



Trail to the Past. Road to the Future.

**CITY COUNCIL MEETING AGENDA
MONDAY, JUNE 14, 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 24, 2021
 - b) Warrant List for June 14, 2021
 - c) Mantorville Instagram Request
 - d) Revisions to EDA Bylaws
- 5. Public Concerns**
- 6. Old Business/New Business**
 - a) 508 Clay Street, Lot Split – Continued from May 24, 2021
 - b) Performance Review for Ryan Jech
 - c) Resignation from Councilmember Don Hofstad
- 7. Reports**
 - a) Public Works Report
 - b) City Clerk Report
 - c) Consultant Report
 - d) Committee Reports
Chamber, EDA, Finance/Budget, Fire Department, Infrastructure, KM Joint Powers, MRA, Park Board, Personnel, Relief, Township
 - 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**

Join Zoom Meeting

<https://zoom.us/j/94350034805?pwd=SUgrQ0ZQRXJUYkhtVXFYVHJ6eHIXUT09>

Meeting ID: 943 5003 4805

Passcode: 435267

One tap mobile

+13126266799,,94350034805#,,,,*435267# US (Chicago)

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Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 943 5003 4805

Passcode: 435267

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

**City of Mantorville
City Council Minutes
May 24, 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 Bueckler
Assistant City Clerk Shelly Jensen-Germundson
Public Works Joe Adams
Public Works Ryan Jech
City Attorney Dave Anderson (via Zoom)

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Additions/Deletions to Agenda

Council adopted the agenda, as presented.

4. Consent Agenda

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

- A. City Council Meeting Minutes of May 10, 2021
- B. Warrant List in the Amount of \$21,415.43

Vote: 4 ayes / 0 nays. Motion carried.

5. Public Concerns

- Jerrod Kappers, 811 East Street addressed the Council regarding a retaining wall he wants to install in front of his house. Mr. Kappers provided photos of the project for Council and described the work involved. He plans to raise the yard in front of the house and install a retaining wall, which will provide a level service on top (behind the retaining wall), as well as a level surface below, in front of the wall to the street. Mr. Kappers said City Engineer Tim Hruska reviewed the plans and said the wall needs to

be between 5 ½ and 6 feet tall. Trees would be removed from in front of the house. There is a gas line and municipal water line, but Mr. Kappers said he is not digging downwards, but into the bank.

Councilmember Keller asked the reason for the cut-in? Mr. Kappers said it will allow him to stack the stones and may also aid in any future sidewalk plans. Councilmember Keller asked what the finish is on the left side of the lawn? Mr. Kappers said he is looking to grade it to a slope. The neighbor considers the area unusable, he said.

Councilmember Hoaglund asked Mr. Kappers if the neighbor is in agreement with the project? Mr. Kappers said yes.

Mr. Kappers said his timeline is to have equipment delivered between June 4 – 8, with material removed and rocks installed by June 15.

Mayor Bradford said, as long as you're inside the easement, we are comfortable with the plans. Mr. Kappers said he will stay within the 33 ½ foot requirement.

Councilmember Keller said he appreciates Mr. Kappers keeping Council informed. He added that the transition of the grade should be on your property and not on your neighbor's property and you maintain it how you want to. The other option is to take your wall back.

Mayor Bradford reminded Mr. Kappers that, whatever you do to the property, you cannot make flooding potentially worse for your neighbors.

Council thanked Mr. Kappers for keeping the Council and the City in the loop and wished him luck with is project.

6. Old/New Business

A. Community Relations Presentation: Saloon Request for Stage Coach Days

Koreen Seim, Owner of the Saloon, presented details for Stage Coach Days, scheduled for June 25 – 27. She requested to block off part of 5th Street and put a tent in the street, as well as in the Saloon parking lot.

Motion was made by Councilmember Hoaglund and seconded by Councilmember Kinney to allow half of the block of 5th Street to be closed Friday, Saturday and Sunday, June 25, 26 and 27, for Stage Coach Days activities, contingent on agreement from the County Seat.

Vote: 4 ayes / 0 nays. Motion carried.

B. 508 Clay Street, Lot Split – Continued from May 10, 2021

Councilmember Hoaglund recused himself from voting on this item.

City Attorney Anderson provided an overview of the applications for the lot split and variances. The lot is not currently in compliance with City ordinance because there are two principal structures. At some point, the accessory structure turned into a residential structure. Only one residential structure can be on a parcel. The first application is for a lot split. The only problem is the size of the lot and the rear setbacks. To make the lot split work, the applicants also applied for variances for one lot to be smaller than the required minimum lot size and for both lots to have rear setbacks that are less than the required minimum. It's up to the City Council whether it desires to approve or not. The documents that the City Attorney put together provide the findings that there are practical difficulties., and the facts are not undoubtedly supportive of such findings. The approvals also require utility, parking, and access easements to be recorded. There is no need for any other Public Hearings on this item because the Council held the requisite hearings at the last meeting before tabling its decisions on the applications. If Council decides to approve the lot split, resolutions were included in the Council's packet. If you decide to deny, Council should direct Staff to bring back resolutions of denial at the next meeting.

Mayor Bradford asked if there are any other options to consider in this complex situation? Could a variance be granted to allow two primary residences on a single property?

Attorney Anderson said no. There is prohibition in State law regarding use variances. Per Minnesota Statute 462.357, Cities cannot approve variances for uses in a manner that is not allowed. State law precludes and prohibits it.

Mayor Bradford asked if there is anything we have not considered?

Attorney Anderson said there are no other options and, if the applications are denied, the owners would need to come into compliance. The building evolved into something not allowed under zoning code. There is a very limited set of options.

Councilmember Hoaglund asked what would happen if we connect the buildings (currently 20 feet apart) and call it a duplex?

Attorney Anderson said it could fit ordinance and building code that may work, but a review would be required to determine compliance. Attorney Anderson was unable to answer if it's workable with zoning code but it's an interesting question. Cami Reber may have brought that up previously in a phone conversation but it wasn't pursued, possibly for some reason that made it unworkable.

Councilmember Keller said I think it was the economic situation. Do they have to be connected?

Attorney Anderson said the way to answer the option of creating two structures into one is to prepare a simple proposal and submitting to City Staff to determine whether it 1) meets zoning requirements and 2) meets building permit requirements.

Mayor Bradford said one thing to look at is land utilization and if we still have 75% of green space around structures. A variance could work but the hardship clause may be hard to prove. This could be a plan B.

Council thanked Attorney Anderson for his time. Attorney Anderson left the meeting.

Mayor Bradford said Resolutions 2021-09 and 2021-10 will need to be pulled off the table for consideration. Options are to adopt the resolutions, reject them, or retable. Motion was made by Councilmember Kinney and seconded by Councilmember Keller to pull Resolutions 2021-09 and 2021-10 from the table.

Vote: 3 ayes / 0 nays. Motion carried.

Councilmembers Kinney and Keller said they were satisfied with the City Attorney's comments.

Councilmember Keller said he visited the property and it would be messy to split it because they share a boardwalk and a parking lot. Councilmember Keller moved to table this item. Motion failed for lack of a second.

Mayor Bradford said there must be a need in order to table it. Councilmember Keller said when he was there, it looked like the most practical solution was the lot split. But now he thinks the owner needs time to consider making it into a duplex.

Mayor Bradford said there are three options:

- Pass the two resolutions, as written, to approve the lot split.
- Deny and come back with resolutions of denial.
- Look at the option of converting two buildings into one. We would need answers on green space and other potential non-compliant issues.

Councilmember Kinney moved to adopt Resolutions 2021-09 and 2021-10. Motion failed for lack of a second.

Mayor Bradford asked Councilmember Keller to bring back his original motion.

Councilmember Keller moved to table this item for further consideration of converting the two buildings located at 508 Clay Street into one duplex. Mayor Bradford seconded the motion.

Vote: 2 ayes / 1 nay – Councilmember Kinney voted nay. With only 3 voting members, Mayor Bradford said it is the Chair's discretion that this motion passed on a 2/1 vote. Motion carried.

C. Marigold Days: Request to Waive Fee for Fireworks Display

Motion was made by Councilmember Hoaglund and seconded by Councilmember Kinney to waive the fee for the Fireworks Display Permit for Marigold Days.

Vote: 4 ayes / 0 nays. Motion carried.

D. Amendment to Schedule of Meeting Dates

Motion was made by Councilmember Keller and seconded by Councilmember Hoaglund to approve the amended Schedule of Meeting Dates, as presented, which includes the addition of holidays on January 1, 2021 (New Year's Day) and November 11, 2021 (Veteran's Day).

Vote: 4 ayes / 0 nays. Motion carried.

E. Office Cleaning Service

Motion was made by Councilmember Kinney and seconded by Councilmember Hoaglund to approve the hiring of Olivia Germundson at \$25.00 per week for cleaning of the City Offices, Council Chambers, and restroom.

Vote: 4 ayes / 0 nays. Motion carried.

7. Reports

A. Public Works Report

- Joe Adams said Public Works Staff has been mowing and getting caught up but more rain is coming.
- Council discussed opening an Amazon business account for purchases. Mayor Bradford said any purchases over \$250.00, as well as capital expenditures, require Council approval. Councilmember Hoaglund recommended that purchases be made from local vendors, whenever possible.

Motion was made by Councilmember Keller and seconded by Councilmember Hoaglund to authorize Adams to set up an Amazon business account for the City.

Vote: 4 ayes / 0 nays. Motion carried.

A. City Clerk Report

- Shirley Buecksler thanked everyone for their patience during her first few weeks here.
- Buecksler attended a virtual meeting this morning with David Maeda, Director of Elections for the Minnesota Secretary of State's Office, and Andy Lokken, Director of Elections for Dakota County. This meeting was the State Review of Ward 2 Precinct 2 for the City of West St. Paul, which Buecksler had promised to attend,

since there is no one else at the City of West St. Paul with elections knowledge from the 2020 Elections. The review went well.

- The City has received several inquiries about the lot at 408 West Street, which was a tax forfeiture property and currently up for sale by Dodge County. The minimum selling price with the County is \$19,300.00. However, there are special assessment fees of \$24,902.00 for the house demo and \$3,890.59 for cleanup charges (total special assessment charges are \$28,792.59), which the City of Mantorville paid at that time. One potential buyer asked if the City would be willing to waive these special assessment fees.

Buecksler spoke with Attorney Anderson prior to tonight's meeting who said the City's right to reassess for the costs incurred in removing a hazardous building falls under Minnesota Statute 435.23, which allows the City to reassess using the process outlined in Minnesota Statute 429.071, Subd. 4. Attorney Anderson stated that he didn't think the Council can waive that right in a non-contractual setting, so his suggestion was to inform any interested buyers that the City has a statutory right to reassess and cannot make any commitments regarding whether it might choose to do so, if and when the property goes back into private ownership.

Minnesota Statute reads:

435.23 Reassess Tax-Forfeited Land Back in Private Ownership

Any municipality, political subdivision, or other public authority may make a reassessment or new assessment pursuant to Section 429.071, Subd. 4, notwithstanding that the original assessment may have been made pursuant to other general law or special law.

429.071 Supplemental Assessments; Reassessment, Subd 4. Reassessment, Tax-Forfeited Land

When a parcel of tax-forfeited land is returned to private ownership and the parcel is benefited by an improvement for which special assessments were canceled because of the forfeiture, the municipality that made the improvement may upon notice and hearing as provided for the original assessment, make a reassessment or a new assessment as to the parcel in an amount equal to the amount remaining unpaid on the original assessment.

Councilmember Keller suggested that this be left to the County to adjust the cost of the property to where a buyer can afford the assessment and the remainder would go to the County.

Mayor Bradford said potential buyers could bring a proposal to the City Council. He stated that he would prefer to recoup some of the City's expenses.

- Reminder that City Offices will be closed on Monday, May 31, 2021, in observance of the Memorial Day Holiday.

- Reminder that City Hall office hours will change for the summer. Between Memorial Day and Labor Day, City Offices will be open Monday through Thursday from 8:00 a.m. to 4:30 p.m. and Fridays from 8:00 a.m. to Noon.

B. Consultant Report

Nothing to report.

C. Committee Report

- 1) Chamber – Graduate photos honoring 2021 high school graduates will be posted in windows downtown. Stage Coach Days is coming up soon.
- 2) Economic Development Authority
- 3) Finance/Budget
- 4) Fire Department
- 5) Infrastructure
- 6) Kasson Mantorville Joint Powers
- 7) Mantorville Restoration Association – Greek Revival House is almost done and will have an Open House. Ordering brass plaques with information for tourists on each of the six buildings owned by the MRA. The plaque will include the build date, use, and history for tourist information, as well as QR codes to track visitor numbers.
- 8) Park and Recreation Board – haven't met since the last Council meeting.
- 9) Personnel
- 10) Relief
- 11) Township

D. Councilmember Report

Nothing to report.

E. Mayor's Report

- As we are heading into summer, Mayor Bradford wanted to remind everyone that a few years ago part of the cliff eroded into the river. Do not jump off of those cliffs. There is rock just below the surface of the water, as well. This area is more dangerous than in the past.
- Mayor Bradford talked with one individual doing a development non-contiguous to the current Mantorville border into Mantorville Township. This could be an extension of the expansion corridor. It will need City Council approval.
 - Councilmember Hoaglund asked about the Planning Committee. He said we should meet again and look at Planning and Zoning and the Land Use Plan. He said it hasn't been looked at since 2012.
 - Mayor Bradford said we used to have a Planning & Zoning Commission. We had some resignations and it was hard to fill seats, so the City Council at that time pulled that activity into Council. We could either reinstate the Planning & Zoning Commission or be more active within our Council meetings and be more active on the planning and zoning issue.

- Councilmember Keller said he believes the Planning & Zoning Commission, in the past, would get overruled by Council, so they would become discouraged. The ultimate authority is Council.
- Mayor Bradford said it's similar to MRA. The majority of the time, we go with their recommendation, but the Council has the right to go another direction. In the past, two Councilmembers were on the five-member board for Planning & Zoning.

8. Executive Session

There was no Executive Session.

9. Adjourn

Motion was made by Councilmember Hoaglund and seconded by Councilmember Kinney to adjourn the meeting at 7:46 p.m.

Vote: 4 ayes / 0 nays. Meeting adjourned.

Respectfully Submitted,

Shirley R Buecksler
City Clerk-Treasurer

MANTORVILLE,MN

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*Check Summary Register©

Batch: WAR 06 14 21

Name	Check Date	Check Amt	
10100 Citizens State Bank			
5561 PAYMENT SERVICE NETWORK, I	6/14/2021	\$96.70	ON-LINE PAYMENT SERVICE
27817 JOE ADAMS	6/14/2021	\$168.57	REIMBURSEMENT FOR YELLOW PAINT FO
27818 AG PARTNERS	6/14/2021	\$1,147.38	BIO RED DYED FUEL
27819 AVESIS	6/14/2021	\$27.37	EMPLOYEE PAID SUPPLEMENTAL INSURA
27820 BADGER METER	6/14/2021	\$372.02	METER SERVICES FOR MAY 2021
27821 CEDA	6/14/2021	\$5,021.25	QUARTER 2 SUPPORT SERVICES 2021
27822 CMS - CONSTRUCTION MGMT.S	6/14/2021	\$1,599.51	BUILDING INSPECTIONS - MAY 2021
27823 DIAMOND RIDGE PRINTING	6/14/2021	\$306.50	LETTERHEAD PRINTING AND PREPRINTED
27824 DODGE COUNTY INDEPENDENT	6/14/2021	\$1,029.60	2020 DRINKING WATER REPORT
27825 DODGE COUNTY SHERIFF	6/14/2021	\$24,556.50	QUARTERLY PAYMENT - QTR 2/2021 POLIC
27826 EARLS SMALL ENGINE REPAIR	6/14/2021	\$28.97	FILES FOR CHAINSAW SHARPENING
27827 FARMERS TOP SOIL, INC.	6/14/2021	\$315.67	SCREENED TOPSOIL - 1 LOAD DELIVERED
27828 FIRE SAFETY USA, INC	6/14/2021	\$1,270.00	FIRE DEPARTMENT - GAS ALERT MICROCL
27829 GAMETREE	6/14/2021	\$1,870.98	EXPRESSION SWING FOR RIVERSIDE PAR
27830 GOPHER STATE ONE CALL	6/14/2021	\$45.90	UTILITY LOCATES
27831 HAWKINS, INC	6/14/2021	\$3,373.68	WATER DEPARTMENT CHEMICALS
27832 HOMETOWN HAULERS	6/14/2021	\$100.00	GARBAGE DISPOSAL/ MAY 2021
27833 JACOBSEN LAW FIRM P.A.	6/14/2021	\$462.00	GENERAL LEGAL FEES - APRIL 2021
27834 JENSEN-GERMUNDSON, SHELL	6/14/2021	\$36.54	CAMPGROUND SUPPLIES - TAGS & MARKE
27835 KASSON HARDWARE HANK	6/14/2021	\$35.95	HOOK WIRE & TACKS FOR CITY HALL
27836 K-M TELECOM	6/14/2021	\$397.35	CITY HALL MAIN 5170
27837 LMCIT - P&C	6/14/2021	\$22,851.00	POLICY RENEWAL 2021/2022 - PROPERTY
27838 LMCIT - WC	6/14/2021	\$20,414.00	WORKER'S COMP INSURANCE POLICY PR
27839 MANTORVILLE TOWNSHIP	6/14/2021	\$1,249.00	BLADING AND CHLORIDE APPLICATION
27840 MENARDS - NORTH ROCHESTE	6/14/2021	\$209.44	PLANTING BARRELL - IN FRONT OF CITY H
27841 MINNESOTA AG GROUP INC	6/14/2021	\$73.79	PARTS FOR BOOM TRUCK REPAIRS
27842 MINNESOTA ENERGY RESOURC	6/14/2021	\$523.72	4016467-5 STREETS-1016 EAST STREET
27843 MUNICIPAL EMERGENCY SERVI	6/14/2021	\$3,524.00	FIRE DEPARTMENT - TURNOUT GEAR
27844 NAPA	6/14/2021	\$54.96	2 CASES OF OIL
27845 ON SITE SANITATION	6/14/2021	\$216.96	DENNESON PARK/MANTOR FIELD
27846 PITNEY BOWES GLOBAL	6/14/2021	\$80.74	POSTAGE METER RED INK CARTRIDGE
27847 PURCHASE POWER	6/14/2021	\$201.00	POSTAGE REFILL
27848 QUILL LLC	6/14/2021	\$105.23	MISC OFFICE SUPPLIES
27849 RITEWAY BUSINESS FORMS	6/14/2021	\$210.21	UTILITY BILL POSTCARDS
27850 RIVERLAND COMMUNITY COLLE	6/14/2021	\$1,370.00	FIREFIGHTER TRAINING - RYAN JECH
27851 ROCHESTER SERVICE COMPAN	6/14/2021	\$1,011.00	YARD REPAIR WHERE SEWER REPAIRS W
27852 SEMA EQUIPMENT INC	6/14/2021	\$581.73	REPAIR JOHN DEERE 3120- PARTS & LABO
27853 STUSSY CONSTRUCTION INC	6/14/2021	\$1,579.33	DELIVERED ROAD ROCK
27854 TEAM LABORATORY CHEMICAL,	6/14/2021	\$1,027.00	ROAD PATCH
27855 TRACTOR SUPPLY CREDIT PLA	6/14/2021	\$270.30	SPOT SPRAYER
27856 VERIZON WIRELESS	6/14/2021	\$64.78	FIRE DEPARTMENT DATA
27857 WHKS & COMPANY	6/14/2021	\$1,833.40	ENGINEERING SERVICES - TH 57 IMPROVE
27858 XCEL ENERGY	6/14/2021	\$392.48	60003 ST.HWY 57 N CITY SIGN
Total Checks		\$100,106.51	

Payments

Current Period: April 2021

Payments Batch WAR 06 14 21 \$100,106.51

Refer	0 ADAMS, JOE	-			
Cash Payment	E 101-43125-404 Repairs/Maint Machinery	REIMBURSEMENT FOR YELLOW PAINT FOR PLOW		\$26.83	
Invoice 052121	6/14/2021				
Cash Payment	E 101-45200-410 Rentals	REIMBURSERMENT FOR LIFT BASKET & SLING FROM GRAVES AUCTION		\$141.74	
Invoice 7471	6/14/2021				
Transaction Date	6/8/2021	Citizens State Bank 10100	Total	\$168.57	
Refer	0 AG PARTNERS COOPERATIVE	-			
Cash Payment	E 101-45200-212 Motor Fuels	BIO RED DYED FUEL		\$573.69	
Invoice 816410	6/14/2021				
Cash Payment	E 101-43100-212 Motor Fuels	BIO RED DYED FUEL		\$573.69	
Invoice 816410	6/14/2021				
Transaction Date	6/8/2021	Citizens State Bank 10100	Total	\$1,147.38	
Refer	0 AVESIS	-			
Cash Payment	G 101-21715 Employee Paid Vision Plan	EMPLOYEE PAID SUPPLEMENTAL INSURANCE - VISION		\$27.37	
Invoice 2724116	6/14/2021				
Transaction Date	6/8/2021	Citizens State Bank 10100	Total	\$27.37	
Refer	0 BADGER METER	-			
Cash Payment	E 601-49400-300 Professional Srvs (GENE	METER SERVICES FOR MAY 2021		\$148.81	
Invoice 80074717	6/14/2021				
Cash Payment	E 602-49450-300 Professional Srvs (GENE	METER SERVICES FOR MAY 2021		\$223.21	
Invoice 80074717	6/14/2021				
Transaction Date	6/8/2021	Citizens State Bank 10100	Total	\$372.02	
Refer	0 CEDA	-			
Cash Payment	E 101-46500-437 Other Miscellaneous	QUARTER 2 SUPPORT SERVICES 2021		\$5,021.25	
Invoice 2NDQTR2021	6/14/2021				
Transaction Date	6/8/2021	Citizens State Bank 10100	Total	\$5,021.25	
Refer	0 CMS - CONSTRUCTION MGMT.SE	-			
Cash Payment	E 101-42400-300 Professional Srvs (GENE	BUILDING INSPECTIONS - MAY 2021		\$1,599.51	
Invoice MAY2021	6/14/2021				
Transaction Date	6/8/2021	Citizens State Bank 10100	Total	\$1,599.51	
Refer	0 DIAMOND RIDGE PRINTING	-			
Cash Payment	E 101-41500-200 Supplies	LETTERHEAD PRINTING AND PREPRINTED ENVELOPES		\$306.50	
Invoice 11012	6/14/2021				
Transaction Date	6/8/2021	Citizens State Bank 10100	Total	\$306.50	
Refer	0 DODGE COUNTY INDEPENDENT	-			
Cash Payment	E 601-49400-300 Professional Srvs (GENE	2020 DRINKING WATER REPORT		\$1,029.60	
Invoice 11971	6/14/2021				
Transaction Date	6/8/2021	Citizens State Bank 10100	Total	\$1,029.60	
Refer	0 DODGE COUNTY SHERIFF	-			
Cash Payment	E 101-42100-310 Other Professional Servi	QUARTERLY PAYMENT - QTR 2/2021 POLICE PROTECTION CONTRACT		\$24,556.50	
Invoice QTR 2/2021	6/14/2021				
Transaction Date	6/8/2021	Citizens State Bank 10100	Total	\$24,556.50	
Refer	0 EARLS SMALL ENGINE REPAIR	-			

MANTORVILLE,MN

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Payments

Current Period: April 2021

Cash Payment	E 101-45200-404 Repairs/Maint Machinery	FILES FOR CHAINSAW SHARPENING		\$28.97
Invoice	052721	6/14/2021		
Transaction Date	6/8/2021	Citizens State Bank	10100	Total \$28.97
Refer	0 FARMERS TOP SOIL, INC.	-		
Cash Payment	E 101-43100-224 Street Maint Materials	SCREENED TOPSOIL - 1 LOAD DELIVERED		\$315.67
Invoice	8617	6/14/2021		
Transaction Date	6/8/2021	Citizens State Bank	10100	Total \$315.67
Refer	0 FIRE SAFETY USA, INC	-		
Cash Payment	E 101-42200-240 Tools and Minor Equipm	FIRE DEPARTMENT - GAS ALERT MICROCLIP X3 FOR GAS DETECTOR		\$1,270.00
Invoice	147808	6/14/2021		
Transaction Date	6/8/2021	Citizens State Bank	10100	Total \$1,270.00
Refer	0 GAME TIME	-		
Cash Payment	E 101-45200-500 Capital Outlay	EXPRESSION SWING FOR RIVERSIDE PARK		\$1,870.98
Invoice	PJI-0159942	6/14/2021		
Transaction Date	6/8/2021	Citizens State Bank	10100	Total \$1,870.98
Refer	0 GOPHER STATE ONE CALL	-		
Cash Payment	E 601-49400-300 Professional Svcs (GENE	UTILITY LOCATES		\$18.36
Invoice	1050564	6/14/2021		
Cash Payment	E 602-49450-300 Professional Svcs (GENE	UTILITY LOCATES		\$27.54
Invoice	1050564	6/14/2021		
Transaction Date	6/8/2021	Citizens State Bank	10100	Total \$45.90
Refer	0 HAWKINS, INC	-		
Cash Payment	E 601-49400-216 Chemicals and Chem Pr	WATER DEPARTMENT CHEMICALS		\$3,373.68
Invoice	4936901	6/14/2021		
Transaction Date	6/8/2021	Citizens State Bank	10100	Total \$3,373.68
Refer	0 HOMETOWN HAULERS	-		
Cash Payment	E 101-41940-384 Refuse/Garbage Dispos	GARBAGE DISPOSAL/ MAY 2021		\$100.00
Invoice	96457	6/14/2021		
Transaction Date	6/8/2021	Citizens State Bank	10100	Total \$100.00
Refer	0 JACOBSEN LAW FIRM, P.A.	-		
Cash Payment	E 101-41600-304 Legal Fees	GENERAL LEGAL FEES - APRIL 2021		\$319.00
Invoice	3125/3154	6/14/2021		
Cash Payment	E 101-41600-304 Legal Fees	GENERAL LEGAL FEES - MAY 2021		\$143.00
Invoice	3125/3154	6/14/2021		
Transaction Date	6/8/2021	Citizens State Bank	10100	Total \$462.00
Refer	0 JENSEN-GERMUNDSON, SHELLY	-		
Cash Payment	E 101-45200-200 Supplies	CAMPGROUND SUPPLIES - TAGS & MARKERS FOR CAMPSITES		\$36.54
Invoice	11252844359214	6/14/2021		
Transaction Date	6/8/2021	Citizens State Bank	10100	Total \$36.54
Refer	0 KASSON HARDWARE HANK	-		
Cash Payment	E 101-41940-200 Supplies	HOOK WIRE & TACKS FOR CITY HALL		\$7.98
Invoice	308-051/168/336	6/14/2021		
Cash Payment	E 101-42200-217 Other Operating Supplie	AAA BATTERIES		\$15.99
Invoice	308-051/168/336	6/14/2021		
Cash Payment	E 101-45200-404 Repairs/Maint Machinery	APPLE RED SPRAY PAINT FOR TRACTOR SPRAYER		\$11.98
Invoice	308-051/168/336	6/14/2021		

Payments

Current Period: April 2021

Transaction Date	6/8/2021	Citizens State Bank	10100	Total	\$35.95
Refer	0 K-M TELECOM				
Cash Payment	E 101-41940-321 Communications Phone/	CITY HALL MAIN 5170			\$98.99
Invoice	10072785	6/14/2021			
Cash Payment	E 101-41940-321 Communications Phone/	CITY HALL - 5176 - 2ND LINE			\$41.88
Invoice	10072785	6/14/2021			
Cash Payment	E 101-41940-321 Communications Phone/	CITY HALL FAX 5300			\$0.00
Invoice	10072785	6/14/2021			
Cash Payment	E 101-42200-321 Communications Phone/	FD 5440			\$25.93
Invoice	10072785	6/14/2021			
Cash Payment	E 101-41940-321 Communications Phone/	STREETS - SHOP 5119			\$80.92
Invoice	10072785	6/14/2021			
Cash Payment	E 601-49400-321 Communications Phone/	WATER TOWER ALARM 3588			\$46.16
Invoice	10072785	6/14/2021			
Cash Payment	E 602-49450-321 Communications Phone/	LIFT STATION ALARM 5066			\$36.16
Invoice	10072785	6/14/2021			
Cash Payment	E 602-49450-321 Communications Phone/	WWTP 5463 ALARM			\$36.16
Invoice	10072785	6/14/2021			
Cash Payment	E 101-41940-321 Communications Phone/	LONG DISTANCE/TAXES/FEES			\$6.15
Invoice	10072785	6/14/2021			
Cash Payment	E 101-46500-437 Other Miscellaneous	EDA 800 NUMBER			\$0.00
Invoice	10072785	6/14/2021			
Cash Payment	E 601-49400-321 Communications Phone/	WELL HOUSE FIBER			\$25.00
Invoice	10072785	6/14/2021			
Transaction Date	6/8/2021	Citizens State Bank	10100	Total	\$397.35
Refer	0 LMCIT - P&C				
Cash Payment	E 101-41940-362 Property Ins	POLICY RENEWAL 2021/2022 - PROPERTY CASUALTY - INSURANCE BROKERS			\$22,851.00
Invoice	40002992	6/14/2021			
Transaction Date	6/10/2021	Citizens State Bank	10100	Total	\$22,851.00
Refer	0 LMCIT - WC				
Cash Payment	E 101-41110-151 Worker s Comp Insuranc	WORKER'S COMP INSURANCE POLICY PREMIUM RENEWAL 2021 - INSURANCE BROKERS			\$204.14
Invoice	40002891	6/14/2021			
Cash Payment	E 101-41500-151 Worker s Comp Insuranc	WORKER'S COMP INSURANCE POLICY PREMIUM RENEWAL 2021 - INSURANCE BROKERS			\$816.56
Invoice	40002891	6/14/2021			
Cash Payment	E 101-42200-151 Worker s Comp Insuranc	WORKER'S COMP INSURANCE POLICY PREMIUM RENEWAL 2021 - INSURANCE BROKERS			\$8,165.60
Invoice	40002891	6/14/2021			
Cash Payment	E 101-43100-151 Worker s Comp Insuranc	WORKER'S COMP INSURANCE POLICY PREMIUM RENEWAL 2021 - INSURANCE BROKERS			\$5,103.50
Invoice	40002891	6/14/2021			
Cash Payment	E 101-45200-151 Worker s Comp Insuranc	WORKER'S COMP INSURANCE POLICY PREMIUM RENEWAL 2021 - INSURANCE BROKERS			\$2,041.40
Invoice	40002891	6/14/2021			

Payments

Current Period: April 2021

Cash Payment	E 601-49400-151 Worker s Comp Insuranc	WORKER'S COMP INSURANCE POLICY PREMIUM RENEWAL 2021 - INSURANCE BROKERS	\$2,041.40
Invoice 40002891	6/14/2021		
Cash Payment	E 602-49450-151 Worker s Comp Insuranc	WORKER'S COMP INSURANCE POLICY PREMIUM RENEWAL 2021 - INSURANCE BROKERS	\$2,041.40
Invoice 40002891	6/14/2021		
Transaction Date	6/10/2021	Citizens State Bank 10100	Total \$20,414.00
Refer	0 MANTORVILLE TOWNSHIP	-	
Cash Payment	E 101-43100-224 Street Maint Materials	BLADING AND CHLORIDE APPLICATION	\$1,249.00
Invoice 955263	6/14/2021		
Transaction Date	6/8/2021	Citizens State Bank 10100	Total \$1,249.00
Refer	0 MENARDS - NORTH ROCHESTER	-	
Cash Payment	E 101-41940-200 Supplies	PLANTING BARRELL - IN FRONT OF CITY HALL	\$46.99
Invoice 85661	6/14/2021		
Cash Payment	E 101-45200-200 Supplies	PARKS - TOOLS & SUPPLIES	\$36.97
Invoice 85661	6/14/2021		
Cash Payment	E 101-43100-200 Supplies	STREETS - TOOLS & SUPPLIES	\$34.68
Invoice 85661	6/14/2021		
Cash Payment	E 101-41940-200 Supplies	SHOP - TOOLS & SUPPLIES	\$90.80
Invoice 85661	6/14/2021		
Transaction Date	6/8/2021	Citizens State Bank 10100	Total \$209.44
Refer	0 MINNESOTA AG GROUP INC	-	
Cash Payment	E 101-43125-404 Repairs/Maint Machinery	PARTS FOR BOOM TRUCK REPAIRS	\$73.79
Invoice IK00383	6/14/2021		
Transaction Date	6/8/2021	Citizens State Bank 10100	Total \$73.79
Refer	0 MINNESOTA ENERGY	-	
Cash Payment	E 101-41940-380 Utility Services	4016467-5 STREETS-1016 EAST STREET	\$165.85
Invoice 3716023118	5/20/2021		
Cash Payment	E 101-41940-380 Utility Services	4300149-4 STREETS - 1008 EAST STREET	\$105.53
Invoice 3715939447	5/20/2021		
Cash Payment	E 101-41940-380 Utility Services	4028156-0 STREETS-1000 EAST STREET	\$62.63
Invoice 3715728214	5/20/2021		
Cash Payment	E 101-42200-380 Utility Services	4229566-7 FIRE DEPT	\$121.20
Invoice 3716081987	5/20/2021		
Cash Payment	E 602-49450-380 Utility Services	4299022-6 WWTP	\$68.51
Invoice 3715819547	5/20/2021		
Transaction Date	6/8/2021	Citizens State Bank 10100	Total \$523.72
Refer	0 MUNICIPAL EMERGENCY SERVIC	-	
Cash Payment	E 101-42200-437 Other Miscellaneous	FIRE DEPARTMENT - TURNOUT GEAR	\$3,524.00
Invoice IN1584374	6/14/2021		
Transaction Date	6/8/2021	Citizens State Bank 10100	Total \$3,524.00
Refer	0 NAPA	-	
Cash Payment	E 101-42200-228 Equip. Repair and Mainte	2 CASES OF OIL	\$54.96
Invoice 408954	6/14/2021		
Transaction Date	6/8/2021	Citizens State Bank 10100	Total \$54.96
Refer	0 ON SITE SANITATION	-	
Cash Payment	E 101-45200-410 Rentals	DENNESON PARK/MANTOR FIELD	\$160.64
Invoice 11261-45/7+4	6/14/2021		

Payments

Current Period: April 2021

Cash Payment	E 603-45183-410 Rentals	CAMPGROUND			\$56.32
Invoice	1126146	6/14/2021			
Transaction Date	6/8/2021	Citizens State Bank	10100	Total	\$216.96
Refer	0 PAYMENT SERVICE NETWORK, IN	Ck# 005561	6/14/2021		
Cash Payment	E 601-49400-300 Professional Svcs (GENE	MONTHLY SERVICE FEES - MAY 2021			\$38.68
Invoice	238899	6/14/2021			
Cash Payment	E 602-49450-300 Professional Svcs (GENE	MONTHLY SERVICE FEES - MAY 2021			\$58.02
Invoice	238899	6/14/2021			
Transaction Date	6/8/2021	Citizens State Bank	10100	Total	\$96.70
Refer	0 PITNEY BOWES INC				
Cash Payment	E 101-41500-322 Postage	POSTAGE METER RED INK CARTRIDGE			\$80.74
Invoice	1018238861	6/14/2021			
Transaction Date	6/8/2021	Citizens State Bank	10100	Total	\$80.74
Refer	0 PURCHASE POWER				
Cash Payment	E 101-41500-322 Postage	POSTAGE REFILL			\$201.00
Invoice	MAY 2021	6/14/2021			
Transaction Date	6/8/2021	Citizens State Bank	10100	Total	\$201.00
Refer	0 QUILL				
Cash Payment	E 101-41500-200 Supplies	MISC OFFICE SUPPLIES			\$105.23
Invoice	16863278/354	6/14/2021			
Transaction Date	6/8/2021	Citizens State Bank	10100	Total	\$105.23
Refer	0 RITEWAY BUSINESS FORMS				
Cash Payment	E 602-49450-200 Supplies	UTILITY BILL POSTCARDS			\$84.09
Invoice	21-31433	6/14/2021			
Cash Payment	E 601-49400-200 Supplies	UTILITY BILL POSTCARDS			\$126.12
Invoice	21-31433	6/14/2021			
Transaction Date	6/8/2021	Citizens State Bank	10100	Total	\$210.21
Refer	0 RIVERLAND COMMUNITY COLLEG				
Cash Payment	E 101-42200-208 Training, Mileage	FIREFIGHTER TRAINING - RYAN JECH			\$1,370.00
Invoice	830524	6/14/2021			
Transaction Date	6/8/2021	Citizens State Bank	10100	Total	\$1,370.00
Refer	0 ROCHESTER SERVICE COMPANY				
Cash Payment	E 101-43100-224 Street Maint Materials	YARD REPAIR WHERE SEWER REPAIRS WERE DONE - CHESTNUT STREET			\$1,011.00
Invoice	11664	6/14/2021			
Transaction Date	6/8/2021	Citizens State Bank	10100	Total	\$1,011.00
Refer	0 SEMA EQUIPMENT INC				
Cash Payment	E 101-45200-404 Repairs/Maint Machinery	REPAIR JOHN DEERE 3120- PARTS & LABOR			\$581.73
Invoice	1529394	6/14/2021			
Transaction Date	6/8/2021	Citizens State Bank	10100	Total	\$581.73
Refer	0 STUSSY CONSTRUCTION INC				
Cash Payment	E 101-45200-200 Supplies	DELIVERED ROAD ROCK			\$1,579.33
Invoice	313469/46286	6/14/2021			
Transaction Date	6/8/2021	Citizens State Bank	10100	Total	\$1,579.33
Refer	0 TEAM LAB CHEMICAL CORP.				
Cash Payment	E 101-43100-224 Street Maint Materials	ROAD PATCH			\$770.00
Invoice	INV0025605	6/14/2021			

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Payments

Current Period: April 2021

Cash Payment	E 101-45200-200 Supplies	WEED KILLER		\$257.00
Invoice	INV0025494	6/14/2021		
Transaction Date	6/8/2021	Citizens State Bank	10100	Total \$1,027.00
Refer	0 TRACTOR SUPPLY CREDIT PLAN			
Cash Payment	E 101-45200-200 Supplies	SPOT SPRAYER		\$270.30
Invoice	4529-053021	6/14/2021		
Transaction Date	6/8/2021	Citizens State Bank	10100	Total \$270.30
Refer	0 VERIZON WIRELESS			
Cash Payment	E 101-42200-321 Communications Phone/	FIRE DEPARTMENT DATA		\$64.78
Invoice	9880505389	6/14/2021		
Transaction Date	6/8/2021	Citizens State Bank	10100	Total \$64.78
Refer	0 WHKS & COMPANY			
Cash Payment	E 101-41950-303 Engineering Fees	ENGINEERING SERVICES - TH 57 IMPROVEMENTS		\$1,254.40
Invoice	43170/43172	6/14/2021	Project 19-002	
Cash Payment	E 101-41950-303 Engineering Fees	ENGINEERING SERVICES - DENNESON FIELD/BASE MAP REVISIONS		\$579.00
Invoice	43170/43172	6/14/2021		
Transaction Date	6/8/2021	Citizens State Bank	10100	Total \$1,833.40
Refer	0 XCEL ENERGY			
Cash Payment	E 101-43160-381 Electric Utilities	STREET LIGHTS		\$1,180.25
Invoice	MAY2021	6/14/2021		
Cash Payment	E 101-43160-381 Electric Utilities	300 MAIN N BRIDGE LIGHTS		\$20.43
Invoice	MAY2021	6/14/2021		
Cash Payment	E 101-43160-381 Electric Utilities	130 ST.HWY 57 S.CITY SIGN		\$1.38
Invoice	MAY2021	6/14/2021		
Cash Payment	E 101-43160-381 Electric Utilities	60003 ST.HWY 57 N CITY SIGN		\$13.07
Invoice	MAY2021	6/14/2021		
Cash Payment	E 101-42200-380 Utility Services	21 5TH STREET SIREN		\$5.90
Invoice	MAY2021	6/14/2021		
Cash Payment	E 101-42200-380 Utility Services	21 5TH STREET E FH/CH/PUMP		-\$70.61
Invoice	MAY2021	6/14/2021		
Cash Payment	E 101-42200-380 Utility Services	701 CHESTNUT SIREN		\$6.05
Invoice	MAY2021	6/14/2021		
Cash Payment	E 101-43160-381 Electric Utilities	410 CLAY POLE ON EDA LOT		\$14.31
Invoice	MAY2021	6/14/2021		
Cash Payment	E 101-41940-380 Utility Services	600 7TH STREET WEST MANTORFIEL		\$24.81
Invoice	MAY2021	6/14/2021		
Cash Payment	E 101-41940-380 Utility Services	340 CLAY RIVERSIDE W CENTER		\$17.71
Invoice	MAY2021	6/14/2021		
Cash Payment	E 101-41940-380 Utility Services	342 MAIN ST N RIVERSIDE NE		\$14.24
Invoice	MAY2021	6/14/2021		
Cash Payment	E 101-41940-380 Utility Services	601 GOLFOVIEW DENNISON FIELD		\$15.89
Invoice	MAY2021	6/14/2021		
Cash Payment	E 101-41940-380 Utility Services	1008 EAST CITY SHOP		-\$91.60
Invoice	MAY2021	6/14/2021		
Cash Payment	E 602-49450-380 Utility Services	121 BLANCH WWTF+SEC+PUMP		-\$1,023.18
Invoice	MAY2021	6/14/2021		
Cash Payment	E 601-49400-380 Utility Services	841 BLANCH WTR WELL HOUSE		\$128.29
Invoice	MAY2021	6/14/2021		

Payments

Current Period: April 2021

Cash Payment	E 601-49400-380 Utility Services	924 JEFFERSON WATER TOWER	-\$7.86
Invoice	MAY2021 6/14/2021		
Cash Payment	E 603-45183-381 Electric Utilities	324 MAIN ST N CAMPGROUND	\$123.67
Invoice	MAY2021 6/14/2021		
Cash Payment	E 101-41940-380 Utility Services	101 BLANCH NEW SHOP	\$0.00
Invoice	MAY2021 6/14/2021		
Cash Payment	E 101-41940-380 Utility Services	15 4TH STREET WEST RIVERSIDE	\$14.97
Invoice	MAY2021 6/14/2021		
Cash Payment	E 602-49450-380 Utility Services	601 JEFFERSON LIFT STATION	-\$3.52
Invoice	MAY2021 6/14/2021		
Cash Payment	E 602-49450-380 Utility Services	121 BLANCH AUTO PROTECT LIGHT	\$8.28
Invoice	MAY2021 6/14/2021		
Cash Payment	E 101-43160-381 Electric Utilities	CHRISTMAS LIGHTS	\$0.00
Invoice	MAY2021 6/14/2021		
Transaction Date	6/9/2021	Citizens State Bank 10100	Total \$392.48

Fund Summary

	10100 Citizens State Bank	
101 GENERAL FUND		\$91,401.61
601 WATER FUND		\$6,968.24
602 SEWER FUND		\$1,556.67
603 RV PARK		\$179.99
		\$100,106.51

Pre-Written Checks	\$96.70
Checks to be Generated by the Computer	\$100,009.81
Total	\$100,106.51

Memorandum

To: Mayor and Council
From: Laura Qualey, Economic Development Specialist
Date: June 14, 2021
Re: City of Mantorville Instagram Request

BACKGROUND

Instagram is the 2nd most popular social media platform (Facebook is #1). The Chamber of Commerce recently entered into a contract with a tourism platform called SHRPA. After much discussion with the Chamber Board, it was determined that it would be best utilized if there was just one main Instagram account created for Mantorville instead of the Chamber of Commerce, the City of Mantorville, the Welcome Center, etc. The SHRPA platform allows people to create their own 'adventures' in the Mantorville area and then post them to social media; Instagram being the most popular of them all. In order to capitalize on the adventures that the SHRPA shares, it behooves the Council to approve the creation of an Instagram account for the City that would link to the City of Mantorville Facebook page to help drive tourism. Instagram's main demographic is 25 to 34-year-olds, followed closely by the 18 to 24-year-old age group. These age groups are who we are hoping to attract to spend their time in our area to shop, dine and experience our community.

ACTION

The EDA is respectfully requesting approval of the creation of an Instagram account for the City of Mantorville to increase exposure to tourists.

Memorandum

To: Mayor and Council
From: Laura Qualey, Economic Development Specialist
Date: June 14, 2021
Re: Revision to EDA Bylaws

BACKGROUND

During the May 4, 2021 EDA Meeting, the EDA Board reviewed the EDA Bylaws and voted to make a revision to Article III, Section 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 were unanimously passed by the EDA Board and, per the Bylaws, the City Council needs to formally approve these revisions in order for them to take effect.

ACTION

The EDA Board respectfully requests the Council to approve the modifications to the Economic Development Authority Bylaws Article III, Section 6, in regard to the acceptable relevant communication methods.

MANTORVILLE ECONOMIC DEVELOPMENT AUTHORITY BYLAWS

P.O. Box 188, Mantorville, Minnesota 55955 | 507-635-5170

ARTICLE I PURPOSE

The Mantorville Economic Development Authority (“Authority”) is a public body politic and corporate and political subdivision of the State of Minnesota. The primary purpose of the Authority is to serve as an Economic Development Authority pursuant to Minnesota Statutes, requirements of said statute, Section 469.090 to 469.108. The Authority shall be governed by requirements of said statute, the Enabling Resolution passed by the Mantorville City Council and amendments to the Enabling Resolution which may be enacted in the future.

ARTICLE II OFFICES AND BOUNDARIES

1. The principle office shall be the City Hall of the City of Mantorville, County of Dodge, State of Minnesota.
2. The Authority may also have offices at such other places, as the Commissioners of the Authority may from time to time appoint, or as the business of the authority may require.
3. The territory in which operations of the corporation are principally to be conducted consist of Dodge County in the State of Minnesota.

ARTICLE III BOARD OF COMMISSIONERS

1. The management of all of the affairs, property and business of the Authority shall be vested in a Board of Commissioners, consisting of seven (7) persons, with at least two (2) members of the City Council. Commissioners shall be appointed by the Mayor with the approval of the City Council.
2. The initial terms of the Commissioners shall be for one, two, three, four, and five years respectively, and two members for six years. Thereafter, all commissioners shall be appointed for six year terms.
3. The Board of Commissioners may exercise all powers of the Authority and do all such lawful acts and things as are directed or required to be done pursuant to law, the enabling resolution or pursuant to these Bylaws.
4. All vacancies in the Board of Commissioners, whether caused by resignation, termination of council members, death or otherwise, shall be filled by Mayoral appointment with approval by the City Council. A Commissioner, thus selected to fill any vacancy shall hold office for the balance of the unexpired term to which he or she is appointed.

5. Meetings of the Board of Commissioners, shall be held at least quarterly in the principle office of the Authority in the City of Mantorville, State of Minnesota, or at such other place as the Board may establish from time to time. At least three (3) days written notice of such a meeting shall be given to Commissioners.
6. Special meetings of the Board of Commissioners may be called at any time by the President, or in his/her absence, by the Vice President or by any two (2) commissioners, to be held at the principle office of the Authority in the city of Mantorville, State of Minnesota, or at such other place or places as the Commission may from time to time designate. Notice of special meetings of the Board of commissioners shall be given to each Commissioner at least three (3) days prior to the meeting via phone, letter, email or in person.
7. A Quorum at all meetings of the Board of Commissioners shall consist of a majority of the whole board, but in no case shall a quorum be less than four (4) Commissioners. Less than a quorum may, however adjourn any meeting, which may be held on a subsequent date without further notice, provided a quorum be present at such a deferred meeting.
8. No stated salary shall be paid to Commissioners for their services, but, by subsequent resolution of the Board of Commissioners; expenses may be reimbursed for attendance at each regular or special meeting of such Board' provided that nothing herein contained shall be construed to preclude any commissioner from serving the authority in any other capacity and receiving compensation therefor.

ARTICLE IV OFFICERS

1. The officers of the corporation shall be a President, Vice President, Secretary and a Treasurer who shall be elected to a one year term. They shall hold office until their successors are elected and qualified. The President, Vice President, and Treasurer shall be members of the board of Commissioners. The Secretary need not be a member of the Board of Commissioners.
2. The President shall preside at all meetings of the Authority, shall be in charge of the day-to-day operations, shall sign or counter-sign all certificates, contracts and other instruments of the Authority as authorized by the Board of Commissioners, shall make reports to the Board of Commissioners, and shall perform all such other duties as are incidental to the office or are properly required by the Board of Commissioners.
3. The Vice President shall exercise the functions of President during the absence or inability of the President.
4. The Secretary shall issue notice for all meetings, except that notice for special meetings of Commissioners, called at the request of the Commissioners as provided herein may be issued by such Commissioners, the Secretary shall keep minutes of all meetings, shall have charge of the Authority books, and shall make such reports and perform such other duties are incident to the office, or are properly required by the Board of Commissioners.
5. The Treasurer shall perform all duties incident to the office which are properly required by the Board of Commissioners.
6. In the case of the absence or inability to act of any person herein authorized to act in his or her place, the Board of Commissioners may from time to time delegate the powers or duties of such officer to any other officer, or any Commissioner whom it may select.

7. Vacancies in any office arising from any cause may be filled by the Commissioner at any regular or special meeting.
8. Salaries, if any, of all officers and agents of the Authority shall be fixed by the Board of Commissioners.

ARTICLE V ATTENDANCE AND EXPENSES

1. Any Commissioner who is absent from three (3) consecutive duly called meetings of the board shall be deemed to have resigned unless the absentee provides a satisfactory explanation to the President and the President so noted in the records of the Authority.
2. Commissioners and Officers shall be entitled to reimbursement for all reasonable travel and related expenses incurred in attendance at meetings and in performance of duties on behalf of the Authority. Schedules of reimbursable expenses shall be established by the Authority from time to time.

ARTICLE VI FINANCE AND ADMINISTRATION

1. The monies of the Authority shall be deposited in the name of the Authority in such bank or banks as the Board of Commissioners shall designate, and shall be drawn out only by check signed by persons designated by resolution by the Board of Commissioners.
2. The fiscal year of the Authority shall be the same as the fiscal year of the City of Mantorville.
3. The nature, number and qualifications of the staff required by the Authority to conduct its business according to these Bylaws, shall be annually determined by the Board of Commissioners. Any agreement shall be set forth in reasonable detail the nature of the services to be performed, the cost basis for such services and the payment to be made by the Authority. Included within the services to be provided under this arrangement shall be necessary contacts with prospective applicants, involved financial institutions, federal or state agencies and in keeping of necessary books of account and records in connection with the Authority business.
4. The affairs of the Authority shall include, but not be limited to, promoting the growth and development of commercial and industrial concerns in Dodge County.

ARTICLE VII POWERS

1. The Authority may exercise all of the powers contained in the Enabling Act, Minnesota Statutes, sections 469.090 to 469.108
2. The Authority may exercise all of the powers contained in the Housing Act, Minnesota Statutes, sections 469.001 to 469.047.
3. The Authority may exercise all of the powers contained in an Agency contained in the Development Act, Minnesota Statutes, sections 469.124 to 469.134.
4. The Authority may exercise all of the powers of a redevelopment agency contained in the Industrial Bond Act, Minnesota Statutes, sections 469.152 to 469.165.
5. The Authority may exercise all of the powers of a city contained in the Housing Finance Act, provided authorized to do so by ordinance of the council pursuant to Section 462C.02, Subdivision 6 of the Housing Finance Act.

6. The Authority may exercise all of the powers of an Authority contained in the Tax increment Act, Minnesota Statutes, sections 469.174 to 469.179.
7. The Authority may exercise such powers as may be contained in other laws applicable to economic development authorities or housing and redevelopment authorities not specifically described herein.

ARTICLE VIII LIMIT OF POWERS

1. The sale of all bonds or obligations issued by the Authority must be approved by the city Council before issuance.
2. The ability of the Authority to participate as a limited partner in a development project must have approval of the City Council.
3. All official actions of the Authority must be consistent with the adopted comprehensive plan of the city, and any official controls implementing the comprehensive plan.
4. The Authority must submit administrative structure and management practices to the City Council for approval.
5. All acquisitions of real estate by condemnation proceedings or by purchase must first be approved by the City Council.
6. The Authority must submit to the City Council copies of all meeting minutes of the Authority no later than 30 days after such meeting takes place.

ARTICLE IX ANNUAL REPORT AND BUDGET

1. The Authority shall prepare an Annual Report describing its activities and providing an accurate statement of its financial condition. The report shall be prepared and submitted to the City by March 1st of each year.
2. The Authority shall prepare an Annual Budget projecting anticipated expenditures and sources of revenue. The report shall be prepared and submitted to the city by September 1st of each year.
3. The financial statements of the Authority must be prepared, audited, filed and published in the manner required by the financial statements of the City. The report must be filed with the City's State Auditor report by June 30th of each year.

ARTICLE X NOTICES

1. Whenever the provisions of the statute or these Bylaws require notice to be given to any Officer or Commissioner, they shall not be construed to mean personal notice; such notice may be given in writing by depository the same in a post office or letter box, in a post-paid, sealed wrapper, addressed to such Commissioner at his or her address as the same appears in the books of the Authority, and the time when the same shall be mailed shall be deemed to be the time of giving such notice.
2. A waiver of any notice in writing, signed by a Commissioner, whether before or after the time stated in said waiver for holding a meeting, shall be deemed equivalent to a notice required to be given to any Commissioner.

ARTICLE XI STAFF

1. The Authority shall, as specified and directed by the Board of Commissioners, make available professional staff as needed for carrying out the purposes of this Authority.
2. The staff shall have professional management, legal and accounting capabilities sufficient to ensure the proper and efficient operation of the Authority.
3. "Staff" shall include employees and Commissioners of the Authority and other qualified individuals and organizations, who from time to time contract with the Authority to provide professional legal, accounting and technical assistance services to the Authority.
4. The number of the staff shall be determined by the Board of Commissioners.

ARTICLE XII SEAL

1. The official seal of the Authority shall be the same as that of the City.

ARTICLE XIII INDEMNIFICATION

1. Commissioners, officers, committee members and other persons shall have the right to indemnification provided by Section 317A.521 of Minnesota Statutes.

ARTICLE XIV AMENDMENT OF BYLAWS

1. Alterations, amendments or repeal of the Bylaws may be made by a majority of the Commissioners entitled to vote at any meeting, if the notice of such meeting contains a statement of the proposed alteration, amendment or repeal. Notice of any alteration, amendment or repeal of the Bylaws shall be given in writing to each Commissioner at least ten (10) days prior to the meeting at which said proposed alteration, amendment or repeal shall be considered.

ARTICLE XV MISCELLANEOUS

1. All meetings of the Authority shall be governed by Roberts Rules of Order, most recently revised.
2. The Authority shall adopt and maintain a conflict of interest policy which shall be applicable to all actions taken by the Commissioners or Officers.

ADOPTED BY THE MANTORVILLE ECONOMIC DEVELOPMENT AUTHORITY BOARD OF COMMISSIONERS ON THE ____ DAY OF ____ 2021.

ATTEST:

Lindsey Hemker, Secretary

Brian Hindal, Chairperson

Memorandum

To: Mayor and Council

From: Shirley Buecksler, City Clerk-Treasurer

Date: June 14, 2021

Re: 508 Clay Street Lot Split – Continued from May 24, 2021

BACKGROUND

A Public Hearing was held at the May 10, 2021 City Council meeting regarding a lot split for 508 Clay Street. At that time, Council tabled the item until the May 24 City Council meeting for further discussion.

At their May 24, 2021 meeting, Council heard from City Attorney Dave Anderson on this item and discussed the applications for the lot split and variances. A suggestion to connect the two buildings on the property into a duplex was presented by Lyle Hoaglund. After some discussion, Council again tabled this item for further consideration of converting the two buildings located at 508 Clay Street into one duplex.

This item has been brought back for Council discussion at tonight's meeting. The resolutions for the lot split and variances are included in the Council's packet under Tabled Items.

Attorney Anderson will again be present via Zoom for any questions Council may have.

ACTION

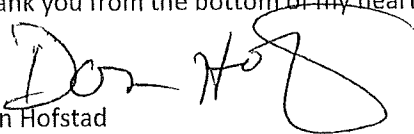
Based on discussion.

6/10/2021

To whom it may concern,

I Don Hofstad member of the city council here by give my notice to resign effective June 30th, 2021 as a member of the Mantorville city council, as many conflicts in my life, and obligations that have taken over a majority of my current life, I need to focus on my family, and my business as a plumbing contractor. I feel it is in the best interest of this community, and the citizens to step aside to take better care of myself and my family. Thank you to this wonderful community for giving me the opportunity to serve you for 6 ½ years. I will still continue to support this amazing community as I always will and have. I will still be there in time of need as I am a 19yr member of the Mantorville fire Department.

Thank you from the bottom of my heart for allowing me to serve this beautiful city!!


Don Hofstad

City Councilman Mantorville Mn

**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 14th day of June 2021.

ATTEST:

Chuck Bradford, Mayor

Shirley R Buecksler, City Clerk-Treasurer

**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 14th day of June 2021.

ATTEST:

Chuck Bradford, Mayor

Shirley R Buecksler, City Clerk-Treasurer

EXHIBIT A

