



Trail to the Past. Road to the Future.

PARK AND RECREATION BOARD MEETING

**MUNICIPAL COUNCIL CHAMBERS
21 5TH STREET E, MANTORVILLE, MN 55955**

Tuesday, May 27, 2025 @ 6:30 PM

- 1. Call to Order**
- 2. Adopt the Agenda**
- 3. Approval of Minutes**
 - a. 4.29.2025 Park Minutes
- 4. Tabled/Revisit Items**
 - a. Signs at Ballfields
- 5. Old Business**
 - a. Grants
 - b. Riverside Park
 - Hockey Rink / Basketball Court
 - Bandshell
 - c. Walter & Ester Stussy Memorial Campground
 - d. Bergmann Park
 - e. Slingerland Park
 - Pickleball
 - f. Mantor Field
 - g. K-M Dog Park
 - h. Denneson Field
 - i. Community Gardens
 - j. Community / Park Tree Management
- 6. City Staff Updates / Reports**
- 7. Joint Ventures Updates**
- 8. Next board meeting is Tuesday, June 24, 2025 at 6:30 PM**
- 9. Adjourn**



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PARK AND RECREATION BOARD MINUTES

MUNICIPAL COUNCIL CHAMBERS
21 5TH STREET E, MANTORVILLE, MN 55955
Tuesday, April 29, 2025

1. **Call to Order:** Chairman Brad Germundson called meeting to order at 6:03 pm.
 - a. **Members Present for Quorum:** Brad Germundson, Lyle Hoaglund, Matt Wohlenhaus, Brandy Ramer, Don Hofsted, Kim Boyum
 - b. **Members Absent:** Martha Vrieze
 - c. **Special Guests:** Joe Adams, Public Works; Wendy Siewert, Deputy City Clerk; Mati Ruehmann, Tom Monson

2. **Park Walk-Around:**
 - a. **Riverside Park**

Members of the Park Board checked out the new Bandshell and Basketball construction area. While there, Brian Hindaul from Larger Than Life met with the board to decide where a good location was for the Star of Life. Everyone agreed that the east side of the park would be good, it would be visible to those driving by and its close enough to an electrical outlet. Mati Ruehmann also showed up to get the approval for a 6 ft memorial park bench. It was decided to go with the option of the bench near the playground by the tire swing between the 2 stone benches.

Member Lyle Hoaglund motioned and member Don Hofsted seconded to approve the park bench.
Passed. 6 yeas / 0 nays
 - b. **Denneson Park**

Members of the Park Board met briefly at Denneson Park for a walk around. Joe Adams explained a few changes coming up. The expansion of the parking lot, adding 1 more spot to the end.

3. **Adopt the Agenda:**
 - a. All members unanimously approved the agenda.
Passed. 6 yeas / 0 nays

4. **Approval of 3.25.2025 Park Minutes:**
 - a. Member Brandy motioned and member Matt Wohlenhaus seconded to approve the park minutes.
Passed. 6 yeas / 0 nays

5. **New Business**
 - a. **Park Shelter Fundraiser:** Rosa is asking for the shelter fee to be waived for a fundraiser for a community member with a cancer diagnosis.
Member Brandy Ramer motioned and member Matt Wohlenhaus seconded the fee to be waived.
Passed. 6 yeas / 0 nays

- b. Tree City USA: It has been 7 years being a part of Tree City. This year, a Burgundy Bell was planted at Riverside Park.
- c. Overflow Parking: For the last few years, there have been 3 campers that used Slingerland Park during Marigold Days. Because they are not able to use it this year, Joe would like to have the board approve the use of Mantor Field for only these certain individuals. There have never been any complaints in the past. There are no games going on. A fee will be charged, the same they paid in previous years.

Member Matt Wohlenhaus motioned and member Brandy Ramer approve the use of Mantor Field. Joe will bring to council.

Passed. 6 yeas / 0 nays

- d. Pickleball Update: Groundbreaking will begin when weather cooperates. Then the base will get set, cement laid and cured for a month, then lines will be added. As of now, they are planning for it to be done by the beginning of July. Court size will be 108 ft from west to east.

6. Tabled / Revisit Items

- a. Basketball Court – Total price is \$58, 579. Council approved using left over extra money from other projects toward the basketball court. S.L. Contracting had the lowest bid.
- b. Bandshell – Rules and Reservations, Fees and Deposit, Tom Monson from Music in Mantorville. Application and Policy was revised and the fee of \$50 and a refundable \$100 deposit was added. Tom and the board all agreed with the changes. Tom mentioned adding a QR code for reservations. Once the website is working correctly, Wendy will get it added.

All members unanimously approved the application and policy. This will be added to the City Council meeting for approval.

Passed. 6 yeas / 0 nays

- c. Answers from League of MN Cities regarding signs. Collecting fees for advertising. The city is allowed to set fees and generate revenue. The tracking of funds will have to go through a special revenue fund.
- d. Answers from City of Eyota regarding signs at ballfield. The City of Eyota is not a 501c3, they did send out a mailing to local businesses for a 4x8 vinyl corrugated sign for \$150/year and \$150/year renewal. Signs are removed late fall and stored in their Public Works Department. Money raised goes back into the park/field for updates and maintenance.

Brandy Ramer will check with Shea Design to see what they charge. The signs will be tabled for next meeting.

7. Old Business

- a. Grants: Nothing at the moment.
- b. Riverside Park: Water is on. Bathrooms open.
- c. Campground: Water is on.
- d. Bergmann Park: Nothing at the moment.
- e. Slingerland Park: Weather permitting for start of pickleball.
- f. Mantor Field: Playing on the field now, it's dry to wet.

- g. K-M Dog Park: Nothing new.
- h. Denneson Field: Playing now, some erosion, would like to add more parking to the west.
- i. Community Gardens: All rented
- j. Community / Park Tree Management: Council approved to take the trees out.

8. City Staff Updates / Reports

- a. Brad started. Boyum will start spraying.

9. Joint Ventures Updates

- a. No updates.

10. Next board meeting is Tuesday, May 27, 2025 at 6:30 PM

11. Adjourn:

- a. Member Matt Wohlenhaus motioned and Member Lyle Hoaglund seconded to adjourn.
Passed. 5 yay / 0 nay

Adjourn at 8:12 pm.

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

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

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

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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.