



Trail to the Past. Road to the Future.

CITY COUNCIL MEETING
MUNICIPAL COUNCIL CHAMBERS
21 5TH STREET E, MANTORVILLE, MN 55955
MONDAY, January 26, 2026 - 6:30pm

1. Call to Order

2. Pledge of Allegiance

3. Changes to Agenda

4. Consent Agenda **

- A. Accounts Payable (Warrant List) for 1.26.26
- B. County Commissioners Meeting Minutes 12.23.25
- C. Council Meeting Minutes 1.12.16
- D. Approval of Rental Units for 2026
- E. EDA Meeting Minutes 10.20.25
- F. EDA Meeting Minutes 9.15.25
- G. Park Board Minutes 10.28.25
- H. Park Board Minutes 9.30.25

5. Proclamations, Presentations and Recognitions – No Items

6. Public Concerns

Individuals may address the City Council about any item not included on the regular agenda. Speakers 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. Sheriff's Report December 2025
- B. Fire Department Report
 - 1. Standard Operating Guidelines (SOGs)
 - 2. Drains in Fire Hall
 - 3. Grass Rig Purchase Options & 2026 Fire Contracts

8. Public Hearing – No Items

9. New Business

- A. Friends of Mantorville Pickleball Updates
- B. Minnesota Paid Family and Medical Leave Act options for payroll deductions **
- C. Proposed Master Fee Schedule for year 2026 and setting Public Hearing **

- D. Council Committee Assignments for year 2026 **
- E. Discussion of possible stop signs at the intersection of 8th Street East and Blanch Street, on the North and South side of the road.
- F. Approval of year 2026 Meeting Calendar **
- G. Summary Budget for year 2026
- H. Declaring a vacancy due to Councilmember Hoaglund's passing **
 - 1. Resolution 2026-06 Declaring a Vacancy on City Council

10. Old Business

- A. Discussion of property at 101 5th Street East

11. Tabled Items

- A. Streetlight on HWY 57 across from Casey's

12. Reports

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

13. Executive Session – Closed Meeting

- A. Personnel Committee's Staff Evaluations

14. Adjourn **

<i>Upcoming Meetings and Events in Mantorville:</i>		
<i>January 26, 2026</i>	<i>6:30pm</i>	<i>City Council Regular Meeting – alternate date</i>
<i>February 4, 2026</i>	<i>7:30pm</i>	<i>Fire Department General Meeting</i>
<i>February 9, 2026</i>	<i>6:30pm</i>	<i>City Council Regular Meeting</i>
<i>February 16, 2026</i>	<i>City Offices Closed</i>	<i>President's Day</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 meeting and community events in Mantorville.</i>		

** Council Action Item

MANTORVILLE, MN

01/23/26 1:20 PM

Page 1

Payments

Current Period: January 2026

Payments Batch 012626PAY				\$13,604.65
Refer	0 <u>AFLAC</u>	-		
Cash Payment	G 101-21710 AFLAC	January 4 Billing 2026		\$33.12
Invoice	581283	1/26/2026		
Transaction Date	1/23/2026	MBT Bank Checking 10100	Total	\$33.12
Refer	0 <u>BECKLEYS OFFICE PRODUCTS</u>	-		
Cash Payment	E 101-41500-300 Professional Svcs (GEN	Onsite Document Destruction 1/16/2026		\$49.50
Invoice	120928	1/26/2026		
Transaction Date	1/23/2026	MBT Bank Checking 10100	Total	\$49.50
Refer	0 <u>Condolences Sympathy Gifts</u>	<u>Ck# 006802 1/26/2026</u>		
Cash Payment	E 101-41110-430 Miscellaneous	Pure Peace Flowers for Lyle Hoagland		\$232.98
Invoice				
Transaction Date	1/23/2026	MBT Bank Checking 10100	Total	\$232.98
Refer	0 <u>DELTA DENTAL</u>	-		
Cash Payment	G 101-21708 Dental Insurance	February Coverage 2026		\$180.72
Invoice	RIS0006822523	1/26/2026		
Transaction Date	1/23/2026	MBT Bank Checking 10100	Total	\$180.72
Refer	0 <u>DODGE COUNTY ASSESSORS OF</u>	-		
Cash Payment	E 101-41550-310 Other Professional Servi	2026 Assessment Agreement		\$6,610.00
Invoice	2026 ASSESS	1/26/2026		
Transaction Date	1/23/2026	MBT Bank Checking 10100	Total	\$6,610.00
Refer	0 <u>INTERNAL REVENUE SERVICE</u>	<u>Ck# 006799 1/26/2026</u>		
Cash Payment	G 101-21703 FICA Tax Withholding	PR 2 2026		\$1,208.56
Invoice	01/21/26	1/26/2026		
Cash Payment	G 101-21709 Medicare	PR 2 2026		\$282.64
Invoice	01/21/26	1/26/2026		
Cash Payment	G 101-21701 Federal Withholding	PR 2 2026		\$854.67
Invoice	01/21/26	1/26/2026		
Transaction Date	1/23/2026	MBT Bank Checking 10100	Total	\$2,345.87
Refer	0 <u>LINCOLN NATIONAL LIFE INSURA</u>	-		
Cash Payment	G 101-21711 Life Insurance Payable	February Coverage 2026		\$207.15
Invoice	4926556713	1/26/2026		
Transaction Date	1/23/2026	MBT Bank Checking 10100	Total	\$207.15
Refer	0 <u>MENARDS - ROCHESTER NORTH</u>	-		
Cash Payment	E 101-45200-200 Supplies	20" Shovel, 3-20" Pushers, 18" Pusher/Shovel, 3pk Gloves		\$78.67
Invoice	81908	1/26/2026		
Cash Payment	E 101-41940-220 Bldg.Repair and Mainten	Lever		\$64.48
Invoice	81520	1/26/2026		
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	PVC Pipe & Sealer		\$36.84
Invoice	81163	1/26/2026		
Transaction Date	1/23/2026	MBT Bank Checking 10100	Total	\$179.99
Refer	0 <u>MINNESOTA ENERGY</u>	-		
Cash Payment	E 101-41940-380 Utility Services	4016467-5 STREETS (1008 East St - East Bldg)		-\$1,360.65
Invoice	5773006240	1/26/2026		

MANTORVILLE, MN

01/23/26 1:20 PM

Page 2

Payments

Current Period: January 2026

Cash Payment	E 101-41940-380	Utility Services	4300149-4 STREETS (1008 East St - Middle Bldg)	\$527.84
Invoice	5773006240	1/26/2026		
Cash Payment	E 101-41940-380	Utility Services	4028156-0 STREETS (1008 East St - West Bldg)	\$284.80
Invoice	5773006240	1/26/2026		
Cash Payment	E 101-42200-380	Utility Services	4229566-7 FIRE DEPT (21 5th St E)	\$712.40
Invoice	5773006240	1/26/2026		
Cash Payment	E 602-49450-380	Utility Services	4299022-6 WWTP (121 Blanch St)	\$270.88
Invoice	5773006240	1/26/2026		
Transaction Date	1/23/2026		MBT Bank Checking 10100	Total \$435.27
Refer	0	<u>MINNESOTA REVENUE</u>	<u>Ck# 006805 1/26/2026</u>	
Cash Payment	G 101-21702	State Withholding	PR 2 2026	\$347.77
Invoice	01/21/2026	1/26/2026		
Transaction Date	1/23/2026		MBT Bank Checking 10100	Total \$347.77
Refer	0	<u>MN PERA</u>	<u>Ck# 006804 1/26/2026</u>	
Cash Payment	G 101-21704	PERA	PR 2 2026	\$1,495.05
Invoice	01/22/2026	1/26/2026		
Transaction Date	1/23/2026		MBT Bank Checking 10100	Total \$1,495.05
Refer	0	<u>NCPERS GROUP LIFE INS.</u>	-	
Cash Payment	G 101-21711	Life Insurance Payable	Coverage for 02/01/26 - 02/28/26	\$32.00
Invoice	608900022026	1/26/2026		
Transaction Date	1/23/2026		MBT Bank Checking 10100	Total \$32.00
Refer	0	<u>NORTHLAND TRUST SERVICES, IN</u>	-	
Cash Payment	E 314-47000-620	Fiscal Agent s Fees	Agent Annual Fee - Bond 2024A	\$495.00
Invoice	2024A	1/26/2026		
Transaction Date	1/23/2026		MBT Bank Checking 10100	Total \$495.00
Refer	0	<u>ON-SITE COMPUTERS, INC</u>	-	
Cash Payment	E 101-41500-300	Professional Srvs (GEN	January Billing	\$332.38
Invoice	CW105507	1/26/2026		
Transaction Date	1/23/2026		MBT Bank Checking 10100	Total \$332.38
Refer	0	<u>RESNEXUS</u>	<u>Ck# 006798 1/26/2026</u>	
Cash Payment	E 603-45183-210	Tax and Licensing	January Billing	\$50.25
Invoice	708927	1/26/2026		
Transaction Date	1/23/2026		MBT Bank Checking 10100	Total \$50.25
Refer	0	<u>WEX HEALTH, INC.</u>	<u>Ck# 006803 1/26/2026</u>	
Cash Payment	G 101-21714	Health Savings Account	PR 1 2026 HSA ER	\$253.84
Invoice	01/08/26	1/26/2026		
Cash Payment	G 101-21714	Health Savings Account	PR 1 2026 HSA EE	\$210.00
Invoice	01/08/26	1/26/2026		
Transaction Date	1/23/2026		MBT Bank Checking 10100	Total \$463.84
Refer	0	<u>WEX HEALTH, INC.</u>	<u>Ck# 006801 1/26/2026</u>	
Cash Payment	E 101-41500-300	Professional Srvs (GEN	January Billing - Admin Fee	\$11.00
Invoice	000229617-IN	1/26/2026		
Transaction Date	1/23/2026		MBT Bank Checking 10100	Total \$11.00
Refer	0	<u>US POSTAL SERVICE</u>	<u>Ck# 006800 1/26/2026</u>	

Payments

Current Period: January 2026

Cash Payment	E 101-41500-322 Postage	Liquor Licenses - Saloon, 501, & Hubbell		\$33.40
Invoice	01/14/26 1/26/2026			
Transaction Date	1/23/2026	MBT Bank Checking 10100	Total	\$33.40
Refer	0 XCEL ENERGY	-		
Cash Payment	E 101-43160-381 Electric Utilities	39 W LED PUR OPTN		\$69.36
Invoice	961313372 1/26/2026			
Transaction Date	1/23/2026	MBT Bank Checking 10100	Total	\$69.36

Fund Summary

	10100 MBT Bank Checking	
101 GENERAL FUND		\$12,788.52
314 GO Series 2024A		\$495.00
602 SEWER FUND		\$270.88
603 RV PARK		\$50.25
		<u>\$13,604.65</u>

Pre-Written Checks	\$4,980.16
Checks to be Generated by the Computer	\$8,624.49
Total	<u>\$13,604.65</u>

MANTORVILLE, MN

01/23/26 10:33 AM

Page 1

Payments

Current Period: December 2025

Payments Batch 123225PAY Kasson				\$24,863.00
Refer	0	CITY OF KASSON	-	
Cash Payment	E 602-49450-601	Debt Srv Bond Principal	4th Qtr. Waste Water	\$24,863.00
Invoice	1/22/2026	12/31/2025		
Transaction Date	1/23/2026	MBT Bank Checking	10100	Total \$24,863.00

Fund Summary

	10100	MBT Bank Checking	
602 SEWER FUND			\$24,863.00
			<u>\$24,863.00</u>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$24,863.00
Total	<u>\$24,863.00</u>

Payments

Current Period: December 2025

Payments Batch 123125PAY 1.26.26				\$7,546.74
Refer	0	SANCO EQUIPMENT		-
Cash Payment	E 101-43125-406	Snow/Ice Removal	Bobcat Repairs	\$707.72
Invoice	SW2019604-1	12/31/2025		
Transaction Date	1/22/2026	MBT Bank Checking	10100	Total \$707.72
Refer	0	DODGE COUNTY HIGHWAY DEPA		-
Cash Payment	E 101-43125-406	Snow/Ice Removal	Salt & Sand	\$4,088.05
Invoice	818	12/31/2025		
Transaction Date	1/22/2026	MBT Bank Checking	10100	Total \$4,088.05
Refer	0	KENNEDY & GRAVEN, CHARTERE		-
Cash Payment	E 602-49450-304	Legal Fees	Lift Station	\$122.40
Invoice	191398	12/31/2025	Project 23-001	
Cash Payment	E 101-41600-304	Legal Fees	Annexation	\$216.00
Invoice	191398	12/31/2025		
Cash Payment	E 101-41600-304	Legal Fees	Franchise	\$312.00
Invoice	191398	12/31/2025		
Cash Payment	E 101-41600-304	Legal Fees	408	\$408.00
Invoice	191398	12/31/2025		
Transaction Date	1/22/2026	MBT Bank Checking	10100	Total \$1,058.40
Refer	0	KASSON HARDWARE HANK		-
Cash Payment	E 101-43125-404	Repairs/Maint Machiner	Spray Bottle, Hose, Fastener	\$44.31
Invoice	12/31/25	12/31/2025		
Cash Payment	E 101-42200-240	Tools and Minor Equipm	Grounding Plug, Connector, Command Hook	\$34.56
Invoice	12/31/25	12/31/2025		
Transaction Date	1/22/2026	MBT Bank Checking	10100	Total \$78.87
Refer	0	WHKS & COMPANY		-
Cash Payment	E 602-49450-303	Engineering Fees	Lift Station	\$1,041.10
Invoice	56685	12/31/2025	Project 23-001	
Cash Payment	E 101-41950-303	Engineering Fees	Eagle meadows Assistance	\$510.70
Invoice	56684	12/31/2025		
Cash Payment	E 601-49400-303	Engineering Fees	Lead Service Line	\$61.90
Invoice	56684	12/31/2025	Project 24-002	
Transaction Date	1/22/2026	MBT Bank Checking	10100	Total \$1,613.70

Fund Summary

	10100 MBT Bank Checking	
101 GENERAL FUND		\$6,321.34
601 WATER FUND		\$61.90
602 SEWER FUND		\$1,163.50
		<u>\$7,546.74</u>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$7,546.74
Total	\$7,546.74

**UNAPPROVED MINUTES OF THE
DODGE COUNTY BOARD OF COMMISSIONERS REGULAR MEETING HELD
DECEMBER 23, 2025**

Chair

Convene County Board Meeting

The Dodge County Commissioners met in regular session December 23, 2025, in the County Board Room at the Dodge County Government Services Building, Mantorville, MN, at 5:00 p.m. Chair Rhonda Toquam called the meeting to order at 5:00 p.m.

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

Pledge of Allegiance

The pledge of allegiance was recited.

Determine Quorum

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

Also present:

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

Establish Agenda

Agenda Approved

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

Motion Adopted [Unanimous]

Consent Agenda

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

Motion Adopted [Unanimous]

1.1. Board of Commissioners - Regular Meeting - Dec 11, 2025 5:00 PM

Nichole Farnsworth, Employee Relations Director

Personnel Agenda Reviewed

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

Item E.1, which is a request to fill the vacant Accounting Services Lead position, and E.2, which is a request to backfill the Payroll Specialist/Employee Relations Assistant position, are being added to the personnel agenda.

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

A. Highway

A.1 Dan Burton - Foreman

Step increase from B24 step 8 \$38.44 to B24 step 9 \$41.20.

Effective Date: 1/01/26

A.2 Chuck Emanuel - Equipment Operator

Step increase from B23 step 8 \$33.74 to B23 step 9 \$36.16.

Effective Date: 1/01/26

B. Environmental Services

B.1 Ken Paulson - Solid Waste Facility Manager

Step increase from C41 step 4 \$40.06 to C41 step 3 \$41.27.

Effective Date: 12/14/25

C. Public Health

C.1 Deb Harlow - Public Health Lead

No longer employed.

Effective Date: 3/02/26

C.2 Public Health Lead

Authorization to post and fill vacancy.

Effective Date: 12/23/25

D. Sheriff's Office

D.1 Tyler Breuer - Deputy

Step increase from C41 step 7 \$39.92 to C41 step 8 \$41.09.

Effective Date: 12/22/25

D.2 Gideon Prudoehl - Deputy

Step increase from C41 step 3 \$35.53 to C41 step 4 \$36.58.

Effective Date: 12/02/25

D.3 Chris Purdue - Deputy

No longer employed.

Effective Date: 12/21/25

D.4 Deputy - 1.0 FTE

Authorization to post and fill vacancy.

Effective Date: 12/21/25

E. Administration

E.1 Sarah Johnson - Accounting Services Lead

Status change from Payroll Specialist/Employee Relations Assistant B32 step 8 \$30.76 to Accounting Services Lead C41 step 10 \$33.88.

Effective Date: 12/27/25

- E.2 Payroll Specialist/Employee Relations Assistant
Authorization to post and fill vacancy.
Effective Date: 12/23/25

Motion Adopted [Unanimous]

Minnesota Paid Leave (MPL)

Ms. Farnsworth informed the Board that effective January 1, 2026, Minnesota Law requires employers to provide all eligible employees the opportunity to receive short-term partial wage replacement benefits and leave for qualifying events, referred to as Minnesota Paid Leave (MPL) (formerly referenced as PFML). The proposed policy outlines the specifics of how Dodge County will follow the law requirements and administer this new leave benefit.

Motion by Kenworthy seconded by Tjosaas to approve the Minnesota Paid Leave Policy as presented.

Motion Adopted [4 to 1]

Matt Maas, Emergency Management Director

Emergency Management Performance Grant Agreement

Mr. Maas informed the Board he applies annually for the Emergency Management Performance Grant to support Dodge County maintaining a full-time emergency management program.

The Emergency Management Director noted that following COVID, the grant programs are quite a bit behind the normal schedule, but they are catching up with the grants.

The 2024 grant agreement is in the amount of \$16,672.00 and will be used to help cover the cost of the Emergency Management Director's salary and fringe benefits.

Motion by Allen seconded by Tjosaas to accept the 2024 Emergency Management Performance Grant Contract in the amount of \$16,672 as presented and authorize the Chair and County Administrator to sign the proposed grant agreement.

Motion Adopted [Unanimous]

2025 Emergency Operations Plan Review/Approval

Mr. Maas reported that the county's Emergency Operations Plan (EOP) is up for review in 2025. This review process with the County Board of Commissioners occurs once every 4 years. On the other years, the Regional Review Committee, HSEM, and a neighboring county reviews and approves the plan.

The Emergency Management Director informed the Board that there are no significant changes to the plan this year; it has been maintained and updated as needed.

Mr. Maas stated he was present today to answer any questions the Board may have on the plan and seek their approval on the proposed Local EOP Review form which was included in the

board packet.

Commissioner Kenworthy recommended a few minor changes including updating the year of the plan, removing any references to the Star Herald which no longer exists, and updating the hierarchy in Dodge Center to reflect current appointments.

The Emergency Management Director indicated that he would be happy to meet with Commissioner Kenworthy to review the proposed changes.

Commissioner Toquam questioned whether social media should be included in the warning and notifications section of the plan.

Mr. Maas discussed the potential for including social media as one of the warning notification options in the future.

Commissioner Toquam noted that younger generations tend to rely on phone notifications rather than television for alerts.

Motion by Allen seconded by Peterson to approve and authorize the 2025 Emergency Operations Plan as discussed.

Motion Adopted [Unanimous]

Kevin Venenga, Finance Director

Committed Fund Year End Approval

Mr. Venenga reported that as stated in the county's GASB 54 Fund Balance Policy, formal action in the form of a resolution must be taken to approve or rescind fund balances by the end of each fiscal year. The presentation and approval of this resolution will provide the authority and documentation needed to correctly report these funds on the county's financial statements. A list of the affected funds was included in the proposed resolution which was included in the board packet.

Commissioner Allen offered the following resolution (#2025-52), seconded by Commissioner Tjosaas:

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

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

- Building Operations Reserve Fund
- Change Funds
- Chaplain Program Fund
- Comprehensive Land Use Plan Fund
- DO Corrections Fund

Dodge County Arena Reserve Fund
Election Equipment Fund
Environmental Service Capital Equipment Fund
Fairview Care Center Appropriations Fund
Impound Fee Fund
Landfill Post Closure Fund
LoJack Safety Net Fund
Park Reserve Fund
Public Recreation and Open Space Fund
Riparian Protection Fund
Sober Fest Revolving Fund
Veteran Services Van Fund
Wetland ROW Fund
Wind Tower Decommissioning Fund

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

Resolution Adopted [Unanimous]

2026 Authorized Depositories - Updated

Mr. Venega presented for the Board's consideration a list of all the bank and investment institutions where Dodge County funds are currently being held.

Commissioner Peterson informed the Board that Wells Fargo Bank has moved out of the county and suggested that this bank be removed from the list of authorized depositories.

The Board supported removing Wells Fargo Bank from the county's list of depositories.

The Finance Director reported that he will take the necessary steps to remove the Wells Fargo Bank, Rochester from the county's depository options.

Motion by Peterson seconded by Kenworthy to approve and authorize the following 2026 authorized depositories as requested:

MBT Bank, Hayfield
Old National Bank, Kasson
Luminate Bank, Claremont
Heritage Bank, West Concord
Alerus, Kasson
Frandsen Bank & Trust Bank, Pine Island
UBS Financial Services
Northland Securities
MAGIC Fund

Motion Adopted [Unanimous]

Final Payment of Bills for 2025

The Finance Director noted that this is the final Board meeting of the year. Many departments have received bills this past week that need to be paid by the end of the year.

Mr. Venenga requested authorization to pay the final bills by the end of the year. The Finance Director noted that final payment of bills will be on December 31, 2025.

Motion by Allen seconded by Tjosaas to approve and authorize the Finance Department to pay bills that may occur prior to the end of the 2025 fiscal year with final review by the Finance Director as requested.

Motion Adopted [Unanimous]

Request for Support and Approval of a Loan with Fairview Care Center

The Finance Director reported that in recent discussions, the Board expressed support for providing a longer-term loan solution that would provide stability in cash flow to Fairview Care Center (FVCC) and address the need to have an established agreement between Dodge County and FVCC for the funds being used by FVCC.

In response to the Board's request, Mr. Venenga met with FVCC leadership and reviewed the financial status for the month of December 2025, and they reviewed the estimates of revenues, expenses and necessary cash flow for the first month of 2026. As a result of this review, the first step will be that FVCC will be in a position to fully repay the \$510,000 that has been advanced from Dodge County in 2025. Then, in 2026, Dodge County will advance FVCC \$750,000 in January of 2026. This loan amount was recommended because of the expected front heavy expenses for FVCC in January 2026, with January also being a three-pay period month. Based on the projections, this would leave FVCC with approximately \$400,000 of cash flow to begin building on in 2026. The cash flow needs purposefully did not include the savings that is held at Heritage Bank for capital improvements. This was left out to allow for any type of emergency that might occur in 2026 that is outside the scope of the 2026 budget.

Based on the analysis above, the Finance Director is looking for a motion to authorize the one-time funding of \$750,000 to FVCC in January of 2026 with a 1% interest rate for a term of three years. The pay back agreement will be open-ended, with the ability for FVCC to repay based upon the cash position of FVCC over the next 3 years.

Motion by Peterson seconded by Allen to approve and authorize the one-time funding of \$750,000 to Fairview Care Center in January of 2026 with a 1% interest rate for a term of three years as presented.

Motion Adopted [Unanimous]

Bills Reviewed

Mr. Venenga reviewed bills with the Board.

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

01	Revenue Fund	\$ 238,742.93
13	Road and Bridge Fund	\$ 129,601.10
16	Environmental Quality Fund	\$ 18,235.43
52	The Midway	<u>\$ 300.00</u>
	Total	\$ 386,909.46

Motion Adopted [Unanimous]

Paul Kiltinen, County Attorney

Legal Update

Mr. Kiltinen provided the Board with a legal update.

The County Attorney stated that he anticipates a future need for additional staff in the County Attorney’s Office. Mr. Kiltinen noted that the complexity and difficulty of the cases handled by the office have increased, and that they have recently sought outside assistance due to challenges in balancing their workload. He reiterated that additional staffing will be necessary for the County Attorney’s Office.

Motion No Vote

Jim Elmquist, County Administrator

2026 Legal Newspaper

Mr. Elmquist informed the Board that the DCI and the Messenger both applied for the legal paper. The bids were included in the Board packet for review. The only outstanding issue is whether the Messenger can publish a weekly paper which meets the County's needs. The DCI also raised questions about whether or not the Messenger has an office in the County, which is required by Statute. The County Administrator has been told the Messenger is renting Pat Brown’s building at 32 W. Main Street in Dodge Center.

Bid results were listed as follows:

Newspaper	\$ Bid Per Column Inch	\$ Full Page/Half/Quarter	Circulation
DCI	\$12.35	\$1,482/741/370	1,500
Dodge Center Messenger	\$8.00	\$576/288/144	565

The County Administrator asked what the Board’s interest was in moving forward with a newspaper that has not previously published a weekly edition. Mr. Elmquist questioned whether the County would be able to revert to a different newspaper if the Messenger is unable to meet the County’s legal posting requirements.

The County Attorney indicated that the county may be able to un-certify the Messenger if they

can't meet our requirements.

It was noted that Environmental Services and Public Health have both expressed concern with the possibility of not being able to place legal ads in a weekly newspaper.

Motion by Kenworthy seconded by Allen to award the first legal newspaper for Dodge County for 2026 to the low bidder, Dodge Center Messenger, and the second legal newspaper to the DCI.

Motion Adopted [Unanimous]

Rhonda Toquam, Board Chair

Board Chair Year End Reflections

Mr. Elmquist reported that this is the opportunity for the Board Chair to make some final comments for the year of 2025 and to conclude the Chairmanship for the year.

Commissioner Toquam thanked her fellow board members. She stated she appreciated the way they were able to come together as a board and work for the good of Dodge County. She felt their ideas and opinions were respected by one another, and because of the culture that has been created, it gave each of them the confidence and ability to make decisions for the people they serve and work for. Ms. Toquam stated it has been a pleasure to serve with each of the Commissioners.

Commissioner Toquam also thanked staff members for the pride they show working in Dodge County and for Dodge County. Ms. Toquam stated that she is impressed with the quality of staff in Dodge County and noted that the work culture appears to be pleasant and team-oriented. Commissioner Toquam acknowledged that Board members and employees collaborate well together. She noted that Jim Elmquist helps set the culture, tone, and atmosphere at the county and with this leadership, the team is able to accomplish great things.

Ms. Toquam reported that activities and accomplishments over the past year included reaching several union agreements, holding several Low Potency Hemp and Cannabis discussions, completing more work on the Wasioja ruins project, finishing the transfer station building, reaching temporary assessor agreements with Freeborn and Fillmore to help lend a hand when they were without SAMA certified appraisers, and upgrading electronics in the Public Health building and Midway building.

Ms. Toquam stated The Midway building has gained exposure, and various events have been held there.

Other accomplishments included reaching a road use agreement for Dodge County Wind, receiving Toward Zero Death funding, hosting the Big Ideas Mobile Lab, approving several zoning amendments, completing numerous road and bridge projects, ordering a housing study, and recognizing 4-H members and the organization's success in the county.

She noted, possibly their biggest curve ball was when Steele County announced their plan to

withdraw from MN Prairie. Once again, they came together as a board and tackled the questions, challenges, and frustration that came with this announcement. Ms. Toquam stated that she can say with confidence that our board continued to exemplify integrity, while working through some challenging conversations, remembering that through this joint powers board or having our own Human Services Department, our number one goal is to serve those in our community who rely on our services and support. Commissioner Toquam reported this is a big transition, and they know that these services need to continue uninterrupted. Dodge County is committed to moving forward as a two-county entity starting in 2027. Commissioners will continue to work to ensure they are doing their part to make this transition smooth and cordial. On another note, they will also continue to unwind Dodge-Steele Community Health Board joint powers board.

Ms. Toquam thanked the board members again for their support as she closed out the year as 2025 Chair. She stated she looks forward to continuing to serve with all of the County Commissioners for another year, and hopefully more. Ms. Toquam reported that they are fortunate to work with staff who ensure that services to the community run smoothly. She added, "It takes a team, and together we have just that."

Motion No Vote

Administration Committee Report - Commissioner Rhonda Toquam

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

Commissioners provided their agency reports. Commissioner Allen did not have any meetings to report. Commissioner Kenworthy attended a SEMNECB meeting and a Fairview Care Center meeting. Commissioner Peterson attended a MN Prairie Board meeting, a SEMMCHRA Board meeting and a NACo HSE Committee meeting. Commissioner Tjosaas attended a MN Prairie meeting, a Spero meeting and a Fairview Care Center meeting. Commissioner Toquam attended a Spero meeting, a County Board meeting and a Fairview Care Center meeting.

Motion No Vote

There were no Other Deferred Business items to discuss.

Motion No Vote

Adjourn

Meeting Adjourned

Motion by Peterson seconded by Tjosaas to adjourn the meeting at 5:53 p.m.

The next regular meeting of the Dodge County Board of Commissioners will be held on January 13, 2026 at 9:30 a.m.

Motion Adopted [Unanimous]



Draft

1. Call to Order

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

Present: Mayor Jeff Ingalls

Councilmembers:

Lynnette Nash

Kim Boyum

Jim Potter

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

Meeting is abbreviated tonight. Only the Consent Agenda and Recognitions portion will be covered at this meeting due to the passing of Councilmember Lyle Hoaglund.

4. Consent Agenda

- A. Accounts Payable (Warrant List) for 1.12.25
- B. County Commissioners Meeting Minutes 11.25.25
- C. County Commissioners Meeting Minutes 12.11.25
- D. Fire Department Meeting Minutes January 2026
- E. Council Minutes 12.8.25
- F. Resolution 2026-01 Gambling Premises Permit for Mantorville Fire Relief
- G. Resolution 2026-02 Approving Non-Waiver of Statutory Tort Limits for Year 2026
- H. Resolution 2026-03 Approving City Designations for Year 2026
- I. Resolution 2026-04 Designating Official Depositories for Year 2026
- J. Approval of Assessment Agreement with Dodge County for year 2026
- K. Resolution 2026-05 Renewing Liquor License for Hubbell House for Year 2026

Councilmember Nash moved and Councilmember Potter seconded to approve the consent agenda as presented:

Motion carried: 4 ayes / 0 nays

5. Recognitions

- A. Mayor Ingalls asked if Councilmembers, Staff, and Residents would like to share anything about Lyle Hoaglund with the group.

They shared stories and spoke of Lyle's knowledge, personability, dedication, work ethic, friendliness, enthusiasm, helpfulness, his volunteer work in the community with many projects & events, and what a great asset he was to the City. He will be missed.

Councilman Potter shared a story about when he and Lyle assisted an individual in need and helped him find a spot at the Mantorville Art Guild to have a chance at selling some of his sketches.

Mayor Ingalls read a recognition he wrote for Lyle, and had shared on the City's Facebook page.

6. Adjourn

Motion was made by Councilmember Potter and seconded by Councilmember Boyum to adjourn the meeting at 6:45pm.

Motion carried: 4 ayes / 0 nays. Meeting adjourned.

Gretchen Lohrbach
City Clerk-Treasurer

Memorandum

To: Mayor and City Council
From: Gretchen Lohrbach
Date: January 26, 2026
Re: Rental License Renewals

The following list is for 2026 Rental Renewals. All of these property owners have completed the required paperwork and paid for their renewal per City Ordinance.

I recommend that the City Council approve the following rental license renewals submitted for 2026:

715 7th Street West
220 3rd Street West
616 West Street

Daryl Smith
SE MN Multi-County HRA
Jacob Gill



Trail to the Past. Road to the Future.

**Mantorville EDA Meeting
November 17, 2025
Agenda Memo**

New Business/Old Business

- **Financial Report –**
 - October Report Approved
 - 2026 Budget Approved
 - Gretchen received the request 2026 EDA budget numbers

- **Bandshell Updates**
 - Lighting and additional receptacles.
 - Tom Monson has reported that the these updates have been completed.

- **Music in Mantorville Budget**
 - 2026 Budget?
 - Is the EDA responsible for providing a budget for MiM? Is this a wish list item for 2026 to be determined by the City Council?
 - Tom and I have a meeting scheduled for Wednesday, November 19, to discuss this. I was out of town for 10 days and schedules just didn't align to get it done sooner.

- **Grant Updates**
 - **SMIF Small Town Grant**
 - When writing grants, it is important for evaluators to see and understand the process that creates the story. Most grants require some form of a ground swell of interest and involvement of multiple groups in the community to become involved. Thus, showing a greater number of people impacted by the project. Just looking for \$10,000 for sound proofing fence is going to be difficult to find. At this time, I have not found an opportunity whereby funding can be provided for fencing when the rest of the courts are already built. I will continue to keep searching.

- **Old Fashioned Christmas**
 - Does the EDA have involvement in the celebration and if so, is there any discussion needed in preparation for the event?
 - The City website has not been updated since 2022.

- **Dodge County Housing Study**
 - Todd will share a few take-a-ways from the presentation at the meeting.

The next meeting is scheduled for Monday, December 15, 2025, at 6:30 p.m.



Trail to the Past. Road to the Future.

ECONOMIC DEVELOPMENT AUTHORITY MEETING

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

MINUTES

Monday, October 20, 2025
6:30 PM

1. **Call to Order**
- | | | | |
|-----------------|-------------------------------------|----------------|-------------|
| x Brian Hindal | x Chuck Bradford | x Zach Krause | x Kim Boyum |
| x Troy Stafford | <input type="checkbox"/> Bob Soland | x Jeff Ingalls | |

- A. Meeting called to order by President Hindal at 6:30 PM
B. Also in attendance was Todd Kieffer, Mantorville EDA Coordinator

2. **Approval of Meeting Minutes**

- A. August 15, 2025, Minutes
- Motion to approve minutes by Bradford and seconded by Boyum.
 - Motion carried 6-0

3. **Financial Report**

- A. October 2025 (These will be available the day of the meeting)
- Discussion regarding current balance of \$11,408.95.
 - Still to be paid \$500 for each of the following: Marigold Days fireworks, Fall Fest, & Old-Fashioned Christmas. Approximately \$60 for GEM plaque awards for 2025. \$700 for bandshell electrical upgrades.
 - Balance should be approximately \$9,148.95 if no other expenses occur.
 - Motion to approve financial report made by Ingalls and seconded by Krause.
 - Motion carried 6-0

B. 2026 Budget Discussion

- The 2026 Wish List will be the same as the 2025 Wish List
 - \$500 City Branding
 - \$75 Cross-Community Chamber Member
 - \$1,000 Paper and On-Line Brochures
 - \$6,000 for City-Wide Event Support
 - \$24,590 for CEDA Contract
 - \$1,000 for Misc. items (800#, legal, SHRPA subscription, etc.
 - Request will be made to City Council to approve \$9,148.95 rollover to be included in 2026 EDA budget.
 - These dollars will allow EDA to possibly raise amounts of support for current festivals due to prices continuing to increase.
 - Rollover dollars also could be used for Marigold Days in coordinating free shuttle service for people to attend both the Truck Show at Fairgrounds and the Mantorville Fire Department sponsored dance. This could constitute a discussion with Kasson as far as financial responsibilities shared. The goal is to increase attendance.
 - Possibly support a Pickleball Tournament or event for the community.



Trail to the Past. Road to the Future.

- b. Motion to approve the 2026 budget made by Ingalls and seconded by Krause.*
- c. Motion carried 6-0*

4. New Business/Old Business

A. Bandshell Electrical Upgrades

- a. Motion to approve electrical outlet upgrades and lighting by Marti Electric made by Ingalls and seconded by Stafford.*
- b. Motion carried 6-0*

B. Music in Mantorville Budget

- a. Todd and Tom Monson will schedule a meeting to find out more information for 2026.*
 - a. Discussion took place that MiM needs to remain sustainable on its own.*
 - b. It might be possible for EDA to approve incidental requests when needed.*

C. Grant Update

- a. SMIF Small Town Grant*
 - a. Friends of Mantorville-Pickleball Courts*
 - b. The grant was not approved. Reasoning was given that the Small Town Grant purpose requires more community representation to be included in the planning of the project.*

5. Adjourn

- a. Motion to adjourn the meeting at 7:25 was made by Ingalls and seconded by Stafford.*
- b. Motion carried 6-0*

Next meeting is scheduled for Monday, November 17, 2025, at 6:30 p.m.



Trail to the Past. Road to the Future.

ECONOMIC DEVELOPMENT AUTHORITY MEETING

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

MINUTES

Monday, September 15, 2025
6:30 PM

1. **Call to Order**
 - x Brian Hindal x Chuck Bradford Zach Krause x Kim Boyum
 - Troy Stafford Bob Soland Jeff Ingalls

A. Meeting was called to order at 6:43 PM.
B. Also in attendance was Todd Kieffer, Mantorville EDA Coordinator
2. **Approval of Meeting Minutes**
 - A. July 16, 2025, Minutes
 - B. Motion to approve minutes by Boyum and seconded by Ingalls.
 - C. Motion carried 4-0
3. **Financial Report**
 - A. September 2025
 - a. Motion to approve finance report by Ingalls and seconded by Boyum.
 - b. Motion carried 4-0
 - B. 2026 CEDA
 - a. Motion to approve the 2026 CEDA Contract Rate of \$24,590 by Ingalls and seconded by Boyum. A 2.35% increase from 2024.
 - b. Motion carried 4-0
4. **New Business/Old Business**
 - A. Music in Mantorville Update – Tom Monson
 - i. Summary of the 2025 Season
 - A. Estimated attendance average of 327 per night.
 - B. Generally 3-4 food vendors selling meals, 1-2 selling desserts, and 2-6 vendors in the Farmers' Market.
 - C. The venue worked very well and no issues regarding bathrooms or trash.
 - ii. Thoughts for 2026
 - A. Would like to increase budget for Bands to \$750 to lure bigger name bands.
 - B. Is EDA willing to allocate some amount to underwrite the 2026 season?
 - C. Is EDA willing to sponsor a grant application to the Hanson Family Foundation for approximately \$5,000 to go towards bands?
 - iii. 2025 Budget

A. Income	\$14,397.25
B. Bands	\$5,900.00
C. Marketing	\$3,347.71
D. Other	<u>\$1,371.50</u>
E. Total Expenses	\$10,619.21
F. Net Income	\$3,778.04
G. Pending Insurance	\$650.00
H. Deferred R-Daze Band	<u>\$1,500.00</u>
I. MiM Net Income	\$1,628.04



Trail to the Past. Road to the Future.

5.

- i. Bandshell Upgrades – Both Tom Monson and Joe Adams have been emailed to secure quotes.
 - A. *The addition of lights to the bandshell so artists can see after darkness. This will also be beneficial for Olde Fashioned Christmas in December with the glow parade ending here.*
 - B. *4 outlets added to the back wall*
 - C. *Step on north side of the stage.*
 - D. *Gutter and down spout on back of bandshell roof.*

 - B. Riverside Park Idea – Tom Monson
 - i. *The addition of eyelets above the entries to of south side of park shelter for hanging “Vendor Market” promotional signs.*
 - ii. *There was some discussion about possibly adding multiple outlets on the SW side of the park.*
 - iii. *Splash Pad?*
 - A. *Not much discussion on this. Joe did reach out to Dakota County in regards to a similar splash pad at Lake Byllesby in Cannon Falls.*

 - C. Larger than Life Recap – Brian Hindal
 - i. Thoughts for 2026
 - A. *The use of QR codes for visitors to access the Larger than Life website and gain more detailed information for individual artists.*
 - B. *SEMAC grant for 2026 has already been deposited in account. Partners and sponsors have been received and well beyond pace of 2025 funds.*

 - D. Grant Update
 - i. SMIF Small Town Grant
 - A. Friends of Mantorville-Pickleball Courts
 - a. *Grant was submitted to SMIF in August. This is a very competitive grant so nothing can be assumed for approval.*

 - E. Marigold Days Thoughts
 - i. Thoughts for 2026
 - A. *Announce GEM and Princess Saturday morning so they can enjoy the rest of the weekend being recognized. Will share with MRA*
- 6. Adjourn**
- A. Motion to adjourn the meeting at 7:45 PM

Next meeting is scheduled for Tuesday, October 20, at 6:30 p.m.



Trail to the Past. Road to the Future.

PARK AND RECREATION BOARD MEETING MINUTES

MEETING INFORMATION

Date: Tuesday, October 28, 2025
Time: 6:30 PM – 7:44 PM
Location: Municipal Council Chambers, 21 5th Street E, Mantorville, MN 55955
Chairperson: Brad Germundson

ATTENDEES

Members Present: Chairperson Brad Germundson.

Board Members Don Hofsted, Matt Wohlenhaus, and Martha Vrieze.

Council Representatives Lyle Hoaglund and Kim Boyum.

Members Regrets: Board Member Brandy Ramer was not able to attend the meeting. She is not feeling well and apologized for not being able to make it.

Staff Present: Joe Adams, Public Works Lead and Wendy Siewert, Deputy City Clerk

AGENDA

1. CALL TO ORDER
2. APPROVAL OF PREVIOUS MINUTES
3. ADOPT AGENDA
4. NEW BUSINESS
5. TABLED/REVISIT ITEMS
6. OLD BUSINESS
7. CITY STAFF UPDATES/REPORTS
8. ADJOURNMENT

MINUTES

1. CALL TO ORDER

- Chairperson Brad Germundson called the meeting to order at 6:30 PM.

2. APPROVAL OF MINUTES FROM 9.30.2025

Motion: To approve the minutes of September 30, 2025 as circulated.

Motion By: Member Don Hofsted

Seconded By: Member Kim Boyum

Motion carried unanimously. 6 yeas / 0 nays

3. ADOPT AGENDA

Motion: To adopt the agenda as circulated.

Motion By: Member Don Hofsted

Seconded By: Member Matt Wohlenhaus

Motion carried unanimously. 6 yeas / 0 nays

4. NEW BUSINESS: NONE

5. TABLED / REVISIT ITEMS

a. Signs at Ballfield

Motion: To take Signs at Ballfield off table.

Motion By: Member Kim Boyum

Seconded By: Member Matt Wohlenhaus seconded

Motion carried unanimously. 6 yeas / 0 nays

Work on a flyer to show area businesses. Wendy and Martha are working on this. Need to verify with League of MN Cities before final. Include instructions on flyer, where the money is going, warranty, size, cost, maintenance, etc.

Motion: To put Signs at Ballfield back on table.

Motion By: Member Matt Wohlenhaus

Seconded By: Member Kim Boyum seconded

Motion carried unanimously. 6 yeas / 0 nays

6. OLD BUSINESS

a. Grants: Nothing new.

b. Riverside Park: The plan is to shut it down next week with the cold weather coming.

- 50 X 100 Hockey Rink: Looking at a used one for sale. Home built 2x4s for the edge, rounded curved corners, will need a liner. The liner gets replaced every year to avoid leaks. Hayfield gets 2 to 3 years out of theirs; all depends how it gets used. Need to decide if we want a used one, this one is in Prior Lake. Hayfield decided that they want to hang onto theirs at this time.

c. Campground: Last person left on Sunday; Monday we closed it down. Everything is put away, the tables will get moved out the beginning of the week. We will have an update on costs next meeting.

- d. Bergmann Park: Nothing new.
- e. Slingerland Park:
 - Pickleball signs are being made, should be done within a week or two. Hopefully come spring, it's a soft opening. Barrier for sound proofing must be up first.
- f. Mantor Field: Plan is to shut it down tomorrow (water) so it's done for the year.
- g. K-M Dog Park: Nothing.
- h. Denneson Field: Nothing.
- i. Community Gardens: All packed up and gone.
- j. Community / Park Tree Management: There is a boulevard tree with dead limbs, we are worried with the powerlines. Last fall we took the dead limbs off it before they fell on somebody, we found out then it was hollow. This one is kitty corner from Riverside on Clay Street; Will Lambert lives there. It's a huge tree and to take it down to the ground flush will cost, \$3,000. There is \$2,800 in community tree management and \$6,000 in park tree management. We'll need to roll the park tree fund into the community fund to cover that tree, plus the one on West Street. Goat Island also has a few that need to be cleaned up.

Motion: To move the money from the Park Tree to the Community Tree and have Boyum Tree Service take care of the dead trees.

Motion By: Member Matt Wohlenhaus

Seconded By: Member Martha Vrieze seconded

Motion carried unanimously. 6 yeas / 0 nays

7. CITY STAFF UPDATES / REPORTS

City Council had line by line budget meeting. Park Board budget went well. Joe Adams went through the numbers with the members.

8. ADJOURN

The next Park & Recreation Board meeting is Tuesday, March 31, 2025 at 6:30 PM

Motion: To approve next meeting and Adjourn meeting.

Motion By: Member Matt Wohlenhaus

Seconded By: Member Lyle Hoaglund

Motion carried unanimously. 6 yeas / 0 nays

Adjourn at 7:44 PM.



Trail to the Past. Road to the Future.

PARK AND RECREATION BOARD MEETING MINUTES

MEETING INFORMATION

Date: Tuesday, September 30, 2025
Time: 6:30 PM – 8:15 PM
Location: Municipal Council Chambers, 21 5th Street E, Mantorville, MN 55955
Chairperson: Brad Germundson

ATTENDEES

Members Present: Chairperson Brad Germundson.
Board Members Don Hofsted, Matt Wohlenhaus, and Brandy Ramer.
Council Representatives Lyle Hoaglund and Kim Boyum.

Members Regrets: Board Member Martha Vrieze was not able to attend the meeting in person because of a prior engagement out of state. Martha Vrieze did participate remotely via phone.

Members Absent: None

Staff Present: Joe Adams, Public Works Lead and Wendy Siewert, Deputy City Clerk

Special Guests: Tyler Isbell, teacher at Middle School and Vice President of the Rochester Area Dis Golf Association and his guest. Tom Monson with Music in Mantorville, and Brian Schwanke with Friends of Mantorville.

AGENDA

1. CALL TO ORDER
2. APPROVAL OF PREVIOUS MINUTES
3. ADOPT AGENDA
4. NEW BUSINESS
5. TABLED/REVISIT ITEMS
6. OLD BUSINESS
7. CITY STAFF UPDATES/REPORTS
8. ADJOURNMENT

MINUTES

1. CALL TO ORDER

- Chairperson Brad Germundson called the meeting to order at 6:30 PM.

2. APPROVAL OF MINUTES FROM 8.26.2025

Motion: To approve the minutes of August 26, 2025 as circulated.

Motion By: Member Brandy Ramer

Seconded By: Member Martha Vrieze (remotely via phone)

Motion carried unanimously. 7 yeas / 0 nays

3. ADOPT AGENDA

Motion: To adopt the agenda as circulated.

Motion By: Member Don Hofsted

Seconded By: Member Matt Wohlenhaus

Motion carried unanimously. 7 yeas / 0 nays

4. NEW BUSINESS

- a. Disc Golf at Riverside Park: Tyler Isbell presented to the board a course map of Riverside Park with 9-disc golf layouts. The layout would not affect the bandshell or neighboring homes. The baskets would be donated from the City of Kasson (value: \$3,500) since they are putting in soccer fields at Lions Park so there would be no room for the disc golf. It would cost about \$15 for a simple T-sign for each location. They have general funds to help out with costs, plus any fund raisers. Tyler and others in the community would install and do all the upkeep to the area. The Boy Scouts are always looking for a way to earn a badge and are excited to help out. This way there would be no cost to the City of Mantorville.

Motion: To approve Tyler Isbell be added to the City Council agenda on October 13, 2025 presenting the board with Disc Golf at Riverside Park.

Motion By: Member Matt Wohlenhaus

Seconded By: Member Brandy Ramer

Motion carried unanimously. 7 yeas / 0 nays

- b. Music in Mantorville: Tom Monson presented the board with a recap of Music in Mantorville. It was a great success; the committee is committed to running the event on Tuesdays again next year. Averaged about 275 people each night. To get bigger name bands, they are looking at increasing their budget and charging \$750 to \$1,000 per band. The net income of \$1,628 will be reinvested back into the 2026 season.

- Potential Improvements:
 - Would like additional electrical outlets along the back. Lighting inside the bandshell. Marti Electric drafted up an estimate for both just under \$1,000.
 - 240-amp service on the southside of Riverside Park.
 - Downspouts in back of bandshell.
 - Hope Improvement Professionals has offered to install a 6” gutter with downspout at no costs (value of \$600 labor and \$400 materials).
 - Step on the north side of structure.
 - Additional shade in the park.

- c. Pickleball: Signage, Rental Charges, and Times, Approval on Signage and go over court rules to make sure it good for Park & Rec, decide on hours.
- Pickleball Court Rules: (*Sign 1*)
 - Add “No Smoking”
 - Add “Open Play Rules, 1-hour time limit when people are waiting.”
 - Add “Hours: 8 am to Dusk”
 - Pickleball Official Rules: (*Sign 2*) Sign looks good as is.
 - Pickleball Rules: (*Sign 3*) Sign too wordy, don’t use.
 - New Sign: Open Play Rules: (*Sign 4*) Add “1-hour time limit when people are waiting.”
 - New Sign: (*Sign 5 Sample*) Scan Here to Make Free Will Donations, add a QR Code.

Sign 1



Sign 2



Sign 3



Sign 4



Sign 5



Pickleball will not open until the sound barriers are up. The website will have the start date, website to be completed. Court 1 through 3, 1 on the west, 3 on the east.

There are two benches from the Lions. Will have to store the benches until there is a layout and money for cement.

Motion: To approve Pickleball Signage, after changes/additions have been made, be added to the City Council agenda on October 13, 2025 for approval to be printed on signs and displayed at the Pickleball courts.

Motion By: Member Matt Wohlenhaus

Seconded By: Member Lyle Hoaglund

Motion carried unanimously. 7 yeas / 0 nays

- d. Rocks & Minerals Show: Tim Fitzgerald of Southern MN Meet and Greet would like the approval of the park board to camp at Riverside by the pavilion to avoid any kind of theft or damage to the rocks and minerals for the event on October 4, 2025.

Motion: To approve Tim Fitzgerald able to camp overnight on October 3, 2025 at Riverside Park near the Rocks & Minerals Show setup and as long as the Sheriff Scott Rose is aware of the situation.

Motion By: Member Matt Wohlenhaus

Seconded By: Member Don Hofsted

Motion carried unanimously. 7 yeas / 0 nays

1. Tabled / Revisit Items

a. Signs at Ballfield

Motion: To take Signs at Ballfield off table.

Motion By: Member Don Hofsted

Seconded By: Member Matt Wohlenhaus seconded

Motion carried unanimously. 7 yeas / 0 nays

Brandy agrees that we should stay with someone local so Shea Design was removed. Both companies, Abel and Midwest Signtech gave their estimate for exactly the same material. Midwest Signtech estimated \$185 and Abel Sign estimated \$300 for 2 color and \$350 for multi color. Midwest does not warranty any of the work, unsure about Abels.

Motion: To put Signs at Ballfield back on the table until Martha can attend and we have more answers.

Motion By: Member Matt Wohlenhaus

Seconded By: Member Kim Boyum seconded

Motion carried unanimously. 7 yeas / 0 nays

After meeting, Wendy Siewert called Chris Abel to see if he warranties the signs. He said within reason, to a point. If it tears, doesn't perform like it should, of course. If it's no fault of the item, example, a tree falls and rips it or it blows away, then warranty would not cover it. I talked to him about the substantial price difference and he said it was to cover the art work. Most people turn it in, but its never formatted or vector ready like it supposed to be. The higher cost is to cover fixing what's given to him.

2. OLD BUSINESS

- a. Grants: Nothing new.
- b. Riverside Park: Another hydrant leak.
- c. Campground: Closing on October 15 as long as the new meter is in.
- d. Bergmann Park: Nothing new.
- e. Slingerland Park: The playground equipment is outdated. Webber Recreation Design, Inc. did an estimate for installation and equipment for \$80,567.81.
- f. Mantor Field: Nothing.
- g. K-M Dog Park: Residents are still not picking up after their dogs, at least 20 piles.
- h. Denneson Field: Nothing.
- i. Community Gardens: Nothing.
- j. Community / Park Tree Management: There a tree at 307 West St that needs to come down. We need to take power off the house, then drop it. It's going to cost \$2,500 to take it down.

3. CITY STAFF UPDATES / REPORTS

- a. October 16 – Community Service Project: KM Middle School to help clean up Mantorville.
- b. Joint Ventures Updates: next meeting is October 9, 2025 at 7:30 AM.

4. ADJOURN

The next Park & Recreation Board meeting is Tuesday, October 28, 2025 at 6:30 PM

Motion: To approve next meeting and Adjourn meeting.

Motion By: Member Matt Wohlenhaus

Seconded By: Member Brandy Ramer

Motion carried unanimously. 7 yeas / 0 nays

Adjourn at 8:15 PM.

City **Mantorville**
 Date **12/1/2025** thru **12/31/2025**

<u>Agency</u>	<u>Incident_Nr</u>	<u>Location</u>	<u>LocCity</u>	<u>Activity</u>
S	202500009152	1105 7th St W	Mantorville	Burning Permit
S	202500009393	1109 7th St W	Mantorville	Ambulance Run
S	202500009280	10blk 5th St E	Mantorville	Parking Violations
S	202500009251	203 Bergmann Dr	Mantorville	Ambulance Run
S	202500009160	22 6th St E	Mantorville	Permit To Purchase
S	202500009293	22 6th St E	Mantorville	Permit To Purchase
S	202500009381	22 6th St E	Mantorville	Permit To Purchase
S	202500009508	22 6th St E	Mantorville	Permit To Purchase
S	202500009510	22 6th St E	Mantorville	Permit To Purchase
S	202500009672	22 6th St E	Mantorville	Permit To Purchase
S	202500009815	22 6th St E	Mantorville	Permit To Purchase
S	202500009822	22 6th St E	Mantorville	Permit To Purchase
S	202500009128	22 6th St E	Mantorville	Admin. Stats Only
S	202500009129	22 6th St E	Mantorville	Admin. Stats Only
S	202500009130	22 6th St E	Mantorville	Admin. Stats Only
S	202500009138	22 6th St E	Mantorville	Admin. Stats Only
S	202500009143	22 6th St E	Mantorville	Admin. Stats Only
S	202500009199	22 6th St E	Mantorville	Admin. Stats Only
S	202500009200	22 6th St E	Mantorville	Admin. Stats Only
S	202500009207	22 6th St E	Mantorville	Admin. Stats Only
S	202500009208	22 6th St E	Mantorville	Admin. Stats Only
S	202500009210	22 6th St E	Mantorville	Admin. Stats Only
S	202500009230	22 6th St E	Mantorville	Admin. Stats Only
S	202500009231	22 6th St E	Mantorville	Admin. Stats Only
S	202500009234	22 6th St E	Mantorville	Admin. Stats Only
S	202500009241	22 6th St E	Mantorville	Admin. Stats Only
S	202500009294	22 6th St E	Mantorville	Admin. Stats Only
S	202500009297	22 6th St E	Mantorville	Admin. Stats Only
S	202500009387	22 6th St E	Mantorville	Admin. Stats Only
S	202500009439	22 6th St E	Mantorville	Admin. Stats Only
S	202500009440	22 6th St E	Mantorville	Admin. Stats Only
S	202500009443	22 6th St E	Mantorville	Admin. Stats Only
S	202500009444	22 6th St E	Mantorville	Admin. Stats Only
S	202500009446	22 6th St E	Mantorville	Admin. Stats Only
S	202500009448	22 6th St E	Mantorville	Admin. Stats Only
S	202500009460	22 6th St E	Mantorville	Admin. Stats Only
S	202500009463	22 6th St E	Mantorville	Admin. Stats Only
S	202500009466	22 6th St E	Mantorville	Admin. Stats Only
S	202500009468	22 6th St E	Mantorville	Admin. Stats Only
S	202500009475	22 6th St E	Mantorville	Admin. Stats Only
S	202500009514	22 6th St E	Mantorville	Admin. Stats Only
S	202500009518	22 6th St E	Mantorville	Admin. Stats Only
S	202500009568	22 6th St E	Mantorville	Admin. Stats Only
S	202500009576	22 6th St E	Mantorville	Admin. Stats Only
S	202500009654	22 6th St E	Mantorville	Admin. Stats Only
S	202500009671	22 6th St E	Mantorville	Admin. Stats Only
S	202500009696	22 6th St E	Mantorville	Admin. Stats Only
S	202500009697	22 6th St E	Mantorville	Admin. Stats Only
S	202500009725	22 6th St E	Mantorville	Admin. Stats Only
S	202500009726	22 6th St E	Mantorville	Admin. Stats Only
S	202500009730	22 6th St E	Mantorville	Admin. Stats Only
S	202500009795	22 6th St E	Mantorville	Admin. Stats Only
S	202500009801	22 6th St E	Mantorville	Admin. Stats Only
S	202500009824	22 6th St E	Mantorville	Permit To Purchase
S	202500009802	22 6th St E	Mantorville	Admin. Stats Only
S	202500009803	22 6th St E	Mantorville	Admin. Stats Only
S	202500009827	22 6th St E	Mantorville	Admin. Stats Only
S	202500009268	22 6th St E	Mantorville	Public Assist
S	202500009474	22 6th St E	Mantorville	Violate/cond-release

City **Mantorville**
 Date **12/1/2025** thru **12/31/2025**

<u>Agency</u>	<u>Incident_Nr</u>	<u>Location</u>	<u>LocCity</u>	<u>Activity</u>
S	202500009744	22 6th St E	Mantorville	Public Assist
K	202500004543	22 6th St E	Mantorville	TeST Only-No Resp Needed
S	202500009559	22 6th St E	Mantorville	TeST Only-No Resp Needed
S	202500009198	22 6th St E	Mantorville	Alarm
K	202500004759	22 6th St E	Mantorville	CHILD PROTECTION INTAKE
S	202500009743	220 3rd St W	Mantorville	Ambulance Run
S	202500009738	220 3rd St W	Mantorville	Burglary
S	202500009492	21 5th St E	Mantorville	Suspicious Activity
S	202500009204	21 5th St E	Mantorville	Paper Service
S	202500009205	21 5th St W	Mantorville	Paper Service
S	202500009858	320 Main St N	Mantorville	Traffic
S	202500009192	321 Walnut St	Mantorville	Public Hazard
S	202500009359	321 Main St N	Mantorville	Suspicious Activity
S	202500009627	502 Main St N	Mantorville	Disturbance
K	202500004755	408 6th St W	Mantorville	Assist Other Agency
S	202500009497	408 6th St W	Mantorville	Person In Crisis
S	202500009344	531 Main St N	Mantorville	Harassment O.f.p.
S	202500009661	598 Cemetery Rd	Mantorville	Motorist Assist
S	202500009217	507 9th St W	Mantorville	Miscellaneous
S	202500009415	605 Clay St	Mantorville	Person In Crisis
S	202500009290	605 Clay St	Mantorville	Welfare Check
S	202500009308	606 Washington St	Mantorville	Animal Comp
S	202500009309	614 Walnut St	Mantorville	Harassment
S	202500009165	803 Chestnut St	Mantorville	Ambulance Run
S	202500009202	721 Main St N	Mantorville	Paper Service
S	202500009226	802 Main St N	Mantorville	Found Animals
S	202500009692	809 Jefferson St	Mantorville	9-1-1 Hang Up Call
S	202500009591	809 Chestnut St	Mantorville	Ambulance Run
S	202500009305	905 Jefferson St	Mantorville	Ambulance Run
S	202500009413	909 Walnut St	Mantorville	Animal Comp
Total		89		

Category	Option	Estimated Price	Include in total price?	Comments
Equipment	Foam setup	\$1,500.00	Yes	Some cheaper options, just a budgetary number
Extras	Lights and sirens decals	\$9,000.00	Yes	For new crew truck
Extras	Toolbox for new pickup	\$1,500.00	Yes	For new crew truck
Extras	Toolbox	\$1,500.00	No	New toolbox for old truck - Included in the flatbed price
Pickup bed	Aluminum flatbed with 3 semi custom storage compartments	\$10,000.00	Yes	Aluminum to save weight and offer easier access to tools and storage. Pricing includes 3 large buyers type toolboxes of various sizes.
Pickup Purchase	New Pickup for Crew Transport	\$65,000.00	Yes	New crew rig, pricing for government estimated
Pump Setup	Upgrade tank size, leave system similar	\$1,500.00	No	Option if we need to go cheap
Pump Setup	Complete new skid unit or pump/tank setup with larger tank	\$15,000.00	Yes	Budgetary, see some for around 12k depending on wants/needs
Suspension	Refresh with HD springs and/or air bags or similar	\$2,000.00	Yes	Better support higher constant payload
Suspension	Lift with bigger tires and wheels	\$6,000.00	Yes	Better ground clearance and ability to reach areas off road
Equipment	Additional equipment	\$10,000.00	Yes	
Total of included options		\$120,000.00		

Category	Option	Estimated Price	Include in total price?	Comments
Equipment	Foam setup	\$2,000.00	Yes	
Extras	Lights and sirens decals	\$9,000.00	Yes	For new truck
Extras	Toolboxes for new pickup	\$4,000.00	Yes	Boxes on flat bed and other storage/mounts
Extras	Toolbox	\$1,500.00	Yes	New toolbox for old truck
Pickup bed	Aluminum flatbed with 3 semi custom storage compartments	\$10,000.00	Yes	Aluminum to save weight and offer easier access to tools and storage.
Pickup Purchase	New/Used F450 or similar	\$65,000.00	Yes	There are some new trucks out there for around this price
Pump Setup	Complete new skid unit or pump/tank setup with larger tank	\$16,000.00	Yes	
Equipment	Equipment	\$10,000.00	Yes	
Single wheel conversion	Tires	\$2,500.00	Yes	
Single wheel conversion	Convert a dually to super singles includes suspension, wheels, tires, bumper, etc. Doesn't include installation. High capacity 40" tires	\$23,000.00	No	Option if we decided to find a used/new dually and want to convert it to super singles, this is with large MPT high load tires (price included) and suspension components.
Single wheel conversion	This is with 38" LT rated tires, wheels, NFPA running boards, Fender flares, winch bumper,	\$10,000.00	Yes	This is with 38" LT rated tires, wheels, NFPA running boards, Fender flares, etc. LT Tires are max ~4200 lb capacity each.
Total of included options		\$130,000.00		

Category	Option	Estimated Price	Include in total price?	Comments
Truck Purchase	Complete outfitted brush truck	\$200,000.00	Yes	Current pricing
Extras	Lights and sirens decals	\$10,000.00	Yes	
Equipment	Additional equipment	\$10,000.00	Yes	
Total of included options		\$220,000.00		

Fire Contracts Calculations 2022 - for 2023 through 2025 renewals

Numbers are based on the average of the previous 2 years Audited Financial Report plus the current years budget

Total Average Fire Department Budget 3 Years \$120,300
 Less Projected Fire Call Fees (\$500)
 Less Projected 2% Money

Removed when calculating average below
 Pension is now with PERA; does not apply

FD Portion Property LMCIT Insurance \$4,066
 Adjusted Actual Expenses \$123,866

2023-2025 Approved Rates		
2023	2024	2025
\$47,215.00	\$49,700.00	\$52,185.00
\$53,865.00	\$56,700.00	\$59,535.00
\$7,980.00	\$8,400.00	\$8,820.00
\$8,740.00	\$9,200.00	\$9,660.00

City Addresses 497 Address counts from Fire Dept address list database
 # Mantorville Township Addresses 567 and updated 09.15.22.
 # Milton Township Addresses 84 Some addresses removed; County no longer has
 # Wasioja Addresses 92 street address assigned, or no structures on
 Total Addresses Served 1,240 property.

\$70,585.00 \$74,300.00 \$78,015.00

Percentage of City/Township Addresses to Total

City of Mantorville 40%
 Mantorville Township 46%
 Milton Township 7%
 Wasioja Township 7%

Amount for each entity

Percentage of Addresses * Adjusted Budgeted Expense

City of Mantorville \$ 49,646 \$100 per address
 Mantorville Township \$ 56,639 \$100 per address
 Milton Township \$ 8,391 \$100 per address
 Wasioja Township \$ 9,190 \$100 per address

2021 Calculations based on above formula

Final Contract Rate per address

Rate History
 2010 Rate = \$71.00
 2011 Rate = \$73.50
 2012 Rate = \$76.00
 2013 Rate = \$78.00
 2014 Rate = \$80.00
 2015 Rate = \$82.00
 2016 \$82.00
 2017 \$83.50
 2018 \$85.00
 2019 \$86.50
 2020 \$88.00 Rates frozen due to pandemic.
 2021 \$88.00
 2022 \$88.00

2023 \$95.00 Proposing a 3-year contract
 2024 \$100.00
 2025 \$105.00

AGREEMENT

This Agreement (the "Agreement") is effective on May 12, 2025, by and between the City of Mantorville ("City") and Friends of Mantorville Inc, a Minnesota nonprofit corporation ("Donor").

- 1. Donor has raised approximately \$ 130,000 and continues to raise money for new pickleball courts at Slingerland Park, and Donor has generously offered to donate said funds to the City for the construction of the new courts. The City formally accepted the donation by resolution, as required under state law.
2. The City intends to enter into multiple contracts for the construction of the pickleball courts, consistent with applicable municipal contracting requirements, based on various quotes for the work that have been obtained with the assistance of the Donor. Rather than transferring the donation funds to the City prior to project construction, the Donor instead wishes and agrees to remit the donation funds to the City throughout construction of the courts and as the City becomes obligated to pay for the work associated with each individual contract.
3. The City, including its park board, agrees to coordinate with Donor throughout the project to ensure that the pickleball courts are constructed in a manner that is mutually desirable and generally consistent with the project sketch attached to this Agreement, which was prepared by the Donor.

FRIENDS OF MANTORVILLE INC.

CITY OF MANTORVILLE

By: [Signature]
Title: President

By: [Signature]
Title: Mayor
By: [Signature]
Title: Clerk/Treasurer

Paid Invoices

- \$11,000.00 Pyfferoen - Grading - June 2025
\$2,224.04 Mcneilus - Rebar - June 2025
\$24,036.33 Leitzen - Concrete - June 2025
\$10,000.00 Rolling Greens - Fencing Deposit - July 2025
\$10,000.00 ATE Recreation - Surfacing Deposit - July 2025
\$7,942.00 Rolling Greens - Final Bill - October 2025
\$17,545.00 ATE Recreation - Final Bill - October 2025
\$82,747.37 Total thus far
\$47,252.63 in funds still available from Friends of Mantorville

Only item left to purchase are the sound barriers

Memorandum

To: Mayor and Council

From: Gretchen Lohrbach

Date: 1/26/26

Re: Minnesota's Paid Family and Medical Leave Act beginning January 1, 2026

Because Mantorville is a City with fewer than 30 employees, the portion needing to be paid is 0.66%. Employees will never have more than 0.44% deducted from their paychecks, so the City would pay 0.22%. The City also has the option to pay more and have employees pay less, such as 50/50. The City also has the option to pay the entire amount of 0.66% and no deductions from employee's paychecks. If the City chooses to pay the entire contribution amount, it will be roughly \$1,234 yearly. If the City pays the 0.22%, it is roughly \$623 yearly.

Staff needs Council to decide tonight on one of the three options to be compliant with this new law.

**EXHIBIT A
CITY OF MANTORVILLE
2026 MASTER FEE SCHEDULE PROPOSAL FOR PUBLIC HEARING TBD**

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 Wendy's Hourly Wage
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 \$1.28 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 \$100.00
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

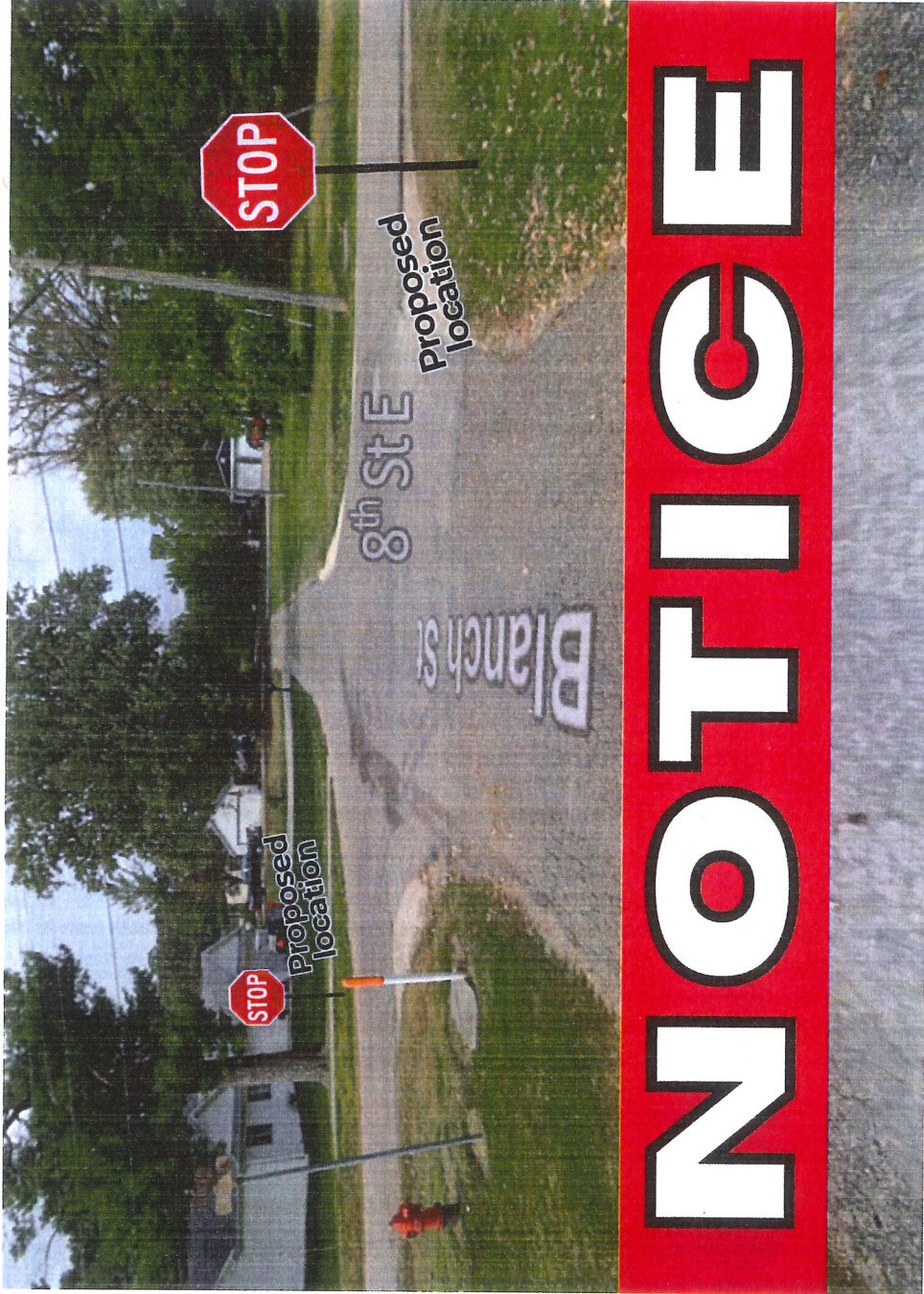
1 NIGHT	\$30.00
2 NIGHTS	\$60.00
3 NIGHTS	\$90.00
4 NIGHTS	\$120.00
5 NIGHTS	\$150.00
6 NIGHTS	\$180.00
WEEKLY	\$210.00
MONTHLY	\$840.00

2025 City Council Committee Assignments

Member	Annexation	Budget	*Chamber	COG	Deputy Mayor	*EDA	Finance	*Fire Department	*Infrastructure	*Joint Powers	*MRA	Decorations	*Park Board	Personnel	Planning & Zoning	Storm Water	*Township	Waste Water
Jim Potter	X							X				X				X	X	X
Lynette Nash		X	X			X			X			X				X		
Kim Boyum					X				X			X				X	X	X
Lyle Hoaglund			X					X		X		X				X		X
Jeff Ingalls	X	X			X		X				X			X		X		

X Primary Member
B Backup for Primary

ASSIGNMENT	DETAILS
DEPUTY MAYOR	Fills in for Mayor, as needed
CHAMBER OF COMMERCE	Meets first Wednesday of the month at the Welcome Center - 8:00 am
EDA (ECONOMIC DEVELOPMENT AUTHORITY)	Meets third Monday of the month in Council Chambers - 6:30 pm
FIRE DEPT GENERAL MEETING	Meets the 1st Wednesday of the Month in Fire Hall - Maintenance 6:00 pm; General Meeting 7:30 pm
KM PARK & REC JOINT POWERS BOARD	Meets quarterly
MRA (MANTORVILLE RESTORATION ASSN)	Meets second Tuesday of the month at Greek Revival Building - 7:00 pm
PARK BOARD	Meets last Tuesday of the month in Council Chambers - 6:30 pm ** March through November only **
TOWNSHIP REPRESENTATIVES	Mantorville Township meets the first Monday of each month - 6:30 pm, Mantorville Town Hall
	Milton Township meets the first Monday of each month - 7:00 pm, Milton Town Hall
COUNCIL OF GOVERNMENTS	Wasioja Township meets the second Monday of each month - 1:00 pm (Dec-Mar); 7:00 pm (Apr-Nov), Wasioja Town Hall
	Meets once every quarter - 7:00 am, County Seat Coffeehouse, or as scheduled
ALL OTHERS	Meets quarterly, no backup (K-M appointed by Superintendent)



North & South sides of intersection
at Blanch St. & 8th St. E

City of Mantorville - 2026 Meeting Calendar

Meeting	Schedule	Meeting	Schedule
City Council	2nd Monday @ 6:30 PM	Mantorville Fire Dept - Officers Meeting	Tuesday Prior to 1st Wed @ 7:00 PM
City Council Work Session & Special Meetings	Held as Needed	Mantorville Fire Dept Equip/Truck Maintenance & General Meeting	1st Wed - 6:00pm Maintenance; 7:30pm Members Meeting
Economic Development Authority	3rd Monday @ 6:30 PM	Decorations Committee	TBD
Parks & Recreations Board - March - November	Last Tuesday @ 6:30 PM	Mantorville Fire Dept - Training	6:30pm - 2nd & 3rd Wednesdays

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

Other Meetings:

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

Activities:

2026 Holidays Observed:

Date	Day of Week	Holiday Name
January 1, 2025	Thursday	New Years Day
January 19, 2025	Monday	Martin Luther King Jr. Day
February 16, 2025	Monday	Washington's Birthday (Presidents Day)
May 25, 2025	Monday	Memorial Day
June 19, 2025	Friday	Juneteenth
July 3, 2025	Friday	Independence Day
September 7, 2025	Monday	Labor Day
November 11, 2025	Wednesday	Veterans Day
November 26, 2025	Thursday	Thanksgiving
November 27, 2025	Friday	Thanksgiving
December 25, 2025	Friday	Christmas Day

Mantorville City Council will have one meeting per month for Year 2026

Additional Meetings will be held if necessary

MARCH

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

FEBRUARY

Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2	3 MFD Officer	4 MFD Maint & General	5	6	7
8	9 City Council	10	11 MFD Training	12	13	14
15	16 Holiday	17	18 MFD Training	19	20	21
22	23	24	25	26	27	28

JANUARY

Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1 New Year's Day	2	3
4	5	6 MFD Officer	MFD Maint & General	8	9	10
11	12 City Council	13	14 MFD Training	15	16	17
18	19 Martin Luther King Jr.	20	21 MFD Training	22	23	24
25	26	27	28	29	30	31

JUNE

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

MAY

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

APRIL

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

JULY

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

AUGUST

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

SEPTEMBER

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

OCTOBER

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

NOVEMBER

Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2	3 Election Day	4 MFD Maint & General	5	6	7
8	9 City Council	10	11 Holiday	12	13	14
14	16 EDA	17	18 MFD Training	19	20	21
22	23	24 Last Park & Rec Meeting	25	26 Thanks Giving	27 Thanks Giving	28
29	30					

DECEMBER

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

2026 CITY OF MANTORVILLE SUMMARY BUDGET STATEMENT

The purpose of this report is to provide summary 2026 budget information concerning the City of Mantorville to interested persons. The budget is published in accordance with Minnesota State Statutes Section 471.6965. This budget is only a summary budget. The complete budget in full may be examined at the Mantorville City Hall during regular business hours. This budget was passed and adopted by the Mantorville City Council on December 8, 2025.

2025/2026 Budget Governmental Funds

	<u>2025 Budget 7.5%</u>	<u>2026 Budget 5%</u>
Revenues:		
Property Taxes	\$681,584	\$715,664
Special Assessments	0	0
Cable Franchise Fees	\$6,600	\$460
Licenses & Permits	\$14,400	\$36,875
Intergovernmental Revenues	\$390,061	\$383,584
Charges for Services	\$81,015	\$86,916
Fines & Forfeits	\$900	\$1000
Interest on Investments	\$35,320	\$25,000
Miscellaneous Revenues	<u>\$53,696</u>	<u>\$13,640</u>
Total Revenues	\$1,263,576	\$1,263,139
Expenditures:		
General Government	\$250,493	\$267,370
Public Safety	\$299,163	\$270,644
Public Works	\$261,085	\$239,323
Culture & Recreation	\$136,321	\$140,818
Economic Development	\$32,725	\$42,725
Capital Outlay/Budget Transfers	<u>\$271,317</u>	<u>\$295,022</u>
Total Expenditures	\$1,251,104	\$1,255,902
Property Tax Levy required for this budget:	\$681,584	\$715,664

Respectfully Submitted,
Gretchen Lohrbach
City Clerk-Treasurer

RESOLUTION NO. 2026-06

A RESOLUTION DECLARING A VACANCY

WHEREAS, the Mantorville City Council is aware of the passing of Councilmember Lyle Hoaglund.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MANTORVILLE, MINNESOTA AS FOLLOWS:

1. The council is aware of Councilmember Hoaglund's passing

The council declares that a vacancy exists on council effective on January 26, 2026.

Passed by the City Council of Mantorville, Minnesota this 26th day of January, 2026.

Mayor Jeffrey Ingalls

Attested:

City Clerk-Treasurer Gretchen Lohrbach