



Trail to the Past. Road to the Future.

CITY COUNCIL MEETING
MUNICIPAL COUNCIL CHAMBERS
21 5TH STREET E, MANTORVILLE, MN 55955
Monday, September 9, 2024
6:30 PM

1. Call to Order

2. Pledge of Allegiance

3. Adopt the Agenda

4. Consent Agenda *

- A. Accounts Payable (Warrant List) for 9.9.24
- B. Mantorville Chamber of Commerce August 2024 Meeting Minutes
- C. Dodge County Commissioners Meeting Minutes 8.13.24

5. Proclamations, Presentations and Recognitions

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 record. 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. Mantorville Sheriff's Report for August

8. Public Hearing *

- A. To hear from staff and anyone else interested regarding a proposed amendment (Ordinance 2024-03) to Chapter 152 of the Mantorville City Code pertaining to floodplains. The proposed amendment would replace existing land use regulations related to floodplain management to comply with the current standards of the National Flood Insurance Program (NFIP), including adoption of the effective Flood Insurance Rate Map (FIRM) and Flood Insurance Study (FIS) report.

9. Old Business/New Business

- A. Citizen Complaint regarding neighbor's assorted cars and junk being left on his property. *
- B. Discussion of updated 2025 Budget and Preliminary Levy that must be set at next Council Meeting on September 23rd.

10. Tabled Items

- A. Dodge County Sheriff's Contract for 2025
- B. Dodge Center Ambulance Special Taxing District – their next meeting is Thursday September 19th.

11. Reports

- A. Public Works Report

- 1. Stop Sign discussion from last meeting – WHKS Memorandum from 2015
- B. City Clerk Report
- C. Consultant Report
- D. Committee Reports
Chamber, EDA, Finance/Budget, Fire Department, Infrastructure, KM Joint Powers, MRA, Park Board, Personnel, Relief, Township, Decorations Committee
- E. Councilmember Report
- F. Mayor Report

1. Executive Session

2. Adjourn

<i>Upcoming Meetings and Events in Mantorville:</i>		
<i>September 9, 2024</i>	<i>6:30pm</i>	<i>Regular City Council Meeting</i>
<i>September 18, 2024</i>	<i>8:00pm</i>	<i>Fire Department General Meeting</i>
<i>September 23, 2024</i>	<i>6:30pm</i>	<i>Regular City Council Meeting</i>
<i>September 24, 2024</i>	<i>6:30pm</i>	<i>Parks and Recreation Meeting</i>
<i>October 1, 2024</i>	<i>6:15pm</i>	<i>Mantorville EDA Meeting</i>
<i>October 14, 2024</i>	<i>6:30pm</i>	<i>Regular City Council Meeting</i>
<i>October 28, 2024</i>	<i>6:30pm</i>	<i>Regular City Council Meeting</i>
<i>October 26, 2024</i>	<i>All Day</i>	<i>Fall Festival</i>
<i>Members of the City Council and other Boards may be in attendance at all meetings and community events in Mantorville</i>		

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Payments

Current Period: September 2024

Payments Batch 090624PAY-2 Sept Aps		\$24,321.19	
Refer	0 SOUTHEAST SERVICE COOPERAT	Ck# 006247	9/9/2024
Cash Payment	G 101-21706 Hospitalization/Medical Ins	September Payment	\$2,591.28
Invoice	8.19.24	9/9/2024	
Transaction Date	9/6/2024	MBT Bank Checking 10100	Total \$2,591.28
Refer	0 MINNESOTA REVENUE	Ck# 006248	9/9/2024
Cash Payment	G 101-21702 State Withholding	PR 18 2024	\$345.11
Invoice	9.3.24	9/9/2024	
Transaction Date	9/6/2024	MBT Bank Checking 10100	Total \$345.11
Refer	0 INTERNAL REVENUE SERVICE	Ck# 006249	9/9/2024
Cash Payment	G 101-21703 FICA Tax Withholding	PR 18 2024	\$1,032.96
Invoice	9.3.24	9/9/2024	
Cash Payment	G 101-21709 Medicare	PR 18 2024	\$241.58
Invoice	9.3.24	9/9/2024	
Cash Payment	G 101-21701 Federal Withholding	PR 18 2024	\$657.52
Invoice	9.3.24	9/9/2024	
Transaction Date	9/6/2024	MBT Bank Checking 10100	Total \$1,932.06
Refer	0 MN PERA	Ck# 006250	9/9/2024
Cash Payment	G 101-21704 PERA	PR 18 2024	\$1,252.88
Invoice	9.4.24	9/9/2024	
Transaction Date	9/6/2024	MBT Bank Checking 10100	Total \$1,252.88
Refer	0 WEX HEALTH, INC.	Ck# 006252	9/9/2024
Cash Payment	G 101-21714 Health Savings Account	PR 18 2024 HSA ER	\$184.62
Invoice	9.5.24	9/9/2024	
Cash Payment	G 101-21714 Health Savings Account	PR 18 2024 HSA EE	\$90.00
Invoice	9.5.24	9/9/2024	
Transaction Date	9/6/2024	MBT Bank Checking 10100	Total \$274.62
Refer	0 PAYMENT SERVICE NETWORK, IN	Ck# 006251	9/9/2024
Cash Payment	E 602-49450-300 Professional Srvs (GEN	Service 8/1-8/31	\$101.13
Invoice	299326	9/9/2024	
Cash Payment	E 601-49400-300 Professional Srvs (GEN	Service 8/1-8/31	\$67.42
Invoice	299326	9/9/2024	
Transaction Date	9/6/2024	MBT Bank Checking 10100	Total \$168.55
Refer	0 BADGER METER	-	
Cash Payment	E 601-49400-300 Professional Srvs (GEN	Service for August	\$172.59
Invoice	1296141	9/9/2024	
Cash Payment	E 602-49450-300 Professional Srvs (GEN	Service for August	\$258.89
Invoice	1296141	9/9/2024	
Transaction Date	9/6/2024	MBT Bank Checking 10100	Total \$431.48
Refer	0 RITEWAY BUSINESS FORMS	-	
Cash Payment	E 602-49450-437 Other Miscellaneous	Utility Billing Postcards	\$74.61
Invoice	24-32121		
Cash Payment	E 601-49400-430 Miscellaneous	Utility Billing Postcards	\$43.01
Invoice	24-32121		
Cash Payment	E 604-43150-352 Publishing	Utility Billing Postcards	\$25.80
Invoice	24-32121		

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Payments

Current Period: September 2024

Transaction Date	9/6/2024	MBT Bank Checking	10100	Total	\$143.42
Refer	0 <i>BECKLEYS OFFICE PRODUCTS</i>	-			
Cash Payment	E 101-41500-300 Professional Svcs (GEN	Shredding			\$44.50
Invoice	106181	9/9/2024			
Transaction Date	9/6/2024	MBT Bank Checking	10100	Total	\$44.50
Refer	0 <i>LRS OF MINNESOTA, LLC</i>	-			
Cash Payment	E 101-42200-384 Refuse/Garbage Dispos	Garbage Removal Billing for month of September			\$46.05
Invoice	YB495395	9/9/2024			
Cash Payment	E 101-41940-384 Refuse/Garbage Dispos	Garbage Removal Billing for month of September			\$161.63
Invoice	YB495395	9/9/2024			
Cash Payment	E 603-45183-384 Refuse/Garbage Dispos	Garbage Removal Billing for month of September			\$92.09
Invoice	YB495395	9/9/2024			
Transaction Date	9/6/2024	MBT Bank Checking	10100	Total	\$299.77
Refer	0 <i>JACOBSEN LAW FIRM, P.A.</i>	-			
Cash Payment	E 101-41600-304 Legal Fees	Billing for month of August			\$663.00
Invoice	4371	9/9/2024			
Transaction Date	9/6/2024	MBT Bank Checking	10100	Total	\$663.00
Refer	0 <i>PITNEY BOWES PURCHASE POWE</i>	-			
Cash Payment	E 101-41500-322 Postage	Billing for August			\$14.72
Invoice	8.25.24	9/9/2024			
Cash Payment	E 601-49400-430 Miscellaneous	Billing for August			\$9.81
Invoice	8.25.24	9/9/2024			
Cash Payment	E 602-49450-437 Other Miscellaneous	Billing for August			\$19.62
Invoice	8.25.24	9/9/2024			
Cash Payment	E 604-43150-352 Publishing	Billing for August			\$4.91
Invoice	8.25.24	9/9/2024			
Transaction Date	9/6/2024	MBT Bank Checking	10100	Total	\$49.06
Refer	0 <i>Williams, James</i>	-			
Cash Payment	E 604-43150-440 Refunds and Reimburse	Refund for overpayment of Utility Bill Storm Sewer Portion			\$3.00
Invoice		9/9/2024			
Cash Payment	E 601-49400-430 Miscellaneous	Refund for overpayment of Utility Bill Test & Water			\$69.53
Invoice		9/9/2024			
Cash Payment	E 601-49400-101 Salaries	Refund for overpayment of Utility Bill			\$0.00
Invoice		9/9/2024			
Cash Payment	E 602-49450-437 Other Miscellaneous	Refund for overpayment of Utility Bill Sewer Portion			\$122.17
Invoice		9/9/2024			
Transaction Date	9/6/2024	MBT Bank Checking	10100	Total	\$194.70
Refer	0 <i>LOHRBACH, GRETCHEN</i>	-			
Cash Payment	E 101-41500-322 Postage	Picked up postage for September Utility Bills			\$67.20
Invoice	9.3.24	9/9/2024			
Cash Payment	E 601-49400-430 Miscellaneous	Picked up postage for September Utility Bills			\$44.80
Invoice	9.3.24	9/9/2024			

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Payments

Current Period: September 2024

Cash Payment	E 602-49450-437	Other Miscellaneous	Picked up postage for September Utility Bills	\$89.60
Invoice	9.3.24	9/9/2024		
Cash Payment	E 604-43150-352	Publishing	Picked up postage for September Utility Bills	\$22.40
Invoice	9.3.24	9/9/2024		
Transaction Date	9/6/2024	MBT Bank Checking	10100	Total \$224.00
Refer	0	<u>DODGE COUNTY INDEPENDENT</u>	-	
Cash Payment	E 101-41110-352	Publishing	Public Hearing Floodplains	\$112.50
Invoice	18138	9/9/2024		
Transaction Date	9/6/2024	MBT Bank Checking	10100	Total \$112.50
Refer	0	<u>SL CONTRACTING, INC</u>	-	
Cash Payment	E 101-43100-224	Street Maint Materials	Street Sweeping For Marigold Days	\$615.00
Invoice	14711	9/9/2024		
Transaction Date	9/6/2024	MBT Bank Checking	10100	Total \$615.00
Refer	0	<u>WARSAW SOLAR, LLC</u>	-	
Cash Payment	E 601-49400-380	Utility Services	Power Sales for July	\$919.17
Invoice	2408-6994D	9/9/2024		
Cash Payment	E 602-49450-380	Utility Services	Power Sales for July	\$1,327.70
Invoice	2408-6994D	9/9/2024		
Cash Payment	E 101-42200-380	Utility Services	Power Sales for July	\$459.59
Invoice	2408-6994D	9/9/2024		
Cash Payment	E 101-41940-380	Utility Services	Power Sales for July	\$817.04
Invoice	2408-6994D	9/9/2024		
Cash Payment	E 101-43160-381	Electric Utilities	Power Sales for July	\$1,480.89
Invoice	2408-6994D	9/9/2024		
Cash Payment	E 603-45183-381	Electric Utilities	Power Sales for July	\$102.11
Invoice	2408-6994D	9/9/2024		
Transaction Date	9/6/2024	MBT Bank Checking	10100	Total \$5,106.50
Refer	0	<u>AFLAC</u>	-	
Cash Payment	G 101-21710	AFLAC	Prepared 8.17.24 due 9.1.24	\$33.12
Invoice	098852	9/9/2024		
Transaction Date	9/6/2024	MBT Bank Checking	10100	Total \$33.12
Refer	0	<u>AMAZON</u>	<u>Ck# 006253 9/9/2024</u>	
Cash Payment	E 602-49450-240	Tools and Minor Equipm	Trailer Dolly	\$139.99
Invoice	7.16.24	9/9/2024		
Cash Payment	E 101-41500-200	Supplies	Keyboard	\$26.98
Invoice	7.16.24	9/9/2024		
Cash Payment	E 101-43100-240	Tools and Minor Equipm	Car Jump Starter	\$59.99
Invoice	7.16.24	9/9/2024		
Cash Payment	E 101-45200-404	Repairs/Maint Machiner	cigarette lighter socket	\$6.59
Invoice	7.16.24	9/9/2024		
Cash Payment	E 101-41500-200	Supplies	batteries AA	\$10.73
Invoice	7.16.24	9/9/2024		
Transaction Date	9/6/2024	MBT Bank Checking	10100	Total \$244.28
Refer	0	<u>GOPHER STATE ONE CALL</u>	-	
Cash Payment	E 602-49450-300	Professional Srvs (GEN	Locates for August	\$25.92
Invoice	4080572	9/9/2024		

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Payments

Current Period: September 2024

Cash Payment	E 601-49400-300	Professional Srvs (GEN	Locates for August						\$17.28
Invoice	4080572		9/9/2024						
Transaction Date	9/6/2024			MBT Bank Checking	10100		Total		\$43.20
Refer	0	NAPA							
Cash Payment	E 101-43100-228	Equip. Repair and Maint	cement & blister pack refills						\$21.94
Invoice	489182		9/9/2024						
Transaction Date	9/6/2024			MBT Bank Checking	10100		Total		\$21.94
Refer	0	US POSTAL SERVICE	Ck# 006254 9/9/2024						
Cash Payment	E 601-49400-300	Professional Srvs (GEN	water sample mailings						\$9.50
Invoice	8.20.24		9/9/2024						
Transaction Date	9/6/2024			MBT Bank Checking	10100		Total		\$9.50
Refer	0	METERING & TECHNOLOGY SOLU							
Cash Payment	E 601-49400-570	Capital Outlay	Large meter						\$459.31
Invoice	INV5459-2		9/9/2024						
Cash Payment	E 602-49450-570	Capital Outlay	Large meter						\$688.97
Invoice	INV5459-2		9/9/2024						
Transaction Date	9/6/2024			MBT Bank Checking	10100		Total		\$1,148.28
Refer	0	ROTO ROOTER							
Cash Payment	E 602-49450-300	Professional Srvs (GEN	Clearing of manhole at Caseys						\$708.62
Invoice	149736		9/9/2024						
Transaction Date	9/6/2024			MBT Bank Checking	10100		Total		\$708.62
Refer	0	HAWKINS, INC							
Cash Payment	E 601-49400-216	Chemicals and Chem Pr	chlorine Cylinders						\$30.00
Invoice	6837023		9/9/2024						
Transaction Date	9/6/2024			MBT Bank Checking	10100		Total		\$30.00
Refer	0	SANCO EQUIPMENT							
Cash Payment	E 101-45200-410	Rentals	Stump Grinder						\$325.00
Invoice	RS2006235-1		9/9/2024						
Transaction Date	9/6/2024			MBT Bank Checking	10100		Total		\$325.00
Refer	0	QUALITY FLOW SYSTEMS							
Cash Payment	E 602-49450-220	Bldg.Repair and Mainten	Filed Labor, install air relief valve						\$5,417.76
Invoice	47499		9/9/2024						
Transaction Date	9/6/2024			MBT Bank Checking	10100		Total		\$5,417.76
Refer	0	STUSSY CONSTRUCTION INC							
Cash Payment	E 101-43100-224	Street Maint Materials	Road Rock						\$679.90
Invoice	8.31.24		9/9/2024						
Transaction Date	9/6/2024			MBT Bank Checking	10100		Total		\$679.90
Refer	0	INTERSTATE POWER SYSTEMS							
Cash Payment	E 602-49450-300	Professional Srvs (GEN	Repair of Generator						\$500.00
Invoice	R001211691:01		9/9/2024						
Transaction Date	9/6/2024			MBT Bank Checking	10100		Total		\$500.00
Refer	0	ST. JOSEPH EQUIPMENT INC.							
Cash Payment	E 101-45200-404	Repairs/Maint Machiner	Mower Repair						\$292.02
Invoice	W24595		9/9/2024						
Transaction Date	9/6/2024			MBT Bank Checking	10100		Total		\$292.02

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Payments

Current Period: September 2024

Refer	0 KMTELECOM			
Cash Payment	E 101-41940-321	Communications Phone/ CITY HALL MAIN 5170		\$140.41
Invoice	10229037	9/9/2024		
Cash Payment	E 101-41940-321	Communications Phone/ CITY HALL - 5176 - 2ND LINE		\$20.79
Invoice	10229037	9/9/2024		
Cash Payment	E 101-41940-321	Communications Phone/ CITY HALL FAX 5300		\$25.00
Invoice	10229037	9/9/2024		
Cash Payment	E 101-42200-321	Communications Phone/ FD 5440		\$25.78
Invoice	10229037	9/9/2024		
Cash Payment	E 101-41940-321	Communications Phone/ STREETS - SHOP 5119		\$80.77
Invoice	10229037	9/9/2024		
Cash Payment	E 601-49400-321	Communications Phone/ WATER TOWER ALARM 3588		\$46.18
Invoice	10229037	9/9/2024		
Cash Payment	E 602-49450-321	Communications Phone/ LIFT STATION ALARM 5066		\$36.18
Invoice	10229037	9/9/2024		
Cash Payment	E 602-49450-321	Communications Phone/ WWTP 5463 ALARM		\$36.18
Invoice	10229037	9/9/2024		
Cash Payment	E 101-41940-321	Communications Phone/ LONG DISTANCE/TAXES/FEES		\$5.85
Invoice	10229037	9/9/2024		
Cash Payment	E 101-46500-437	Other Miscellaneous EDA 800 NUMBER		\$2.00
Invoice	10229037	9/9/2024		
Transaction Date	9/6/2024	MBT Bank Checking	10100	Total \$419.14

Fund Summary

	10100 MBT Bank Checking
101 GENERAL FUND	\$12,634.94
601 WATER FUND	\$1,888.60
602 SEWER FUND	\$9,547.34
603 RV PARK	\$194.20
604 STORM SEWER FUND	\$56.11
	<u>\$24,321.19</u>

Pre-Written Checks	\$6,818.28
Checks to be Generated by the Computer	\$17,502.91
Total	<u>\$24,321.19</u>

Payments

Current Period: August 2024

Payments Batch 090624PAY August Aps		\$260.14
Refer	0 <u>WEX HEALTH, INC.</u>	<u>Ck# 006256 9/9/2024</u>
Cash Payment	E 101-41500-300 Professional Svcs (GEN Payments for July period	\$8.25
Invoice	0002001388-IN 9/9/2024	
Transaction Date	9/6/2024	MBT Bank Checking 10100 Total \$8.25
Refer	0 <u>RESNEXUS</u>	<u>Ck# 006257 9/9/2024</u>
Cash Payment	E 603-45183-440 Refunds and Reimburse Refunds for August	\$62.10
Invoice	8.31.24 9/9/2024	
Transaction Date	9/6/2024	MBT Bank Checking 10100 Total \$62.10
Refer	0 <u>INTERNAL REVENUE SERVICE</u>	<u>Ck# 006258 9/9/2024</u>
Cash Payment	G 101-21703 FICA Tax Withholding PR Elec 02 2024	\$113.10
Invoice	8.28.24 9/9/2024	
Cash Payment	G 101-21709 Medicare PR Elec 02 2024	\$26.43
Invoice	8.28.24 9/9/2024	
Cash Payment	G 101-21701 Federal Withholding PR Elec 02 2024	\$0.01
Invoice	8.28.24 9/9/2024	
Transaction Date	9/6/2024	MBT Bank Checking 10100 Total \$139.54
Refer	0 <u>RESNEXUS</u>	<u>Ck# 006259 9/9/2024</u>
Cash Payment	E 603-45183-210 Tax and Licensing Service Chage 8/15-9/15	\$50.25
Invoice	569951 9/9/2024	
Transaction Date	9/6/2024	MBT Bank Checking 10100 Total \$50.25

Fund Summary

	10100 MBT Bank Checking
101 GENERAL FUND	\$147.79
603 RV PARK	\$112.35
	<u>\$260.14</u>

Pre-Written Checks	\$260.14
Checks to be Generated by the Computer	\$0.00
Total	<u>\$260.14</u>

Payments

Current Period: July 2024

Payments Batch 090624PAY for July \$124.20

Refer 0 RESNEXUS Ck# 006255 9/9/2024

Cash Payment E 603-45183-440 Refunds and Reimburse Refunds for July \$124.20

Invoice 7.30.24 9/9/2024

Transaction Date 9/6/2024 MBT Bank Checking 10100 Total \$124.20

Fund Summary

603 RV PARK 10100 MBT Bank Checking \$124.20 \$124.20

Table with 2 columns: Description, Amount. Rows: Pre-Written Checks (\$124.20), Checks to be Generated by the Computer (\$0.00), Total (\$124.20)

Mantorville Chamber of Commerce

August 7 2024

Geek Revival House

President Jason Klimovicz called the August meeting of the Mantorville Chamber of Commerce to order.

In attendance were Lyle Hoaglund, Debra Wilson, Paul Larsen, Wendy Schleeter, Jennifer Galloway, Lois Hancock, Linda Kvam 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 June meeting were emailed to each member. Correction to add Linda Kvam to the attendance list. Motion made and seconded to accept the minutes with the correction. Motion passed.

Treasures report – None

Farmers Market.- Paul Larsen reported that the Farmers Market was very good August 6th. Paul is still looking for someone to put the signs up.

Cookie Tin Contest: - The Chamber will be taking pre orders for the cookie tins at October Fest in Kasson on Sept. 28th. A date will have to be set for the reception of the cookie tin winner.

Hwy 57 Construction update- Weather permitting the road should be open by August 19th. It was suggested to have a ribbon cutting ceremony.

Band Shell – The sod has been striped. The builder is Home Improvement Professionals of Bryon.

National Night Out It was very nice. There were people there from the Sheriff Dept., EMT's, Ambulance, City Council, Park Board and DARE.

New Business: The chamber is not having a booth at Marigold Days so the MRA is hosting a Beer and Wine stand. Workers are needed. If you would like to help contact Linda Kvam.

Announcement. Lyle Hoaglund's birthday.

The Dodge County Historical is having the Log Cabin open at the Big Iron Classic, Sept. 6th and 7th.

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

Secretary,

Barbara Loquai

**UNAPPROVED MINUTES OF THE
DODGE COUNTY BOARD OF COMMISSIONERS REGULAR MEETING HELD
AUGUST 13, 2024**

Chair

Convene County Board Meeting

The Dodge County Commissioners met in regular session August 13, 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 9:30 a.m.

Call to Order

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

Pledge of Allegiance

The pledge of allegiance was recited.

Determine Quorum

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

Also present:

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

Establish Agenda

Agenda Approved

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

Motion Adopted [Unanimous]

Consent Agenda

A correction will be made to the regular minutes on page 4 in relation to setting hearings for CR A and CR B turnbacks. The dates listed for meeting with Kenyon Township were incorrectly listed as September 10th and October 8th. The second Monday of the month is actually September 9th and October 14th. The minutes were amended to reflect the correct

dates and that the meeting with Kenyon Township will be held Monday, October 14th at 6:30 p.m.

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

Motion Adopted [Unanimous]

- 1.1. Committee of the Whole - Committee Meeting - Jul 23, 2024 4:30 PM
- 1.2. Board of Commissioners - Regular Meeting - Jul 23, 2024 5:00 PM
- 1.3. Set Public Health Tobacco Ordinance #98-01 Public Hearing (Tobacco) for August 27th at 6:00 p.m.

Logan Tufte, Relationship Manager - Group Insurance

Intellicents Introduction

It was reported that at the last meeting, the Board approved hiring Intellicents to advise the county on an insurance RFP and future services related to our cafeteria plan. It was said at the meeting that it would be beneficial if representatives of Intellicents would attend the Board meeting in person so the County Board can meet with the group face to face. The County Administrator invited representatives of Intellicents to attend this meeting for the Board's benefit.

Logan Tufte introduced himself and discussed with the Board what services he could offer Dodge County and its employees as their Intellicents rep. Mr. Tufte elaborated on the many benefits of having our own personal insurance rep, how he could direct and guide the county through the insurance process each year as well as assist employees with determining what coverage would be best for them.

The Board thanked Mr. Tufte for the information.

Motion No Vote

Sara Marquardt, Accounting Services Director

Appointment of County Canvassing Board Members and Set Canvassing Board Dates

Ms. Marquardt informed the Board that each election year the County Canvassing Board is required to meet to canvas the results of the Primary and General Elections. State Statute 204C.31 provides that the following individuals be on the County Canvassing Board:

- County Auditor
- County Court Administrator
- Mayor of the County's Largest City or Township Chair
- **Two Members of the County Board not up for election**

Canvassing Board meetings can meet on the dates listed below. The Accounting Services Director asked that the Board review these dates and come up with the dates they would like

these Canvassing Boards to meet.

County Primary Canvassing Board

Thursday, August 15 or Friday, August 16h

Time: TBA

Conference Room A, Government Services Building, Mantorville, MN.

County General Canvassing Board

Friday, November 8, 2024 -, Friday, November 15, 2024 (except Monday, November 11 - Veterans Day)

Time: TBA

Conference Room A, Government Services Building, Mantorville, MN.

It was Ms. Marquardt's recommendation that the County Board set forth a motion to appoint two Board members to the County Canvassing Board and set the dates for the two Canvassing Board meetings.

Motion by Toquam seconded by Kenworthy to set the Primary Canvassing Board meeting date as Thursday, August 15th, 2024 at 9:00 a.m. and appoint Commissioners Kenworthy and Allen to this canvassing meeting and set the General Canvassing Board meeting date as Thursday, November 14th, 2024 at 9:00 a.m. and the appointment of Commissioners Tjosaas and Peterson to this Canvassing Board meeting.

Motion Adopted [Unanimous]

Catherine Grondin, Zoning Administrator

Planning Commission Recommendations Reviewed

Ms. Grondin presented for the Board's consideration the August 7, 2024 Planning Commission recommendations.

The Zoning Administrator reviewed IUP #24-05 - Klejeski.

Motion by Kenworthy seconded by Tjosaas to approve of the following action of the Planning and Zoning Commission as reviewed on August 7, 2024 with the reasons, recommendations and conditions as found in the individual permit:

Klejeski- IUP #24-05

The first public hearing is to consider an application for Interim Use Permit #24-05 for a request to establish a dwelling on less than 53 acres. The property is located in the Agricultural District on approximately 8.22 - acres, Section 10, Claremont Township. The property owner and applicant is Jacob Klejeski.

Motion Adopted [Unanimous]

IUP #24-06 Burbank Reviewed

Ms. Grondin reviewed with the Board IUP #24-06 - Burbank.

Motion by Toquam seconded by Tjosaas to approve of the following action of the Planning and Zoning Commission as reviewed on August 7, 2024 with the reasons, recommendations and conditions as found in the individual permit:

Burbank - IUP #24-06

The second public hearing is to consider an application for Interim Use Permit #24-06 for a request to establish a dwelling on less than 53 acres in the Ag District. The proposed property to be split would be approximately 9.24 - acres (exclusive of road right-of-way), located in Section 36, Canisteo Township. The applicant is Katherine Burbank, and the property owners are Katherine and Dennis Burbank.

Motion Adopted [Unanimous]

ZA# 24-04 Chapter 21 Discussed

The Zoning Administrator presented for the Board's consideration ZA #24-04 - Chapter 21.

The third public hearing is to consider an application for Zoning Amendment #24-04 to Chapter 21. The proposed language is available to view at the Dodge County Finance Office, the Dodge County Environmental Services Office and also on the County web site [www.co.dodge.mn.us / Departments/Environmental Services/Public Hearings](http://www.co.dodge.mn.us/Departments/Environmental%20Services/Public%20Hearings).

Commissioner Kenworthy offered the following resolution (#2024-29), seconded by Commissioner Tjosaas:

WHEREAS, amendments of Chapter 21 (Subsurface Sewage Treatment Systems (SSTS)) are proposed to conform to Minnesota State Code for septic compliance inspections; and

WHEREAS, a summary of the language to be amended in Chapter 21 (Subsurface Sewage Treatment Systems (SSTS)) has been published in the legal newspaper on July 25th, 2024 and posted upon the county website; and

WHEREAS, a public hearing on the proposed amendments was held by the Dodge County Planning Commission on August 7th, 2024; and

WHEREAS, the Dodge County Planning Commission found the draft language to be consistent with the Dodge County Comprehensive Land Use Plan; and

WHEREAS, the Planning Commission recommended approval of the proposed amendment to Chapter 21 (Subsurface Sewage Treatment Systems (SSTS)) to the Dodge County Board of Commissioners; and

WHEREAS, the Dodge County Board of Commissioners adopted the proposed amended Chapter 21 (Subsurface Sewage Treatment Systems (SSTS)) at its August 13th, 2024 meeting.

THEREFORE, BE IT RESOLVED, that the County Board of Dodge County hereby adopts the amendment to Chapter 21 (Subsurface Sewage Treatment Systems (SSTS)).

Resolution Adopted [3 to 2]

Lauren Cornelius, Environmental Service Director & Rita Cole, Solid Waste Administrator

Dodge County Solid Waste Management Plan 2024-2033

Ms. Cornelius reported that the State of Minnesota requires that Minnesota's counties develop a Solid Waste Management Plan every 10 years. Included in the Board packet was the Dodge County Solid Waste Management Plan that is dated December 2023. This plan has been approved by MPCA. Environmental Services is asking the Board to approve the proposed resolution.

Commissioner Kenworthy offered the following resolution (#2024-30), seconded by Commissioner Toquam:

WHEREAS, the legislature of the State of Minnesota requires that Minnesota's counties develop a Solid Waste Management Plan in accordance with Minn. Stat. §§ 115A.46; 115A.417; 115A.551, subds. 6-7; 115A.552; 115A.557, subd. 2-3; 115A.63; 115A.84; 115A.914; 115.96, Subd.6-7; 115A.917; 115A.97; Minn. Rules 9215 and all other applicable statutes and rules; and

WHEREAS, the State of Minnesota requires said Solid Waste Plans to be reviewed and/or modified periodically. Said timeline for Solid Waste Plan update is every 10 calendar years; and

WHEREAS, Minnesota counties recognize the need to plan for and practice environmentally sound methods of managing their solid waste stream; and

WHEREAS, in 1989, the legislature of the State of Minnesota enacted legislation to require that Solid Waste Management Plan's be amended to include the requirements in Minn. Stat. §§ 115A.551, 115A.914 and 115A.96, Subd. 6 (1991); and

WHEREAS, Dodge County recognizes the need to plan for and implement waste reduction, recycling, education, yard waste, source separated organic materials composting, special and problem material waste management strategies, and processing of MSW;

NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Commissioners hereby approves and adopts the Dodge County Solid Waste Management Plan and supporting documentation, dated December 2023.

BE IT THEREFORE FURTHER RESOLVED, that Dodge County agrees to maintain and implement the Plan as required by Minn. Rules pt. 9215.0530, subp. 1 and 2.

BE IT THEREFORE FURTHER RESOLVED, that the Dodge County Board of

Commissioners submits this document to the Commissioner of the Minnesota Pollution Control Agency pursuant to applicable Minnesota laws and rules.

Resolution Adopted [Unanimous]

Guy Kohlnhofer, County Engineer

Access Management Discussion

Mr. Kohlnhofer and Mr. Martin met with the Board to discuss access management. When preparing for the upcoming year's major construction projects, the Highway Department reviews the driveways and field entrances within the project limits for non-compliance with the County's Access Control policy. The department then works with the property owners to bring them into compliance utilizing common methods such as removing additional access to a single parcel, relocating accesses to a lower volume intersecting roadway, narrowing of excessively wide driveways, and addressing any safety concerns caused by accesses. In addition to these modifications, the culverts and ditch drainage issues are also corrected. This work is completed with either county maintenance staff prior to construction or included in the construction project.

During this process there is often push back from property owners, as everyone likes to have convenient multiple access and many dislike change. The Highway Department tries to accommodate owners when possible, however traffic safety is their priority. Often unhappy property owners will contact a Board member. In this situation they ask that Board members contact the Highway Department to discuss the issues prior to responding to the property owner.

Performing these reviews and updating the access to meet current policy enhances roadway safety and improves traffic flow by reducing the number of access points.

This item was for discussion purposes only, no action was requested.

Motion No Vote

Turnback Hearing Schedule

Mr. Kohlnhofer informed the Board that the Public Hearing for the turnback of CR A was originally scheduled for October 8th in Kenyon Township. This hearing needs to be rescheduled due to an error with the dates listed on the previous board agenda.

This hearing should be rescheduled to October 14th at 6:30 p.m., which would be a half-hour before Kenyon's monthly township board meeting.

Commissioner Toquam noted that this correction had already been made and addressed under the Consent Agenda.

The County Engineer stated that he just wanted to make sure there was a notation in the meeting minutes with this corrected meeting date.

Motion No Vote

Award SAP 020-609-038

The County Engineer reported that bids were opened Tuesday, August 6, 2024 for SAP 020-609-038, which consists of constructing Bridge No. 20J55 and Approach Grading on C.S.A.H. 9 (210th Avenue). The following are the bid results:

Fitzgerald Excavating	\$559,640.00
Midwest Contracting	\$572,039.25
Schumacher Excavating	\$619,060.70
ICON (IMS Contracting)	\$633,793.94
Northland Grading	\$666,850.85

Construction is expected to begin in May of 2025 and be completed within 30 days.

It was pointed out that Bridge No. 20J55 is on 220th Avenue, not 210th Avenue as indicated.

Motion by Toquam seconded by Peterson to award the contract for SAP 020-609-038 for constructing Bridge No. 20J55 and approach grading on C.S.A.H. 9 (220th Ave.) to Fitzgerald Excavating in the amount of \$559,640.00 with the County Engineer authorized to approve change orders and supplemental agreements up to 10% of the contract amount as recommended.

Motion Adopted [Unanimous]

Paul Kiltinen, County Attorney

Legal Update

Mr. Kiltinen provided the Board with a legal update.

The County Attorney briefly discussed a request from the County Seat Cafe' owners to lease the county owned property to the south of their building. This topic had been previously discussed when the owners of the County Seat wanted to purchase this small piece of land to expand their patio seating area. At the time of this discussion, the county was not interested in selling this property, but would still consider leasing the property.

Mr. Kiltinen stated he will bring this item back for action at the next County Board meeting.

Motion No Vote

Lisa Kramer, Finance Director & Ryan DeCook, Land Records Director

MCCC Tyler Tax Participitation Agreement/Tyler Pricing Quote

It was reported that the time has come to bid farewell to the County's current Avenu tax software. It runs on an increasingly rare As400 server. Tyler Tax is becoming the dominant tax software in the state as it is the only sequel server-based tax software provider accepting new

counties. Dodge County's conversion would be scheduled for 3rd quarter 2025. They have done several counties similar in size to Dodge and several using Avenu tax, so it should be a smooth conversion.

The conversion and first year subscription fee will be levy neutral. In the past years planning for this conversion \$229,534 capital has been set aside from finance to general fund balance. Additionally, Dodge County has \$45,674.93 in its member account at MCCC. This was a deposit on the new Avenu product that never appeared, and Dodge County's share of the current Avenu product's enhancement fund. The combined total of \$275,208.93 is more than the quoted cost of \$250,880 quoted by Tyler for implementation, travel, and year one support.

At this time they are only interested in Tyler's tax product. Land Records is happy with Vanguard Assessment, and Tyler has other counties with a Tyler Tax Vanguard Assessment set up.

Included in the Board packet was the MCCC Participation Agreement and Dodge County's price quote from Tyler. The master agreement was given to Paul Kiltinen for review. Ms. Kramer presented this at the last meeting for review and this week is asking for approval for the contract with MCCC for Tyler Tax. It was noted the agreement would be for 3 years.

Motion by Kenworthy seconded by Tjosaas to approve and authorize the Chair to sign the proposed Participation Agreement with Tyler Technologies for new tax software at a cost of \$250,880 for implementation, travel and one year of support.

Motion Adopted [Unanimous]

Property Tax Software & Maintenance Agreement Ratifications

Minnesota Counties Computer Cooperative has negotiated and approved the contract for support and maintenance of ACS Property Tax, our tax software from Avenu Insights and Analytics, LLC. for January 1, 2025 until December 31, 2025. As a member County, Dodge also needs to ratify the contract. It was noted that the contract terms haven't changed and it has been approved at the Joint Powers Board level.

Motion by Toquam seconded by Tjosaas to ratify the Property Tax Software and Maintenance Agreement as proposed for support and maintenance of ACS Property Tax, our tax software from Avenu Insights and Analytics, LLC. for January 1, 2025 until December 31, 2025 and authorize the Chair and County Administrator to sign the ratification agreement as recommended.

Motion Adopted [Unanimous]

Jean Allen, Taxpayer Services Director

Bills Reviewed

Ms. Allen reviewed bills with the Board.

Motion by Tjosaas seconded by Kenworthy to approve the bills as discussed in the following

amounts from the appropriate funds as determined by Finance:

01	Revenue Fund	\$ 41,935.41
13	Road and Bridge Fund	\$ 398,244.84
16	Environmental Quality Fund	\$ 141,260.01
80	Agency Fund	<u>\$ 8,390.83</u>
	Total	\$ 589,831.09

Motion Adopted [Unanimous]

Jim Elmquist, County Administrator

Personnel Agenda Reviewed

Mr. Elmquist presented the Personnel Agenda for the Board's consideration.

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

A. Highway

- A.1 Ethan Koziolk - Engineering Technician
Step increase from B23 step 1 \$31.50 to B23 step 2 \$32.28.
Effective Date: 8/01/24
- A.2 Darin Wilking - Equipment Operator
Step increase from B23 step 7 \$30.88 to B23 step 8 \$31.65.
Effective Date: 8/01/24
- A.3 Timothy Beinhorn - Equipment Operator
Step increase from B23 step 2 \$27.29 to B23 step 3 \$27.98.
Effective Date: 8/01/24

B. Sheriff's Office

- B.1 Ashley Bjornson - Records Crime Data Analyst
Step increase from B32 step 2 \$32.32 to B32 step 1 \$33.29.
Effective Date: 6/05/24
- B.2 Makenna Hovey - On-Call Jury Attendant
Authorization to employ as at A12 step 11 \$17.54.
Effective Date: 8/5/24

C. Administration

- C.1 Nichole Farnsworth - Payroll Specialist/Employee Relations Assistant
Step increase from B32 step 3 \$32.25 to B32 step 2 \$33.22.
Effective Date: 8/06/24
- C.2 Finance Director
Authorization to post and fill vacancy.
Effective Date: 8/13/24

Motion Adopted [Unanimous]

Public Safety Committee Report - Commissioner Rodney Peterson

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

Big Iron Classic Truck Show Donation to Dodge County Sheriff's Office

Big Iron Classic Truck Show has expressed interest in supporting the Sheriff's Office Chaplain and Peer Support Program and wanted to make a donation to support their efforts.

Commissioner Toquam offered the following resolution (#2024-31), seconded by Commissioner Peterson:

WHEREAS, the Dodge County Sheriff's Office from time to time receives donations from individuals and/or organizations; and

WHEREAS, the Dodge County Sheriff's Office wishes to accept this donation and utilize it to help fund equipment and training for the Chaplain Program; and

WHEREAS, pursuant to Minnesota Statute 465.03, the county shall by resolution of the governing body adopt by a two-thirds majority of its members accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor.

NOW THEREFORE BE IT RESOLVED, that the Dodge County Board of Commissioners hereby accept the following donation to be used for the Chaplain Program and Peer Support Program.

Big Iron Classic Truck Show - \$500.00

Resolution Adopted [Unanimous]

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 Fairview Care Center Administrator interviews and an EDA meeting. Commissioner Kenworthy attended Fairview Care Center Administrator interviews, a SEECB meeting and a Dodge Center City Council meeting. Commissioner Peterson did not have any meetings to report. Commissioner Tjosaas attended a MNPrairie Finance Committee meeting, Fairview Care Center Administrator interviews and a Semcac meeting. Commissioner Toquam attended a Transition Succession meeting for SCHA, a SCHA Compliance meeting, a SCHA Joint Powers Board meeting, a One Watershed One Plan tour and Policy Committee meeting, Fairview Care Center Administrator interviews, an EDA meeting and a Board meeting.

Motion No Vote

There were no Other Deferred Business Items to discuss.

Motion No Vote

Matt Maas, Emergency Management Director
New Dispatch/Records Management System

Sheriff Rose and Matt Maas met with the Board to discuss the new Dispatch/Records Management System. Mr. Rose reported that they have signed agreements from the Cities of Kasson and West Concord for the new Dispatch/Records Management System and would like to get the new system contract signed and in process.

The breakdown for the new system is as follow:

Pro Phoenix Quote		License	ASM	Total	ASM Cost Per Agency			
					Per User	DCSO	KPD	WCPD
	2024	\$30,000.00	\$0.00	\$30,000.00				
	2025	\$86,853.75	\$50,267.09	\$137,120.84				
	2026	\$86,853.75	\$51,775.10	\$138,628.85	\$837.78	\$38,538.10	\$7,540.06	\$4,188.92
	2027	\$86,853.75	\$53,328.36	\$140,182.11	\$862.92	\$39,694.24	\$7,766.27	\$4,314.59
	2028	\$86,853.75	\$54,928.21	\$141,781.96	\$888.81	\$40,885.08	\$7,999.25	\$4,444.03
	2029		\$56,576.05	\$56,576.05	\$915.47	\$42,111.63	\$8,239.23	\$4,577.35
					\$942.93	\$43,374.97	\$8,486.41	\$4,714.67
		\$377,415.00		\$644,289.81				

The purchase price for the Pro Phoenix system is \$377,415.00 and includes an interest charge for spreading the payments out over 5 years.

The cost of Annual Support Maintenance (ASM) is \$266,874.81. The proposed Memorandum of Agreements with the Kasson Police Department and the West Concord Police Department include a fee for using the new Dispatch/Records Management System. The fees collected from these two entities will go directly towards paying the Annual Support Maintenance fees.

The total cost of the new Dispatch/Records Management System is \$644,289.81 and will be paid out over a 5-year period. E911 and Permit to Carry funds will be used to pay for the system upgrade.

Commissioner Allen wanted to know if the annual cost to the cities for protection will be increased to help cover the cost of the new system.

Sheriff Rose reported that the law enforcement contracts with the cities are increased by 3% each year and that the annual maintenance fees for the new system may actually go down.

Mr. Maas noted that IT staff have been involved in conversations with Pro Phoenix to make sure the county’s needs are met and IT staff has an opportunity to ask questions about system requirements and installation.

Commissioner Peterson stated the cost of operating a Dispatch Center is continually going up. He felt we may need to consider having a joint Dispatch Center at some point in the future.

Motion by Kenworthy seconded by Tjosaas to approve and authorize the Sheriff and Emergency Management Director to move forward with purchasing a new Dispatch/Records Management

System (Pro Phoenix CAD/RMS System) from Pro Phoenix at a cost of \$644,289.81 as requested with a payment plan that spreads the payment out over 5 years.

Motion Adopted [Unanimous]

Sheriff, Scott Rose & Emergency Management Director, Matt Maas
Incident Command Trailer Demo

Sheriff Rose and Mr. Maas invited the Board out into the Government Services Building parking lot for a tour of the new Incident Command Trailer. It was noted the Incident Command Trailer will be used by the Sheriff's Office, Emergency Management and Public Health.

Motion No Vote

Jim Elmquist, County Administrator

2025 Budget Discussion

The County Administrator reported that included in the Board packet is the first rendition of the 2025 budget that has a levy percentage increase of 4.5%. As in the past, the first rendition is not usually a recommended budget but instead a combination of all the budget requests from each department in the county including outside agency funding. The net tax capacity on first look predicts a 5.1% increase but the Finance Director believes that this number may actually be 3.5% to 4.5% due to tax amendments. This should be further clarified in the next few weeks.

At this point, the main driver of the levy shows to be General Government with the Sheriff budget at 13.1% (considerable drop in Police Aid from 2024 is part of this).

CPA did increase in 2025, up \$22,012 from 2024.

Public Health has a request for a new position in the 2025 budget that is not included in this request. However, with the elimination of the Account Technician position in 2024, the added position in 2025 would be a .35 FTE at a cost of \$40,270.

D&O Community Corrections and MNPrairie are only estimations. 5% on each.

Mr. Elmquist reported that presentations will take place over the next several meetings. Soil and Water Conservation District and Environmental Services presented their budget requests during the Committee of the Whole session today. Public Health, Highway and Building Maintenance will present on August 27th and IT and Sheriff will present in September 10th.

Included in the Board packet for review were the budget and summary sheets.

Commissioner Kenworthy noted that the proposed budget is relatively conservative, which he liked.

Motion No Vote

Adjourn

Meeting Adjourned

Motion by Peterson seconded by Kenworthy to adjourn the meeting at 11:18 a.m.

The next meeting of the Dodge County Board of Commissioners will be held on August 27, 2017 at 5:00 p.m.

Motion Adopted [Unanimous]

City **Mantorville**
 Date **8/1/2024** thru **8/31/2024**

<u>Agency</u>	<u>Incident_Nr</u>	<u>Location</u>	<u>LocCity</u>	<u>Activity</u>
S	202400005816	102 7th St E	Mantorville	Paper Service
S	202400006354	1 5th St W	Mantorville	Alarm
S	202400005738	1105 7th St W	Mantorville	Ambulance Run
S	202400005667	16 5th St W	Mantorville	Civil
S	202400006173	16 5th St W	Mantorville	Paper Service
S	202400005886	21 8th St E	Mantorville	Animal Comp
S	202400006378	215 9th St W	Mantorville	Person In Crisis
S	202400005996	22 6 St E	Mantorville	9-1-1 Hang Up Call
S	202400005940	321 Main St N	Mantorville	Suspicious Activity
S	202400006015	22 6th St E	Mantorville	Assist Other Agency
S	202400005943	22 6th St E	Mantorville	Civil
S	202400006412	22 6th St E	Mantorville	Civil
S	202400006172	321 Main St N	Mantorville	Miscellaneous Info
S	202400005661	22 6th St E	Mantorville	Alarm
S	202400005999	312 West St	Mantorville	Open Door
S	202400006453	406 Blanch St	Mantorville	Public Assist
S	202400005732	320 5th St W	Mantorville	Cell Call Open Line
S	202400006451	420 Main St N	Mantorville	Suspicious Activity
S	202400005934	402 Main St N	Mantorville	Alarm
S	202400005972	540 Main St N	Mantorville	Open Door
S	202400005691	600 Washington St	Mantorville	Harassment O.f.p.
S	202400005606	704 6th St W	Mantorville	Threats
S	202400005971	905 Walnut St	Mantorville	Paper Service
S	202400005815	909 Clay St	Mantorville	9-1-1 Hang Up Call
Total		24		

PUBLIC HEARING NOTICE

Notice is hereby given that the Mantorville City Council will hold a public hearing on Monday, September 9, 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. The purpose of the public hearing is to hear from staff and anyone else interested regarding a proposed amendment to Chapter 152 of the Mantorville City Code pertaining to floodplains. The proposed amendment would replace existing land use regulations related to floodplain management to comply with the current standards of the National Flood Insurance Program (NFIP), including adoption of the effective Flood Insurance Rate Map (FIRM) and Flood Insurance Study (FIS) report. Such persons that desire to be heard regarding this proposed amendment will be heard at the public hearing. A copy of the proposed ordinance amendment will be available for inspection no later than ten days before the public hearing at Mantorville City Hall, 21 5th Street East, Mantorville, MN, during regular business hours. If you are unable to attend the public hearing, written comments may also be submitted beforehand via email (gretchen@mantorville.com) or dropped off or mailed to City Hall, 21 5th Street East, Mantorville, MN 55955. All written comments submitted by 12:00 p.m. on September 9, 2024 will be presented to the City Council. Following the public hearing, the City Council will consider and possibly adopt the proposed ordinance.

Gretchen Lohrbach
City Clerk Treasurer

**CITY OF MANTORVILLE
DODGE COUNTY**

**STATE OF MINNESOTA
ORDINANCE NO. 2024-03**

**AN ORDINANCE REPEALING AND REPLACING CHAPTER 152 OF THE MANTORVILLE
CITY CODE REGARDING FLOODPLAIN REGULATIONS**

The City Council of the City of Mantorville, Minnesota does hereby ordain:

SECTION 1. Chapter 152 of the Mantorville City Code is hereby repealed in its entirety.

SECTION 2. The Mantorville City Code is hereby amended by adding a new Chapter 152 as follows:

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SECTION 1.0 STATUTORY AUTHORIZATION AND PURPOSE

- 1.1 **Statutory Authorization.** This floodplain ordinance is adopted pursuant to the authorization and policies contained in Minnesota Statutes, Chapter 103F; Minnesota Rules, parts 6120.5000 – 6120.6200; the rules and regulations of the National Flood Insurance Program (NFIP) in 44 CFR § 59 to 78; and the planning and zoning enabling legislation in Minnesota Statutes, Chapter 462.
- 1.2 **Purpose**
- 1.21 This ordinance regulates development in the flood hazard areas of the City of Mantorville. These flood hazard areas are subject to periodic inundation, which may result in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base. It is the purpose of this ordinance to promote the public health, safety, and general welfare by minimizing these losses and disruptions.
- 1.22 This ordinance is adopted in the public interest to promote sound land use practices, and floodplains are a land resource to be developed in a manner which will result in minimum loss of life and threat to health, and reduction of private and public economic loss caused by flooding.
- 1.23 This ordinance is adopted to maintain eligibility in the National Flood Insurance Program.
- 1.24 This ordinance is also intended to preserve the natural characteristics and functions of watercourses and floodplains in order to moderate flood and stormwater impacts, improve water quality, reduce soil erosion, protect aquatic and riparian habitat, provide recreational opportunities, provide aesthetic benefits and enhance community and economic development.
- 1.3 **Abrogation and Greater Restrictions.** It is not intended by this ordinance to repeal, abrogate, or impair any existing easements, covenants, or other private agreements. The standards in this ordinance take precedence over any less restrictive, conflicting local laws, ordinances, or codes. All other ordinances inconsistent with this ordinance are hereby repealed to the extent of the inconsistency only.
- 1.4 **Warning and Disclaimer of Liability.** This ordinance does not imply that areas outside the floodplain districts or land uses permitted within such districts will be free from flooding or flood damages. Not all flood risk is mapped. Larger floods do occur and the flood height may be increased by man-made or natural causes, such as ice jams or bridge openings restricted by debris. This ordinance does not create liability on the part of the City of Mantorville or its officers or employees for any flood damages that result from reliance on this ordinance or any administrative decision lawfully made hereunder.
- 1.5 **Severability.** If any section, clause, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court of law, the remainder of this ordinance shall not be affected and shall remain in full force.

SECTION 2.0 DEFINITIONS

- 2.1 **Definitions.** Unless specifically defined, words or phrases used in this ordinance must be interpreted according to common usage and so as to give this ordinance its most reasonable application.
- 2.111 Accessory Structure. A structure, as defined in this ordinance, that is on the same parcel of property as, and is incidental to, the principal structure or use; an accessory structure specifically excludes structures used for human habitation.

- 2.112 Base Flood. The flood having a one-percent chance of being equaled or exceeded in any given year. “Base flood” is synonymous with the term “regional flood” used in Minnesota Rules, part 6120.5000.
- 2.113 Base Flood Elevation (BFE). The elevation of the base flood, regional flood, or one-percent annual chance flood. The term “base flood elevation” is used in the flood insurance study.
- 2.114 Basement. Any area of a structure, including crawl spaces, having its floor subgrade (below ground level) on all sides, regardless of the depth of excavation below ground level.
- 2.115 Building. See *Structure*.
- 2.116 Channel. A natural or artificial depression of perceptible extent, with definite bed and banks to confine and conduct flowing water either continuously or periodically.
- 2.117 Conditional Use. A land use or development that would not be appropriate generally, but may be allowed with appropriate restrictions upon a finding that certain conditions as detailed in the zoning ordinance exist, the use or development conforms to the comprehensive land use plan of the community, and the use is compatible with the existing neighborhood.
- 2.118 Critical Facilities. Buildings and structures that contain essential facilities and services necessary for emergency response and recovery, or that pose a substantial risk to the public in the event of failure, disruption of function, or damage by flooding. Specifically, this includes facilities identified as Flood Design Class 4 in *ASCE 24-14, Flood Resistant Design and Construction*, as amended. Examples include health care facilities, facilities required for emergency response, power generating stations, communications towers, or electrical substations.
- 2.119 Development. Any man-made change to improved or unimproved real estate, including, but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials.
- 2.120 Equal Degree of Encroachment. A method of determining the location of floodway boundaries so that floodplain lands on both sides of a stream are capable of conveying a proportionate share of flood flows.
- 2.121 FEMA. Federal Emergency Management Agency.
- 2.122 Farm Fence. An open type of fence of posts and horizontally run wire, further specified in Minnesota Statutes, section 344.02, Subd. 1(a-d).
- 2.123 Flood. A temporary rise in the stream flow or water surface elevation from any source that results in the inundation of normally dry land areas.
- 2.124 Flood Fringe. The portion of the one-percent annual chance floodplain located outside of the floodway. This district shall be extended laterally to the 0.2-percent annual chance floodplain, where mapped.
- 2.125 Flood Insurance Rate Map (FIRM). An official map on which the Federal Insurance Administrator has delineated both the special flood hazard areas and the risk premium zones applicable to the community. A FIRM that has been made available digitally is called a Digital Flood Insurance Rate Map (DFIRM).

- 2.126 Flood Insurance Study (FIS). The study referenced in Section 3.2, which is an examination, evaluation and determination of flood hazards, and if appropriate, corresponding surface elevations, or an examination, evaluation, and determination of mudslide (i.e. mudflow) and/or flood-related erosion hazards.
- 2.127 Floodplain. The beds, channel and the areas adjoining a wetland, lake or watercourse, or other source which have been or hereafter may be inundated by the base flood.
- 2.128 Floodproofing. A combination of structural and non-structural additions, changes, or adjustments to properties and structures subject to flooding, primarily for the reduction or elimination of flood damages.
- 2.129 Floodway. The bed of a wetland or lake and the channel of a watercourse and those portions of the adjoining floodplain which must be reserved to carry or store the base flood discharge without cumulatively increasing the water surface elevation more than one-half foot.
- 2.130 General Floodplain. Those floodplains designated on the Flood Insurance Rate Maps referenced in Section 3.2, but that do not have a delineated floodway.
- 2.131 Light Duty Truck. Any motor vehicle that has all three of the following:
- A. 8,500 pounds Gross Vehicle Weight Rating or less;
 - B. vehicle curb weight of 6,000 pounds or less; and
 - C. basic vehicle frontal area less than 45 square feet.
- 2.132 Lowest Floor. The lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, used solely for parking of vehicles, building access, or storage in an area other than a basement area, is not considered a building's lowest floor; provided, that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of 44 CFR § 60.3.
- 2.133 Manufactured Home. A structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term "manufactured home" does not include the term "recreational vehicle."
- 2.134 New Construction. Structures for which the start of construction commenced on or after the effective date of an adopted floodplain management regulation, and includes any subsequent improvements to such structures.
- 2.135 Principal Structure. The main building or other structure on a lot that is utilized for the property's principal use.
- 2.136 Reach. A hydraulic engineering term to describe a longitudinal segment of a stream or river influenced by a natural or man-made obstruction. In an urban area, the segment of a stream or river between two consecutive bridge crossings would most typically constitute a reach.
- 2.137 Recreational Vehicle. A vehicle that is built on a single chassis, is 400 square feet or less when measured at the largest horizontal projection, is designed to be self-propelled or permanently towable by a light duty truck, and is designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use. Those vehicles not meeting this definition shall be considered a structure for

the purposes of this ordinance. For the purposes of this ordinance, the term recreational vehicle is synonymous with the term “travel trailer/travel vehicle.”

- 2.138 Regulatory Flood Protection Elevation (RFPE). An elevation that is one foot above the elevation of the base flood plus any increases in the water surface elevation caused by encroachments on the floodplain that result from designation of a floodway. These increases in water surface elevations are typically identified in the Floodway Data Tables, found in the Flood Insurance Study.
- 2.139 Repetitive Loss. Flood related damages sustained by a structure on two separate occasions during a ten year period for which the cost of repairs at the time of each such flood event on the average equals or exceeds 25% of the market value of the structure before the damage occurred.
- 2.140 Stage Increase. Any increase in the water surface elevation during the one-percent annual chance flood caused by encroachments on the floodplain.
- 2.141 Start of Construction. Includes substantial improvement, and means the date the permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition placement, or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, foundations, or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.
- 2.142 Structure. A roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home. Recreational vehicles not considered travel ready, as detailed in Section 10.22, shall also be considered a structure for the purposes of this ordinance.
- 2.143 Subdivision. Land that has been divided for the purpose of sale, rent, or lease, including planned unit developments.
- 2.144 Substantial Damage. Damage of any origin sustained by a structure where the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.
- 2.145 Substantial Improvement. Any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the “start of construction” of the improvement. This term includes structures that have incurred “substantial damage,” regardless of the actual repair work performed. The term does not, however, include either:
- A. Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code

enforcement official and which are the minimum necessary to assure safe living conditions;
or

B. Any alteration of a “historic structure,” provided that the alteration will not preclude the structure’s continued designation as a “historic structure.” For the purpose of this ordinance, “historic structure” is defined in 44 CFR § 59.1.

2.146 Variance. “Variance” means the same as that defined in 44 CFR § 59.1 and Minnesota Statutes, Section 462.357, Subdivision 6(2).

2.147 Watercourse. A channel in which a flow of water occurs either continuously or intermittently in a definitive direction. The term applies to either natural or artificially constructed channels.

SECTION 3.0 JURISDICTION AND DISTRICTS

3.1 **Lands to Which Ordinance Applies.** This ordinance applies to all lands within the jurisdiction of the City of Mantorville within the boundaries of the Floodway, Flood Fringe and General Floodplain Districts.

3.11 The Floodway, Flood Fringe or General Floodplain Districts are overlay districts. The standards imposed in the overlay districts are in addition to any other requirements required by the Zoning Ordinance of the City of Mantorville. In case of a conflict, the more restrictive standards will apply.

3.12 Where a conflict exists between the floodplain limits illustrated on the official floodplain maps and actual field conditions (as illustrated in Figure 1), the Base Flood Elevation (BFE) shall be the governing factor in locating the outer boundaries of the one-percent annual chance floodplain.

Figure 1: The mapped floodplain may not always align with on-the-ground contour elevations.



3.13 Persons contesting the location of the district boundaries will be given a reasonable opportunity to present their case to the City and to submit technical evidence.

3.2 **Incorporation of Maps by Reference.** The following maps together with all attached material are hereby adopted by reference and declared to be a part of the official zoning map, this ordinance, and the Zoning Ordinance of the City of Mantorville. The attached material includes the Flood Insurance Study for Dodge County, Minnesota, and Incorporated Areas, dated September 26, 2024, and the

Flood Insurance Rate Map panels 27039C0159C, 27039C0167C, 27039C0178C, and 27039C0186C, dated September 26, 2024, all prepared by the Federal Emergency Management Agency. These materials are on file at City Hall.

3.3 Districts

3.31 Floodway District. Those areas within Zone AE delineated within floodway areas as shown on the Flood Insurance Rate Maps referenced in Section 3.2.

3.32 Flood Fringe District. Those areas within Zone AE located outside of the delineated floodway, as shown on the Flood Insurance Rate Maps referenced in Section 3.2.

3.33 General Floodplain District. Those areas within Zone A that do not have a floodway delineated as shown on the Flood Insurance Rate Maps referenced in Section 3.2.

3.4 **Annexations.** The Flood Insurance Rate Map panels referenced in Section 3.2 may include floodplain areas that lie outside of the corporate boundaries of the City of Mantorville at the time of adoption of this ordinance. If any of these floodplain land areas are annexed into the City of Mantorville after the date of adoption of this ordinance, the newly annexed floodplain lands will be subject to the provisions of this ordinance immediately upon the date of annexation. Annexations into panels not referenced in Section 3.2 require ordinance amendment in accordance with Section 14.0.

3.5 **Municipal Boundary Adjustments & Townships.** The Flood Insurance Rate Map panels referenced in Section 3.2 apply countywide. If at any point any lands come under the jurisdiction of another local government, the following shall apply:

3.51 City adjustments of corporate boundaries, including but not limited to annexations and detachments, shall shift floodplain administrative authority of all affected lands immediately upon the date of the boundary adjustment occurring. Cities retain jurisdiction for all incorporated lands, and the County retains jurisdiction under this ordinance on all unincorporated lands, except as provided under Section 3.52 below or through some form of administrative agreement.

3.52 Townships wishing to adopt official controls under Minnesota Statutes, Section 394.33 may only obtain zoning authority for floodplain controls when they have adopted an ordinance that is approved by the Department of Natural Resources and has formally enrolled in the NFIP. Until this occurs, the county shall retain jurisdiction under this ordinance on all unincorporated lands. In the event that a township returns zoning authority, the county shall resume that authority.

SECTION 4.0 REQUIREMENTS FOR ALL FLOODPLAIN DISTRICTS

4.1 **Permit Required.** A permit must be obtained from the Zoning Administrator to verify compliance with all applicable standards outlined in this ordinance prior to the following uses or activities:

4.11 The erection, addition, modification, rehabilitation, repair, or alteration of any building, structure, or portion thereof. Normal maintenance requires a permit to determine if such work, either separately or in conjunction with other planned work, constitutes a substantial improvement, as specified in Section 12.13.

4.12 The construction of a fence, pool, deck, or placement of anything that may cause a potential obstruction.

4.13 The change or expansion of a nonconforming use.

- 4.14 The repair of a structure that has been damaged by flood, fire, tornado, or any other source.
- 4.15 The placement of fill, excavation, utilities, on-site sewage treatment systems, or other service facilities.
- 4.16 The storage of materials or equipment, in conformance with Section 4.32.
- 4.17 Relocation or alteration of a watercourse (including stabilization projects or the construction of new or replacement dams, culverts and bridges). A local permit is not required if a public waters work permit has been obtained from the Department of Natural Resources, unless a significant area above the ordinary high water level is also to be disturbed.
- 4.18 Any other type of “development,” as defined in Section 2.0 of this ordinance.

4.2 **No Permit Required.** Certain uses or activities may be exempt from obtaining a permit, such as planting a garden, farming, or other obviously insignificant activities such as putting up a mailbox or flagpole. The continuation of existing uses, when the associated activities do not encroach further on the regulatory floodplain or trigger associated standards in this ordinance, do not require a permit.

4.3 **Minimum Development Standards**

4.31 All development must:

- A. Be designed (or modified) and adequately anchored to prevent flotation, collapse, or lateral movement resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy;
- B. Be constructed with materials and equipment resistant to flood damage;
- C. Be constructed by methods and practices that minimize flood damage;
- D. Be constructed with heating, ventilation, duct work, and air conditioning equipment and other service facilities elevated at least up to the Regulatory Flood Protection Elevation (RFPE). Water, sewage, electrical, and other utility lines below the RFPE shall be constructed so as to prevent water from entering or accumulating within them during conditions of flooding;
- E. Be reasonably safe from flooding and consistent with the need to minimize flood damage;
- F. Be assured to provide adequate drainage to reduce exposure to flood hazards;
- G. Not be detrimental to uses in adjoining areas; and
- H. Not adversely affect the efficiency or restrict the flood carrying capacity of the channel and adjoining floodplain of any tributary watercourse or drainage system.
- I. Ensure that any fill or other materials are protected from erosion, discharge, and sediment entering surface waters by the use of vegetative cover or other methods as soon as possible.

4.32 Materials that, in time of flooding, are buoyant, flammable, explosive, or could be injurious to human, animal, or plant life shall be stored at or above the Regulatory Flood Protection Elevation (RFPE), floodproofed, or protected by other measures as approved by the Zoning Administrator. Storage of materials likely to cause pollution of the waters, such as sewage; sand; rock; wrecked and discarded equipment; dredged spoil; municipal, agricultural or industrial waste; and other wastes as further defined in Minnesota Statutes, Section 115.01, are prohibited unless adequate safeguards approved by the Minnesota Pollution Control Agency

are provided. For projects not requiring approvals by the Minnesota Pollution Control Agency, adequate safeguards must be approved by the Zoning Administrator prior to issuance of a permit.

Table 1. Summary of Permitting Requirements for Structures

Structure Type	Floodway	Flood Fringe	Standards*
Accessory Structures – on fill	Only specific uses and types allowed – with CUP	Allowed with Permit	6.23.D(2)
Accessory Structures – Alt. Elevation Methods	Only specific uses and types allowed – with CUP	Allowed with Permit	6.23.D(3)
Accessory Structures – Wet Floodproofing	Only specific uses and types allowed – with CUP	Allowed with Permit	6.23.D(1)
Accessory Structures – Dry (watertight) Floodproofing	Only specific uses and types allowed – with CUP	Allowed with Permit	6.23.D(4)
Residential			
Residential – on fill	Not allowed	Allowed with Permit	6.21.A
Residential – Alt. Elevation Methods	Not allowed	Allowed with CUP	6.41
Residential – Dry (watertight) Floodproofing and/or Basement Construction below RFPE	Not allowed	Not allowed	N/A
Non-Residential			
Non-Residential – on fill	Not allowed	Allowed with Permit	6.22.A
Non-Residential – Alt. Elevation Methods	Not allowed	Allowed with Permit	6.22.B
Non-Residential – Dry (watertight) Floodproofing and/or Basement Construction below RFPE	Not allowed	Allowed with Permit	6.22.C

**Note - many of these standards are cross-referenced*

SECTION 5.0 FLOODWAY DISTRICT

5.1 **Permitted Uses in Floodway.** Development allowed in the floodway district is limited to that which has low flood damage potential and will not obstruct flood flows, increase velocities, or increase the water surface elevations of the one-percent annual chance flood. The following uses and activities may be allowed with a permit, subject to the standards in Section 5.2:

- 5.11 Agricultural uses, recreational uses, parking lots, loading areas, airport landing strips, water control structures, navigational facilities, as well as public open space uses.
- 5.12 Roads, driveways, railroads, trails, bridges, and culverts.

- 5.13 Public utility facilities and water-oriented industries which must be in or adjacent to watercourses.
- 5.14 Grading, filling, land alterations, and shoreline stabilization projects.
- 5.15 No structures, as defined in Section 2.0, are allowed in the Floodway District, except structures accessory to the uses detailed in Sections 5.11 and 5.31, which require a CUP under Section 5.32.

5.2 Standards for Permitted Uses in Floodway. In addition to the applicable standards detailed in Section 4.0:

- 5.21 The applicant must demonstrate that the development will not result in any of the following during the one-percent annual chance flood: cause a stage increase of 0.00 feet or greater, obstruct flood flows, or increase velocities. This shall be demonstrated through hydrologic and hydraulic analysis performed by a professional engineer, or using other standard engineering practices (e.g. projects that restore the site to the previous cross-sectional area). This is commonly documented through a “no-rise certification.”
- 5.22 Any development that would result in a stage increases greater than 0.00 feet may only be allowed with a permit if the applicant has applied for and received approval for a Conditional Letter of Map Revision (CLOMR) in accordance with 44 CFR § 65.12. Map revisions must follow the procedures in Sections 11.15 and 14.0.
- 5.23 Any development resulting in decreases to the water surface elevation of the base flood identified in the Flood Insurance Study requires a Letter of Map Revision (LOMR) following the procedures in Sections 11.15 and 14.0.
- 5.24 Any development in the beds of public waters that will change the course, current or cross section is required to obtain a public waters work permit in accordance with Minnesota Statutes, section 103G.245 or a utility crossing license in accordance with Minnesota Statutes, section 84.415, from the Department of Natural Resources, or demonstrate that no permit is required, before applying for a local permit.
- 5.26 Fill and other land alteration activities must offer minimal obstruction to the flow of flood waters.

5.3 Conditional Uses in Floodway. The following uses and activities may be permitted as conditional uses, subject to the standards detailed in Sections 5.4:

- 5.31 Commercial extractive uses, and storage and stockpiling yards.
- 5.32 Structures accessory to uses detailed in Sections 5.11 and 5.31.

5.4 Standards for Conditional Uses in Floodway. In addition to the applicable standards detailed in Sections 4.0, 5.2 and 11.2, and the standards for all conditional uses identified in the Zoning Ordinance of the City of Mantorville, the following standards apply:

- 5.41 Extractive uses and storage of materials require the completion of a site development and restoration plan, to be approved by the City of Mantorville.
- 5.42 Accessory Structures. Structures accessory to the uses detailed in Sections 5.11 and 5.31 must be constructed and placed so as to offer a minimal obstruction to the flow of flood waters, and are subject to the standards in Section 6.23 of this ordinance.

SECTION 6.0 FLOOD FRINGE DISTRICT

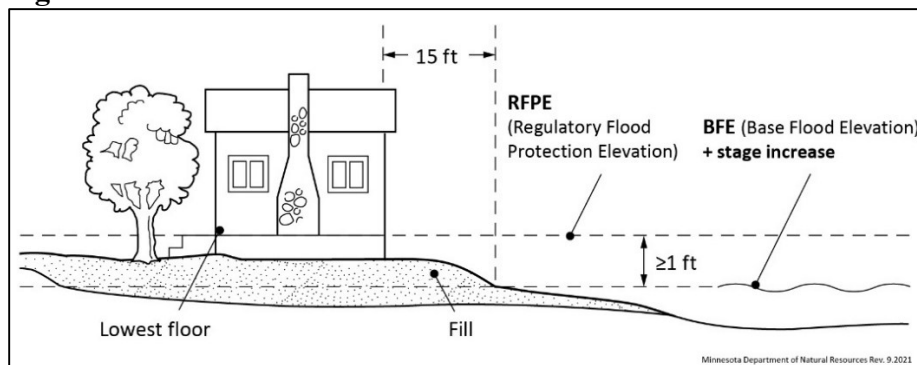
6.1 **Permitted Uses in Flood Fringe.** Any uses or activities allowed in any applicable underlying zoning districts may be allowed with a permit, subject to the standards set forth in Sections 6.2.

6.2 **Standards for Permitted Uses in Flood Fringe.** In addition to the applicable standards detailed in Section 4.0:

6.21 Residential Structures.

A. **Elevation on Fill.** Structures erected, constructed, reconstructed, altered, or moved on fill within the Flood Fringe District shall be placed so that the lowest floor, as defined in Section 2.0 of this ordinance, is elevated at or above the Regulatory Flood Protection Elevation (RFPE). The finished fill elevation shall be at or above the elevation associated with the base flood plus any stage increases that result from designation of a floodway. Fill must extend at the same elevation at least 15 feet beyond the outside limits of the structure. Elevations must be certified by a registered professional engineer, land surveyor or other qualified person designated by the Zoning Administrator. Elevation methods alternative to these fill standards are subject to a Conditional Use Permit, as provided in Section 6.31 of this ordinance (Figure 2).

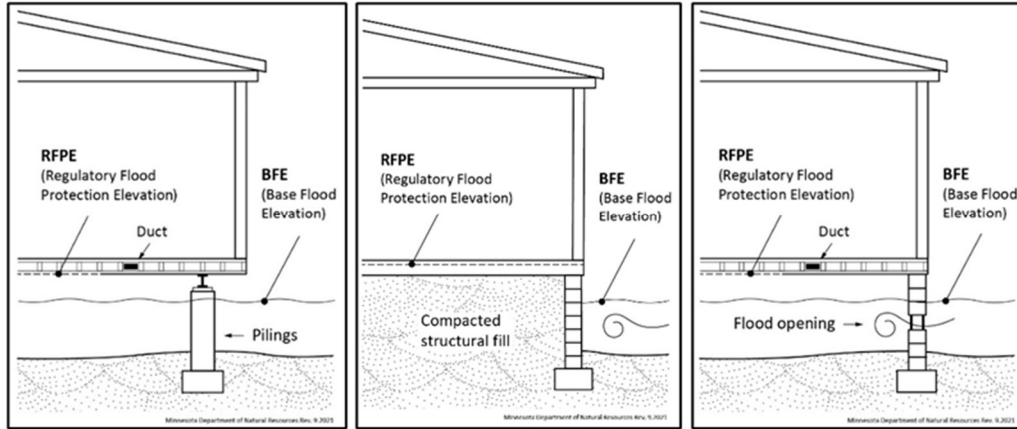
Figure 2: Overview of fill standards for residential structures.



6.22 **Nonresidential Principal Structures.** Nonresidential principal structures must meet one of the following construction methods:

- A. **Elevation on Fill.** Structures may be elevated on fill, meeting the standards in Section 6.21.A of this ordinance. Fill for nonresidential structures is not required to be extended 15 feet beyond the outside limits of the structure.
- B. **Alternative Elevation Methods.** Structures may be elevated using methods alternative to the fill standards in Section 6.21.A of this ordinance. Such methods include the use of blocks, pilings (Figure 3), filled stem walls (Figure 4), or internally-flooded enclosed areas (Figure 5) such as crawl spaces, attached garages, or tuck under garages.

Figure 3: Blocks or pilings. **Figure 4: Filled stem walls.** **Figure 5: Internally flooded enclosed area.**



Designs accommodating for internally-flooded enclosed areas must be certified by a registered professional engineer or architect, or meet or exceed the standards detailed in *FEMA Technical Bulletin 1*, as amended, as well as the following standards:

- (1) The lowest floor, as defined in Section 2.0 of this ordinance, shall be elevated at or above the Regulatory Flood Protection Elevation (RFPE).
- (2) The floor of the enclosed area must be at or above the exterior grade on at least one side of the structure.
- (3) To allow for the equalization of hydrostatic pressure, there shall be a minimum of two openings below the base flood elevation on at least two sides of the structure. The bottom of all openings shall be no higher than one foot above grade. The openings shall have a minimum net area of not less than one square inch for every square foot of enclosed area subject to flooding, have a net area of not less than one square inch for every square foot of enclosed area subject to flooding, and shall allow automatic entry and exit of floodwaters without human intervention.
- (4) Internally flooded enclosed areas shall only be used for the parking of vehicles, building access, or storage. Bathrooms and toilet rooms shall not be allowed.

C. Dry Floodproofing. Structures having watertight enclosed basements or spaces below the Regulatory Flood Protection Elevation (RFPE) must meet the following standards:

- (1) Walls must be substantially impermeable to the passage of water, with structural components having the capacity of resisting hydrostatic and hydrodynamic loads and effects of buoyancy, at least up to the Regulatory Flood Protection Elevation (RFPE);
- (2) Must meet the standards of FEMA Technical Bulletin 3, as amended; and
- (3) A registered professional engineer or architect shall be required to certify that the design and methods of construction meet the standards detailed in this Section.

6.23 Accessory Structures. All accessory structures must meet the following standards:

- A. Structures shall not be designed or used for human habitation.
- B. Structures will have a low flood damage potential.

C. Structures with fewer than two rigid walls, such as carports, gazebos, and picnic pavilions, may be located at an elevation below the Regulatory Flood Protection Elevation.

D. Structures with two or more rigid walls, must meet one of the following construction methods:

- (1) Wet Floodproofing. Structures may be floodproofed in a way to accommodate internal flooding. Such structures shall constitute a minimal investment not to exceed 576 square feet in size, one-story in height, and shall only be used for parking and storage. To allow for the equalization of hydrostatic pressure, there shall be a minimum of two openings on at least two sides of the structure and the bottom of all openings shall be no higher than one foot above grade. The openings shall have a minimum net area of not less than one square inch for every square foot of enclosed area subject to flooding, and shall allow automatic entry and exit of floodwaters without human intervention.
- (2) Elevation on Fill. Structures may be elevated on fill, meeting the standards in Section 6.21.A of this ordinance. Fill is not required to be extended 15 feet beyond the outside limits of the structure.
- (3) Alternative Elevation Methods. Structures may have their lowest floor elevated above the Regulatory Flood Protection Elevation (RFPE) through methods alternative to the fill standards in Section 6.23.D(2), and must meet the standards in Section 6.22.B of this ordinance.
- (4) Dry Floodproofing. Structures may be dry-floodproofed, or watertight, meeting the standards in Section 6.22.C of this ordinance.

6.24 Any facilities used by employees or the general public must be designed with a flood warning system acceptable to the City of Mantorville that provides adequate time for evacuation, or be designed to ensure that within the area inundated during the base flood event, the depth (in feet) multiplied by the velocity (in feet per second) is less than four.

6.25 Manufactured homes and recreational vehicles must meet the standards of Section 10 of this ordinance.

6.3 Conditional Uses in Flood Fringe. In addition to the applicable standards identified in Zoning Ordinance of the City of Mantorville, the following uses and activities may be permitted as conditional uses, subject to the standards in Sections 6.4:

6.31 Alternative Elevation Methods – Residential Structures. Residential structures with their lowest floor elevated above the Regulatory Flood Protection Elevation (RFPE) using methods alternative to the fill requirements in Section 6.21.

6.4 Standards for Conditional Uses in Flood Fringe. In addition to the applicable standards identified in Zoning Ordinance of the City of Mantorville and detailed in Sections 4.0, 6.2 and 11.2:

6.41 All residential structures with lowest floors elevated through alternative elevation methods must meet the standards in Section 6.22.B of this ordinance.

SECTION 7.0 GENERAL FLOODPLAIN DISTRICT

7.1 Permitted Uses in General Floodplain District

7.11 Until the floodway is delineated, allowable uses will be restricted to those listed in the Floodway District, Section 5.0

7.12 All other uses are subject to a floodway/flood fringe determination as provided in Section 7.4, in addition to the standards provided in Sections 7.2 and 7.3. Permitted uses shall be determined as follows:

A. If the development is determined to be in the Floodway District, Section 5.0 applies.

B. If the development is determined to be in the Flood Fringe District, Section 6.0 applies.

7.2 Determining Flood Elevations

7.21 All development requires a determination of the Base Flood Elevation (BFE). Exceptions to this requirement include projects that restore the site to the previous cross-sectional area, such as shore stabilization or culvert replacement projects. Base Flood Elevations (BFE) may be found using best available data from any Federal, State, or other source (including MNDNR's Lake & Flood Elevations Online (LFEO) Viewer).

7.22 The Regulatory Flood Protection Elevation (RFPE) can be determined by assuming a one-half (0.5) foot stage increase to accommodate for future cumulative impacts. A stage increase does not need to be assumed along lakes, wetlands, and other basins that are not affected by velocities.

7.3 Encroachment Analysis

7.31 Encroachments due to development may not allow stage increases more than one-half (0.5) foot at any point, unless through a map revision following the procedures in Sections 11.15 and 14.0. This evaluation must include the cumulative effects of previous encroachments, and must be documented with hydrologic and hydraulic analysis performed by a professional engineer, or using other standard engineering practices. A lesser water surface elevation increase than one-half (0.5) foot is required if, due to the water surface level increase, increased flood damages would potentially result.

7.32 Alterations or changes that result in stage decreases are allowed and encouraged.

7.4 Standards for the Analysis of Floodway Boundaries

7.41 Requirements for Detailed Studies. Any development, as requested by the Zoning Administrator, shall be subject to a detailed study to determine the Regulatory Flood Protection Elevation (RFPE) and the limits of the Floodway District. This determination must be consistent with the minimum standards for hydrologic and hydraulic mapping standards and techniques, as detailed in Minnesota Rules, part 6120.5600, subpart 4 and *FEMA Guidelines and Standards for Flood Risk Analysis and Mapping*, as revised. Additionally:

A. A regulatory floodway necessary to carry the discharge of the one-percent annual chance flood must be selected without increasing the water surface elevation more than one-half (0.5) foot at any point. This determination should include the cumulative effects of previous encroachments. A lesser water surface elevation increase than one-half (0.5) foot is required if, due to the water surface level increase, increased flood damages would potentially result; and

B. An equal degree of encroachment on both sides of the stream within the reach must be assumed in computing floodway boundaries, unless topography, existing development patterns, and comprehensive land use plans justify a modified approach, as approved by the Department of Natural Resources.

7.42 Other Acceptable Methods. For areas where a detailed study is not available or required:

- A. Development prohibited in floodways (e.g. most buildings) requires a floodway/flood fringe determination to verify the development is within the flood fringe. This determination must be done by a professional engineer or utilize other accepted engineering practices. The Department of Natural Resources may also provide technical assistance and must approve any alternative methods used to determine floodway boundaries.

SECTION 8.0 SUBDIVISION STANDARDS

8.1 **Subdivisions.** All subdivided land must meet the following requirements. Manufactured home parks and recreational vehicle parks or campgrounds are considered subdivisions under this ordinance.

- 8.11 All lots within floodplain districts must be suitable for a building site outside of the Floodway District.
- 8.12 Subdivision of lands within the floodplain districts may not be approved if the cost of providing governmental services would impose an unreasonable economic burden on the City of Mantorville.
- 8.13 All subdivisions must have vehicular access both to the subdivision and to the individual building sites no lower than two feet below the Regulatory Flood Protection Elevation (RFPE), unless a flood warning/emergency evacuation plan has been approved by the City of Mantorville.
- 8.14 The Floodway and Flood Fringe District boundaries, the Regulatory Flood Protection Elevation (RFPE) and the required elevation of all access roads must be clearly identified on all required subdivision drawings and platting documents.

SECTION 9.0 PUBLIC AND PRIVATE UTILITIES, SERVICE FACILITIES, ROADS, BRIDGES, AND RAILROADS

- 9.1 **Public Transportation Facilities.** Railroad tracks, roads, and bridges must be elevated to the Regulatory Flood Protection Elevation (RFPE) where such facilities are essential to the orderly functioning of the area, or where failure or interruption would result in danger to public health or safety. Minor or auxiliary roads or railroads may be constructed at a lower elevation where failure or interruption of transportation services would not endanger the public health or safety. All public transportation facilities should be designed to minimize increases in flood elevations.
- 9.2 **Public Utilities.** All utilities such as gas, electrical, sewer, and water supply systems to be located in the floodplain must be elevated and/or floodproofed to the Regulatory Flood Protection Elevation (RFPE), be located and constructed to minimize or eliminate flood damage, and be designed to eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters. All public utilities should be designed to minimize increases in flood elevations. New solid waste management facilities, as defined in Minnesota Rules, part 7035.0300, are prohibited in the one-percent annual chance floodplain. Water supply systems are subject to the provisions in Minnesota Rules, part 4725.4350.
- 9.3 **Private On-Site Water Supply, Individual Sewage Treatment Systems, and other Service Facilities.** Private facilities shall be subject to applicable provisions detailed in Section 9.2. In addition, new or replacement on-site sewage treatment systems are to be located to avoid impairment to them or contamination from them during times of flooding, shall not be located in a designated floodway, and are subject to the provisions in Minnesota Rules, parts 7080.2270.

SECTION 10.0 MANUFACTURED HOMES AND RECREATIONAL VEHICLES

10.1 **Manufactured Homes.** Manufactured homes and manufactured home parks are subject to applicable standards for each floodplain district. In addition:

10.11 New and replacement manufactured homes must be placed and elevated in compliance with Section 6.0 of this ordinance and must be securely anchored to a system that resists flotation, collapse and lateral movement. Methods of anchoring may include, but are not limited to, use of over-the-top or frame ties to ground anchors.

10.12 New manufactured home parks and expansions to existing manufactured home parks must meet the appropriate standards for subdivisions in Section 8.0 of this ordinance.

10.2 **Recreational Vehicles.** New recreational vehicle parks or campgrounds and expansions to existing recreational vehicle parks or campgrounds are prohibited in any floodplain district. Recreational vehicles placed in existing recreational vehicle parks, campgrounds or lots of record in the floodplain must either:

10.21 Meet the requirements for manufactured homes in Section 10.1, or

10.22 Be travel ready, meeting the following criteria:

A. The vehicle must be fully licensed.

B. The vehicle must be ready for highway use, meaning on wheels or the internal jacking system, attached to the site only by quick disconnect type utilities.

C. No permanent structural type additions may be attached to the vehicle.

D. Accessory structures may be permitted in the Flood Fringe District, provided they do not hinder the removal of the vehicle should flooding occur, and meet the standards outlined in Sections 4.0 and 6.23.

SECTION 11.0 ADMINISTRATION

11.1 **Duties.** The City's Zoning Administrator or their designee must administer and enforce this ordinance.

11.11 **Permit Application Requirements.** Permit applications must be submitted to the Zoning Administrator. The permit application must include the following, as applicable:

A. A site plan showing all existing or proposed buildings, structures, service facilities, potential obstructions, and pertinent design features having an influence on the permit.

B. Location and detail of grading, fill, or storage of materials.

C. Copies of any required local, state or federal permits or approvals.

D. Other relevant information requested by the Zoning Administrator as necessary to properly evaluate the permit application.

11.12 **Recordkeeping.** The Zoning Administrator must maintain applicable records in perpetuity documenting:

A. All certifications for dry floodproofing and alternative elevation methods, where applicable.

- B. Analysis of no-rise in the Floodway District, as detailed in Section 5.21, and encroachment analysis ensuring no more than one-half foot of rise in the General Floodplain District, as detailed in Sections 7.22 and 7.31.
 - C. Final elevations, as applicable, detailing the elevation to which structures and improvements to structures are constructed or floodproofed. Elevations shall be determined by an engineer, architect, surveyor or other qualified individual, as approved by the Zoning Administrator.
 - D. Substantial damage and substantial improvement determinations, as detailed in Section 12.13, including the cost of improvements, repairs, and market value.
 - E. All variance actions, including justification for their issuance, and must report such variances as requested by the Federal Emergency Management Agency.
- 11.13 Certificate of Zoning Compliance for a New, Altered, or Nonconforming Use. No building, land or structure may be occupied or used in any manner until a certificate of zoning compliance has been issued by the Zoning Administrator stating that the finished fill and building floor elevations or other flood protection measures are in compliance with the requirements of this ordinance.
- 11.14 Notifications for Watercourse Alterations. Before authorizing any alteration or relocation of a river or stream, the Zoning Administrator must notify adjacent communities. If the applicant has applied for a permit to work in public waters in accordance with Minnesota Statutes, Section 103G.245, this will suffice as adequate notice. A copy of the notification must also be submitted to FEMA.
- 11.15 Notification to FEMA When Physical Changes Increase or Decrease Base Flood Elevations. Where physical changes affecting flooding conditions may increase or decrease the water surface elevation of the base flood, the City of Mantorville must notify FEMA of the changes in order to obtain a Letter of Map Revision (LOMR), by submitting a copy of the relevant technical or scientific data as soon as practicable, but no later than six months after the date such supporting information becomes available. Within the General Floodplain District, a map revision is only required if development results in stage increases greater than 0.5 feet.

11.2 Conditional Uses and Variances

- 11.21 Process.
- A. An application for a conditional use permit will be processed and reviewed in accordance with the provisions of this ordinance and the Zoning Ordinance of the City of Mantorville.
 - B. An application for a variance to the provisions of this ordinance will be processed and reviewed in accordance with Minnesota Statutes, section 462.357, subdivision 6(2), this ordinance, and the Zoning Ordinance of the City of Mantorville.
- 11.22 Additional Variance Criteria. In addition to the criteria identified in the Zoning Ordinance of the City of Mantorville, the following additional variance criteria must be satisfied:
- A. Variances must not be issued within any designated regulatory floodway if any increase in flood levels during the base flood discharge would result.

- B. Variances from the provisions of this ordinance may only be issued by a community upon:
 - (1) A showing of good and sufficient cause;
 - (2) A determination that failure to grant the variance would result in exceptional hardship to the applicant; and
 - (3) A determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.
- C. Variances from the provisions in this ordinance may only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
- D. Variances must be consistent with the general purpose of these standards and the intent of applicable provisions in state and federal law.
- E. Variances may be used to modify permissible methods of flood protection, but no variance shall permit a lesser degree of flood protection than the Regulatory Flood Protection Elevation (RFPE).
- F. The Zoning Administrator must notify the applicant for a variance in writing that:
 - (1) The issuance of a variance to construct a structure below the base flood level will result in increased premium rates for flood insurance up to amounts as high as \$25 for \$100 of insurance coverage; and
 - (2) Such construction below the base flood level increases risks to life and property. Notification must be maintained with a record of all variance actions.

11.23 Considerations for Approval. The City of Mantorville must consider all relevant factors specified in other sections of this ordinance and the Zoning Ordinance of the City of Mantorville in granting variances and conditional use permits.

11.24 Conditions of Approval. The City of Mantorville may attach such conditions to the granting of variances and conditional use permits as it deems necessary to fulfill the purposes of this ordinance and the Zoning Ordinance of the City of Mantorville.

11.3 Notifications to the Department of Natural Resources

- 11.31 All notices of public hearings to consider variances or conditional uses under this ordinance must be sent via electronic mail to the Department of Natural Resources respective area hydrologist at least ten (10) days before the hearings. Notices of hearings to consider subdivisions/plats must include copies of the subdivision/plat.
- 11.32 A copy of all decisions granting variances and conditional uses under this ordinance must be sent via electronic mail to the Department of Natural Resources respective area hydrologist within ten (10) days of final action.

SECTION 12.0 NONCONFORMITIES

12.1 **Continuance of Nonconformities.** A use, structure, or occupancy of land which was lawful before the passage or amendment of this ordinance, but which is not in conformity with the provisions of this ordinance, may be continued subject to the following conditions:

- 12.11 Within the floodway and general floodplain districts (when a site has been determined to be located in the floodway following the procedures in Section 7.3, or when the floodway has not been delineated), any expansion or enlargement of uses or structures is prohibited.
- 12.12 Within all districts, any addition, modification, rehabilitation, repair, or alteration shall be in conformance with the provisions of this ordinance, shall not increase the flood damage potential or increase the degree of obstruction to flood flows, and where applicable, must be protected to the Regulatory Flood Protection Elevation (RFPE).
- 12.13 If any nonconforming structure is determined to be substantially damaged or substantially improved based on the procedures in Section 12.2, it may not be reconstructed except in conformity with the provisions of this ordinance.
- 12.14 If any nonconforming use, or any use of a nonconforming structure, is discontinued for more than one year, any future use of the premises must conform to this ordinance.

12.2 **Substantial Improvement and Substantial Damage Determinations.** Prior to issuing any permits for additions, modifications, rehabilitations, repairs, alterations, or maintenance to nonconforming structures, the Zoning Administrator is required to determine if such work constitutes substantial improvement or repair of a substantially damaged structure. A determination must be made in accordance with the following procedures:

- 12.21 Estimate the market value of the structure. In the case of repairs, the market value of the structure shall be the market value before the damage occurred and before any restoration or repairs are made.
- 12.22 Estimate the cost of the project. The property owner shall accommodate for inspection, and furnish other documentation needed by the zoning administrator to evaluate costs.
 - A. Improvement costs shall be comprised of the market rate of all materials and labor, as well as the costs of all ordinary maintenance and upkeep carried out over the past one year.
 - B. Costs to repair damages shall be comprised of the market rate of all materials and labor required to restore a building to its pre-damaged condition regardless of the work proposed, as well as associated improvement costs if structure is being restored beyond its pre-damaged condition.
- 12.23 Compare the cost of the improvement, repairs, or combination thereof to the estimated market value of the structure, and determine whether the proposed work constitutes substantial improvement or repair of a substantially damaged structure, as defined in Section 2.0 of this ordinance.
- 12.24 Based on this determination, the zoning administrator shall prepare a determination letter and notify the property owner accordingly. Structures determined to be substantially damaged or substantially improved may not be reconstructed except in conformity with the provisions of this ordinance.

SECTION 13.0 VIOLATIONS AND PENALTIES

13.1 **Uses in Violation of the Ordinance.** Every structure, fill, deposit, or other use placed or maintained in the floodplain in violation of this ordinance shall be considered a public nuisance.

13.2 **Civil Remedies.** The creation of a public nuisance may be enjoined and the maintenance of a public nuisance under this ordinance may be abated by an action brought by the City of Mantorville or the Department of Natural Resources.

13.3 **Enforcement.** Violations of the provisions of this ordinance constitutes a misdemeanor and is punishable as defined by law. The Zoning Administrator may utilize the full array of enforcement actions available to it including but not limited to prosecution and fines, injunctions, after-the-fact permits, orders for corrective measures or a request to the National Flood Insurance Program for denial of flood insurance. The City of Mantorville must act in good faith to enforce these official controls and to correct ordinance violations to the extent possible so as not to jeopardize its eligibility in the National Flood Insurance Program.

SECTION 14.0 AMENDMENTS

14.1 **Ordinance Amendments.** Any revisions to the floodplain maps by the Federal Emergency Management Agency or annexations of new map panels require an ordinance amendment to update the map references in Section 3.2 of this ordinance.

14.2 **Required Approval.** All amendments to this ordinance must be submitted to the Department of Natural Resources for review and approval prior to adoption, for compliance with state and federal rules and requirements. The floodplain ordinance shall not be considered valid until approved.

SECTION 3. EFFECTIVE DATE: This ordinance shall be in full force and effect from and after its passage and approval.

Passed by the City Council of the City of Mantorville, Minnesota, this 9th day of September, 2024.

Chuck Bradford
Mayor

ATTEST:

Gretchen Lohrbach, City Clerk-Treasurer

FINAL SUMMARY OF MAP ACTIONS

Community: MANTORVILLE, CITY OF

Community No: 270585

To assist your community in maintaining the Flood Insurance Rate Map (FIRM), we have summarized below the effects of the enclosed revised FIRM panels(s) on previously issued Letter of Map Change (LOMC) actions (i.e., Letters of Map Revision (LOMRs), Letter of Map Revision based on Fill (LOMR-Fs), and Letters of Map Amendment (LOMAs)) that will be affected when the revised FIRM becomes effective on September 26, 2024.

1. LOMCs Incorporated

The modifications effected by the LOMCs listed below will be reflected on the revised FIRM. In addition, these LOMCs will remain in effect until the revised FIRM becomes effective.

LOMC	Case No.	Date Issued	Project Identifier	Original Panel	Current Panel
			NO CASES RECORDED		

2. LOMCs Not Incorporated

The modifications effected by the LOMCs listed below will not be reflected on the revised FIRM panels or will not be reflected on the revised FIRM panels because of scale limitations or because the LOMC issued had determined that the lot(s) or structure(s) involved were outside the Special Flood Hazard Area, as shown on the FIRM. These LOMCs will remain in effect until the revised FIRM becomes effective. These LOMCs will be revalidated free of charge 1 day after the revised FIRM becomes effective through a single revalidation letter that reaffirms the validity of the previous LOMCs.

2A. LOMCs on Revised Panels

LOMC	Case No.	Date Issued	Project Identifier	Original Panel	Current Panel
LOMA	01-05-1005A	04/11/2001	LOTS 3-4 AND PART OF LOT 5, BLOCK 20, ORIGINAL PLAT; 416 NORTH MAIN STREET	2705850001B	27039C0159C
LOMA	02-05-4777A	11/27/2002	A PORTION OF SECTION 21, T107, R16; 102 STATE HIGHWAY 57	2705850001B	27039C0159C
LOMR-F	03-05-3325A	07/11/2003	SECTION 20, T107N, R16W; 405 4TH STREET WEST	2705850001B	27039C0159C
LOMA	15-05-2917A	04/09/2015	A PORTION OF LOT 8, BLOCK 2, MANTOR ESTATES; 302 MANTOR DRIVE	2705850001B	27039C0178C

FINAL SUMMARY OF MAP ACTIONS

Community: MANTORVILLE, CITY OF

Community No: 270585

2B. LOMCs on Unrevised Panels

LOMC	Case No.	Date Issued	Project Identifier	Original Panel	Current Panel
			NO CASES RECORDED		

3. LOMCs Superseded

The modifications effected by the LOMCs listed below have not been reflected on the Final revised FIRM panels because they are being superseded by new or revised flood hazard information or the information available was not sufficient to make a determination. The reason each is being superseded is noted below. These LOMCs will no longer be in effect when the revised FIRM becomes effective.

LOMC	Case No.	Date Issued	Project Identifier	Reason Determination Will be Superseded
LOMA	04-05-2960A	04/16/2004	LOTS 8-10, BLOCK 1, CITY OF MANTORVILLE; 307 CLAY STREET	5

1. Insufficient information available to make a determination.
2. Lowest Adjacent Grade and Lowest Finished Floor are below the proposed Base Flood Elevation.
3. Lowest Ground Elevation is below the proposed Base Flood Elevation.
4. Revised hydrologic and hydraulic analyses.
5. Revised topographic information.
6. Superseded by another LOMC.

4. LOMCs To Be Redetermined

The LOMCs in Category 2 above will be revalidated through a single revalidation letter that reaffirms the validity of the determination in the previously issued LOMC. For LOMCs issued for multiple lots or structures where the determination for one or more of the lots or structures is no longer valid, the LOMC cannot be revalidated through this administrative process. Therefore, we will review the data previously submitted for the LOMC requests listed below and if appropriate issue a new determination for the affected properties after the effective date of the revised FIRM.

LOMC	Case No.	Date Issued	Project Identifier	Original Panel	Current Panel
			NO CASES RECORDED		

**CITY OF MANTORVILLE
DODGE COUNTY**

RESOLUTION 24-19

**A RESOLUTION AUTHORIZING SUMMARY
PUBLICATION OF ORDINANCE 2024-03**

WHEREAS, the City Council of the City of Mantorville has adopted Ordinance 2024-03, titled “AN ORDINANCE REPEALING AND REPLACING CHAPTER 152 OF THE MANTORVILLE CITY CODE REGARDING FLOODPLAIN REGULATIONS;” and

WHEREAS, in the case of lengthy ordinances or those containing charts or maps, Minnesota state law allows the City Council to approve, by a four-fifths vote, the publication of an ordinance by title and summary only; and

WHEREAS, the expense to publish the complete 20-page text of the ordinance is not justified; and

WHEREAS, the following summary clearly informs the public of the intent and effect of the ordinance.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Mantorville, Dodge County, Minnesota, that the following summary is hereby approved for publication:

**SUMMARY PUBLICATION
ORDINANCE NO. 2024-03**

The City Council of the City of Mantorville has adopted Ordinance 2024-03, titled “AN ORDINANCE REPEALING AND REPLACING CHAPTER 152 OF THE MANTORVILLE CITY CODE REGARDING FLOODPLAIN REGULATIONS.” The ordinance was based off the Minnesota Department of Natural Resources model floodplain ordinance. It is intended to satisfy the state and federal standards detailed in Minnesota Statutes, Chapter 103F; Minnesota Rules, parts 6120.5000 through 6120.6200; and the rules and regulations of the National Flood Insurance Program in Title 44 of the Code of Federal Regulations, Parts 59 to 78. The ordinance provides the general regulations for development in floodplains, as well as procedures guiding administrative responsibilities. The full text of the ordinance is available for inspection at Mantorville City Hall during regular business hours.

NOW, THEREFORE, BE IT FURTHER RESOLVED, by the City Council of the City of Mantorville, Dodge County, Minnesota, that the City Clerk-Treasurer keep a copy of the ordinance

at City Hall for public inspection during business hours and post a full copy of the ordinance at the community library or another public place in the City.

Adopted and approved by the City Council of the City of Mantorville on a vote of _____ ayes and _____ nays effective on the 9th day of September, 2024.

Chuck Bradford
Mayor

ATTEST:

Gretchen Lohrbach, City Clerk-Treasurer

WAGE DISTRIBUTION

2025 with Wage Distribution Showing Staff Changes at 0% increase

EMPLOYEE	DEPARTMENT	WAGE	Winter %	Summer %	Salary		Benefits
Seasonal Parks	Water		0.00%	0.00%	\$0.00		\$0.00
	Sewer		0.00%	0.00%	\$0.00		\$0.00
	Streets		0.00%	0.00%	\$0.00		\$0.00
Brad & Brian	Parks	\$13,135.00	0.00%	100.00%	\$13,271.00		\$2,004.00
	Overtime	\$136.00			\$13,271.00		\$2,004.00
	Health	\$0.00					
	Dental	\$0.00					
	Life	\$0.00					
	SocS,Med, Pera	\$2,004.00					
		\$42,926.60					
Wade Schroeder	Water	\$55,058.00	16.00%	16.00%	\$9,127.04		\$3,492.32
	Sewer		21.00%	21.00%	\$11,979.24		\$4,583.67
	Streets		39.00%	39.00%	\$22,247.16		\$8,512.53
	Parks		24.00%	24.00%	\$13,690.56		\$5,238.48
	Overtime	\$1,986.00			\$57,044.00		\$21,827.00
	Health	\$10,604.00					
	Dental	\$494.00					
	Life	\$638.00					
	Pera, SocS,Med, HSA	\$10,091.00					
Deputy City Clerk	Water	\$39,520.00	30.00%	30.00%	\$12,027.00		\$5,779.80
	Sewer		30.00%	30.00%	\$12,027.00		\$5,779.80
	Clerk		30.00%	30.00%	\$12,027.00		\$5,779.80
	Campground		10.00%	10.00%	\$4,009.00		\$1,926.60
	Parks				\$40,090.00		\$19,266.00
	Overtime	\$570.00					
	Health	\$10,604.00					
	Dental	\$494.00					
	Life	\$638.00					
	Pera, SocS, Med, HSA	\$7,530.00					
Gretchen Lohrbach	Clerk	\$69,035.00	80.00%	80.00%	\$55,228.00		\$18,909.60
	Water		10.00%	10.00%	\$6,903.50		\$2,363.70
	Sewer		10.00%	10.00%	\$6,903.50		\$2,363.70
	Overtime	\$0.00					
	Health	\$10,604.00			\$69,035.00		\$23,637.00
	Dental	\$494.00					
	Life	\$638.00					
	Pera, SocS,Med, HSA	\$11,901.00					
Joe Adams							
	Water	\$62,046.00	16.00%	16.00%	\$10,643.36		\$3,721.28
	Sewer		21.00%	21.00%	\$13,969.41		\$4,884.18
	Streets		39.00%	39.00%	\$25,943.19		\$9,070.62
	Parks		24.00%	24.00%	\$15,965.04		\$5,581.92
	Overtime	\$4,475.00			\$66,521.00		\$23,258.00
	Health	\$10,604.00					
	Dental	\$494.00					

	Life	\$638.00					
	Pera, SocS,Med, HSA	\$11,522.00					
				Wage Total	\$245,961.00	Benefit Total	\$89,992.00
Department Breakdown	Base Salary	Benefits					
Water Utility 15.74%	\$38,700.90	\$15,357.10					
Sewer Utility 18.24%	\$44,879.15	\$17,611.35					
Public Works 19.60%	\$48,190.35	\$17,583.15					
General Gov 27.34%	\$67,255.00	\$24,689.40					
Campground 1.63%	\$4,009.00	\$1,926.60					
Parks 17.45%	\$42,926.60	\$12,824.40					
Total Salary	\$245,961.00	\$89,992.00					

COLA for 2025 is projected to be 2.63%

Overtime Portion of Total Salaries is	\$7,167.00
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2025 Hourly Wage Increases By Percent

Hourly rates	2024 Hourly	Yearly Hours	2024 Hourly	4% Increase	3% increase	2% increase	1% increase
Gretchen Lohrbach	\$33.19	2080	\$33.19	\$34.52	\$34.19	\$33.85	\$33.52
Wade Schroeder	\$26.47	2080	\$26.47	\$27.53	\$27.26	\$27.00	\$26.73
Brian Hindal (Parks seasonal)	\$16.99	100	\$16.99	\$17.67	\$17.50	\$17.33	\$17.16
Deputy City Clerk	\$19.00	2080	\$19.00	\$19.76	\$19.57	\$19.38	\$19.19
Joe Adams	\$29.83	2080	\$29.83	\$31.02	\$30.72	\$30.43	\$30.13
Brad Suhr (Seasonal Parks)	\$18.06	600	\$18.06	\$18.78	\$18.60	\$18.42	\$18.24

Overtime Hours	2023	2024 YTD
Joe Adams	50	96.75
Wade Schroeder	30	52.5
Deputy City Clerk	19.65	0
Parks Seasonal	0	8
Gretchen Lohrbach	**Salary; not eligible for overtime	

Notes: Council Approved 3.2% COLA & 3.0% Merit for 2024

BENEFITS

	2025	2024	2023	2022	2021	2020	2025/Person	2024/Person	2023/Person	2022/Person	2021/Person
PERA	7.50%	7.50%	7.50%	7.50%	7.50%	7.50%					
Medicare	1.45%	1.45%	1.45%	1.45%	1.45%	1.45%					
Social Security	6.20%	6.20%	6.20%	6.20%	6.20%	6.20%					
							4	4	4	4	4
Health	\$42,420.48	\$41,460.48	\$40,175.04	\$43,877.76	\$41,328.00	\$39,424.00	\$10,065.12	\$10,365.12	\$10,043.76	\$10,969.44	\$10,332.00
Dental	\$1,975.20	\$1,975.20	\$2,004.48	\$1,571.52	\$2,023.20	\$2,023.20	\$493.80	\$493.80	\$501.12	\$392.88	\$505.80
Life + STD	\$2,421.36	\$2,421.36	\$2,600.00	\$2,600.00	\$2,600.00	\$2,800.00	\$605.34	\$605.34	\$650.00	\$650.00	\$650.00
Insurance Deductible											
Uniform/Boot Allowance Office Employee	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00		\$500.00	\$500.00	\$500.00	\$500.00
Clothing Allowance	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00		\$200.00	\$200.00	\$200.00	\$200.00

Health Insurance Increased by 2.30%

History of Health Premiums			History of Dental Premiums		
Year	Single	Family	Year	Single	Family
2020	\$713.00	\$1,540.50	2020	\$42.15	\$117.90
2021	\$861.00	\$1,621.50	2021	\$42.15	\$117.90
2022-Plan 2	\$891.56	\$1,787.15	2022	\$32.74	\$108.48
2022-Plan 1	\$914.12	\$1,835.79	2022	\$32.74	\$108.48
2023-Plan 2	\$836.98	\$1,804.73	2023	\$38.42	\$139.08
2024-Plan 1	\$863.76	\$1,804.73	2024	\$41.76	\$151.18
2025	\$883.62	\$1,905.32	2025	\$41.76	\$151.18

Increase employer contribution for 2024 to health savings account from \$1,500 to \$1,600 based on:

City pays half of the single deductible to each employee's HSA

Deductible payment history:

Year	Deductible(Single)	City Pays
2020	Unknown	\$1,300.00
2021	\$2,600.00	\$1,300.00
2022	\$2,800.00	\$1,400.00
2023	\$3,000.00	\$1,500.00
2024	\$3,200.00	\$1,600.00
2025	\$3,300	\$1650.00

CITY OF MANTORVILLE
2025

BUDGET 2025

As of September 9, 2024

2024 General Budget w/ 2023 YTD

			2022 Budget	2023 Budget	2024 Budget	2025 Budget
LEVY BREAKDOWN			Final	Final	Final	Preliminary
Account			Final Levy Set 4%	Final Levy Set 8%	Levy Set 6.5%	
101-			\$551,235.36	\$595,334.19	\$634,031.91	
31000		Property tax	530,034.00	\$551,235.36	\$595,334.19	\$634,031.91
		Property tax + 1%	535,334.34	\$556,717.71	\$601,287.53	\$640,372.22
		Property tax + 2%	540,634.68	\$562,260.07	\$607,240.87	\$646,712.54
		Property tax + 3%	545,935.02	\$567,772.42	\$613,194.22	\$653,052.86
		Property tax + 4%	551,235.36	\$573,284.77	\$619,147.56	\$659,393.18
		Property tax + 5%	556,535.70	\$578,797.13	\$625,100.90	\$665,733.51
		Property tax + 6%	561,836.04	\$584,309.48	\$631,054.24	\$672,073.83
		Property Tax + 6.5%			\$634,031.91	
		Property tax + 7%	567,136.38	\$589,821.84	\$637,007.58	\$678,414.14
		Property tax + 8%	572,436.72	\$595,334.19	\$642,960.93	\$684,754.46
		Property tax + 9%	577,737.06	\$600,846.54	\$648,914.27	\$691,094.78
		Property tax +10%	583,037.40	\$606,358.90	\$654,867.61	\$697,435.10
		Property tax + 11%	588,337.74	\$611,871.25	\$660,820.95	\$703,775.42
		Property tax + 12%	593,638.08	\$617,383.60	\$666,774.29	\$710,115.74
		Property tax + 13%	593,797.09	\$622,895.96	\$672,727.63	\$716,456.06
		Property tax + 14%	604,238.76	\$628,408.31	\$678,680.98	\$722,796.38
		Property tax + 15%	609,539.10	\$633,920.66	\$684,634.32	\$729,136.69

2025 General Budget w/ 2024 YTD

		2023 Budget	2023 EOY	2024 YTD	2024 Budget	2025 Budget	COMMENTS
101-	REVENUES	Final Levy 8.0%	End of Year	YTD	Final Levy 6.5%	Preliminary	
31000	Property Tax	\$595,334.00	\$602,168.06	\$346,338.22	\$634,031.91	\$634,031.91	0% Levy Increase
32000	Permits & Licenses	\$3,000.00	\$2,500.00	\$1,155.00	\$550.00	\$2,100.00	Rental, Golf Cart, Garbage, vendors
32110	Liquor Licenses	\$8,200.00	\$8,200.00	\$0.00	\$8,200.00	\$8,200.00	Liquor License fees
32210	Building Permits	\$10,000.00	\$9,392.66	\$3,783.16	\$10,000.00	\$4,000.00	Building permit fees
32240	Animal Licenses	\$200.00	\$100.00	\$0.00	\$100.00	\$100.00	Dog tags
32241	Animal Impound Fee	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	Animal impound fees
33000	Intergovernmental Revenues	\$0.00	\$1,660.95	\$0.00	\$0.00	\$0.00	Typically grant dollars (FD DNR grant)
33160	Other Grants - Health	\$0.00	\$300.00	\$5,225.00	\$0.00	\$0.00	Other Grants & Health Grants, received Compeer in 2024 for \$5,000
33170	FEMA Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
33400	State Grants & Aids	\$0.00	\$57,990.24	\$0.00	\$0.00	\$0.00	EAB 2023 & Public Safety Dec 2023
33401	Local Government Aid	\$316,811.00	\$316,811.00	\$192,969.50	\$376,877.00	\$375,181.00	LGA \$345,120 & Small Cities Assistance \$30,061
33402	Market Value Credit	\$0.00	\$173.37	\$0.00	\$0.00	\$0.00	Revenue offset of property tax
33422	Other State Aid Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
33423	PERA Aid	\$1,041.00	\$0.00	\$0.00	\$0.00	\$0.00	Offset to PERA; employee retire
33440	Fire Department Grant	\$0.00	\$8,800.00	\$4,599.00	\$0.00	\$0.00	DNR/Training grants, FD AFG grant for air packs
33610	County Highway Aid	\$3,500.00	\$5,666.95	\$6,395.93	\$5,836.96	\$6,580.00	Aid dollars to offset highway mtn, assume 2025 increase 3%
34101	City Property Rent Revenue	\$10,800.00	\$13,104.00	\$8,065.00	\$12,100.00	\$12,096.00	Tower lease with AT&T
34103	Zoning and Subdivision Fees	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$500.00	public hearing/other zoning
34107	Assessment Search Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Property assessment search requests - City does not charge as of 2022
34202	Fire Department Contracts	\$70,585.00	\$70,576.00	\$74,300.00	\$74,300.00	\$78,015.00	Based on new rates approved by FD and CC; annual township contracts 2023-2025
34203	Fire Dept. - Fire calls	\$250.00	\$2,000.01	\$600.00	\$1,500.00	\$3,000.00	Fees for fire calls & Pool Fills
34780	Park Fees	\$750.00	\$895.00	\$390.00	\$800.00	\$600.00	Shelter rental fees
35000	Fines and Forfeits	\$2,500.00	\$1,448.54	\$588.24	\$700.00	\$900.00	City share of DC issued tickets
36200	Miscellaneous Revenues	\$1,500.00	\$887.28	\$363.70	\$1,000.00	\$300.00	Copies, scrap metal, auction items revenue, city clothing

36201	Refunds and Reimbursements	\$8,000.00	\$5,734.28	\$26,666.22	\$6,500.00	\$6,500.00	Dividend checks LMC, LMCIT, Health Ins, IRS, Fire Dept Reimburse Was High In 2024 Because Of Large IRS Refunds
36210	Interest Earnings	\$3,000.00	\$23,601.89	\$14,717.00	\$36,000.00	\$35,320.00	Interest on investments, savings, checking that are Allocated to General Fund
36230	Contributions and Donations	\$0.00	\$28,587.45	\$10,200.00	\$200.00	\$200.00	WI Pub Srv Fdn Denneson \$10,000 in 2024
38050	Cable Franchise Fees	\$6,500.00	\$6,537.45	\$4,004.83	\$6,000.00	\$6,600.00	Cable franchise fees, KM-Tel, Mediacom
39200	Interfund Operating Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
39201	Transfer from General Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
39202	Contribution-Enterprise Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
39203	Transfer from General Funds	\$0.00	\$0.42	\$0.00	\$0.00	\$0.00	
39301	Capital Lease Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Total Revenues	\$1,042,221.00	\$1,168,135.55	\$700,360.80	\$1,175,695.87	\$1,174,223.91	

June, July, and August Interest not yet entered

481.41

			2023 Budget	2023 EOY	2024 YTD	2024 Budget	2025 Budget	COMMENTS
101-		EXPENDITURES	Final Levy 8.0%	EOY Spent	YTD Spent	Final Levy 6.5%	Preliminary	
41410		ELECTIONS						
	101	Salaries	\$0.00	\$0.00	\$2,099.75	\$4,500.00	\$0.00	Training, Election Day Support
	120	Benefits	\$0.00	\$0.00	\$121.53	\$682.00	\$0.00	Soc Sec, Medicare
	430	Miscellaneous	\$0.00	\$0.00	\$162.47	\$300.00	\$0.00	Food for Elections Staff
		TOTAL	\$0.00	\$0.00	\$2,383.75	\$5,482.00	\$0.00	
41500		Financial Administration						
	101	Salaries	\$78,716.14	\$79,619.25	\$41,546.55	\$68,592.87	\$67,255.00	
	120	Employee Benefits	\$34,831.60	\$22,323.40	\$14,978.91	\$24,778.55	\$24,689.40	SS, Medicare, Health, Dental, life, PERA etc., wellness pool
	151	Workers Comp Insurance	\$996.00	\$976.00	\$700.89	\$979.00	\$980.00	
	200	Supplies	\$1,500.00	\$1,936.57	\$481.41	\$1,200.00	\$1,200.00	City Hall related Supplies
	208	Training, Mileage	\$1,500.00	\$1,738.62	\$1,212.30	\$1,500.00	\$1,500.00	Training/Conference for Clerk & Deputy Clerk
	300	Professional Services	\$6,000.00	\$8,167.09	\$6,297.43	\$4,800.00	\$9,500.00	Banyon, Blue Host, On-Site Computers
	312	Animal Impound Fees	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	
	315	Recording Fees	\$300.00	\$430.00	\$91.00	\$400.00	\$400.00	Paid to Dodge County Recorder
	322	Postage	\$4,200.00	\$5,315.84	\$1,678.18	\$5,500.00	\$2,700.00	Monthly UB mail, all other correspondence, supplies
	350	Printing/Binding	\$1,250.00	\$2,080.82	\$1,757.61	\$1,800.00	\$2,300.00	All printing + copier maintenance costs
	437	Other Miscellaneous	\$1,000.00	\$2,284.23	\$483.90	\$1,000.00	\$1,000.00	Misc Items plus \$500 for National Night Out
	444	COVID-19 Emergency	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	445	Health & Wellness	\$0.00	\$0.00	\$0.00	\$530.00	\$0.00	
	570	Capital Outlay	\$6,000.00	\$1,554.00	\$0.00	\$6,800.00	\$1,600.00	Laserfiche Storage (OPG-3), copier, computers
	700	Funds Transfer	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	
		Total Financial Administration	\$136,543.74	\$131,425.82	\$69,228.18	\$117,880.42	\$113,124.40	

41530		Accounting						
	301	Accounting & Auditing Services	\$19,600.00	\$24,100.00	\$25,250.00	\$24,000.00	\$25,000.00	Yearly Audit Expense/Contract
		Total Accounting & Auditing Service	\$19,600.00	\$24,100.00	\$25,250.00	\$24,000.00	\$25,000.00	
41550		Assessing						
	310	Assessing	\$6,360.00	\$6,972.44	\$7,431.33	\$6,950.00	\$7,400.00	Dodge County Contract & Taxes on Annexed Land - \$326.89, Pictometry \$370
		Total Assessing	\$6,360.00	\$6,972.44	\$7,431.33	\$6,950.00	\$7,400.00	
41600		Law/Legal Services						
	304	Legal Fees	\$20,000.00	\$26,517.62	\$10,813.35	\$20,000.00	\$20,000.00	Includes \$750 Codification
		Total Law/Legal Services	\$20,000.00	\$26,517.62	\$10,813.35	\$20,000.00	\$20,000.00	

2025 General Budget w/ 2024 YTD

			2023 Budget	2023 EOY	2024 YTD	2024 Budget	2025 Budget	COMMENTS
101-	EXPENDITURES		Final Levy 8.0%	EOY Spent	YTD Spent	Final Levy 6.5%	Preliminary	
41940	General Govt. Buildings/Plant							
	200	Supplies	\$1,100.00	\$1,251.12	\$550.89	\$800.00	\$1,000.00	Supplies related to Buildings (lights, furnace, water, flags etc.)
	220	Building Maintenance & Repairs	\$2,500.00	\$12,700.54	\$10,066.35	\$3,500.00	\$3,500.00	Toolbox for shop included for 2024 High for 2024 From Furnace/Air Replacement
	228	Equipment Repairs & Maintenance	\$500.00	\$2,976.35	\$530.62	\$2,000.00	\$2,000.00	Repairs to Computers, lights, etc
	321	Communications	\$4,000.00	\$3,500.39	\$2,158.66	\$3,500.00	\$3,550.00	Telephone, Internet, Fax
	362	Property Insurance	\$23,000.00	\$24,379.00	\$26,573.00	\$26,000.00	\$28,500.00	Insurance for all City Property
	380	Utilities	\$13,000.00	\$16,252.98	\$1,492.84	\$11,000.00	\$13,000.00	Electric & Gas & Solar
	384	Refuse, Garbage	\$2,000.00	\$1,875.62	\$1,612.06	\$2,120.00	\$2,000.00	City Hall dumpster (split with Fire)
	417	Employee Uniforms	\$1,400.00	\$981.78	\$406.19	\$1,400.00	\$1,400.00	\$500/yr non office employees; \$200/yr office employees
	439	Janitors	\$1,560.00	\$1,625.00	\$780.00	\$1,680.00	\$1,800.00	Janitorial service @ \$65 twice monthly
		Total General Govt. Buildings/Plant	\$49,060.00	\$65,542.78	\$44,170.61	\$52,000.00	\$56,750.00	
41950	Engineering Professional Services							
	303	Engineering Fees	\$7,000.00	\$12,416.00	\$14,006.32	\$8,500.00	\$10,000.00	High in 2024 because of lift station and bandshell projects - Compeer Grant \$5000 will reimburse bandshell
		Total Engineering Services	\$7,000.00	\$12,416.00	\$14,006.32	\$8,500.00	\$10,000.00	

2025 General Budget w/ 2024 YTD

			2023 Budget	2023 EOY	2024 YTD	2024 Budget	2025 Budget	COMMENTS
101-	EXPENDITURES		Final Levy 8.0%	EOY Spent	YTD Spent	Final Levy 6.5%	Preliminary	
42100	Police Protection Contract							
	310	Other Professional Services	\$104,250.00	\$104,250.00	\$71,566.00	\$107,850.00	\$110,334.00	
		Total Police Protection Contract	\$104,250.00	\$104,250.00	\$71,566.00	\$107,850.00	\$110,334.00	
42200	Fire Protection							
	101	Salaries	\$20,000.00	\$21,741.00	\$20,014.00	\$22,000.00	\$22,000.00	
	120	Employee Benefits	\$1,650.00	\$2,960.18	\$1,531.10	\$1,684.00	\$1,684.00	Soc Sec, Medicare
	124	Fire Pension Contribution	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	
	130	Insurance	\$250.00	\$260.00	\$0.00	\$250.00	\$260.00	
	151	Workman's Comp	\$7,313.00	\$7,172.91	\$5,143.29	\$7,185.00	\$7,185.00	
	208	Training, Mileage	\$6,000.00	\$5,170.99	\$5,476.00	\$6,000.00	\$6,000.00	Additional Firefighters hired in 2023
	212	Motor Fuels	\$2,500.00	\$3,732.79	\$936.58	\$3,000.00	\$3,000.00	
	217	Operating Supplies	\$2,000.00	\$4,435.93	\$8,253.69	\$2,500.00	\$5,000.00	High in 2024 Because radios were purchased. Auditors will probably move to capital outlay
	228	Equipment Repair/Maintenance	\$10,000.00	\$9,160.81	\$8,875.28	\$10,000.00	\$10,000.00	
	240	Tools and Minor Equipment	\$20,000.00	\$17,560.12	\$7,181.60	\$20,000.00	\$20,000.00	Transfers to next year if not used.
	311	First Responder Train/Equip	\$4,000.00	\$4,389.02	\$2,941.06	\$4,000.00	\$6,700.00	Need an AED approx \$2,300
	321	Communications	\$1,000.00	\$1,522.04	\$1,061.76	\$1,900.00	\$1,800.00	
	380	Utilities	\$5,000.00	\$10,033.96	\$1,779.84	\$10,000.00	\$10,100.00	
	381	Electric Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	384	Refuse, Garbage	\$510.00	\$559.46	\$510.17	\$720.00	\$800.00	
	433	Dues and Memberships	\$2,000.00	\$3,858.75	\$2,000.00	\$2,000.00	\$4,000.00	Explorer Program
	437	Other Miscellaneous	\$800.00	\$6,679.84	\$2,782.19	\$800.00	\$800.00	
	442	Grant Award Related Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Grant Awarded to FD
	570	Capital Outlay	\$25,000.00	\$4,134.00	\$0.00	\$15,000.00	\$35,000.00	Radios are needed. Transfers to truck & equipment next year if not used

		Turn Out Gear	\$12,500.00	\$0.00	\$0.00	\$12,500.00	\$12,500.00	Transfers to truck & equipment next year if not used
	701	Transfer to FD Equipt Fund						
		Transfer to Fire Truck Bond Fund	\$12,500.00	\$12,500.00	\$0.00	\$0.00	\$12,500.00	
		FIRE HALL UPGRADES PROJECT						
		Training & Equipment Grants Received		(\$4,000.00)				Compeer grant \$4000 in 2023
	720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		Total Fire Protection **	\$137,023.00	\$115,871.80	\$72,486.56	\$123,539.00	\$163,329.00	
		** 240 & 570 budget balance carries over to truck/equip fund each year.						
42400		Building Inspections						
	300	Professional Services	\$10,000.00	\$6,895.95	\$5,683.71	\$10,000.00	\$7,500.00	Construction Management Services
	314	Blight Removal (Demo)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		Total Building Inspections	\$10,000.00	\$6,895.95	\$5,683.71	\$10,000.00	\$7,500.00	

Council also has to consider if it chooses to participate in a Special Taxing District with the Dodge Center Ambulance

2025 General Budget w/ 2024 YTD

			2023 Budget	2023 EOY	2024 YTD	2024 Budget	2025 Budget	COMMENTS
101-	EXPENDITURES		Final Levy 8.0%	EOY Spent	YTD Spent	Final Levy 6.5%	Preliminary	
43100	Streets Department							
	101	Salaries	\$45,068.57	\$45,690.60	\$33,135.94	\$47,787.10	\$48,192.00	
	120	Employee Benefits	\$15,439.62	\$17,746.51	\$12,462.30	\$17,262.66	\$17,583.00	
	151	Workmans Comp	\$3,819.00	\$3,744.00	\$2,686.31	\$3,753.00	\$3,760.00	
	200	Supplies	\$1,500.00	\$1,413.92	\$24.99	\$1,500.00	\$1,500.00	
	208	Training/Mileage	\$500.00	\$133.66	\$0.00	\$400.00	\$400.00	
	212	Motor Fuels	\$4,000.00	\$4,831.11	\$407.50	\$5,500.00	\$5,500.00	
	224	Street Maintenance Materials	\$9,000.00	\$8,935.93	\$16,971.89	\$9,000.00	\$9,000.00	
	228	Equipment Repair and Maintenance	\$3,000.00	\$5,400.70	\$1,127.38	\$10,000.00	\$10,000.00	
	229	Safety/OSHA	\$1,200.00	\$1,519.92	\$1,454.51	\$1,200.00	\$1,600.00	
	230	Capital Lease Expense	\$18,331.00	\$0.00	\$0.00	\$0.00	\$0.00	
	240	Tools and Minor Equipment	\$1,000.00	\$8,365.59	\$210.46	\$1,000.00	\$1,000.00	
	303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	443	FEMA Related Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	570	Capital Outlay	\$19,950.00	\$44,730.03	\$1,889.05	\$60,000.00	\$45,000.00	Includes Crack Sealing & Road Scraper & Sweeping & Paint for 2024
	603	Short Term Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	700	Transfer in from CIP	-\$18,331.00	\$0.00	\$0.00	\$0.00	\$0.00	
		Additional CIP Items						
	Total Streets Department		\$104,477.19	\$142,511.97	\$70,370.33	\$157,402.76	\$143,535.00	
43125	Ice and Snow Removal							
	212	Motor Fuels	\$2,000.00	\$6,050.60	\$465.27	\$3,500.00	\$3,500.00	
	404	Repair/Maintenance Machinery	\$3,000.00	\$3,758.71	\$740.07	\$3,000.00	\$3,800.00	Plow Truck, Grader Maint and Repair Costs
	406	Snow/Ice Removal	\$10,000.00	\$12,633.67	\$4,093.39	\$18,000.00	\$18,000.00	Costs for Snow Removal
	570	Capital outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Total Ice and Snow Removal		\$15,000.00	\$22,442.98	\$5,298.73	\$24,500.00	\$25,300.00	

43160		Street Lighting						
	381	Electric Utilities	\$35,000.00	\$25,330.70	\$24,359.76	\$70,000.00	\$27,000.00	Warsaw Solar for 2025 is distributed between funds
		Total Street Lighting	\$35,000.00	\$25,330.70	\$24,359.76	\$70,000.00	\$27,000.00	

Street costs ultimately rely on Joe's analysis of our street's health

2025 General Budget w/ 2024 YTD

		2023 Budget	2023 EOY	2024 YTD	2024 Budget	2025 Budget	COMMENTS
101- EXPENDITURES		Final Levy 8.0%	EOY Spent	YTD Spent	Final levy 6.5%	Preliminary	
45200	Parks & Recreation						
101	Salaries	\$39,152.97	\$37,797.53	\$32,095.37	\$40,190.17	\$42,926.00	Staff Portion Related to Parks, includes seasonal
120	Employee Benefits	\$10,777.51	\$10,964.60	\$8,905.88	\$14,518.33	\$12,824.40	Staff Portion Related to Benefits
151	Work Comp	\$3,423.00	\$3,665.99	\$2,405.45	\$3,364.00	\$3,665.00	
200	Supplies	\$1,500.00	\$2,450.40	\$1,657.14	\$2,200.00	\$2,200.00	Supplies needed for Parks, (TP, Towels, Soap)
210	Tax & Licensing	\$65.00	\$66.03	\$6.58	\$70.00	\$70.00	Sales & Use Tax on Shelter Rental
212	Fuel	\$3,000.00	\$3,308.44	\$580.90	\$3,500.00	\$3,500.00	
401	Repairs and Maintenance Buildings	\$6,000.00	\$6,024.54	\$1,961.13	\$6,000.00	\$4,000.00	Maintenance & Supplies to maintain Park Buildings/Ball Fields/Parks; grass seed, weed killer; shakopee rock; paint
404	Repairs and Maintenance Machinery	\$2,000.00	\$5,264.29	\$5,031.55	\$5,000.00	\$6,000.00	Park Equipment, Mowers, Gator, Etc.
410	Rental	\$1,000.00	\$1,059.25	\$950.64	\$1,200.00	\$1,300.00	Port a Potty Rental Fees
430	Miscellaneous - Joint Powers	\$5,000.00	\$6,880.64	\$5,000.00	\$5,000.00	\$5,000.00	Joint Powers
437	Other Miscellaneous	\$0.00	\$2,037.50	\$0.00	\$0.00	\$0.00	
440	Refunds and Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Park Shelter Refunds
443	FEMA Related Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Expenses Related to Flood				\$0.00	\$0.00	
500	Capital Outlay						Total of Wish List \$55,212.13 (rip rap removed) + \$6000 Community Tree Mgmt
	2024 Park Board Wish List for Budget Includes the following items:	\$30,910.00	\$23,115.38	\$37,450.59	\$55,212.13	\$53,000.00	\$55,212.13 Wish List for 2024
	Mulch \$3000						
	Tractor Lease \$4,360.63 (year 3/5)						
	Hockey/Basketball \$5,000						
	Weed Trimmer \$350						
	Rock for Ball Fields \$3,000						
	Park Tree Management \$10,000						Park Trees - New and Removal
	Denneson Park \$5,000						
	Sprayer For JD Mower \$650						
	Community Tree Mgmt - Blvd \$6000	\$6,000.00		\$0.00			
	Garbage Cans (2) \$1356						
	Redo Mantor Field \$8345.50						
	Rip Rap Covered Bridge \$17,000 - REMOVED						
	Replacement Tire Swing \$900						

		Broom For JD Mower \$7250					
	720	Transfers In	\$0.00	\$0.00	\$0.00		
		Total Parks and Recreation	\$108,828.48	\$102,634.59	\$96,045.23	\$136,254.63	\$134,485.40

2025 General Budget w/ 2024 YTD			2023 Budget	2023 EOY	2024 YTD	2024 Budget	2025 Budget	COMMENTS
101- EXPENDITURES			Final Levy 8.0%	EOY Spent	YTD Spent	Final Levy 6.5%	Preliminary	
46500	EDA							
	101	Salaries	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	
	120	Benefits	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	
	437	Other Miscellaneous	\$30,443.00	\$24,002.50	\$21,152.80	\$34,225.00	\$34,725.00	
		2024 EDA Wish List for Budget included the following: Approx						
		\$500 City Branding						
		\$75 Cross-Community Chamber Membership						
		\$1000 Paper and On-Line Brochures						
		\$6000 City-Wide Event Support						Trolley, Celebrations, etc.
		\$24,000 Contract with CEDA						
		\$650 Administrative Support						
		\$2000 Misc Items (800#, Legal, SHRPA Subscription, etc.)						
	720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Unused portion of prior year budget (TBD)
		Total EDA	\$31,093.00	\$24,002.50	\$21,152.80	\$34,225.00	\$34,725.00	

Waiting on EDA's 2025 Wish List

2025 General Budget w/ 2024 YTD

			2023 Budget	2023 EOY	2024 YTD	2024 Budget	2025 Budget	COMMENTS
311-	EXPENDITURES		Final Levy 8.0%	EOY Spent	YTD Spent	Final Levy 6.5%	Preliminary	
47000	GO Series Bond 2019A							
	601	Debt Srv Bond Principal	\$0.00	\$35,000.00	\$57,500.00	\$57,500.00	\$57,500.00	\$35,000 + \$22,500
	611	Bond Interest	\$0.00	\$16,030.00	\$23,175.00	\$23,175.00	\$21,450.00	\$13,575 + \$7,875
	620	Fiscal Agents Fees	\$0.00	\$495.00	\$495.00	\$495.00	\$495.00	
								Streets + 75% of Sewer Portion
		Total	\$0.00	\$51,470.00	\$81,170.00	\$81,170.00	\$79,445.00	
312-	EXPENDITURES							
47000	GO Eqpmt & Util Note 2021A							
	601	Debt Srv Bond Principal	\$0.00	\$13,000.00	\$13,000.00	\$13,000.00	\$13,000.00	
	611	Bond Interest	\$0.00	\$2,142.00	\$1,908.00	\$1,908.00	\$1,674.00	
								Plow Portion
		Total	\$0.00	\$14,291.00	\$14,908.00	\$14,908.00	\$14,674.00	
313-	EXPENDITURES							
47000	GO Series Bond 2022A							
	611	Bond Interest	\$0.00	\$7,000.00	\$13,405.00	\$13,405.00	\$12,197.50	
	601	Debt Service Bond Principal	\$0.00	\$0.00	\$34,000.00	\$34,000.00	\$35,000.00	
								streets
		Total	\$0.00	\$7,000.00	\$47,405.00	\$47,405.00	\$47,197.50	
				\$72,761.00	\$143,483.00	\$143,483.00	\$141,316.50	

2025 General Budget				2024 Budget	2025 Budget
401- EXPENDITURES				Final Levy 6.5%	Preliminary
41000	Capital Funds				
	570	General Capital Projects		\$114,500.00	\$ 130,000.00
			Total	\$114,500.00	\$ 130,000.00

2025 General Preliminary Budget Revenue/Expense

		2024 Budget	2025 Budget	COMMENTS
TOTAL REVENUES		Final Levy 6.5%	Preliminary	
		\$ 1,175,695.87	\$ 1,174,223.91	
TOTAL EXPENDITURES				
101.41110	Legislative (Mayor/Council)	\$ 15,723.00	\$ 16,069.00	
101.41410	Elections	\$ 5,482.00	\$ -	
101.41500	Financial Administration	\$ 117,880.42	\$ 113,124.40	
101.41530	Accounting	\$ 24,000.00	\$ 25,000.00	
101.41550	Assessing	\$ 6,950.00	\$ 7,400.00	
101.41600	Law/Legal Services	\$ 20,000.00	\$ 20,000.00	
101.41940	General Govt. Buildings/Plant	\$ 52,000.00	\$ 56,750.00	
101.41950	Engineering Professional Services	\$ 8,500.00	\$ 10,000.00	
101.42100	Police Protection Contract	\$ 107,850.00	\$ 110,334.00	
101.42200	Fire Protection	\$ 123,539.00	\$ 163,329.00	
101.42400	Building Inspections	\$ 10,000.00	\$ 7,500.00	
101.43100	Streets Department	\$ 157,402.76	\$ 143,535.00	
101.43125	Ice and Snow Removal	\$ 24,500.00	\$ 25,300.00	
101.43160	Street Lighting	\$ 70,000.00	\$ 27,000.00	
101.45200	Parks & Recreation	\$ 136,254.63	\$ 134,485.40	
101.46500	EDA	\$ 34,225.00	\$ 34,725.00	
311.312.313	Other Financing 2023 is EOY	\$ 143,483.00	\$ 141,316.50	
401-41000	Capital Funds 2023 is EOY	\$ 114,500.00	\$ 130,000.00	
TOTAL EXPENDITURES		\$ 1,172,289.81	\$ 1,165,868.30	

TOTAL REVENUE LESS TOTAL EXPENSES \$ 3,406.06 \$ 8,355.61

COLA of 3.2% for Employees Would Raise Expenses \$5,833.15 in General Fund

3.2% + 1% \$7,659.40

3.2% + 2% \$9,483.06

	A	B	C	I	J	K	L	M	N	O
1	2025 Budget Enterprise Fund									
2	601 WATER FUND			2022 Budget	2022 EOY	2023 Budget	2023 EOY	2024 Budget	2024 YTD	2025 Budget
3	601-	REVENUES								Preliminary
4	36100	Special Assessments	Certified Outstanding UB Collected	\$0.00	\$900.00	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00
5	36200	Miscellaneous	Bulk Water Sales; LMCIT pymt for well problems	\$0.00	\$2,997.57	\$0.00	\$447.00	\$0.00	\$400.00	\$400.00
6	36210	Interest Earnings		\$0.00	\$0.00	\$0.00	\$4,950.66	\$11,000.00	\$2,879.13	\$5,000.00
7	37100	Water Sales		\$164,781.00	\$159,848.64	\$169,725.00	\$171,512.09	\$160,000.00	\$109,891.15	\$180,000.00
8	37150	Water Connect/Reconnect	New Home Connections		\$1,228.00	\$0.00	\$614.00	\$1,228.00	\$0.00	\$650.00
9	37160	Water Penalty			\$1,639.39	\$0.00	\$718.17	\$1,000.00	\$1,382.27	\$1,400.00
10	37170	MDH Fee (Safe Drinking Water/Service Connection Fee)		\$3,762.00	\$3,872.32	\$3,762.00	\$3,873.32	\$3,600.00	\$2,609.24	\$3,800.00
11	37180	Commercial Water Tax		\$1,500.00	\$1,212.19	\$1,500.00	\$1,178.63	\$1,130.00	\$719.70	\$1,550.00
12	38051	Gas Franchise Fee		\$10,321.00	\$10,995.55	\$10,321.00	\$11,112.00	\$11,000.00	\$8,415.50	\$11,000.00
13	38052	Electric Franchise Fee		\$12,324.00	\$12,949.65	\$12,977.00	\$13,737.63	\$12,745.00	\$9,701.03	\$13,000.00
14	39202	Contribution - Enterprise Fund			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
15	39203	Transfer from Other Fund			\$41,400.00	\$0.00	\$0.00	\$0.00		\$0.00
16	39310	Proceeds-Gen Obligation Bonds			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
17										
18		Total Revenues		\$192,688.00	\$237,043.31	\$198,285.00	\$209,043.50	\$201,703.00	\$135,998.02	\$216,800.00
19										
20										
21	601-	OPERATING EXPENSES								
22	49400									
23	101	Salaries	Staff Wages	\$40,500.00	\$26,144.94	\$43,126.11	\$45,337.57	\$39,111.90	\$23,535.69	\$38,702.00
24	120	Benefits	Staff Benefits	\$10,100.00	\$6,894.90	\$15,328.64	\$20,548.46	\$14,128.82	\$8,869.66	\$15,357.10
25	151	Workmans Comp	Staff Ins.	\$1,000.00	\$1,559.00	\$1,200.00	\$1,265.26	\$1,194.00	\$854.21	\$1,500.00
26	200	Supplies	Marking paint	\$1,000.00	\$944.93	\$1,000.00	\$460.42	\$1,000.00	\$114.00	\$700.00
27	208	Training/Mileage	Staff Training - New Staff	\$800.00	\$323.00	\$800.00	\$1,399.34	\$1,000.00	\$0.00	\$1,500.00
28	210	Tax & Licensing	Sales and Use Tax Commercial Water	\$1,500.00	\$3,243.29	\$2,000.00	\$3,592.10	\$3,400.00	\$1,875.39	\$3,700.00
29	216	Chemicals	Chemicals for water dept	\$10,000.00	\$7,958.94	\$10,000.00	\$10,248.47	\$10,300.00	\$5,091.02	\$8,000.00
30	220	Bldg. Repair and Maintenance	Tower/Well House	\$10,000.00	\$4,239.12	\$10,000.00	\$48.43	\$10,000.00	\$1,869.12	\$4,500.00
31	228	Equipment Repair and Maintenance	Water Meters; Fluoride Mtr	\$7,000.00	\$14,154.77	\$10,000.00	\$17,019.45	\$10,000.00	\$31,377.68	\$15,000.00
32	240	Tools & Minor Equipment		\$200.00	\$153.00	\$200.00	\$0.00	\$200.00	\$0.00	\$150.00

	A	B	C	I	J	K	L	M	N	O
1	2025 Budget Enterprise Fund									
2	601 WATER FUND			2022 Budget	2022 EOY	2023 Budget	2023 EOY	2024 Budget	2024 YTD	2025 Budget
33	300	Professional Services	Utility Locates, Water Line Repairs, meter calibrations, processing fees for meter program, PSN program	\$10,000.00	\$4,280.00	\$10,000.00	\$5,507.84	\$10,000.00	\$4,572.18	\$5,600.00
34										
35	303	Engineering		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
36	321	Communications	Tower, well house alarm, fiber line	\$700.00	\$698.65	\$700.00	\$645.43	\$700.00	\$393.00	\$650.00
37	362	Property Insurance	N/A							
38	380	Utility Services	Gas/Electric	\$7,000.00	\$10,376.06	\$7,000.00	\$9,918.89	\$2,000.00	-\$329.52	\$11,000.00
39	405	Depreciation			\$83,599.00	\$0.00	\$83,335.00	\$0.00	\$0.00	\$0.00
40	430	Miscellaneous	Publishing, wtr sample mailings, bills	\$1,000.00	\$86.68	\$1,000.00	\$20.70	\$1,705.00	\$881.22	\$1,100.00
41	433	Dues and Memberships	MMUA	\$900.00	\$348.00	\$900.00	\$748.00	\$900.00	\$436.00	\$780.00
42	441	MDH Fee	Paid to State MN; pass thru	\$3,762.00	\$3,888.00	\$3,762.00	\$3,705.25	\$4,000.00	\$1,996.73	\$3,900.00
43	570	Capital Outlay	2024 Upgrade Hydrants	\$0.00	\$3,172.14	\$6,100.00	\$2,983.95	\$5,000.00	\$0.00	\$7,000.00
44	601	Debt Service Bond Principal-transfers to fund 311	GO 2019A Water Portion	\$25,000.00	\$0.00	\$25,000.00		\$25,000.00	\$25,000.00	\$25,000.00
45	601	Debt Service Bond Principal-transfers to fund 312	2021A					\$11,000.00	\$0.00	\$12,000.00
46	601	Debt Service Bond Principal-Transfers to fund 314	2024A Water Portion						\$0.00	\$23,200.00
47	611	Bond Interest-transfers to fund 311	GO 2019A Water Portion	\$15,000.00	\$14,306.00	\$11,850.00	\$13,290.00	\$10,209.00	\$10,725.00	\$9,975.00
48	611	Bond Interest-transfers to fund 312	2021A					\$1,746.00	\$1,746.00	\$1,440.00
49	611	Bond Interest-Transfers to fund 314	2024A Water Portion						\$0.00	\$25,363.00
50	720	Operating Transfers	Bond Pymt. Tower (Transfer to 308 Refunding Bond 2011A)		\$0.28				\$0.00	
51										
52		Total Expenses		\$145,462.00	\$186,370.70	\$159,966.75	\$220,074.56	\$162,594.72	\$119,007.38	\$216,117.10
53		Total Revenue Minus Expenses		\$47,226.00	\$50,672.61	\$38,318.25	-\$11,031.06	\$39,108.28	\$16,990.64	\$682.90

2025 Budget Enterprise Fund

602 SEWER FUND			2022 Budget	2022EOY	2023 Budget	2023 EOY	2024 Budget
602-	REVENUES						
33400	State Grant and Aids			\$0.00	\$0.00	\$0.00	\$0.00
36100	Special Assessments	Mantor Drive Project	\$5,500.00	\$8,972.00	\$5,500.00	\$8,949.00	\$0.00
36200	Miscellaneous Revenue			\$8,336.00		\$4,853.00	\$0.00
36210	Interest Income			\$0.00	\$0.00	\$24,753.23	\$23,000.00
37200	Sewer Sales		\$300,746.00	\$300,792.29	\$309,768.38	\$310,088.09	\$298,000.00
37250	Sewer Connect/Reconnect			\$5,278.00	\$0.00	\$2,639.00	\$0.00
37251	Sewer Connect Chg Cemetery Rd			\$0.00	\$0.00	\$0.00	\$0.00
37260	Swr Penalty			\$5,278.00	\$0.00	\$1,329.59	\$1,200.00
38051	Gas Franchise Fee			\$0.00	\$0.00	\$0.00	\$0.00
38052	Electric Franchise Fee			\$0.00	\$0.00	\$0.00	\$0.00
39202	Contribution Enterprise Fund			\$0.00	\$0.00	\$0.00	\$0.00
39203	Transfer From other fund	From General Fund; Required PFA Bond Transfer	\$20,000.00	\$35,000.00	\$20,000.00	\$35,000.00	\$0.00
39300	Proceeds-Gen Long Term Debt						
	Total Revenues		\$326,246.00	\$363,656.29	\$335,268.38	\$387,611.91	\$322,200.00
602-49450-	OPERATING EXPENSES:						
101	Salaries		\$30,500.00	\$37,033.80	\$32,928.37	\$37,040.84	\$45,238.45
120	Benefits		\$11,100.00	\$13,852.76	\$11,366.15	\$18,624.44	\$16,341.99
151	Workman's Comp		\$1,500.00	\$1,686.00	\$1,450.00	\$1,493.74	\$1,409.00
200	Supplies		\$1,000.00	\$306.34	\$1,000.00	\$505.70	\$1,000.00
208	Training, Mileage		\$1,400.00	\$23.00	\$1,400.00	\$984.40	\$1,500.00
210	Tax and Licensing		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
212	Fuel		\$2,000.00	\$2,888.83	\$3,200.00	\$3,609.92	\$3,500.00
216	Chemicals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
220	Building Repair/Maintenance	Repairs/Maint. To bldg/structures related to WW/lift station pumps; grinder pumps	\$15,000.00	\$4,213.39	\$15,000.00	\$11,497.74	\$15,000.00
240	Tools Minor Equipment		\$500.00	\$74.07	\$500.00	\$120.83	\$500.00

2025 Budget Enterprise Fund

602 SEWER FUND			2022 Budget	2022EOY	2023 Budget	2023 EOY	2024 Budget
300	Professional Services	Quality Flow Pump Checks and Meter Calibration; generator, locates, banyon,	\$11,000.00	\$6,417.29	\$11,000.00	\$10,020.89	\$11,000.00
303	Engineering Fees		\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00
304	Legal Fees		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
321	Communications	Alarm Line; WWTP, Lift station	\$850.00	\$777.30	\$850.00	\$928.86	\$870.00
362	Property Insurance						
380	Utility Services	Gas/Electric to run lift stations	\$5,000.00	\$7,556.81	\$5,000.00	\$17,225.74	\$3,000.00
405	Depreciation			\$130,652.00	\$0.00	\$129,791.00	\$0.00
433	Dues and Memberships	LMC Yearly	\$300.00	\$0.00	\$300.00	\$0.00	\$300.00
437	Other Miscellaneous	UB Bill mailings, etc	\$1,200.00	\$964.89	\$1,200.00	\$45.78	\$2,950.00
442	Grant Award Related Expense		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
530	Construction		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
570	Capital Outlay	2024 Televising Sewer Main & Impeller Replacement	\$10,000.00	\$144.69	\$7,500.00	\$9,160.48	\$10,500.00
585	Kasson WW Processing Fee		\$112,000.00	\$60,218.00	\$112,000.00	\$83,677.00	\$95,000.00
601	Debt Service Bond Principal	PFA with Kasson (principal & Interest)	\$25,000.00	\$35,184.64	\$35,000.00	\$35,287.23	\$35,200.00
601	Debt Service Bond Principal-transfers to fund 311	2019A Sewer Portion					\$7,500.00
601	Debt Service Bond Principal-Transfers to fund 314	2024A Sewer Portion					
605	Clean Water SRF Bond	2010 PFA Principal	\$12,000.00	\$12,000.00	\$12,750.00		\$14,000.00
608	PFA WW Connection Bond	2017 PFA Principal	\$23,000.00	\$23,000.00	\$23,000.00		\$23,000.00
611	Bond Interest	2017 PFA	\$6,120.00	\$19,274.38	\$6,120.00	\$13,917.14	\$3,480.00
611	Bond Interest	2010 PFA					\$1,816.00
611	Bond Interest-transfers to fund311	2019A Sewer Portion					\$3,000.00
611	Bond Interest-Transfers to fund 314	2024A Sewer Portion					
620	Fiscal Agent Fees		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

2025 Budget Enterprise Fund

602 SEWER FUND			2022 Budget	2022EOY	2023 Budget	2023 EOY	2024 Budget
720	Operating Transfers	Transfer from Sewer to CIP after Audit was completed; payment to 2019A GO Bond/Sewer portion	\$11,222.00	\$0.00	\$0.00	\$0.00	\$0.00
998	Asset Disposal Loss			\$0.00	\$0.00	\$0.00	\$0.00
999	Asset Retirement						
	Total Expenditures	Not including Depreciation	\$285,692.00	\$356,268.19	\$286,564.52	\$373,931.73	\$301,105.44
	Total Revenue Minus Expenses		\$40,554.00	\$7,388.10	\$48,703.86	\$13,680.18	\$21,094.56

***Staff recommends increasing sewer base rates and per gallon charges by \$1.00 each to cover bond payments for 2024A HWY 57 Project (5.1%)**

***Sales numbers reflect this increase**

COLA of 3.2% would raise expenses by \$1654.00

2025 Budget Special Revenue Fund

603 RV FUND			2022 Budget	2022 EOY	2023 Budget	2023 EOY	2024 Budget
603-	REVENUES						
34000	Charges for Services	Misc Rev & Donation Boxes	\$18,000.00	\$24,211.44	\$18,000.00	\$24,113.12	\$22,000.00
36210	Interest Earnings			\$0.00	\$0.00	\$0.00	\$0.00
	Total Revenues		\$18,000.00	\$24,211.44	\$18,000.00	\$24,113.12	\$22,000.00
603-45183-	OPERATING EXPENSES						
101	Salaries		\$7,700.00	\$20,961.42	\$13,000.00	\$1,381.51	\$4,141.55
120	Benefits		\$3,100.00	\$3,438.39	\$3,100.00	\$487.09	\$1,496.09
210	Tax and Licensing/Res Nexus	Sales/Use, License Renew	\$1,700.00	\$2,085.01	\$2,000.00	\$2,087.19	\$3,000.00
381	Electric Utilities		\$1,000.00	\$254.28	\$1,000.00	-\$11.66	\$900.00
384	Refuse/Garbage Disposal		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
400	Repairs and Maintenance		\$14,325.00	\$2,884.55	\$14,325.00	\$7,707.38	\$10,000.00
410	Rentals	Port a Potty Rental	\$475.00	\$0.00	\$475.00	\$520.89	\$475.00
440	Refunds and Reimbursements		\$500.00	\$4,000.00	\$500.00	\$340.00	\$500.00
720	Operating Transfers						
	Total Expenses		\$28,800.00	\$33,623.65	\$34,400.00	\$12,512.40	\$20,512.64
	Total Revenue Minus Expenses		-\$10,800.00	-\$9,412.21	-\$16,400.00	\$11,600.72	\$1,487.36

2025 Enterprise Fund Budget

604 STORM SEWER FUND			2022 Budget	2022 EOY	2023 Budget	2023 EOY	2024 Budget
604-	REVENUES						
36100	Special Assessments		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
36210	Interest Earnings		\$0.00	\$0.00	\$0.00	\$3,537.17	\$3,000.00
37500	Storm Sewer Charge Collections		\$18,000.00	\$18,511.46	\$18,000.00	\$17,869.37	\$18,000.00
37560	Storm Sewer Penalty		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
39201	Transfer from General Fund		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Total Revenues		\$18,000.00	\$18,511.46	\$18,000.00	\$21,406.54	\$21,000.00
604-43150-	OPERATING EXPENSES						
300	Professional Services	Rip Rap, Storm Drainage Cleaning; \$500 each time	\$1,500.00	\$0.00	\$1,500.00	\$0.75	\$1,500.00
303	Engineering		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
352	Publishing	UB Bills, etc.	\$0.00	\$0.00	\$0.00	\$0.00	\$164.00
400	Repairs/Maint		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
440	Refunds/Reimbursements		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
601	Bond Principal 2024A-Transfers to fund 314						
611	Bond Interest 2024A-Transfers to fund 314						
700	Transfers from Other Funds		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Total Expenses		\$1,500.00	\$0.00	\$1,500.00	\$0.75	\$1,664.00
	Total Revenue Minus Expenses		\$16,500.00	\$18,511.46	\$16,500.00	\$21,405.79	\$19,336.00

MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Tim Hruska, P.E.

DATE: February 5, 2015

RE: Intersection Control of 4th Street & Clay Street

Per the direction of the City Council, we have reviewed the signage at the above referenced intersection.

The intersection is currently controlled by a single yield sign for east bound traffic. This is the approach that has a limited sight distance.

Background

The Minnesota Manual on Uniform Traffic Control Devices (MUTCD) identifies guidance for installation of stop and yield signs. For minor/local street intersections involving more than three approaches, additional signage consideration should be given if one of the following conditions exists.

- Vehicular, bicycle, and pedestrian traffic volumes averages more than 2,000 units per day. (It is assumed that the intersection is well below this. The traffic count (Average Daily Traffic, ADT) from 2009 on Clay Street north of 5th Street was 240.)
- The ability to see conflicting traffic on an approach is not sufficient to allow a user to comply with the normal right-of-way rules. (The approach from the east has the most restricted sight lines and does have a yield sign.)
- Crash records indicate that five or more crashes have occurred within a 3-year period. (There are no known crashes at this intersection.)

The manual notes “Yield or Stop signs should not be used for speed control” and that “In many low volume situations with no unusual history of intersection crashes, no control of intersections is a cost effective strategy. Research suggests that at most locations, increasing the level of intersection control will not improve safety.”

Additionally, the Federal Highway Administration has produced additional documentation, based on their research, on the use of unwarranted stop signs. This material documents that the use of these signs can actually increase speed because drivers are trying to save time, encourage violations of traffic laws, encourage use of alternate routes, and increase the chance that drivers will disregard conflicting vehicle and pedestrian traffic, thereby raising the risk of collisions.

Additional Information

There are roadway elements that can be incorporated into intersection configuration to slow traffic and increase pedestrian visibility and safety. These items would include the use of speed tables, law enforcement presence, traffic chockers (bump outs), and street narrowing. Any of these items can be discussed in more detail, if the Council desires to further review the intersection.

Recommendation

We recommend that the City leave the existing intersection control in place.