



Trail to the Past. Road to the Future.

PARK AND RECREATION BOARD MEETING

**MUNICIPAL COUNCIL CHAMBERS
21 5TH STREET E, MANTORVILLE, MN 55955
Tuesday, April 29, 2025
6:00 PM**

Park Walk-Around: Meet at 6:00 PM at Council Chambers.

- 1. Call to Order**
- 2. Adopt the Agenda**
- 3. Approval of Minutes**
3.25.2025 Park Minutes
- 4. New Business**
 - a. Park Shelter Fundraiser
 - b. Tree City USA
- 5. Tabled / Revisit Items**
 - a. Basketball Court – updated price and timeline.
 - b. Bandshell – Rules and Reservations, Fees and Deposit, Tom Monson from Music in Mantorville.
 - c. Brian Hindahl from Larger Than Life, location for the sculpture *Star of Life*.
 - d. Answers from League of MN Cities.
 - e. Answers from City of Eyota.
- 6. Old Business**
 - a. Hockey Rink/Basketball Court
 - b. Band Shell
 - c. Grants
 - d. Riverside Park
 - e. Campground
 - f. Bergmann Park
 - g. Slingerland Park
 - h. Mantor Field
 - i. K-M Dog Park
 - j. Denneson Field
 - k. Community Gardens
 - l. Community / Park Tree Management
- 7. City Staff Updates / Reports**
- 8. Joint Ventures Updates**
- 9. Next board meeting is Tuesday, May 27, 2025 at 6:30 PM**
- 10. Adjourn**



Trail to the Past. Road to the Future.

PARK AND RECREATION BOARD MEETING

MUNICIPAL COUNCIL CHAMBERS

21 5TH STREET E, MANTORVILLE, MN 55955

Tuesday, March 25, 2025 @ 6:30 PM

1. **Call to Order:** Chairman Brad Germundson called meeting to order at 6:30 pm.
 - a. **Members Present for Quorum:** Brad Germundson, Lyle Hoaglund, Matt Wohlenhaus, Brandy Ramer, Martha Vrieze, Kim Boyum
 - b. **Members Absent:** Don Hofsted
 - c. **Special Guests:** Joe Adams, Public Works; Gretchen Lohrbach, City Clerk; Wendy Siewert, Deputy City Clerk; Dillon Weis, Eagle Scout, Brian Hindahl, Larger Than Life
2. **Motion for Chairman:** The Board voted to approve Brad Germundson Chairman of the Park and Recreation Board. Passed unanimously.
3. **Adopt the Agenda:**
 - a. Correct amount on the budget for what we spent last year was the gator at \$764.23 and the mower was a 5-year lease for \$5,077.58.
 - b. Change Item No. 8 to read: Next board meeting is Tuesday, April 29, 2025 at 6:00 PM.
Passed. 5 yay / 0 nay
4. **Approval of 11.26.2024 Park Minutes:**
 - a. All members unanimously approved the minutes from 11.26.2024.
Passed. 5 yay / 0 nay
5. **New Business**
 - a. 2025 Park Board Budget
 - 1) Tires for JD Gator were budgeted for \$800, spent \$764.23. There was \$25,000 budgeted for new mower, instead we did a 5-year lease on the John Deere Zero-Turn Mower for \$5,077.58. MRA donated water fountain, so it was removed from budget.

Member Brandy Ramer moved to approve 2025 Park Board Budget: Member Matt Wohlenhaus seconded.

Passed. 5 yay / 0 nay
 - b. Eagle Scout Project, Mantor Field, presented by Dillon Weis: Dillon presented the board with his Eagle Scout Project, so that he may obtain his Eagle Scout badge.

Helmet Racks for Mantor Field
 - Overall size: 64" x 34" (5 across and 3 high = 15 total cubby's).
 - Each cubby: 12" x 12", made of green treated wood, sanded and weather sealed.
 - Racks: anchored in, off the ground, in dugout, partial protection from overhang, may get some weathering on the back.
Member Matt Wohlenhaus motioned to accept the Helmet Racks for Mantor Field and attend city council for their approval, Brandy Ramer seconded.

Passed. 5 yay / 0 nay

- c. Memorial Park Bench, presented by Mati Ruehmann: Mati missed the meeting but called on March 27 to apologize and asked to be put on the next agenda.
- d. Model T Ford Club of America, July 25 (reserving bandshell and both pavilions): No one from Model T Ford Club showed up for the meeting and did not contact the Park Department to reschedule. There will be around 200 cars, the Hubbell House will be providing lunch at the park for the group. They would like an area to park, maybe blocking a street.
- e. Arbor Day, Friday, April 25 – Purchase a Burgundy Belle Maple Red Map Tree for \$290, plant it on the NW side of the bridge at 1 pm on April 26. Cost will come out of the Park Tree Management budget.
Martha motioned to move forward on the tree, Brandy Ramer seconded. Joe will ask city council to approve it as part of Tree City.
Passed. 5 yay / 0 nay
- f. Haley Mann, Instructor from ZED, contacted Matt Wohlenhaus, they have a few students looking to do some Community Service during the school day for a few hours only a few days a week. Matt Wohlenhaus will have Haley reach out to Joe. He will be the contact person, he can find stuff for them to do.
- g. Martha presented the group with signs on the ball fields. Area businesses can purchase a 2 color or multi color 4 x 4 signs. The cost would be \$350 for 2 color and \$400 for multi color. \$150 to renew the next year. \$50 each will go toward the park budget. Brandy Ramer will check with the City of Eyota to see what they do.
Brandy Ramer motioned for Martha to pursue with the signs, Matt Wohlenhaus seconded. Passed.
5 yay / 0 nay
Note: Gretchen to check with lawyer to see if we need anything, Subpart A. Gretchen to also check to see about doing
- h. Martha shared what the benches and planters would look like for beautifying Mantorville. There are 12 benches, so far 8 are sold. They would be purchased from Uline. They are a powder coat black steel. Benches are \$1,200 each and planters are \$1,000. The City of Mantorville will own them. Will need to go to the Decoration Committee.
- i. Brian Hindahl, Larger Than Life – The sculpture *Star of Life* was donated and accepted by the city. Would like it installed by June 29/July 1 for this year’s art show. He has received donations for the supplies and volunteers to help. Brian will join the park board at the next meeting on April 29 for the walk-around Riverside to find a good position for the sculpture. Lighting - Brian Hindahl will get quotes to put a light inside the sculpture. The Park Board will approve it at the next meeting.

6. Old Business

- a. Hockey Rink/Basketball Court: Joe is working with Scott from WHKS. It’s going to cost around \$90,000. Joe will provide price and timeline by the next meeting.
- b. Band Shell - Rules and Regs / Fees
 - 1) Several ideas were talked about for different costs.
 - 2) Jazz band coming to do a dry run to make sure everything is working well.
 - 3) Food vendor trucks – should we be charging them \$75 (subject to change).
 - 4) Tom Monson to come to the next meeting on April 29 to clear up who is in charge of what.Matt Wohlenhaus motioned for a fee of \$50 and a refundable deposit of \$100 after inspected for cleanliness and damages. Brandy Ramer seconded.

Passed. 5 yay / 0 nay

Lyle Hoaglund motioned to table establishing the criteria for the use of the bandshell and do not determine the cost and deposit until we talk to this ad hoc committee that we are just learning about. Brandy Ramer seconded.

Passed. 5 yay / 0 nay

- c. Grants: Todd Kiefer is our new grant writer. Nothing new besides that.
- d. Riverside Park: Will open, weather pending. There are 2 big Willows, east side of main pavilion, need to take both out. One is a safety hazard and the other that is not looking too good is in the way of the basketball court.

Purchased a swing arm grinder, budgeted \$10,000. The cost was \$5,495. Also bought a stump grinder, total cost for both was \$11,385.

- e. Campground – Opening May 1, weather pending. There are about 21 different reservations. Will look at new rates at the end of the season.
- f. Bergmann Park: No updates.
- g. Slingerland Park
 - 1) Pickleball: Council is wondering if the park board would take it down from 3 courts to 2 courts. It will be left at 3 courts. Another thought, having the excavator dig it down more to lower the noise and you can have nice seating on the slope. Jeremy Shubert would like some kind of border so he is offering to buy trees and donate to the city.
- h. Mantor Field
 - 1) Council accepted the gift of a \$6,000 water fountain. Card will be sent to MRA for the fountain
 - 2) Need to wait for the grass to take off. Up to Jason. The 7th and 8th grades may have to wait to play on the field.
- i. K-M Dog Park: Looks good.
- j. Denneson Field: Still wet, don't have a timeline, nothing new.
- k. Community Gardens: all booked up. Same person booked as previous years. He donates to areas that are in need.
- l. Community / Park Tree Management
 - 1) 2025 Tree Removal Bids
 - Location:* 111 7th Street West – 2 large maples, \$2,700
 - 401 Clay Street – remove dead branches off maple, \$500

Lyle Hoaglund motioned to approve Boyum for both bids and to take to council to approve, also for another \$500 for branch removal. Brandy Ramer seconded.

Passed. 5 yay / 0 nay

7. City Staff Updates / Reports

- a. Joe Adams will have Brad for one more year. Brian will fill in when Brad can't.
- b. Wendy Siewert is the new secretary for the Park Board.

8. Joint Ventures Updates

- a. Nothing new, no new projects.

9. Next board meeting is Tuesday, April 29, 2025 at 6:00 PM

a. Spring Park walk-around. Meet at council chambers at 6:00 PM.

10. Adjourn: Member Brandy Ramer motioned to adjourn. Member Matt Wohlenhaus seconded.

Passed. 5 yay / 0 nay

Adjourn at 8:30 pm.



Trail to the Past. Road to the Future.

CITY OF MANTORVILLE PARK SHELTER RENTAL REQUEST

Reservation Fee \$30.00

Applicant: Rosa

Name of Organization (if applicable): NA

Street Address: 25017 South 565th Street

City: Mantorville State: MN Zip: 55955

Contact Number(s): (H) _____ (W) _____ (C) 507-475-3308

Email: revelia1988@gmail.com

Date of Reservation: May 17, 2025

Type of Event: Fundraiser for community member with cancer diagnosis.

Reservation Start time: 1:00 pm Reservation Stop Time: 10:00 pm

The above named applicant agrees to abide by all park rules and city ordinances. Reservations are for the north park shelter only. Reservations do not include the exclusive use of the park. Cancellations due to inclement weather will not be refunded. Cancellations not made at least 7 working days in advance will not be refunded.

By signing this, I (we) agree to reserve the facility at my (our) own risk and release the City of Mantorville and its employees from any claims, injuries, or damages, including all claims from third parties.

Rosa H 4/14/2025
Signature of applicant(s)

Office Use Only

Rental Fee \$ _____ Cash _____ or Check # _____ Date Paid _____

City Staff Approval Signature Date

NOTE: Need Park Board approval to cover the cost of shelter \$30, since this is a benefit for community member with lymphoma.

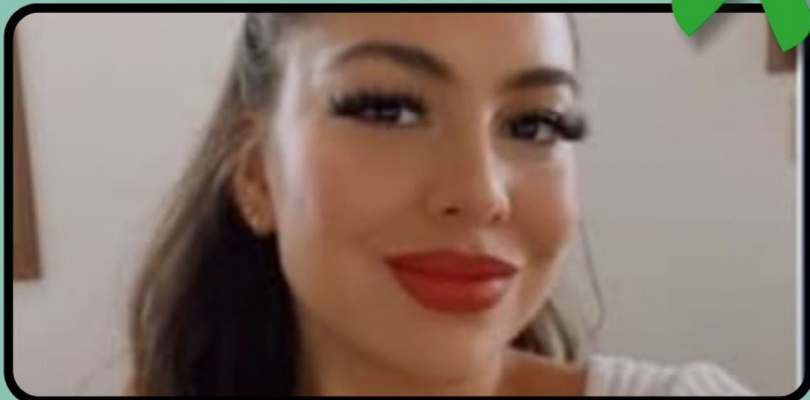
BENEFIT LOTTERY AND RAFFLE IN HONOR OF ILSA



LOCATION

Saturday, May 17
3 PM - 8 PM

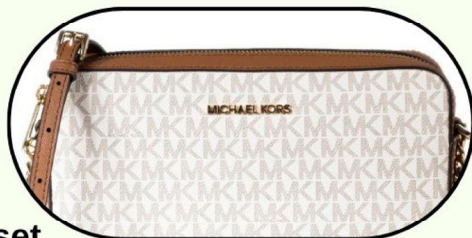
Riverside Park
320 N Main St, Mantorville, MN
55955



PRIZES

Lottery:

- Candles
- Thermos
- Glasses
- Cups
- Shower curtain set
- Shampoo
- Many more



Raffle:

- Michael Kors Bag
- "Sexy" Michael Kors Perfume & Olaplex Set
- Backdrop decoration for any theme

- 2 Lottery Cards - \$25
- Raffle Ticket for Bag - \$10
- Raffle Ticket for Perfume & Olaplex Set - \$25

FOOD SALE



Cooked Shrimp Ceviche Cup
Mexican/Chimichangas
Chicken Tostadas
Nachos
Flan



TREE CITY USA - 7 Years



Pictured Left to Right: Lynette Nash, Matt Wohlenhaus, Wendy Siewert, Gretchen Lohrbach, Joe Adams

On April 25th, members from the City of Mantorville, City Council, and the Park & Rec Board participated at Riverside Park for the annual Arbor Day tree planting. A Burgundy Belle Red Maple was planted on the northwest side of Riverside Park. This is the City of Mantorville's 7th year being part of Tree City USA.



Trail to the Past. Road to the Future.

CITY OF MANTORVILLE
BANDSHELL RESERVATION POLICY - DRAFT

Reservation Fee: \$50.00 Deposit: \$100.00

I. Purpose

The purpose of this policy is to ensure the availability of the bandshell facility in Riverside Park upon reservation.

II. Fees

Use of the bandshell is on a first come first serve basis. To ensure the use of the bandshell for a specific date, reservations must be taken. To reserve the bandshell, a completed application for staff approval must be turned in to the City Clerk's office along with the fee and damage deposit as established yearly by the City Council on the Master Fee Schedule. The damage deposit will be returned after it is inspected for cleanliness and damages.

III. General Guidelines and Conditions

The bandshell is available for reservations from May 1 – October 1 between the hours of 7am – 10pm. Reservations can be made as of January 1 of the year in which the reservation is requested.

Do not hang items on the bandshell.

All garbage in and around the bandshell is to be placed in the containers provided by the City of Mantorville. If additional containers are needed, all arrangements including cost will be made by the applicant prior to the event. Park facilities must be left in pre-event condition and individuals or organizations are responsible for any damages to facilities or vegetation.

In the event that the bandshell is being occupied by parties who have not reserved it when you arrive, please call the Dodge County Sheriff's Dispatch Center at (507) 635-6200.

A reservation list will be posted in the North Shelter at Riverside Park.

All content must be family friendly. The city reserves the right to refuse or stop any function that violates any of the said regulations of the policy, federal, state and local laws. All activities must conform to the city code.

<https://www.mantorville.com/City/ordinances/>

Reservation of the bandshell does not include exclusive use of park facilities. Parking is allowed in designated areas only. Vehicles are not allowed on the grass, sidewalk, etc. Dogs are allowed but must be on a leash and cleaned up after. Please no glass bottles or containers. All park rules apply.

There are no refunds due to inclement weather. Refunds will only be given if reservations are cancelled 24 hours or more in advance.

Garbage is emptied once a day and the bandshell is briefly inspected. We cannot guarantee the condition of the bandshell between reservations. The city recommends that you arrive early prior to your reservation.

If you have any questions, please contact City Hall at (507) 635-5170 or email us at info@mantorville.com.

CITY OF MANTORVILLE
BANDSHELL RESERVATION REQUEST FORM
Reservation Fee \$50.00 Deposit \$100.00

Applicant: _____

Name of Organization (if applicable): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact Number(s): (H) _____ (W) _____ (C) _____

Email: _____

Date of Reservation: _____

Please describe your event: _____

Reservation Start time: _____ Reservation Stop Time: _____

The above-named applicant agrees to abide by all park rules and city ordinances. Reservations are for the bandshell only. Reservations do not include the exclusive use of the park. Cancellations due to inclement weather will not be refunded. Cancellations not made at least 7 working days in advance will not be refunded.

By signing this, I (we) agree to reserve the facility at my (our) own risk and release the City of Mantorville and its employees from any claims, injuries, or damages, including all claims from third parties.

Signature of applicant(s)

Office Use Only

Rental Fee \$ _____ Cash or Check # _____ Date Paid _____

Deposit Fee \$ _____ Cash or Check # _____ Date Paid _____

Bandshell Inspection Date: _____ Time: _____ Inspection: Pass or Fail

Deposit Returned or Used for Cleaning/Damages: _____

City Staff Approval Signature

Park Board Items – Bandshell

1. **Scheduling** – use SignUp Genius as link on website
 - a. Free version:
 - i. Unlimited sign up pages
 - ii. Email invites & reminders
 - iii. Duplicate and transfer sign ups
 - iv. Google map integration
 - v. URL link for each published sign up
 - vi. Admin management tools
 - vii. Customer support via email
 - viii. Collect payments on sign ups (charges 5% of amount plus \$0.50 per transaction)
 - ix. Enhanced security options!
 - x. Hide names on sign ups
 - b. Silver: \$108 if paid annually upfront
 - i. More design options
 - ii. 2,500 emails and 150 texts per months
 - iii. 2 custom questions for participants
 - iv. 1 advertising-free sign up
 - v. Support by email
 - vi. Collect money on sign ups
 - c. I've talked with Mantorville chamber about hosting. They might consider, but don't have a website.
2. **Clean up**
 - a. I think it needs to be the responsibility of the person or group booking the bandshell. I would recommend a deposit of about \$250 be required by the city. If they sufficiently clean up, it's returned. If it's not, then that helps fund the cost of getting it cleaned.
 - b. If an event expects over 500 people and needs to bring in a dumpster, then the deposit should be increased to \$500.
3. **Bathrooms and dumpsters**
 - a. For bathrooms or additional dumpsters, I think it depends on the size of event. I would say if they expect more than 250 people for more than 3 hours, then they need to bring in 1 port a potty per additional 100 people expected above that.
 - b. I would also say a dumpster is required for events expecting more than 500 people. They can just plan to bring garbage bags or trash cans if it's less than that. For a dumpster I would suggest they are required to pay the city \$500 and the city actually schedules the dumpster.
4. **Enforcement**
 - a. Have fuse box for the bandshell locked and the city turns on power only if someone has booked the bandshell and made required deposits.
 - b. Approval of requested event must be received at least 2 weeks prior to date of scheduled event. An approval decision will only be made by Park Board or City Council once all required forms, deposits, and scheduling are completed.
5. **City Retains Rights**
 - a. City retains the right to change terms at any time, refuse booking, and/or waive deposits or other requirements as the city council sees fit and votes to approve.
6. **Indemnification**
 - a. Have language that by agreeing to use the bandshell, users agree to accept all liability for their event, and to indemnify and hold harmless the City of Mantorville, its officials, staff, and agents.

Music in Mantorville

2025 Music Performance Schedule

Presented by: Mantorville Chamber of Commerce

2025 Season is underwritten by the Mantorville Economic Development Authority

Date	Performance	Sponsor
June 3	Brandon & John from Six Mile Grove	 Where technology comes with a human touch
June 10	Lost Faculties	 Homes Inspected Professionally
June 17	Becky Schlegel	 Dynamic Masonry Products LLC Stamps, Bricks, Blocks & Landscaping Supplies
June 24	Bryan Akervik	 MBT Bank
July 1	Rockin' Hep Cats	 BIGELOW HOMES Tradition. Excellence.
July 8	Clay Fulton	 NEXTera [®] ENERGY RESOURCES
July 15	Uptown Jazz	 HAWKINS ASH CPAs
July 22	The Vintage Tones of Spielzeiten Und Pausen	 PREFERRED HEATING • COOLING • PLUMBING
July 29	Rosie Daze Band	 MANTORVILLE RESTORATION ASSOCIATION BOX 311 MANTORVILLE, MN 55955
August 5	Coulee Region Steel Band	 PURE ROCK STUDIOS A NEW LEVEL OF MUSIC
August 12	Nancy Tobiason	 MIDWEST floor solutions & THE STUDIO events
August 19	Nathan's Jazzers ft. Mariah	KLG & Mrs Patty's
August 26	Clay Fulton	 THE HUDDLELL HOUSE

Music in Mantorville

2025 Sponsorship Application

Thank you for your interest in supporting the 2025 Music in Mantorville series! Your sponsorship helps bring live music and community spirit to our town. Please review the details below and provide the necessary information to confirm your sponsorship.

Sponsor Benefits:

- Your business will have exclusive sponsorship rights for your selected date (subject to availability).
- Your business logo will be featured on:
 - The official 2025 Music Performance Schedule, next to your sponsored date.
 - Digital and print marketing materials leading up to the season and your specific event night.
 - The event night's promotional materials and acknowledgments.
- At the event, sponsors may:
 - Set up a booth at the event to showcase their products/services.
 - Display physical signage provided by the sponsor at the park during their event date.
- Sponsors will be recognized and thanked throughout the event by the emcee.
- Sponsors are encouraged to bring employees, customers, family, and friends to enjoy the event and share in the community experience.

Sponsor Responsibilities:

- Payment of \$750.00 to the Mantorville Chamber of Commerce must be made on or before April 1, 2025. Sponsorships are only considered final once payment is received. Payments should be delivered to Lynnette Nash at The Chocolate Shoppe 420 N Main St. Mantorville, MN 55955 or mailed to Mantorville Chamber of Commerce PO Box 341, Mantorville, MN 55955, Attn: Lynnette Nash. Please include "Music in Mantorville Sponsor" in the memo line.
- Sponsors must email an jpeg or png file of their logo to Amanda Freund at amandal Laurenfreund@gmail.com on or before April 1, 2025.
- Sponsors must bring and display their own physical signage the date of the event.
- Return a complete and signed copy of this Sponsorship Application form to Tom Monson. This may be emailed to tmonson@mbtbank.bank or dropped off at MBT Bank 402 N Main St. Mantorville, MN 55955.
- The Mantorville Chamber asks that sponsors attending in person help make sure the park is cleaned up after the event ends.
- Enjoy the night! You helped make this possible, so take time to enjoy yourself!

Sponsor Name: _____ Primary Contact: _____

Contact Phone: _____ Contact Email: _____

Sponsor Address: _____ Sponsor Website: _____

Preferred Sponsorship Date: _____

By signing, I acknowledge I am authorized to sign on behalf of the applicant, recognize this sponsorship and any associated benefits will only be rendered upon receipt of acceptable payment, have certain responsibilities as listed above, and agree to indemnify and hold harmless the Mantorville Chamber of Commerce and its officers, agents, and volunteers as well as the City of Mantorville and its employees, agents, and officials. I also recognize any statements and lyrics made by performers are solely their own and do not express or imply any opinions, agreements, or offers by Mantorville Chamber of Commerce, City of Mantorville, or any of their respective representatives.

Signature: _____ Date: _____

Print Name: _____ Title (if applicable): _____

From: Research@lmc.org
Sent: Wednesday, March 26, 2025 9:06 AM
To: Research@lmc.org; gretchen@mantorville.com
Subject: Research Question Submission

Research Question Submission

Thank you for submitting a research question to the League of Minnesota Cities. The League's Research Staff will begin working on it as soon as possible.

You submitted the following information:

First Name: Gretchen
Last Name: Lohrbach
Position: City Clerk-Treasurer
City: Mantorville
Phone: 507-635-5170
Email: gretchen@mantorville.com
Date Submitted: Wednesday, March 26, 2025

Question submitted:

We had a park board meeting last night and they have a few questions about city donations and revenue. I have looked into some things, but am still unsure. Can a city sell advertising space on a fence at a baseball field? I know we are not supposed to solicit donations, but can it be part of a fee schedule? Can a city charge food vendors to use park green space at events? I know we can charge for food vendor licenses. Can the City charge people to use a pickleball court? We charge for rental of pavillions and the bandshell, but they were wondering about other things. Also, it was mentioned that we could make a park a special revenue fund like our campground? Would this relax some rules as far as food vendors and renting out space? But I know then that it would have to be self supporting and we could not levy taxes to support it in the future. I would appreciate any help you can give me! Thank you!

From: Sova, Lisa <LSova@lmc.org>
Sent: Thursday, March 27, 2025 4:28 PM
To: gretchen@mantorville.com
Subject: Fees

Hi Gretchen,

Thank you for contacting the League of Minnesota Cities with our questions. You asked if the city could collect fees for advertising space on a fence at the baseball field, food vendor use of green space at events, and for the use of a pickleball court. Further, you asked if the city created a special revenue fund if this would relax some rules for food vendors and renting space.

I'll answer the second part of the question first – the rules would not change based on the tracking of funds through a special revenue fund.

Cities are allowed to set fees and generate revenue. It is recommended that you work with your city attorney to set up a program to allow for advertising on city property (the fence), paying particular attention to freedom of speech issues that may come into play when determining what can and can not be included in advertising. This can get complicated and is best handled by the city attorney.

The city is allowed to charge a fee for the use of space in the parks for events. This should be set by council and incorporated into a fee schedule. You will want to design your rental program to ensure that the appropriate licenses and insurance are provided by the renter.

Charging for the use of pickleball courts is permissible. Once set, the fee should be added to the city's fee schedule. Fees and service charges should depend strictly on the costs involved in providing the program. The general formula is that income from fees should equal total costs, minus any appropriation from the general fund. In turn, costs should include both operating and capital expenditures.

You may find Chapter 19 of the LMC Handbook helpful. This chapter addresses Sources of Revenue and is found here: <https://www.lmc.org/wp-content/uploads/documents/Sources-of-Revenue.pdf>

I hope this helps. Let me know if I can be of further assistance.

Best Regards,

Lisa Sova | Assistant Finance Director – Member Services
Phone: (651) 281-1208
lsova@lmc.org

League of Minnesota Cities | 145 University Ave. West | St. Paul, MN 55103
lmc.org | [Facebook](#) | [X](#) | [LinkedIn](#)

This response is intended to convey general information and should not be taken as legal advice or as a substitute for competent legal guidance. Consult your city attorney and/or city auditor for advice regarding specific situations.

RELEVANT LINKS:

See Minnesota Department of Employment and Economic Development, DEED Headquarters.

Minn. Stat. ch. 429.
See LMC information memo, *Special Assessment Toolkit*, for information about special assessments.

See LMC information memo, *Public Purpose Expenditures*.

In Minnesota, there are certain limitations on usage. Cities can generally get federal assistance (when available) if the city is willing to plan each project carefully in consultation with Minnesota planning offices. Because there are usually no population prerequisites, all cities are eligible to participate in these programs.

Most federal grants fall into two categories: those provided and administered by the federal government exclusively, and those provided by the federal government and administered by state agencies.

Any city that wants to check if a federal grant is available for a particular purpose or project should contact its regional development commission or the Department of Employment and Economic Development (DEED) at (651) 259-7114 or (800) 657-3858 or DEED.CustomerService@state.mn.us.

VII. Charges for services

As a general rule, the people benefiting from a particular service should bear the cost of providing the service. General revenues should fund services of direct and essential benefit to the city as a whole, and for which the city cannot equitably apportion costs (ensure costs are shared equally), such as police and fire protection.

Cities can finance many capital improvement costs, such as the construction of streets, improvement of parks, water infrastructure, and installation of sewers, by levying charges against the benefited property owners. These charges are called special assessments.

A. Establishing charges for city services

Fees and service charges should depend strictly on the costs involved in providing the program. The general formula is that income from fees should equal total costs, minus any appropriation from the general fund. In turn, costs should include both operating and capital expenditures.

The general fund should supplement the income from fees and service charges only if the city as a whole derives some benefit from the service program.

Operating a city marina, for example, does not benefit the city as a whole, so it would be difficult to justify an appropriation from the city's general fund. On the other hand, a city owned and operated hospital benefits the city as a whole. In that instance, it is easier to justify a regular appropriation from the general fund.

RELEVANT LINKS:

See Handbook, *City Licensing*.

If a program provides a general city benefit, the city should use the following formula in determining the amount of the general fund appropriation: the total amount of the city appropriation, divided by the total income from fees, should be equal to the benefits accruing to the general public, divided by the benefits to private users. The proportion of operating costs the city treasury bears should equal the ratio of public benefit to private benefit.

When a city extends a service that receives funds in whole or part by service charges to non-residents, the city should charge non-residents a higher fee than the residents.

Such differential pricing is, in most cases, the only way to ensure equitable treatment and is often used when establishing utility rates and user fees for park and recreation facilities. However, higher license fees for non-residents have generally been more difficult to justify.

With the exception of municipal liquor stores and some city-owned utilities, city service programs should not make a profit. Service charges should enable the program to operate in an efficient manner without accumulating large surpluses or sizable deficits over a period of several years. There is no statutory authority to have a deficit in an enterprise without specific council action to appropriate funds to cover the deficit.

Service programs should reimburse the city for indirect expenses they incur. For example, the general fund should be reimbursed for the efforts of the clerk and the clerk's staff in matters relating to the program. Reimbursement should, however, be in the form of a lump sum amount set in advance of the budget year.

A residual profit, transferred to the general fund at the close of the budget year, is not a satisfactory way to handle this item.

Establishing rates for city-owned utilities involves controversial questions. Most people agree the rates should be high enough to pay all costs of operation and maintenance; to make all debt payments; and to accumulate reserves for replacements, extensions, and improvements in the utility's facilities.

However, many people question whether rates should be high enough to provide cash allowances for the payment of taxes, for the accumulation of reserves for major improvements, and for financial contributions to other city departments. While there is a difference of opinion regarding this matter, cities are advised not to include such taxes in utility operating costs unless the city makes adequate payment for services it receives.

RELEVANT LINKS:

See Handbook,
*Comprehensive Planning,
Land Use and City Owned
Land.*
Handbook, *Community
Development and
Redevelopment.*
Minn. Stat. § 462.353, subd.
4a.

Minn. Stat. § 326B.145.

2007 Minn. Laws, ch. 140, art
13, § 3 *repealing* Minn. Stat.
§ 16B.665.

The council can allow for the accumulation of reserves for major utility improvement to avoid debt for meeting the cost of these improvements. Financial contributions from the utility to other city departments over and above a reasonable charge for services are essentially a charge on the utility user for the benefit of the taxpayer, and are thus open to serious doubt.

Because the primary purpose of municipal liquor dispensaries is control of liquor traffic, a profit is desirable unless it becomes the primary concern of those who establish operating policies. Profit considerations should be limited to regulatory considerations when operating such stores.

The establishment of fees to process land use applications must generally be established by ordinance, and state law governs how these fees must be determined. A statutory exception allows cities that collect an annual cumulative total of \$5,000 or less of planning and zoning fees to adopt a fee schedule by resolution after providing notice and holding a public hearing.

Cities that collect an annual cumulative total that exceeds \$5,000 of “construction and development-related fees” from “developers, builders, and subcontractors” must file a report with the Building Codes and Standards Division of the Minnesota Dept. of Administration by June 30 of each year.

The 2007 Legislature repealed a law limiting permit fees to \$15 for minor residential improvement, installation, or replacement of a residential fixture or certain appliances. Cities may now set reasonable fees for such minor permits.

B. Allowable service charges

Besides fees for public service enterprises, including utilities, many cities commonly charge fees for the following:

- Fire protection to areas outside the city limits.
- City garbage and refuse disposal.
- Collection of recyclables.
- Street lighting.
- Police escort.
- Duplication of traffic accident reports.
- Sewer maintenance.
- Non-city use of the city hall and other equipment.
- The use of city-owned recreation facilities, such as youth centers, swimming pools, golf courses, and marinas.
- The use of facilities in local parks and picnic grounds.

RELEVANT LINKS:

Country Joe, Inc. v. Eagan,
560 N.W. 2d 681 (Minn.
1997).

See Handbook, *City
Licensing*.

Minn. Stat. § 609.02, subd. 3,
4a.

Minn. Stat. § 412.871.

It's important to note that while the above fees are authorized in a variety of ways, cities do not have unlimited authority to impose fees. Whether a proposed fee is authorized is not always clear, so cities must rely on the advice of their legal counsel with respect to fees.

VIII. Regulatory services

Generally, cities cannot use ordinances to raise revenue. Regulatory revenues are a byproduct of the city police power to preserve the public welfare.

However, revenue should be considered when setting license and permit fees. Charges should reimburse the city for the entire cost of regulatory programs. For example, dog license fees should finance the canine control program.

Likewise, a retail, on-sale, intoxicating liquor license fee is intended to cover the cost of issuing licenses, performing inspections, and other costs directly related to the cost of enforcing the regulations.

A. License and permit fees

A complete discussion of license and permit fees is found in Chapter 10 of the Handbook.

Care should be taken when establishing these fees.

B. Fines

When councils pass regulatory ordinances, they should include penalties for violations. The penalties for a misdemeanor may include a maximum fine of \$1,000 or 90 days in jail, or both. The penalty for a petty misdemeanor is a maximum fine of \$300. The ordinance can, but usually does not, provide for a fixed minimum fine – a set amount of money – upon conviction. However, a provision for an arbitrary fixed fine – an amount of money chosen by the judge based on their discretion, even if legally defensible, is usually not a good idea because it removes all opportunity for judicial discretion – the judge's ability to decide what should be done in a particular situation.

Beyond establishing where an ordinance violation is a misdemeanor or petty misdemeanor, councils have no control over city revenues from this source. A judicial officer (district court judge) imposes and collects fines for ordinance violations.

Only a portion of the fine goes to the city. The treasurer receives duplicate receipts for the money and must file one with the city clerk.

RELEVANT LINKS:

Minn. Stat. § 465.03.
Minn. Stat. § 465.04.

Accepting Donations, LMC
Model Resolution.

Minn. Stat. § 471.895.
Minn. Stat. § 10A.071.

Minn. Stat. § 465.03.

Office of the State Auditor,
Fundraising Activities.

Accepting Donations, LMC
Model Resolution.

LMC information memo,
Public Purpose Expenditures.

Minn. Stat. § 276.131.

Minn. Stat. § 279.02, subd. 1.

See Handbook, *Municipal
Budgeting*.

A.G. Op. 59-b-10 (Oct. 3,
1962).

IX. Gifts and Donations

Cities can accept gifts of real or personal property, including money, and use them if they follow the donor's terms. However, a city cannot accept or use gifts for religious or sectarian purposes.

A resolution accepting the gift and the donor's terms must receive an affirmative vote of two-thirds of the members of the council. Under the state gift ban law, an individual officer or employee of a city may generally not accept a gift.

Cities often ask whether they can accept donations. While cities cannot fundraise or solicit donations, cities can accept donations, which are considered gifts of money.

Like with gifts, each acceptance of a donation must be approved by resolution of the council adopted by two-thirds majority vote of the members. Any resolution should also include the donor's terms. A city can accept donations "for the benefit of its citizens," suggesting that accepting donations, like making donations, must be done for a public purpose.

X. Interest income

As part of their tax settlement, cities receive interest and penalties on delinquent general taxes and special assessments. A delinquent tax is a tax that has not been paid. Penalties and interest collected on special assessments generally go into the local improvement fund. Penalties collected on delinquent property tax are distributed to counties and school districts, not cities.

Cities get a share of the interest on delinquent property tax if the taxes have been delinquent for a period of more than one year. Property tax is considered delinquent on the 1st business day in January following the year in which the taxes were due.

XI. Enterprise funds

Certain city "enterprises" often pay additional income into the city's general fund. Enterprise funds are like city businesses that operate on the revenue generated by the products they sell, such as water and sewer services or mass transit.

Cities can generally transfer surplus earnings from an enterprise fund to the general fund if the money is not pledged to outstanding obligations or otherwise imprest with a specific trust under the law.

From: Brandy Ramer <bramer@ncsrcc.org>
Sent: Wednesday, March 26, 2025 8:27 AM
To: eyota cityofeyota.com <eyota@cityofeyota.com>
Subject: Question about the ballfield banners on the fences
Importance: High

Good Morning,

So I live in Mantorville and am on the City Park Board in Mantorville now and we were discussing at our meeting last night about possibly offering the banners at the ballfields on the fences, but a few questions came up. I told them that I would check with the City of Eyota since I knew that there were banners on those fences. Hoping that you can answer a few questions for me on this

1. First off are you a 501c3 because this will probably change things, as we are not in Mantorville. **City of Eyota is not**
2. How do you advertise the banners for the fences, because someone said that us as park board members and city council cannot solicit to companies about them? **We created a mailing list of Eyota businesses/ nearby businesses. Then we send a letter with the price, information, etc. (I can send you a copy of what we send if you want)**
3. What company do you go through for the banners and how much do they charge for them? (Trying to see if we got a good offer from the company we talked to.) **They have to get banners from Shea Design. We want to make sure all the banners are the same size. Not sure on current cost.**
4. What size are the banners? **4' by 8' vinyl corrugated sign**
5. How much do you initially charge businesses for them? Trying to figure out what kind of an upcharge other cities do. **\$150/yr.**
6. If they want to renew each year, how much do you charge for the renewal? **\$150/yr**
7. Do they get removed every winter or stay up year round? **They are removed late fall & stored by Public Works dept.**
8. The money raised for them, does that have to stay for updates at those specific parks, or can you use it for other park stuff? **Money raised is used for park/field updates & maintenance**

Any help to these questions would be greatly appreciated! Thank you

Brandy Ramer

Email: bramer@ncsrcc.org

Phone: (507) 282-3119

Fax: (507) 616-0021

Administrative Assistant
Carpenters Local 1382

6692 10th Ave SW
Rochester, MN 55902

**North Central States Regional
Council of Carpenters**

IA | MN | NE | ND | SD | WI



ADVERTISE YOUR BUSINESS ALONG THE FREEDOM PARK BALL FIELD FENCE FOR THE SUMMER OF 2025!



A great opportunity to advertise your business at Eyota's Freedom Park!

The City of Eyota will lease a spot to any interested business for \$150 per year.

All the money collected from this will go directly towards improvements of the City's ball fields.

The signs are required to be a 4' by 8' vinyl corrugated sign. Each business will design, order, and purchase their own sign. We recommend using Shea Design in Viola (507) 876-2187 to purchase your sign!

Signs will be hung up as soon as weather permits. The city will store the sign but will not be held responsible for any damage during that time.

This is a great way to not only promote your business but also help to improve the future of the Eyota ball fields. If you have any questions, contact City Hall at (507) 545-2135.

Thank you,
Eyota Park Board
Damon Hammel (Chair)
Jacob Robinson (Co-Chair)
Mary Mathis
Ryan Anderson
Dom Kellen