



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

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**CITY COUNCIL MEETING**  
MUNICIPAL COUNCIL CHAMBERS  
21 5<sup>TH</sup> STREET E, MANTORVILLE, MN 55955  
Monday, November 25, 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 11.25.24
- B. Regular Council Meeting Minutes 10.14.24
- C. County Commissioners Regular Meeting Minutes October 22, 2024
- D. Mantorville Fire Department Member Meeting Minutes November 2024

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

**6. Public Concerns**

*Individuals may address the City Council about any item not included on the regular agenda. Speakers are requested to come to the podium and state their name and address for the Clerk's 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**

**8. Public Hearing – No Items**

**9. Old Business/New Business**

- A. Briefing on Wilcox Property Annexed into the City 2023
- B. Approval of Liquor License Renewal for The Hubbell House for 2025, Resolution 2024-25 \*
- C. Approval of Liquor License Renewal for Mantorville Saloon for 2025, Resolution 2024-26 \*
- D. Acceptance of the Taylor Family Farms Foundation Grant of \$20,000 for Updated Weather Sirens, Resolution 2024-27 \*
- E. Discussion of 2025 Preliminary Budget, set final amount on December 9, 2024. Will probably land near 7.5%.

**10. Tabled Items**

- A. Security Cameras for City Hall. Shop, Fire Department

**11. Reports**

- A. Public Works Report
- B. City Clerk Report
- C. Consultant Report
- D. Committee Reports

*Chamber, EDA, Finance/Budget, Fire Department, Infrastructure, KM Joint Powers, MRA, Park Board, Personnel, Relief, Township, Decorations Committee*

- E. Councilmember Report
- F. Mayor Report

**12. Executive Session – No Items**

**13. Adjourn \***

<i>Upcoming Meetings and Events in Mantorville:</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>December 3, 2024</i>	<i>6:15pm</i>	<i>Mantorville Economic Development Authority Meeting</i>
<i>December 9, 2024</i>	<i>6:30pm</i>	<i>Regular City Council Meeting and Truth in Taxation Meeting</i>
<i>December 18, 2024</i>	<i>8:00pm</i>	<i>Mantorville Fire Department Regular Meeting</i>
<i>December 25, 2024</i>	<i>All Day</i>	<i>City Hall Closed for the Christmas Holiday</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: November 2024

Payments Batch 112224PAY		\$45,063.06	
Refer	0 AMAZON	Ck# 006303	11/25/2024
Cash Payment	E 101-43100-228 Equip. Repair and Maint	pens, pencils, tire repair kit	\$25.99
Invoice	11.14.24	11/24/2024	
Cash Payment	E 101-41500-200 Supplies	pens, pencils, tire repair kit	\$14.20
Invoice	11.14.24	11/24/2024	
Transaction Date	11/22/2024	MBT Bank Checking 10100	<b>Total \$40.19</b>
Refer	0 AMAZON	Ck# 006304	11/25/2024
Cash Payment	E 101-41500-200 Supplies	Clipboards, clips, batteries, magnets	\$67.17
Invoice	11.5.24	11/25/2024	
Transaction Date	11/22/2024	MBT Bank Checking 10100	<b>Total \$67.17</b>
Refer	0 AMAZON	Ck# 006305	11/25/2024
Cash Payment	E 101-41500-200 Supplies	medicine cabinet supplies	\$39.77
Invoice	10.31.24	11/25/2024	
Transaction Date	11/22/2024	MBT Bank Checking 10100	<b>Total \$39.77</b>
Refer	0 AMAZON	Ck# 006306	11/25/2024
Cash Payment	E 101-41500-200 Supplies	medicine cabinet supplies	\$19.89
Invoice	11.1.24	11/25/2024	
Transaction Date	11/22/2024	MBT Bank Checking 10100	<b>Total \$19.89</b>
Refer	0 AMAZON	-	
Cash Payment	E 101-41500-200 Supplies	First aid supplies	\$17.99
Invoice	10312024	11/25/2024	
Transaction Date	11/22/2024	MBT Bank Checking 10100	<b>Total \$17.99</b>
Refer	0 RESNEXUS	Ck# 006308	11/25/2024
Cash Payment	E 603-45183-210 Tax and Licensing	Payment for 11.15.24	\$50.25
Invoice	11.15.24	11/25/2024	
Transaction Date	11/22/2024	MBT Bank Checking 10100	<b>Total \$50.25</b>
Refer	0 DELTA DENTAL	-	
Cash Payment	G 101-21708 Dental Insurance	December	\$34.05
Invoice	RIS0006095820	11/25/2024	
Transaction Date	11/22/2024	MBT Bank Checking 10100	<b>Total \$34.05</b>
Refer	0 AFLAC	-	
Cash Payment	G 101-21710 AFLAC	11.25.24 payment	\$33.12
Invoice	002762	11/25/2024	
Transaction Date	11/22/2024	MBT Bank Checking 10100	<b>Total \$33.12</b>
Refer	0 CAPITAL ONE TRADE CREDIT	-	
Cash Payment	E 101-42200-240 Tools and Minor Equipm	Retract cord reel	\$179.98
Invoice	540302317246349	11/25/2024	
Transaction Date	11/22/2024	MBT Bank Checking 10100	<b>Total \$179.98</b>
Refer	0 NCPERS GROUP LIFE INS.	-	
Cash Payment	G 101-21711 Life Insurance Payable	December	\$16.00
Invoice	608900122024	11/25/2024	
Transaction Date	11/22/2024	MBT Bank Checking 10100	<b>Total \$16.00</b>
Refer	0 CITY OF KASSON	-	

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Payments

Current Period: November 2024

Cash Payment	E 602-49450-585	Kasson WW Processing	2024 3rd Qtr.		\$24,608.00
Invoice	11.6.24		11/25/2024		
Transaction Date	11/22/2024		MBT Bank Checking	10100	<b>Total</b> \$24,608.00
Refer	0	ON-SITE COMPUTERS, INC		-	
Cash Payment	E 101-41500-300	Professional Srvs (GEN	November Billing for october		\$412.13
Invoice	CW96475		11/25/2024		
Cash Payment	E 601-49400-300	Professional Srvs (GEN	November Billing for october		\$12.00
Invoice	CW96475		11/25/2024		
Transaction Date	11/22/2024		MBT Bank Checking	10100	<b>Total</b> \$424.13
Refer	0	BLUE CROSS BLUE SHIELD OF MI		-	
Cash Payment	G 101-21715	Employee Paid Vision Plan	formonth of december		\$20.64
Invoice	241101188958		11/25/2024		
Transaction Date	11/22/2024		MBT Bank Checking	10100	<b>Total</b> \$20.64
Refer	0	DODGE COUNTY INDEPENDENT		-	
Cash Payment	E 101-41110-352	Publishing	Pickle Ball Ad		\$33.75
Invoice	18440		11/25/2024		
Transaction Date	11/22/2024		MBT Bank Checking	10100	<b>Total</b> \$33.75
Refer	0	LINCOLN NATIONAL LIFE INSURA		-	
Cash Payment	G 101-21711	Life Insurance Payable	For Month of December		\$154.02
Invoice			11/25/2024		
Transaction Date	11/22/2024		MBT Bank Checking	10100	<b>Total</b> \$154.02
Refer	0	CMS - CONSTRUCTION MGMT. SE		-	
Cash Payment	E 101-42400-300	Professional Srvs (GEN	Month of October		\$716.27
Invoice	817-244590-10		11/25/2024		
Transaction Date	11/22/2024		MBT Bank Checking	10100	<b>Total</b> \$716.27
Refer	0	WHKS & COMPANY		-	
Cash Payment	E 101-41950-303	Engineering Fees	CSAH Lift Station Topographic Survey		\$507.36
Invoice	52691		11/25/2024		
Transaction Date	11/22/2024		MBT Bank Checking	10100	<b>Total</b> \$507.36
Refer	0	W-2TaxForms.com	Ck# 006309 11/25/2024		
Cash Payment	E 101-41500-200	Supplies	W-2 Forms		\$71.50
Invoice	5481		11/25/2024		
Transaction Date	11/22/2024		MBT Bank Checking	10100	<b>Total</b> \$71.50
Refer	0	WEX HEALTH, INC.	Ck# 006310 11/25/2024		
Cash Payment	G 101-21714	Health Savings Account	PR 23 2024 ER HSA		\$184.62
Invoice	11.14.24		11/25/2024		
Cash Payment	G 101-21714	Health Savings Account	PR 23 2024 EE HSA		\$90.00
Invoice	11.14.24		11/25/2024		
Transaction Date	11/22/2024		MBT Bank Checking	10100	<b>Total</b> \$274.62
Refer	0	OLMSTED COUNTY PUB HEALTH		-	
Cash Payment	E 601-49400-300	Professional Srvs (GEN	Water Testing Nov		\$135.00
Invoice	901		11/25/2024		
Transaction Date	11/22/2024		MBT Bank Checking	10100	<b>Total</b> \$135.00
Refer	0	WEX HEALTH, INC.	Ck# 006311 11/25/2024		

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Payments

Current Period: November 2024

Cash Payment	E 101-41500-300 Professional Svcs (GEN	11.25.24 Payment		\$8.25
Invoice	0002053589-IN	11/25/2024		
Transaction Date	11/22/2024	MBT Bank Checking	10100	<b>Total</b> \$8.25
Refer	0 MINNESOTA REVENUE	Ck# 006312	11/25/2024	
Cash Payment	G 101-21702 State Withholding	PR 23 2024		\$0.00
Invoice	11.12.24	11/25/2024		
Transaction Date	11/22/2024	MBT Bank Checking	10100	<b>Total</b> \$0.00
Refer	0 INTERNAL REVENUE SERVICE	Ck# 006313	11/25/2024	
Cash Payment	G 101-21703 FICA Tax Withholding	PR 23 2024		\$958.34
Invoice	11.12.24	11/25/2024		
Cash Payment	G 101-21709 Medicare	PR 23 2024		\$224.12
Invoice	11.12.24	11/25/2024		
Cash Payment	G 101-21701 Federal Withholding	PR 23 2024		\$723.03
Invoice	11.12.24	11/25/2024		
Transaction Date	11/22/2024	MBT Bank Checking	10100	<b>Total</b> \$1,905.49
Refer	0 MN PERA	Ck# 006314	11/25/2024	
Cash Payment	G 101-21704 PERA	PR 23 2024		\$1,174.23
Invoice	11.13.24	11/25/2024		
Transaction Date	11/22/2024	MBT Bank Checking	10100	<b>Total</b> \$1,174.23
Refer	0 MIDWEST DETAIL SUPPLY CO	-		
Cash Payment	E 101-41940-417 Uniforms	City Embroidery		\$15.00
Invoice	19686	11/25/2024		
Transaction Date	11/22/2024	MBT Bank Checking	10100	<b>Total</b> \$15.00
Refer	0 MAXSON ELECTRIC	-		
Cash Payment	E 101-43100-570 Capital Outlay	HWY 57 Lighting		\$2,709.20
Invoice	7360	11/25/2024		
Cash Payment	E 101-43100-570 Capital Outlay	HWY 57 Lighting		\$2,430.20
Invoice	7361	11/25/2024		
Transaction Date	11/22/2024	MBT Bank Checking	10100	<b>Total</b> \$5,139.40
Refer	0 main street designs	-		
Cash Payment	E 101-43100-570 Capital Outlay	Shipping fpr flag holders		\$75.00
Invoice	36511	11/25/2024		
Transaction Date	11/22/2024	MBT Bank Checking	10100	<b>Total</b> \$75.00
Refer	0 MENARDS - NORTH ROCHESTER	-		
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	PVC, Bushings, Lint traps, Funnel, Windshield wash		\$91.88
Invoice	56185	11/25/2024		
Transaction Date	11/22/2024	MBT Bank Checking	10100	<b>Total</b> \$91.88
Refer	0 SL CONTRACTING, INC	-		
Cash Payment	E 101-45200-500 Capital Outlay	Hydroseedig 251st Ave Denneson		\$750.00
Invoice	14788	11/25/2024		
Transaction Date	11/22/2024	MBT Bank Checking	10100	<b>Total</b> \$750.00
Refer	0 SL CONTRACTING, INC	-		
Cash Payment	E 604-43150-400 Repairs & Maint Cont (G	2024 Jefferson & 7th Storm Sewer Repair		\$4,470.00
Invoice	14789	11/25/2024		

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## Payments

Current Period: November 2024

Transaction Date	11/22/2024	MBT Bank Checking	10100	<b>Total</b>	<b>\$4,470.00</b>
Refer	0 <i>FIRST SUPPLY LLC - ROCHESTER</i>	-			
Cash Payment	E 601-49400-220 Bldg.Repair and Mainten	Poly Check Valve			\$11.09
Invoice	14397215-00	11/25/2024			
Transaction Date	11/22/2024	MBT Bank Checking	10100	<b>Total</b>	<b>\$11.09</b>
Refer	0 <i>LINDE GAS &amp; EQUIPMENT, INC.</i>	-			
Cash Payment	E 101-43125-404 Repairs/Maint Machiner	Cylinder Lease			\$151.15
Invoice	46150608	11/25/2024			
Transaction Date	11/22/2024	MBT Bank Checking	10100	<b>Total</b>	<b>\$151.15</b>
Refer	0 <i>CAPITAL ONE TRADE CREDIT</i>	-			
Cash Payment	E 101-45200-401 Repairs/Maint Buildings				\$8.62
Invoice	1659115186	11/25/2024			
Transaction Date	11/22/2024	MBT Bank Checking	10100	<b>Total</b>	<b>\$8.62</b>
Refer	0 <i>pioneer athletics</i>	-			
Cash Payment	E 101-45200-200 Supplies	Quick Stripe			\$185.02
Invoice	INV-228845	11/25/2024			
Transaction Date	11/22/2024	MBT Bank Checking	10100	<b>Total</b>	<b>\$185.02</b>
Refer	0 <i>Ferguson</i>	-			
Cash Payment	E 101-43100-570 Capital Outlay	Green Scapes Ice Melt			\$2,062.50
Invoice	0539789	11/25/2024			
Transaction Date	11/22/2024	MBT Bank Checking	10100	<b>Total</b>	<b>\$2,062.50</b>
Refer	0 <i>VOLUNTEER FIREFIGHTERS BENE</i>	-			
Cash Payment	E 101-42200-433 Dues and Memberships	Annual Renewal for 2025			\$220.00
Invoice		11/25/2024			
Transaction Date	11/22/2024	MBT Bank Checking	10100	<b>Total</b>	<b>\$220.00</b>
Refer	0 <i>ANCOM</i>	-			
Cash Payment	E 101-42200-228 Equip. Repair and Maint	Installation of Radio			\$258.00
Invoice	173876	11/25/2024			
Transaction Date	11/22/2024	MBT Bank Checking	10100	<b>Total</b>	<b>\$258.00</b>
Refer	0 <i>ULTIMATE SAFETY CONCEPTS, IN</i>	-			
Cash Payment	E 101-42200-228 Equip. Repair and Maint	Inspections			\$85.20
Invoice	214236	11/25/2024			
Transaction Date	11/22/2024	MBT Bank Checking	10100	<b>Total</b>	<b>\$85.20</b>
Refer	0 <i>NOLTE, ROGER</i>	-			
Cash Payment	E 101-42200-217 Other Operating Supplie	Battery, WiFi, outlet lock clip			\$94.17
Invoice	10.27.24	11/25/2024			
Transaction Date	11/22/2024	MBT Bank Checking	10100	<b>Total</b>	<b>\$94.17</b>
Refer	0 <i>MUNICIPAL EMERGENCY SERVIC</i>	-			
Cash Payment	E 101-42200-437 Other Miscellaneous	Shirt and Patches			\$94.41
Invoice	IN2141915	11/25/2024			
Transaction Date	11/22/2024	MBT Bank Checking	10100	<b>Total</b>	<b>\$94.41</b>
Refer	0 <i>MN FIRE CERTIFICATION BOARD</i>	-			
Cash Payment	E 101-42200-433 Dues and Memberships	Recertifications			\$157.50
Invoice	13231	11/25/2024			

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## Payments

Current Period: November 2024

Transaction Date	11/22/2024	MBT Bank Checking	10100	<b>Total</b>	<b>\$157.50</b>
Refer	0 MN STATE FIRE DEPT ASSOC		-		
Cash Payment	E 101-42200-433	Dues and Memberships	MSFDA 2025 Membership Dues		\$175.00
Invoice	11/25/2024				
Transaction Date	11/22/2024	MBT Bank Checking	10100	<b>Total</b>	<b>\$175.00</b>
Refer	0 FIRE SAFETY USA, INC		-		
Cash Payment	E 101-42200-217	Other Operating Supplie	Charge Cord & Rescue Gloves		\$224.70
Invoice	193283	11/25/2022			
Cash Payment	E 101-42200-217	Other Operating Supplie	Swivel		\$262.75
Invoice	192862	11/25/2022			
Transaction Date	11/22/2024	MBT Bank Checking	10100	<b>Total</b>	<b>\$487.45</b>

### Fund Summary

	10100 MBT Bank Checking	
101 GENERAL FUND		\$15,776.72
601 WATER FUND		\$158.09
602 SEWER FUND		\$24,608.00
603 RV PARK		\$50.25
604 STORM SEWER FUND		\$4,470.00
		<u>\$45,063.06</u>

Pre-Written Checks	\$3,651.36
Checks to be Generated by the Computer	\$41,411.70
Total	<u>\$45,063.06</u>

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## Payments

Current Period: October 2024

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<b>Payments Batch 112224PAY October</b>		<b>\$50.25</b>
Refer	0 RESNEXUS	Ck# 006302 11/25/2024
Cash Payment	E 603-45183-210 Tax and Licensing	payment 10.15.24
Invoice	10.15.24	11/25/2024
Transaction Date	11/22/2024	MBT Bank Checking 10100
		<b>Total</b>
		<b>\$50.25</b>

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### Fund Summary

	10100 MBT Bank Checking
603 RV PARK	\$50.25
	<hr/>
	\$50.25

Pre-Written Checks	\$50.25
Checks to be Generated by the Computer	\$0.00
Total	<hr/>
	\$50.25



City of Mantorville  
Regular City Council Minutes  
October 14, 2024



1. **Call to Order**

Mayor Bradford called the meeting to order at 6:30 p.m.

Present: Mayor Chuck Bradford

Councilmembers:

Henry Blair  
Jeff Ingalls  
Lynnette Nash  
Lyle Hoaglund

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**

No Changes.

4. **Consent Agenda**

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

- 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 5<sup>th</sup> General Election

Motion carried: 5 ayes / 0 nays

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

**6. Public Concerns - No Items**

**7. Public Safety Update**

Fire Chief Duke Harbaugh gave an update from the Fire Department.

**A. Acceptance of Steve Fairchild’s retirement effective December 31, 2024**

Councilmember Ingalls moved and Councilmember Blair seconded.

Motion carried: 5 ayes / 0 nays

**B. Acceptance of Travis Bebee’s retirement effective October 31, 2024.**

Councilmember Ingalls moved and Councilmember Hoaglund seconded.

Motion carried: 5 ayes / 0 nays

**C. Fire Chief Harbaugh will be stepping down as Chief because of accepting a new employment position. He will, however, continue to stay involved. They will discuss at their Wednesday night meeting who will fill this position. They will also discuss the new Standard Operating Guidelines pending the new leadership.**

**D. The Region 15 Meeting was attended – there is no OSHA ruling on the costs of new turnout gear; evaluations of the equipment may be different for smaller cities.**

**E. The department received an AFG Grant of \$40,000.00 to be used for the purchase of new radios. Roger Nolte wrote the grant, thank you!**

**F. The Fire Department responded to a ditch fire last week.**

**G. The department is currently down 4 firefighters, but have two applicants on the table. They currently have 25 firefighters currently, full is 30, but they usually stay around 27 or so.**

**8. Public Hearings – No Items**

**9. Old Business/New Business**

**A.**

**10. Tabled Items**

- A. Dodge County Sheriff's Contract for 2025
- B. Dodge Center Ambulance Special Taxing District

Both items were pulled off the table during the Public Safety portion of tonight's meeting.

## **11. Reports**

### **A. Public Works Report**

- There was a bad water main break by Casey's on September 13<sup>th</sup>.
- A lease for a new John Deere mower would be \$6,161.17 per year instead of paying \$25,000 next year.
- Adam's received bids from Elcor, DeCook, Durst, and S.L. Contracting for upcoming street projects. S.L. came in with the lowest bid at \$53,690.00
- The section of Clay Street by the Post Office may be done this week.

Councilmember Blair motioned and Councilmember Ingalls seconded to approve the \$53,690.00 for street projects.

Motion carried: 4 ayes / 0 nays

### **B. City Clerk Report**

- City Clerk Lohrbach has submitted an insurance claim with the wellhouse lightning strike and will submit invoices as they come in.
- First reports of injury with the wellhouse chlorine issues from the lightning strike.
- Local Board of Appeal and Equalization training must be completed by Council members before February 1<sup>st</sup>, 2025.
- Amy Evans from Dodge County will continue to keep us posted on Cannabis Ordinance updates.
- Alyson Laganieri begins employment on September 30<sup>th</sup>.
- The Fire Department needs a new computer. There is enough in the budget for them to purchase this.

### **C. Consultant Report – No report**

### **D. Committee Reports**

- 1) Chamber – Currently planning for Fall Festival. Will be decorating with haybales and pumpkins. There may be a Trunk-or-Treat.
- 2) Economic Development Authority
- 3) Finance/Budget
- 4) Fire Department
- 5) Infrastructure – needs to meet

- 6) Kasson Mantorville Joint Powers – Meets October 10<sup>th</sup>.
- 7) Mantorville Restoration Association – Is awarding \$5,000 to the Mantorville Fire Department.
- 8) Park Board – meets tomorrow night.
- 9) Personnel
- 10) Fire Relief
- 11) Township
- 12) Decorations Committee – Stars have been ordered and banners will be ordered shortly.

E. Councilmember Reports

F. Mayor's Report

Greg Rud's wake is Thursday and the funeral service is on Friday. City Clerk Lohrbach will have flowers sent.

**12. Executive Session**

No Items.

**13. Adjourn**

Motion made by Councilmember Ingalls and seconded by Councilmember Blair to adjourn at 8:38pmpm. 4 ayes / 0 nays. Meeting Adjourned.

**UNAPPROVED MINUTES OF THE  
DODGE COUNTY BOARD OF COMMISSIONERS REGULAR MEETING HELD  
OCTOBER 22, 2024**

**Chair**

**Convene County Board Meeting**

The Dodge County Commissioners met in regular session October 22, 2023, 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.

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
John Allen	District 1	Present	5:00 PM
Tim Tjosaas	District 2	Present	5:00 PM
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  
Paul Kiltinen         County Attorney

**Establish Agenda**

**Agenda Approved**

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

*Motion Adopted [Unanimous]*

**Consent Agenda**

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

*Motion Adopted [Unanimous]*

1.1. Board of Commissioners - Regular Meeting - Oct 8, 2024 9:30 AM

**Amy Evans, Public Health Director**

### **Request to Approve Public Health Intent to Apply for Dodge County Family Services Collaborative Fund**

Ms. Evans informed the Board that Dodge County Public Health is seeking consensus to apply for Dodge County Family Services Collaborative (DCFSC) funding to support the purchase of items used in new baby bundles given during family home visits. In 2020, the pandemic created an excess of Child & Teen Checkup Outreach funds within the CHB. These were utilized to purchase essential educational, safety and personal care items for their new baby bundles. These excess funds no longer exist and supply of these bundles is almost depleted.

For FY2025, DCFSC has created an application process for organizations to request funds for various programs. This application process was intended to help inform the budgeting process to assure funds are distributed to organizations and programs that will meet the mission. Dodge County Public Health is requesting authorization to apply for \$1,000 to support the purchase of items for 50 new baby bundles. If approved, the application will be submitted by the end of October for review at the next collaborative meeting in November.

Motion by Tjosaas seconded by Kenworthy to approve and authorize Public Health to apply for a \$1,000 to support the purchase of items for new baby bundles as requested.

*Motion Adopted [Unanimous]*

### **Jeremy Swenson, Midco Fixed Wireless General Manager**

#### **Midco Introduction**

Jeremy Swenson, who is a Fixed Wireless General Manager at Midco introduced himself to the Board and provided details about what Midco has been doing to provide reliable, high-speed internet to the residents of Dodge County.

Mr. Swenson informed the Board that Midco currently has deployed equipment on 4 locations, which serves over 6,900 households in the county, and they also have equipment on 1 other location, outside the county, that help serve portions of Dodge County. Locations were identified to help serve certain census blocks that were considered unserved or underserved from the Connect America Fund. Midco has offer speeds up to 100 x 20 Mbps and in some cases can deploy equipment with speeds around 400 - 500 Mbps.

Currently they have 29 residents connected across these 5 locations.

Included in the Board packet was a map of the areas that Midco has service installed and how much of the county they have currently covered.

Midco is looking to increase awareness to other residents of the county and become more well known as another broadband option to consider.

Mr. Swenson reported he is before the Board today in part for guidance, but also to begin building a relationship to better inform others of another high-speed option available to them.

The Fixed Wireless General Manager requested the Board's help in getting Midco's name out there when they are contacted by residents within each of their districts that are looking for better internet connectivity

Mr. Swenson stated if the county has an economic development association or broadband committees, they would be interested in working with them as well.

And lastly, the Fixed Wireless General Manager stated if there are any community events that the Board recommends that would be beneficial for them to participate in to bring awareness to Midco, they would certainly appreciate that.

Mr. Swenson stated the Board knows their districts better than anyone and Midco's goal is to partner with the County Board to best serve the county. Midco is focused on customer service and doing the right thing. It is their aim to bridge the digital divide, enhance education opportunities, stimulate local economic growth and improve the overall quality of life for the county's residents.

The Board thanked Mr. Swenson for the information.

*Motion No Vote*

### **Leota Lind, South Country Health Alliance CEO**

#### **South Country Health Alliance Report**

Ms. Lind was available to provide an overview of some of South Country's benefits and programs.

The CEO reviewed the following with the Board:

- Mission
- Vision
- Diamond Values
- 2025 Supplemental Benefits SeniorCare Complete & AbilityCare
- In-Lieu of Services
- Doctor on Demand by Included Health
- Community Care Connector the Local South Country Expert
- Community Care Connector Refresh
- Healthy Pathways Refresh
- Community Reinvestment

Ms. Lind was thanked for the report.

*Motion No Vote*

### **Karina Schmitz, MNPrairie Housing Specialist**

#### **Local Housing Trust Fund Request**

Ms. Schmitz presented for the Board's consideration the recommendations from the Local Housing Trust Fund (LHTF) Advisory Council for expenditures of some of the LHTF dollars for this 2024 calendar year.

Per the LHTF Ordinance (created in 2023), the LHTF Advisory Council will make recommendations for expenditures toward affordable housing options within Dodge County, and the LHTF Administrator (MNPrairie) will present those recommendations to the Dodge County Board for final approval.

The money in the LHTF is comprised of money received from the State of Minnesota through 2 different funding streams: Local Homeless Prevention Aid (LHPA) and State Affordable Housing Aid (SAHA). The LHPA dollars do need to be spent annually, and the SAHA dollars are considered "spent" by having them put into the Local Housing Trust Fund to be used for Affordable Housing projects in the future.

The LHTF Advisory Council has recommended the following:

1. To purchase a vacant lot from the City of Kasson (see attached) for the purchase price of \$50,000. This lot will be gifted to the non-profit agency, First Homes - who specializes in created affordable housing. The land would remain in a land trust with First Homes keeping the site affordable for many years. Their plan is to work with the City of Kasson and create up to 3 twin homes (6 units) on the property and apply for MHFA funding next year to help build the affordable units. These units would be for single family affordable home-ownership. The target populations would be Veteran owned units for 2 of them, Workforce Housing for 2 of them, and general affordable housing for 2 of them.
2. To put \$15,000 toward a Dodge County Housing Study with Maxfield Research group to complete. The total estimated cost of the study is \$25,000. The LHTF will apply for a grant to add an additional \$5,000. That leaves \$5,000 left to be funded for the Housing Study. For the last study, Dodge County put money toward funding it as did a few other towns (Kasson, Dodge Center). This study is needed every 5 years for affordable housing to be completed within the county or to apply for any MHFA or other state funding to aid in creating affordable housing. The last study in Dodge County was done in 2019.

Ms. Schmitz informed the Board that the City of Kasson has indicated that they would match the amount that the County contributes towards the housing study.

Commissioner Tjosaas wanted to know where the lot was.

The Housing Resource Specialist reported that the city owned lot is just off of 8th Avenue SW in Kasson, west of the water tower and north of the new apartment complex.

Motion by Peterson seconded by Kenworthy to approve and authorize the Local Housing



Trust Fund Advisory Council to purchase a vacant lot from the City of Kasson at a cost of \$50,000 as recommended.

*Motion Adopted [Unanimous]*

### **Dodge County Housing Study Discussion**

The Board further discussed the proposed Dodge County Housing Study.

Commissioner Allen stated that he struggles with this portion of the request because Dodge County doesn't have any towns.

Commissioner Kenworthy reported that he feels that the last study worked out in our favor.

It was suggested that if the Local Housing Trust receives a \$5,000 grant from Compeer Financial that the county reduce their contribution amount to \$2,500 if the City of Kasson will match that donation amount.

It was clarified that the cost of the housing study is \$25,000. The Housing Trust Fund would contribute \$15,000 toward a Dodge County Housing Study and Dodge County would contribute \$5,000. However, if the Local Housing Trust Fund (LHTF) receives a grant in the amount of \$5,000, Dodge County will reduce their contribution to \$2,500 and the City of Kasson will match Dodge County's contribution of \$2,500.

Motion by Peterson seconded by Kenworthy to approve and authorize the Local Housing Trust Fund to contribute \$15,000 towards a Dodge County Housing Study with Maxfield Research Group and Dodge County to contribute \$5,000 towards the study. Also included in the motion was authorization to reduced Dodge County's contribution amount to \$2,500 if the LHTF receives a \$5,000 grant from Compeer Financial.

*Motion Adopted [Unanimous]*

### **Travis Martin, Assistant Highway Engineer**

#### **C.S.A.H. 8 Alignment**

Over the last 20 years there has been an interest in improving the 1.5 mile gravel stretch of CSAH 8 between CSAH 15 (270<sup>th</sup> Avenue) to the east county line where it connects to CSAH 25 (Salem Road) in Olmsted County. Olmsted CSAH 25 (Salem Road) is a major truck route for the sand and gravel pits around the Salem Corners area as well as a parallel corridor of TH 14. Extending the corridor to Dodge CSAH 15 would increase the efficiency of the corridor even more.

The current timeframe is to secure right of way between 2026-2027, grade the roadway in 2028 and pave in 2029. This project is proposed using local funds, while continuing to look at other external funding sources for construction as they arise (ie, Local Road Improvement Program bonding).

There were two alignment options discussed during the bi-annual road tour. Both options include acquiring additional R/W to have a consistent 120' through the entire stretch, grading ditches, adding additional aggregate base and paving 26' wide bituminous roadway to meet a 10-ton pavement design.

- The first option is constructing two 55-mph curves through the field just west of the county line and modifying the intersection at the county line to have a west leg and removing the south leg. The estimated costs for this option are \$220,000 for R/W and \$2.8 million for construction.
- The second option is staying on the current alignment and improving the SE curve to be a minimum design speed of 45 mph, from the current 15 mph design speed. The estimated costs for this option are \$94,000 for R/W and \$2.7 million for construction.

The benefits of Option 1 include a non-stop parallel roadway with TH 14 that would stretch from CSAH 15 to the Olmsted History Center with no reduced speed curves and fits nicely with future transportation planning for the area. While Option 2 has less right of way impacts of splitting of parcels and limiting future land use potential, utilizes the existing alignment with improved curves and less grading.

The Highway Department is recommending that the Board select an option so that the Highway Department may move forward with preliminary design and purchasing of right of way.

Commissioners Allen and Toquam both indicated that they supported Option 2.

Motion by Kenworthy seconded by Tjosaas to approve and authorize the Highway Department to proceed with Option 2 to improve the C.S.A.H. 8 alignment.

*Motion Adopted [Unanimous]*

**Jim Elmquist, County Administrator**

**Bills Reviewed**

Mr. Elmquist reviewed bills with the Board.

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

01	Revenue Fund	\$ 211,384.42
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13	Road and Bridge Fund	\$ 74,963.44
16	Environmental Quality Fund	\$ 57,214.33
80	Agency Fund	<u>\$ 530.00</u>
	Total	\$ 344,092.19

*Motion Adopted [Unanimous]*

**Duke Harbaugh, Facilities & Fleet Manager & Becky Lubahn, Executive Assistant  
The Midway Use Permit & Rental Agreement Draft Reviewed**

Included in the Board packet was The Midway Use Permit draft as well as the Rental Agreement draft for the Board's review.

Mr. Harbaugh reported that the County Attorney, County Administrator, Public Health Director, Environmental Services Director, Zoning Administrator, Sheriff and Accounting Services Director have all had an opportunity to review the proposed drafts and offer input.

The Executive Assistant discussed with the Board the proposed changes that were made to the use permit and rental agreement.

Signage for The Midway was discussed. It was agreed that we need to make the building easily identifiable.

It was decided that a reasonably sized sign should either be placed on the outside of the building or the doors should be lettered with The Midway logo so renters know they have the correct building.

Commissioner Kenworthy wanted to know if our sound levels ordinance would conflict with the City of Kasson's noise ordinance. Mr. Harbaugh and Ms. Lubahn were asked to check on this and update the use permit if needed to ensure that the use permit and city noise ordinance don't contradict each other.

Motion by Peterson seconded by Kenworthy to move forward with The Midway Use Permit and Rental Agreement as discussed.

*Motion Adopted [Unanimous]*

**Paul Kiltinen, County Attorney**

The County Attorney provided the Board with a legal update.

*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 didn't have any meetings to report. Commissioner Kenworthy attended an ECB Steering Committee meeting, a SEEMS meeting, a Concord Township Roadway Turn Back meeting, a Probation BBQ, a SEECB meeting, a Kenyon Township Roadway Turn Back meeting, a Cherry Grove Roadway Turn Back meeting and a Fairview Care Center meeting. Commissioner Peterson attended a Mental Health Open House, a SEMMCHRA meeting, a SCHSAC Retreat, a Fairview Care Center Board meeting and a Cherry Grove Township Roadway Turn Back meeting. Commissioner Tjosaas attended a virtual MNPrairie Finance meeting, a County Road A & B Turn Back hearing, a MNPrairie Joint Powers Board meeting, a Fairview Care Center meeting and a Semcac meeting. Commissioner Toquam attended a MNPrairie meeting, a SEMMCHRA meeting, a Cherry Grove Public Roadway Turn Back hearing, a Fairview Care Center meeting and a Board meeting.

*Motion No Vote*

There were no Other Deferred Business Items to discuss.

*Motion No Vote*

### **Lauren Cornelius, Environmental Services Director**

#### **Statewide Sustainable Building and Materials Grant**

Ms. Cornelius reported that the purpose of this memo is to inform the County Board that Dodge County Environmental Services has been awarded a Statewide Sustainable Building and Materials grant in the amount of \$200,000.00 and Dodge County will need to match at least 25% of the awarded grant. This grant money will be used to finish building the Renovation ReUse building and the remaining balance would be available after construction expenses are paid to hire a staff member for up to one year.

Environmental Services recommends the Dodge County Board of Commissioners allow Ms. Cornelius, Director of Environmental Services, the responsibility for signing the Statewide Sustainable Building and Materials grant agreement on behalf of Dodge County.

Commissioner Allen informed the Environmental Services Director that he would like her to find the money for the required match in her budget.

Commissioner Toquam offered the following resolution (#2024-39), seconded by Commissioner Tjosaas:

**WHEREAS**, the Statewide Sustainable Building and Materials Grant could be used to finish the Renovation Reuse Center south of the Dodge County Transfer Station/Recycling Center; and

**WHEREAS**, the Renovation Reuse diverts some construction, appliance, and furniture waste destined for landfill's; and

**WHEREAS**, the Dodge County Board of Commissioners adopted applying for the Statewide Sustainable Building and Materials Grant to finish the Renovation Reuse Center south of the

Dodge County Transfer Station/Recycling Center at its June 11th, 2024 meeting; and

**WHEREAS**, Dodge County Environmental Services has been awarded a Statewide Sustainable Building and Materials Grant in the amount of \$200,000.00; and

**WHEREAS**, Environmental Services recommends approval from the Dodge County Board of Commissioners, to allow Lauren Cornelius, Director of Environmental Services, the responsibility for signing the Statewide Sustainable Building and Materials Grant agreement on behalf of Dodge County at its October 22<sup>nd</sup>, 2024, meeting;

**THEREFORE, BE IT RESOLVED**, that the County Board of Dodge County hereby adopts allowing Lauren Cornelius, Director of Environmental Services, the responsibility for signing the Greater Minnesota Recycling and Composting grant FY22 agreement on behalf of Dodge County.

*Resolution Adopted [Unanimous]*

**Jackson Miller, Environmental Project Manager & Melissa DeVetter, Environmental Project Manager**

#### **Closed Session**

The Chair meeting was closed to the public at 6:30 p.m. to discuss a possible offer on properties per Minn. Stat. § 13D.03; 13D.05, subd. 3.

*Motion No Vote*

#### **Meeting Opened to the Public**

The Chair opened the meeting to the public at 6:44 p.m.

*Motion No Vote*

#### **Adjourn**

The Chair adjourned the meeting at 6:44 p.m.

The next regular meeting of the Dodge County Board of Commissioners will be held on November 12, 2024 at 9:30 a.m.

**MANTORVILLE FIRE DEPARTMENT**  
**November 2024 General Members Meeting**

**Call to Order:**

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

**Members in Attendance:**

- JJ, Curt, Jeff, Dave, Roger, Paul, Russ, Steve, Nate, Joey, Troy, Brett, Annabelle, Kyle, Duke, Nate, Orion, Ryan, Annika, Angel

**Chief's Report:**

- State School
  - March 29-30, 2025 Moorhead and Austin
  - February 15-16, 2025 Detroit Lakes
- Region 15
  - April 30, 2025 in Kasson
- SOG Committee Update - SOG's to follow for members from the Committee
  - Minimum call requirements - 10%
  - Leadership restructuring options - Combination of Captains and Lieutenants with more of an application process
  - Current point system modification to not get points for mandatory meetings
- Possible grass burn for county on dump road across from landfill w/ Kasson. Nov. 26th or 27th.
- Grant Committee: Duke, Nate S., Ryan, Rog
- F1 to Annika and Angel
- New Member Welcome - Trace Naatz

**Assistant Chief:**

- Med Compass - 2025 Schedule - same as before
- Toys for Tots Drive - 9-12 at Casey's December 7th - Volunteers needed
  - Toys for Tots Buy, December 29th

**Deputy Chief:**

- Possible house burn 7 miles north of Mantorville
- Pumper 1&2 repairs, P2 gauges need calibration, P1 tank fill gate valve should be replaced
- Asked to do Immersion Day again for 2025
- Thank you card from the preschoolers

**Fire Marshall:**

- 2 MVA's - both canceled enroute
- 3 Fires - 2 canceled enroute

**Training Officer:**

- Wednesday - Reaching out to Riverland
- January - HAZMAT

### **Equipment:**

- Fire extinguishers serviced - 1 bad one replaced
- Purchased 2 electrical reels
- Pricing on sleds and water rescue sling secured - may consider a grant for funding

### **Vehicles:**

- Betsy- In our Shed.
- Pumper 1- Small oil leak below turbo and power steering leak also
- Pumper 2 -
- Chevy Pickup - Skid removed from truck
- Tanker 1 - winterized
- Tanker 2 - winterized
- Grass Rig - Committee looking at replacement options
- Rescue Truck - Snow chains on order, oil leak repaired and will be back in service

### **First Responder's:**

- Please send CPR cards
- Airway training by DCA
- SEEMS - Trauma workshop

### **Treasurer**

- Bills: \$2063.73
- Discussed bills
- Motion made by: Troy to pay bills as stated
- 2<sup>nd</sup> by: Ryan
- Motion carries

### **New Business:**

- Quote for moving tanker 2 radio to a base station for \$1500 per Paul
  - Duke made a motion to approve, seconded by Troy
    - Motion approved

### **Old Business:**

- None

### **Active Committees**

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

**Point Report:**

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

**Clerk/ Calendar**

- December Lunch— Nate B, Don and Annika
- Calendar

Dec 3 1900 Officer Meeting  
Dec 4 1830 1st Wed Drill  
Dec 7 Saturday  
○ 0900 Casey's Toy for Tot - sign up sheet  
○ 0930 KFD - driver for parade  
Dec 11 1830 1st Responder Training  
Dec 18 Member Meeting  
○ 1800 Maintenance  
○ 1900 Food  
○ 1930 Members meeting  
○ Relief meeting, elect President and Secretary(2 yr term)

- Motion made to adjourn by: Duke
- 2nd by: Steve  
Meeting Adjourned at: 19:58