



Trail to the Past. Road to the Future.

REGULAR CITY COUNCIL MEETING

MANTORVILLE CITY COUNCIL CHAMBERS

21 5TH STREET E, MANTORVILLE, MN 55955

Monday, May 13, 2024

6:30 PM

1. Call to Order

2. Pledge of Allegiance

3. Adopt the Agenda

4. Consent Agenda *

- A. Accounts Payable-Warrant List 5.13.24
- B. Accounts Payable-Warrant List April 2024
- C. 4.22.24 LBAE and Regular Council Meeting Minutes
- D. 2.26.24 Regular Council Meeting Minutes
- E. Fire Department General Meeting Minutes April 2024
- F. Mantorville Chamber Meeting Minutes April 2024
- G. Mantorville Sheriff's Report April 2024
- H. County Commissioners Meeting Minutes 4.9.24
- I. Harter's Disposal of MN and Skjeveland Enterprises Garbage Hauler License Approvals

5. Proclamations, Presentations and Recognitions – No Items

6. Public Concerns

*Individuals may address the City Council about any item not included on the regular agenda. **Speakers are requested to come to the podium and state their name and address for the Clerk's audio and written record. Each individual has 5 minutes.** 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

8. Public Hearings

- A. City Council will conduct a Public Hearing related to proposed amendments to the City's Master Fee Schedule. Following the meeting, Council will decide whether or not to amend the fee schedule via Ordinance 2024-01. *

9. New Business

- A. Our current garbage hauler, Hometown Haulers, has been sold to Waste Management. Quotes will be provided to council for service options for the rest of 2024. *
- B. City's 5-year lease with Pitney Bowes for our postage meter is up for renewal in July. City Clerk Lohrbach is asking for Council to advise.

10. Old Business – No Items

11. Tabled Items

- A. Annual review of Council Bylaws, Policies, and Procedures
- B. Master Fee Schedule
- C. Informational brochures for the HWY 57 Project

12. Reports

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

13. Executive Session –No Items

14. Adjourn *

<i>Upcoming Meetings and Events in Mantorville:</i>		
	<i>7:00pm</i>	
	<i>6:30pm</i>	
	<i>6:30pm</i>	
<i>Members of the City Council and other Boards may be in attendance at all meetings and community events in Mantorville</i>		

* Indicates Council Action Items

MANTORVILLE, MN

05/03/24 4:51 PM

Page 1

Payments

Current Period: May 2024

Payments Batch 050124PAY		\$33,488.75	
Refer	0 CASEYS BUSINESS MASTERCARD	Ck# 006173	5/13/2024
Cash Payment	E 101-43125-212 Motor Fuels	Fuel	\$200.09
Invoice	5/13/2024		
Cash Payment	E 602-49450-212 Motor Fuels	Fuel	\$242.94
Invoice	5/13/2024		
Cash Payment	E 101-42200-212 Motor Fuels	Fuel	\$148.99
Invoice	5/13/2024		
Transaction Date	5/1/2024	MBT Bank Checking 10100	Total \$592.02
Refer	0 CMS - CONSTRUCTION MGMT. SE	-	
Cash Payment	E 101-42400-300 Professional Srvs (GEN Permits March 2024		\$760.55
Invoice	817-244590-3 5/13/2024		
Transaction Date	5/1/2024	MBT Bank Checking 10100	Total \$760.55
Refer	0 DELTA DENTAL	-	
Cash Payment	G 101-21708 Dental Insurance	May Dental ins	\$116.35
Invoice	RIS0005685255 5/13/2024		
Transaction Date	5/1/2024	MBT Bank Checking 10100	Total \$116.35
Refer	0 DIAMOND RIDGE PRINTING	-	
Cash Payment	E 101-41500-200 Supplies	Envelopes	\$83.50
Invoice	52317 5/13/2024		
Transaction Date	5/1/2024	MBT Bank Checking 10100	Total \$83.50
Refer	0 DODGE COUNTY SHERIFF	-	
Cash Payment	E 101-42100-310 Other Professional Servi	Law enforcement services 2024	\$8,944.50
Invoice	5/13/2024		
Transaction Date	5/1/2024	MBT Bank Checking 10100	Total \$8,944.50
Refer	0 HAWKINS, INC	-	
Cash Payment	E 601-49400-216 Chemicals and Chem Pr	Chlorine Cylindars	\$30.00
Invoice	6731890 5/13/2024		
Transaction Date	5/1/2024	MBT Bank Checking 10100	Total \$30.00
Refer	0 JACOBSEN LAW FIRM, P.A.	-	
Cash Payment	E 101-41600-304 Legal Fees	Legal Fees	\$1,248.00
Invoice	4252 5/13/2024		
Transaction Date	5/1/2024	MBT Bank Checking 10100	Total \$1,248.00
Refer	0 MENARDS - NORTH ROCHESTER	-	
Cash Payment	E 101-45200-200 Supplies	Rakes for cleanup	\$104.90
Invoice	86360 5/13/2024		
Transaction Date	5/1/2024	MBT Bank Checking 10100	Total \$104.90
Refer	0 METRO SALES INC	-	
Cash Payment	E 101-41500-350 Print/Binding (GENERA	April Copying	\$517.35
Invoice	2508252 5/13/2024		
Transaction Date	5/1/2024	MBT Bank Checking 10100	Total \$517.35
Refer	0 OLMSTED COUNTY	-	
Cash Payment	E 101-41940-220 Bldg.Repair and Mainten	Water Testing	\$135.00
Invoice	783 5/13/2024		

MANTORVILLE, MN

05/03/24 4:51 PM

Page 2

Payments

Current Period: May 2024

Transaction Date	5/1/2024	MBT Bank Checking	10100	Total	\$135.00
Refer	0 CNH CAPITAL		-		
Cash Payment	E 101-45200-404	Repairs/Maint Machiner	Late Fee		\$1.19
Invoice	5/13/2024				
Transaction Date	5/1/2024	MBT Bank Checking	10100	Total	\$1.19
Refer	0 SOUTHEAST SERVICE COOPERAT	Ck# 006174	5/13/2024		
Cash Payment	G 101-21706	Hospitalization/Medical Ins	Health Ins for May		\$3,455.04
Invoice	5/13/2024				
Transaction Date	5/1/2024	MBT Bank Checking	10100	Total	\$3,455.04
Refer	0 WHKS & COMPANY		-		
Cash Payment	E 101-41950-303	Engineering Fees	Riverside Band Shell		\$844.35
Invoice 50852	5/13/2024				
Cash Payment	E 101-41950-303	Engineering Fees	Eagle Meadows Assistance		\$568.14
Invoice 50852	5/13/2024				
Transaction Date	5/1/2024	MBT Bank Checking	10100	Total	\$1,412.49
Refer	0 ADAMS, JOE		-		
Cash Payment	E 601-49400-300	Professional Srvs (GEN	postage Reimbursement		\$16.80
Invoice 4.24.24	5/13/2024				
Transaction Date	5/2/2024	MBT Bank Checking	10100	Total	\$16.80
Refer	0 HEROLD FLAGS		-		
Cash Payment	E 101-41940-220	Bldg.Repair and Mainten	New Minnesota Flags		\$138.00
Invoice 15765	5/13/2024				
Transaction Date	5/2/2024	MBT Bank Checking	10100	Total	\$138.00
Refer	0 MCNEILUS STEEL INC		-		
Cash Payment	E 101-43100-228	Equip. Repair and Maint	Pipe etc.		\$107.56
Invoice 01097428	5/13/2024				
Transaction Date	5/2/2024	MBT Bank Checking	10100	Total	\$107.56
Refer	0 MENARDS - NORTH ROCHESTER		-		
Cash Payment	E 101-43125-404	Repairs/Maint Machiner	Temporary Mailbox Supplies		\$66.55
Invoice 42149	5/13/2024				
Transaction Date	5/2/2024	MBT Bank Checking	10100	Total	\$66.55
Refer	0 WEX HEALTH, INC.	Ck# 006175	5/13/2024		
Cash Payment	G 101-21714	Health Savings Account	PR 09 2024 ER HSA		\$246.16
Invoice 5.2.24	5/13/2024				
Cash Payment	G 101-21714	Health Savings Account	PR 09 2024 EE HSA		\$100.00
Invoice 5.2.24	5/13/2024				
Transaction Date	5/2/2024	MBT Bank Checking	10100	Total	\$346.16
Refer	0 WHKS & COMPANY		-		
Cash Payment	E 457-41950-303	Engineering Fees	TH 57 Project Management		\$814.09
Invoice 50627	5/13/2024				
Cash Payment	E 457-41950-303	Engineering Fees	TH 57 Project Management		\$1,598.70
Invoice 50802	5/13/2024				
Transaction Date	5/3/2024	MBT Bank Checking	10100	Total	\$2,412.79
Refer	0 STANDARD AND POORS		-		

Payments

Current Period: May 2024

Cash Payment	E 457-43100-310 Other Professional Servi Analytical Services for GO 2024A Bond for HWY 57	\$13,000.00
---------------------	---	--------------------

Invoice 11471241 5/13/2024

Transaction Date	5/3/2024	MBT Bank Checking	10100	Total	\$13,000.00
------------------	----------	-------------------	-------	--------------	--------------------

Fund Summary

	10100 MBT Bank Checking
101 GENERAL FUND	\$17,786.22
457 STATE HIGHWAY 57 PROJECT	\$15,412.79
601 WATER FUND	\$46.80
602 SEWER FUND	\$242.94
	\$33,488.75

Pre-Written Checks	\$4,393.22
Checks to be Generated by the Computer	\$29,095.53
Total	\$33,488.75

MANTORVILLE, MN

05/02/24 3:25 PM

Page 1

Payments

Current Period: May 2024

Payments Batch 050224PAY					\$1,500.00
Refer	0	MANTORVILLE CHAMBER OF COM	_		
Cash Payment	E 101-46500-437	Other Miscellaneous	Coupon Campaign Reimbursement		\$1,500.00
Invoice 5.2.24		5/2/2024			
Transaction Date	5/2/2024	MBT Bank Checking	10100	Total	\$1,500.00

Fund Summary

	10100	MBT Bank Checking	
101 GENERAL FUND			\$1,500.00
			<hr/>
			\$1,500.00

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$1,500.00
Total	<hr/>
	\$1,500.00

MANTORVILLE, MN

05/01/24 11:06 AM

Page 1

Payments

Current Period: May 2024

Payments Batch 050124MMUA \$70.00

Refer 0 MN MUNICIPAL UTILITIES ASSOC _

Cash Payment E 601-49400-433 Dues and Memberships Member fees last half 2023 \$70.00

Invoice 62342 5/1/2024

Transaction Date 5/1/2024 MBT Bank Checking 10100 **Total** \$70.00

Fund Summary

	10100 MBT Bank Checking	
601 WATER FUND	<u>\$70.00</u>	
	\$70.00	

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	<u>\$70.00</u>
Total	\$70.00

Payments

Current Period: April 2024

Payments Batch 043024PAY		\$7,723.98
Refer	0 MINNESOTA REVENUE	Ck# 006169 4/29/2024
Cash Payment	G 101-21702 State Withholding	PR 09 2024 Withholding
Invoice	04.29.24 4/29/2024	
Transaction Date	5/1/2024	MBT Bank Checking 10100
		Total \$447.52
Refer	0 MINNESOTA REVENUE	Ck# 006168 4/25/2024
Cash Payment	G 101-21702 State Withholding	PR 08 2024 Withholding
Invoice	04.25.24 4/25/2024	
Transaction Date	5/1/2024	MBT Bank Checking 10100
		Total \$387.59
Refer	0 INTERNAL REVENUE SERVICE	Ck# 006171 4/30/2024
Cash Payment	G 101-21703 FICA Tax Withholding	PR 09 2024
Invoice	04.30.24 4/30/2024	
Cash Payment	G 101-21709 Medicare	PR 09 2024
Invoice	04.30.24 4/30/2024	
Cash Payment	G 101-21701 Federal Withholding	PR 09 2024
Invoice	04.30.24 4/30/2024	
Transaction Date	5/1/2024	MBT Bank Checking 10100
		Total \$2,254.06
Refer	0 INTERNAL REVENUE SERVICE	Ck# 006170 4/25/2024
Cash Payment	G 101-21703 FICA Tax Withholding	PR 08 2024
Invoice	04.25.24 4/25/2024	
Cash Payment	G 101-21709 Medicare	PR 08 2024
Invoice	04.25.24 4/25/2024	
Cash Payment	G 101-21701 Federal Withholding	PR 08 2024
Invoice	04.25.24 4/25/2024	
Transaction Date	5/1/2024	MBT Bank Checking 10100
		Total \$1,980.91
Refer	0 MN PERA	Ck# 006166 4/26/2024
Cash Payment	G 101-21704 PERA	PR 08 2024
Invoice	04.26.24 4/26/2024	
Transaction Date	5/1/2024	MBT Bank Checking 10100
		Total \$1,258.71
Refer	0 MN PERA	Ck# 006167 4/30/2024
Cash Payment	G 101-21704 PERA	PR 09 2024
Invoice	04.30.24 4/30/2024	
Transaction Date	5/1/2024	MBT Bank Checking 10100
		Total \$1,395.19

Fund Summary

	10100 MBT Bank Checking	
101 GENERAL FUND		\$7,723.98
		<u>\$7,723.98</u>

Pre-Written Checks	\$7,723.98
Checks to be Generated by the Computer	\$0.00
Total	<u>\$7,723.98</u>

**City of Mantorville
LBAE & Regular City Council Minutes
April 22, 2024**

LOCAL BOARD OF APPEAL AND EQUALIZATION MEETING

1. Call to Order

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

Present: Mayor Chuck Bradford
Councilmembers Lyle Hoaglund,
Jeffrey Ingalls, & Lynnette Nash

Absent: Henry Blair

Others Present: City Clerk-Treasurer Gretchen Lohrbach
Public Works Lead Joe Adams
Public Works Wade Schroeder
Ryan DeCook, 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 2024 valuation notice payable 2025.
- **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 on Tuesday June 25, 2024 (by appointment only).

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.

Assessor Ryan DeCook gave an introduction and provided the Local Board of Appeal and Equalization report. Also attending tonight’s meeting is Matt Naatz & Eric Hannigan from the Dodge County Assessor’s Office.

Mr. DeCook said the 2023 median adjusted ratio was 93.98% for all good residential sales, 91.45% for all good commercial/industrial sales, and 91.84% for all good agricultural sales greater than 34.5 acres. The 2024 revalued ratio for all good residential sales was 96.88%,

94.67% for all good commercial/industrial sales, and 93.7% for all good agricultural sales greater than 34.5 acres.

The resident at 711 West Street, PID 25.017.0200, spoke about the work she has done to update and better her home. There was a significant flood and she had to deal with the damage, but the value of her home was not decreased because of it. A realtor told her that her home, as it is now, is worth \$185,000.00. She said that if she finishes her updates, the realtor told her it would be worth around \$240,000.00. If she replaces the carpet flooring, the realtor said it could be worth \$275,000.00. Her tax statement lists the homes assessed value at \$239,100.00.

Mayor Bradford asked about comparable homes to hers and what they sold for. Eric Hannigan said a comparable home to hers was just sold for \$252,000.00.

Councilmember Hoaglund asked what she would list it for today if she wanted to sell it. She said her realtor said it couldn't be listed for more than \$185,000.00.

Hannigan said that he feels the \$239,000.00 assessed value is accurate. Ryan DeCook said the review was just done today, so if the Council rules that "no change" is appropriate, they will have time to do more research and she will have an opportunity to bring it to the County Board for re-evaluation.

Councilmember Ingalls moved and Councilmember Hoaglund seconded to rule no change:

Motion carried: 4 ayes / 0 nays

A resident at 502 Monroe Court, PID 25.425.0030, asked why his home has increased so much in value over the last 2 years. Back in November 2021 when he agreed to purchase the home, it was valued at \$331,800.00 and today it is valued at \$500,000.00. The home was purchased for \$460,000.00 in January 2022 and sits on 2 ½ acres. He has not done any improvements except to fix a few doors and repaint some walls.

DeCook said that at the time the home was valued at \$331,800.00, the owner residing in the home had re-sided the home and done other improvements without pulling permits for this work. The owner also had refused an inspection and told the assessors to stay off his property. That is why when the inspector finally looked it over and saw the un-permitted work that had been done, the new estimated market value was based on these improvements that the assessors were not aware of before.

DeCook also said that property values had to increase to meet the states level of assessment which must be between 90 and 105%. Two years ago, they had to go back and change their numbers because they didn't reach that, and the state ordered an additional five percent added on.

Mayor Bradford mentioned that there has been a huge housing bubble that is now starting to correct itself, but the valuation of this resident's home was two years in arrears.

Mayor Bradford stated that as long as residents come to the City's Local Board of Appeals and Equalization meeting, they are then eligible to go to the County. If they just go to the County and bypass this important step, the County cannot help them.

A resident not present tonight would like to change his property at 16 Riverview Road, PID 25.176.1020, from Commercial to Residential because he has closed his business.

Councilmember Hoaglund motioned and Councilmember Ingalls seconded to change this property from Commercial to Residential:

Motion carried: 4 ayes / 0 nays

Mayor Bradford asked if there is anyone else that would like to be heard, seeing none;

Councilmember Hoaglund moved and Councilmember Ingalls seconded to close the Local Board of Appeals and Equalization meeting:

Motion carried: 4 ayes / 0 nays

3. Adjourn

Mayor Bradford closed the Local Board of Appeal and Equalization at 6:40pm.

REGULAR CITY COUNCIL MEETING

4. Call to Order

Mayor Bradford called the meeting to order at 6:40 pm.

Present: Mayor Chuck Bradford
Councilmembers Lyle Hoaglund,
Jeffrey Ingalls, and Lynnette Nash

Absent: Henry Blair

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

City Clerk Lohrbach would like to add approval of a permit for Patty Hanson's Ice Cream truck for one year to the consent agenda.

7. Consent Agenda

- A. Accounts Payable – Warrant List 4.22.24
- B. Accounts Payable – Warrant List March 2024
- C. Accounts Payable – Warrant List February 2024
- D. Council Meeting Minutes 4.8.24
- E. Council Meeting Minutes 3.18.24
- F. 03.26.24 County Board Regular Draft Minutes

Motion was made by Councilmember Ingalls and seconded by Councilmember Hoaglund to approve the Consent Agenda, as presented.

Motion carried: 4 ayes / 0 nays

8. Proclamations, Presentations and Recognitions – *No Items*

9. Public Concerns - *No Items*

10. Public Safety Update – *No Items*

11. Public Hearings – *No Items*

12. Old Business/New Business – *No Items*

13. Tabled Items

- A. Annual review of Council Bylaws, Policies, and Procedures
- B. Master Fee Schedule date
- C. HWY 57 Brochures

14. Reports

A. Public Works Report

- 1. The cardboard dogs to scare off the geese have been put in Riverside Park.
- 2. Public Works Lead Adams did not locate a watermain underneath Seventh Street, but they will be installing one under HWY 57 for future use.
- 3. Adams will come up with a way to discourage traffic from driving through the Campground.

Mayor Bradford wanted to remind residents to attend the coffee and conversation about the HWY 57 Project at the County Seat Coffeehouse on Wednesdays at 2:00pm.

B. City Clerk's Report

1. Auditors were in house on April 17th and 18th and it went well.
2. Lohrbach will be absent May 6-10 for the MCFOA Clerk's Institute 2nd Year Training.

C. Consultant Report – No Items

D. Committee Reports

- 1) Chamber – The Chamber will be electing a new President at their next meeting.
- 2) Economic Development Authority
- 3) Fire Department
- 4) Infrastructure
- 5) Kasson Mantorville Joint Powers – meeting Thursday at 7:30am
- 6) Mantorville Restoration Association
- 7) Park and Recreation Board – meeting on Tuesday April 30.
- 8) Personnel
- 9) Relief
- 10) Township

E. Councilmember Reports

Councilmember Hoaglund said that they had a meeting at the Welcome Center and they decided not to open up until August because of the HWY 57 Project. He also mentioned that they are not sure how long they will be able to continue due to lack of funds. Lights, heat, water, and insurance are their main costs because they are staffed by volunteers.

F. Mayor's Report

Mayor Bradford said he is being more proactive with his blog and that residents can access it from the City's Website for information about HWY 57 and other things.

The EDA has a site as well, but the best source of information is MNDOT's website.

15. Executive Session – No Items

16. Adjourn

Motion was made by Councilmember Ingalls and seconded by Nash to adjourn the meeting at 6:59 p.m.

Motion carried: 4 ayes / 0 nays

Meeting adjourned.

City of Mantorville
Regular City Council Minutes
February 26, 2024



1. **Call to Order**

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

Present: Councilmembers:
Lyle Hoaglund
Jeffrey Ingalls
Henry Blair

Absent: Mayor Chuck Bradford

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 were made.

4. **Consent Agenda**

Motion was made by Councilmember Blair and seconded by Councilmember Hoaglund to approve the Consent Agenda, as presented:

- A. Regular City Council Meeting Minutes of February 12, 2024
- B. Regular Meeting Draft Minutes of County Commissioners of January 23, 2024
- C. Fire Department Meeting Minutes of February 2024
- D. Warrant List-Accounts Payable 12.26.24
- E. Warrant List-Accounts Payable of 2023
- F. Resolution Number 2024-05 Election Judges to be approved for 2024 Presidential Primary Election on March 5, 2024
- G. Agreement of Acceptance from Compeer for a \$5000 Grant for Flood Modeling at the Riverside Park Bandshell Project
- H. Resolution 2024-06 Acceptance of a grant from Minnesota Energy Resources for \$10,000 to be used for Denneson Park

Motion carried: 3 ayes / 0 nays

5. **Proclamations, Presentations and Recognitions-No Items**

6. Public Concerns-No Items

7. Public Safety Update – No Items

8. Public Hearings – No Items

9. Old Business/New Business

A. New Business

1. Johannes Marsland – Identifying community needs and challenges and ideas for worship service.
 - a. Johannes Marsland introduced himself, stating he lives at 703 South Fork Place in Kasson MN. He has been in Kasson since 2010. Marsland originally moved to start a church in Kasson. He is now wishing to start a new church in Mantorville. He spoke with Mayor Bradford regarding community needs. Johannes would like to ask the rest of the council what they think the Mantorville Community needs.
 - b. When Marsland started a church in 2010, he started a Missional Community. This differs from traditional churches in that they focus community prior to building up a worship service. In Kasson, Marsland started a Christian school, which originally began in Mantorville. Marsland has also started a Women’s and a Hispanic Ministry. In Dodge Center, he has also started a Multi Denominational outdoor gathering.
 - c. When Marsland spoke with Mayor Bradford, the mayor presented two needs; a need for child care and a need for a family event center.
 - d. Marsland asked the council for their input regarding community needs or challenges. Councilmember Ingalls said he thinks it would be good for the community if Mantorville did have a church. He also stated there is a need for an event center.
 - e. Councilmember Hoaglund said he hears a lot about the need for an event center, but he thinks the need for affordable housing is a greater. Councilmember Hoaglund said there are no renting options in Mantorville currently; getting affordable housing in Mantorville could give Marsland more members for a future church.
 - f. Marsland said he has interest in creating a community with a central hub for major services such as laundry, large kitchen, entertainment. They would also have their own personal space in a “tiny home”. Marsland said the State of Minnesota enacted legislation allowing religious communities to bring tiny homes onto a property. This would allow the religious community to bring low-income residents to the home. This is only allowed with a 1 to 2 ratio of intentional neighbor’s vs low income. Johannes is actively looking for a location for this plan.
 - g. Councilmember Hoaglund states he isn’t sure of a location in city limits that would be large enough for a plan like this.
 - h. Councilmember Ingalls directs Johannes towards Laura Qualey, CEDA contact and EDA contact, regarding community needs.

- i. Johannes states in March they are still exploring community needs but in April he would like to have a community BBQ in the Park. This would be a way for him to meet and speak with the community of Mantorville regarding community needs. He states he has a young couple who has indicated a commitment for a day care in Mantorville once they find a location. One location he was looking at was the old church in Mantorville but due to regulations this might be harder to achieve. In May he is looking to start worship events or preview events. This would be a public event he would rent the pavilion in the park for this. He will be addressing the tiny home community in May. These homes would not need to be connected to water/sewer.
 - j. Councilmember Ingalls asked if the old church is in the historic district. City Clerk-Treasurer responded it isn't in the historic district but it might be labeled a historic building. Councilmember Ingalls states Mantorville is always looking to preserve historic buildings. This might allow Johannes to get some financial assistance for this building. Councilmember Hoaglund invited Johannes to the next MRA meeting to discuss further.
 - k. Johannes continued that his plans for June include getting the daycare facility up and running if everything goes according to plan. Johannes will start looking for a place for preview services prior to July. In August he is hoping to have his first preview service in Mantorville. He will be promoting this at the County Fair.
 - l. Johannes states he is not a denominational person while he values his domination, he is open to hosting any domination the community of Mantorville is asking for.
2. Xcel Guidelines for decorating city street lights
 - a. Councilmember Ingalls asked for confirmation if this agreement has been signed. City Clerk Gretchen Lohrbach confirmed this agreement has been signed. She confirmed we have been approved for the heaviest load that can be put on lights. Anything that would be submitted would most likely be approved. She further clarified that the city would only need to contact Xcel if we were wiring anything into the poles. But we don't need to contact Xcel if we are plugging decorations into the pole.
 - b. Councilmember Ingalls asked if we had any additional brackets for the lights in case of damage. Public Works Lead Joe Adams confirmed he does not have extra but he isn't concerned with getting more. Councilmember Hoaglund stated once the decorations are up the brackets won't be noticed anymore. Councilmember Ingalls asked if Adams has a cheat sheet for decorations once everything has been completed. Adams says Mantorville didn't budget for decorations for this year. He isn't sure if the city could afford to purchase Christmas lights this year.
 - c. Councilmember Hoaglund would like to form a Christmas Decorations Committee, Councilmember Ingalls asked if that is the job of the MRA. Councilmember Hoaglund stated the council should get a recommendation from a committee prior to the council purchasing decorations.

- d. Adams would like to be part of a decorating committee to confirm he would be able to handle any decorations picked.
- e. Councilmember Ingalls asked if Councilmember Hoaglund could ask the MRA if they would be interested in getting decorations.

10. Tabled Items

A. Annual Review of Council Bylaws, Policies, and Procedures

- 1) City Clerk Lohrbach requested keeping item tabled until Mayor returns.

B. Master Fee schedule

- 1) Motion was made by Councilmember Blair and seconded by Councilmember Hoaglund to remove the Master Fee Schedule from tabled items to discuss tonight:

Motion carried: 3 ayes / 0 nays

- 2) Councilmember Hoaglund asked if discussing this needs a public hearing. City Clerk Lohrbach states we do not as the resolution for the master fee schedule was written stating it changes from time to time.
- 3) Lohrbach said she spoke with Tom Wieners from WSE Massey regarding pricing. He said pricing doesn't go into effect until April 1, 2024. She would like the council to wait on the Master Fee Schedule until the lump sum fees from WSE Massey have been added.
- 4) Councilmember Ingalls asked if the utility rates shown are the current rates that need to be updated on the fee schedule. Lohrbach confirmed these are the updated rates that have already taken effect.
- 5) Councilmember Blair asked regarding fire department late fees when they are considered late. Lohrbach answered this needs to be decided by the Fire Department and Council. There have been issues with people not paying for months at a time. Lohrbach said that people have reached out discussing timeline with insurance in the past and that we can work with them on extensions. Councilmembers Blair and Councilmember Ingalls stated they can understand a later time frame as that could have been a traumatic experience for a person in addition to waiting on insurance. Lohrbach said she would send out a few reminders prior to adding a late fee.
- 6) Councilmember Blair asked Lohrbach to reach out to the City Insurance provider to get a reasonable time line for insurance payout. Councilmember Ingalls stated that would be a great idea.
- 7) Councilmember Ingalls said we should put the actual cost on the fee schedule for building permits. Lohrbach states the city has to go with the lump sum schedule from WSE Massey as the contract has been signed.
- 8) Councilmember Ingalls asked if there is still a need to have CD on the fee schedule. Lohrbach confirms there are people that still ask for audio recording, but she is requesting to change the verbiage to a flash drive instead.
- 9) Motion made by Councilmember Blair and seconded but Councilmember Hoaglund to table Master Fee Schedule pending more information:

Motion carried: 3 ayes / 0 nays

C. Development of informational brochures for the HWY 57 Project

- 1) Councilmember Hoaglund stated it is premature to discuss until the preconstruction meeting. Lohrbach stated WHKS is planning on making a brochure for the project.

11. Reports

A. Public Works Report

- 1) Public Works Lead Adams said he got pricing on the broom for the John Deere. He reached out to John Deere in Wanamingo, Northland Farms, and Tri-State Bob Cat for pricing. Northland Farms could provide a 60in broom. They do not offer 72in. They only offer rear mount, but Adams is looking for a front mount. Tri-State Bob Cat stated John Deere has a patent on their brooms. They informed Adams to stick to John Deere products as it would be best. Councilmember Hoaglund asked how much the John Deere brand would be. Adams stated he budgeted \$7,250.00 while the quote came out at \$7,400.00. Councilmember Ingalls asked if any other brands had quotes. Adams said the other places didn't have anything they could offer.
- 2) Motion made by Councilmember Blair and seconded by Councilmember Hoaglund to approve the cost of \$7,400.00 for a new John Deere broom.:

Motion carried: 3 ayes / 0 nays

- 3) Adams said he wants to order the garbage cans for the parks for \$1,356.00 for two. He would like to move forward purchasing these if the cost is equal to or less than \$1,356.00. These would be for Denneson and Riverside.
- 4) Motion made by Councilmember Hoaglund and seconded by Councilmember Blair to approve the cost and purchase of the garbage cans:

Motion carried: 3 ayes / 0 nays

- 5) Adams said he also needs a new sprayer for the John Deere. This price would be \$650.00. As this is the second sprayer he is replacing, he is looking for a different style. This was a budgeted item.
- 6) Motion was made by Councilmember Hoaglund and seconded by Councilmember Blair to approve the purchase of a new sprayer for the John Deere:

Motion carried: 3 ayes / 0 nays

- 7) Adams is requesting \$800.00 for a new tire swing for Riverside Park. This was a budgeted item. This swing has not been replaced since Joe Adams started employment. The tire is starting to crack.
- 8) Motion was made by Councilmember Blair and seconded by Councilmember Hoaglund to purchase a new tire swing for Riverside Park:

Motion carried: 3 ayes / 0 nays

- 9) Adams and his team have removed 32 ash trees and 3 box elder trees. He said there are 6 more that will require a contractor to remove. He also removed 14 near the treatment plant. Councilmember Hoaglund asked if Boyum will be removing city owned trees. Adams stated there is a current bid for removing city trees. Adams said there is another possible 25 trees he will be removing next winter. He received a burn permit to burn a lot of the trees in the park.
- 10) Adams said there was a sewer lateral that broke on 5th St. This should be the homeowner's responsibility as the City's responsibility ends at the sewer main. This line was broken in three different spots. This repair would be over \$20,000.
- 11) Councilmember Ingalls asked if cracks on the road are caused by the warmer weather. Adams stated we have actually seen less, but he is going to do crack sealing this year.

B. City Clerk Report

- 1) Scott Huneke reached out to Terry Eckstein about the Chamber holding their next meeting at the Council Chambers. Huneke said the Chamber would let their members know about this meeting.

C. Consultant Report – No Items

D. Committee Reports

1) Chamber

- Councilmember Hoaglund said there was discussion regarding upcoming events. The next event is the Easter Egg Hunt. This is March 30, 2024. City Clerk Lohrbach will make sure this is advertised on the March water bills

2) Economic Development Authority – No Items

3) Finance/Budget – No Items

4) Fire Department – No Items

5) Infrastructure – No Items

6) Kasson Mantorville Joint Powers

- Joe Adams updated Joint Powers regarding no new grants for hockey/basketball. Adams informed them about redoing Mantor Field.

7) Mantorville Restoration Association

- Mulligan Stew on March 14, 2024. This will be advertised on the March water bills.

8) Park Board – Meets in March

9) Personnel – No Items

10) Fire Relief -No Items

11) Township – No Items

E. Councilmember Reports – No Items

F. Mayor's Report – No Items

12. Adjourn

Motion to adjourn made by Councilmember Hoaglund and seconded by Councilmember Blair:

Motion carried: 3 ayes / 0 nays. Meeting adjourned at 7:30pm.

MANTORVILLE FIRE DEPARTMENT

April 2024 General Members Meeting

Call to Order:

- The meeting was called to order at: 19:30

Member's in Attendance:

- JJ, Jeff, Don, Russ, Scott, Steve, Travis, Nate B, Joey, Brett, Annabelle, Kyle, Duke, Nate, Orion, Ryan, Annika, Tristan, Angel, Scott, Bob,

Chief's Report:

Bob Ott

- New Member-Welcome

Construction

- Remain fluid during this construction, look at where you are going and make a decision on route.
- We will have weekly updates from contractors but things will change on the fly. Myself or other leadership and/or Maas will attend to update mutual aid and MFD membership

Mental Health Workshop for Rural EMS

- 18-20 Aug 2024
Brainerd, MN

Region 15 Meeting

- April 30th 1800 doors open with meal/meeting starting at 1900 at the Stewartville Fire Dept, \$15 per meal, pay at door, from John Hardy's (reimbursable) must RSVP by the 24th.

Lion's Club Meal

- May 8th at 1900 the Lions Club will be providing membership a meal before the membership meeting. We will want to coordinate EMR/Rescue training to end around 7 for the provided meal.

Asst Training Officer

- Need a nomination? Nate S
- White ballott
- 2nd by Russ
- Motion Carries

Fair Week

- July 17-21. Grandstand events or bartending one night? Would be Thurs-Sun for Grandstand and we could ask for more money.

Trainings

- Reminder training participation is required to receive credit for the night. If there is a reason you can not partake please see me and we can reassign you a duty if needed. 4

Thank you

- Card from Skoog family on board

Assistant Chief:

- Nothing to report

Deputy Chief:

- JJ house burn June 8th in Highland
-

Fire Marshall:

- 2- MVA on Hwy 57

Training Officer:

- Fire behavior and smoke reading

Equipment:

- SCBA batteries replaced
- Pumper II, saw not running well
- Intake valve on Pumper II replaced

Vehicles:

- Betsy- In our Shed.
- Pumper 1-
- Pumper 2 -
- Chevy Pick Up -
- Tanker 1 - Strobe light out and blue light cover broken
 - Drivers side window crank fixed
- Tanker 2 - Def by the air compressor for this vehicle
- Grass Rig -
- Rescue Truck - Peterbilt went through and fixed outstanding issue, snow chains gone

First Responder's:

- SEEMS next month

Treasurer

- Bills: \$12,451.56
- Discussed bills
- Motion made by: Steve to pay bills as stated
- 2nd by: JJ
- Motion carries

New Business:

- Asst Training Officer nominations
 - Motion:
 - 2nd:
 - Motion carries

Old Business:

-

Active Committees

- OSHA/Safety and Accountability: Don, Russ, Tristan, Nate S, Scott K
- Radios: Paul, Rog, Ryan
- SOG'S/Personnel; Duke, Dave, Annabelle, Paul, Logan, Troy
- Uniform's: Travis, JJ, Orion, Annabelle, Nate S., Ryan, Tristan, Annika
- Explorer program: Nate B., Nate S. Travis, Duke
- Truck/Equipment- Russ, Curt, Paul, Travis, Nate B., Joey, Nate S.

Point Report:

- Motion made by: Russ to approve the point report
- 2nd by: Joey
- Motion approved.

Clerk/ Calendar

- May Lunch - Lion's Club
 - **April 23rd Storm spotters training**
 - April 30th Region 15
 - JJ house burn June 8th in Highland
-
- Motion made to adjourn by: Russ
 - 2nd by: Anaabelle
 - Meeting Adjourned at: 19:54

Mantorville Chamber of Commerce

April 3, 2024

Geek Revival House

President Terry Eckstein called the April meeting of the Mantorville Chamber of Commerce to order.

In attendance were Terry E., Paul L., Lynnette N., Mary Ann B., Emma B., Jason K., Brittany Wilcox, Wendy Schleeter, May Trost, Amy Evans. Linda K., Marilyn L. Sarah Williams, and Barbara Loquai.

Agenda: A copy of the agenda was presented to each in attendance. The agenda was accepted as presented

Secretaries Report: The minutes of the March meeting were emailed to each member. Motion made and Seconded to accept the minutes as emailed. Motion passed.

Treasures report - none

Farmers Market.- Will be a farmers market at Spring Filing. Paul is looking for someone to take over the Farmers Market. Anyone interested see the president.

Easter Egg Hunt– With great Team work this event was a success. The treat bags we handed out and there were enough. There were 75 bags left and Barbara took them apart and save the things a could be used next year. The rest of the candy will be given to the Marigold Days committee to be handed out at parades. Coffee and hot chocolate was donated by Mantorville Farms and the Bunny Cake was donated by the Hubbell House. Thanks to all.

Cookie Tim Contest: - Advertisement is needed for this project. Poster have been hung. Due Date is May First. All entries go to the Art Guild. All orders need to be in early. Opera house worked out well.

Hwy project. Lynnette gave an update.

Senior pictures: Lynnette will get pictures and then a work date will be set up to get them ready to hang.

Spring Fling: Things are set and Terry will check on things before the advertising is done.

Cemetery Walk: Date set Things are moving a long good.

Stage Coach Days: EDA event.

Announcements: Emma Basness told about the boxes she brought. "Random Act of Kindness" box. She explained this program and asked if any business would like one to put in their store. A copy of the whole program is put on file and if you want to see it let Barbara know.

No other business to be done before this meeting the meeting was adjourned.

Secretary,

Barbara Loquai

City **mantorville**
 Date 4/1/2024 thru 4/30/2024

<u>Agency</u>	<u>Incident_Nr</u>	<u>Location</u>	<u>LocCity</u>	<u>Activity</u>
K	202400001009	320 Main St N	Mantorville	Assist Other Agency
K	202400001058	320 Main St N	Mantorville	Assist Other Agency
K	202400001124	500blk Chestnut St	Mantorville	Assist Other Agency
S	202400002266	420 Bergmann Dr	Mantorville	Person In Crisis
S	202400002294	715 Blanch St	Mantorville	Welfare Check
S	202400002302	22 6th St E	Mantorville	No Minnesota DI
S	202400002330	220 3rd St W	Mantorville	Ambulance Run
S	202400002354	113 7th St W	Mantorville	Ambulance Run
S	202400002430	320 Main St N	Mantorville	Alarm
S	202400002442	22 6th St E	Mantorville	Alarm
S	202400002448	5 5th St W	Mantorville	Public Assist
S	202400002481	320 Main St N	Mantorville	Alarm
S	202400002500	501 Main St N	Mantorville	Violate Harassment Restra
S	202400002517	801 Clay St	Mantorville	Person In Crisis
S	202400002519	22 6th St E	Mantorville	TeST Only-No Resp Needed
S	202400002524	812 Hickory Ln	Mantorville	Residence/business Ck
S	202400002536	22 6th St E	Mantorville	Suspicious Activity
S	202400002583	320 Main St N	Mantorville	Person In Crisis
S	202400002642	602 Golfview Ct	Mantorville	Cell Call Open Line
S	202400002644	715 Blanch St	Mantorville	Public Assist
S	202400002647	809 Jefferson St	Mantorville	Ambulance Run
S	202400002648	803 Chestnut St	Mantorville	Ambulance Run
S	202400002668	611 5th St E	Mantorville	Found Animals
S	202400002669	715 Blanch St	Mantorville	Paper Service
S	202400002723	22 6th St E	Mantorville	Violate Drug Court Rules
S	202400002727	22 6th St E	Mantorville	TeST Only-No Resp Needed
S	202400002742	812 Hickory Ln	Mantorville	Residence/business Ck
S	202400002764	800blk Clay St	Mantorville	Traffic
S	202400002788	500blk Chestnut St	Mantorville	Marijuana/poss Sm Amt
S	202400002820	221 3rd St W	Mantorville	Fraud
S	202400002860	22 6th St E	Mantorville	Warrants- Out of Co.
S	202400002876	407 West St	Mantorville	Lost Animals
S	202400002889	22 6th St E	Mantorville	Violate Drug Court Rules
S	202400002976	809 Jefferson St	Mantorville	Ambulance Run
S	202400003007	511 Blanch St	Mantorville	Alarm
S	202400003023	22 6th St E	Mantorville	Weather Related Compl
Total		36		

**UNAPPROVED MINUTES OF THE
DODGE COUNTY BOARD OF COMMISSIONERS REGULAR MEETING HELD
APRIL 9, 2024**

Chair

Convene County Board Meeting

The Dodge County Commissioners met in regular session April 9, 2024, in the Board Room at the Dodge County Government Services Building, Mantorville, MN, at 9:30 a.m. Chair John Allen called the meeting to order at 9:32 a.m.

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

Pledge of Allegiance

The pledge of allegiance was recited.

Determine Quorum

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

Also present:

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

Establish Agenda

Agenda Approved

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

Motion Adopted [Unanimous]

Consent Agenda

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

Motion Adopted [Unanimous]

- 1.1. Committee of the Whole - Committee Meeting - Mar 26, 2024 4:30 PM
- 1.2. Board of Commissioners - Regular Meeting - Mar 26, 2024 5:00 PM

1.3. Loader Tires

Guy Kohlhofer, County Engineer**Dust Control (Chloride) on County Road F**

Mr. Kohlhofer reported that in past years the county has covered the cost to apply dust control to County Road F. They did this because the Sheriff's Department uses this road as a short cut to get to emergencies.

With prices increasing each year the Highway Department would like to get direction from the Board on how to proceed. The County can continue to apply chloride or they can notify the citizens along that road that the County will no longer be applying chloride at no charge. Residents on County Road F can submit an application and payment if they choose to continue to have chloride applied in front of their home.

The County Engineer reported the Sheriff didn't have a preference either way.

Motion by Kenworthy seconded by Peterson to discontinue applying dust control on County Road F at the county expense.

It was noted that residents that live on County Road F can still have chloride applied to their road, however moving forward they will have to fill out an application for dust control and pay for it themselves.

Motion Adopted [Unanimous]

Catherine Grondin, Zoning Administrator**IUP #24-02 Doman**

Ms. Grondin presented for the Board's consideration the April 3, 2024 Planning Commission recommendations.

The Zoning Administrator discussed IUP #24-02 Doman.

Motion by Kenworthy seconded by Toquam to approve of the following action of the Planning and Zoning Commission as reviewed on April 3, 2024 with the reasons, recommendations and conditions as found in the individual permit:

IUP #24-02 Doman

The first public hearing is to consider an application for Interim Use Permit #24-02 to establish a Limited Rural Business for vehicle restoration in the Ag District on approximately 16.78-acres located in Section 12, Hayfield Township. The applicant is Doman's Garage LLC, and the property owners are Daniel & Melissa Doman.

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 regulations regarding the proposed use of the property.
2. If any waste is generated on site, it shall be properly disposed of in accordance with the Dodge County Solid Waste Ordinance and MPCA rules.
3. 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.
4. No more than ten (10) percent of the property can be devoted to the LRB.
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 section 16.39 (motor vehicle repair/service), as well as 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. If the general public will be entering the shed at any time, the applicant is required to provide proof that the site and buildings utilized for the public comply with the Department of Labor and Industries (DOLI) Accessibility, Building and Fire Codes.
8. All sewage treatment systems located on the property shall have a Certificate of Compliance per Dodge County Zoning Ordinance Chapter 16, section 16.34.1, item J.
9. Any floor drains waste or wash water waste should follow the MPCA Guidance for floor drains, separators and traps, and holding tank.
10. If the applicant will utilize a sign for the business it will need to comply with the standards of Section 17.24 of the Dodge County Zoning Ordinance.
11. The property shall be required to meet the standards of Chapter 17, section 17.19.8 B. for motor vehicle storage. In addition to section 17.19.8 B., the business shall be limited to no more than two (2) vehicles be stored outdoors for the purpose of restoration. Outside activities shall be properly screened from view.

Motion Adopted [Unanimous]

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

Support for Food Separation Equipment

Ms. Cornelius informed the Board that Olmsted County is seeking letters of support for a State bonding request and Federal congressionally-directed spending for the installation of food waste separation and processing equipment at the new Materials Recovery Facility (MRF). Olmsted County is pursuing State Bonding during the 2024 Legislative Session to design, construct, and equip the MRF with a food waste separation system to prepare food waste for anaerobic digestion (AD) processing. The equipment would combine de-packaging the food waste from the plastic, metal, and glass containers and turn the food waste into a pulp material suitable for anaerobic digestion. The AD plant would convert the food waste into renewable natural gas that is available to the gas grid. The solid portion from the AD facility can be used as a soil amendment. This equipment would be a benefit for the region since the majority of food waste is currently being landfilled.

This project would allow counties to move food waste up the management hierarchy. The proposed technology used at the facility would sort source-segregated organic waste from households and commercial businesses and pre-treat the waste for processing at an AD plant. Regional infrastructure is needed to move food waste in the solid waste management hierarchy and improve local recycling rates.

Included in the Board packet were two letters, one to the State Capital Investment Committee, and one to the U.S. Representative Finstad and our two senators. Olmsted County would appreciate two letters of support for this project. Dodge County Environmental Services is recommending the Board sign these letters of support.

Commissioner Kenworthy wanted to know if by supporting this request it could potentially cost the county money.

Ms. Cornelius stated potentially no, it would not cost the county any money.

Commissioner Toquam also expressed concern with the possibility of supporting this request and then having it cost us money at some point down the road.

Motion by Kenworthy seconded by Toquam to approve and authorize the Chair to sign letters of support to the State Capital Investment Committee and U.S. Representative Finstad and our two senators in support of Olmsted County pursuing State Bonding during the 2024 Legislative Session to design, construct, and equip the new Materials Recovery Facility with a food waste separation system to prepare food waste for anaerobic digestion processing.

Motion Adopted [3 to 1]

Lisa Kramer, Finance Director

Bills Reviewed

Ms. Kramer reviewed bills with the Board.

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

01	Revenue Fund	\$ 367,186.72
13	Road and Bridge Fund	\$ 31,109.42
16	Environmental Quality Fund	\$ 102,100.46
19	Eda/Hra-Dodge County	\$ 7,493.75
80	Agency Fund	<u>\$ 1,005.00</u>
	Total	\$ 508,895.35

Motion Adopted [Unanimous]

Lisa Hager, Employee Relations Director

Personnel Agenda Reviewed

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

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

A. Land Records

- A.1 Laura Bollum - Deputy Recorder
Step increase from B22 step 8 \$21.68 to B22 step 7 \$22.37.
Effective Date: 5/2/24

B. Administration

- B.1 Max Olive - Information Systems Specialist
Regular status and step increase from B31 step 8 \$25.19 to B31 step 7 \$26.00.
Effective Date: 4/17/24

C. Sheriff's Office

- C.1 Kristen Jones - 911 Dispatcher
Step increase from B23 step 5 \$28.41 to B23 step 6 \$29.55.
Effective Date: 3/20/24
- C.2 Luke Prudoehl - 911 Dispatcher
No longer employed.
Effective Date: 3/21/24
- C.3 911 Dispatcher - 1.0 FTE
Authorization to post and fill vacancy.
Effective Date: 4/9/24
- C.4 Chris Purdue - Deputy
Step increase from C41 step 7 \$35.86 to C41 step 8 \$36.58.
Effective Date: 3/16/24

D. Public Health

- D.1 Kathleen Struckmann - Public Health Nurse II
Step increase from C41 step 2 \$39.85 to C41 step 1 \$40.95.
Effective Date: 4/13/24

Motion Adopted [Unanimous]

Paul Kiltinen, County Attorney**Legal Update**

Mr. Kiltinen provided the Board with a legal update.

The County Attorney informed the Board that the Kailee Thompson has been with the county for 1 year now and is doing well in her position as Assistant County Attorney.

Motion No Vote

Administration Committee Report - Commissioner John Allen

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

Commissioners provided their agency reports. Commissioner Allen attended a Township Officers meeting. Commissioner Kenworthy didn't have any meetings to report. Commissioner Peterson attended an Auri open house, a Mental Health Council meeting, a meeting with the County Administrator regarding a proposal to purchase property, a Performance Council meeting, an AMC Initial Child Wellbeing Council meeting and a Township Officers meeting. Commissioner Tjosaas was not available to report his meeting attendance. Commissioner Toquam attended a SCHA Joint Powers Board meeting, a MNPrairie Policy meeting and a County Board meeting.

Motion No Vote

Mr. Elmquist did not have a County Administrator update to provide.

Motion No Vote

There were no Other Deferred Business items to discuss.

Motion No Vote

Ryan DeCook, Land Records Director**CAMA Contract Renewal**

Mr. DeCook informed the Board that their property tax appraisal software is supplied by Vanguard Appraisal, Inc. The County has used this software since 2006. Vanguard Appraisal has provided great customer service and continue to develop their tool for better valuation of property at an affordable rate. The Director of Land Records noted that the contract will increase \$725/year (6.07%) and will lock that rate for the next five years.

Motion by Peterson seconded by Kenworthy to approve and authorize the Board Chair sign a CAMA renewal contract with Vanguard Appraisal for 5 years as recommended.

Motion Adopted [Unanimous]

Jim Elmquist, County Administrator**Closed Session**

Motion by Toquam seconded by Kenworthy to close the meeting to the public at 9:56 a.m. to discuss a possible offer on a property per Minn. Stat. § 13D.03; 13D.05, subd. 3.

Motion Adopted [Unanimous]

Meeting Opened to the Public

Motion by Toquam seconded by Peterson to open the meeting to the public at 10:12 a.m.

Motion Adopted [Unanimous]

Adjourn

The Chair adjourned the meeting at 10:12 a.m.

**CITY OF MANTORVILLE
 LICENSE APPLICATION FORM - GARBAGE/REFUSE HAULERS**

\$500

Company Name: Harter's Disposal of MN

Address: 2225 Hwy 63 N

City: Stewartville State: MN Zip: 55976

Phone: 507-910-8053 Fax: _____

Contact Person's Name: Laccen Comstock

Contact Person's Phone: 608-782-2082

The City of Mantorville issues multiple licenses for refuse hauling. Refuse haulers must be licensed with the County of Dodge as well as the City of Mantorville. The license period is for one (1) year from January 1st through December 31st. Collection is not allowed before 7:00 AM. The annual license fee is \$500 and a Certificate of Insurance must be on file with the City of Mantorville. Licenses are non-transferable.

Are you licensed in Dodge County? Yes ___ No Please attach a copy of the current Dodge County approval. The City will not issue a license to a non-County approved hauler.

We have sent in our Dodge County license app. It is up for review in front of the city council on May 14th.
 This license is for curbside collection of refuse and recyclables. Recyclables will include, but are not limited to: paper products, cans, plastic bottles and glass bottles.

Please indicate your schedule for collection of the following materials:

Commercial Garbage: Thursdays

Commercial Recyclables: "

Residential Garbage: "

Residential Recyclables: "

List your prices per month for the following: (Container size is approximate.)

Bags Residential

1 yd. Dumpster Commercial

20 Gal. Container _____

~~1.5~~ 2 yd. Dumpster \$99.91/month wklly pu

64 Gal. Container \$23/month

3 yd. Dumpster _____

96 Gal. Container \$26/month

4 yd. Dumpster \$140.99/month wklly pu

Other: Residential prices above are subtotals. Does not include taxes.

Is collection of recyclables included in the above prices? yes

If no, what are the additional charges? _____

Please identify what primary equipment used to collect refuse and/or recyclables.

Side load trucks

Front load trucks

Roll off trucks

Suzanne Constante
Signature

4/22/2024
Date

DO NOT WRITE BELOW THIS LINE - OFFICE USE ONLY

Applicant has supplied the following:

Certificate of Insurance _____
Copy of County License _____
Fee Paid _____

Council Approval Date: _____

Mayor

Date

City Clerk Treasurer

Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/23/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement.

PRODUCER: TRICOR, LLC - Onalaska
CONTACT NAME: Brittany Albitz, CIC, CPRM
PHONE: (608) 567-2297 6476
FAX: (608) 723-6440
INSURER(S) AFFORDING COVERAGE: Integrity
INSURER A: Integrity
INSURER B:
INSURER C:
INSURER D:
INSURER E:
INSURER F:

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL SUBR INSD WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include Commercial General Liability, Automobile Liability, Umbrella Liab, and Workers Compensation.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Coverage applies only to the extent provided by the policy and subject to all of the policy terms, conditions, exclusions, endorsements and all applicable laws.

CERTIFICATE HOLDER: City of Mantorville, 21 5th St E, Mantorville, MN 55955
CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: Chris Lee

CITY OF MANTORVILLE
LICENSE APPLICATION FORM - GARBAGE/REFUSE HAULERS

\$500

Company Name: Skjeveland Enterprises

Address: 665 NW 32nd Ave.

City: Owatonna State: MN Zip: 55060

Phone: 507-528-9900 Fax: _____

Contact Person's Name: Chris Skjeveland

Contact Person's Phone: 507-456-0305

The City of Mantorville issues multiple licenses for refuse hauling. Refuse haulers must be licensed with the County of Dodge as well as the City of Mantorville. The license period is for one (1) year from January 1st through December 31st. Collection is not allowed before 7:00 AM. The annual license fee is \$500 and a Certificate of Insurance must be on file with the City of Mantorville. Licenses are non-transferable.

Are you licensed in Dodge County? Yes ^{since 2008} X No ____ Please attach a copy of the current Dodge County approval. The City will not issue a license to a non-County approved hauler.

This license is for curbside collection of refuse and recyclables. Recyclables will include, but are not limited to: paper products, cans, plastic bottles and glass bottles.

Please indicate your schedule for collection of the following materials:

Commercial Garbage: Tuesday, Wednesday, Friday

Commercial Recyclables: Tuesday, Wednesday, Friday

Residential Garbage: Wednesday

Residential Recyclables: every other Wednesday

List your prices per month for the following: (Container size is approximate.)

Bags	<u>\$50 / 10 bags</u>	2 yd. Dumpster	<u>82.65</u>
35-20 Gal. Container	<u>30.53</u>	4 1.5 yd. Dumpster	<u>140.00 temp</u>
64 Gal. Container	<u>34.66</u>	4 3 yd. Dumpster	<u>225.01</u>
96 Gal. Container	<u>38.80</u>	4 yd. Dumpster	_____
Other:	<u>Full Roll off service</u>		

Is collection of recyclables included in the above prices? yes

If no, what are the additional charges? _____

Please identify what primary equipment used to collect refuse and/or recyclables.

Rear, side + front load refuse trucks.


Signature

4-22-24
Date

DO NOT WRITE BELOW THIS LINE - OFFICE USE ONLY

Applicant has supplied the following:

- Certificate of Insurance X
- Copy of County License X
- Fee Paid _____

Council Approval Date: _____

Mayor

Date

City Clerk Treasurer

Date

PUBLIC HEARING NOTICE

Notice is hereby given that the Mantorville City Council will hold a public hearing on Monday, May 13, 2024 starting at 6:30 p.m., or as soon as reasonably practical thereafter, in the City Council Chambers, located at 21 5th Street East, Mantorville, Minnesota, related to proposed amendments to the City's master fee schedule. Interested persons may attend the hearing and provide comments. Materials and information regarding the proposed fee schedule revisions, including the proposed ordinance, can be requested from City staff or reviewed during business hours at City Hall, 21 5th Street East, Mantorville, MN. Following the public hearing, the City Council will consider adopting the fee schedule amendments via ordinance.

Gretchen Lohrbach
City Clerk Treasurer

CITY OF MANTORVILLE

ORDINANCE 2024-01

AN ORDINANCE UPDATING THE CITY'S MASTER FEE SCHEDULE

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

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

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

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

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

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

Mayor Chuck Bradford

ATTEST:

City Clerk Treasurer, Gretchen Lohrbach

**EXHIBIT A
CITY OF MANTORVILLE
2024 MASTER FEE SCHEDULE**

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

ADMINISTRATIVE FEES:

Copies	25¢ per page black and white; (10¢ if paper furnished) 40¢ double-sided \$1.00 per page, color
NSF/Closed Account/Stop Payment	\$30.00 per check
Copy of Council Meeting recording (disk)	\$5.00 per disk or flash drive
Duplicate License/Permit (any type)	\$10.00
Mileage Reimbursement	@ IRS allowed rate
Maps – 10 inch x 17 inch size	\$1.00 black and white \$2.00 color
Copy of City Code	\$65.00 - Binder \$50.00 – Non-binder
Affidavit of Candidacy Filing Fee	\$2.00
Open Records/Public Information Request	\$19.00 per hour
Document Recording	\$50.00
Mowing/Yard Cleanup/Other	\$100 per hour with a 1 hour minimum
Over 60 Days late fee for Fire Dept. Calls	\$25.00

BUILDING PERMIT FEES:

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

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

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

LAND USE FEES:

An additional fee of up to two (2) hours of consultant time may be added to land use applications. See specific application for consultant costs. Consultant time beyond two (2) hours will be discussed with the Applicant prior to the City proceeding with the application.

Preliminary Plat	\$350.00 + \$1.00/lot
Final Plat	\$150.00
Minor Subdivision	\$200.00 (less than 3 lots)
Variance	\$250.00
Rezone	\$250.00
Conditional Use Permit	\$250.00
Parkland Dedication	\$100.00 per lot
Annexation	\$300.00 + all associated costs
Appeal	\$150.00
Metes & Bounds Lot Split	\$250.00

UTILITIES:

Water/Sewer Accessibility Charge to Developers	
Water (WAC)	\$1,000.00 per developable acre
Sewer (SAC)	\$2,000.00 per developable acre
Connection Fee for Residential and Commercial Construction	
Water	\$650.00 per building
Sewer	\$2,639.00 per building
2022 Utility Rates	
Water Base	\$19.70
Water per Thousand Gallons	\$4.90
Sewer Base	\$36.50
Sewer per Thousand Gallons Water	\$8.62
Water Shut Off/Reconnection	\$100.00
<i>**Residents that leave for the winter months and request their water to be shut-off at the curb will be charged the \$100 fee when the water is turned back on. Monthly Base fees are not charged when the water is shut off at the curb.</i>	

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

LICENSE & PERMIT FEES:

Alcoholic Beverages – Set by State Statute	
3.2% Malt Liquor On Sale	\$200.00
3.2% Malt Liquor Off Sale	\$100.00
Consumption & Display	\$250.00 (check made out to State of Minnesota)
Intoxicating On Sale	\$2,500.00
Intoxicating Off Sale	\$100.00
Club On Sale	\$100.00
Sunday Intoxicating On Sale	\$200.00
Wine On Sale	\$500.00
Investigation	Associated Costs
Temporary Liquor	\$25.00 per day
Mantorville Brewery	\$142.00
Mechanical Amusement Devices	\$50.00 (1-4 devices); \$15.00 each additional
Dog License	
Lifetime License	\$25.00
Replacement Tag	\$5.00
Dog Impound Fees 2024	\$100 plus cost of impound
Kennel License	\$150.00; Renewal N/C
Chicken Permit	\$25.00; Renewal N/C
Garbage Haulers Permit	\$500.00 annually
Fireworks Display	\$25.00 each show
Peddlers/Solicitor	

Per day, per applicant	\$10.00
Background Investigation	\$100.00
Excavation Permit (right-of-way)	\$30.00
Water/Sewer Contractor Permit	\$30.00 (Contractor's License to do work)
Bond Amount	\$25,000.00 (copy of State required bond)
Park Shelter Reservation	\$30.00 per day
Permanent Sign Permit	\$50.00 + any required Building Permit
Rental Property License	\$25.00 each dwelling containing less than 4 units; \$30.00 each dwelling for 4 to 8 units; \$3.50 per day (up to 20 days) for failure to renew license
Golf Cart Permit	\$5.00

**MANTORVILLE FIRE DEPARTMENT
2023 BILLING RATES**

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

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

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

Travel time is not included in any billing hours.

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

All fees listed include required State tax

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