MANTORVILLE CITY COUNCIL MEETING AGENDA
MONDAY, APRIL 8, 2019
6:30 PM

1. Call to Order

2. Pledge of Allegiance

3. Additions/Deletions to Agenda

4. Consent Agenda
   a) City Council Meeting Minute's March 25, 2019
   b) Warrant List April 8, 2019
   c) EDA Meeting Minutes March 5, 2019
   d) April FD General Members Meeting Minutes
   e) DCSO March Activity Report for Mantorville
   f) Notification of Exempt Gambling Permit
   g) SEMLM Meeting Notice Tuesday, April 30, 2019

5. Public Concerns

6. Public Hearing - None

7. Old Business/New Business
   a) Mantorville Saloon Request
   b) 2019 Road Repair Projects Bids/Recommendation
   c) Winter Port a Potty Rental for Riverside Park
   d) City Council Bylaws/Social Media Policy
   e) Council Member Resignation – RESOLUTION 2019-09 A RESOLUTION DECLARING THAT A VACANCY EXISTS ON THE MANTORVILLE CITY COUNCIL

8. TBD
   a) Public Works Report
   b) City Clerk Report
   c) Consultant Report
   d) Committee Report
      Chamber, EDA, Finance/Budget, Fire Department, Infrastructure, KM Joint Powers, MRA, Park Board, Personnel, Relief, Township, Safety, Community Relations
   e) Council Member Report
   f) Mayor Report

9. Executive Session - None

10. Adjourn

MANTORVILLE CITY COUNCIL MEETING AGENDA
MONDAY, MARCH 25, 2019
6:30 PM

1. **Call to Order** – Mayor Bradford called the meeting to order at 6:30 pm.

   Members Present: Chuck Bradford, Henry Blair, Ryan Christensen, and Sharon Davern.

   Others Present: Mike Bubany – David Drown Associates, Jim Strommen – Kennedy Graven Chartered, Tim Hruska – WHKS, Eric -RenSola, Ruth Pettey, Deborah Harrison, Ashley Brandeland, Rey Hernandez, Steph French – DCSO, Gretta Becay, Scott Larsen and Cami Reber.

2. **Pledge of Allegiance** - Done

3. **Additions/Deletions to Agenda** – Remove item 7. B

4. **Consent Agenda** – Motion made by Member Christensen, second by Member Blair to approve the consent agenda as follows:
   a) City Council Meeting Minute's March 11, 2019
   b) Warrant List March 25, 2019
   c) Local Board of Appeal and Equalization Meeting Notice

   Motion passed unanimously.

5. **Public Concerns** - None

6. **Public Hearing** - None

7. **Old Business/New Business**
   a) **ReneSola Solar Subscription**
   Jim Strommen, Kennedy & Graven, reviewed with the Council the subscription agreement/contract with ReneSola. He noted the subscription agreement which really consists of two parts, essentially. The legal stuff which protects the City and includes the required clauses and other provision's that ReneSola is familiar with. He noted not many changes being recommended. The second part relates to the "Deal" or what option do we take. That is up to Council to decide on and he is happy to answer any questions the Council has in making that selection. He reviewed the various subscription proposals with the Council.

   These are based on estimates from ReneSola. The higher the ARR rate is, the more savings we will realize, the lower it is the less we will realize. The ARR rate is tied to Xcel's utility rate; if their rates go up, the ARR goes up and vice versa. In his experience the 2.6% being projected is a reasonable estimate historically. We don't know what's going to happen in the next 25 years. He shared an additional perspective on it.

   Xcel wants to spend $600 – $800 million on technology that will help rate payers like you and I to save money such as interactive meters which are not currently installed. That type of technology and other electricity generation has the promise, down the road to possibly reduce utility rates that you and I pay. In the near term though, they will be putting a lot of money into the system to transform things in the next 10-15 years. It is not likely, in his view, that rates would go down. Not to say they can't or won't. The flat rate option is a safe option, in his opinion. If the Xcel credit goes under the subscription rate, we would be paying the operator and not getting a credit. It's extremely unlikely but that's the variable we are looking at.

   Xcel credits are regulated by the PUC but the agreements are not. The ARR rate is the earlier solar garden credit rate which has now been superseded by value of solar (VOS). It is not as generous as the ARR to the subscriber. The VOS is less of a savings, the ARR gives us a better savings but we are not likely to see those types of subscriptions in the future.

Member Davern questioned this being 25 years and that we have as much protection as possible in the contract. Jim noted that he added verbiage to help protect the City from the Solar garden liability and responsibility. These are legislatively protected incentives. Signing on makes us a beneficiary of the subsidy that is paid by other rate payers. If we chose not to subscribe to this one, he believes the next plans presented in the future are the VOS which are not as generous.

Mayor Bradford questioned the risk factors discussed and if there is anything else, we are missing. Jim noted if we don't enter into this, it is the status quo, we just continue to pay what are paying now. The only risk is if we're paying the operator more than we are getting back in the credit. The risk is low and rates tend to go up, not down.

Member Davern asked as a property owner in Mantorville what does this mean. Jim noted that it is a good thing for the City and the homeowner that pays taxes. Whatever credits the City receives may impact the overall budget. Mike Bubany noted that the utility bills will stay the same and in the grand scheme of things it will not affect the property tax bill.

Member Christensen feels this is positive, risk is low, and it's not going to cost us anything to get in. Discussion on the proposals. Motion made by Member Davern, second by Member Christensen to move forward with the flat rate option (proposed $325,000 savings). Motion passed unanimously. Jim suggested a friendly amendment that approval is subject to Staff and Attorney approving the final agreement. There is no final agreement yet as the subscription information has to be entered into the agreement. If something is put into the agreement with the flat rate as Council hasn't approved, it can be brought back. It is a safety approach. Motion made by Member Christensen, second by Member Blair that final approval of the agreement subject to Staff and Attorney approval. Motion passed unanimously.

Member Davern asked to have a conversation about having the City Attorney present at the Council meetings and what the benefit is. Member Davern requested to put it on the agenda for the next meeting.

b) **Mantorville Saloon Request** – Pulled

c) **2019 CIP Projects Update– Mike Bubany**

City Financial Consultant, Mike Bubany of David Drown Associates, presented the 2019 CIP Projects Plan. He explained how the worksheet works and then plugged in the projects for 2019 to show the impact it has on tax levy, utilities and funds. The projects he plugged in are as follows:

- 5th Street East Phase 2 - $610,000
- SE Sewer Project – paid for from all cash from Sewer Fund but we will collect connection fees over the next 15 years.
- 3rd Street Loop – $950,000 using water, sewer and tax revenues – no cash.
- General Streets Maintenance for 2019 - $200,000 from CIP Cash
- Highway 57 - $350,000 using all cash from CIP Fund.
- Highway 57 Construction in 2022 – using little cash, borrow rest.
- Water Tower Maintenance 2023 – majority from water fund.

We have spent $450,000 out of CIP in the last year. We have a large $350,000 project coming up for engineering costs on the Highway 57 project that we need cash for. We can replenish that through this bonding now instead of having to come back and do it later. This plan does not call for an increase in water and sewer rates right now. Member Davern asked about the streets and noted they need to be addressed quickly and how do we get this done. He noted the money being put in the CIP fund each year to address streets. We can increase that.

Mike discussed the bonding authority for the various projects. He suggested tax abatement bonding for the 5th Street East project. You are required to hold a public hearing and show that parcels that benefit from the road improvements generate enough taxes to cover the principal part of the bonds. It is only a paper trail; their taxes do not change in any way.

Sewer and Water authority – utility revenues have to make the payment. If you want to use taxes, you have to separate out the sewer and water as sewer allows you to use tax levies for bond payments. Water is strictly water. He is recommending a $1,560,000 15 year competitive sale bond. He reviewed the cash flow schedule.

d) **Resolution 2019-07 Setting Sale Date for Bonds**
Motion made by Member Blair, second by Member Christensen to approve RESOLUTION 2019-07 PROVIDING FOR THE COMPETETIVE NEGOTIATED SALE OF $1,560,000 GENERAL OBLIGATION BONDS, SERIES 2019A. Motion passed unanimously.

e) **Resolution 2019-08 Calling Public Hearing for Tax Abatement**
Motion made by Member Davern, second by Member Christensen to call for the public hearing on June 10 and approve RESOLUTION 2019-08, RESOLUTION SETTING DATE FOR A PUBLIC HEARING ON THE APPROVAL OF A TAX ABATEMENT FOR THE PURPOSE OF FINANCING 5TH STREET PHASE II IMPROVEMENTS. Motion passed unanimously.

f) **3rd Street Loop Project Bids**
Tim presented the bids for the 3rd Street Loop Project. Four bids were received; Elcor Construction, Sweke Ims, Edge Contracting and A-1 Excavating. Elcor Construction, out of Rochester, was low bid at $754,235.50. The project is slated to be constructed before the middle of August. He recommends Elcor construction. He noted that outside of the norm for Mantorville, is they are sodding for finish work due to the timing to Marigold Days. Motion made by Member Davern, second by Member Christensen to approve the awarding of the contract. Friendly amendment by Member Blair to Elcor Construction for the amount of $754,235.50. Motion passed unanimously.

g) **2019 Road Repair Projects Recommendation**
Tim presented the working document on the City Streets and Chip sealing. The Chip sealing recommendations amount to about $71,000. The areas involve 7th and 9th Streets. Chip Sealing extends the life of the roads; the top of the asphalt. It doesn't change the ride or structural defects. Typically lasts 5-8 years.

There are a few areas that need some reconstruction work where the pavement has totally alligator cracked and is in need of repair. Jefferson Street from 9th to Stagecoach, Leprechaun Lane, Golf View, and Eagle Court. Golf view and Eagle Court are in very poor condition. Recommending to reclaim existing pavement, grind it up, lay it out and do a double chip seal on it. Not a structural fix, prone to ripping and tearing but it is a band aid fix that will take care of dust. Based on past Council decisions, and with the future sewer extension to this area, they don't want to put the money in to reconstruct something that could be torn out in 10 years. Member Davern asked if this can be communicated to the home owners. Tim noted that a letter to them is important to let them know what we are doing and why if the Council moves in this direction.

Council took a short recess.

h) **City Council Bylaws**
Member Davern requesting if we can update/review these and also suggest that all committees update/review theirs if they want to. The comprehensive plan hasn't been done since 2011. Mayor Bradford noted the general principal is that once set they are a guiding principal. Member Blair noted an issue when reviewing something, if there's not an actual change, avoid changing the date, tracking and going back historically becomes interesting. Discussion on just noting a tag when it was reviewed as a tracking option.

Mayor Bradford noted how we interact with the Public in general is important and our job is to listen, not debate with them. We as elected officials set the tone. If we have the message that Mantorville is a great town and community, we can build on that and on each other. Council Members discussed. Member Christensen noted making decisions not on a personal level but on a level as a whole. Member Davern noted to allow the questions to be asked without assuming there is an ulterior motive.

Christensen noted our social media policy and use of Facebook. Maybe we need to include something in our bylaws addressing being respectful on the internet. All agreed to bring the Social Media Policy and Bylaws back for further discussion and recommendation for any changes.

i) **City Facebook Page**
Discussion on the EDA recommendation for the creation of a City Facebook page. Member Davern noted she would like to see us live stream our City Council meetings on Facebook. We are one of the few cities that don't do this. Member Blair noted that if the Facebook page turns into a business meeting, people won't care; don't oversaturate the page. Motion made by Member Christensen, second by Member Blair to approve to go live with the City Facebook page. Member Christensen noted to make sure that Cami and Patti are the leads on that. Motion passed unanimously.

8. **TBD**

a) **Public Works Report** – Scott reported on the following:
- Handed out his report and asked for any questions.
- Met with the MN Dept of Health as they toured our water facilities.
- Discussed the port a potty rental; On Site came in at $1,092 for 6 months, Affordable portables came in at $1,200. Dennison Field is the ADA one and the campground one is a regular one. Motion made by Member Christensen, second by Member Blair to approve the expenditure of $1,092 to On Site portables for the 2 locations. Motion passed unanimously.

b) **City Clerk Report** – Cami reported on the following:
- A reminder of the Local Board of Appeal and Equalization on April 8 starting at 6:00 pm. She will need to have everyone here then.
- Auditors here next week.

c) **Consultant Report** – Tim Hruska, WHKS, noted the Safety Committee meeting which involved slowing traffic on 9th Street. Cost estimate of $1,200 for Tim to put together some rough preliminary layouts for 9th Street. Davern noted she has been looking into and found some grants she hopes to apply to this project. Motion made by Member Davern, second by Member Blair to approve Tim to look into it. Member Davern noted that if they get the grants they are looking into, they can always reimburse the costs. Member Blair noted this is information that can be used in the future on other roads. All approved.

d) **Committee Report**
- MRA – Member Christensen noted their talk of some recent bingo events and the Art Guild is designing a new sign for the front of their building.
- Safety – Member Davern noted the hard work on the 9th Street project and potential grants they are looking into.

e) **Council Member Report** - None

f) **Mayor Report** – Mayor Bradford reported that he did publish his state of the City address.

9. **Executive Session** - None

10. **Adjourn** – Motion made by Member Christensen, second by Member Blair to adjourn the meeting at 9:30 pm. Motion passed unanimously.

MANTORVILLE,MN

*Check Summary Register©

April 2019

	Name	Check Date	Check Amt	
10100 Citizens State Bank				
UnPaid	AVESIS		$21.83	EMPLOYEE VISION FOR APRIL
UnPaid	NATHAN BURGESS		$333.38	REIMBURMENT TO N. BURGESS FOR HEAD
UnPaid	CASEYS		$508.46	FUEL FOR FD
UnPaid	CEDA		$3,175.00	2ND QTR. OF 2019 ECONOMIC DEVELOPM
UnPaid	CHS - KASSON FEED		$16.67	WHOLE OATS FOR THE PARK
UnPaid	CMS - CONSTRUCTION MGMT.S		$502.09	BUILDING INSPECTIONS FOR MARCH 2019
UnPaid	DELTA DENTAL OF MN		$269.80	EMPLOYER/EMPLOYEE DENTAL FOR APRI
UnPaid	DIAMOND RIDGE PRINTING		$37.76	MANTORVILLE SCD FLIERS
UnPaid	DODGE COUNTY INDEPENDENT		$275.00	SCD CHILI FEED FUNDRAISER AD
UnPaid	STEVE FAIRCHILD		$383.91	REIMBURSEMENT TO S. FAIRCHILD FOR H
UnPaid	FIRE SAFETY USA, INC		$137.50	RIGHT ANGLE FLASHLIGHT FOR PICKUP
UnPaid	GAMEHAVEN COUNCIL BSA		$308.00	MFD EXPLORER RECHARTER
UnPaid	GOPHER STATE ONE CALL		$12.15	UTILITY LOCATES MARCH 2019
UnPaid	HANCOCK CONCRETE PRODUC		$672.00	PARKING CURBS
UnPaid	HAWKINS, INC		$5,597.31	WELLHOUSE CHEMICALS
UnPaid	HEALTHSMART BENEFIT SOLUT		$48.00	EMPLOYEE PAID LIFE INSURANCE
UnPaid	HERO, JORSTAD & JACOBSEN,		$539.00	FEBRUARY 2019 PROSECUTION
UnPaid	TRAVIS HODGMAN		$41.07	LABEL MAKER TAPE AND USB MEMORY ST
UnPaid	HOFSTAD, ANTHONY		$151.69	REIMBURSEMENT TO A. HOFSTAD FOR HO
UnPaid	KASSON HARDWARE HANK		$129.92	ORANGE MARKING PAINT, HOOKS AND CH
UnPaid	K-M TELECOM		$443.80	CITY HALL MAIN 5170
UnPaid	MAXSON ELECTRIC		$160.00	INSTALL NEW BOARD FOR PUMP AT J. ING
UnPaid	MINNEAPOLIS MARRIOTT NORT		$329.36	MPCA COLLECTION CONFERENCE HOTEL
UnPaid	MINNESOTA ENERGY RESOURC		$1,264.07	4016467-5 STREETS
UnPaid	MN FIRE CERTIFICATION BOAR		$25.00	RETEST FEE FOR FF II FOR J. LORENTZ
UnPaid	MOPS AND BUCKETS, LLC		$53.44	APRIL CLEANING
UnPaid	NAPA		$289.82	BATTERY FOR THE PLOW TRUCK
UnPaid	ON SITE COMPUTERS, INC		$105.00	FIXED NETWORK ISSUES WITH MEETING L
UnPaid	PITNEY BOWES GLOBAL		$199.00	MARCH 2019 POSTAGE
UnPaid	PREFERRED HEATING & COOLI		$204.00	HEATER REPAIR AT THE CITY SHOP
UnPaid	STUSSY CONSTRUCTION INC		$438.63	ROAD ROCK FOR STREETS
UnPaid	SWENKE IMS CONTRACTING, LL		$3,354.75	HAUL, LOAD AND PLOW SNOW IN FEBRUA
UnPaid	LAKER CHEMICAL INC. DBA		$1,549.00	FINE ROAD PATCH
UnPaid	VERIZON WIRELESS		$26.97	WIFI FOR FD
UnPaid	WHKS & COMPANY		$24,371.36	SANITARY SEWER TO CEMETERY ROAD, J
UnPaid	WOODWARD REPAIR LLC		$1,064.46	2000 CHEVY K3500 PU REPAIR
UnPaid	XCEL ENERGY		$5,310.28	STREET LIGHTS
UnPaid	ZIEGLER, INC.		$402.50	60 MONTH WARRANTY FOR THE CATERPIL
		Total Checks	$52,751.98	

MANTORVILLE,MN

Payments

Current Period: April 2019

Batch Name	WAR 04 08 19 Payments	User Dollar Amt	$57,893.41
		Computer Dollar Amt	$57,893.41
			$0.00 **In Balance**

Refer	0 *AVESIS*		
Cash Payment	G 101-21715 Employee Paid Vision Plan	EMPLOYEE VISION FOR APRIL	$21.83
Invoice 2297146	4/8/2019		
Transaction Date	4/1/2019	Citizens State Bank 10100 **Total**	$21.83
Refer	0 *CASEYS GENERAL STORES INC*		
Cash Payment	E 101-43125-212 Motor Fuels	FUEL FOR PLOW TRUCK	$107.45
Invoice MARCH 2019 NE	4/8/2019		
Cash Payment	E 602-49450-212 Motor Fuels	FUEL FOR PW TRUCKS	$73.35
Invoice MARCH 2019 NE	4/8/2019		
Cash Payment	E 101-43100-212 Motor Fuels	FUEL FOR PW TRUCKS	$68.96
Invoice MARCH 2019 NE	4/8/2019		
Transaction Date	4/1/2019	Citizens State Bank 10100 **Total**	$249.76
Refer	0 *CEDA*		
Cash Payment	E 101-46500-437 Other Miscellaneous	2ND QTR. OF 2019 ECONOMIC DEVELOPMENT SUPPORT SERVICES	$3,175.00
Invoice 2ND QTR. 2019	4/8/2019		
Transaction Date	4/1/2019	Citizens State Bank 10100 **Total**	$3,175.00
Refer	0 *CMS - CONSTRUCTION MGMT.SE*		
Cash Payment	E 101-42400-300 Professional Srvs (GENE	BUILDING INSPECTIONS FOR MARCH 2019	$502.09
Invoice 19-317	4/8/2019		
Transaction Date	4/1/2019	Citizens State Bank 10100 **Total**	$502.09
Refer	0 *DELTA DENTAL*		
Cash Payment	G 101-21708 Dental Insurance	EMPLOYER/EMPLOYEE DENTAL FOR APRIL 2019	$269.80
Invoice 7595651	4/8/2019		
Transaction Date	4/1/2019	Citizens State Bank 10100 **Total**	$269.80
Refer	0 *HAWKINS, INC*		
Cash Payment	E 601-49400-216 Chemicals and Chem Pr	WELLHOUSE CHEMICALS	$3,327.31
Invoice 4464817	4/8/2019		
Cash Payment	E 601-49400-228 Equip. Repair and Mainte	CHLORINE ALARM FOR THE WELLHOUSE	$2,270.00
Invoice 4464817	4/8/2019		
Transaction Date	4/1/2019	Citizens State Bank 10100 **Total**	$5,597.31
Refer	0 *HEALTHSMART BENEFIT SOLUTIO*		
Cash Payment	G 101-21711 Life Insurance Payable	EMPLOYEE PAID LIFE INSURANCE	$48.00
Invoice APRIL 2019	4/8/2019		
Transaction Date	4/1/2019	Citizens State Bank 10100 **Total**	$48.00
Refer	0 *HERO, JORSTAD & JACOBSEN, P.*		
Cash Payment	E 101-41600-304 Legal Fees	FEBRUARY 2019 PROSECUTION	$90.00
Invoice 2358	4/8/2019		
Transaction Date	4/1/2019	Citizens State Bank 10100 **Total**	$90.00
Refer	0 *MINNESOTA ENERGY*		
Cash Payment	E 101-41940-380 Utility Services	4016467-5 STREETS	$423.07
Invoice APRIL 2019	4/8/2019		
Cash Payment	E 101-41940-380 Utility Services	4300149-4 STREETS	$224.27
Invoice APRIL 2019	4/8/2019		

MANTORVILLE,MN

Payments

Current Period: April 2019

Cash Payment	E 101-41940-380 Utility Services	4028156-0 STREETS		$156.35
Invoice APRIL 2019	4/8/2019			
Cash Payment	E 101-42200-380 Utility Services	4229566-7 FIRE DEPT		$410.89
Invoice APRIL 2019	4/8/2019			
Cash Payment	E 601-49400-380 Utility Services	4113568-2 WTR PUMP		$0.00
Invoice APRIL 2019	4/8/2019			
Cash Payment	E 602-49450-380 Utility Services	4299022-6 WWTP		$0.00
Invoice APRIL 2019	4/8/2019			
Cash Payment	E 101-41940-380 Utility Services	5121503-6 NEW SHOP		$49.49
Invoice APRIL 2019	4/8/2019			
Transaction Date	4/1/2019	Citizens State Bank 10100	**Total**	$1,264.07
Refer	0 *ON SITE COMPUTERS, INC*			
Cash Payment	E 101-41500-300 Professional Srvs (GENE	FIXED NETWORK ISSUES WITH MEETING LAPTOP		$105.00
Invoice CW62763	4/8/2019			
Transaction Date	4/1/2019	Citizens State Bank 10100	**Total**	$105.00
Refer	0 *SWENKE IMS CONTRACTING, LLC.*			
Cash Payment	E 101-43125-406 Snow/Ice Removal	HAUL, LOAD AND PLOW SNOW IN FEBRUARY		$3,354.75
Invoice FEB PLOW	4/8/2019			
Transaction Date	4/1/2019	Citizens State Bank 10100	**Total**	$3,354.75
Refer	0 *TEAM LAB CHEMICAL CORP.*			
Cash Payment	E 101-43100-224 Street Maint Materials	FINE ROAD PATCH		$1,549.00
Invoice INV0015085	4/8/2019			
Transaction Date	4/1/2019	Citizens State Bank 10100	**Total**	$1,549.00
Refer	0 *VERIZON WIRELESS*			
Cash Payment	E 101-42200-321 Communications Phone/	WIFI FOR FD		$26.97
Invoice 9826859571	4/8/2019			
Transaction Date	4/1/2019	Citizens State Bank 10100	**Total**	$26.97
Refer	0 *XCEL ENERGY*			
Cash Payment	E 101-43160-381 Electric Utilities	STREET LIGHTS		$1,599.63
Invoice MARCH 2019	4/8/2019			
Cash Payment	E 101-43160-381 Electric Utilities	300 MAIN N BRIDGE LIGHTS		$21.77
Invoice MARCH 2019	4/8/2019			
Cash Payment	E 101-43160-381 Electric Utilities	130 ST.HWY 57 S.CITY SIGN		$26.24
Invoice MARCH 2019	4/8/2019			
Cash Payment	E 101-43160-381 Electric Utilities	60003 ST.HWY 57 N CITY SIGN		$13.26
Invoice MARCH 2019	4/8/2019			
Cash Payment	E 101-42200-380 Utility Services	21 5TH STREET SIREN		$6.16
Invoice MARCH 2019	4/8/2019			
Cash Payment	E 101-42200-380 Utility Services	21 5TH STREET E FH/CH/PUMP		$389.54
Invoice MARCH 2019	4/8/2019			
Cash Payment	E 101-42200-380 Utility Services	701 CHESTNUT SIREN		$6.31
Invoice MARCH 2019	4/8/2019			
Cash Payment	E 101-43160-381 Electric Utilities	410 CLAY POLE ON EDA LOT		$14.31
Invoice MARCH 2019	4/8/2019			
Cash Payment	E 101-41940-380 Utility Services	600 7TH STREET WEST MANTORFIEL		$14.24
Invoice MARCH 2019	4/8/2019			
Cash Payment	E 101-41940-380 Utility Services	340 CLAY RIVERSIDE W CENTER		$34.40
Invoice MARCH 2019	4/8/2019			

MANTORVILLE,MN

Payments

Current Period: April 2019

Cash Payment	E 101-41940-380 Utility Services	342 MAIN ST N RIVERSIDE NE		$14.60
Invoice MARCH 2019	4/8/2019			
Cash Payment	E 101-41940-380 Utility Services	601 GOLFVIEW DENNISON FIELD		$15.77
Invoice MARCH 2019	4/8/2019			
Cash Payment	E 101-41940-380 Utility Services	1008 EAST CITY SHOP		$347.01
Invoice MARCH 2019	4/8/2019			
Cash Payment	E 602-49450-380 Utility Services	121 BLANCH WWTF+SEC+PUMP		$1,671.84
Invoice MARCH 2019	4/8/2019			
Cash Payment	E 601-49400-380 Utility Services	841 BLANCH WTR WELL HOUSE		$957.57
Invoice MARCH 2019	4/8/2019			
Cash Payment	E 601-49400-380 Utility Services	924 JEFFERSON WATER TOWER		$45.13
Invoice MARCH 2019	4/8/2019			
Cash Payment	E 603-45183-381 Electric Utilities	324 MAIN ST N CAMPGROUND		$14.60
Invoice MARCH 2019	4/8/2019			
Cash Payment	E 101-41940-380 Utility Services	101 BLANCH NEW SHOP		$39.90
Invoice MARCH 2019	4/8/2019			
Cash Payment	E 101-41940-380 Utility Services	15 4TH STREET WEST RIVERSIDE		$14.93
Invoice MARCH 2019	4/8/2019			
Cash Payment	E 602-49450-380 Utility Services	601 JEFFERSON LIFT STATION		$54.39
Invoice MARCH 2019	4/8/2019			
Cash Payment	E 602-49450-380 Utility Services	121 BLANCH AUTO PROTECT LIGHT		$8.68
Invoice MARCH 2019	4/8/2019			
Transaction Date	4/1/2019	Citizens State Bank 10100	Total	$5,310.28
Refer	0 *ZIEGLER, INC.*	-		
Cash Payment	E 101-43100-228 Equip. Repair and Mainte	60 MONTH WARRANTY FOR THE CATERPILLAR LOADER		$402.50
Invoice Z49360011	4/8/2019			
Transaction Date	4/1/2019	Citizens State Bank 10100	Total	$402.50
Refer	0 *MINNESOTA REVENUE*	Ck# 005335 4/8/2019		
Cash Payment	G 101-21702 State Withholding	MARCH STATE TAX W/H		$362.10
Invoice 2019 MARCH	4/8/2019			
Transaction Date	4/1/2019	Citizens State Bank 10100	Total	$362.10
Refer	0 *INTERNAL REVENUE SERVICE*	Ck# 005334 4/8/2019		
Cash Payment	G 101-21701 Federal Withholding	FEDERAL W/H'S		$1,417.63
Invoice 2019 MARCH	4/8/2019			
Cash Payment	G 101-21709 Medicare	MEDICARE W/H'S		$412.42
Invoice 2019 MARCH	4/8/2019			
Cash Payment	G 101-21703 FICA Tax Withholding	SS W/H'S		$1,763.44
Invoice 2019 MARCH	4/8/2019			
Transaction Date	4/1/2019	Citizens State Bank 10100	Total	$3,593.49
Refer	0 *MN PERA*	Ck# 005333 4/8/2019		
Cash Payment	G 101-21704 PERA	EMPLOYEE/EMPLOYER RETIREMENT		$1,105.89
Invoice PR#6 MARCH	4/8/2019			
Transaction Date	4/1/2019	Citizens State Bank 10100	Total	$1,105.89
Refer	0 *MINNEAPOLIS MARRIOTT NORTH*	-		
Cash Payment	E 602-49450-208 Training, Mileage	MPCA COLLECTION CONFERENCE HOTEL STAY FOR J. ADAMS		$329.36
Invoice MARCH 27	4/8/2019			
Transaction Date	4/1/2019	Citizens State Bank 10100	Total	$329.36

MANTORVILLE,MN

Payments

Current Period: April 2019

Refer	0 *MAXSON ELECTRIC*			
Cash Payment	E 602-49450-220 Bldg.Repair and Mainten	INSTALL NEW BOARD FOR PUMP AT J. INGALLS		$160.00
Invoice 6285	4/8/2019			
Transaction Date	4/1/2019	Citizens State Bank 10100	**Total**	$160.00
Refer	0 *GOPHER STATE ONE CALL*			
Cash Payment	E 601-49400-300 Professional Srvs (GENE	UTILITY LOCATES MARCH 2019		$7.29
Invoice 9030560	4/8/2019			
Cash Payment	E 602-49450-300 Professional Srvs (GENE	UTILITY LOCATES MARCH 2019		$4.86
Invoice 9030560	4/8/2019			
Transaction Date	4/2/2019	Citizens State Bank 10100	**Total**	$12.15
Refer	0 *PITNEY BOWES INC*			
Cash Payment	E 101-41500-322 Postage	MARCH 2019 POSTAGE		$199.00
Invoice MARCH 2019	4/8/2019			
Transaction Date	4/2/2019	Citizens State Bank 10100	**Total**	$199.00
Refer	0 *K-M TELECOM*			
Cash Payment	E 101-41940-321 Communications Phone/	CITY HALL MAIN 5170		$110.49
Invoice APRIL 2019	4/8/2019			
Cash Payment	E 101-41940-321 Communications Phone/	CITY HALL - 5176 - 2ND LINE		$34.90
Invoice APRIL 2019	4/8/2019			
Cash Payment	E 101-41940-321 Communications Phone/	CITY HALL FAX 5300		$31.00
Invoice APRIL 2019	4/8/2019			
Cash Payment	E 101-42200-321 Communications Phone/	FD 5440		$31.00
Invoice APRIL 2019	4/8/2019			
Cash Payment	E 101-41940-321 Communications Phone/	STREETS - SHOP 5119		$80.99
Invoice APRIL 2019	4/8/2019			
Cash Payment	E 601-49400-321 Communications Phone/	WATER TOWER ALARM 3588		$41.00
Invoice APRIL 2019	4/8/2019			
Cash Payment	E 602-49450-321 Communications Phone/	LIFT STATION ALARM 5066		$31.00
Invoice APRIL 2019	4/8/2019			
Cash Payment	E 602-49450-321 Communications Phone/	WWTP 5463 ALARM		$31.00
Invoice APRIL 2019	4/8/2019			
Cash Payment	E 101-41940-321 Communications Phone/	LONG DISTANCE/TAXES/FEES		$50.42
Invoice APRIL 2019	4/8/2019			
Cash Payment	E 101-46500-437 Other Miscellaneous	EDA 800 NUMBER		$2.00
Invoice APRIL 2019	4/8/2019			
Transaction Date	4/2/2019	Citizens State Bank 10100	**Total**	$443.80
Refer	0 *DODGE COUNTY INDEPENDENT*			
Cash Payment	E 101-46500-437 Other Miscellaneous	SCD CHILI FEED FUNDRAISER AD		$150.00
Invoice 5801	4/8/2019			
Cash Payment	E 101-46500-437 Other Miscellaneous	SCD CHILI FEED FUNDRAISER AD		$80.00
Invoice 5862	4/8/2019			
Transaction Date	4/2/2019	Citizens State Bank 10100	**Total**	$230.00
Refer	0 *HERO, JORSTAD & JACOBSEN, P.*			
Cash Payment	E 101-41600-304 Legal Fees	MARCH PROSECUTION		$449.00
Invoice 2392	4/8/2019			
Transaction Date	4/2/2019	Citizens State Bank 10100	**Total**	$449.00
Refer	0 *CHS - KASSON FEED*			

Current Period: April 2019

Cash Payment	E 101-45200-401 Repairs/Maint Buildings	WHOLE OATS FOR THE PARK	$16.67
Invoice 441-IE6810	4/8/2019		
Transaction Date	4/3/2019	Citizens State Bank 10100 Total	$16.67
Refer	0 WHKS & COMPANY	-	
Cash Payment	E 602-49450-303 Engineering Fees	SANITARY SEWER TO CEMETERY ROAD, JAN 26-FEB 22	$627.20
Invoice 38940	4/8/2019	Project 18-002	
Cash Payment	E 401-41000-570 Capital Outlay	5TH ST RECON PHASE 2, DEC 29-FEB 22	$108.16
Invoice 38945	4/8/2019	Project 18-001	
Cash Payment	E 401-41000-570 Capital Outlay	3RD ST RECON, JAN 26-FEB 22	$23,636.00
Invoice 38947	4/8/2019	Project 18-003	
Transaction Date	4/3/2019	Citizens State Bank 10100 Total	$24,371.36
Refer	0 STUSSY CONSTRUCTION INC	-	
Cash Payment	E 101-43100-224 Street Maint Materials	ROAD ROCK FOR STREETS	$224.37
Invoice 44356	4/8/2019		
Cash Payment	E 101-43100-224 Street Maint Materials	ROAD ROCK FOR STREETS	$214.26
Invoice 289694	4/8/2019		
Transaction Date	4/3/2019	Citizens State Bank 10100 Total	$438.63
Refer	0 DIAMOND RIDGE PRINTING	-	
Cash Payment	E 101-46500-437 Other Miscellaneous	MANTORVILLE SCD FLIERS	$37.76
Invoice 6406	4/8/2019		
Transaction Date	4/3/2019	Citizens State Bank 10100 Total	$37.76
Refer	0 MOPS AND BUCKETS, LLC	-	
Cash Payment	E 101-41940-439 Janitors	APRIL CLEANING	$53.44
Invoice APRIL 2019	4/8/2019		
Transaction Date	4/4/2019	Citizens State Bank 10100 Total	$53.44
Refer	0 BURGESS, NATHAN	-	
Cash Payment	E 101-42200-228 Equip. Repair and Mainte	REIMBURMENT TO N. BURGESS FOR HEADLIGHT FOR TANKER 1	$333.38
Invoice 4/1/19	4/8/2019		
Transaction Date	4/4/2019	Citizens State Bank 10100 Total	$333.38
Refer	0 FAIRCHILD, STEVE	-	
Cash Payment	E 101-42200-208 Training, Mileage	REIMBURSEMENT TO S. FAIRCHILD FOR HOTEL, FOOD AND GAS FOR STATE SCHOOL	$383.91
Invoice 3/2/19	4/8/2019		
Transaction Date	4/4/2019	Citizens State Bank 10100 Total	$383.91
Refer	0 FIRE SAFETY USA, INC	-	
Cash Payment	E 101-42200-240 Tools and Minor Equipm	RIGHT ANGLE FLASHLIGHT FOR PICKUP	$40.00
Invoice 120337	4/8/2019		
Cash Payment	E 101-42200-240 Tools and Minor Equipm	AIRPACK BATTERIES	$97.50
Invoice 120337	4/8/2019		
Transaction Date	4/4/2019	Citizens State Bank 10100 Total	$137.50
Refer	0 HOFSTAD, ANTHONY	-	
Cash Payment	E 101-42200-240 Tools and Minor Equipm	REIMBURSEMENT TO A. HOFSTAD FOR HOSE REEL PARTS	$151.69
Invoice 4/3/19	4/8/2019		
Transaction Date	4/4/2019	Citizens State Bank 10100 Total	$151.69
Refer	0 HODGMAN, TRAVIS	-	

MANTORVILLE,MN

Payments

Current Period: April 2019

Cash Payment	E 101-42200-217 Other Operating Supplie	LABEL MAKER TAPE AND USB MEMORY STICK		$41.07
Invoice 4/2/19	4/8/2019			
Transaction Date	4/4/2019	Citizens State Bank 10100	Total	$41.07
Refer	0 *MN FIRE CERTIFICATION BOARD*			
Cash Payment	E 101-42200-208 Training, Mileage	RETEST FEE FOR FF II FOR J. LORENTZ		$25.00
Invoice 6461	4/8/2019			
Transaction Date	4/4/2019	Citizens State Bank 10100	Total	$25.00
Refer	0 *WOODWARD REPAIR*			
Cash Payment	E 101-42200-228 Equip. Repair and Mainte	2000 CHEVY K3500 PU REPAIR		$1,064.46
Invoice 55942	4/8/2019			
Transaction Date	4/4/2019	Citizens State Bank 10100	Total	$1,064.46
Refer	0 *PAYMENT SERVICE NETWORK, IN*	Ck# 005336 4/8/2019		
Cash Payment	E 602-49450-300 Professional Srvs (GENE	MONTHLY SERVICE FEES FOR MARCH 2019		$47.97
Invoice 192065	4/8/2019			
Cash Payment	E 601-49400-300 Professional Srvs (GENE	MONTHLY SERVICE FEES FOR MARCH 2019		$31.98
Invoice 192065	4/8/2019			
Transaction Date	4/4/2019	Citizens State Bank 10100	Total	$79.95
Refer	0 *PREFERRED HEATING & COOLING*			
Cash Payment	E 101-41940-220 Bldg.Repair and Mainten	HEATER REPAIR AT THE CITY SHOP		$204.00
Invoice 1520-1	4/8/2019			
Transaction Date	4/4/2019	Citizens State Bank 10100	Total	$204.00
Refer	0 *GAMEHAVEN COUNCIL BSA*			
Cash Payment	E 101-42200-433 Dues and Memberships	MFD EXPLORER RECHARTER		$308.00
Invoice APRIL 2019	4/8/2019			
Transaction Date	4/4/2019	Citizens State Bank 10100	Total	$308.00
Refer	0 *KASSON HARDWARE HANK*			
Cash Payment	E 101-43100-200 Supplies	ORANGE MARKING PAINT, HOOKS AND CHAIN FOR SHOP		$17.97
Invoice 293148	4/8/2019			
Cash Payment	E 101-42200-240 Tools and Minor Equipm	7 EYE TRIGGER SNAP HOOKS		$34.93
Invoice 293150	4/8/2019			
Cash Payment	E 101-42200-570 Capital Outlay	ADHESIVE, SILICONE AND FASTENERS FOR THE FD REMODEL PROJECT		$57.04
Invoice 293374	4/8/2019	Project 18-004		
Cash Payment	E 101-42200-228 Equip. Repair and Mainte	250 V CONNECTOR TO CHARGE THE FD TRUCKS		$19.98
Invoice 293150	4/8/2019			
Transaction Date	4/4/2019	Citizens State Bank 10100	Total	$129.92
Refer	0 *NAPA*			
Cash Payment	E 101-43125-404 Repairs/Maint Machinery	BATTERY FOR THE PLOW TRUCK		$210.78
Invoice 365-336828	4/8/2019			
Cash Payment	E 101-43100-228 Equip. Repair and Mainte	OIL CHANGE AND FILTER FOR THE STREETS DEPT TRUCK		$79.04
Invoice 365-338785	4/8/2019			
Transaction Date	4/4/2019	Citizens State Bank 10100	Total	$289.82
Refer	0 *CASEYS BUSINESS MASTERCARD*			
Cash Payment	E 101-42200-212 Motor Fuels	FUEL FOR FD		$258.70
Invoice MAR 2019	4/8/2019			

MANTORVILLE,MN

Payments

Current Period: April 2019

Transaction Date	4/5/2019	Citizens State Bank	10100	**Total**	$258.70
Refer	0 *DODGE COUNTY INDEPENDENT*	-			
Cash Payment	E 101-41110-352 Publishing	PUBLIC NOTICE FOR BOARD OF APPEAL AND EQUALIZATION			$45.00
Invoice 6183	4/8/2019				
Transaction Date	4/5/2019	Citizens State Bank	10100	**Total**	$45.00
Refer	0 *HANCOCK CONCRETE PRODUCTS*	-			
Cash Payment	E 101-45200-500 Capital Outlay	PARKING CURBS			$672.00
Invoice 1547320	4/8/2019				
Transaction Date	4/5/2019	Citizens State Bank	10100	**Total**	$672.00

Fund Summary

	10100 Citizens State Bank
101 GENERAL FUND	$24,414.72
401 GENERAL CAPITAL PROJECTS	$23,744.16
601 WATER FUND	$6,680.28
602 SEWER FUND	$3,039.65
603 RV PARK	$14.60
	$57,893.41

Pre-Written Checks	$5,141.43
Checks to be Generated by the Computer	$52,751.98
Total	$57,893.41

MINUTES OF THE
MANTORVILLE ECONOMIC DEVELOPMENT AUTHORITY (EDA)
Mantorville Clerk's Office
March 5, 2019
6:30 P.M.

Call To Order – Roll Call – The meeting was called to order by Hindal at 6:30 PM.

Mayor Bradford; Councilmember Blair; Boardmembers Hindal, Hemker, Soland, and Stafford; City Clerk Treasurer Reber; and CEDA Representative Wright were present.

I. Approval of Meeting Minutes – The following items were included on the Consent Agenda: (1) minutes of February 5, 2019

Motion by Blair, second by Hemker to approve the consent agenda. Unanimously approved.

II. Financial Report – Reber presented financial report. Motion by Bradford, second by Blair to approve the financial report. Unanimously approved.

III. Old Business / New Business

A. **Minnesota Ag Group Bill** – The EDA discussed that the EDA received a reimbursement check from insurance company for coverage of $427.28 (total cost of repair was $927.28 with a $500 deductible) for repair of the tractor that was damaged during Stagecoach Days. Preventative measures for damage to the equipment at future Stagecoach Days was discussed. Their insurance did not cover it, they offered to pay half, and the insurance companies have talked. Letter to acknowledge we have our own coverage or proof of insurance from them to take us off obligation. The front of the tractor was bent and twisted, perhaps from moving weights. Horse Pullers Group first year SCD has had a tractor. We could still get deductible back in full or half, depending on what insurance companies agree to. Motion by Blair, second by Bradford to pay $927.28 to Minnesota Ag Group bill. Approved 5-1.

B. **EDA Terms and Appointments** – Boardmember Soland's term expired in April. Motion by Bradford, second by Hemker to extend Soland's term until 2024. Unanimously approved. Motion by Blair, second by Stafford to renew Hindal's Officer term and keep all appointments the same. Unanimously approved.

   Other: Changing the committees was discussed; consensus was to keep them the same.

C. **City of Mantorville Facebook page** – Wright presented the unpublished City of Mantorville Facebook page. Motion by Soland, second by Hemker to recommend to City Council the publication of the new City of Mantorville Facebook page.

D. **RLF Follow-up** – Wright presented and the EDA discussed the Revolving Loan Fund draft overview and application's loan terms, additions, provisional changes and additions, and clarifications. She will revise the RLF documents as discussed.

E. **Community Grants Bulletin** – Wright pointed out some grant deadlines and presented a summary of some of the grants from CEDA's February CGB Grants

Periscope.

F. **Dodge County blog update** – Wright updated that the Dodge County blog is nearly published.

IV. **Subcommittee Reports**

A. Branding (Bradford, Hindal) - None
B. Tourism (Soland, Hemker) - None
C. Stagecoach Days (Soland, Hindal, Blair) – Chili Feed scheduled for Feb. 23 was cancelled due to inclement weather.
D. Happy Trails (Bradford, Stafford, Blair) - None

V. **Rochester Area Chamber of Commerce** – Motion by Bradford, second by Hemker to pay ($342) for annual membership of Rochester Chamber of Commerce. Unanimously approved.

VI. **City of Kasson Letter of Support for DNR Trails Connection (Addendum)** – Motion Blair, second by Bradford to support City of Kasson's regional trail project to establish a recreational trail connection from the existing, regional Sunset Trail to its Aquatic Center and Veterans Memorial Park. Unanimously approved.

VII. **Adjournment** – Motion by Blair, second by Hemker to adjourn. Unanimously approved.

Respectfully submitted,

Abby Wright, CEDA

MANTORVILLE FIRE DEPARTMENT
April General Members Meeting

Call to Order:

- The meeting was called to order at 2030

Member's in Attendance:

- JJ, Dave G, Rog, Paul, Jeremy, Don, Jim, Russ, Scott, Steve, Jen, Dave W, Travis H, Travis B, Paul B, Nate, Anthony, Joey, Troy, Brett, Kyle

Chief's Report:

- Discussion about video recording on the rigs.
- Update on airpacks, grants, etc.
- Discussion of Kasson house fire.
- Gold Cross now Mayo Clinic Medical Transport.
- HWY 57 will be closing the 1st part of Mayo for 3 bridge replacements
- Thank you from Deming family (Kasson fire)
- Sky Warn has changes regarding radio traffic per Matt Maas.
  - Ops channel will now be assigned and everyone called out will be on it.
  - Reminder to keep radio traffic concise and to the point.

Assistant Chief:

- Discussion about attending State Schools.
- Thank you to JJ and Kyle for finishing up the trim work.

Fire Marshall:

- Calls: 2 Mutual Aid Fire (Kasson, same location), 1 Mutual Aid Cancel

Training Officer:

- April 2nd 1830pm Sky Warn at KMHS
- April 3rd training pumpers and driving
- May will continue to be driving and hose testing
- Discussion about group training with DCFD, KFD, and MFD
- State Schools:
  - Rochester, April 6-7
    - 3 people currently signed up for classes.
  - MSFDA Conference and school, Mankato April 26-27

Equipment:

- Compressor is still down, waiting to hear back from Clarey's.
- Air Pack committee will reconvene on Tuesday the 16th at 1830 hrs.
- 2 are currently out for repair.
- Flashlights for pick up will be here tomorrow.

Vehicles:

- Betsy- Up at city shop

- Pumper 1-
- Pumper 2-
- Chevy Pick Up- Fuel gauge is repaired
- Tanker 2- Int. Tanker-
- Grass Rig-
- Tanker 1 –Mack Tanker-Nate took care of new head lights!
- Rescue Truck-new plug connection to plug truck in
    - Remember to have key switch in the up and down position and not accessory.

First Responder's:

- Anne will be here the following dates:
    - April 10th, December 11th.
- EMR class was finished, 5 people completed (Duke, Kyle Troy, Jeff, Brett)
- New Zoll AED is here, waiting for rep to get in here and train people on it.

Treasurer

- Bills: $2594.89
- Discussed bills
- Motion made by Joey to pay bills as stated
- 2nd by Dave W
- Motion carries

New Business:

- DNR grand ideas, due June 1st, let JJ or Rog know.
- $2100 for replacement LED headlights for tanker 2, pick up, tanker 2, grass rig (Headlight Revolution)
    - Motion made by Travis Bebee to spend up to $2500 to replace all headlights with LED
    - 2nd by Steve.
    - Motion carried

Old Business:

- None.

Active Committees

- OSHA/Safety and Accountability: JJ, Paul, Russ, Travis Bebee, Travis Hodgman
- Radios: Paul, Rog
- SOG'S: Paul, JJ, Russ, Travis H, Steve
- Uniform's: Travis B, Steve, Dave W
- Explore program: Nate, Dave Worstman
- Airpack committee: Travis Bebee, Nate, Paul, Curt, Russ, Travis H, Joey
- Truck/Equipment- Russ, Curt, Travis H, Paul Lushinsky, Travis Bebee, Nate Burgess, Joey L

Point Report:

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

Secretary/ Calendar

  - May Lunch—Nate, Troy, Jim
- Calendar
  - April 1st 1900 Officers Meeting
  - April 3rd 1830 1st Wednesday training
  - April 3rd 2030 General members meeting
  - April 6 & 7 Rochester State School
  - April 9th ZVMA 1900 Hayfield, leave hall at 1800
  - April 10th 1830 2nd Wed, First Responder training (Anne)
  - April 15th Maintenance week
  - April 16, 1830 Airpack committee meeting
  - April 17th at 1800 Regional meeting, at Rochester Event Center
  - April 29th 1900 Officers Meeting
  - May 1st 1800 Stifel meeting
  - May 1stth 1830 1st Wednesday Training
  - May 1th 2030 General Members meeting
  - May 4th, tentative ZVMA water movement drill
  - May 8th Department Social
  - May 15th 1830 2nd Wed, First Responder Training
  - May 13th Maintenance week

- Motion made to adjourn at 2122hrs Tibbals
  - 2nd by Steve
  - Motion carries

04/01/2019

City Mantorville
Date 3/1/2019 **thru** 3/31/2019

Agency	Incident_Nr	Location	LocCity	Activity
S	201900002718	1000 Blanch St	Mantorville	Open Door
S	201900002458	6446 Cr 5 Nw	Mantorville	Found Animals
S	201900002832	22 6th St E	Mantorville	9-1-1 Hang Up Call
S	201900002578	22 6th St E	Mantorville	Dar/revoked Dl
S	201900002521	919 Clay St	Mantorville	Paper Service
S	201900002079	415 West St	Mantorville	Welfare Check
S	201900002169	600 Washington St	Mantorville	Welfare Check
S	201900002428	22 6th St E	Mantorville	Violate/cond-release
S	201900002539	22 6th St E	Mantorville	Violate/cond-release
S	201900002820	22 6th St E	Mantorville	Violate/cond-release
S	201900002822	22 6th St E	Mantorville	Civil
S	201900002824	22 6th St E	Mantorville	Violate/cond-release
S	201900002399	21 5th St W	Mantorville	Miscellaneous
S	201900002524	22 6th St E	Mantorville	Miscellaneous
S	201900002525	915 Clay St	Mantorville	Warrants- Out of Co.
S	201900002715	600 Washington St	Mantorville	Miscellaneous
S	201900002703	10 Zumbro Ridge Dr	Mantorville	Narcotics
S	201900002728	502 Main St N	Mantorville	Larceny
S	201900002778	22 6th St E	Mantorville	Appreh/detention Orde
S	201900002709	204 Mantor Dr	Mantorville	Barking Dog
S	201900002292	914 West St	Mantorville	Cell Call Open Line
S	201900002190	507 Chestnut St	Mantorville	Ambulance Run
S	201900002207	16 5th St W	Mantorville	Snow Removal
S	201900002208	16 5th St W	Mantorville	Snow Removal
S	201900002012	909 Walnut St	Mantorville	Assist Other Agency
S	201900002374	22 6th St E	Mantorville	Falls
S	201900002816	905 7th St W	Mantorville	Juvenile Complaint
S	201900002308	10 Zumbro Ridge Dr	Mantorville	Juvenile Complaint
S	201900002055	22 6th St E	Mantorville	Miscellaneous
S	201900002289	22 6th St E	Mantorville	Miscellaneous
S	201900001985	22 6th St E	Mantorville	Mv. Accident
S	201900002046	22 6th St E	Mantorville	Mv. Accident
S	201900002635	220 3rd St W	Mantorville	Paper Service
S	201900001972	22 6th St E	Mantorville	Violate/cond-release
S	201900002080	22 6th St E	Mantorville	Violate/cond-release
S	201900002236	22 6th St E	Mantorville	Violate/cond-release
S	201900002254	600 Washington St	Mantorville	Civil
K	201900001070	22 6th St E	Mantorville	K-9 Demo
K	201900001074	22 6th St E	Mantorville	K-9 Assist
K	201900000900	710 Walnut St	Mantorville	Harassment
S	201900002473	721 Main St N	Mantorville	Suspicious Activity
S	201900002717	1002 Main St N	Mantorville	Suspicious Activity
S	201900002766	420 Mantor Dr	Mantorville	Suspicious Activity
S	201900002880	22 6th St E	Mantorville	Suspicious Activity
S	201900002043	816 Hickory Ln	Mantorville	Suspicious Activity

Total 45

MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than $50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be $1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **$100**; otherwise the fee is **$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Dodge County Pheasants Forever #776

Previous Gambling Permit Number: X-35352-18-009

Minnesota Tax ID Number, if any: ES29354

Federal Employer ID Number (FEIN), if any: 41-1683276

Mailing Address: 61361 265th ave

City: Mantorville State: MN Zip: 55955 County: Dodge

Name of Chief Executive Officer (CEO): Tim Miller

CEO Daytime Phone: ________ CEO Email: ________
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): ________

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☑ Other Nonprofit Organization

Attach a copy of <u>one</u> of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☑ **A current calendar year Certificate of Good Standing**
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

☐ **IRS income tax exemption (501(c)) letter in your organization's name**
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
If your organization falls under a parent organization, attach copies of <u>both</u> of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Mantorville Saloon

Physical Address (do not use P.O. box): 501 N main st.

Check one:

☑ City: Mantorville Zip: 55955 County: Dodge

☐ Township: ________ Zip: ________ County: ________

Date(s) of activity (for raffles, indicate the date of the drawing): April 27 2019

Check each type of gambling activity that your organization will conduct:

☑ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☐ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to ***www.mn.gov/gcb*** and click on ***Distributors*** under the ***List of Licensees*** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits

- [x] The application is acknowledged with no waiting period.
- [ ] The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- [ ] The application is denied.

Print City Name: MANtorVille

Signature of City Personnel: [signature]

Title: City Clerk Treas. Date: 2/26/2019

The city or county must sign before submitting application to the Gambling Control Board.

COUNTY APPROVAL for a gambling premises located in a township

- [ ] The application is acknowledged with no waiting period.
- [ ] The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- [ ] The application is denied.

Print County Name: ____________________

Signature of County Personnel: ____________________

Title: ____________________ Date: __________

TOWNSHIP (if required by the county)
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: ____________________

Signature of Township Officer: ____________________

Title: ____________________ Date: __________

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: ____________________ Date: __________
(Signature must be CEO's signature; designee may not sign)

Print Name: ____________________

REQUIREMENTS

Complete a separate application for:
- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

____ a copy of your proof of nonprofit status; and

____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **$100**; otherwise the fee is **$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

Cities in the counties of
Dodge
Fillmore
Goodhue
Houston
Mower
Olmsted
Wabasha
Winona

SEMLM

Southeastern Minnesota League of Municipalities

www.semlm.org

SEMLM Spring Meeting
Tuesday, April 30, 2019
Chatfield Center for the Arts
405 Main St South, Chatfield
Map: https://tinyurl.com/yxek9c2o

5:00 pm Social Time with cash bar and appetizers with SE MN Together afternoon participants.
Register for afternoon SEMNT event here: https://semntogether.wixsite.com/home/april30
6:30 pm Dinner: ***Lemon pepper chicken, Beef tips w/gravy, Roasted baby red potatoes, Glazed carrots, Pasta salad, Caesar salad, Dinner roll, Cream puff (← These are really wonderful!)***
Welcome from City of Chatfield
7:00 pm SEMLM Business – Dan Eggler, SEMLM President
7:10 pm **Regional Panel Discussion on "Welcoming Communities"**
Multiple cities' elected officials, staff, and businesses will share

- **current best practices to make their communities more attractive and welcoming to new residents,**
- **why it's important for their city to do so,**
- **their roles in the process as a city official, city staff person, or business owner,**
- **how to connect with new residents and keep them.**

8:28 pm Closing remarks from SEMLM President Eggler. Adjourn meeting. **Open time for networking.**

Hosted by the City of Chatfield

Registrations are due by Friday, April 26 *Send your completed form to:*
City of Chatfield Attn: Beth Carlson
21 SE Second Street Chatfield, MN 55923
507-867-3810
bcarlson@ci.chatfield.mn.us

Registration from ______________________________

Contact Person: ______________________________

Phone: ____________________ E-mail: ____________________

Number meals SEMLM member _______ x $20 = $_______ (paid SEMLM member city/Community Partner)
Number meals nonmember _______ x $25 = $_______
Make checks payable to "City of Chatfield"
Names of attendees for this registration:

______________________ ______________________

______________________ ______________________

______________________ ______________________

April 30th, 2019
Chatfield Center for the Arts, Chatfield, MN

SE Together: Beyond Minnesota Nice: Creating Welcoming and Inclusive Communities

Separate Registration is required: https://tinyurl.com/y65d5oj9

Beyond Minnesota Nice:
Creating Welcoming and Inclusive Communities
A SE MN Together Convening
April 30, 2019
2-5 p.m. Event
5-6 p.m. Reception
Chatfield Center for the Arts

1:30-2:00 Registration open
2:00-2:15 Welcome

2:15-3:00 Overview of demographic shifts and characteristics of welcoming and inclusive communities

3:00-3:15 Break

3:15-4:00 Community panel - Being a newcomer, welcoming models, success stories, what works

4:00-4:45 Round table conversations of attendees
4:45-5:00 Report out and Wrap up

5:00-6:30 Social time & Networking – Both SE MN Together and SEMLM attendees.

*** All are welcome to attend the SEMLM Evening Event at the same location and date. ***
Note that the dinner requires reservation registration and payment to host city.

6:30 SEMLM Dinner - Register with host, City of Chatfield, using registration form attached. Registration form also available at www.semlm.org .

7:00 pm SEMLM Business
7:10 pm Regional Panel Discussion on "Welcoming Communities"
Multiple cities' elected officials, staff, and businesses will share

- current best practices to make their communities more attractive and welcoming to new residents,
- why it's important for their city to do so,
- their roles in the process as a city official, city staff person, or business owner,
- how to connect with new residents and keep them.

8:28 pm Closing remarks. Adjourn meeting. Open time for networking.

Memorandum

To: Mayor and City Council

From: Cami Reber

Date: 04/09/2019

Re: Winter Port A Potty

Attached are the two bids for port a potty service during the winter months. The monthly fees are the same as the summer except for the addition of the "winterizing" or "winter service" fee that is charged.

On Site - $96/month x 6 = $576
Affordable Portables - $97/month x 6 = $582

The Park Board has not reviewed the request for an additional port a potty in Riverside Park during the winter months. They were unable to meet in March.

Sanitation Quote

ONSite
Sanitation | Climate | Security
95 Woodlynn Ave
St. Paul, MN 55117
t. 651-429-3781 f. 651-486-6400

Project Name: Portable Restrooms for 2018 - 2019

Date: Mar 19, 2018

Sold To

City of Mantorville

PO Box 188
Mantorville, MN 55955
United States

Phone: (507) 635-5119
Fax:

Your Sales Representative

Maggie Piehowski

Phone: 507.282.8407

Email: maggiep@onsiteco.com

Fax:

Quote Valid Until

2/28/2020

Product	Unit Price
Regular Portable Restroom- 28 Day Rental	$67.00
Hand Sanitizers- 28 Day Rental	$5.00
Environmental Fee	$0.00
Delivery and Pickup	$0.00
Winter Service (charged Nov.-Mar.)	$24.00
Damage Waiver - 28 Day	$0.00
Fuel Surcharge	$0.00
Optional Items	
Extra Service - Weekday/Scheduled	$25.00
Extra Service - Weekend/Emergency	$35.00

A 28 day minimum will be charged for all rental units. Rental units and service will be billed in advance on a 28 day billing cycle and all applicable taxes/ surcharges will be applied. If you have any further questions regarding portable restrooms or the service we provide, please feel free to contact me at 651-429-3781.

☐ *I acknowledge that On Site Companies will not be held responsible for incorrect placement of equipment.*
In the event that a site contact is not present during delivery, all efforts will be made by On Site to ensure proper placement of equipment based on instructions from the customer.
Any relocation of equipment will be charged to the customer.

Signature ______________________

Date ______________

Lead Source: ______________

AAAPROJECT11445

Affordable Portables

504 11th Avenue NE
Kasson, MN 55944
507-634-6600

Estimate

Date	Estimate #
4/1/2019	350

Name / Address
City of Mantorville Attn: Patti Chilson mantacc@kmtel.com

Project

Description	Qty	Cost	Total
Standard Unit Monthly November/December 2019	1	5.00	5.00T
Std 1x/wk cleaning	1	70.00	70.00
Winterizing	1	22.00	22.00
Exemp		0.00%	0.00

Estimate Only.	**Total** $97.00

Customer Signature ______________________

Mantorville City Council By Laws

I. **Regular Meetings:** Mantorville City Council meetings are held the 2nd and 4th Mondays of every month at 6:30 p.m. Exceptions are if that Monday falls on a holiday and there is not a scheduled meeting the 2nd Monday in December. The Council may cancel any scheduled meeting, however at least one (1) meeting per month must be held.

II. **Council Agenda:** The agenda is generally closed to new material the Wednesday before the Council meeting. Packets for the Council Members are prepared and distributed on the Friday noon before the Council meeting. Additions and deletions or changing items may be made at the beginning of the meeting as decided by the Mayor or by motion from the Council, if necessary.

III. **Council Preparation:** It is the expectation that each Council Member read the agenda and accompanied materials before the commencement of each meeting.

IV. **Order:** To accommodate persons waiting to be heard, the Mayor and Council may vary the agenda order; however, public hearings shall be heard no earlier then the time specified on the public hearing notice.

V. **Order of Business:**

a. Call to Order
b. Additions or deletions to the agenda
c. Consent Agenda
d. Public input/comment
e. Public Hearings (if scheduled)
f. City Department reports
g. Informational Presentations ---- including consultant reports
h. Committee Reports
i. Mayors Report
j. Council Members Reports
k. Old Business
l. New Business

VI. **Quorum:** Is present when three (3) of the five (5) Council Members are present. Attention to state statute regarding certain situations that require more than a quorum.

VII. **Seating of the Council and Consultants:** Each member or consultant shall have a nameplate. Historically this arrangement has been decided by the Mayor.

VIII. **Special meetings and Public Hearings:** shall be conducted as required by State laws.

IX. **Policies:** Relating to City Council Meetings rules of procedure and courtesy

a. Call to Order – the presiding officer
b. Start on time
c. Rules of debate – All members have equal rights, responsibilities, privileges and obligations to participate
d. Issues are handled one at a time
e. Discussions – One person at a time

X. **<u>Study/Work Sessions:</u>** The City Council will periodically conduct work sessions that are legally considered special meetings, if conducted on a night that is not a usual Council meeting. The purpose of these work sessions is to consider issues that merit more in depth discussion, for example project planning, budget planning or committee recommendations. These will be scheduled once in the winter and once in the summer.

XI. **<u>Presentations by Applicants and Petitioners:</u>** The Council expects that applicants and petitioners, or their designated representatives can make their presentations within 15 minutes not including time for answering questions by the Council. Upon request, the Mayor can extend the time subject to the consent of the Council. Submission of written material in advance is requested. In addition, the Council requests that previously handed out materials not be read in its entirety but instead summarized.

XII. **<u>Agenda items of high public interest:</u>** If numerous requests, Mayor will inform Council. The Mayor or presiding officer will determine time limit for each speaker. Groups should choose a spokesperson. Citizens, the Council, staff and consultants should demonstrate proper decorum treating everyone with mutual respect.

XIII. **<u>Procedural process for Public Hearings:</u>**

a. <u>Announcement of purpose/goal of the hearing</u> – Mayor
b. <u>Opening of hearing</u> (does not require a motion) – Mayor
c. <u>Find out who is here</u>: for or against...take time to have City Clerk write down all the names of the participants
d. <u>Time limits</u>: Depending on the size of the group, the Mayor may determine that time limits are necessary
e. <u>Ask for any documents that either side wants to submit at this time</u>
f. <u>Explain to all (Mayor)</u>: This is the time when the Council listens to both sides of the issue and it is at this time the Council's role to listen and allow the citizens to speak. (The Council should avoid comments at this time. However periodic questions for clarification may be necessary. Avoid debate)
g. <u>Closing the hearing requires a motion and a vote</u>
h. <u>Council discussion</u>
i. <u>Council motion and a second</u>
j. <u>Discussion</u>
k. <u>Vote</u>

XIV. **<u>Disagree Agreeably:</u>** No name calling or use of profanity when communicating with fellow Council Members, consultants, staff or the public. Conflicts can be an opportunity for growth and new insight for the entire Council.

XV. ***<u>Code of Ethics and Conduct:</u>***

a. Declaration of Policy: The proper operation of democratic government requires that the public has confidence in the integrity of its government. In recognition of this goal, there is hereby established a Code of Ethics and Conduct for public officials. The purpose of this Code is to establish ethical standards of conduct for all such officials by setting forth these acts or actions that are incompatible with the best interests of the City, and by directing disclosure by such officials of private, financial or other interest in matters affecting the City. The provisions and purpose of this Code and such rules and regulations as may be established are hereby declared to be in the best interest of the City.

b. Ethics in Government: Minnesota Statutes, Chapter 10A, Ethics in Government, in incorporated herein by reference. This policy shall be construed and interpreted in consultation with the City Attorney according to Minnesota Statutes and case law.

XVI. <u>City Council Recognition:</u>

a. Commendation and Censure: To the extent allowed by law, the City Council desires to encourage appropriate behavior and discourage inappropriate behavior among its members. The City Council, as a body, may be motion and a 4/5ths vote, commend or censure one of its own. If the act involves two members of the Council, a majority vote is required.

b. Commendation: A member may receive public commendation for the exercise of positive leadership, community vision or other actions considered meritorious by the City Council.

c. Censure: A member may receive a public admonishment for failure to conform to any provisions of these bylaws, state statute, violation of confidentiality or attorney-client privilege, or other acts considered to merit reprimand by the City Council.

Amended by adding section XV and XVI on April 23, 2007.

Mayor Tom Gall

ATTEST: City Clerk-Treasurer, Camille Reber

City of Mantorville Social Media Policy

I. Purpose

Social networking in government serves two primary functions: to communicate and deliver messages directly to citizens and to encourage citizen involvement, interaction, and feedback. Information which is distributed via social networking must be accurate, consistent, and timely and it must also meet the information needs of the City's customers. Since social media is used for social networking, this policy seeks to ensure proper use of the City of Mantorville's social media sites by its representatives.

The City of Mantorville wishes to establish a positive and informative social media presence. City representatives have the responsibility to use the City's social media resources in an efficient, effective, ethical, and lawful manner pursuant to all existing City and departmental policies. This policy also provides guidelines and standards for City representatives regarding the use of social media for communication with residents, colleagues, and all other followers.

II. Policy

The City of Mantorville will determine, in its sole discretion, how its web-based social media resources will be designed, implemented, and managed as part of its overall communication and information sharing strategy. City social media sites may be modified or removed by the City at any time and without notice, as described in this document.

City of Mantorville social media accounts are considered City property and access to these accounts must be securely administered in accordance with the City's Computer Use policy. The City reserves the right to shut down any of its social media sites or accounts for any reason and without notice.

All social media web sites created and utilized during the course and scope of an employee's performance of his/her job duties will be identified as belonging to the City of Mantorville. Such accounts shall also include a link to the City's official web site.

III. Scope

This policy applies to any existing or proposed social media web sites sponsored, established, registered, or authorized by the City of Mantorville. This policy also covers the private use of the City's social media accounts by all City representatives, including its employees and agents, Council members, appointed board or commission members, and all public safety volunteers to the extent it affects the City. Questions regarding the scope of this policy should be directed to the City Clerk.

IV. Definition

Social media are internet and mobile-based applications, websites and functions, other than email, for sharing and discussing information, where users can post photos, video, comments and links to other information to create content on any imaginable topic. This may be referred to as "user-generated content" or "consumer-generated media."

Social media includes, but is not limited to:

- Social networking sites such as Facebook, LinkedIn, and Twitter
- Blogs
- Social news sites such as Reddit and Buzzfeed
- Video and photo sharing sites such as YouTube, Instagram, SnapChat, and Flickr

- Wikis, or shared encyclopedias such as Wikipedia
- An ever emerging list of new web-based platforms generally regarded as social media or having many of the same functions as those listed above

As used in this policy, "employees and agents" means all City representatives, including employees and other agents of the City, such as independent contractors or Council members.

V. Rules of Use

City employees and agents with administrator access are responsible for managing social media websites. Facilities or departments wishing to have a new social media presence must initially submit a request to the City Clerk in order to ensure social media accounts are kept to a sustainable number and policies are followed. All approved sites will be clearly marked as an official City of Mantorville site and shall be linked with the official City website www.mantorville.com. No one may establish social media accounts or websites on behalf of the City unless authorized in accordance with this policy

Administration of all social media web sites must comply with applicable laws, regulations, and policies as well as proper business etiquette.

City social media accounts accessed and utilized during the course and scope of an employee's performance of their job duties may not be used for private or personal purposes or for the purpose of expressing private or personal views on personal, political, or policy issues or to express personal views or concerns pertaining to City employment relations matters.

No social media website may be used by the City or any City employee or agent to disclose private or confidential information. No social media web site should be used to disclose sensitive information; if there is any question as to whether information is private, confidential or sensitive, contact the City Clerk.

When using social media sites as a representative of the City, employees and agents will act in a professional manner. Examples include but are not limited to:

- Adhere to all City personnel and Computer Use policies
- Use only appropriate language

Be aware that content will not only reflect on the writer but also on the City of Mantorville as a whole, including elected officials and other city employees and agents. Make sure information is accurate and free of grammatical errors. Further, account users shall ensure that their use of such City-owned accounts complies with the following:

- Does not provide private or confidential information, including names, or use such material as part of any content added to a site.
- Does not negatively comment on community partners or their services, or use such material as part of any content added to a site.
- Does not provide information related to pending decisions that would compromise negotiations.
- Be aware that all content added to a site is subject to the Minnesota Government Data Practices Act and similar laws and discovery in legal cases.
- Always keep in mind the appropriateness of content.
- Comply with any existing code of ethical behavior established by the City.

Where moderation of comments is an available option, comments from the public will be moderated by City staff, with administrative rights, before posting. Where moderation prior to posting is not an option, sites will be regularly monitored by City staff.

City staff with administrative rights will not edit any posted comments. However, comments posted by members of the public or others will be removed if they are, in the sole discretion of the City, abusive, obscene, defamatory, in violation of the copyright, trademark right or other intellectual property right of any third party, or otherwise inappropriate or incorrect. The following are examples of content that may be removed by City staff before or shortly after being published:

- Potentially libelous comments
- Obscene or racist comments
- Personal attacks, insults, or threatening language
- Plagiarized material
- Private, personal information published without consent
- Comments totally unrelated to the topic of the forum
- Commercial promotions or spam
- Hyperlinks to material that is not directly related to the discussion

VII. Personal Social Media Use

The City of Mantorville respects employees and agents' rights to post and maintain personal websites, blogs and social media pages and to use and enjoy social media on their own personal devices during non-work hours. The City requires employees and agents to act in a prudent manner with regard to website and internet postings that reference the City of Mantorville, its personnel, its operation or its property. Employees and agents and others affiliated with the City may not use a City brand, logo, or other City identifiers on their personal sites, nor post information that purports to be the position of the City without prior authorization.

City employees and agents are discouraged from identifying themselves as City employees when responding to or commenting on blogs with personal opinions or views. If an employee chooses to identify him or herself as a City employee, and posts a statement on a matter related to City business, a disclaimer similar to the following must be used: "These are my own opinions and do not necessarily represent those of the City."

Occasional access to personal social media websites during work hours is permitted as allowed by the City', but employees and agents must adhere to the guidelines outlined in the City's Computer Use policy and the City's Respectful Workplace policy. Employees and agents should also review the Ownership section of this policy (below).

There may be times when personal use of social media (even if it is off-duty or using the employee's own equipment) may spill over into the workplace and become the basis for employee coaching or discipline. Examples of situations where this might occur include:

- Friendships, dating, or romance between co-workers
- Cyber-bullying, stalking, or harassment
- Release of confidential or private data; if there are questions about what constitute confidential or private data, contact the City Clerk.
- Unlawful activities
- Misuse of City-owned social media
- Inappropriate use of the City's name, logo or the employee's position or title

- Using City-owned equipment or city-time for extensive personal social media use

Each situation will be evaluated on a case-by-case basis. If you have any questions about what types of activities might result in discipline, please discuss the type of usage with your Supervisor or the City Clerk.

VIII. Data Ownership

All social media communications or messages composed, sent, or received on City equipment in an official capacity are the property of the City and will be subject to the Minnesota Government Data Practices Act. This law classifies certain information as available to the public upon request. The City of Mantorville also maintains the sole property rights to any image, video, or audio captured while a City employee is representing the City in any capacity.

The City retains the right to monitor employee's social media use on City equipment or on City-owned accounts and will exercise its right as necessary. Users should have no expectation of privacy. Social media is not a secure means of communication.

IX. Policy Violations

Violations of the Policy will subject the employee to disciplinary action up to and including discharge from employment.

Approved by the Mantorville City Council April 10, 2017.

Mayor Chuck Bradford

Attest:

City Clerk Treasurer Camille C. Reber

RESOLUTION 2019-09

A RESOLUTION DECLARING THAT A VACANCY EXISTS ON THE MANTORVILLE CITY COUNCIL

WHEREAS, the Mantorville City Council has received a notice of resignation.

WHEREAS, Council Member Ryan Christensen has turned in a notice of resignation effective April 31, 2019; and

WHEREAS, per Minnesota State Statute 412.02, subd. 2a, the Council may make an appointment to fill the vacancy temporarily until a Special Election is held at the next regular City election.

NOW THEREFORE BE IT RESOLVED, that the Mantorville City Council declares that a vacancy exists and that an appointment to fill the vacancy temporarily will take place until the seat can be filled by Special Election at the next regular City election.

Approved by the Mantorville City Council this 8th day of April, 2019.

____

Mayor Chuck Bradford

____

Attest: City Clerk Treasurer Camille C. Reber

Please accept this email as my resignation from the Mantorville City Council, effective April 30, 2019. My family will be relocating to Kasson as our home (in Kasson) is being built. I will no longer have a Mantorville residence as of May 1st, 2019. It has been an honor and privilege to serve our amazing city. The work the council has done over the last two years shows their commitment to excellence and their desire to support their community.

Thank you,

Ryan Christensen
912 West St., Mantorville