



*Trail to the Past. Road to the Future.*

## REGULAR CITY COUNCIL MEETING

MANTORVILLE CITY COUNCIL CHAMBERS

21 5<sup>TH</sup> STREET E, MANTORVILLE, MN 55955

Monday, June 10, 2024

6:30 PM

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Adopt the Agenda**
4. **Consent Agenda \***
  - A. Accounts Payable - Warrant List 6.10.24
  - B. Accounts Payable – Warrant List May 2024
  - C. City Council Regular Meeting Minutes 5.20.24
  - D. County Commissioners Regular Meeting Minutes 5.14.24
  - E. Mantorville Chamber of Commerce May 2024 Minutes
  - F. Approval of Septic Permit for 410 Bergman Drive
  - G. Approval of Resolution 2024-13 Approving Fund Transfers for Year 2023
5. **Proclamations, Presentations and Recognitions**
  - A. Dodge County Environmental Services presentation of Pollinator Pathways for the City of Mantorville
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**
  - A. Sheriff's Reports
8. **Public Hearings – No Items**
9. **New Business/Old Business**
  - A. Scott Huneke, WHKS – Information on grading at Riverside Park for discussion of bandshell project location
10. **Tabled Items – No Items**
11. **Reports**
  - A. Public Works Report
  - B. City Clerk Report

- Financials will be provided to Council at meeting
- 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

**12. Executive Session –No Items**

**13. Adjourn \***

<b><i>Upcoming Meetings and Events in Mantorville:</i></b>		
<b>Wednesdays at 2:00pm – Weekly HWY 57 Community Q&amp;A at County Seat Coffeehouse</b>		
<i>June 10, 2024</i>	<i>6:30pm</i>	<i>Mantorville City Council Regular Meeting</i>
<i>June 19, 2024</i>	<i>City Offices Closed</i>	<i>Juneteenth Holiday</i>
<i>June 21-23, 2024</i>	<i>All Day</i>	<i>Mantorville Stagecoach Days</i>
<i>June 24, 2024</i>	<i>6:30pm</i>	<i>Mantorville City Council Regular Meeting</i>
<i>June 25, 2024</i>	<i>6:30pm</i>	<i>Monthly Parks and Recreation Meeting</i>
<b><i>Notice of Possible Quorum - Members of the City Council and other Boards may be in attendance at all meetings and community events in Mantorville</i></b>		

\* Indicates Council Action Items

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Payments

Current Period: June 2024

Payments Batch 060624PAY		\$47,995.62	
Refer	0 CASEYS BUSINESS MASTERCARD	Ck# 006203	6/10/2024
Cash Payment	E 602-49450-212 Motor Fuels	fuel	\$292.57
Invoice	5.18.24	6/10/2024	
Cash Payment	E 101-45200-212 Motor Fuels	fuel	\$55.23
Invoice	5.18.24	6/10/2024	
Cash Payment	E 101-43100-212 Motor Fuels	fuel	\$215.71
Invoice	5.18.24	6/10/2024	
Cash Payment	E 101-42200-212 Motor Fuels	fuel	\$31.72
Invoice	5.18.24	6/10/2024	
Transaction Date	6/6/2024	MBT Bank Checking 10100	<b>Total</b> \$595.23
Refer	0 VERIZON WIRELESS	Ck# 006202	6/10/2024
Cash Payment	E 101-42200-321 Communications Phone/	phone service FD	\$64.64
Invoice	9964969519	6/10/2024	
Transaction Date	6/6/2024	MBT Bank Checking 10100	<b>Total</b> \$64.64
Refer	0 RESNEXUS	Ck# 006201	6/10/2024
Cash Payment	E 603-45183-210 Tax and Licensing	credit card processing admin fees	\$55.90
Invoice	6.3.24	6/10/2024	
Transaction Date	6/6/2024	MBT Bank Checking 10100	<b>Total</b> \$55.90
Refer	0 RESNEXUS	Ck# 006200	6/10/2024
Cash Payment	E 603-45183-210 Tax and Licensing	credit card processing use	\$50.25
Invoice	5.15.24	6/10/2024	
Transaction Date	6/6/2024	MBT Bank Checking 10100	<b>Total</b> \$50.25
Refer	0 MN PERA	Ck# 006199	6/10/2024
Cash Payment	G 101-21704 PERA	PR 11.1 2024	\$224.65
Invoice	6.7.24	6/10/2024	
Transaction Date	6/6/2024	MBT Bank Checking 10100	<b>Total</b> \$224.65
Refer	0 MINNESOTA REVENUE	Ck# 006198	6/10/2024
Cash Payment	G 101-21702 State Withholding	PR 11.1 2024	\$5.00
Invoice	6.6.24	6/10/2024	
Transaction Date	6/6/2024	MBT Bank Checking 10100	<b>Total</b> \$5.00
Refer	0 INTERNAL REVENUE SERVICE	Ck# 006197	6/10/2024
Cash Payment	G 101-21703 FICA Tax Withholding	PR 11.1 2024	\$186.04
Invoice	6.6.24	6/10/2024	
Cash Payment	G 101-21709 Medicare	PR 11.1 2024	\$43.50
Invoice	6.6.24	6/10/2024	
Cash Payment	G 101-21701 Federal Withholding	PR 11.1 2024	\$10.00
Invoice	6.6.24	6/10/2024	
Transaction Date	6/6/2024	MBT Bank Checking 10100	<b>Total</b> \$239.54
Refer	0 SOUTHEAST SERVICE COOPERAT	Ck# 006196	6/10/2024
Cash Payment	G 101-21706 Hospitalization/Medical Ins	Health Ins For May	\$3,455.04
Invoice	5.19.24	6/10/2024	
Transaction Date	6/6/2024	MBT Bank Checking 10100	<b>Total</b> \$3,455.04
Refer	0 GOPHER STATE ONE CALL	-	

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Payments

Current Period: June 2024

Cash Payment	E 601-49400-300 Professional Srvs (GEN	Locates		\$22.14
Invoice	4050571	6/10/2024		
Cash Payment	E 602-49450-300 Professional Srvs (GEN	Locates		\$33.21
Invoice	4050571	6/10/2024		
Transaction Date	6/6/2024	MBT Bank Checking	10100	<b>Total</b> \$55.35
Refer	0 <u>HEROLD FLAGS</u>	-		
Cash Payment	E 101-41940-220 Bldg.Repair and Mainten	Minnesota Flags		\$138.00
Invoice	15775	6/10/2024		
Transaction Date	6/6/2024	MBT Bank Checking	10100	<b>Total</b> \$138.00
Refer	0 <u>REINDERS</u>	-		
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	Glyphosate		\$215.20
Invoice	3193143-00	6/10/2024		
Transaction Date	6/6/2024	MBT Bank Checking	10100	<b>Total</b> \$215.20
Refer	0 <u>NEWMAN SIGNS</u>	-		
Cash Payment	E 101-43100-224 Street Maint Materials	Post punch		\$191.00
Invoice	TRFINV054209	6/10/2024		
Transaction Date	6/6/2024	MBT Bank Checking	10100	<b>Total</b> \$191.00
Refer	0 <u>TEAM LAB CHEMICAL CORP.</u>	-		
Cash Payment	E 101-43100-224 Street Maint Materials	Road Patch		\$624.50
Invoice	NV0041018	6/10/2024		
Transaction Date	6/6/2024	MBT Bank Checking	10100	<b>Total</b> \$624.50
Refer	0 <u>HAWKINS, INC</u>	-		
Cash Payment	E 601-49400-216 Chemicals and Chem Pr	Chlorine Cylinders		\$30.00
Invoice	6757397	6/10/2024		
Transaction Date	6/6/2024	MBT Bank Checking	10100	<b>Total</b> \$30.00
Refer	0 <u>MCNEILUS STEEL INC</u>	-		
Cash Payment	E 101-43100-224 Street Maint Materials	Iron for signs		\$67.98
Invoice	01105171	6/10/2024		
Cash Payment	E 101-43100-224 Street Maint Materials	Iron for signs		\$11.18
Invoice	01105173	6/10/2024		
Transaction Date	6/6/2024	MBT Bank Checking	10100	<b>Total</b> \$79.16
Refer	0 <u>TRI-STATE BOBCAT</u>	-		
Cash Payment	E 101-45200-500 Capital Outlay	Auger		\$4,250.00
Invoice	013253	6/10/2024		
Transaction Date	6/6/2024	MBT Bank Checking	10100	<b>Total</b> \$4,250.00
Refer	0 <u>EARLS SMALL ENGINE REPAIR</u>	-		
Cash Payment	E 101-45200-500 Capital Outlay	Stihl		\$656.00
Invoice	6.4.24	6/10/2024		
Transaction Date	6/6/2024	MBT Bank Checking	10100	<b>Total</b> \$656.00
Refer	0 <u>BADGER METER</u>	-		
Cash Payment	E 601-49400-300 Professional Srvs (GEN	Meter Service April & May		\$337.85
Invoice	5.31.24	6/10/2024		
Cash Payment	E 602-49450-300 Professional Srvs (GEN	Meter Service April & May		\$506.77
Invoice	5.31.24	6/10/2024		
Transaction Date	6/6/2024	MBT Bank Checking	10100	<b>Total</b> \$844.62

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Payments

Current Period: June 2024

Refer	0	<u>CULLIGAN OF GREATER ROCHES</u>	-		
Cash Payment	E 101-41940-200	Supplies	Water		\$27.85
Invoice	611X01387001	6/10/2024			
Transaction Date	6/6/2024		MBT Bank Checking 10100	<b>Total</b>	\$27.85
Refer	0	<u>LINCOLN NATIONAL LIFE INSURA</u>	-		
Cash Payment	G 101-21711	Life Insurance Payable	Coverage for June		\$201.78
Invoice	6.1.24	6/10/2024			
Transaction Date	6/6/2024		MBT Bank Checking 10100	<b>Total</b>	\$201.78
Refer	0	<u>MINNESOTA DEPT HLTH - DRINKI</u>	-		
Cash Payment	E 601-49400-441	MDH FEE	2nd Qtr service connection fee		\$998.00
Invoice	6.30.24	6/10/2024			
Transaction Date	6/6/2024		MBT Bank Checking 10100	<b>Total</b>	\$998.00
Refer	0	<u>KENNEDY &amp; GRAVEN, CHARTERE</u>	-		
Cash Payment	E 101-41600-304	Legal Fees	Legal Matters for May		\$1,731.90
Invoice	181574	6/10/2024			
Transaction Date	6/6/2024		MBT Bank Checking 10100	<b>Total</b>	\$1,731.90
Refer	0	<u>DELTA DENTAL</u>	-		
Cash Payment	G 101-21708	Dental Insurance	Dental Ins for June		\$280.95
Invoice	0005734870	6/10/2024			
Transaction Date	6/6/2024		MBT Bank Checking 10100	<b>Total</b>	\$280.95
Refer	0	<u>SIMPLY TIDY, LLC</u>	-		
Cash Payment	E 101-41940-439	Janitors			\$65.00
Invoice		6/10/2024			
Cash Payment	E 101-41940-439	Janitors			\$65.00
Invoice		6/10/2024			
Transaction Date	6/6/2024		MBT Bank Checking 10100	<b>Total</b>	\$130.00
Refer	0	<u>MINNESOTA REVENUE</u>	-		
Cash Payment	G 101-21702	State Withholding	Ck# 006191 6/10/2024 PR 11 2024		\$417.10
Invoice	5.31.24	6/10/2024			
Transaction Date	6/6/2024		MBT Bank Checking 10100	<b>Total</b>	\$417.10
Refer	0	<u>MN PERA</u>	-		
Cash Payment	G 101-21704	PERA	Ck# 006190 6/10/2024 PR 11 2024		\$1,309.29
Invoice	6.3.24	6/10/2024			
Transaction Date	6/6/2024		MBT Bank Checking 10100	<b>Total</b>	\$1,309.29
Refer	0	<u>CMS - CONSTRUCTION MGMT. SE</u>	-		
Cash Payment	E 101-42400-300	Professional Srvs (GEN	Building inspection fees for May		\$1,709.77
Invoice	817-244590-4	6/10/2024			
Transaction Date	6/6/2024		MBT Bank Checking 10100	<b>Total</b>	\$1,709.77
Refer	0	<u>SMITH SCHAFFER &amp; ASSOCIATES</u>	-		
Cash Payment	E 101-41530-301	Auditing and Acct g Serv	2nd Progress for Audit		\$4,000.00
Invoice	31509	6/10/2024			
Transaction Date	6/6/2024		MBT Bank Checking 10100	<b>Total</b>	\$4,000.00
Refer	0	<u>PITNEY BOWES PURCHASE POWE</u>	-		
Cash Payment	E 601-49400-430	Miscellaneous	Postage for water bills, etc.		\$40.00
Invoice	6.23.24	6/10/2024			

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Payments

Current Period: June 2024

Cash Payment	E 602-49450-437	Other Miscellaneous	Postage for water bills, etc.	\$80.00
Invoice	6.23.24	6/10/2024		
Cash Payment	E 604-43150-352	Publishing	Postage for water bills, etc.	\$20.00
Invoice	6.23.24	6/10/2024		
Cash Payment	E 101-41500-322	Postage	Postage for water bills, etc.	\$60.00
Invoice	6.23.24	6/10/2024		
Transaction Date	6/6/2024	MBT Bank Checking	10100	<b>Total</b> \$200.00
Refer	0	MIDWEST SIGNTECH OF ROCHES	-	
Cash Payment	E 101-41110-430	Miscellaneous	Name Plate	\$60.00
Invoice	19062	6/10/2024		
Transaction Date	6/6/2024	MBT Bank Checking	10100	<b>Total</b> \$60.00
Refer	0	MIDWEST MACHINERY COMPANY	-	
Cash Payment	E 101-45200-500	Capital Outlay	Broom for John Deere	\$7,400.00
Invoice	08691477	6/10/2024		
Transaction Date	6/6/2024	MBT Bank Checking	10100	<b>Total</b> \$7,400.00
Refer	0	DODGE COUNTY SHERIFF	-	
Cash Payment	E 101-42100-310	Other Professional Servi	Law enforcement services 2024	\$8,944.50
Invoice		6/10/2024		
Transaction Date	6/6/2024	MBT Bank Checking	10100	<b>Total</b> \$8,944.50
Refer	0	ONSITE COMPANIES	-	
Cash Payment	E 603-45183-410	Rentals	Portapotty & supplies	\$16.11
Invoice		6/10/2024		
Cash Payment	E 603-45183-410	Rentals	Portapotty & supplies	\$84.84
Invoice		6/10/2024		
Cash Payment	E 101-45200-410	Rentals	Portapotty & supplies	\$79.00
Invoice		6/10/2024		
Transaction Date	6/6/2024	MBT Bank Checking	10100	<b>Total</b> \$179.95
Refer	0	NAPA	-	
Cash Payment	E 101-43100-228	Equip. Repair and Maint	Dry Oil	\$59.12
Invoice	477944	6/10/2024		
Cash Payment	E 101-43100-228	Equip. Repair and Maint	fuel Cap	\$13.65
Invoice	484599	6/10/2024		
Cash Payment	E 101-43100-228	Equip. Repair and Maint	Oil/Fluid filter	\$110.55
Invoice	484146	6/10/2024		
Transaction Date	6/6/2024	MBT Bank Checking	10100	<b>Total</b> \$183.32
Refer	0	DODGE COUNTY INDEPENDENT	-	
Cash Payment	E 101-41110-352	Publishing	Master Fee Ordinance	\$56.25
Invoice	17735	6/10/2024		
Cash Payment	E 101-41110-352	Publishing	Accessory Building Ordinance	\$56.25
Invoice	17777	6/10/2024		
Cash Payment	E 101-41110-352	Publishing	Deputy Clerk Ad	\$100.40
Invoice	17781	6/10/2024		
Transaction Date	6/6/2024	MBT Bank Checking	10100	<b>Total</b> \$212.90
Refer	0	MENARDS - NORTH ROCHESTER	-	
Cash Payment	E 101-45200-401	Repairs/Maint Buildings	Cedar Chips Etc	\$132.41
Invoice	87179	6/10/2024		

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Payments

Current Period: June 2024

Cash Payment	E 101-45200-401	Repairs/Maint Buildings	Cedar Chips Etc		\$145.47
Invoice	86854	6/10/2024			
Transaction Date	6/6/2024		MBT Bank Checking	10100	<b>Total</b> \$277.88
Refer	0	<i>DODGE COUNTY INDEPENDENT</i>		-	
Cash Payment	E 101-41500-437	Other Miscellaneous	Annual Renewal		\$49.00
Invoice		6/10/2024			
Transaction Date	6/6/2024		MBT Bank Checking	10100	<b>Total</b> \$49.00
Refer	0	<i>KASSON HARDWARE HANK</i>		-	
Cash Payment	E 601-49400-220	Bldg.Repair and Mainten	Magnets		\$11.97
Invoice	5.31.24	6/10/2024			
Cash Payment	E 101-43100-200	Supplies	Batteries		\$24.99
Invoice	5.31.24	6/10/2024			
Cash Payment	E 101-45200-401	Repairs/Maint Buildings	Nylon Hex Head		\$2.98
Invoice	5.31.24	6/10/2024			
Transaction Date	6/6/2024		MBT Bank Checking	10100	<b>Total</b> \$39.94
Refer	0	<i>KMTELECOM</i>		-	
Cash Payment	E 101-41940-321	Communications Phone/	CITY HALL MAIN 5170		\$140.46
Invoice	10215872	6/10/2024			
Cash Payment	E 101-41940-321	Communications Phone/	CITY HALL - 5176 - 2ND LINE		\$20.79
Invoice	10215872	6/10/2024			
Cash Payment	E 101-41940-321	Communications Phone/	CITY HALL FAX 5300		\$25.00
Invoice	10215872	6/10/2024			
Cash Payment	E 101-42200-321	Communications Phone/	FD 5440		\$25.78
Invoice	10215872	6/10/2024			
Cash Payment	E 101-41940-321	Communications Phone/	STREETS - SHOP 5119		\$80.77
Invoice	10215872	6/10/2024			
Cash Payment	E 601-49400-321	Communications Phone/	WATER TOWER ALARM 3588		\$45.87
Invoice	10215872	6/10/2024			
Cash Payment	E 602-49450-321	Communications Phone/	LIFT STATION ALARM 5066		\$35.87
Invoice	10215872	6/10/2024			
Cash Payment	E 602-49450-321	Communications Phone/	WWTP 5463 ALARM		\$35.87
Invoice	10215872	6/10/2024			
Cash Payment	E 101-41940-321	Communications Phone/	LONG DISTANCE/TAXES/FEES		\$5.85
Invoice	10215872	6/10/2024			
Cash Payment	E 101-46500-437	Other Miscellaneous	EDA 800 NUMBER		\$0.15
Invoice	10215872	6/10/2024			
Transaction Date	6/6/2024		MBT Bank Checking	10100	<b>Total</b> \$416.41
Refer	0	<i>WILKER RETAINING WALLS</i>		-	
Cash Payment	E 101-45200-500	Capital Outlay	Labor, Equipment, Fuel for EAB Trees		\$2,710.00
Invoice	1474	6/10/2024			
Cash Payment	E 101-45200-500	Capital Outlay	EAB Trees Purchased		\$4,741.00
Invoice	1473	6/10/2024			
Transaction Date	6/7/2024		MBT Bank Checking	10100	<b>Total</b> \$7,451.00

Payments

Current Period: June 2024

Fund Summary

	10100 MBT Bank Checking	
101 GENERAL FUND		\$45,298.40
601 WATER FUND		\$1,485.83
602 SEWER FUND		\$984.29
603 RV PARK		\$207.10
604 STORM SEWER FUND		\$20.00
		<hr/>
		\$47,995.62

Pre-Written Checks	\$6,416.64
Checks to be Generated by the Computer	\$41,578.98
Total	<hr/>
	\$47,995.62



Payments

Current Period: May 2024

Payments Batch May Aps 6.10.24		\$3,003.22	
Refer	0 SAMS CLUB	Ck# 006195 5/24/2024	
Cash Payment	E 101-45200-200 Supplies	Trash Bags	\$226.40
Invoice	10175719342 6/10/2024		
Transaction Date	6/6/2024	MBT Bank Checking 10100	<b>Total</b> \$226.40
Refer	0 WEX HEALTH, INC.	Ck# 006194 5/30/2024	
Cash Payment	G 101-21714 Health Savings Account	ER HSA PR 11 2024	\$246.16
Invoice	5.30.24 6/10/2024		
Cash Payment	G 101-21714 Health Savings Account	EE HSA PR 11 2024	\$100.00
Invoice	5.30.24 6/10/2024		
Transaction Date	6/6/2024	MBT Bank Checking 10100	<b>Total</b> \$346.16
Refer	0 RESNEXUS	Ck# 006193 4/15/2024	
Cash Payment	E 603-45183-210 Tax and Licensing	Fees for Credit Card Service	\$50.25
Invoice	4.15.24 6/10/2024		
Transaction Date	6/6/2024	MBT Bank Checking 10100	<b>Total</b> \$50.25
Refer	0 INTERNAL REVENUE SERVICE	Ck# 006189 5/31/2024	
Cash Payment	G 101-21703 FICA Tax Withholding	PR 11 2024	\$1,084.24
Invoice	5.31.24 6/10/2024		
Cash Payment	G 101-21709 Medicare	PR 11 2024	\$253.56
Invoice	5.31.24 6/10/2024		
Cash Payment	G 101-21701 Federal Withholding	PR 11 2024	\$763.16
Invoice	5.31.24 6/10/2024		
Transaction Date	6/6/2024	MBT Bank Checking 10100	<b>Total</b> \$2,100.96
Refer	0 RESNEXUS	Ck# 006192 5/17/2024	
Cash Payment	E 603-45183-440 Refunds and Reimburse Refund		\$279.45
Invoice	5.17.24 6/10/2024		
Transaction Date	6/6/2024	MBT Bank Checking 10100	<b>Total</b> \$279.45

Fund Summary

	10100 MBT Bank Checking	
101 GENERAL FUND		\$2,673.52
603 RV PARK		\$329.70
		<u>\$3,003.22</u>

Pre-Written Checks	\$3,003.22
Checks to be Generated by the Computer	\$0.00
<b>Total</b>	<u>\$3,003.22</u>



**1. Call to Order**

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

Present: Councilmembers:  
Lynette Nash  
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**

Council approved the agenda, as presented.

**4. Consent Agenda**

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

- A. Accounts Payable-Warrant List 5.20.24
- B. Dodge County Board of Commissioners Meeting Minutes of 4.23.24
- C. Application for a 1 Day Temporary Consumption and Display Permit for the Mantorville Restoration Association, Resolution 2024-12

Motion carried: 4 ayes / 0 nays

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

**6. Public Concerns – *No Items***

**7. Public Safety Update – *No Items***

**8. Public Hearings**

- A. A Public Hearing for an Ordinance (2024-02) Amending Subsection 150.025 (D)

Of the Code of Ordinances of the City of Mantorville Regarding Detached Accessory Structures. This will increase the accessory dwelling limit of 1,400 square feet to 1,600 square feet in total area on properties greater than two acres.

Councilmember Blair motioned and Councilmember Hoaglund seconded to open the public hearing at 6:32pm.

Motion Carried: 4 ayes / 0 nays

Councilmember Ingalls asked if there were any comments from the audience. Thomas Pompeii would like this ordinance to pass.

Councilmember Ingalls asked if there was anyone else.

Seeing none, Councilmember Hoaglund moved and Councilmember Blair seconded to close the Public Hearing:

Motion carried: 4 ayes / 0 nays

Councilmember Blair motioned and Councilmember Hoaglund seconded to pass Ordinance 2024-02 Amending Subsection 150.025(D) of the Code of Ordinances of the City of Mantorville Regarding Detached Accessory Structures:

Motion carried: 4 ayes / 0 nays

**B.** Public Hearing for a variance providing for an accessory building greater than 1,400 square feet was not held, because Ordinance 2024-02 above addressed this.

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

**10. Tabled Items**

**A.** Councilmember Blair motioned and Councilmember Nash seconded to take quotes for 2024 Garbage Removal off the table:

Motion carried: 4 ayes / 0 nays

City Clerk Lohrbach stated that she had received 5 quotes:

Waste Management – stated that bill would stay exactly the same as Hometown Haulers, \$209.26/month

Harter’s Disposal of MN - \$478.08/month

Aspen Waste Systems of MN Inc. - \$540.87/month

LRS of Minnesota, LLC - \$286.63/month

Skjevland Enterprises - \$304.50/month

Councilmember Hoaglund motioned and Councilmember Nash seconded to stay with Waste Management and pay month to month at this time:

Motion Carried: 4 ayes / 0 nays

- B.** Councilmember Nash motioned and Councilmember Blair seconded to take the Pitney Bowes Lease off the table:

Motion carried: 4 ayes / 0 nays

The City of Mantorville doesn't send out enough mail to make keeping this lease worthwhile. There is no price break for the water bills we send out every month, only savings of \$0.04 per first class letter. To keep the lease, it will cost the City \$776.16 per year. Ink cartridges are \$110.37 each and the City spent \$220.74 last year on 2 cartridges. Usage plus ink will cost the City a total of \$996.90 per year. At this time, Council recommends not signing the 5-year contract with Pitney Bowes and to us stamps in the meantime.

Councilmember Nash moved and Councilmember Blair seconded to not renew the 5 year lease:

Motion carried: 4 ayes / 0 ayes

## **11. Reports**

A. Public Works Report – No Items

B. City Clerk Report

- 1) We currently have 10 applicants for the Deputy City Clerk position from “Indeed.com” and the advertisement will come out in the paper on Thursday.

C. Consultant Report – City Clerk Lohrbach said Scott Huneke-WHKS suggests having an information session for residents regarding the Bandshell Project in Riverside Park and its location.

Council agrees that this is a good idea and will decide on a date.

Council said deciding who can play and when they can play is important.

## **12. Adjourn**

Meeting was cut short due to inclement weather and tornado sirens going off.

Motion was made by Councilmember Hoaglund and seconded by Councilmember Ingalls to adjourn the meeting at 7:05 p.m.

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

**UNAPPROVED MINUTES OF THE  
DODGE COUNTY BOARD OF COMMISSIONERS REGULAR MEETING HELD  
MAY 14, 2024**

**Chair**

**Convene County Board Meeting**

The Dodge County Commissioners met in regular session May 14, 2024, in the Commissioner’s Room at the Dodge County Government Services Building, Mantorville, MN, at 9:30 a.m. Chair John Allen called the meeting to order at 9:30 a.m.

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
John Allen	District 1	Present	9:30 AM
Tim Tjosaas	District 2	Present	10:12 AM
Rodney Peterson	District 3	Present	9:30 AM
Rhonda Toquam	District 4	Present	9:30 AM
David Kenworthy	District 5	Present	9:30 AM

**Pledge of Allegiance**

The pledge of allegiance was recited.

**Determine Quorum**

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

Also present:

Jim Elmquist            County Administrator  
Becky Lubahn            Deputy Clerk

**Establish Agenda**

**Agenda Approved**

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

*Motion Adopted [Unanimous]*

**Consent Agenda**

Motion by Kenworthy seconded by Toquam to approve the following Consent Agenda item:

*Motion Adopted [Unanimous]*

- 1.1. Board of Commissioners - Regular Meeting - Apr 23, 2024 5:00 PM

**New Employee Introductions**

Public Health Director Amy Evans introduced Katelynn Martin who is the new Administrative Assistant in her department.

The Board welcomed Ms. Martin.

### **Guy Kohlnhofer, County Engineer**

#### **Set Date for County Road Tour**

Mr. Kohlnhofer reported that construction is underway and it is that time again to tour the county. The semiannual road tour is their time to familiarize and reacquaint themselves with the roads of Dodge County that each of them may not often travel. During this road tour they also review roads the Highway Department has recently worked on or may be working on in the near future. This tour gives Commissioners an opportunity to see the county's roads while giving their input as to the direction they would like to see the county's transportation system go.

The County Engineer stated this is also the time to review what they have accomplished and what they hope to do.

Mr. Kohlnhofer asked that the Board review their calendars and determine a date that the majority of Commissioners and interested personnel could attend a morning bus tour.

The county road tour date was set for Friday, June 7, 2024 from 8:00 -11:00 a.m.

*Motion No Vote*

### **Lauren Cornelius, Environmental Services Director & Guy Kohlnhofer, County Engineer**

#### **Dodge County Wind Update**

Ms. Cornelius and Mr. Kohlnhofer met with the Board to discuss the Dodge County Wind Project. As the Board is aware, Thursday, May 2<sup>nd</sup> there was a Minnesota Public Utilities Commission (PUC) meeting in Saint Paul that the County Engineer and the Environmental Services Director attended. Ultimately, Dodge County did not get the preferred route of Highway 56, but there were several requested conditions that were added to the permit. Additionally, the applicant will need to receive a Utility Permit from Dodge County. Dodge County does intend to make stray voltage/EMF testing part of the Utility permit requirement. Included in the Board packet were the final items and language approved by the PUC Commissioners.

Commissioner Toquam voiced concerns with the possibility of stray voltage becoming an issue in the future.

The importance of base line testing was discussed.

Commissioners wanted to know how residents impacted by this project would be made aware that they should do base line testing before the system goes on-line.

The Environmental Services Director discussed what she and the County Engineer will do to inform property owners of upcoming meetings regarding this project and make them aware that it is important to do base line testing before the project is implemented so they can refer back to this information if they feel there is an issue at a later date.

Commissioner Peterson had questions regarding the different styles of poles that are being used.

Mr. Kohlhofer explained which poles are used and why they are used.

Commissioner Allen thanked Ms. Cornelius and Mr. Kohlhofer for their work on this project.

*Motion No Vote*

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

**Renovation ReUse Concrete Ramp**

Ms. Cornelius and Ms. Cole met with the Board to discuss their request to install a concrete ramp into the Renovation ReUse building. In July of 2023, their 50 x 72 building was mostly completed on the buffer land to the south of the Dodge County Transfer Station. This building is a shell with concrete, lighting and wi-fi. The Dodge County Highway Department built Environmental Services an access road to the facility since the City of Kasson 16<sup>th</sup> Street project has not gone through yet. Their address is 62770 240<sup>th</sup> Ave, Kasson, MN. Since opening they have had four very successful pop-sales, diverted 14,000 lbs of waste and have brought in \$4,429.25 from drop-off fees and sales. The building has been positively perceived and Environmental Services looks forward to hosting sales on a more regular basis this summer with the help of willing volunteers from Lions Club in Kasson-Mantorville (KM) and the Lions Club in Dodge Center. That being said, it has been noticed that the entry way is a safety hazard and difficult to manage wheelchairs and heavy items on moving dolly's. Therefore, Environmental Services is asking the Board's approval to move forward with installing a 10 x 24 concrete pad. Included in the Board packet were pictures and two estimates on what it would cost to install a 10 x 24 concrete pad at the entrance.

Commissioner Peterson wanted to know how they know how much they have diverted from the landfill, and whether or not they weigh it.

Ms. Cole reported that they do weigh everything that comes through the door.

The Assistant Waste Management Administrator reported the cost savings to the county for diverting items from the landfill is \$134 per ton.

Motion by Kenworthy seconded by Peterson to approve and authorize Tony Paulson Builders to install a 10 x 24 concrete ramp to the Renovation ReUse building at a cost of \$2,050 as requested.

*Motion Adopted [Unanimous]*

**Additional Hauler Licenses 2024**

The Environmental Services Director presented for the Board's consideration a request to approve a proposed resolution to issue additional 2024 licensure to the following waste haulers:

Harter's Disposal of MN, Thompson Sanitation Inc, and Tracy Services LLC (Robert Tracy)

The licenses will be good until February 8, 2025 to coordinate with the other licensed haulers in Dodge County.

Commissioner Kenworthy offered the following resolution (#2024-20), seconded by Commissioner Toquam:

**WHEREAS**, the following waste haulers have applied for a license to collect and transport solid waste in Dodge County:

Harter's Disposal of MN, Thompson Sanitation Inc, and Tracy Services LLC (Robert Tracy)

**WHEREAS**, the Dodge County Environmental Services Department has reviewed the hauler's application and supplemental information and finds that it meets requirements set forth in Dodge County Solid Waste General Ordinance No. 1.

**THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Commissioners grants a license to collect and transport solid waste in Dodge County for a period from May 14, 2024 through February 8, 2025 to the following haulers:

Harter's Disposal of MN, Thompson Sanitation Inc, and Tracy Services LLC (Robert Tracy)

**BE IT FURTHER RESOLVED** that the enforceable conditions of each license are as follows:

- The licensee will comply with all provisions of Dodge County Ordinance and state law.
- The licensee will pay Transfer Station Tipping Fee and Waste-to-Energy Service Charge as determined by Dodge County

*Resolution Adopted [Unanimous]*

**Melissa DeVetter, Project Manager**

**Dodge County Emerald Ash Borer Plan**

Ms. DeVetter reported that Dodge County has received grant funds from the Minnesota DNR's ReLeaf and Shade Tree Bonding Grant programs for removal and replacement of Ash trees impacted by Emerald Ash Borer at the Fairview Care Center and 4 county-owned properties located within the City of Mantorville. As part of the grant agreements, the county is required to prepare and approve an Emerald Ash Borer Management Plan for the county. Included in



the Board packet was an Emerald Ash Borer Management Plan including the inventory of county-owned properties.

Motion by Toquam seconded by Kenworthy to adopt the proposed Emerald Ash Borer Management Plan as recommended.

*Motion Adopted [Unanimous]*

**Catherine Grondin, Zoning Administrator  
Planning Commission Recommendation Reviewed**

Zoning Administrator Catherine Grondin presented for the Board’s consideration the May 1, 2024 Planning Commission recommendation.

Ms. Grondin discussed IUP #24-03 Wipf.

Motion by Toquam seconded by Kenworthy to approve of the following action of the Planning and Zoning Commission as reviewed on May 1, 2024 with the reasons, recommendations and conditions as found in the individual permit:

**IUP #24-03 Wipf**

The first public hearing is to consider an application for Interim Use Permit #24-03 to request to continue the Limited Rural Business for building and marketing of electric generators, fluid pumps and air compressors under different property ownership, in the Ag District on approximately 13.1-acres located in Section 17, Claremont Township. The applicant is Terrence Wipf, and the current property owners are Harold & Carla Wipf.

*Motion Adopted [Unanimous]*

**Lisa Kramer, Finance Director  
Bills Reviewed**

Ms. Kramer reviewed bills with the Board.

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

01	Revenue Fund	\$ 147,463.19
13	Road and Bridge Fund	\$ 255,477.22
16	Environmental Quality Fund	\$ 143,936.99
	Total	\$ 546,877.40

*Motion Adopted [Unanimous]*

**Sara Marquardt, Accounting Services Director  
Request to Purchase New Voter Assist Election Equipment**

Ms. Marquardt informed the Board that the Election Voter Assist equipment that we currently have was purchased in 2006. Preventive maintenance is done on the equipment every other year. Even with the preventive maintenance and the age of the machines we are nearly at the end of the life for those machines.

The Accounting Services Director reported election equipment is in need of updates, which includes new Voter Assist machines. The next generation of Voter Assist machine is the ExpressVote. The ExpressVote is also a multilingual and simple activation Universal Voting System. This system is ADA-Friendly and helps avoid overvoting by the voter. It is also a paper-based system and has an integrated thermal printer to produce a paper record that will be inserted into the DS200 tabulator.

The ExpressVote package includes the machine itself, soft-sided case, internal backup battery, ADA keypad, headphones, 4GB flash drive, power supply with AC cord, shipping of the unit and one year warranty. The cost of each ExpressVote machine is \$3,950.00. The cost for a backup jump drive is \$115.00. The cost of installation of each ExpressVote is \$115.00. The total for the new ExpressVote machines is \$4,180.00 per machine. There is also a one-time cost of \$1,975.00 for on-site equipment operations training.

Elections Systems and Software will also take the AutoMARKS and dispose of them for us for free, so there is no disposal fee to get rid of the old technology. Ms. Marquardt would like to start with ordering two machines for each of the larger precincts and one machine for the smaller precincts. We would also need some ExpressVote machines for Absentee voting and Direct balloting here in at the county offices. The Accounting Services Director would like to order 35 ExpressVote machines.

Ms. Marquardt reported money has been set aside in the budget for this election equipment update.

Motion by Kenworthy seconded by Peterson to approve and authorize the Accounting Services Director to purchase 35 ExpressVote machines for all precincts and the county at a cost of \$146,300 for the machine, jump drive and installation as well as \$1,975.00 for training on the new ExpressVote equipment for a total cost of \$148,275.00.

*Motion Adopted [Unanimous]*

Commissioner Tjosaas arrived at the meeting at 10:12 a.m.

*Motion No Vote*

**Paul Kiltinen, County Attorney**

**Legal Update**

Mr. Kiltinen was not available to provide a legal update.

*Motion No Vote*

**Lisa Hager, Employee Relations Director****Personnel Actions Reviewed**

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

It was the consensus of the Board to pull item C.1 - Criminal Paralegal and Victim/Witness Coordinator until the County Attorney is available to provide input on this request.

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

**A. Public Health**

- A.1 Emma Basness - Health Educator  
Regular status and step increase from C41 step 9 \$29.11 to C41 step 8 \$30.19.  
Effective Date: 5/1/24
- A.2 Haakon Colwell - Health Educator  
Authorization to employee at C41 step 6 \$32.50 to fill approved vacancy.  
Effective Date: 6/3/24
- A.3 Brenda Gullickson - Business Office Manager  
Step increase from C42 step 9 \$33.64 to C42 step 8 \$34.98.  
Effective Date: 5/9/24

**B. Administration**

- B.1 Sarah Johnson - Account Technician  
Step increase from B23 step 6 \$26.24 to B23 step 5 \$27.11.  
Effective Date: 4/27/24
- B.2 Nikki Hader - Account Technician  
Regular status and step increase from B23 step 7 \$25.72 to B23 step 6 \$26.24.  
Effective Date: 4/24/24

**D. Land Records**

- D.1 Breea Hare - Senior Deputy Recorder  
Step increase from B24 step 3 \$28.50 to B24 step 2 \$29.58.  
Effective Date: 6/7/24
- D.2 Mona McAndrew - Recorder Officer Manager  
Step increase from C41 step 3 \$35.77 to C41 step 2 \$36.85.  
Effective Date: 6/5/24
- D.3 Erik Hannigan - Appraiser I  
Regular status and step increase from B32 step 9 \$25.84 to B32 step 8 \$26.70.  
Effective Date: 6/5/24
- D.4 Recorder Office Supervisor - C42  
Approval of updated job description.  
Effective Date: TBD

**E. Sheriff's Office**

- E.1 Kamren Lodermeier - 911 Dispatcher  
Step increase from B23 step 3 \$26.48 to B23 step 4 \$27.32.  
Effective Date: 5/10/24
- E.2 Josiah Rehmann - Deputy Sheriff  
Step increase from C41 step 6 \$35.16 to C41 step 7 \$35.86.

Effective Date: 4/3/24

*Motion Adopted [Unanimous]*

### **Administration Committee Report - Commissioner John Allen**

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

Mr. Elmquist provided the Board with a County Administrator update.

*Motion No Vote*

Commissioners provided their agency reports. Commissioner Allen attended a zoom meeting with the County Administrator and other Southeast Minnesota Chairmen. Commissioner Kenworthy attended an Ice Arena meeting. Commissioner Peterson attended a NACO HSE Committee meeting, a State Advisory Council on Mental Health, an AMC Leadership forum, a meeting at Fairview Care Center with Commissioner Toquam and the Nursing Home Administrator and a Dodge/Steele CHB meeting. Commissioner Tjosaas attended a Dodge/Steele CHB meeting, a MNPrairie work session and a Semcac meeting. Commissioner Toquam attended a CHB meeting, a Fairview discussion, a 1W1P meeting, a SCHA Compliance meeting, a SCHA Joint Powers Board meeting, a Workforce Development meeting, a MNPrairie Policy Committee meeting, a Fairview discussion with the Nursing Home Administrator and a MNPrairie work session.

Commissioner Tjosaas left the meeting at 10:25 a.m.

*Motion No Vote*

There were no Other Deferred Business items to discuss.

*Motion No Vote*

### **Adjourn**

### **Meeting Adjourned**

The Chair adjourned the meeting at 10:43 a.m.

The next meeting of the Dodge County Board of Commissioners will be held on May 28, 2024 at 5:00 p.m

*Motion No Vote*

# Mantorville Chamber of Commerce

May 1, 2024

Geek Revival House

President Terry Eckstein called the May 1 meeting of the Mantorville Chamber of Commerce to order.

In attendance were Terry E., Lyle Hoaglund, Debra Wilson, Gretchen Lorbach, Janice Borgstrom Durst, Jason Klimavicz, Marilyn Lerman, Amy Evans, Jessca Schwering, Paul Larsen, Karn Jorgenson, Brittney Wilcox, Lynnette Nash, Melanie Dobson, May Trost, Wendy Schleeter, Jennifer Galloway, 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 April meeting were emailed to each member. Motion made Lyle Hoaglund and seconded by Jason Klimavicz accept the minutes as emailed. Motion passed.

Treasures report – none We still have money.

**Farmers Market.**- Will be a farmers market at Spring Filing. This year's farmers market will be held in the West end of the shelter. One vendor will take orders for gluten free items. The Zumbro Valley Grange has Butternut trees for sale. One Vendor will have some chestnut trees for sale also.

**Cookie Tim Contest:** -Today May 1<sup>st</sup> was the deadline for the entries May meeting we will discuss how to handle large orders.

. 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. The Saloon 2 will be closed for meals until construction is over. There will be coffee with the Contractor's at the County Seat on Wednesday after noon at 2:30pm. Post cards are available the Chocolate Shop.

**Band Shell:** This project is on hold right now by the city engineer. It will be on hold until the plans are complete. Three are still issues about where the band shell can be placed due to the flood plain.

**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. It will be held on the West side of the Park. The senior center will be serving a lunch. Cabin Fever will be planning from 12:00 to 2:00pm. Nan Babcock will be having a Garden Seminar in the Greek Revival House. If there is a plant exchange it will be on the lawn of the Greek Revival.

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

**Stage Coach Days:** There will be a Duck Reffell. It will be fore Dodger Days and the MRA.

**Election of President:** Terry Eckstein gave the reason for why he is stepping down as president. He will remain a member and volunteer for things. But at this time, he must step down to save his job. The nominating committee submitted the name of Jason Klimavici for the office of president. A vote was taken and Jason Klimavic was elected president of the Chamber. Terry passed over the key to the Greek Revival house to Jason.

Congratulation to Jason Klimavicz.

No there business to came before the meeting at this time the meeting was adjourned.

Secretary,

Barbara Loquai

Secretary,

Barbara Loquai



# City Council Report

To: Mayor and Council  
From: Gretchen Lohrbach, City Clerk-Treasurer  
Date: June 10, 2024

## **Septic System Permit Application – 410 Bergman Drive**

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### **BACKGROUND INFORMATION:**

The property owner at 410 Bergman Drive has submitted a permit application to replace the existing tank for their septic system. All requirements have been met for the Dodge County Septic System Permit Application and the last step is Council approval before the property owner submits the application in its entirety to Dodge County for final approval. The Applicant will be here tonight to answer any questions from Council.

Enclosed for Council review:

1. Dodge County Septic System Permit Application
2. Design Summary Page
3. Site Map
4. Compliance Inspection Report Form, Minnesota Pollution Control Agency

### **STAFF RECOMMENDATION:**

After Council has reviewed all information, motion to approve the Dodge County Septic System Permit Application, as presented.



DODGE COUNTY  
ENVIRONMENTAL SERVICES  
**Septic Permit Application**

Office Use Only  
**PERMIT #** \_\_\_\_\_  
**DATE REC'D** \_\_\_\_\_  
**AMOUNT REC'D** \_\_\_\_\_  
**RECEIPT #** \_\_\_\_\_

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

**CONTACT INFORMATION**

Property Owner: Tom and Julie Johnson Date: 6/4/24  
 Site Address: 410 Bergman Drive City: Mantorville Phone: \_\_\_\_\_  
 Mailing Address: same as above City/State \_\_\_\_\_ Parcel ID#: 251550020  
 Township: Mantorville Subdivision: Bergman Hills Sub 1.63 acres Block 1 Lot 1 *Parts of Lot 2*

<b>SYSTEM TYPE</b> (refer to design summary) and <b>PERMIT FEES</b>				<input type="checkbox"/> New SSTS	<input type="checkbox"/> Replacing Existing SSTS	<input type="checkbox"/> Addition
<b>Trench/Pressure bed</b>	<b>Above Ground</b>	<b>Type IV</b>	<b>&gt;2500gpd</b>	<b>Holding Tank/Tank Only</b>		
<input checked="" type="checkbox"/> Type I, II, & III \$400	<input type="checkbox"/> Type I, II, & III \$450	<input type="checkbox"/> <2500gpd \$670	<input type="checkbox"/> System \$0.45 per GPD	<input type="checkbox"/> System	\$200	

**OWNER PROVIDED INFORMATION**

**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 5 Number of Unused or Potential Bedrooms \_\_\_\_\_  
 Basement Finished  Yes  No  Home Extended Business (specify) \_\_\_\_\_  
**Water Using Devices** (Check all that apply)

<input type="checkbox"/> Garbage Disposal	<input checked="" type="checkbox"/> Dishwasher	<input checked="" type="checkbox"/> Large Tub/Jacuzzi	<input checked="" type="checkbox"/> Water Softener
<input checked="" type="checkbox"/> Clothes Washer	<input type="checkbox"/> Daycare	<input checked="" 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**

*See property description included & pinned but see Prelim. plat that will change when sale goes thru*

By submitting this application, the entire contents 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.

Julie A Johnson [Signature] 6/4/24  
 Property Owners Printed Name Property Owners Signature Date

**INSTALLER**

Name: Charlie Paulson License: L4304  
 Email: charlie@paulsonexcavating.org Phone: 507/923-3567

**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 6/6/2024

**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: \_\_\_\_\_

Application Approved   /  /   Approval Sent   /  /   Application Denied   /  /





DODGE COUNTY ENVIRONMENTAL SERVICES  
**Subsurface Sewage Treatment System**  
**SSTS Design Summary**

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

**SITE INFORMATION**

Site Address 410 Bergman Drive City Mantorville Zip 55955 Parcel ID 251550020  
 Property Owner Tom and Julie Johnson

**DESIGNER**

Name Daniel Zemke Date 5/30/24  
 Email daniel.zemke@wse.engineering Phone 507-535-9573 Phone

**SYSTEM INFORMATION**

MPCA Type  Type I  Type II  Type III  Type IV  Type V Dwelling Classification  I  II  III  IV  
 Residential  Commercial  Seasonal  Other Well Casing Depth City of mantorville water  
 Slope % 7 Depth to Restrictive Layer 60" Recommended Drainfield Depth 24"

**Design Flow:**

5 Number of Bedrooms; 600 Projected Daily Flow (gpd); Additional \_\_\_\_\_  
 Yes  No Garbage Disposal Existing/Proposed  Yes  No Ejector or Grinder Pump Existing/Proposed  
 Yes  No Effluent Screen & Alarm  Yes  No Alarm  Yes  No Time Dose

**TANK INFORMATION**

Type (Septic, Pump, Holding etc.)	Size (gallons)	Status (New, Existing)	Material (Precast, Plastic)	Alarm (Yes, No)	Insulated (Yes, No)	Manufacturer
Septic tank	2250	New	Precast	no	no	

Existing Tank: Volume COC on File  Watertight  Meets 7080 & Co. Ordinance

**Type II, III, & IV**

System Type Treatment Level Drainfield Separation  
 Drainfield;  Trench  Pressure Bed  Mound  At-Grade Media Used  
 Ability for Type I System on Property?  
 Yes; If yes, explain below why a Type I isn't being designed  NO; provide additional borings from other locations on the property

Operating Permit: Required  Yes  No  
 Additional Operation and Maintenance Recommendations or Requirements

**Designer Comments**

I hereby certify with my signature as the designer, that all soil and setback data and design criteria for this design are true and correct. 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 Ordinance Chapter 21 and MN Rules Chapter 7080-7083.

Daniel Zemke  
 Designer Signature

4208  
 License #

5/30/24  
 Date

Date of Evaluation: 5/23/24

### 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,  
Type of vegetation at site \_\_\_\_\_

- All required setbacks as listed below
  - Percent and direction of slope
  - Location of all buildings
  - Lot dimensions & property lines identified
  - Location of all easements
- Evidence of disturbed or compacted soil Yes  No

#### Setbacks (minimum distance identified in parentheses) this must be filled out by designer

- |               |  |               |   |
|---------------|--|---------------|---|
| <u>35</u>     | Building to tank (10 ft)   | <u>10</u>     | Water line (10 ft)                                    |
| <u>80</u>     | Building to drainfield (20 ft)   | <u>10</u>     | Property boundary (10 ft)                             |
| <u>N/A</u>    | Type of Well (cased <input type="checkbox"/> sandpoint <input type="checkbox"/> dug <input type="checkbox"/> ) | <u>      </u> | Road right-of-way(s) 10 ft)                           |
| <u>N/A</u>    | Drainfield Absorption area to Well (50/100')   | <u>      </u> | River, stream, or wetland (75 ft)                     |
| <u>      </u> | Well to tank (septic/holding/pump) 50 ft   | <u>      </u> | Well to buried sewer line (50 ft/20-50 ft air tested) |

Show access route for tank maintenance on diagram

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

*See Attached*

**CITY OF MANTORVILLE  
DODGE COUNTY, MINNESOTA**

**RESOLUTION 2024-13**

**A RESOLUTION APPROVING FUND TRANSFERS  
FOR THE YEAR 2023**

**WHEREAS**, the maintenance of City funds and Debt Service funds provide financial responsibility; and

**WHEREAS**, the City Council authorized certain fund transfers as part of the 2023 budget process to offset the costs of various projects.

**THEREFORE, BE IT RESOLVED**, by the Mantorville City Council that the City Clerk-Treasurer shall be permitted to conduct the following fund transfers:

- 1) Transfer from General Fund Reserves (101) to Park Fund (225) \$5,000.00 for 2023 Denneson Park budgeted amount for future needs.

Adopted by the City Council of the City of Mantorville, Minnesota, this 10<sup>th</sup> day of June, 2024.

ATTEST:

\_\_\_\_\_  
Chuck Bradford, Mayor

\_\_\_\_\_  
Gretchen Lohrbach, City Clerk-Treasurer



City **Mantorville**  
 Date 5/1/2024 thru 5/31/2024

<u>Agency</u>	<u>Incident_Nr</u>	<u>Location</u>	<u>LocCity</u>	<u>Activity</u>
S	202400003394	105 8th St E	Mantorville	Threats
S	202400003831	215 9th St W	Mantorville	Paper Service
S	202400003074	22 6th St E	Mantorville	Public Assist
S	202400003103	22 6th St E	Mantorville	Ambulance Run
S	202400003682	22 6th St E	Mantorville	Abscond From Supervis
S	202400003808	22 6th St E	Mantorville	Violate/cond-release
S	202400003834	22 6th St E	Mantorville	Dui
S	202400003653	22 6th St E	Mantorville	Agency History Check
S	202400003784	22 6th St E	Mantorville	TeST Only-No Resp Needed
S	202400003771	22 6th St E	Mantorville	MN Prairie Assist
S	202400003058	220 3rd St W	Mantorville	Warrants- Out of Co.
S	202400003319	220 County Rd 12	Mantorville	Missing Person
S	202400003077	320 Main St N	Mantorville	Suspicious Activity
S	202400003423	320 Main St N	Mantorville	Req for Extra Patrol
S	202400003569	321 Walnut St	Mantorville	Barking Dog
S	202400003313	401 Walnut St	Mantorville	Found Animals
S	202400003850	411 Bergmann Dr	Mantorville	Noise Complaint
S	202400003657	500blk Clay St	Mantorville	Cell Call Open Line
S	202400003601	508 Clay St	Mantorville	Ambulance Run
S	202400003576	510 Chestnut St	Mantorville	Ambulance Run
S	202400003176	522 Eagle Ct	Mantorville	Animal Comp
S	202400003343	600 Washington St	Mantorville	Animal Comp/abuse
S	202400003091	611 East St	Mantorville	Residence/business Ck
S	202400003589	616 West St	Mantorville	Animal Comp
S	202400003169	704 6th St W	Mantorville	Paper Service
S	202400003566	706 West St	Mantorville	Ambulance Run
K	202400001316	721 Main St N	Mantorville	Assist Other Agency
S	202400003214	721 Main St N	Mantorville	Open Door
K	202400001599	803 Walnut St	Mantorville	Assist Other Agency
S	202400003794	803 Walnut St	Mantorville	Domestic Assault/abus
S	202400003775	808 Adams St	Mantorville	9-1-1 Hang Up Call
S	202400003552	809 Jefferson St	Mantorville	Ambulance Run
S	202400003762	809 Jefferson St	Mantorville	Ambulance Run
S	202400003043	819 Jefferson St	Mantorville	Req for Extra Patrol
S	202400003733	905 Chestnut St	Mantorville	Ambulance Run
Total		35		





FILE PATH: S:\Jobs\Mantorville\6878.24\Band Shell\Drawings\6878.24 - BANDSHELL - Design out of floodway 1118.5.dwg PLOT DATE: 5/22/2024 9:11 AM

**CONSTRUCTION & GRADING NOTES**

MAXIMUM CROSS SLOPE OF ALL SIDEWALKS SHALL BE NO GREATER THAN 2.0%.

SAFETY NOTICE TO CONTRACTORS: IN ACCORDANCE WITH GENERALLY ACCEPTED CONSTRUCTION PRACTICES, THE CONTRACTOR WILL BE SOLELY AND COMPLETELY RESPONSIBLE FOR CONDITIONS ON THE JOB SITE, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY DURING PERFORMANCE OF THE WORK. THIS REQUIREMENT WILL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS. THE DUTY OF THE ENGINEER OR THE OWNER TO CONDUCT CONSTRUCTION REVIEW OF THE CONTRACTOR'S PERFORMANCE IS NOT INTENDED TO INCLUDE REVIEW OF THE ADEQUACY OF THE CONTRACTOR'S SAFETY MEASURES IN, ON, OR NEAR THE CONSTRUCTION SITE.

CAUTION ALL UNDERGROUND AND OVERHEAD UTILITY LOCATION SHOWN ARE APPROXIMATE. THERE MAY BE ADDITIONAL UNDERGROUND AND OVERHEAD UTILITIES NOT SHOWN ON THE PLAN THAT MAY BE REQUIRED TO BE REMOVED. IT IS THE CONTRACTOR'S RESPONSIBILITY TO REQUEST A GOPHER STATE ONE CALL PRIOR TO THE START OF ANY CONSTRUCTION.

THE FOLLOWING SPECIFICATIONS ARE HEREBY MADE A PART OF THIS CONTRACT BY REFERENCE.

MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION", 2020 EDITION AND ANY SUPPLEMENTAL SPECIFICATIONS, EXCLUDING DIVISION 1, EXCEPT WHEN THE PROVISIONS ARE REFERENCED IN DIVISION 2 AND 3, OR AS REFERENCED IN THESE SPECIAL PROVISIONS.

WHERE REFERENCE TO THE WORD "STATE", "COMMISSIONER", "CONTRACTING AUTHORITY", OR "DEPARTMENT", IS MENTIONED, IT IS UNDERSTOOD THAT THE WORD "OWNER" IS SUBSTITUTED. ALL REFERENCE TO THE WORD "ENGINEER" SHALL BE INTERPRETED AS THE ENGINEER FOR THE OWNER.

CITY ENGINEERS ASSOCIATION OF MINNESOTA (CEAM) STANDARD SPECIFICATIONS, 2021 EDITION

**(2101) CLEARING AND GRUBBING**

MN/DOT 2101 IS SUPPLEMENTED BY THE FOLLOWING:

CLEARING AND GRUBBING LIMITS FOR TREES ARE IDENTIFIED IN THE PROJECT PLANS.

THE CONTRACTOR SHALL PROTECT ALL TREES THAT ARE NOT DESIGNATED FOR REMOVAL.

STUMPS MAY BE REMOVED BY GRINDING TO A DEPTH AT LEAST 6" BELOW EXISTING OR FUTURE GROUND, WHICHEVER IS THE LOWER ELEVATION.

ALL DEBRIS FROM THE CLEAR AND GRUB OPERATION SHALL BE DISPOSED OF OFF-SITE.

**(2104) REMOVING PAVEMENT AND MISCELLANEOUS ITEMS**

MN/DOT 2104 IS SUPPLEMENTED BY THE FOLLOWING:

SAWING SHALL BE INCIDENTAL TO REMOVALS. REMOVED CONCRETE AND PAVEMENT MATERIALS, IN ALL PROJECT AREAS, SHALL BE THE PROPERTY OF THE CONTRACTOR, AND SHALL BE DISPOSED OF AT OFF-SITE LOCATIONS SECURED BY THE CONTRACTOR.

OTHER PAVEMENTS NOT SCHEDULED FOR REMOVAL SHALL BE PROTECTED. ANY DAMAGE TO PAVEMENTS SHALL BE REPLACED IN-KIND AT CONTRACTOR COST, INCLUDING SAW CUTTING OF BITUMINOUS OR CONCRETE.

**(2106) EXCAVATION AND EMBANKMENT**

MN/DOT 2106 IS SUPPLEMENTED BY THE FOLLOWING:

EMBANKMENTS SHALL BE CONSTRUCTED IN UNIFORM LAYERS WITH THE BEST AVAILABLE EXCAVATED MATERIALS PLACED NEAREST SUBGRADE ELEVATION, PER SPECIFICATION 2106.2B.1, INCLUDING ALL AREAS OF TOPSOIL REMOVAL AND SUBGRADE EXCAVATION. ALL EXCESS CLEAN EARTHEN MATERIAL SHALL BECOME THE PROPERTY OF THE CONTRACTOR.

THE CONTRACTOR SHALL SALVAGE A SUFFICIENT QUANTITY OF TOPSOIL TO RE-SPREAD. A MINIMUM OF SIX (6) INCHES OF TOPSOIL IS TO BE PLACED UNDER SODDED AREAS. ALL EXCESS TOPSOIL MATERIAL SHALL BE DISPOSED OF BY THE CONTRACTOR. TOPSOIL BORROW, PER MN/DOT 3877.2A, SHALL ONLY BE USED AS DESIGNATED BY THE ENGINEER. TOPSOIL RE-SPREAD AND BORROW SHALL BE FREE OF ROCK, WOOD, OR OTHER DELETERIOUS MATERIALS AND SHALL BE ORGANIC IN NATURE. UNAPPROVED TOPSOIL RE-SPREAD OR TOPSOIL BORROW SHALL BE REMOVED FROM THE SITE.

MATERIALS PLACED IN THE UPPER 3-FEET OF ROADWAYS AND EMBANKMENTS SHALL BE COMPACTED BY THE SPECIFIED DENSITY METHOD TO ONE HUNDRED PERCENT (100%) OF MAXIMUM DENSITY. ALL MATERIAL WITHIN ROADWAY EMBANKMENTS SHALL MEET MOISTURE CONTENT REQUIREMENTS PER MN/DOT TABLE 2106-2. ALL MATERIAL MUST MEET MOISTURE CONTENT REQUIREMENTS PRIOR TO COMPACTION TESTING. CORRECTION FOR MOISTURE CONTENT NOT MEETING TABLE 2106-2 IS INCIDENTAL AND NO LIMIT TO THE AMOUNT OF TIMES REQUIRED TO PERFORM DRYING OR WETTING DUE TO WEATHER, EXISTING SOIL CONDITIONS, AND/OR TIME OF YEAR. PLAN BACKFILLING AND ROADWAY EMBANKMENT CONSTRUCTION TO MEET MOISTURE CONTENT AND COMPACTION REQUIREMENTS. MATERIAL PLACED OUTSIDE THESE LIMITS, WITHIN RIGHT-OF-WAYS, MAY BE COMPACTED BY THE ORDINARY COMPACTION METHOD.

**(2573) TEMPORARY EROSION CONTROL**

EROSION AND SEDIMENT CONTROL SHALL BE CONSTRUCTED PRIOR TO THE START OF GRADING OPERATIONS, AND SHALL REMAIN FUNCTIONING UNTIL TURF IS RE-ESTABLISHED. PAYMENT FOR EROSION AND SEDIMENT CONTROL SHALL INCLUDE COMPENSATION FOR THEIR MAINTENANCE AND REMOVAL. THIS SHALL ALSO INCLUDE REMOVAL OF ALL SILTED MATERIALS AND TURF ESTABLISHMENT AT EROSION AND SEDIMENT CONTROL LOCATIONS.

ANY DISPLACEMENT OF EROSION CONTROL BY SURFACE DRAINAGE SHALL BE CONSIDERED DEFECTIVE WORK. CLEAN-UP AND DISPOSAL OF ALL MATERIALS WHICH ARE CARRIED DOWNSTREAM SHALL BE INCLUDED ALONG WITH OTHER REQUIRED REPAIR WORK.

**(2521) WALKS**

MN/DOT 2521 IS SUPPLEMENT BY THE FOLLOWING:

MATERIALS: CONCRETE SHALL MEET THE REQUIREMENTS OF MINNESOTA DEPARTMENT OF TRANSPORTATION SPECIFICATIONS 2461. TYPE 3F52 CONCRETE, WITH A MINIMUM COMPRESSIVE STRENGTH OF 4500 PSI, SHALL BE USED FOR ALL HAND-PLACED CONCRETE. DIMENSIONS SHALL BE AS DETAILED. ALL CONCRETE SHALL HAVE A MINIMUM OF 4" OF CLASS 5 AGGREGATE BASE PLACED UNDER IT.

**(2575) TURF ESTABLISHMENT**

MN/DOT 2575 IS SUPPLEMENTED BY THE FOLLOWING:

TURF RESTORATION SHALL BE DONE ON ALL DISTURBED TURF AREAS. THE REPLACEMENT OF SIX (6) INCHES OF SALVAGED TOPSOIL, FINE GRADING, AND PREPARATION PRIOR TO TURF ESTABLISHMENT, SHALL BE CONSIDERED INCIDENTAL. TURF RESTORATION WILL BE PAID BASED ON THE PROJECT LIMITS SHOWN ON THE PLAN. IF CONTRACTOR DISTURBS AREAS OUTSIDE OF THE PROJECT LIMITS, THE CONTRACTOR SHALL RESTORE THE DISTURBED AREAS AT THE CONTRACTOR'S EXPENSE.

AREAS TO BE SEEDED SHALL INCLUDE :

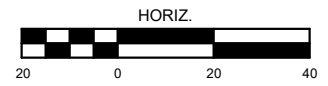
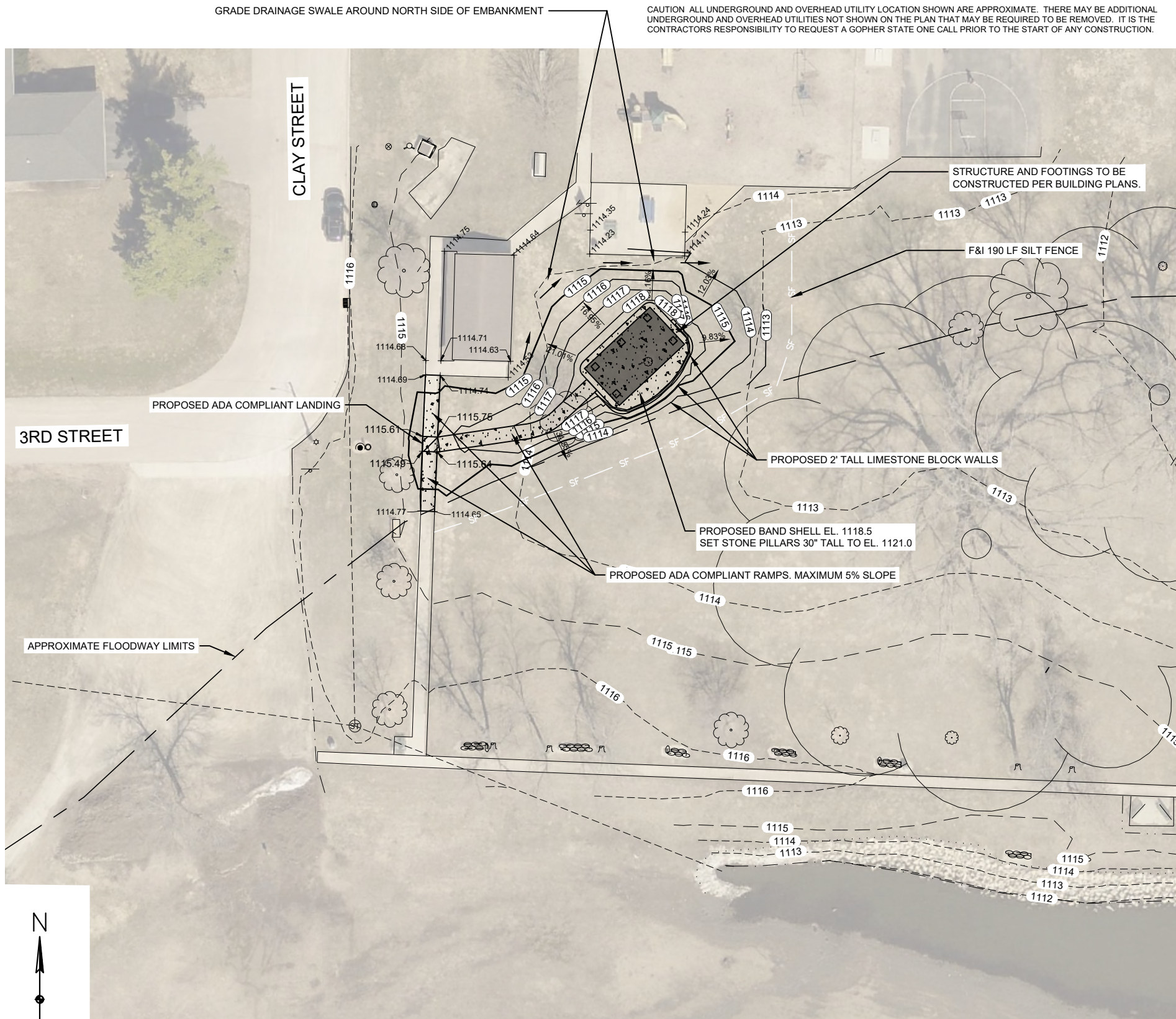
MN 3876, MIXTURE 25-131 @ 220 LBS/ACRE SEED, FERTILIZER SHALL BE 10-10-10 AT 200 LBS/ACRE, AND HYDROMULCHED


ALL NON-ROADWAY AREAS DISTURBED BY CONSTRUCTION ACTIVITIES INCLUDING TIRE RUTS THROUGH UNEXCAVATED AREAS AND MATERIALS STORAGE AREAS SHALL REQUIRE TURF ESTABLISHMENT AS SPECIFIED. ALL AREAS SHALL BE SEEDED.

PRIOR TO TURF ESTABLISHMENT, THE ENGINEER SHALL INSPECT THE RESTORATION AREAS. THE AREAS SHALL HAVE A MINIMUM OF SIX INCHES OF TOPSOIL. THE TOPSOIL TO BE UTILIZED SHALL BE THE BEST AVAILABLE MATERIAL FROM THE MATERIALS EXCAVATED FOR THIS PROJECT. THE CONTRACTOR SHALL SALVAGE, STOCKPILE, AND RESTORE THESE TOPSOIL MATERIALS. THE DISTURBED AREA SHALL BE FINE GRADED SUITABLE FOR RESIDENTIAL LAWN USE. THE BASE AND TOPSOIL SHALL BE FREE OF ROCKS, LUMPS, ROOTS, VEGETATION, AND ANY OTHER UNDESIRABLE MATERIAL. TOPSOIL SHALL CONFORM TO MN/DOT 3877.2A.

IF THE GRADING WORK IS TO BE DONE SUCH THAT DISTURBED AREAS ARE LEFT, OR ARE TO BE LEFT EXPOSED FOR 7 DAYS OR LONGER, THE CONTRACTOR SHALL SOW A COVER CROP (TEMPORARY PROTECTION).

THE CONTRACTOR SHALL BE REQUIRED TO REPAIR ALL ERODED AREAS AND AREAS WHERE SEED DID NOT GROW AND SHALL RE-SEED THESE AREAS AT THE CONTRACTOR'S EXPENSE.





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I hereby certify that this plan, specification or report was prepared by me or under my direct personal supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

**Pretham Prasad**  
 Date: 06/04/2024  
 License No. 55427

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NO.	DATE	REVISIONS

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**CONCEPT PLAN**

RIVERSIDE PARK BAND SHELL  
 MANTORVILLE, MN  
 2024

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SCALE: AS SHOWN
WHKS PROJECT NO. 6878.24
DRAWN BY: SGH
CHECKED BY: XX
SHEET <b>1 OF 1</b>

