



Trail to the Past. Road to the Future.

CITY COUNCIL MEETING
MUNICIPAL COUNCIL CHAMBERS
21 5TH STREET E, MANTORVILLE, MN 55955
MONDAY, APRIL 11, 2022
6:30 PM

1. Call to Order

2. Pledge of Allegiance

3. Changes to Agenda

4. Consent Agenda

- A. Accounts Payable Claims List
- B. Parks & Recreation Board Meeting Minutes, November 30, 2021
- C. Chamber of Commerce Meeting Minutes, March 2, 2022
- D. Notice of Local Board of Appeal and Equalization Meeting, April 25, 2022
- E. Resolution No. 2022-16 Approving the Appointment of Head Judges and Election Judges for the 2022 Special Election, State Primary, and General Election
- F. Rental Licenses

5. Proclamations, Presentations and Recognitions - None

6. Public Concerns

Individuals may address the City Council about any item not included on the regular agenda. Speakers are requested to come to the podium and state their name and address for the Clerk's record. Generally, the City Council will not take official action on items discussed at this time but may, typically, refer the matter to Staff for a future report or direct that the matter be scheduled on an upcoming agenda.

7. Public Hearing(s) – None

8. Public Safety Update

- A. Mantorville Fire Department General Meeting Minutes, April 6, 2022
- B. Dodge County Sheriff's Report, Mantorville March 2022

9. Old Business/New Business

- A. Mantorville Saloon Request for Loan (Economic Development Authority)
- B. Accept Resignation from Assistant City Clerk
- C. Request to Change Assistant City Clerk Position from Part-Time Back to Full-Time
- D. Seasonal Parks Position

10. Tabled Items – *These are items that the Council has previously discussed and voted to table, take action on, or continue discussion of at a later date. These items may be brought back by the Council for discussion at any future meeting. – None*

11. Reports

- A. Public Works Report
- B. City Clerk Report
 - 1) Reminder: City Council Work Session April 18, 2022 at 6:30 pm
 - 2) Reminder: City of Mantorville Local Board of Appeal and Equalization Meeting is Scheduled for April 25, 2022 at 6:00 pm
- C. Consultant Report
- D. Committee Reports
 - Chamber, EDA, Finance/Budget, Fire Department, Infrastructure, KM Joint Powers, MRA, Park Board, Personnel, Relief, Township
- E. Councilmember Reports
- F. Mayor's Report

12. Executive Session – None

13. Adjourn

Coming up in Mantorville:		
<i>April 16, 2022</i>	<i>Easter Egg Hunt</i>	
<i>April 18, 2022</i>	<i>6:30 pm</i>	<i>City Council Work Session</i>
<i>April 25, 2022</i>	<i>6:00 pm</i>	<i>Local Board of Appeal and Equalization</i>
<i>April 25, 2022</i>	<i>6:30 pm</i>	<i>Regular City Council Meeting</i>
<i>April 26, 2022</i>	<i>6:30 pm</i>	<i>Park & Recreation Committee Meeting</i>
<i>May through June</i>	<i>High School Senior Photo Display</i>	
<i>May 3, 2022</i>	<i>6:30 pm</i>	<i>Economic Development Authority Meeting</i>
<i>May 4, 2022</i>	<i>6:30 pm Training 8:30 pm Members Meeting</i>	<i>Mantorville Fire Department General Meeting</i>
<i>May 9, 2022</i>	<i>6:30 pm</i>	<i>Regular City Council Meeting</i>
<i>May 14, 2022</i>	<i>Spring Fling</i>	
<i>May 23, 2022</i>	<i>6:30 pm</i>	<i>Regular City Council Meeting</i>
<i>May 30, 2022</i>	<i>City Offices Closed for Memorial Day Holiday</i>	
<i>May 31, 2022</i>	<i>6:30 pm</i>	<i>Park & Recreation Committee Meeting</i>
<i>Members of the City Council may be in attendance at all meetings and community events in Mantorville</i>		

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Payments

Current Period: March 2022

Payments Batch AP032822HH	\$28.95
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Refer	0	-
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Invoice

Transaction Date	3/29/2022	Citizens State Bank	10100	Total
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Refer	0 KASSON HARDWARE HANK	-
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Cash Payment	E 101-41940-200 Supplies	355170	\$28.95
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Invoice 022822	3/28/2022
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Transaction Date	3/29/2022	Citizens State Bank	10100	Total	\$28.95
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Fund Summary

10100 Citizens State Bank

101 GENERAL FUND	\$28.95
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\$28.95

Pre-Written Checks	\$0.00
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Checks to be Generated by the Computer	\$28.95
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Total	\$28.95
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Payments

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Current Period: April 2022

Payments Batch 040522 AP CHECK					\$325.00
Refer	0	SCSU	-		
Cash Payment	E 101-41500-208 Training, Mileage		2022 MCFOA - S. BUECKSLER		\$325.00
Invoice	22-217885-9178	4/5/2022			
Transaction Date	4/5/2022		Citizens State Bank	10100	Total \$325.00

Fund Summary

	10100	Citizens State Bank	
101 GENERAL FUND			\$325.00
			\$325.00

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$325.00
Total	\$325.00

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Payments

Current Period: December 2021

Payments Batch AP 04.11.22

\$109,244.71

Refer	0	-		
Invoice				
Transaction Date	4/7/2022	Citizens State Bank	10100	Total
Refer	0 ADOBE, INC	Ck# 005672		
Cash Payment	E 101-41110-433 Dues and Memberships	Jan 2022 License Fee		\$16.10
Invoice	1572354276	4/11/2022		
Cash Payment	E 101-41110-433 Dues and Memberships	Feb 2022 License Fee		\$16.10
Invoice	1572354276	4/11/2022		
Cash Payment	E 101-41110-433 Dues and Memberships	Mar 2022 License Fee		\$16.10
Invoice	1572354276	4/11/2022		
Transaction Date	4/6/2022	Citizens State Bank	10100	Total
Refer	0 BADGER METER	-		
Cash Payment	E 602-49450-300 Professional Svcs (GENE	Metering & Technology		\$229.09
Invoice	80095220	4/11/2022		
Cash Payment	E 601-49400-300 Professional Svcs (GENE	Metering & Technology		\$152.72
Invoice	80095220	4/11/2022		
Transaction Date	4/6/2022	Citizens State Bank	10100	Total
Refer	0 BLUEHOST	Ck# 005671		
Cash Payment	E 602-49450-300 Professional Svcs (GENE	Web Hosting 2022 - 1 year		\$115.96
Invoice	67154780	4/11/2022		
Cash Payment	E 601-49400-300 Professional Svcs (GENE	Web Hosting 2022 - 1 year		\$115.96
Invoice	67154780	4/11/2022		
Cash Payment	E 101-41500-300 Professional Svcs (GENE	Web Hosting 2022 - 1 year		\$115.96
Invoice	67154780	4/11/2022		
Transaction Date	4/6/2022	Citizens State Bank	10100	Total
Refer	0 BOUND TREE MEDICAL, LLC	-		
Cash Payment	E 101-42200-311 First Responder Train/Eq	Acct # WEB027946		\$81.87
Invoice	84404715	4/11/2022		
Transaction Date	4/6/2022	Citizens State Bank	10100	Total
Refer	0 BUECKSLER, SHIRLEY	-		
Cash Payment	E 101-41500-208 Training, Mileage	MCFOA 2022 Conference Reimbursment		\$571.36
Invoice		4/11/2022		
Transaction Date	4/6/2022	Citizens State Bank	10100	Total
Refer	0 CEDA	-		
Cash Payment	E 101-46500-437 Other Miscellaneous	Qtr 2 - 2022		\$5,171.75
Invoice	03-31-2022	4/11/2022		
Transaction Date	4/6/2022	Citizens State Bank	10100	Total
Refer	0 CMS - CONSTRUCTION MGMT. SE	-		
Cash Payment	E 101-42400-300 Professional Svcs (GENE	Acct #MN000		\$820.48
Invoice	03-31-2022	4/11/2022		
Transaction Date	4/6/2022	Citizens State Bank	10100	Total
Refer	0 DAN KUNZ CONSTRUCTION	-		

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Payments

Current Period: December 2021

Cash Payment	E 101-41940-220 Bldg.Repair and Mainten	Building Maintenance			\$3,000.00
Invoice	4/11/2022				
Transaction Date	4/6/2022	Citizens State Bank	10100	Total	\$3,000.00
Refer	0 FURTHER	Ck# 005675			
Cash Payment	G 101-21714 Health Savings Account	EE Contribution PR07			\$50.00
Invoice	04/06/2022 4/11/2022				
Cash Payment	G 101-21714 Health Savings Account	ER Contribution PR07			\$174.99
Invoice	04/06/2022 4/11/2022				
Transaction Date	4/6/2022	Citizens State Bank	10100	Total	\$224.99
Refer	0 FURTHER	Ck# 005670			
Cash Payment	G 101-21714 Health Savings Account	EE HSA Contribution			\$50.00
Invoice	03/28/2022 4/11/2022				
Cash Payment	G 101-21714 Health Savings Account	ER HSA Contributin			\$174.99
Invoice	03/28/2022 4/11/2022				
Transaction Date	4/6/2022	Citizens State Bank	10100	Total	\$224.99
Refer	0 CASEYS BUSINESS MASTERCARD				
Cash Payment	E 101-43125-212 Motor Fuels	Acct # BY695			\$219.47
Invoice	03/18/2022 4/11/2022				
Cash Payment	E 602-49450-212 Motor Fuels	Acct # BY695			\$181.00
Invoice	03/18/2022 4/11/2022				
Cash Payment	E 101-43100-212 Motor Fuels	Acct # BY695			\$100.17
Invoice	03/18/2022 4/11/2022				
Cash Payment	E 101-42200-212 Motor Fuels	Acct # BY695			\$25.05
Invoice	03/18/2022 4/11/2022				
Cash Payment	E 101-43125-212 Motor Fuels	Acct # BY695			-\$38.83
Invoice	03/18/2022 4/11/2022				
Transaction Date	4/6/2022	Citizens State Bank	10100	Total	\$486.86
Refer	0 GOPHER STATE ONE CALL				
Cash Payment	E 601-49400-300 Professional Svcs (GENE	Acct # MN00515			\$6.48
Invoice	2030564 4/11/2022				
Cash Payment	E 602-49450-300 Professional Svcs (GENE	Acct # MN00515			\$4.32
Invoice	2030564 4/11/2022				
Transaction Date	4/6/2022	Citizens State Bank	10100	Total	\$10.80
Refer	0 HOMETOWN HAULERS				
Cash Payment	E 101-42200-217 Other Operating Supplie	Garbage Removal			\$42.50
Invoice	155989 4/11/2022				
Cash Payment	E 101-41940-384 Refuse/Garbage Dispos	Garbage Removal			\$42.50
Invoice	155989 4/11/2022				
Cash Payment	E 101-41940-384 Refuse/Garbage Dispos	Garbage Removal			\$100.00
Invoice	155990 4/11/2022				
Transaction Date	4/6/2022	Citizens State Bank	10100	Total	\$185.00
Refer	0 INTERNAL REVENUE SERVICE	Ck# 005676			
Cash Payment	G 101-21703 FICA Tax Withholding	Social Security			\$494.27
Invoice	04/04/22 4/11/2022				
Cash Payment	G 101-21709 Medicare	Medicare			\$115.59
Invoice	04/04/22 4/11/2022				

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Current Period: December 2021

Cash Payment	G 101-21701 Federal Withholding	Federal Withholding			\$599.12
Invoice	04/04/22	4/11/2022			
Transaction Date	4/6/2022	Citizens State Bank	10100	Total	\$1,208.98
Refer	0 INTERNAL REVENUE SERVICE	Ck# 005669			
Cash Payment	G 101-21703 FICA Tax Withholding	Social Security			\$499.94
Invoice	03/26/22	4/11/2022			
Cash Payment	G 101-21709 Medicare	Medicare			\$116.91
Invoice	03/26/22	4/11/2022			
Cash Payment	G 101-21701 Federal Withholding	Tax Withholding			\$603.54
Invoice	03/26/22	4/11/2022			
Transaction Date	4/6/2022	Citizens State Bank	10100	Total	\$1,220.39
Refer	0 KENNEDY & GRAVEN, CHARTERED	-			
Cash Payment	E 101-41600-304 Legal Fees	Statement # 166780 Feb 2022			\$384.60
Invoice	03/23/2022	4/11/2022			
Transaction Date	4/6/2022	Citizens State Bank	10100	Total	\$384.60
Refer	0 K-M TELECOM	-			
Cash Payment	E 101-41940-321 Communications Phone/	CITY HALL MAIN 5170			\$119.01
Invoice	10108463	4/11/2022			
Cash Payment	E 101-41940-321 Communications Phone/	CITY HALL - 5176 - 2ND LINE			\$20.79
Invoice	10108463	4/11/2022			
Cash Payment	E 601-49400-321 Communications Phone/	New Well House Fiber			\$25.00
Invoice	10108463	4/11/2022			
Cash Payment	E 101-42200-321 Communications Phone/	FD 5440			\$25.78
Invoice	10108463	4/11/2022			
Cash Payment	E 101-41940-321 Communications Phone/	STREETS - SHOP 5119			\$80.77
Invoice	10108463	4/11/2022			
Cash Payment	E 601-49400-321 Communications Phone/	WATER TOWER ALARM 3588			\$44.83
Invoice	10108463	4/11/2022			
Cash Payment	E 602-49450-321 Communications Phone/	LIFT STATION ALARM 5066			\$34.83
Invoice	10108463	4/11/2022			
Cash Payment	E 602-49450-321 Communications Phone/	WWTP 5463 ALARM			\$34.83
Invoice	10108463	4/11/2022			
Cash Payment	E 101-41940-321 Communications Phone/	LONG DISTANCE/TAXES/FEES			\$13.86
Invoice	10108463	4/11/2022			
Cash Payment					\$0.00
Invoice					
Transaction Date	4/6/2022	Citizens State Bank	10100	Total	\$399.70
Refer	0 MAXSON ELECTRIC	-			
Cash Payment	E 101-43100-224 Street Maint Materials	Acct 100156			\$462.00
Invoice	6928	4/11/2022			
Transaction Date	4/6/2022	Citizens State Bank	10100	Total	\$462.00
Refer	0 METERING & TECHNOLOGY SOLU	-			
Cash Payment	E 601-49400-228 Equip. Repair and Mainte	Water Repair			\$978.44
Invoice	22373	4/11/2022			
Transaction Date	4/6/2022	Citizens State Bank	10100	Total	\$978.44
Refer	0 MINNESOTA REVENUE	Ck# 005678			

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Cash Payment	E 601-49400-210 Tax and Licensing	qtr 1 2022 water sales tax		\$297.60
Invoice	4/11/2022			
Cash Payment	E 603-45183-210 Tax and Licensing	qtr 1 2022 RV park tax		\$395.61
Invoice	4/11/2022			
Cash Payment	E 101-45200-210 Tax and Licensing	qtr 1 2022 park shelter tax		\$5.79
Invoice	4/11/2022			
Transaction Date	4/6/2022	Citizens State Bank	10100	Total \$699.00
Refer	0 MINNESOTA REVENUE	Ck# 005677		
Cash Payment	G 101-21702 State Withholding	PR07 State W/H Tax		\$351.75
Invoice 04/04/22	4/11/2022			
Transaction Date	4/6/2022	Citizens State Bank	10100	Total \$351.75
Refer	0 MINNESOTA REVENUE	Ck# 005668		
Cash Payment	G 101-21702 State Withholding	Acct 5412010		\$355.13
Invoice 03/26/22	4/11/2022			
Transaction Date	4/7/2022	Citizens State Bank	10100	Total \$355.13
Refer	0 MN PERA	Ck# 005674		
Cash Payment	G 101-21704 PERA	Id # 608900		\$1,205.11
Invoice 04/05/22	4/11/2022			
Transaction Date	4/7/2022	Citizens State Bank	10100	Total \$1,205.11
Refer	0 MN PERA	Ck# 005667		
Cash Payment	G 101-21704 PERA	Id # 608900		\$846.93
Invoice 03/23/22	4/11/2022			
Transaction Date	4/7/2022	Citizens State Bank	10100	Total \$846.93
Refer	0 NAPA	-		
Cash Payment	E 101-43100-228 Equip. Repair and Mainte	Acct #28475		\$103.72
Invoice 03/17/22	4/11/2022			
Transaction Date	4/7/2022	Citizens State Bank	10100	Total \$103.72
Refer	0 CAPITAL ONE TRADE CREDIT	-		
Cash Payment	E 101-43125-404 Repairs/Maint Machinery	Acct #150563		\$89.96
Invoice 007215919	4/11/2022			
Transaction Date	4/7/2022	Citizens State Bank	10100	Total \$89.96
Refer	0 ON SITE COMPUTERS, INC	-		
Cash Payment	E 603-45183-400 Repairs & Maint Cont (G	cust #005201		\$53.60
Invoice 0001306315	4/11/2022			
Cash Payment	E 603-45183-400 Repairs & Maint Cont (G	cust #005201		-\$19.75
Invoice 0001306315	4/11/2022			
Transaction Date	4/7/2022	Citizens State Bank	10100	Total \$33.85
Refer	0 PITNEY BOWES INC	-		
Cash Payment	E 101-41500-322 Postage	Acct 0017334079		\$194.04
Invoice 3105427853	4/11/2022			
Transaction Date	4/7/2022	Citizens State Bank	10100	Total \$194.04
Refer	0 POMPS TIRE SVC INC	-		
Cash Payment	E 101-45200-404 Repairs/Maint Machinery	supplies		\$19.20
Invoice 230113047	4/11/2022			
Transaction Date	4/7/2022	Citizens State Bank	10100	Total \$19.20

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Current Period: December 2021

Refer	0	ROTO ROOTER	-			
Cash Payment	E 312-47000-530	Construction	cust # CITY8300			\$3,971.36
Invoice	128587	4/11/2022				
Transaction Date	4/7/2022		Citizens State Bank	10100	Total	\$3,971.36
Refer	0	SIMPLY TIDY, LLC	-			
Cash Payment	E 101-41940-439	Janitors	janitorial service			\$65.00
Invoice	1981	4/11/2022				
Transaction Date	4/7/2022		Citizens State Bank	10100	Total	\$65.00
Refer	0	SMITH SCHAFFER & ASSOCIATES	-			
Cash Payment	E 101-41530-301	Auditing and Acct g Servi	Audit			\$8,500.00
Invoice	6917	4/11/2022				
Transaction Date	4/7/2022		Citizens State Bank	10100	Total	\$8,500.00
Refer	0	STUSSY CONSTRUCTION INC	-			
Cash Payment	E 101-43100-224	Street Maint Materials	statement date 03/31/2022			\$170.40
Invoice	317223	4/11/2022				
Cash Payment	E 101-43100-224	Street Maint Materials	statement date 03/31/2022			\$638.21
Invoice	46979	4/11/2022				
Transaction Date	4/7/2022		Citizens State Bank	10100	Total	\$808.61
Refer	0	VOLUNTEER FIREFIGHTERS BENE	-			
Cash Payment	E 101-42200-130	Insurance	Angel Chacon Member Benefit			\$14.00
Invoice		4/11/2022				
Transaction Date	4/7/2022		Citizens State Bank	10100	Total	\$14.00
Refer	0	WHKS & COMPANY	-			
Cash Payment	E 101-41950-303	Engineering Fees	Technical Services			\$21,727.52
Invoice	45219	4/11/2022				
Cash Payment	E 312-47000-303	Engineering Fees	Technical Services			\$12,409.28
Invoice	45222	4/11/2022				
Cash Payment	E 101-41950-303	Engineering Fees	Technical Services			\$22,502.32
Invoice	45365	4/11/2022				
Cash Payment	E 312-47000-303	Engineering Fees	Technical Services			\$9,883.20
Invoice	45362	4/11/2022				
Transaction Date	4/7/2022		Citizens State Bank	10100	Total	\$66,522.32
Refer	0	XCEL ENERGY	-			
Cash Payment	E 101-43160-381	Electric Utilities	STREET LIGHTS			\$1,778.97
Invoice	04/15/22	4/11/2022				
Cash Payment	E 101-43160-381	Electric Utilities	300 MAIN N BRIDGE LIGHTS			\$25.16
Invoice	04/15/22	4/11/2022				
Cash Payment	E 101-43160-381	Electric Utilities	130 ST.HWY 57 S.CITY SIGN			\$6.42
Invoice	04/15/22	4/11/2022				
Cash Payment	E 101-43160-381	Electric Utilities	60003 ST.HWY 57 N CITY SIGN			\$15.47
Invoice	04/15/22	4/11/2022				
Cash Payment	E 101-42200-380	Utility Services	21 5TH STREET SIREN			\$14.52
Invoice	04/15/22	4/11/2022				
Cash Payment	E 101-42200-380	Utility Services	21 5TH STREET E FH/CH/PUMP			\$54.47
Invoice	04/15/22	4/11/2022				
Cash Payment	E 101-42200-380	Utility Services	701 CHESTNUT SIREN			\$0.00
Invoice	04/15/22	4/11/2022				

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Payments

Current Period: December 2021

Cash Payment	E 101-43160-381 Electric Utilities	410 CLAY POLE ON EDA LOT		\$16.25
Invoice	04/15/22	4/11/2022		
Cash Payment	E 101-41940-380 Utility Services	600 7TH STREET WEST MANTORFIEL		\$16.17
Invoice	04/15/22	4/11/2022		
Cash Payment	E 101-41940-380 Utility Services	340 CLAY RIVERSIDE W CENTER		\$24.04
Invoice	04/15/22	4/11/2022		
Cash Payment	E 101-41940-380 Utility Services	342 MAIN ST N RIVERSIDE NE		\$16.17
Invoice	04/15/22	4/11/2022		
Cash Payment	E 101-41940-380 Utility Services	601 GOLFVIEW DENNISON FIELD		\$17.91
Invoice	04/15/22	4/11/2022		
Cash Payment	E 101-41940-380 Utility Services	1008 EAST CITY SHOP		\$151.02
Invoice	04/15/22	4/11/2022		
Cash Payment	E 602-49450-380 Utility Services	121 BLANCH WWTF+SEC+PUMP		-\$562.36
Invoice	04/15/22	4/11/2022		
Cash Payment	E 601-49400-380 Utility Services	841 BLANCH WTR WELL HOUSE		\$355.73
Invoice	04/15/22	4/11/2022		
Cash Payment	E 601-49400-380 Utility Services	924 JEFFERSON WATER TOWER		\$9.79
Invoice	04/15/22	4/11/2022		
Cash Payment	E 603-45183-381 Electric Utilities	324 MAIN ST N CAMPGROUND		-\$110.37
Invoice	04/15/22	4/11/2022		
Cash Payment	E 101-41940-380 Utility Services	101 BLANCH NEW SHOP		\$0.00
Invoice	04/15/22	4/11/2022		
Cash Payment	E 101-41940-380 Utility Services	15 4TH STREET WEST RIVERSIDE		\$17.01
Invoice	04/15/22	4/11/2022		
Cash Payment	E 602-49450-380 Utility Services	601 JEFFERSON LIFT STATION		\$17.64
Invoice	04/15/22	4/11/2022		
Cash Payment	E 602-49450-380 Utility Services	121 BLANCH AUTO PROTECT LIGHT		\$10.16
Invoice	04/15/22	4/11/2022		
Cash Payment	E 101-43160-381 Electric Utilities	CHRISTMAS LIGHTS		\$0.00
Invoice	04/15/22	4/11/2022		
Cash Payment	E 101-43160-381 Electric Utilities	STREET LIGHT CREDIT		-\$1.36
Invoice	04/15/22	4/11/2022		
Transaction Date	4/7/2022	Citizens State Bank	10100	Total \$1,872.81
Refer	0 KASSON HARDWARE HANK	-		
Cash Payment	E 101-41940-200 Supplies	Acct #355170		\$17.59
Invoice	03/31/22	4/11/2022		
Cash Payment	E 602-49450-240 Tools and Minor Equipm	Acct #355170		\$10.13
Invoice	03/31/22	4/11/2022		
Cash Payment	E 101-42200-240 Tools and Minor Equipm	Acct #355170		\$15.98
Invoice	03/31/22	4/11/2022		
Transaction Date	4/7/2022	Citizens State Bank	10100	Total \$43.70
Refer	0 FIRE SAFETY USA, INC	-		
Cash Payment	E 101-42200-240 Tools and Minor Equipm	Equipment		\$250.00
Invoice	158098	4/11/2022		
Cash Payment	E 101-42200-240 Tools and Minor Equipm	Equipment		\$1,619.80
Invoice	156911	4/11/2022		
Transaction Date	4/7/2022	Citizens State Bank	10100	Total \$1,869.80
Refer	0 RIVERLAND COMMUNITY COLLEG	-		

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Payments

Current Period: December 2021

Cash Payment	E 101-42200-208 Training, Mileage	Training	Cust ID-82708		\$4,110.00
Invoice	975128	4/11/2022			
Transaction Date	4/7/2022	Citizens State Bank	10100	Total	\$4,110.00
Refer	0 NAPA	-			
Cash Payment	E 101-42200-240 Tools and Minor Equipm	03/21/2022			\$46.49
Invoice	433707	4/11/2022			
Transaction Date	4/7/2022	Citizens State Bank	10100	Total	\$46.49
Refer	0 NST NORTHERN SAFETY TECH, IN	-			
Cash Payment	E 101-42200-240 Tools and Minor Equipm	03/18/2022			\$33.17
Invoice	53749	4/11/2022			
Transaction Date	4/7/2022	Citizens State Bank	10100	Total	\$33.17
Refer	0 HARDWICK, ANNABELLE	-			
Cash Payment	E 101-42200-208 Training, Mileage	FDIC Registration			\$67.00
Invoice	03/29/22	4/11/2022			
Transaction Date	4/7/2022	Citizens State Bank	10100	Total	\$67.00
Refer	0 BOUND TREE MEDICAL, LLC	-			
Cash Payment	E 101-42200-311 First Responder Train/Eq	Acct WEB027946			\$971.56
Invoice	03/01/22	4/11/2022			
Transaction Date	4/7/2022	Citizens State Bank	10100	Total	\$971.56
Refer	0 MSFDA - TREASURER	-			
Cash Payment	E 101-42200-208 Training, Mileage	Conference Registration			\$240.00
Invoice	120	4/11/2022			
Transaction Date	4/7/2022	Citizens State Bank	10100	Total	\$240.00

Fund Summary

	10100 Citizens State Bank
	\$0.00
101 GENERAL FUND	\$80,599.63
312 GO EQPMT AND UTIL NOTE 2021A	\$26,263.84
601 WATER FUND	\$1,986.55
602 SEWER FUND	\$75.60
603 RV PARK	\$319.09
	<u>\$109,244.71</u>

Pre-Written Checks	\$6,733.45
Checks to be Generated by the Computer	\$102,511.26
Total	<u>\$109,244.71</u>

MANTORVILLE,MN

04/06/22 2:54 PM

Page 1

Payments

Current Period: April 2022

Payments Batch 040622PAY

\$80.50

Refer	0 ADOBE, INC	Ck# 005673	
Cash Payment	E 101-41110-433 Dues and Memberships	Aug 2021 License Fee	\$16.10
Invoice	1468494569	4/11/2022	
Cash Payment	E 101-41110-433 Dues and Memberships	Sept 2021 License Fee	\$16.10
Invoice	1468494569	4/11/2022	
Cash Payment	E 101-41110-433 Dues and Memberships	Oct 2021 License Fee	\$16.10
Invoice	1468494569	4/11/2022	
Cash Payment	E 101-41110-433 Dues and Memberships	Nov 2021 License Fee	\$16.10
Invoice	1468494569	4/11/2022	
Cash Payment	E 101-41110-433 Dues and Memberships	Dec 2021 License Fee	\$16.10
Invoice	1468494569	4/11/2022	
Transaction Date	4/6/2022	Citizens State Bank 10100	Total \$80.50

Fund Summary

	10100 Citizens State Bank	
101 GENERAL FUND		\$80.50
		<u>\$80.50</u>

Pre-Written Checks	\$80.50
Checks to be Generated by the Computer	\$0.00
Total	<u>\$80.50</u>



**Mantorville Park and Recreation Board Meeting
Tuesday, November 30, 2021, 6:30pm
Meeting Minutes**

Call to order: Member Kinney called the meeting to order at 6:30pm.

Members Present for Quorum: Henry Blair, Bill Kinney, Brad Germundson, Lyle Hoaglund,
Mike Peck

Guests Present: Joe Adams, Shelly Jensen-Germundson

Changes/Additions to Agenda: None

Approval of Minutes: Motioned by Blair, seconded by Hoaglund. Passed.

1) New Business:

- a. 501c3 Update: Joe-Brian has 2 others to stay on Friends of Mantorville Board.
Mike Peck to send Brian CIN#
\$24545.70 remaining +\$2000 SHP Grant
2% discount if pay now
Equipment \$29279.06 freight
- b. Campground pricing and credit card update:
Motion was made by Blair to increase campground fees \$5. Seconded by Mike Peck.
Motion passed.
- c. Year to date budget update:
Planted 3 trees, removed 3 community and 6 park trees \$5587
\$2860 Community tree management, \$7140 carryover
Motioned by Hoaglund to carryover to community, seconded by Blair. Passed.
- d. Denneson Park equipment order prior to price increase?
- e. New members and recruitment ideas:
Discussed finding 2 people for social media, perhaps younger.
Universal board members needed – Park Board, Chamber, EDA.
Blair motioned that Mike Peck chair committee, seconded by Hoaglund. Passed.
Kinney motioned that Blair vice-chair, seconded by Germundson. Passed.

2) Old Business:

Riverside Park: Split seed and hydroseed \$5500 out of capital
Going to look for bids for LED lights and timer

Campground: Nothing.

Bergmann Park: Need to remove 3 dead pines, possibly in the spring.

Slingerland Park: Nothing.

Mantor Field: Nothing.

KM Dog Park: Nothing.

Denneson Field: Nothing.

Community Gardens: Nothing.

Community Tree Management: Waiting for Olson Tree to finish up.

3) Joint Ventures Updates: Meets in February.

4) City Staff Updates/Reports: Thanks to everyone for volunteering & offering to help.

5) Adjournment: 8:46pm. Motioned by Kinney, Seconded by Germundson.

Mantorville Area Chamber of Commerce

P.O. Box 44

Mantorville, MN 55955

Minutes of Regular Meeting at Greek Revival House

March 2, 2022 - Draft

Present: Terry Eckstein, Paul Larsen, Wendy Schleeter, May Trost, Jennifer Galloway, Melanie Dobson, Sara Chicos, William Kinney, Dave Hanson, Mary Ann Bucher, Anne Granle, Barbara Loquai, and Martha Vrieze.

Call to order: 8:00 am

Secretary's Report: Minutes were reviewed and approved by Barb and second by Lyle

Treasurer's Report: No report as Lynnette was not able to attend

Old Business:

Farmers' Market Update: Paul mentioned it has been on and is still at the Mantorville Welcome Center. They are going to look at getting order slips made for the yummy bread and rolls that are made. They are still accepting new vendors! Stop in and support them on Saturday's from 10:00am to 2:00 pm.

Cookie Tin Image Contest: Submissions are due by April 30th. Hard copies may be brought to Mantorville Square and digital submissions can be sent to Jennifer at jgalloway@kmtel.com

Welcome Baskets: Mary Ann is going to head this up. She will strategize to see how we can distribute them and not go through the Utility companies as they cannot share customer data. Also, we will work with the Kasson Chamber at a process for 2023 to do it jointly.

New Business:

Dodge County Expo: We have the following volunteers for the Expo on March 26th. Terry, Barb, Paul, May, and Mary Ann. We have 185 packets of seeds to give away thanks to a generous donation by Houston's. Barb will be happy to help with getting the booth "theme" decorated. If anyone is able, Wendy Schleeter would love a ride to the expo if someone is willing to help her.

We would love for any businesses to donate items for the Chamber basket that is one of the door prizes. If you have an item to donate, please do so by March 24th at Mantorville Square.

Easter Egg Hunt: Saturday, April 16th – Lynette will get the chocolate. We will meet to stuff the eggs at the Art Guild on April 14th at 5:30 pm. Please join us if you can make it. Time and date to be sent out later. We also discussed how there will be a bag of goodies for kids after so if you have something you want to put in the bag, please bring to Lynnette. Terry is going to talk to the Powers family to see if we can have some of the World Famous "Bunny" Cake at the event.

Welcome basket for new residents: Looking to partner with Kasson for 2023, More to come later.

Spring Fling: More to come, as we will see what local businesses will have food specials. The Welcome Center will provide hot dogs. The Farmer's Market will be on during Spring Fling as well.

High School Senior Photos: We will still do this and it will be meeting at the Art Guild to make the pictures to post. We hope this year we can do better at getting the pictures back to the Seniors. We are open to any ideas you may have.

Stage Coach Days: More to come from the EDA as this is an EDA event. The MRA is a huge coordinator and supporter in this event and we are grateful to them. Please keep an eye out for any volunteer opportunities that may arise. The Chamber is happy to support and help where we can to help make this event successful.

Cemetery Walk: Save the date for August 20th. Mary Ann and Barb will start working on this. Our goal is to promote the event to draw in people from other towns.

Marigold Days: September 10 & 11

Fall Festival: October 29th. Theresa said the Art Guild plans to have pumpkin painting. Terry and Paul will work on securing the horses we need for the wagon rides now to ensure we have that has been so successful. More to come

Mantorville Special Event: Discussions of having something in Mantorville the day after Thanksgiving. Thoughts about doing a "turkey" trot, or something to help draw in some people to Mantorville and for local Black Friday shopping.

Olde Fashioned Christmas: Saturday, December 3rd. Terry and Paul will secure the horses for this event as well. There was discussion about having some "Home" tours this year. People could pay \$5.00 for a ticket and get details on homes to tour. This is a great way to see some beautiful homes. Terry and Anne will work on seeing how we can coordinate this.

Announcements: The Mantorville Art Guild is going to host Student Art Month in March. Please stop by to see local talent. This will run from March 10th through April 3rd. Exhibits may be seen during regular gallery hours.

Also, the Mantorville Theatre is going to have Nutcrackers Nuts playing for 3 weeks! The dates will be November 18th through December 4th. Shows will run Friday, Sat 7:30 pm, Sunday 2:00pm)

Meeting adjourned at 9:03 am by Terry.

Respectfully submitted.

Jennifer Galloway, Secretary

Important Information Regarding Property Assessments

This may affect your 2023 property tax payments.

The Board of Appeal and Equalization of the City of Mantorville will meet:

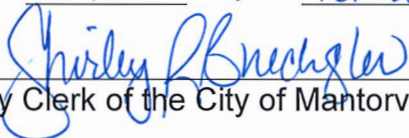
Date/Time: Monday, April 25, 2022 at 6:00 pm

Location: City Hall

The purpose of this meeting is to determine whether taxable property in the jurisdiction has been properly valued and classified by the assessor.

If you believe the value or classification of your property is incorrect, please contact your assessor's office to discuss your concerns. If you disagree with the valuation or classification after discussing it with your assessor, you may appear before the local board of appeal and equalization. The board will review your assessments and may make corrections as needed. Generally, you must appeal to the local board before appealing to the county board of appeal and equalization.

Given under my hand this 24th day of February, 2022



City Clerk of the City of Mantorville

**CITY OF MANTORVILLE
DODGE COUNTY, MINNESOTA**

RESOLUTION 2022-16

**A RESOLUTION APPROVING THE APPOINTMENT OF
HEAD JUDGES AND ELECTION JUDGES FOR THE
2022 SPECIAL ELECTION, PRIMARY AND GENERAL ELECTION**

WHEREAS, pursuant to Minnesota Statute 204B.21 Subd. 2, the City Council must appoint Election Judges to serve in upcoming elections at least 25 days prior to the election, with the exception of appointing additional Election Judges within the 25 days before the election if it is determined that additional Election Judges will be required; and

WHEREAS, elections to be held in the City of Mantorville, County of Dodge, State of Minnesota, include the Special Election scheduled for May 24, 2022, the State Primary scheduled for August 9, 2022, and the General Election scheduled for November 8, 2022.

NOW, THEREFORE, BE IT RESOLVED, that the Mantorville City Council appoints the persons listed below to the position of Election Judge, Head Election Judge and/or Back-up Head Election Judge to serve at any and all elections in the capacity given by the City Clerk and conducted by the City of Mantorville, subject to change as needed in order to maintain major political party balance, pursuant to Minnesota Statute 204B.19 Subd. 5.

City of Mantorville – Municipal Center Council Chambers	
Gary Reihl	Head Election Judge
Thomas Hallstrom	Election Judge and Back-up Head Election Judge
William Kinney	Election Judge
Marilyn Lermon	Election Judge
Shirley Buecksler	Back-up Head Election Judge

Adopted by the City Council of the City of Mantorville, Minnesota, this 11th day of April 2022.

ATTEST:

Chuck Bradford
Mayor

Shirley R Buecksler
City Clerk-Treasurer

CITY OF MANTORVILLE
RENTAL CERTIFICATE RENEWAL

City of Mantorville
21 5th Street East PO BOX 188
Mantorville, MN. 55955
507-635-5170

Property Name/Address (Legal Name)

715 W 7th St Mantorville mn

Property Owner

First/MI/Last

Telephone

Daryl Allen Smith 507-261-1512

Address

City

State

Zip

67517 270th ave Kasson mn 55944

I hereby certify no changes have been made in my rental unit/s since the original
Rental Certificate Application or the previous renewal and the unit/s is/are in
Compliance with the City code.

Daryl AS

4-7-22

Signature of Property Owner (Applicant)

Date

Renewal Fees

☒

\$25.00 – 1 Building/Site Less than four (4) units

☐

\$30.00 – 1 Building/Site Four (4) to eight (8) units

Make check payable to the City of Mantorville.



City Council Report

To: Mayor and Council
From: Shirley Buecksler, City Clerk-Treasurer
Date: April 11, 2022

2022 Rental License Renewals

BACKGROUND INFORMATION:

For Council's approval are the following 2022 Rental License renewals received to date. All property owners have completed the required paperwork and have paid for the renewal, per City Code.

Rental Property Address	Owner
715 West 7 th Street	Daryl Smith

Staff Recommendation:

Based on motion, approve the Rental License renewal as listed above.

MANTORVILLE FIRE DEPARTMENT

April 2022 General Members Meeting

Call to Order:

- The meeting was called to order at: 20:30

Member's in Attendance:

- JJ, Curt, Jeff, Dave, Rog, Paul, Don, Jim, Russ, Scott, Steve, Travis, Nate B., Joey, Troy, Brett, Annabelle, Kyle, Duke, Nate S., Orion, Ryan, Logan, Tristan, Chloe, Annika, Angel

Chief's Report:

- Angel Chacon new member
- Park board will discuss the garage this month
- Logan step down and Annika will take the new position as Clerk
- Be sure that all doors are locked and lights are off when leaving the hall!!
- Boy Scouts 4/24/22 14:00-16:00
- FDIC ?
- Just a reminder the fridge needs to be all cleaned out by the end of the month
- Captains
 - Please write a one page letter
 - Why do you want to be a Fire Captain?
 - Training / Experience with structure fires
 - Total points last year
 - Due by May 1st 2022

Assistant Chief:

- Air pack bottles if anyone is interested in the out of service bottles let travis know.
- Trying to set up two nights to get air compressor lines set up.

Deputy Chief:

- ZVMA meeting is in Stewartville this month on the 12th.
- Mock car crash moved to may 17th.

Fire Marshall:

- 1 Co call

Training Officer:

- Go over the grass rigs and get them ready.
- Storm spotter training in Rochester 18:30.
- May Riverland is coming for LP burn.
- We have some grass burns that people would like us to do, One of them is 90 acres and we need to talk more about it.
- Byron is asking for volunteers for a big grass burn on Saturday. If interested, be down at the hall at 6:45 am. Still on, weather may affect this.

Equipment:

- Make sure you fill out your maintenance sheets fully.
- Pumper one is getting new spinners on one of the nozzles.
- Foo bars remove from rescue and put in pumper one.
- Duke called about one of the SCBAs not working, can't find anything wrong with it.
- Blanket warmer got moved up one shelf to make room for bags.
- During maintenance make sure the battery conditioners are working on the trucks.
- Check all pockets in all bags during maintenance.

Vehicles:

- Betsy- Up at city shop
- Pumper 1- Lights and back up alarm need to be installed.
- Pumper 2 -
- Chevy Pick Up - Pump was put back in and operational.
- Tanker 1 -Lights are ordered. In the books to get the body repaired.
- Tanker 2 - Siren is acting up and needs work.
- Grass Rig -
- Rescue Truck -
- Gas was ordered for small gas engines.

First Responder's:

- Training this month.
- Add to how to respond to first responder calls.
- 6 People went to autism training.
- Make sure you bring the radio that is located in between the two front seats with you on calls and there is a holder for the radio so you can throw it over your shoulder.

Treasurer

- Bills: \$7,404.52
- Discussed bills
- Motion made by: Russ to pay bills as stated
- 2nd by: JJ
- Motion carries

New Business:

- Grain rescue tubes looking into options and getting one. There is a local person willing to pay for half of the cost if we get one.
- Motion made by: Russ to get a grain rescue tube for no more than \$2000.
- Seconded by: Duke
- Motion Tabled
- We will make a decision on this next month.
- DNR Grant came out up to \$5000 50/50 match.

Old Business:

-

Active Committees

- OSHA/Safety and Accountability: Paul, Russ, Travis, Ryan
- Radios: Paul, Rog, Ryan
- SOG'S: Paul, JJ, Russ, Steve, Rog
- Uniform's: Travis, JJ, Orion, Annablle, Nate S., Ryan, Tristan
- Explorer program: Nate B., Nate S. Chloe, Kyle, Annika
- Truck/Equipment- Russ, Curt, Paul, Travis, Nate B., Joey, Jim, Nate S.

Point Report:

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

Clerk/ Calendar

- Apr 12 1900 ZVMA meeting at Stewartville
- Apr 13 1830 SkyWarn training, Empire Event Center, 1517 16th St SW, Rochester, MN
- Apr 20 1830 Maintenance
- Apr 24 14:00-16:00 Boy Scotts
- **MAY Lunch: Duke, JJ, Chloe**
- May 2 1900 Officer Meeting
- May 4 1830 1st Wed Drill , Monthly meeting

- Motion made to adjourn by: Travis
 - 2nd by: Ryan
- Meeting Adjourned at: 21:02

City Mantorville
 Date 3/1/2022 thru 3/31/2022

<u>Agency</u>	<u>Incident_Nr</u>	<u>Location</u>	<u>LocCity</u>	<u>Activity</u>
S	202200001317	406 Blanch St	Mantorville	Suspicious Activity
S	202200001327	809 Jefferson St	Mantorville	Ambulance Run
S	202200001942	129 State Hwy 57	Mantorville	Assaults
S	202200001558	715 7th St W	Mantorville	Carbon Monoxide Alarms
S	202200001657	400blk Main St N	Mantorville	Traffic
S	202200001875	501 Jefferson St	Mantorville	Burning Permit
S	202200001907	1109 7th St W	Mantorville	Public Assist
S	202200002003	711 Walnut St	Mantorville	Ambulance Run
S	202200001918	320 Main St N	Mantorville	Suspicious Activity
S	202200001921	403 Mantorville Ave S	Mantorville	Suspicious Activity
S	202200002062	600 Washington St	Mantorville	Suspicious Activity
S	202200001492	220 County Rd 12	Mantorville	Paper Service
S	202200001620	71 County Rd 21	Mantorville	Cell Call Open Line
S	202200001699	22 6th St E	Mantorville	Suspicious Activity
S	202200001731	812 Hickory Ln	Mantorville	Cell Call Open Line
S	202200001758	615 Main St N	Mantorville	Alarm
S	202200001456	21 5th St E	Mantorville	Harassment
S	202200001515	115 7th St W	Mantorville	Ambulance Run
S	202200001557	605 Clay St	Mantorville	Ambulance Run
S	202200001571	606 Clay St	Mantorville	Ambulance Run
S	202200001588	115 7th St W	Mantorville	Ambulance Run
S	202200001635	22 6th St E	Mantorville	Fugitive Warrant
S	202200001652	812 Hickory Ln	Mantorville	Miscellaneous
S	202200001694	22 6th St E	Mantorville	Miscellaneous
S	202200001703	410 Bergman Dr	Mantorville	Miscellaneous
S	202200001701	812 Hickory Ln	Mantorville	Req for Extra Patrol
S	202200001773	812 Hickory Ln	Mantorville	Req for Extra Patrol
S	202200001429	22 6th St E	Mantorville	9-1-1 Hang Up Call
S	202200001873	320 Main St N	Mantorville	Das/suspended DI
S	202200001656	815 Main St N	Mantorville	Lost Animals
Total		30		



City Council Report

To: Mayor and Council
From: Brian Hindal, EDA Chair, and Laura Qualey, CEDA Representative
Through: Shirley Buecksler, City Clerk-Treasurer
Date: April 11, 2022

Mantorville Saloon Request for EDA Loan

BACKGROUND INFORMATION:

The Economic Development Authority (EDA) received an application for a business subsidy from the Revolving Loan Fund from Scott and Koreen Seim of Seim Properties dba Saloon 2. The request was for \$40,000 to remodel and update the existing commercial kitchen at their newly acquired property of 509 North Main Street, Mantorville, Minnesota, and bring it up to code, per the Minnesota State Health Inspector. They have been given 12 months to do so.

The improvements would include a new hood/vent, 36" range and 24" flat top griddle, double-basket deep fryer, and two stainless steel storage cabinets, along with the labor for the installation of the hood/vent.

EDA Commissioners reviewed the application at their April 5, 2022 regular meeting and determined that providing funding to Seim Properties would be in the best interest of their business plan for the property to expand their restaurant options and banquet venue which will, in turn, attract more visitors to the City of Mantorville and neighboring businesses.

The term of the loan would be over seven (7) years at 2% below the Prime Rate with Pre-Payment Benefits available to the borrower. The guiding terms of the Revolving Loan Fund require that the applicant invest a minimum of 10% equity into the proposed project.

STAFF RECOMMENDATION:

Based on discussion, the EDA is requesting a motion to approve the business subsidy for Seim Properties dba Saloon 2 of \$35,000 to update and remodel their commercial kitchen.

MANTORVILLE, MINNESOTA
ECONOMIC DEVELOPMENT AUTHORITY (EDA)
REVOLVING LOAN FUND (RLF) PROGRAM OVERVIEW

History and Purpose

In 2012, the Mantorville EDA was awarded \$29,000 from the United States Department of Agriculture (USDA) Rural Business Enterprise Grant (RBEG) to add to the EDA's \$31,000 RLF contribution. Maintained by the EDA and City of Mantorville, MN, this account is low-interest and provides gap financing (pays part of the cost which the buyer *cannot* provide in cash at the time of purchase) for eligible investors ready to start, maintain, improve, or expand a small or emerging business within City of Mantorville. The ultimate purpose of the fund is to create and retain jobs, tax base, and services in the City.

Eligible Uses of Funds	Ineligible Uses of Funds
Acquisition and development of land, easements, and rights-of-way; Tangible investments, such as construction, conversion, enlargement, repairs or modernization of buildings (such as façade repairs and site improvements), machinery, equipment, safety and access, streets and roads, parking, utilities and/or public infrastructure, and pollution control and abatement facilities; Project must comply with all City codes and ordinances.	Comprehensive, area-wide planning. A project that has not received firm commitment from the other funding source(s) on which it is dependent. To pay off or refinance any previous debt, with exception to construction financing. Taxes (except for Sales & Use Tax when paid in connection with the purchase of eligible items); Speculative product development; Organization expenses; Residential construction/renovation Any uses not compatible with eligible uses of funds.

Any project that meets an eligible use of funds and benefits the City of Mantorville may apply for this EDA loan if applicant meets the eligibility requirements below. Loan approvals are at the discretion of the EDA members and their majority vote attesting that the applicant and project fulfill all requirements.

Borrower Requirements

Applicant owns a new or expanding business whose primary location is physically located in or locating to the City of Mantorville; in some cases, an exception may be made if a business outside of City lines will have a positive impact on the community;
Applicant has determined the need for a loan for a portion of his or her business project purchase; recipient does not have the resources to complete the project without this gap financing request from the RLF.
Recipient is credit-worthy.

Private business employs 50 or fewer individuals and has less than \$1m in projected gross revenue (“small and emerging private business enterprise”);
The RLF loan will be for a tangible investment (something physical: See Eligible Uses of Funds) that generates business in Mantorville.
Recipient will create or retain at least one full-time job for each \$10,000 borrowed.

Loan Details

Annual interest rate: 2% lower than the prime interest rate as published in the Wall Street Journal the day of application. In five years, the interest rate will be re-adjusted to ½% lower than prime.

Term: Loans, unless excepted and approved by the EDA, will be a seven-year balloon loans: Recipient will be required to pay any remaining balance at the end of the seven, annual installments, or

Equity: A minimum of 10% owner investment in the project is required.

Should a recipient apply for a second loan within 12 months, the recipient/borrower will be responsible for all fees associated with Deed and Mortgage Registration/Tax for the second loan or refinance.

To encourage rapid turnaround of the RLF, loans will have a prepayment benefit of a rebate of some or all of the interest paid, depending on how quickly the loan is paid off.

The prepayment tiers are as follows:

-Full payment within one year of the closing date of the EDA loan (check is in borrower’s hands) will result in a refund of 100% of the interest paid on the loan.

-Full payment within two years of the closing date of the EDA loan will result in a refund of 2/3 of the interest paid on the loan.

-Full payment within three years of the closing date of the EDA loan will result in a refund of 1/3 of the interest paid on the loan.

Security will consist of the best lien available on real estate, equipment, inventory, etc.

The discounted value of the security (using typical lender discount rates) shall equal or exceed the value of the loan. The EDA may require personal guarantees and/or co-signers.

If the business relocates outside of the City of Mantorville, Minnesota, the EDA may require immediate payoff of the loan.

Assets securing EDA Loans must be insured for no less than the amount of the total outstanding balance. Borrower must submit proof of insurance and proof of paid property taxes with application.

Applicants for Mantorville, MN EDA Revolving Loan Fund financing must satisfy all Borrower Requirements, agree to the loan terms, and the business project must satisfy one or more eligible fund uses above.

Checklist of Materials Needed by Applicant

- Formal request for loan (completed application)
- A non-refundable, \$250 fee as a check made out to City of Mantorville to cover the costs associated with application processing

- Bank assessment/letter of commitment demonstrating that the bank would be willing to loan for part of the project and that the proposed borrower's private capital for the project is limited. Letter comes from applicant's Mantorville's local bank, Citizens State Bank; the letter states the bank's conditions for approving the loan to the borrower, and/or the bank recommends the applicant for the RLF loan.
- Proof of insurance on property for which borrower will use RLF funds
- Proof of paid property taxes on property for which borrower will use RLF funds
- Project Description: written overview or presentation to the EDA of the project location, projected benefits, and all aspects. The project may demonstrate that investment of public dollars induces private funds beyond the means of the affected community and private participants in the project. The proposed business project must be presented to the EDA by the prospective business owner or her/his representative. If you would like assistance developing the plan, please contact Mantorville EDA Coordinator, Laura Qualey, CEDA, at 651-329-5116.
- Form 1940-20: USDA required
- 1940-20 Exhibit 1: environmental and community impact description
- Form 400-04: Civil Rights Assurance Agreement

RBEG Certification Statement: agree to use money within guidelines

Loan Review Process and Other Considerations

When all loan application materials are received, EDA staff will conduct a thorough review process of the following criteria as follows:

1. City staff and the EDA Coordinator will prepare and present the materials and project to the EDA. Applications with the greatest anticipated economic impact for the community shall receive greatest priority. Criteria to be considered in determining economic impact include number of jobs created or retained, wage scale of employees, benefits paid to employees, value added to the workforce, increase in tax base.
2. Applicants of equal economic impact will be funded in date order of application.
3. Project must comply with all City ordinances and policies.
4. Project design is sound, financially feasible, and cost-effective.
5. Available and applicable loans from other sources, ratio of private funds to loan funds, repayment ability, demonstrated need for financing, and collateral and lien position will be taken into account. Equity investment and collateral will be determined on a case-by-case basis.
6. The EDA will review preliminary/final application materials and determine fit and priorities of the application to be funded. The EDA may meet with applicant when necessary to resolve any questions or issues. The EDA may require written feasibility studies, business plans, market studies, etc. as appropriate for the business type.
7. Eligibility of the applicants will typically be determined within 30 days of receipt of a complete application. An application will be considered complete when all information necessary for the EDA to make a decision has been received.
8. EDA makes recommendations to City Council for final determination of loan award.

9. Staff informs applicant in writing of the Council decision and directs legal counsel to prepare loan/security documents.
10. The EDA will oversee compliance, repayment, and collection of loans.
11. Due to the fluctuating nature of businesses and communities, this policy must remain able to accommodate the changing needs of the City and is thus adaptable by the EDA on its discretion. This granting body also retains the right to grant loans to projects that are deemed in the public interest yet may deviate from one or more criterion in this and supporting documents.

Anti-Discrimination Policy

In accordance with Federal law and the U.S. Department of Agriculture's policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, religion, disability, or marital or family status.

To file a complaint of discrimination, write to: USDA, Director, Office of Civil Rights, 1400 Independence Ave. SW Washington D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).

Privacy Disclosure

Information contained in the application for assistance will become a matter of public record with the exception of those items protected under the Minnesota Government Data Practices Act, MS § 13. The City of Mantorville and EDA will ensure personally identifiable information is only shared on a need-to-know basis for the purpose of processing and reporting in regards to this application.

1951.210 USDA Environmental Requirements

Servicing activities such as transfers, assumptions, subordinations, sale or exchange of security property, and leasing of security will be reviewed for compliance with Subpart G of Part 1940 of this chapter. The appropriate environmental review will be completed prior to approval of the servicing action. When National Office approval is required, the completed environmental review will be included with other information submitted

**CITY OF MANTORVILLE
ECONOMIC DEVELOPMENT AUTHORITY
REVOLVING LOAN FUND (RLF) APPLICATION**

PERSONAL INFORMATION

Applicant First and Last Name: SCOTT SEIM
Home Address: Box 473 218th St E Mantorville
Telephone Number: (507) 951-8328
E-mail Address: _____

PROJECT IDENTIFICATION

DUNS/EIN/TIN #: 46-2689811
Project Name Saloon 2 Redo Kitchen

PROJECT DESCRIPTION

Project Type (check all that apply)

New Business Start Up

New Construction

Business Expansion

Rehab of Existing Structure

Equipment/Machinery/Fixtures

Other _____

PROPERTY IDENTIFICATION AND DATA

Please provide information on the property where the project will occur:

Company Name Saloon 2,
Site Address 509 N. Main St Mantorville
Current Owner(s) SCOTT SEIM
Legal Description THE SOUTH 1/3 OF EAST ONE HUNDRED FEET AND
SOUTH ONE AND ONE HALF

Property ID Number ~~46-268984~~ 25.100.1120

For construction projects only:

Property Area (sq. ft) 3,690 sq ft.

Building Size (sq. ft) 2,354 sq ft

Building Use Events, serving Food

Zoning District Dodge County

Special Restrictions/Regulations _____

Covenants & Restrictions Compliance _____

REQUESTED TERMS

Total Project Amount around 40,000.00

Loan Amount _____

Interest Rate _____ Term _____

Description of Collateral and Market Value _____

LAND/ BUILDING MARKET VALUE \$76,500

Special Payment Terms or Conditions _____

SOURCES AND USES OF FUNDS

Include all project costs (whether eligible for EDA RLF or not) and all sources of revenue for the project.

Purpose	EDA Loan	Equity	Bank	Other	Other	Total Cost
Land Acquisition						
Demolition						
Architect & Engineering						
Site Improvements						
New Construction						
Financial & Legal Work						
Equipment/ Machinery/ Equipment	Redo 15,000 Kitchen					40,000
Working Capital						
Inventory						
Labor Other Comet Plumb Heat	25,000					
Total % of Project	\$40,000					

EMPLOYMENT IMPACT

One of the goals of the Economic Development Authority is job creation and retention. Please indicate below the information requested resulting from this project. (For purposes below: 1 full-time equivalent job or FTE = 2,080 hours per year).

New Jobs

How many new, full-time equivalent jobs will be created within two years if this project proceeds?

Number Don't know yet Starting Hourly Wage/Salary _____

Paid Benefits NO _____

Retained Jobs

How many full-time equivalent jobs will be **lost** if this project does **not** proceed?

Number 0 Current Hourly Wage/Salary _____

Paid Benefits _____

SCHEDULE OF BUSINESS DEBT

Please list all current debt

Lender	Original Amount	Interest Rate	Current Amount	Monthly Payment
Security State Bank of Wamamingo	BAL	6.25 %	221,172.23	1690.00
Contract for deed UFW		5.75 %	101,880.39	735.00
2015 Relay Lot	\$100,000	\$5000 down pmt	est \$56,600	\$400.00
			est \$56,600	

STATEMENT OF COLLATERAL

Please describe the proposed security for this RLF loan _____

Collateral	Cost	Current Value	Existing Liens
Land	Relay lot	\$46,200	
Buildings	Mantorville Saloon (VFW) Saloon 2		
Machinery/Equipment & Fixtures			
Other			
Other			

"BUT FOR" STATEMENT

The RLF loan program is only used to assist projects that would not be able to proceed otherwise. Please indicate why your project cannot proceed without RLF loan assistance.

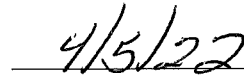
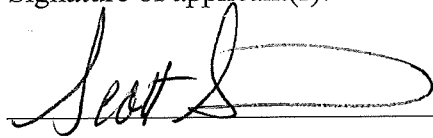
But for the assistance of the Mantorville Revolving Loan Fund program, I would not be able to proceed with my project because

Don't have the money.

See Checklist of Materials Needed by Applicant to be ensure you have completed the application package.

I/we certify the all information provided in this application and accompanying materials is true and accurate to the best of our knowledge. I/we authorize the Mantorville Economic Development Authority and its agents to verify the background information provided and to obtain credit reports and/or consult with other lenders assisting with this project to determine our credit worthiness. I/we agree to provide any additional information and complete any follow-up reporting as may be requested or required by the Harmony Economic Development Authority, the State of Minnesota, or any other entity in regards to this assistance.

Signature of applicant(s):



Date

Date

Date

**CITY OF MANTORVILLE
ECONOMIC DEVELOPMENT AUTHORITY
REVOLVING LOAN FUND (RLF) CHECKLIST**

Action:	To Be Completed By:	Date Completed:
____ Meet with EDA Staff <i>Review project/ preliminary eligibility</i>	Applicant	_____
____ Create Business Plan <i>EDA staff can assist with business plan</i>	Applicant	_____
____ Read through RLF Guidelines <i>Applicant is responsible to understand guidelines</i>	Applicant	_____
____ Complete RLF Application <i>EDA staff can assist with application</i>	Applicant	_____
____ Submit Application & \$250 Fee <i>Application fee covers legal costs, payable to the City of Mantorville</i>	Applicant	_____
____ Review of Application <i>EDA staff reviews completed application</i>	EDA	_____
____ Loan Committee Approval <i>Reviews application, makes recommendation to full EDA board</i>	EDA	_____
____ EDA Approval <i>Reviews project for eligibility & feasibility. Makes recommendation to City Council</i>	EDA	_____
____ City Council Approval <i>Reviews EDA recommendation & approves or denies the loan</i>	City	_____
____ Loan Closing <i>Handled through the City Attorney's office, in conjunction with EDA staff</i>	EDA	_____

____ Submittal of Vendor Invoices Applicant _____
Payments will be sent directly to vendors

____ Disbursement of Funds EDA _____
EDA pays vendors based on invoices submitted by Applicant

____ Repayment Begins Applicant _____
Repayment schedule is set at time of closing; please ask EDA staff if you have any questions
Applicant is responsible to set up ACH payments with City

The Mantorville EDA is here to help you! Should you have any questions about this process, please call the EDA at 507-635-5170.



Quote

02/19/2022

Project:
Mantorville Saloon - Stove & Fryer

From:
Total Restaurant Supply
Zach Utesch
2940 Highway 14 West
Rochester, MN 55901-7501
(507)288-9454
(507)288-9454 101 (Contact)

Job Reference Number: 2935

Item	Qty	Description	Sell	Sell Total
			\$1,299.00	\$1,299.00
3	1 ea	GAS FLOOR FRYER Grindmaster-UNIC-Crathco Cecilware® Pro Fryer, natural gas, floor model, full pot, 50 lbs fat capacity, (4) 30,000 BTU/hr tube burners, 200° to 400°F temperature range, Invensys® thermostat, auto reset high limit, 1-1/4" ball type drain, includes (2) nickel chrome wire mesh fry baskets, 14" x 14" stainless steel tank with cool zone, stainless steel front & sides, 6" adjustable legs, 36-1/4" working height, 120,000 BTU/hr, cETLus, ETL-Sanitation		
				
	1 ea	2 year parts & 1 year labor warranty, standard		
	1 st	Krowne Krowne Economy Series 3-1/2" x 3-1/2" Plate Caster, swivel with brake, 5" diameter, 200 lbs. per caster load capacity (set of 4)	\$120.00	\$120.00
	1 ea	Krowne Royal Series Moveable Gas Connection Kit, 1/2" I.D., 48" long, stainless steel corrugated tubing & radial wrap with green antimicrobial PVC coating, quick disconnect, (1) full port gas valve, (2) 90° elbows, restraining cable with mounting hardware, 68,000 BTU/hr minimum flow capacity	\$168.41	\$168.41
ITEM TOTAL:				\$1,587.41
			\$5,057.98	\$5,057.98
4	1 ea	RANGE, 36", 2 OPEN BURNERS, 24" GRIDDLE Turbo Air Radiance Restaurant Range, <u>gas, 36", (2) 32,000 BTU open burners, 24" griddle (right side), (1) standard oven with (1) rack, stainless steel front, sides & back riser lift-off high shelf, full stainless steel oven interior, adjustable oven thermostat, 26.3" D standard, 6" stainless steel adjustable legs standard, regulator included, total 136,000 BTU, CSA, CSA Flame, CSA Star, CSA-Sanitation</u>		
				
	1 ea	Note: Contact factory representative for parts & accessories discounts		
	1 ea	1 year labor & parts warranty, standard		
	1 ea	Natural gas 3~5 week lead time		
	4 ea	Caster, 5", with brake, for Radiance Range (each)	\$109.20	\$436.80
	1 ea	Krowne Royal Series Moveable Gas Connection Kit, 3/4" I.D., 48" long, stainless steel corrugated tubing & radial wrap with green antimicrobial PVC coating, quick disconnect, (1) full port gas valve, (2) 90° elbows, restraining cable with mounting hardware, 180,000 BTU/hr minimum flow capacity	\$224.74	\$224.74
ITEM TOTAL:				\$5,719.52
			\$6,787.37	\$6,787.37
5	1 ea	RANGE, 48", 2 OPEN BURNERS, 36" GRIDDLE Turbo Air Radiance Restaurant Range, <u>gas, 48", (2) 32,000 BTU open burners, 36" griddle (right side), (2) standard ovens with (1) rack, stainless steel front, sides & back riser lift-off high shelf, full stainless steel oven interior,</u>		



GAS FLOOR FRYER

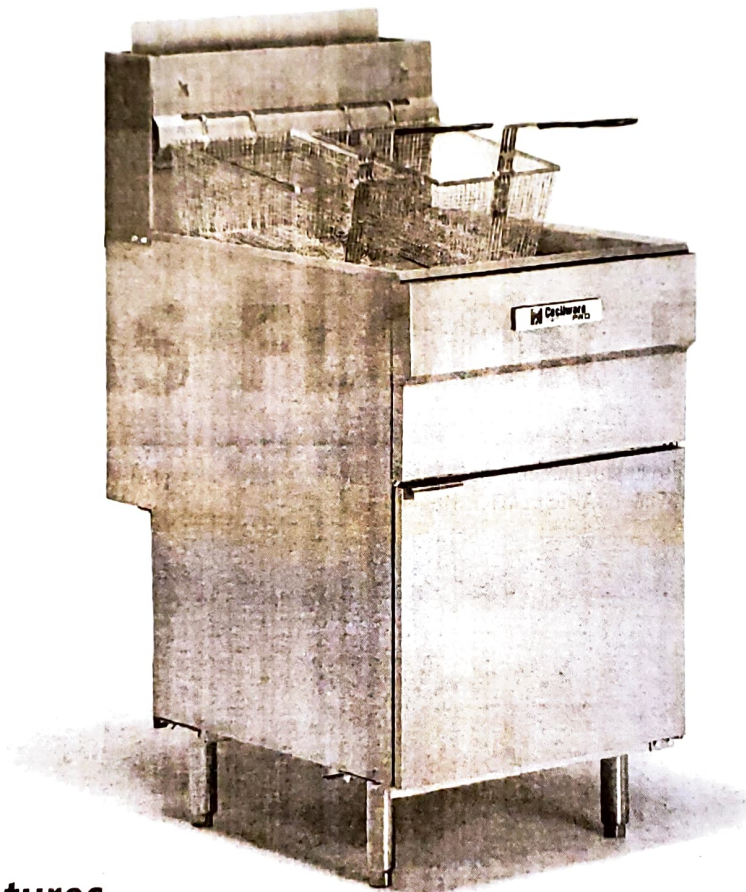
Project

Date

Models FMS403LP, FMS504LP, FMS705LP
FMS403NAT, FMS504NAT, FMS705NAT

Item#

Quantity



model FMS705

Features

- Heavy-duty stainless steel tank for long life and easy maintenance
- Models available in either natural or LP gas
- 6" (15.2 cm) adjustable legs
- 36.25" (92.1 cm) working height
- Invensys® thermostat 200 - 400° Fahrenheit (93.3 - 204.4° Celsius)
- Auto reset high limit
- 1¼" (3.25 cm) ball type full port drain
- Cool zone in fry tank
- Two nickel chrome wire mesh fry baskets included





4184 E. Conant st., Long Beach, CA 90808
Tel. 800-500-3519 Fax. 310-900-1066
www.turboairinc.com

Project :

Model # :

Item # :

Qty :

Available W/H :

Approval :

36" Wide Heavy Duty Restaurant Ranges - Combination



TARG-12G4B

≡ FEATURES & BENEFITS ≡

- Heavy gauge welded frame construction
- Stainless steel front, sides, back riser lift-off high shelf
- Individual pilot for each lift off top open burner at 32,000 btu/hr
- 6" stainless steel adjustable legs (casters available as an option)
- 12" x 12" sectioned heavy duty cast iron grates
- Full size pull out crumb tray
- Wrap around full stainless steel oven interior / 26.3" depth standard
- Fully adjustable oven thermostat providing temperatures from 250-550°F degrees
- Pull out stainless steel door for easy cleaning
- Thermostat controlled griddle
- 1 stainless steel oven rack standard (additional racks optional)
- CSA certified for safety / sanitation for USA and Canada



Model	Oven	Weight (lbs.)	Width (inches)	Total BTUs	Configuration
TARG-2B24G / TARG-24G2B	1	580	36	136K	36" Combination Top (NAT)
TARG-2B24G-LP / TARG-24G2B-LP	1	580	36	133K	36" Combination Top (LPG)
TARG-4B12G / TARG-12G4B	1	564	36	185K	36" Combination Top (NAT)
TARG-4B12G-LP / TARG-12G4B-LP	1	564	36	182K	36" Combination Top (LPG)

36" Wide Heavy Duty Restaurant Ranges - Combination

DATA	TARG-2B24G/24G2B	TARG-4B12G/12G4B
Gas Type	NAT	NAT
Gas Connection	3/4"	3/4"
Regulator	3/4"	3/4"
Gas Pressure	5 W.C"	5 W.C"
BTU	136,000	185,000
DIMENSIONAL DATA		
Ext. Length Overall (inch)	36 (914mm)	36 (914mm)
Ext. Depth Overall (inch)	31 7/8 (810mm) + manifold	31 7/8 (810mm) + manifold
Ext. Height Overall (inch)	56 1/2 (1436mm)	56 1/2 (1436mm)
OVEN DIMENSION (Interior)		
Number of Oven	1	1
Length (inch)	26 3/8 (670mm)	26 3/8 (670mm)
Depth (inch)	26 1/4 (669mm)	26 1/4 (669mm)
Height (inch)	13 5/8 (345mm)	13 5/8 (345mm)
Weight (lbs.)	580	564

DATA	TARG-2B24G-LP/24G2B-LP	TARG-4B12G-LP/12G4B-LP
Gas Type	LPG	LPG
Gas Connection	3/4"	3/4"
Regulator	3/4"	3/4"
Gas Pressure	10 W.C"	10 W.C"
BTU	133,000	182,000
DIMENSIONAL DATA		
Ext. Length Overall (inch)	36 (914mm)	36 (914mm)
Ext. Depth Overall (inch)	31 7/8 (810mm) + manifold	31 7/8 (810mm) + manifold
Ext. Height Overall (inch)	56 1/2 (1436mm)	56 1/2 (1436mm)
OVEN DIMENSION (Interior)		
Number of Oven	1	1
Length (inch)	26 3/8 (670mm)	26 3/8 (670mm)
Depth (inch)	26 1/4 (669mm)	26 1/4 (669mm)
Height (inch)	13 5/8 (345mm)	13 5/8 (345mm)
Weight (lbs.)	580	564

Design and specifications subject to change without notice.

Actual shipping weight may differ due to extra packing materials for product protection.

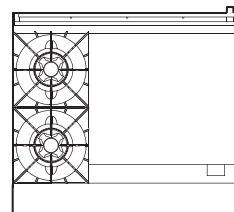
■ WARRANTY : 1 Year Labor and Parts Warranty

■ OPTIONAL ACCESSORIES :

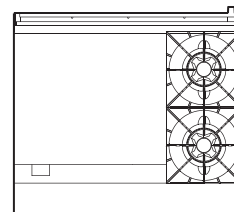
- ☐ Casters (Set of 4)
- ☐ Stainless steel oven racks

PLAN VIEW

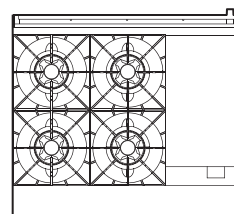
(unit : inch)



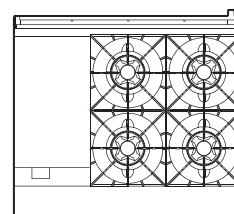
TARG-2B24G



TARG-24G2B

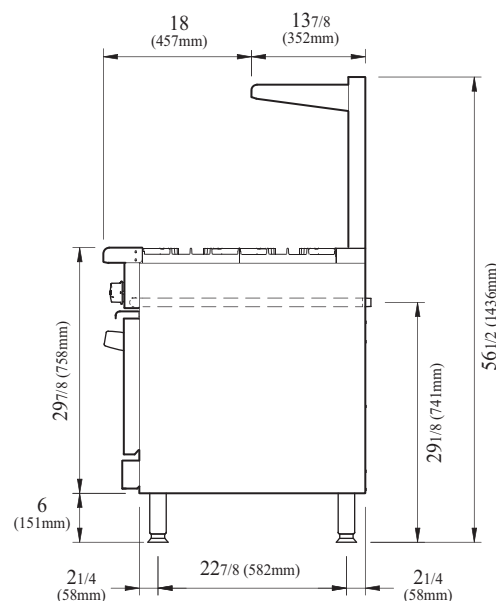


TARG-4B12G



TARG-12G4B

TOP VIEW



SIDE VIEW

Ver.201601



SANITATION
NSF/ANSI 4

- Turbo Air : 800-627-0032 ■ GK : 800-500-3519
- Warranty : 800-381-7770 ■ AC : 888-900-1002

REFRIGERATOR MANUFACTURER
Turbo air

GERMAN
KNIFE

RADIANCE

GREEN WORLD

AIR CONDITIONER MANUFACTURER
Turbo air

STAINLESS STEEL OPEN BASE STYLE ENCLOSED BASE WORK TABLES



Flat Top



1 1/2" Backsplash



5" Backsplash

Item #: _____ Qty #: _____

Model #: _____

Project #: _____

24" WIDE

Length	FLAT TOP	1 1/2" SPLASH	5" SPLASH	Wt.
36"	EB-SS-243	EF-SS-243	EK-SS-243	200 lbs.
48"	EB-SS-244	EF-SS-244	EK-SS-244	240 lbs.
60"	EB-SS-245	EF-SS-245	EK-SS-245	280 lbs.
72"	EB-SS-246	EF-SS-246	EK-SS-246	325 lbs.
84"	EB-SS-247	EF-SS-247	EK-SS-247	365 lbs.
96"	EB-SS-248	EF-SS-248	EK-SS-248	415 lbs.
108"	EB-SS-249	EF-SS-249	EK-SS-249	455 lbs.
120"	EB-SS-2410	EF-SS-2410	EK-SS-2410	490 lbs.
144"	EB-SS-2412	EF-SS-2412	EK-SS-2412	560 lbs.

30" WIDE

Length	FLAT TOP	1 1/2" SPLASH	5" SPLASH	Wt.
36"	EB-SS-303	EF-SS-303	EK-SS-303	225 lbs.
48"	EB-SS-304	EF-SS-304	EK-SS-304	260 lbs.
60"	EB-SS-305	EF-SS-305	EK-SS-305	300 lbs.
72"	EB-SS-306	EF-SS-306	EK-SS-306	340 lbs.
84"	EB-SS-307	EF-SS-307	EK-SS-307	380 lbs.
96"	EB-SS-308	EF-SS-308	EK-SS-308	425 lbs.
108"	EB-SS-309	EF-SS-309	EK-SS-309	465 lbs.
120"	EB-SS-3010	EF-SS-3010	EK-SS-3010	515 lbs.
144"	EB-SS-3012	EF-SS-3012	EK-SS-3012	600 lbs.

36" WIDE

Length	FLAT TOP	1 1/2" SPLASH	5" SPLASH	Wt.
36"	EB-SS-363	EF-SS-363	EK-SS-363	250 lbs.
48"	EB-SS-364	EF-SS-364	EK-SS-364	290 lbs.
60"	EB-SS-365	EF-SS-365	EK-SS-365	330 lbs.
72"	EB-SS-366	EF-SS-366	EK-SS-366	375 lbs.
84"	EB-SS-367	EF-SS-367	EK-SS-367	415 lbs.
96"	EB-SS-368	EF-SS-368	EK-SS-368	460 lbs.
108"	EB-SS-369	EF-SS-369	EK-SS-369	505 lbs.
120"	EB-SS-3610	EF-SS-3610	EK-SS-3610	555 lbs.
144"	EB-SS-3612	EF-SS-3612	EK-SS-3612	625 lbs.

FEATURES:

FLAT TOP is furnished with a 1 5/8" sanitary rolled rim on the front and 1 5/8" square bend edges on the 2 sides and rear.

1 1/2" SPLASH is furnished with a 1 5/8" sanitary rolled rim on the front side and 1 5/8" square bend edges on the 2 sides and a 1 1/2" splash of single metal thickness on the rear side.

5" SPLASH is furnished with a 1 5/8" sanitary rolled rim on the front side and 1 5/8" square bend edges on the 2 sides and a 5" splash with a 1" return on the rear side.

Rear flush panel along the rear of the base unit.

CONSTRUCTION:

All TIG welded. Exposed areas finished to match adjacent surfaces.

Entire Top is mechanically polished to a satin finish and is sound deadened.

Hat section secured to Top reinforces and maintains level working surface.

UNIT-BODY DESIGN sides, back and fixed mid shelf are welded to form a single rigid structure.

Gussets welded to support hat sections.

MATERIAL:

TOP is 14 gauge stainless steel type "304" series with galvanized understructure.

BODY is 18 gauge stainless steel type "430" series.

LEGS are 1 5/8" diameter tubular stainless steel with stainless steel gussets and 1" adjustable stainless steel bullet feet.

Mid Shelves Are Available.

To Add a Fixed Mid Shelf, Add "M" After each Model Number.

Upgrade to Adjustable Mid Shelf. Add TA-116.

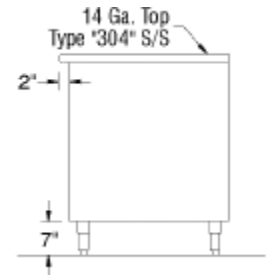
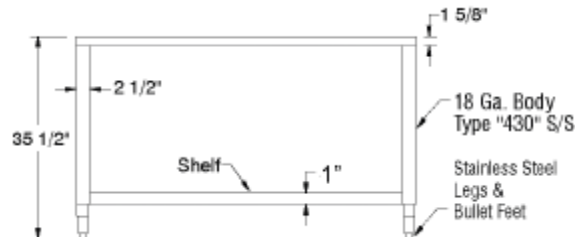
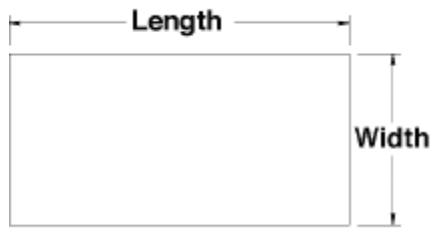
DETAILS and SPECIFICATIONS

TOL $\pm .500"$

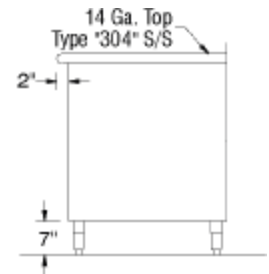
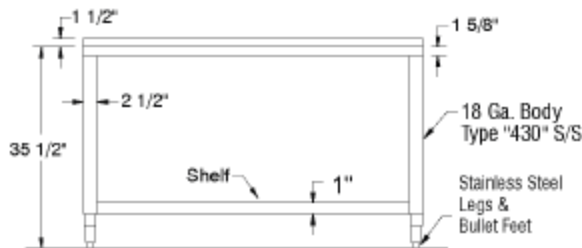
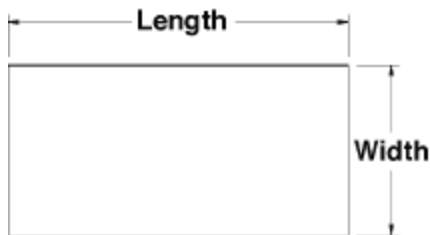
Units 7' and larger are furnished with 6 legs.

ALL DIMENSIONS ARE TYPICAL

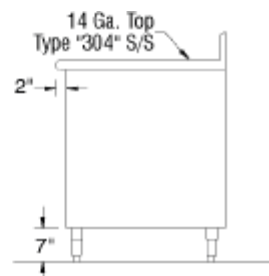
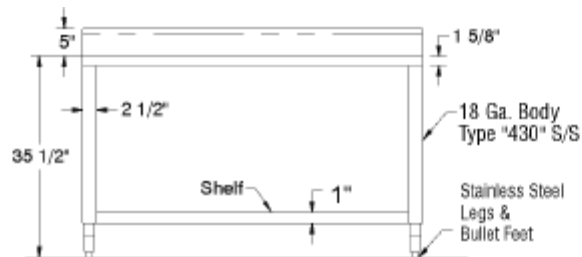
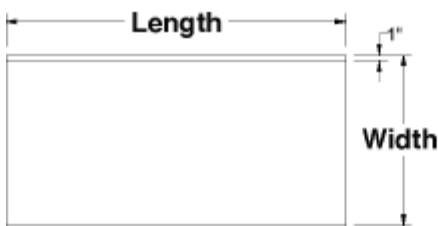
EB-Series Flat Top



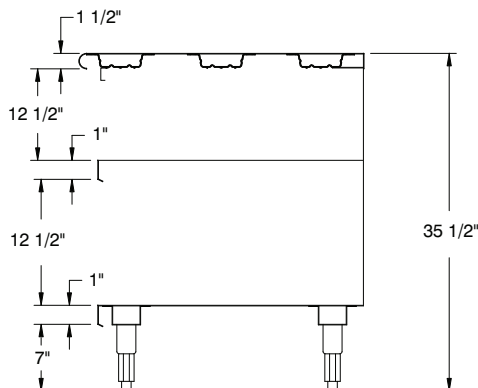
EF-Series 1 1/2" Rear Splash



EK-Series 5" Rear Splash



OPTIONAL MID SHELF DETAILS



OPTIONAL ENCLOSED BASE ACCESSORIES

- **TA-25P** Plate Casters for Enclosed Base Units
- **TA-54** Removable Kick Plate
- **TA-135** Under Counter Enclosed Plate Shelf (Factory Installed Only)

TA-116 ADJUSTABLE ENCLOSED BASE CABINET MID SHELF

Shelves Over 36" In Length Require Multiple Sections With Center Partition.











IF YOU USE THE BRI

Please leave it as clean as you fo

Please carry out and dispose of

trash and recycling when you lea

If you remove something from t

storage room, please put it bac

Make sure to lock up when you le

THANK YOU!



509 MAIN

ST, MANTORVILLE

ATTN:

Contract:

CID#:

DBA:

MLS:

Map Area: Mantorville Comm

Route: 000-000-000

Tax Dist: Mantorville City/SD 204

Plat Page: 25100

Subdiv: ORIGINAL PLAT - 25100

Checks/Tags:

Lister/Date: RBD, 01/02/2021

Review/Date: RBD, 10/05/2020

Entry Status:

Urban / Commercial / Comm Land & Bldgs

Legal: Section: 16; Twp: 107; Rng: 016; Block: ; Lot: ; Deeded Acres: 0.090

THE SOUTH ONE-THIRD (1/3) OF EAST ONE HUNDRED (100) FEET AND SOUTH ONE AND ONE-HALF (1

Land

Land Basis	Front	Rear	Side 1	Side 2	R. Lot	SF	Acres	Depth/Unit	EFF/Type	Qual./Land						
SqFt X Rate						3,690.00	0.090			C-200						
Subtotal						3,690.00	0.090									
Grand Total						3,690.00	0.090									

Street

Utilities

Zoning

Land Use

SqFt X Rate	Paved	Rural Water	Contact Local Zoning Office	None
-------------	-------	-------------	-----------------------------	------

Sales

Building Permits

Values

Date	\$ Amount	NUTC	Recording	Date	Number	Tag	\$ Amount	Reason	Type	Appraised	B of R	St. Equalized	Pr Yr: 2021
07/09/2021	\$130,000	D031	240431						Land	\$7,400	\$0	\$0	\$7,400
09/29/2016	\$100,000	D026	218393						Dwlg		\$0	\$0	
									Impr	\$69,100	\$0	\$0	\$69,100
									Total	\$76,500	\$0	\$0	\$76,500

Precomputed Structure			Verticals						Plumbing			B	Ext
Occ. Code	303		Fig & Fdtn										
Occ. Descr.	Bars and Lounges		Exterior wall										
			Interior wall										
			Pilasters										
			Wall facing										
			Windows										
			Fronts/Doors										
Year Built	1896												
EFF Age/Yr	125/	1896											
Condition	BL NML												

Precomputed Addition		Verticals						Plumbing		
Occ. Code	303	Ftg & Fdtn							B	Ext
Occ. Descr.	Bars and Lounges	Exterior wall								
		Interior wall								
		Pilasters								
		Wall facing								
		Windows								
		Fronts/Doors								
Year Built	1965									
EFF Age/Yr	56/ 1965									
Condition	NML									

[illegible]

Prior Year	Comment	Value Type	Location	Class	Land Value	Dwelling Value	Improvement Value	M & E Value	Total Value
2021		Appr	Urban	Comm	\$7,400	\$0	\$69,100	\$0	\$76,500
2020		Appr	Urban	Comm	\$5,000	\$0	\$62,700	\$0	\$67,700
2019		Appr	Urban	Comm	\$5,000	\$0	\$58,800	\$0	\$63,800
2018		Appr	Urban	Comm	\$5,000	\$0	\$51,400	\$0	\$56,400
2017		Appr	Urban	Comm	\$5,000	\$0	\$51,400	\$0	\$56,400
2016		Appr	Urban	Comm	\$5,000	\$0	\$51,400	\$0	\$56,400
2015		Appr	Urban	Comm	\$5,000	\$0	\$51,400	\$0	\$56,400
2014		Appr	Urban	Comm	\$5,000	\$0	\$51,400	\$0	\$56,400
2013		Appr	Urban	Comm	\$5,000	\$0	\$51,400	\$0	\$56,400
2012		Appr	Urban	Comm	\$5,000	\$0	\$51,400	\$0	\$56,400
2011		Appr	Urban	Comm	\$5,500	\$0	\$51,400	\$0	\$56,900
2010		Appr			\$5,500	\$0	\$51,400	\$0	\$56,900
2009		Appr			\$5,500	\$0	\$47,000	\$0	\$52,500
2008		Appr			\$5,500	\$0	\$49,300	\$0	\$54,800
2007	2007 Final certified value	Appr			\$5,500	\$0	\$42,200	\$0	\$47,700
2007	BOR Value is original appraised value	Appr			\$5,500	\$0	\$42,200	\$0	\$47,700
2006		Appr			\$7,600	\$0	\$0	\$0	\$7,600
2005	Imported from CamaUSA	BofR			\$7,638	\$0	\$0	\$0	\$7,638

22	
8	Unf
40	1965 1S CB/Fr Addn [880]
22	
59	1896 1S Stone/ CB VFW/ Bldg [1298]

Sketch 1 of 1



Photo 1 of 1 06/20/2014

[illegible]



City Council Report

To: Mayor and Council
From: Shirley Buecksler, City Clerk-Treasurer
Date: April 11, 2022

Accept Resignation from Assistant City Clerk

BACKGROUND INFORMATION:

A letter of resignation was received April 4, 2022 from Shelley Kispert, Assistant City Clerk. Shelley was hired on a temporary basis in December 2021 while Shelly Jensen-Germundson was out on leave. With the passing of Shelly Jensen-Germundson, Shelley Kispert was hired permanently as part-time Assistant City Clerk on January 24, 2022. In her short time here, she has proven to be a great asset to the City of Mantorville, and Staff have enjoyed working with her. We will miss Shelley and wish her the best in her future endeavors. Her last day with the City will be April 13, 2022.

STAFF RECOMMENDATION:

Motion to accept the letter of resignation from Shelley Kispert, Assistant City Clerk.

From: shelleyk@mantorville.com
Sent: Monday, April 4, 2022 8:04 AM
To: 'Jeff Ingalls'; Chuck Bradford ()
Cc: 'Shirley'; Gretchen@mantorville.com; wade@mantorville.com; joe@mantorville.com
Subject: Resigned

Good morning,

Please accept this email as my formal resignation from the City of Mantorville. My last day will be April 13. I am grateful to have had the opportunity to have worked for the City of Mantorville.

Shelley

Shelley Kispert
Assistant City Clerk
City of Mantorville
21 5th Street East | PO Box 188 | Mantorville, MN 55955
P (507)635-5170 | www.mantorville.com
info@mantorville.com



City Council Report

To: Mayor and Council
From: Shirley Buecksler, City Clerk-Treasurer
Date: April 11, 2022

Request to Change Assistant City Clerk Position from Part-Time Back to Full-Time

BACKGROUND INFORMATION:

In January 2022, Council approved the change in the Assistant City Clerk position from full-time to two job-share positions at 20 hours per week each. Shelley Kispert was hired on January 24, 2022 and Gretchen Lohrbach was hired on March 2, 2022 to fill these positions. Staff has been very happy with both of them but, unfortunately, Shelley Kispert recently submitted her resignation. Her resignation is listed separately on the Council's agenda for acceptance tonight.

On April 5th, and with the Personnel Committee's approval, the City Clerk offered Gretchen Lohrbach a full-time position as Assistant City Clerk, and Gretchen has accepted the offer. A benefits package including medical, dental, life insurance, etc., was already approved in the City's 2022 budget.

At this time, Staff is requesting Council's approval to change the position of Assistant City Clerk from part-time to full-time with a full benefits package and to hire Gretchen Lohrbach to fill this position. Staff would like Gretchen to start full-time effective April 11, 2022 or as soon as it is feasibly possible for her to do so.

STAFF RECOMMENDATION:

Two motions are needed:

1. Motion to approve the change in the Assistant City Clerk position from part-time to full-time, effective April 11, 2022.
2. Motion to approve the hiring of Gretchen Lohrbach as full-time Assistant City Clerk, effective April 11, 2022.



City Council Report

To: Mayor and Council
From: Shirley Buecksler, City Clerk-Treasurer
Date: April 11, 2022

Seasonal Parks Position

BACKGROUND INFORMATION:

Staff is requesting formal approval from the City Council to bring back Brad Suhr in the Seasonal Parks position.

This position is in the budget for 600 hours per year. The pay rate in 2021 was \$14.06 per hour. However, in December 2021 and January 2022, Brad was hired at \$15.00 per hour to help with duties in the office at City Hall after the passing of Shelly Jensen-Germundson. He was a great asset during this difficult time.

The 2022 budget was based on up to a 4% increase. Added with 3% for COLA, the new rate for 2022 would equal \$15.05 per hour. The Personnel Committee approved this rate in February 2022, but it has not been brought to Council for formal approval until tonight.

Brad has done an excellent job for the City since 2020. Staff is looking for Council's approval to hire him again for 2022 and for Council to discuss the hourly wage of \$15.05 or higher.

STAFF RECOMMENDATION:

Based on discussion of this position and the hourly wage for 2022, Staff is requesting Council's approval to hire Brad Suhr for the Seasonal Parks position.