

MANTORVILLE CITY COUNCIL MEETING AGENDA
MONDAY JANUARY 26, 2015
6:30 PM

1. Call to Order
2. Pledge of Allegiance
3. Additions/Deletions to Agenda
4. Consent Agenda
 - a) City Council Meeting Minute's January 12, 2015 and January 22, 2015
 - b) Warrant List January 26, 2015
 - c) Dodge County Board of Commissioners Meeting Agenda
 - d) Dodge County Planning Commission Public Hearing Notice
 - e) Zumbro Bend Rendezvous Letter
5. Public Concerns
6. Public Hearing - none
7. Old Business/New Business
 - a) 2015 Rental License Renewal Approval
 - b) 2015 Impound Fees Approval
 - c) Hazardous Structure Update – Approval to proceed
 - d) Stop Sign Request
 - e) 7th Street Project Change Order No. 2/Semi-Final Pay Request No. 4
 - f) Approval of IT Consultant/Computer Replacements
8. TBD
 - a) Public Works Report
 - b) City Clerk Report
 - c) Consultant Report
 - d) Committee Report
*Chamber, EDA, Finance/Budget, Fire Department, Infrastructure, KM Joint Powers, MRA,
Park Board, Personnel, Relief, Township*
 - e) Council Member Report
 - f) Mayor Report
9. Executive Session
10. Adjourn

**MANTORVILLE CITY COUNCIL MEETING MINUTES
MONDAY JANUARY 12, 2015
6:30 PM**

Swearing in of the newly elected officials took place prior to the start of the meeting

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

Members Present: Chuck Bradford, Don Swanson, Don Hofstad, and Henry Blair.

Others Present: Gretta Becay, Sherry Roth, Karen, Alex and Anika Hofstad, Dan Trapp, Patti and Luke Chilson, Daryl Clements - DCSO and Cami Reber.

2. **Pledge of Allegiance** - Done

3. **Additions/Deletions to Agenda** - None

4. **Consent Agenda** – Motion made by Member Blair, second by Member Swanson to approve the consent agenda as follows:

- a) City Council Meeting Minute's December 22, 2014
- b) Warrant List December 22, and 31, 2014 and January 12, 2015
- c) Dodge County Board of Commissioners Meeting Agenda
- d) Dodge County Planning Commission Public Hearing Notice 02/04/15
- e) Notice of SEMLM Meeting
- f) S&P Rating Review Determination
- g) Park Board Meeting Minutes 11/25/14
- h) December 2014 Sheriffs Call Report
- i) LBAE Meeting April 2015

Motion passed unanimously.

5. **Public Concerns** - none

6. **Public Hearing** - none

7. **Old Business/New Business**

- a) **Open Council Seat – Review Applications and Appointment**

The City received one application for the open Council seat and that was from Sherry Roth.

Motion made by Member Hofstad, second by Member Blair to appoint Sherry Roth to the two year seat appointment. Motion passed unanimously.

Sherry Roth was sworn in and took her seat at the Council table.

- b) **2015 Garbage Hauler Approval**

Motion made by Member Blair, second by Member Hofstad to approve as presented. Motion passed unanimously.

- c) **2015 Rental License Renewal Approval**

Motion made by Member Swanson, second by Member Blair to approve the rental license renewals as presented. Motion passed unanimously.

- d) **Resolution 2015-02 Designations Approval**

Motion made by Member Blair, second by Member Swanson to approve the Resolution 2015-02, A RESOLUTION APPROVING CITY DESIGNATIONS FOR 2015. Motion passed unanimously.

- e) **Resolution 2015-03 Master Fee Schedule**
Motion made by Member Swanson, second by Member Blair to approve Resolution 2015-03, A RESOLUTION ADOPTING THE MASTER FEE SCHEDULE FOR 2015. Motion passed unanimously.
 - f) **City Council Committee Appointments**
Mayor Bradford handed out the City Council Committee Appointments. Members should review the list and note any conflicts.
 - g) **2015 Meeting Schedule**
The 2015 Council meeting schedule was handed out.
 - h) **2015 Dodge County Assessors Agreement**
Motion made by Member Swanson, second by Member Blair to approve the Dodge County Assessment agreement for 2015. Motion passed unanimously.
 - i) **Set Work Session Date**
The Council will meet in a work session on January 22 at 6pm.
 - j) **Personnel Committee - Update/Recommendation**
The Personnel Committee is recommending Darin Wilking to the position of Public Work's Street Worker. Motion made by Member Hofstad, second by Member Swanson to approve the recommendation of the Personnel Committee to offer the position to Darin Wilking. Motion passed unanimously.
8. **TBD**
- a) **Public Works Report** - none
 - b) **City Clerk Report** - Cami reported on the SEMLM Meeting and the hazardous structure status.
 - c) **Consultant Report** - none
 - d) **Committee Report**
 - EDA - the EDA is close to a final selection on the logo, 800# being rolled over to the City Hall number, the EDA received another grant for SCD, the wine tasting event will continue, and there was a member resignation.
 - e) **Council Member Report**
 - Member Roth - none
 - Member Swanson - Welcome Don and Sherry to the Council
 - Member Blair - none
 - Member Hofstad - none
 - f) **Mayor Report** - none
9. **Executive Session** - none
10. **Adjourn** - Motion made by Member Roth, second by Member Swanson to adjourn the meeting at 7:05 pm. Motion passed unanimously.

MANTORVILLE CITY COUNCIL WORKSHOP MEETING MINUTES
THURSDAY, JANUARY 22, 2015
6:00 PM

1. **Call to Order** – Mayor Bradford called the meeting to order at 6:05 pm.

Members Present: Chuck Bradford, Henry Blair, Don Swanson, Don Hofstad, and Sherry Roth.

Others Present: Dave Dripps, Tim Hruska, Scott Larsen and Cami Reber.

2. **Pledge of Allegiance** - Done

3. **Miscellaneous Items**

The Council was brought up to date on various projects, budget, Council By-laws & Code of Ethics, Open Meeting Law and Committees.

Dave Dripps commented that the City should be utilizing its comprehensive plan and reviewing it more often and following the goals that were set. He also noted that the various boards and commissions should be giving more updates so the people know what's going on.

4. **Adjourn** – Meeting was adjourned at 7:45 pm.

***Check Summary Register©**

January 2015

| Name | Check Date | Check Amt | |
|----------------------------------|-----------------------------|-------------------|--------------------------------------|
| 10100 Citizens State Bank | | | |
| UnPaid | ABC OF LIFE | \$720.00 | CPR TRAINING FOR FIRE DEPARTMENT |
| UnPaid | AFLAC | \$38.40 | EMPLOYEE PAID SUPPLEMENTAL INSURA |
| UnPaid | CITY OF ROCHESTER | \$50.00 | SEMLM ANNUAL MEETING |
| UnPaid | DELTA DENTAL OF MN | \$256.95 | DENTAL INSURANCE PREMIUM |
| UnPaid | FAIRFIELD INN MANKATO | \$131.35 | HOTEL ROOM FOR SHERRY'S TRAINING |
| UnPaid | FIRE SAFETY USA, INC | \$150.00 | REPAIR AND LABOR FOR 1997 PUMPER |
| UnPaid | GOPHER STATE ONE CALL | \$100.00 | ANNUAL FEE |
| UnPaid | INTERSTATE MOTOR TRUCKS, I | \$71.83 | REPAIR PART FOR TRUCK # 576 |
| UnPaid | JOHN DEERE FINANCIAL | \$9.84 | FITTINGS FOR DUMP TRUCK |
| UnPaid | LEAGUE OF MINNESOTA CITIES | \$315.00 | LEADERSHIP TRAINING |
| UnPaid | LUSHINSKY, PAUL | \$269.05 | PRINTER FOR FIRE HALL |
| UnPaid | MARIGOLD DAYS COMMITTEE | \$1,300.00 | MARIGOLD DAYS ADVERTISEMENT 2014 |
| UnPaid | MAXSON ELECTRIC | \$447.12 | REPLACE BALLAS & LIGHTS @ WWTP |
| UnPaid | MN DEPT OF LABOR AND INDUS | \$1,639.20 | 4TH QUARTER 2014 BUILDING PERMIT SUR |
| UnPaid | MN MUNICIPAL UTILITIES ASSO | \$274.00 | 2015 WATER UTILITY MEMBER DUES |
| UnPaid | OFFICE MAX INC | \$68.40 | W2 FORMS AND ENVELOPES |
| UnPaid | RELIABLE OFFICE SUPPLIES | \$143.67 | COPY PAPER |
| UnPaid | SIGNIFICANT DIGITS | \$550.00 | ANNUAL LICENSING FEE FOR THE SD HAN |
| UnPaid | UC LAB - UTILITY CONSULTANT | \$272.00 | BIOSOLIDS SAMPLING |
| UnPaid | UNITED LABORATORIES | \$656.61 | WWTP-CHEMICALS |
| UnPaid | VERIZON WIRELESS | \$113.89 | CELL PHONES |
| UnPaid | XCEL ENERGY | \$54.35 | CHRISTMAS LIGHTS |
| | Total Checks | \$7,631.66 | |

CITY OF MANTORVILLE

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Payments

Current Period: January 2015

| Batch Name | WAR 01 26 15 | User Dollar Amt | \$8,495.61 | | |
|------------------|--|--------------------------------------|------------|------------|------------|
| | Payments | Computer Dollar Amt | \$8,495.61 | | |
| | | | | \$0.00 | In Balance |
| Refer | 0 MARIGOLD DAYS COMMITTEE | - | | | |
| Cash Payment | E 101-46500-437 Other Miscellaneous | MARIGOLD DAYS ADVERTISEMENT 2014 | | \$1,300.00 | |
| Invoice | DEC 2014 1/26/2015 | | | | |
| Transaction Date | 1/21/2015 | Citizens State Bank 10100 | | Total | \$1,300.00 |
| Refer | 0 ABC OF LIFE | - | | | |
| Cash Payment | E 101-42200-311 First Responder Train/Eq | CPR TRAINING FOR FIRE DEPARTMENT | | \$720.00 | |
| Invoice | 2015 01 1/26/2015 | | | | |
| Transaction Date | 1/21/2015 | Citizens State Bank 10100 | | Total | \$720.00 |
| Refer | 0 AFLAC | - | | | |
| Cash Payment | G 101-21710 AFLAC | EMPLOYEE PAID SUPPLEMENTAL INSURANCE | | \$38.40 | |
| Invoice | 505899 1/26/2015 | | | | |
| Transaction Date | 1/21/2015 | Citizens State Bank 10100 | | Total | \$38.40 |
| Refer | 0 DELTA DENTAL | - | | | |
| Cash Payment | G 101-21708 Dental Insurance | DENTAL INSURANCE PREMIUM | | \$256.95 | |
| Invoice | 5837854 1/26/2015 | | | | |
| Transaction Date | 1/21/2015 | Citizens State Bank 10100 | | Total | \$256.95 |
| Refer | 0 GOPHER STATE ONE CALL | - | | | |
| Cash Payment | E 601-49400-300 Professional Svcs (GENE | ANNUAL FEE | | \$40.00 | |
| Invoice | 130611 1/26/2015 | | | | |
| Cash Payment | E 602-49450-300 Professional Svcs (GENE | ANNUAL FEE | | \$60.00 | |
| Invoice | 130611 1/26/2015 | | | | |
| Transaction Date | 1/21/2015 | Citizens State Bank 10100 | | Total | \$100.00 |
| Refer | 0 JOHN DEERE FINANCIAL | - | | | |
| Cash Payment | E 101-43125-404 Repairs/Maint Machinery | FITTINGS FOR DUMP TRUCK | | \$9.84 | |
| Invoice | IK37245 1/26/2015 | | | | |
| Transaction Date | 1/21/2015 | Citizens State Bank 10100 | | Total | \$9.84 |
| Refer | 0 LEAGUE OF MINNESOTA CITIES | - | | | |
| Cash Payment | E 101-41110-208 Training, Mileage | LEADERSHIP TRAINING | | \$315.00 | |
| Invoice | 211899 1/26/2015 | | | | |
| Transaction Date | 1/21/2015 | Citizens State Bank 10100 | | Total | \$315.00 |
| Refer | 0 MAXSON ELECTRIC | - | | | |
| Cash Payment | E 602-49450-220 Bldg.Repair and Mainten | REPLACE BALLAS & LIGHTS @ WWTP | | \$134.00 | |
| Invoice | 4998 1/26/2015 | | | | |
| Cash Payment | E 101-43160-381 Electric Utilities | FIX BRIDGE LIGHTS | | \$313.12 | |
| Invoice | 5001 1/26/2015 | | | | |
| Transaction Date | 1/21/2015 | Citizens State Bank 10100 | | Total | \$447.12 |
| Refer | 0 MN MUNICIPAL UTILITIES ASSOC | - | | | |
| Cash Payment | E 601-49400-300 Professional Svcs (GENE | 2015 WATER UTILITY MEMBER DUES | | \$274.00 | |
| Invoice | 44578 1/26/2015 | | | | |
| Transaction Date | 1/21/2015 | Citizens State Bank 10100 | | Total | \$274.00 |
| Refer | 0 OFFICE MAX INC | - | | | |
| Cash Payment | E 101-41500-200 Supplies | W2 FORMS AND ENVELOPES | | \$32.53 | |
| Invoice | 358866 1/26/2015 | | | | |

CITY OF MANTORVILLE

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Payments

Current Period: January 2015

| | | | | |
|------------------|--|----------------------------------|-------|----------------|
| Cash Payment | E 101-41500-200 Supplies | OFFICE SUPPLIES | | \$35.87 |
| Invoice | 358069 | 1/26/2015 | | |
| Transaction Date | 1/21/2015 | Citizens State Bank | 10100 | Total \$68.40 |
| Refer | 0 RELIABLE OFFICE SUPPLIES | | | |
| Cash Payment | E 101-41500-200 Supplies | COPY PAPER | | \$143.67 |
| Invoice | FW869500 | 1/26/2015 | | |
| Transaction Date | 1/21/2015 | Citizens State Bank | 10100 | Total \$143.67 |
| Refer | 0 SIGNIFICANT DIGITS | | | |
| Cash Payment | E 601-49400-300 Professional Svcs (GENE | ANNUAL LICENSING FEE FOR THE SD | | \$330.00 |
| | | HANDHELD METER READER | | |
| Invoice | 15H-088-062 | 1/26/2015 | | |
| Cash Payment | E 602-49450-300 Professional Svcs (GENE | ANNUAL LICENSING FEE FOR THE SD | | \$220.00 |
| | | HANDHELD METER READER | | |
| Invoice | 15H-088-062 | 1/26/2015 | | |
| Transaction Date | 1/21/2015 | Citizens State Bank | 10100 | Total \$550.00 |
| Refer | 0 CITY OF ROCHESTER | | | |
| Cash Payment | E 101-41110-208 Training, Mileage | SEMLM ANNUAL MEETING | | \$50.00 |
| Invoice | 01232015 | 1/26/2015 | | |
| Transaction Date | 1/21/2015 | Citizens State Bank | 10100 | Total \$50.00 |
| Refer | 0 UNITED LABORATORIES | | | |
| Cash Payment | E 602-49450-216 Chemicals and Chem Pr | WWTP-CHEMICALS | | \$656.61 |
| Invoice | INV107265 | 1/26/2015 | | |
| Transaction Date | 1/21/2015 | Citizens State Bank | 10100 | Total \$656.61 |
| Refer | 0 UC LAB - UTILITY CONSULTANTS | | | |
| Cash Payment | E 602-49450-300 Professional Svcs (GENE | BIOSOLIDS SAMPLING | | \$272.00 |
| Invoice | 87993 | 1/26/2015 | | |
| Transaction Date | 1/21/2015 | Citizens State Bank | 10100 | Total \$272.00 |
| Refer | 0 VERIZON WIRELESS | | | |
| Cash Payment | E 101-42200-321 Communications Phone/ | CELL PHONES | | \$13.25 |
| Invoice | 9738500238 | 1/26/2015 | | |
| Cash Payment | E 602-49450-321 Communications Phone/ | CELL PHONES | | \$100.64 |
| Invoice | 9738500238 | 1/26/2015 | | |
| Transaction Date | 1/21/2015 | Citizens State Bank | 10100 | Total \$113.89 |
| Refer | 0 XCEL ENERGY | | | |
| Cash Payment | E 101-43160-381 Electric Utilities | CHRISTMAS LIGHTS | | \$54.35 |
| Invoice | 554262421 | 1/26/2015 | | |
| Transaction Date | 1/21/2015 | Citizens State Bank | 10100 | Total \$54.35 |
| Refer | 0 FAIRFIELD INN MANKATO | | | |
| Cash Payment | E 101-41110-208 Training, Mileage | HOTEL ROOM FOR SHERRY'S TRAINING | | \$131.35 |
| Invoice | 86605146 | 1/26/2015 | | |
| Transaction Date | 1/22/2015 | Citizens State Bank | 10100 | Total \$131.35 |
| Refer | 0 FIRE SAFETY USA, INC | | | |
| Cash Payment | E 101-42200-228 Equip. Repair and Mainte | REPAIR AND LABOR FOR 1997 PUMPER | | \$150.00 |
| Invoice | 74245 | 1/26/2015 | | |
| Transaction Date | 1/22/2015 | Citizens State Bank | 10100 | Total \$150.00 |
| Refer | 0 INTERSTATE MOTOR TRUCKS, IN | | | |

CITY OF MANTORVILLE

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Payments

Current Period: January 2015

| | | | | |
|------------------|--|--|-----------|-------------------------|
| Cash Payment | E 101-42200-240 Tools and Minor Equipm | REPAIR PART FOR TRUCK # 576 | | \$71.83 |
| Invoice | 2008535 | 1/26/2015 | | |
| Transaction Date | 1/22/2015 | Citizens State Bank | 10100 | Total \$71.83 |
| Refer | 0 MN PERA | Ck# 004885 | 1/26/2015 | |
| Cash Payment | G 101-21704 PERA | EMPLOYEE RETIREMENT | | \$485.95 |
| Invoice | 2015 PR1 | 1/26/2015 | | |
| Transaction Date | 1/22/2015 | Citizens State Bank | 10100 | Total \$485.95 |
| Refer | 0 MN DEPARTMENT OF REVENUE | Ck# 004886 | 1/26/2015 | |
| Cash Payment | E 603-45183-210 Tax and Licensing | 4TH QUARTER SALES AND USE TAX | | \$17.50 |
| Invoice | QTR 4-2014 | 1/26/2015 | | |
| Cash Payment | R 601-37180 Commercial Water Tax | 4TH QUARTER SALES AND USE TAX | | \$360.50 |
| Invoice | QTR 4-2014 | 1/26/2015 | | |
| Transaction Date | 1/22/2015 | Citizens State Bank | 10100 | Total \$378.00 |
| Refer | 0 MN DEPT OF LABOR AND INDUST | | | |
| Cash Payment | E 101-42400-300 Professional Svcs (GENE | 4TH QUARTER 2014 BUILDING PERMIT SURCHARGE | | \$1,639.20 |
| Invoice | 21616039054 | 1/26/2015 | | |
| Transaction Date | 1/22/2015 | Citizens State Bank | 10100 | Total \$1,639.20 |
| Refer | 0 LUSHINSKY, PAUL | | | |
| Cash Payment | E 101-42200-217 Other Operating Supplies | PRINTER FOR FIRE HALL | | \$269.05 |
| Invoice | 02233C | 1/26/2015 | | |
| Transaction Date | 1/22/2015 | Citizens State Bank | 10100 | Total \$269.05 |

Fund Summary

| | | |
|------------------|---------------------------|-------------------|
| | 10100 Citizens State Bank | |
| 101 GENERAL FUND | | \$6,030.36 |
| 601 WATER FUND | | \$1,004.50 |
| 602 SEWER FUND | | \$1,443.25 |
| 603 RV PARK | | \$17.50 |
| | | <u>\$8,495.61</u> |

| | |
|--|-------------------|
| Pre-Written Checks | \$863.95 |
| Checks to be Generated by the Computer | \$7,631.66 |
| Total | \$8,495.61 |

Dodge County Board of Commissioners
 Committee Agenda
 Conference Rooms, Courthouse Annex
 Mantorville, MN

COMMITTEE AGENDAS

JANUARY 27, 2015 3:30 P.M.

| 3:30 P.M. CONFERENCE ROOM B | 4:00 P.M. CONFERENCE ROOM A |
|---|--|
| 3:30 P.M. ADMINISTRATION COMMITTEE Allen & Administrator (Gray - Ait) | 4:00 P.M. PUBLIC HEALTH COMMITTEE Tjosaas & Gray (Erickson - Ait) |
| 3:30 P.M. Action Required | 4:00 P.M. Action Required |
| BECKY LUBAHN, Executive Assistant | |
| <input type="checkbox"/> 1.1 Minutes of the January 13, 2015 Committee of the Whole | A |
| <input type="checkbox"/> 1.2 Minutes of the January 13, 2015 Meeting | A |
| | < NO ITEMS SUBMITTED THIS WEEK > |
| 3:35 P.M. | |
| ROSE CULBERTSON, Taxpayer Services Director | |
| <input type="checkbox"/> 2.1 Review Bills | A |
| 3:45 P.M. | |
| LISA HAGER, Employee Relations Director | |
| <input type="checkbox"/> 3.1 Request to Approve Public Health Interim Positions | A |
| <input type="checkbox"/> 3.2 Personnel Agenda | A |
| 4:00 P.M. | |
| SCOTT ROSE, Sheriff | |
| <input type="checkbox"/> 4.1 Request to Promote a Third Investigator | A |
| | V |

Dodge County Board of Commissioners
 Committee Agenda
 Conference Rooms, Courthouse Annex
 Mantorville, MN

COMMITTEE AGENDAS

JANUARY 27, 2015 3:30 P.M.

| 3:30 P.M. CONFERENCE ROOM B | | COMMITTEE OF THE WHOLE |
|---|---|---|
| 3:30 P.M. PUBLIC SAFETY COMMITTEE Erickson & Peterson (Tjosaas – Alt) | | |
| 3:45 P.M. ERIC THOMPSON , Drug Court Coordinator | ▽ | 4:30 P.M. WAYNE STENBERG , Semcac Executive Director |
| □□ 1.1 Request to Approve Erdman's Charitable Board Donation | A | □□1.1 Semcac Report |
| | | |
| | | DEBBIE BETTHAUSER , Senior Services Director |
| | | □□2.1 Senior Dining Program Update |
| | | |
| | | |
| 4:00 P.M. PUBLIC WORKS COMMITTEE Peterson & Erickson (Gray – Alt) | | |
| 4:00 P.M. GUY KOHLHOFER , County Engineer | | |
| □□ 1.1 Request to Advertise for 2015 Seal Coat Project | A | |
| | | |

Dodge County Board of Commissioners
 Meeting Agenda
 Commissioner's Room, Courthouse Annex
 Mantorville, MN

DODGE COUNTY BOARD OF COMMISSIONERS MEETING

JANUARY 27, 2015 – 5:00 P.M.

| ALL TIMES LISTED ARE APPROXIMATE AND MAY BE DISCUSSED AT ANY TIME UNLESS IT IS A SCHEDULED PUBLIC HEARING. | | |
|---|---|---|
| ITEM | 5:00 P.M. | JOHN ALLEN, Chair CONVENE COUNTY BOARD MEETING <input type="checkbox"/> PLEDGE OF ALLEGIANCE <input type="checkbox"/> DETERMINE QUORUM <input type="checkbox"/> ESTABLISH AGENDA <input type="checkbox"/> NEW EMPLOYEE INTRODUCTIONS |
| 1.0 1.1 | - | CONSENT AGENDA <input type="checkbox"/> Request to Advertise for 2015 Seal Coat Project |
| <i>Items listed on the Consent Agenda are considered routine and non-controversial by the County Board. There will be no separate discussion of these items unless requested by a member of the County Board. If an item is removed, it will be discussed immediately following the approval of the remaining Consent Agenda items.</i> | | |
| 2.0 2.1 2.2 | 5:05 P.M. 5 Minutes 10 Minutes | MELISSA DEVETTER, Zoning Administrator <input type="checkbox"/> 2014 Feedlot Annual Report <input type="checkbox"/> Planning Commission Appointment |
| 3.0 3.1 | 5:20 P.M. 5 Minutes | ROSE CULBERTSON, Taxpayer Services Director <input type="checkbox"/> Review and Approve Bills |
| 4.0 4.1 4.2 | 5:25 P.M. 5 Minutes 10 Minutes | LISA KRAMER, Finance Director <input type="checkbox"/> Post-Issuance Compliance Procedures <input type="checkbox"/> OpenGov Contract |
| 5.0 5.1 5.2 5.3 | 5:40 P.M. 5 Minutes 5 Minutes 5 Minutes | MATTHEW MAAS, Emergency Management Director <input type="checkbox"/> Radiological Emergency Preparedness Grant Request <input type="checkbox"/> Region One – Southeast Minnesota HSEM JPA <input type="checkbox"/> MSpace Maintenance Agreement |
| 6.0 6.1 | 5:55 P.M. 5 Minutes | BREAK |
| 7.0 7.1 | 6:00 P.M. 15 Minutes | LISA HAGER, Employee Relations Director <input type="checkbox"/> Personnel Agenda |
| 8.0 8.1 | 6:15 P.M. 15 Minutes | SCOTT ROSE, Sheriff <input type="checkbox"/> Request to Purchase Three New Patrol Vehicles and Administrative Vehicles |

Dodge County Board of Commissioners
Meeting Agenda
Commissioner's Room, Courthouse Annex
Mantorville, MN

DODGE COUNTY BOARD OF COMMISSIONERS MEETING

JANUARY 27, 2015 – 6:30 P.M.

| | | |
|--------------|-------------------------|---|
| 9.0 9.1 | 6:30 P.M. 5 Minutes | JIM ELMQUIST , County Administrator <input type="checkbox"/> Vehicle Memorandum of Understanding |
| 10.0 10.1 | 6:35 P.M. 5 Minutes | DAVID ERICKSON , Public Safety Committee <input type="checkbox"/> Public Safety Report • Request to Approve Erdman's Charitable Board Donation (Action) |
| 11.0 11.1 | 6:40 P.M. 25 Minutes | JOHN ALLEN , Administration Committee <input type="checkbox"/> Administration Committee Report • Minutes of the January 13, 2015 Committee of the Whole (Action) • Minutes of the January 13, 2015 Meeting (Action) • <input type="checkbox"/> County Commissioner Reports • <input type="checkbox"/> County Administrator Update • <input type="checkbox"/> Other Deferred Business |
| 12.0 | 7:05 P.M. | ADJOURN |

| |
|--|
| <i>Coming up in Dodge County:</i> |
| <i>January 26, 2015 – Community Corrections Task Force Meeting, 12:00 P.M., Annex, Mantorville, MN.</i> |
| <i>January 27, 2015 – Extension Committee Meeting, 7:00 P.M., Annex, Mantorville, MN.</i> |
| <i>January 29, 2015 – Ice Arena Committee Meeting, 5:30 P.M., Kasson City Hall, Kasson, MN.</i> |
| <i>February 4, 2015 – Planning Commission Meeting, 1:00 P.M., Annex, Mantorville, MN.</i> |
| <i>February 16, 2015 – County offices closed to observe President's Day.</i> |
| <i>February 17, 2015 – Fairview Care Center Meeting, 9:00 A.M., Dodge Center, MN.</i> |
| <i>February 17, 2015 – Employee Recognition Event, 12:00 P.M., Annex, Mantorville, MN.</i> |
| <i>February 18, 2015 – Dodge County EDA Meeting, 4:30 P.M., Annex, Mantorville, MN.</i> |
| <i>February 23, 2015 – Community Corrections Task Force Meeting, 12:00 P.M., Annex, Mantorville, MN.</i> |
| <i>February 26, 2015 – Ice Arena Committee Meeting, 5:30 P.M., Kasson City Hall, Kasson, MN.</i> |
| <i>Dodge County Commissioners may be in attendance at these meetings.</i> |

| DEFERRED BUSINESS | |
|-------------------|---|
| 1. | These are items that the County Board has previously discussed and voted to table or decided to take action on at a later date. These items may be brought back for discussion at any meeting by any County Board member. |
| 2. | |
| 3. | |
| 4. | |
| 5. | |

**DODGE COUNTY
PLANNING COMMISSION
PUBLIC HEARING NOTICE**

The Dodge County Planning Commission will meet **Wednesday, February 4, 2015 at 1:00 PM** in the lower level of the Dodge County Courthouse Annex in Mantorville, MN. Listed below are items that will be included on this meeting agenda. Public comment will be received during the public hearing portion of the meeting. When the public hearing portion is closed the Planning Commission will act on the requests.

The public hearing is to consider a Zoning Amendment to the Dodge County Zoning Ordinance. The proposal includes new and amended language for Chapter 16: Performance Standards, Section 16.24 Feedlots & Pasture; 16.24.3 Application and Section 16.46 Solar Energy Farms; 16.46.2 A. Lot Size. To view the proposed language a copy will be available at the Dodge County Finance Office, the Dodge County Environmental Services Office and also on the County web site [www.co.dodge.mn.us.](http://www.co.dodge.mn.us/) / Departments/Environmental Services.

Written comments will be accepted up to one day prior to the meeting. If comments exceed one page you must include 13 copies. Address any written comments to the Dodge County Environmental Services, 22 6th St East – Dept. 123, Mantorville, MN 55955. Please contact the Dodge County Environmental Services at (507) 635-6272 if you have any questions.

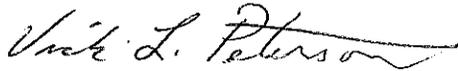
ZUMBRO BEND
RENDEZVOUS

January 15, 2015

City of Mantorville and Parks Department,

Thank you for letting us use the Riverside Park last year and for your support. We are requesting the use of the park and shelters again for this year. The dates for this year are September 25th through September 27th, 2015. We are looking forward to continuing this event in Mantorville. Please let us know if you need us to be at your next meeting for approval.

Thank you,



Site Coordinator Vicki L. Peterson, 507-635-5773
And on behalf of the Zumbro Bend Rendezvous Board.

President - Erik Peterson
Vice-president - Lyn Hanson
Secretary - Jamie Peterson
Treasurer - Vicki Peterson
Lynette Dahms
Stevanna Delzer
Lynn Fricker
Brenda White
Robert Peterson
William Peterson

A 501c3 non-profit organization
www.zumbrobendrendezvous.org

Memorandum

To: Mayor and City Council
From: Cami Reber
Date: 01/26/2015
Re: Rental License Renewals

The following list is the additional rental renewals received to date for 2015. All of these property owners have completed the required paperwork and paid for their renewal per City Ordinance. The City Council should approve the rental license renewals submitted to date for 2015.

102 9th ST W
127 Hwy 57 South
312 West Street
817 & 817 ½ West Street
821 & 821 ½ West Street
220 3rd Street West
605 Clay Street #5
605 Clay Street #6
140 State Hwy 57
616 West Street



12/22/2014 10:00:00 AM

Memorandum

To: Mayor and City Council

From: Cami Reber

Date: 01/26/2015

Re: Impound Fees

Attached is the 2015 fees for animal impounding at KM Regional. The changes are as follows:

- Impound - from \$25.48 to \$26.25
- Boarding - from \$19.53 to \$20.10
- Euthanize/Cremate - \$71.07 to \$73.20

The City Council should approve these fees for 2015 and direct the amendment of the Master Fee Schedule to incorporate these changes.



2905 South Broadway
Rochester, MN 55904-5515
Phone: 507.288.3923
Fax: 507.288.2675
Email: rochester@whks.com
Website: www.whks.com



January 20, 2015

Cami Reber
City Clerk
City of Mantorville
PO Box 188
Mantorville, MN 55955-0188

RE: Mantorville, MN
7th Street Reconstruction
Semi-Final Pay Request No.4

Dear Cami:

Enclosed is Change Order No. 2 in a negotiated Lump Sum amount of \$6,500.00 for extra costs incurred by the Contractor for the drainage way revisions.

Enclosed is Semi-Final Pay Request No. 4 for work on the above referenced project. The Pay Request includes the \$6,500 in Change Order No. 2 and a reduction of the retained amount to 1.5% (\$5,921.46). We recommend payment in the amount of \$29,395.02 to:

R.A.W. Construction, LLC.
17575 Echo Avenue
Faribault, MN 55955

The Semi-Final Pay Request contains the final quantities for the Project. A final project walk through will be conducted in the Spring of 2015. A Final Payment request will be made after the punchlist items identified in the walk through are successfully completed by the Contractor.

Please contact me if you have any questions.

Sincerely,

WHKS & co.

A handwritten signature in black ink, appearing to read "Timothy A. Hruska".

Timothy A. Hruska, PE
City Engineer

Enclosure

TAH/jl

2905 South Broadway
 Rochester, MN 55904-5515
 Phone: 507.288.3923
 Fax: 507.288.2675
 Email: rochester@whks.com
 Website: www.whks.com



CHANGE ORDER

CHANGE ORDER NO.: 2 PROJECT NO.: 7883.00
 PROJECT NAME: 7th Street West Reconstruction
 LOCATION: Mantorville, MN
 CONTRACTOR: R.A.W. Construction Co, Inc.
 ADDRESS: 17575 Echo Avenue Faribault, MN

TO CONTRACTOR:

You are hereby ordered to make the following change(s) in the plans and/or specifications for the above designated project:

1. Description of change(s) to be made:
 - a) The backyard drainage work though the parcel located at 710 Walnut Street shall be revised to realign the sub drain, eliminate the installation of the 10 foot wide concrete mat and to minimize disruption to the property.
2. Reason for ordering change:
 - a) The property owner requested modifications to the drainage plan.
 - b) The Contractor incurred extra costs to remobilize to complete the work, and to revise the methods and means of construction to facilitate the revisions to the project.
3. Settlement for the cost of the above change is to be made as follows:
 - a) Negotiated lump sum amount of \$6,500.00.
4. This change order increases the contract time by 45 working days.

| | |
|---|----------------------|
| 5. <u>Summary of Costs:</u> | |
| Original Contract Price | \$ <u>404,471.90</u> |
| Net increase of this Change Order | \$ <u>6,500.00</u> |
| Total increase of Previous Change Order(s) | \$ <u>0</u> |
| Total increase of all Change Orders to Date | \$ <u>0</u> |
| Total Revised Contract Price to Date | \$ <u>410,971.90</u> |

| | | | |
|-----------------|--------------------------------|-----------------------------|-----------------------|
| Agreed to by: | <u>Owner's Authorized Rep.</u> | <u>Title</u> | <u>Date</u> |
| Agreed to by: | <u><i>Jon Wingerson</i></u> | <u><i>Manager</i></u> | <u><i>1-20-14</i></u> |
| | Contractor's Authorized Rep. | Title | Date |
| Recommended by: | <u><i>Eric [Signature]</i></u> | <u><i>City Engineer</i></u> | <u><i>1/20/14</i></u> |
| | Engineer | Title | Date |

2905 South Broadway
 Rochester, MN 55904
 Phone: 507.288.3923



PARTIAL PAYMENT ESTIMATE
 FOR CONSTRUCTION WORK COMPLETED

Project: 7th Street Reconstruction
 Project No.: 7883
 Location: Mantorville, MN
 Contractor: R.A.W. Construction, LLC

Bid Price: \$ 404,471.90
 Date: 14-Jan-15
 Semi-Final Estimate #: 4
 % Complete: 97.6%

| Item No. | Item | Contract Quantity | Unit | Unit Price | Quantity Completed Previous Estimates | Quantity Completed This Estimate | Quantity Completed to Date | Total |
|----------|--|-------------------|------|--------------|---------------------------------------|----------------------------------|----------------------------|--------------|
| 1 | Mobilization | 1 | L.S. | \$ 13,000.00 | 1.0 | 0.0 | 1.0 | \$ 13,000.00 |
| 2 | Clear & Grub | 15 | Tree | \$ 310.00 | 21.0 | 0.0 | 21.0 | \$ 6,510.00 |
| 3 | Clear & Grub | 0.2 | Acre | \$ 20,800.00 | 0.2 | 0.0 | 0.2 | \$ 4,160.00 |
| 4 | Remove Bituminous Pavement | 3920 | S.Y. | \$ 1.55 | 3,920.0 | 0.0 | 3,920.0 | \$ 6,076.00 |
| 5 | Remove Concrete Curb & Gutter / Flume | 55 | L.F. | \$ 2.00 | 11.0 | 0.0 | 11.0 | \$ 22.00 |
| 6 | Remove Concrete Driveway Pavement / Sidewalk | 620 | S.Y. | \$ 2.80 | 130.0 | 0.0 | 130.0 | \$ 364.00 |
| 7 | Remove Bituminous Driveway Pavement | 40 | S.Y. | \$ 6.75 | 40.0 | 0.0 | 40.0 | \$ 270.00 |
| 8 | Remove Concrete Steps | 1 | Each | \$ 110.00 | 0.0 | 0.0 | 0.0 | \$ - |
| 9 | Relocate Sign | 5 | Each | \$ 310.00 | 5.0 | 0.0 | 5.0 | \$ 1,550.00 |
| 10 | Relocate Mailbox | 11 | Each | \$ 99.00 | 11.0 | 0.0 | 11.0 | \$ 1,089.00 |
| 11 | Remove Storm Sewer Pipe | 292 | L.F. | \$ 6.00 | 240.0 | 0.0 | 240.0 | \$ 1,440.00 |
| 12 | Remove Watermain | 477 | L.F. | \$ 2.15 | 477.0 | 0.0 | 477.0 | \$ 1,025.55 |
| 13 | Remove Manhole/Catch Basin | 1 | Each | \$ 300.00 | 1.0 | 0.0 | 1.0 | \$ 300.00 |
| 14 | Unclassified Excavation (P) | 2925 | C.Y. | \$ 7.50 | 2,925.0 | 0.0 | 2,925.0 | \$ 21,937.50 |
| 15 | Ditch Grading | 1 | L.S. | \$ 1,950.00 | 1.0 | 0.0 | 1.0 | \$ 1,950.00 |
| 16 | Subgrade Correction | 500 | C.Y. | \$ 12.00 | 280.0 | 0.0 | 280.0 | \$ 3,360.00 |
| 17 | Geotextile Fabric Type V | 5900 | S.Y. | \$ 1.00 | 5,900.0 | 0.0 | 5,900.0 | \$ 5,900.00 |
| 18 | Aggregate Base, Class 5 (CV) (P) | 1630 | C.Y. | \$ 17.45 | 1,630.0 | 0.0 | 1,630.0 | \$ 28,443.50 |
| 19 | Type SP 9.5 Wearing Course Mix (2,B) | 650 | Ton | \$ 71.50 | 613.0 | 0.0 | 613.0 | \$ 43,829.50 |
| 20 | Type SP 12.5 Non Wear Course Mix (2,B) | 650 | Ton | \$ 71.50 | 615.0 | 0.0 | 615.0 | \$ 43,972.50 |
| 21 | 6" Concrete Driveway Pavement | 310 | S.Y. | \$ 46.99 | 298.0 | 0.0 | 298.0 | \$ 14,003.02 |
| 22 | 4" Bituminous Driveway Pavement | 50 | S.Y. | \$ 31.00 | 0.0 | 0.0 | 0.0 | \$ - |
| 23 | 6" Aggregate Driveway | 450 | S.Y. | \$ 6.00 | 175.0 | 0.0 | 175.0 | \$ 1,050.00 |
| 24 | Concrete Steps | 1 | Each | \$ 1,600.00 | 0.0 | 0.0 | 0.0 | \$ - |
| 25 | 4" Concrete Sidewalk | 6 | S.Y. | \$ 47.50 | 0.0 | 0.0 | 0.0 | \$ - |
| 26 | Concrete Curb & Gutter Design B618 | 2030 | L.F. | \$ 12.00 | 2,040.0 | 0.0 | 2,040.0 | \$ 24,480.00 |
| 27 | Concrete Curb & Gutter Design B618 (MOD) | 120 | L.F. | \$ 21.00 | 120.0 | 0.0 | 120.0 | \$ 2,520.00 |
| 28 | Connect to Existing Watermain | 2 | Each | \$ 475.00 | 2.0 | 0.0 | 2.0 | \$ 950.00 |
| 29 | F&I 8" Watermain | 446 | Each | \$ 26.50 | 446.0 | 0.0 | 446.0 | \$ 11,819.00 |
| 30 | F&I 6" Watermain | 31 | L.F. | \$ 28.50 | 32.0 | 0.0 | 32.0 | \$ 912.00 |
| 31 | F&I 6" Gate Valve & Box | 2 | Each | \$ 995.00 | 2.0 | 0.0 | 2.0 | \$ 1,990.00 |
| 32 | F&I 8" Gate Valve & Box | 2 | Each | \$ 1,400.00 | 2.0 | 0.0 | 2.0 | \$ 2,800.00 |
| 33 | Remove, Salvage, & Reinstall 6" Hydrant | 2 | Each | \$ 824.50 | 2.0 | 0.0 | 2.0 | \$ 1,649.00 |
| 34 | F&I Watermain Fittings | 320 | LB | \$ 5.15 | 320.0 | 0.0 | 320.0 | \$ 1,648.00 |
| 35 | F&I 1" Water Service Corporation Stop | 5 | Each | \$ 125.55 | 13.0 | 0.0 | 13.0 | \$ 1,632.15 |
| 36 | F&I 1" Water Service | 210 | L.F. | \$ 16.70 | 413.0 | 0.0 | 413.0 | \$ 6,897.10 |

Project: 7th Street Reconstruction
 Project No.: 7883
 Location: Mantorville, MN
 Contractor: R.A.W. Construction, LLC

Bid Price: \$ 404,471.90
 Date: 14-Jan-16
 Semi-Final Estimate #: 4
 % Complete: 97.6%

| Item No. | Item | Contract Quantity | Unit | Unit Price | Quantity Completed Previous Estimates | Quantity Completed This Estimate | Quantity Completed to Date | Total |
|----------|--|-------------------|------|--------------|---------------------------------------|----------------------------------|----------------------------|--------------|
| 37 | F&I 1" Water Service Curb Stop | 5 | Each | \$ 194.50 | 13.0 | 0.0 | 13.0 | \$ 2,528.50 |
| 38 | Connect to Existing Storm Sewer | 3 | Each | \$ 363.00 | 3.0 | 0.0 | 3.0 | \$ 1,089.00 |
| 39 | Construct Structure Type 1 | 6 | Each | \$ 1,532.50 | 6.0 | 0.0 | 6.0 | \$ 9,195.00 |
| 40 | Construct Structure Type 4 (60") | 4 | Each | \$ 2,799.00 | 4.0 | 0.0 | 4.0 | \$ 11,196.00 |
| 41 | Construct Sediment Trap Manhole | 1 | Each | \$ 5,400.00 | 1.0 | 0.0 | 1.0 | \$ 5,400.00 |
| 42 | F&I 36" RCP Storm Sewer | 20 | LF. | \$ 88.00 | 18.0 | 11.4 | 27.4 | \$ 2,411.20 |
| 43 | F&I 24" RCP Storm Sewer | 260 | LF. | \$ 42.50 | 260.0 | 0.0 | 260.0 | \$ 11,050.00 |
| 44 | F&I 15" RCP Storm Sewer | 30 | LF. | \$ 65.00 | 30.0 | 0.0 | 30.0 | \$ 1,950.00 |
| 45 | F&I 12" RCP Storm Sewer | 93 | LF. | \$ 33.25 | 110.0 | 0.0 | 110.0 | \$ 3,657.50 |
| 46 | Salvage & Install 36" RCP Apron | 1 | Each | \$ 590.00 | 1.0 | 0.0 | 1.0 | \$ 590.00 |
| 47 | F&I 24" RCP End Apron | 1 | Each | \$ 750.00 | 1.0 | 0.0 | 1.0 | \$ 750.00 |
| 48 | F&I 18" RCP Pipe Culvert | 65 | LF. | \$ 35.50 | 54.0 | 0.0 | 54.0 | \$ 1,917.00 |
| 49 | F&I 18" RCP Apron | 4 | Each | \$ 555.00 | 4.0 | 0.0 | 4.0 | \$ 2,220.00 |
| 50 | Connect to Existing Subdrain | 2 | Each | \$ 51.00 | 2.0 | 0.0 | 2.0 | \$ 102.00 |
| 51 | F&I 6" PVC Cleanout | 1 | Each | \$ 100.00 | 2.0 | 0.0 | 2.0 | \$ 200.00 |
| 52 | F&I 6" PVC Subdrain | 917 | LF. | \$ 17.50 | 923.0 | 0.0 | 923.0 | \$ 16,152.50 |
| 53 | Remove Casting, F&I Casting, Rings, & Chim. Seal | 7 | Each | \$ 865.00 | 6.0 | 0.0 | 6.0 | \$ 5,190.00 |
| 54 | Adjust Gate Valve & Box | 3 | Each | \$ 26.00 | 3.0 | 0.0 | 3.0 | \$ 78.00 |
| 55 | Temporary Rock Construction Entrance | 6 | Each | \$ 850.00 | 2.0 | 0.0 | 2.0 | \$ 1,700.00 |
| 56 | Erosion Control Blanket, Category 3 | 400 | S.Y. | \$ 3.15 | 0.0 | 0.0 | 0.0 | \$ - |
| 57 | Topsoil Borrow (LV) | 300 | C.Y. | \$ 20.09 | 285.0 | 0.0 | 285.0 | \$ 5,725.65 |
| 58 | Hydro Mulch & Seed | 2 | Acre | \$ 2,085.00 | 0.0 | 2.0 | 2.0 | \$ 4,170.00 |
| 59 | F&I HDPE Erosion Control Mat (4'x4') | 5 | Each | \$ 157.50 | 0.0 | 5.0 | 5.0 | \$ 787.50 |
| 60 | F&I Tied Concrete Block Mat | 7450 | S.F. | \$ 5.25 | 6,700.0 | 750.0 | 7,450.0 | \$ 39,112.50 |
| 61 | Ditch Check, Type 2 | 13 | Each | \$ 41.65 | 1.0 | 0.0 | 1.0 | \$ 41.65 |
| 62 | Inlet Protection | 13 | Each | \$ 160.00 | 3.0 | 0.0 | 3.0 | \$ 480.00 |
| 63 | Silt Fence | 620 | LF. | \$ 3.15 | 0.0 | 0.0 | 0.0 | \$ - |
| 64 | Traffic Control | 1 | L.S. | \$ 3,020.00 | 1.0 | 0.0 | 1.0 | \$ 3,020.00 |
| | Materials on Hand (Tied Concrete Block Mat) | 1 | L.S. | \$ 38,636.81 | 0.0 | 0.0 | 0.0 | \$ - |
| CO No. 2 | Backyard Drainage Way Revisions | 1 | L.S. | \$ 6,500.00 | 0.0 | 1.0 | 1.0 | \$ 6,500.00 |

Total \$ 394,763.82

Total Work Completed \$ 394,763.82

Less 1.5% Retainage \$ (5,921.46)

Less Previous Payments \$ (359,447.34)

Agreed to by: _____
 Contractor Signature Title Date

Net Payment this Estimate \$ 29,395.02