



Trail to the Past. Road to the Future.

REGULAR CITY COUNCIL
MUNICIPAL COUNCIL CHAMBERS
21 5TH STREET E, MANTORVILLE, MN 55955
Monday, December January 13, 2025
6:30 PM

Newly Elected Officials will be sworn in prior to the start of the meeting

1. Call to Order

2. Pledge of Allegiance

3. Adopt the Agenda

4. Consent Agenda *

- A. Accounts Payable (Warrant List) for 1.13.25
- B. Regular Council Meeting Minutes 11.12.24
- C. Regular Council Meeting Minutes for 12.9.24
- D. Special Session Council Meeting Minutes for 12.18.24
- E. Fire Department Member Meeting Minutes December 2024
- F. Mantorville Chamber Minutes for December 2024
- G. 2025 Rental License Renewals
- H. 2025 Garbage Hauler Permit Renewals
- I. Resolution 2025-01 Approving Non-Waiver of Statutory Tort Liability Limits
- J. Resolution 2025-02 Approving City Designations for 2025
- K. Resolution 2025-03 Designating Official Depositories
- L. Special Session Council Minutes 12.30.24

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 December 2024

8. Public Hearing – No Items

9. Old Business/New Business

- A. Review of Mantorville City Council Meeting Procedures
- B. Review of Mantorville City Council Bylaws
- C. Council decision on declaring a vacancy on Council *

- D. AT & T Lease Terms Review and Council decision *
- E. Decision on type of City Cannabis Ordinance to adopt – Public Hearing January 27th 6:30pm *
- F. Owner wishes to give property to the City – Information will be provided at meeting *

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>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: January 2025

Payments Batch 011025PAY		\$175,991.15	
Refer	0 NAPA	-	
Cash Payment	E 101-42200-240 Tools and Minor Equipm	Coupling	\$27.98
Invoice	493538	1/13/2025	
Cash Payment	E 101-43125-212 Motor Fuels	Coupling	\$55.96
Invoice	495464	1/13/2025	
Cash Payment	E 101-43100-240 Tools and Minor Equipm	Coupling	\$28.98
Invoice	494917	1/13/2025	
Transaction Date	1/10/2025	MBT Bank Checking 10100	Total \$112.92
Refer	0 LINCOLN NATIONAL LIFE INSURA	-	
Cash Payment	G 101-21711 Life Insurance Payable	For January 1/1/25-1/31/25	\$154.02
Invoice	1.1.25	1/13/2024	
Transaction Date	1/10/2025	MBT Bank Checking 10100	Total \$154.02
Refer	0 NORTHLAND TRUST SERVICES, IN	-	
Cash Payment	E 601-49400-601 Debt Srv Bond Principal	2019A Bond Payments Feb 2025	\$25,000.00
Invoice	12.13.24	1/13/2025	
Cash Payment	E 311-47000-601 Debt Srv Bond Principal	2019A Bond Payments Feb 2025	\$35,000.00
Invoice	12.13.24	1/13/2025	
Cash Payment	E 311-47000-601 Debt Srv Bond Principal	2019A Bond Payments Feb 2025	\$22,500.00
Invoice	12.13.24	1/13/2025	
Cash Payment	E 602-49450-601 Debt Srv Bond Principal	2019A Bond Payments Feb 2025	\$7,500.00
Invoice	12.13.24	1/13/2025	
Cash Payment	E 601-49400-611 Bond Interest	2019A Bond Payments Feb 2025	\$5,175.00
Invoice	12.13.24	1/13/2025	
Cash Payment	E 311-47000-611 Bond Interest	2019A Bond Payments Feb 2025	\$7,050.00
Invoice	12.13.24	1/13/2025	
Cash Payment	E 311-47000-611 Bond Interest	2019A Bond Payments Feb 2025	\$4,106.25
Invoice	12.13.24	1/13/2025	
Cash Payment	E 602-49450-611 Bond Interest	2019A Bond Payments Feb 2025	\$1,368.75
Invoice	12.13.24	1/13/2025	
Transaction Date	1/10/2025	MBT Bank Checking 10100	Total \$107,700.00
Refer	0 FIRST INDEPENDENT BANK	-	
Cash Payment	E 313-47000-611 Bond Interest	2022A Bond Payment Feb 2024	\$6,405.00
Invoice		1/13/2025	
Cash Payment	E 313-47000-601 Debt Srv Bond Principal	2022A Bond Payment Feb 2024	\$35,000.00
Invoice		1/13/2025	
Transaction Date	1/10/2025	MBT Bank Checking 10100	Total \$41,405.00
Refer	0 XCEL ENERGY	-	
Cash Payment	E 101-43160-381 Electric Utilities	STREET LIGHTS	\$731.30
Invoice	907386357	1/13/2025	
Cash Payment	E 101-43160-381 Electric Utilities	300 MAIN N BRIDGE LIGHTS	\$20.20
Invoice	907386357	1/13/2025	
Cash Payment	E 101-43160-381 Electric Utilities	130 ST.HWY 57 S.CITY SIGN	\$5.12
Invoice	907386357	1/13/2025	
Cash Payment	E 101-43160-381 Electric Utilities	60003 ST.HWY 57 N CITY SIGN	\$8.53
Invoice	907386357	1/13/2025	

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Cash Payment	E 101-42200-380	Utility Services	21 5TH STREET SIREN	\$6.72
Invoice	907386357	1/13/2025		
Cash Payment	E 101-42200-380	Utility Services	21 5TH STREET E FH/CH/PUMP	\$56.49
Invoice	907386357	1/13/2025		
Cash Payment	E 101-42200-380	Utility Services	701 CHESTNUT SIREN	\$6.89
Invoice	907386357	1/13/2025		
Cash Payment	E 101-43160-381	Electric Utilities	410 CLAY POLE ON EDA LOT	\$10.42
Invoice	907386357	1/13/2025		
Cash Payment	E 101-41940-380	Utility Services	600 7TH STREET WEST MANTORFIEL	\$7.88
Invoice	907386357	1/13/2025		
Cash Payment	E 101-41940-380	Utility Services	340 CLAY RIVERSIDE W CENTER	\$17.94
Invoice	907386357	1/13/2025		
Cash Payment	E 101-41940-380	Utility Services	342 MAIN ST N RIVERSIDE NE	\$9.99
Invoice	907386357	1/13/2025		
Cash Payment	E 101-41940-380	Utility Services	601 GOLFVIEW DENNISON FIELD	\$12.28
Invoice	907386357	1/13/2025		
Cash Payment	E 101-41940-380	Utility Services	1008 EAST CITY SHOP	-\$6.71
Invoice	907386357	1/13/2025		
Cash Payment	E 602-49450-380	Utility Services	121 BLANCH WWTF+SEC+PUMP	-\$95.94
Invoice	907386357	1/13/2025		
Cash Payment	E 601-49400-380	Utility Services	841 BLANCH WTR WELL HOUSE	\$401.84
Invoice	907386357	1/13/2025		
Cash Payment	E 601-49400-380	Utility Services	924 JEFFERSON WATER TOWER	\$11.49
Invoice	907386357	1/13/2025		
Cash Payment	E 603-45183-381	Electric Utilities	324 MAIN ST N CAMPGROUND	-\$87.00
Invoice	907386357	1/13/2025		
Cash Payment	E 101-41940-380	Utility Services	101 BLANCH NEW SHOP	\$0.00
Invoice	907386357	1/13/2025		
Cash Payment	E 101-41940-380	Utility Services	15 4TH STREET WEST RIVERSIDE	\$10.35
Invoice	907386357	1/13/2025		
Cash Payment	E 602-49450-380	Utility Services	601 JEFFERSON LIFT STATION	\$14.27
Invoice	907386357	1/13/2025		
Cash Payment	E 602-49450-380	Utility Services	121 BLANCH AUTO PROTECT LIGHT	\$10.60
Invoice	907386357	1/13/2025		
Cash Payment	E 101-43160-381	Electric Utilities	CHRISTMAS LIGHTS	\$0.00
Invoice	907386357	1/13/2025		
Transaction Date	1/10/2025		MBT Bank Checking 10100	Total \$1,152.66
Refer	0 KMTELECOM		-	
Cash Payment	E 101-41940-321	Communications Phone/	CITY HALL MAIN 5170	\$148.53
Invoice	10246130	1/13/2025		
Cash Payment	E 101-41940-321	Communications Phone/	CITY HALL - 5176 - 2ND LINE	\$20.91
Invoice	10246130	1/13/2025		
Cash Payment	E 101-41940-321	Communications Phone/	CITY HALL FAX 5300	\$25.00
Invoice	10246130	1/13/2025		
Cash Payment	E 101-42200-321	Communications Phone/	FD 5440	\$25.90
Invoice	10246130	1/13/2025		
Cash Payment	E 101-41940-321	Communications Phone/	STREETS - SHOP 5119	\$90.89
Invoice	10246130	1/13/2025		
Cash Payment	E 601-49400-321	Communications Phone/	WATER TOWER ALARM 3588	\$46.41
Invoice	10246130	1/13/2025		

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Cash Payment	E 602-49450-321	Communications Phone/	LIFT STATION ALARM 5066		\$36.41
Invoice	10246130		1/13/2025		
Cash Payment	E 602-49450-321	Communications Phone/	WWTP 5463 ALARM		\$36.41
Invoice	10246130		1/13/2025		
Cash Payment	E 101-41940-321	Communications Phone/	LONG DISTANCE/TAXES/FEES		\$5.85
Invoice	10246130		1/13/2025		
Cash Payment	E 101-46500-437	Other Miscellaneous	EDA 800 NUMBER		\$2.00
Invoice	10246130		1/13/2025		
Transaction Date	1/10/2025		MBT Bank Checking	10100	Total \$438.31
Refer	0	<i>express</i>			
Cash Payment	E 101-41500-101	Salaries	Wendy Hours		\$288.16
Invoice	31804101		1/13/2025		
Cash Payment	E 601-49400-101	Salaries	Wendy Hours		\$240.13
Invoice	31804101		1/13/2025		
Cash Payment	E 602-49450-101	Salaries	Wendy Hours		\$240.13
Invoice	31804101		1/13/2025		
Cash Payment	E 603-45183-101	Salaries	Wendy Hours		\$192.10
Invoice	31804101		1/13/2025		
Transaction Date	1/10/2025		MBT Bank Checking	10100	Total \$960.52
Refer	0	<i>City of Byron</i>			
Cash Payment	E 101-41500-101	Salaries	Hours at City Hall		\$2,362.93
Invoice	1566		1/13/2025		
Cash Payment	E 601-49400-101	Salaries	Hours at City Hall		\$295.36
Invoice	1566		1/13/2025		
Cash Payment	E 602-49450-101	Salaries	Hours at City Hall		\$295.37
Invoice	1566		1/13/2025		
Transaction Date	1/10/2025		MBT Bank Checking	10100	Total \$2,953.66
Refer	0	<i>SOUTHEAST SERVICE COOPERAT</i>			
Cash Payment	E 101-41500-120	Benefits	Wellness Pool		\$432.00
Invoice	SINV000005935		1/13/2025		
Transaction Date	1/10/2025		MBT Bank Checking	10100	Total \$432.00
Refer	0	<i>MINNESOTA REVENUE</i>	<u>Ck# 006340 1/13/2025</u>		
Cash Payment	G 101-21702	State Withholding	Supplemental 1 PR 2024		\$29.42
Invoice	1.7.25		1/13/2025		
Transaction Date	1/10/2025		MBT Bank Checking	10100	Total \$29.42
Refer	0	<i>INTERNAL REVENUE SERVICE</i>	<u>Ck# 006341 1/13/2025</u>		
Cash Payment	G 101-21701	Federal Withholding	PR25 \$1995.82 PR26 \$2126.58 PRSup1 \$172.44 PRCouncil \$1407.60		\$1,672.26
Invoice	1.8.25		1/13/2025		
Cash Payment	G 101-21709	Medicare	PR25 \$1995.82 PR26 \$2126.58 PRSup1 \$172.44 PRCouncil \$1407.60		\$763.88
Invoice	1.8.25		1/13/2025		
Cash Payment	G 101-21703	FICA Tax Withholding	PR25 \$1995.82 PR26 \$2126.58 PRSup1 \$172.44 PRCouncil \$1407.60		\$3,266.30
Invoice	1.8.25		1/13/2025		
Transaction Date	1/10/2025		MBT Bank Checking	10100	Total \$5,702.44
Refer	0	<i>INTERNAL REVENUE SERVICE</i>			

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Cash Payment	G 101-21703	FICA Tax Withholding	PR 1 2025	\$936.18
Invoice	1.8.2024	1/13/2025		
Cash Payment	G 101-21709	Medicare	PR 1 2025	\$218.94
Invoice	1.8.2024	1/13/2025		
Cash Payment	G 101-21701	Federal Withholding	PR 1 2025	\$720.29
Invoice	1.8.2024	1/13/2025		
Transaction Date	1/10/2025	MBT Bank Checking	10100	Total \$1,875.41
Refer	0	MINNESOTA REVENUE	Ck# 006343 1/13/2025	
Cash Payment	G 101-21702	State Withholding	PR 1 2025	\$367.87
Invoice	01.08.25	1/13/2025		
Transaction Date	1/10/2025	MBT Bank Checking	10100	Total \$367.87
Refer	0	MN PERA	Ck# 006344 1/13/2025	
Cash Payment	G 101-21704	PERA	PR 1 2025	\$1,147.43
Invoice	01.09.2025	1/13/2025		
Transaction Date	1/10/2025	MBT Bank Checking	10100	Total \$1,147.43
Refer	0	VERIZON WIRELESS	Ck# 006345 1/13/2025	
Cash Payment	E 101-42200-321	Communications Phone/ Billing Due January 15, 2025		\$159.28
Invoice	6101945306	1/13/2025		
Transaction Date	1/10/2025	MBT Bank Checking	10100	Total \$159.28
Refer	0	US POSTAL SERVICE	Ck# 006346 1/13/2025	
Cash Payment	E 101-41500-200	Supplies	Liquor License Renewal	\$32.00
Invoice	1.6.25	1/13/2025		
Transaction Date	1/10/2025	MBT Bank Checking	10100	Total \$32.00
Refer	0	PREFERRED HEATING & COOLING		
Cash Payment	E 101-41940-220	Bldg.Repair and Mainten	Remove mess from exhaust	\$270.25
Invoice	1-17053-1	1/13/2025		
Transaction Date	1/10/2025	MBT Bank Checking	10100	Total \$270.25
Refer	0	PAYMENT SERVICE NETWORK, IN	Ck# 006347 1/13/2025	
Cash Payment	E 601-49400-300	Professional Srvs (GEN	Service 12/1/24-12/31/24	\$68.84
Invoice	304872	1/13/2025		
Cash Payment	E 602-49450-300	Professional Srvs (GEN	Service 12/1/24-12/31/24	\$103.26
Invoice	304872	1/13/2025		
Transaction Date	1/10/2025	MBT Bank Checking	10100	Total \$172.10
Refer	0	SOUTHEAST SERVICE COOPERAT	Ck# 006348 1/13/2025	
Cash Payment	G 101-21706	Hospitalization/Medical Ins	January health 2025	\$2,650.86
Invoice	1.1.25	1/13/2025		
Transaction Date	1/10/2025	MBT Bank Checking	10100	Total \$2,650.86
Refer	0	LRS OF MINNESOTA, LLC		
Cash Payment	E 101-41940-384	Refuse/Garbage Dispos	Trash Dec 2024 & Jan 2025	\$320.11
Invoice	UB553727	1/13/2025		
Cash Payment	E 101-42200-384	Refuse/Garbage Dispos	Trash Dec 2024 & Jan 2025	\$91.42
Invoice	UB553727	1/13/2025		
Transaction Date	1/10/2025	MBT Bank Checking	10100	Total \$411.53
Refer	0	CULLIGAN OF GREATER ROCHES		
Cash Payment	E 101-41940-200	Supplies	Service	\$35.80
Invoice	611X02022201	1/13/2025		

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Transaction Date	1/10/2025	MBT Bank Checking	10100	Total	\$35.80
Refer	0 LEAGUE OF MINNESOTA CITIES				
Cash Payment	E 101-41110-433 Dues and Memberships	Membership Dues			\$1,561.00
Invoice	418797	1/13/2025			
Transaction Date	1/10/2025	MBT Bank Checking	10100	Total	\$1,561.00
Refer	0 GOPHER STATE ONE CALL				
Cash Payment	E 601-49400-300 Professional Srvs (GEN	Locates			\$3.78
Invoice	4120576	1/13/2025			
Cash Payment	E 602-49450-300 Professional Srvs (GEN	Locates			\$5.67
Invoice	4120576	1/13/2025			
Transaction Date	1/10/2025	MBT Bank Checking	10100	Total	\$9.45
Refer	0 CEDA				
Cash Payment	E 101-46500-437 Other Miscellaneous	Qtr 1 2025			\$6,003.25
Invoice	1.1.25	1/13/2025			
Transaction Date	1/10/2025	MBT Bank Checking	10100	Total	\$6,003.25
Refer	0 SE MN LEAGUE OF MUNICIPALITI				
Cash Payment	E 101-41110-433 Dues and Memberships	Membership Dues			\$50.00
Invoice	174	1/13/2025			
Transaction Date	1/10/2025	MBT Bank Checking	10100	Total	\$50.00
Refer	0 LEAGUE OF MINNESOTA CITIES M				
Cash Payment	E 101-41110-433 Dues and Memberships	Membership 2025			\$30.00
Invoice	1.1.25	1/13/2025			
Transaction Date	1/10/2025	MBT Bank Checking	10100	Total	\$30.00
Refer	0 WEX HEALTH, INC.	Ck# 006349 1/13/2025			
Cash Payment	E 101-41500-300 Professional Srvs (GEN	Services January 2025			\$8.25
Invoice	0002087797-IN	1/13/2025			
Transaction Date	1/10/2025	MBT Bank Checking	10100	Total	\$8.25
Refer	0 MENARDS - NORTH ROCHESTER				
Cash Payment	E 101-41940-228 Equip. Repair and Maint	Glove, toggles, blades			\$77.52
Invoice	59081	1/13/2025			
Cash Payment	E 101-45200-212 Motor Fuels				\$88.20
Invoice	59365	1/13/2025			
Transaction Date	1/10/2025	MBT Bank Checking	10100	Total	\$165.72

Payments

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Fund Summary

	10100 MBT Bank Checking	
101 GENERAL FUND		\$25,067.02
311 GO SERIES BOND 2019A		\$68,656.25
313 GO SERIES BOND 2022A		\$41,405.00
601 WATER FUND		\$31,242.85
602 SEWER FUND		\$9,514.93
603 RV PARK		\$105.10
		<hr/>
		\$175,991.15

Pre-Written Checks	\$10,269.65
Checks to be Generated by the Computer	\$165,721.50
Total	<hr/>
	\$175,991.15

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Payments Batch 12312024 PAY		\$76,117.77	
Refer	0 KASSON HARDWARE HANK	-	
Cash Payment	E 101-41940-200 Supplies	Cleaning Supplies	\$24.45
Invoice	12.31.24	1/13/2025	
Cash Payment	E 101-41940-228 Equip. Repair and Maint	bulbs	\$19.98
Invoice	12.31.24	1/13/2025	
Transaction Date	1/10/2025	MBT Bank Checking 10100	Total \$44.43
Refer	0 AMAZON	Ck# 006324	1/13/2025
Cash Payment	E 101-43100-240 Tools and Minor Equipm	Grinders & Cutting Wheels	\$41.83
Invoice	12.10.24	1/13/2025	
Transaction Date	1/10/2025	MBT Bank Checking 10100	Total \$41.83
Refer	0 AMAZON	Ck# 006325	1/13/2025
Cash Payment	E 101-45200-200 Supplies	Dog poo Bags for Parks	\$105.98
Invoice	11.25.2024	1/13/2025	
Transaction Date	1/10/2025	MBT Bank Checking 10100	Total \$105.98
Refer	0 AMAZON	Ck# 006326	1/13/2025
Cash Payment	E 101-43100-200 Supplies	Calendars	\$36.79
Invoice	1.4.24	1/13/2025	
Cash Payment	E 101-41500-200 Supplies	Calendar	\$5.99
Invoice	1.4.24	1/13/2025	
Transaction Date	1/10/2025	MBT Bank Checking 10100	Total \$42.78
Refer	0 AMAZON	Ck# 006327	1/13/2025
Cash Payment	E 101-43125-404 Repairs/Maint Machiner	Caution Stickers	\$8.95
Invoice	12.4.24	1/13/2025	
Transaction Date	1/10/2025	MBT Bank Checking 10100	Total \$8.95
Refer	0 AMAZON	Ck# 006328	1/13/2025
Cash Payment	E 101-41500-200 Supplies	Flash Drives	\$37.88
Invoice	Nov 25, 2024	1/13/2025	
Cash Payment	E 101-41940-200 Supplies	Hand Sanitizer	\$25.97
Invoice	Nov 25, 2024	1/13/2025	
Cash Payment	E 101-41940-200 Supplies	Nitrile Gloves	\$188.80
Invoice	Nov 25, 2024	1/13/2025	
Transaction Date	1/10/2025	MBT Bank Checking 10100	Total \$252.65
Refer	0 WARSAW SOLAR, LLC	-	
Cash Payment	E 601-49400-380 Utility Services	Solar Sales	\$298.08
Invoice	2412-6994D	1/13/2025	
Cash Payment	E 602-49450-380 Utility Services	Solar Sales	\$430.55
Invoice	2412-6994D	1/13/2025	
Cash Payment	E 101-42200-380 Utility Services	Solar Sales	\$149.04
Invoice	2412-6994D	1/13/2025	
Cash Payment	E 101-41940-380 Utility Services	Solar Sales	\$264.96
Invoice	2412-6994D	1/13/2025	
Cash Payment	E 101-43160-381 Electric Utilities	Solar Sales	\$480.23
Invoice	2412-6994D	1/13/2025	
Cash Payment	E 603-45183-381 Electric Utilities	Solar Sales	\$33.12
Invoice	2412-6994D	1/13/2025	

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Transaction Date	1/10/2025	MBT Bank Checking	10100	Total	\$1,655.98
Refer	0 <u>MENARDS - NORTH ROCHESTER</u>	-			
Cash Payment	E 101-43100-228	Equip. Repair and Maint	Hangers and Brackets		\$59.86
	Invoice 55820				
Cash Payment	E 101-43125-404	Repairs/Maint Machiner	Batt Charger, totes		\$82.14
	Invoice 56569				
Transaction Date	1/10/2025	MBT Bank Checking	10100	Total	\$142.00
Refer	0 <u>RESNEXUS</u>		<u>Ck# 006329 1/13/2025</u>		
Cash Payment	E 603-45183-210	Tax and Licensing	12.15.24 fees		\$50.25
	Invoice 12.15.24		1/13/2025		
Transaction Date	1/10/2025	MBT Bank Checking	10100	Total	\$50.25
Refer	0 <u>WEX HEALTH, INC.</u>		<u>Ck# 006330 1/13/2024</u>		
Cash Payment	G 101-21714	Health Savings Account	HSA ER PR 24 2024		\$184.62
	Invoice 11.28.24		1/13/2024		
Cash Payment	G 101-21714	Health Savings Account	HSA EE PR 24 2024		\$90.00
	Invoice 11.28.24		1/13/2024		
Transaction Date	1/10/2025	MBT Bank Checking	10100	Total	\$274.62
Refer	0 <u>WEX HEALTH, INC.</u>		<u>Ck# 006331 1/13/2025</u>		
Cash Payment	G 101-21714	Health Savings Account	ER HSA PR 25 2024		\$184.62
	Invoice 12.12.24		1/13/2025		
Cash Payment	G 101-21714	Health Savings Account	EE HSA PR 25 2024		\$90.00
	Invoice 12.12.24		1/13/2025		
Transaction Date	1/10/2025	MBT Bank Checking	10100	Total	\$274.62
Refer	0 <u>WEX HEALTH, INC.</u>		<u>Ck# 006332 1/13/2025</u>		
Cash Payment	G 101-21714	Health Savings Account	ER HSA PR 26 2024		\$184.62
	Invoice 12.26.24		1/13/2025		
Cash Payment	G 101-21714	Health Savings Account	EE HSA PR 26 2024		\$90.00
	Invoice 12.26.24		1/13/2025		
Transaction Date	1/10/2025	MBT Bank Checking	10100	Total	\$274.62
Refer	0 <u>CITY OF KASSON</u>				
Cash Payment	E 602-49450-601	Debt Srv Bond Principal	2024 Debt Payment		\$33,013.55
	Invoice 10.10.2024		1/13/2025		
Transaction Date	1/10/2025	MBT Bank Checking	10100	Total	\$33,013.55
Refer	0 <u>main street designs</u>				
Cash Payment	E 101-43100-570	Capital Outlay	Star Lights for Streetlights		\$5,896.00
	Invoice 36349		1/13/2025		
Transaction Date	1/10/2025	MBT Bank Checking	10100	Total	\$5,896.00
Refer	0 <u>Ferguson</u>				
Cash Payment	E 601-49400-200	Supplies	Marking Paint		\$146.64
	Invoice 0541301		1/13/2025		
Transaction Date	1/10/2025	MBT Bank Checking	10100	Total	\$146.64
Refer	0 <u>MINNESOTA PUMP WORKS</u>				
Cash Payment	E 602-49450-240	Tools and Minor Equipm	Grommets		\$163.42
	Invoice INV026330		1/13/2025		
Transaction Date	1/10/2025	MBT Bank Checking	10100	Total	\$163.42

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Refer	0	<u>Ideal Service Inc</u>	-			
Cash Payment	E 601-49400-228	Equip. Repair and Maint	Bluetooth Replacement Well #2 due to lightning strike		\$9,683.00	
Invoice	13090	1/13/2025				
Transaction Date	1/10/2025		MBT Bank Checking 10100	Total	\$9,683.00	
Refer	0	<u>MIDWEST LEAK DETECTION</u>	-			
Cash Payment	E 601-49400-228	Equip. Repair and Maint	Locates 9th St West		\$567.00	
Invoice	2386	1/13/2025				
Transaction Date	1/10/2025		MBT Bank Checking 10100	Total	\$567.00	
Refer	0	<u>BADGER METER</u>	-			
Cash Payment	E 601-49400-300	Professional Srvs (GEN	Services		\$172.59	
Invoice	80175472	1/13/2025				
Cash Payment	E 602-49450-300	Professional Srvs (GEN	services		\$258.89	
Invoice	80175472	1/13/2025				
Cash Payment	E 601-49400-300	Professional Srvs (GEN	services		\$172.59	
Invoice	80178506	1/13/2025				
Cash Payment	E 602-49450-300	Professional Srvs (GEN	services		\$258.89	
Invoice	80178506	1/13/2025				
Cash Payment	E 601-49400-300	Professional Srvs (GEN	services		\$172.59	
Invoice	80181441	1/13/2025				
Cash Payment	E 602-49450-300	Professional Srvs (GEN	services		\$258.89	
Invoice	80181441	1/13/2025				
Transaction Date	1/10/2025		MBT Bank Checking 10100	Total	\$1,294.44	
Refer	0	<u>SAMS CLUB</u>	<u>Ck# 006333 1/13/2025</u>			
Cash Payment	E 101-41940-200	Supplies	Trash Bags		\$137.28	
Invoice	10243139128	1/13/2025				
Transaction Date	1/10/2025		MBT Bank Checking 10100	Total	\$137.28	
Refer	0	<u>MIDWEST SIGNTECH OF ROCHES</u>	-			
Cash Payment	E 101-41940-417	Uniforms	Uniforms & Embroidery Invoices 19804 19774 19686		\$123.60	
Invoice		1/13/2025				
Transaction Date	1/10/2025		MBT Bank Checking 10100	Total	\$123.60	
Refer	0	<u>DODGE COUNTY SHERIFF</u>	-			
Cash Payment	E 101-42100-310	Other Professional Servi	December Law Enforcement Services		\$8,944.50	
Invoice	December 2024	1/13/2025				
Transaction Date	1/10/2025		MBT Bank Checking 10100	Total	\$8,944.50	
Refer	0	<u>SOUTHEAST SERVICE COOPERAT</u>	<u>Ck# 006334 1/13/2025</u>			
Cash Payment	G 101-21706	Hospitalization/Medical Ins	December 2024		\$2,591.28	
Invoice	12.01.24	1/13/2025				
Transaction Date	1/10/2025		MBT Bank Checking 10100	Total	\$2,591.28	
Refer	0	<u>PAYMENT SERVICE NETWORK, IN</u>	<u>Ck# 006335 1/13/2025</u>			
Cash Payment	E 601-49400-300	Professional Srvs (GEN	Services 11/1/24-11/30/24		\$105.32	
Invoice	303456	1/13/2025				
Cash Payment	E 602-49450-300	Professional Srvs (GEN	Services 11/1/24-11/30/24		\$157.98	
Invoice	303456	1/13/2025				
Transaction Date	1/10/2025		MBT Bank Checking 10100	Total	\$263.30	
Refer	0	<u>AMAZON</u>	<u>Ck# 006336 1/13/2025</u>			

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Cash Payment	E 101-41110-430	Miscellaneous	Voice Recorder		\$59.95
Invoice	12.10.2024	1/13/2025			
Transaction Date	1/10/2025		MBT Bank Checking	10100	Total \$59.95
Refer	0	<i>DODGE COUNTY INDEPENDENT</i>	-		
Cash Payment	E 101-41110-352	Publishing	Hydrant Flush Notice		\$150.00
Invoice	18423	1/13/2025			
Transaction Date	1/10/2025		MBT Bank Checking	10100	Total \$150.00
Refer	0	<i>US POSTAL SERVICE</i>	<u>Ck# 006337</u>	<u>1/13/2025</u>	
Cash Payment	E 101-41500-322	Postage	Stamps		\$265.35
Invoice	12.3.24	1/13/2025			
Transaction Date	1/10/2025		MBT Bank Checking	10100	Total \$265.35
Refer	0	<i>WEX HEALTH, INC.</i>	<u>Ck# 006338</u>	<u>1/13/2025</u>	
Cash Payment	E 101-41500-300	Professional Svcs (GEN	December Service 2024		\$8.25
Invoice	0002070793-IN	1/13/2025			
Transaction Date	1/10/2025		MBT Bank Checking	10100	Total \$8.25
Refer	0	<i>WILKER RETAINING WALLS</i>	-		
Cash Payment	E 101-45200-500	Capital Outlay	Work at Mantor Field		\$9,511.50
Invoice	1543	1/13/2025			
Transaction Date	1/10/2025		MBT Bank Checking	10100	Total \$9,511.50
Refer	0	<i>SIMPLY TIDY, LLC</i>	-		
Cash Payment	E 101-41940-439	Janitors	Cleaning Nov & Dec 2024		\$130.00
Invoice	3095	1/13/2025			
Transaction Date	1/10/2025		MBT Bank Checking	10100	Total \$130.00

Fund Summary

	10100 MBT Bank Checking	
101 GENERAL FUND		\$30,174.42
601 WATER FUND		\$11,317.81
602 SEWER FUND		\$34,542.17
603 RV PARK		\$83.37
		<u>\$76,117.77</u>

Pre-Written Checks	\$4,651.71
Checks to be Generated by the Computer	\$71,466.06
Total	<u>\$76,117.77</u>

Payments

Current Period: December 2024

Payments Batch 123124PAY		\$54,162.55	
Refer	0 AG PARTNERS COOPERATIVE	-	
Cash Payment	E 101-43125-212 Motor Fuels	FUEL	\$943.75
Invoice	816380 12/27/2024		
Transaction Date	12/27/2024	MBT Bank Checking 10100	Total \$943.75
Refer	0 AFLAC	-	
Cash Payment	G 101-21710 AFLAC	SUPPLEMENTAL INS	\$33.12
Invoice	335837 12/27/2024		
Transaction Date	12/26/2024	MBT Bank Checking 10100	Total \$33.12
Refer	0 ALLSTATE PETERBILT GROUP	-	
Cash Payment	E 101-42200-228 Equip. Repair and Maint	INTERNATIONAL 4300	\$6,074.21
Invoice	5003130495 12/27/2024		
Transaction Date	12/26/2024	MBT Bank Checking 10100	Total \$6,074.21
Refer	0 BLUE CROSS BLUE SHIELD OF MI	-	
Cash Payment	G 101-21715 Employee Paid Vision Plan	VISION INSURANCE PLAN	\$41.28
Invoice	241202435357 12/27/2024		
Transaction Date	12/26/2024	MBT Bank Checking 10100	Total \$41.28
Refer	0 CASEYS BUSINESS MASTERCARD	-	
Cash Payment	E 101-43100-212 Motor Fuels	GASOLINE	\$336.69
Invoice	DECEMBER		
Cash Payment	E 101-42200-212 Motor Fuels	GASOLINE	\$160.71
Invoice	DECEMBER		
Cash Payment	E 602-49450-212 Motor Fuels	GASOLINE	\$82.98
Invoice	DECEMBER		
Cash Payment	E 101-43100-212 Motor Fuels	REBATE	-\$6.64
Invoice	DECEMBER		
Transaction Date	12/26/2024	MBT Bank Checking 10100	Total \$573.74
Refer	0 CMS - CONSTRUCTION MGMT. SE	-	
Cash Payment	E 101-42400-300 Professional Svcs (GEN	NOVEMBER BUILDING PERMIT SERVICES	\$543.63
Invoice	817-244590-11 12/27/2024		
Transaction Date	12/26/2024	MBT Bank Checking 10100	Total \$543.63
Refer	0 DELTA DENTAL	-	
Cash Payment	G 101-21708 Dental Insurance	DENTAL INSURANCE	\$126.66
Invoice	RIS0006157528 12/27/2024		
Transaction Date	12/27/2024	MBT Bank Checking 10100	Total \$126.66
Refer	0 DODGE COUNTY HIGHWAY DEPA	-	
Cash Payment	E 101-43125-406 Snow/Ice Removal	SALT SAND MIX	\$1,190.21
Invoice	689 12/27/2024		
Transaction Date	12/26/2024	MBT Bank Checking 10100	Total \$1,190.21
Refer	0 FIRE SAFETY USA, INC	-	
Cash Payment	E 101-42200-217 Other Operating Supplie	HCN CAL GAS	\$50.00
Invoice	192518 12/27/2024		
Cash Payment	E 101-42200-217 Other Operating Supplie	QUAD GAS CYLINDER	\$50.00
Invoice	195223 12/27/2024		

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Cash Payment	E 101-42200-240	Tools and Minor Equipm	STREAMLIGHT E-FLOOD FIREBOX/HELMET LIGHT & BRACKET	\$5,401.35
Invoice	190035	12/27/2024		
Cash Payment	E 101-42200-240	Tools and Minor Equipm	STREAMLIGHT MOUNT/CHARGE RACK FOR LITEBOX	\$101.94
Invoice	191226	12/27/2024		
Cash Payment	E 101-42200-240	Tools and Minor Equipm	DISPOSABLE 2 YR CO METER	\$139.75
Invoice	195293	12/27/2024		
Transaction Date	12/26/2024	MBT Bank Checking	10100	Total \$5,743.04
Refer	0	HAWKINS, INC		
Cash Payment	E 601-49400-216	Chemicals and Chem Pr	WATER DEPT CHEMICALS	\$4,160.78
Invoice	6929293	12/27/2024		
Cash Payment	E 601-49400-216	Chemicals and Chem Pr	CHLORINE CYLINDERS	\$20.00
Invoice	6938024	12/27/2024		
Transaction Date	12/26/2024	MBT Bank Checking	10100	Total \$4,180.78
Refer	0	JOHN DEERE FINANCIAL		
Cash Payment	E 101-45200-404	Repairs/Maint Machiner	2022 JD 2038R REPAIR	\$514.80
Invoice	10303284	12/27/2024		
Transaction Date	12/26/2024	MBT Bank Checking	10100	Total \$514.80
Refer	0	KASSON HARDWARE HANK		
Cash Payment	E 101-41940-200	Supplies	SUPPLIES	\$3.00
Invoice	328429	12/27/2024		
Cash Payment	E 101-43125-404	Repairs/Maint Machiner	SUPPLIES	\$13.98
Invoice	328430	12/27/2024		
Transaction Date	12/26/2024	MBT Bank Checking	10100	Total \$16.98
Refer	0	KMTELECOM		
Cash Payment	E 101-41940-321	Communications Phone/	CITY HALL MAIN 5170	\$150.53
Invoice		12/27/2024		
Cash Payment	E 101-41940-321	Communications Phone/	CITY HALL - 5176 - 2ND LINE	\$20.91
Invoice		12/27/2024		
Cash Payment	E 101-41940-321	Communications Phone/	CITY HALL FAX 5300	\$25.00
Invoice		12/27/2024		
Cash Payment	E 101-42200-321	Communications Phone/	FD 5440	\$25.90
Invoice		12/27/2024		
Cash Payment	E 101-41940-321	Communications Phone/	STREETS - SHOP 5119	\$90.89
Invoice		12/27/2024		
Cash Payment	E 601-49400-321	Communications Phone/	WATER TOWER ALARM 3588	\$46.35
Invoice		12/27/2024		
Cash Payment	E 602-49450-321	Communications Phone/	LIFT STATION ALARM 5066	\$36.35
Invoice		12/27/2024		
Cash Payment	E 602-49450-321	Communications Phone/	WWTP 5463 ALARM	\$36.35
Invoice		12/27/2024		
Cash Payment	E 101-41940-321	Communications Phone/	LONG DISTANCE/TAXES/FEES	\$5.85
Invoice		12/27/2024		
Transaction Date	12/26/2024	MBT Bank Checking	10100	Total \$438.13
Refer	0	MENARDS - NORTH ROCHESTER		
Cash Payment	E 101-41940-228	Equip. Repair and Maint	MISC SUPPLIES	\$295.47
Invoice	57363	12/27/2024		

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Transaction Date	12/26/2024	MBT Bank Checking	10100	Total	\$295.47
Refer	0 MINNESOTA AG GROUP INC				
Cash Payment	E 101-43100-228 Equip. Repair and Maint	JX TRACTOR REPAIRS			\$2,204.32
Invoice	WK22787	12/27/2024			
Transaction Date	12/26/2024	MBT Bank Checking	10100	Total	\$2,204.32
Refer	0 MN FIRE CERTIFICATION BOARD				
Cash Payment	E 101-42200-208 Training, Mileage	RETEST CERT - ANGEL CHACON			\$25.00
Invoice	13017	12/27/2024			
Transaction Date	12/26/2024	MBT Bank Checking	10100	Total	\$25.00
Refer	0 MN DEPT OF HEALTH				
Cash Payment	E 601-49400-441 MDH FEE	SERVICE CONNECTION FEES QTR 4 2024			\$989.00
Invoice	QTR 4 - 2024	12/27/2020			
Transaction Date	12/26/2024	MBT Bank Checking	10100	Total	\$989.00
Refer	0 MINNESOTA ENERGY				
Cash Payment	E 602-49450-380 Utility Services	121 BLANCH STREET			\$38.42
Invoice	5266551378	12/27/2024			
Transaction Date	12/26/2024	MBT Bank Checking	10100	Total	\$38.42
Refer	0 NCPERS GROUP LIFE INS.				
Cash Payment	G 101-21711 Life Insurance Payable	SUPP LIFE INSURANCE EMPLOYEE PAID			\$16.00
Invoice	608900012025	12/27/2024			
Transaction Date	12/26/2024	MBT Bank Checking	10100	Total	\$16.00
Refer	0 ON-SITE COMPUTERS, INC				
Cash Payment	E 101-41500-300 Professional Svcs (GEN	DECEMBER MANAGED SERVICES AGREEMENT			\$414.38
Invoice	CW97175	12/27/2024			
Transaction Date	12/27/2024	MBT Bank Checking	10100	Total	\$414.38
Refer	0 ROCHESTER CHEVROLET				
Cash Payment	E 101-43100-228 Equip. Repair and Maint	REPAIRS TO 3500 TRUCK			\$141.90
Invoice	CVCS152917	12/27/2024			
Transaction Date	12/26/2024	MBT Bank Checking	10100	Total	\$141.90
Refer	0 ROTO ROOTER				
Cash Payment	E 602-49450-300 Professional Svcs (GEN	CLEAN AND CAMERA WORK ON SEWER			\$6,296.10
Invoice	152916	12/27/2024			
Transaction Date	12/26/2024	MBT Bank Checking	10100	Total	\$6,296.10
Refer	0 SAMS CLUB				
Cash Payment	E 101-45200-200 Supplies	TP/KLEENEX/PAPER TOWELS			\$169.58
Invoice	P928000P701MH9Q	12/27/2024			
Transaction Date	12/27/2024	MBT Bank Checking	10100	Total	\$169.58
Refer	0 SL CONTRACTING, INC				
Cash Payment	E 601-49400-300 Professional Svcs (GEN	W/M REPAIR - 20 9TH ST WEST			\$13,440.00
Invoice	14821	12/27/2024			
Transaction Date	12/27/2024	MBT Bank Checking	10100	Total	\$13,440.00
Refer	0 WARSAW SOLAR, LLC				
Cash Payment	E 601-49400-380 Utility Services	SOLAR POWER SALES			\$634.34
Invoice	2411-6994D	12/27/2024			

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Cash Payment	E 602-49450-380	Utility Services	SOLAR POWER SALES	\$916.27
Invoice	2411-6994D	12/27/2024		
Cash Payment	E 101-42200-380	Utility Services	SOLAR POWER SALES	\$317.17
Invoice	2411-6994D	12/27/2024		
Cash Payment	E 101-41940-380	Utility Services	SOLAR POWER SALES	\$563.86
Invoice	2411-6994D	12/27/2024		
Cash Payment	E 101-43160-381	Electric Utilities	SOLAR POWER SALES	\$1,022.00
Invoice	2411-6994D	12/27/2024		
Cash Payment	E 603-45183-381	Electric Utilities	SOLAR POWER SALES	\$70.49
Invoice	2411-6994D	12/27/2024		
Transaction Date	12/26/2024	MBT Bank Checking	10100	Total \$3,524.13
Refer	0	WHKS & COMPANY		
Cash Payment	E 101-41950-303	Engineering Fees	LSI LETTERS	\$1,755.78
Invoice	52942	12/27/2024		
Transaction Date	12/26/2024	MBT Bank Checking	10100	Total \$1,755.78
Refer	0	ABC OF LIFE		
Cash Payment	E 101-42200-311	First Responder Train/E	FIRST AID TRAINING	\$1,140.00
Invoice	FRSTRESP24	12/27/2024		
Transaction Date	12/26/2024	MBT Bank Checking	10100	Total \$1,140.00
Refer	0	MN PERA	Ck# 006322 12/27/2024	
Cash Payment	G 101-21704	PERA	EMPLOYEE RETIREMENT	\$1,206.36
Invoice	2024 PR 25	12/27/2024		
Transaction Date	12/26/2024	MBT Bank Checking	10100	Total \$1,206.36
Refer	0	MN PERA	Ck# 006321 12/27/2024	
Cash Payment	G 101-21704	PERA	EMPLOYEE RETIREMENT	\$1,274.39
Invoice	2024 PR 26	12/27/2024		
Transaction Date	12/26/2024	MBT Bank Checking	10100	Total \$1,274.39
Refer	0	MN DEPARTMENT OF REVENUE	Ck# 006323 12/27/2024	
Cash Payment	G 101-21702	State Withholding	DECEMBER W/H TAX	\$811.39
Invoice	12 2024	12/27/2024		
Transaction Date	12/26/2024	MBT Bank Checking	10100	Total \$811.39

Fund Summary

	10100 MBT Bank Checking
101 GENERAL FUND	\$27,395.12
601 WATER FUND	\$19,290.47
602 SEWER FUND	\$7,406.47
603 RV PARK	\$70.49
	<u>\$54,162.55</u>

Pre-Written Checks	\$3,292.14
Checks to be Generated by the Computer	\$50,870.41
Total	\$54,162.55



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

2. Pledge of Allegiance

Everyone stood and recited the Pledge of Allegiance.

3. Changes to the Agenda

The Fire Department PERA Report was added to Public Safety.

Councilmember Blair 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 11.12.24

B. County Commissioners Regular Meeting Minutes October 8, 2024

C. Mantorville Chamber of Commerce October 2024 Minutes

Motion carried: 5 ayes / 0 nays

5. Proclamations, Presentations and Recognitions – No Items

6. Public Concerns

Jim Potter and Virgil Andrist voiced concerns that the footings for the new bandshell at Riverside Park may have broken a cap on an old landfill that might have been located underneath Riverside Park. They were concerned that methane could be leaking out.

Council believes it was just a dump there and wouldn't have been capped, but will reach out to WHKS, the County, the contractors, and the City Attorney to explore all avenues.

7. Public Safety Update

The Mantorville Fire Department Relief Association was present to update Council on their PERA retirement. They would like to increase their benefit level from \$1,600 to \$2,000. This would not involve any cost increases for the City. They didn't need a decision, the presentation was informational. They will have a resolution prepared for Council at the next meeting, November 25, 2024, if Council approves it at that meeting.

8. Public Hearings – No Items

9. Old Business/New Business

A. Pickleball Informational Meeting

City Clerk Lohrbach had a Public Notice for the informational meeting published in the newspaper, on Facebook, on the City Website, posted at City Hall, and in the Public Box outside City Hall.

Tracy Lee had previously presented at the Park Board and is very enthusiastic for a Pickleball Court here in Mantorville at Slingerland Park. She had some suggestions about the type of surfaces to be used.

Martha Vrieze said there could be advertising to generate income and local businesses may help to promote events. Friends of Mantorville will work on a way for players to make reservations. The Courts will have soundproofing and for now the hours will be limited to daylight.

Public Works Lead Adams will work with Vrieze to come up with hours they think would work and then present this to Council.

There were no other residents present wanting to make a comment.

Councilmember Nash moved and Councilmember Hoaglund seconded to approve moving forward with this project.

Motion carried: 5 ayes / 0 nays

- B.** Councilmember Ingalls moved and Councilmember Blair seconded to certify a resident's unpaid utility bills to taxes collected in year 2025.

Motion carried: 5 ayes / 0 nays

- C.** Preliminary Budget for year 2025 was discussed.

Councilmember Nash spoke with Fire Chief Hardwick about grants for AEDs for the Fire Hall. City Clerk Lohrbach submitted an application to Berne Wood-fire Pizza.

Council is hoping to land around 7.5% for the 2025 tax levy.

10. Tabled Items

- A.** Councilmember Blair moved and Councilmember Nash seconded to pull the item regarding proposed security cameras at City Hall, the Fire Department, and the City Shop off the table.

Motion Carried: 5 ayes / 0 nays

Council said voice is needed on the cameras, but not on every one. They will explore different policies on the cameras.

Councilmember Ingalls moved and Councilmember Blair seconded to re-table the item.

Motion carried: 5 ayes / 0 nays

11. Reports

- A.** Public Works Report

- The culvert apron on Jefferson and 7th Street has been fixed.
- \$4,000 had been budgeted for a box scraper for the tractor and Adams found one for \$3,800. He would like approval to purchase it.

Councilmember Ingalls moved and Councilmember Blair seconded to approve the purchase.

Motion Carried: 5 ayes / 0 nays

- Minnesota Department of Health visited today. They checked the Wellhouse and City Hall. Adams spoke to them about the Lead and Copper rule implemented by the State of Minnesota. They recommend Council Passing an Ordinance that residents with galvanized and Lead must update before they try to sell their homes.
- Adams reached out to the State about noise ordinance signs about engine breaking and is waiting for more information.

B. City Clerk Report – No Report

C. Consultant Report – No report

D. Committee Reports

- 1) Chamber – are planning for Old Fashioned Christmas. There will be a trolley running between Mantorville and during the event and will be stopping at the Hubbell House and the Senior Center.
- 2) Economic Development Authority
- 3) Finance/Budget
- 4) Fire Department
- 5) Infrastructure
- 6) Kasson Mantorville Joint Powers
- 7) Mantorville Restoration Association – Have a meeting tonight.
- 8) Park Board – Pickleball Courts at Slingerland Park were discussed at the October Meeting.
- 9) Personnel – Currently interviewing Deputy City Clerk Candidates.
- 10) Fire Relief
- 11) Township
- 12) Decorations Committee – Working on the placement of the Flags and brackets. Foldcraft donated the powder coating.

E. Councilmember Reports

Response from community for the pickleball courts has been positive.

F. Mayor's Report

12. Executive Session – No Items

13. Adjourn

Motion made by Councilmember Ingalls and seconded by Councilmember Hoaglund to adjourn at 8:01pm. 5 ayes / 0 nays. Meeting Adjourned.

City of Mantorville
Regular City Council and Truth in Taxation Minutes
December 9, 2024



1. **Call to Order**

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

Present: Mayor Chuck Bradford

Councilmembers:

Henry Blair
Lyle Hoaglund
Lynnette Nash
Jeffrey Ingalls

Absent: City Clerk-Treasurer Gretchen Lohrbach

Others Present: Public Works Lead Joe Adams

2. **Pledge of Allegiance**

Everyone stood and recited the Pledge of Allegiance.

3. **10-minute Recess**

4. **Consent Agenda**

The General Session resumed at 6:40 p.m. A motion was made and seconded to approve the Consent Agenda as presented:

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

Motion carried: 5 ayes / 0 nays

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

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

7. Public Concerns –

- A citizen, Tina Bigaouette of 505 Walnut Street, raised concerns on behalf of herself and other neighbors about proposed tiny homes at the church on Walnut Street which were first discussed at the last City Council meeting. She wanted to know what their rights are as neighbors and how and when to get involved to make sure their voices are heard. She expressed concern about the following in relation to any proposed project: zoning compliance, public works and facilities impacts, impact on the surrounding properties and neighborhood, feasibility of fitting a project into the available space, liability, funding source, and safety in regards to how potential residents would be screened.
 - The original proposer, pastor Johan with the church at 515 Walnut Street, was present and said that thinking is still in the concept phase. They are exploring possibilities for building low-income housing on church property and have not explored pragmatic limitations yet. Residents would have to sign a Code of Conduct through the church, agreeing to adhere to religious standards of no alcohol, tobacco, or drugs. There are 2 main ideas being explored: (1) an intentional community using the Settled.org model for the homeless, or (2) the affordable housing idea in which rental homes would charge \$500-\$600/month. He is open to talking with neighbors in the next 3-6 months to hear their feedback.
 - Mayor Bradford said that a zoning variance could possibly be considered instead of a rezone if the project were to move forward. If it were considered, another public hearing would occur to get input on that.

8. Public Safety Update - *No Items*

9. Public Hearings – *No Items*

10. Old Business/New Business

- A. A motion was made to accept an in-kind donation valuing \$200 from Mayor Bradford to the City consisting of a Christmas tree, lights, and an extension cord for the band shell at Riverside Park. Councilmember Nash seconded to approve Resolution 2024-33. Mayor Bradford abstained.

Motion carried: 4 ayes / 0 nays / 1 abstain

- B. A motion was made and seconded to approve the calendar for 2025 as presented.

Motion carried: 5 ayes / 0 nays

- C. A motion was made and seconded to go into the public input section for the Truth in Taxation Final General Budget Levy for Year 2025.

Motion carried: 5 ayes / 0 nays

- 1) A motion was made and seconded to approve the Final General Fund Budget for 2025. The motion was rejected because some wording in the document needed to be corrected before approval.

Motion failed: 0 ayes / 5 nays

- 2) A motion was made and seconded to approve Resolution 2024-34 Adopting the Final Tax Levy Collectible for Year 2025 (a dollar amount of \$681,584, which represents an increase of 7.5%).

Motion carried: 5 ayes / 0 nays

- 3) A motion was made and seconded to approve Resolution 2024-31 Setting the Monthly Water and Sewer Rates for 2025.

Motion carried: 5 ayes / 0 nays

- 4) A motion was made and seconded to approve Resolution 2024-35 Setting the Monthly Stormwater Rates for 2025.

Motion carried: 5 ayes / 0 nays

- 5) Corrections were made to the wording in the Final General Fund Budget for Year 2025. A motion was made and seconded to approve.

Motion carried: 5 ayes / 0 nays

D. Koreen Seim gave an update on the old Relay Station lot directly to the west of the Post Office. Together with a potential buyer, they are seeking to get zoning for the lot changed from commercial to residential for property tax purposes and so that a residential home and accessory structures could be built there. It was determined to be uncertain what the lot's current zoning is and that it may be transitional already. The proposers will need to submit an application and fee before further investigation can continue. Mayor Bradford explained that a public hearing would be required to rezone or for any other pathway forward, and that any changes must meet historic guidelines.

11. Tabled Items

- Security cameras for City Hall, the Fire Department, and Public Works Shop

12. Reports

A. Public Works Report

- Adams reported that Roto-Rooter Storm and Sewer Services had recently been in town using camera technology to televise and assess the condition of the pipes. No issues were found.

- Mike Sewell, Director of the MMUA (Minnesota Municipal Utilities Association) recently inspected the Public Works Shop. He made a couple of small suggestions for updates but overall was impressed with the organization and cleanliness of the space.

B. City Clerk Report – *No Items*

C. Consultant Report – *No Items*

D. Committee Reports

- 1) Chamber – Last weekend the Olde Fashioned Christmas event was a success with good attendance. The trolley attraction had a couple of quirks with drivers not understanding their assigned route and schedule. Clarity of communication will be addressed in the future.
- 2) Economic Development Authority – *No Items*
- 3) Finance/Budget – *No Items*
- 4) Fire Department – *No Items*
- 5) Infrastructure – *No Items*
- 6) Kasson Mantorville Joint Powers – *No Items*
- 7) Mantorville Restoration Association – meets tomorrow night (12.10.24)
- 8) Park Board – *No Items*
- 9) Personnel – *No Items*
- 10) Fire Relief – *No Items*
- 11) Township – *No Items*
- 12) Decorations Committee –
 - The Christmas decorations (lights) are not due to arrive until the week before Christmas due to supplier-end issues. In apology, they offered a 20% off discount plus free shipping (savings of \$700 in shipping alone) and 2 sets of free banners.
 - Adams reported that 4 of the new light poles for downtown are the wrong type, not matching what is already installed downtown. Though they belong to Xcel, a lot had been paid by the City for matching poles. They are also still waiting on Xcel to turn on the power to the electrical outlets on the poles and to the band shell in the park.

E. Councilmember Reports – *No Items*

F. Mayor’s Report

Mayor Bradford said that this would be his final City Council meeting. He expressed appreciation to all of the councils he has worked with over the years and the positive changes they were able to make, including improving communication between sub-committees and city administration, maintaining a lower tax levy, getting the \$1 million grant from the State to help with sewer infrastructure, and navigating the COVID-19 pandemic calmly while keeping outdoor spaces open and accessible for residents. He

also thanked city staff for their commitment to excellence. He is working with Mayor-elect Jeffrey Ingalls on a transition plan.

A motion was made and seconded to close the General Session and move to Executive Session.

Motion carried: 5 ayes / 0 nays

13. Executive Session – Discussing a personnel issue

14. Reopening of General Session – No updates at this time

15. Adjourn

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



Trail to the Past. Road to the Future.

Mantorville CITY COUNCIL Minutes Special Session

Location: MUNICIPAL COUNCIL CHAMBERS

Date: Wednesday, December 18th, 2024

1. Call to Order

Mayor Bradford called the meeting to order at 6:00 PM

Present: Mayor Chuck Bradford

Councilmembers: Henry Blair
Lyle Hoaglund
Jeffrey Ingalls
Lynnette Nash

Others Present: Gretchen Lohrbach
Counsel – Scott Riggs

2. Pledge of Allegiance

Everyone stood and recited the pledge of allegiance.

3. Executive Session

Per a motion by councilmember Ingalls seconded by Nash, and unanimously (5 / 0) approved, the meeting proceeded into a closed executive session at 6:01 PM pursuant to Minnesota Statutes, Section 13D.05, subdivision 3(a), to evaluate the performance of an individual subject to the City Council's authority, Ms. Gretchen Lohrbach. It is noted that no members of the public were present, so no one was asked to leave.

Motion to continue the closed session by councilmember Ingalls, seconded by Nash, to continue the executive session on December 30, 2024 at 4 PM. The motion carried unanimously (5/0).

Henry Blair left the session due to a personal commitment at 7:28 PM.

Motion to reopen the session by councilmember Ingalls, seconded by Hoaglund and carried unanimously (4/0). Councilmember Ingalls announced outside chambers that the open meeting would resume; no members of the public were present.

4. Open Session resumed at 7:35 PM

Motion to approve the minutes by Hoaglund and seconded by Ingalls to approve the December 9th meeting minutes as posted. Motion carried unanimously (4/0).

Bradford updated the council on the morning's Joint Ventures meeting in the high school in Kasson. Tom Monson presented a request to Joint Ventures for \$10K in funding for the bandshell. \$3,000 was ultimately approved by the joint ventures committee. It was Ingalls' first attendance of the meeting and Bradford's last. The next meeting is scheduled for Tuesday, March 11th at 7:30 AM. Nash updated the council on the decorations committee. The holiday decorations have not arrived, so they will likely not be up for this year. No update on the electricity for the poles.

Bradford update the council on the process to bring in temporary help from Express Temporary Services to fill the assistant gap. The previously approved candidate resigned after 3 days.

Hoaglund asked about the job description. Gretchen Lohrbach and Bradford confirmed we do have a current job description.

Ingalls discussed the mutual aid agreement with Byron to have Byron staff assist with the current staff shortage. It should be recognized that city of Byron is going above and beyond to offer assistance. Cami Reber would be part of the mutual aid, and she is experienced with Mantorville's processes. The reimbursement rate is \$67.54/hour for the Finance Director and \$62.35/hour for the Planning Director.

The potential relationship with Express was discussed.

Nash motioned to approve the Byron mutual aid agreement, seconded by Hoaglund. Motion carried 4/0.

Hoaglund discussed the zoning for the former relay lot. It was noted that it does not need to be rezoned to build residential on the lot, but a variance is required.

Bradford shared that he had in his possession some payments for utilities that would be secured.

Motion to adjourn, seconded by Hoaglund, approved unanimously. Meeting adjourned 8 PM.

MANTORVILLE FIRE DEPARTMENT

December 2024 General Members Meeting

Call to Order:

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

Members in Attendance:

- Curt, Jeff, Dave, Don, Roger, Paul, Russ, Scott, Steve, Joey, Troy, Brett, Annabelle, Kyle, Orion, Ryan, Annika, Angel, Trace

Chief's Report:

- State School
 - March 29-30, 2025 Moorhead and Austin - 1 member signed up (Troy)
 - February 15-16, 2025 Detroit Lakes
- Remember to wear ice cleats on boots with calls
- MFD awarded \$750 grant from Berne Pizza
- Renewal with Boy Scouts regarding the explorer program.
- Thank you to everyone that came out for the toy buy.

Assistant Chief:

- Toys for Tots Drive Distribution - 9-12 at HFD - Volunteers needed
- MFD participated in Christmas Parade in Kasson

Deputy Chief:

- Nothing to report

Fire Marshall:

- 1 MVA - No vehicle found

Training Officer:

- January - HAZMAT - Riverland

Equipment:

- Base radio installed
- Please double check battery operated items function during maintenance

Vehicles:

- Betsy- In our Shed.
- Pumper 1- \$724 to repair estimated items
- Pumper 2 - \$1126 to repair estimated items
 - Kurt motion to repair both, Kyle seconded, passed
- Chevy Pickup - Skid removed from truck
- Tanker 1 - winterized
- Tanker 2 - winterized
- Grass Rig - Needs clutch replacement
- Rescue Truck - Air leak fixed and new chains installed

First Responder's:

- SEEMS - Trauma workshop
- Send in CPR card ASAP
- DCA to host EMT class

Treasurer

- Bills: \$12,192.62
- Discussed bills
- Motion made by: Steve to pay bills as stated
- 2nd by: Joey - motion approved

New Business:

- Steve rescinded his retirement date from December to move to January 2, 2025
- Motion made by: Troy to approve
- 2nd by Don, Approved

Old Business:

- None

Active Committees

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

Point Report:

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

Clerk/ Calendar

- January Lunch— Angel, Ryan and JJ
- Calendar
 - Jan 7 1900 Officer Meeting
 - Jan 8 1830 1st Wed Drill
 - Jan 15 1830 1st Responder Training
 - Jan 22 1800 Maintenance
 - 1900 Lunch
 - 1930 Members meeting
 - Feb 8 1800 Annual meeting at Firehall

Meeting Adjourned by Annabelle at: 19:48

Mantorville Chamber of Commerce

December 4, 2024

Greek Revival House

The December meeting of the Mantorville Chamber of Commerce was called to order by president Jason Klimavicz at 8:00am on December 4, 2024

In attendance were, Emma Basness, Deb Wilson, Terry Eckstein,, Lois Hancock, Lynnette Nash, Janice Borgstrom Durst, Wendy Schleeter, Kate Brickner, Mary Aann Buher, Jennifer Galloway, Marilyn Lerman, Linda Kvam and Barbara Loquai

Secretary's Report: A copy of the November secretary minutes were emailed to each of the members. Motion made by Janice Borgstrom Durst to accept the minutes as emailed and seconded by Deb Wilson. Motion passed.

Treasure report Lynnette gave the reported that there were no changes.

Old Business: Farmers Market: There will be Farmers Market in the Welcome Center for Old Fashion Christmas. Time will tell if there will be a winter market.

Band Shell – Jason reported for Tom Munson that the band shell is completed. There is much to be worked out before spring. Old Fashion Christmas: Trolley. It has been paid for. There was a lot of discussion on this issue.

Jason, Terry and Mary Ashford were on "Midwest Access." Telling about Old Fashion Christmas. Cookie Tin sales are going well. All the cookie tins will be taken to the Chocolate Shop and a notice will go out that you can pick one up there.

Remember to bring things to Trivet for the Food Shelf.

There was much more discussion on so many different topics it was hard for me to get it all down. Topics were, Advertising, this seemed to be the main issue. If I have it right there is a meeting January 27th at 10:30am at the Greek Revival.

New Business: Chamber Dinner January 16, 2025 at the Hubbell House at 7:00 Jason passed out the menu that we had to choose from. Vote was taken Menu 1 – 7, Menu 2 – 3 and menu one won. Tickets will be on sale at the Chocolate Shop. More information will be sent out.

The January meeting will be held January 8th at the Greek Revival.

No other business to come before the chamber at this time meeting adjourned.

Secretary Barbara Loquai



Trail to the Past. Road to the Future.

Memorandum

To: Mayor and City Council
From: Gretchen Lohrbach
Date: January 13, 2025
Re: Rental License Renewals

The following list are the 2025 Rental Renewals. All of these property owners have completed the required paperwork and paid for their renewal per City Ordinance.

I recommend that the City Council approve the following rental license renewals submitted for 2025:

715 Clay Street	JJ Williams
3 5 th St West	Claudia Clark
3 rd Street West	SEMMCHRA
82 Cty Rd 21	Elm Care
414 6 th Street West	Amber Fjerstad
606 Washington Street	Amber Fjerstad
102 North Main Street	Legacy Property Investors, LLC
600 Washington Lot 12	Legacy Property Investors, LLC
817 West Street	Lowell & Kathryn Overson
817 ½ West Street	Lowell & Kathryn Overson
821 West Street	Lowell & Kathryn Overson
821 ½ West Street	Lowell & Kathryn Overson
916 Walnut Street	Deb Guenther

CITY OF MANTORVILLE

21 5th Street E • P.O. Box 188 | Mantorville, MN 55955 | p: 507.635.5170
email: cityofmant@kmtel.com | www.mantorville.com

On the National Register of Historical Places Est. 1854



Trail to the Past. Road to the Future.

Memorandum

To: Mayor and City Council
From: Gretchen Lohrbach
Date: January 13, 2025
Re: Rental License Renewals

The following company has applied for renewal of their garbage/refuse hauler licensing in the City of Mantorville for 2025:

Skjeveland Enterprises

Per City requirements, all must be licensed by Dodge County and have submitted certificates of insurance. They have met the requirements to operate in the City of Mantorville.

It is recommended that the City Council should approve their Renewal for Refuse Haulers License for 2021.

CITY OF MANTORVILLE

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Trail to the Past. Road to the Future.

Memorandum

To: Mayor and City Council
From: Gretchen Lohrbach
Date: January 13, 2025
Re: Annual Liability Coverage

As part of the LMC Insurance Trust policy renewal, the City Council needs to determine if it is going to waive or not waive the statutory tort limits – an amount a claimant could recover on any claim to the City.

In the past, the City has always chosen the DOES NOT WAIVE the statutory tort limits. This is also the recommendation of the City Attorney. A formal motion should be made by the City Council.

CITY OF MANTORVILLE

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**CITY OF MANTORVILLE
DODGE COUNTY, MINNESOTA**

RESOLUTION NO. 2025-01

**A RESOLUTION APPROVING NON-WAIVER OF
STATUTORY TORT LIABILITY LIMITS**

WHEREAS, the City of Mantorville is renewing the Property and Liability Insurance coverage with the League of Minnesota Cities Insurance Trust (LMCIT); and

WHEREAS, the City's Municipal Tort Liability is covered under Minnesota Statute 466.04, which limits the amount that the City would be obligated to pay out in the event of a claim under which the limit would apply; and

WHEREAS, the City must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased.

NOW THEREFORE, BE IT RESOLVED that the Mantorville City Council does not waive the monetary limits on Municipal Tort Liability established by Minnesota Statute 466.04 for coverage year 2023.

Adopted by the City Council of the City of Mantorville, Minnesota, this 13th Day of January, 2025.

ATTEST:

Jeffrey Ingalls
Mayor

Gretchen Lohrbach
City Clerk-Treasurer



Trail to the Past. Road to the Future.

Memorandum

To: Mayor and City Council

From: Gretchen Lohrbach

Date: January 13, 2025

Re: Annual City Delegations

Attached is the Resolution approving the Annual City Designations for 2025.

I have not received notice of any rates changing at this time.

It is my recommendation to approve the Resolution as presented.

CITY OF MANTORVILLE

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On the National Register of Historical Places Est. 1854

**CITY OF MANTORVILLE
DODGE COUNTY, MINNESOTA**

RESOLUTION NO. 2025-02

**A RESOLUTION APPROVING CITY
DESIGNATIONS FOR 2025**

WHEREAS, the City of Mantorville is required to appoint certain designations for consultants and agents at the beginning of each year; and

WHEREAS, designations for 2025 are as follows:

City Attorney	Scott Riggs Kennedy & Graven, Chartered
City Engineer	Scott Huneke WHKS & Company
City Prosecutor	David Jacobsen Jacobsen Law Firm
City Auditor	Smith Schafer & Associates
Building Inspector	Construction Management Services (CMS)
City Insurance Agent	Lynn Boynton Insurance Brokers of Minnesota
Banking and Investments	MBT Bank of Mantorville & 4M Fund
City Municipal Advisor	Mike Bubany David Drown Associates, Inc.
City Newspaper	Dodge Media dba Dodge County Independent

NOW THEREFORE, BE IT RESOLVED that the Mantorville City Council approves the designations for 2025 as listed above.

Adopted by the City Council of the City of Mantorville, Minnesota, this 13th Day of January, 2025.

ATTEST:

Jeffrey Ingalls
Mayor

Gretchen Lohrbach
City Clerk-Treasurer

**CITY OF MANTORVILLE
DODGE COUNTY, MINNESOTA**

RESOLUTION NO. 2025-03

**A RESOLUTION DESIGNATING OFFICIAL DEPOSITORIES
FOR THE CITY OF MANTORVILLE, MINNESOTA**

WHEREAS, Minnesota Statute Chapter 118A, specifically 118A.01-118A.08, sets forth the procedures for the deposit of public funds and it is necessary for the Mantorville City Council to designate a bank as the official depositor for City funds and manage the collateral pledged to such funds; and

NOW THEREFORE, BE IT RESOLVED that the Mantorville City Council designates MBT Bank of Mantorville as the official depository for the City of Mantorville and 4M Fund designated as the supplemental depository for investment purposes.

BE IT FURTHER RESOLVED, that before any deposits are made that exceed the amount that is guaranteed by the Federal Deposit Insurance Corporation (FDIC), or if the depository is not an FDIC member, the depository must supply to the City a corporate surety bond in the amount required by law or, in lieu of the surety bond, pledge collateral in the manner and to the extent required and permitted by Minnesota State Chapter 118A.

BE IT FURTHER RESOLVED, that checks of the City drawn on any of the official depositories shall be signed by the following officers:

Jeffrey Ingalls, Mayor
Gretchen Lohrbach, City Clerk-Treasurer

BE IT FURTHER RESOLVED, that the Treasurer shall have authority to wire transfer funds from one official depository to another for the purpose of accounts payable and investing City funds; and

BE IT FURTHER RESOLVED, that the Treasurer has the approved authority for the acceptance and release of all collateral to be held in the City in conjunction with City funds on deposit with authorized institutions.

Adopted by the City Council of the City of Mantorville, Minnesota, this 13th day of January 2025.

ATTEST:

Jeffrey Ingalls
Mayor

Gretchen Lohrbach
City Clerk-Treasurer



Trail to the Past. Road to the Future.

Mantorville CITY COUNCIL Minutes Special Session

Location: MUNICIPAL COUNCIL CHAMBERS

Date: Monday, December 30th, 2024

1. Call to Order

Mayor Bradford called the meeting to order at 4:00 PM

Present: Mayor Chuck Bradford

Councilmembers: Henry Blair
Lyle Hoaglund
Jeffrey Ingalls
Lynnette Nash

Others Present: Gretchen Lohrbach

2. Pledge of Allegiance

Everyone stood and recited the pledge of allegiance.

3. Executive Session

Per a motion by councilmember Ingalls seconded by Hoaglund, and unanimously (5 / 0) approved, the meeting proceeded into a closed executive session at 4:01 PM pursuant to Minnesota Statutes, Section 13D.05, subdivision 3(a), to evaluate the performance of an individual subject to the City Council's authority, Ms. Gretchen Lohrbach. It is noted that no members of the public were present, so no one was asked to leave.

Motion to reopen the session by councilmember Blair, seconded by Ingalls and carried unanimously (5/0). Councilmember Ingalls announced outside chambers that the open meeting would resume; no members of the public were present.

4. Open Session resumed at 4:15 PM

Mayor Bradford summarized the performance evaluation of City Clerk/Treasurer Gretchen Lohrbach as follows: "The Mantorville City Council conducted a performance evaluation of City Clerk-Treasurer Gretchen Lohrbach on December 18, 2024 and December 30, 2024, and the summary of the City Council's conclusions regarding the evaluation are as follows: The Council identified performance objectives and requirements for Ms. Lohrbach, including but not limited to Council goals, administration goals and requirements, responsiveness, adherence to policy requirements, necessary workplace adjustments, attendance requirements, and ongoing profession advancement training. The Council desires to work with Ms. Lohrbach moving forward through continued

evaluations and interactions to facilitate successful implementation of the goals and objectives of the Council and Ms. Lohrbach.”

Mayor Bradford noted that the next council will need to approve the meeting minutes.

Mayor Bradford noted that an assistant was starting in the office December 31st. Mayor Bradford noted that Camille Reber helped get office work caught up for now.

Mayor Bradford initiated a discussion on the staff raises for 2025. Ingalls noted that he would like to see a market analysis of how our staff compensation compares to other similar communities and that he had asked Al Roder from Byron for some example personnel policies. Council discussed various options for raise amounts. Bradford noted that candidates were asking for about 5% more than current staff compensation rates. Blair noted we don't have to do the raises now. Bradford indicated it's usually done before the end of the year. Hoaglund noted that he would like to see comparisons as well. Nash located the approved increase amount in the budget. Ingalls mentioned that we need to see written evaluations from Council. Ingalls confirmed COLA amount is 2.63%.

Ingalls proposed COLA be applied to all staff members and 3% increase for Joe and Wade. Bradford noted that the assistant from Express is contract for hire. Ingalls noted that we need more information before we make any market adjustments.

Ingalls made a motion to raise Joe and Wade's compensation by 2.63% COLA plus 3% merit. Motion was seconded by Hoaglund. Nash noted that we may want to raise Brad's salary the same as Joe and Wade. Ingalls amended the motion to include Brad. Amended motion seconded by Hoaglund and passed 5/0.

Ingalls made a motion to raise Lohrbach's salary by 2.63% COLA, and leave Lohrbach's merit pending the outcome of her performance evaluation. Seconded by Nash. Motion passed 5/0.

Discussion ensued on council compensation. Bradford noted that no change can be made for the next council. Hoaglund noted that most councils pay their members per meeting. Nash indicated the rate should be addressed by the next council. Everyone agreed that it should be addressed next year.

Nash noted the annual Chamber dinner is on Thursday, January 16th at 6 PM.

Hoaglund asked about a lot split for Martha Vrieze. Lohrbach indicated a resolution or minutes are on file and available.

Motion to adjourn by Ingalls, seconded by Hoaglund, approved unanimously. Meeting adjourned 4:45 PM.

City **Mantorville**
 Date **12/1/2024** thru **12/31/2024**

<u>Agency</u>	<u>Incident_Nr</u>	<u>Location</u>	<u>LocCity</u>	<u>Activity</u>
S	202400009065	16 5th St W	Mantorville	Welfare Check
S	202400009352	16 5th St W	Mantorville	Welfare Check
S	202400009377	16 5th St W	Mantorville	Welfare Check
K	202400004232	16 5th St W	Mantorville	Assist Other Agency
S	202400009333	16 5th St W	Mantorville	Civil
S	202400009397	22 6th St E	Mantorville	Suspicious Activity
S	202400009332	22 6th St E	Mantorville	Miscellaneous
S	202400009373	22 6th St E	Mantorville	Order
S	202400009376	22 6th St E	Mantorville	Violate/cond-release
S	202400009453	22 6th St E	Mantorville	Miscellaneous Info
S	202400009608	28 Leprechaun Ln	Mantorville	Threats
S	202400009204	314 6th St W	Mantorville	Welfare Check
S	202400009129	1009 Chestnut St	Mantorville	Sex Offense
S	202400009331	320 Main St N	Mantorville	Runaway
S	202400009198	321 Main St N	Mantorville	Person In Crisis
S	202400009361	321 Main St N	Mantorville	Person In Crisis
K	202400004364	31 County Rd 21	Mantorville	Miscellaneous
S	202400009388	501 Main St N	Mantorville	Alarm
S	202400009254	605 Clay St	Mantorville	Ambulance Run
S	202400009127	611 East St	Mantorville	Residence/business Ck
S	202400009032	610blk West St	Mantorville	Public Hazard
S	202400009156	700 Main St N	Mantorville	Sex Offender Reg Off
S	202400009169	700 Main St N	Mantorville	Violate/cond-release
S	202400009030	623 Golfview Ct	Mantorville	Burning Permit
S	202400009126	802 Main St N	Mantorville	Welfare Check
S	202400009337	715 Chestnut St	Mantorville	Alarm
S	202400009566	916 Chestnut St	Mantorville	Ambulance Run
S	202400009495	920 Main St N	Mantorville	Ambulance Run
Total		28		



Mayor Chuck Bradford
Council Members: Greg Rud
Lyle Hoaglund
Jessica Bradford
Jeffrey Ingalls

Welcome to a meeting of the Mantorville City Council. In order that this and future meetings can be more meaningful to you and other citizens, the City Council uses a set of rules to govern the conduct of its meetings. These "Rules of Procedure" are for the convenience of those attending meetings as well as for the members of the Council. The following is a brief summary of the rules which may be of interest to you.

Please remember to sign in at the beginning of every meeting for the Clerk's record.

COUNCIL MEETING PROCEDURES

ORDER OF BUSINESS

The schedule for a Council meeting is shown on the agenda. An agenda is simply a list of items of business to be considered at a meeting. Copies of the agenda are available on the table in the Council Chambers at the time of meetings.

Persons wishing to have an item considered by the Council must contact the office of the City Clerk before 12:00 p.m. of the Wednesday prior to the meeting date.

It is not necessary that requests be made in writing but would be best. The requests are forwarded to the members of the Council by the City Clerk in the Council meeting packet, thus allowing for more detailed study and review by the Council Members prior to the meeting.

NON-AGENDA ITEMS

Individuals wishing to appear at regular meetings of the Council (second and fourth Mondays of each month) relative to items not included on the agenda may speak or make presentations with permission by the Mayor and Council Members.

The procedure for consideration of adding an Agenda item is **(1)** staff presentation; **(2)** presentations by petitioner or advisory bodies, if required; **(3)** Council motion and second of where to place the matter on the agenda; **(4)** Council questions of staff and/or advisory body reports and discussion when matter comes up on the Agenda; **(5)** presentations from the audience; and **(6)** Council decision. No discussion of an item is allowed by the Mayor,

Council or members of the audience until the matter has been placed on the floor.

No final action is to be expected for such items. The Council will want time to study proposals or requests not of a routine nature. You are encouraged to be placed on the Agenda if you wish immediate action by the Council.

ADDRESSING THE COUNCIL

An individual wishing to address the Council should stand, approach the podium, wait to be acknowledged by the Mayor to speak, then state his/her name and address for the Clerk's record before speaking.

All remarks should be directed to the Mayor rather than to any individual Council Member or administrative staff. The Mayor has full discretion to maintain the Quorum and take whatever actions deemed necessary. The Mayor may wish to refer any questions to the proper Council Member, City Attorney, City Engineer or City staff.

To avoid confusion, only **one** person may have the floor (speak) at any one time. The Mayor is responsible for determining who has this privilege.

In order to facilitate matters and permit all of those who wish to express themselves to do so, presentations are limited to **five** minutes, except at official public hearings. Groups are encouraged to speak through a single spokesperson rather than individually.

All regular Council meetings are tape recorded. For this reason, it is very important that those talking to the Council speak loud enough and clearly enough to be picked up by the microphone.

CONSENT AGENDA ITEMS

The Mantorville City Council uses a “consent agenda” procedure for routine non-controversial items needing little or no deliberation. Those items are identified on the Agenda and are approved with one (1) vote unless a Council Member or citizen requests that the item be considered separately.

VOTING

Three members of the Council must be present if official business is to be transacted. Most resolutions and motions of the Council are adopted if a majority vote of those Council Members present is cast. Some actions require more votes, such as an ordinance related to zoning regulations which requires approval by a 4/5 vote of the entire Council. The publication of an ordinance in the official newspaper of the City is required before it actually takes effect.

Only members of the City Council may vote on decisions before them. The Council takes comments from citizens, Staff and Commission information and the interests of the general public into account in arriving at decisions. Members of the Council attempt to represent your best interests as well as those of your fellow citizens.

PUBLIC HEARINGS

Certain items on the agenda are identified as “public hearings”. These are formal proceedings giving citizens an opportunity to express their concerns on a specific issue. Some issues on which the Council is required to hold public hearings are the annual budget,

public improvement projects and levying of special assessments.

The Council endeavors to complete action on each issue the same night as the hearing. However, there may be circumstances where additional information or action is needed making it desirable to defer action until a later date. Depending on the situation, the hearing may be closed or continued to a future meeting date.

GENERAL PUBLIC HEARING PROCEDURES

1. Mayor opens the public hearing;
 - Mayor describes the purpose of the hearing;
 - Those wishing to comment are heard.

NOTE: If you wish to be heard, but do not want to speak, paper is provided at the City Clerk’s table which you may use to write your position.
2. Formal action is taken to close the hearing.
3. Council Members have the opportunity to comment and ask questions on the issue.
4. Council takes action on the issue or defers decision.

MEETING DATES

Regular City Council meetings are held the second and fourth Mondays of each month at 6:30 p.m. at City Hall. Agendas for regular

meetings are prepared on the Thursday or Friday preceding the meeting. Occasionally meeting days are changed to avoid conflicts with holidays or other events. Information on specific meeting dates is available from the City Clerk.

MINUTES

The official minutes of Council meetings are prepared and kept by the City Clerk and are reviewed and approved by the Council at the next regular meeting. Copies of the approved minutes are available in the City Clerk’s office and the City’s website, www.mantorville.com.

The meetings of municipal governing bodies are truly a study of democracy in action. It is hoped this pamphlet will aid you in understanding and taking part in the democratic process.

PUBLIC HEARING NOTICE

Notice is hereby given that the Mantorville City Council will hold a public hearing on Monday, January 27, 2025 starting at 6:30 p.m., or as soon as reasonably practical thereafter, in the City Council Chambers at Mantorville City Hall, located at 21 5th Street East, Mantorville, Minnesota. The purpose of the public hearing is to hear from the public, consider and thereafter act on a proposed text amendment to the city's zoning regulations. The proposed amendment would establish certain zoning locations, regulations and limitations for various cannabis and hemp businesses within the city to an extent authorized under state law. Such persons that desire to be heard regarding this proposed amendment will be heard at the public hearing. A copy of the proposed ordinance amendment will be available for inspection no later than ten days before the public hearing at Mantorville City Hall during regular business hours. If you are unable to attend the public hearing, written comments may also be submitted via email (gretchen@mantorville.com) or dropped off or mailed to City Hall, 21 5th Street East, Mantorville, MN 55955. All comments submitted by 12:00 p.m. on January 27, 2025 will be presented to the City Council. Following the public hearing, the City Council will consider and possibly adopt the proposed ordinance.

Gretchen Lohrbach
City Clerk Treasurer

Gretchen@mantorville.com

From: joe@mantorville.com
Sent: Wednesday, January 8, 2025 7:20 AM
To: Gretchen@mantorville.com
Subject: FW: Z997R Mower Lease

From: David Maring <DMaring@mmcjd.com>
Sent: Tuesday, January 7, 2025 3:21 PM
To: joe@mantorville.com
Subject: RE: Z997R Mower Lease

Installment	Lease			
Amount Leased		‡Nominal Annual Rate	Payments	+Anr
\$22,500.00		6.25000 %	5	\$5,

- Base Deal**
- Buy Down
- Fix Payment
- Add Payment
- Participation
- Low Rate Extension
- Lease Property Tax

- > **Amount Leased**
- > **Number of Payments**
- Payment Frequency**
- Residual Value**
- Fair Market Value**

Payment Schedule⁺

	Date	Type	Initial Payment
1	07-Jan-2025	N	\$5,077.59
2	07-Jan-2026	N	\$5,077.59
3	07-Jan-2027	N	\$5,077.59
4	07-Jan-2028	N	\$5,077.59
5	07-Jan-2029	N	\$5,077.62
6	07-Jan-2030	R	\$1.00
Total			25,388.98

David Maring
 AG Sales - Midwest Machinery Co.
11555 Highway 60 Blvd, Wanamingo, MN 55983
 Cell: 507.649.1575 Office: 507.824.2256
dmaring@mmcj.com www.mmcjd.com



From: joe@mantorville.com <joe@mantorville.com>
Sent: Tuesday, January 7, 2025 2:28 PM
To: David Maring <DMaring@mmcj.com>
Subject: RE: Z997R Mower Lease

Can you please send me an updated lease

From: David Maring <DMaring@mmcjd.com>
Sent: Tuesday, January 7, 2025 2:26 PM
To: joe@mantorville.com
Subject: RE: Z997R Mower Lease

You are correct, we will run with the 6.25%.

I was thinking it was 6.5% for some reason before.

Thanks

David Maring

AG Sales - Midwest Machinery Co.
[11555 Highway 60 Blvd, Wanamingo, MN 55983](https://www.mmcjd.com)
Cell: 507.649.1575 Office: 507.824.2256
dmaring@mmcjd.com www.mmcjd.com



From: joe@mantorville.com <joe@mantorville.com>
Sent: Tuesday, January 7, 2025 2:12 PM
To: David Maring <DMaring@mmcjd.com>
Subject: RE: Z997R Mower Lease

From: David Maring <DMaring@mmcjd.com>
Sent: Monday, January 6, 2025 2:54 PM
To: joe@mantorville.com
Subject: Z997R Mower Lease

Joe,

Here are the numbers on the new Z997R. Let me know if you have any questions. Thanks!

Hi David
I thought you said the annual rate was lower. The quote I got had last fall was 6.25 and I see its 6.35 now.
Thanks Joe

Installment	Lease	
Amount Leased	‡Nominal Annual Rate	Payments
\$22,500.00	6.35000 %	5

Base Deal	> Amount Leased	\$ 22,500.00	
Buy Down	> Number of Payments	5	
Fix Payment	Payment Frequency	Annual	
Add Payment	Residual Value	\$ 1.00	
Participation	<input type="checkbox"/> Fair Market Value		
Low Rate Extension			
Lease Property Tax			

Payment Schedule ⁺			
	Date	Type	Initial Payment
1	06-Jan-2025	N	\$5,087.07
2	06-Jan-2026	N	\$5,087.07
3	06-Jan-2027	N	\$5,087.07
4	06-Jan-2028	N	\$5,087.07
5	06-Jan-2029	N	\$5,087.09
6	06-Jan-2030	R	\$1.00
Total			25,436.37

David Maring

AG Sales - Midwest Machinery Co.

[11555 Highway 60 Blvd, Wanamingo, MN 55983](https://www.mmcjd.com)

Cell: 507.649.1575 Office: 507.824.2256

dmaring@mmcjd.com www.mmcjd.com



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			