



Trail to the Past. Road to the Future.

**REGULAR CITY COUNCIL
AND TRUTH IN TAXATION MEETING**
MUNICIPAL COUNCIL CHAMBERS
21 5TH STREET E, MANTORVILLE, MN 55955
Monday, December 9, 2024
6:30 PM

1. Call to Order

2. Pledge of Allegiance

3. Adopt the Agenda

4. Consent Agenda *

- A. Accounts Payable (Warrant List) for 12.9.24
- B. Regular Council Meeting Minutes 10.28.24
- C. Regular Council Meeting Minutes for 11.25.24
- D. County Commissioners Regular Meeting Minutes 11.12.24
- E. Dodge County Assessor Agreement for year 2025
- F. Resolution 2024-32 Approving Delegation of Authority to Pay Claims Through Month End 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

- A. Dodge County Sheriff's Report for November 2024

8. Public Hearing – No Items

9. Old Business/New Business

- A. Resolution 2024-33 Accepting Donation of a Christmas Tree to the City from Chuck Bradford*
- B. Approval of 2025 Calendar*
- C. Truth in Taxation Meeting on Final General Budget Levy for Year 2025
 - 1. Approval of Final General Fund Budget for Year 2025*
 - 2. Resolution 2024-34 Adopting the Final Tax Levy Collectible in the Year 2025*
 - 3. Resolution 2024-31 Setting the Monthly Water and Sewer Rates for 2025*
 - 4. Resolution 2024-35 Setting the Monthly Stormwater Rates for 2025*
- D. Koreen Seim and update on Relay Station lot

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>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 Offices Closed for the Christmas Holiday</i>
<i>January 1, 2025</i>	<i>All Day</i>	<i>City Offices Closed for New Year's Day</i>
<i>January 6, 2025</i>	<i>6:30pm</i>	<i>EDA Meeting</i>
<i>January 13, 2025</i>	<i>6:30pm</i>	<i>1st City Council Meeting of 2025</i>
<i>January 20, 2025</i>	<i>All Day</i>	<i>Martin Luther King Day City Offices Closed</i>
<i>January 22, 2025</i>	<i>8:00pm</i>	<i>Mantorville Fire Dept Regular Meeting</i>
<i>January 27, 2025</i>	<i>6:30pm</i>	<i>City Council Regular Meeting</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: December 2024

Payments Batch 120624PAY		\$60,349.78	
Refer	0 <u>AMAZON</u>	Ck# 006317	12/9/2024
Cash Payment	E 101-45200-200 Supplies	Dog poop bags	\$105.98
Invoice	11.25.24	12/9/2024	
Transaction Date	12/6/2024	MBT Bank Checking 10100	Total \$105.98
Refer	0 <u>DODGE COUNTY SHERIFF</u>	-	
Cash Payment	E 101-42100-310 Other Professional Servi	Sept & Oct Law enforcement payments	\$17,889.00
Invoice		12/9/2024	
Transaction Date	12/6/2024	MBT Bank Checking 10100	Total \$17,889.00
Refer	0 <u>RESNEXUS</u>	Ck# 006318	12/9/2024
Cash Payment	E 603-45183-440 Refunds and Reimburse	refund	\$46.52
Invoice	10.2.24	12/9/2024	
Transaction Date	12/6/2024	MBT Bank Checking 10100	Total \$46.52
Refer	0 <u>RESNEXUS</u>	Ck# 006319	12/9/2024
Cash Payment	E 603-45183-440 Refunds and Reimburse	Refund	\$24.90
Invoice	12.4.24	12/9/2024	
Transaction Date	12/6/2024	MBT Bank Checking 10100	Total \$24.90
Refer	0 <u>MIDWEST SIGNTECH OF ROCHESTER</u>	-	
Cash Payment	E 101-41940-417 Uniforms	Uniform Embroidery Gretchen	\$15.00
Invoice	19686	12/9/2024	
Transaction Date	12/6/2024	MBT Bank Checking 10100	Total \$15.00
Refer	0 <u>BADGER METER</u>	-	
Cash Payment	E 601-49400-300 Professional Srvs (GEN	Services for September	\$172.59
Invoice	80172508	12/9/2024	
Cash Payment	E 602-49450-300 Professional Srvs (GEN	Services for September	\$258.89
Invoice	80172508	12/9/2024	
Transaction Date	12/6/2024	MBT Bank Checking 10100	Total \$431.48
Refer	0 <u>SCHROEDER, WADE</u>	-	
Cash Payment	E 101-41940-417 Uniforms	Wade Shoes	\$89.99
Invoice	12.2.24	12/9/2024	
Transaction Date	12/6/2024	MBT Bank Checking 10100	Total \$89.99
Refer	0 <u>LRS OF MINNESOTA, LLC</u>	-	
Cash Payment	E 101-41940-384 Refuse/Garbage Dispos	Trash Service 11.30.24	\$160.44
Invoice	UB541413	12/9/2024	
Cash Payment	E 101-42200-384 Refuse/Garbage Dispos	Trash Service 11.30.24	\$45.71
Invoice	UB541413	12/9/2024	
Transaction Date	12/6/2024	MBT Bank Checking 10100	Total \$206.15
Refer	0 <u>GOPHER STATE ONE CALL</u>	-	
Cash Payment	E 601-49400-300 Professional Srvs (GEN	Locates for November	\$16.20
Invoice	4110576	12/9/2024	
Cash Payment	E 602-49450-300 Professional Srvs (GEN	Locates for November	\$24.30
Invoice	4110576	12/9/2024	
Transaction Date	12/6/2024	MBT Bank Checking 10100	Total \$40.50
Refer	0 <u>ADAMS, JOE</u>	-	

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Payments

Current Period: December 2024

Cash Payment	E 101-41940-417	Uniforms	Clothing						\$172.44
Invoice	11.20.24			12/9/2024					
Transaction Date		12/6/2024	MBT Bank Checking	10100		Total			\$172.44
Refer	0	<u>KENNEDY & GRAVEN, CHARTERE</u>	-						
Cash Payment	E 101-41600-304	Legal Fees	Legal for November						\$382.90
Invoice	185093			12/9/2024					
Transaction Date		12/6/2024	MBT Bank Checking	10100		Total			\$382.90
Refer	0	<u>JACOBSEN LAW FIRM, P.A.</u>	-						
Cash Payment	E 101-41600-304	Legal Fees	Legal for November						\$130.00
Invoice	4457			12/9/2024					
Transaction Date		12/6/2024	MBT Bank Checking	10100		Total			\$130.00
Refer	0	<u>VERIZON WIRELESS</u>	<u>Ck# 006320 12/9/2024</u>						
Cash Payment	E 101-42200-321	Communications Phone/	10.24-11.23						\$74.64
Invoice	9979524969			12/9/2024					
Transaction Date		12/6/2024	MBT Bank Checking	10100		Total			\$74.64
Refer	0	<u>DODGE COUNTY INDEPENDENT</u>	-						
Cash Payment	E 101-41110-352	Publishing	Job Posting						\$170.00
Invoice	18539			12/9/2024					
Transaction Date		12/6/2024	MBT Bank Checking	10100		Total			\$170.00
Refer	0	<u>WILKER RETAINING WALLS</u>	-						
Cash Payment	E 101-45200-500	Capital Outlay	Park Tree Mgmt						\$529.95
Invoice	1545			12/9/2024					
Cash Payment	E 101-45200-500	Capital Outlay	Park Tree Mgmt FEMA						\$1,750.00
Invoice	749			12/9/2024					
Transaction Date		12/6/2024	MBT Bank Checking	10100		Total			\$2,279.95
Refer	0	<u>NAPA</u>	-						
Cash Payment	E 101-43125-404	Repairs/Maint Machiner	OIL FILTERS						\$58.62
Invoice	494234			12/9/2024					
Transaction Date		12/6/2024	MBT Bank Checking	10100		Total			\$58.62
Refer	0	<u>QUALITY OVERHEAD DOOR</u>	-						
Cash Payment	E 101-41940-228	Equip. Repair and Maint	Service Call Receiver						\$140.00
Invoice	104588			12/9/2024					
Transaction Date		12/6/2024	MBT Bank Checking	10100		Total			\$140.00
Refer	0	<u>HAWKINS, INC</u>	-						
Cash Payment	E 601-49400-216	Chemicals and Chem Pr	chlorine Cylinders						\$20.00
Invoice	6915396			12/9/2024					
Transaction Date		12/6/2024	MBT Bank Checking	10100		Total			\$20.00
Refer	0	<u>SL CONTRACTING, INC</u>	-						
Cash Payment	E 601-49400-228	Equip. Repair and Maint	6.23.24 Watermain Leak						\$1,740.00
Invoice	14679			12/9/2024					
Cash Payment	E 101-43100-570	Capital Outlay	Scott Rd Crack Sealing						\$34,140.00
Invoice	14756			12/9/2024					
Transaction Date		12/6/2024	MBT Bank Checking	10100		Total			\$35,880.00
Refer	0	<u>MIDWEST MACHINERY COMPANY</u>	-						

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Payments

Current Period: December 2024

Cash Payment	E 101-43100-228 Equip. Repair and Maint Oil Leak JD				\$587.22
Invoice	10303284	12/9/2024			
Transaction Date	12/6/2024		MBT Bank Checking	10100	Total \$587.22
Refer	0	STUSSY CONSTRUCTION INC			
Cash Payment	E 101-45200-401 Repairs/Maint Buildings Riverside				\$237.41
Invoice	339417	12/9/2024			
Transaction Date	12/6/2024		MBT Bank Checking	10100	Total \$237.41
Refer	0	DMC PLUMBING & HEATING, INC.			
Cash Payment	E 601-49400-228 Equip. Repair and Maint Replace Pipe due to Chlorine exposure				\$898.89
Invoice	11639	12/9/2024			
Transaction Date	12/6/2024		MBT Bank Checking	10100	Total \$898.89
Refer	0	MENARDS - NORTH ROCHESTER			
Cash Payment	E 601-49400-220 Bldg.Repair and Mainten Adapters, pipe cutter & Refund \$85.98				\$47.89
Invoice	54767	12/9/2024			
Transaction Date	12/6/2024		MBT Bank Checking	10100	Total \$47.89
Refer	0	CASEYS BUSINESS MASTERCARD			
Cash Payment	E 602-49450-212 Motor Fuels fuel				\$340.96
Invoice	11.18.24	12/9/2024			
Cash Payment	E 101-42200-212 Motor Fuels fuel				\$29.09
Invoice	11.18.24	12/9/2024			
Cash Payment	E 101-45200-212 Motor Fuels fuel				\$50.25
Invoice	11.18.24	12/9/2024			
Cash Payment					\$0.00
Invoice	11.18.24	12/9/2024			
Transaction Date	12/6/2024		MBT Bank Checking	10100	Total \$420.30

Fund Summary

	10100 MBT Bank Checking	\$0.00
101 GENERAL FUND		\$56,758.64
601 WATER FUND		\$2,895.57
602 SEWER FUND		\$624.15
603 RV PARK		\$71.42
		\$60,349.78

Pre-Written Checks	\$252.04
Checks to be Generated by the Computer	\$60,097.74
Total	\$60,349.78



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
Public Works Wade Schroeder
Fire Chief Duke Harbaugh

2. Pledge of Allegiance

Everyone stood and recited the Pledge of Allegiance.

3. Changes to the Agenda

A budget discussion is added as item 9C and pickle ball added as 9D.

Councilmember Hoaglund moved and Councilmember Ingalls seconded to approve the agenda as amended.

Motion carried: 5 ayes / 0 nays

4. Consent Agenda

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

- A. Accounts Payable (Warrant List) for 10.28.24
- B. Mantorville City Council Regular Meeting Minutes for 9.23.24
- C. Fire Department Member Minutes for October 2024

Motion carried: 5 ayes / 0 nays

5. Proclamations, Presentations and Recognitions – No Items

6. Public Concerns

Johannes Marsland with Church! Of the Nazarene gave Council an update that the daycare on-site is ready to go when fully approved. They have 3 fully trained people and can accept 10 children.

7. Public Safety Update

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

A. Acceptance of resignation of Tristan Fairchild effective October 31, 2024.

Councilmember Ingalls moved and Councilmember Hoaglund seconded.

Motion carried: 5 ayes / 0 nays

B. Acceptance of Scott Stockinger’s resignation effective October 31, 2024.

Councilmember Ingalls moved and Councilmember Hoaglund seconded.

Motion carried: 5 ayes / 0 nays

C. Annabelle Hardwick has been chosen to be the new Fire Chief effective October 28, 2024 for the remainder of this year and all of 2025.

Councilmember Ingalls motioned and Councilmember Hoaglund seconded.

Motion carried: 5 ayes / 0 nays

D. Approval of new member Trace Naatz.

Councilmember Ingalls motioned and Councilmember Nash seconded.

Motion carried: 5 ayes / 0 nays

E. City Clerk Lohrbach will get an email set up for Firechief@mantorville.com

F. Truck Committee met last week and there is a gear case cover leaking oil on the Freightliner rescue rig that will be approximately \$6300.00 to fix and it will be down about 5 days for the repairs. Council agrees that the repairs should be done.

8. Public Hearings – No Items

9. Old Business/New Business

- A.** Public Works Lead Joe Adams said that the City has an average of 14 snow falls 1 inch or greater every season. They only plow when it is 2 inches or more. City Clerk Lohrbach said that the Contract with State of Minnesota Highway Department goes up roughly \$65.00 per year.

Councilmember Blair moved and Councilmember Hoaglund seconded to approve the Contract for years 2025-2029.

Motion carried: 5 ayes / 0 nays

- B.** Councilmember Blair moved and Councilmember Nash seconded to approve the Septic Permit for 401 Bergmann Drive.

Motion carried: 5 ayes / 0 nays

- C.** Preliminary Budget for year 2025 was discussed. Councilmember Ingalls moved and Councilmember Hoaglund seconded to table the purchase of security cameras at City Hall until a satisfactory policy is finished.

Motion carried: 5 ayes / 0 nays

- D.** Martha Vrieze with Friends of Mantorville would like to begin excavation on the proposed Pickle Ball Courts at Slingerland Park this year yet. Council asks that an official draft be put together showing it on the land itself so that a Public Information Forum can be held for resident input on December 18th at 6:30pm.

10. Tabled Items

11. Reports

A. Public Works Report

- Public Works Lead Joe Adams sent out a call for two year contracts for snow removal bids and received one from DeCook.

Councilmember Ingalls moved and Councilmember Blair seconded to approve the two year snow removal contract with DeCook.

Motion carried: 5 ayes / 0 nays

- The quote for street sweeping from SL Contracting was the least expensive at \$1750.00.

Councilmember Ingalls and Councilmember Hoaglund seconded to approve the quote from SL Contracting.

Motion carried: 5 ayes / 0 nays

- Special salt for the new sidewalks is recommended by WHKS for this first year. It is pet, concrete, and grass friendly and will cost the City \$13.75 per bag.

Councilmember Nash moved and Councilmember Ingalls seconded to approve giving each resident/business owner the first bag free with a letter explaining how it is to be used. Each additional bag will be \$13.75 and can be picked up at City Hall.

Motion carried: 5 ayes / 0 nays

- For the sewer televising & jetting cost, we budgeted \$8500.00 and there is \$6700.00 left. Adams would like the approval to move forward with the televising and jetting up to the \$6,700.00.

Councilmember Hoaglund moved and Councilmember Ingalls seconded to approve moving forward with the televising and the jetting.

Motion carried: 5 ayes / 0 nays

B. City Clerk Report

- There is an outstanding water bill not paid to be certified to the 2025 property taxes.

Councilmember Nash moved and Councilmember Blair seconded to approve the certification of the unpaid bill.

Motion carried: 5 ayes / 0 nays

- A letter has been written to the parties in violation of the City code concerning the citizen complaint and will be delivered to them by the Sheriff's Department.
- Lohrbach gathered the survey responses for the change in City hours. The new hours would be:

Monday 7:00am-4:30pm
Tuesday 7:00am-4:30pm
Wednesday 7:00am-5:30pm
Thursday 7:00am-4:30pm
Friday 8:00am-12:00pm

Council is okay with implementing these new hours.

- We need to make sure we have at least two Councilmembers trained for the Local Board and Equalization Meeting in April next year. The training would need to be completed by the end of January.

C. Consultant Report – No report

D. Committee Reports

- 1) Chamber – we had a very nice Fall Festival
- 2) Economic Development Authority
- 3) Finance/Budget
- 4) Fire Department
- 5) Infrastructure – no engine breaking signs yet. Joe will reach out to the State.
- 6) Kasson Mantorville Joint Powers
- 7) Mantorville Restoration Association – Merry Hour coming up November 21st.
- 8) Park Board – meets tomorrow night.
- 9) Personnel
- 10) Fire Relief
- 11) Township
- 12) Decorations Committee – maybe will meet this Thursday

E. Councilmember Reports

Councilmember Ingalls said that Linda Schmidt has donated a picture of past residents of Mantorville.

Councilmember Ingalls moved and Councilmember Hoaglund seconded to approve this donation.

Motion carried: 5 ayes / 0 nays

Councilmember Hoaglund wanted to have an update on the final costs of HWY 57 from the State. The City Engineer will give us the numbers when he has them and Council will ask him to come in to give us a wrap up.

Councilmember Blair asked that we let people know there are openings on the Fire Department.

F. Mayor's Report

12. Executive Session – No Items

13. Adjourn

Motion made by Councilmember Hoaglund and seconded by Councilmember Ingalls to adjourn at 8:00pm. 5 ayes / 0 nays. Meeting Adjourned.

**City of Mantorville
Regular City Council Minutes**

November 25, 2024



1. Call to Order

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

Present: Mayor Chuck Bradford

Councilmembers:

Jeff Ingalls
Lynnette Nash
Lyle Hoaglund

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

Absent: Henry Blair

2. Pledge of Allegiance

Everyone stood and recited the Pledge of Allegiance.

3. Changes to the Agenda

Add Fire Department Resolution 2024-28 For a Change in PERA Benefit Amounts under item 7 – Public Safety.

Add Resolution 2024-30 Certification to Property Taxes 2025 for Unpaid Water Bill as item 9F.

Councilmember Ingalls moved and Councilmember Hoaglund seconded to approve the changes to the agenda.

Motion Carried: 4 ayes / 0 nays

4. Consent Agenda

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

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

Motion carried: 4 ayes / 0 nays

5. Proclamations, Presentations and Recognitions – No Items

6. Public Concerns

Johannes Marsland wanted to update Council that their Church at 515 Walnut Street now has a fully licensed daycare that is open and taking applications. He also said they are in the process of brainstorming for a small community of homes, most likely three units on the West side of their property to minister to very low income or homeless populations. He will return to a City Council meeting when they have more planning in place.

7. Public Safety Update

Troy Stafford and Roger Nolte from the Mantorville Fire Department were present to give Council more information on the change in PERA benefits for retired volunteer firefighters.

Councilmember Ingalls moved and Councilmember Nash seconded to approve Resolution 2024-28 Opting to Increase the Benefit Level for Firefighters who are Vested in the Statewide Volunteer Firefighter Plan.

Motion Carried: 4 ayes / 0 nays

8. Public Hearings – No Items

9. Old Business/New Business

At the last meeting, a couple of residents expressed concern over the location where the newly built bandshell sits at Riverside Park. They had heard that there was a landfill and that the seal had been broken and were worried that methane could be leaking out.

Mayor Bradford said that “Council has reached out to the City’s legal team, Dodge County, Construction Management Services and also consulted the Minnesota Pollution Control’s website. Everyone seems to be in agreement that there is no documented landfill on that site, more importantly, nothing was ever documented as having been capped. So, even if there was a small landfill there at one time, it would have been so long ago and was not capped so there is no risk of methane release. CMS inspected the site before, during, and after and there were no concerns or notes of anything that should not have been in the ground there. They also offered to come down and talk with us via Tom Monson at the bank. I shared with him that we have done our due diligence on this, we’ve exhausted our channels, and I am sufficiently pleased and happy that we

have done what we need to do. As far as I am concerned, this matter is closed. There is no liability for the City and we have done what we need to do concerning this topic.”

- A.** Troy Stafford updated Council that the 40 acres of Wilcox land annexed into the City is under contract with him and is going to be sold to a contractor who will probably request a zoning change in the future, but it is just a briefing item at this point.

- B.** Council approved all three resolutions for liquor license renewals.

Councilmember Ingalls moved and Councilmember Hoaglund seconded to approve Resolutions 2024-25, 2024-26, and 2024-29 renewing the liquor licensed for the Hubbell Enterprises LLC at 502 North Main Street and both of the Mantorville Saloon locations at 501 & 509 North Main Street.

Motion carried: 4 ayes / 0 nays

- C.** Councilmember Ingalls moved and Councilmember Nash seconded to accept the Grant from the Taylor Family Farms Foundation in the amount of \$20,000, Resolution 2024-27.

Motion Carried: 4 ayes / 0 nays

The grant would be used toward updating the City’s weather sirens. Public Works Lead Adams said that it will cost approximately \$60,000 to do this and Laura Qualey with CEDA is looking into some grants for this.

- D.** Councilmember Ingalls moved and Councilmember Hoaglund seconded to approve Resolution 2024-30 Authorizing the Certification of Unpaid Charges to the Dodge County Auditor for unpaid water bills to be collected in 2025.

Motion carried: 4 ayes / 0 nays

- E.** 2025 Preliminary Budget discussion.

- \$2,000 had been previously cut from the preliminary 2025 EDA budget in October. They would like this amount back and would like to donate any unused monies at the end of the year to the Chamber of Commerce to be used for pavilion related activities/events.
- Council decided to stay with their original decision to cut the \$2,000 from the EDA budget for 2025, but the unspent monies at the end of 2024 can be transferred to 2025.

10. Tabled Items

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

11. Reports

A. Public Works Report

- Adams said that he has met with FEMA and gone through the numbers from the flood back in June and The City should get 100% payback.
- Adams has \$2,171 left in the budget for repairs and would like to purchase 2 sets of cutting edges for snow removal this season. They would be roughly \$1,473.

Councilmember Hoaglund motioned and Councilmember Ingalls seconded to approve this purchase.

Motion carried: 4 ayes / 0 nays

- The Case needed to be taken in because it is leaking oil pretty heavily. The minimum cost to repair this is \$1,400 and Adams has \$6,829 left in the streets equipment repair and maintenance budget. He would like to go ahead and have the necessary repairs made.

Councilmember Ingalls moved and Councilmember Nash seconded to approve.

Motion carried: 4 ayes / 0 nays

B. City Clerk Report

- City Clerk Lohrbach is working on getting the application for light pole decorations submitted to Xcel.
- Lohrbach and Adams interviewed 6 applicants for the Deputy City Clerk position. Pending a background check. She would like to offer the position to Sarah Stadler.

Councilmember Ingalls motioned and Councilmember Nash seconded to approve offering the position to Sarah.

Motion carried: 4 ayes / 0 nays

C. Consultant Report – No report

D. Committee Reports

- 1) Chamber – Joe Adams came to the last meeting and spoke about the salt to be used on the new sidewalks and the letters that will be distributed.
- 2) Economic Development Authority
- 3) Finance/Budget
- 4) Fire Department
- 5) Infrastructure – Lohrbach sent the ordinance regarding “jake Breaking” to Tim to give to the State so that signs can be approved.
- 6) Kasson Mantorville Joint Powers – Meets in December
- 7) Mantorville Restoration Association – there was a good turn-out for Merry Hour.
- 8) Park Board – meets tomorrow night.
- 9) Personnel – need evaluations of employees
- 10) Fire Relief
- 11) Township
- 12) Decorations Committee – the new banners are in and look good. We are still waiting on the lights.

E. Councilmember Reports

Councilmember Ingalls wanted to say thank you to Public Works for putting the sand bunker out.

F. Mayor’s Report

12. Executive Session – No Items

13. Adjourn

Motion made by Councilmember Ingalls and seconded by Councilmember Nash to adjourn at 7:28pm. 4 ayes / 0 nays. Meeting Adjourned.

**UNAPPROVED MINUTES OF THE
DODGE COUNTY BOARD OF COMMISSIONERS REGULAR MEETING HELD
NOVEMBER 12, 2024**

Chair

Convene County Board Meeting

The Dodge County Commissioners met in regular session November 12, 2024, in the Commissioner’s Room at the Dodge County Government Services Building, Mantorville, MN, at 9:30 a.m. Chair John Allen called the meeting to order at 9:30 a.m.

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

Pledge of Allegiance

The pledge of allegiance was recited.

Determine Quorum

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

Also present:

Jim Elmquist County Administrator
Becky Lubahn Deputy Clerk

Establish Agenda

Agenda Approved

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

Motion Adopted [Unanimous]

Consent Agenda

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

Motion Adopted [Unanimous]

- 1.1. Committee of the Whole - Committee Meeting - Oct 22, 2024 4:30 PM
- 1.2. Board of Commissioners - Regular Meeting - Oct 22, 2024 5:00 PM

New Employee Introductions

The County Administrator introduced Jacob Petersen who is the new Veteran Services Officer and Kevin Venenga who is the new Finance Director.

The Board welcomed the two new employees.

Election Staff Acknowledged

Commissioner Allen on behalf of the County Board recognized the work of the following staff that assisted with the general election work in Dodge County:

Sara Marquardt, Jean Allen, Becky Lubahn, Sarah Johnson, Nikki Hader, Breea Hare, Laura Bollum, Kim Walstad, Matt Naatz, Christina Steneman, McKenzie Finn & Matt Bollum.

Amy Evans, Public Health Director**Set Public Hearing for Dodge County Ordinance 24-01; An Ordinance of Dodge County to Regulate Cannabis Businesses**

Ms. Evans reported that Dodge County Public Health has drafted an ordinance to regulate cannabis businesses under the authority MN Statute 342 and MN Chapter 145A.

Motion by Tjosaas seconded by Toquam to set the Public Hearing for Dodge County Ordinance 24-01; An Ordinance of Dodge County to Regulate Cannabis Businesses for Tuesday, November 26, 2024 at 6:00 p.m. at Dodge County Government Services Building during the Dodge County Board of Commissioners meeting.

Motion Adopted [Unanimous]

Guy Kohlhofer, County Engineer**Kasson Road Easements**

Mr. Kohlhofer reminded the Board that the county recently purchased property in Kasson just north of the new Kwik Trip. Within this property are several parcels of platted city roads. The Parks department and Zoning department think it would be a good idea to request the city road parcels be released to the county.

Included in the Board packet was a map showing the various parcels. Black hatching is property the county purchased. Yellow and red are city road parcels of which the Highway Department would like the yellow ones released to the county. If in agreement the County Engineer will submit a letter to the City requesting the release of the yellow hatched road parcels.

Commissioner Allen suggested that they start working on an access for the property off of Highway 57, likely across from the ZED building.

Commissioner Peterson wanted to know what value it is for the City of Kasson to maintain these road parcels that they currently possess.

The County Engineer stated it's a control issue, which would allow future access to this parcel of land for future development. Now that the county owns the property that these road access parcels connect to, there is no need for the city to maintain these access points.

It was the consensus of the Board to allow the County Engineer to pursue having the City of Kasson release these parcels and pursue creating an access point to this county owned property off of Highway 57.

Motion No Vote

Revocation of CR A (South Side) and CR B (535th Street) to Concord Township

Mr. Kohlnhofer reported the process to revoke the designation of CR A (South side) from T.H. 56 to Goodhue C.S.A.H. 1 and CR B (535th Street) from T.H. 56 to C.S.A.H. 7 as a county road and turn it back to Concord Township has progressed throughout the past year. These turn backs also include the county assuming a section of 530th Street to connect CR B across the county network. Discussions were held with Concord Township officers and a public hearing was held October 10, 2024.

During the public hearing it was generally agreed by everyone present that these sections of CR A and B (535th Street) fit more appropriately at the township level. These roads are within 3 miles of more improved county roads and they do not substantially make connections between other county roads or destinations. They do not fit in the county network and are more suited to be township roads.

County Highway staff will meet with township officers and a list of projects and improvements will be developed. These projects will be completed by the county during the 2-year mandatory transition period.

The proposed resolution revokes CR A (South side) from T.H. 56 to Goodhue C.S.A.H. 1 and CR B (535th Street) from T.H. 56 to C.S.A.H. 7.

The Highway Department recommends passing the proposed resolution revoking CR A and B (535th Street).

Commissioner Kenworthy offered the following resolution (#2024-40), seconded by Commissioner Tjosaas:

WHEREAS, it appears to the County Board of the County of Dodge that the roads hereinafter described as CR "A" (South side) from T.H. 56 to Goodhue C.S.A.H. 1 and CR "B" (535th Street) from T.H. 56 to C.S.A.H. 7 does not fulfill the general needs of county roads but rather those of township roads; and

WHEREAS, the location of CR "A" is; Concord Township, T108N R17W. The road runs east and west along sections 4, 5 and 6. The location of CR "B" is; Concord Township, T108N R17W. The road runs east and west along the middle sections of 7, 8 and 9.

NOW, THEREFORE BE IT RESOLVED, by the County Board of the County of Dodge that the roads referred to as CR “A” (South side) from T.H. 56 to Goodhue C.S.A.H. 1 and CR “B” (535th Street) from T.H. 56 to C.S.A.H. 7 within Concord Township be, and hereby are, revoked as County Roads and shall as of December 1, 2024 be within the jurisdiction of the Township of Concord and maintained as said jurisdiction deems necessary. Said revocation to be in accordance with Minnesota Statute 163.11 subd. 5.

BE IT FURTHER RESOLVED, the Highway Department of the County of Dodge will bring the condition of the surface and structures of CR “A” and CR “B” up to the typical condition of township roads in the township prior to the end of the required maintenance period with the County covering the local cost share of Bridge 20516, when replaced.

Resolution Adopted [Unanimous]

Turn-Up CR B (530th Street)

The County Engineer reported that the proposed resolution includes the county assuming a portion of 530th Street turning it into CR B from T.H. 56 to C.S.A.H. 7.

Mr. Kohlhofer recommended that the Board pass the proposed resolution turning 530th Street into CR B.

Commissioner Kenworthy offered the following resolution (#2024-41), seconded by Commissioner Toquam:

WHEREAS, the township road known as 530th Street, between Trunk Highway 56 and 190th Avenue (CSAH 7) is currently under the jurisdiction of Concord Township; and

WHEREAS, this section of 530th Street runs east/west for 2.6 miles closely following the section line between sections 4, 5, 6 and 7, 8, 9 of Concord Township, and

WHEREAS, the existing 535th Street (CR B) between TH 56 and 190th Avenue runs parallel to and one half mile south of aforementioned section of 530th Street, and

WHEREAS, it would be more efficient and appropriate for the dodge county road network to switch the jurisdictions of these two parallel roads; and

WHEREAS, the County of Dodge has recently turned back that portion of 535th (CR B) between TH 56 and 190th Avenue to Concord Township;

NOW, THEREFORE, IT IS RESOLVED that the County of Dodge pursuant to its authority in Minn. Stat. 163.11, Subd. 1, does takeover as a county highway the aforementioned portion of 530th Street from Trunk Highway 56 to 190th Avenue (CSAH 7) to be designated CR B.

Resolution Adopted [Unanimous]

Revocation of CR A to Kenyon Township

The County Engineer informed the Board that the process to revoke the designation of the

North side of CR A, from T.H. 56 to Goodhue C.S.A.H. 1 as a county road and turn it back to Kenyon Township has progressed throughout the past year. Discussions were held with Kenyon Township officers and a public hearing was held October 14, 2024.

During the public hearing it was generally agreed by everyone present that this 3-mile section of CR A fits more appropriately at the township level. CR A is within 3 miles of more improved county roads and does not substantially make connections between other county roads or destinations. CR A does not fit in the county network and is more suited to be a township road.

County Highway staff will meet with township officers and a list of projects and improvements will be developed. These projects will be completed by the county during the 2-year mandatory transition period.

The proposed resolution revokes CR A, from T.H. 56 to Goodhue C.S.A.H. 1, as a county road and places it under the jurisdiction of Kenyon Township.

The Highway Department is recommending that the Board pass the proposed resolution revoking CR A, from T.H. 56 to Goodhue C.S.A.H. 1.

Commissioner Tjosaas offered the following resolution (#2024-42), seconded by Commissioner Toquam:

WHEREAS, it appears to the County Board of the County of Dodge that the road hereinafter described as CR "A" from T.H. 56 to Goodhue C.S.A.H. 1 does not fulfill the general needs of a county road but rather those of a township road; and

WHEREAS, the location of CR "A" is; Kenyon Township, T109N R18W. The road runs east and west along the South side of section 36 from T.H. 56 to 1,050 feet East.

NOW, THEREFORE BE IT RESOLVED, by the County Board of the County of Dodge that the road referred to as CR "A" within Kenyon Township from T.H. 56 to 1,050 feet East be, and hereby is, revoked as a County Road and shall as of December 1, 2024 be within the jurisdiction of the Township of Kenyon and maintained as said jurisdiction deems necessary. Said revocation to be in accordance with Minnesota Statute 163.11 subd. 5.

BE IT FURTHER RESOLVED, the Highway Department of the County of Dodge will bring the condition of the surface and structures of CR "A" up to the typical condition of township roads in the township prior to the end of the required maintenance period.

Resolution Adopted [Unanimous]

Revocation of CR A to Cherry Grove Township

Mr. Kohlhofer reported the process to revoke the designation of the North side of CR A, from T.H. 56 to Goodhue C.S.A.H. 1 as a county road and turn it back to Cherry Grove Township has progressed throughout the past year. Discussions were held with Cherry Grove Township officers and a public hearing was held October 16, 2024.

During the public hearing it was generally agreed by everyone present that this 3-mile section of CR A fits more appropriately at the township level. CR A is within 3 miles of more improved county roads and does not substantially make connections between other county roads or destinations. CR A does not fit in the county network and is more suited to be a township road.

County Highway staff will meet with township officers and a list of projects and improvements will be developed. These projects will be completed by the county during the 2-year mandatory transition period.

There is a bridge in poor condition on CR A that will require replacement soon. In past turn backs the county has agreed to cover the local share of replacement when such a bridge is replaced. This is included in the proposed resolution.

The attached resolution revokes CR A, from T.H. 56 to Goodhue C.S.A.H. 1, as a county road and places it under the jurisdiction of Cherry Grove Township.

Commissioner Toquam offered the following resolution (#2024-43), seconded by Commissioner Tjosaas:

WHEREAS, it appears to the County Board of the County of Dodge that the road hereinafter described as CR "A" from T.H. 56 to Goodhue C.S.A.H. 1 does not fulfill the general needs of a county road but rather those of a township road; and

WHEREAS, the location of CR "A" is; Cherry Grove Township, T109N R17W. The road runs east and west along the South side of sections 31, 32 and the SW ¼ of 33.

NOW, THEREFORE BE IT RESOLVED, by the County Board of the County of Dodge that the road referred to as CR "A" within Cherry Grove Township from T.H. 56 to Goodhue C.S.A.H. 1 be, and hereby is, revoked as a County Road and shall as of December 1, 2024 be within the jurisdiction of the Township of Cherry Grove and maintained as said jurisdiction deems necessary. Said revocation to be in accordance with Minnesota Statute 163.11 subd. 5.

BE IT FURTHER RESOLVED, the Highway Department of the County of Dodge will bring the condition of the surface and structures of CR "A" up to the typical condition of township roads in the township prior to the end of the required maintenance period with the County covering the local cost share of Bridge 20516, when replaced.

Resolution Adopted [Unanimous]

Lauren Cornelius, Environmental Services Director

Market Price for 2025

Ms. Cornelius informed the Board that we only need to pay MN Solid Waste Management Tax on the "Market Price" of waste disposal services. The Market Price is the "lowest price available in the area". Our disposal costs are higher than the Market Price so, to lower our tax

rate, we need to pass a resolution that identifies the Market Price; then submit it to the state for approval. The 2025 Market Price will stay the same as the current 2024 Market Price of \$78.80/ton.

The Environmental Services Director recommended that the Board vote in favor of the proposed resolution that sets the 2025 Market Price for Solid Waste Management Tax at \$78.80/ton.

Commissioner Kenworthy offered the following resolution (#2024-44), seconded by Commissioner Tjosaas:

WHEREAS the Minnesota Solid Waste Management Tax requires political subdivisions to identify by resolution a Market Price if the political subdivision:

- Subsidizes the cost of service at a facility; or
- Directly bills on a property tax statement for organized collection of mixed municipal solid waste.

WHEREAS the political subdivision will be liable to pay solid waste management tax based only on the Market Price amount identified through the resolution; and

WHEREAS the Market Price is defined in Minnesota statute as the “*lowest price available in the area*” considering disposal and transportation costs; and

WHEREAS Dodge County’s research has identified the Steele County Landfill as the lowest disposal price available in the area at a rate of \$74.00 per ton.

THEREFORE BE IT RESOLVED; that County of Dodge, considering transportation costs, declares a 2025 Market Price of \$78.80 per ton.

Resolution Adopted [Unanimous]

Lauren Cornelius, Environmental Services Director
Transfer Station Building Bid Decision

Bids were opened Friday, November 1, 2024, for Dodge County, MN - New Transfer Station Building Project. The following are the bids’ results.

Contractor	Base Bid	Alternate #1	Alternate #2	Unit Price	Base Bid+ Alternates
A.B. Systems Inc.	\$1,533,800.00	\$88,900.00	\$29,970.00	\$35.00	\$1,652,670.00
Nor-Son Construction, LLC	\$1,833,156.00	\$113,081.00	\$49,012.00	\$43.00	\$1,995,249.00

Knutson Construction Services Rochester, Inc.	\$2,265,178.00	\$117,305.00	\$27,271.00	\$30.00	\$2,409,754.00
APX Construction Group	\$2,298,200.00	\$127,800.00	\$32,400.00	\$45.00	\$2,458,400.00

Construction is expected to be completed by August 1, 2025.

Waste Management Administrator Rita Cole and Solid Waste Facility Manager Ken Paulson were available to comment on the project.

Motion by Toquam seconded by Kenworthy to award the Transfer Station building contract to A.B. Systems in the amount of \$1,652,670.00 (base bid + alternates) with the Director of Environmental Services authorized to approve change orders and supplemental agreements up to 10% of the contracted amount.

Motion Adopted [Unanimous]

Jean Allen, Taxpayer Services Director

Bills Reviewed

Ms. Allen reviewed bills with the Board.

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

01	Revenue Fund	\$ 363,684.50
13	Road and Bridge Fund	\$ 288,223.71
16	Environmental Quality Fund	<u>\$ 134,962.58</u>
	Total	\$ 786,870.79

Motion Adopted [Unanimous]

Forfeiture Sales - 3 Parcels

The Taxpayer Services Director informed the Board that there are 3 parcels that have been forfeited, there was a delay in selling them due to the Tyler vs Hennepin court case. With the guidance provided to them, Finance would like to hold the forfeiture sale with it being an Estimated Market Value sale. Each of the parcels have been reviewed by the Assessor's Office and the values they determined will be used as the minimum bid amount for the sale of the lot and the two houses.

If the new sales prices are approved, Ms. Allen would like to set a sale date of December 12,

2024 for a forfeited property sale. There will be three properties offered at this sale.

Commissioner Peterson suggested that Ms. Allen work closely with the County Attorney on this forfeiture process.

Brief discussion took place regarding the Tyler vs Hennepin court case and how they should proceed with any excess funds that are received from the sales.

Land Records Director Ryan DeCook was present informed the Board that these are considered low value properties. If more money is collected than what is owed, the excess will go back to the property owners. Mr. DeCook reported that they will not be taking anything more than what is owed on the properties.

Commissioner Peterson wanted to know if we can add on any administrative fees for this. Mr. DeCook indicated that they can add administrative fees.

Commissioner Peterson offered the following resolution (#2024-45), seconded by Commissioner Tjosaas:

WHEREAS, the County Board of Commissioners of the County of Dodge, State of Minnesota, desires to offer for sale certain parcels of land that have been forfeited to the State of Minnesota for non-payment of taxes, and

WHEREAS, said parcels of land have been viewed by the County Board of Commissioners and have been classified as non-conservation lands as provided for in Minnesota Statutes 282.01.

NOW, THEREFORE, BE IT RESOLVED, that the basic sale price be approved and authorization for a public and non-public sale of this land be granted, pursuant to M.S. 282.01; that sale will be held at 9:00 a.m., Thursday, December 12, 2024, by the Dodge County Finance Director at the Dodge County Government Services Building for not less than the basic sale price, and that all sales shall be full payment.

Resolution Adopted [Unanimous]

Nichole Farnsworth, Employee Relations Assistant

Personnel Agenda Reviewed

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

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

A. Sheriff's Office

- A.1 Tanya Sarkela - 911 Dispatcher
Step increase from B23 step 1 \$24.71 to B23 step 2 \$25.72.
Effective Date: 11/20/24

B. Highway Department

- B.1 John Marx - Equipment Operator
Authorization to hire at B22 step 2 \$27.29 to fill approved vacancy.
Effective Date: 11/18/24
- C. Land Records**
- C.1 Matt Naatz - Appraiser II
Step increase from C41 step 4 \$34.48 to C41 step 3 \$35.77.
Effective Date: 11/2/24
- D. Public Health**
- D.1 Brenda Gullickson - Business Office Manager
Step increase from C42 step 8 \$34.98 to C42 step 7 \$36.39.
Effective Date: 11/9/24

Motion Adopted [Unanimous]

Ryan DeCook, Land Records Director

2025 Assessment Agreements

Included in the Board packet was the 2025 assessment agreement summary for the 18 jurisdictions in Dodge County. The Land Records Office is contracted by each of the 18 jurisdictions to provide assessment service. As in the past, there are currently no local assessors with contracts in Dodge County. The total amount proposed for the 2025 assessment fees is \$142,811.

Motion by Tjosaas seconded by Kenworthy to acknowledge and approve the 2025 Assessment Agreements for Land Records services in 2025 and authorize the Chair and County Administrator to sign the agreements.

Motion Adopted [Unanimous]

Ryan DeCook, Land Records Director & Tobey Hicks, Information Technology Director

M365 Migration Cost for GIS

Mr. DeCook reported the IT Department has been working on increasing security and migrating to Microsoft 365. This security, from his understanding, limits access for outside vendors. To maintain similar customer support to what their GIS users have had in the past, they will need to purchase something for their GIS Specialist to gain remote access.

The Information Technology Director and his staff have worked to find the best possible solution over the past few months and have included vendors and Goodhue County IT in this discussion. The best solution they have found would be to purchase a license with an annual cost of \$1,900. Mr. DeCook is requesting approval for this expense to be added to the GIS/Surveying budget. This was an unplanned cost but would have minimal impact on the current GIS/Surveying budget overall.

Motion by Peterson seconded by Toquam to approve and authorize adding to the purchase of an annual license from SHI for Beyond Trust software at a cost of \$1,900 which will allow GIS staff to gain remote access and assist with the M365 migration. This will be paid out of the

GIS/Surveyor budget.

Motion Adopted [Unanimous]

Tobey Hicks, Information Technology Director

Dodge County Firewall Replacement Project

Mr. Hicks informed the Board that the county's current firewalls are 7 years old. The firewalls are up for replacement due to their age and support is getting close to the end from the manufacture. The plan is to get one firewall purchased with the funds budgeted from 2024 Capital, and then right away in 2025 purchase the other one from the 2025 Capital funds. The IT Director has budgeted \$6,000 in 2024 and \$6,000 in 2025 to cover the costs of replacing these firewalls. Mr. Hicks is looking for the Board's approval to complete this project.

Motion by Tjosaas seconded by Kenworthy to approve and authorize the IT Director to move forward with one firewall replacement in 2024 using 2024 Capital funds and another firewall replacement in 2025 using 2025 Capital funds as requested.

Motion Adopted [Unanimous]

The County Attorney arrived at the meeting at 10:27 a.m.

Matt Maas, Emergency Management Director

Request to Approve and Authorize the 911 Center to Join the Regional Call Handling System

Mr. Maas reported that as the Board may recall, they previously discussed their 911 center changing the call handling equipment that they utilize. The Board may also recall that their current system prevents them from receiving text-to-911 calls and that they contract with Olmsted County to receive these calls for Dodge County. The county's current call handling equipment is no longer supported, and they frequently have issues with this equipment.

As has been previously discussed, they would like to make the move to a new call handling system and join the regional system. This joint system is currently used by Olmsted, Goodhue, Winona, and Wabasha Counties. This system is the Lumen Viper Call Handling Equipment.

There are many benefits to Dodge County joining this system with the greatest benefits being the local support of the system as well as the COOP benefits. This shared system allows each jurisdiction to be able to process their own calls as well as back up another agency if there is an equipment failure or a need to evacuate a 911 center. Annual support and maintenance fees are also paid out of the regional funds showing a cost savings to each county.

The Emergency Management Director further explained the system, costs and was seeking the Board's approval to join the regional call handling system through the proposed memorandum of agreement.

Mr. Maas informed the Board that Dodge County cost to join this system is approximately

\$30,390.19. The annual dues are \$10,000.

Motion by Kenworthy seconded by Peterson to approve and authorize the County Attorney, Chair and County Administrator to sign the proposed SEMNECB - CPE Committee Request for Approval to Participate in the Regional 9-1-1 CPE Phone System as requested at a cost of approximately \$30,390.19 and annual dues of \$10,000.

Motion Adopted [Unanimous]

Emergency Management Update

Mr. Maas shared the following Emergency Management update with the Board.

DR-4797 June 2024 Flooding:

This disaster has been very complicated during the recovery phase and damage assessments. Initially the complications came from the disaster period as well as so many counties in Minnesota being impacted. Initially, Dodge County completed a damage assessment and reported \$52,000.00 This met the state threshold of \$47,994.10 but did not raise to the level of a federal disaster. A Federal disaster would have required meeting the threshold of \$95,988.20.

The disaster period ended, and FEMA conducted preliminary disaster assessments with local jurisdictions who met the threshold. After these were completed, Dodge County identified additional damages and found that some known damages were going to be more expensive than originally thought to repair. Dodge County realized actual damages from the flooding to be \$140,593.73. While this exceeds the Federal threshold, this damage was not discovered or realized within the time frame needed. As a result, Dodge County has requested an appeal of FEMA’s decision to deny Dodge County’s assistance following this disaster. Mr. Maas has been informed by HSEM staff that Dodge County will be included in the Federal disaster declaration, it is just the formality of going through the appeal process.

A breakdown of the damage costs is illustrated below.

Jurisdiction	Damage Estimate	Comments
Dodge County	\$89,755.48	After Meeting Estimate
City of Mantorville	\$15,575.75	After Meeting Estimate
Canisteo Township	\$ 7,900.00	After Meeting Estimate
Hayfield Township	\$ 6,550.00	After Meeting Estimate
Vernon Township	\$20,812.50	After Meeting Estimate
Totals	\$140,593.73	

Dodge County Fair & Events:

Mr. Maas continues to appreciate Dodge County Fair and other event staff being so engaging with him to facilitate emergency plans into our events.

Command Trailer:

Their Command Trailer is operational and has been used at multiple pre-planned events now. This is proving to be very helpful in command, coordination, and planning purposes.

School Crisis Planning:

In June of this year all School districts in Dodge County were invited and most attended the Family Reunification training hosted in Rochester. Since the training, Mr. Maas has continued to support local school districts in their crisis planning meetings. The primary focus has been on the Standard Response Protocol and the Standard Reunification Process.

Public Health Meetings:

Amy Evans and Madison Snitker have established monthly meetings with the Emergency Management Director for planning and collaboration. These meetings have proven to be very productive in defining plans and coordinating planning efforts.

Emergency Operations Plan:

Dodge County is undergoing a complete rewrite of their EOP. Over the years a lot of information has been added to the plan but is no longer relevant or necessary information. Some of this information is included in other documents like the Hazard Mitigation Plan. Additional information is also being added to the plan, information like foreign animal diseases, mass fatalities, and access and functional needs.

Hostile Event Response Training:

Dodge County is continuing to conduct training with local first responders on responding to a Hostile Event (Active Shooter). This training focuses on Operation Coordination between agencies as well as Incident/Unified Command. They are currently using a smaller model for training exercises allowing them to focus on the process and coordination allowing successful practice of best practices.

Mass Causality Exercise:

They are starting to plan for a mass casualty exercise in May of 2025 with all Dodge County Public Safety Responders as well as school districts.

EOC Exercises:

As they wrap up 2024 and get started in 2025, Mr. Maas would like to plan monthly training and exercises for department heads in the operation of an Emergency Operations Center. After assisting another county in establishing an EOC during this summer's flooding he sees great benefits in conducting these planning and trainings for our department heads.

Commissioner Peterson thanked Mr. Maas for the update and stated he felt the information was really good for the Board to have. Mr. Peterson noted Emergency Management is involved in every community and wanted to know where the operation center is located.

The Emergency Management Director stated the location of the operation center depends on the location of the incident; however, he felt the Board Room would be the best central location for everything.

It was Commissioner Peterson's opinion that the Chair needs to be involved in this exercise as well since they will be asked to act on emergencies on behalf of the County Board.

Mr. Peterson stated he appreciates the information presented and Mr. Maas keeping the Board involved and informed.

Motion No Vote

Lisa Dierks, U of M Extension Regional Director

MOU Extension 3-Year Agreement

Included in the Board packet was the proposed Memorandum of Agreement (MOA) between the University of Minnesota and Dodge County. A subcommittee of the Association of Minnesota Counties Extension Committee drafted and recommended approval of this agreement between the Regents of the University of Minnesota and Minnesota counties. Under the terms of the agreement, Extension will provide local programming for counties, and in return counties will pay the full cost of employing Extension staff. The agreement would be in effect from January 1, 2025, until December 31, 2027.

Ms. Dierks reported the Dodge County MOA includes a staffing pattern of:

- 2.0 FTE 4-H/Youth Development Educators
- 0.9 FTE Administrative Support

The Extension Office provides a valuable service to Dodge County citizens with access to research-based information and addressing community needs.

Commissioner Allen stated Extension does a great job here in Dodge County.

Motion by Tjosaas seconded by Kenworthy to approve and authorize the Chair and County Attorney to sign the proposed 3-year Memorandum of Agreement between the University of Minnesota and Dodge County for local programming as presented.

Motion Adopted [Unanimous]

Paul Kiltinen, County Attorney

Wasioja Property Agreement

Mr. Kiltinen reported the County Attorney's Office is requesting that the Dodge County Board Chair and Dodge County Administrator be authorized to sign a proposed agreement regarding a Wasioja property.

Motion by Kenworthy seconded by Peterson to approve and authorize the Chair and County Administrator to sign the proposed Bare Land Purchase Agreement with Gerald Andrist for the seminary lot at a cost of \$125,000 as presented.

Motion Adopted [Unanimous]

County Land Agreement

The County Attorney's Office is requesting that the Dodge County Board and Dodge County Administrator be authorized to sign a proposed Farm Lease with Jack Biwer for county owned property in Kasson. The property is located east of the Transfer Station. Rent will be \$1,698.30 and the term of the lease will be January 1, 2025 through December 31, 2025.

Motion by Tjosaas seconded by Toquam to approve and authorize the Chair and County Administrator to sign the proposed Farm Lease Agreement with Jack Biwer as requested.

Motion Adopted [Unanimous]

Legal Update

Mr. Kiltinen did not have a legal update for the Board.

Motion No Vote

Jim Elmquist, County Administrator

CEDA Contract - 2025

Included in the Board packet was the proposed 2025 CEDA contract. Ron Ziegler left the amount of time listed in the contract the same and changed the year to reflect 2025.

Over the past few months, CEDA has moved forward with a re-structure of their organizational chart. This allows for a more defined structure internally as well as additional support and input for their clients. In addition to Mr. Ziegler and their current CEDA team member, their support structure for the Board and the County is:

- James Hanke, Chief Operating Officer
- Hillary Tweed, Community Support Program Division Lead - Minnesota
- Teri Root, Human Resources Manager
- to be filled, Regional Manager for Community Support Program

It was noted that CEDA prides itself in talking about the fact that not only does Dodge County get the lead person for the county but the county also gets all of the CEDA team behind them to be utilized as needed.

Motion by Peterson seconded by Toquam to approve and authorize the Chair and County Administrator to sign the proposed Contract for Professional Services with CEDA as presented.

Motion Adopted [Unanimous]

Break

The Chair recessed the meeting at 11:17 a.m.

The Chair reconvened the meeting at 11:20 a.m.

Jim Elmquist, County Administrator**Closed Session - MN Statute 13D.03 Labor Negotiations Strategy**

The Board met to discuss labor negotiations.

Motion by Peterson seconded by Tjosaas to close the meeting to the public at 11:20 a.m. to discuss labor negotiations strategy.

Motion Adopted [Unanimous]

Meeting Opened to the Public

Motion by Toquam seconded by Kenworthy to open the meeting to the public at 11:32 a.m.

Motion Adopted [Unanimous]

Public Health Committee Report - Commissioner Tim Tjosaas

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

Public Health Update

Mr. Tjosaas briefly shared the following Public Health update:

1. Public Health has received their Cannabis funds that were designated for Public Health from the 2023 legislative funding. Dodge County's portion will be approximately \$55,000. The focus will be on education and prevention with an evaluation requirement for work that is done. This will be implemented similar to their SHIP funding.
2. The Community Health Board meetings have been cancelled the past two times. They are struggling to find a date to approve and adopt the proposed Joint Powers Agreement and Bylaws. They are hoping to accomplish this still in November, early December.
3. Staff 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 attended a Zumbro Watershed meeting. Commissioner Kenworthy attended interviews on two different occasions. Commissioner Peterson attended a meeting with the Fairview Care Center Administrator, a State Advisory Council on Mental Health meeting, a FPHR Workgroup meeting and a Performance Measurement Group meeting for MDH. Commissioner Tjosaas attended a SCHRC meeting. Commissioner Toquam attended a SCHRC meeting, a SCHRC Finance meeting, a SCHA Compliance meeting, a SCHA Joint Powers Board meeting, a meeting with the Fairview Care Center Administrator meeting, a County Board meeting and a Canvassing

Board meeting.

Motion No Vote

There were no Other Deferred Business items to discuss.

Motion No Vote

Adjourn

Meeting Adjourned

Motion by Peterson seconded by Tjosaas to adjourn the meeting at 11:49 a.m.

The next meeting of the Dodge County Board of Commissioners will be held on November 26, 2024 at 5:00 p.m.

Motion Adopted [Unanimous]

**ASSESSMENT AGREEMENT
BETWEEN
THE City of Mantorville AND DODGE COUNTY**

THIS AGREEMENT is made and entered into by and between the **City of Mantorville** and the **COUNTY OF DODGE**, State of Minnesota, this 12th day of November 2024.


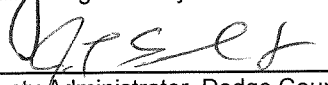
WHEREAS, the City of Mantorville wishes to abolish the office of Local Assessor and enter into an agreement with the **COUNTY OF DODGE** to provide for the assessment of the property in said City by the County Assessor for the calendar year 2025;

WHEREAS, it is the wish of Dodge County to cooperate with said City to provide for a fair and equitable assessment of property;

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS HEREIN CONTAINED, IT IS AGREED AS FOLLOWS;

1. That the City of Mantorville, which lies within the boundaries of Dodge County, constitutes a separate assessment district, shall have its property assessed by the County Assessor of Dodge County for the assessment year 2025.
2. It is further agreed that the office of local assessor of the City of Mantorville is hereby abolished pursuant to the approval of the agreement, which shall be until December 31, 2025.
3. In consideration for said assessment services, the City of Mantorville agrees to pay Dodge County the sum of \$6,622.00, such payment to be made payable to Dodge County on or before February 28, 2025.

IN WITNESS WHEREOF, the parties have executed this agreement this 12th day of November 2024.

City Clerk, City of Mantorville	 Chair, Dodge County Board of Commissioners
Mayor, City of Mantorville	 County Administrator, Dodge County
Date	<u>11/13/24</u> Date

**CITY OF MANTORVILLE
DODGE COUNTY, MINNESOTA**

RESOLUTION NO. 2024-32

**A RESOLUTION APPROVING THE DELEGATION
OF AUTHORITY FOR PAYING CLAIMS
THROUGH MONTH END IN 2024**

WHEREAS, Minnesota Statute 412.271 Subd. 7 and Subd. 8 authorize a City Council to delegate authority to pay certain claims against the City by the City Administrative Official; and

WHEREAS, the City Clerk-Treasurer is the City Administrative Official; and

WHEREAS, the City Council desires to authorize the City Clerk-Treasurer to pay all claims deemed as valid received through month end of December 2024; and

WHEREAS, all checks drawn for payment of claims must be signed by the City Clerk-Treasurer and the Mayor; and

WHEREAS, the City Clerk-Treasurer will present to the City Council at the first Council meeting in January 2025 the list of claims paid and an explanation of the payment.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Mantorville, Minnesota, that the City Clerk-Treasurer is authorized to pay all claims received through month end in December 2024, if in the City Clerk-Treasurer's discretion, the claims are valid.

Adopted by the City Council of the City of Mantorville, Minnesota, this 9th day of December 2024.

ATTEST:

Chuck Bradford
Mayor

Gretchen Lohrbach
City Clerk-Treasurer

City **mantorville**
 Date **11/1/2024** thru **11/30/2024**

<u>Agency</u>	<u>Incident_Nr</u>	<u>Location</u>	<u>LocCity</u>	<u>Activity</u>
S	202400008395	16 5th St W	Mantorville	Harassment
S	202400008592	220 3rd St W	Mantorville	Harassment
S	202400008408	22 6th St E	Mantorville	Miscellaneous Info
S	202400008297	22 6th St E	Mantorville	Juvenile Court Orders
S	202400008475	22 6th St E	Mantorville	Civil
S	202400008517	22 6th St E	Mantorville	Found Property
S	202400008921	321 5th St W	Mantorville	Juvenile Complaint
S	202400008733	321 5th St W	Mantorville	Paper Service
S	202400008303	320 Main St N	Mantorville	Public Assist
S	202400008925	421 Clay St	Mantorville	Parking Violations
S	202400008227	502 Main St N	Mantorville	Alarm
S	202400008558	909 Chestnut St	Mantorville	Paper Service
S	202400008308	713 Chestnut St	Mantorville	Ambulance Run
S	202400008758	711 West St	Mantorville	Req for Extra Patrol
S	202400008756	711 West St	Mantorville	Fraud
S	202400008313	721 Main St N	Mantorville	Public Assist
S	202400008458	721 Main St N	Mantorville	Open Door
S	202400008661	720 West St	Mantorville	Fraud
S	202400008544	721 Main St N	Mantorville	Miscellaneous Info

Total 19

**CITY OF MANTORVILLE
DODGE COUNTY, MINNESOTA**

RESOLUTION 2024-33

A RESOLUTION ACCEPTING DONATIONS TO THE CITY

WHEREAS, the below listed individual has donated to the City of Mantorville:

Chuck Bradford has graciously donated a Christmas tree (value \$200) for the bandshell at Riverside Park

NOW THEREFORE BE IT RESOLVED, that the Mantorville Mayor and City Council accept this donation and express their thanks on behalf of the City and the residents of Mantorville.

Adopted by the City Council of the City of Mantorville, Minnesota, this 9th day of December 2024.

ATTEST:

Chuck Bradford
Mayor

Gretchen Lohrbach
City Clerk-Treasurer

City of Mantorville - 2025 Meeting Calendar

Meeting	Schedule	Meeting	Schedule
City Council	2nd & 4th Monday @ 6:30 PM	Mantorville Fire Dept - Officers Meeting	Tuesday Prior to 1st Wed @ 7:00 PM
City Council Work Session	Held as Needed	Mantorville Fire Dept - Training	1st Wed @ 6:30 PM
Economic Development Authority	1st Tuesday @ 6:15 PM	Mantorville Fire Dept - EMR Training	2nd Wed @ 6:30 PM
Parks & Recreations Board	Last Tuesday @ 6:30	Mantorville Fire Dept - Equipment and Truck Maintenance & General Members Meeting	3rd Wed - 6:00 PM Maintenance ; 8:00 PM Members Meeting

This Color Represents more than one meeting schedule on the same date - See Schedules listed above

Other Meetings:		Activities:	
Chamber of Commerce	1st Wednesday, Greek Revival House 8:00 AM	Election Day	No Government Meetings May be Held Between 6:00 PM and 8:00 PM
Dodge County Board of Commissioners	2nd Tues @ 8:00 AM and 9:30 AM 4th Tues @ 3:30 PM and 5:00 PM	Holidays	City Offices Closed

2025 Holidays Observed:

Date	Day of Week	Holiday Name
January 1, 2025	Wednesday	New Years Day
January 20, 2025	Monday	Martin Luther King Jr. Day
February 17, 2025	Monday	Washington's Birthday (Presidents Day)
May 26, 2025	Monday	Memorial Day
June 19, 2025	Thursday	Juneteenth
July 4, 2025	Friday	Independence Day
September 1, 2025	Monday	Labor Day
November 11, 2025	Tuesday	Veterans Day
November 27, 2025	Thursday	Thanksgiving
November 28, 2025	Friday	Thanksgiving
December 25, 2025	Thursday	Christmas Day

JANUARY							FEBRUARY							MARCH						
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1 Holiday	2	3	4							1							1
5	6	7 EDA	8 MFD Training	9	10	11	2	3	4 EDA & MFD Officer	5 MFD Training	6	7	8	2	3	4 EDA & MFD Officer	5 MFD Training	6	7	8
12	13 City Council	14	15 MFD EMR Training	16	17	18	9	12 City Council	10	11 MFD EMR Training	12	13	14	9	10 City Council	11	12 MFD EMR Training	13	14	15
19	20 Holiday	21	22 MFD Eqpmt Mtn & Gen	23	24	25	15	16	17 Holiday	18 MFD Eqpmt Mtn & Gen	19	20	21	16	17	18	19 MFD Eqpmt Mtn & Gen	20	21	22
26	27 City Council	28	29	30	31		22	23 City Council	24	25	26	27	28	23	24 City Council	25 Parks & Rec	26	27	28	29
														30	31					
APRIL							MAY							JUNE						
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1 EDA & MFD Officer	2 MFD Training	3	4	5					1	2	3	1	2	3 EDA & MFD Officer	4 MFD Training	5	6	7
6	7	8	9 MFD EMR Training	10	11	12	4	5	6 EDA & MFD Officer	7 MFD Training	8	9	10	8	9 City Council	10	11 MFD EMR Training	12	13	14
13	14 City Council	15	16 MFD Equip Mtn & Gen	17	18	19	11	12 City Council	13	14 MFD EMR Training	15	16	17	15	16	17	18 MFD Equip Mtn & Gen	19 Holiday	20	21
20	21	22	23	24	25	26	18	19 Council?	20	21 MFD Equip Mtn & Gen	22	23	24	22	23 City Council	24 Parks & Rec	25	26	27	28
27	28 City Council	29 Parks & Rec	30				25	26 Holiday	27 Parks & Rec	28	20	31	31	29	30					

JULY

Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1 EDA & MFD Officer	2 MFD Training	3	4 Holiday	5
6	7	8	9 MFD EMR Training	10	11	12
13	14 City Council	15	16 Eqpmt Mtnc & Gen	17	18	19
20	21	22	23	24	25	26
27	28 City Council	29 Parks & Rec	30	31		

AUGUST

Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1	2
3	4	5 EDA & MFD Officer	6 MFD Training	7	8	9
10	11 City Council	12	13 MFD EMR Training	14	15	16
17	18	19	20 Eqpmt Mtnc & Gen	21	22	23
24	25 City Council	26 Parks & Rec	27	28	29	30
31						

SEPTEMBER

Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1 Holiday	2 EDA & MFD Officer	3 MFD Training	4	5	6
7	8 City Council	9	10 MFD EMR Training	11	12	13
14	15	16	17 Eqpmt Mtnc & Gen	18	19	20
21	22 City Council	23	24	25	26	27
28	29	30 Parks & Rec & MFD Officer				

OCTOBER

Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1 MFD Training	2	3	4
5	6	7 EDA	8 MFD EMR Training	9	10	11
12	13 City Council	14	15 Eqpmt Mtnc & Gen	16	17	18
19	20	21	22	23	24	25
26	27 City Council	28 Parks & Rec	29	30	31	

NOVEMBER

Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
2	3	4 EDA & MFD Officer	5 MFD Training	6	7	8
9	10 City Council	11 Holiday	12 MFD EMR Training	13	14	15
16	17	18	19 Eqpmt Mtnc & Gen	20	21	22
23	24 City Council	25 Parks & Rec	26	27 Holiday	28 Holiday	29
30						

DECEMBER

Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1	2 EDA & MFD Officer	3 MFD Training	4	5	6
7	8 City Council	9	10 MFD EMR Training	11	12	13
14	15	16	17 Eqpmt Mtnc & Gen	18	19	20
21	22	23	24	25 Holiday	26	27
28	29	30	31			

**CITY OF MANTORVILLE
DODGE COUNTY, MINNESOTA**

RESOLUTION NO. 2024-34

**A RESOLUTION ADOPTING THE FINAL TAX LEVY
COLLECTIBLE IN THE YEAR 2025**

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Mantorville, Minnesota, County of Dodge, State of Minnesota, that the final property tax levy collectible in the year 2025 is set at the following amount:

GENERAL FUND _____

The City Clerk-Treasurer is hereby instructed to deliver a certified copy of this resolution to the Dodge County Auditor, Dodge County, Minnesota.

Adopted by the City Council of the City of Mantorville, Minnesota, this 9th day of December 2024.

ATTEST:

Chuck Bradford
Mayor

Gretchen Lohrbach
City Clerk-Treasurer

**CITY OF MANTORVILLE
DODGE COUNTY, MINNESOTA**

RESOLUTION NO. 2024-31

**A RESOLUTION SETTING THE MONTHLY
WATER AND SEWER RATES FOR 2025**

WHEREAS, Mantorville City Code Section 50.03 allows for the establishment of water and sewer system fees from time to time by resolution of the City Council; and

WHEREAS, Mantorville City Code Section 50.03 allows for changes in the user fees to be adopted by resolution and enacted upon publication of the resolution in said local newspaper; and

WHEREAS, the Mantorville City Council has determined, per Resolution Number 2009-05, that the Council needs to consider for an increase in the water and sewer rates to take place January 1 of each year to cover operating expenses and outstanding debt associated with the water and sewer systems; and

WHEREAS, the Mantorville City Council has determined, per Resolution Number 2009-05, that the increase to both the base rate and the user rate to water and sewer will be 3% each year unless determined otherwise by the City Council; and

WHEREAS, after review and consideration of the water and sewer fund and based on need for future projects involving these funds, the increase in the base charge and the user charge for 2025 will be 3% for water and 3% for sewer; and

WHEREAS, the following are the established new 2025 rates:

2024 Rates		2025 Rates	
Water Base	\$19.89	Water Base	\$20.49
Water Usage	\$4.94	Water Usage	\$5.10
Sewer Base	\$36.85	Sewer Base	\$37.96
Sewer Usage	\$8.70	Sewer Usage	\$8.97

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Mantorville, Minnesota, County of Dodge, State of Minnesota, hereby adjusts the base and usage fees for water and sewer as listed above to take place beginning with the January 2025 billing period.

Adopted by the City Council of the City of Mantorville, Minnesota, this 9th day of December 2024.

ATTEST:

Chuck Bradford
Mayor

Gretchen Lohrbach
City Clerk-Treasurer

**CITY OF MANTORVILLE
DODGE COUNTY, MINNESOTA**

RESOLUTION NO. 2024-35

**A RESOLUTION SETTING THE MONTHLY
STORMWATER RATES FOR 2025**

WHEREAS, after review and consideration of the stormwater fund and based on need for future projects involving this fund, the increase for 2025 Stormwater Rates will be

- \$1.00 per Residential Property less than 2 acres
- \$1.00 per Residential Property more than 2 acres
- \$1.00 per Non-Residential Property per acre
- Minimum fee of \$6.00 per lot; and

WHEREAS, the following are the established new 2025 Stormwater Rates:

2024 Rates		2025 Rates	
Residential <2 acres	\$3.00	Residential <2 acres	\$4.00
Residential >2 acres	\$4.00	Residential >2 acres	\$5.00
Non-Residential per acre	\$15.00	Non-Residential per acre	\$16.00
Minimum Fee per lot	\$5.00	Minimum Fee per lot	\$6.00

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Mantorville, Minnesota, County of Dodge, State of Minnesota, hereby adjusts the stormwater fees as listed above to take place beginning with the January 2025 billing period.

Adopted by the City Council of the City of Mantorville, Minnesota, this 9th day of December 2024.

ATTEST:

Chuck Bradford
Mayor

Gretchen Lohrbach
City Clerk-Treasurer