



Trail to the Past. Road to the Future.

CITY COUNCIL MEETING
MUNICIPAL COUNCIL CHAMBERS
21 5TH STREET E, MANTORVILLE, MN 55955
MONDAY, June 9, 2025

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Changes to Agenda**
4. **Consent Agenda ****
 - A. Accounts Payable (Warrant List) for 6.9.25
 - B. Council Meeting Minutes 5.12.25
 - C. County Commissioners Meeting Minutes 5.13.25
 - D. Fire Department June 2025 Member Minutes
 - E. Mantorville Sheriff's Report for May 2025
 - F. Approval of Mantorville Fire Dept. Relief temporary Liquor Permit for 2025
5. **Proclamations, Presentations and Recognitions**
 - A. Kali Lentz with Smith Schafer and Associates presenting the year 2024 Audit.
6. **Public Concerns**

Individuals may address the City Council about any item not included on the regular agenda. Speakers must come to the podium to be heard, and must state their name and address for the Clerk's record, and remain under the five-minute allotted time limit. 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. Acceptance of Curt Kramer's Retirement effective June 1, 2025. Served 20 years. **
 - B. Acceptance of Rog Nolte's Retirement effective October 1, 2025. Served 45 years. **
8. **Public Hearing ****
 - A. Notice is hereby given that the Mantorville City Council will hold a public hearing on Monday, June 9, 2025 starting at 6:30 p.m., or as soon as reasonably practical thereafter, in the City Council Chambers, located at 21 5th Street East, Mantorville, Minnesota, related to proposed amendments to the City's master fee schedule.
 - B. Ordinance 2025-02 An Ordinance Updating the City's Master Fee Schedule
9. **New Business**
 - A. A. Property owner at 129 State HWY 57 grinder pump questions
10. **Old Business**
 - A. Discuss of 101 5th Street East Property

- B. Discussion of 15 5th Street East Property
- C. WEX Fleet cards

11. Tabled Items

- A. Eagle Meadows Final Plat Approval and Developer Agreement **
- B. Streetlight on HWY 57 across from Casey's

12. Reports

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

13. Adjourn **

<i>Upcoming Meetings and Events in Mantorville:</i>		
<i>June 9, 2025</i>	<i>6:30pm</i>	<i>City Council General Meeting</i>
<i>June 19, 2025</i>	<i>All Day</i>	<i>Juneteenth Holiday, Offices Closed</i>
<i>June 24, 2025</i>	<i>6:30pm</i>	<i>Parks and Recreation Board Meeting</i>
<i>July 2, 2025</i>	<i>7:30pm</i>	<i>Fire Dept. General Meeting</i>
<i>July 4, 2025</i>	<i>All Day</i>	<i>4th of July Holiday, Offices Closed</i>
<i>July 14, 2025</i>	<i>6:30pm</i>	<i>City Council General Meeting</i>
<i>July 16, 2025</i>	<i>6:30pm</i>	<i>Mantorville EDA Meeting</i>
<i>June 28, 2025</i>	<i>Saturday</i>	<i>Larger Than Life Art Fair</i>
<i>July 29, 2025</i>	<i>6:30pm</i>	<i>Parks and Recreation Board Meeting</i>
<i>Because Mantorville is a small, but active community, a possible quorum may result as members of the City Council and other Boards may be in attendance at all meetings and community events in Mantorville.</i>		

**** Council Action Item**

There will only be **ONE** Council Meeting held per month during the summer, the 2nd Monday of every month.

- June 9, 2025
- July 14, 2025
- August 11, 2025
- September 8, 2025
- October 13, 2025

Payments

Current Period: April 2025

Payments Batch 04.30.25 Aps		\$2,149.49
Refer	0 <i>US POSTAL SERVICE</i>	Ck# 006581 4/30/2025
Cash Payment	E 101-41500-322 Postage	Utility Billing Postage
Invoice 4.30.25	4/30/2025	\$9.68
Cash Payment	E 604-43150-352 Publishing	Utility Billing Postage
Invoice 4.30.25	4/30/2025	\$22.40
Cash Payment	E 601-49400-430 Miscellaneous	Utility Billing Postage
Invoice 4.30.25	4/30/2025	\$67.20
Cash Payment	E 602-49450-437 Other Miscellaneous	Utility Billing Postage
Invoice 4.30.25	4/30/2025	\$134.40
Transaction Date	6/4/2025	MBT Bank Checking 10100 Total \$233.68
Refer	0 <i>AMAZON</i>	Ck# 006590 4/24/2025
Cash Payment	E 101-41500-200 Supplies	3 ring binders
Invoice 9803437	4/24/2025	\$48.18
Transaction Date	6/4/2025	MBT Bank Checking 10100 Total \$48.18
Refer	0 <i>INTERNAL REVENUE SERVICE</i>	Ck# 006580 4/30/2025
Cash Payment	G 101-21703 FICA Tax Withholding	PR 9 2025
Invoice 4.30.25	4/30/2025	\$940.20
Cash Payment	G 101-21709 Medicare	PR 9 2025
Invoice 4.30.25	4/30/2025	\$219.88
Cash Payment	G 101-21701 Federal Withholding	PR 9 2025
Invoice 4.30.25	4/30/2025	\$707.55
Transaction Date	6/4/2025	MBT Bank Checking 10100 Total \$1,867.63

Fund Summary

	10100 MBT Bank Checking
101 GENERAL FUND	\$1,925.49
601 WATER FUND	\$67.20
602 SEWER FUND	\$134.40
604 STORM SEWER FUND	\$22.40
	<u>\$2,149.49</u>

Pre-Written Checks	\$2,149.49
Checks to be Generated by the Computer	\$0.00
Total	<u>\$2,149.49</u>

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Payments

Current Period: May 2025

Payments Batch 060925PAY		\$8,962.68	
Refer	0 <u>US POSTAL SERVICE</u>	Ck# 006606	6/9/2025
Cash Payment	E 601-49400-430 Miscellaneous	June 2025 Utility Bills	\$67.20
Invoice			
Cash Payment	E 602-49450-437 Other Miscellaneous	June 2025 Utility Bills	\$134.40
Invoice			
Cash Payment	E 604-43150-352 Publishing	June 2025 Utility Bills	\$22.40
Invoice			
Transaction Date	6/6/2025	MBT Bank Checking 10100	Total \$224.00
Refer	0 <u>MINNESOTA REVENUE</u>	Ck# 006579	4/30/2025
Cash Payment	G 101-21702 State Withholding	PR 9 2025	\$358.72
Invoice			
Transaction Date	6/6/2025	MBT Bank Checking 10100	Total \$358.72
Refer	0 <u>WEX HEALTH, INC.</u>	Ck# 006591	5/2/2025
Cash Payment	G 101-21714 Health Savings Account	PR 9 2025 ER Employer	\$184.62
Invoice			
Cash Payment	G 101-21714 Health Savings Account	PR 9 2025 EE Employee	\$90.00
Invoice			
Transaction Date	6/6/2025	MBT Bank Checking 10100	Total \$274.62
Refer	0 <u>WEX HEALTH, INC.</u>	Ck# 006592	5/16/2025
Cash Payment	G 101-21714 Health Savings Account	PR 10 2025 ER Employer	\$184.62
Invoice			
Cash Payment	G 101-21714 Health Savings Account	PR 10 2025 EE Employee	\$90.00
Invoice			
Transaction Date	6/6/2025	MBT Bank Checking 10100	Total \$274.62
Refer	0 <u>INTERNAL REVENUE SERVICE</u>	Ck# 006593	5/22/2025
Cash Payment	G 101-21703 FICA Tax Withholding	PR 10 2025	\$1,003.22
Invoice			
Cash Payment	G 101-21709 Medicare	PR 10 2025	\$234.64
Invoice			
Cash Payment	G 101-21701 Federal Withholding	PR 10 2025	\$773.28
Invoice			
Transaction Date	6/6/2025	MBT Bank Checking 10100	Total \$2,011.14
Refer	0 <u>MINNESOTA REVENUE</u>	Ck# 006594	5/21/2025
Cash Payment	G 101-21702 State Withholding	PR 10 2025	\$393.42
Invoice			
Transaction Date	6/6/2025	MBT Bank Checking 10100	Total \$393.42
Refer	0 <u>MN PERA</u>	Ck# 006595	5/22/2025
Cash Payment	G 101-21704 PERA	PR 10 2025	\$1,228.39
Invoice			
Transaction Date	6/6/2025	MBT Bank Checking 10100	Total \$1,228.39
Refer	0 <u>MN PERA</u>	Ck# 006596	5/28/2025
Cash Payment	G 101-21704 PERA	PR 11 2025	\$1,302.28
Invoice			
Transaction Date	6/6/2025	MBT Bank Checking 10100	Total \$1,302.28

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Current Period: May 2025

Refer	0 MINNESOTA REVENUE	Ck# 006597 5/27/2025	
Cash Payment	G 101-21702 State Withholding	PR 11 2025	\$419.87
Invoice			
Transaction Date	6/6/2025	MBT Bank Checking 10100	Total \$419.87
Refer	0 INTERNAL REVENUE SERVICE	Ck# 006598 5/28/2025	
Cash Payment	G 101-21703 FICA Tax Withholding	PRR 11 2025	\$1,078.98
Invoice			
Cash Payment	G 101-21709 Medicare	PRR 11 2025	\$252.34
Invoice			
Cash Payment	G 101-21701 Federal Withholding	PRR 11 2025	\$824.10
Invoice			
Transaction Date	6/6/2025	MBT Bank Checking 10100	Total \$2,155.42
Refer	0 AMAZON	Ck# 006600 5/6/2025	
Cash Payment	E 101-45200-200 Supplies	Aluminum Yard Sign 10x14	\$24.47
Invoice			
Cash Payment	E 101-45200-200 Supplies	Trash Bags 64 gal	\$243.35
Invoice			
Cash Payment	E 101-45200-200 Supplies	Aluminum Yard Sign 10x14	\$12.23
Invoice			
Cash Payment	E 101-45200-200 Supplies	Toilet Paper Dispenser	\$40.15
Invoice			
Transaction Date	6/6/2025	MBT Bank Checking 10100	Total \$320.20

Fund Summary

	10100 MBT Bank Checking	
101 GENERAL FUND		\$8,738.68
601 WATER FUND		\$67.20
602 SEWER FUND		\$134.40
604 STORM SEWER FUND		\$22.40
		<u>\$8,962.68</u>

Pre-Written Checks	\$8,962.68
Checks to be Generated by the Computer	\$0.00
Total	<u>\$8,962.68</u>

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Payments

Current Period: June 2025

Payments Batch 060925PAY2		\$69,925.71	
Refer	0 MINNESOTA RURAL WATER ASSO	Ck# 006605	6/6/2025
Cash Payment	E 601-49400-208 Training, Mileage	Training for Wade	\$150.00
Invoice			
Transaction Date	6/6/2025	MBT Bank Checking 10100	Total \$150.00
Refer	0 PAYMENT SERVICE NETWORK, IN	Ck# 006589	6/9/2025
Cash Payment	E 601-49400-300 Professional Srvs (GEN	May 2025 Service	\$68.52
Invoice 311138 6/9/2025			
Cash Payment	E 602-49450-300 Professional Srvs (GEN	May 2025 Service	\$103.03
Invoice 311138 6/9/2025			
Transaction Date	6/6/2025	MBT Bank Checking 10100	Total \$171.55
Refer	0 XCEL ENERGY	Ck# 006602	6/9/2025
Cash Payment	E 101-43160-381 Electric Utilities	STREET LIGHTS	\$1,831.02
Invoice 927974131 5/19/2025			
Cash Payment	E 101-43160-381 Electric Utilities	300 MAIN N BRIDGE LIGHTS	\$18.24
Invoice 927974131 5/19/2025			
Cash Payment	E 101-43160-381 Electric Utilities	130 ST.HWY 57 S.CITY SIGN	-\$1.95
Invoice 927974131 5/19/2025			
Cash Payment	E 101-43160-381 Electric Utilities	60003 ST.HWY 57 N CITY SIGN	\$18.95
Invoice 927974131 5/19/2025			
Cash Payment	E 101-42200-380 Utility Services	21 5TH STREET SIREN	\$6.81
Invoice 927974131 5/19/2025			
Cash Payment	E 101-42200-380 Utility Services	21 5TH STREET E FH/CH/PUMP	-\$53.18
Invoice 927974131 5/19/2025			
Cash Payment	E 101-42200-380 Utility Services	701 CHESTNUT SIREN	\$6.98
Invoice 927974131 5/19/2025			
Cash Payment	E 101-43160-381 Electric Utilities	410 CLAY POLE ON EDA LOT	\$11.48
Invoice 927974131 5/19/2025			
Cash Payment	E 101-41940-380 Utility Services	600 7TH STREET WEST MANTORFIEL	\$13.36
Invoice 927974131 5/19/2025			
Cash Payment	E 101-41940-380 Utility Services	340 CLAY RIVERSIDE W CENTER	\$14.72
Invoice 927974131 5/19/2025			
Cash Payment	E 101-41940-380 Utility Services	342 MAIN ST N RIVERSIDE NE	\$10.69
Invoice 927974131 5/19/2025			
Cash Payment	E 101-41940-380 Utility Services	601 GOLFFVIEW DENNISON FIELD	\$13.07
Invoice 927974131 5/19/2025			
Cash Payment	E 101-41940-380 Utility Services	1008 EAST CITY SHOP	-\$147.09
Invoice 927974131 5/19/2025			
Cash Payment	E 602-49450-380 Utility Services	121 BLANCH WWTF+SEC+PUMP	-\$688.41
Invoice 927974131 5/19/2025			
Cash Payment	E 601-49400-380 Utility Services	841 BLANCH WTR WELL HOUSE	-\$13.67
Invoice 927974131 5/19/2025			
Cash Payment	E 601-49400-380 Utility Services	924 JEFFERSON WATER TOWER	-\$14.83
Invoice 927974131 5/19/2025			
Cash Payment	E 603-45183-381 Electric Utilities	324 MAIN ST N CAMPGROUND	\$33.06
Invoice 927974131 5/19/2025			
Cash Payment	E 101-41940-380 Utility Services	300 CLAY STREET	\$10.69
Invoice 927974131 5/19/2025			

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Payments

Current Period: June 2025

Cash Payment	E 101-41940-380	Utility Services	15 4TH STREET WEST RIVERSIDE	\$11.48
Invoice	927974131	5/19/2025		
Cash Payment	E 602-49450-380	Utility Services	601 JEFFERSON LIFT STATION	-\$4.28
Invoice	927974131	5/19/2025		
Cash Payment	E 602-49450-380	Utility Services	121 BLANCH AUTO PROTECT LIGHT	\$10.92
Invoice	927974131	5/19/2025		
Cash Payment	E 101-43160-381	Electric Utilities	CHRISTMAS LIGHTS	\$0.00
Invoice	927974131	5/19/2025		
Transaction Date	6/6/2025		MBT Bank Checking 10100	Total \$1,088.06
Refer	0	VERIZON WIRELESS	Ck# 006603 6/9/2025	
Cash Payment	E 101-42200-321	Communications Phone/	Service from April 24 - May 23, 2-25	\$134.64
Invoice	6114323770	6/15/2025		
Transaction Date	6/6/2025		MBT Bank Checking 10100	Total \$134.64
Refer	0	WHITE CAP	Ck# 006601 6/9/2025	
Cash Payment	E 101-45200-401	Repairs/Maint Buildings	7' Concrete Car Stop Parking Bumper	\$648.75
Invoice	65589573	5/20/2025		
Transaction Date	6/6/2025		MBT Bank Checking 10100	Total \$648.75
Refer	0	click send	Ck# 006588 6/9/2025	
Cash Payment	E 101-42200-321	Communications Phone/	Message Credit	\$100.00
Invoice	4125489590	6/9/2025		
Transaction Date	6/6/2025		MBT Bank Checking 10100	Total \$100.00
Refer	0	KM ISD 204	-	
Cash Payment	E 101-45200-430	Miscellaneous	Joint Powers for 2025	\$5,000.00
Invoice	06/09/25	6/9/2025		
Transaction Date	6/6/2025		MBT Bank Checking 10100	Total \$5,000.00
Refer	0	AFLAC	-	
Cash Payment	G 101-21710	AFLAC	Twenty-eight day Premium	\$33.12
Invoice	158690	6/9/2025		
Transaction Date	6/6/2025		MBT Bank Checking 10100	Total \$33.12
Refer	0	ONSITE COMPANIES	-	
Cash Payment	E 603-45183-410	Rentals	RV Park 406 Blanch Street	\$104.40
Invoice	0001885612	6/9/2025		
Cash Payment	E 101-45200-410	Rentals	Dennison Park 601 Golfview Ct	\$167.82
Invoice	0001885611	6/9/2025		
Transaction Date	6/6/2025		MBT Bank Checking 10100	Total \$272.22
Refer	0	LINCOLN NATIONAL LIFE INSURA	-	
Cash Payment	G 101-21711	Life Insurance Payable	June Coverage	\$154.02
Invoice	4839966366	6/9/2025		
Transaction Date	6/6/2025		MBT Bank Checking 10100	Total \$154.02
Refer	0	DELTA DENTAL	-	
Cash Payment	G 101-21708	Dental Insurance	Coverage for June 2025	\$126.66
Invoice	RIS0006400490	6/9/2025		
Transaction Date	6/6/2025		MBT Bank Checking 10100	Total \$126.66
Refer	0	DODGE COUNTY RECORDER	-	
Cash Payment	E 101-41500-315	Recording Fees	Resolution No. 2025-21 - 802 7th St	\$46.00
Invoice	5/5/2025	6/9/2025		

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Payments

Current Period: June 2025

Transaction Date	6/6/2025	MBT Bank Checking	10100	Total	\$46.00
Refer	0 <u>CMS - CONSTRUCTION MGMT. SE</u> -				
Cash Payment	E 101-42400-300	Professional Svcs (GEN	April 2025 Fees		\$529.31
Invoice	817-254968-4	6/9/2025			
Transaction Date	6/6/2025	MBT Bank Checking	10100	Total	\$529.31
Refer	0 <u>PCE PYFFEROEN CUSTOM EXCAV</u> -				
Cash Payment	E 225-45122-570	Capital Outlay	Project 2025-001 Pickleball - Excavation		\$11,020.00
Invoice	10	6/9/2025			
Transaction Date	6/6/2025	MBT Bank Checking	10100	Total	\$11,020.00
Refer	0 <u>MCNEILUS STEEL INC</u> -				
Cash Payment	E 225-45122-570	Capital Outlay	Project 2025-001 Pickleball - Rebar		\$2,222.04
Invoice	01237650	6/9/2025			
Transaction Date	6/6/2025	MBT Bank Checking	10100	Total	\$2,222.04
Refer	0 <u>WHKS & COMPANY</u> -				
Cash Payment	E 101-41950-303	Engineering Fees	Project 24-001 Eagle Meadows - Assistance		\$508.00
Invoice	54266	6/9/2025			
Cash Payment	E 101-41950-303	Engineering Fees	Project 24-001 Eagle Meadows - Infrastructure Mtg		\$270.00
Invoice	54266	6/9/2025			
Cash Payment	E 601-49400-303	Engineering Fees	Project 24-002 Eagle LSLR Applications		\$172.50
Invoice	54266	6/9/2025			
Transaction Date	6/6/2025	MBT Bank Checking	10100	Total	\$950.50
Refer	0 <u>WHKS & COMPANY</u> -				
Cash Payment	E 602-49450-303	Engineering Fees	Project 23-001 CSAH 15 Lift Station - Project Mngt, Prel & Final Dsgn		\$823.74
Invoice	54267	6/9/2025			
Transaction Date	6/6/2025	MBT Bank Checking	10100	Total	\$823.74
Refer	0 <u>JACOBSEN LAW FIRM, P.A.</u> -				
Cash Payment	E 101-41600-304	Legal Fees	May Service		\$1,144.00
Invoice	4642	6/9/2025			
Transaction Date	6/6/2025	MBT Bank Checking	10100	Total	\$1,144.00
Refer	0 <u>KASSON HARDWARE HANK</u> -				
Cash Payment	E 601-49400-220	Bldg.Repair and Mainten	Hacksaw Blades & Bolt		\$30.97
Invoice	06/09/25	6/9/2025			
Cash Payment	E 101-42200-212	Motor Fuels	True Fuel Gallon		\$71.97
Invoice	06/09/25	6/9/2025			
Cash Payment	E 101-45200-401	Repairs/Maint Buildings	3/8" Adapter		\$4.99
Invoice	06/09/25	6/9/2025			
Cash Payment	E 101-45200-401	Repairs/Maint Buildings	3/8" Cap		\$4.49
Invoice	06/09/25	6/9/2025			
Transaction Date	6/6/2025	MBT Bank Checking	10100	Total	\$112.42
Refer	0 <u>EXPRESS SERVICES INC</u> -				
Cash Payment	E 101-41500-101	Salaries	Y2657 - City Clerk 5/18/2025		\$412.69
Invoice	32353904	6/9/2025			
Cash Payment	E 601-49400-101	Salaries	Y2657 - City Clerk 5/18/2025		\$343.92
Invoice	32353904	6/9/2025			

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Payments

Current Period: June 2025

Cash Payment	E 602-49450-101	Salaries	Y2657 - City Clerk 5/18/2025	\$343.92
Invoice	32353904	6/9/2025		
Cash Payment	E 603-45183-101	Salaries	Y2657 - City Clerk 5/18/2025	\$275.13
Invoice	32353904	6/9/2025		
Transaction Date	6/6/2025	MBT Bank Checking	10100	Total \$1,375.66
Refer	0	WARSAW SOLAR, LLC	-	
Cash Payment	E 601-49400-380	Utility Services	April Power Sales	\$688.88
Invoice	2505-6994D	6/9/2025		
Cash Payment	E 602-49450-380	Utility Services	April Power Sales	\$995.07
Invoice	2505-6994D	6/9/2025		
Cash Payment	E 101-42200-380	Utility Services	April Power Sales	\$344.44
Invoice	2505-6994D	6/9/2025		
Cash Payment	E 101-41940-380	Utility Services	April Power Sales	\$612.33
Invoice	2505-6994D	6/9/2025		
Cash Payment	E 101-43160-381	Electric Utilities	April Power Sales	\$1,109.86
Invoice	2505-6994D	6/9/2025		
Cash Payment	E 603-45183-381	Electric Utilities	April Power Sales	\$76.54
Invoice	2505-6994D	6/9/2025		
Transaction Date	6/6/2025	MBT Bank Checking	10100	Total \$3,827.12
Refer	0	EXPRESS SERVICES INC	-	
Cash Payment	E 101-41500-101	Salaries	Y2659 - City Clerk 5/25/2025	\$456.65
Invoice	32386377	6/9/2025		
Cash Payment	E 601-49400-101	Salaries	Y2659 - City Clerk 5/25/2025	\$380.55
Invoice	32386377	6/9/2025		
Cash Payment	E 602-49450-101	Salaries	Y2659 - City Clerk 5/25/2025	\$380.55
Invoice	32386377	6/9/2025		
Cash Payment	E 603-45183-101	Salaries	Y2659 - City Clerk 5/25/2025	\$304.43
Invoice	32386377	6/9/2025		
Transaction Date	6/6/2025	MBT Bank Checking	10100	Total \$1,522.18
Refer	0	LRS OF MINNESOTA, LLC	-	
Cash Payment	E 101-42200-384	Refuse/Garbage Dispos	Garbage Service for May 2025	\$43.58
Invoice	UB603198	6/9/2025		
Cash Payment	E 101-41940-384	Refuse/Garbage Dispos	Garbage Service for May 2025	\$157.81
Invoice	UB603198	6/9/2025		
Cash Payment	E 603-45183-384	Refuse/Garbage Dispos	Garbage Service for May 2025	\$114.24
Invoice	UB603198	6/9/2025		
Transaction Date	6/6/2025	MBT Bank Checking	10100	Total \$315.63
Refer	0	SIMPLY TIDY, LLC	-	
Cash Payment	E 101-41940-439	Janitors	April - May Cleaning	\$195.00
Invoice	3181	6/9/2025		
Transaction Date	6/6/2025	MBT Bank Checking	10100	Total \$195.00
Refer	0	SMITH SCHAFFER & ASSOCIATES	-	
Cash Payment	E 101-41530-301	Auditing and Acct g Serv	Audit of the City of Mantorville's General Purpose Financial Statements for year ended 12/31/2024	\$5,500.00
Invoice	42005	6/9/2025		
Transaction Date	6/6/2025	MBT Bank Checking	10100	Total \$5,500.00
Refer	0	DODGE COUNTY INDEPENDENT	-	

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Payments

Current Period: June 2025

Cash Payment	E 101-41110-352	Publishing	Public Hearing June 9th - City's Master Fee Schedule	\$68.10
Invoice 19358		6/9/2025		
Transaction Date	6/6/2025	MBT Bank Checking	10100	Total \$68.10
Refer	0	<u>MN DEPARTMENT OF HEALTH</u>	-	
Cash Payment	E 601-49400-441	MDH FEE	Qtr 2 MDH Fee	\$940.00
Invoice 06/09/25		6/9/2025		
Transaction Date	6/6/2025	MBT Bank Checking	10100	Total \$940.00
Refer	0	<u>SE MN EMS</u>	-	
Cash Payment	E 101-42200-217	Other Operating Supplie	FR Run Reports	\$10.00
Invoice 13554		6/9/2025		
Transaction Date	6/6/2025	MBT Bank Checking	10100	Total \$10.00
Refer	0	<u>MN FIRE CERTIFICATION BOARD</u>	-	
Cash Payment	E 101-42200-208	Training, Mileage	Testing Fee Annika	\$25.00
Invoice 1543		6/9/2025		
Transaction Date	6/6/2025	MBT Bank Checking	10100	Total \$25.00
Refer	0	<u>BOUND TREE MEDICAL, LLC</u>	-	
Cash Payment	E 101-42200-311	First Responder Train/E	Rescue Supplies	\$874.81
Invoice 85790844		6/9/2025		
Transaction Date	6/6/2025	MBT Bank Checking	10100	Total \$874.81
Refer	0	<u>FIRE SAFETY USA, INC</u>	-	
Cash Payment	E 101-42200-311	First Responder Train/E	Hexarmor Ext/Rescue Glove	\$62.95
Invoice 201479		6/9/2025		
Transaction Date	6/6/2025	MBT Bank Checking	10100	Total \$62.95
Refer	0	<u>NAPA</u>	-	
Cash Payment	E 101-42200-228	Equip. Repair and Maint	#47 Pumper 2	\$11.55
Invoice 502874		6/9/2025		
Transaction Date	6/6/2025	MBT Bank Checking	10100	Total \$11.55
Refer	0	<u>KMTELECOM</u>	-	
Cash Payment	E 101-41940-321	Communications Phone/	CITY HALL MAIN 5170	\$129.90
Invoice 10268228		6/9/2025		
Cash Payment	E 101-41940-321	Communications Phone/	CITY HALL - 5176 - 2ND LINE	\$20.91
Invoice 10268228		6/9/2025		
Cash Payment	E 101-41940-321	Communications Phone/	CITY HALL FAX 5300	\$0.00
Invoice 10268228		6/9/2025		
Cash Payment	E 101-42200-321	Communications Phone/	FD 5440	\$25.90
Invoice 10268228		6/9/2025		
Cash Payment	E 101-41940-321	Communications Phone/	STREETS - SHOP 5119	\$90.89
Invoice 10268228		6/9/2025		
Cash Payment	E 601-49400-321	Communications Phone/	WATER TOWER ALARM 3588	\$46.45
Invoice 10268228		6/9/2025		
Cash Payment	E 602-49450-321	Communications Phone/	LIFT STATION ALARM 5066	\$36.45
Invoice 10268228		6/9/2025		
Cash Payment	E 602-49450-321	Communications Phone/	WWTP 5463 ALARM	\$36.45
Invoice 10268228		6/9/2025		
Cash Payment	E 101-41940-321	Communications Phone/	LONG DISTANCE/TAXES/FEES	\$5.85
Invoice 10268228		6/9/2025		

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Payments

Current Period: June 2025

Cash Payment	E 101-46500-437	Other Miscellaneous	EDA 800 NUMBER	\$0.00
Invoice	10268228	6/9/2025		
Cash Payment	E 601-49400-321	Communications Phone/	New Well House Fiber	\$25.00
Invoice	10268228	6/9/2025		
Transaction Date	6/6/2025	MBT Bank Checking	10100	Total \$417.80
Refer	0	RIVERLAND COMMUNITY COLLEG	-	
Cash Payment	E 101-42200-208	Training, Mileage	Grain Bin-Classroom	\$560.00
Invoice	1264444	6/9/2025		
Cash Payment	E 101-42200-208	Training, Mileage	RTK/Hazmat Awareness	\$560.00
Invoice	1264445	6/9/2025		
Cash Payment	E 101-42200-208	Training, Mileage	Lifting, Cribbing Table/Jenga	\$1,250.00
Invoice	1293359	6/9/2025		
Transaction Date	6/6/2025	MBT Bank Checking	10100	Total \$2,370.00
Refer	0	MCFOA	-	
Cash Payment	E 101-41500-208	Training, Mileage	Wendy Membership	\$50.00
Invoice	02689	6/9/2025		
Cash Payment	E 101-41500-208	Training, Mileage	Gretchen Membership	\$50.00
Invoice	02445	6/9/2025		
Transaction Date	6/6/2025	MBT Bank Checking	10100	Total \$100.00
Refer	0	DODGE COUNTY SHERIFF	-	
Cash Payment	E 101-42100-310	Other Professional Servi	Service for June	\$9,195.33
Invoice	060925	6/9/2025		
Transaction Date	6/6/2025	MBT Bank Checking	10100	Total \$9,195.33
Refer	0	BADGER METER	-	
Cash Payment	E 601-49400-300	Professional Srvs (GEN	Service for May	\$174.47
Invoice	80196639	6/9/2025		
Cash Payment	E 602-49450-300	Professional Srvs (GEN	Service for May	\$261.70
Invoice	80196639	6/9/2025		
Transaction Date	6/6/2025	MBT Bank Checking	10100	Total \$436.17
Refer	0	BOYUM TREE SERVICE LLC	-	
Cash Payment	E 101-45200-500	Capital Outlay	Remove 2 trees, trimmed large maple, remove limb along river	\$3,250.00
Invoice	904803	6/9/2025		
Transaction Date	6/6/2025	MBT Bank Checking	10100	Total \$3,250.00
Refer	0	Ferguson	-	
Cash Payment	E 601-49400-228	Equip. Repair and Maint	Gerguson Academy Attendance Fee	\$40.00
Invoice	0542990	6/9/2025		
Transaction Date	6/6/2025	MBT Bank Checking	10100	Total \$40.00
Refer	0	SL CONTRACTING, INC	-	
Cash Payment	E 101-43100-224	Street Maint Materials	2025 Spring Sweeping	\$2,000.00
Invoice	14912	6/9/2025		
Transaction Date	6/6/2025	MBT Bank Checking	10100	Total \$2,000.00
Refer	0	MCNEILUS STEEL INC	-	
Cash Payment	E 101-45200-401	Repairs/Maint Buildings	Coil Head & Trail Drops	\$203.03
Invoice	01237660	6/9/2025		
Transaction Date	6/6/2025	MBT Bank Checking	10100	Total \$203.03

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Payments

Current Period: June 2025

Refer	0	<i>pioneer athletics</i>	-		
Cash Payment	E 101-45200-404	Repairs/Maint Machiner	Bolco Style Major League Base Set		\$24.56
Invoice	INV-249479	6/9/2025			
Transaction Date	6/6/2025		MBT Bank Checking 10100	Total	\$24.56
Refer	0	<i>MAXSON ELECTRIC</i>	-		
Cash Payment	E 101-43100-228	Equip. Repair and Maint	Bridge light repair - LED Lamps & Boom Truck		\$363.40
Invoice	7473	6/9/2025			
Cash Payment	E 101-45200-401	Repairs/Maint Buildings	North Sign - Cover, sign light, pvc box, gfi, splice kit, misc tap, screws, straps		\$710.60
Invoice	7474	6/9/2025			
Transaction Date	6/6/2025		MBT Bank Checking 10100	Total	\$1,074.00
Refer	0	<i>EARLS SMALL ENGINE REPAIR</i>	-		
Cash Payment	E 101-45200-404	Repairs/Maint Machiner	Chain 33rm3 68		\$61.98
Invoice	4/28/2025	6/9/2025			
Transaction Date	6/6/2025		MBT Bank Checking 10100	Total	\$61.98
Refer	0	<i>MENARDS - ROCHESTER NORTH</i>	-		
Cash Payment	E 101-45200-200	Supplies	Tank Sprayer, paint, energizer, toilet bowl cleaner, quick link, screws, gloves		\$122.56
Invoice	68340	6/9/2025			
Cash Payment	E 101-41940-220	Bldg.Repair and Mainten	Batteries & ultima clear		\$46.65
Invoice	67545	6/9/2025			
Cash Payment	E 101-45200-404	Repairs/Maint Machiner	Batteries & anti-furl rings		\$47.33
Invoice	67363	6/9/2025			
Transaction Date	6/6/2025		MBT Bank Checking 10100	Total	\$216.54
Refer	0	<i>LEAGUE OF MN CITIES INS TRUST</i>	-		
Cash Payment	E 101-41500-151	Worker s Comp Insuran	Admin - Worker's Compensation Coverage Premium		\$106.89
Invoice	06/04/2025	6/9/2025			
Cash Payment	E 101-42200-151	Worker s Comp Insuran	Fire - Worker's Compensation Coverage Premium		\$4,075.71
Invoice	06/04/2025	6/9/2025			
Cash Payment	E 101-45200-151	Worker s Comp Insuran	Parks - Worker's Compensation Coverage Premium		\$2,313.10
Invoice	06/04/2025	6/9/2025			
Cash Payment	E 602-49450-151	Worker s Comp Insuran	Sewer - Worker's Compensation Coverage Premium		\$917.12
Invoice	06/04/2025	6/9/2025			
Cash Payment	E 101-43100-151	Worker s Comp Insuran	Maintenance - Worker's Compensation Coverage Premium		\$1,957.16
Invoice	06/04/2025	6/9/2025			
Cash Payment	E 601-49400-151	Worker s Comp Insuran	Water - Worker's Compensation Coverage Premium		\$1,099.90
Invoice	06/04/2025	6/9/2025			
Cash Payment	E 101-41110-151	Worker s Comp Insuran	Elected Officials - Worker's Compensation Coverage Premium		\$219.12
Invoice	06/04/2025	6/9/2025			
Transaction Date	6/6/2025		MBT Bank Checking 10100	Total	\$10,689.00
Refer	0	<i>CASEYS BUSINESS MASTERCARD</i>	-		
Cash Payment	E 101-45200-200	Supplies	Fuel 04/18/25 - 05/18/25		\$8.93
Invoice	05/18/2025	6/9/2025			

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Payments

Current Period: June 2025

Cash Payment	E 101-45200-212	Motor Fuels	Fuel 04/18/25 - 05/18/25	\$280.94
Invoice	05/18/2025	6/9/2025		
Cash Payment	E 101-42200-212	Motor Fuels	Fuel 04/18/25 - 05/18/25	\$102.40
Invoice	05/18/2025	6/9/2025		
Transaction Date	6/6/2025	MBT Bank Checking	10100	Total \$392.27

Fund Summary

	10100 MBT Bank Checking	
101 GENERAL FUND		\$48,426.95
225 PARK CONCESSIONS FUND		\$13,242.04
601 WATER FUND		\$4,132.66
602 SEWER FUND		\$3,216.26
603 RV PARK		\$907.80
		<u>\$69,925.71</u>

Pre-Written Checks	\$2,293.00
Checks to be Generated by the Computer	\$67,632.71
Total	<u>\$69,925.71</u>

City of Mantorville
Regular City Council Minutes
May 12, 2025



1. **Call to Order**

Mayor Jeff Ingalls called the meeting to order at 6:30p.m.

Present: Mayor Jeff Ingalls

Councilmembers:

Lynnette Nash
Lyle Hoaglund
Kim Boyum
Jim Potter

Absent: None

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

2. **Pledge of Allegiance**

Everyone stood and recited the Pledge of Allegiance.

3. **Changes to the Agenda**

Council approved the agenda as presented.

4. **Consent Agenda**

- A. Accounts Payable (Warrant List) for 5.12.25
- B. Council Meeting Minutes 4.14.25
- C. April 2025 Dodge County Sheriff's Report
- D. May 2025 Fire Department Meeting Minutes
- E. Park Board Meeting Minutes 3.25.25
- F. Franchise Termination Notice from KM Telecom

Councilmember Nash motioned and Councilmember Boyum seconded to approve the Consent Agenda as presented.

Motion carried: 5 ayes / 0 nays

5. **Proclamations, Presentations, and Recognitions**

No Items.

6. Public Concerns

No Items.

7. Public Safety

No Items.

8. Public Hearings

No Items.

9. Old Business/New Business

A. Approval of the Riverside Bandshell Policy.

Councilmember Hoaglund moved and Councilmember Potter seconded to approve the Riverside Bandshell Policy as presented.

Motion carried: 5 ayes / 0 nays

B. Approval of the Friends of Mantorville Contract for the approved Pickleball Courts at Slingerland Park and Resolution 2025-22 Accepting the Donation of a Pickleball Court at Slingerland Park.

Councilmember Nash moved and Councilmember Hoaglund seconded to approve the Friends of Mantorville contract for the Pickleball Courts at Slingerland park.

Motion carried: Roll call vote, Councilmembers: Nash – aye
Hoaglund – aye
Boyum – aye
Potter – nay
&
Mayor Ingalls - aye

Councilmember Nash moved and Councilmember Hoaglund seconded to approve Resolution 2025-22 Accepting the Donation of a Pickleball Court at Slingerland Park.

Motion carried: 4 ayes / 1 nay, Councilmember Potter voting against

C. Approval of \$10,000 excavation quote for the Pickleball Courts from Pyfferoen Custom Excavations.

Councilmember Nash moved and Councilmember Hoaglund seconded to approve the quote from Pyfferoen.

Motion carried: 4 ayes / 1 nay, Councilmember Potter voting against

10. Tabled Items

A. Security Cameras for City Hall, City Shop, and Fire Department – not pulled from table.

11. Reports

A. Public Works Report

- 1) The alley behind the Hubbell House will be begun hopefully by next week.
- 2) Service was stubbed into the lot by Creative Change. Creative Change also stubbed in service at the same time.
- 3) The new Basketball Court at Riverside Park is currently being worked on and the hoops will be in soon.
- 4) There is a stray dog up at the shop. It has been shared on the City Facebook page and we will continue to look for the owner. Councilmember Potter said there were some signs looking for a lost dog on the Golf Course Road. Public Works Lead Adams will look into this.
- 5) Council tabled the streetlight for HWY 57 across from Casey's.

B. City Clerk Report

- 1) Council voted to waive the fee for a group conducting a fundraiser at the Riverside Park Pavillion.

Councilmember Boyum Moved and Councilmember Potter seconded to approve.

Motion carried 5 ayes / 0 nays

- 2) Council voted to waive the fee for the student jazz band performing at the Riverside Park Bandshell on the last Tuesday in May.

Councilmember Hoaglund moved and Councilmember Potter seconded to approve.

Motion carried: 5 ayes / 0 nays

- 3) The auditors will be coming to present the year 2024 financial report to Council on June 9th.
- 4) There will be a Public Hearing for the 2025 Fee Schedule on June 9th. City Clerk Lohrbach will have a preliminary one for Council at the next meeting on May 19th.
- 5) City Clerk Lohrbach will get more information together regarding the WEX Fleet gas cards for City Employee use.
- 6) Alcoholic Beverages will be allowed in Riverside Park during City Events.
- 7) Council would like to review an ordinance in regards to native grasses allowed in the City in the future.
- 8) City Clerk Lohrbach said that only 13% of current residents have signed up for the Eye On Water app, so a text service for community information may not be a good idea as residents may not sign up for this service either. This can be revisited in the future, but right now Deputy Clerk Siewert is putting lots of useful community information on the back of the water bills.

- 9) City Clerk Lohrbach will prepare a formal resolution accepting a bench donation from Mati Ruehmann in honor of Scott Larson

Council voted to accept the donation: 5 ayes / 0 nays

- 10) Mailchimp was discussed and it is free for the first 2,000 emails, and then \$45 per month after that.
- 11) The MRA was told that they were getting old permitting prices on their commercial roof they will be putting on. City Clerk Lohrbach will check on this.

C. Consultant Report

No Items

D. Committee Reports

1) Chamber

- Will no longer be doing the Haunted Hustle. Friends of Mantorville could maybe take this event over. This will be brought to the next Chamber meeting for discussion. Artwork for the Christmas tin will be chosen by the end of the month.

2) Economic Development Authority

- The schoolhouse rock fascia request was denied. They would like to use their funds to promote economical development. Funds could be used to help promote a fundraising event for requests like this. The Riverside Bandshell passed it's final inspection and there will be a keynote address and a press release. A Quality of Life Grant is being looked into for refurbishing the Riverside Park bathrooms.

3) Finance/Budget

4) Fire Department

- Curt Kramer is retiring on June 1, 2025. The grass rig is running now. Some money will be spent on new lights that are needed for the trucks.

5) Infrastructure

6) K-M Joint Powers

7) Mantorville Restoration Association

8) Park Board

- The walk through of the parks is done. Signs will be put up at the Riverside Bandshell to keep off the rocks.

9) Personnel

- Will try to meet next week with Deputy City Clerk Siewert and City Clerk Lohrbach.

10) Fire Department Relief

11) Township

- Sold 9 building permits this month. Speaking of building permits, City Clerk Lohrbach said there will be a Public Meeting for approval of the Eagle Meadows final plat at the next council Meeting, May 19th.

12) Decorations

- Public Works Lead Adams heard back from the State that the benches to be purchased for along Mantorville Downtown HWY 57 cannot be bolted down. The Limited Use Permit with the State for the benches will be presented at the next Council meeting on May 19th.
- The brackets for the flags on the light posts along HWY 57 are now up.

E. Councilmember Reports

- Councilmember Nash attend a forum for Kasson students on local governments to answer questions.
- Council will go down to one meeting per month for the summer season. City Clerk Lohrbach will post this on the City Webpage and at City Hall.
- Councilmember Boyum said the Public Works Department has the Parks looking Beautiful.

F. Mayor’s Report

- Mayor Ingalls was wondering if the noise signs are in progress; they are.
- Would like a letter sent to the property owner of 101 5th Street East about the wall of the building that can potentially fall into the creek because of the water running underneath this.
- Would like to do something to kick off the Music in Mantorville series at the Riverside Park Bandshell.

12. Executive session

No Items.

13. Adjourn

Councilmember Nash moved and Councilmember Potter seconded to adjourn the meeting.

Motion Carried: 5 ayes / 0 nays

Meeting adjourned at 7:40pm.

Approved: June 9, 2025.

Gretchen Lohrbach
City Clerk-Treasurer

DRAFT

**UNAPPROVED MINUTES OF THE
DODGE COUNTY BOARD OF COMMISSIONERS REGULAR MEETING HELD
MAY 13, 2025**

Chair

Convene County Board Meeting

The Dodge County Commissioners met in regular session May 13, 2025, in the Board Room at the Dodge County Government Services Building, Mantorville, MN, at 9:32 a.m. Chair Rhonda Toquam called the meeting to order at 9:32 a.m.

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

Pledge of Allegiance

The pledge of allegiance was recited.

Determine Quorum

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

Also present:

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

Establish Agenda

Agenda Approved

It was noted that item 3.1, Dodge County Recycling Agreement, is being pulled from the agenda at the Environmental Service Director's request.

Motion by Allen seconded by Tjosaas to approve and adopt the agenda as amended to pull item 3.1, Dodge County Recycling Agreement, from the agenda as requested.

Motion Adopted [Unanimous]

Consent Agenda

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

Motion Adopted [Unanimous]

- 1.1. Committee of the Whole - Committee Meeting - Apr 22, 2025 4:30 PM
- 1.2. Board of Commissioners - Regular Meeting - Apr 22, 2025 5:00 PM
- 1.3. 2025-2027 Garbage/Recycling Removal Services
- 1.4. Cell Phone Stipend

New Employee Introductions

IT Director Tobey Hicks introduced Nolan Zippel who is the new Information Systems Specialist in Information Technology.

The Board welcomed Mr. Zippel.

Jim Elmquist, County Administrator**Constituent Concern/Question on Zoning Issue**

Mr. Elmquist informed the Board that this item is not for action. Seanne Buckwalter contacted Environmental Services and Administration to address concerns regarding VRBO zoning. Ms. Buckwalter has a home she would like to utilize for this zoning use in Mantorville Township. She is was interested in exploring short-term and long-term rentals options.

In an email to the county Ms. Buckwalter indicated that she had questions regarding the differences between long-term rentals vs. short-term rentals vs bed and breakfast rentals and the zoning rules pertaining to all 3 situations in Dodge County. Ms. Buckwalter was hoping to have a conversation about what is acceptable, what isn't and if zoning changes need to be made.

Commissioner Toquam asked Zoning Administrator Catherine Grondin to comment on zoning uses in Dodge County.

Ms. Grondin informed those present that this use was never allowed in Dodge County. While there may be VRBO's within city limits, the county doesn't regulate what the cities do. The Zoning Administrator stated in the county this use is not allowable in any Zoning District. Ms. Grondin clarified that long-term rentals are allowed, short-term rentals are not.

Commissioner Kenworthy wanted to know what the time break between a long-term rental and a short-term rental was.

The Zoning Administrator reported they don't have a definition of long-term or short-term. She stated that Airbnbs and VRBOs are normally rented for weekends or on a weekly basis, so even though the County doesn't have a specific definition, we would be looking at monthly rental to be considered long term rental.

Ms. Corneilus informed the Board that when Accessory Dwelling Units (ADUs) were discussed and when working with the Working Group, concerns were raised in regards to ADUs being used for short-term rental. When making the Ordinance amendment, ES considers the Planning

Commission, Working Group and Board concerns and it was clear that the idea of rentals was not favorable due to concerns they raised like noise and other nuisances, especially in the Ag District. Short-term rentals wasn't something the working groups were supportive of.

The Environmental Services Director shared her concerns with the possibility of the septic system not being big enough to handle the number of people that would be using the property at any given time. What typically happens at VRBO's is that a number of people share the rental. In Dodge County septic systems are sized based on the number of bedrooms that a home has. When the occupancy of a home exceeds the number of allowed bedrooms, the septic system becomes undersized for the volume of waste that is generated.

Commissioner Tjosaas wanted to know if the county allows B&Bs and what the different is between the two.

Ms. Grondin confirmed that the county does allow Bed & Breakfasts if under Agritourism. For B&Bs, the dwelling needs to be owner-occupied and guest rooms are part of the owner's dwelling, they are sharing common space.

Commissioner Allen stated we could have B&B's that could have 12 people in a room.

The Zoning Administrator reported said B&B would have to go through the permitting process and conditions would be placed on the permit. Ms. Cornelius voiced that B&B are more closely monitored with the owner living on site.

Ms. Cornelius reported that short-term renters don't have ties to the community and are unsupervised by the property owner, while at B&Bs there's someone typically on site to handle things and police things as needed. Therefore, B&B guest will be more cautious with their rental when it comes to cleanliness and noise levels. The Environmental Services Director raised concerns about how they would monitor short-term rental if allowed and who would be responsible for enforcement issues that arise.

Commissioner Allen wanted to know if someone could get a variance.

Ms. Grondin reported that you can't get a variance for something that's not allowed.

Commissioner Toquam wanted to know what the difference was between an Airbnb and a B&B.

The Environmental Services Director stated with an Airbnb the property owner is not present. In a B&B, the owner is on site. She reiterated that this changes the whole argument that was made when looking at ADUs policy.

Commissioner Allen reported that this isn't something that will be decided today.

Seanne Buckwalter informed the Board that she has stayed in a lot of rural places throughout the country and that rural properties are what she specifically looks for when booking a VRBO.

Ms. Buckwalter feels this is something that the county should consider.

No action was taken on this item.

Motion No Vote

Lauren Cornelius, Environmental Services Director & Rita Cole, Waste Management Administrator

Dodge County Recycle Agreement

This item was pulled from the agenda at the Environmental Services Director's request.

Motion No Vote

Catherine Grondin, Zoning Administrator

Planning Commission Recommendation Reviewed

Ms. Grondin presented for the Board's consideration the May 7, 2025 Planning Commission recommendation.

The Zoning Administrator discussed Burkholder - CUP #25-02.

Motion by Kenworthy seconded by Tjosaas to approve of the following action of the Planning and Zoning Commission as reviewed on May 7, 2025 with the reasons, recommendations and conditions as found in the individual permit:

Burkholder - CUP# 25-02

The first public hearing to consider an application for Conditional Use Permit 25-02 for a request to establish an Agricultural Sales Business for the sales and distribution of crop seed. The property is located in the Agricultural District on approximately 6.34 acres (exclusive of road ROW) located in Section 9, Ripley Township. The property owners are Justin and Stephanie Burkholder, and the applicant is Justin Burkholder.

RECOMMENDATIONS

The Zoning Staff recommends approval of the Conditional Use Permit (C.U.P.), as the request meets the ordinance requirements. The following conditions are recommended:

1. The business hours of operation will be 8 a.m. to 5 p.m., Monday through Saturday.
2. Operation will comply with all local, state, and federal regulations regarding the proposed use of the property. The business shall obtain and maintain all necessary licenses, registrations and/or other approvals for activities taking place at the site.
3. Verification that the site and buildings comply with the Minnesota Accessibility Code, State Building Code and Fire Code shall be provided to be included with a copy of the CUP on file in the Environmental Services Department.

4. Any change involving the addition of new business-related structures or employees beyond that specified in the business plan on file with the CUP, enlargement, intensification of the use or similar changes not specifically permitted by the CUP shall require an amended CUP to be issued.
5. The business shall comply with the conditions of this permit and the information provided in the business plan and details provided in the emails on file.
6. Any sign proposed for the business shall meet the performance standards of the Dodge County Zoning Ordinance.
7. The business shall comply with the Nuisance Standards of the Dodge County Zoning Ordinance. Nuisance complaints shall result in review of the CUP by the Planning Commission.
8. Zoning Permits shall be required prior to any structures subject to permitting under the Dodge County Zoning Ordinance.
9. Any new well or modifications to the other well would need to meet Minnesota Department of Health requirements.
10. All waste generated on site shall be properly disposed of in accordance with the Dodge County Solid Waste Ordinance and MPCA rules.
11. An easement shall be recorded or the proposed shared access drive on the east property line if put in place.
12. The applicant shall meet the requirements of the Dodge County Highway Department for the access to meet the county guidelines.
13. All sewage treatment systems located on the property shall maintain a valid Certificate of Compliance per Dodge County Zoning Ordinance Chapter 16, section 16.7.1, item K.
14. The applicant shall meet the recommendations of the Dodge County SSTS program Manager. A complete septic permit shall be submitted prior to or at the same time as the Zoning permit for the structure.

Motion Adopted [Unanimous]

**Lisa Dierks, University of Minnesota Extension Regional Director
4-H Program Annual Update**

Ms. Dierks and UMN Extension staff were available to provide the Board with their annual 4-H update.

The U of M Extension Regional Director introduced Abrielle Robinson who is the new Administrative Assistant in the Dodge County Extension office. The Board welcomed Ms.

Robinson.

Bethany Jackson, 4-H Youth Development Educator was introduced. Ms. Jackson shared information regarding programming in the community from the past year.

Included in the Board packet was a written report about 4-H program goals & deliverables with additional details for the Board’s review.

The Board thanked the UMN Extension staff for the update.

Motion No Vote

Kevin Venenga, Finance Director

Bills Reviewed

Mr. Venenga reviewed bills with the Board.

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

01 Revenue Fun	\$ 381,281.60
13 Road and Bridge Fund	\$ 124,973.20
16 Environmental Quality	\$ 130,752.65
52 The Midway	<u>\$ 31.00</u>
Total	\$ 637,038.45

Motion Adopted [Unanimous]

Nichole Farnsworth, Interim Employee Relations Director

Personnel Agenda Reviewed

Ms. Farnsworth presented the Personnel Agenda for the Board’s consideration.

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

- A. Administration**
- A.1 Nolan Zippel - Information Systems Specialist
Authorization to hire at B31 step 7 \$26.78 to fill approved vacancy.
Effective Date: 5/13/25
- B. Attorney’s Office**
- B.1 Kailee Thompson - Assistant County Attorney
Step increase from C52 step 6 \$53.92 to C52 step 5 \$55.67.
Effective Date: 4/06/25
- C. Highway**
- C.1 Joseph Andrist - Equipment Operator
Step increase from B23 step 8 \$32.60 to B23 step 9 \$33.74.

- Effective Date: 5/01/25
- C.2 Angel Chacon - Seasonal Maintenance
Authorization to hire at A11 step 9 \$18.14 to fill approved vacancy.
Effective Date: 5/05/25
- C.3 Christopher Kylo - Equipment Operator
Authorization to hire at B23 step 2 \$28.11 to fill approved vacancy.
Effective Date: 5/19/25
- C.4 Stuart Swygman - Equipment Operator
Step increase from B23 step 4 \$29.54 to B23 step 5 \$30.28.
Effective Date: 2/01/25
- D. Public Health**
- D.1 Brenda Gullickson - Business Office Manager
Step increase from C42 step 8 \$37.48 to C42 step 7 \$38.96.
Effective Date: 5/09/25
- E. Land Records**
- E.1 Ryan DeCook - Director of Land Records
Step increase from D71 step 6 \$61.85 to D71 step 5 \$63.70.
Effective Date: 5/01/25
- E.2 Matt Naatz - Senior Appraiser
Status change from Property Appraiser II C41 step 3 \$36.84 to Senior Appraiser C42 step 4 \$37.27.
Effective Date: 5/13/25
- F. Sheriff's Office**
- F.1 Kamren Lodermeier - 911 Dispatcher
Step increase from B23 step 4 \$28.14 to B23 step 5 \$29.26.
Effective Date: 5/10/25

Motion Adopted [Unanimous]

Tobey Hicks, Information Technology Director

2025 Server Purchases

Mr. Hicks informed the Board that it's time to get a few servers replaced due to age and dependability. They have two servers up for replacement this year. DODGEALL02, the main server for the GSB, and DODGEVT4, the Highway Department server. Money has been budgeted for these replacements this year with capital funds totaling \$22,324.

Server costs were listed as follows:

DODGEALL02: R760 Server \$11,609 + RAM \$3,104 = \$14,713

DODGEVT4: R450 Server \$7,485 + RAM \$126 = \$7,611

These quoted prices are from a Dell Reseller, SHI. The IT Director is requesting that he be allowed to purchase these two servers this year.

Motion by Peterson seconded by Kenworthy to approve and authorize the IT Director to purchase two replacement servers and RAM as requested at a cost of approximately \$22,324.

Motion Adopted [Unanimous]

Paul Kiltinen, County Attorney

Legal Update

Mr. Kiltinen provided the Board with a legal update.

Motion No Vote

Public Safety Committee Report - Commissioner David Kenworthy

Public Safety Committee Report

Mr. Kenworthy presented a summary of the Public Safety Committee report and action items.

Chaplain Equipment

It was reported that this item is just an FYI for the Board. The Chaplain's have raised money through their non-profit organization to pay for protective vests for all their members. Because the Chaplain's are considered extensions of employment of the DCSO, the Sheriff's Office is ordering the vests on behalf of the Chaplain's which allows them to submit for a partial grant reimbursement from the DOJ for almost 50% of the cost of these vests. The Sheriff's Office will be receiving an invoice from Streicher's for \$9,522.30 that they'll pay out of their equipment fund. The Chaplains will in turn reimburse the Dodge County Sheriff's Office for the total cost of the vest, which they have already raised the funds to pay for. The Sheriff's Office then hopes to get a reimbursement check from DOJ by the end of the year to cover around \$5,000 of the expense which will go back to the Chaplain's program.

Sheriff Rose wanted to make sure the Board was aware of this when the invoice comes through.

Motion No Vote

Public Works Committee Report - Commissioner Rodney Peterson

Public Works Committee Report

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

Renovation ReUse - Entryway Memo

It was reported that in October 2024 the Dodge County Board authorized Lauren Cornelius, Director of Environmental Services, the responsibility for signing the Statewide Sustainable Building and Materials grant agreement on behalf of Dodge County. That agreement has been signed as of December 2024. Included in the Board packet was a quote received from Big Sky Builders for the ReUse entryway.

Motion by Allen seconded by Tjosaas to approve and authorize the Environmental Services Director the ability to move forward with Big Sky Builders to build an entry way for the Renovation ReUse building at a cost of approximately \$15,870.

Motion Adopted [Unanimous]

Administration Committee Report - Commissioner Rhonda Toquam

Administration Committee Report

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

Commissioners provided their agency reports. Commissioner Allen attended a meeting regarding MSW. Commissioner Kenworthy attended a Solid Waste Disposal Environmental Services meeting, a Public Safety Committee meeting and a Committee of the Whole meeting. Commissioner Peterson attended a NACo HSE Committee meeting, a CHB meeting, a State Advisory Council on Mental Health meeting, an AMC Performance Council meeting, a FPHR Committee meeting and a NACo Veterans meeting. Commissioner Tjosaas attended two virtual Semcac meetings, a MNPrairie Work Session, a virtual MNPrairie Personnel meeting and a Dodge/Steele CHB meeting. Commissioner Toquam attended a Public Health meeting, a MNPrairie Work Session, a SCHA Compliance meeting, a SCHA Board meeting, a MNPrairie Policy Committee meeting, a Spero meeting, a County Board meeting and a check-in call with the Fairview Care Center Administrator.

Motion No Vote

There were no Other Deferred Business items to discuss.

Motion No Vote

Adjourn

Meeting Adjourned

Motion by Peterson seconded by Allen to adjourn the meeting at 10:30 a.m.

The next meeting of the Dodge County Board of Commissioners will be held on May 27, 2025 at 5:00 p.m.

Motion Adopted [Unanimous]

City **Mantorville**
 Date **5/1/2025** thru **5/31/2025**

<u>Agency</u>	<u>Incident_Nr</u>	<u>Location</u>	<u>LocCity</u>	<u>Activity</u>
S	202500003306	16 5th St W	Mantorville	No Contact Order, Domesti
S	202500003971	16 5th St W	Mantorville	Civil
S	202500003985	16 5th St W	Mantorville	Civil
S	202500003120	22 6th St E	Mantorville	Transportation Order
S	202500003447	22 6th St E	Mantorville	Disturbance
S	202500003298	22 6th St E	Mantorville	Larceny
S	202500003473	22 6th St E	Mantorville	Other Driving Complai
S	202500003548	22 6th St E	Mantorville	Found Property
S	202500003111	22 6th St E	Mantorville	Paper Service
S	202500003255	22 6th St E	Mantorville	Paper Service
S	202500003629	22 6th St E	Mantorville	Paper Service
S	202500003725	22 6th St E	Mantorville	Drug Court Order
S	202500003726	22 6th St E	Mantorville	Drug Court Order
S	202500003200	22 6th St E	Mantorville	MN Prairie Assist
S	202500003537	22 6th St E	Mantorville	Missing Person
S	202500003405	22 6th St E	Mantorville	Public Assist
S	202500003419	22 6th St E	Mantorville	Other Offenses
S	202500003640	22 6th St E	Mantorville	Harassment
S	202500003845	22 6th St E	Mantorville	Violate/cond-release
S	202500003133	220 3rd St W	Mantorville	Welfare Check
S	202500003193	220 County Rd 12	Mantorville	Domestic Abuse O.f.p.
S	202500003161	220 County Rd 12	Mantorville	Disturbance
S	202500003779	220 County Rd 12	Mantorville	Civil
S	202500003808	220 County Rd 12	Mantorville	Civil
S	202500003097	249 Mantor Dr	Mantorville	Harassment
S	202500003590	310 4th St W	Mantorville	Cell Call Open Line
S	202500003517	321 Main St N	Mantorville	Suspicious Activity
S	202500003458	321 Main St N	Mantorville	Animal Comp
S	202500003720	313 Main St N	Mantorville	Cell Call Open Line
S	202500003877	31 County Rd 21	Mantorville	Sign-Release Warrant
S	202500003984	31 County Rd 21	Mantorville	Offender Registry
S	202500003721	405 4th St W	Mantorville	Animal Comp
S	202500003380	320 Main St N	Mantorville	Robbery
S	202500003402	320 Main St N	Mantorville	Abandoned Vehicle
S	202500003272	320 Main St N	Mantorville	9-1-1 Hang Up Call
S	202500003924	320 Main St N	Mantorville	Civil
S	202500003972	501 Main St N	Mantorville	Suspicious Activity
S	202500003368	507 6th St W	Mantorville	Found Animals
S	202500003850	501 Chestnut St	Mantorville	Fraud
S	202500003151	502 Main St N	Mantorville	Ambulance Run
S	202500003291	420 Main St N	Mantorville	Larceny
S	202500003280	521 Cemetery Rd	Mantorville	Mv/hit & Run
S	202500003876	527 5th St E	Mantorville	Residence/business Ck
S	202500003621	605 Clay St	Mantorville	Welfare Check
S	202500003430	600 Washington St	Mantorville	Welfare Check
S	202500003782	621 Walnut St	Mantorville	Disturbance
S	202500003657	706 Chestnut St	Mantorville	Fraud
S	202500003265	721 Main St N	Mantorville	Miscellaneous Info
S	202500003088	713 Chestnut St	Mantorville	Ambulance Run
S	202500003567	715 Chestnut St	Mantorville	Alarm
S	202500003389	810 Adam St	Mantorville	Found Animals
S	202500003450	910 Adams St	Mantorville	Welfare Check
S	202500003383	910 Adams St	Mantorville	Alarm
S	202500003525	910 Adams St	Mantorville	Alarm
S	202500003163	910 Adams St	Mantorville	Ambulance Run
S	202500003160	914 Main St N	Mantorville	Ambulance Run

Total

56

PUBLIC HEARING NOTICE

Notice is hereby given that the Mantorville City Council will hold a public hearing on Monday, June 9, 2025 starting at 6:30 p.m., or as soon as reasonably practical thereafter, in the City Council Chambers, located at 21 5th Street East, Mantorville, Minnesota, related to proposed amendments to the City's master fee schedule. Interested persons may attend the hearing and provide comments. Materials and information regarding the proposed fee schedule revisions, including the proposed ordinance, can be requested from City staff or reviewed during business hours at City Hall, 21 5th Street East, Mantorville, MN. Following the public hearing, the City Council will consider adopting the fee schedule amendments via ordinance.

Gretchen Lohrbach
City Clerk Treasurer

CITY OF MANTORVILLE

ORDINANCE 2024-01

AN ORDINANCE UPDATING THE CITY’S MASTER FEE SCHEDULE

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

Section 1. The City of Mantorville’s Master Fee Schedule, which was adopted pursuant to Mantorville City Code, Section 32.02 and is contained in Appendix A to the Mantorville City Code, is hereby amended by replacing it in its entirety with the attached Exhibit A, entitled “City of Mantorville 2024 Master Fee Schedule.”

Section 2. In accordance with Minnesota Statutes, section 412.191, subd. 4, because publication of this ordinance by title and summary would clearly inform the public of its intent and effect, City staff shall have only the following summary printed in the official City newspaper in lieu of the complete ordinance:

On May 13, 2024, the Mantorville City Council adopted Ordinance 2024-01, An Ordinance Updating the City’s Master Fee Schedule, which approved the City’s revised master fee schedule. Said ordinance established new fees for records requests, delinquent fire call invoices, building permit fees, municipal utility rates/fees, and dog impounding fees. All other fees were unchanged. A printed copy of the ordinance, which includes the new master fee schedule, is available for inspection by any person during regular office hours at the office of the city clerk-treasurer.

Section 3. This ordinance shall be in full force and effect upon its passage and publication. Staff shall keep a copy of the ordinance in the clerk’s office at city hall for public inspection and post a full copy of the ordinance in a public place within the city.

Approved by the Mantorville City Council this 13th day of May, 2024

Mayor Chuck Bradford

ATTEST:

City Clerk Treasurer, Gretchen Lohrbach

EXHIBIT A
CITY OF MANTORVILLE
2025 MASTER FEE SCHEDULE

Fees shall be hereby established. **In the event of a conflict, this Fee Schedule shall prevail:**

ADMINISTRATIVE FEES:

Copies	25¢ per page black and white; (10¢ if paper furnished) 40¢ double-sided 50 cents \$1.00 per page, color
NSF/Closed Account/Stop Payment	\$30.00 per check
Copy of Council Meeting recording (disk)	\$5.00 per disk or flash drive
Duplicate License/Permit (any type)	\$10.00
Mileage Reimbursement	@ IRS allowed rate
Maps – 10 inch x 17 inch size	\$1.00 black and white \$2.00 color
Copy of City Code	\$65.00 – Binder Don't need \$50.00 – Non-binder \$100 dbl sided, 430 pages total
Affidavit of Candidacy Filing Fee	\$2.00
Open Records/Public Information Request	\$19.00 per hour \$22.00
Document Recording	\$50.00
Mowing/Yard Cleanup/Other	\$100 per hour with a 1 hour minimum
Over 60 Days late fee for Fire Dept. Calls	\$25.00

BUILDING PERMIT FEES:

Administrative Fee	\$75.00
Plan Review Application Fee	\$150.00 *Applied toward Plan Review Fee if Permit is issued
Plan Review Fee	65% of building permit fee
Valued Permit Fees	
\$1-\$999	\$55.00
\$1,000-\$4,999	\$55+\$20/\$1,000 for each \$1,000>\$1,000
\$5,000-\$19,999	\$121+\$6/\$1,000 for each \$1,000>\$5,000
\$20,000-\$99,999	\$216+\$5/\$10,00 for each \$1,000>\$20,000
\$100,00-\$249,999	\$614.75+\$3.75/\$1,000 for each \$1,000>\$100,000

\$250,000-\$499,999	\$1,176.75+\$3.65/\$1,000 for each \$1,000>\$250,000
\$500,000-\$749,999	\$2,088.50+\$3.50/\$1,000 for each \$1,000>\$500,000
\$750,000-\$999,999	\$2,962.25+\$3.25/\$1,000 for each \$1,000>\$750,000
\$1,000,000-\$1,999,999	\$3,774.50+\$3.20/\$1,000 for each \$1,000>\$1,000,000
\$2,000,000-\$4,999,999	\$6,950.75+\$2.25/\$1,000 for each \$1,000>\$2,000,000
\$5,000,000-\$9,999,999	\$13,695.75+\$2.20/\$1,000 for each \$1,000>\$5,000,000
\$10,000,000 and over	\$24,695.75+\$2.20/\$1,000 for each \$1,000>\$10,000,000
Commercial Re-shingle	Contact CMS to determine if flat fee
Flat Fee Permits: Reroof/side, repair or replace fixture/appliance, windows/doors. Egress Windows NOT FLAT FEE	\$125.00 (fee is ½ \$62.50 if only 1 item maintained per permit) \$127 and \$63.50
Manufactured Home	\$220.00
Demolition	\$175.00
All Others	\$100.00
Reinspection Fee (if special trip needed)	\$80.00
Mechanical Permit	\$35.00
Plumbing Permit	\$35.00
State Surcharge Fees Per Minnesota Statute 326B.148	
\$0-\$1,000,000	\$5/\$10,000 for each value up to \$1,000,000
\$1,000,001-\$2,000,000	\$500+\$4/\$10,000 for each value between \$1,000,001 & \$2,000,000
\$2,000,001-\$3,000,000	\$900+\$3/\$10,000 for each value between \$2,000,001 & \$3,000,000
\$3,000,001-\$4,000,000	\$1,200+\$2/\$10,000 for each value between \$3,000,001 & \$4,000,000
\$4,000,001-\$5,000,000	\$1,400+\$1/\$10,000 for each value between \$400,001 & \$5,000,000
Greater than \$5,000,000	\$1,500 +\$0.50/\$10,000 for each value exceeding \$5,000,001
Reissue of Expired Permit	Equal to original permit fee

Failure to Obtain Building Permit	\$150.00 or a sum equal to two times the building permit fee applicable to the project, whichever is greater
Print/Copy plans submitted electronically 11x17 or smaller	\$0.25 per page
Print/Copy large plans (plat size) submitted electronically	\$5 per page

LAND USE FEES:

An additional fee of up to two (2) hours of consultant time may be added to land use applications. See specific application for consultant costs. Consultant time beyond two (2) hours will be discussed with the Applicant prior to the City proceeding with the application.	
Preliminary Plat	\$350.00 + \$1.00/lot + all associated costs
Final Plat	\$150.00 \$300 + all associated costs
Minor Subdivision	\$200.00 (less than 3 lots) \$300 + all associated costs
Variance	\$250.00 \$300
Rezone	\$250.00 \$400
Conditional Use Permit	\$250.00 \$300
Parkland Dedication	\$100.00 per lot
Annexation	\$300.00 + all associated costs \$450
Appeal	\$150.00
Metes & Bounds Lot Split	\$250.00 \$300 + all associated costs

UTILITIES:

Water/Sewer Accessibility Charge to Developers	
Water (WAC)	\$1,000.00 per developable acre \$2,000
Sewer (SAC)	\$2,000.00 per developable acre
Connection Fee for Residential and Commercial Construction	
Water	\$650.00 per building \$1,200
Sewer	\$2,639.00 per building
Residential and Commercial Utility Base Rates and Charges Per Gallon are set annually by the Mantorville City Council. These charges are published on the City webpage and in the local newspaper.	
— Water Base	\$19.70
— Water per Thousand Gallons	\$4.90
— Sewer Base	\$36.50
— Sewer per Thousand Gallons Water	\$8.62
Water Shut Off/Reconnection	\$100.00

****Residents that leave for the winter months and request their water to be shut-off at the curb will be charged the \$100 fee when the water is turned back on. Monthly Base fees are not charged when the water is shut off at the curb.**

STORM WATER	
Residential – Less than 2 Acres	\$3.00 \$4.00 per month
Residential – More than 2 Acres	\$4.00 \$5.00 per month
Non-Residential	\$15.00 \$16.00 per acre with a \$5.00 \$6.00 minimum charge
Sump Pump Violations	\$100.00 per day of non-compliance
FAILURE TO INSTALL A WATER METER	\$50.00 per month, in addition to regular utility charges
Outside Water Meter/Meter Replace	\$400.00 \$430.00
MDH Fee (set by State)	\$.81 per month
UB Late Fee	20% of outstanding current month bill
Bulk Water Rate	\$10.00 per thousand gallons + Water Base Fee

LICENSE & PERMIT FEES:

Alcoholic Beverages – Set by State Statute	
3.2% Malt Liquor On Sale	\$200.00
3.2% Malt Liquor Off Sale	\$100.00
Consumption & Display	\$250.00 (check made out to State of Minnesota)
Intoxicating On Sale	\$2,500.00
Intoxicating Off Sale	\$100.00
Club On Sale	\$100.00
Sunday Intoxicating On Sale	\$200.00
Wine On Sale	\$500.00
Investigation	Associated Costs
Temporary Liquor	\$25.00 per day
Mantorville Brewery	\$142.00 Don't need
Mechanical Amusement Devices	\$50.00 (1-4 devices); \$15.00 each additional
Dog License	
Lifetime License	\$25.00
Replacement Tag	\$5.00
Dog Impound Fees 2024	\$100 plus cost of impound
Kennel License	\$150.00; Renewal N/C Per renewal, bi-annually

Chicken Permit	\$25.00; Renewal N/C Per renewal, annually
Garbage Haulers Permit	\$500.00 annually
Fireworks Display	\$25.00 each show
Peddlers/Solicitor	
Per day, per applicant	\$10.00
Background Investigation	\$100.00
Food Trucks	\$25.00; per renewal, annually
Excavation Permit (right-of-way)	\$30.00 \$50
Water/Sewer Contractor Permit	\$30.00 (Contractor's License to do work) \$50
Bond Amount	\$25,000.00 (copy of State required bond)
Park Shelter Reservation	\$30.00 \$40.00 per day
Bandshell Reservation	\$50.00 per day / \$100 refundable deposit
Permanent Sign Permit	\$50.00 + any required Building Permit
Rental Property License	\$25.00 each dwelling containing less than 4 units; \$30.00 each dwelling for 4 to 8 units; \$3.50 per day (up to 20 days) for failure to renew license
Golf Cart Permit	\$5.00

**MANTORVILLE FIRE DEPARTMENT
2023 BILLING RATES**

	Cost
Fire (e.g., Structure, Grass, Vehicle, etc.) - First two hours	\$750.00
Hours beyond first two hours	\$250.00 per hour
Incident where major equipment and manpower used	\$750.00
Hours beyond first two hours	\$250.00 per hour
Request for Assistance (minimal or no equipment used)	\$250.00 per hour
Request for Assistance (cancelled before arrival)	NO CHARGE
Alarm Investigation (e.g., carbon monoxide, smoke/odor)	\$500.00
False House Alarm System Triggered (investigate)	\$500.00
False House Alarm System Triggered (cancelled before arrival)	NO CHARGE
Hazardous Material Spill (e.g., fuel spill, etc.)	\$500.00
Motor Vehicle Accident (per vehicle involved)	\$750.00
First Responder Only Request	NO CHARGE
Charge for Foam	\$250.00 per 5 gallons

Direct Expense Additions
Mutual Aid Bills from Other Fire Departments
(typically fuel and foam)

Mutual Aid Provided to Other Departments --- cost of fuel and foam

Travel time is not included in any billing hours.

**2023 CAMPSITE FEE SCHEDULE
WATER – SEWER – ELECTRIC
SITES 1 – 10**

All fees listed include required State tax

1 NIGHT	\$30.00
2 NIGHTS	\$60.00
3 NIGHTS	\$90.00
4 NIGHTS	\$120.00
5 NIGHTS	\$150.00
6 NIGHTS	\$180.00
WEEKLY	\$210.00
MONTHLY	\$840.00

CITY OF MANTORVILLE

ORDINANCE 2025-02

AN ORDINANCE UPDATING THE CITY’S MASTER FEE SCHEDULE

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

Section 1. The City of Mantorville’s Master Fee Schedule, which was adopted pursuant to Mantorville City Code, Section 32.02 and is contained in Appendix A to the Mantorville City Code, is hereby amended by replacing it in its entirety with the attached Exhibit A, entitled “City of Mantorville 2025 Master Fee Schedule.”

Section 2. In accordance with Minnesota Statutes, section 412.191, subd. 4, because publication of this ordinance by title and summary would clearly inform the public of its intent and effect, City staff shall have only the following summary printed in the official City newspaper in lieu of the complete ordinance:

On June 9, 2025, the Mantorville City Council adopted Ordinance 2025-02, An Ordinance Updating the City’s Master Fee Schedule, which approved the City’s revised master fee schedule. Said ordinance established new fees for records copies, copies of the city code, building permit fees, land use fees, municipal utility rates/fees, utility accessibility charges, stormwater charges, chicken licenses, food truck licenses, excavation permits, contractor permits, park facilities reservations. All other fees were unchanged. A printed copy of the ordinance, which includes the new master fee schedule, is available for inspection by any person during regular office hours at the office of the city clerk-treasurer.

Section 3. This ordinance shall be in full force and effect upon its passage and publication. Staff shall keep a copy of the ordinance in the clerk’s office at city hall for public inspection and post a full copy of the ordinance in a public place within the city.

Approved by the Mantorville City Council this 9th day of June 2025.

Mayor, Jeffrey Ingalls

ATTEST:

City Clerk Treasurer, Gretchen Lohrbach

**EXHIBIT A
CITY OF MANTORVILLE
2025 MASTER FEE SCHEDULE**

Fees shall be hereby established. In the event of a conflict, this Fee Schedule shall prevail:

ADMINISTRATIVE FEES:

Copies	25¢ per page black and white; (10¢ if paper furnished) 50¢ double-sided \$1.00 per page, color
NSF/Closed Account/Stop Payment	\$30.00 per check
Copy of Council Meeting recording (disk)	\$5.00 per disk or flash drive
Duplicate License/Permit (any type)	\$10.00
Mileage Reimbursement	@ IRS allowed rate
Maps – 10 inch x 17 inch size	\$1.00 black and white \$2.00 color
Copy of City Code	\$100.00 – Non-binder, double sided
Affidavit of Candidacy Filing Fee	\$2.00
Open Records/Public Information Request	\$22.00 per hour
Document Recording	\$50.00
Mowing/Yard Cleanup/Other	\$100 per hour with a 1 hour minimum
Over 60 Days late fee for Fire Dept. Calls	\$25.00

BUILDING PERMIT FEES:

Administrative Fee	\$75.00
Plan Review Application Fee	\$150.00 *Applied toward Plan Review Fee if Permit is issued
Plan Review Fee	65% of building permit fee
Valued Permit Fees	
\$1-\$999	\$55.00
\$1,000-\$4,999	\$55+\$20/\$1,000 for each \$1,000>\$1,000
\$5,000-\$19,999	\$121+\$6/\$1,000 for each \$1,000>\$5,000
\$20,000-\$99,999	\$216+\$5/\$10,00 for each \$1,000>\$20,000
\$100,00-\$249,999	\$614.75+\$3.75/\$1,000 for each \$1,000>\$100,000
\$250,000-\$499,999	\$1,176.75+\$3.65/\$1,000 for each \$1,000>\$250,000

\$500,000-\$749,999	\$2,088.50+\$3.50/\$1,000 for each \$1,000>\$500,000
\$750,000-\$999,999	\$2,962.25+\$3.25/\$1,000 for each \$1,000>\$750,000
\$1,000,000-\$1,999,999	\$3,774.50+\$3.20/\$1,000 for each \$1,000>\$1,000,000
\$2,000,000-\$4,999,999	\$6,950.75+\$2.25/\$1,000 for each \$1,000>\$2,000,000
\$5,000,000-\$9,999,999	\$13,695.75+\$2.20/\$1,000 for each \$1,000>\$5,000,000
\$10,000,000 and over	\$24,695.75+\$2.20/\$1,000 for each \$1,000>\$10,000,000
Commercial Re-shingle	Contact CMS to determine if flat fee
Flat Fee Permits: Reroof/side, repair or replace fixture/appliance, windows/doors. Egress Windows NOT FLAT FEE	\$127.00 (fee is ½, \$63.50 if only 1 item maintained per permit)
Manufactured Home	\$220.00
Demolition	\$175.00
All Others	\$100.00
Reinspection Fee (if special trip needed)	\$80.00
Mechanical Permit	\$35.00
Plumbing Permit	\$35.00
State Surcharge Fees Per Minnesota Statute 326B.148	
\$0-\$1,000,000	\$5/\$10,000 for each value up to \$1,000,000
\$1,000,001-\$2,000,000	\$500+\$4/\$10,000 for each value between \$1,000,001 & \$2,000,000
\$2,000,001-\$3,000,000	\$900+\$3/\$10,000 for each value between \$2,000,001 & \$3,000,000
\$3,000,001-\$4,000,000	\$1,200+\$2/\$10,000 for each value between \$3,000,001 & \$4,000,000
\$4,000,001-\$5,000,000	\$1,400+\$1/\$10,000 for each value between \$400,001 & \$5,000,000
Greater than \$5,000,000	\$1,500 +\$0.50/\$10,000 for each value exceeding \$5,000,001
Reissue of Expired Permit	Equal to original permit fee

Failure to Obtain Building Permit	\$150.00 or a sum equal to two times the building permit fee applicable to the project, whichever is greater
Print/Copy plans submitted electronically 11x17 or smaller	\$0.25 per page
Print/Copy large plans (plat size) submitted electronically	\$5 per page

LAND USE FEES:

An additional fee of up to two (2) hours of consultant time may be added to land use applications. See specific application for consultant costs. Consultant time beyond two (2) hours will be discussed with the Applicant prior to the City proceeding with the application.	
Preliminary Plat	\$350.00 + \$1.00/lot + all associated costs
Final Plat	\$300.00 + all associated costs
Minor Subdivision	\$300.00 (less than 3 lots) + all associated costs
Variance	\$300.00
Rezone	\$400.00
Conditional Use Permit	\$300.00
Parkland Dedication	\$100.00 per lot
Annexation	\$450.00 + all associated costs
Appeal	\$150.00
Metes & Bounds Lot Split	\$300.00 + all associated costs

UTILITIES:	
Water/Sewer Accessibility Charge to Developers	
Water (WAC)	\$2,000.00 per developable acre
Sewer (SAC)	\$2,000.00 per developable acre
Connection Fee for Residential and Commercial Construction	
Water	\$1000.00 per building
Sewer	\$2,639.00 per building
Residential and Commercial Utility Base Rates and Charges Per Gallon are set annually by the Mantorville City Council. These charges are published on the City webpage and in the local newspaper.	
Water Shut Off/Reconnection	\$100.00
**Residents that leave for the winter months and request their water to be shut-off at the curb will be charged the \$100 fee when the water is turned back on. Monthly Base fees are not charged when the water is shut off at the curb.	
STORM WATER	

Residential – Less than 2 Acres	\$4.00 per month
Residential – More than 2 Acres	\$5.00 per month
Non-Residential	\$16.00 per acre with a \$6.00 minimum charge
Sump Pump Violations	\$100.00 per day of non-compliance
FAILURE TO INSTALL A WATER METER	\$50.00 per month, in addition to regular utility charges
Outside Water Meter/Meter Replace	\$430.00
MDH Fee (set by State)	\$.81 per month
UB Late Fee	20% of outstanding current month bill
Bulk Water Rate	\$10.00 per thousand gallons + Water Base Fee

LICENSE & PERMIT FEES:

Alcoholic Beverages – Set by State Statute	
3.2% Malt Liquor On Sale	\$200.00
3.2% Malt Liquor Off Sale	\$100.00
Consumption & Display	\$250.00 (check made out to State of Minnesota)
Intoxicating On Sale	\$2,500.00
Intoxicating Off Sale	\$100.00
Club On Sale	\$100.00
Sunday Intoxicating On Sale	\$200.00
Wine On Sale	\$500.00
Investigation	Associated Costs
Temporary Liquor	\$25.00 per day
Mechanical Amusement Devices	\$50.00 (1-4 devices); \$15.00 each additional
Dog License	
Lifetime License	\$25.00
Replacement Tag	\$5.00
Dog Impound Fees 2024	\$100 plus cost of impound
Kennel License	\$150.00: per renewal; bi-annually
Chicken Permit	\$25.00; per renewal, annually
Garbage Haulers Permit	\$500.00 annually
Fireworks Display	\$25.00 each show
Peddlers/Solicitor	
Per day, per applicant	\$10.00
Background Investigation	\$100.00

Food Trucks	\$25.00; per renewal, annually
Excavation Permit (right-of-way)	\$50.00
Water/Sewer Contractor Permit	\$50.00 (Contractor's License to do work)
Bond Amount	\$25,000.00 (copy of State required bond)
Park Shelter Reservation	\$40.00 per day
Bandshell Reservation	\$50.00 per day / \$100 refundable deposit
Permanent Sign Permit	\$50.00 + any required Building Permit
Rental Property License	\$25.00 each dwelling containing less than 4 units; \$30.00 each dwelling for 4 to 8 units; \$3.50 per day (up to 20 days) for failure to renew license
Golf Cart Permit	\$5.00

**MANTORVILLE FIRE DEPARTMENT
2023 BILLING RATES**

	Cost
Fire (e.g., Structure, Grass, Vehicle, etc.) - First two hours	\$750.00
Hours beyond first two hours	\$250.00 per hour
Incident where major equipment and manpower used	\$750.00
Hours beyond first two hours	\$250.00 per hour
Request for Assistance (minimal or no equipment used)	\$250.00 per hour
Request for Assistance (cancelled before arrival)	NO CHARGE
Alarm Investigation (e.g., carbon monoxide, smoke/odor)	\$500.00
False House Alarm System Triggered (investigate)	\$500.00
False House Alarm System Triggered (cancelled before arrival)	NO CHARGE
Hazardous Material Spill (e.g., fuel spill, etc.)	\$500.00
Motor Vehicle Accident (per vehicle involved)	\$750.00
First Responder Only Request	NO CHARGE
Charge for Foam	\$250.00 per 5 gallons

**Direct Expense Additions
Mutual Aid Bills from Other Fire Departments
(typically fuel and foam)**

Mutual Aid Provided to Other Departments --- cost of fuel and foam

Travel time is not included in any billing hours.

**2023 CAMPSITE FEE SCHEDULE
WATER – SEWER – ELECTRIC
SITES 1 – 10**

All fees listed include required State tax

1 NIGHT	\$30.00
2 NIGHTS	\$60.00
3 NIGHTS	\$90.00
4 NIGHTS	\$120.00
5 NIGHTS	\$150.00
6 NIGHTS	\$180.00
WEEKLY	\$210.00
MONTHLY	\$840.00

Water & Sewer Access Developer Charges and Residential Connections (Commercial Co

<u>City</u>	<u>Water Access Charge</u>	<u>Sewer Access Charge</u>	<u>Water Residential Connection</u>	<u>Sewer Residential Connection</u>	<u>Total Water</u>	<u>Total Sewer</u>
Mantorville	\$1,000.00	\$2,000.00	\$650.00	\$2,639.00	\$1,650.00	\$4,639.00
Byron	\$1,284.00	\$1,326.00	\$1,327.00	\$1,326.00	\$2,611.00	\$2,652.00
Chatfield	\$3,000.00	\$2,000.00	\$1,600.00	\$2,600.00	\$4,600.00	\$4,600.00
Mazeppa	\$3,000.00	\$3,000.00	\$1,000.00	\$1,000.00	\$4,000.00	\$4,000.00
Eyota	\$300.00	\$1,700.00	\$398.00	\$2,640.00	\$698.00	\$4,340.00
St. Charles	\$1,350.00	\$2,500.00	\$700.00	\$2,640.00	\$3,850.00	\$3,340.00
Kasson	\$2,000.00	\$2,000.00	\$1,200.00	\$2,450.00	\$3,200.00	\$4,450.00
Lake City	\$850.00	\$2,500.00	NA	NA	\$850.00	\$2,500.00
Zumbrota	\$1,750.00	\$1,750.00	\$825.00	\$825.00	\$2,575.00	\$3,400.00
Rochester	See Next Page for charges					
Total Avg. Not Including Rochester					\$2,670.00	\$3,769.00

connections are more)

Storm

\$392.00

\$2,000.00

has storm

Peddlers	\$75.00	\$75.00
Peddlers - Exempt From License	\$0.00	\$0.00
Peddlers - Rel & Char Organizations	\$0.00	\$0.00
Revocable Sign (disabled child)	\$50.00	\$50.00
Special Event / Sound Amplification	\$100.00	\$100.00
Per Additional Day (Special Event/ Sound Amplification)	\$25.00	\$25.00
Non Regulated Activities	\$0.00	\$0.00
Miscellaneous		
Election Filing Fees	\$50.00	\$50.00
Ward Maps	Variable	Variable
Reports, Maps, Code books	Variable	Variable
Photo Copies	\$0.25	\$0.25
Notary	\$5.00	\$5.00
Notary Witness Fees	\$1.00	\$1.00
Domestic partnership	\$60.00	\$60.00
Public Works		
Service	2025 Fee	2024 Fee
Sanitary Sewer and Watermain Connection Charge per foot of frontage	\$152.52	\$148.51
Sanitary Sewer Only per foot of frontage	\$86.83	\$84.54
Watermain Only per foot of frontage	\$77.42	\$75.39
Sewer or Water per Centerline Foot (through undeveloped property)	\$111.82	\$108.88
Maximum Sewer and Water Connection Fee - per lot for any developed lot one-half acre or less that contains a habitable single family dwelling unit	\$18,774.94	\$18,281.34
Sewer and Water Connection Fee - per lot plus \$0.42 per square foot over one-half acre and less than one and one-half acres that contain a habitable single family dwelling unit	Variable (\$18,774.94 + \$0.43 per sq ft)	Variable (\$18,281.34 + \$0.42 per sq ft)
Sewer and Water Connection Fee Cap - for lots one and one-half acres or larger for one habitable single family dwelling unit	\$37,549.88	\$36,562.69
Sewer and Water Connection Fee - The adjusted minimum connection fee shall be as follows calculated based on a minimum 80.00 feet frontage	\$12,201.50	\$11,880.72
Sewer Taps 4" pipe	\$208.56	\$203.08
Sewer Taps 6" pipe	\$291.98	\$284.30
Service Line Replacement Charges Water 5/8" - 1"	\$1,838.84	\$1,790.49
Service Line Replacement Charges Water 1-1/2" - 3"	\$2,300.69	\$2,240.20
Service Line Replacement Charges Water 4" - 6"	\$2,702.40	\$2,631.35
Service Line Replacement Charges Water 8"-12"	\$3,679.81	\$3,583.07
Service Line Replacement Charges Water > 12"	\$4,601.36	\$4,480.39
Service Line Replacement Charges Sewer 4" - 6"	\$1,838.84	\$1,790.49
Service Line Replacement Charges Sewer 8"-12"	\$2,702.40	\$2,631.35
Service Line Replacement Charges Sewer > 12"	\$3,679.81	\$3,583.07
Availability Charges Water (per developable acre)	\$3,448.87	\$3,358.20
Trunk Sewer Rate charge East Zumbro Phase 1: Silver Creek (per developable acre)	\$11,109.01	\$10,816.96
Trunk Sewer Rate charge East Zumbro Phase 1: Bear Creek (per developable acre)	\$9,939.10	\$9,677.80
Trunk Sewer Rate charge East Zumbro Phase 1: Willow Creek (per developable acre)	\$19,708.46	\$19,190.33
Trunk Sewer Rate charge Hadley Valley (per developable acre)	\$8,007.10	\$7,796.60
Trunk Sewer Rate charge Kings Run (per developable acre)	\$13,167.46	\$12,821.29
Trunk Sewer Rate charge West Zumbro (per developable acre)	\$17,463.20	\$17,004.09
Trunk Sewer Rate charge Northwest Territory (per developable acre)	\$28,101.75	\$27,362.95
Trunk Sewer Rate charge South Zumbro (per developable acre)	\$43,435.87	\$42,293.93
Sanitary Sewer Availability Charge Downstream Capacity Improvements (per developable acre)	\$1,379.55	\$1,343.28
Storm Water Management Plan Area Charges (SWMPAC) (per developable acre for Land Use Factor 1.0)	\$4,260.89	\$4,148.87
Section 7 SWMPAC (per gross acre for Land Use Factor 1.0)	\$2,085.60	\$2,030.77
NW Territories SWMPAC (per gross acre for Land Use Factor 1.0)	\$2,889.71	\$2,813.74
Street Reconstruction Fees are all based on per foot of frontage calculations:		
Street Reconstruction Residential Zones	\$129.03	\$125.63
Street Reconstruction Commercial/Industrial Zones	\$206.44	\$201.01
Street Reconstruction CBD/CDC Zones	\$240.85	\$234.52
Rehabilitation Fees per foot of frontage (as an alternative to Reconstruction at Owner's Request)		
Street Reconstruction Residential Zones	\$103.22	\$100.51
Street Reconstruction Commercial/Industrial Zones	\$167.73	\$163.32
Street Reconstruction CBD/CDC Zones	\$193.54	\$188.45
Street Resurfacing per foot of frontage (as an alternative to Reconstruction at Owner's Request)		
Street Reconstruction Residential Zones	\$34.41	\$33.50
Street Reconstruction Commercial/Industrial Zones	\$51.61	\$50.25
Street Reconstruction CBD/CDC Zones	\$51.61	\$50.25
Street / Alley Rehabilitation per foot		
Street Rehabilitation Residential Zones	\$68.81	\$67.00
Street Rehabilitation Commercial/Industrial Zones	\$111.82	\$108.88
Street Rehabilitation CBD/CDC Zones	\$129.03	\$125.63

(8) *Violations.* Any person who intentionally violates any of the provisions of this section shall be guilty of a misdemeanor as noted in § 10.99 herein.
 (Ord. 144, passed 10-23-2000; Am. Ord. --, passed 5-14-2007) Penalty, see § 10.99

§ 50.04 SANITARY SEWER AND WATER SERVICE CONNECTION AND AVAILABILITY CHARGES; MANDATORY CONNECTION TO SANITARY SEWER.

(A) *Findings.* The City Council of the city finds:

(1) It is in the best interests of public health, safety, and welfare, including but not limited to the protection of water quality for the health and safety of residents within the city, that properties within the city are served by and connect to city sanitary sewer and water service facilities.

(2) It is in the best interests of the city and its inhabitants that the cost of development and construction of sanitary sewer and water service facilities should be borne by the owner of the property which is served, and not the general taxpayers of the city.

(3) It is in the best interests of the city and its inhabitants that sanitary sewer and water service connection and availability charges vary in amount depending on the factors set forth in this section.

(B) *Purpose.* The purpose of the connection and availability charges established herein is as follows:

(1) To ensure that the city obtains sufficient funds to pay the cost of development and construction of sanitary sewer and water service facilities from the owners of the properties served;

(2) To equitably apportion the cost of development and construction of sanitary sewer and water service facilities among the owners of the properties served; and

(3) To reimburse the city for the cost of making and supervising connection of properties to sanitary sewer and water service facilities.

(C) *Connection charges.* Pursuant to M.S. § 444.075, connection charges, in amounts to be established by resolution of the City Council from time to time, are hereby established to apply to any parcel of land within the city which hereafter is either connected to city sanitary sewer and/or water service facilities or required to connect to such facilities under division (E) of this section or other applicable ordinances or laws, or for which the owner of the parcel has requested connection. The City Council may establish by resolution more than 1 connection charge amount to apply in an equitable manner to different developments, circumstances, and portions of the city. Connection charge amounts may be based upon any or all of the following factors:

(1) The cost of making and supervising the connection to the facilities;

Mantorville - Public Works

- (2) The cost of development and construction of new or enlarged facilities to extend service coverage within the city;
- (3) The cost of enlarging the capacity of the facilities in anticipation of future residential or commercial development, which cost may be included, without limitation, in connection charges applied to new developments regardless of whether the specific development was planned or under construction at the time the cost of enlarging the facilities' capacity was incurred; and
- (4) Any other costs associated with providing sanitary sewer and/or water service facilities to properties within the city and either allowed or not prohibited by applicable law, including but not limited to costs of construction, reconstruction, repair, enlargement, and improvement of the facilities. Connection charges shall not apply to any parcel of land which was previously assessed for that parcel's full share of the costs set forth above.

(D) *Availability charges.* Pursuant to M.S. § 444.075, availability charges, in amounts to be established by resolution of the City Council from time to time, are hereby established as follows:

- (1) To apply to any parcel of land within the city which is adjacent to city sanitary sewer and/or water service facilities, but which has not connected to the facilities, is not required to connect to the facilities by division (E) of this section or other applicable ordinances or laws, and for which the owner has not requested connection; and
- (2) To apply to any parcel of land within the city for which the city has appropriated net revenues or approved bonds or other obligations to fund a project which will extend city sanitary sewer and/or water service to the parcel.
- (3) Availability charge amounts may be based upon any or all of the same factors set forth in division (C) of this section for determining connection charge amounts. Availability charges may apply regardless of whether the particular parcel of land has been developed at the time the charge is imposed, provided, however, that the City Council may exempt a particular parcel from availability charges if the Council determines, in its sole discretion, that the parcel cannot be developed. Any availability charge that has been paid for a particular parcel of land will be deducted from any connection charge subsequently imposed on such parcel under division (C). Availability charges shall not apply to any parcel of land which was previously assessed for that parcel's full share of the costs set forth in division (C).

(E) *Mandatory connection; when connection is required.* The owners of all structures discharging wastewater and located on property adjacent to the city sanitary sewer service facilities shall be required, at each owner's expense, to install a suitable connection line to the city sanitary sewer. The deadline for connection may be determined by resolution of the City Council for a particular project or area of the city, and may include such conditions as the City Council deems appropriate. If no deadline has been determined by resolution, the connection shall be completed either within 90 days after the city sanitary sewer has become operational in cases where the sanitary sewer service is adjacent to properties with existing structures or immediately in cases where new structures are constructed on

existing properties

2017 S-2

adjacent to sanitary sewer services. In the event that any owner fails to complete the connection to the city sanitary sewer by the applicable deadline, the city shall have the right to enter onto the subject property and complete the connection, and all costs of completing the connection shall be added to the connection charge amount for the property under division (C) of this section.

(F) *Unpaid charges.*

(1) *Due date; delinquent charges.* Connection charges and availability charges shall be due and payable within 60 days after the date the charge is billed to the property owner. A charge that is not paid within such period shall be considered delinquent. On or before October 15 of each year, the City Clerk shall certify all delinquent charges to the Dodge County Auditor and such charges, along with interest at any legal rate established by resolution of the City Council from time to time, shall be added to the taxes against the respective parcel of land and collected thereafter as other taxes against the parcel are collected.

(2) *Payment of delinquent connection charges in installments.*

(a) A property owner whose property is subject to a delinquent connection charge under division (F)(1) of this section may petition the Board to allow certification of the charge to the County Auditor in annual installments, along with interest at the annual rate established by the City Council under division (F)(1). The City Council shall grant all such petitions which are filed in writing with the City Clerk within 30 days after the connection charge has become delinquent. The City Council may grant, but shall not be required to grant, any petition which is filed after the expiration of such 30 day period. A property owner may also file such petition with the City Clerk before the connection charge becomes delinquent, although the petition will not be deemed accepted and the City Council will not have authority to act on any such petition until the connection charge has become delinquent. If a petition is filed too late (in the sole judgment of the City Clerk) to allow the city to certify the first installment on the following year's property taxes, then the property owner shall make payment of the first installment plus interest directly to the City Clerk within 30 days after the City Council has approved the petition, and all subsequent installments and interest will be certified for payment with property taxes.

(b) The City Council shall have the discretion to determine the number of annual installments allowed for each petition granted based upon all relevant factors, including but not limited to the amount of the connection charge and the need for the city to recover construction costs within a reasonable period of time. The City Council, in its sole discretion, may also increase the number of annual installments to accommodate the proven financial hardship of an owner based on income, medical status, disability, and other relevant factors, provided, however, that any increase in the number of installments on such basis may be reviewed and the number of installments modified, in the City Council's sole discretion, in the event that the hardship is eliminated or alleviated due to a transfer of full or partial ownership or possession of the property, a change in financial circumstances of the owner, or any other circumstances which significantly reduce the hardship.

(c) A property owner's obligation to make approved installment payments under this section shall be binding on the property owner's successors and assigns, and shall also be a lien on the parcel of land to which the connection charge applies. Evidence of such lien may be filed against such parcel of land in the office of the Dodge County Recorder; provided, however, that any failure to file such lien with the Dodge County Recorder shall not eliminate or diminish, in any way, the obligation of the property owner or the property owner's successors and assigns to make the approved installment payments.

(d) If the property taxes become delinquent for any parcel of land which the City Council has approved for certification of the delinquent connection charges in installments, then the City Council may declare the total connection charge and accrued interest to become immediately due and payable. The City Council may also declare the total connection charge and accrued interest to become immediately due and payable if the first installment must be paid directly to the City Clerk under division (F)(2)(a) of this section and the property owner fails to pay the first installment when due. Thereafter, in either case, the City Clerk shall certify such total outstanding balance of the delinquent connection charge and any accrued interest to the Dodge County Auditor for collection thereafter as other taxes against the subject parcel of land are collected, along with continuing interest at the rate established under division (F)(1) of this section.

(Ord. 137, passed 10-26-1998; Am. Ord. --, passed 6-28-2010) Penalty, see § 10.99

§ 50.05 RESERVED.

§ 50.06 CONNECTION FEE POLICY FOR WATER CONNECTIONS.

(A) *Water connection policy.* The city acknowledges that numerous homes within the city are unserved by a municipal water system. Water mains and water lines may be constructed and extended when determined by the City Council to be economically feasible and necessary to supply water service to the inhabitants of the city. The City Council encourages municipal water service for currently unserved homes and buildings, as well as for newly constructed buildings. This policy encourages increased municipal water use, addresses residents' financial obligations, and protects water quality and residents' health and safety. Connection fees need to be established for properties currently unserved by municipal water service based upon financial estimates, citizen input, and study by the City Council. Projects of varying size will require a connection fee policy which is supplementary to other financing methods.

(B) *Water connection fee.* A water connection fee must be paid by the owner of a parcel of real property at the time the property is connected to the city's public water system unless the payment is arranged by another method. In order that connection fees be fairly and uniformly imposed, the City Council shall annually establish a schedule of connection charges in order to reflect changes in costs. When a new line is constructed or extended the City Council may establish a connection charge for that particular line based upon the cost of the construction or extension and said connection charge need not be the same as the charge to connect to the already existing water lines.



Spring Valley Office
712 Lyndale Avenue
Spring Valley, MN 55975
Phone/Fax (507) 346-7895
Cell (507) 273-2443
Email mbubany@myclearwave.net

November 22, 2005

VIA EMAIL

Ms. Cami Reber, Clerk
City of Mantorville
21 5th Street SE
PO Box 188
Mantorville, MN 55955-0188

RE: Sewer & Water Availability Charges / Connection Charges

Dear Ms. Reber:

The purpose of this letter is to outline my recommendations for the establishment of Sewer and Water Availability Charges (SAC/WAC) and Connection Charges for new developments and homes within the City of Mantorville. Please do not confuse these recommended charges with those established for the 2005 Northwest Sewer & Water Project. Those charges have been set for those properties. The recommendations included in this report are for new subdivisions and homes built *outside of* that project area.

The purpose of establishing development fees such as these is to collect revenue to help defray costs of large system wide improvements. Typically, growth requires cities to undertake major upgrades in its utility services over time. As such, it is only fair to expect that the growth will pay for those improvements.

It is important to understand how SAC/WAC and Connection Charges are collected. Typically, SAC/WAC is collected from the developer up front when a plat is approved. Connection Charges, on the other hand, are collected from an individual when they apply for a building permit.

Attached please review Exhibit 1. This exhibit illustrates the costs of large system upgrades for each service, water and sewer. The sewer plant is approaching its life expectancy and the City recently built a new water tower that is being financed over many years. It is not fair nor realistic to expect the growth of the City to fully cover these costs. Exhibit 1 calculates that 19% of these costs should be allocated to new growth. Assuming that a typical plat gets 2.5 homes per developable acre, this will require sewer revenue of \$8,597 per acre and water revenue of \$2,536 per acre (\$11,133 total per acre).

It is my opinion that if the City were to charge this completely as up front SAC/WAC to new developments, it would overly stifle any new development. That is why I recommend charging only \$2,000 per developable acre for sewer and \$1,000 per developable acre for water (\$3,000 total per acre). So, if the City is presented with a plat with 10 developable acres, it should collect \$30,000 before it approves the final plat.

The balance of the revenues is to be collected via the building permit process. Still assuming 2.5 homes per developable acre, this would require a connection charge of \$2,639 for sewer and \$614 for water (\$3,253 total).

The result of SAC/WAC and the Connection Charges proposed is total fees that average \$4,453 per household. Please refer to Exhibit 2 to see how this compares with some other area cities. This puts Mantorville about \$1,000 above the average. I am comfortable with this because I understand that Mantorville is very interested in controlling the level of growth in its community.

If you believe these proposed charges are too high, we can certainly adopt lower fees. However, by doing so the City would be shifting more of the cost burden of future system updates from the growth onto existing users. If the City would like to adopt these proposed charges, I advise the City work with its City Attorney to draft the appropriate resolutions and/or ordinances.

Yours truly,

A handwritten signature in black ink, appearing to be 'MB', written in a cursive style.

Mike Bubany
David Drown Associates, Inc.

Enc. (2)

cc Bill Angerman, WHKS, City Engineer
Lee Bjorndal, Baudler Law Firm, City Attorney

**City of Mantorville, Minnesota
Sewer & Water Availability Charges / Connection Charges**

a	2.5	Assumed # of people/household
b	2.5	Assumed # of homes/developable acre
c	1,185	2004 Estimated Population
d	1,454	2025 Estimated Population
e	13	Estimated Average Population Growth/Year (d-c/20 years)
f	5	Estimated Average Housing Starts/Year (e/a)
g	81%	% of Costs Attributable to Current Residents (c/d)

SEWER

h	\$	2,000,000	WWTP Upgrade / Trunkline Extensions
i	\$	2,000,000	TOTAL SEWER UPGRADES
j	\$	1,629,986	Costs Attributable to Current Residents (i*g)
k	\$	370,014	Costs Attributable to Future Growth (i-j)
l		108	# of New Households 20 yrs (i*20)
m	\$	3,439	Per Household Revenue Req'd (k/l)
	\$	8,597	Req'd Revenue per Developable Acre (m*b)

WATER

	\$	590,000	2003 Water Tower
	\$	590,000	TOTAL WATER UPGRADES
	\$	480,846	Costs Attributable to Current Residents (i*g)
	\$	109,154	Costs Attributable to Future Growth (i-j)
		108	# of New Households 20 yrs (i*20)
	\$	1,014	Per Household Revenue Req'd (k/l)
	\$	2,536	Req'd Revenue per Developable Acre (m*b)

Recommended Split:

n	\$	2,000	Suggested SAC per Developable Acre
o	\$	2,639	Suggested sewer connection charge/household
	\$	8,597	n + (o * a)
	\$	1,000	Suggested WAC per Developable Acre
	\$	614	Suggested water connection charge/household
	\$	2,536	n + (o * a)

SAC WAC CHARGES & Connection Charges
11/15/2004

Note: Due to the variable nature of these charges, costs were figured on a per unit basis (residential). For charges assigned to an area (i.e. dollars per acre), it is assumed that each acre will hold an average of 2.5 units (because of right-of-way needs). Some cities charge both connection fees and area charges. The numbers below reflect the total combined cost.

	Cost Per Unit WATER	Cost Per Unit SEWER	COMBINED
Byron	\$ 755	\$ 1,220	\$ 1,975
Chatfield *	\$ 2,800	\$ 3,400	\$ 6,200
Dodge Center	\$ 1,071	\$ 1,429	\$ 2,500
Eyota	\$ 825	\$ 3,750	\$ 4,575
Kasson	\$ 650	\$ 2,550	\$ 3,200
Lake City	\$ 860	\$ 2,510	\$ 3,370
Mazeppa	\$ 2,200	\$ 2,200	\$ 4,400
St. Charles	\$ 820	\$ 1,680	\$ 2,500
Zumbrot	\$ 1,400	\$ 1,400	\$ 2,800
Rochester **	\$ 802	\$ 802	\$ 1,604
Average	\$ 1,218	\$ 2,094	\$ 3,312
Average w/o Rochester	\$ 1,265	\$ 2,238	\$ 3,502
Mantorville (Proposed)	\$ 1,014	\$ 3,439	\$ 4,453

* Areas serviced by a liftstation will be charged additional. New 2005 WWTP project will lead to increases.

** Base charge. Certain areas will be 2 to 3 times as much.

**CITY OF KASSON
2025 FEE SCHEDULE (REFERENCE ORDINANCE)**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF KASSON AS FOLLOWS:

Fees shall be hereby established on December 18, 2024:

ADMINISTRATIVE FEES:

Copies	\$.25 per page – 8 ½ x 11 (black & white)	
	\$.75 per page – 11 x 17 (black & white)	
	\$.50 per page – 8 ½ x 11 (color)	
	\$1.00 per page - 11 x 17 (color)	
Candidate Filing Fee	\$5.00	
NSF’s, Closed Accounts, Stop Pays	\$30.00 per check	
Special Assessment Search	\$25.00	
Administrative Fee	\$50.00	
Obstruction Permit	\$40.00	
Notary Public	\$2.00	
Copy of City Code	actual cost	
Copy of Zoning Code only	actual cost	
Duplicate License/Permit, any type	\$10.00	
Mileage Reimbursement	IRS rate	
Maps	\$5.00	11 x 17 Maps
	\$10.00	2 ½ x 1 ½ ft. Maps
	Actual cost	Wall Maps
City Hall Room Rentals	\$25.00	East Conference Room
	\$50.00	Council Chambers
	\$25.00	Key Deposit
Library Community Room	No Charge	Non-Profits
	No Charge	Non-Profits ONLY
Fire Hall Room Rental	\$50/hour minimum 2 hours	
Fire Hall Security Deposit	\$100.00	

Late Charge on Invoiced Amounts To Developers .75% monthly if not paid within 30 days.

CREDIT CARD PAYMENT POLICIES

PRIVACY POLICY: *“We respect and are committed to protecting your privacy. We will not sell your personally identifiable information to anyone.”*

SECURITY POLICY *“Your payment and personal information is always safe. The Secure Sockets Layer (SSL) software is the industry standard and among the best software available today for secure commerce transactions. It encrypts all of your personal information, including credit card number, name, and address, so that it cannot be read over the internet.”*

REFUND POLICY: *The City of Kasson has a NO REFUND Policy.*

POLICE SERVICES

	Department Accident Reports	\$15.00	-	-
	Vehicle Impoundment Fee	Cost of impoundment + \$15.00/day		
	Criminal History Check	\$15.00 per check		
96.01*	PBT (Preliminary Breath Test)	\$20.00 per week		
	Patrol Unit (FEMA – disaster)	\$65.00/hour + 25.00/person		
	Reserve Officer	actual cost		
	Civil Standby	\$100 per hr. 2hr min		
	Fair Housing; Rental Housing			
	Base fee 3 housing units or less	\$20		
	Base fee 4 to 8 housing units	\$25		
	Base fee 9 or more housing units	\$30		
	Plus \$10 for each rental unit*			
	*Rental unit fee waived, if crime free multi-housing Gold Certificate is attached.			
	If application for renewal is not made prior to the expiration of the certificate, an additional fee of \$2.50 pr day shall be charged for each day thereafter up to 20 days or until the application is filed, whichever occurs first.			
	ATV/UTV/Golf Cart Permit	\$30 good for 3 years		

Temporary/Special Event ATV/UTV/Golf Cart Permit \$10

Animals

90.22*	Animal Lifetime License	\$25.00 per animal		
	Dog Impound – with license	Cost of Impound		
	Dog Impound – without license	Cost of Impound plus \$50.00		
	Cat Impound – with license	Cost of Impound		
	Cat Impound – without license	Cost of Impound plus \$50.00		
	Tag Replacement	\$10.00		
	Dangerous Dog	\$100.00 annually		
	Kennel (more than 3 dogs or cats)	\$250.00 annually		

BUILDING PERMIT FEES

150.05*

Homes & Other Construction**Valuation of Structure****PERMIT FEE CALCULATION****Escrow=% x Permit Fee**

\$1-\$999	\$55.00		
\$1,000-\$4,999	\$55.00	+ \$20.00 per \$1000 to include \$4,999	50%
\$5,000-\$19,999	\$121.00	+ \$6.00 per \$1000 to include \$19,999	50%
\$20,000-\$99,999	\$216.00	+ \$5.00 per \$1000 to include \$99,999	50%
\$100,000-\$249,999	\$614.75	+ \$3.75 per \$1000 to include \$249,999	25%
\$250,000-\$499,999	\$1,176.75	+ \$3.65 per \$1000 to include \$499,999	25%
\$500,000-\$749,999	\$2,088.50	+ \$3.50 per \$1000 to include \$749,999	25%
\$750,000-\$999,999	\$2,962.25	+ \$3.25 per \$1000 to include \$999,999	25%
\$1,000,000-1,999,999	\$3,774.50	+ 3.20 per \$1000 to include \$1,999,999	25%
\$2,000,000-\$4,999,999	\$6,950.75	+ \$2.25 per \$1000 to include \$4,999,999	25%
\$5,000,000-\$9,999,999	\$13,695.75	+ \$2.20 per \$1000 to include \$9,999,999	25%
\$10,000,000 & over	\$24,695.75	+ \$2.20 per \$1000	25%

Continued Value Fees

State Surcharge Fees are based off the Permit Valuation

\$0-\$1,000,000 - \$5/\$10000 x the valuation

\$1,000,001-\$2,000,000 - \$\$500 + \$4/\$10000 x value between \$1,000,000 & \$2,000,000

\$2,000,001-\$3,000,000 - \$900 +\$3/\$10000 x value between \$2,000,000 & \$3,000,000

\$3,000,001-\$4,000,000 - \$1200 +\$2/\$10000 x value between \$3,000,000 & \$4,000,000

\$4,000,001-\$5,000,000 - \$1400 +\$1/\$10000 x value between \$4,000,000 & \$5,000,000

Greater than \$5,000,000 - \$1500 +\$.50/\$10000 x value that exceeds \$5,000,000

150.07*

Plan Review Fee	65% of Building Permit Fee
Plan Review Application Fee	\$150.00 (Due when application is submitted to City Hall)
Reinspection Fee	\$80.00
Plumbing Permit	\$35.00 (only applicable for valued permit)
Mechanical Permit	\$35.00 (only applicable for valued permit)
Sump Pump Permit	\$100.00

Maintenance Permits

Siding Permit	\$62.50 + \$1 Surcharge
Windows Permit	\$62.50 + \$1 Surcharge
Roofing Permit	\$62.50 + \$1 Surcharge
Plumbing Permit	\$62.50 + \$1 Surcharge
Mechanical Permit	\$62.50 + \$1 Surcharge
*Two plus items	\$125.00 + \$1 Surcharge (example replace furnace & AC unit)
All others	\$100.00 + \$1 Surcharge
Permit Extension	\$100.00
Permit Research	\$100.00

Mobile Homes

Installation Permit	\$220.00
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Reissue of Expired Permit	Equal to original permit fee
Failure to Obtain Permit	\$150.00 or a sum equal to two times the building permit fee applicable to the project, whichever is greater

revised 2/5/2024

CONSTRUCTION FEES:

Occupancy Permit	\$50.00
Street Elevations Determination	\$50.00
Curb Cut	\$50.00
Sidewalk Replacement Program	no charge
Soil Boring	\$50.00
Excavations	\$50.00
Gasoline Storage	\$100.00
Demolition	\$175.00
Demolition Permit Deposits	\$2,500.00

LAND USE FEES:

Preliminary Plat	\$300.00	+ \$20/lot & engineering
Final Plat	\$300.00	+ \$20/lot & engineering
Minor Subdivision/lot split	\$300.00	+ filing fee
Variance	\$300.00	+ filing fee
Rezone	\$400.00	+ filing fee
Street /Easement Vacation	\$250.00	+ filing fee
Conditional Use Permit	\$300.00	+ filing fee
Annexation	Less than 1 acre	\$350 + costs
	1-10 acres	\$425.00 + \$25.00/acre
	11+ acres	\$650.00 + \$5.00/acre
Site Plan Review		\$2,000.00
Planned Unit Development		\$300.00
Appeal		\$150.00
Concept Plan		\$2,000.00

ADDITIONAL FEES: (include by are not limited to)

Parkland Dedication Allowance		\$12,000/acre estimated value
Net Revenue Loss Fee	10% of Value	\$2100.00/lot estimate
Substandard Road Fee	110% of NRL Pmt	(for future discussion)
		Actual
Engineering Costs		\$59.80 per hour
Certified Building Official		\$59.80 per hour
Building Official Consultant		\$59.18 per hour
Building Field Inspector		\$39.22 per hour
Clerical/Secretarial		
Attorney		\$165 per hour
Mileage		IRS rate
Other Expenses		At Cost

LICENSE & PERMIT FEES:

110.23* **Alcoholic Beverages**

Maximum Set by State

3.2% Malt Liquor, Off-Sale	\$100.00
3.2% Malt Liquor, On-Sale	\$100.00
Consumption or Display	\$200.00
Intoxicating, On-Sale	\$1,000.00
Buyer's Card	\$20.00
Club Intoxicating, On-Sale	\$300.00 - under 200 members
	\$500.00 - 201 to 500 members
	\$650.00 - 501 to 1,000 members
	\$800.00 - 1,001 to 2,000 members
	\$1,000.00 - 2,001 to 4,000 members
	\$2,000.00 - 4,001 to 6,000 members
	\$3,000.00 - over 6,000 members
Wine	\$200.00
Malt Liquor Off-sale	\$200.00
Microbrewery/Small Brewer/Brewery	\$200.00
Brew Pub-Sunday	\$200.00
Brew Pub	\$500.00
Taproom On-Sale	\$275.00
Distillery/Winery	\$200.00
Wine ID Card Application	\$5.00
Investigation	\$100.00
Sunday Liquor License	\$200.00
Public Consumption	\$100.00 per event

113.08* **Adult Establishment**

\$5,000 per year

95* **Tobacco Licensing**

\$250.00/yr

116* Cannabis registration

\$500.00

Cannabis Renewal

\$1000 or half the amount of a renewal
State license fee under Minn. Stat. 342.11,
Whichever is less starting at second renewal.

Cannabis Registration Violation

\$2,000.00

Temporary Cannabis Event

\$250.00

Amusements

Mechanical Amusement Devices \$15/location + \$15/machine

Charitable Gambling

Investigation \$100.00 per state statute

Fireworks

Fireworks Displays \$50.00

Peddlers & Solicitors

For-Profit \$50 per person, good for up to 90 days

Non-Profit No Charge, but must register

Pool Halls & Bowling Alleys

Pool Hall \$10.00 each table

Bowling Alley \$10.00 each alley

Refuse Hauler

\$500 flat fee, each company

Food Truck Permit

\$250.00 Annual Permit
\$100.00 6 month Permit

Mobile Business Permit

\$250.00 Annual Permit
\$100.00 6 month Permit

PARK & REC FEES:

Vets Park Pavilion Rental	\$45.00/block of time/designated shelter
Lions Park Pavilion Rental	\$45.00/block of time/designated shelter
Adult Basketball League	\$10 per participant*
	*Subject to change if school increases gym fee
Adult Softball	\$300.00 per team
Adult Volleyball	\$100.00 per team
Ball Field Maintenance	50.00 per hour

Aquatic Center Rates

Season Passes:

Family Pass	Kasson resident	\$200.00
	Non-resident	\$250.00
Single Pass	Kasson resident	\$100.00
	Non-resident	\$125.00

Daily Fees:

Daily Lap swim	\$3.00/person
Season Lap Swim Pass	\$50.00
Individual Daily Fee	\$7.00 afternoon \$4.00 evening \$4.00 Sun.Family Swim

Red Cross Lessons:

Private Lessons:	\$55.00 / Participant
(Set up with A.C. Manager)	\$65.00 /participant

Tiny Tot Lessons:

Parent/Tot Daily Fee	\$35.00/Participant
Swim	\$3.00 /child (no charge for parent)
	\$35.00/child
Season Pass	\$55 /participant (no transportation)

Water Fitness programs:

\$30.00 facility fee for 50 minute class times during designated available times

Aquatic Center Facility Rental:

Non-refundable deposit
2 Hour **Private** Rental
2 Hour **Shared** Rental
Rental Hours 9:30 AM -11:30 AM

Funbrella Rentals 3 hrs:

\$100.00 (required two weeks prior to event)
\$300.00 (Deposit is applied to this fee)
\$175.00 (Deposit is applied to this fee)
Up to 25 Swimmers \$3.00 for each Add'l over 25 swimmers

Non-refundable fee \$50.00 (required one week prior to event, see notes)
(The daily swim fee is charged for any swimmers who do not present a pass.)

PARK & REC FEE

Ball Field Rental

\$30.00/field/day

Veterans Memorial Park Concession rental

Electric Hook-up stand-alone concession trailer

\$250 damage deposit/ \$25.00 per day
\$30.00 per day

PUBLIC WORKS FEES:

Picnic Table Rental	\$25.00 deposit per table, \$400 maximum
Barricades Rental	\$10.00/each/day (undelivered)
Weed/Long Grass Eradication	\$100/hour (person + equip, min.1 hr)
Jet Rodder & Operator	\$70/hour + \$40/person
Loader & Operator	\$70/hour + \$40/person
Street Sign Installed	\$70/hour + \$40/person
Sweeper & Operator	\$70/hour + \$40/person
Line Truck & Operator	\$150/hour + \$100 /person
Snow Removal from Sidewalks	\$100/hour (minimum 1 hour)

CEMETERY FEES

97.04*	Grave Prices-Single Grave site - full Casket	\$775.00
	Single Grave: Cremation - up to two cremations allowed	\$775.00
	2 nd Level - 2nd Cremation or cremation over full casket	\$375.00
	½ Lot – 4 graves	\$3,100.00
	Full Lot – 8 graves	\$6,200.00
	Locating of monuments/markers (Required)	\$50.00

<u>Burial – Open & Close</u>	<u>M-Sat</u>	<u>M-Sat</u>	<u>Sun/ Holiday</u>	<u>Sun/Holiday</u>
		<u>Winter</u>		<u>Winter</u>
Full Burial	\$700.00	\$800.00	\$900.00	\$1,050.00
Cremation	\$400.00	\$425.00	\$600.00	\$650.00

All opening and closings after 5:00 p.m. additional \$150.00

Oversized Vault Charge \$150.00

Winter Rates Effective Nov 15 thru April 15

Burial After 5PM Additional \$150.00

DODGE COUNTY ICE ARENA

Winter	Cost	# of participants
DCYH	\$185/ hr	Varies
DCHS	\$185/ hr	Varies
RYHA	\$185/ hr	Varies
RJH	\$185/hr	Varies
Open Skating	\$5 admission	Varies
Skate Rental	\$1/ pair	Varies
Open Hockey	\$5 admission	Varies

Spring	Cost	
Freestyle FS	\$5 admission	Varies
Open Hockey	\$5 admission	Varies
Open Skating	\$5 admission	Varies
Skate Rental	\$1/ pair	Varies
Weekend ice	\$100/ hr	Varies
AAA Hockey	\$125/ hr	Varies
District 9	\$ 185/ hr	Varies
USA Hockey	\$ 185/ hr	Varies
ROTR	\$185/hr	Varies

Summer	Cost	
DCYH	\$150/ hr	Varies
DCHS	\$150/ hr	Varies
Ice Rental	150/ hr	Varies
Open Skating	\$5 admission	Varies
Skate Rental	\$1/ pair	Varies

Fall	Cost	
DCYH	\$150/ hr	Varies
DCHS	\$150/ hr	Varies
Girls 4 on 4 League	\$150/ hr	Varies
SME Elite	\$150/hr	Varies
District 9 Ice Rental	\$185/ hr	Varies
Broomball	\$150/ hr	Varies
Open Skating	\$5 admission	Varies
Skate Rental	\$1 / pair	Varies

Others	Cost	
Lease of Wall space	Varies per size and duration	
Pro shop	\$1800/yr rental	
Concession rental	20% of net profit	
HS Locker Room	\$1500/yr. each team	
Rent		

FIRE SERVICES

Two Fire Protection Agreements \$85.21 per parcel or by agreement

The information below will be entered into the comment field of the NFIRS Fire Reports as applicable. These codes will be used by the City of Kasson to generate an invoice for services rendered.

The City has full discretion to modify the bill as needed.

If this is a FEMA Disaster we will utilize the FEMA Pay Schedule.

All hourly rates will be under the assumption that they were used for the full time of the call.

Kasson Fire will not itemize usage per item on an hourly basis.

(Example: if we use a Ventilation Fan for 1 hour but the call was for 3 hours the billing for the fan will be for the full call time of 3 hours. During a call, the Kasson Fire Fighters cannot and will not assign time tracking equipment. Unless otherwise stated on the Fire Report.)

100 Rescue Vehicle - \$150 initial /\$50hr after

105 Air pack - \$10

110 Spare Bottle - \$5

115 Thermal Cameras - \$75

120 Saws -\$15

125 Tools - \$10

130 CO/Gas Monitor - \$50

135 Lift Bags/Cribbing - \$20

140 Electric Winch - \$20

145 Generator/Portable Power - \$25hr

150 Lights -\$25hr

155 Floor Dry - \$25 ½ bag

160 Fire Extinguishers - Refill Price

165 Ladders - \$10

170 Blankets - \$5

175 Ropes – Boarding up Full Cost

180 Extrication Tools (Jaws) \$100

200 Pumper 1 - \$200 initial / \$100 after

210 Exterior hose \$30/section, Interior hose \$20/section

220 Speed Lays - \$100

230 Foam- \$100

240 Foam Sticks \$15

250 Ventilation Fans - \$20hr

260 Road Cones -\$10

300 Pumper 2 -\$200 initial /\$100hr after

400 Ariel Ladder Truck -\$250 initial /\$100hr after

500 Tanker 1 -\$50 initial, \$25hr after

550 Pool fills \$75.00 per 2000 gallons

600 Tanker 2 - \$50 initial, \$25hr after

700 Grass Rig -\$100

710 Indian Packs \$25 each

720 Blowers - \$20hr

730 Swatters / Brooms -\$10 each

800 Utility Vehicle or

Transport Firefighters \$25

900 Damaged Equipment – Varies

950 Drug Lab Standbys -\$1000

1000 Staffing per person -\$10hr

1500 Hazmat/Decontamination Full cost

1700 Tripod / Rescue /

Entrapment - \$100hr

1900 EMR Vehicle (MVA Only) \$250

2000 Cancel in route or

similar CO calls \$250 minimum.

*Major Incidents City will
cap vehicle charges @ 4+hrs

all-inclusive

2025 FEE SCHEDULE

ELECTRIC

Jan.-Dec.

Base Rate: \$22.00/month (non-solar)	Residential Energy	0.1225
\$22.00 /month (non-solar)	All Electric Res. Energy	0.12
\$35.00 /month (non-solar)	Small Commercial Energy	0.125
\$70.00 /month (non-solar)	Large Commercial Energy	0.075
	Demand	16.00

Customers with demand usage 25kw monthly or higher three times within a one year period may be changed to Large Commercial rates.

		Received/Generated
Solar Net Metering Residential Meter	\$32.00 per month	\$-.11/kwh
Solar Net Metering Small Commercial	\$45.00 per month	\$-.09/kwh
Solar Net Metering Large commercial	\$70.00 per month	\$-.075/kwh
Grid Access Charge based on unit size	Residential	\$5.00 per kw*unit size
	Commercial	\$6.50 per kw*unit size
Additional Electric Fees (All customers)	Capacity Rate Rider	\$.01 per kwh based on MISCO auction
Conservation Improvement Program Fee	3.00%	
Street Security Light	\$11.00 per month	
Pole Service Fee	\$18.00/month	
Security Deposits	\$120.00 – residential	
	\$190.00 – commercial	
Non-Pay Disconnects, Requested Disconnects, and Reconnection Fee’s	\$50.00	M-F 8:00am - 4:30pm Disconnect Day Only
		M-F 8:00am - 3:30pm Non-Disconnect Days
	\$200.00	M-F 3:30pm - 11:00pm All other times
		Saturday, Sunday, and Holiday's No reconnects from 11:00pm - 7:00am
Electrical Meter	Actual cost of the meter and size	
Electric Installation	\$250.00 per lot in residential subdivisions	

*In commercial and industrial areas, the owner shall assume and be solely responsible for 50% of the total cost of the materials for the installation of the electric service including transformer. The owner shall provide the current transformer cabinet and access to the meter. The City shall supply current transformers and meter at the City’s expense. The owner shall be responsible for supplying and installing service conductors to the transformer in accordance with the state electrical code. The owner shall provide the material for service connections. The City of Kasson shall make all connections.

Estimated Meter Reading \$115.00 per month after two consecutive estimates

Miscellaneous

110.0* Pole Rental \$12.50 per pole
 Antenna Rental Per contract basis

Co-Generation Fees

Refer to: www.cityofkasson.com NOVA Portal

Water

HOUSEHOLD USE ONLY

No sewer or water credits shall be given for pool filling, lawn and garden watering, and residential car washing, etc. Homeowners are encouraged to install a 2nd meter to avoid sewer charges for outside use.

Security Deposits	\$100.00 – residential \$100.00 – commercial
Safe-Drinking-Water Connection	Set by MN State Health Department Actual cost of the meter
Meters – replacement	No charge (unless frozen)
Secondary Meter charge	\$137.00 flat fee plumbing permit (surcharge included) + Cost of meter as per schedule
Water Availability Charge	\$2,000.00 per acre (Due at Final Plat)
Connection	\$1,200.00

Non-Pay Disconnects, Requested Disconnects, and Reconnection Fee's	\$50.00	M-F 8:00am - 4:30pm	Disconnect Day Only
		M-F 8:00am - 3:30pm	Non-Disconnect Days
	\$200.00	All other times	Saturday, Sunday, and Holiday's No reconnects from 11:00pm - 7:00am

Tapping	\$200.00; \$1,000 if no inspection performed
Estimated Meter Reading	\$100.00 after two consecutive estimates
Metered Bulk Water	\$12.50 per 1,000
Special monthly flat fees: KM High School hydrant:	Base fee plus Hydrant fee \$6.00

2025 Residential Base Rate \$12.00/month (Regardless of usage)	Usage rate:	0 -5,000	\$4.75/1,000
		5,001 -10,000	\$5.30/1,000
		Above 10,001	\$8.00/1,000

Additional Meter Base Rate or Hydrant Fee \$6.00/month (Regardless of usage)	\$6.90/1,000
---------------------------------------------------------------------------------	--------------

Commercial Base Rate \$25.00/month (Regardless of usage)	Usage rate:	0 -10,000	\$4.75/1,000
		10,001 -100,000	\$5.30/1,000
		Above 100,001	\$8.00/1,000

Sewer

53.084* Residential Base Rate \$33.00/month Usage rate: \$7.55/1000 gallons Residential & Commercial
(Regardless of usage)

Commercial Base Rate \$37.00/month

Special monthly flat fees: Dodge County Landfill \$40.00 TBD
adjusted per year

Sewer Availability Charge Due at Final Plat \$2,000.00 per acre
Connection Single Residence \$2,450.00
Condominiums \$2,500.00 per unit
Multiple Dwellings \$2,500.00 for 1st unit
+ \$175.00 for each additional unit

Mobile Homes

Privately Owned Park \$1,750.00 for 1st unit +
\$120.00 for each add'l unit
Park w/Public System \$1,750.00 per unit
Other Mobile Homes \$1,750.00 per unit
Campgrounds \$1,150.00 for 1st unit +
\$125.00 for each additional unit
Commercial \$2,800.00
Industrial \$2,500 for each 10,000 gallons of usage
Tapping Inspection \$100.00

Storm Water

52.03* REF Base Rate \$16.25/month

Stormwater Area Charge Due at Final Plat \$2000.00 per acre
Groundwater Drainage Systems Inspection \$50.00

53.124* Sump Pump Surcharge \$100 per month

EAGLE MEADOWS

INSTRUMENT OF DEDICATION

KNOW ALL PERSONS BY THESE PRESENTS: That Bigelow Homes LLC, a Minnesota limited liability company, owner of the following described property:

That part of the Northwest Quarter of the Southeast Quarter of Section 21, Township 107 North, Range 16 West, Dodge County, Minnesota, lying easterly of the following described line:

Commencing at the northwest corner of the Southeast Quarter of said Section 21; thence North 89 degrees 51 minutes 02 seconds East (NOTE: All bearings are in relationship with the Dodge County Coordinate System NAD 83, Adjusted 1996), 177.7 feet to the intersection of Trunk Highway No. 57 and County Aid Road V (now C.S.A.H. No. 15); thence running in an easterly direction North 89 degrees 51 minutes 02 seconds East, along the Centerline of said C.S.A.H. No. 15 (formerly County Aid Road V) and the north line of the Northwest Quarter of the Southeast Quarter of said Section 21 a distance of 427.00 feet to the POINT OF BEGINNING of said line; thence running southerly at an angle of 90 degrees to the last described line South 00 degrees 08 minutes 58 seconds West; 1324.47 feet to the south line of said Northwest Quarter of the Southeast Quarter and said line there terminating.

Has caused the same to be surveyed and platted as EAGLE MEADOWS and does hereby dedicate to the public for public use the public ways and the drainage and utility easements as created by this plat.

In witness whereof said Bigelow Homes LLC, a Minnesota limited liability company, has caused these presents to be signed by its proper officer this ____ day of _____, 20____.

Signed: Bigelow Homes LLC

Anthony Bigelow
Vice President

STATE OF MINNESOTA

COUNTY OF _____

This instrument was acknowledged before me on _____
by Anthony Bigelow, Vice President of Bigelow Homes LLC, a Minnesota limited liability company.

Notary Printed Name _____, Notary Public, _____, MN
My Commission Expires _____

SURVEYOR'S CERTIFICATE

I, Reinhold W. Ziemon do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this _____ day of _____, 20____.

Reinhold W. Ziemon, Licensed Land Surveyor
Minnesota License No. 59823

STATE OF MINNESOTA
COUNTY OF DODGE

This instrument was acknowledged before me on this ____ day of _____,
20____ by Reinhold W. Ziemon.

Notary Printed Name _____, Notary Public, Dodge County, MN
My Commission Expires _____

COUNTY SURVEYOR

I hereby certify that in accordance with Minnesota Statutes, Section 505.021, Subd. 11, this plat has been reviewed and approved this ____ day of _____, 20____.

Dodge County Surveyor _____

COUNTY OF DODGE

COUNTY RECORDER

I hereby certify that this plat of EAGLE MEADOWS was filed in the office of the County Recorder for public record on this ____ day of _____, 20____ at o'clock ____ M. and was duly filed in Book _____ of Plats, Page _____ as Document Number _____.

Dodge County Recorder _____

CITY OF MANTORVILLE

CITY COUNCIL

This plat of EAGLE MEADOWS was approved and accepted by the City Council of the City of Mantorville, Minnesota, at a regular meeting held on _____ day of _____, 20____ in compliance with the provisions of Minnesota Statutes, Section 505.03, Subd. 2.

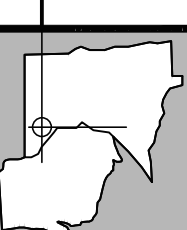
Mayor _____

City Clerk _____

COUNTY AUDITOR/TREASURER

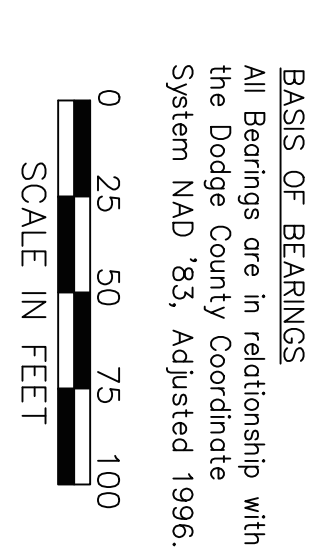
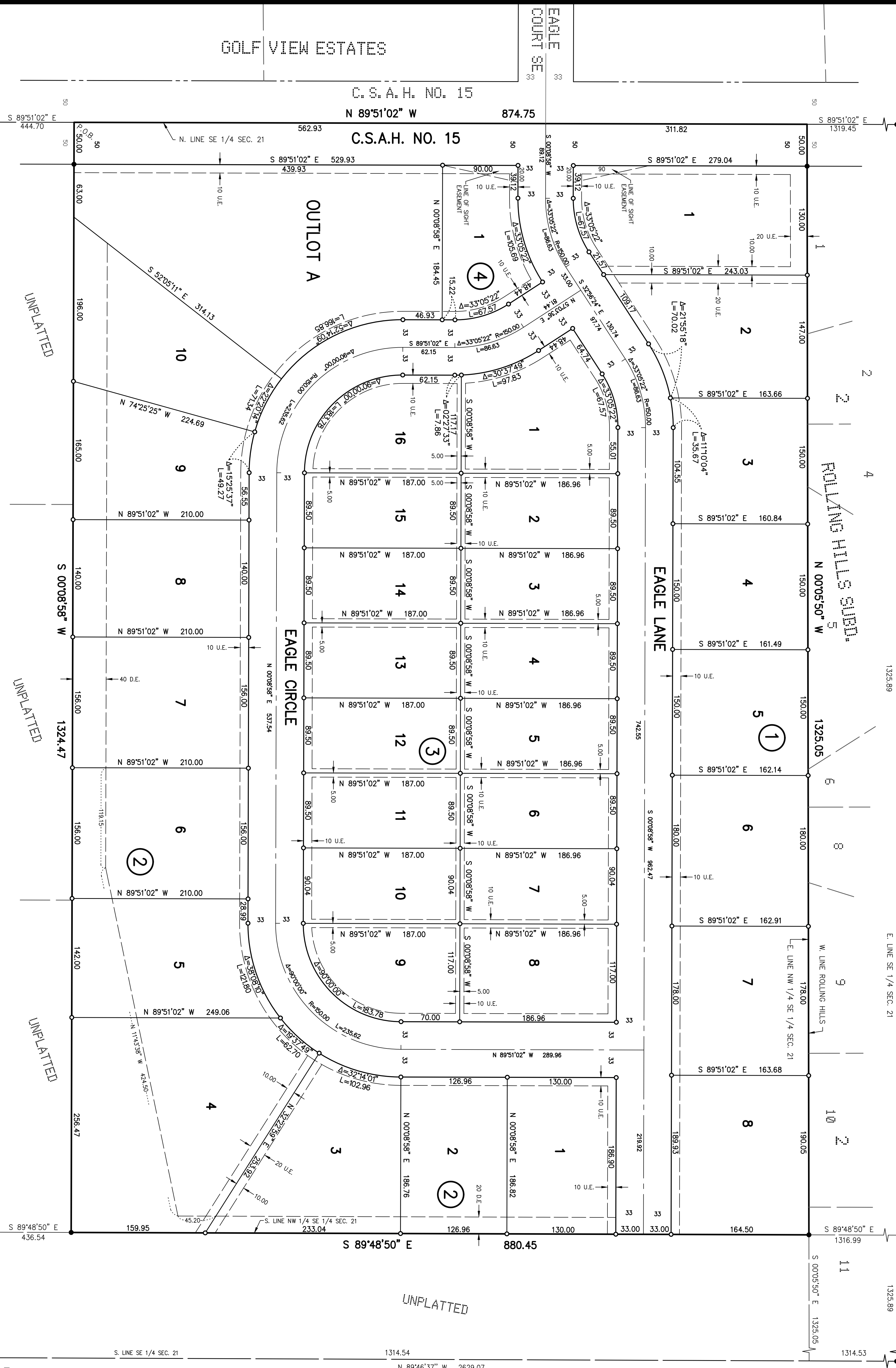
Pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes on the land hereinbefore described on this plat and transfer entered this ____ day of _____, 20____.

Dodge County Auditor/Treasurer _____

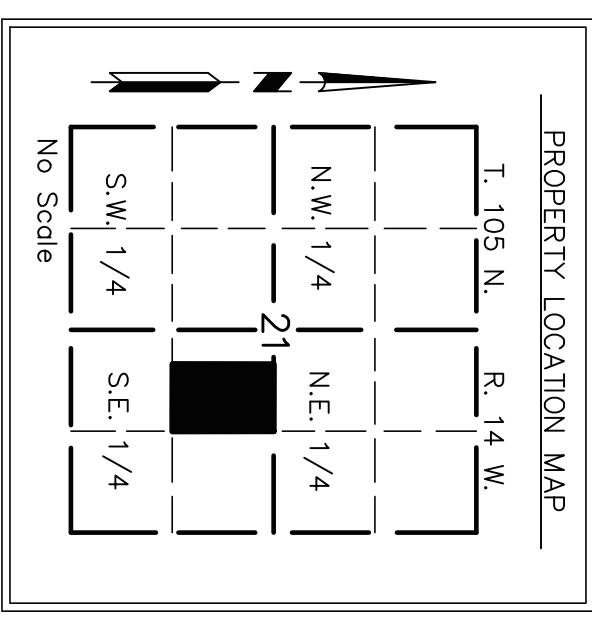


EAGLE MEADOWS

3/4" PIPE
NE COR SE 1/4
SEC. 21-107-16
N 00'00'33" E 2651.78
E LINE SE 1/4 SEC. 21
S 89'48'50" E 1316.99
S 00'05'50" E 1325.05
1325.89
STONE
SE COR SE 1/4
SEC. 21-107-16



MONUMENTS
 ○ SET (5/8" PIPE UNLESS NOTED OTHERWISE)
 ● FOUND MONUMENTS (5/8" PIPE UNLESS NOTED OTHERWISE)



DODGE CO. MON
SW COR SE 1/4
SEC. 21-107-16

WSE + MESSER
 ENGINEERING & LAND SURVEYING, Inc.
 1100 W. KANSAS ST., SUITE 100
 PH. NO. 507-834-8501 EMAIL: SURVEY@WSEENGINEERING.COM

DRAFT 5-8-2025

DEVELOPMENT AGREEMENT

BY AND BETWEEN

THE CITY OF MANTORVILLE

AND

BIGELOW HOMES LLC

FOR

EAGLE MEADOWS

This document drafted by:

Kennedy & Graven, Chartered
700 Fifth Street Towers
150 South Fifth Street
Minneapolis, MN 55402
(612) 337-9300

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This Development Agreement (the “Agreement”) is made and entered into this ____ day of _____, 2025, by and between the city of Mantorville, a municipal corporation under the laws of Minnesota (the “City”), and Bigelow Homes LLC, a Minnesota limited liability company (the “Developer”).

WITNESSETH:

WHEREAS, the Developer is fee owner of the real property legally described in Exhibit A attached hereto (the “Property”) and intends to develop the land for residential purposes in a development which will include a total of 35 single family lots (the “Development”); and

WHEREAS, on January 23, 2023, the City granted preliminary plat approval for the Development, which was then called “Area 15,” via Resolution No. 2023-08, and said approval was subsequently extended by the City; and

WHEREAS, on May 19, 2025, via Resolution No. _____, the City granted final approval to plat the Development as Eagle Meadows (the “Subdivision”); and

WHEREAS, Resolution Nos. 2023-08 and _____ shall be collectively referred to herein as the “City Approvals”; and

WHEREAS, before final platting the Subdivision and proceeding with the Development, the Developer is required to enter into a development agreement satisfactory to the City.

NOW, THEREFORE, based on the mutual covenants and obligations contained herein, the parties agree as follows:

1. Right to Proceed. The Developer may not construct any public or private improvements or any buildings on the Property until all of the following conditions precedent have been satisfied:

- a) the final plat of the Subdivision has been filed with Dodge County;
- b) this Agreement has been executed by the Developer and the City and recorded with Dodge County land records;
- c) the required Security (as hereinafter defined) has been received by the City from or on behalf of the Developer;
- d) final engineering and construction plans in digital form regarding the Improvements (as hereinafter defined) have been submitted by the Developer and approved by the City engineer in writing;
- e) the Developer has reimbursed the City for all legal, engineering and administrative expenses incurred to date by the City regarding the Development and has deposited with the City the additional escrow required by this Agreement;
- f) the Developer has made cash payment to the City for the lift station, as provided in section 9 of this Agreement;
- g) the Developer has paid the required sewer availability charge, as provided

- in section 13 of this Agreement;
- h) the Developer has submitted and the City has approved the final certified grading plan;
 - i) all erosion control measures are in place;
 - j) the Developer has received any and all required permits from any and all entities having jurisdiction over the Development;
 - k) the Developer or the Developer's engineer has initiated and attended a preconstruction meeting with the City engineer and staff; and
 - l) the City has issued a written notice that all conditions precedent have been satisfied and that the Developer may proceed to construct the improvements contemplated by this Agreement.

2. Plans; Improvements. a) The Developer agrees to construct the Development in accordance with the terms and conditions of the City Approvals, which are hereby fully incorporated by reference into this Agreement and made a part hereof, and to construct all required improvements in accordance with the approved engineering and construction plans (collectively, the "Plans") and this Agreement. In the event of a conflict between the terms of the City Approvals and this Agreement, this Agreement shall control. The documents which constitute the Plans are those on file with and approved by the City and are described on Exhibit B attached hereto. The Plans may not be modified by the Developer without the prior written approval of the City or except as expressly provided in this Agreement. Notwithstanding the foregoing, the City engineer may approve minor changes to the Plans.

b) In developing the Subdivision in accordance with the Plans, the Developer shall make or install at its sole expense the following improvements (collectively, the "Improvements"):

- 1. site grading and erosion control;
- 2. street and sidewalk improvements;
- 3. sanitary sewer main extension and services;
- 4. private water distribution system, including well improvements and services;
- 5. stormwater facilities; and
- 6. street lighting.

c) All work performed by or on behalf of the Developer on or related to the Development, including construction of the Improvements and the dwellings and related improvements, shall be restricted to the hours of 7:00 a.m. through 7:00 p.m., Monday through Friday and 8:00 a.m. through 5:00 p.m. on Saturday. No work shall occur on Sundays or legally recognized holidays or outside the hours provided above unless specifically approved by the City in writing.

3. Erosion Control. a) All construction regarding the Improvements shall be conducted in a manner designed to control erosion and in compliance with City ordinances and all other requirements. An erosion control plan shall be approved and implemented by the Developer in accordance therewith. The City may impose reasonable, additional erosion control requirements after the City's initial approval if the City deems such necessary due to a change in conditions. All areas disturbed by excavation shall be reseeded promptly after the completion of the work in that area unless construction of streets or utilities, buildings or other improvements is anticipated

immediately thereafter. Except as otherwise provided in the erosion control plan, seed shall provide a temporary ground cover as rapidly as possible. All seeded areas shall be mulched, and disc anchored as necessary for seed retention. The parties recognize that time is of the essence in controlling erosion.

b) If the Developer does not comply with the erosion control plan and schedule or supplementary instructions received from the City, the City may take such action as it deems reasonably appropriate under the circumstances to control erosion based on the urgency of the situation and is afforded a license to access the Property for the same. The City agrees to provide reasonable notice to the Developer in advance of any proposed action, including notice by telephone or email in the case of emergencies, but limited notice by the City when conditions so dictate will not affect the Developer's obligations or the City's rights hereunder.

c) The Developer agrees to reimburse the City for any and all expenses it incurs in connection with any action it takes to control erosion. No grading or construction of the Improvements will be allowed to continue and no building permits will be issued within the Development unless the Developer is in full compliance with the erosion control requirements, provided, however, that the Developer is first provided with written notice of non-compliance and an opportunity to cure such non-compliance within a period of time deemed by the City as commercially reasonable under the circumstances. The erosion control measures specified in the Plans or otherwise required within the Property or adjacent areas shall be binding on the Developer and its successors and assigns.

4. Site Grading; Haul Routes. a) In order to construct the Improvements and otherwise prepare the Property for development, it will be necessary for the Developer to grade the Property. All site grading must be done in compliance with the Plans. The City may withhold issuance of building permits for structures within the Development until the approved certified grading plan is on file with the City and all erosion control measures are in place as determined by the City. Within 30 days after completion of the grading, the Developer shall provide the City with an "as constructed" grading plan and a certification by a registered land surveyor or engineer.

b) The Developer agrees that equipment, materials, and any fill material which must be brought to or removed from the Property or adjacent areas while grading or during construction of the Improvements or any buildings within the Development will be transported using the haul route established by the City, which may be communicated to the Developer by the City engineer.

5. Construction of Improvements. a) All Improvements shall be installed in accordance with the Plans, the City Approvals, this Agreement, City ordinances, the City's engineering standards, and the requirements of the City engineer's letter, dated April 23, 2025. The Developer shall submit plans and specifications for the Improvements prepared by a registered professional engineer. The Developer shall obtain any necessary permits from all agencies having jurisdiction before proceeding with any work, including, but not limited to, the Minnesota Pollution Control Agency, the Minnesota Department of Health, and Dodge County. The Improvements shall be completed to the City's satisfaction by no later than December 31, 2027.

b) The City shall inspect all of the Developer's work at the Developer's expense to ensure that it was performed sufficiently and pursuant to all requirements of this Agreement. The Developer, its contractors and subcontractors, shall follow all instructions received from the City's inspectors provided that they are not inconsistent with the Plans. Prior to beginning construction, the Developer or the Developer's engineer shall schedule a preconstruction meeting with all parties concerned, including the City staff and engineers, to review the program for the construction work. No less than five (5) days prior to the preconstruction meeting, the Developer must provide plans for the Improvements in an electronic format consistent with the requirements of this section.

c) All Improvements and work required of the Developer pursuant to this Agreement shall be done at no expense to the City. The Developer shall not do any work or furnish any materials not covered by the Plans and this Agreement for which reimbursement is expected from the City, unless such work is first ordered and reimbursement is approved by the City by formal written city council action. Any such work or material which may be done or furnished by the Developer or its contractors without prior written order from the City are furnished at the Developer's or contractors own risk, cost and expense, and the Developer agrees that it will make no claim for compensation for work or materials so done or furnished.

d) Upon completion of the Improvements, the City engineer or its designated representative and representatives of the Developer's contractors and/or engineer will make a final inspection of the work. Before the final payment is made to the contractor by the Developer, the City engineer shall be satisfied that all work is satisfactorily completed in accordance with the Plans and the Developer's engineers shall submit a written statement attesting to the same. The final approval and acceptance of the public improvements constructed by the Developer shall occur by operation of contract following the City's full release of the Security, on the advice of the City engineer and on condition that any and all required warranty bonds have first been received. Additionally, upon completion of the Improvements and prior to final approval and acceptance by the City, the Developer shall supply the City with two full sets of reproducible record plans. The Developer, through its engineer, shall also provide all staking, surveying, and inspection for the Improvements in order to ensure that the completed Improvements conform to the Plans. The City will provide for the general inspection of the Improvements. The Developer must notify the City Engineer of all tests to be performed.

e) At the time of completion of the Improvements and requested acceptance (via the release of the Security), the Developer must first require its contractor(s) to provide to the City a warranty bond for the street, sanitary sewer main, and stormwater improvements which will become public (in the amount of 100% of the estimated cost of such improvements, i.e. \$1,690,000.00), to cover defects in labor and materials for a period of two years from the date of acceptance of such improvements. During the warranty period, the Developer agrees to repair or replace any such improvement, or portion or element thereof, which shows signs of failure, normal wear and tear excepted. A decision regarding whether an improvement shows signs of failure shall be made by the City in the reasonable exercise of its judgment. If the Developer fails to repair or replace a defective improvement during the warranty period after prior written notice to the Developer and opportunity to cure as provided in this Agreement, the City may repair or replace the defective portion and may use the Security, if any remains, to reimburse itself for such costs. The Developer further agrees to reimburse the City fully for the cost of all such improvement

repairs or replacement if the cost thereof exceeds the remaining amount of the Security. Such reimbursement must be made within 45 days of the date upon which the City notifies the Developer of the cost due under this section. If the Developer fails to make required payments to the City, the Developer hereby consents to the City levying special assessments for any unreimbursed amount associated with such costs against the parcels within the Subdivision except those which have been sold to homeowners. The Developer, on behalf of itself and its successors and assigns, acknowledges the benefit to the parcels within the Subdivision of the repair or replacement of the improvements and hereby consents to such assessment and waives the right to a hearing or notice of hearing or any appeal thereon under Minnesota Statutes, Chapter 429.

f) For the avoidance of doubt, until any Improvements that will become public are accepted by the City, the City hereby grants to the Developer and its contractors a limited, non-exclusive right to work within the City's right-of-way and other public easements, as may be reasonably necessary, for the sole purpose of completing the Improvements contemplated herein and outlined in the approved Plans. During the construction of the Improvements or homes within the Subdivision, it is contemplated that various improvements that are or will become public might be damaged by construction equipment, construction vehicles, or other construction activities of the Developer or its designated builders. The Developer agrees to repair any such damaged improvements, to the extent required by the City, at its sole cost.

6. Street Improvements. a) The Developer agrees to construct all internal streets within the Subdivision and restore any other streets disturbed by the activities of Developer or its contractors hereunder, all in accordance with City specifications and the Plans. The streets shall be completed by no later than the date for completion of all Improvements, as provided above, except that the final wear course of bituminous on said streets shall not be completed until the earlier of (i) 80 percent of the homes in the Subdivision have been completed; or (ii) two freeze-thaw cycles have occurred following completion of the first layer of bituminous pavement. Notwithstanding the above, the City reserves the right to require installation of the wear course at any point in time whenever, in its reasonable discretion, it deems that to be in the public interest. The Developer shall also repair or replace, or cause its contractor to repair or replace, all broken or failing curbs and sidewalks at the time of installation of the final wear course of bituminous within the Subdivision.

b) Following completion of all street work and inspection thereof by the city engineer, the City agrees to accept the internal streets for maintenance if they have been constructed according to City specifications and the Plans. Removal of snow and ice from said streets shall remain the responsibility of the Developer until the City accepts the streets for maintenance.

7. Sanitary Sewer Improvements. The Developer agrees to construct sanitary sewer improvements to serve the Development. The Developer's work in constructing and extending such utilities must be in accordance with the Plans and must comply with all City requirements. All extensions of sanitary sewer main within public easements will be dedicated by the Developer to the City as public improvements upon completion and acceptance by the City.

8. Water Distribution. The Developer agrees to construct one or more individual well(s) and water services to serve the lots within the Subdivision. All work in constructing the water

distribution system must comply with all City and state requirements regarding such private utilities. Such facilities and services shall remain private and will not be owned or maintained by the City.

9. City Lift Station Project; Reimbursement. The construction of a lift station is required for the Development to be adequately served by City sanitary sewer. At the request of the Developer, the City has agreed to construct said lift station, provided, however, that the Developer first agrees to reimburse the City for a portion of the cost thereof. More specifically, and pursuant to the City Approvals, the Developer shall provide the City with a cash payment in the amount of \$232,500 on or before August 1, 2025, which the City will use to reimburse itself for a portion of its costs associated with construction of the lift station. The Developer understands and acknowledges that the City will not award a contract for construction of the lift station unless and until the Developer provides the aforementioned cash payment by the deadline established herein.

10. Stormwater Improvements. The Developer agrees to construct certain stormwater improvements and facilities in accordance with the Plans and in compliance with all City requirements regarding such improvements. The stormwater facilities include, but are not necessarily limited to, two ponds and all similar and related facilities and other appurtenances as shown on the Plans (the “Stormwater Facilities”). Following the satisfactory completion of all Improvements, the Developer agrees to convey Outlot A of the Subdivision (the “Stormwater Outlot”) to the City via quit claim deed, free and clear of liens and encumbrances except for those deemed acceptable by the city attorney. Said deed shall be in a form satisfactory to the City and after conveyance, the City will assume operations and maintenance of the facilities located within the Stormwater Outlot. The parties understand and acknowledge that the Stormwater Outlot is not useable land from a park standpoint, and therefore no park dedication credit is given for such conveyance. Until the conveyance of the Stormwater Outlot is made in accordance with this paragraph, the Developer shall be obligated to maintain the Stormwater Outlot to the extent deemed necessary by and at the direction of the City engineer. Prior to the aforementioned conveyance, the Developer shall clean out all debris, mow the Stormwater Outlot, and perform any other maintenance tasks required by the City, and City staff and consultants shall have the right to perform a final walkthrough to determine that this provision is adhered to.

b) In addition to the stormwater facilities located within the Stormwater Outlot, the Developer shall dedicate to the City and survey all other public Stormwater Facilities, including the pond located in the southwest corner of the Property. The Developer shall be responsible for cleaning and maintenance of said Stormwater Facilities, as required by the City, until said Improvements are formally accepted following satisfactory completion. After acceptance of the Improvements in the form of the City’s full release of the Security, as defined herein, the City will be responsible for ongoing maintenance of the Stormwater Facilities, and so any such facilities that are not located within the Stormwater Outlot shall be entirely contained within drainage and utility easements, as dedicated on the final plat of the Subdivision.

11. Street Lighting. The Developer agrees to install street lighting in accordance with the Plans and at its sole cost. Prior to the issuance of any building permits, the Developer shall submit lighting details to the City for review and approval by City staff. All lighting shall meet City standards and shall be dedicated by the Developer to the City after satisfactory installation and acceptance by the City, which shall be in the form of the City’s release of the Security, as

defined herein.

12. Financial Guaranty. a) Prior to the City signing and releasing the final plat of the Subdivision and the Developer's commencement of work on the Improvements, the Developer must furnish to the City either a cash escrow or an irrevocable letter of credit (the "Security") in the amount of \$2,660,000.00, which is 125% of the estimated cost of the Improvements, as provided herein. The Security must remain in place to secure all of the Developer's obligations herein and must contain language that the City will be notified of its expiration no less than 60 days beforehand. Any letter of credit shall be issued by a bank determined by the City to be solvent and creditworthy and shall be in a form acceptable to the city attorney. Any letter of credit shall also allow the City to draw upon the instrument, in whole or part, in order to complete construction of any or all of the Improvements and other specified work required herein and/or to pay any fees or costs due to the City by the Developer hereunder after written notice to Developer and Developer's failure to cure, or if the Developer fails to renew the security 60 days prior to its expiration, which is an express requirement of this Agreement.

b) Upon request by the Developer and proof of contractor warranty bond for any Improvements, the City agrees to reduce the Security to an amount roughly equal to 125 percent of the cost of the remaining Improvements, in the City engineer's sole discretion. The Security shall be released in full and returned to the Developer only following satisfactory completion of all Improvements, in the discretion of the City engineer, after satisfaction of all financial obligations by the Developer to the City. Prior to releasing any portion of the Security or accepting another form or replacement, the City shall first be satisfied regarding the quality and completeness of the work and that the Developer has taken such steps as may be necessary to ensure that no liens will attach to the work. Notwithstanding anything herein to the contrary, the Security shall not be reduced to less than \$50,000, until such time as the City releases the entire Security. It is the intention of the parties that the City at all times have available to it a Security in an amount adequate to ensure completion of all elements of the Improvements and other obligations of the Developer under this Agreement. To that end and notwithstanding anything herein to the contrary, all requests by the Developer for a reduction or release of the Security shall be evaluated by the City in light of that principle.

c) Upon failure of the Developer to perform and to cure any default after thirty (30) days' written notice from the City as required in section 16 of this Agreement, the City may declare this Agreement to be in default and the amount of the Security shall then be paid over to the City. From the proceeds of the Security, the City shall be reimbursed for any reasonable attorneys' fees, engineering fees or other technical or professional assistance, including the work of City staff and employees, and the remainder thereof may only be used by the City to complete the Improvements and fulfill any other obligations of the Developer pursuant to this Agreement, to the extent desired by the City in the City's sole discretion. Any proceeds remaining after completion of said Improvements and acceptance by the City shall be paid to Developer. The Developer shall be liable to the City to the extent the Security is inadequate to reimburse the City its costs and pay for the completion of the Improvements.

d) If at any time the City reasonably determines that the bank issuing a letter of credit required herein no longer satisfies the City's requirements regarding solvency and

creditworthiness, the City shall notify the Developer and the Developer shall provide to the City within 30 days a substitute letter of credit from another bank meeting the City's requirements. If within 30 days of notice the Developer fails to provide the City with a substitute letter of credit from an issuing bank satisfactory to the City, the City may draw under the existing Security.

13. Sewer Availability/Connection Rates. In accordance with City policy and to distribute uniformly the costs of public utility infrastructure improvements, the City will charge the Developer fees for the availability and connection of sanitary sewer to the Development. The Development's sewer availability charge (\$2,000 per developable acre) shall be due and payable prior to the release of the final plat. The sewer connection charges, on the other hand, shall be payable at the time of requesting building permits at then-current rates.

14. Park Dedication. In order to satisfy the City's park dedication requirements with respect to the Subdivision, the Developer shall pay to the City a cash-in-lieu amount of \$7,339.75 prior to the City's execution and release of the final plat.

15. Responsibility for Costs; Escrow. a) The Developer agrees to pay to the City an administrative fee in the amount necessary to reimburse the City for its reasonable costs and expenses in reviewing the Development and the Subdivision, including the drafting and negotiation of this Agreement. The Developer further agrees to reimburse the City for the reasonable cost incurred in the enforcement of any provision of this Agreement, including reasonable engineering and attorneys' fees, and all costs associated with construction observation and administration relating to construction of the Improvements. Construction observation shall include inspection of all the Improvements. To allow for the City to reimburse itself for all such costs, the Developer shall deposit \$46,500 into an escrow account with the City, and the City will keep said funds in a non-interest-bearing account and reimburse itself for costs solely under the terms of this Agreement. At the Developer's request, the City will provide the Developer with a copy of any invoice or evidence of other cost or expense attributed to the escrow. If any funds held under this escrow exceed the amount necessary to reimburse the City for its costs under this section and all Improvements and other obligations hereunder have been completed and satisfied, such funds shall be returned to the Developer without interest. If it appears that the actual costs incurred will exceed the amount above, the Developer and the City shall review the costs required to complete the project and the Developer shall deposit additional sums with the City at the City's request, within 10 business days.

b) In the event City does not recover its costs from the Developer through the above-required escrow, the Security or any other deposit required herein, as an additional remedy, the City may, at its option, assess the Property in the manner provided by Minnesota Statutes, chapter 429, and the Developer hereby consents to the levy of such special assessments without notice or hearing and waives its rights to appeal such assessments pursuant to Minnesota Statutes, section 429.081, provided the amount levied does not exceed (i) the amount of the Security required under this Agreement, and (ii) the expenses actually incurred by the City. Further, the City may, at its option, as an additional remedy, recover expenses actually incurred by the City as service charges, in the manner provided by Minnesota Statutes, section 415.01, 366.011 and 366.012, and the Developer hereby consents to the levy of such assessments against the Property without notice or hearing and waives all rights to appeal such assessments pursuant to such Minnesota Statutes,

provided, again, that the amount levied does not exceed the expenses actually incurred by the City pursuant to this Agreement. Finally, the Developer agrees all such unpaid amounts constitute charges for governmental services that the City may, at its option, collect pursuant to Minnesota Statutes, section 514.67.

16. Developer's Default. In the event of default by the Developer as to construction or repair of any of the Improvements or any other work or obligation required by this Agreement ("Event of Default"), and such Event of Default continues for 30 days after the City provides written notice to the Developer of the nature of the default pursuant to the notice requirements in this Agreement, or if such default cannot be cured within 30 days, after such time period as may be reasonably required to cure the default provided that Developer is making a good faith effort to cure said default, the City may, at its option, perform the work and the Developer shall promptly reimburse the City for any expense incurred by the City (except to the extent the City reimburses itself via the Security, as expressly authorized herein). This Agreement is a license for the City to act, and it shall not be necessary for the City to seek an order from any court for permission to enter the Property for such purposes. If the City does any such work, the City may, in addition to its other remedies, levy special assessments against the Property to recover the unreimbursed costs thereof, provided, however, that it does not exceed the total Security amount required herein. For this purpose, the Developer, for itself and its successors and assigns, expressly waives any and all procedural and substantive objections to the special assessments, including but not limited to, hearing requirements and any claim that the assessments exceed the benefit to the land so assessed. The Developer, for itself and its successors and assigns, also waives any appeal rights otherwise available pursuant to Minnesota Statutes, section 429.081.

17. Approval of Contractors. Any contractors selected by the Developer to construct and install all or any portion of the Improvements shall be subject to approval by the City which consent shall not be unreasonably withheld, conditioned or delayed, and shall be deemed given unless the City disapproves in writing a particular contractor within five days after receipt of written request for approval thereof from the Developer. If the City so disapproves any contractor, the City shall state in writing, with reasonable specificity, the basis for such disapproval. The City reserves the right to require evidence of competency and adequate financial strength of any such contractors selected by the Developer.

18. Insurance. Upon entering into this Agreement, the Developer agrees to take out and maintain or cause to be taken out and maintained until six months after the City has accepted all Improvements that will become public, public liability and property damage insurance covering personal injury, including death, and claims for property damage which may arise out of Developer's work or the work of its contractors or subcontractors. Liability limits shall not be less than \$500,000 when the claim is one for death by wrongful act or omission or for any other claim and \$1,500,000 for any number of claims arising out of a single occurrence. The City shall be named as additional insureds on the policy. The certificate of insurance shall provide that the City must be given the same advance written notice of the cancellation of the insurance as is afforded to the Developer.

19. Building Permits; Certificates of Occupancy. a) Approvals granted to date by the City regarding the Development do not include approval of a building permit for any structure.

The Developer must submit and the City must approve building plans prior to an application for a building permit for a structure on any lot within the Development. All building pads must be certified prior to initiation of construction of a home on a lot. The Developer or the party applying for a building permit shall be responsible for payment of the customary fees associated with the building permit. Unless expressly authorized elsewhere in this Agreement, no building permit shall be issued for any structure within the Development until the respective lot is adequately served with public street access and utilities, in the sole discretion of the City engineer.

b) No certificate of occupancy shall be issued for any structure unless prior thereto the lot has been properly graded, the driveway has been installed, any footing drain tile or sump pump is discharging in an approved location, the private water and public sewer services are in proper working order, arrangements for all City required landscaping have been made, and an as-built survey has been submitted and approved by the City. The intent of this paragraph is to ensure that all newly developed lots, prior to occupancy, are adequately served by utilities and have sufficient drainage, access, parking, and landscaping. In cases in which seasonal weather conditions make compliance with these conditions impossible, the parties may instead enter into an escrow agreement that meets the satisfaction of the City in order to provide the City with adequate assurances regarding the completion of such work.

c) If the Developer fails to comply with any of the provisions of this Agreement and such failure continues after notice and expiration of any applicable cure period, the City may refuse to issue a building permit or a certificate of occupancy for any lot on the Property. Developer shall endeavor to cause its successors in interest to said lots to inform purchasers of the existence of this Agreement and the obligations and restrictions created herein prior to the completion of the sale of such lots. Developer agrees to save and hold City harmless from any and all claims or actions brought by third parties arising from the withholding or the right to withhold the issuance of such permits and certificates.

20. Clean Up and Dust Control. The Developer shall clean on a daily basis dirt and debris from streets within and adjoining the Development resulting from construction work by the Developer, its contractors, agents or assigns. Prior to any construction on the Property or adjacent areas, the Developer shall identify to the City in writing a responsible party for erosion control, street cleaning, and street sweeping. The Developer shall provide dust control to the satisfaction of the City's engineer throughout construction of the Development.

21. Parking and Storage. The Developer agrees to provide adequate parking and storage area for workers, equipment, construction materials, or other items associated with the Improvements contemplated under this Agreement. Existing developed public roadways or rights-of-way shall not be utilized for these purposes except as allowed by the City in writing. All construction vehicles and other large equipment shall be parked safe distances from occupied lots and in a manner that does not become a public nuisance. The Developer and any other entity responsible for any construction-related activities within the Subdivision shall promptly adhere to any written direction from City staff related to the parking and storage of vehicles, large equipment and other construction materials.

22. Platting; Title Commitment. a) The Developer shall plat the Property in accordance

with the Mantorville City Code, this Agreement, state statutes, and the City Approvals. The parties to this Agreement acknowledge that various potential modifications and revision issues associated with the plat may need to occur. The Developer agrees to undertake, assist with and resolve such issues as directed by the City. The Developer and the City agree to cooperate with each other and their representatives regarding any reasonable requests made subsequent to the execution of this Agreement to revise or correct any errors in the plat and to provide any and all additional documentation deemed necessary by either party to effectuate such revisions or corrections to the plat.

b) Prior to recording the final plat with Dodge County, the Developer agrees to provide the City with current title work for the Property identifying any other entity with a legal interest in the Property, including but not limited to any entity with a mortgage interest, easement interest, etc. Any plat approval is subject to the Developer's compliance with this provision. The Developer shall also provide an updated Commitment for a Title Insurance Policy for the Property naming the City as the proposed insured and with the amount of coverage for this policy being equal to \$100,000.00. The above-mentioned evidence of title shall be subject to the review and approval of the City Attorney to determine what entities must execute the final plat and other documents to be recorded against the Property. The Developer shall cause a Title Insurance Policy to be issued consistent with the Commitment for a Title Insurance Policy provided by the Developer and the requirements of the City Attorney and with an effective date on which the final plat is recorded (the City may refuse to issue any building permits or certificates of occupancy until it is provided with said Title Insurance Policy). Further, the Developer shall provide the City with evidence, which sufficiency shall be determined by the City, that all documents required to be recorded pursuant to this Agreement and by the City Attorney are recorded and all conditions for release of the final plat have been met prior to the City processing or approving any building permits or other permits applicable to the development of the Property.

23. Compliance with Laws. The Developer agrees to comply with all laws, resolutions, ordinances, regulations and directives of the state of Minnesota and the City applicable to the Development. This includes, but is certainly not limited to, the City Approvals. This Agreement shall be construed according to the laws of Minnesota. Breach of the terms of this Agreement by the Developer shall, among other remedies available to the City, be grounds for denial of building permits on the Property.

24. Agreement Runs with the Land. This Agreement shall be recorded among the land records of Dodge County, Minnesota. The provisions of this Agreement will run with the Property and be binding upon the Developer and its assigns or successors in interest. All references to the Developer contained herein also include the Developer's successors or assigns. No conveyance of the Property or any part thereof shall relieve the Developer of its liability for full performance of this Agreement unless the City expressly so releases the Developer in writing. As of the date hereof, the Developer warrants that to Developer's actual knowledge, there are no unrecorded encumbrances or interests relating to the Property. The Developer agrees to indemnify and hold the City harmless for any breach of the foregoing covenants. All documents associated with the Subdivision must be recorded in an order approved by the city attorney.

25. Indemnification. Notwithstanding anything to the contrary in this Agreement, the

City, its officials, agents, employees, or contractors shall not be personally liable or responsible in any manner to the Developer, the Developer's contractors or subcontractors, material suppliers, laborers or any other person or persons for any claim, demand, damage, action or causes of action of any kind or character arising out of or by reason of the execution of this Agreement or the performance and completion of the work required of the Developer under this Agreement. Except to the extent caused by the willful misconduct or negligence of the City, its officials, agents, employees, or contractors, the Developer will indemnify and hold the City, its officials, agents, employees, and contractors harmless from all such claims, demands, damages, actions, or causes of action and costs, disbursements and expenses of defending the same including, but not limited to, reasonable attorneys' fees, consulting engineering services, and other technical or professional assistance, including the work of City staff and employees. Nothing in this Agreement shall constitute a waiver or limitation of any immunity or limitation on liability to which the City is entitled under Minnesota Statutes, Chapter 466 or otherwise. This section shall survive termination of this Agreement.

26. Assignment; Amendments. The Developer may not assign this Agreement without the prior written permission of the City, which consent shall not be unreasonably withheld, conditioned or denied. Any amendment to this Agreement must be in writing and signed by all parties.

27. Notices. Any notice or correspondence to be given under this Agreement shall be deemed to be given if delivered personally or sent by United States first class mail, postage prepaid, to the following:

(a) as to the Developer: Bigelow Homes LLC

Attn: _____

(b) as to the City: City of Mantorville
21 5th St E
PO Box 188
Mantorville, MN 55955
Attn: City Clerk/Treasurer

with a copy to: Kennedy & Graven, Chartered
700 Fifth Street Towers
150 South Fifth Street
Minneapolis, MN 55402
Attn: Scott J. Riggs

or at such other address as either party may from time to time notify the other in writing in accordance with this section. The Developer shall notify the City if there is any change in its name or address.

28. Severability. In the event that any provision of this Agreement shall be held invalid, illegal or unenforceable by any court of competent jurisdiction, such holding shall pertain only to such

section and shall not invalidate or render unenforceable any other section or provision of this Agreement.

29. Non-waiver. Each right, power or remedy conferred upon the City by this Agreement is cumulative and in addition to every other right, power or remedy, express or implied, now or hereafter arising, or available to the City at law or in equity, or under any other agreement. Each and every right, power and remedy herein set forth or otherwise so existing may be exercised from time to time as often and in such order as may be deemed expedient by the City and shall not be a waiver of the right to exercise at any time thereafter any other right, power or remedy. If either party waives in writing any default or nonperformance by the other party, such waiver shall be deemed to apply only to such event and shall not waive any other prior or subsequent default.

30. Counterparts. This Agreement may be executed simultaneously in any number of counterparts, each of which shall be an original and shall constitute one and the same Agreement.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed on the day and year first above written.

CITY OF MANTORVILLE

By: _____
Mayor

By: _____
Clerk-Treasurer

STATE OF MINNESOTA)
) ss.
COUNTY OF DODGE)

The foregoing instrument was acknowledged before me this ___ day of _____, 2025, by _____, the mayor of the city of Mantorville, a Minnesota municipal corporation, on behalf of the municipal corporation.

Notary Public

STATE OF MINNESOTA)
) ss.
COUNTY OF DODGE)

The foregoing instrument was acknowledged before me this ___ day of _____, 2025, by _____, the city clerk/treasurer of the city of Mantorville, a Minnesota municipal corporation, on behalf of the municipal corporation.

Notary Public

THE DEVELOPER:

By: _____

Its: _____

STATE OF MINNESOTA)
) SS.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ___ day of _____, 2025, by _____, the _____ of Bigelow Homes LLC, a limited liability company under the laws of Minnesota, by and on behalf of said company.

Notary Public

This document drafted by:

Kennedy & Graven, Chartered
700 Fifth Street Towers
150 South Fifth Street
Minneapolis, MN 55402
(612) 337-9300

**EXHIBIT A TO
DEVELOPMENT AGREEMENT**

LEGAL DESCRIPTION OF THE PROPERTY

Lots 1 through 8, Block 1;
Lots 1 through 10, Block 2;
Lots 1 through 16, Block 3;
Lot 1, Block 4; and
Outlot A, all in Eagle Meadows, Dodge County, Minnesota.

**EXHIBIT B TO
DEVELOPMENT AGREEMENT**

LIST OF PLAN DOCUMENTS

The submitted sheets from WSE Massey (listed below), with the most recent revision date of _____, 2025, shall collectively constitute the Plans, which may still be subject to further requirements per prior direction from City staff and any requirements contained in the Agreement or City Approvals.

SHEET LIST TABLE	
SHEET NUMBER	SHEET TITLE
1	TITLE SHEET
2	TYPICAL SECTIONS & SERVICE TABLES
3	OVERALL LAYOUT
4	EAGLE LANE
5	EAGLE LANE
6	EAGLE LANE
7	EAGLE CIRCLE
8	EAGLE CIRCLE
9	EAGLE CIRCLE
10	EAGLE CIRCLE
11	SANITARY SEWER NORTH
12	SANITARY SEWER SOUTH
13	DETAILS SHEET 1
14	DETAILS SHEET 2
15	DETAILS SHEET 3
16	DETAILS SHEET 4
17	GRADING & EROSION CONTROL NORTH
18	GRADING & EROSION CONTROL SOUTH
19	POND PLAN & CROSS SECTION
20	POND PLAN & CROSS SECTION
21	SIGN / LIGHTING PLAN
22	ADA DETAILS
23	SWPPP
24	SWPPP

From: joe@mantorville.com
Sent: Tuesday, March 25, 2025 9:40 AM
To: Gretchen@mantorville.com
Subject: FW: NASPO ValuePoint State of Minnesota WEX Fuel Card Program
Attachments: General Info Pack.pdf; Fleet Data 8-19-15.xlsx; Minnesota Adden as of 25 AUG 2022.docx

Flag Status: Flagged

From: Tanya Watson <tanya.watson@wexinc.com>
Sent: Tuesday, March 25, 2025 8:28 AM
To: joe@mantorville.com
Subject: NASPO ValuePoint State of Minnesota WEX Fuel Card Program

Good morning. Thank you for your interest in the WEX State of Minnesota fuel card program.

Under this program, the normal \$40 set-up fee and \$2 monthly card fees are waived for you.

Some of the other advantages of this agreement are:

- **Rebate of 1.7% off the posted pump price - credited quarterly.** *(Rebate dependent on payment being made within the net 45 day payment terms. This rebate excludes diesel purchases at tier 1 truck stops, such as Petro, Pilot, Flying J and Loves.)*
- Tax exemption at the time of billing and reporting for qualified fleets to significantly reduce administrative time.
- Online Account access to control and manage fleet purchases
- Roadside assistance to keep your fleet covered while they are on the road, available 24 hours a day.
- Fuel Site Mapping Mobile Application - helps your drivers locate the lowest price fuel station based on their current location.

I am including the link you can use to identify the **fuel or service locations** our card can be used at:

<https://sitelocator.wexonline.com/>

To move forward with this program, please complete, sign and email the attached addendum back to me.

FUEL ANYWHERE. SAVE EVERY DAY.

Accepted at 95% of fuel stations nationwide.

ACCEPTING FUEL SITES

AC & T	Halley's	Quality Oil
Aloha	Handy Andy's	Quik Mart
Aviation	Huck's	Road Ranger
Bell Gas	ICO	Robinson Oil
Bigfoot	Ideal	Rotten Robbie
Capital City	Inter City	Royal Farms
Carousel	Johnson & Dixon	Rutters
Certified	Kenyon	Rymes 24
City Garage	King Soopers	SC Fuels
Cogos	Koch	Smokers Express
Crystal Flash	Kramer	Sprint
Cumberland Farms	Krause	Stewarts Shops
D & D Oil	Kum & Go	Taylor Foods
Dairy Mart	Kwik Pantry	TCI
Depot	Lil Champ	Thorntons
Drivers Traveler	Lucky Stop	TOTAL
Dynamic Mart	M & H	Town&Country
Economy	Macs Stores	Trade Mart
Eddins Walcher	McClure Oil	Trade Oil
Enmark	MFA Oil	Tripair Oil
Express Stop	Mr. Cut Rate	US Oil
Family Express	Multi Serv	USCO
Farstad	NAPA	Valley Dairy
Fast Track	Novus	Weigel Store
Fausser Oil	NU-Way	Wesco
FFP	Oasis	Williams Travel
Flash Foods	O'Connor	Xtra Fuels
Food Chief	OK Petroleum	Zip Mart
Fuel Mart	Pantry	
Gas America	Petro King	Card acceptance is
Giant	Petro Stop	subject to independent
Git-n-Go	PRIDE	owner/operator
Global	Pure	participation and
Grow Mark	Qik N EZ	subject to change
		without notice.



ACCEPTING SERVICE SITES

American LubeFast	Dodge BusinessLink™	Netcost Auto Glass
Big O Tires	(limited participation)	Tire Centers Inc
Daimler/Chrysler	GM Goodwrench	Wash Depot
Diamond/Triumph	(limited participation)	...and many regional
Auto Glass	Harmon Glass	and independent
		locations nationwide.



Casey's is 1.5%



PURCHASE CONTROLS

TIGHTER CONTROL OVER SPENDING

Enforce purchasing policies for piece of mind

The WEX fleet card offers a suite of control and alert tools that let you know **where, when, what,** and **how much** is being spent. Managed through our industry leading **WEX Online®** account management tool, these powerful tools provide actionable purchase policy enforcement capabilities.

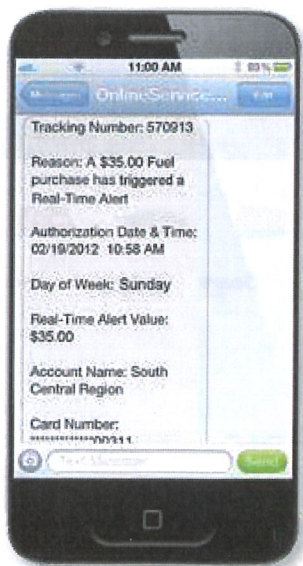
PRODUCT TYPE CONTROLS

When the card is swiped, merchant product codes automatically compare the purchase against pre-set card profile limits. If the product types are allowed and the set limits have not been exceeded, we authorize the transaction, and the merchant completes the sale. If the card is beyond the limits, it will be declined.

You can set overall limits for all purchases for a specific time period — daily, weekly, twice monthly, or monthly; and your fleet's total purchases for that period — transactions per period, dollars per period and gallons/units per period.

PUMP SHUT-OFF FEATURE

WEX now offers a powerful **pump shut-off feature*** to assist you with enforcement of policies. When a driver exceeds your pre-set limits, the pump will shut off. This feature is available at most major retail fuel brands.



REAL TIME ALERTS

This control generates an alert detailing a purchase that is beyond your pre-set alert values. Choose to be notified by email or text, and make quick decisions on how best to deal with the situation at hand.

*Visit www.wexinc.com/pumpshutoff for list of accepting merchants.

WEX CONTROLS



By hours of day



By days of the week



Dollars per day/week



Dollars per transaction

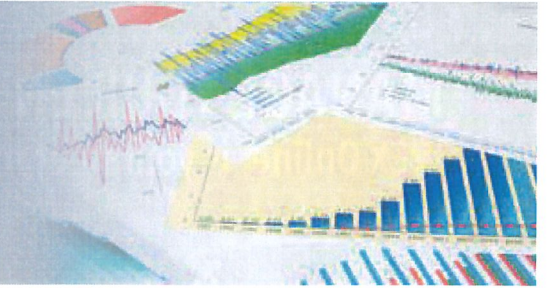


Product category



WEX ONLINE® REPORTING

Specialized reports put facts in your hands



WEX Online® offers a suite of reporting capabilities. Our specialized fleet management reports give you the power to save money, cut administrative time, comply with tax regulations, and more.

STANDARD AND CUSTOM REPORTS

WEX Online® offers both standard and custom reports, so you get the type of information you need.

EXAMPLES:

Purchase Activity Report (PAR) — compile information on all fueling and maintenance purchases made with the WEX Universal Fleet card — for hundreds of vehicles or just a few.

Premium Custom Reports — select your criteria to generate ad hoc, real-time reports: Exception, Transaction Summary, and Transaction Detail reports. Export these reports directly into your own spreadsheet, to easily analyze and share your data.

Summary Reports — use our Financial Summary, Site Summary and Exception Summary reports to manage your vehicle-related expenses and plan your fleet budget.

Tax Exemption Reports — for qualified tax-exempt fleets, monthly report packages provide tax information at both the transaction and summary level, and will include all tax exemptions that can be applied to your account under our program.

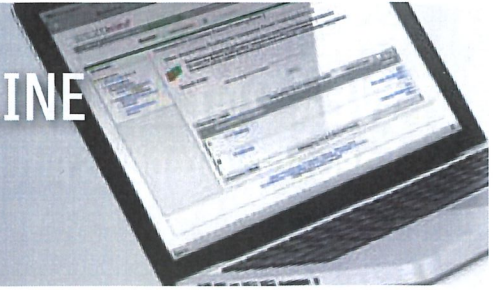
Minority and Women-Owned Businesses Report (MWOBE) — a quarterly report, summarizing by fleet account and month, transactions, gallons and dollars spent at MWOBE fuel and service locations.

FAST FACTS



MANAGE YOUR ENTIRE FLEET ONLINE

WEX Online® is your fleet management portal



WEX Online® is a cutting-edge web-based tool that provides you access to view and manage every detail of your fleet card program. We created the site to put information at your fingertips 24/7 so you can take action as needed.

PROFILE MANAGER

The profile manager allows you to establish purchase control profiles for individuals, groups of drivers, vehicles and more. Set rules for how the card can be used, how often, and when. Add spend limits for fuel, service, parts, and general merchandise. Your rules will be embedded in the respective cards — if a transaction exceeds your limits, the system will decline the purchase. You set the control limits. We enforce them.

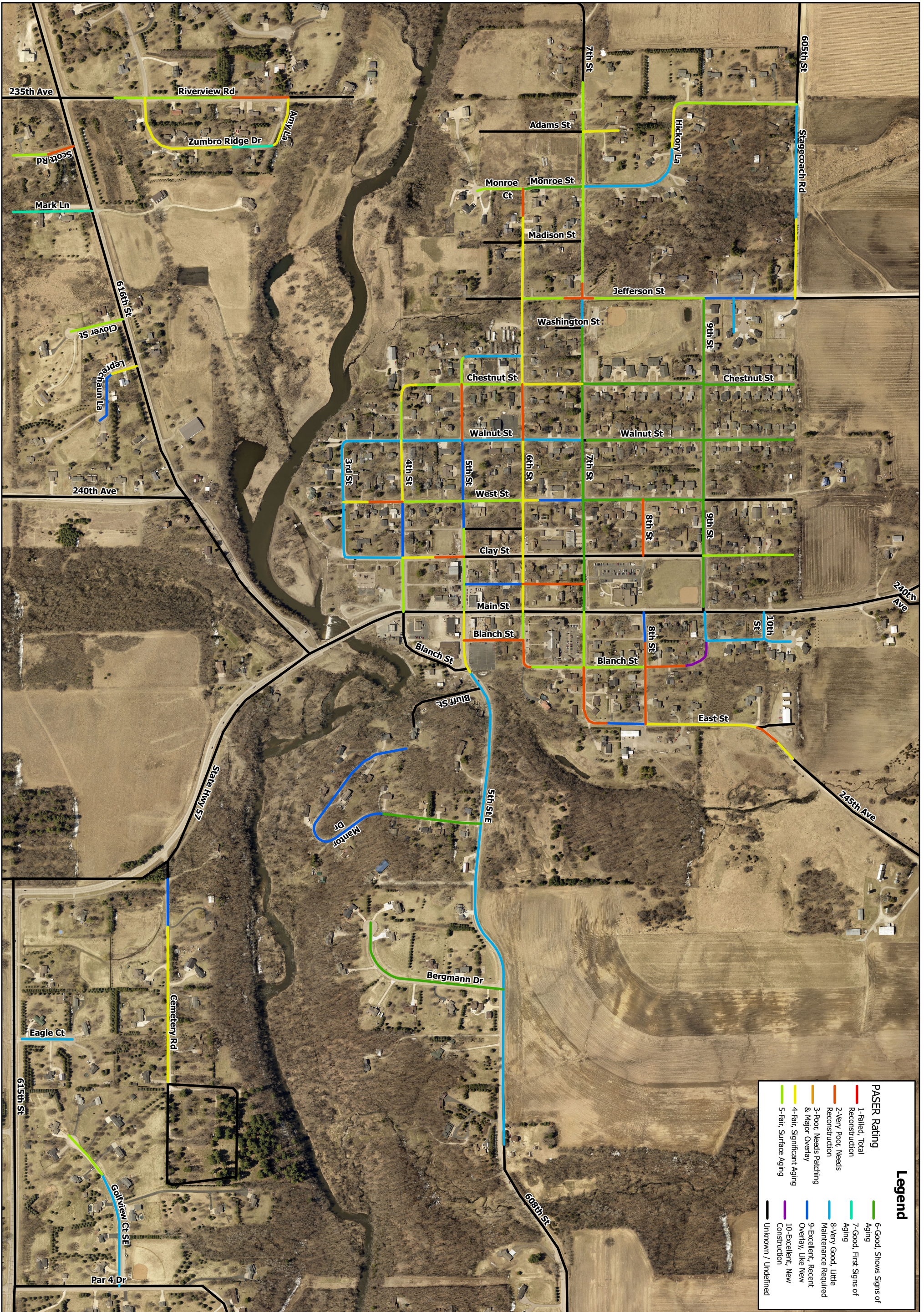
EXPENSE MANAGEMENT TOOLS

WEX Online® makes it easy to manage your fleet spend in one central place. Set up profiles, billing, and reporting functions, limits, and restrictions. Add custom fields and assign codes, such as General Ledger (GL). Run queries on purchase transactions, vehicles and drivers.

FUEL PRICE MAPPING

Our **Fuel Site Locator** combines fuel transaction data with Google Maps™ to help drivers find current best prices by city, state, zip, fuel type, PPG, or brand. Find the lowest cost fuel stations with our fuel price mapping technology, which updates prices hourly. Our **Octane mobile version** is free, and gives drivers access on the road.



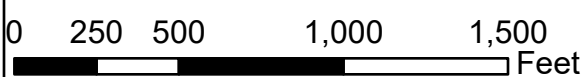


Legend	
6-Good, Shows Signs of Aging	Green line
7-Good, First Signs of Aging	Light Green line
8-Very Good, Little Maintenance Required	Yellow line
9-Excellent, Recent Overlay, Like New	Orange line
10-Excellent, New Construction	Red line
Unknown / Undefined	Black line
6-Good, Shows Signs of Aging	Light Green line
7-Good, First Signs of Aging	Green line
8-Very Good, Little Maintenance Required	Yellow line
9-Excellent, Recent Overlay, Like New	Orange line
10-Excellent, New Construction	Red line
Unknown / Undefined	Black line
5-Fair, Surface Aging	Light Blue line
4-Fair, Significant Aging	Blue line
3-Poor, Needs Patching & Major Overlay	Dark Blue line
2-Very Poor, Needs Reconstruction	Dark Purple line
1-Failed, Total Reconstruction	Black line



Scale: 1:7,000

1 inch equals 583 feet



PASER RATINGS 2024 MANTORVILLE, MN



