

City of Mantorville
CITY COUNCIL MEETING AGENDA
MONDAY, MAY 24, 2021
6:30 PM

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Additions/Deletions to Agenda**
- 4. Consent Agenda**
 - a) City Council Meeting Minutes of May 10, 2021
 - b) Warrant List for May 24, 2021
- 5. Public Concerns**
- 6. Old Business/New Business**
 - a) Community Relations Presentation: Saloon Request for Stage Coach Days
 - b) 508 Clay Street, Lot Split – Continued from May 10, 2021
 - c) Marigold Days: Request to Waive Fee for Fireworks Display
 - d) Amendment to Schedule of Meeting Dates
 - e) Office Cleaning Service
- 7. Reports**
 - 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) Councilmember Report
 - f) Mayor Report
- 8. Tabled Items**
 - 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
- 9. Executive Session - None**
- 10. Adjourn**

Links to join the meeting via Zoom:

<https://zoom.us/j/95827095484?pwd=aHByUXpQL1JsRy8zUUpQYWp5dU95QT09>

Meeting ID: 958 2709 5484

Passcode: 979153

One tap mobile

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Dial by your location

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Meeting ID: 958 2709 5484

Passcode: 979153

Find your local number: <https://zoom.us/u/ajAlcVmTy>

**City of Mantorville
City Council Minutes
May 10, 2021**

1. Call to Order

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

Present: Mayor Chuck Bradford
Councilmembers Lyle Hoaglund, Bill Kinney, and Kent Keller

Absent: Councilmember Don Hofstad (excused absence)

Others Present: City Clerk-Treasurer Shirley Buecksler
Public Works Lead Operator Joe Adams
Public Works Ryan Jech
Assistant City Clerk Shelly Jensen-Germundson

2. Pledge of Allegiance

3. Additions/Deletions to Agenda

Council adopted the agenda, as presented.

4. Consent Agenda

Motion was made by Councilmember Keller and seconded by Councilmember Hoaglund to approve the following items on the Consent Agenda, as presented:

- A. City Council Meeting Minutes of April 26, 2021
- B. Warrant List in the Amount of \$29,371.85
- C. Economic Development Authority Meeting Minutes of May 4, 2021
- D. Fire Department General Meeting Minutes of May 2021
- E. Park and Recreation Board Meeting Minutes of April 27, 2021
- F. Dodge County Sheriff's Office Call Report for Mantorville, April 2021

Vote: 4 ayes / 0 nays. Motion carried.

5. Public Concerns

No one addressed the Council.

6. Public Hearings

A. Public Hearing Regarding 508 Clay Street – Lot Split

Councilmember Hoaglund recused himself from voting on this item.

Mayor Bradford opened the Public Hearing. Hearing from no one wishing to speak, Mayor Bradford closed the Public Hearing.

Councilmember Keller said he would like to meet with the property owner to get more information.

Councilmember Hoaglund provided some background. His son, Kirk Hoaglund, and his wife own the property and he rents the other building from them. Councilmember Hoaglund said he moved the building onto the property from Dodge City in 2007 under a Conditional Use Permit. A hearing was held at that time and there were no complaints, so the City allowed him to move it in. The use of that building has been as an art museum, a gift shop in the old house facing Clay Street, as well as a lawyer's office, antique shop, the Art Guild used it for classrooms, but now both buildings are residential. Councilmember Keller commented that it is a different situation than it was under the Conditional Use Permit. Councilmember Hoaglund agreed.

Councilmember Kinney asked if there would be separate sewer hook-ups. Kirk Hoaglund said the mechanicals and electrical will be split so that there will be one for each property.

Joe Adams asked about the sewer service/lateral coming out of the house – will they be split? Kirk Hoaglund didn't think it was part of the plan. He thinks they are already split, but would have to refer back to the Site Plan to be sure about the sewer. If it's not addressed on the Site Plan, Kirk Hoaglund said it should at least be noted or addressed.

Councilmember Hoaglund said the City Attorney did allow for easements on all the utility runs that effect that property. There are two buildings currently being served by one set of utility runs for electric and gas. If those utilities are to be worked on, we have the easement to use for them.

Councilmember Keller said the documents were well drafted by the City Attorney.

Kirk Hoaglund said one of the reasons for the lot split was to set up the conditions for splitting the mechanical and utilities from their current configuration. If there is a problem, risk or danger with one building, it could potentially become a problem, risk or danger with the other. By splitting the property into two lots and splitting the utilities, it reduces those risks. As the properties are now, they don't comply with the zoning ordinance, but they would be upon a split and granted variances. Before the split and granted variances, he added that they are even more problematic as a property

than after. That was one of the overall concerns, he said, and why the City originally approached him about a year ago.

Motion was made by Councilmember Keller and seconded by Councilmember Kinney to table this item and Resolution Numbers 2021-09 and 2021-10 until the May 24, 2021 Council meeting to allow for future discussion. Councilmember Keller will meet with Lyle Hoaglund, and Councilmember Kinney will meet with Kirk Hoaglund, in separate discussions to report back to Council on May 24, 2021.

Lyle said the City Attorney drafted these documents to meet Mantorville requirements.

Vote: 3 ayes / 0 nays. Motion carried.

7. Old/New Business

A. Resolution No. 2021-09 Approving a Lot Split for Certain Real Property Located in Mantorville, Dodge County, Minnesota

Motion was made by Councilmember Keller and seconded by Councilmember Kinney to table this item until May 24, 2021.

Vote: 4 ayes / 0 nays. Motion carried.

B. Resolution No. 2021-10 Granting Variances for Certain Real Property Located at 508 Clay Street

Motion was made by Councilmember Keller and seconded by Councilmember Kinney to table this item until May 24, 2021.

Vote: 4 ayes / 0 nays. Motion carried.

C. Mantorville Fire Department Relief Association Gambling Permit for a Raffle for the Firemen's Dance

Motion was made by Councilmember Keller and seconded by Councilmember Hoaglund to approve the Gambling Permit.

Vote: 4 ayes / 0 nays. Motion carried.

D. Resolution No. 2021-11 Updating Signatories for City Bank Accounts and Allowing Facsimile Signature for Certain Signatories

Motion was made by Councilmember Kinney and seconded by Councilmember Keller to adopt Resolution No. 2021-11, which will be delivered to Citizens Bank along with tonight's meeting minutes.

Vote: 4 ayes / 0 nays. Motion carried.

8. Reports

A. Public Works Report

Joe Adams provided the following update:

- 1) Spring Fling is this Saturday, May 15th. Event coordinators have requested a waiver on the fee to use the park shelter to sell hot dogs. The Park Board voted to waive the fee and bring to Council for approval.

Motion was made by Councilmember Hoaglund and seconded by Councilmember Kinney to waive the fee for hot dog sales.

Vote: 4 ayes / 0 nays. Motion carried.

- 2) A tree was planted at the campground in honor of Arbor Day
- 3) Brush clean-up is this week - put your brush on the curb for Public Works to pick up

B. City Clerk Report

Council welcomed Shirley Buecksler as the new City Clerk-Treasurer

C. Consultant Report

Nothing to report

D. Committee Report

- 1) Chamber – Councilmember Hoaglund said the Chamber met last Wednesday and set the schedule for 2021
- 2) Economic Development Authority

Mayor Bradford said Stage Coach Days will be held on June 25, 2021, tentatively from 11 am to 3 pm. Advertising will be via Facebook, more so than television and newspaper. We are trying to get the City back to a normal celebration schedule.

The EDA discussed the possibility of the circus coming to town but decided that this is not something the EDA wanted to do at this time.

We talked about SHRPA subscription. The Chamber was asking for additional money to pay for the subscription this year. SHRPA is a group affiliated with Explore Minnesota and they do “experiences.” They have “influencers” on Facebook. They will come down and, with our input, go through the town and do an “experience,” which they will write about. Each influencer has about 600-700 followers and these followers will be interested in the experience. They then have an agenda from the professional experience on where to go, who to talk to, and what to see. We’re going to try this for one year and see how it goes. They are in partnership with Explore MN. The experience is all absorbed in the \$1,200 subscription cost. They will come down, do the experience, they’ll write about it, and they’ll advertise it, all for the subscription fee.

The EDA also discussed the state of the EDA finances.

- 3) Finance/Budget
- 4) Fire Department
- 5) Infrastructure
- 6) Kasson Mantorville Joint Powers
- 7) Mantorville Restoration Association – Councilmember Hoaglund had nothing to report
- 8) Park and Recreation Board – Councilmember Kinney said we did a walk around to all the parks which are looking good. There are a few projects we're finishing up. Joe Adams said the trees that were treated look healthy.
- 9) Personnel
- 10) Relief
- 11) Township
- E. Councilmember Report
Councilmember Keller asked about pothole repairs. Joe Adams said the plan is to start patching after brush cleanup is done. We filled some of the deep potholes and have product to fill others.
- F. Mayor's Report
Nothing to report

9. Executive Session

There was no Executive Session.

10. Adjourn

Motion was made by Councilmember Kinney and seconded by Councilmember Hoaglund to adjourn the meeting at 7:05 p.m.

Vote: 4 ayes / 0 nays. Meeting adjourned.

Respectfully Submitted,

Shirley R Buecksler
City Clerk-Treasurer

Payments

Current Period: May 2021

Batch Name	WAR 05 24 21	User Dollar Amt	\$21,415.43		
	Payments	Computer Dollar Amt	\$21,415.43		
			\$0.00	In Balance	
Refer	0 AFLAC				
Cash Payment	G 101-21710 AFLAC	SUPPLEMENTAL INSURANCE - EMPLOYEE PAID - JUNE 2021			\$124.96
Invoice 627431	5/24/2021				
Transaction Date	5/20/2021	Citizens State Bank	10100	Total	\$124.96
Refer	0 BLUE CROSS BLUE SHIELD OF MI	Ck# 005555 5/24/2021			
Cash Payment	G 101-21706 Hospitalization/Medical Ins	EMPLOYEE MEDICAL INSURANCE - JUNE 2021			\$3,877.50
Invoice 210430399253	5/24/2021				
Transaction Date	5/20/2021	Citizens State Bank	10100	Total	\$3,877.50
Refer	0 AMERICAN LEGAL PUB CORP				
Cash Payment	E 101-41500-350 Print/Binding (GENERAL	2021 - S-4 SUPPLEMENT EDITING PAGES			\$750.00
Invoice 8214	5/24/2021				
Transaction Date	5/20/2021	Citizens State Bank	10100	Total	\$750.00
Refer	0 DELTA DENTAL				
Cash Payment	G 101-21708 Dental Insurance	DENTAL PREMIUMS - JUNE 2021			\$244.35
Invoice RIS00031489151	5/24/2021				
Transaction Date	5/20/2021	Citizens State Bank	10100	Total	\$244.35
Refer	0 BUECKSLER, SHIRLEY				
Cash Payment	E 101-41500-200 Supplies	REIMBURSEMENT FOR OFFICE EQUIPMENT - 2 LABEL PRINTERS AND LABELS			\$176.90
Invoice REIMB05242021	5/24/2021				
Transaction Date	5/20/2021	Citizens State Bank	10100	Total	\$176.90
Refer	0 DODGE COUNTY INDEPENDENT				
Cash Payment	E 101-45200-430 Miscellaneous	HYDRANT FLUCHING AD			\$81.51
Invoice 11828/85/11908	5/24/2021				
Cash Payment	E 101-41110-352 Publishing	PUBLIC HEARING - LOT SPLIT CLAY STREET			\$102.96
Invoice 11828/85/11908	5/24/2021				
Cash Payment	E 101-45200-430 Miscellaneous	SPRING BRUSH CLEAN UP AD			\$100.00
Invoice 11828/85/11908	5/24/2021				
Transaction Date	5/20/2021	Citizens State Bank	10100	Total	\$284.47
Refer	0 FIRST SYSTEMS TECHNOLOGY, I				
Cash Payment	E 602-49450-220 Bldg.Repair and Mainten	EFFLUENT FLOW METER - INSTALLATION / PROGRAMMING / VERIFICATION / CALIBRATION			\$1,200.00
Invoice 21097.21106	5/24/2021				
Transaction Date	5/20/2021	Citizens State Bank	10100	Total	\$1,200.00
Refer	0 FURTHER	✓ # 5559			
Cash Payment	G 101-21714 Health Savings Account	HEALTH SAVINGS ACCOUNT - MAY 2021 EMPLOYEE CONTRIBUTIONS			\$100.00
Invoice MAY 2021	5/24/2021				
Cash Payment	G 101-21714 Health Savings Account	HEALTH SAVINGS ACCOUNT - MAY 2021 - EMPLOYER CONTRIBUTIONS			\$325.02
Invoice MAY 2021	5/24/2021				
Transaction Date	5/20/2021	Citizens State Bank	10100	Total	\$425.02

MANTORVILLE, MN

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Payments

Current Period: May 2021

Refer	0	GOPHER STATE ONE CALL	-			
Cash Payment	E 601-49400-300	Professional Svcs (GENE UTILITY LOCATES			\$3.24	
Invoice	1020566-IN	5/24/2021				
Cash Payment	E 602-49450-300	Professional Svcs (GENE UTILITY LOCATES			\$4.86	
Invoice	1020566-IN	5/24/2021				
Transaction Date	5/20/2021	Citizens State Bank	10100	Total	\$8.10	
Refer	0	INTERNAL REVENUE SERVICE	Ck# 005557 5/24/2021			
Cash Payment	G 101-21703	FICA Tax Withholding	SOCIAL SECURITY WITHHOLDING PR 10		\$1,454.70	
Invoice	MAY 2021	5/24/2021				
Cash Payment	G 101-21709	Medicare	MEDICARE WITHHOLDING PR 10		\$340.20	
Invoice	MAY 2021	5/24/2021				
Cash Payment	G 101-21701	Federal Withholding	FEDERAL TAX WITHHOLDING PR 10		\$1,907.02	
Invoice	MAY 2021	5/24/2021				
Transaction Date	5/20/2021	Citizens State Bank	10100	Total	\$3,701.92	
Refer	0	JACOBSEN LAW FIRM, P.A.	-			
Cash Payment	E 101-41600-304	Legal Fees	APRIL 2021 - PROSECUTION SERVICES		\$319.00	
Invoice	3125	5/24/2021				
Transaction Date	5/20/2021	Citizens State Bank	10100	Total	\$319.00	
Refer	0	JOHN DEERE FINANCIAL	-			
Cash Payment	E 101-43100-228	Equip. Repair and Mainte	TRACTOR REPAIR/MAINTENANCE - NABOR, PARTS & SUPPLIES		\$3,695.36	
Invoice	WK16200	5/24/2021				
Transaction Date	5/20/2021	Citizens State Bank	10100	Total	\$3,695.36	
Refer	0	KENNEDY & GRAVEN, CHARTERE	-			
Cash Payment	E 101-41600-304	Legal Fees	GENERAL LEGAL SERVICES APRIL 2021		\$2,586.30	
Invoice	160747	5/24/2021				
Transaction Date	5/20/2021	Citizens State Bank	10100	Total	\$2,586.30	
Refer	0	LAWSON PRODUCTS, INC	-			
Cash Payment	E 601-49400-200	Supplies	WATER DEPT LOCATE PAINT - USING \$100.75 ACCOUNT CREDIT		\$165.99	
Invoice	9308253658	5/24/2021				
Transaction Date	5/20/2021	Citizens State Bank	10100	Total	\$165.99	
Refer	0	LINCOLN FINANCIAL GROUP	-			
Cash Payment	G 101-21711	Life Insurance Payable	EMPLOYER PAID LIFE & SHRT TRM DSABLTY INSURANCE PREMIUMS		\$148.41	
Invoice	4249330990	5/24/2021				
Transaction Date	5/20/2021	Citizens State Bank	10100	Total	\$148.41	
Refer	0	MENARDS - NORTH ROCHESTER	-			
Cash Payment	E 101-45200-401	Repairs/Maint Buildings	MAINTENANCE & SUPPLIES - FOR REPAIRS & MULCH - CEDAR CHIPS		\$95.98	
Invoice	84385/846-04/70	5/24/2021				
Cash Payment	E 602-49450-200	Supplies	WWTP MAINTENANCE & SUPPLIES - RAIN GAUGE/CLEANER/ PVC PLUG		\$23.55	
Invoice	84385/846-04/70	5/24/2021				
Transaction Date	5/20/2021	Citizens State Bank	10100	Total	\$119.53	
Refer	0	MN DEPARTMENT OF HEALTH	-			
Cash Payment	E 601-49400-441	MDH FEE	QTR 2 WATER SERVICE CONNECTION FEES		\$928.00	
Invoice	QTR 2/2021	5/24/2021				
Transaction Date	5/20/2021	Citizens State Bank	10100	Total	\$928.00	

Payments

Current Period: May 2021

Refer	0	MN DEPARTMENT OF REVENUE	Ck# 005556	5/24/2021			
Cash Payment	G	101-21702 State Withholding	STATE PAYROLL WITHHOLDING TAX - PR 10			\$502.72	
			MAY 2021				
Invoice MAY 2021		5/24/2021					
Transaction Date		5/20/2021	Citizens State Bank	10100	Total		\$502.72
Refer	0	PERA	Ck# 005558	5/24/2021			
Cash Payment	G	101-21704 PERA	EMPLOYEE/EMPLOYER RETIREMENT			\$1,038.63	
			BENEFIT				
Invoice MAY 2021		5/24/2021					
Transaction Date		5/20/2021	Citizens State Bank	10100	Total		\$1,038.63
Refer	0	MCFOA					
Cash Payment	E	101-41110-433 Dues and Memberships	MEMBERSHIP RENEWAL - MUNICIPAL			\$45.00	
			CLERKS & FINANCE OFFICERS ASSN -				
			SHIRLEY BUECKSLER				
Invoice 2021 - SB		5/24/2021					
Transaction Date		5/20/2021	Citizens State Bank	10100	Total		\$45.00
Refer	0	NAPA					
Cash Payment	E	101-42200-228 Equip. Repair and Mainte	FIRE DEPARTMENT - 4-CYCLE FUEL FOR			\$37.74	
			GRASS RIG & PICKUP				
Invoice 407598		5/24/2021					
Transaction Date		5/20/2021	Citizens State Bank	10100	Total		\$37.74
Refer	0	NCPERS GROUP LIFE INS.					
Cash Payment	G	101-21711 Life Insurance Payable	EMPLOYEE PAID LIFE INS. - JUNE 2021			\$32.00	
Invoice 608900062021		5/24/2021					
Transaction Date		5/20/2021	Citizens State Bank	10100	Total		\$32.00
Refer	0	NST NORTHERN SAFETY TECH, IN					
Cash Payment	E	101-42200-228 Equip. Repair and Mainte	FIRE DEPARTMENT - SUPER-LED LIGHT-			\$96.86	
			RED,RED				
Invoice 52333		5/24/2021					
Transaction Date		5/20/2021	Citizens State Bank	10100	Total		\$96.86
Refer	0	ON SITE SANITATION					
Cash Payment	E	603-45183-410 Rentals	PORTABLE RESTROOM - CAMPGROUND			\$17.26	
Invoice 118096		5/24/2021					
Transaction Date		5/20/2021	Citizens State Bank	10100	Total		\$17.26
Refer	0	ON SITE COMPUTERS, INC					
Cash Payment	E	601-49400-300 Professional Svcs (GENE	IT TECH SERVICES - MAY 2021 SECURITY			\$12.00	
			LICENSE				
Invoice CW73651		5/24/2021					
Cash Payment	E	101-41500-300 Professional Svcs (GENE	IT TECH SERVICES - MAY 2021			\$71.00	
			MONITORING/STORAGE/BACKUP				
Invoice CW73651		5/24/2021					
Transaction Date		5/20/2021	Citizens State Bank	10100	Total		\$83.00
Refer	0	PIONEER MANUFACTURING COM					
Cash Payment	E	101-45200-404 Repairs/Maint Machinery	BASE PLUGS FOR BALL FIELDS			\$82.50	
Invoice INV788252		5/24/2021					
Transaction Date		5/20/2021	Citizens State Bank	10100	Total		\$82.50
Refer	0	REINDERS					
Cash Payment	E	101-45200-200 Supplies	HERBICIDE/PESTICIDE			\$442.85	
Invoice ON-31716058-00		5/24/2021					

Payments

Current Period: May 2021

Transaction Date	5/20/2021	Citizens State Bank	10100	Total	\$442.85
Refer	0 SAMS CLUB	-			
Cash Payment	E 101-45200-200 Supplies	PARKS/OFFICE SUPPLIES - PAPER TOWELS			\$27.98
Invoice	APRIL 2021 5/24/2021				
Cash Payment	E 101-41500-200 Supplies	PARKS/OFFICE SUPPLIES - COPY PAPER			\$177.78
Invoice	APRIL 2021 5/24/2021				
Cash Payment	E 101-41940-200 Supplies	PARKS/OFFICE SUPPLIES - MISC FEES			\$35.30
Invoice	APRIL 2021 5/24/2021				
Transaction Date	5/20/2021	Citizens State Bank	10100	Total	\$241.06
Refer	0 SE MN LEAGUE OF MUNICIPALITI	-			
Cash Payment	E 101-41110-433 Dues and Memberships	MEMBERSHIP THRU MAY 2022			\$40.00
Invoice	APRIL 2021 5/24/2021				
Transaction Date	5/20/2021	Citizens State Bank	10100	Total	\$40.00

Fund Summary

	10100 Citizens State Bank	
101 GENERAL FUND		\$19,060.53
601 WATER FUND		\$1,109.23
602 SEWER FUND		\$1,228.41
603 RV PARK		\$17.26
		<u>\$21,415.43</u>

Pre-Written Checks	\$9,120.77
Checks to be Generated by the Computer	\$12,294.66
Total	<u>\$21,415.43</u>

*Check Summary Register©

May 2021

Name	Check Date	Check Amt	
10100 Citizens State Bank			
UnPaid AFLAC		\$124.96	SUPPLEMENTAL INSURANCE - EMPLOYEE
UnPaid AMERICAN LEGAL PUB CORP		\$750.00	2021 - S-4 SUPPLEMENT EDITING PAGES
UnPaid BUECKSLER, SHIRLEY		\$176.90	REIMBURSEMENT FOR OFFICE EQUIPMEN
UnPaid DELTA DENTAL OF MN		\$244.35	DENTAL PREMIUMS - JUNE 2021
UnPaid DODGE COUNTY INDEPENDENT		\$284.47	HYDRANT FLUCHING AD
UnPaid FIRST SYSTEMS TECHNOLOGY,		\$1,200.00	EFFLUENT FLOW METER - INSTALLATION /
UnPaid GOPHER STATE ONE CALL		\$8.10	UTILITY LOCATES
UnPaid JACOBSEN LAW FIRM P.A.		\$319.00	APRIL 2021 - PROSECUTION SERVICES
UnPaid JOHN DEERE FINANCIAL		\$3,695.36	TRACTOR REPAIR/MAINTENANCE - NABOR
UnPaid KENNEDY & GRAVEN, CHARTER		\$2,586.30	GENERAL LEGAL SERVICES APRIL 2021
UnPaid LAWSON PRODUCTS, INC		\$165.99	WATER DEPT LOCATE PAINT - USING \$100.
UnPaid LINCOLN FINANCIAL GROUP		\$148.41	EMPLOYER PAID LIFE & SHRT TRM DSABL
UnPaid MCFOA TREASURER		\$45.00	MEMBERSHIP RENEWAL - MUNICIPAL CLE
UnPaid MENARDS - NORTH ROCHESTE		\$119.53	MAINTENANCE & SUPPLIES - FOR REPAIR
UnPaid MN DEPARTMENT OF HEALTH		\$928.00	QTR 2 WATER SERVICE CONNECTION FEE
UnPaid NAPA		\$37.74	FIRE DEPARTMENT - 4-CYCLE FUEL FOR G
UnPaid NCPERS GROUP LIFE INS.		\$32.00	EMPLOYEE PAID LIFE INS. - JUNE 2021
UnPaid NST NORTHERN SAFETY TECH,		\$96.86	FIRE DEPARTMENT - SUPER-LED LIGHT- R
UnPaid ON SITE COMPUTERS, INC		\$83.00	IT TECH SERVICES - MAY 2021 SECURITY
UnPaid ON SITE SANITATION		\$17.26	PORTABLE RESTROOM - CAMPGROUND
UnPaid PIONEER MANUFACTURING CO		\$82.50	BASE PLUGS FOR BALL FIELDS
UnPaid REINDERS		\$442.85	HERBICIDE/PESTICIDE
UnPaid SAMS CLUB		\$241.06	PARKS/OFFICE SUPPLIES - PAPER TOWEL
UnPaid SE MN LEAGUE OF MUNICIPALIT		\$40.00	MEMBERSHIP THRU MAY 2022
Total Checks		\$11,869.64	

Memorandum

To: Mayor and Council

From: Shirley Buecksler, City Clerk-Treasurer

Date: May 24, 2021

Re: 508 Clay Street Lot Split – Continued from May 10, 2021

BACKGROUND

At their May 10, 2021 meeting, City Council held a Public Hearing regarding a Lot Split for 508 Clay Street. This item was tabled at that time and has been brought forward to Council tonight for further discussion.

The resolutions for the lot split have been amended by Attorney Dave Anderson and are included in the Council's packet under Tabled Items. Attorney Anderson will be attending tonight's meeting via Zoom to answer any questions Council may have.

ACTION

Based on discussion.

Memorandum

To: Mayor and Council

From: Shirley Buecksler, City Clerk-Treasurer

Date: May 24, 2021

Re: Request to Waive Fee for Fireworks Display for Marigold Days

BACKGROUND

Attached is an Application/Permit for Display of Fireworks/Pyrotechnic Special Effects for the 2021 Marigold Days event.

With this being a community event, the Mantorville Marigold Days Committee has asked if the City would be willing to waive the \$25.00 fee for this permit.

ACTION

Based on discussion.

ATTACHMENT

2021 Application for Fireworks - Marigold Days

**CITY OF MANTORVILLE
APPLICATION/PERMIT
FOR DISPLAY OF FIREWORKS/PYROTECHNIC SPECIAL EFFECTS**

Fee \$25

Applicant Instructions:

1. This application must be completed and returned at least 15 days prior to date of display.
2. Fee upon application is **\$25.00** and must be made payable to the City of Mantorville.

Name of applicant (Sponsoring Organization) Mantorville Marigold Days Com.

Address of applicant _____

Name of authorized agent of applicant Rinda Edd

Address of agent 2557 Hawk Hill Ln SW, Rochester, MN 55902

Telephone number of agent 507-273-1598

Date of display Sept 11 2021 Time of display 8:30 PM

Location of display Goat Island

Manner and place of storage of fireworks/pyrotechnic special effects prior to display

Company (ATF Approved Bunker in Rochester, MN)

Type and number of fireworks/pyrotechnic special effects to be discharged

Minnesota state law requires that this display be conducted under the direct supervision of a pyrotechnic operator certified by the State Fire Marshall.

Name of supervising operator William Ahlers Certificate No. 0329

I understand and agree to comply with all provisions of this application and the requirements of the issuing authority, and will ensure that the fireworks/pyrotechnic special effects are discharged in a manner that will not endanger persons or property or constitute a nuisance.

Signature of applicant (or agent) Ryke Hoaglund Date 5/11/21

Required attachments; The following attachments must be included with this application:

1. Proof of a bond or certificate of insurance in the amount of at least \$1,000,000.00
2. A diagram of the ground, or facilities (for indoor displays), at which the display will be held. This diagram (drawn to scale or with dimensions included) must show the point at which the fireworks/pyrotechnic special effects are to be discharged; the location of ground pieces; the location of all buildings, highways, streets, communication lines and other possible overhead obstructions; and the lines behind which the audience will be restrained. For proximate audience (e.g. indoor) displays, the diagram must also show the fallout radius for each pyrotechnic device used during the display.
3. Names and ages of all assistants that will be participating in the display.

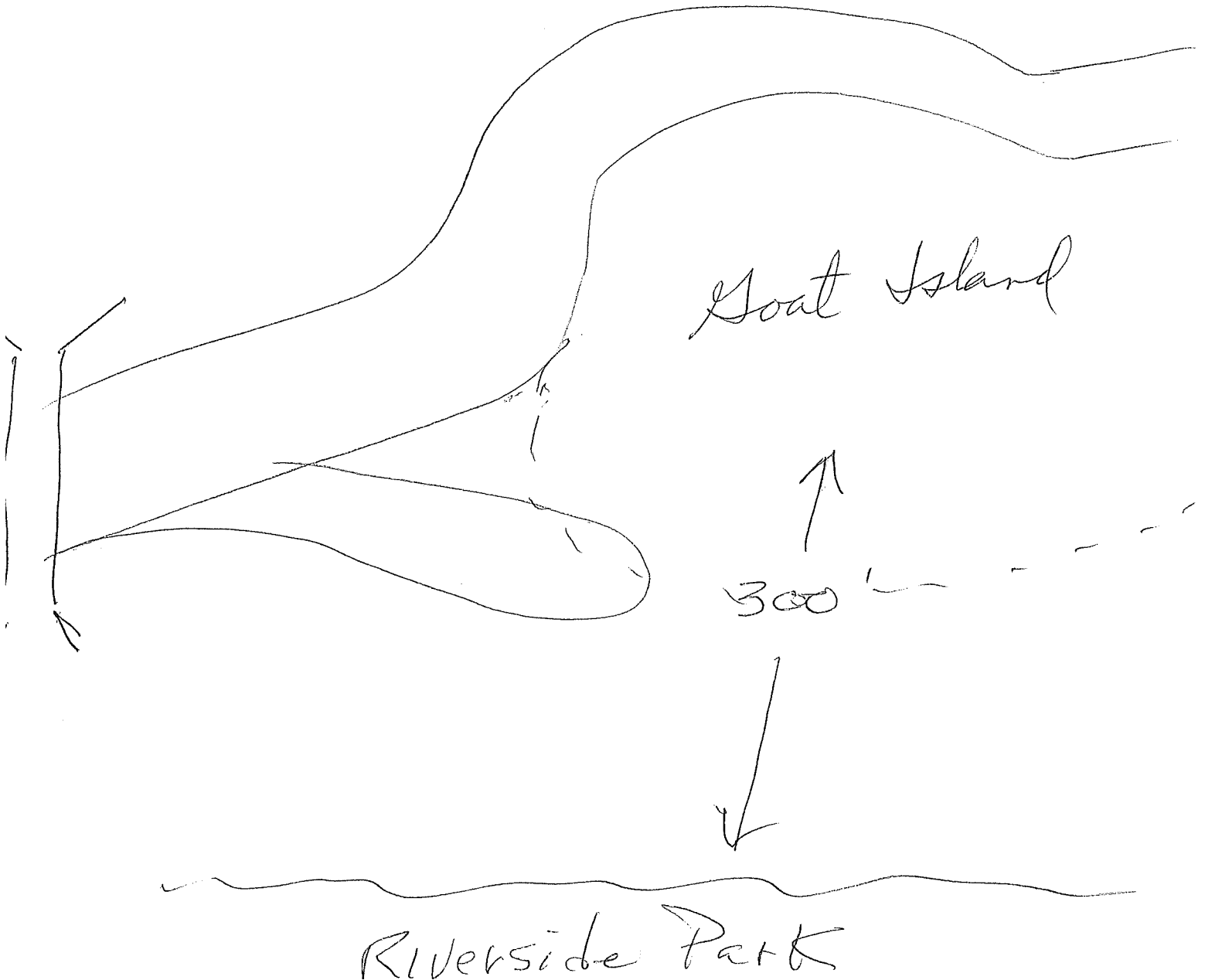
CITY USE ONLY

The discharge of the listed fireworks on the date and at the location shown on this application is hereby approved, subject to the following conditions:

Signature of Fire Chief *PH [Signature]* Date 5-18-21

Signature of City issuing authority _____ Date _____

N



Memorandum

To: Mayor and Council
From: Shirley Buecksler, City Clerk-Treasurer
Date: May 24, 2021
Re: Amendment to 2021 Annual Meeting Schedule

BACKGROUND

Attached is an amended copy of the 2021 Schedule of Meeting Dates for Council consideration. Council approved this schedule earlier in 2021, but it appears that two holidays were missed in error. New Year's Day is only included here as a housekeeping item, as the date has already passed. Veteran's Day is a national holiday and all government offices, banks, etc. will be closed. My recommendation is as follows:

Holidays:

- Add Friday, January 1, 2021 as Holiday (New Year's Day)
- Add Thursday, November 11, 2021 as Holiday (Veteran's Day)

ACTION

Staff recommends that Council approve and adopt the attached 2021 Annual Meeting Schedule, as presented.

ATTACHMENTS

Amended 2021 Annual Meeting Schedule

2021

Schedule of Meeting Dates

Council Meeting 6:30

Holiday – City Hall Closed

Park Board Meeting 6:30

EDA Meeting 6:30



January						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
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28						

March						
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21	22	23	24	25	26	27
28	29	30	31			

April						
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11	12	13	14	15	16	17
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25	26	27	28	29	30	

May						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August						
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29	30	31				

September						
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26	27	28	29	30		

October						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Memorandum

To: Mayor and Council

From: Shirley Buecksler, City Clerk-Treasurer

Date: May 24, 2021

Re: Office Cleaning Service

BACKGROUND

City Hall is in need of a cleaning service to maintain the lobby, administration areas, Council Chambers and restroom. This includes light cleaning of the office areas, vacuuming, dusting, gathering trash, and cleaning the restroom.

The City is interested in hiring Olivia Germundson at the rate of \$25.00 per visit, once per week. This is not an hourly rate but on a per cleaning basis. Ms. Germundson will be able to provide the services as listed above and estimates that cleaning may take one to two hours per visit to accomplish. Ms. Germundson will provide an invoice to the City for her services.

Having a cleaning service on a regular basis will keep the City Offices and Council Chambers areas looking good for our customers and will also help maintain the carpet's condition by regular cleaning.

ACTION

Staff recommends hiring Olivia Germundson and is requesting Council's approval to hire her on a contractor basis in the amount of \$25.00 per week.

**CITY OF MANTORVILLE
DODGE COUNTY, MINNESOTA**

RESOLUTION 2021-09

**A RESOLUTION APPROVING A LOT SPLIT FOR CERTAIN REAL PROPERTY
LOCATED IN MANTORVILLE, DODGE COUNTY, MINNESOTA**

WHEREAS, Lyle Hoaglund and Theresa Hoaglund (collectively, the “Applicant”) are fee owners of certain real property located in Mantorville, Minnesota and legally described as:

Lot 3, Block 13, ORIGINAL PLAT OF MANTORVILLE, according to the plat thereof on file at the County Recorder’s Office, Dodge County, Minnesota.

(the “Property”); and

WHEREAS, the Applicant has requested to split the Property into two individual parcels containing 3,765 square feet (Parcel A) and 5,552 square feet (Parcel B), respectively; and

WHEREAS, because the Property contains two primary structures, one on each of the proposed resulting lots, said lot split is necessary to bring the Property more into conformance with the Mantorville Zoning Code; and

WHEREAS, Section 151 of the Mantorville Zoning Code titled Subdivision Regulations allows said split to occur; and

WHEREAS, the Applicant has submitted a certified survey, attached hereto as Exhibit A, which depicts the requested lot split and proposes new legal descriptions for the Property as follows:

PARCEL A:

The West 57.00 feet of Lot 3, Block 13, ORIGINAL PLAT OF MANTORVILLE, according to the plat thereof on file at the County Recorder’s Office, Dodge County, Minnesota.

PARCEL B:

All of Lot 3, Block 13, ORIGINAL PLAT OF MANTORVILLE, according to the plat thereof on file at the County Recorder’s Office, Dodge County, Minnesota, EXCEPTING the West 57.00 feet thereof.

and

WHEREAS, the Mantorville City Council held a public hearing for the requested lot split on May 10, 2021, at which time it heard from those wishing to speak on the request and reviewed any written testimony or information provided to the City regarding this matter; and

WHEREAS, together with the above-mentioned application, the Applicant made separate application for three variances for the proposed new lots which are each necessary to achieve code compliance should the requested lot split be approved (the "Variances"); and

WHEREAS, the Variances include two for the proposed Parcel A, one related to minimum lot size and one related to rear yard setback, and one for the proposed Parcel B related to rear yard setback; and

WHEREAS, the requested lot split will also require the execution and recordation of certain private easements which are necessary to ensure perpetual access, off-street parking, and utilities on the resulting lots (the "Easements"); and

WHEREAS, assuming that the Variances are approved and the Easements are executed and recorded, in a form approved by the city attorney, said lot split meets all requirements of the City's subdivision and zoning regulations and there is no requirement for any public utility or street easements.

NOW, THEREFORE, BE IT RESOLVED, that the City Council hereby approves the Applicant's lot split application subject to the following conditions:

1. Approval by the City of the three Variances, as generally described herein and separately applied for by the Applicant.
2. Execution by the Applicant of private utility, access and parking easements, all in a form deemed satisfactory to the city attorney, to ensure that the resulting lots have adequate rights related to the same. Additionally, the Applicant shall install individual utility services for each respective dwelling in a manner consistent with said utility easements.
3. Reimbursement to the City by the Applicant of all costs incurred by the City in relation to the application, including, but not necessarily limited to, consulting fees incurred to draft documents that are required herein.
4. The Applicant and the Property shall remain in compliance with all applicable federal, state and local laws, rules, and ordinances.
5. This resolution is subject to the condition that all representations, written and oral, made by the Applicant and its agents and representatives to the City contained in and concerning the Applicant's application for the variances must have been true, complete, and accurate at the time they were made, and that they remain true and accurate for the duration of the variance.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the City Clerk-Treasurer is hereby authorized and directed, *only upon the satisfaction of the above conditions*, to record a certified copy of this resolution with the Office of the County Recorder, Dodge County, Minnesota.

Adopted by City Council of the City of Mantorville, Minnesota, this 24th day of May 2021.

ATTEST:

Chuck Bradford, Mayor

Shirley R Buecksler, City Clerk-Treasurer

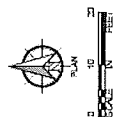
ORIGINAL

MANITOWILLE

DODGE COUNTY
MANTORVILLE, MINNESOTA
SITE PLAN

SCALE	AS DRAWN
DATE	NO. 300000
DRAWN BY	1-2
JOB NUMBER	012-300000
DWG. FILE NUMBER	

Sheet: 1 of 2



**CITY OF MANTORVILLE
DODGE COUNTY, MINNESOTA**

RESOLUTION 2021-10

**A RESOLUTION GRANTING VARIANCES FOR CERTAIN
REAL PROPERTY LOCATED AT 508 CLAY STREET**

WHEREAS, Lyle Hoaglund and Theresa Hoaglund (collectively, the “Applicant”) are fee owners of certain real property located in Mantorville, Minnesota and legally described as:

Lot 3, Block 13, ORIGINAL PLAT OF MANTORVILLE, according to the plat thereof on file at the County Recorder’s Office, Dodge County, Minnesota

(the “Property”); and

WHEREAS, the Applicant made application to split the Property into two individual parcels, as depicted in the survey attached hereto as Exhibit A, and the City has conditionally approved said lot split via Resolution 2021-09 (the “Lot Split Approval”); and

WHEREAS, the Lot Split Approval was expressly conditioned on the approval of three variances which are necessary to achieve zoning compliance for the two lots that would result from the lot split, referred to herein and in the Lot Split Approval as “Parcel A” and “Parcel B”; and

WHEREAS, in order to accommodate said lot split, the Applicant has made application for two variances for the proposed Parcel A, one related to minimum lot size (section 150.072(D)1(b) of the Mantorville City Code) and another related to the rear yard setback (section 150.072(D)5(b) of the Mantorville City Code), and one variance for the proposed Parcel B related to the rear yard setback (section 150.072(D)5(b) of the Mantorville City Code); and

WHEREAS, specifically, the Applicant seeks these variances to allow the creation of Parcel A, which will have an area of 3,765 square feet notwithstanding the 5,000 square-foot minimum in section 150.072(D)1(b) of the Mantorville City Code and a rear yard setback of 5.9 feet notwithstanding the 15-foot minimum in section 150.072(D)5(b) of the Mantorville City Code, and Parcel B, which will have a rear yard setback of 10.37 feet notwithstanding the aforementioned minimum.

WHEREAS, the Mantorville City Council held a public hearing for the requested variances on May 10, 2021, at which time it heard from those wishing to speak on the variance and reviewed any written testimony or information provided to the City regarding this matter; and

WHEREAS, the City Council hereby finds and determines the following:

- (a) The requested variances are in harmony with the purposes and intent of the City’s zoning regulations and are consistent with the comprehensive plan because such variances will allow for the lot split to occur, which will eliminate the

nonconforming status of the Property due to having two principal structures thereon;

- (b) The Applicant has proven to satisfy the “practical difficulties” standard, which is set forth in Minnesota Statutes Section 462.357, subdivision 6, paragraph (2), as said Applicant proposes to use the property in a reasonable manner not otherwise permitted by the zoning ordinance; the plight of the Applicant is due to circumstances unique to the property not created by it; and the variances requested will not alter the essential character of the locality. As mentioned, the Property contains two principal structures and has been historically used in that fashion. Splitting the property into two lots is desirable to eliminate that issue, though it requires the approval of these variances.

NOW THEREFORE BE IT RESOLVED, that the above findings are made part of this resolution and the City Council hereby approves and issues the variances for the Property to achieve the Applicant’s desired lot split, subject to all of the following conditions.

1. The variances memorialized and approved herein are only allowed to the extent depicted on the survey attached hereto as Exhibit A and summarized herein.
2. The variances shall be rendered null and void if the lot split is not recorded within one year of the date of this resolution.
3. As also required in the Lot Split Approval, the Applicant shall execute private utility, access and parking easements, in a form satisfactory to the city attorney, to ensure that the resulting lots have individual utility service connections, reasonable access and off-street parking, and adequate rights related to the same. Individual utility services shall be installed for each respective dwelling in a manner consistent with such easements.
4. The Applicant and the Property shall remain in compliance with all applicable federal, state and local laws, rules, and ordinances.
5. All conditions of this approval must be complied with, shall run with the land, and shall not in any way be affected by the subsequent sale, lease or other change from current ownership of the Property.
6. The Applicant shall make reimbursement to the City for all costs incurred by the City in relation to the application, including, but not necessarily limited to, consulting fees incurred to draft documents that are required herein.
7. This resolution is subject to the condition that all representations, written and oral, made by the Applicant and its agents and representatives to the City contained in and concerning the Applicant’s application for the variances must have been true, complete, and accurate at the time they were made, and that they remain true and accurate for the duration of the variance.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the City Clerk-Treasurer is hereby authorized and directed, *only upon the satisfaction of the above conditions*, to record a certified copy of this resolution with the Office of the County Recorder, Dodge County, Minnesota.

Adopted by the City Council of the City of Mantorville, Minnesota, this 24th day of May 2021.

ATTEST:

Chuck Bradford, Mayor

Shirley R Buecksler, City Clerk-Treasurer

