



Trail to the Past. Road to the Future.

CITY COUNCIL MEETING
MUNICIPAL COUNCIL CHAMBERS
21 5TH STREET E, MANTORVILLE, MN 55955
MONDAY, June 8, 2026 - 6:30pm

1. Call to Order

2. Pledge of Allegiance

3. Changes to Agenda

4. Consent Agenda

- A. Accounts Payable (warrant list) for 6.8.26
- B. County Commissioners Meeting Minutes 5.12.26
- C. Fire Department June 2026 Meeting Minutes
- D. Council Meeting minutes 4.13.26
- E. Council Meeting minutes 4.20.26

5. Proclamations, Presentations and Recognitions

- A. Leila Gallloway will be recognized for receiving a gold medal at the High School and College World Championships Competition on May 30, 2026 and becoming a World Champion.
- B. Audit report presentation for Council for year 2025 with CohnReznick

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. Discussion of the City burn permit ordinance

8. Public Hearings – No Items

9. New Business

- A. Approval of a septic permit for 405 5th Street East
- B. Approval of Minnesota Energy's Franchise Ordinance 2026-03,

AN ORDINANCE GRANTING MINNESOTA ENERGY RESOURCES, A SUBSIDIARY OF WEC ENERGY GROUP, A WISCONSIN CORPORATION, ITS SUCCESSORS AND ASSIGNS, A NONEXCLUSIVE FRANCHISE TO CONSTRUCT, OPERATE, REPAIR AND MAINTAIN FACILITIES AND EQUIPMENT FOR THE TRANSPORTATION, DISTRIBUTION AND SALE OF GAS ENERGY IN THE CITY OF MANTORVILLE, MINNESOTA, AND TO USE THE PUBLIC WAYS AND PUBLIC GROUNDS OF THE CITY FOR SUCH PURPOSES.

- C. Approval of Resolution 2026-14 Authorizing Summary Publication of Ordinance 2026-03
- D. Request for a waiver of bandshell fees for the school jazz band
- E. Discussion of proposed monument by Bigelow Homes on Outlot A – owned by the City
- F. Approval of Contract for Chip Sealing with Pearson Bros. Inc.

10. Old Business

- A. Employee Personnel Policy
- B. Mantorville Brewing building at 101 5th Street East
- C. Progress on property at 401 Walnut street regarding weeds and repairs

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, Planning & Zoning, KM Joint Powers, Historical Preservation Committee, Decorations, Park Board, Personnel, FD Relief, Township
- E. Councilmember Reports
- F. Mayor’s Report
 - Performance Evaluation Report for City Clerk Lohrbach

13. Executive Session – No Items

14. Adjourn **

<i>Upcoming Meetings and Events in Mantorville:</i>		
<i>June 15, 2026</i>	<i>6:30pm</i>	<i>Mantorville EDA Meeting</i>
<i>June 19, 2026</i>	<i>City Offices Closed</i>	<i>Juneteenth Holiday</i>
<i>June 30, 2026</i>	<i>6:30pm</i>	<i>Park & Recreation Board Meeting</i>
<i>July 1, 2026</i>	<i>7:30pm</i>	<i>Fire Department General Meeting</i>
<i>July 4, 2026</i>	<i>City Offices Closed</i>	<i>Fourth of July Holiday</i>
<i>July 13, 2026</i>	<i>6:30pm</i>	<i>City Council Regular Meeting</i>
<i>July 20, 2026</i>	<i>6:30pm</i>	<i>Mantorville EDA Meeting</i>
<i>July 28, 2026</i>	<i>6:30pm</i>	<i>Park & 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 meeting and community events in Mantorville.</i>		

** Council Action Item

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Payments

Current Period: May 2026

Payments Batch 060826PAY		\$89,242.67	
Refer	0 <u>US POSTAL SERVICE</u>	Ck# 006884	6/8/2026
Cash Payment	E 604-43150-352 Publishing	June Postage for Utility Bills	\$12.20
Invoice			
Cash Payment	E 601-49400-430 Miscellaneous	June Postage for Utility Bills	\$94.50
Invoice			
Cash Payment	E 602-49450-437 Other Miscellaneous	June Postage for Utility Bills	\$198.30
Invoice			
Transaction Date	6/5/2026	MBT Bank Checking 10100	Total \$305.00
Refer	0 <u>PAYMENT SERVICE NETWORK, IN</u>	Ck# 006885	6/8/2026
Cash Payment	E 602-49450-300 Professional Srvs (GEN	Services from 5/1/2026-5/31/2026	\$115.80
Invoice			
Cash Payment	E 601-49400-300 Professional Srvs (GEN	Services from 5/1/2026-5/31/2026	\$62.35
Invoice			
Transaction Date	6/5/2026	MBT Bank Checking 10100	Total \$178.15
Refer	0 <u>XCEL ENERGY</u>	Ck# 006886	6/8/2026
Cash Payment	E 101-43160-381 Electric Utilities	39 W LED PUR OPTN	\$69.38
Invoice	978093859		
Transaction Date	6/5/2026	MBT Bank Checking 10100	Total \$69.38
Refer	0 <u>OLMSTED COUNTY</u>	-	
Cash Payment	E 601-49400-300 Professional Srvs (GEN	Bacteria 5/28/2026	\$135.00
Invoice	1163	6/8/2026	
Transaction Date	6/5/2026	MBT Bank Checking 10100	Total \$135.00
Refer	0 <u>MENARDS - ROCHESTER NORTH</u>	-	
Cash Payment	E 101-43100-570 Capital Outlay	22 bags of Cedar Chips (mulch)	\$109.78
Invoice	RCHN 97130	6/8/2026	
Transaction Date	6/5/2026	MBT Bank Checking 10100	Total \$109.78
Refer	0 <u>KMTELECOM</u>	-	
Cash Payment	E 101-41940-321 Communications Phone/	CITY HALL MAIN 5170	\$129.90
Invoice	10321061	6/8/2026	
Cash Payment	E 101-41940-321 Communications Phone/	CITY HALL - 5176 - 2ND LINE	\$20.91
Invoice	10321061	6/8/2026	
Cash Payment	E 601-49400-321 Communications Phone/	NEW WELL HOUSE FIBER	\$25.00
Invoice	10321061	6/8/2026	
Cash Payment	E 101-42200-321 Communications Phone/	FD 5440	\$25.90
Invoice	10321061	6/8/2026	
Cash Payment	E 101-41940-321 Communications Phone/	STREETS - SHOP 5119	\$97.88
Invoice	10321061	6/8/2026	
Cash Payment	E 601-49400-321 Communications Phone/	WATER TOWER ALARM 3588	\$46.47
Invoice	10321061	6/8/2026	
Cash Payment	E 602-49450-321 Communications Phone/	LIFT STATION ALARM 5066	\$36.47
Invoice	10321061	6/8/2026	
Cash Payment	E 602-49450-321 Communications Phone/	WWTP 5463 ALARM	\$36.47
Invoice	10321061	6/8/2026	
Cash Payment	E 101-41940-321 Communications Phone/	LONG DISTANCE/TAXES/FEES	\$5.85
Invoice	10321061	6/8/2026	

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Payments

Current Period: May 2026

Cash Payment	E 101-41500-300	Professional Srvs (GEN	Labor Charge		\$75.00
Invoice	10321061	6/8/2026			
Transaction Date	6/5/2026		MBT Bank Checking	10100	Total \$499.85
Refer	0	SL CONTRACTING, INC	-		
Cash Payment	E 101-43100-570	Capital Outlay	2026 Various Pavement Striping		\$3,000.00
Invoice	15202	6/8/2026			
Cash Payment	E 101-43100-570	Capital Outlay	2026 Asphalt Patching		\$9,600.00
Invoice	15160	6/8/2026			
Cash Payment	E 603-45183-400	Repairs & Maint Cont (G	2026 Hydrant Replacement / Patch		\$7,594.00
Invoice	15158	6/8/2026			
Cash Payment	E 101-43100-570	Capital Outlay	2026 Crack Filling		\$20,000.00
Invoice	15195	6/8/2026			
Transaction Date	6/5/2026		MBT Bank Checking	10100	Total \$40,194.00
Refer	0	KENNEDY & GRAVEN, CHARTERE	-		
Cash Payment	E 101-41600-304	Legal Fees	Legal Fees for April		\$2,307.80
Invoice	193599	6/8/2026			
Transaction Date	6/5/2026		MBT Bank Checking	10100	Total \$2,307.80
Refer	0	SIMPLY TIDY, LLC	-		
Cash Payment	E 101-41940-439	Janitors	Janitorial Cleaning 5/11-5/26		\$130.00
Invoice	8513	6/8/2026			
Transaction Date	6/5/2026		MBT Bank Checking	10100	Total \$130.00
Refer	0	CMS - CONSTRUCTION MGMT. SE	-		
Cash Payment	E 101-42400-300	Professional Srvs (GEN	Fees for April 2026		\$478.00
Invoice	817-265285-4	6/8/2026			
Transaction Date	6/5/2026		MBT Bank Checking	10100	Total \$478.00
Refer	0	AFLAC	-		
Cash Payment	G 101-21710	AFLAC	May 23rd Billing		\$33.12
Invoice	951947	6/8/2026			
Transaction Date	6/5/2026		MBT Bank Checking	10100	Total \$33.12
Refer	0	DELTA DENTAL	-		
Cash Payment	G 101-21708	Dental Insurance	Billing for June		\$180.72
Invoice	7038263	6/8/2026			
Transaction Date	6/5/2026		MBT Bank Checking	10100	Total \$180.72
Refer	0	SIEWERT, WENDY	-		
Cash Payment	E 101-41500-208	Training, Mileage	Daily reimbursables from Education for MN Municipal Clerks Institute		\$225.52
Invoice	May3-8	6/8/2026			
Transaction Date	6/5/2026		MBT Bank Checking	10100	Total \$225.52
Refer	0	MINNESOTA ENERGY	-		
Cash Payment	E 101-42200-380	Utility Services	4229566-7 FIRE DEPT (21 5th St E)		\$97.25
Invoice	5923444111	6/8/2026			
Transaction Date	6/5/2026		MBT Bank Checking	10100	Total \$97.25
Refer	0	LINCOLN NATIONAL LIFE INSURA	-		
Cash Payment	G 101-21711	Life Insurance Payable	Coverage for June		\$150.73
Invoice	4969863443	6/8/2026			

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Transaction Date	6/5/2026	MBT Bank Checking	10100	Total	\$150.73
Refer	0 <u>WHKS & COMPANY</u>	-			
Cash Payment	E 602-49450-303 Engineering Fees	CSAH 15 Lift Station			\$3,135.54
Invoice	57667	6/8/2026		Project 23-001	
Cash Payment	E 101-41950-303 Engineering Fees	Eagle Meadows & Street Improvements			\$6,962.58
Invoice	57669	6/8/2026			
Transaction Date	6/5/2026	MBT Bank Checking	10100	Total	\$10,098.12
Refer	0 <u>COHNREZNICK LLP</u>	-			
Cash Payment	E 101-41530-301 Auditing and Acct g Serv	Audit 1st Progress Billing			\$13,650.00
Invoice	90263639	6/8/2026			
Transaction Date	6/5/2026	MBT Bank Checking	10100	Total	\$13,650.00
Refer	0 <u>BLUE CROSS BLUE SHIELD OF MI</u>	-			
Cash Payment	G 101-21715 Employee Paid Vision Plan	Vision for June 2026			\$23.40
Invoice	260501447048	6/8/2026			
Transaction Date	6/5/2026	MBT Bank Checking	10100	Total	\$23.40
Refer	0 <u>OLMSTED MEDICAL CENTER CLIN</u>	-			
Cash Payment	E 101-43100-229 Safety/OSHA	Drug Screening for New Seasonal Staff in Public Works			\$39.00
Invoice	4/08/2026	6/8/2026			
Transaction Date	6/5/2026	MBT Bank Checking	10100	Total	\$39.00
Refer	0 <u>ON-SITE COMPUTERS, INC</u>	-			
Cash Payment	E 101-41500-300 Professional Srvs (GEN	Monthly Billing for May			\$354.57
Invoice	CW107891	6/8/2026			
Transaction Date	6/5/2026	MBT Bank Checking	10100	Total	\$354.57
Refer	0 <u>LOHRBACH, GRETCHEN</u>	-			
Cash Payment	E 101-45200-200 Supplies	Reimbursing for Sound Monitor			\$89.99
Invoice	3972253	6/8/2026		Project 25-001	
Transaction Date	6/5/2026	MBT Bank Checking	10100	Total	\$89.99
Refer	0 <u>NCPERS GROUP LIFE INS.</u>	-			
Cash Payment	G 101-21711 Life Insurance Payable	Premium for June			\$32.00
Invoice	608900062026	6/8/2026			
Transaction Date	6/5/2026	MBT Bank Checking	10100	Total	\$32.00
Refer	0 <u>DODGE COUNTY INDEPENDENT</u>	-			
Cash Payment	E 101-41110-352 Publishing	3x5 Display Ad ran on 4/30/26 "Brush Cleanup"			\$100.00
Invoice	20869	6/8/2026			
Transaction Date	6/5/2026	MBT Bank Checking	10100	Total	\$100.00
Refer	0 <u>ONSITE COMPANIES</u>	-			
Cash Payment	E 603-45183-410 Rentals	RV Park - 406 Blanch St (Hand Saniters/Standard Construction Restroom)			\$79.00
Invoice	0002065952	6/8/2026			
Cash Payment	E 101-45200-410 Rentals	Mantor Field - 726 Jefferson St (Hand Sanitizers/Standard Constrction Restroom)			\$79.00
Invoice	0002065951	6/8/2026			
Cash Payment	E 101-45200-410 Rentals	Dennison Park - 601 Golfview Ct (Hand Sanitizers/Portable Restroom)			\$127.00
Invoice	0002065950	6/8/2026			

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Transaction Date	6/5/2026	MBT Bank Checking	10100	Total	\$285.00
Refer	0 MANTORVILLE ART GUILD	-			
Cash Payment	E 101-46500-437 Other Miscellaneous	EDA Reimbursing Mantorville Art Guild for Ad in Today Magazin			\$298.00
Invoice	311827	6/8/2026			
Transaction Date	6/5/2026	MBT Bank Checking	10100	Total	\$298.00
Refer	0 MIDWEST SIGNTECH OF ROCHESTER	-			
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	Aluminum Pickleball Sign 11x17			\$44.60
Invoice	21080	6/8/2026		Project 25-001	
Transaction Date	6/5/2026	MBT Bank Checking	10100	Total	\$44.60
Refer	0 FARMERS TOP SOIL, INC.	-			
Cash Payment	E 101-43125-404 Repairs/Maint Machinery	Screened TopSoil			\$433.44
Invoice	13280	6/8/2026			
Transaction Date	6/5/2026	MBT Bank Checking	10100	Total	\$433.44
Refer	0 ROCHESTER OVERHEAD DOOR IN	-			
Cash Payment	E 101-41940-220 Bldg.Repair and Mainten	Broken Spring			\$170.00
Invoice	39253	6/8/2026			
Transaction Date	6/5/2026	MBT Bank Checking	10100	Total	\$170.00
Refer	0 DODGE COUNTY ENVIRONMENTAL	-			
Cash Payment	E 101-43100-228 Equip. Repair and Maint	Tire - Passenger/Lt Tr			\$75.00
Invoice	2-00254361	6/8/2026			
Transaction Date	6/5/2026	MBT Bank Checking	10100	Total	\$75.00
Refer	0 HAWKINS, INC	-			
Cash Payment	E 601-49400-216 Chemicals and Chem Pr	Two 150 lb Chlorine Cylinder			\$20.00
Invoice	7423586	6/8/2026			
Transaction Date	6/5/2026	MBT Bank Checking	10100	Total	\$20.00
Refer	0 BADGER METER	-			
Cash Payment	E 601-49400-300 Professional Srvs (GEN	Services for May			\$154.63
Invoice	80237843	6/8/2026			
Cash Payment	E 602-49450-300 Professional Srvs (GEN	Services for May			\$287.17
Invoice	80237843	6/8/2026			
Transaction Date	6/5/2026	MBT Bank Checking	10100	Total	\$441.80
Refer	0 MINNESOTA DEPARTMENT OF HEALTH	-			
Cash Payment	E 601-49400-441 MDH FEE	Qtr. 2 MDH Fees 2026			\$1,605.00
Invoice	Qtr 2	6/8/2026			
Transaction Date	6/5/2026	MBT Bank Checking	10100	Total	\$1,605.00
Refer	0 WARSAW SOLAR, LLC	-			
Cash Payment	E 603-45183-381 Electric Utilities	Power Sales for April 2026			\$156.76
Invoice	2905-6994D	6/8/2026			
Cash Payment	E 101-43160-381 Electric Utilities	Power Sales for April 2026			\$1,371.65
Invoice	2905-6994D	6/8/2026			
Cash Payment	E 101-41940-380 Utility Services	Power Sales for April 2026			\$627.04
Invoice	2905-6994D	6/8/2026			
Cash Payment	E 101-42200-380 Utility Services	Power Sales for April 2026			\$431.09
Invoice	2905-6994D	6/8/2026			

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Cash Payment	E 602-49450-380	Utility Services	Power Sales for April 2026	\$783.80
Invoice	2905-6994D	6/8/2026		
Cash Payment	E 601-49400-380	Utility Services	Power Sales for April 2026	\$548.67
Invoice	2905-6994D	6/8/2026		
Transaction Date	6/5/2026	MBT Bank Checking	10100	Total \$3,919.01
Refer	0 NAPA		-	
Cash Payment	E 101-45200-404	Repairs/Maint Machinery	Transmission Filter and Oil	\$57.96
Invoice	521249	6/8/2026		
Transaction Date	6/5/2026	MBT Bank Checking	10100	Total \$57.96
Refer	0 MAXSON ELECTRIC		-	
Cash Payment	E 101-45200-401	Repairs/Maint Buildings	60 Amp Plug-in Brkr	\$228.00
Invoice	7603	6/8/2026		
Transaction Date	6/5/2026	MBT Bank Checking	10100	Total \$228.00
Refer	0 WEX BANK		-	
Cash Payment	E 101-42200-212	Motor Fuels	Fuel	\$71.94
Invoice	112764409	6/8/2026		
Cash Payment	E 101-45200-212	Motor Fuels	Fuel	\$31.48
Invoice	112764409	6/8/2026		
Cash Payment	E 101-43100-212	Motor Fuels	Fuel	\$241.64
Invoice	112764409	6/8/2026		
Cash Payment	E 602-49450-212	Motor Fuels	Fuel	\$126.44
Invoice	112764409	6/8/2026		
Transaction Date	6/5/2026	MBT Bank Checking	10100	Total \$471.50
Refer	0 GOPHER STATE ONE CALL		-	
Cash Payment	E 601-49400-300	Professional Srvs (GEN	Service for May	\$9.92
Invoice	6050578	6/8/2026		
Cash Payment	E 602-49450-300	Professional Srvs (GEN	Service for May	\$18.43
Invoice	6050578	6/8/2026		
Transaction Date	6/5/2026	MBT Bank Checking	10100	Total \$28.35
Refer	0 WSE MASSEY ENGINEERING & SU		-	
Cash Payment	E 101-42400-300	Professional Srvs (GEN	CMS-Build Inspect	\$1,027.75
Invoice	501-265372-1	6/8/2026		
Transaction Date	6/5/2026	MBT Bank Checking	10100	Total \$1,027.75
Refer	0 ULTIMATE SAFETY CONCEPTS, IN		-	
Cash Payment	E 101-42200-240	Tools and Minor Equipm	Helmet and Bullard Custom Leather Front Firefighter	\$521.00
Invoice	222883	6/8/2026		
Cash Payment	E 101-42200-240	Tools and Minor Equipm	Helmet , Helmet with Bourke, Bullard Custom	\$7,873.00
Invoice	222884	6/8/2026		
Transaction Date	6/5/2026	MBT Bank Checking	10100	Total \$8,394.00
Refer	0 FIRE SAFETY USA, INC		-	
Cash Payment	E 101-42200-228	Equip. Repair and Maint	Black 1" 150 PSI Hose	\$36.00
Invoice	257401	6/8/2026		
Transaction Date	6/5/2026	MBT Bank Checking	10100	Total \$36.00
Refer	0 MN FIRE CERTIFICATION BOARD		-	

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Cash Payment	E 101-42200-208	Training, Mileage	Fire Officer I Certification Exam and Retest Fee	\$206.00
Invoice 15748		6/8/2026		
Transaction Date	6/5/2026		MBT Bank Checking 10100	Total \$206.00
Refer	0 BOUND TREE MEDICAL, LLC			-
Cash Payment	E 101-42200-311	First Responder Train/E	BP Cuff	\$51.29
Invoice 86206490		6/8/2026		
Cash Payment	E 101-42200-311	First Responder Train/E	Curaplex Triton Grip SW Gloves	\$18.59
Invoice 86217431		6/8/2026		
Transaction Date	6/5/2026		MBT Bank Checking 10100	Total \$69.88
Refer	0 RIVERLAND COMMUNITY COLLEGE			-
Cash Payment	E 101-42200-208	Training, Mileage	SCBA Trailer	\$1,250.00
Invoice 1367903		6/8/2026		
Cash Payment	E 101-42200-208	Training, Mileage	Auto Extrication	\$700.00
Invoice 1374509		6/8/2026		
Transaction Date	6/5/2026		MBT Bank Checking 10100	Total \$1,950.00

Fund Summary

	10100 MBT Bank Checking	
101 GENERAL FUND		\$73,960.75
601 WATER FUND		\$2,701.54
602 SEWER FUND		\$4,738.42
603 RV PARK		\$7,829.76
604 STORM SEWER FUND		\$12.20
		<u>\$89,242.67</u>

Pre-Written Checks	\$552.53
Checks to be Generated by the Computer	\$88,690.14
Total	<u>\$89,242.67</u>

**UNAPPROVED MINUTES OF THE
DODGE COUNTY BOARD OF COMMISSIONERS REGULAR MEETING HELD
MAY 12, 2026**

Chair

Convene County Board Meeting

The Dodge County Commissioners met in regular session May 12, 2026, in the Board Room at the Dodge County Government Services Building, Mantorville, MN, at 9:33 a.m. Chair David Kenworthy called the meeting to order at 9:33 a.m.

Attendee Name	Title	Status	Arrived
John Allen	District 1	Present	9:33 AM
Tim Tjosaas	District 2	Present	9:33 AM
Rodney Peterson	District 3	Present	9:33 AM
Rhonda Toquam	District 4	Present	9:33 AM
David Kenworthy	District 5	Present	9:33 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

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

Motion Adopted [Unanimous]

New Employee Introductions

Public Health Director Amy Evans introduced Joan Armstrong who is the new Business Office Manager in Public Health.

The Board welcomed Ms. Armstrong.

Consent Agenda

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

Motion Adopted [Unanimous]

- 1.1. Committee of the Whole - Committee Meeting - Apr 28, 2026 4:35 PM
- 1.2. Board of Commissioners - Regular Meeting - Apr 28, 2026 5:00 PM
- 1.3. Award SAP 020-634-016

John Allen, Commissioner**Designate 630th Street and C.S.A.H. 42**

As part of the TH 14 expansion between Dodge Center and Steele County, a section of 630th Street between CSAH 1 and CSAH 3 has been turned back to Dodge County. The proposed resolution will designate this segment as a County State Aid Highway.

Commissioner Allen offered the following resolution (#2026-15), seconded by Commissioner Peterson:

WHEREAS, it appears to the County Board of Dodge County that the road hereinafter described should be designated a County State Aid Highway under the provisions of Minnesota Law.

NOW, THEREFORE, BE IT RESOLVED, by the County Board of Dodge County that the road described as follows, to-wit:

C.S.A.H. 42 (Trunk Highway No. 14 Turnback, 630th St)
630th Street, commencing at the Northwest Corner of Section 33, T107N, R18W, thence south 458.85 feet along the centerline of C.S.A.H. 1 (120th Ave) to the point of beginning, thence East on 630th Street approximately 1.16 miles to C.S.A.H. 3 (130th Ave.),

be, and hereby is established, located, and designated a County State Aid Highway of Dodge County, and;

BE IT FURTHER RESOLVED, that the County Auditor is hereby authorized and directed to forward two certified copies of this resolution to the Commissioner of Transportation for his consideration, and that upon his approval of the designation of said road or portion thereof, that same be constructed, improved and maintained as a County State Aid Highway of Dodge County, to be numbered and known as **County State Aid Highway No. 42**.

Resolution Adopted [Unanimous]

Lisa Dierks, University of MN Extension Regional Director, Carrie O'Reilly, Extension Educator & Katie Fitzgerald, Interim Extension Educator

Annual Program Presentation

University of Minnesota Extension staff were present to provide the Board with their annual update about the 4-H/Youth Development program.

Lisa Dierks, University of MN Regional Director introduced Extension Educator Carrie O'Reilly and interim Extension Educator Katie Fitzgerald.

Ms. O'Reilly and Ms. Fitzgerald reviewed the following with the Board:

- 191 youth showcased their learning through 252 projects at our county fair
- Ready to learn
- Empowering youth to lead today
- Our volunteers make 4-H possible
- Statewide, 98% of youth feel like they belong in 4-H - thanks to volunteers
- Building a sustainable program across Minnesota
- Dodge County statistics

The Board thanked Ms. O'Reilly and Ms. Fitzgerald for the update.

Commissioner Peterson expressed his appreciation for their efforts and stated that the County is proud of Extension and 4-H in Dodge County.

Motion No Vote

Kevin Venenga, Finance Director**4th Quarter Financials, 2025**

Finance Director Kevin Venenga presented the fourth quarter financials for 2025 for the Board's consideration. Mr. Venenga developed the information which was included in the Board packet for review along with supporting comments.

The Finance Director briefly discussed the following:

Expenditures-

Expenditures overall show a 16% decrease when compared to 2024, with the major impact coming in the Road and Bridge Fund and the decrease in construction projects.

When comparing 2025 actual vs. budget, actual expenditures were approximately 2.6 million greater than budget. The additional expenditures were related to the transfer station, reuse center, seminary and the final payments on the HVAC upgrade.

Revenue

Revenues show a 4.3% decrease when compared to 2024, which was a planned reduction as a result of the Road and Bridge Fund construction for 2025.

When comparing budgeted 2025 revenues with 2025 actual, revenues were approximately \$6.7 million greater than expected. The increases were caused by: Road and Bridge receiving funds for 2024 in 2025 (\$2 million turnback), additional highway maintenance revenue (\$9,005), transfer station grant (\$1.4 million), Seminary grant (\$660K), interest \$680K) and multiple other areas (\$1.0M).

Included in the board packet was a spreadsheet which included additional notes to address variances.

Motion No Vote

1st Quarter Financials, 2026

Included in the Board packet was the financials for the 1st quarter of 2026 with highlights noted below.

Expenditures-

Expenditures overall are at 25% for the first quarter, with a few items to note: Data Processing budget is slightly higher as a result of the approved PC replacements being done earlier in the year. General government expenditures are higher as a result of the insurance payments made in the first quarter of the year and will be impacted by the increase in the FVCC Equitable Cost Share payment increase. The Parks and Rec expenditure is related to the Seminary project costs.

Revenue

Revenues are comparable to the prior year with the exception of the turnback revenue received in January of 2025 of approximately \$2.0M.

The Chair thanked Mr. Venenga for the information.

Motion No Vote

2026 Agency Appropriations

Mr. Venenga reported that the Commissioner’s budget details a list of agency appropriations that the Board funds to benefit the community. He is requesting that the Dodge County Board authorize payment of the following agency appropriations:

- SE MN Initiative Fund \$ 1,600.00
- Southern MN Tourism - \$ 350.00
- SE Minnesota EMS \$ 5,000.00
- SE MN Area Agency on Aging - \$ 300.00
- SEMCAC - \$ 14,500.00
- Dodge County SWCD \$ 93,500.00
- Historical Society \$ 8,000.00
- Dodge Fair Board \$ 17,500.00

- SEMMCHRA \$ 60,000.00
- Dodge County Foundation \$ 10,000.00

The Finance Director informed the Board that these amounts come directly from the budget they, as a Board, have approved, so this is a second approval releasing the prior agreed on funds. Dodge County currently has sufficient fund balance and can do this to honor its commitments in a time when these agencies may need the funds.

Motion No Vote

Bills Reviewed

Mr. Venenga reviewed bills with the Board.

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

01 Revenue Fund	\$ 292,771.81
13 Road and Bridge Fund	\$ 66,371.17
16 Environmental Quality Fund	\$ 102,753.44
41 Ditch Fund	<u>\$ 4,722.00</u>
Total	\$ 466,618.42

Motion Adopted [Unanimous]

Nichole Farnsworth, Employee Relations Director

Personnel Agenda Reviewed

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

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

- A. Environmental Services**
 - A.1 Lauren Cornelius - Environmental Services Director
No longer employed.
Effective Date: 7/31/26
 - A.2 Environmental Services Director
Authorization to post and fill vacancy.
Effective Date: 5/12/26
- B. Highway Department**
 - B.1 Joe Andrist - Equipment Operator
Step increase from B23 step 8 \$35.28 to B23 step 9 \$36.16.
Effective Date: 5/01/26
- C. Land Records**
 - C.1 Ryan DeCook - Director of Land Records
Step increase from D71 step 5 \$65.61 to D71 step 4 \$67.58.
Effective Date: 5/01/26

- C.2 Mona McAndrew - Recorder Office Manager
No longer employed.
Effective Date: 6/05/26
- C.3 Deputy Recorder
Authorization to post and fill vacancy.
Effective Date: 5/12/26
- D. Public Health**
- D.1 Emma Basness - Health Educator
Step increase from C41 step 9 \$35.45 to C41 step 8 \$36.61.
Effective Date: 5/01/26
- D.2 Kristin Cerda - PH Lead
Step increase from C43 step 3 \$47.29 to C43 step 2 \$48.83.
Effective Date: 5/01/26
- D.3 Katelynn Martin - Administrative Assistant
No longer employed.
Effective Date: 6/12/26
- D.4 Administrative Assistant - Public Health
Authorization to post and fill vacancy.
Effective Date: 5/12/26

Motion Adopted [Unanimous]

Catherine Grondin, Zoning Administrator

Planning Commission Recommendations Reviewed

Ms. Grondin presented for the Board's consideration the May 6, 2026 Planning Commission recommendations.

The Zoning Administrator discussed IUP #26-02 Spinler.

Motion by Peterson seconded by Toquam to approve of the following action of the Planning and Zoning Commission as reviewed on May 6, 2026 with the reasons, recommendations and conditions as found in the individual permit.

IUP #26-02 Spinler

The first public hearing is to consider an application for Interim Use Permit #26-02 to allow for the establishment of a dwelling on less than fifty-three (53) acres in the Agricultural District on approximately 4.03-acres, located in Section 22, Westfield Township. The applicant is Kyle Spinler and the property owners are Kevin Spinler & Mary Jo Fiebiger.

RECOMMENDATIONS

1. An Ag. Covenant shall be signed and recorded prior to the issuance of the Zoning Permit.
2. A Septic Permit shall be required prior to the issuance of the Zoning Permit.

3. A Dodge County Zoning Permit shall be obtained before construction.
4. An address shall be obtained from the Dodge County Road Authority.
5. The access drive shall meet the requirements of the road authority and emergency services.

Motion Adopted [Unanimous]

IUP #26-03 Trygstad Reviewed

The Zoning Administrator discussed IUP #26-03 Trygstad.

Motion by Toquam seconded by Tjosaas to approve of the following action of the Planning and Zoning Commission as reviewed on May 6, 2026 with the reasons, recommendations and conditions as found in the individual permit.

IUP #26-03 Trygstad

The second public hearing is to consider an application for Interim Use Permit #26-03 to allow for the establishment of a dwelling on less than fifty-three (53) acres in the Agricultural District on approximately 11.03-acres, located in Section 2, Vernon Township. The applicant and property owner is Brian Trygstad.

RECOMMENDATIONS

1. An Ag. Covenant shall be signed and recorded prior to the issuance of the Zoning Permit.
2. A Septic Permit shall be required prior to the issuance of the Zoning Permit.
3. A Dodge County Zoning Permit shall be obtained before construction.
4. An address shall be obtained from the Dodge County Road Authority.
5. The access drive shall meet the requirements of the road authority and emergency services.

Motion Adopted [Unanimous]

IUP #26-04 Kasper-LRB Reviewed

Ms. Grondin presented for the Board's consideration IUP #26-04 Kasper-LRB.

Motion by Toquam seconded by Allen to approve of the following action of the Planning and Zoning Commission as reviewed on May 6, 2026 with the reasons, recommendations and conditions as found in the individual permit.

IUP #26-04 Kasper-LRB

The third public hearing is to consider an application for Interim Use Permit #26-04 to allow

for the establishment of a Limited Rural Business (LRB) for septic and plumbing installation and repair, in the Agricultural District on approximately 5.25-acres, located in Section 10, Claremont Township. The applicant and property owner is Joshua Kasper.

RECOMMENDATIONS

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

1. Operation will comply with all local, state, and federal regulation regarding the proposed use of the property. The business shall obtain all necessary licenses, registrations and/or other approvals for activities taking place at the site. The permittee shall contact the MPCA's Small Business Environmental Assistance program to determine if additional permits/approvals are required for the proposed business.
2. All waste generated on site shall be properly disposed of in accordance with the Dodge County Solid Waste Ordinance and MPCA rules.
3. It shall be the applicant's responsibility to ensure that the site and buildings comply with the Minnesota Accessibility Code, State Building Code and Fire Code.
4. Any change involving the addition of new business-related structures or employees beyond that specified in the Limited Rural Business agreement/application on file with the IUP, enlargement, intensification of the use or similar changes not specifically permitted by the IUP shall require an amended IUP to be issued.
5. The business shall comply with the conditions of this permit, meet the performance standards of Chapter 16, section 16.34 (Limited Rural Business) and the Home Occupation (HO)/Limited Rural Business (LRB) Agreement, which shall be recorded with the IUP.
6. The business shall comply with the Nuisance Standards of the Dodge County Zoning Ordinance. Nuisance complaints shall result in review of the IUP by the Planning Commission.
7. The requirements of the SSTS Program Manager shall be met.
8. All sewage treatment systems located on the property shall maintain a valid Certificate of Compliance per Dodge County Zoning Ordinance Chapter 16, section 16.34.1, item J.
9. Screening meeting Dodge County Zoning Ordinance standards shall be maintained in order to screen the outdoor storage and outdoor activities performed on site.

Motion Adopted [Unanimous]

IUP #26-04 Kasper-LRB Further Discussed

Variance Waiver Proposed

Joshua Kasper was present and informed the Board that he was seeking some type of resolution to the issue he has encountered with his property. He referenced a letter he previously submitted to the County Commissioners explaining that he purchased his property in 2020 and applied for a building permit in 2021. At that time, he was transparent about his intent to use the property for business purposes.

Mr. Kasper explained that, in preparing the building pad and gravel parking area, he used sand excavated from his own property. This excavation resulted in the creation of a small pond on the northeast side of the property. He stated that it was not until he applied for a permit to build a home on the property in 2025 that he was informed that a permit should have been obtained to use the sand from his property and that a rural business permit was required.

After completing the necessary paperwork, Mr. Kasper said he was notified that he would be fined for the creation of the pond. He paid the fines and has continued to maintain the pond responsibly. He further explained that it was during this process that he learned the Interim Use Permit (IUP) would limit him to four employees, a number he has already reached.

Mr. Kasper stated that he has three sons and had hoped to eventually hire them and transition the business to them in the future. While he does not intend to expand the size of his business, he would like the flexibility to hire additional help as needed in the coming years. He noted that the current IUP restrictions prevent him from doing so.

Mr. Kasper commented that had he been aware of these limitations in 2021, he would not have constructed his home or business in Claremont Township. He emphasized that he operates a fair and honest business, maintains positive relationships with his neighbors, applies chloride along his property line for dust control, and has never received a complaint.

Mr. Kasper requested that the Board approve his business permit without the employee limitations that would prevent his sons and future employees from joining the business. He asked that the situation be reviewed and that what he described as an oversight be addressed in a fair and reasonable manner.

Ms. Cornelius explained that Mr. Kasper applied for a building permit in 2021 and indicated the property would be used for a business, specifically noting "storage of equipment." This use would not have required an IUP. However, if the business expands beyond that scope or operates in a manner exceeding that stated use, an IUP then is required. Therefore, at the time of the building permit application, he may not yet have met the threshold requiring an IUP, or he may not have fully disclosed the full extent of the business activities intended to occur on site so staff would not have known to discuss the need for an IUP with Mr. Kasper.

Commissioner Kenworthy acknowledged receipt of Mr. Kasper's letter and recognized that he operates a rural county business. He stated that the matter is one the County Board will need to review carefully in order to determine a resolution that is fair to all parties involved.

Commissioner Kenworthy added that he would like to address the topic further at a future County Board retreat.

Commissioner Allen stated that he believes the Board can address the matter at this time. He indicated that he does not feel the number of employees Mr. Kasper is permitted to have should be limited.

Ms. Grondin informed the Board that there is a formal process that must be followed and that the request cannot be addressed in this manner.

The Zoning Administrator advised that applying for a variance would be Mr. Kasper's best option moving forward.

Commissioner Toquam stated that, in her opinion, the Board has time to address the situation properly and follow the appropriate process. She noted that with the Interim Use Permit (IUP) being approved today, Mr. Kasper is operating legally at this time. Commissioner Toquam further informed Mr. Kasper that the County is not looking to revisit the matter in a way that would create additional problems for him.

A brief discussion took place regarding the fees associated with submitting an application for a variance as a potential short-term solution that would only impact his business.

Ms. Grondin reported that the Board does have the option to waive the fee associated with applying for a variance if they so choose.

Motion by Allen seconded by Peterson to waive the variance fee for Joshua Kasper as discussed.

Commissioner Toquam asked that the process Mr. Kasper must follow to initiate the variance request be clearly defined. She further stated that the Board will review the issue of limited employee numbers for rural businesses at their upcoming retreat to determine whether any amendments to the County's ordinance were needed.

Commissioner Kenworthy informed Mr. Kasper that the matter must proceed through the proper channels and noted that county processes take time.

Commissioner Toquam informed those present that when the Board makes ordinance changes, it does so by making the best decision possible based on the information available and the circumstances at that specific time. She noted that the Board works to make thoughtful decisions using the facts and situation before them at the time the action is taken.

Commissioner Kenworthy thanked Joshua Kasper for attending the meeting and for taking the time to share his concerns with the Board.

Motion Adopted [Unanimous]

IUP #26-05 Kasper-Mining Reviewed

The Zoning Administrator discussed IUP #26-05 Kasper-Mining.

Motion by Peterson seconded by Allen to approve of the following action of the Planning and Zoning Commission as reviewed on May 6, 2026 with the reasons, recommendations and conditions as found in the individual permit.

IUP #26-05 Kasper-Mining

The fourth public hearing is to consider an application for Interim Use Permit #26-05 to lawfully permit mining activities that resulted in an open water feature (pond), in the Agricultural District on approximately 5.25-acres, located in section 10, Claremont Township. The applicant and property owner is Joshua Kasper.

RECOMMENDATIONS

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

1. Nuisance complaints shall result in review of the IUP by the Planning Commission and County Board.
2. A deep-rooted vegetation buffer shall be maintained between the pond and the adjacent cropland and parking area.
3. The south section of the pond shall be stabilized in order to prevent erosion. If erosion cannot be prevented, a deep-rooted vegetation buffer shall be installed.

Motion Adopted [Unanimous]

IUP #26-06 Weber Reviewed

Ms. Grondin presented for the Board's consideration IUP #26-06 Weber.

Craig Weber was present and reported that he understands the bond is a good policy for the county. He also stated that it is his responsibility to take care of the land and the pit. He reported that he is willing to maintain the road and would approach the county again if a larger project requiring additional truck traffic were to arise in the future. Mr. Weber informed the Board that he will be farming, which is why he recommended the \$10,000 escrow amount.

Commissioner Kenworthy stated he appreciates Craig's honesty, and noted they need to protect for the future, that's why the bond recommendation is higher.

Condition #3 was recommended as follows:

3. The applicant shall provide a cash escrow or bond in the amount of ~~\$30,000~~ \$10,000 for reclamation of ~~the site and~~ township road.

Ms. Grondin informed the Board that Environmental Services opposes the Planning Commission's recommendation to lower the bond amount and explained the importance of maintaining the bond for site reclamation. She also asked that the condition read "for reclamation of the site and roads" as the mine will also impact the county road.

Commissioner Toquam asked if they could go to a \$20,000 escrow amount for condition #3. The Planning Commission recommended the amount be set at \$10,000 and Environmental Services staff recommended that the amount be set at \$30,000. The Planning Commission also recommended that the words “on site and” be struck from condition #3 in relation to the reclamation of the site and township roads.

Ms. Cornelius discussed the volume of concrete that will be brought onto the site, the additional traffic that will be generated, and the reasoning behind the recommended bond amount. She suggested putting this item on hold until the remaining items have been discussed.

Condition #5 was recommended as follows:

5. The pit owner is required to provide the standard 500ft spread of ~~chloride~~ dust control in front of each residence along CR5 from 595th Street to CR 34 during each year of operation: ~~In times of day conditions, the affect of chloride is reduced.~~ During such times and upon notice from the County Highway Department the pit owner shall provide road wetting to limit dust.

The Zoning Administrator discussed the recommended changes to condition #5. The Planning Commission had recommended striking the word “chloride” from condition #5 as well as the sentence which says, “In times of day conditions, the effect of chloride is reduced.”

County Engineer Noah Baumgarten was present and felt there was a need for chloride to be applied to the roads instead of water. The County Engineer noted there have been issues in the past, therefore the Highway Department does not support this recommended change.

Condition #16 was recommended as follows:

16. There shall be no accumulation exceeding ~~1,500~~ 14,000 tons of recycled materials stored on site to be crushed into usable materials.

Ms. Grondin informed the Board that Environmental Services opposes the Planning Commission’s recommendation of 14,000 tons of recycled materials on condition #16.

Commissioner Allen noted getting rid of concrete is an issue, nobody wants it. Mr. Allen reported Mr. Weber can't afford to have a crusher coming in for 1,500 worth of product.

The Environmental Services Director suggested that they put a timeline for how long the concrete can be on site.

It was pointed out that the applicant will need to have a larger bond if he is allowed to have a larger amount of concrete stored on site.

The Board was in agreement that they supported the following changes to IUP #26-06:

- Recommendation #3 - Keeping the cash escrow or bond amount of \$30,000 for reclamation of the site and roads.
- Recommendation #5 - The pit owner is required to provide the standard 500 foot spread of chloride dust control in front of each residence along CR5 from 595th Street to CR 34 during each year of operation. In times of day conditions, the affect of chloride is reduced. During such times and upon notice from the County Highway Department the pit owner shall provide road wetting to limit dust.
- Recommendation #16 - There shall be no accumulation exceeding 14,000 tons of recycled materials stored on site to be crushed into usable materials.

The applicant agreed to the \$30,000 bond if he could have the requested 14,000 tons of recycled materials stored on site.

Motion by Allen seconded by Peterson to approve the following action of the Planning and Zoning Commission as reviewed on May 6, 2026 with the reasons, recommendations and conditions as found in the individual permit with changes to recommendations #3, #5 and #16 as discussed.

IUP #26-06 Weber

The fifth public hearing is to consider an application for Interim Use Permit #26-06 to allow for a nonmetallic mining operation in the Agricultural District on approximately 10-acres of the total 40-acres, located in Section 13, Claremont Township. The applicant and property owner is Craig Weber.

RECOMMENDATIONS

If the Planning Commission determines that conditions are adequate to mitigate anticipated impacts and approval is granted, the following conditions are recommended. The permittee is put on notice that the violation of any of the conditions of the IUP may result in termination of the permit. In the event the permit is terminated, the business shall be required to cease until the applicant re-applies for and obtains a new IUP.

1. Permit is issued for 25 years. The applicant may request an extension for up to three (3) years if the request is received in writing 90 days before the expiration date of May 12th, 2051. Extension of the permit is at the discretion of the County Board upon recommendation of the Planning Commission.
2. Mining operations will occur year-round (unless prohibited by road restrictions), Monday through Saturday, from 6 a.m. to 7 p.m. Processing of materials will occur March through December with the same operating days and times.
3. The applicant shall provide a cash escrow or bond in the amount of \$30,000-for reclamation of the site and roads.
4. No trucks leaving the pit shall exceed spring load restrictions.
5. The pit owner is required to provide the standard 500ft spread of chloride dust control

- in front of each residence along CR 5 from 595th Street to CR 34 during each year of operation. In times of dry conditions, the effect of chloride is reduced. During such times and upon notice from the County Highway Department the pit owner shall provide road wetting to limit dust.
6. Proof of compliance with MPCA's Stormwater Permitting requirements and a copy of the SWPPP shall be provided to the Environmental Services Department to include with the IUP prior to any land disturbing activities. (Coverage under MNG000049)
 7. Proof of compliance with MPCA's Air Quality Permit, should one be needed, shall be provided to the Environmental Services Department to include with the IUP prior to any land disturbing activities.
 8. Proof of compliance with DNR Water Appropriations permit requirements for all water use during material processing shall be provided to Environmental Service Department to include with the IUP prior to water use activities.
 9. Mining of materials shall occur no closer than 200 feet to the OHW of the DNR protected watercourse.
 10. The boundary of the Floodway must be staked out on the ground. There can be no work done within the floodway and this includes, excavation, berm construction or storage of anything.
 11. Proof that all work within the flood fringe does not cause an increase in flood damages, as well as any increase in flood elevations as certified by a registered professional engineer with a HEC-RAS model/no rise shall be provided to the Environmental Services Department and verified by Minnesota Department of Natural Resources Floodplain Hydrologist/Engineer.
 12. All fill, dredge spoil, stockpiles, berms and other similar materials deposited or stored in the flood fringe must be protected from erosion by vegetation cover, mulching, riprap or other acceptable method.
 13. The site shall comply with the Minnesota Wetland Conservation Act. The permittee shall delineate the wetland boundary on site and mining of materials shall occur no closer than 200 feet from wetlands. Stockpiles near wetlands should include active erosion control, such as silt fence, between the stockpile and wetland. If any tile line or dewatering is proposed, the site will need to be reviewed for wetland drainage issues as well.
 14. Nuisance complaints shall result in review of the IUP by the Planning Commission and County Board.
 15. The property lines shall be surveyed and staked prior to any land disturbing activities. A survey showing the location of mined activities on site shall be provided to the

Environmental Service Department every 5 years to ensure that mining activities meet all required setbacks.

16. There shall be no accumulation exceeding 14,000 tons of recycled materials stored on site to be crushed into usable materials.

Motion Adopted [Unanimous]

Tobey Hicks, Information Technology Director

MNCRT Membership Approval

Mr. Hicks informed the Board that a new Cyber Response Team is currently under development, sponsored by The Affiliation of Minnesota Counties (AMC) and The Minnesota County Information Technology Leaders Association (MNCITLA). This team is composed of members from across the State of Minnesota and is designed to support counties in responding to cyber events. The agreements under consideration include a partnership with AMC and Dodge County to receive services and participate in the voluntary response team efforts to assist other counties. These response teams work together by providing support to Counties by Teams meetings.

It was the IT Director's recommendation that Dodge County proceed with approving the joining of AMC/MNCITLA's Cyber Response Team, as well as committing to participate in the voluntary assistance program to support other counties in the event of a cyber incident. If the Board supports this recommendation they will need to authorize the Board Chair to sign the proposed agreement.

Motion by Tjosaas seconded by Toquam to approve and authorize the IT Director to proceed with joining AMC/MNCITLA's Cyber Response Team and authorize the Chair to sign the Minnesota Cyber Response Team Provider Agreement as recommended. Also include in the motion was authorization for IT staff to commit to participating in the voluntary assistance program to support other counties in the event of a cyber incident.

Motion Adopted [Unanimous]

Scott Rose, Sheriff

Authorization Request - Out of County Squad Use

Mr. Rose informed the Board that the Sheriff's Office currently has an established take-home squad policy in place. They are requesting authorization from the Dodge County Board of Commissioners to allow designated personnel, Myles Wolters, to take an assigned squad vehicle outside of the county limits in accordance with the existing policy.

This request is intended to support operational efficiency, improve response readiness, and assist with recruitment and retention efforts, while maintaining all current policy guidelines and accountability measures.

Mr. Rose provided the Board with a handout outlining policies from surrounding counties regarding take-home squads. He noted that several agencies allow deputies who reside within 10 miles of the county line to take their assigned vehicles home.

Sheriff Scott Rose stated that the current geographic restrictions for newly hired deputies create operational inconsistencies that are difficult to justify and may negatively impact recruitment efforts. He emphasized that assigned squads remain one of the most valued employment benefits in law enforcement and continue to serve as an important recruitment and retention tool.

The Sheriff's Office is proposing that newly hired deputies who reside within 10 miles of the Dodge County border, or within the City of Rochester, be authorized to take their assigned squad vehicles home, provided adequate off-street parking is available.

Mr. Rose further noted that surrounding agencies are experiencing similar staffing shortages and will continue actively recruiting experienced deputies, including current Dodge County personnel.

Commissioner Allen reported that the County's resolution states that no squads may be taken outside of the county.

Mr. Elmquist clarified that the 2019 resolution provides that no county employee shall take a county vehicle outside of the county as a take-home vehicle unless the use has been pre-approved by the County.

Commissioner Toquam stated that now is an appropriate time to consider an adjustment to the policy if the Board intends to pursue an amendment.

Commissioner Tjosaas commented that aligning with surrounding counties would be beneficial and expressed appreciation that the Sheriff brought the issue forward at this time.

Commissioner Toquam reported that she supports the Sheriff's request, including allowing a county squad to be taken home if the employee resides within the city limits of Rochester. She felt that allowing deputies who reside within 10 miles of the county border provides flexibility and keeps Dodge County competitive with neighboring counties.

Commissioner Peterson commented that he values deputies living within Dodge County and expressed concern about county squads being parked in Rochester.

Sheriff Rose reiterated that the goal is to encourage deputies to reside in Dodge County; however, it may be difficult for new hires-particularly those right out of school or with families-to commit to purchasing a home during their probationary period. He noted there are no guarantees of completing probation during the first year of employment.

Commissioner Peterson stated he would prefer handling such requests on an individual basis and emphasized encouraging deputies to reside within Dodge County.

Mr. Rose informed the Board that recruitment efforts would be strengthened by allowing take-home squads for individuals residing within 10 miles of the county border and within the City of Rochester.

Commissioner Allen stated he agrees that deputies should reside within 10 miles of the county border but also expressed concern about Dodge County squads being located in Rochester. He added that new housing developments are being constructed within the county and believes housing opportunities will be available for deputies seeking to work in the area.

Commissioner Tjosaas acknowledged concerns about Dodge County vehicles being parked in Rochester but noted that if an applicant's spouse is employed at Mayo Clinic, housing affordability may present challenges. While property taxes may be lower than in Olmsted County, he stated that purchasing a home in Dodge County remains costly. He agreed that committing to purchasing or renting a home in Dodge County during the first year of probation may be difficult.

Commissioner Kenworthy suggested that the Board consider reviewing the policy every five years to ensure it remains aligned with recruitment needs and operational goals.

Motion by Tjosaas seconded by Toquam to approve and authorize Deputy Myles Wolters to take an assigned squad vehicle outside of the county limits as requested, and to amend the County's take-home squad policy to allow deputies who reside within 10 miles of the Dodge County border, or within the City of Rochester, to take their assigned squad vehicles home.

It was further agreed that the take-home policy should be reviewed every three (3) years to ensure it remains consistent with the operational needs of the department.

Motion Adopted [4 to 1]

Paul Kiltinen, County Attorney

Legal Update

Mr. Kiltinen provided the Board with a legal update.

Motion No Vote

Public Health Committee Report - Commissioner Rhonda Toquam

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

Public Health Update

- 1) Upcoming CHB meeting - We will need to identify splits for grants that have remaining funds.
- 2) A financial workgroup was created as a result of the Community Health Assessment as a Community Health Improvement Plan action item. This group has had 3 meetings and consists of individuals from the financial sector. They have been able to think creatively about potential solutions to help individuals who are experiencing financial difficulties. More information will be shared following this week's meeting.
- 3) TZD activities will be at the peak this month as seatbelt challenges are occurring amongst the three public high schools.
- 4) Staffing update.

Motion No Vote

Administration Committee Report - Commissioner David Kenworthy

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

2026/2027 Snowmobile Club Sponsorship

The State Department of Natural Resources requests resolutions confirming Dodge County's sponsorship of both the Dodge County SnoSeekers Snowmobile Club and the Dodge County Snowdrifters Club for the 2026/2027 season accompany each club's grant application. The Finance Director is requesting approval of the proposed resolution confirming that the county functions as a sponsor for both clubs listed below with the addition of granting the Finance Director the ability to sign the grant agreements and related reports.

The County does not provide any funds for trail maintenance but acts as a flow through agent for the state reimbursement.

Commissioner Allen offered the following resolution (#2026-16), seconded by Commissioner Peterson:

WHEREAS, Dodge County has two snowmobile clubs that maintain the county snowmobile trails; and

WHEREAS, these snowmobile clubs need the county to act as sponsor to receive their reimbursements from the State Department of Natural Resources; and

WHEREAS, the Finance Director needs County Board approval to sign the grant agreements and expense reports.

THEREFORE, BE IT RESOLVED, that the County Board approves the county sponsorship of the K-M Snowdrifters Snowmobile Club and Dodge County SnoSeekers Snowmobile Club and gives approval to the County Finance Director to sign the related reports.

Resolution Adopted [Unanimous]

Agency Reports

Commissioners provided their agency reports. Commissioner Allen attended a meeting with Duke Harbaugh at the fairgrounds. Commissioner Kenworthy attended a SEEMS Joint Powers Board Executive meeting and a meeting with Sheriff Rose. Commissioner Peterson attended a State Advisory Council on Mental Health meeting, a Performance Measurement Workgroup for Health meeting and an AMC Performance Council meeting. Commissioner Tjosaas attended a meeting with the Sheriff and Mr. Sinner and a Semcac meeting. Commissioner Toquam attended a SCHA Compliance meeting, a One Watershed One Plan meeting, a SCHA meeting and a County Board meeting.

Motion No Vote

There were no Other Deferred Business items to discuss.

Motion No Vote

Adjourn**Meeting Adjourned**

Motion by Peterson seconded by Toquam to adjourn the meeting at 11:29 a.m.

The next meeting of the Dodge County Board of Commissioners will be held on May 26, 2026 at 5:00 p.m.

Motion No Vote



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
Jerrod Kappers

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

No changes

4. Consent Agenda

- A. Accounts Payable (warrant list) for 4.13.26
- B. County Commissioners meeting minutes 2.24.26
- C. County Commissioners Meeting Minutes 3.10.24
- D. EDA Minutes 3.16.26
- E. April 2026 Sheriff's Report
- F. Fire Department April 2026 Meeting Minutes
- G. Chamber 2.4.26 Meeting Minutes
- H. Jacobsen Annual Prosecution Report for 2025

Councilmember Potter moved and Councilmember Kappers seconded to approve the consent agenda as presented.

Motion carried: 5 ayes / 0 nays

5. Proclamations, Presentations and Recognitions

A. Leila Gallloway was recognized for receiving a gold medal at the USA Powerlifting High School National Championships Competition on March 27, 2026.

B. Arbor Day is April 24th and there will be a planting of a Red Sunset Maple Tree at the Dog Park at 1:00pm.

6. Public Concerns

A. Travis Seeger, 421 Clay Street, would like to re-zone the old relay station lot at the corner of Clay Street and 5th Street West if purchased. He would like to put in a two story four-plex.

Public Works Lead Joe Adams said the water main underneath it would probably have to be replaced. It isn't clear if that would fall on the owner or the purchaser.

B. Johannes Marsland brought in some silent pickleballs to be used at the pickleball court.

7. Public Safety Update – No Items

8. Public Hearings – No Items

9. New Business

A. Resolution 2026-11, A Resolution Approving Fund Transfers For The Year 2025.

The fund transfers from year 2025 were discussed. Council chose to eliminate the general transfer for the EDA of \$1,200 and hold off on the transfers for the Fire Department until City Clerk Lohrbach can look into possibly reducing the amount.

Councilmember Nash moved and Councilmember Potter seconded to approve the transfers of \$12,500 to the Fire Truck Bond Fund, \$6,250 for the Riverside Park Basketball/Hockey Rink Project, and \$1,856.91 for EDA Revolving Loan Fund difference.

Motion carried: 5 ayes / 0 nays

City Clerk will bring the new resolution to the next meeting.

- B. Koreen Seim, with the Mantorville Saloon, would like to hold a hoedown block party on Saturday July 11, 2026. There will be a band, bean back toss, and other activities, possible using the old relay lot at the corner of 5th Street West and Clay Street.

The streets will be closed from Hwy 57 and then West on 5th Street to the alley, ½ a block from 5th Street West and the South to the end of the old relay lot, and from 5th Street West to about ½ block North.

Councilmember Nash moved and Councilmember Potter seconded to approve the plan for a hoedown at the Mantorville Saloon on July 11, 2026

Motion carried: 5 ayes / 0 nays

- C. Council approved the hiring of Luellen Lewis as a seasonal park employee for the City, pending screening for chemicals.

Councilmember Potter moved and Councilmember Boyum seconded.

Motion carried: 5 ayes / 0 nays

- D. Advertising signage for the pickleball court was discussed. Council said it would be nice to have all the signs have a similar color scheme. Council advised City Clerk Lohrbach and Deputy Clerk Siewert will look into creating a sign policy for advertising.

- E. Pickle Ball sound barriers will be discussed at next meeting.

- F. Personnel Policy requires more discussion.

10. Adjourn

Meeting was adjourned at 8:02pm due to the weather.

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

Motion carried: 5 ayes / 0 nays

Draft

LOCAL BOARD OF APPEAL AND EQUALIZATION MEETING

1. Call to Order

Mayor Ingalls called the meeting to order at 6:00 p.m.

Present: Mayor Jeff Ingalls

Councilmembers:
Lynnette Nash – Deputy Mayor
Jim Potter
Kim Boyum
Jerrod Kappers

Others Present: City Clerk-Treasurer Gretchen Lohrbach
Public Works Lead Joe Adams
Public Works Wade Schroeder
Matt Naatz, & Eric Hannigan - Dodge County Assessor's Office

2. Local Board of Appeal and Equalization

General rules of the Local Board of Appeal and Equalization meeting:

- All appeals will be heard by City Council before making a ruling.
- Everyone should remain civil and open minded.
- The burden of proof is on the taxpayer, so they must be prepared to present an appeal.
- The Assessor's Office must be in attendance and make record of adjustment and provide clarification to the Local Board.
- The purpose of the meeting is to discuss value and/or classification (no tax appeals).
- The scheduled meeting is for the valuation listed on the 2026 valuation notice payable 2027.
- **Taxpayers who refuse a property inspection/review are not allowed to appeal.**
- If Council chooses not to make a change, the taxpayer is allowed to present their appeal to the County Board.

Assessment Valuation and Classification Definitions

CLASSIFICATION:

Minnesota property is classified according to its use on January 2 of each year. If the property has no apparent use, it is classified according to its most probable, highest and best use. It is the job of the County Assessor to classify property consistent with the Minnesota Statutes. The most common classifications are residential, apartments, commercial/industrial, and agricultural properties. If a property has two or more specialized uses or multiple owners, it will most likely be “split-classed” with the appropriate classification assigned for each portion.

QUINTILE:

The Assessor and/or one of his staff is required to view each property at least once every five years in what is known as a “quintile inspection.” The appraiser compares the gathered information from the inspection to comparable information from similar properties in the area to determine the EMV of the property. For those years in which an Assessor does not physically visit or inspect a property, that property is still subject to valuation changes to reflect current market conditions as of January 2 of that year.

SALES RATIO:

The Department of Revenue “DOR” requires a level of assessment between 90 and 105%. If the sales ratio study indicates that the median ratio of the *estimated market values* to the selling prices is below 90% or above 105%, the Commissioner of Revenue, acting as the State Board of Equalization, will increase or decrease values to bring about equalization. Because all State Board orders cannot be appealed at any level and must be implemented by the county, it is imperative that these changes be carried out by the Assessor to protect individual rights of appeal. The equalization process is designed to not only equalize values on a county, city, and township-wide basis, but to also equalize values across county lines to ensure a fair valuation process across taxing districts, county lines, and by property type.

Erik Hannigan and Matt Naatz from the Dodge County Assessors Office gave an introduction and provided the Local Board of Appeal and Equalization report.

The 2025 median adjusted ratio was 89.38% for all good residential sales (217), Commercial/Industrial sales was not calculated due to no meeting the requirement of 6 sales (3), and 96.12% for all good agricultural sales (19) greater than 34.5 acres. The 2026 revalued ratio for all good residential sales (217) was 95.39% and 93.7% for all good agricultural sales (19) greater than 34.5 acres.

3. Adjourn

Mayor Jeff Ingalls closed the Local Board of Appeal and Equalization at 6:30pm.

REGULAR CITY COUNCIL MEETING

4. Call to Order

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

Present: Mayor Jeff Ingalls

Councilmembers:

Jim Potter

Lynnette Nash

Jerrod Kappers

Kim Boyum

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

5. Pledge of Allegiance

Everyone stood and recited the Pledge of Allegiance.

6. Changes to the Agenda

No Changes

7. New Business (addition of Item H)

G. Mayor Ingalls said he would like Music in Mantorville to make a list of the vendors that have committed to be there and bring it to the next meeting. The City could consider waivers for some vendors. The City will not charge for Marigold Days.

H. Council decided to transfer the full amount of \$39,826.62 toward the purchase of the new grass rig.

Councilmember Potter moved and Councilmember Nash seconded to approve Resolution 2026-11 Approving Fund Transfers For The Year 2025.

Motion Carried: 5 ayes / 0 nays

8. Old Business

- A. The state of the Mantorville Brewing building at 101 5th Street East was discussed. A Court ordered search warrant was carried out on the building and several things were falling apart or in disrepair. Council would like City Clerk Lohrbach to look into the owner's old water bills to check how and when they were paid.

Councilmember Kappers moved and Councilmember Nash seconded to condemn the building at 101 5th Street East.

Motion carried: 5 ayes / 0 nays

Council instructed City Clerk Lohrbach to check on our next steps with the City Attorney.

Council also instructed Lohrbach send another notice to 401 Walnut Street regarding weeds and repairs to the porch.

9. Tabled Items

- A. Street light on HWY 57 across from Casey's.

10. Reports

A. Public Works Report

1. Public Works Lead Joe Adams received three bids for removal of a large maple tree on Walnut Street for tree removal from Boyum Tree Service, Hathaway Tree Service, and Carr's Tree Service. Boyum came in the lowest at \$600. He would like to use Boyum.

Councilmember Nash moved and Councilmember Potter seconded to approve Boyum at \$600.00 for tree removal.

Motion carried: 5 ayes / 0 nays

2. Adams also has some other trees that are hazardous and need to come down. The cost would be: two pines on Clay Street (\$200), a big maple and stump on West Street (\$2,200), and two dead hickory trees on Mantor Drive (\$800). The total cost is \$3,200 for all.

Councilmember Potter moved and Councilmember Boyum seconded to approve Boyum Tree Service to remove these trees for \$3,200.

Motion carried: 5 ayes / 0 nays

3. The potholes across the City Hall on 5th Street are terrible. Adams received two bids from Durst Outdoor Services (\$5,765.53) and SL Contracting (\$5,250).

Council said the Joint Ventures money (\$5,000) that didn't need to be paid this year could go to this repair.

Councilmember Kappers moved and Councilmember Potter seconded to repair the 5th Street pothole section with SL Contracting.

Motion carried: 5 ayes / 0 nays

4. Approximately \$85,000 had been budgeted for chip and crack sealing. SL Contracting was the only quote (\$20,000) received. Adams would like \$20,000 to go toward the crack sealing and \$65,000 for chip sealing.

Councilmember Boyum moved and Councilmember Potter seconded to approve the crack & chip sealing from SL Contracting.

Motion carried: 5 ayes / 0 nays

5. The Infrastructure Committee needs to meet soon regarding the patching of the alley by the old Relay Station lot. It will be approximately \$1,750. The remaining \$1,200 from the cancelled EDA transfer could be used to pay for this.

Councilmember Nash moved and Councilmember Potter seconded to approve the patching of the alley for \$1,750 and the transfer of funds from EDA 2025 to street projects.

Motion carried: 5 ayes / 0 nays

B. City Clerk's Report

1. Auditors were in house on April 17th and 18th and it went well.
2. The updated Committee assignments were approved.

2026 City Council Committee Assignments

Member	Chamber	Deputy Mayor	Council of Gov'ts	*EDA	Finance & Budget	*Fire Department	Infrastructure, Wastewater, Storm Water, Public Utilities	*Historical Preservation	Joint Powers	Decorations	*Park Board	Personnel	Planning & Zoning	Township	Number of Assignments		
Jim Potter					X					X			X	X	R	4	
Lynette Nash	X	B	X					X			X	X		X	R	6	
Kim Boyum	X				X						X	X	X		R	6	
Jerrod Kappers					B	X	X	X						X	X	R	5
Jeff Ingalls		X				X		X	X					X	X	R	6

X Primary Member
 B Backup for Primary
 R Rotating

ASSIGNMENT	DETAILS
DEPUTY MAYOR	Fills in for Mayor, as needed
CHAMBER OF COMMERCE	First Wednesday, 8 AM
(ECONOMIC DEVELOPMENT AUTHORITY)	Has varied - second Monday 6:30, next meeting is Tuesday April 21
FIRE DEPT GENERAL MEETING	Meets the first Wednesday of the Month in Fire Hall - 7 PM Training night is third Wednesday - 7 PM
M PARK & REC JOINT POWERS BOARD	Meets quarterly - 7:30 AM
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
	Wasioja Township meets the second Monday of each month - 1:00 pm (Dec-Mar); 7:00 pm (Apr-Nov), Wasioja Town Hall
COUNCIL OF GOVERNMENTS	Meets once every quarter - 7:00 am, County Seat Coffeehouse, or as scheduled
ALL OTHERS	Meets quarterly, no backup (K-M appointed by Superintendent)

C. Consultant Report

- Mayor Ingalls said infrastructure should discuss the orderly annexation.
- The Mayor thinks our taxes are getting high relative to other cities.

D. Committee Reports

- 1) Chamber – Working on setting up for Spring Fling
- 2) Economic Development Authority
- 3) Finance/Budget
- 4) Fire Department – The department is looking into having a separate EMS or firefighter program
- 5) Infrastructure – talked about the crack and chip sealing and the street repair plan.
- 6) Kasson Mantorville Joint Powers – met and decided to drop the \$5,000 from the City this year, they have bought a ball field grader, and will meet again in August.
- 7) Historical Committee
- 8) Park and Recreation Board – The park walk through is next Tuesday at 6:00pm, Anthony Meyer is the new park board member, and the tree planting for Arbor Day is at 1:00pm by the Dog Park.
- 9) Personnel
- 10) Relief – Fire Relief is working on an agreement with the MRA for charitable gambling and raffle tickets are being sold now.
- 11) Township
- 12) Decorations

E. Councilmember Reports

- Councilmember Boyum wants to publicly thank Jared Golombeski for clearing the snow away from the hydrants after the big snowstorm.
- Councilmember Potter will discuss the pickleball signage at the next Park Board meeting.
- Councilmember Kappers wants to thank the City for the new stop signs near his home. He also knows some girl scouts and boy scouts that are looking for small projects. He will get contact numbers for the Park Board.

F. Mayor's Report

Mayor Ingalls shared that he is proud to be a part of this community.

11. Executive Session – *No Items*

12. Adjourn

Motion was made by Councilmember Nash and Councilmember Boyum seconded to adjourn the meeting at 9:01pm.

Motion carried: 5 ayes / 0 nays

Proclamation

Whereas, Leila Galloway has captured a gold medal and become a World Champion at the High School and College World Championships Competition

on May 30, 2026,

Whereas, she has shown determination, dedication, perseverance, and passion,

Whereas, she has proved herself to be an outstanding community ambassador,

NOW, THEREFORE, I, Jeff Ingalls, by virtue of the authority vested in me as Mayor of the City of Mantorville, do hereby proclaim
Leila Galloway an:

“World Champion and Outstanding Comet Athlete”

IN WITNESS WHEREOF, I have hereunto set my hand this eighth day of May in the year of our Lord two thousand twenty six, and
of the State of Minnesota the one fifty ninth.

Dated this 8th day of June, 2026

Mayor Jeff Ingalls



Trail to the Past. Road to the Future.



DODGE COUNTY ENVIRONMENTAL SERVICES

Septic Permit Application Sheet

Address: 721 Main St N, Dept. 123, Mantorville, MN 55955 - Phone: 507-635-6272 - Email: septic@dodgecountymn.gov

CONTACT INFORMATION

Property Owner: Karissa Geisthardt Date: 5/5/2026
 Site Address: 405 5th St. E City: Mantorville, MN Phone: _____
 Mailing Address: 405 5th St. E City/State: Mantorville, MN Parcel ID#: 25.155.0090
 Township: Mantorville (City) Subdivision: Bergmann Hills Block 9 Lot 1

OWNER PROVIDED INFORMATION

Septic Tank Only using existing drainfield

Building Type: Dwelling Multi-family (multiple units or houses) Accessory Structure (garage, Shed)
The Building Is: Proposed Existing; Type(s) of Use: Residential Commercial Other _____
Residential: Number of Bedrooms 4 Number of Unused or Potential Bedrooms _____
 Basement Finished Yes No Home Extended Business (specify) _____

Commercial/Other Establishment: (Fill out & submit Other Establishment sheet) Use of Structure _____
 # of Employees _____, Open to Public Yes No, Max # of Clients/Public per day _____

Water Using Devices (Check all that apply)

<input type="checkbox"/> Garbage Disposal	<input checked="" type="checkbox"/> Dishwasher	<input type="checkbox"/> Large Tub/Jacuzzi	<input checked="" type="checkbox"/> Water Softener
<input checked="" type="checkbox"/> Clothes Washer	<input type="checkbox"/> Daycare	<input type="checkbox"/> Sewage Ejector/Grinder	<input checked="" type="checkbox"/> Bathroom Or Hand Wash Sink Only

Property Lines: Determined & Approved by Property Owner Approximate Property Lines Surveyed & Staked

Property Owner Signature

By submitting this application, the entire contents including but not limited to design, inspection reports etc., all of which are considered to be public data, I certify and agree that I am the owner or the authorized agent of the owner of the above property, and that all uses will conform to the provisions of Dodge County. I further certify and agree that I will comply with all conditions imposed in connection with the approval of the application. **Intentional or unintentional falsification of this application or any attachments thereto will make the application, any approval of the application and any resulting permit invalid.** I authorize Dodge County staff to inspect the property to review the application and for compliance inspections. Furthermore, by submitting this application, I release Dodge County and its employees from any and all liability and claims for damages to person or property in any manner or form that may arise from the approval of the application or any related plans, the issuance of any resulting permit or the subsequent location, construction, alteration, repair, extension, operation or maintenance of the subject matter of the application.

* Karissa Geisthardt * Signed by: Karissa Geisthardt 10253021043146P 5/5/2026
Property Owners Printed Name Property Owners Signature Date

INSTALLER

Name: Hofschulte Backhoe & Septic License: 836
 Email: hofschulteoffice@gmail.com Phone: 507-876-2700

Installer Signature

I hereby certify with my signature as the installer, that the materials; including sand, rock, and soil, design of equipment, construction and workmanship will meet state and county code requirements to the best of my knowledge. I agree to indemnify and save Dodge County harmless from all losses, damages, costs and charges that may be incurred by the County because of my failure to conform to and comply with the provision of the Dodge County Septic and Wastewater Treatment Ordinance.

Signature: [Signature] Date: 5/5/2026

If the property is located within the city of Mantorville; City needs to sign off on permit prior to submittal

City Of Mantorville Use Only City of Mantorville Permit Approval: Yes No

City of Mantorville Signature _____ Date: _____

Date of Evaluation: 4/15/2026

SEPTIC SYSTEM SITE PLAN DRAWING

REQUIRED INFORMATION:

- Designated and alternate drainfield areas
- Soil borings and perc test locations
- Buried water pipes within 50' of proposed ISTS
- Lakes, Rivers, Streams, Wetlands
- Location of water wells, buried pipes,

- All required setbacks as listed below
- Percent and direction of slope
- Location of all buildings
- Lot dimensions & property lines identified
- Location of all easements

Type of vegetation at site _____

Evidence of disturbed or compacted soil Yes No

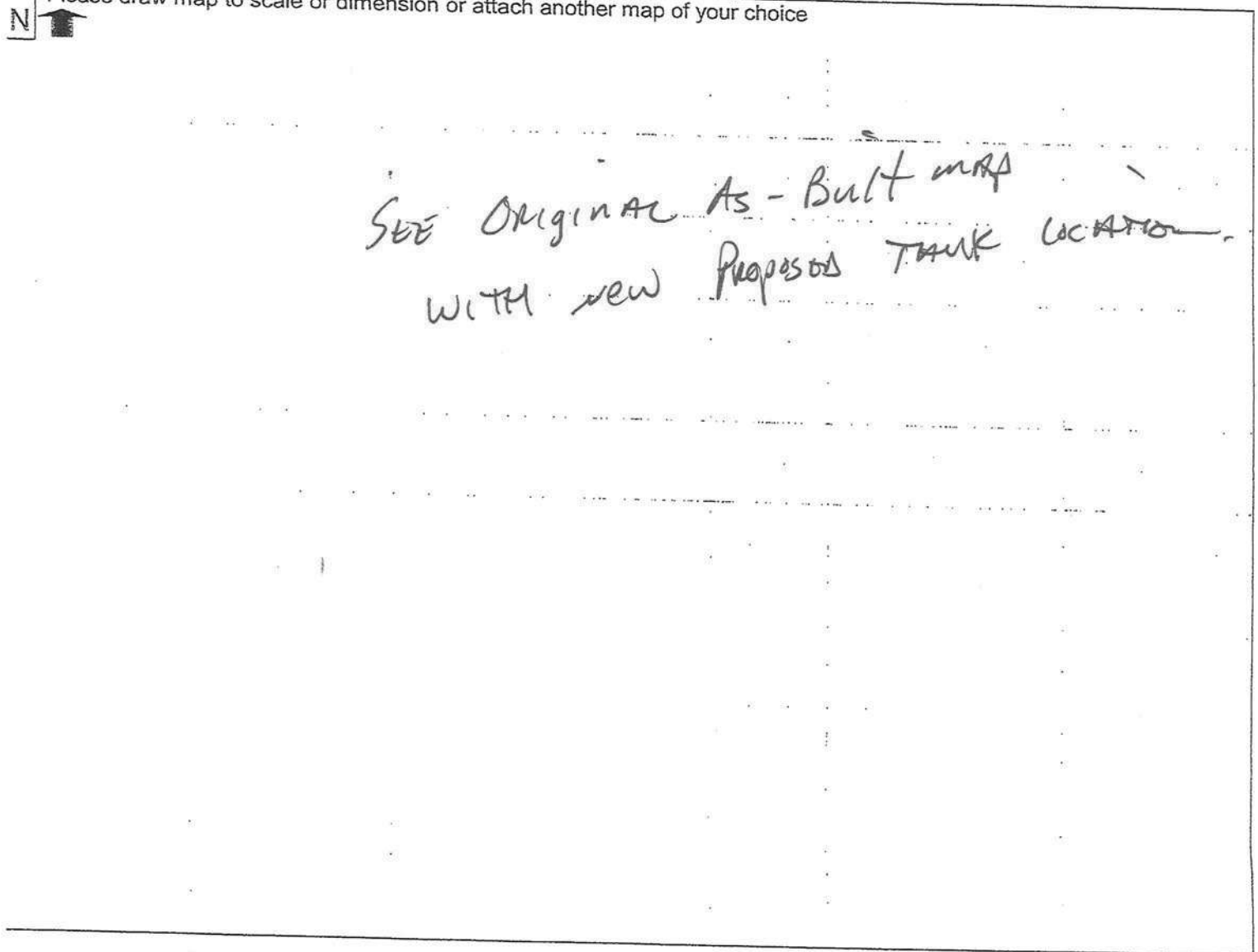
Setbacks (minimum distance identified in parentheses) Tank Replacement **this must be filled out by designer**

- OK Building to tank (10 ft)
- OK Building to drainfield (20 ft)
- SHARED Type of Well (cased sandpoint dug)
- > 100' Drainfield Absorption area to Well (50/100')
- > 50' Well to tank (septic/holding/pump) 50 ft

- OK Water line (10 ft)
- OK Property boundary (10 ft)
- N/A Road right-of-way(s) 10 ft
- N/A River, stream, or wetland (75 ft)
- N/A Well to buried sewer line (50 ft/20-50 ft air tested)

Show access route for tank maintenance on diagram

Please draw map to scale or dimension or attach another map of your choice



Subsurface Sewage Treatment System Management Plan

Property Owner: Karissa Geisthardt Phone: _____ Date: 5/5/2026
 Mailing Address: 405 5th St. E City: Mantorville, MN Zip: 55955
 Site Address: 405 5th St. E City: Mantorville, MN Zip: 55955

This management plan will identify the operation and maintenance activities necessary to ensure long-term performance of your septic system. Some of these activities must be performed by you, the homeowner. Other tasks must be performed by a licensed septic service provider.

System Designer: check every 24-36 months.
 Local Government: check every 36 months.
 State Requirement: check every 36 months.

My System needs to be checked every 24-36 months.

Property Owner Management Tasks

- Leaks* – Check (look, listen) for leaks in toilets and dripping faucets. Repair leaks promptly.
- Surfacing sewage* – Regularly check for wet or spongy soil around your soil treatment area.
- Effluent filter* – *Inspect and clean twice a year or more.*
- Alarms* – Alarm signals when there is a problem. Contact a service provider any time an alarm signals.

Professional Management Tasks

- Check to make sure tank is not leaking
- Check and clean the in-tank effluent filter
- Check the sludge/scum layer levels in all septic tanks
- Recommend if tank should be pumped
- Check inlet and outlet baffles
- Check the drainfield effluent levels in the rock layer
- Check the pump and alarm system functions
- Check wiring for corrosion and function
- Check dissolved oxygen and effluent temperature in tank
- Provide homeowner with list of results and any action to be taken
- Flush and clean laterals if cleanouts exist

"I understand it is my responsibility to properly operate and maintain the sewage treatment system on this property, utilizing the Management Plan. If requirements in the Management Plan are not met, I will promptly notify the permitting authority and take necessary corrective actions. If I have a new system, I agree to adequately protect the reserve area for future use as a soil treatment system."

*Property Owner Signature: Signed by:
Karissa Geisthardt *Date: 5/5/2026

See Reverse Side for Management Log

Maintenance Log

Activity	Date Accomplished
<i>Check frequently:</i>	
Leaks: check for plumbing leaks	
Soil treatment area check for surfacing	
Lint filter: check, clean if needed	
Effluent screen: if owner-maintained	
Water usage rate (monitor frequency _____)	
<i>Check annually:</i>	
Caps: inspect, replace if needed	
Sludge & Scum/Pump	
Inlet & Outlet baffles	
Drainfield effluent leaks	
Pump, alarm, wiring	
Flush & clean laterals if cleanouts exists	
Other: _____	
Other: _____	

Notes: _____

Mitigation/corrective action plan: _____

Tom Wright - 4055th St. E Mantoville

FOR COUNTY USE ONLY

DODGE COUNTY SEPTIC SYSTEM DIVISION
INSPECTION FORM FOR ON-SITE SEPTIC SYSTEM

For Lot 9 Bergmann Hill Subdiv

Date of Inspection: 11/5/95 Time: 12:00 Weather Conditions: City of Mantoville

SETBACKS:
Buildings to tank(s) OK
Tank to Drainfield (First drop box) OK
Well(s) -

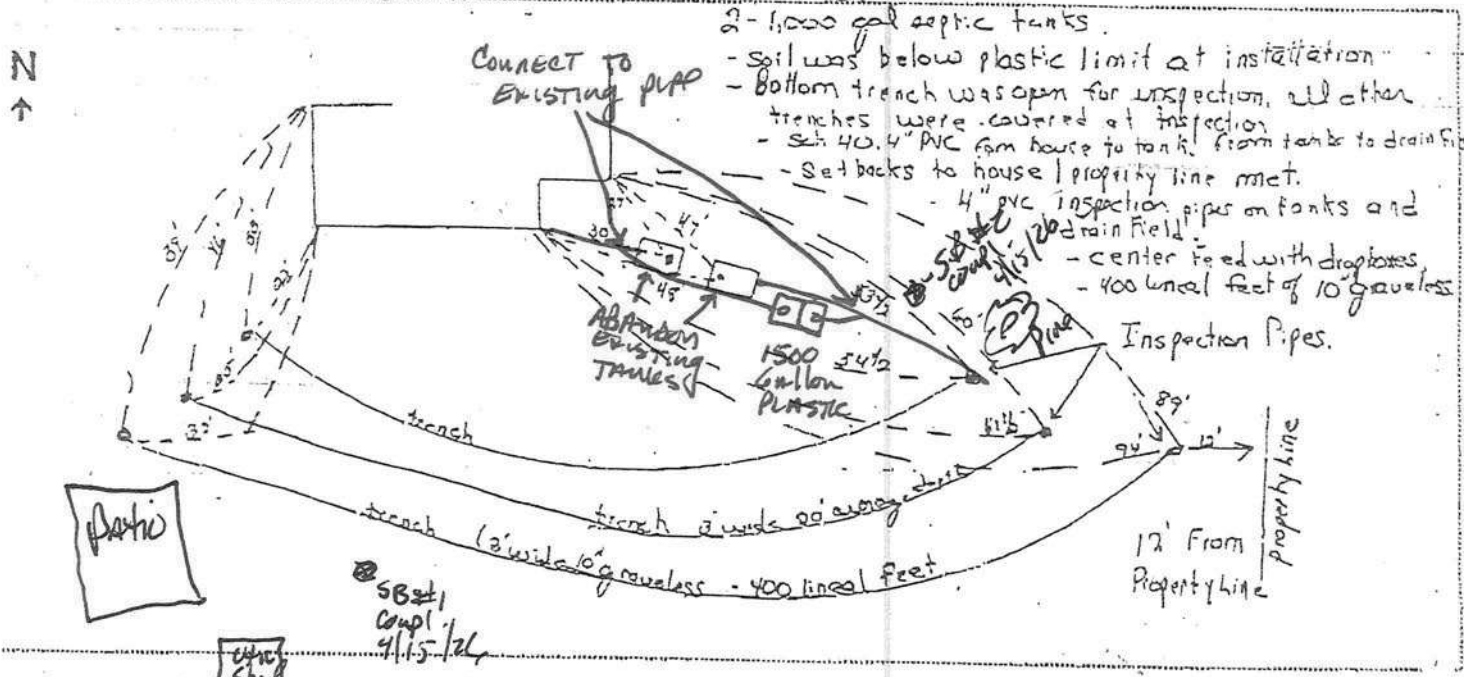
SEPTIC/HOLDING TANKS:
Liquid Capacity
Number of Tanks 2-1000 gal
Inspection pipes / Maintenance hole access OK

DRAINFIELD:
Trench depth 20-24"
Trench length ok - later
Trench bottom level ok
Type of distribution gravity
Drainfield rock below pipe
Size of Gravelless pipe 10"
Drop boxes constructed properly covered

MOUND:
Percent slope
Upslope dike width
Downslope dike width
Drainfield rock below pipe
Depth of sand below rock
Perforation size and spacing
Dimensions of rock bed
Dimensions of sand base
Final cover

PUMP:
Tank capacity
Pump size
Size of discharge line
Type of alarm
Maintenance hole access

DRAWING OF SYSTEM: - Shared Well OFF site.



STATUS OF SYSTEM:

Based on the inspection conducted above and information provided with the permit application the system status is _____, therefore, this document is a _____

(Choose: In Compliance OR Failing) (Choose: Certificate of Compliance OR Notice of Noncompliance)

I hereby certify with my signature as a qualified employee that based on the certifications of the site evaluator, designer, and installer, that my observations recorded on this form are accurate as of the date at the top of this form for the site stated above. No determination or guarantee of future hydraulic performance is or can be made due to unknown conditions during system construction, future water usage over the life of the system, abuse of the system, and/or inadequate maintenance all of which will adversely affect the life of the system.

Inspector's Signature: Retnah Lander Date: 11/9/95 License Number: 1773
Owner given system information: Yes No

Compliance inspection report form

Existing Subsurface Sewage Treatment System (SSTS)

Doc Type: Compliance and Enforcement

Instructions: Inspector must submit completed form to Local Governmental Unit (LGU) and system owner within 15 days of final determination of compliance or noncompliance. Instructions for filling out this form are located on the Minnesota Pollution Control Agency (MPCA) website at <https://www.pca.state.mn.us/sites/default/files/wq-wwists4-31a.pdf>.

Property information

Local tracking number: _____

Parcel ID# or Sec/Twp/Range: 251550090 Reason for Inspection _____ Property Transfer _____
 Local regulatory authority info: Dodge County
 Property address: 405 5th ST E, Mantorville
 Owner/representative: Tom Pingle KARISSA GELSHART. Owner's phone: _____
 Brief system description: 2-1000 Gallon Septic Tanks, Approx 1200 sq. Ft. SBE Packless Filter Trench Treatment

System status

System status on date (mm/dd/yyyy): 4/24/26

Compliant – Certificate of compliance*

Noncompliant – Notice of noncompliance

(Valid for 3 years from report date unless evidence of an imminent threat to public health or safety requiring removal and abatement under section 145A.04, subdivision 8 is discovered or a shorter time frame exists in Local Ordinance.)

Systems failing to protect ground water must be upgraded, replaced, or use discontinued within the time required by local ordinance.

***Note: Compliance indicates conformance with Minn. R. 7080.1500 as of system status date above and does not guarantee future performance.**

An imminent threat to public health and safety (ITPHS) must be upgraded, replaced, or its use discontinued within ten months of receipt of this notice or within a shorter period if required by local ordinance or under section 145A.04 subdivision 8.

Reason(s) for noncompliance (check all applicable)

- Impact on public health (Compliance component #1) – Imminent threat to public health and safety
- Tank integrity (Compliance component #2) – Failing to protect groundwater
- Other Compliance Conditions (Compliance component #3) – Imminent threat to public health and safety
- Other Compliance Conditions (Compliance component #3) – Failing to protect groundwater
- System not abandoned according to Minn. R. 7080.2500 (Compliance component #3) – Failing to protect groundwater
- Soil separation (Compliance component #5) – Failing to protect groundwater
- Operating permit/monitoring plan requirements (Compliance component #4) – Noncompliant - local ordinance applies

Comments or recommendations

Certification

I hereby certify that all the necessary information has been gathered to determine the compliance status of this system. No determination of future system performance has been nor can be made due to unknown conditions during system construction, possible abuse of the system, inadequate maintenance, or future water usage.

By typing my name below, I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing this form.

Business name: Hofschulte Backhoe & Septic Certification number: C1758
 Inspector signature: [Signature] License number: L836
 (This document has been electronically signed) Phone: 507-876-2700

Necessary or locally required supporting documentation (must be attached)

- Soil observation logs
- System/As-Built
- Locally required forms
- Tank Integrity Assessment
- Operating Permit
- Other information (list): _____

Property Address: 405 5th ST E, Mantorville

Business Name: Hofschulte Backhoe & Septic

Date: 4/15/26

1. Impact on public health – Compliance component #1 of 5

Compliance criteria:

System discharges sewage to the ground surface	<input type="checkbox"/> Yes* <input checked="" type="checkbox"/> No
System discharges sewage to drain tile or surface waters.	<input type="checkbox"/> Yes* <input checked="" type="checkbox"/> No
System causes sewage backup into dwelling or establishment.	<input type="checkbox"/> Yes* <input checked="" type="checkbox"/> No

Any "yes" answer above indicates the system is an imminent threat to public health and safety.

Describe verification methods and results:

NO EXCESSIVE PONDING IN THE ROCKLESS PIPE. PROBES THE TRENCHES.

Attached supporting documentation:

- Other: _____
- Not applicable

County Records Including AS BUILT MAP WERE AVAILABLE FOR THE INSPECTION.

2. Tank integrity – Compliance component #2 of 5 - LEAK.

Compliance criteria:

System consists of a seepage pit, cesspool, drywell, leaching pit, or other pit?	<input type="checkbox"/> Yes* <input checked="" type="checkbox"/> No
Sewage tank(s) leak below their designed operating depth?	<input checked="" type="checkbox"/> Yes* <input type="checkbox"/> No
If yes, which sewage tank(s) leaks:	

Any "yes" answer above indicates the system is failing to protect groundwater.

Describe verification methods and results:

Tank is below normal operating level.

Attached supporting documentation:

- Empty tank(s) viewed by inspector
 - Name of maintenance business: _____
 - License number of maintenance business: _____
 - Date of maintenance: _____
- Existing tank integrity assessment (Attach)
 - Date of maintenance (mm/dd/yyyy): _____ (must be within three years)
- (See form instructions to ensure assessment complies with Minn. R. 7082.0700 subp. 4 B (1))
- Tank is Noncompliant (pumping not necessary – explain below)
- Other: _____

Property Address: 405 5th ST E, Mantorville

Business Name: Hofschulte Backhoe & Septic

Date: 4/24/26

3. Other compliance conditions – Compliance component #3 of 5

3a. Maintenance hole covers appear to be structurally unsound (damaged, cracked, etc.), or unsecured?

Yes* No Unknown

3b. Other issues (*electrical hazards, etc.*) to immediately and adversely impact public health or safety? Yes* No Unknown

***Yes to 3a or 3b - System is an imminent threat to public health and safety.**

3c. System is non-protective of ground water for other conditions as determined by inspector?

Yes* No

3d. System not abandoned in accordance with Minn. R. 7080.2500?

Yes* No

***Yes to 3c or 3d - System is failing to protect groundwater.**

Describe verification methods and results:

Attached supporting documentation: Not applicable

4. Operating permit and nitrogen BMP* – Compliance component #4 of 5 Not applicable

Is the system operated under an Operating Permit?

Yes No If "yes", A below is required

Is the system required to employ a Nitrogen BMP specified in the system design?

Yes No If "yes", B below is required

BMP = Best Management Practice(s) specified in the system design

If the answer to both questions is "no", this section does not need to be completed.

Compliance criteria:

a. Have the operating permit requirements been met?

Yes No

b. Is the required nitrogen BMP in place and properly functioning?

Yes No

Any "no" answer indicates noncompliance.

Describe verification methods and results:

Attached supporting documentation: Operating permit (Attach)

Property Address: 405 5th ST E, Mantorville

Business Name: Hofschulte Backhoe & Septic

Date: 4/15/26

5. Soil separation – Compliance component #5 of 5

Date of installation 11/5/98 Unknown
(mm/dd/yyyy)

Shoreland/Wellhead protection/Food beverage lodging? Yes No

Compliance criteria (select one):

5a. For systems built prior to April 1, 1996, and not located in Shoreland or Wellhead Protection Area or not serving a food, beverage or lodging establishment: Yes No*
Drainfield has at least a two-foot vertical separation distance from periodically saturated soil or bedrock.

5b. Non-performance systems built April 1, 1996, or later or for non-performance systems located in Shoreland or Wellhead Protection Areas or serving a food, beverage, or lodging establishment: Yes No*
Drainfield has a three-foot vertical separation distance from periodically saturated soil or bedrock.*

5c. "Experimental", "Other", or "Performance" systems built under pre-2008 Rules; Type IV or V systems built under 2008 Rules 7080.2350 or 7080.2400 (Intermediate Inspector License required ≤ 2,500 gallons per day; Advanced Inspector License required > 2,500 gallons per day) Yes No*
Drainfield meets the designed vertical separation distance from periodically saturated soil or bedrock.

Attached supporting documentation:

- Soil observation logs completed for the report
- Two previous verifications of required vertical separation
- Not applicable (No soil treatment area)
- _____

Indicate depths or elevations

A. Bottom of distribution media	24"
B. Periodically saturated soil/bedrock	61"
C. System separation	37"
D. Required compliance separation*	36"

*May be reduced up to 15 percent if allowed by Local Ordinance.

***Any "no" answer above indicates the system is failing to protect groundwater.**

Describe verification methods and results:

Upgrade requirements: (Minn. Stat. § 115.55) An imminent threat to public health and safety (ITPHS) must be upgraded, replaced, or its use discontinued within ten months of receipt of this notice or within a shorter period if required by local ordinance. If the system is failing to protect ground water, the system must be upgraded, replaced, or its use discontinued within the time required by local ordinance. If an existing system is not failing as defined in law, and has at least two feet of design soil separation, then the system need not be upgraded, repaired, replaced, or its use discontinued, notwithstanding any local ordinance that is more strict. This provision does not apply to systems in shoreland areas, Wellhead Protection Areas, or those used in connection with food, beverage, and lodging establishments as defined in law.



Soil Observation Log

Project ID:

V 03.15.2023

Client: Karissa Geisthardt Location / Address: 405 5th St. E, Mantorville

Soil parent material(s): (Check all that apply) Alluvium Bedrock Organic Matter Disturbed/Fill

Landscape Position: Summit, Shoulder, Back/Side Slope, Foot Slope, Toe Slope

Vegetation: CELASS Slope %: _____ Slope shape: _____

Date/Time of Day/Weather Conditions: Sunny, 12:00pm Surface Elevation-Relative to benchmark: _____

Observation #/Location: SB#112 Limiting Layer Elevation: _____

Depth (in)	Texture	Rock Frag. %	Matrix Color(s)	Mottle Color(s)	Redox Kind(s)	Indicator(s)	Observation Type: <u>Probe</u>		
							Shape	Grade	Consistence
0-8"	SILT loam	0	10YR 3/2		Concentrations Depletions Glayed		Granular Platy	Weak Moderate	Loose Friable
8-39"	SILT loam	0	10YR 4/3		Concentrations Depletions Glayed		Blocky Prismatic Single Grain	Strong Loose	Firm Extremely Firm Rigid
39-61"	SILT loam	0	10YR 4/4	no mottles	Concentrations Depletions Glayed		Massive	Weak Moderate	Loose Friable
61-64"	SILT loam	0	10YR 4/4	no mottles	Concentrations Depletions Glayed		Blocky Prismatic Single Grain	Strong Loose	Firm Extremely Firm Rigid
SB#12									
0-9"	SILT loam	0	10YR 3/2		Concentrations Depletions Glayed		Granular Platy	Weak Moderate	Loose Friable
9-43"	"	0	10YR 4/3		Concentrations Depletions Glayed		Blocky Prismatic Single Grain	Strong Loose	Firm Extremely Firm Rigid
43-61"	"	0	10YR 4/4		Concentrations Depletions Glayed		Massive	Weak Moderate	Loose Friable
61"	loam			no mottles	Concentrations Depletions Glayed		Granular Platy	Strong Loose	Firm Extremely Firm Rigid

Comments:

I hereby certify that I have completed this work in accordance with all applicable ordinances, rules and laws.

(Designer/Inspector) _____ (License #) 836 (Date) 4/15/26

Optional Verification: I hereby certify that this soil observation was verified according to Minn. R. 7082.0500 subp. 3 A. The signature below represents an infield verification of the periodically saturated soil or bedrock at the proposed soil treatment and dispersal site.

(LGU/Designer/Inspector) _____ (Signature) _____ (Cert #) _____ (Date) _____

**CITY OF
MANTORVILLE**

ORDINANCE NO. 2026-03

AN ORDINANCE GRANTING MINNESOTA ENERGY RESOURCES, A SUBSIDIARY OF WEC ENERGY GROUP, A WISCONSIN CORPORATION, ITS SUCCESSORS AND ASSIGNS, A NONEXCLUSIVE FRANCHISE TO CONSTRUCT, OPERATE, REPAIR AND MAINTAIN FACILITIES AND EQUIPMENT FOR THE TRANSPORTATION, DISTRIBUTION AND SALE OF GAS ENERGY IN THE CITY OF MANTORVILLE, MINNESOTA, AND TO USE THE PUBLIC WAYS AND PUBLIC GROUNDS OF THE CITY FOR SUCH PURPOSES.

THE CITY OF MANTORVILLE ORDAINS:

SECTION 1. DEFINITIONS.

For purposes of this Ordinance, the following capitalized terms listed in alphabetical order shall have the following meanings:

City. The City of Mantorville, County of Dodge, State of Minnesota.

City Utility System. Facilities used for providing public utility service owned or operated by the City, including sewer, storm sewer, water service, street lighting and traffic signals, but excluding facilities for providing heating, lighting, or other forms of energy.

Commission. The Minnesota Public Utilities Commission, or any successor agency or agencies, including an agency of the federal government, which preempts all or part of the authority to regulate natural gas retail rates now vested in the Minnesota Public Utilities Commission.

Company. Minnesota Energy Resources, a subsidiary of WEC Energy Group, a Wisconsin corporation, its successors and assigns including all successors or assigns that own or operate any part or parts of the Gas Facilities subject to this franchise.

Gas Facilities. Gas transmission and distribution pipes, lines, ducts, fixtures, and all necessary equipment and appurtenances owned or operated by the Company for the purpose of providing gas energy for public or private use.

Non-Betterment Costs. Costs incurred by the Company from relocation, removal or rearrangement of Gas Facilities that do not result in an improvement to the Gas Facilities.

Notice. A writing served by any party or parties on any other party or parties. Notice to the Company shall be mailed to Minnesota Energy Resources, 2685 145th St W. Rosemount, MN 55068. Notice to the City shall be mailed to, City Clerk-Administrator, Mantorville Municipal Building, PO Box

188, Mantorville, MN 55955. Any party may change its respective address for the purpose of this Ordinance by written notice to the other parties.

Public Ground. Land owned or otherwise controlled by the City for park, open space or similar public purpose, which is held for use in common by the public and not a Public Way.

Public Way. Any public right-of-way within the City as defined by Minnesota Statutes, Section 237.162, subd. 3.

Section 2. ADOPTION OF FRANCHISE.

2.1. **Grant of Franchise.** The City hereby grants the Company, for a period of 20 years from the date this Ordinance is passed and approved by the City, the right to import, manufacture, distribute and sell gas for public and private use within and through the limits of the City as its boundaries now exist or as they may be extended in the future. For these purposes, the Company may construct, operate, repair and maintain Gas Facilities in, on, over, under and across the Public Ways and Public Grounds of the City, subject to the provisions of this Ordinance. The Company may do all reasonable things necessary or customary to accomplish these purposes, subject, however, to such reasonable regulations as may be imposed by the City pursuant to ordinance or permit requirements and to the further provisions of this franchise agreement.

2.2. **Effective Date; Written Acceptance.** This franchise shall be in force and effect from and after the passage of this Ordinance and publication as required by law and its acceptance by the Company. If the Company does not file a written acceptance with the City within 60 days after the date the City Council adopts this Ordinance, the City Council by resolution may revoke this franchise or seek its enforcement in a court of competent jurisdiction.

2.3. **Service, Rates and Area.** The service to be provided and the rates to be charged by the Company for gas service in City are subject to the jurisdiction of the Commission. The area within the City in which the Company may provide gas service is subject to the provisions of Minnesota Statutes, Sections 216B .37 .40.

2.4. **Publication Expense.** The Company shall reimburse the City's expense of publication of this Ordinance.

2.5. **Dispute Resolution.** If either party asserts that the other party is in default in the performance of any obligation hereunder, the complaining party shall notify the other party of the default and the desired remedy. The notification shall be written. Representatives of the parties must promptly meet and attempt in good faith to negotiate a resolution of the dispute. If the dispute is not resolved within thirty (30) days of the date of written notice, the parties may jointly select a mediator to facilitate further discussion. The parties will equally share the fees and expenses of the mediator. If a mediator is not used or if the parties are unable to resolve the dispute within 30 days after first meeting with the selected mediator, either party may commence an action in Dodge County District Court to interpret and enforce this franchise or for such other relief as may be permitted by law or equity.

2.6. **Continuation of Franchise.** If the City and the Company are unable to agree on the terms of a new franchise by the time this franchise expires, this franchise will remain in effect until a new

franchise is agreed upon, or until 90 days after the City or the Company serves written Notice to the other party of its intention to allow the franchise to expire. However, in no event shall this franchise continue for more than one year after expiration of the 20-year term set forth in Section 2.1.

Section 3. LOCATION, OTHER REGULATIONS.

3.1. **Location of Facilities.** Gas Facilities shall be located, constructed, and maintained so as not to interfere with the safety and convenience of ordinary travel along and over Public Ways and so as not to disrupt or interfere with the normal operation of any City Utility System. Gas Facilities may be located on Public Grounds as determined by the City. The Company's construction, reconstruction, operation, repair, maintenance, location and relocation of Gas Facilities shall be subject to other reasonable regulations of the City consistent with authority granted the City to manage its Public Ways and Public Grounds under state law, to the extent not inconsistent with a specific term of this franchise.

3.2. **Street Openings.** The Company shall not open or disturb the surface of any Public Way or Public Ground for any purpose without first having obtained a permit from the City, if required by a separate ordinance, for which the City may impose a reasonable fee. Permit conditions imposed on the Company shall not be more burdensome than those imposed on other utilities for similar facilities or work. The Company may, however, open and disturb the surface of any Public Way or Public Ground without a permit if (i) an emergency exists requiring the immediate repair of Gas Facilities and (ii) the Company gives telephone, email, or similar notice to the City before commencement of the emergency repair, if reasonably possible. Within two business days after commencing the repair, the Company shall apply for any required permits and pay any required fees.

3.3. **Restoration** After undertaking any work requiring the opening of any Public Way, the Company shall restore the Public Way in accordance with Minnesota Rules, part 7819.1100 and applicable City ordinances consistent with law. The Company shall restore the Public Ground to as good a condition as formerly existed and shall maintain the surface in good condition for six months thereafter. All work shall be completed as promptly as weather permits, and if the Company shall not promptly perform and complete the work, remove all dirt, rubbish, equipment and material, and put the Public Ground in the said condition, the City shall have, after demand to the Company to cure and the passage of a reasonable period of time following the demand, the right to make the restoration of the Public Ground at the expense of the Company. The Company shall pay to the City the cost of such work done for or performed by the City. This remedy shall be in addition to any other remedy available to the City for noncompliance with this Section 3.3.

3.4. **Avoid Damage to Gas Facilities.** The Company must take reasonable measures to prevent the Gas Facilities from causing damage to persons or property. The Company must take reasonable measures to protect the Gas Facilities from damage that could be inflicted on the Facilities by persons, property, or the elements. The Company must take protective measures when the City performs work near the Gas Facilities, if given reasonable notice by the City of such work prior to its commencement. Nothing in this Ordinance relieves any person from liability arising out of the failure to exercise reasonable care in avoiding damage to the Gas Facilities.

3.5. **Notice of Improvements to Streets.** The City will give the Company reasonable written Notice of plans for improvements to Public Ways where the City has reason to believe that Gas Facilities may affect or be affected by the improvement. The notice must contain: (i) the nature and

character of the improvements, (ii) the Public Ways upon which the improvements are to be made, (iii) the extent of the improvements, (iv) the time when the City will start the work, and (v) if more than one Public Way is involved, the order in which the work is to proceed. The notice will be given to the Company a sufficient length of time, considering seasonal working conditions, in advance of the actual commencement of the work to permit the Company to make any additions, alterations or repairs to its Gas Facilities the Company deems necessary.

3.6. **Mapping Information.** Upon request, the Company must promptly provide complete and accurate mapping information for any of its underground Gas Facilities in accordance with the requirements of Minnesota Rules, parts 7819.4000 and 7819.4100. Any mapping information provided shall only be released or otherwise made public in accordance with applicable law including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

3.7. **Field Locations.** Company shall provide field locations for its underground Gas Facilities within City consistent with the requirements of Minnesota Statutes, Chapter 216D.

Section 4. FACILITIES RELOCATION.

4.1. **Relocation in Public Ways.** The Company shall comply with Minnesota Rules, part 7819.3100 and applicable City ordinances consistent with law. The City will give Company reasonable notice of the need to relocate prior to the deadline for such relocation.

4.2. **Relocation in Public Grounds.** Except as provided in Section 4.3 below, the City may require the Company at the Company's expense to relocate or remove its Gas Facilities from Public Ground upon a finding by the City that the Gas Facilities have become or will become a substantial impairment to the existing or proposed public use of the Public Ground. Relocation shall comply with applicable city ordinances consistent with law.

4.3. **No Waiver.** The Company does not waive any rights obtained by the Company for installations within a Company right-of-way acquired by easement or prescriptive right before the applicable Public Way or Public Ground was established, or Company's rights under a state or county permit.

SECTION 5. TREE TRIMMING.

Unless otherwise provided in any permit or other reasonable regulation required by the City under separate ordinance, the Company may trim all trees and shrubs in the Public Ways and Public Grounds of the City to the extent the Company finds necessary to avoid interference with the proper construction, operation, repair and maintenance of any Gas Facilities installed hereunder, provided that the Company shall hold the City harmless from any liability arising therefrom.

SECTION 6. INSURANCE AND INDEMNIFICATION.

6.1. **Insurance.** The Company is required to maintain Commercial General Liability Insurance on an occurrence basis, or self-insure on an equivalent basis, protecting it from claims for damages for bodily injury, including death, and for claims for property damage, which may arise from operations under this Ordinance. Insurance minimum limits are as follows:

- \$2,000,000 – per occurrence
- \$4,000,000 – annual aggregate

The following coverages shall be included: Premises and Operations Bodily Injury and Property Damage; Personal and Advertising Injury Blanket Contractual Liability and Products and Completed Operations Liability.

The City must be endorsed as an Additional Insured.

With the City’s consent, which shall not be unreasonably withheld, the Company shall have the option of providing a program of self-insurance to meet its obligation under this Ordinance. In such event, the Company shall submit to the city a Certificate of Self-Insurance or other documents showing proof of its financial responsibility.

6.2. Indemnity of City. The Company shall indemnify and hold the City harmless from any and all liability, on account of injury to persons or damage to property occasioned by the construction, maintenance, repair, inspection, the issuance of permits, or the operation of the Gas Facilities located in the Public Ways and Public Grounds. The City shall not be indemnified for losses or claims occasioned through its own negligence or intentional misconduct except for losses or claims arising out of or alleging the City's negligence as to the issuance of permits for, or inspection of, the Company's plans or work. The City shall not be indemnified for injury or damage resulting from Company’s performance in a proper manner of acts Company has reasonably deemed hazardous but which City nevertheless lawfully orders the Company to perform despite having been notified of Company’s determination.

6.3. Defense of City. In the event a suit is brought against the City under circumstances where this agreement to indemnify applies, the Company at its sole cost and expense shall defend the City in such suit if written notice thereof is promptly given to the Company within a period wherein the Company is not prejudiced by lack of such notice. If the Company is required to indemnify and defend, it will thereafter have control of such litigation, but the Company may not settle such litigation without the consent of the City, which consent shall not be unreasonably withheld. This section is not, as to third parties, a waiver of any defense or immunity otherwise available to the City. The Company, in defending any action on behalf of the City shall be entitled to assert in any action every defense or immunity that the City could assert on its own behalf. This franchise agreement shall not be interpreted to constitute a waiver by the City of any of its defenses of immunity or limitations on liability under Minnesota Statutes, Chapter 466.

SECTION 7. VACATION OF PUBLIC WAYS.

The City shall give the Company at least two weeks prior written notice of a proposed vacation of a Public Way. The City and the Company shall comply with Minnesota Rules, part 7819.3200 and applicable ordinances consistent with law. Except where required for a City improvement project, the vacation of any Public Way shall not operate to deprive Company of its rights to operate and maintain existing Gas Facilities therein unless the reasonable cost of relocating the same are paid or reimbursed to Company.

SECTION 8. ABANDONED FACILITIES.

The Company may abandon underground Gas Facilities in accordance with City ordinances, Minnesota Statutes, Sections 216D.01 et seq. and Minnesota Rules, part 7819.3300, as they may be amended from time to time. The Company shall maintain records describing the exact location of all abandoned and retired Facilities within the City, produce such records at the City's request and comply with the location requirements of Section 216D.04 with respect to all Facilities, including abandoned and retired Facilities.

SECTION 9. FRANCHISE FEE.

9.1. **Form.** During the term of the franchise hereby granted, the City may charge the Company a franchise fee. The fee may be (i) a percentage of gross revenues received by the Company for its operations within the City, or (ii) a flat fee per customer based on metered service to retail customers within the City or on some other similar basis, or (iii) a fee based on units of energy delivered to any class of retail customers within the corporate limits of the City. The method of imposing the franchise fee, the percentage of revenue rate, or the flat rate based on metered service may differ for each customer class or combine the methods described in (i) - (iii) above in assessing the fee.

9.2. **Separate Ordinance.** The franchise fee shall be imposed by a separate ordinance duly adopted by the City Council, which ordinance shall not be adopted until at least sixty (60) days after written notice enclosing such proposed ordinance has been served upon the Company.

9.3. **Condition of Fee.** The separate ordinance imposing the fee shall not be effective against the Company unless it lawfully imposes a fee of the same or substantially similar amount on the sale of natural gas energy within the City by any other natural gas energy supplier, provided that, as to such supplier, the City has the authority or contractual right to require a franchise fee or similar fee through a previously agreed upon franchise.

9.4. **Collection of Fee.** The franchise fee shall be payable not less than quarterly during complete billing months of the period for which payment is to be made. The franchise fee formula may be changed from time to time; however, the change shall meet the same notice requirements and the fee may not be changed more often than annually. Such fee shall not exceed any amount that the Company may legally charge to its customers prior to payment to the City. Such fee is subject to subsequent reductions to account for uncollectibles, and customer refunds incurred by the Company. The Company agrees to make available for inspection by the City at reasonable times all records necessary to audit the Company's determination of the franchise fee payments.

9.5. **Continuation of Franchise Fee.** If this franchise expires and the City and the Company are unable to agree upon terms of a new franchise, the franchise fee, if any being imposed by the City at the time this franchise expires, will remain in effect until a new franchise is agreed upon notwithstanding the franchise expiration as provided in section 2.6 above.

SECTION 10. PROVISION OF ORDINANCE.

10.1. **Severability.** Every section, provision, or part of this Ordinance is declared separate from every other section, provision, or part; and if any section, provision, or part shall be held invalid, it shall not affect any other section, provision or part. Where a provision of any other City ordinance conflicts with the provisions of this Ordinance, the provisions of this Ordinance shall prevail.

10.2. **Limitation on Applicability.** This Ordinance constitutes a franchise agreement between the City and the Company as the only parties and no provision of this franchise shall in any way inure to the benefit of any third person (including the public at large) so as to constitute any such person as a third party beneficiary of the agreement or of any one or more of the terms hereof, or otherwise give rise to any cause of action in any person not a party hereto.

Section 11. Amendment Procedure.

Either Party to this Ordinance may at any time propose that the agreement be amended. This Ordinance may be amended at any time by the City passing a subsequent ordinance declaring the provisions of the amendment, which amendatory ordinance shall become effective upon the filing of the Company’s written consent thereto with the City Manager within 60 days after the effective date of the amendatory ordinance. This amendatory procedure is subject, however, to the City’s police power and franchise rights under Minnesota Statutes, Sections 216B.36 and 301B.01, which rights are not waived hereby.

Section 12. Effective Date. This Ordinance supersedes and replaces and previous natural gas franchise granted to the Company.

This Ordinance becomes effective from and after its passage and publication and written acceptance provided by the Company.

Adopted this 8th day of June, 2026.

ATTEST:

Mayor

City Clerk

Summary Published in the _____ on _____, 2026.

CITY OF MANTORVILLE

RESOLUTION NO. 2026-14

**RESOLUTION AUTHORIZING PUBLICATION OF
ORDINANCE NO. 2026-03 BY TITLE AND SUMMARY**

WHEREAS, the city council of the City of Mantorville has adopted **Ordinance No. 2026-03, An Ordinance granting Minnesota Energy Resources, a Wisconsin Corporation, it's successors and assigns, a nonexclusive franchise to construct, operate, repair and maintain facilities and equipment for the transportation, distribution and sale of gas energy in the City of Mantorville, Minnesota, and to use the public ways and public grounds of the City for such purposes.**

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

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

NOW, THEREFORE, BE IT RESOLVED by the city council of the City of Mantorville that city staff shall cause the following summary of Ordinance No. 2026-03 to be published in the official newspaper in lieu of the ordinance in its entirety:

Public Notice

The city council of the City of Mantorville has adopted Ordinance No. 2026-03, An Ordinance granting Minnesota Energy Resources, a Wisconsin Corporation, it's successors and assigns, a nonexclusive franchise to construct, operate, repair and maintain facilities and equipment for the transportation, distribution and sale of gas energy in the City of Mantorville, Minnesota, and to use the public ways and public grounds of the City for such purposes. The full text of the ordinance is available at city hall during regular business hours.

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

Dated: June 8, 2026.

BY THE CITY COUNCIL

Jeffrey Ingalls, Mayor

ATTEST:

Gretchen Lohrbach, City Clerk Treasurer



BANDSHELL RENTAL APPLICATION

FEE: \$50.00
DEPOSIT: \$100.00

APPLICATION DATE: May 20th

APPLICANT INFORMATION

Applicant Legal Name: Anthony Cross Boldt
first middle maiden/last

Co-Applicant Legal Name: _____
first middle maiden/last

Name of Organization (if applicable): Kasson-Mantorville HS Jazz Band

Street Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Alternate Phone Number: _____

Email: _____

RENTAL FEE AND DAMAGE/CLEAN UP DEPOSIT

To reserve the bandshell, a completed application for staff approval must be turned in to the City Clerk's office along with a fee of \$50.00 and a damage deposit of \$100.00. The damage deposit will be returned after inspection.

The deposit will be refunded within two weeks after the event if no problems were incurred. The applicant is responsible for removal of everything brought to the site and for cleaning up the site, including garbage and litter. If the facility and grounds are not sufficiently cleaned up, a deduction for the estimated labor costs along with any damage costs will be deducted from your deposit.

RESERVATION INFORMATION

Date(s) of Reservation: May 27th, 2026

Reservation Start Time: 6:30 PM Reservation Stop Time: 8:00 PM
Include practice time Include clean up time

Description of Event: Jazz in the Park

CERTIFICATION

I certify have reviewed and understand all regulations adopted in the Mantorville City Code regarding the Bandshell and/or Parks and that all information submitted in this application is true and correct.

I certify that I am at least 18 years of age and agree to abide by all park rules and city ordinances. Reservations are for the bandshell only. Reservations do not include the exclusive use of the park. Cancellations due to inclement weather will not be refunded. Cancellations not made at least 2 working days in advance will not be refunded.

I understand that if I reserve the bandshell, I must follow these guidelines:

- All content must be family friendly. The city reserves the right to refuse or stop any function that violates any of the said regulations of the policy, federal, state, and local laws.
- All garbage in and around the bandshell is to be placed in the containers provided by the city. If more are needed, all arrangements including cost will be made by the applicant prior to the event.
- Park facilities must be left in pre-event condition and individuals or organizations are responsible for any damages to facilities or vegetation.
- No glass bottles or containers. No decorations may be attached to any portion of the bandshell facility. No tape, pins, staples, nails, gum-like substances, silly string or similar may be used on any park structure.
- Rice, glitter, rose petals, sand, and confetti cannot be thrown or used as table decorations. Soap bubbles are allowed.
- In the event that the park shelter is being occupied by parties who have not reserved the park shelter, please call the Dodge County Sheriff's Dispatch Center at 507-635-6200.

BANDSHELL RENTAL APPLICATION (Continued)

APPLICATION DATE: May 20th

FEE: \$50.00
DEPOSIT: \$100.00

I also understand that:

- The hours of the bandshell are from 7 am – 10 pm.
 - Any city-sponsored programs have first rights to the bandshell.
 - The city reserves the right to refuse or stop any function that violates any of the said regulations of the policy, federal, state and local laws.
- Parking is allowed in designated areas only. Vehicles are not allowed on the grass, sidewalk, etc.
 - Dogs are allowed but must be on a leash and cleaned up after.

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

[Signature]
Signature of Applicant
May 20, 2026
Date
[Signature]
Signature of Co-Applicant

Date

FOR OFFICE USE ONLY

Date Received: 5/11/26 Fee Paid: yes Method of Payment: check 5204 Date Paid: 5/21/2026
 Cleaning/Damage Deposit Paid: yes Method of Payment: check 5205 Date Paid: 5/21/2026

Does it need Park Board Approval? Yes No If yes, why?: _____
 Park Board next Mtg Date: 5/26/26 Approved? Yes No If no, why?: _____
 Application Approved? Yes No if no, list reasons for denial: _____

[Signature] May 20, 2026
 City Clerk-Treasurer or Deputy City Clerk Date

INSPECTION (to be completed right away the next day/morning)

Bandshell Inspection Date: _____ Time: _____ Inspected by: _____

Inspection Pass? Yes No If no, list reason(s) and cost for each:

1. _____ Cost: \$ _____	2. _____ Cost: \$ _____
3. _____ Cost: \$ _____	4. _____ Cost: \$ _____

Total Repair/Cleanup Cost: \$ _____ Returned Deposit (within 2 weeks): \$ _____ Date: _____ Initial: _____

MEMORANDUM

TO: Honorable Mayor and City Council
Gretchen Lohrbach, City Clerk-Treasurer

FROM: Scott Huneke, P.E.
Project Engineer

DATE: May 1, 2026

RE: 2026 Chip Seal

On April 30, 2026, the City received one (1) quote for the above-referenced project. The low quote was submitted by Pearson Bros., Inc., Hanover, MN in the amount of \$63,315.00. The estimated cost opinion for the project was \$60,000.00. Below is a summary of the bids received:

Contractor	Total Bid
1. Pearson Bros., Inc.	\$63,315.00
2. Fahrner Asphalt Sealers , LLC	-
3. Scott Construction	-
4. Seykora Asphalt	-

We recommend awarding the project to Pearson Bros., Inc. in the amount of \$63,315.00.

**Council awarded the project to
Pearson Bros. at the meeting
on May 11, 2026**