MANTORVILLE CITY COUNCIL MEETING AGENDA
MONDAY, 10, 2021
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 April 26, 2021
   b) Warrant List May 10, 2021
   c) EDA Meeting Minutes May 4, 2021
   d) Fire Department General Meeting Minutes May 2021
   e) Park Board Minutes April 27, 2021
   f) DCSO Call Report for Mantorville April 2021

5. Public Concerns

6. Public Hearing(s) 508 Clay Street Public Hearing – Lot Split

7. Old Business/New Business

   a) Resolution 2021-09 A Resolution Approving a Lot Split for Certain Real Property Located in Mantorville, Dodge County, Minnesota
   b) Resolution 2021-10 A Resolution Granting Variances for Certain Real Property Located at 508 Clay Street

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
   e) Council Member Report
   f) Mayor Report

9. Executive Session - None

10. Adjourn

Join Zoom Meeting
https://zoom.us/j/6745086020?pwd=a25SVGVSeVpTNENRYWZIZEp2algyZz09

Meeting ID: 674 508 6020
Passcode: 5170
One tap mobile
+13126266799,,6745086020#,,,,*5170# US (Chicago)
+19292056099,,6745086020#,,,,*5170# US (New York)

Mantorville City Council Minutes
4-26-2021 / 6:30 p.m.

1. **Call to Order.** Mayor Bradford called the meeting to order at 6:35 p.m. Members Present: Mayor Chuck Bradford, Don Hofstad, Lyle Hoaglund, Bill Kinney, and Kent Keller.

   Others Present: Carol Keller, Rhonda Rocap, Carol Boyd, Ginger Knight, Carol Allen, Jerrod Kappers and Deputy Tyler Vermeersch attended in person. ZOOM was not working.

2. **Pledge of Allegiance** - Done

3. **Additions/Deletions to Agenda.** No Changes.

4. **Consent Agenda** - Motion to accept the Consent Agenda by Member Hofstad and 2nd by Member Hoaglund; unanimously approved.

5. **Public Concerns.** Jerrod Kappers approached the Council regarding constructing a retaining wall on his property to help with erosion issues and to make his yard look nice. Discussion ensued – Mayor Bradford cautioned that as long as the work doesn't cause flooding to a neighboring property he would likely be OK to move forward with this construction. More discussion brought out concerns about easements through that area. It was decided to have Mr Kappers draw up some plans with pictures and bring that back to the Council with more details.

6. **Public Hearing.** No Public Hearing items.

7. **Old/New Business.**
   a. **2020 City Audit Presentation** Bumped to end of Old/New Business – issues with ZOOM.
   b. **Hiring of New City Clerk Treasurer** Mayor Bradford shared that the offer made by the Council to Shirley Buecksler was countered with the acquisition of 4 weeks' vacation after the probationary period of 6 months was accepted and Ms. Buecksler and she will start on Monday, May 10, 2021.

   c. **Carol Allen – details on commemorative park bench.** Carol presented the plan and pictures of the park bench that is being donated in honor Ell & Susie Heusinkveld to be placed in the in area across from their home that Ell has maintained to park standards for many years. The bench has been ordered and should arrive in 6 to 7 weeks. Carol wondered about a cement pad to place the bench on and will coordinate this with Joe in Public Works. Motion to accept the gift of the bench was made by Member Hofstad and seconded by Member Kinney; unanimously approved.

d. **2020 City Audit Presentation** – Ran the Power Point with Jason from Smith Schafer presenting over the phone. See attached for summary.

8 TBD

a.) Public Works Report: Adams reported on:
Fire department having issues with ballasts burning out and requested replacing with LED bulbs which last much longer. With labor coming in around $600 for Maxson Electric to do the wiring and the cost of the bulbs, we are looking at about $2400. Member Keller wondered if the bulbs could be sourced a bit lower in cost and offered to do some research into this. Member Keller motioned to replace the current lighting in the Fire Hall garage with LED bulbs contingent on checking into the pricing and the project not to exceed $2400; seconded by Member Hofstad; unanimously approved.

b.) City Clerk Report. AT&T contract changes have been requested by AT&T – our Consultant David Anderson recommended to turn down the proposed changes as they are not as lucrative as the current Contract. Member Kinney questioned the content of the current agreement and the proposed changes – Mayor Bradford explained that we are currently contracted with AT&T for 5 consecutive, 5 year leases and the proposal calls for a lump sum pay out or a reduction in their rent by 10%. It was agreed that we would go with David Anderson's advice and reject the new contract proposal.

c.) **Consultant Report.** Nothing to report.

d.) **Committee Report.**
Chamber of Commerce functions for the year have been set: Member Hoaglund reported Stagecoach Days coming up in June.

MFD nothing to report

MFD Relief nothing to report

Infrastructure nothing to report

MRA – Member Hoaglund reported the MRA has 2 more - $500 Scholarships so they give 2 Scholarships to a K-M student and 2 Scholarships to a Triton Student. Both Scholarship recipients must maintain a B average grade thru the 1st quarter of their College year.

Mayor Bradford shared that he had talked with Lynnette from the MRA and the State is looking at limiting or eliminating charitable gambling. Member Hoaglund offered details that this only applies to etabs and that paper pull tabs will not be affected. The MRA donates roughly 30% of it's profits from Pull Tab sales so this vital to the MRA.

Park Board. Member Kinney reported that the Park Board meets tomorrow night and they will be doing their Spring Park walk through to identify areas in need in our parks. Also he shared that a tree will be planted on Friday in the Campground at 1pm to maintain our Tree City USA status. Mayor Bradford questioned the loose rocks by the sign at the edge of the city – Joe will reach out to John Olive as he is under the impression that Mr. Olive is not yet finished with a project out there.

e.) **Council Reports.** Nothing to report.

f.) Mayor Report - Mayor was questioned about the population count from the 2020 census as these numbers should've come out today – no one has looked it up yet – will bring back this number at next meeting.

Member Keller asked Joe about the flags on the North side of town and tree trimming that needs to happen – Ryan put up the new flags this afternoon and the trees are scheduled to be trimmed up tomorrow.

9. Adjourn - Motion was made by Member Hofstad to adjourn the meeting; seconded by Member Kinney; unanimously approved. Meeting adjourned at 7:20 p.m.

MANTORVILLE,MN

*Check Summary Register©

May 2021

	Name	Check Date	Check Amt	
10100 Citizens State Bank				
UnPaid	AVESIS		$27.37	EMPLOYEE PAID - VISION INS. MAY 2021
UnPaid	BADGER METER		$372.02	SERVICES FOR APRIL 2021
UnPaid	CMS - CONSTRUCTION MGMT.S		$1,058.72	APRIL 2021 - BUILDING INSPECTIONS
UnPaid	DECOOK DRAINAGE		$4,332.75	REISSUE CHECK - SNOW REMOVAL
UnPaid	DODGE COUNTY INDEPENDENT		$30.00	NEWPAPER AD - ARBOR DAY
UnPaid	EARLS SMALL ENGINE REPAIR		$73.89	REPAIR/MAINTENANCE - GATOR - OIL MIX
UnPaid	FIRE SAFETY USA, INC		$5,129.90	FIRE DEPARTMENT - LEATHER BUNKER B
UnPaid	GOPHER STATE ONE CALL		$43.20	UTILITY LOCATES
UnPaid	HANCOCK CONCRETE PRODUC		$577.50	5 CEMENT PARKING CURBS
UnPaid	HEROLD FLAGS		$111.75	US FLAGS - 3 REPLACEMENT FLAGS
UnPaid	HOMETOWN HAULERS		$100.00	GARBAGE REMOVAL
UnPaid	JENSEN-GERMUNDSON, SHELL		$15.02	REIMBURSEMENT FOR AMAZON PURCHAS
UnPaid	KASSON HARDWARE HANK		$66.32	SHOP TOOLS
UnPaid	K-M TELECOM		$404.11	CITY HALL MAIN 5170
UnPaid	MENARDS - NORTH ROCHESTE		$324.41	CLEANING SUPPLIES
UnPaid	MINNESOTA ENERGY RESOURC		$678.85	4016467-5 STREETS
UnPaid	NCPERS GROUP LIFE INS.		$32.00	EMPLOYEE PAID LIFE INS. MAY 2021
UnPaid	NEWMAN SIGNS		$142.82	STREET SIGNS & POSTS
UnPaid	OFFICE DEPOT		$38.36	OFFICE SUPPLIES
UnPaid	ON SITE COMPUTERS, INC		$36.30	REMOTE SUPPORT
UnPaid	ON SITE SANITATION		$68.04	PORTABLE RESTROOMS FOR DENNESON
UnPaid	PIONEER MANUFACTURING CO		$188.50	WHITE STRIPING FOR BALL FIELDS
UnPaid	POMP'S TIRE SERVICE INC		$30.00	TIRE MOUNTING
UnPaid	PURCHASE POWER		$200.00	POSTAGE
UnPaid	ROCHESTER WELDING		$1,799.44	FIRE DEPARTMENT - SKID UNIT MOUNT FO
UnPaid	SCSU		$275.00	MCFOA21 / 217885-9178 SHIRLEY BUECKSL
UnPaid	SE MN EMS		$400.00	FIRE DEPARTMENT MEMBERSHIP/DUES - 7
UnPaid	SEMA EQUIPMENT INC		$202.46	2 TIRES FOR GATOR
UnPaid	SL CONTRACTING, INC		$2,250.00	SPRING STREET SWEEPING
UnPaid	SMITH SCHAFER & ASSOCIATES		$8,050.00	FINAL PAYMENT FOR 2020 AUDIT
UnPaid	STUSSY CONSTRUCTION INC		$1,303.16	ROAD/CRUSHED ROCK & DELIVERY
UnPaid	TEIGEN PAPER & SUPPLY		$75.96	RESTROOM SUPPLIES
UnPaid	VERIZON WIRELESS		$54.02	FIRE DEPT DATA SERVICE
		Total Checks	$28,491.87	

MANTORVILLE,MN

Payments

Current Period: May 2021

Batch Name	WAR 05 10 21 Payments	User Dollar Amt	$29,371.85
		Computer Dollar Amt	$29,371.85
			$0.00 **In Balance**

Refer 0 *AVESIS*

Cash Payment	G 101-21715 Employee Paid Vision Plan	EMPLOYEE PAID - VISION INS. MAY 2021	$27.37
Invoice 2710979	5/10/2021		
Transaction Date	5/6/2021	Citizens State Bank 10100 **Total**	$27.37

Refer 0 *BADGER METER*

Cash Payment	E 601-49400-300 Professional Srvs (GENE	SERVICES FOR APRIL 2021	$148.81
Invoice 80072783	5/10/2021		
Cash Payment	E 602-49450-300 Professional Srvs (GENE	SERVICES FOR APRIL 2021	$223.21
Invoice 80072783	5/10/2021		
Transaction Date	5/6/2021	Citizens State Bank 10100 **Total**	$372.02

Refer 0 *CMS - CONSTRUCTION MGMT.SE*

Cash Payment	E 101-42400-300 Professional Srvs (GENE	APRIL 2021 - BUILDING INSPECTIONS	$1,058.72
Invoice APRIL2021	5/10/2021		
Transaction Date	5/6/2021	Citizens State Bank 10100 **Total**	$1,058.72

Refer 0 *DECOOK DRAINAGE*

Cash Payment	E 101-43125-406 Snow/Ice Removal	REISSUE CHECK - SNOW REMOVAL	$4,332.75
Invoice 1179	5/10/2021		
Transaction Date	5/6/2021	Citizens State Bank 10100 **Total**	$4,332.75

Refer 0 *DODGE COUNTY INDEPENDENT*

Cash Payment	E 101-45200-430 Miscellaneous	NEWPAPER AD - ARBOR DAY	$30.00
Invoice 11763	5/10/2021		
Transaction Date	5/6/2021	Citizens State Bank 10100 **Total**	$30.00

Refer 0 *EARLS SMALL ENGINE REPAIR*

Cash Payment	E 101-45200-404 Repairs/Maint Machinery	REPAIR/MAINTENANCE - GATOR - OIL MIX & CHAIN	$73.89
Invoice 42121PRKS	5/10/2021		
Transaction Date	5/6/2021	Citizens State Bank 10100 **Total**	$73.89

Refer 0 *FIRE SAFETY USA, INC*

Cash Payment	E 101-42200-240 Tools and Minor Equipm	FIRE DEPARTMENT - LEATHER BUNKER BOOTS/VIPER ARMOR COAT & PANTS/PARTICULATE HOOD	$5,129.90
Invoice 146147112157	5/10/2021		
Transaction Date	5/6/2021	Citizens State Bank 10100 **Total**	$5,129.90

Refer 0 *JENSEN-GERMUNDSON, SHELLY*

Cash Payment	E 201-46500-437 Other Miscellaneous	REIMBURSEMENT FOR AMAZON PURCHASE - HDMI ADAPTOR CABLE	$15.02
Invoice 42721REIMB	5/10/2021		
Transaction Date	5/7/2021	Citizens State Bank 10100 **Total**	$15.02

Refer 0 *GOPHER STATE ONE CALL*

Cash Payment	E 601-49400-300 Professional Srvs (GENE	UTILITY LOCATES	$17.28
Invoice 1040564	5/10/2021		
Cash Payment	E 602-49450-300 Professional Srvs (GENE	UTILITY LOCATES	$25.92
Invoice 1040564	5/10/2021		
Transaction Date	5/7/2021	Citizens State Bank 10100 **Total**	$43.20

Refer 0 *HANCOCK CONCRETE PRODUCTS*

MANTORVILLE,MN

Payments

Current Period: May 2021

Cash Payment E 101-43100-224 Street Maint Materials 5 CEMENT PARKING CURBS $577.50
Invoice 1726337 5/10/2021
Transaction Date 5/7/2021 Citizens State Bank 10100 **Total** $577.50

Refer 0 *HEROLD FLAGS*
Cash Payment E 101-45200-200 Supplies US FLAGS - 3 REPLACEMENT FLAGS $111.75
Invoice 15325 5/10/2021
Transaction Date 5/7/2021 Citizens State Bank 10100 **Total** $111.75

Refer 0 *HOMETOWN HAULERS*
Cash Payment E 101-41940-384 Refuse/Garbage Disposa GARBAGE REMOVAL $100.00
Invoice 94910 5/10/2021
Transaction Date 5/7/2021 Citizens State Bank 10100 **Total** $100.00

Refer 0 *KASSON HARDWARE HANK*
Cash Payment E 101-43100-228 Equip. Repair and Mainte SHOP TOOLS $24.47
Invoice APRIL 2021 5/10/2021
Cash Payment E 101-42200-240 Tools and Minor Equipm FIRE DEPARTMENT - FASTNERS/SCREWS $20.88
Invoice APRIL 2021 5/10/2021
Cash Payment E 602-49450-220 Bldg.Repair and Mainten SEWER CAP OFF EQUIPMENT $20.97
Invoice APRIL 2021 5/10/2021
Transaction Date 5/7/2021 Citizens State Bank 10100 **Total** $66.32

Refer 0 *K-M TELECOM*
Cash Payment E 101-41940-321 Communications Phone/ CITY HALL MAIN 5170 $112.12
Invoice 10069433 5/10/2021
Cash Payment E 101-41940-321 Communications Phone/ CITY HALL - 5176 - 2ND LINE $20.94
Invoice 10069433 5/10/2021
Cash Payment E 101-41940-321 Communications Phone/ CITY HALL FAX 5300 $25.00
Invoice 10069433 5/10/2021
Cash Payment E 101-42200-321 Communications Phone/ FD 5440 $25.93
Invoice 10069433 5/10/2021
Cash Payment E 101-41940-321 Communications Phone/ STREETS - SHOP 5119 $80.92
Invoice 10069433 5/10/2021
Cash Payment E 601-49400-321 Communications Phone/ WATER TOWER ALARM 3588 $46.16
Invoice 10069433 5/10/2021
Cash Payment E 602-49450-321 Communications Phone/ LIFT STATION ALARM 5066 $36.16
Invoice 10069433 5/10/2021
Cash Payment E 602-49450-321 Communications Phone/ WWTP 5463 ALARM $36.16
Invoice 10069433 5/10/2021
Cash Payment E 101-41940-321 Communications Phone/ LONG DISTANCE/TAXES/FEES $20.72
Invoice 10069433 5/10/2021
Transaction Date 5/7/2021 Citizens State Bank 10100 **Total** $404.11

Refer 0 *MENARDS - NORTH ROCHESTER*
Cash Payment E 601-49400-200 Supplies CLEANING SUPPLIES $3.99
Invoice 83967 5/10/2021
Cash Payment E 101-45200-401 Repairs/Maint Buildings STAIN FOR BENCH / CEDAR CHIPS MULCH $320.42
Invoice 83967 5/10/2021
Transaction Date 5/7/2021 Citizens State Bank 10100 **Total** $324.41

Refer 0 *MINNESOTA ENERGY*
Cash Payment E 101-41940-380 Utility Services 4016467-5 STREETS $214.66
Invoice 368029081 5/10/2021

MANTORVILLE,MN

Payments

Current Period: May 2021

Cash Payment	E 101-41940-380 Utility Services	4300149-4 STREETS		$131.71
Invoice 3680770720	5/10/2021			
Cash Payment	E 101-41940-380 Utility Services	4028156-0 STREETS		$87.99
Invoice 3679676781	5/10/2021			
Cash Payment	E 101-42200-380 Utility Services	4229566-7 FIRE DEPT		$160.58
Invoice 3680024184	5/10/2021			
Cash Payment	E 602-49450-380 Utility Services	4299022-6 WWTP		$83.91
Invoice 3679292660	5/10/2021			
Transaction Date	5/7/2021	Citizens State Bank 10100	Total	$678.85
Refer	0 *MN PERA*	Ck# 005554 5/10/2021		
Cash Payment	G 101-21704 PERA	EMPLOYEE / EMPLOYER PAID RETIREMENT BENEFITS		$783.78
Invoice PR #9	5/10/2021			
Transaction Date	5/10/2021	Citizens State Bank 10100	Total	$783.78
Refer	0 *NCPERS GROUP LIFE INS.*	-		
Cash Payment	G 101-21711 Life Insurance Payable	EMPLOYEE PAID LIFE INS. MAY 2021		$32.00
Invoice 608900052021	5/10/2021			
Transaction Date	5/10/2021	Citizens State Bank 10100	Total	$32.00
Refer	0 *NEWMAN SIGNS*	-		
Cash Payment	E 101-43100-224 Street Maint Materials	STREET SIGNS & POSTS		$142.82
Invoice TRFINV030161	5/10/2021			
Transaction Date	5/10/2021	Citizens State Bank 10100	Total	$142.82
Refer	0 *OFFICE DEPOT*	-		
Cash Payment	E 101-41500-200 Supplies	OFFICE SUPPLIES		$38.36
Invoice 168839748001	5/10/2021			
Transaction Date	5/10/2021	Citizens State Bank 10100	Total	$38.36
Refer	0 *ON SITE SANITATION*	-		
Cash Payment	E 101-45200-410 Rentals	PORTABLE RESTROOMS FOR DENNESON PARK AND CAMPGROUND		$68.04
Invoice 0001118005	5/10/2021			
Transaction Date	5/10/2021	Citizens State Bank 10100	Total	$68.04
Refer	0 *ON SITE COMPUTERS, INC*	-		
Cash Payment	E 101-41500-300 Professional Srvs (GENE	REMOTE SUPPORT		$36.30
Invoice CW73369	5/10/2021			
Transaction Date	5/10/2021	Citizens State Bank 10100	Total	$36.30
Refer	0 *PAYMENT SERVICE NETWORK, IN*	Ck# 005553 5/10/2021		
Cash Payment	E 601-49400-300 Professional Srvs (GENE	MONTHLY SERVICE FEES - APRIL 2021		$38.48
Invoice 237102	5/10/2021			
Cash Payment	E 602-49450-300 Professional Srvs (GENE	MONTHLY SERVICE FEES - APRIL 2021		$57.72
Invoice 237102	5/10/2021			
Transaction Date	5/10/2021	Citizens State Bank 10100	Total	$96.20
Refer	0 *PIONEER MANUFACTURING COM*	-		
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	WHITE STRIPING FOR BALL FIELDS		$188.50
Invoice INV787667	5/10/2021			
Transaction Date	5/10/2021	Citizens State Bank 10100	Total	$188.50
Refer	0 *PURCHASE POWER*	-		
Cash Payment	E 101-41500-322 Postage	POSTAGE		$200.00
Invoice APRIL 2021	5/10/2021			

MANTORVILLE,MN

Payments

Current Period: May 2021

Transaction Date	5/10/2021	Citizens State Bank 10100	**Total**	$200.00
Refer	0 *POMPS TIRE SVC INC*			
Cash Payment	E 101-45200-404 Repairs/Maint Machinery	TIRE MOUNTING		$30.00
Invoice 230103457	5/10/2021			
Transaction Date	5/10/2021	Citizens State Bank 10100	**Total**	$30.00
Refer	0 *ROCHESTER WELDING*			
Cash Payment	E 101-42200-228 Equip. Repair and Mainte	FIRE DEPARTMENT - SKID UNIT MOUNT FOR WATER TRUCK		$1,799.44
Invoice 100476	5/10/2021			
Transaction Date	5/10/2021	Citizens State Bank 10100	**Total**	$1,799.44
Refer	0 *SCSU*			
Cash Payment	E 101-41500-208 Training, Mileage	MCFOA21 / 217885-9178 SHIRLEY BUECKSLER REGISTRATION		$275.00
Invoice 217885-9178	5/10/2021			
Transaction Date	5/10/2021	Citizens State Bank 10100	**Total**	$275.00
Refer	0 *SEMA EQUIPMENT INC*			
Cash Payment	E 101-45200-404 Repairs/Maint Machinery	2 TIRES FOR GATOR		$202.46
Invoice 1512759	5/10/2021			
Transaction Date	5/10/2021	Citizens State Bank 10100	**Total**	$202.46
Refer	0 *SE MN EMS*			
Cash Payment	E 101-42200-433 Dues and Memberships	FIRE DEPARTMENT MEMBERSHIP/DUES - 7/1/21-6/30/22 (INCLUDES EDUCATION)		$400.00
Invoice 12681	5/10/2021			
Transaction Date	5/10/2021	Citizens State Bank 10100	**Total**	$400.00
Refer	0 *SL CONTRACTING, INC*			
Cash Payment	E 101-43100-224 Street Maint Materials	SPRING STREET SWEEPING		$2,250.00
Invoice 11623	5/10/2021			
Transaction Date	5/10/2021	Citizens State Bank 10100	**Total**	$2,250.00
Refer	0 *SMITH SCHAFER & ASSOCIATES*			
Cash Payment	E 101-41530-301 Auditing and Acct g Servi	FINAL PAYMENT FOR 2020 AUDIT		$8,050.00
Invoice 944344	5/10/2021			
Transaction Date	5/10/2021	Citizens State Bank 10100	**Total**	$8,050.00
Refer	0 *STUSSY CONSTRUCTION INC*			
Cash Payment	E 101-43100-224 Street Maint Materials	ROAD/CRUSHED ROCK & DELIVERY		$1,303.16
Invoice 46229	5/10/2021			
Transaction Date	5/10/2021	Citizens State Bank 10100	**Total**	$1,303.16
Refer	0 *TEIGEN PAPER & SUPPLY*			
Cash Payment	E 101-45200-200 Supplies	RESTROOM SUPPLIES		$75.96
Invoice 98812	5/10/2021			
Transaction Date	5/10/2021	Citizens State Bank 10100	**Total**	$75.96
Refer	0 *VERIZON WIRELESS*			
Cash Payment	E 101-42200-321 Communications Phone/	FIRE DEPT DATA SERVICE		$54.02
Invoice 9878360480	5/10/2021			
Transaction Date	5/10/2021	Citizens State Bank 10100	**Total**	$54.02

MANTORVILLE,MN

Payments

Current Period: May 2021

Fund Summary

	10100 Citizens State Bank
101 GENERAL FUND	$28,618.06
201 ECONOMIC DEVT AUTHORITY	$15.02
601 WATER FUND	$254.72
602 SEWER FUND	$484.05
	$29,371.85

Pre-Written Checks	$879.98
Checks to be Generated by the Computer	$28,491.87
Total	$29,371.85

MANTORVILLE
ECONOMIC DEVELOPMENT AUTHORITY MEETING
Tuesday, May 4, 2021
6:30 PM

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Meeting Minutes
   a. April 6, 2021
4. Financial Report
   a. April 2021--Hemker
5. Bylaws
   a. Recommendation to adopt revisions
6. New Business/Old Business
   a. Presentation for SHRPA subscription--Terry Eckstein
   b. Instagram platform for Mantorville
7. Subcommittee Reports
   - Stagecoach Days -- Qualey/Hemker/Hindal
   - Tourism
8. Adjournment

Next meeting is scheduled for June 1, 2021 at 6:30 p.m.

Posted April 29, 2021

MINUTES OF THE
MANTORVILLE ECONOMIC DEVELOPMENT AUTHORITY (EDA)
April 6, 2021
6:30 P.M.

I. **Call To Order** – Roll Call – The meeting was called to order by Hindal at 6:42 PM. Board members Hindal, Hemker, Mayor Bradford and Soland; City Clerk/Treasurer Reber; CEDA Representative Laura Qualey were present. Absent: Hoaglund, Stafford and Hofstad.

II. **Approval of Agenda/Meeting Minutes**

The following items were included on the agenda: Minutes of February 1st, 2021. Motion by Hemker, second by Soland to approve meeting minutes. Unanimously approved.

III. **Financial Report**

Reber reported there was not a lot of financial activity; Reber made a recommendation to have the EDA make a request to the City Council to have them cut a check directly to the EDA for the year so the EDA can manage their own checkbook going forward. The amount that would be requested is YTD $22,254.69. Qualey will get this recommendation to the City Council for the May 10th Agenda.

Qualey asked Hindal to stop into the bank to have them auto deposit our interest into the EDA account instead of a physical check. Hindal will take care of this. Financial report approval was a motion by Hemker and seconded by Soland. Unanimously approved. Mayor Bradford suggested that access to the bank statements should be held by an official member of the EDA such as Hindal or Soland as they are official signatories for the EDA Account. Hindal will access the statements and forward them to the elected Treasurer for the EDA. IV.

Stagecoach Days Committee Presentation

Barb LaQua and Mary Bucher presented the details of Stagecoach Days for 2021. They needed the contract for the tent authorized by Hindal as well as a check request for the tent deposit. Fiddlers Contest is all committed. Community Ed in Kasson will publish an ad for SDC that will cost $100 which the invoice should be sent to the EDA to be paid. $158.79 for the tent and stage deposit is needed. There is also a contract that needs to be signed by the EDA for the PA equipment. Qualey also mentioned that the check from SEMAC from the 2020 grant that was awarded for SCD has been cut and mailed to the EDA to use for this year's event.

V. **Appointments**

A. Mayor Bradford updated the EDA on the potential new EDA board member. The candidate was requiring more information about what the EDA goals were. Reber was going to reach out to him one more time to determine their interest.

B. Hindal's term is up for renewal. Mayor Bradford made a motion to re-up his six year term; Hemker seconded the motion. Unanimously approved.

C. Qualey listed the Officer positions that are up for re-appointment. Soland made a motion to approve Hindal as the EDA Chairperson for the 2021 year; Mayor Bradford seconded; unanimously approved. Vice President nomination for Mayor Bradford was motioned by Hindal with a second by Hemker; unanimously approved. Hemker was nominated for the Secretary position with a motion by Mayor Bradford and a second by Hindal; motion passed unanimously. Role of Treasurer will be held by the City Clerk; motion by Mayor Bradford with a second by Hindal; unanimously passed. Due to the vacant position for City Clerk, an Interim Treasurer needed to be appointed. Hemker offered to manage the Interim Treasurer position until a full time City Clerk is filled. Motion by Mayor Bradford; seconded by Hindal. Motion passed.

VI. **Old Business/New Business**.

Qualey reported on some of the business visits she has had in the community. She has met with the Art Guild, Coffee House, the Chamber and the Mantorville Theater to give some advice on claiming their space on Google to control their information and help increase their searchability on Google and also giving some tips on creating events on Facebook as well as how to tag other businesses, people or organizations to help increase their visibility and audience.

Qualey also reported that she recently submitted a DNR Outdoor Recreation Grant to help fund some playground equipment for Denneson Park as well as a walking path and some parking spaces. Friends of the Park have an account at the Citizens State Bank that donations may be accepted. A check for $5,000 has already been dropped off. The community needs to raise about $50,000 to match the grant funds as it is a 50/50 match.

Qualey also updated on the most recent round of grant funds distributed by the County from the State of MN. Two businesses in Mantorville received funds from this program. She also updated the board on the American Rescue Plan bill that was just passed and the city should be receiving about $100,000 to use for infrastructure, broadband or for a decrease in revenue. Depending on the final terms, there could be a possibility some of the funds could go toward the Hwy 57 project as the funds can be used until December 2024. There is also a Restaurant Revitalization Fund program that will be disbursed by the SBA; Qualey has sent info to the eligible businesses in Mantorville so they are aware of the program.

The Bylaws were discussed and it was determined that under Article III number 6, that the communication methods should be updated to include 'email', and strike 'telegram' and the 'tele' of 'telephone' in which the Board of Commissioners may be notified of any EDA business.

Hindal had a conversation with Chamber of Commerce President Terry Eckstein about the possibility of developing a light industrial area in Mantorville. Industry types of light manufacturing, professional services or auto repair, etc.

VII. **Adjournment**

Motion by Hemker, second by Soland to adjourn. Hindal adjourned the meeting at 7:31 p.m.

Mantorville EDA Meeting
May 4, 2021
Background Information

5. Bylaws. The EDA Bylaws have been revised to update Article III; Sec. 6 relating to the acceptable methods of communication that are allowed when notifying EDA Commissioners of EDA related matters. The revisions include removing 'telegram' as a preferred method and adding 'email' and modifying 'telephone' to simply 'phone' to be all inclusive for all phone types. The revisions will need to be presented to the Council at the May 10th meeting for final approval.

6. OLD/NEW BUSINESS

a. **SHRPA** Subscription (no I didn't miss an 'e') is a tourism social platform where locals share day trips and afternoon adventures that highlight their area's unique personality! This is a local company out of Rochester that is trying to get people to visit and support small towns, their cultures, offerings and adventures. With the SHRPA Pro subscription ($1,200/year), we will get our own personal sherpa guide to come and experience Mantorville four times throughout the year and they will post their adventures, and experiences to the site and drive people to Mantorville for a day trip. The 'sherpa' (influencer) that comes usually has thousands of followers that appreciate local foods, experiences and Minnesota bloggers. The Chamber of Commerce will be contributing $1,200 for the subscription this year. The Chamber is paying for the subscription with funds from the Explore MN Tourism Crisis Grant they were awarded in 2020.
b. **Instagram** is the 2nd most popular social media platform (Facebook is #1). If the SHRPA subscription is approved, we will want to have an Instagram account for the City of Mantorville in order to capitalize on the adventures that the SHRPA shares. 25-34-year-olds represent the largest audience on Instagram, followed closely by the 18-24-year old age group. EDA would need to make a recommendation to council to approve the creation of an Instagram account for the city.

MANTORVILLE FIRE DEPARTMENT
May 2021 General Members Meeting

Call to Order:
- The meeting was called to order at: 20:29

Member's in Attendance:
- JJ, Curt, Jeff, Dave G., Rog, Paul L., Jeremy, Don, Jim, Russ, Scott, Steve, Nate B., Joey, Brett, Kyle, Duke, Nate S., Orion, Ryan, Logan

Chief's Report:
- Pool/Rink filling policy. Bring up Wed.
- Be sure to fill out the sheets completely. Points will not be awarded unless they are filled out. Sheets have been modified to allow for a signature & FF number...**USE IT!**
- Modified Mock Car Crash this Friday at 0730 at HS. Just need one truck to sit out front until 0900. Volunteers? Nate S & Orion

Assistant Chief:
- Safety Comm Mtg
  - Be sure to identify yourself going into an EMR call.
  - Do not hurry, take a breath & take your time, but be prompt.
  - Lightweight gear that will be ordered on DNR Grant. Be sure to take you regular gear with you to a grass fire JIC.
  - Take the time to get used to the new airpacks.
  - Always consider additional resources for MVA's when short on personnel. Communicate situation back to dispatch.
- With warmer temps outside, be sure there is plenty of water/gatorade in trucks.

Fire Marshall:
- 1 MVA.
- 1 Power line down.
- 3 Grass fires.
- Total: 5 Fire calls.
  - Need to figure out charges for each call before we send to City. Travis & Nate

Training Officer:
- Training this month is hose line hook up and hose line readiness.
- Wearing SCBAS, and going over air compressors.
- Next month we are going to do search and rescue, possibly Riverland coming in with their trailer.
- Classes are starting at Riverland. Check board if interested/ Needed.

Equipment:
- Two sets of new turnout gear have been given to Orion and Nate S.

Vehicles:

- Betsy- Up at city shop
- Pumper 1-
- Pumper 2 - Intake wasn't fully closed, make sure it's fully closed.
- Chevy Pick Up - Skid unit's permanent mount is finished and installed. Cost $1800. Small leak on new skid unit scheduled to be repaired. Gas for new skid unit is in tool box.
- Tanker 1 -
- Tanker 2 - Temp gauge is not correct. No need to fix.
- Grass Rig - Water pump is leaking and will be repaired after wildland fire season. $1400 to fix.
- Rescue Truck -

First Responder's:
- Anna will be here. She will be here around 7:30ish.

Treasurer
- Bills: $7,948.39
- Discussed bills
- Motion made by: Jeremy to pay bills as stated
- 2nd by: Kyle
- Motion carries

New Business:
- DNR Grant Items
- Dept Picture 4th Wed in May

Old Business:
-

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

Point Report:
- Motion made by: Jim to approve the point report
- 2nd by: Jeremy
- Motion approved.

Secretary/ Calendar
- May 12 1930 1st Responder Training
- May 19 1600 Set up for Socal
- May 19 1800 Maintenance, Firefighter socal.

- May 26 1830 Fire Department Picture
- **JUN Lunch: Annabelle, Steve, Dave G**
- JUn1 1900 Officer Meeting
- Jun 2 1830 1st Wed Drill , Monthly meeting

- Motion made to adjourn by: Curt
- 2nd by: Scott
  Meeting Adjourned at: 21:20

Mantorville Park and Recreation Board Meeting
Tuesday, April 27, 2021 / 5:30 PM
City Hall Council Chambers
Minutes

Call to Order - Chair Schwanke called the meeting to order at 5:36pm
Members Present for Quorum – Brian Schwanke, Brad Germundson, Mike Peck, Bill Kinney, Henry Blair joined later
Guests Present – Joe Adams, Shelly Germundson

Changes/Additions to Agenda

Approval of Meeting Minutes - Motion: Member Germundson Second: Member Peck

1. **New Business**
   a) Discussion on request to have South East Area Tractor Pullers Tractor Pull at Riverside Park on June 12, 2021 – 10 AM Start time. Request everything the same as in the past, bleachers, garbage cans, etc. Earl Schultz will provide proof of insurance Certificate prior to the event.
   Motion: Member Schwanke Second: Member Kinney

   b) 2021 Budget purchases update – Joe reported 6 loads of gravel purchased – 2 loads to Denneson Park and 4 loads to Mantor Field. 7 curbs have been purchased, the new swing for Riverside Park has been purchased, EAB injections approved for June.

2. **Old Business**
   a) **Riverside Park:** Needs Mulch and gravel – purchasing mulch from Menards to match what has been used in the past. City staff will be removing a dead Maple that is located near 4th Street – will need to have it ground out by professional. No word yet on when the Covered Bridge project will be completed. Discussion to ask the Council to waive the Shelter fees for use of the Park Shelter for the Spring Fling. Joe will bring this to the Council.

   b) **Campground:** Opens May 1st – The water is on. A dead tree has been removed. Portable restroom is ordered and a dumpster is coming. A Royal Red Maple was planted and there are 8 dead pines in WWTP area that will be removed by City Staff. A tree will be planted at 1PM in the Campground for Arbor Day – everyone is invited to attend.

   c) **Bergmann Park**
   d) **Slingerland Park:** Project will begin in June.

   e) **Mantor Field:** Restrooms will be opened this week. Dugouts are needing to be stained – need volunteers. 3 pines need to be removed – City Staff will take care of these.

f) **K-M Dog Park:** Taking a look at the lilac bushes during the walk through. Decision was made to hold off another year to replace if need be.

g) **Dennisen Field:** Joe reported 2 loads of gravel have been out there. Discussions on extending the parking area and fundraising. Member Schwanke has done a lot of legwork to get flyers out there and has been speaking with business owners as well. Fund raising options discussed – KTTC & HyVee – Member Peck will check into these. Other thoughts – Casey's, Garwin McNeilus, Kwik Trip MTM, Bigelow Homes, A&A Electric, area Realtors? 60 more flyers printed for Members to dispurse.

h) **Community Gardens**

i) **Community Tree Management:** Olson Tree Service will remove 2 trees this week.

3. **Joint Ventures Updates:** Will meet in July

4. **City Staff Updates/Reports:**

5. **Headed out to do parks walk throughs**

6. **Adjournment:** Meeting was adjourned at 7:00 pm
   Motion: Member Peck Second: Member Germundson

05/03/2021

City Mantorville

Date 4/1/2021 thru 4/30/2021

Agency	Incident Nr	Location	LocCity	Activity
S	202100003022	721 Main St N	Mantorville	Alarm
TRN	202100000004	22 6th St E	Mantorville	Miscellaneous
TRN	202100000005	22 6th St E	Mantorville	Miscellaneous
TRN	202100000006	22 6th St E	Mantorville	Miscellaneous
TRN	202100000007	22 6th St E	Mantorville	Miscellaneous
S	202100002508	621 Golfview Ct	Mantorville	W/no Burning Permit
S	202100002515	1006 Walnut St	Mantorville	Suspicious Activity
S	202100002536	215 5th St E	Mantorville	Mv/animal
S	202100002548	22 6th St E	Mantorville	Violate/cond-release
S	202100002585	22 6th St E	Mantorville	Warrants- Out of Co.
S	202100002616	605 Clay St	Mantorville	Civil
S	202100002674	22 6th St E	Mantorville	Miscellaneous
S	202100003005	621 Walnut St	Mantorville	Warrants- Out of Co.
S	202100003029	721 Main St N	Mantorville	Miscellaneous
S	202100002617	502 Main St N	Mantorville	Suspicious Activity
S	202100002631	820 Hickory Ln	Mantorville	Residence/business Ck
S	202100002963	721 Main St N	Mantorville	Paper Service
S	202100002703	16 5th St W	Mantorville	Disturbance
S	202100002816	647 Stagecoach Rd	Mantorville	Disturbance
S	202100002791	22 6th St E	Mantorville	Miscellaneous
S	202100002835	20 Amy Ln	Mantorville	Ambulance Run
S	202100002925	129 State Hwy 57	Mantorville	Burning Permit
S	202100002930	31 County Rd 21	Mantorville	Civil
S	202100003072	605 Clay St	Mantorville	Fraud
S	202100003252	22 6th St E	Mantorville	TEST Only-No Resp Needed
S	202100002722	616 West St	Mantorville	Welfare Check
S	202100002999	22 6th St E	Mantorville	Found Property
S	202100003136	600 Washington St	Mantorville	Property Damage
S	202100003145	703 7th St W	Mantorville	Found Animals
S	202100003204	802 Main St N	Mantorville	Found Animals
S	202100002654	320 Main St N	Mantorville	Traffic
S	202100002683	501 Main St N	Mantorville	Found Animals
S	202100002823	320 Main St N	Mantorville	Traffic
S	202100002437	721 Main St N	Mantorville	Juvenile Complaint
S	202100003206	400 Cemetery Rd	Mantorville	Req for Extra Patrol
K	202100001422	31 County Rd 21	Mantorville	Assist Other Agency
S	202100002707	310 4th St W	Mantorville	Burglary
S	202100002748	507 Chestnut St	Mantorville	Req for Extra Patrol
S	202100002933	721 Main St N	Mantorville	Miscellaneous Info
S	202100002971	22 6th St E	Mantorville	Assist Other Agency
	Total	40		

PUBLIC HEARING NOTICE

Notice is hereby given that the Mantorville City Council will hold two public hearings on Monday, May 10, 2021 starting at 6:30 pm or as soon as reasonably practical thereafter, in the City Council Chambers, located at 21 5th Street East, Mantorville, Minnesota, to consider the following two applications:

- An application for a lot split to PID # 25.100.1050, located at 508 Clay Street, which would result in the existing structures each being located on their own separate lots.
- An application for a variance from the following sections of the City Zoning Code, which are necessary to split PID # 25.100.1050, located at 508 Clay Street: Section 150.072 (D) (b) to allow the lot area of one of the proposed parcels (Parcel A) to be less than the 5,000 sq. ft.; Section 150.072 (D) (5) (b) to allow the rear setbacks for both new parcels (Parcel A and Parcel B) to be less than 15'.

All interested persons may attend and provide comments during the public hearing. Additional materials and information regarding the applications can be requested or reviewed during business hours at City Hall, 21 5th Street East, Mantorville, MN. If you are unable to attend the meeting, written comments may also be submitted to the City Council prior to the public hearing via email (cityofmant@kmtel.com) or dropped off or mailed to City Hall, 21 5th Street East, Mantorville, MN. All written comments submitted prior to the public hearing will be presented to the City Council. Following the public hearing, the City Council will likely consider the applications and make a decision regarding the same.

Camille C. Reber
City Clerk Treasurer