



Trail to the Past. Road to the Future.

CITY COUNCIL MEETING
MUNICIPAL COUNCIL CHAMBERS
21 5TH STREET E, MANTORVILLE, MN 55955
Monday, October 14, 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 10.14.24
- B. Approval of final payment to Snow Contracting for the 2021 Street Project
- C. Mantorville City Council Regular Meeting Minutes for 9.9.24
- D. Dodge County Commissioners Meeting Minutes for 9.10.24
- E. Dodge County Commissioners Draft Meeting Minutes for 9.24.24
- F. Resignation of Aly Laganieri effective 10.2.24
- G. Mantorville Chamber Meeting Minutes for September 2024
- H. Approval of additional election judges for November 5th General Election

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 September 2024
- B. Fire Chief Duke Harbaugh
 - 1. Approval of Retirements *
 - 2. Updates

8. Public Hearing – No Items

9. Old Business/New Business

- A. Line by Line discussion of 2025 Preliminary Budget – Preliminary Levy 13%

10. Tabled Items – No Items

11. Reports

- A. Public Works Report
- B. City Clerk Report
 - 1. Certification to taxes of unpaid utility bills

- 2. Truth in Taxation Meeting Date is December 9, 2024
- 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

12. Executive Session

13. Adjourn *

<i>Upcoming Meetings and Events in Mantorville:</i>		
<i>October 14, 2024</i>	<i>6:30pm</i>	<i>Regular City Council Meeting</i>
<i>October 16, 2024</i>	<i>8:00pm</i>	<i>Mantorville Fire Department General 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>October 29, 2024</i>	<i>6:30pm</i>	<i>Parks and Recreation Board Meeting</i>
<i>November 5, 2024</i>	<i>All Day</i>	<i>Regular Election – Please Vote!</i>
<i>November 11, 2024</i>	<i>Veteran’s Day</i>	<i>City Offices Closed</i>
<i>November 12, 2024</i>	<i>6:30pm</i>	<i>Mantorville EDA Meeting</i>
<i>November 18, 2024</i>	<i>6:30pm</i>	<i>Regular City Council Meeting</i>
<i>November 20, 2024</i>	<i>8:00pm</i>	<i>Mantorville Fire Department General Meeting</i>
<i>November 25, 2024</i>	<i>6:30pm</i>	<i>Regular City Council Meeting</i>
<i>November 26, 2024</i>	<i>6:30pm</i>	<i>Parks and Recreation Board Meeting</i>
<i>November 27-29, 2024</i>	<i>Thanksgiving</i>	<i>City Offices are closed</i>
<i>Members of the City Council and other Boards may be in attendance at all meetings and community events in Mantorville</i>		

*** Indicates Council Action Items**

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Payments

Current Period: October 2024

Payments Batch 101024PAY		\$113,767.22	
Refer	0 NAPA	-	
Cash Payment	E 101-43125-404 Repairs/Maint Machiner	Oil Filters Dump Truck	\$87.98
Invoice	490547	10/14/2024	
Transaction Date	10/10/2024	MBT Bank Checking 10100	Total \$87.98
Refer	0 SOUTHEAST SERVICE COOPERAT	Ck# 006277 10/14/2024	
Cash Payment	G 101-21706 Hospitalization/Medical Ins	For October	\$2,591.28
Invoice	9.19.24	10/14/2024	
Transaction Date	10/10/2024	MBT Bank Checking 10100	Total \$2,591.28
Refer	0 WEX HEALTH, INC.	Ck# 006275 10/14/2024	
Cash Payment	G 101-21714 Health Savings Account	ER HSA PR 20 2024	\$184.62
Invoice	10.3.24	10/14/2024	
Cash Payment	G 101-21714 Health Savings Account	EE HSA PR 20 2024	\$90.00
Invoice	10.3.24	10/14/2024	
Transaction Date	10/10/2024	MBT Bank Checking 10100	Total \$274.62
Refer	0 WEX HEALTH, INC.	Ck# 006274 10/14/2024	
Cash Payment	E 101-41500-300 Professional Srvs (GEN	Benefits Solution for 10.25.24	\$8.25
Invoice	0002036224-IN	10/14/2024	
Transaction Date	10/10/2024	MBT Bank Checking 10100	Total \$8.25
Refer	0 MN PERA	Ck# 006272 10/14/2024	
Cash Payment	G 101-21704 PERA	Pr 20 2024	\$1,188.58
Invoice	10.10.24	10/14/2024	
Transaction Date	10/10/2024	MBT Bank Checking 10100	Total \$1,188.58
Refer	0 INTERNAL REVENUE SERVICE	Ck# 006271 10/14/2024	
Cash Payment	G 101-21703 FICA Tax Withholding	PR 20 2024	\$970.22
Invoice	10.9.24	10/14/2024	
Cash Payment	G 101-21709 Medicare	PR 20 2024	\$226.92
Invoice	10.9.24	10/14/2024	
Cash Payment	G 101-21701 Federal Withholding	PR 20 2024	\$736.87
Invoice	10.9.24	10/14/2024	
Transaction Date	10/10/2024	MBT Bank Checking 10100	Total \$1,934.01
Refer	0 MINNESOTA REVENUE	Ck# 006270 10/14/2024	
Cash Payment	G 101-21702 State Withholding	PR 20 2024	\$376.44
Invoice	10.9.24	10/14/2024	
Transaction Date	10/10/2024	MBT Bank Checking 10100	Total \$376.44
Refer	0 CEDA	-	
Cash Payment	E 101-46500-437 Other Miscellaneous	Qtr 4 2024	\$5,717.50
Invoice	9.29.24	10/14/2024	
Transaction Date	10/10/2024	MBT Bank Checking 10100	Total \$5,717.50
Refer	0 EMC-EQUIPMENT MANAGEMENT	-	
Cash Payment	E 101-42200-240 Tools and Minor Equipm	Combi Tool	\$3,000.00
Invoice	64298	10/14/2024	
Transaction Date	10/10/2024	MBT Bank Checking 10100	Total \$3,000.00
Refer	0 XCEL ENERGY	-	

Payments

Current Period: October 2024

Cash Payment	E 101-43160-381	Electric Utilities	STREET LIGHTS	\$1,730.13
Invoice	894828536	10/14/2024		
Cash Payment	E 101-43160-381	Electric Utilities	300 MAIN N BRIDGE LIGHTS	\$20.21
Invoice	894828536	10/14/2024		
Cash Payment	E 101-43160-381	Electric Utilities	130 ST.HWY 57 S.CITY SIGN	-\$9.23
Invoice	894828536	10/14/2024		
Cash Payment	E 101-43160-381	Electric Utilities	60003 ST.HWY 57 N CITY SIGN	\$9.47
Invoice	894828536	10/14/2024		
Cash Payment	E 101-42200-380	Utility Services	21 5TH STREET SIREN	\$6.19
Invoice	894828536	10/14/2024		
Cash Payment	E 101-42200-380	Utility Services	21 5TH STREET E FH/CH/PUMP	-\$77.04
Invoice	894828536	10/14/2024		
Cash Payment	E 101-42200-380	Utility Services	701 CHESTNUT SIREN	\$6.34
Invoice	894828536	10/14/2024		
Cash Payment	E 101-43160-381	Electric Utilities	410 CLAY POLE ON EDA LOT	\$30.13
Invoice	894828536	10/14/2024		
Cash Payment	E 101-41940-380	Utility Services	600 7TH STREET WEST MANTORFIEL	\$10.18
Invoice	894828536	10/14/2024		
Cash Payment	E 101-41940-380	Utility Services	340 CLAY RIVERSIDE W CENTER	\$32.04
Invoice	894828536	10/14/2024		
Cash Payment	E 101-41940-380	Utility Services	342 MAIN ST N RIVERSIDE NE	\$14.06
Invoice	894828536	10/14/2024		
Cash Payment	E 101-41940-380	Utility Services	601 GOLFVIEW DENNISON FIELD	\$12.98
Invoice	894828536	10/14/2024		
Cash Payment	E 101-41940-380	Utility Services	1008 EAST CITY SHOP	-\$352.56
Invoice	894828536	10/14/2024		
Cash Payment	E 602-49450-380	Utility Services	121 BLANCH WWTF+SEC+PUMP	-\$1,723.26
Invoice	894828536	10/14/2024		
Cash Payment	E 601-49400-380	Utility Services	841 BLANCH WTR WELL HOUSE	-\$92.70
Invoice	894828536	10/14/2024		
Cash Payment	E 601-49400-380	Utility Services	924 JEFFERSON WATER TOWER	-\$17.81
Invoice	894828536	10/14/2024		
Cash Payment	E 603-45183-381	Electric Utilities	324 MAIN ST N CAMPGROUND	\$403.56
Invoice	894828536	10/14/2024		
Cash Payment	E 101-41940-380	Utility Services	101 BLANCH NEW SHOP	\$0.00
Invoice	894828536	10/14/2024		
Cash Payment	E 101-41940-380	Utility Services	15 4TH STREET WEST RIVERSIDE	\$45.60
Invoice	894828536	10/14/2024		
Cash Payment	E 602-49450-380	Utility Services	601 JEFFERSON LIFT STATION	-\$17.73
Invoice	894828536	10/14/2024		
Cash Payment	E 602-49450-380	Utility Services	121 BLANCH AUTO PROTECT LIGHT	\$10.66
Invoice	894828536	10/14/2024		
Cash Payment	E 101-43160-381	Electric Utilities	CHRISTMAS LIGHTS	\$0.00
Invoice	894828536	10/14/2024		
Transaction Date	10/10/2024		MBT Bank Checking 10100	Total \$41.22
Refer	0	SL CONTRACTING, INC	-	
Cash Payment	E 601-49400-300	Professional Svcs (GEN	6.23.24 Watermain Leak	\$11,440.00
Invoice	14656	10/14/2024		
Cash Payment	E 101-43100-570	Capital Outlay	6.23.24 Watermain Leak	\$6,500.00
Invoice	14656	10/14/2024		

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Current Period: October 2024

Cash Payment	E 601-49400-300	Professional Srvs (GEN	9.13.24	Watermain Leak Near Caseys	\$12,200.00
Invoice 14740		10/14/2024			
Cash Payment	E 101-43100-570	Capital Outlay	9.13.24	Watermain Leak Near Caseys	\$6,520.00
Invoice 14740		10/14/2024			
Cash Payment	E 101-43100-570	Capital Outlay		Work for 10.2.24	\$17,750.00
Invoice 14743		10/14/2024			
Transaction Date	10/10/2024		MBT Bank Checking	10100	Total \$54,410.00
Refer	0	MAXSON ELECTRIC			
Cash Payment	E 603-45183-400	Repairs & Maint Cont (G	8.31.24	60 Amp Breaker	\$174.10
Invoice 7362		10/14/2024			
Transaction Date	10/10/2024		MBT Bank Checking	10100	Total \$174.10
Refer	0	CORE & MAIN, LP			
Cash Payment	E 601-49400-228	Equip. Repair and Maint	9.13.24	for Watermain Repair REP CLP	\$563.53
Invoice V640286		10/14/2024			
Transaction Date	10/10/2024		MBT Bank Checking	10100	Total \$563.53
Refer	0	KASSON HARDWARE HANK			
Cash Payment	E 101-42200-217	Other Operating Supplie		lights, batteries, smoke alarm	\$334.02
Invoice 10.15.24		10/14/2024			
Cash Payment	E 601-49400-220	Bldg.Repair and Mainten		ball valve, adapter	\$21.67
Invoice 10.15.24		10/14/2024			
Cash Payment	E 101-45200-200	Supplies		Spray Paint	\$23.98
Invoice 10.15.24		10/14/2024			
Transaction Date	10/10/2024		MBT Bank Checking	10100	Total \$379.67
Refer	0	MENARDS - NORTH ROCHESTER			
Cash Payment	E 601-49400-228	Equip. Repair and Maint		PVC txt Bush, riser, 90 ell	\$25.00
Invoice 52638		10/14/2024			
Transaction Date	10/10/2024		MBT Bank Checking	10100	Total \$25.00
Refer	0	KMTELECOM			
Cash Payment	E 101-41940-321	Communications Phone/		CITY HALL MAIN 5170	\$148.53
Invoice 10232862		10/14/2024			
Cash Payment	E 101-41940-321	Communications Phone/		CITY HALL - 5176 - 2ND LINE	\$20.91
Invoice 10232862		10/14/2024			
Cash Payment	E 101-41940-321	Communications Phone/		CITY HALL FAX 5300	\$25.00
Invoice 10232862		10/14/2024			
Cash Payment	E 101-42200-321	Communications Phone/		FD 5440	\$25.90
Invoice 10232862		10/14/2024			
Cash Payment	E 101-41940-321	Communications Phone/		STREETS - SHOP 5119	\$90.89
Invoice 10232862		10/14/2024			
Cash Payment	E 601-49400-321	Communications Phone/		WATER TOWER ALARM 3588	\$46.35
Invoice 10232862		10/14/2024			
Cash Payment	E 602-49450-321	Communications Phone/		LIFT STATION ALARM 5066	\$36.35
Invoice 10232862		10/14/2024			
Cash Payment	E 602-49450-321	Communications Phone/		WWTP 5463 ALARM	\$36.35
Invoice 10232862		10/14/2024			
Cash Payment	E 101-41940-321	Communications Phone/		LONG DISTANCE/TAXES/FEES	\$5.85
Invoice 10232862		10/14/2024			
Cash Payment	E 101-46500-437	Other Miscellaneous		EDA 800 NUMBER	\$0.60
Invoice 10232862		10/14/2024			

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Transaction Date	10/10/2024	MBT Bank Checking	10100	Total	\$436.73
Refer	0 <u>MINNESOTA REVENUE</u>	-			
Cash Payment	E 101-41500-437 Other Miscellaneous	changes to withholding for 2022 & 2023			\$415.81
Invoice	9.18.24	10/14/2024			
Transaction Date	10/10/2024	MBT Bank Checking	10100	Total	\$415.81
Refer	0 <u>WHKS & COMPANY</u>	-			
Cash Payment	E 101-41950-303 Engineering Fees	CSAH 15 Lift Station			\$13,842.42
Invoice	52269	10/14/2024			
Cash Payment	E 225-41950-303 Engineering Fees	Dennison Park Assistance			\$135.00
Invoice	52273	10/14/2024			
Transaction Date	10/10/2024	MBT Bank Checking	10100	Total	\$13,977.42
Refer	0 <u>DODGE COUNTY INDEPENDENT</u>	-			
Cash Payment	E 101-41110-352 Publishing	Ordinance 2024-03 Legal			\$67.50
Invoice	18224	10/14/2024			
Transaction Date	10/10/2024	MBT Bank Checking	10100	Total	\$67.50
Refer	0 <u>DELTA DENTAL</u>	-			
Cash Payment	G 101-21708 Dental Insurance	October billing			\$89.40
Invoice	RIS0006008499	10/14/2024			
Transaction Date	10/10/2024	MBT Bank Checking	10100	Total	\$89.40
Refer	0 <u>CMS - CONSTRUCTION MGMT. SE</u>	-			
Cash Payment	E 101-42400-300 Professional Srvs (GEN	August billing			\$1,126.78
Invoice	817-244590-8	10/14/2024			
Transaction Date	10/10/2024	MBT Bank Checking	10100	Total	\$1,126.78
Refer	0 <u>RITEWAY BUSINESS FORMS</u>	-			
Cash Payment	E 604-43150-352 Publishing	Utility Bills			\$25.80
Invoice	24-32331	10/14/2024			
Cash Payment	E 601-49400-430 Miscellaneous	Utility Bills			\$43.01
Invoice	24-32331	10/14/2024			
Cash Payment	E 602-49450-437 Other Miscellaneous	Utility Bills			\$76.88
Invoice	24-32331	10/14/2024			
Transaction Date	10/10/2024	MBT Bank Checking	10100	Total	\$145.69
Refer	0 <u>KENNEDY & GRAVEN, CHARTERE</u>	-			
Cash Payment	E 101-41600-304 Legal Fees	through August 31			\$2,744.00
Invoice	183775	10/14/2024			
Transaction Date	10/10/2024	MBT Bank Checking	10100	Total	\$2,744.00
Refer	0 <u>WARSAW SOLAR, LLC</u>	-			
Cash Payment	E 601-49400-380 Utility Services	Power Sales for August			\$858.23
Invoice	2409-6994D	10/14/2024			
Cash Payment	E 602-49450-380 Utility Services	Power Sales for August			\$1,239.67
Invoice	2409-6994D	10/14/2024			
Cash Payment	E 101-42200-380 Utility Services	Power Sales for August			\$429.12
Invoice	2409-6994D	10/14/2024			
Cash Payment	E 101-41940-380 Utility Services	Power Sales for August			\$762.87
Invoice	2409-6994D	10/14/2024			
Cash Payment	E 101-43160-381 Electric Utilities	Power Sales for August			\$1,382.71
Invoice	2409-6994D	10/14/2024			

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Current Period: October 2024

Cash Payment	E 603-45183-381	Electric Utilities	Power Sales for August	\$95.36
Invoice	2409-6994D	10/14/2024		
Transaction Date	10/10/2024	MBT Bank Checking	10100	Total \$4,767.96
Refer	0	<u>ON-SITE COMPUTERS, INC</u>	-	
Cash Payment	E 101-41500-300	Professional Svcs (GEN	Remote Support	\$72.45
Invoice	CW95982	10/14/2024		
Cash Payment	E 601-49400-300	Professional Svcs (GEN	October Billing	\$12.00
Invoice	CW95822	10/14/2024		
Cash Payment	E 101-41500-300	Professional Svcs (GEN	October Billing	\$437.20
Invoice	CW95822	10/14/2024		
Transaction Date	10/10/2024	MBT Bank Checking	10100	Total \$521.65
Refer	0	<u>ONSITE COMPANIES</u>	-	
Cash Payment	E 101-45200-410	Rentals	Dennison Park Restroom	\$128.21
Invoice	0001790875	10/14/2024		
Cash Payment	E 101-45200-410	Rentals	Mantorfield Bathroom	\$79.00
Invoice	0001790876	10/14/2024		
Cash Payment	E 603-45183-410	Rentals	RV Park Bathroom	\$84.84
Invoice	0001790877	10/14/2024		
Transaction Date	10/10/2024	MBT Bank Checking	10100	Total \$292.05
Refer	0	<u>LRS OF MINNESOTA, LLC</u>	-	
Cash Payment	E 603-45183-384	Refuse/Garbage Dispos	Garbage removal	\$91.78
Invoice	UB510327	10/14/2024		
Cash Payment	E 101-42200-384	Refuse/Garbage Dispos	Garbage removal	\$45.89
Invoice	UB510327	10/14/2024		
Cash Payment	E 101-41940-384	Refuse/Garbage Dispos	Garbage removal	\$161.11
Invoice	UB510327	10/14/2024		
Transaction Date	10/10/2024	MBT Bank Checking	10100	Total \$298.78
Refer	0	<u>VERIZON WIRELESS</u>	<u>Ck# 006268 10/14/2024</u>	
Cash Payment	E 101-42200-321	Communications Phone/	10.15.24 Billing	\$54.64
Invoice	9974657845	10/14/2024		
Transaction Date	10/10/2024	MBT Bank Checking	10100	Total \$54.64
Refer	0	<u>CASEYS BUSINESS MASTERCARD</u>	<u>Ck# 006269 10/14/2024</u>	
Cash Payment	E 101-45200-212	Motor Fuels	Through 9.17.24 Fuel Sales	\$59.91
Invoice	9.18.24	10/14/2024		
Cash Payment	E 101-43100-212	Motor Fuels	Through 9.17.24 Fuel Sales	\$509.06
Invoice	9.18.24	10/14/2024		
Cash Payment	E 101-42200-212	Motor Fuels	Through 9.17.24 Fuel Sales	\$90.41
Invoice	9.18.24	10/14/2024		
Cash Payment	E 101-41940-228	Equip. Repair and Maint	Through 9.17.24 Fuel Sales	\$17.17
Invoice	9.18.24	10/14/2024		
Transaction Date	10/10/2024	MBT Bank Checking	10100	Total \$676.55
Refer	0	<u>SNOW CONTRACTING, LLC</u>	-	
Cash Payment	E 312-47000-530	Construction	Final work on 2021 St. Improvements	\$17,380.08
Invoice	9.23.24	10/14/2024		
Transaction Date	10/10/2024	MBT Bank Checking	10100	Total \$17,380.08

Payments

Current Period: October 2024

Fund Summary

	10100 MBT Bank Checking	
101 GENERAL FUND		\$70,618.50
225 PARK CONCESSIONS FUND		\$135.00
312 GO EQPMT AND UTIL NOTE 2021A		\$17,380.08
601 WATER FUND		\$25,099.28
602 SEWER FUND		(\$341.08)
603 RV PARK		\$849.64
604 STORM SEWER FUND		\$25.80
		<hr/>
		\$113,767.22

Pre-Written Checks	\$7,104.37
Checks to be Generated by the Computer	\$106,662.85
Total	<hr/>
	\$113,767.22

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Payments

Current Period: September 2024

Payments Batch September Aps 2024		\$587.65	
Refer	0 RESNEXUS	Ck# 006276	10/14/2024
Cash Payment	E 603-45183-210 Tax and Licensing	Payment for 9.15.24	\$50.25
Invoice	577989	10/14/2024	
Transaction Date	10/10/2024	MBT Bank Checking 10100	Total \$50.25
Refer	0 WEX HEALTH, INC.	Ck# 006273	10/14/2024
Cash Payment	E 101-41500-300 Professional Srvs (GEN	Payment for 9.25.24	\$8.25
Invoice	0002018753-IN	10/14/2024	
Transaction Date	10/10/2024	MBT Bank Checking 10100	Total \$8.25
Refer	0 Huckleberry Floral	Ck# 006266	10/14/2024
Cash Payment	E 101-41500-437 Other Miscellaneous	Flowers for Greg Rud	\$81.15
Invoice	22046929	10/14/2024	
Transaction Date	10/10/2024	MBT Bank Checking 10100	Total \$81.15
Refer	0 US POSTAL SERVICE	Ck# 006267	10/14/2024
Cash Payment	E 101-41500-322 Postage	Stamps water bills, etc.	\$134.40
Invoice	9.26.24	10/14/2024	
Cash Payment	E 601-49400-430 Miscellaneous	Stamps water bills, etc.	\$89.60
Invoice	9.26.24	10/14/2024	
Cash Payment	E 602-49450-437 Other Miscellaneous	Stamps water bills, etc.	\$179.20
Invoice	9.26.24	10/14/2024	
Cash Payment	E 604-43150-352 Publishing	Stamps water bills, etc.	\$44.80
Invoice	9.26.24	10/14/2024	
Transaction Date	10/10/2024	MBT Bank Checking 10100	Total \$448.00

Fund Summary

	10100 MBT Bank Checking
101 GENERAL FUND	\$223.80
601 WATER FUND	\$89.60
602 SEWER FUND	\$179.20
603 RV PARK	\$50.25
604 STORM SEWER FUND	\$44.80
	Total \$587.65

Pre-Written Checks	\$587.65
Checks to be Generated by the Computer	\$0.00
Total	\$587.65

2905 South Broadway
 Rochester, MN 55904
 Phone 507-288-3923

For Snow Contracting

whks

engineers + planners + land surveyors

PARTIAL PAYMENT ESTIMATE
 FOR CONSTRUCTION WORK COMPLETED

Project: 2021 Street Improvements
 Project No.: 9273.00
 Location: Mantorville, MN
 Contractor: Snow Contracting, LLC


Bid Price: \$298,789.30
 Date: Sep. 16, 2024
 Estimate #: 3 - Final
 % Complete: 101%

Item No.	Description	Contract Quantity	Unit	Unit Price	Quantity Completed Previous Estimates	Quantity Completed This Estimate	Quantity Completed to Date	Total
1.	MOBILIZATION	1	LS	\$15,000.00	1.00		1.00	\$15,000.00
2.	REMOVE BITUMINOUS STREET PAVEMENT	3060	SY	\$1.75	3,060		3,060	\$5,355.00
3.	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	270	SY	\$8.00	270		270	\$2,160.00
4.	REMOVE CONCRETE DRIVEWAY PAVEMENT	120	SY	\$8.00	60		60	\$480.00
5.	REMOVE CONCRETE WALK	10	SY	\$8.00	10		10	\$80.00
6.	REMOVE HYDRANT	2	EACH	\$550.00	2		2	\$1,100.00
7.	REMOVE CATCH BASIN	1	EACH	\$500.00	1		1	\$500.00
8.	REMOVE WATERMAIN	450	LF	\$6.00	450		450	\$2,700.00
9.	ADJUST GATE VALVE BOX	4	EACH	\$250.00	4		4	\$1,000.00
10.	F & I FRAME & RING CASTING (SANITARY)	1	EACH	\$600.00	1		1	\$600.00
11.	EXPLORATORY EXCAVATION	2	HRS	\$200.00			-	\$0.00
12.	EXCAVATION - COMMON (P)	1520	CY	\$10.00	1,520		1,520	\$15,200.00
13.	DITCH SHAPING	1200	LF	\$6.00	1,200		1,200	\$7,200.00
14.	6" CONCRETE DRIVEWAY PAVEMENT	120	SY	\$97.59	123		123	\$12,003.57
15.	6" AGGREGATE DRIVEWAY	300	SY	\$8.00	300		300	\$2,400.00
16.	3" BITUMINOUS DRIVEWAY	300	SY	\$27.80	264		264	\$7,339.20
17.	TYPE "D" DRIVEOVER CURB	250	LF	\$24.50	253		253	\$6,198.50
18.	SUBGRADE PREPARATION 12"	12	RD STA.	\$750.00	12		12	\$9,000.00
19.	GEOTEXTILE FABRIC TYPE 5 (P)	3430	SY	\$1.70	3,430		3,430	\$5,831.00
20.	AGGREGATE SUBBASE - BREAKER RUN (CV)	570	CY	\$30.00	178		178	\$5,340.00
21.	10" AGGREGATE BASE (CV) CLASS 5 (P)	950	CY	\$30.00	1,064		1,064	\$31,920.00
22.	TYPE SP 12.5 WEARING COURSE MIX (2B)	375	TON	\$96.60	375		375	\$36,225.00
23.	TYPE SP 12.5 NON WEAR COURSE MIX (2B)	375	TON	\$96.60	322		322	\$31,105.20
24.	AGGREGATE FOR PIPE FOUNDATION (CV)	40	CY	\$30.00	40		40	\$1,200.00
25.	F & I 6" PVC WATERMAIN	32	LF	\$45.00	32		32	\$1,440.00
26.	F & I 8" PVC WATERMAIN	425	LF	\$40.50	465		465	\$18,832.50
27.	F & I 6" GATE VALVE & BOX	2	EACH	\$1,710.00	2		2	\$3,420.00
28.	F & I 8" GATE VALVE & BOX	3	EACH	\$2,345.00	3		3	\$7,035.00
29.	F & I 6" HYDRANT	2	EACH	\$4,560.00	2		2	\$9,120.00
30.	WATERMAIN FITTINGS	420	POUND	\$9.50	806		806	\$7,657.00
31.	TEMPORARY WATER	1	LS	\$5,500.00	1		1	\$5,500.00
32.	CONNECT TO EXISTING WATERMAIN	3	EACH	\$550.00	3		3	\$1,650.00
33.	1" WATER SERVICE	7	EACH	\$800.00	5		5	\$4,000.00
34.	F & I 12" CMP CLASS III	46	LF	\$39.00	48		48	\$1,872.00
35.	F & I 18" RCP CLASS III	120	LF	\$58.80	80		80	\$4,704.00
36.	F & I 12" CMP APRON	4	EACH	\$225.00	4		4	\$900.00
37.	F & I 18" REINFORCED CONCRETE PIPE APRON	6	EACH	\$710.00	5		5	\$3,550.00
38.	TRAFFIC CONTROL	1	LS	\$2,000.00	1		1	\$2,000.00
39.	TOPSOIL BORROW (LV)	100	CY	\$30.00	112		112	\$3,360.00
40.	TURF ESTABLISHMENT	4200	SY	\$1.25	4,800		4,800	\$6,000.00
41.	EROSION CONTROL BLANKET CATEGORY 3N	1500	SY	\$1.30	4,800		4,800	\$6,240.00
42.	DITCH CHECK	30	EACH	\$50.00	30		30	\$1,500.00
43.	TEMPORARY ROCK CONSTRUCTION ENTRANCE	1	LS	\$1,200.00	1		1	\$1,200.00
C.O. 1	Stump Removal	1	LS	\$1,000.00	1		1	\$1,000.00
C.O. 2	Storm intakes	1	LS	\$2,750.00	1		1	\$2,750.00
C.O. 3	Judith Evers (Water issue Inside House)	1	LS	\$1,200.00	1		1	\$1,200.00
C.O. 4	220 West 6th Street Curb & Gutter	60	LF	\$42.00		60	60	\$2,520.00
C.O. 5	Hydroseeding	1	LS	\$1,500.00		1	1	\$1,500.00
C.O. 6	220 West 6th Street Ditch Re-Grading	1	LS	\$2,000.00		1	1	\$2,000.00

Total Work Completed \$300,887.97

Less 0% Retainage \$0.00
 Less catch basin modifications \$550.00
 Less City cost to seed ditches \$2,833.32
 Less Previous Payments \$280,124.57

Net Payment this Estimate **\$17,380.08**

Agreed to by  President
 Signature Title

City of Mantorville
Regular City Council Minutes
September 9, 2024



1. **Call to Order**

Mayor Bradford called the meeting to order at 6:32 p.m.

Present: Mayor Chuck Bradford

Councilmembers:

Henry Blair

Lyle Hoaglund

Lynnette Nash

Absent: Jeff Ingalls

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

2. **Pledge of Allegiance**

Everyone stood and recited the Pledge of Allegiance.

3. **Changes to the Agenda - None**

4. **Consent Agenda**

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

- 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

Motion carried: 4 ayes / 0 nays

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

6. **Public Concerns – No Items**

7. **Public Safety Update**

Officer Stephanie French was present to give an update on the month of August. She also discussed questions with Council about the Sheriff's Contract with the City for 2025, but said that Sheriff Rose will be present at the next meeting to answer in more detail. If Council members have questions, they can also give them to City Clerk Lohrbach and she can pass them on to Sheriff Rose.

8. Public Hearings

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.

Councilmember Blair moved and Councilmember Hoaglund seconded to open the Public Hearing at 6:45pm.

Motion carried: 4 ayes / 0 nays

Mayor Bradford asked if anyone present would like to give testimony on the Flood Plain proposals. None were forthcoming.

Councilmember Nash asked if anyone had been sent letters about the changes. Councilmember Blair said he remembered seeing something a long time ago about a meeting, but nothing recent. Councilmember Hoaglund said he was surprised there isn't a map in the ordinance because even reading all of it, it makes it difficult to know exactly where the changes are. City Clerk Lohrbach stated that The City Engineer and City Attorney said it did not change much. She also has maps at City Hall if people would like to see where their property lies. Councilmember Blair also said there is an interactive map on FEMA's website that can be looked at. Mayor Bradford said the new boundaries go into effect on the 28th of September, so the ordinance does need to be passed for insurance purposes.

Councilmember Blair motioned and Councilmember Nash seconded to close the Public Hearing and return to regular session.

Motion carried: 4 ayes / 0 nays

Mayor Bradford asked if Council had any other thoughts or input to add.

Councilmember Nash moved and Councilmember Hoaglund seconded to pass Ordinance 2024-03.

Motion carried: 4 ayes / 0 nays

A copy of Ordinance 2024-03 will be available for viewing in entirety at City Hall.

Resolution 2024-19 authorizes the following summary for publication in the City's official newspaper.

**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.

9. Old Business/New Business

- A. The City Attorney is reviewing the citizen complaint so it will remain private for now.

- B. Mayor Bradford said we have some time yet to set the Preliminary Levy. Public Works Lead Adams said the Park Board Budget is pretty solid. Most of what will change are the street items.

10. Tabled Items

- A. Dodge Center Ambulance Special Taxing District

11. Reports

- A. Public Works Report
 - Adams is looking at maybe getting a two year contract for snow removal instead on one year.
 - The City has been recommended to purchase special salt for the new sidewalks along HWY 57 for the first year.
 - The wellhouse was struck by lightening and it fried everything. It all had to be replaced except for the main pump. This should be covered by insurance.
 - The alarm went off in the well house when this happened and Adams entered the building and inhaled chlorine and needed to get checked out at the emergency room, but is okay.
 - Clay Street is peeled up and shot. It will be \$350,000 - \$400,000 to fix it. We could also do an overlay of it which would be about \$12,000. It is about 155 feet that is ours, not the County's. SL Contracting could still do this project this year.

Councilmember Hoaglund moved and Councilmember Nash seconded to do the overlay for up to \$15,000.

Motion carried: 4 ayes / 0 nays

- The City is going to need a new well which will cost between \$750,000 – 1.25 million dollars. It is recommended that the City does this in the next three years. The City Engineer said that there is a grant for up to \$10,000 to do a study for the new well to see what exactly we'll need. There is no match. It is due on September 30th.

Councilmember Nash moved and Councilmember Hoaglund seconded to do the study.

Motion carried: 4 ayes / 0 nays

- Adams said that the City owns both sirens and he spoke to ANCOM about moving them to the new poles. They are unable to be moved and it would cost \$64,000 to replace both. Adams will check into grants.

B. City Clerk Report

- Lohrbach would like to extend an offer of employment to Alyson Laganieri for the Deputy City Clerk position.

Councilmember Hoaglund moved and Councilmember Nash seconded.

Motion carried: 4 ayes / 0 nays

C. Consultant Report

- There is no update on the new lights yet.

D. Committee Reports

- 1) Chamber – Kasson is doing Oktoberfest on September 20th and the Chamber will be doing cookie tin sales there.
- 2) Economic Development Authority
- 3) Finance/Budget
- 4) Fire Department
- 5) Infrastructure
- 6) Kasson Mantorville Joint Powers
- 7) Mantorville Restoration Association – meets tomorrow night.
- 8) Park Board – A group in favor of pickle ball courts in Mantorville came to the last meeting. The Friends of Mantorville would like to be involved with this. Adams believes the Council should have an informative meeting for the public regarding noise and other items. Adams will reach out to Friends of Mantorville for more details and plans to have at the Public Meeting.
- 9) Personnel
- 10) Fire Relief
- 11) Township
- 12) Decorations Committee – Meets again Thursday at 10:00am. Councilmember Nash placed the order for the 11 large Christmas star lights to hang on the new light posts downtown.

E. Councilmember Reports

F. Mayor's Report

Mayor Bradford said that the Car Show at Marigold Days this year has a record of 145 cars. The social district worked well again this year and maybe we could think about making this permanent

12. Executive Session – *No Items*

13. Adjourn

Motion made by Councilmember Hoaglund and seconded by Councilmember Blair to adjourn at 7:50pm. 4 ayes / 0 nays. Meeting Adjourned.

**UNAPPROVED MINUTES OF THE
DODGE COUNTY BOARD OF COMMISSIONERS REGULAR MEETING HELD
SEPTEMBER 10, 2024**

Chair

Convene County Board Meeting

The Dodge County Commissioners met in regular session September 10, 2024, in the County 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 9:31 a.m.

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	Absent	
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 as Presented

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

Motion Adopted [Unanimous]

Consent Agenda

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

Motion Adopted [Unanimous]

- 1.1. Committee of the Whole - Committee Meeting - Aug 27, 2024 4:30 PM
- 1.2. Board of Commissioners - Regular Meeting - Aug 27, 2024 5:00 PM

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	\$ 60,856.56
13	Road and Bridge Fund	\$ 129,359.66
16	Environmental Quality Fund	<u>\$ 115,065.94</u>
	Total	\$ 305,282.16

Motion Adopted [Unanimous]

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

Ms. Grondin presented for the Board's consideration the September 4, 2024 Planning Commission recommendations.

IUP #24-07 Ewing Reviewed

The Zoning Administrator discussed IUP #24-07 Ewing.

Motion by Kenworthy seconded by Tjosaas to approve of the following action of the Planning and Zoning Commission as reviewed on September 4, 2024 with the reasons, recommendations and conditions as found in the individual permit:

IUP #24-07 Ewing

The first public hearing is to consider an application for Interim Use Permit #24-07 to establish a dwelling on less than 53 acres. The property is located in the Agricultural District on approximately 28.35-acres, Section 20, Mantorville Township. The property owners and applicants are Jon & Amy Ewing.

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

1. An Ag Covenant shall be signed and recorded prior to issuance of the Zoning Permit.
2. The access and driveway shall adhere to the standards listed in the Dodge County Zoning Ordinance. The Environmental Services Department shall approve of the access drive prior to submitting a Zoning Permit application. The required permit shall be granted by the Dodge County Highway Department.

3. A Septic Permit shall be required prior to issuance of the Zoning Permit.
 4. A Dodge County Zoning Permit shall be obtained before construction.
 5. An address shall be obtained from the Dodge County Road Authority.
- Motion Adopted [Unanimous]*

ZA #24-06 Con-Tech Reviewed

The Zoning Administrator reviewed with the Board ZA #24-06 Con-Tech.

Motion by Kenworthy seconded by Toquam to approve of the following action of the Planning and Zoning Commission as reviewed on September 4, 2024 with the reasons, recommendations and conditions as found in the individual permit:

ZA #24-06 Con-Tech

The second public hearing is to consider an application for Zoning Amendment #24-06 to rezone an Agricultural District parcel to Industrial District, located in Section 10, Ashland Township. The applicant is Wade Bolster, and the property owners are Daniel Welsh and Grant McNeilus.

FINDINGS SUPPORTING APPROVAL OF THE REZONE TO INDUSTRIAL (I)

1. Per Minnesota Statue 394.25, Subd 10, an amendment may be made by affected property owners.
2. The proposed parcel is eligible for rezoning consideration.
3. The proposal is consistent with the Dodge County Comprehensive Land Use Plan.
4. It is not believed that the rezone would place a burden on public facilities or services when it comes to public sewer or water facilities.
5. The City of Dodge Center, the Township and County Assessor have all commented that the Rezone would have no measurable impact.
6. The Dodge County Highway Department has commented having no objections or special requirements from the County Highway Department regarding the rezoning to industrial.

Motion Adopted [Unanimous]

ZA #24-05 Floodplain Amendment

Ms. Grondin reviewed ZA #24-05 - Floodplain Amendment.

ZA #24-05 - Floodplain Amendment

The third public hearing is to consider an application for the Floodplain Zoning Amendment #24-05 to Chapter 4, 5, 15, 16, 17, and 18 of the Dodge County Zoning Ordinance. To view the proposed language a copy will be available 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 (#2024-35), seconded by Commissioner Tjosaas:

WHEREAS, the Homeland Security's Federal Emergency Management Agency (FEMA) initiated the flood map revisions process for Dodge County many years ago and preliminary Flood Insurance Rate Map (FIRM) and Flood Insurance Study (FIS) were presented to the County on February 15th, 2023; and

WHEREAS, the County hosted on April 11th, 2023, with FEMA and Minnesota Department of Natural Resources (DNR) representatives, a flood map information open house for the community; and

WHEREAS, FEMA published a notice of proposed flood hazard determinations in the local newspaper in September 2023 to initiate the statutory 90-day appeal period, which ended on December 6th, 2023; and

WHEREAS, a letter of final determination stating that the final flood hazard determinations for Dodge County was considered final was issued on March 26th, 2024; and

WHEREAS, Dodge County shall amend its floodplain ordinance to comply with the standards of the National Flood Insurance Program (NFIP) including adoption of the effective Flood Insurance Rate Map (FIRM) and Flood Insurance Study (FIS) report prior to the effective date of September 26th, 2024 to maintain Dodge County's eligibility in the NFIP; and

WHEREAS, amendments of Chapters 4 (Definitions), 5 (General Zoning District Rules of Application), 15 (Floodplain Overlay District), 16 (Performances Standards), 17 (General Development Standards) and 18 (Administration) are proposed to satisfy the state and federal standards detailed in Minnesota Statutes, Chapter 103F; Minnesota Rules, parts 6120.5000 - 6120.6200; the rules and regulations of the National Flood Insurance Program in 44 CFR 59 to 78; and

WHEREAS, the DNR is required by State Statute to approve floodplain ordinances and amendments prior to adoption; and

WHEREAS, the DNR provided conditional approval of the proposed amendment on August 7th, 2024; and

WHEREAS, a summary of the language to be amended in Chapters 4 (Definitions), 5 (General Zoning District Rules of Application), 15 (Floodplain Overlay District), 16 (Performances Standards), 17 (General Development Standards) and 18 (Administration) has been published

in the legal newspaper on August 22nd, 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 September 4th, 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 Chapters 4 (Definitions), 5 (General Zoning District Rules of Application), 15 (Floodplain Overlay District), 16 (Performances Standards), 17 (General Development Standards) and 18 (Administration) to the Dodge County Board of Commissioners; and

WHEREAS, the Dodge County Board of Commissioners adopted the proposed amended Chapters 4 (Definitions), 5 (General Zoning District Rules of Application), 15 (Floodplain Overlay District), 16 (Performances Standards), 17 (General Development Standards) and 18 (Administration) at its September 10th, 2024 meeting.

THEREFORE, BE IT RESOLVED, that the County Board of Dodge County hereby adopts the amendment to Chapters 4 (Definitions), 5 (General Zoning District Rules of Application), 15 (Floodplain Overlay District), 16 (Performances Standards), 17 (General Development Standards) and 18 (Administration).

Resolution Adopted [Unanimous]

Jim Elmquist, County Administrator

Personnel Agenda Reviewed

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

The County Administrator noted that item C.6 - Records Support Specialist is being pulled.

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

A. Highway

- A.1 Stephen O'Brien - Equipment Operator
Regular status and step increase from B23 step 2 \$27.29 to B23 step 3 \$27.98.
Effective Date: 8/01/24

B. Administration

- B.1 Matt Bollum - Building Operations Manager
Step increase from B22 step 5 \$23.86 to B22 step 4 \$24.57.
Effective Date: 8/10/24
- B.2 Lisa Hager - Employee Relations Director
Step increase from D62 step 2 \$53.27 to D62 step 1 \$54.87.
Effective Date: 9/2/24
- B.3 Duke Harbaugh - Facilities and Fleet Manager
Step increase from C43 step 4 \$45.97 to C43 step 3 \$47.35.

- Effective Date: 9/9/24
- C. Sheriff's Office**
- C.1 Jodi Froehlich - 911 Dispatcher
Regular status and step increase from B23 step 2 \$25.72 to B23 step 3 \$26.48.
Effective Date: 9/11/24
- C.2 Juan Menchaca - Transport Officer
Authorization to hire at B21 step 4 \$23.02 to fill approved vacancy.
Effective Date: 9/10/24
- C.3 Shelly Grossman - Records Administrative Assistant
Step increase from B23 step 3 \$26.90 to B23 step 2 \$27.90.
Effective Date: 8/15/24
- C.4 Stephanie Miner - Deputy Sheriff
Step increase from C41 step 5 \$34.31 to C41 step 6 \$35.16.
Effective Date: 8/27/24
- C.5 James Lee - 911 Dispatcher
Step increase from B23 step 7 \$30.43 to B23 step 8 \$31.34.
Effective Date: 9/12/24
- E. Environmental Services**
- E.1 Rita Cole - Waste Management Administrator
Step increase from C41 step 6 \$32.50 to C41 step 5 \$33.47.
Effective Date: 9/8/24

Motion Adopted [3 to 1]

Paul Kiltinen, County Attorney

Air Quality Easement Declaration

Mr. Kiltinen informed the Board that this item is being submitted again as the document wasn't previously recorded. It was the County Attorney's recommendation to submit this declaration again and for the document to be notarized today for recording.

This item was last discussed at the January 24th, 2023 County Board meeting where the Board approved issuing an Air Quality Easement for parcel 15.028.0503. The County Attorney's Office has generated the Air Quality Easement and is requesting that the Chairman of the Board and County Administrator be authorized to sign the proposed agreement which grants the Applicant an Air Quality Easement.

Motion by Kenworthy seconded by Tjosaas to approve and authorize the Chair and County Administrator to sign the proposed Air Quality Easement Declaration for parcel 15.028.0503 as requested.

Motion Adopted [Unanimous]

Mr. Kiltinen provided the Board with a legal update.

Motion No Vote

Jim Elmquist, County Administrator

Set First Board Meeting for December

Mr. Elmquist reported that the first meeting in December (12/10/24) conflicts with the AMC Annual Conference where members of the Board may be in attendance. The County Administrator recommended the meeting be moved to 12/12/24 but understands that may conflict with other's calendars.

Motion by Toquam seconded by Tjosaas to approve and authorize moving the Tuesday, December 10th, 2024, County Board meeting to Thursday, December 12th, 2024 at 5:00 p.m. as recommended due to a scheduling conflict with the Annual AMC Conference.

Motion Adopted [Unanimous]

Expiration of Dodge County Assessor Four-Year Term and Reappointment

The County Administrator informed the Board that Ryan DeCook's appointment as Dodge County Assessor expires at the end of this year. The Department of Revenue asks that a decision be made to address reappointment by the end of October 2024.

Motion by Tjosaas seconded by Toquam to reappoint Ryan DeCook as the Dodge County Assessor for another 4 years beginning January 1, 2025 and have him read the Oath of Office as recommended.

Motion Adopted [Unanimous]

2025 Budget Discussion

Included in the Board packet was the proposed 2025 budget with a few changes to the last rendition which includes the Highway Engineer's request to increase his repairs and maintenance budget by \$66,000 for 2025 and decreases to MNPrairie's budget that Commissioners Toquam and Tjosaas voted on at last week's special SDA Budget Meeting. The Dodge County levy currently sits at 3.5%.

Mr. Elmquist reported preliminary budget certification will occur at the last board meeting for September and will include a resolution for support. Presentations for the Committee of the Whole meeting were Buildings Operations and Fleet, IT, and the Sheriff's Office.

It was noted for purposes of calculating levy, 1 point = \$173,345. Tax capacity growth is at 2.9%.

The Board thanked Mr. Elmquist for the information.

Motion No Vote

Administration Committee Report - Commissioner John Allen

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

Commissioners provided their agency reports. Commissioner Allen attended a Zumbro

Watershed meeting. Commissioner Kenworthy attended a Township Officers meeting and a MNPrairie All-Commissioners meeting. Commissioner Peterson was not available to report his meeting attendance. Commissioner Tjosaas attended a MNPrairie Finance Committee meeting, a MNPrairie Special Budget meeting, a MNPrairie All-Commissioners meeting and a Semcac meeting. Commissioner Toquam attended a MNPrairie Special Budget meeting, a SCHA Succession Planning meeting, a Township Officers meeting, a MNPrairie All-Commissioners meeting and a County Board meeting.

Motion No Vote

There were no Other Deferred Business items to discuss.

Motion No Vote

Adjourn

Meeting Adjourned

The Chair adjourned the meeting at 10:06 a.m.

The next meeting of the Dodge County Board of Commissioners will be held on September 24, 2024 at 5:00 p.m.

Motion No Vote

**UNAPPROVED MINUTES OF THE
DODGE COUNTY BOARD OF COMMISSIONERS REGULAR MEETING HELD
SEPTEMBER 24, 2024**

Chair

Convene County Board Meeting

The Dodge County Commissioners met in regular session September 24, 2024, in the County Board Room at the Dodge County Government Services Building, Mantorville, MN, at 5:00 p.m. Chair John Allen called the meeting to order at 5:00 p.m.

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

Pledge of Allegiance

The pledge of allegiance was recited.

Determine Quorum

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

Also present:

Jim Elmquist County Administrator
Becky Lubahn Deputy Clerk

Establish Agenda

Agenda Approved

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

Motion Adopted [Unanimous]

Consent Agenda

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

Motion Adopted [Unanimous]

- 1.1. Committee of the Whole - Committee Meeting - Sep 10, 2024 8:45 AM
- 1.2. Board of Commissioners - Regular Meeting - Sep 10, 2024 9:30 AM
- 1.3. Third Judicial District Cooperative Agreement (FY2025)

**Lisa Hager, Employee Relations Director & Lynn Kermes, Insurance Consultant
Insurance Committee Recommendation for 2025**

Ms. Hager reported that due to a proposed 14.11% increase from our current carrier (after negotiating down from 16.4%), the Insurance Committee recommends changing carriers from ***Southeast Service Cooperative with Medica*** to the ***Better Health Collective with BC/BS*** (6.42% increase). The monthly breakdown comparison from current to proposed was included in the Board packet with recommended increases to County Contributions.

The Employee Relations Director informed the Board that we will not have an increase in Dental or Vision.

Insurance Consultant Lynn Kermes was available to discuss the options that were available to the county.

It was reported that the county did go out for bid on Life and Long-Term Disability and the committee is recommending a change to New York Life which will result in a premium savings to Dodge County of \$3,300 on core LTD and no increase to life insurance rates.

2025 Insurance Committee members were listed as follows:

- Eric Thompson/Matt Naatz, Teamsters - Courthouse Union
- Joe Andrist, AFL-CIO - Highway Union
- Nichole Farnsworth, Non-Union Representative
- Jim Lee, Teamsters - Dispatchers Union
- Justin Thurmes, LELS - Sheriff's Union
- Mark Brannan, AFL-CIO - Transfer Station Union
- Tessa Stevenson, Fairview Care Center
- Crysta Parkin, ACA Union

County contributions and deductibles were discussed as follows:

Plan	County Contribution - Single	County Contribution - Family
Open Access - \$3,500 Deductible	\$1,300	\$2,900
Limited Access - \$3,500 Deductible	\$1,300	\$2,600

Motion by Peterson seconded by Kenworthy to approve and authorize changing insurance carriers for 2025 to Better Health Collective with BC/BS as recommended with the proposed increases in county contributions.

Motion Adopted [Unanimous]

Lisa Hager, Employee Relations Director

Personnel Agenda Reviewed

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

The classification information listed on the consultants memo to the Board incorrectly listed the Building Operations Manager’s band and grade at B21 instead of B22. The Building Operations Manager's band and grade information will be corrected to show that he will be moving from a B22 to a B23.

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

A. Administration

- A.1 Jean Allen - Taxpayer Services Director
Step increase from C41 step 4 \$35.60 to C41 step 3 \$36.66.
Effective Date: 9/22/24

B. Sheriff’s Office

- B.1 Lindsey Vavra - Records Support Specialist
Authorization to hire at B21 step 4 \$23.02 to fill approved vacancy.
Effective Date: 10/7/24
- B.2 Transport Officer - On-Call
Authorization to post and fill vacancy.
Effective Date: 9/24/24

C. Annual Band and Grade Review

- C.1 Approval of updated job descriptions and recommended changes in Band and Grade assignment. Band and Grade review completed by Tessia Melvin with DDA.

	<u>From</u>	<u>To</u>
Building Operations Manager	B22	B23
Engineering Technician	B31	B32
Land Records Clerk	B21	B22
Environmental Program Manager	B31	B32
Effective Date: 12/1/24		

Motion Adopted [Unanimous]

Jean Allen, Taxpayer Services Director

Bills Reviewed

Ms. Allen reviewed bills with the Board.

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

01	Revenue Fund	\$ 217,385.50
13	Road and Bridge Fund	\$ 40,541.85
16	Environmental Quality Fund	<u>\$ 26,057.44</u>

Total \$ 283,984.79

Motion Adopted [Unanimous]

Amy Evans, Public Health Director

Request to Approve FY25 TZD Safe Roads Grant Award

Ms. Evans reported that earlier this year, Dodge County Public Health submitted an application for FY25 TZD Safe Roads Grant through Minnesota Department of Public Safety (DPS). The award letter was sent on August 16, 2024, however, funding allocation amounts were not listed in the award letter. On August 28, 2024, Public Health was asked to amend their budget from originally requesting \$20,000 to around \$14,500 with a 20% match. This is impart due to the overall state funding allocation which was at \$500,000 compared to the \$800,000 in application requests. Although Public Health has not received the final information from DPS, they anticipate that the adjusted budget submission is likely the award amount they will receive. This grant is to be implemented starting in early October and some of the activities will need to occur as soon as Public Health receives funds.

Commissioner Peterson offered the following resolution (#2024-36), seconded by Commissioner Toquam:

WHEREAS, the Dodge County Public Health Department has been awarded the FY25 TZD Safe Roads Grant from the Minnesota Department of Public Safety (DPS); and

WHEREAS, the Dodge County Public Health Department is committed to implementing the proposed activities as described in the grant application; and

WHEREAS, DPS requires that Dodge County Public Health enter into a grant agreement with DPS that identifies the terms and conditions of the funding award;

NOW THEREFORE BE IT RESOLVED, that the Dodge County Board of Commissioners hereby agree to enter into and sign a grant agreement with the DPS to carry out the activities specified therein and to comply with all of the terms, conditions, and up to 20% matching provisions of the grant agreement and authorizes and directs the Public Health Director to sign the grant agreement on its behalf.

Resolution Adopted [Unanimous]

Paul Kiltinen, County Attorney

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

Motion No Vote

Jim Elmquist, County Administrator

2025 Preliminary Budget Certification

Included in the Board packet was the final draft of the 2025 preliminary budget. Mr. Elmquist informed the Board that this preliminary levy represents 3.5% increase over 2024 for a total net levy of \$17,941,264. The total budget represented at this meeting is \$36,602,407. This total budget number is 7.1% lower than 2024.

This preliminary budget and levy will be used to calculate Truth in Taxation notices to be mailed shortly. Between this preliminary certification date (September 24, 2024) and the final budget hearing on December 12, 2024, the Board may continue to refine the budget and levy, however the preliminary levy represents the maximum amount the county can certify for 2025.

Per the resolution, the final budget hearing is scheduled for December 12, 2024 at 6:00 p.m. as this date is an evening Board meeting falling within statute and rules established by the Minnesota Department of Revenue. The County Administrator noted that this would normally be a day meeting and a change from normal scheduling.

Also noted was that this budget reflects the one presented at the last meeting and sets the preliminary levy at 3.5%. Staff is aware the Board intends to reduce this levy before the end of the year.

As stated on the net levy summary page that was included in the Board packet, the overall preliminary effective levy rate will increase by 0.6%.

Commissioner Kenworthy stated that he was concerned that the county may not have the growth next year therefore he supported a 3.5% preliminary levy in hopes of capturing some of the growth this year in preparation for the potential non-growth next year. Mr. Kenworthy felt they may need this money to help offset next year.

Commissioner Kenworthy offered the following resolution (#2024-37), seconded by Commissioner Peterson:

WHEREAS, Minnesota Statute 275.065 requires Dodge County to adopt a proposed budget and certify the preliminary tax levy for taxes payable in the following year by September 30th; and

WHEREAS, Dodge County continues to have increased demands on its budget due to a number of factors including: capital needs, increasing costs for state mandated services, and increasing personnel costs; and

WHEREAS, the Dodge County Board of Commissioners considers the growth of Dodge County a key factor in delivering services and helping to spread the cost of county government to additional taxpayers while understanding that with this growth, tax rates may stabilize.

NOW THEREFORE BE IT RESOLVED that the Dodge County Board of Commissioners hereby adopts the 2025 preliminary county budget at \$36,602,407 and certifies the 2025 preliminary tax levy at \$17,941,264.

BE IT FURTHER RESOLVED, that under state statute the County Board must announce at this meeting their preliminary tax levy amount and the date and location of the County Board meeting at which the final budget/tax levy will be discussed and certified. This meeting will be held as a part of the County Board meeting scheduled for Thursday, December 12, 2024 at 6:00 p.m. at 721 Main Street N. in Mantorville, Minnesota.

Resolution Adopted [Unanimous]

Public Health Committee - Commissioner David Kenworthy

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

Public Health Update

Commissioner Kenworthy briefly reviewed the following information:

1. The TZD grant application budget was needing to be revised. They had received \$800,000 in requests for a budget of only \$500,000. They reached out to awardees and asked them to make amendments to their budgets and resubmit. This was completed early September. Based on this information, Public Health believes they will receive approximately \$15,000. They are still awaiting formal grant award details and will need to move forward.
2. A community listening session for their Community Health Assessment (CHA) is happening on October 9, 2024 with their Hispanic population in collaboration with The Center Clinic.
3. Public Health is developing an advisory group that will provide feedback and recommendations on their CHA and CHIP. The group will be called CHAMPS: Community Health Advisory Members Planning for Success. They will be reaching out to various leaders of organizations covering multiple sectors within Dodge County. Emails inviting members will be sent later this month. First initial meeting will be in early 2025.
4. Discussions have occurred with Township Officers related to planning and zoning for cannabis. They are working closely with Environmental Services related to potential setbacks not identified within the statute. Additionally, they have met with the city administrators and clerks again to get a sense of where they are at. Claremont will likely defer to the county. Kasson continues to move forward with their ordinance. Others are still working on this topic with their city councils.

Motion No Vote

Public Safety Committee Report - Commissioner Rhonda Toquam

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

2025 Towards Zero Deaths Grant

The Dodge County Sheriff's Office is seeking a resolution to enter into an agreement with the

Minnesota Office of Traffic Safety for the 2025 Towards Zero Deaths traffic safety initiative.

The grant funds overtime (plus fringe benefit) patrols of Dodge County for specific traffic safety projects that include impaired driving, seatbelt enforcement, distracted driving, speed enforcement, and move over laws.

As in years past the Dodge County Sheriff's Office is the fiscal administrator and will coordinate the grant. Their partner agencies are the Kasson Police Department, West Concord Police Department, Steele County Sheriff's Office, Owatonna Police Department, and Blooming Prairie Police Department.

The funding for 2025 is as follows:

- Impaired Driving Enforcement \$6,800
- Seat Belt Enforcement \$3,900
- Speed Enforcement \$7,000
- Distracted Driving Enforcement \$4,000
- Move Over Enforcement \$1,400
- Special Projects Enforcement and Education \$4,500
- Equipment Purchase Match and Training \$4,500

The total for the grant is \$32,100.

The grant is funded by the National Highway Traffic and Safety Administration (NHTSA). The funding is allocated to the state and then distributed by need according to data received by the Minnesota Office of Traffic Safety. The goal is to reduce traffic fatalities and serious injuries to zero.

Over the past several years Dodge County has averaged one to two fatalities per year but as you can see by the numbers below that average seems to be decreasing. As of today there has been 0 fatalities on our roadways in 2024, 2 in 2023, 2 in 2022, 3 in 2021, 3 in 2020, 4 in 2019, and tragically 6 in 2018. Funding for this grant is necessary to achieve their goal of zero deaths on our roads.

Commissioner Toquam offered the following resolution (#2024-38), seconded by Commissioner Peterson:

BE IT RESOLVED that the Dodge County Sheriff's Office enter into a grant agreement with the Minnesota Department of Public Safety, for traffic enforcement projects during the period from October 1, 2024 through September 30, 2025.

The Dodge County Sheriff is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of the Dodge County Sheriff's Office and to be the fiscal agent and administer the grant.

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 Finance Director interviews. Commissioner Kenworthy attended an Ice Arena meeting, an Insurance Presentation meeting, a D&O Joint Powers Board meeting, a Dodge Center City Council meeting, a Fair Board meeting, a Fairview Care Center meeting, a Public Health meeting and a Committee of the Whole meeting. Commissioner Peterson did not have any meetings to report. Commissioner Tjosaas was not available to report his meeting attendance. Commissioner Toquam attended a MNPrairie Board meeting, Finance Director interviews, a SCHRC meeting, a Fairview Care Center meeting and a County Board meeting.

Motion No Vote

There were no Other Deferred Business items to discuss.

Motion No Vote

Adjourn

The Chair adjourned the meeting at 5:48 p.m.

The next regular meeting of the Dodge County Board of Commissioners will be held on October 8, 2024 at 9:30 a.m.

Mantorville Chamber of Commerce

Sept 4, 2024

Geek Revival House

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

In attendance were Debra Wilson, Paul Larsen, Wendy Schleeter, Jennifer Galloway, Linda Kvam, Mary Ann Bucher, Brian Hindal, Grechen Lorbach, Emma Basness, Lynette Nash, Jessica Schwering, Marlyn Lerman, Kate Brickner, Brittany Wilcox, 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 August meeting were emailed to each member. Mary Ann Bucher made the motion to accept the minutes and seconded by Paul Larsen. Motion passes.

Treasures report – A copy of the treasures report was given to each in attendance. Mary Ann Bucher made the motion to accept the treasure report and seconded by Paul Larsen. Motion Passed.

Farmers Market.- No Report. Still looking for help to take care of the farmers market.

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- There will be a ribbon cutting ceremonies this afternoon at 1:30 pm on the corner 5th ST. and Hwy 57. Grechen reported that there is some work to be done yet. Also, that a committee has ben formed to get decoration and banners for the light poles.

Band Shell – Dirt has been moved but the work will not start until after Marigold Days. There will be a ribbon cutting and check presentation this after noon after the Hwy. 57 ribbon cutting at the band shell. There will be an official ribbon cutting when the project is finished.

National Night Out It was very nice. Grechen thanked Lynnette, Linda and Paul for their help in helping her with the National Night out.

Old Business: MRA Beer Stand: Seeing the Chamber is not having a stand at Marigold days. Help is needed to fill some time slots. IF you can help please contact Linda Kvam.

New Business: Fall Festival planning meeting will be September 19th at 6:00pm at the Greek Revival House.

Explore Minnesota Travel Guide add is do. Paul Larsen made the motion to the chamber pay for the add and seconded by Jennifer Galloway. Motion Passed.

Brian Hindal, Larger than Life Brian told about something they were thinking about for next years exhibit where they could have a chambers choice and put a sticker on the display. Also looking for more places to display this year photos. Chamber will think about it about this ida.

Announcement. Marigold Days- Antique Appraisal at the Opera House

Britty told that there Will be a Trunk & Treats at the Green Shack on October 27th

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

Secretary,

Barbara Loquai

**CITY OF MANTORVILLE
DODGE COUNTY, MINNESOTA**

RESOLUTION 2024-21

**A RESOLUTION APPROVING THE APPOINTMENT OF ADDITIONAL
ELECTION JUDGES FOR THE STATE GENERAL ELECTION**

WHEREAS, pursuant to Minnesota Statute 204B.21 Subd. 2, the City Council must appoint Election Judges to serve in upcoming elections at least 25 days prior to the election, with the exception of appointing additional Election Judges within the 25 days before the election if it is determined that additional Election Judges will be required; and

WHEREAS, elections to be held in the City of Mantorville, County of Dodge, State of Minnesota, include the General Election scheduled for November 5, 2024.

NOW, THEREFORE, BE IT RESOLVED, that the Mantorville City Council appoints the persons listed below to the position of Election Judge to serve at any and all elections in the capacity given by the City Clerk and conducted by the City of Mantorville, subject to change as needed in order to maintain major political party balance, pursuant to Minnesota Statute 204B.19 Subd. 5.

City of Mantorville – Municipal Center Council Chambers	
Raymond Grumny	Election Judge
Audra Lohrbach	Student Election Judge

Adopted by the City Council of the City of Mantorville, Minnesota, this 14th day of October, 2024.

ATTEST:

Chuck Bradford
Mayor

Gretchen Lohrbach
City Clerk-Treasurer

City **Mantorville**
 Date **9/1/2024** thru **9/30/2024**

<u>Agency</u>	<u>Incident_Nr</u>	<u>Location</u>	<u>LocCity</u>	<u>Activity</u>
S	202400007295	102 Main St N	Mantorville	Disturbance
S	202400006862	102 Main St N	Mantorville	Other Driving Complai
S	202400006759	11 9th St E	Mantorville	Public Assist
S	202400006755	1105 7th St W	Mantorville	Req for Extra Patrol
S	202400006602	22 6th St E	Mantorville	Dar/revoked DI
S	202400006793	22 6th St E	Mantorville	Civil Court Order
S	202400006590	22 6th St E	Mantorville	Public Assist
S	202400006719	22 6th St E	Mantorville	Miscellaneous
S	202400006858	22 6th St E	Mantorville	Ambulance Run
S	202400007236	22 6th St E	Mantorville	Violate/cond-release
S	202400006829	22 6th St E	Mantorville	Found Property
S	202400006606	22 6th St E	Mantorville	MN Prairie Assist
S	202400006723	220 3rd St W	Mantorville	Paper Service
S	202400006675	21 5th St E	Mantorville	Posse Event
S	202400006904	21 5th St E	Mantorville	Paper Service
S	202400006905	21 5th St W	Mantorville	Paper Service
S	202400006691	21 5th St W	Mantorville	Parking Violations
S	202400006945	21 5th St E	Mantorville	Harassment
S	202400006761	320 Main St N	Mantorville	Traffic
S	202400006703	321 Main St N	Mantorville	Miscellaneous
S	202400006942	321 Main St N	Mantorville	Suspicious Activity
S	202400006666	320 Main St N	Mantorville	Alarm
S	202400006773	320 Main St N	Mantorville	Person In Crisis
S	202400006531	321 Main St N	Mantorville	Other Driving Complai
S	202400006668	321 Main St N	Mantorville	Found Property
S	202400006694	321 Main St N	Mantorville	Lost Persons
S	202400006695	321 Main St N	Mantorville	Found Property
S	202400006671	321 Main St N	Mantorville	Lost Property
S	202400006686	321 Walnut St	Mantorville	Juvenile Complaint
S	202400006778	314 6th St W	Mantorville	Trespassing
S	202400006702	314 6th St W	Mantorville	Parking Violations
S	202400006753	314 6th St W	Mantorville	Welfare Check
S	202400007140	408 6th St W	Mantorville	Suspicious Activity
S	202400007213	406 Blanch St	Mantorville	Miscellaneous
S	202400006849	402 Main St N	Mantorville	Alarm
S	202400006935	402 Main St N	Mantorville	Alarm
S	202400006941	402 Main St N	Mantorville	Alarm
S	202400006674	420 Main St N	Mantorville	Found Property
S	202400006698	420 Bergmann Dr	Mantorville	Disturbance
S	202400006696	520 Walnut St	Mantorville	Public Assist
S	202400006872	502 Main St N	Mantorville	Person In Crisis
S	202400007100	502 Main St N	Mantorville	Open Door
S	202400006859	605 Clay St	Mantorville	Person In Crisis
S	202400006981	621 West St	Mantorville	Ambulance Run
S	202400006906	647 Stagecoach Rd	Mantorville	Paper Service
S	202400006586	616 Washington St	Mantorville	Fraud
S	202400006744	800blk Hickory Ln	Mantorville	Suspicious Activity
S	202400006903	721 Main St N	Mantorville	Paper Service
S	202400007136	616 West St	Mantorville	Threats
S	202400006562	816 Main St N	Mantorville	Missing Person
S	202400007307	817 Hickory Ln	Mantorville	Animal Comp
S	202400006922	706 West St	Mantorville	Ambulance Run
S	202400007334	816 Hickory Ln	Mantorville	Threats
S	202400006900	711 Walnut St	Mantorville	Paper Service
S	202400007007	905 7th St W	Mantorville	Welfare Check

Total

55