a SEMMCHRA meeting, a Fairview Care Center meeting and a Board meeting.

Motion No Vote

There were no Other Deferred Business Items to discuss.

Motion No Vote

Jim Elmquist, County Administrator**Board Chair Year End Reflections**

Mr. Elmquist reported this is the opportunity for the Board Chair to make some final words for the year of 2024 and to conclude the Chairmanship for the year.

Commissioner Allen reported that the county received several grants for the county this year including:

- DRN ReLeaf Grant for Fairview Care Center Ash tree removal
- DRN Ash Tree Removal Grant for Courthouse/Annex and Government Services Building in Mantorville

Work was started on the Wasioja Seminary Ruins Stabilization Project.

The Midway was completed at the fairgrounds and is ready for use.

Finance Director Lisa Kramer will be retiring at the end of the year.

We also have Sergeant Mike Karlen retiring from the Sheriff's Office at the end of the year and there may be a couple more retirements from the Sheriff's Office next year.

Other highlights from 2024 included passing a Cannabis Ordinance and the turn back of several county roads to the townships.

Coming down the road is the possibility of a joint regional dispatch center.

The county also purchased a couple parcels of land this year to expand our park system.

Mr. Allen felt the County Board approved a good budget for 2025.

Commissioner Allen reported the Highway Department is working on 5-year capital improvement plan and he feels they have made a lot of headway on county roads.

Mr. Allen commended the rest of the County Board for their work. He feels they all pull their weight and then some, and that they represent Dodge County very well. Commissioner Allen stated he's proud of this Board and how they all work together.

The Chair thanked Becky Lubahn and Jim Elmquist for their work over the last year.

Mr. Allen stated he feels the Commissioners have all done a good job and that Dodge County is better for the work that they have done.

Motion No Vote

Adjourn

The Chair adjourned the meeting at 6:13 p.m.

The next regular meeting of the Dodge County Board of Commissioners will be held on January 14, 2025 at 9:30 a.m.

PUBLIC HEARING NOTICE

Notice is hereby given that the Mantorville City Council will hold a public hearing on Monday, January 27, 2025 starting at 6:30 p.m., or as soon as reasonably practical thereafter, in the City Council Chambers at Mantorville City Hall, located at 21 5th Street East, Mantorville, Minnesota. The purpose of the public hearing is to hear from the public, consider and thereafter act on a proposed text amendment to the city's zoning regulations. The proposed amendment would establish certain zoning locations, regulations and limitations for various cannabis and hemp businesses within the city to an extent authorized under state law. Such persons that desire to be heard regarding this proposed amendment will be heard at the public hearing. A copy of the proposed ordinance amendment will be available for inspection no later than ten days before the public hearing at Mantorville City Hall during regular business hours. If you are unable to attend the public hearing, written comments may also be submitted via email (gretchen@mantorville.com) or dropped off or mailed to City Hall, 21 5th Street East, Mantorville, MN 55955. All comments submitted by 12:00 p.m. on January 27, 2025 will be presented to the City Council. Following the public hearing, the City Council will consider and possibly adopt the proposed ordinance.

Gretchen Lohrbach
City Clerk Treasurer

**CITY OF MANTORVILLE
DODGE COUNTY, MINNESOTA**

ORDINANCE NO. 2025-01

**AN ORDINANCE AMENDING TITLE XI AND TITLE XV
OF THE CODE OF ORDINANCES PERTAINING TO
CANNABIS AND HEMP BUSINESSES**

**THE CITY COUNCIL OF THE CITY OF MANTORVILLE, MINNESOTA, HEREBY
ORDAINS:**

Section 1. Title XI of the Mantorville City Code is amended to add the following new section 113, entitled Cannabis and Hemp Businesses:

“Section 113 CANNABIS AND HEMP BUSINESSES”

Section 113.01 Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

CANNABIS OR HEMP BUSINESS means any business that requires licensure under Minnesota Statutes, Chapter 342.

CANNABIS RETAILER means a business with a cannabis retailer license or cannabis retail endorsement from OCM.

LOWER-POTENCY HEMP EDIBLE RETAILER has the same meaning as found in Minnesota Statutes, section 342.01.

OCM means the Minnesota Office of Cannabis Management.

POTENTIAL LICENSEE means an entity that is seeking a license to operate a cannabis business from the OCM.

Section 113.02 County to Issue Registrations.

Pursuant to Minnesota Statutes, section 342.22, subd. 1, the city of Mantorville consents to Dodge County issuing registrations for cannabis retailers and lower-potency hemp edible retailers.

Section 113.03 Certification of Cannabis Businesses Zoning.

(A) The city clerk-treasurer, or their designee, is authorized to certify whether a proposed cannabis business complies with the city’s zoning ordinances, including the minimum

distance requirements contained in City Code, section 150.92 (E), and if applicable, state fire code and building code pursuant to Minnesota Statutes, section 342.13.

(B) Potential licensees are responsible for obtaining all necessary zoning approvals prior to the city receiving the request for certification from the OCM. If a potential licensee fails to obtain necessary zoning approvals prior to the city receiving a request for certification, the city will inform the OCM that the potential licensee does not meet zoning and land use laws.

(C) If, at the time the city receives a request for zoning certification, there are no further intended alterations to the building where the business is to be conducted, the city will also certify compliance with building and fire code regulations, provided that the potential licensee has obtained inspections prior the city's receipt of a request for certification from the OCM. Building and fire code inspections will be valid for one year from completion.

Section 113.04 Penalties Administration and Enforcement.

Any violation of the provisions of this article or failure to comply with any of its requirements constitutes a misdemeanor and is punishable as defined by law. Each day each violation continues or exists, constitutes a separate offense. Violations of this ordinance can occur regardless of whether a permit is required for a regulated activity listed in this ordinance.

Section 2. Title XV, Section 150.007 of the Mantorville City Code is hereby amended by the addition of the double-underlined language, as follows, and reorganization of Section 150.007 to insert the terms in the appropriate alphabetical order:

Cannabis business has the same meaning as in Minnesota Statutes, section 342.01.

Cannabis cultivation business - A business with a cannabis cultivator license, medical cannabis cultivator license, or cultivation endorsement from the State of Minnesota Office of Cannabis Management.

Cannabis delivery business - A business with a cannabis delivery service license or delivery service endorsement from the State of Minnesota Office of Cannabis Management.

Cannabis manufacturing business - A business with a cannabis manufacturer license, or manufacturing endorsement from the State of Minnesota Office of Cannabis Management.

Cannabis retailer - A business with a cannabis retailer license, medical cannabis retailer license, lower-potency hemp edible retailer license, or retail endorsement from the State of Minnesota Office of Cannabis Management.

Cannabis testing business - A business with a cannabis testing facility license or testing endorsement from the State of Minnesota Office of Cannabis Management.

Cannabis transportation business - A business with a cannabis transporter license or transportation endorsement from the State of Minnesota Office of Cannabis Management.

Cannabis wholesaling business - A business with a cannabis wholesaler license or wholesaling endorsement from the State of Minnesota Office of Cannabis Management.

Day Care - Means a location licensed with the Minnesota Department of Human Services to provide the care of a child in a residence or other facility outside the child's own home for gain or otherwise, on a regular basis, for any part of a 24-hour day

Hemp business - Has the same meaning as in Minnesota Statutes, section 342.01.

Lower-potency hemp edible manufacturer - A business with a lower-potency hemp edible manufacturer license from the Office of Cannabis Management.

Lower-potency hemp edible retailer – A business with a lower-potency hemp edible retailer license from the Office of Cannabis Management.

Park Feature – Means an attraction within a public park that is regularly used by minors, including, without limitation, a playground or athletic field.

Residential Treatment Facility – Means any facility licensed or regulated by the Minnesota Department of Human Services that provides 24-hour-a-day care, lodging, or supervision outside a person’s home and which also provides chemical dependency or mental health services.

School – Means a public school, as defined in section 120A.05, subdivisions 9, 11, 13, and 17, or a nonpublic school, or church or religious organization in which a child is provided instruction in compliance with this section and section 120A.24, but does not include a home school.

Section 3. Title XV, Section 150.072 (B), Commercial District, Permitted Uses, of the Mantorville City Code is hereby amended by the addition of the double-underlined language, as follows:

- (27) Cannabis Cultivation Business.
- (28) Cannabis Manufacturing.
- (29) Cannabis Testing Business
- (30) Cannabis Transportation Business
- (31) Lower-Potency Hemp Edible Manufacturer
- (32) Lower-Potency Hemp Edible Retailer

Section 4. Title XV, Section 150.072 (C), Commercial District, Conditional Uses, of the Mantorville City Code is hereby amended by the addition of the double-underlined language, as follows:

- (18) Cannabis Wholesaling Business
- (19) Cannabis Retailer
- (20) Cannabis Delivery Business

Section 5. Title XV, Chapter 150 of the Mantorville City Code is amended to add a new section 150.092 - Cannabis Business Standards, as follows:

SECTION 150.92 – CANNABIS BUSINESS STANDARDS.

(A) Cannabis Businesses – Generally

(1) Every Cannabis Business must meet the requirements of this code that apply to the applicable business operation, as well as the requirements in this Section and City Code, chapter 113.

(B) Cannabis Cultivation Business

(1) Cultivation operations must be completely contained within a structure.

(2) Cannabis Cultivation businesses must comply with odor management requirements as established in Minnesota Statutes, Minnesota Rules, and City Code.

(C) Cannabis Manufacturing Business

(1) Manufacturing operations must be completely contained within a structure.

(2) Compliance with odor management requirements as established in Minnesota Statutes, Minnesota Rules, and City Code

(D) Cannabis Businesses and Hemp Businesses are not permitted as a Home Occupation or Home Business

(E) Minimum Distance Requirements.

(1) The city prohibits the establishment and operation of a cannabis business within the following buffer zones:

- 1,000 from a school
- 500 feet from a day care
- 500 feet from a residential treatment facility
- 500 feet from a park feature

(2) The buffers in this section will be measured from the potential licensee’s proposed business location based on the location of schools, day cares, residential treatment facilities, and park features on the date the city receives the request from the OCM for certification pursuant to City Code, section 113.03. Buffer distances will be measured from the closest side of the premises of a school, day care, residential treatment

facility, or park feature and the structure on the premises within which the cannabis business operates.

- (3) Nothing in this section shall prohibit a registered cannabis business from continuing to operate at the same location if a school, day care, residential treatment facility, or park feature establishes within the buffer.

Section 4. This ordinance shall be in full force and effect upon its passage and publication.

Passed by the City Council of the City of Mantorville, Minnesota, this 27th day of January, 2025.

Jeffrey Ingalls
Mayor

ATTEST:

Gretchen Lohrbach
City Clerk-Treasurer

**CITY OF MANTORVILLE
DODGE COUNTY, MINNESOTA**

RESOLUTION 2025-06

**RESOLUTION AUTHORIZING PUBLICATION OF
ORDINANCE NO. 2025-01 BY TITLE AND SUMMARY**

WHEREAS, the city council of the City of Mantorville has adopted Ordinance No. 2025-01, An Ordinance Amending Title XI and Title XV of the Code of Ordinances Pertaining to Cannabis and Hemp Businesses; and

WHEREAS, Minnesota Statutes § 412.191, subdivision 4 allows publication by title and summary in the case of lengthy ordinances or those containing charts or maps; and

WHEREAS, the city council believes that the following summary would clearly inform the public of the intent and effect of the ordinance.

NOW, THEREFORE, BE IT RESOLVED by the city council of the City of Mantorville that city staff shall cause the following summary of Ordinance No. 2025-01 to be published in the official newspaper in lieu of the ordinance in its entirety:

Public Notice

The city council of the City of Mantorville has adopted Ordinance No. 2025-01, An Ordinance Amending Title XI and Title XV of the Code of Ordinances Pertaining to Cannabis and Hemp Businesses. The purpose of the ordinance is to (i) create a new section in the city code for cannabis and hemp businesses, including deferral of retail registration to Dodge County and other standards, and (ii) establish zoning regulations for cannabis and hemp businesses. The ordinance includes, without limitation, provisions establishing locations where cannabis and hemp businesses may operate in the city. The full text of the ordinance is available at city hall during regular business hours.

BE IT FURTHER RESOLVED by the city council of the City of Mantorville that city staff keep a copy of the ordinance in their office at city hall for public inspection and that they post a full copy of the ordinance in a public place within the city.

Dated: January 27, 2025.

BY THE CITY COUNCIL

Jeffrey Ingalls, Mayor

ATTEST:

Gretchen Lohrbach, City Clerk-Treasurer

City of Mantorville - 2025 Meeting Calendar

Meeting	Schedule	Meeting	Schedule
City Council	2nd & 4th Monday @ 6:30 PM	Mantorville Fire Dept - Officers Meeting	Tuesday Prior to 1st Wed @ 7:00 PM
City Council Work Session	Held as Needed	Mantorville Fire Dept - Training	1st Wed @ 6:30 PM
Economic Development Authority	1st Tuesday @ 6:15 PM	Mantorville Fire Dept - EMR Training	2nd Wed @ 6:30 PM
Parks & Recreations Board	Last Tuesday @ 6:30	Mantorville Fire Dept - Equipment and Truck Maintenance & General Members Meeting	3rd Wed - 6:00 PM Maintenance ; 8:00 PM Members Meeting

This Color Represents more than one meeting schedule on the same date - See Schedules listed above

Other Meetings:		Activities:	
Chamber of Commerce	1st Wednesday, Greek Revival House 8:00 AM	Election Day	No Government Meetings May be Held Between 6:00 PM and 8:00 PM
Dodge County Board of Commissioners	2nd Tues @ 8:00 AM and 9:30 AM 4th Tues @ 3:30 PM and 5:00 PM	Holidays	City Offices Closed

2025 Holidays Observed:

Date	Day of Week	Holiday Name
January 1, 2025	Wednesday	New Years Day
January 20, 2025	Monday	Martin Luther King Jr. Day
February 17, 2025	Monday	Washington's Birthday (Presidents Day)
May 26, 2025	Monday	Memorial Day
June 19, 2025	Thursday	Juneteenth
July 4, 2025	Friday	Independence Day
September 1, 2025	Monday	Labor Day
November 11, 2025	Tuesday	Veterans Day
November 27, 2025	Thursday	Thanksgiving
November 28, 2025	Friday	Thanksgiving
December 25, 2025	Thursday	Christmas Day

JANUARY							FEBRUARY							MARCH						
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1 Holiday	2	3	4							1							1
5	6	7 EDA	8 MFD Training	9	10	11	2	3	4 EDA & MFD Officer	5 MFD Training	6	7	8	2	3	4 EDA & MFD Officer	5 MFD Training	6	7	8
12	13 City Council	14	15 MFD EMR Training	16	17	18	9	10 City Council	11	12 MFD EMR Training	13	14	15	9	10 City Council	11	12 MFD EMR Training	13	14	15
19	20 Holiday	21	22 MFD Eqpmt Mtn & Gen	23	24	25	16	17 Holiday	18	19 MFD Eqpmt Mtn & Gen	20	21	22	16	17	18	19 MFD Eqpmt Mtn & Gen	20	21	22
26	27 City Council	28	29	30	31		23	24 City Council	25	26	27	28		23	24 City Council	25 Parks & Rec	26	27	28	29
														30	31					
APRIL							MAY							JUNE						
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1 EDA & MFD Officer	2 MFD Training	3	4	5					1	2	3	1	2	3 EDA & MFD Officer	4 MFD Training	5	6	7
6	7	8	9 MFD EMR Training	10	11	12	4	5	6 EDA & MFD Officer	7 MFD Training	8	9	10	8	9 City Council	10	11 MFD EMR Training	12	13	14
13	14 City Council	15	16 MFD Equip Mtn & Gen	17	18	19	11	12 City Council	13	14 MFD EMR Training	15	16	17	15	16	17	18 MFD Equip Mtn & Gen	19 Holiday	20	21
20	21	22	23	24	25	26	18	19 City Council	20	21 MFD Equip Mtn & Gen	22	23	24	22	23 City Council	24 Parks & Rec	25	26	27	28
27	28 City Council	29 Parks & Rec	30				25	26 Holiday	27 Parks & Rec	28	20	31	31	29	30					

JULY						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1 EDA & MFD Officer	2 MFD Training	3	4 Holiday	5
6	7	8	9 MFD EMR Training	10	11	12
13	14 City Council	15	16 Eqpmt Mtnc & Gen	17	18	19
20	21	22	23	24	25	26
27	28 City Council	29 Parks & Rec	30	31		

AUGUST						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1	2
3	4	5 EDA & MFD Officer	6 MFD Training	7	8	9
10	11 City Council	12	13 MFD EMR Training	14	15	16
17	18	19	20 Eqpmt Mtnc & Gen	21	22	23
24	25 City Council	26 Parks & Rec	27	28	29	30
31						

SEPTEMBER						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1 Holiday	2 EDA & MFD Officer	3 MFD Training	4	5	6
7	8 City Council	9	10 MFD EMR Training	11	12	13
14	15	16	17 Eqpmt Mtnc & Gen	18	19	20
21	22 City Council	23	24	25	26	27
28	29	30 Parks & Rec & MFD Officer				

OCTOBER						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1 MFD Training	2	3	4
5	6	7 EDA	8 MFD EMR Training	9	10	11
12	13 City Council	14	15 Eqpmt Mtnc & Gen	16	17	18
19	20	21	22	23	24	25
26	27 City Council	28 Parks & Rec	29	30	31	

NOVEMBER						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
2	3	4 EDA & MFD Officer	5 MFD Training	6	7	8
9	10 City Council	11 Holiday	12 MFD EMR Training	13	14	15
16	17	18	19 Eqpmt Mtnc & Gen	20	21	22
23	24 City Council	25 Parks & Rec	26	27 Holiday	28 Holiday	29
30						

DECEMBER						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1	2 EDA & MFD Officer	3 MFD Training	4	5	6
7	8 City Council	9	10 MFD EMR Training	11	12	13
14	15	16	17 Eqpmt Mtnc & Gen	18	19	20
21	22 City Council	23	24	25 Holiday	26	27
28	29	30	31			