

**MANTORVILLE CITY COUNCIL MEETING AGENDA**  
**MONDAY, DECEMBER 14, 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 November 23, 2015
  - b) Warrant List December 14, 2015
  - c) Dodge County Sheriff's Dept. Activity Log – November
  - d) FD Officer Recommendations 2016/2017
  - e) Zumbro Bend Rendezvous Correspondence
5. Public Concerns
6. Public Hearing
  - a) Land Use Request - Torkelson Height Variance Request
7. Old Business/New Business
  - a) RESOLUTION 2015-29 A RESOLUTION GRANTING A VARIANCE REQUEST
  - b) 2015 Truth in Taxation for 2016 Budget and Levy
  - c) RESOLUTION 2015-30 A RESOLUTION ADOPTING THE FINAL TAX LEVY COLLECTIBLE IN THE YEAR 2016
  - d) Fire Department Relief Association By-Laws Update – Rog Nolte
  - e) RESOLUTION 2015-31 A RESOLUTION APPROVING PUBLIC AUCTION FOR CERTAIN TAX FORFEITED LANDS IN THE CITY OF MANTORVILLE
  - f) Mediacom Franchise Agreement Renewal
  - g) Garbage Hauler License Renewal 2016
  - h) Rental License Renewal 2016
  - i) RESOLUTION 2015-32 A RESOLUTION APPROVING THE DELEGATION OF AUTHORITY FOR PAYING CLAIMS IN 2015
  - j) Approval of 2016 Liquor License Renewal for Mantorville Saloon and Hubbell House
8. TBD
  - a) Public Works Report
  - b) City Clerk Report
  - c) Consultant Report
  - d) Committee Report
    - Chamber, EDA, Finance/Budget, Fire Department, Infrastructure, KM Joint Powers, MRA, Park Board, Personnel, Relief, Township*
  - e) Council Member Report
  - f) Mayor Report
9. Executive Session - none
10. Adjourn

**MANTORVILLE CITY COUNCIL MEETING MINUTES**  
**MONDAY, NOVEMBER 23, 2015**  
**6:30 PM**

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

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

Members Absent: Sherry Roth

Others Present: Gretta Becay, Steve Bushman – WHKS, Tim Hruska – City Engineer, 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 Lambert to approve the consent agenda as follows:

- a) City Council Meeting Minute's November 9, 2015
- b) Warrant List November 23, 2015
- c) EDA Meeting Minutes August 5, 2015
- d) Park Board Meeting Minutes September 29, 2015
- e) Dodge County Commissioners Meeting Agenda November 24, 2015
- f) Notice of Dodge County Planning Commission Meeting December 2, 2015
- g) LMCIT 2015/2016 Coverage Notice and Changes

Motion passed unanimously.

5. **Public Concerns** - none

6. **Public Hearing** – Motion made by Member Blair, second by Member Hofstad to close the regular session and open the Public Hearing at 6:32 pm. Motion passed unanimously.

- a) T. Potter - Conditional Use Permit Public Hearing

The City received an application for a Conditional Use Permit for a Home Business. Tina Potter, applicant, is requesting to operate a small dog and cat grooming business out of her home. Jim Potter was present to answer any questions. Motion made by Member Blair, second by Member Hofstad to close the public hearing at 6:36 pm. Motion passed unanimously.

7. **Old Business/New Business**

- a) **Resolution 2015-28 A RESOLUTION APPROVING A CONDITIONAL USE PERMIT TO OPERATE A HOME BUSINESS AT 510 CHESTNUT STREET**

Motion made by Member Hofstad, second by Member Lambert to approve Resolution 2015-28, A RESOLUTION APPROVING A CONDITIONAL USE PERMIT TO OPERATE A HOME BUSINESS AT 510 CHESTNUT STREET. Motion passed unanimously.

- b) **Resolution 2015-27 A RESOLUTION INCREASING THE MONTHLY SEWER RATES FOR 2016**

Motion made by Member Blair, second by Member Hofstad to approve Resolution 2015-27, A RESOLUTION INCREASING THE MONTHLY SEWER RATES FOR 2016. Motion passed unanimously. Sewer rates will increase for 2016 as follows:

Base Fee from \$22.05 to \$26.50

Usage Fee from \$5.19 to \$6.25 per thousand gallons

This represents a 20% increase. The increase is needed due to the WWTP Project that will start in 2016.

- c) **Final Pay Request No. 5 Raw Construction – 7<sup>th</sup> Street Reconstruction Project**  
The final pay request to RAW Construction for the 7<sup>th</sup> Street Reconstruction Project was presented to the Council. Motion made by Member Blair, second by Member Lambert to approve Final Pay Request No. 5 in the amount of \$5,921.46 to RAW Construction contingent upon receiving the IC134 forms. Motion passed unanimously.
  - d) **Waste Water Treatment Plant Professional Services Agreement 2016**  
City Engineer Tim Hruska presented the Professional Services Agreement for Wastewater Assistance to the City Council. The agreement follows the same similar scenario as what Dave is doing now. It is very flexible and does not limit if less assistance is needed or more is needed. WW Operator Steve Bushman introduced himself. Motion made by Member Blair, second by Member Lambert to approve the Professional Service Agreement for WW services as presented. Motion passed unanimously.
  - e) **2016 Capital Improvement Project Plan**  
Council Members discussed the CIP Plan for 2016 and beyond. Discussion on the Phase 1 plan for 5<sup>th</sup> Street and Stagecoach Road. Member Blair confirmed with Tim that the amount listed at \$435,000 is reasonable for the two projects. Motion made by Member Lambert, second by Member Hofstad to authorize WHKS to proceed with Phase 1 of the 5<sup>th</sup> Street project and Stagecoach Road Reconstruction for the Spring of 2016. Motion passed unanimously.
  - f) **2016 Budget and Levy**  
The City Truth in Taxation is scheduled for December 14, 2015, the next Council Meeting. The City will proceed with a 1% levy increase and budget as presented at this meeting.
  - g) **2015 Audit Engagement Approval**  
Motion made by Member Hofstad, second by Blair to approve the engagement letter for Smith Schafer & Associates for the 2015 annual Audit. Motion passed unanimously.
8. **TBD**
- a) **Public Works Report** – Member Hofstad asked if we have something set up for snow plowing – do we have something besides the one truck and pickup? We are getting close to snow season and that pickup can't handle doing the work of a big truck anymore. Cami handed out information to the Finance Committee that they had requested from Scott. They are reviewing it.
  - b) **City Clerk Report** – Cami reminded Council to turn in their staff evaluations so those can be completed. TNT next meeting, and camper is gone.
  - c) **Consultant Report** – none
  - d) **Committee Report**
    - Chamber – Member Hofstad updated Members on the Old Fashion Christmas Celebration on Saturday, December 5.
    - Township – Cami noted that Township Fire Contracts for 2016 were sent out.

**e) Council Member Report**

- Member Hofstad – he noted that people in the community are talking about a neighborhood watch in his neighborhood due to the increased vandalism; Christmas lights cut, egging, tires slashed, etc. This has been going on more in the last 9-10 months in his neighborhood.
- Member Blair - none
- Member Lambert - none

**f) Mayor Report** – he noted that his article did get printed last week and he spoke on solidarity and France. Thank a Veteran in honor of Veterans Day.

**9. Executive Session** - none

**10. Adjourn** – Motion made by Member Hofstad, second by Member Blair to adjourn the meeting at 7:24 pm. Motion passed unanimously.

## \*Check Summary Register©

December 2015

Name	Check Date	Check Amt	
<b>10100 Citizens State Bank</b>			
UnPaid	JOE ADAMS	\$24.41	REIMBURSEMENT FOR PAPER TOWELS FR
UnPaid	AFLAC	\$51.48	EMPLOYEE PAID SUPPLEMENTAL INSURA
UnPaid	BOBCAT OF ROCHESTER	\$106.86	BC ARM WIPER
UnPaid	BUREAU OF CRIMINAL APPREH	\$15.00	BACKGROUND CHECK FOR FIRE DEPART
UnPaid	CASEYS GENERAL STORES INC	\$429.08	FUEL FOR STREETS
UnPaid	CMS - CONSTRUCTION MGMT.S	\$809.26	NOVEMBER BUILDING INSPECTIONS
UnPaid	CULLIGAN	\$22.50	BOTTLED WATER
UnPaid	DAVE SYVERSON FREIGHTLINE	\$501.99	COOLANT LEAK AND REPAIR FOR INTERN
UnPaid	DODGE COUNTY	\$46.00	RECORD RESOLUTION
UnPaid	DODGE MEDIA, INC	\$324.88	2500 BROCHURES FOR MANTORVILLE TOU
UnPaid	FIRE SAFETY USA, INC	\$633.00	BATTERY, SPANNER WRENCH, CARBON FI
UnPaid	GOPHER STATE ONE CALL	\$27.55	NOVEMBER LOCATES
UnPaid	HEALTHSMART BENEFIT SOLUT	\$32.00	EMPLOYEE PAID LIFE INSURANCE
UnPaid	HERO, JORSTAD & JACOBSEN,	\$1,070.00	NOVEMBER LEGAL FEES
UnPaid	KASSON HARDWARE HANK	\$238.64	TRIGGER SNAP/ULTRASORB FOR THE FD
UnPaid	KENNEDY & GRAVEN, CHARTER	\$1,931.50	LEGAL SERVICES FOR NOVEMBER 2015
UnPaid	KIRVIDA FIRE, INC	\$441.56	1996 INTERNATIONAL ANNUAL PUMP TEST
UnPaid	K-M TELECOM	\$505.61	CITY HALL MAIN 5170
UnPaid	LARSEN, SCOTT	\$134.96	REIMBURSEMENT FOR JEANS PER POLICY
UnPaid	MED COMPASS	\$292.50	MEDICAL EXAM & FIT TEST
UnPaid	MEDICO LIFE & HEALTH INSURA	\$134.48	EMPLOYEE PAID LIFE INSURANCE
UnPaid	MINNESOTA ENERGY RESOURC	\$511.16	STREETS
UnPaid	MN DEPARTMENT OF HEALTH	\$554.00	4TH QTR. 2015 MDH
UnPaid	MN MUNICIPAL UTILITIES ASSO	\$35.50	2015 DRUG & ALCOHOL TESTING FEE FOR
UnPaid	NAPA	\$21.49	PLIERS AND SPARK PLUGS FOR THE SHO
UnPaid	NEWMAN TRAFFIC SIGNS	\$67.21	ROUGH ROAD SIGN
UnPaid	OFFICE DEPOT	\$162.89	CALENDAR FOR THE SHOP
UnPaid	PITNEY BOWES INC	\$199.00	NOVEMBER POSTAGE
UnPaid	PRAXAIR DISTRIBUTION INC - 44	\$62.44	ANNUAL STARGON FEE
UnPaid	PREFERRED HEATING & COOLI	\$1,149.25	FURNACE REPAIRS @ THE SHOP
UnPaid	STUSSY CONSTRUCTION INC	\$81.50	16 TON OF CONCRETE DISPOSAL
UnPaid	SWENKE IMS CONTRACTING, LL	\$3,500.00	REGRADE THE END OF WALNUT STREET
UnPaid	LAKER CHEMICAL INC. DBA	\$115.00	2 - 50# ICE MELT PAILS
UnPaid	UC LAB - UTILITY CONSULTANT	\$272.00	BIO SOLID SAMPLING
UnPaid	VOLUNTEER FIREFIGHTERS BE	\$187.00	ANNUAL BENEFIT
UnPaid	WASTE MANAGEMENT	\$115.42	GARBAGE REMOVAL
UnPaid	WHITewater WIRELESS, INC	\$197.50	2 MINITOR V CHARGERS
UnPaid	WHKS & COMPANY	\$15,446.83	CITY COUNCIL MEETINGS
UnPaid	XCEL ENERGY	\$5,330.27	STREET LIGHTS NON METERED
	<b>Total Checks</b>	<b>\$35,781.72</b>	

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Payments

Current Period: December 2015

Batch Name	WAR 12 14 15	User Dollar Amt	\$42,279.93		
Payments		Computer Dollar Amt	\$42,279.93		
			\$0.00	In Balance	
Refer	0 DODGE COUNTY				
Cash Payment	E 101-41500-300 Professional Svcs (GEN	RECORD RESOLUTION			\$46.00
Invoice	NOV 2015 12/14/2015				
Transaction Date	11/23/2015	Citizens State Bank	10100	Total	\$46.00
Refer	0 MN DEPARTMENT OF HEALTH				
Cash Payment	E 601-49400-441 MDH FEE	4TH QTR. 2015 MDH			\$554.00
Invoice	4TH QTR. 2015 12/14/2015				
Transaction Date	11/23/2015	Citizens State Bank	10100	Total	\$554.00
Refer	0 OFFICE DEPOT				
Cash Payment	E 101-42200-437 Other Miscellaneous	INK FOR FIRE DEPARTMENT			\$114.99
Invoice	807173924001 12/14/2015				
Cash Payment	E 101-43100-200 Supplies	CALENDAR FOR THE SHOP			\$6.92
Invoice	807174347001 12/14/2015				
Cash Payment	E 101-41940-200 Supplies	CALENDARS, LABELS, PENS FOR CITY HALL			\$32.99
Invoice	807174346001 12/14/2015				
Cash Payment	E 101-41500-200 Supplies	W2 LASER PRINTER FORMS			\$7.99
Invoice	807174348001 12/14/2015				
Transaction Date	11/23/2015	Citizens State Bank	10100	Total	\$162.89
Refer	0 PREFERRED HEATING & COOLIN				
Cash Payment	E 101-41940-220 Bldg.Repair and Mainten	FURNACE REPAIRS @ THE SHOP			\$1,149.25
Invoice	3142 12/14/2015				
Transaction Date	11/23/2015	Citizens State Bank	10100	Total	\$1,149.25
Refer	0 WHKS & COMPANY				
Cash Payment	E 101-41950-303 Engineering Fees	CITY COUNCIL MEETINGS			\$448.00
Invoice	34357 12/14/2015				
Cash Payment	E 602-49450-303 Engineering Fees	MPCA KASSON CONNECTION PERMIT			\$128.00
Invoice	34357 12/14/2015				
Cash Payment	E 604-43150-303 Engineering Fees	WALNUT STREET DRAINAGE			\$448.00
Invoice	34357 12/14/2015				
Cash Payment	E 101-41950-303 Engineering Fees	5TH STREET REVIEW			\$576.00
Invoice	34357 12/14/2015				
Cash Payment	E 101-41950-303 Engineering Fees	MILEAGE			\$23.00
Invoice	34357 12/14/2015				
Transaction Date	11/23/2015	Citizens State Bank	10100	Total	\$1,623.00
Refer	0 XCEL ENERGY				
Cash Payment	E 101-43160-381 Electric Utilities	STREET LIGHTS NON METERED			\$1,648.25
Invoice	479742807 12/14/2015				
Cash Payment	E 101-43160-381 Electric Utilities	BRIDGE LIGHTS			\$75.53
Invoice	479742807 12/14/2015				
Cash Payment	E 101-43160-381 Electric Utilities	130 ST.HWY 57 S.CITY SIGN			\$21.05
Invoice	479742807 12/14/2015				
Cash Payment	E 101-43160-381 Electric Utilities	60003 ST.HWY 57 N CITY SIGN			\$17.99
Invoice	479742807 12/14/2015				
Cash Payment	E 101-42200-380 Utility Services	FH/CH/PUMP			\$220.11
Invoice	479742807 12/14/2015				

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Cash Payment	E 101-43160-381 Electric Utilities	410 CLAY	\$14.26
Invoice	479742807 12/14/2015		
Cash Payment	E 101-41940-380 Utility Services	MANTOR FIELD	\$41.45
Invoice	479742807 12/14/2015		
Cash Payment	E 101-41940-380 Utility Services	340 CLAY RIVERSIDE	\$51.02
Invoice	479742807 12/14/2015		
Cash Payment	E 101-41940-380 Utility Services	342 MAIN ST RIVERSIDE	\$14.59
Invoice	479742807 12/14/2015		
Cash Payment	E 101-41940-380 Utility Services	GOLFVIEW DENNISON FIELD	\$15.49
Invoice	479742807 12/14/2015		
Cash Payment	E 101-41940-380 Utility Services	EAST ST. CITY SHOP	\$125.65
Invoice	479742807 12/14/2015		
Cash Payment	E 602-49450-380 Utility Services	121 BLANCH WWTF	\$1,948.10
Invoice	479742807 12/14/2015		
Cash Payment	E 601-49400-380 Utility Services	841 BLANCH WELL	\$889.46
Invoice	479742807 12/14/2015		
Cash Payment	E 601-49400-380 Utility Services	WATER TOWER	\$51.52
Invoice	479742807 12/14/2015		
Cash Payment	E 603-45183-381 Electric Utilities	CAMPGROUND	\$101.93
Invoice	479742807 12/14/2015		
Cash Payment	E 101-41940-380 Utility Services	BLANCH ST. SHOP	\$31.48
Invoice	479742807 12/14/2015		
Cash Payment	E 602-49450-380 Utility Services	JEFFERSON LIFT STATION	\$27.36
Invoice	479742807 12/14/2015		
Cash Payment	E 602-49450-380 Utility Services	121 BLANCH - AUTO LIGHT	\$8.58
Invoice	479742807 12/14/2015		
Cash Payment	E 101-42200-380 Utility Services	21 5TH ST E SIREN	\$5.66
Invoice	479742807 12/14/2015		
Cash Payment	E 101-42200-380 Utility Services	701 CHESTNUT STREET	\$5.97
Invoice	479742807 12/14/2015		
Cash Payment	E 101-41940-380 Utility Services	15 4TH ST WEST	\$14.82
Invoice	479742807 12/14/2015		
Transaction Date	11/24/2015	Citizens State Bank 10100	<b>Total</b> \$5,330.27
Refer	0 MN PERA	Ck# 004962 12/14/2015	
Cash Payment	G 101-21704 PERA	EMPLOYMENT RETIREMENT SHORTFALL	\$39.56
Invoice	PR-2015 99313 12/14/2015		
Transaction Date	11/25/2015	Citizens State Bank 10100	<b>Total</b> \$39.56
Refer	0 MN PERA	Ck# 004963 12/14/2015	
Cash Payment	G 101-21704 PERA	EMPLOYEE RETIREMENT	\$854.00
Invoice	2015 PR 24 12/14/2015		
Transaction Date	11/30/2015	Citizens State Bank 10100	<b>Total</b> \$854.00
Refer	0 HEALTHSMART BENEFIT SOLUTIO		
Cash Payment	G 101-21711 Life Insurance Payable	EMPLOYEE PAID LIFE INSURANCE	\$32.00
Invoice	DEC 2015 12/15/2015		
Transaction Date	11/30/2015	Citizens State Bank 10100	<b>Total</b> \$32.00
Refer	0 MN MUNICIPAL UTILITIES ASSOC		
Cash Payment	E 101-43100-229 Safety/OSHA	2015 DRUG & ALCOHOL TESTING FEE FOR J. ADAMS	\$35.50
Invoice	45968 12/14/2015		
Transaction Date	11/30/2015	Citizens State Bank 10100	<b>Total</b> \$35.50

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<b>Refer 0 AFLAC</b>				
Cash Payment	G 101-21710 AFLAC	EMPLOYEE PAID SUPPLEMENTAL INSURANCE		\$51.48
Invoice	811942	12/14/2015		
Transaction Date	11/30/2015	Citizens State Bank	10100	<b>Total \$51.48</b>
<b>Refer 0 MINNESOTA ENERGY</b>				
Cash Payment	E 101-41940-380 Utility Services	STREETS		\$160.87
Invoice	NOV 2015	12/14/2015		
Cash Payment	E 101-41940-380 Utility Services	STREETS		\$91.87
Invoice	NOV 2015	12/14/2015		
Cash Payment	E 101-41940-380 Utility Services	STREETS		\$42.10
Invoice	NOV 2015	12/14/2015		
Cash Payment	E 101-42200-380 Utility Services	FIRE DEPT.		\$120.34
Invoice	NOV 2015	12/14/2015		
Cash Payment	E 601-49400-380 Utility Services	WTR PUMP		\$21.24
Invoice	NOV 2015	12/14/2015		
Cash Payment	E 602-49450-380 Utility Services	WWTP		\$42.75
Invoice	NOV 2015	12/14/2015		
Cash Payment	E 101-41940-380 Utility Services	NEW SHOP		\$31.99
Invoice	NOV 2015	12/14/2015		
Transaction Date	11/30/2015	Citizens State Bank	10100	<b>Total \$511.16</b>
<b>Refer 0 LARSEN, SCOTT</b>				
Cash Payment	E 101-43100-229 Safety/OSHA	REIMBURSEMENT FOR JEANS PER POLICY		\$69.97
Invoice	NOV 2015	12/14/2015		
Cash Payment	E 101-43100-229 Safety/OSHA	REIMBURSEMENT FOR BOOTS PER POLICY		\$64.99
Invoice	NOV 2015	12/14/2015		
Transaction Date	12/2/2015	Citizens State Bank	10100	<b>Total \$134.96</b>
<b>Refer 0 GOPHER STATE ONE CALL</b>				
Cash Payment	E 601-49400-300 Professional Svcs (GEN	NOVEMBER LOCATES		\$27.55
Invoice	149803	12/14/2015		
Transaction Date	12/2/2015	Citizens State Bank	10100	<b>Total \$27.55</b>
<b>Refer 0 BOBCAT OF ROCHESTER</b>				
Cash Payment	E 101-43100-228 Equip. Repair and Maint	BC ARM WIPER		\$67.18
Invoice	57773	12/14/2015		
Cash Payment	E 101-43100-228 Equip. Repair and Maint	BC PLATE, SWIVEL, WINDOW WIPER BLADE		\$39.68
Invoice	57900	12/14/2015		
Transaction Date	12/3/2015	Citizens State Bank	10100	<b>Total \$106.86</b>
<b>Refer 0 STUSSY CONSTRUCTION INC</b>				
Cash Payment	E 101-41940-220 Bldg.Repair and Mainten	16 TON OF CONCRETE DISPOSAL		\$81.50
Invoice	41262	12/14/2015		
Transaction Date	12/3/2015	Citizens State Bank	10100	<b>Total \$81.50</b>
<b>Refer 0 K-M TELECOM</b>				
Cash Payment	E 101-41940-321 Communications Phone/	CITY HALL MAIN 5170		\$109.49
Invoice	NOV 2015	12/14/2015		
Cash Payment	E 101-41940-321 Communications Phone/	CITY HALL FAX 5300		\$30.00
Invoice	NOV 2015	12/14/2015		
Cash Payment	E 101-42200-321 Communications Phone/	FD 5440		\$30.00
Invoice	NOV 2015	12/14/2015		

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Cash Payment	E 101-41940-321 Communications Phone/	STREETS SHOP 5119		\$73.99
Invoice NOV 2015	12/14/2015			
Cash Payment	E 601-49400-321 Communications Phone/	WATER TOWER ALARM 3588		\$40.00
Invoice NOV 2015	12/14/2015			
Cash Payment	E 602-49450-321 Communications Phone/	LIFT STATION ALARM 5066		\$30.00
Invoice NOV 2015	12/14/2015			
Cash Payment	E 602-49450-321 Communications Phone/	WWTP 5413		\$30.00
Invoice NOV 2015	12/14/2015			
Cash Payment	E 602-49450-321 Communications Phone/	WWTP 5463		\$79.99
Invoice NOV 2015	12/14/2015			
Cash Payment	E 101-41940-321 Communications Phone/	LONG DISTANCE/TAXES/FEES		\$46.24
Invoice NOV 2015	12/14/2015			
Cash Payment	E 101-41940-321 Communications Phone/	CITY HALL - 5176 2ND LINE		\$33.90
Invoice NOV 2015	12/14/2015			
Cash Payment	E 101-46500-437 Other Miscellaneous	EDA 800#		\$2.00
Invoice NOV 2015	12/14/2015			
Transaction Date	12/3/2015	Citizens State Bank	10100	Total \$505.61
Refer	0 BLUE CROSS BLUE SHIELD OF MI	Ck# 004964	12/14/2015	
Cash Payment	G 101-21706 Hospitalization/Medical Ins	EMPLOYEE MEDICAL DECEMBER GROUP		\$4,997.50
Invoice DEC 2015	12/14/2015			
Transaction Date	12/3/2015	Citizens State Bank	10100	Total \$4,997.50
Refer	0 CMS - CONSTRUCTION MGMT. SE			
Cash Payment	E 101-42400-300 Professional Svcs (GEN)	NOVEMBER BUILDING INSPECTIONS		\$809.26
Invoice 15-1122	12/14/2015			
Transaction Date	12/3/2015	Citizens State Bank	10100	Total \$809.26
Refer	0 HERO, JORSTAD & JACOBSEN, P.			
Cash Payment	E 101-41600-304 Legal Fees	NOVEMBER LEGAL FEES		\$1,070.00
Invoice 1401	12/14/2015			
Transaction Date	12/3/2015	Citizens State Bank	10100	Total \$1,070.00
Refer	0 KENNEDY & GRAVEN, CHARTERE			
Cash Payment	E 101-41600-304 Legal Fees	LEGAL SERVICES FOR NOVEMBER 2015		\$1,931.50
Invoice 129092	12/14/2015			
Transaction Date	12/4/2015	Citizens State Bank	10100	Total \$1,931.50
Refer	0 SWENKE COMPANY, INC			
Cash Payment	E 604-43150-300 Professional Svcs (GEN)	REGRADE THE END OF WALNUT STREET AND BUILT A BURM		\$3,500.00
Invoice 15-28.1	12/14/2015			
Transaction Date	12/4/2015	Citizens State Bank	10100	Total \$3,500.00
Refer	0 PAYMENT SERVICE NETWORK, IN	Ck# 004965	12/14/2015	
Cash Payment	E 601-49400-300 Professional Svcs (GEN)	NOVEMBER SERVICES		\$71.45
Invoice 119768	12/14/2015			
Cash Payment	E 601-49400-300 Professional Svcs (GEN)	COMPLIANCE FEE		\$89.00
Invoice 119768	12/14/2015			
Transaction Date	12/14/2015	Citizens State Bank	10100	Total \$160.45
Refer	0 BUREAU OF CRIMINAL APPREHEN			
Cash Payment	E 101-42200-437 Other Miscellaneous	BACKGROUND CHECK FOR FIRE DEPARTMENT		\$15.00
Invoice DEC 2015	12/14/2015			

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Transaction Date	12/4/2015	Citizens State Bank	10100	Total	\$15.00
Refer	0 CULLIGAN				
Cash Payment	E 101-41940-200 Supplies	BOTTLED WATER			\$22.50
Invoice	NOV 2015 12/14/2015				
Transaction Date	12/7/2015	Citizens State Bank	10100	Total	\$22.50
Refer	0 MEDICO				
Cash Payment	G 101-21711 Life Insurance Payable	EMPLOYEE PAID LIFE INSURANCE			\$134.48
Invoice	DEC 2015 12/14/2015				
Transaction Date	12/7/2015	Citizens State Bank	10100	Total	\$134.48
Refer	0 NAPA				
Cash Payment	E 101-43100-240 Tools and Minor Equipm	PLIERS AND SPARK PLUGS FOR THE SHOP			\$21.40
Invoice	221226 12/14/2015				
Transaction Date	12/7/2015	Citizens State Bank	10100	Total	\$21.49
Refer	0 NEWMAN TRAFFIC SIGNS				
Cash Payment	E 101-43100-224 Street Maint Materials	ROUGH ROAD SIGN			\$67.21
Invoice	TI-0292873 12/14/2015				
Transaction Date	12/7/2015	Citizens State Bank	10100	Total	\$67.21
Refer	0 PITNEY BOWES INC				
Cash Payment	E 101-41500-322 Postage	NOVEMBER POSTAGE			\$199.00
Invoice	NOV 2015 12/14/2015				
Transaction Date	12/7/2015	Citizens State Bank	10100	Total	\$199.00
Refer	0 TEAM LAB CHEMICAL CORP.				
Cash Payment	E 101-43125-406 Snow/Ice Removal	2 - 50# ICE MELT PAILS			\$115.00
Invoice	104276 12/14/2015				
Transaction Date	12/7/2015	Citizens State Bank	10100	Total	\$115.00
Refer	0 UC LAB - UTILITY CONSULTANTS				
Cash Payment	E 602-49450-300 Professional Svcs (GEN	BIO SOLID SAMPLING			\$272.00
Invoice	90464 12/14/2015				
Transaction Date	12/7/2015	Citizens State Bank	10100	Total	\$272.00
Refer	0 WASTE MANAGEMENT				
Cash Payment	E 101-41940-384 Refuse/Garbage Dispos	GARBAGE REMOVAL			\$115.42
Invoice	3064569-2760-8 12/14/2015				
Transaction Date	12/7/2015	Citizens State Bank	10100	Total	\$115.42
Refer	0 PRAXAIR DISTRIBUTION INC - 448				
Cash Payment	E 101-43100-240 Tools and Minor Equipm	ANNUAL STARGON FEE			\$62.44
Invoice	54371637 12/14/2015				
Transaction Date	12/7/2015	Citizens State Bank	10100	Total	\$62.44
Refer	0 DAVE SYVERSON FREIGHTLINER				
Cash Payment	E 101-42200-228 Equip. Repair and Maint	COOLANT LEAK AND REPAIR FOR INTERNATIONAL 5600			\$501.99
Invoice	102354 12/14/2015				
Transaction Date	12/7/2015	Citizens State Bank	10100	Total	\$501.99
Refer	0 WHITEWATER WIRELESS, INC				
Cash Payment	E 101-42200-240 Tools and Minor Equipm	2 MINITOR V CHARGERS			\$90.00
Invoice	R15108363 12/14/2015				
Cash Payment	E 101-42200-240 Tools and Minor Equipm	5 MINITORS 5 BATTERIES			\$107.50
Invoice	R15108363 12/14/2015				

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Payments

Current Period: December 2015

Transaction Date	12/7/2015	Citizens State Bank	10100	Total	\$197.50
Refer	0 KIRVIDA FIRE, INC				
Cash Payment	E 101-42200-228 Equip. Repair and Maint	1996 INTERNATIONAL ANNUAL PUMP TEST & REPAIRS			\$441.56
Invoice 5076	12/14/2015				
Transaction Date	12/7/2015	Citizens State Bank	10100	Total	\$441.56
Refer	0 MED COMPASS				
Cash Payment	E 101-42200-208 Training, Mileage	MEDICAL EXAM & FIT TEST			\$292.50
Invoice 28284	12/14/2015				
Transaction Date	12/7/2015	Citizens State Bank	10100	Total	\$292.50
Refer	0 FIRE SAFETY USA, INC				
Cash Payment	E 101-42200-240 Tools and Minor Equipm	BATTERY, SPANNER WRENCH, CARBON FIRE HOOD			\$175.50
Invoice 84119	12/14/2015				
Cash Payment	E 101-42200-240 Tools and Minor Equipm	BATTERY PACK			\$347.50
Invoice 84109	12/14/2015				
Cash Payment	E 101-42200-240 Tools and Minor Equipm	STREAMLIGHT FIREBOX			\$110.00
Invoice 84112	12/14/2015				
Transaction Date	12/7/2015	Citizens State Bank	10100	Total	\$633.00
Refer	0 CASEYS GENERAL STORES INC				
Cash Payment	E 101-43100-212 Motor Fuels	FUEL FOR STREETS			\$73.19
Invoice NOV 2015	12/14/2015				
Cash Payment	E 101-42200-212 Motor Fuels	FUEL FOR FD			\$63.14
Invoice NOV 2015	12/14/2015				
Cash Payment	E 602-49450-212 Motor Fuels	WWTP FUEL			\$292.75
Invoice NOV 2015	12/14/2015				
Transaction Date	12/7/2015	Citizens State Bank	10100	Total	\$429.08
Refer	0 ADAMS JOE				
Cash Payment	E 101-41940-200 Supplies	REIMBURSEMENT FOR PAPER TOWELS FROM SAMS			\$24.41
Invoice DEC 2015	12/14/2015				
Transaction Date	12/7/2015	Citizens State Bank	10100	Total	\$24.41
Refer	0 KASSON HARDWARE HANK				
Cash Payment	E 101-42200-240 Tools and Minor Equipm	TRIGGER SNAP/ULTRASORB FOR THE FD			\$88.41
Invoice NOV 2015	12/14/2015				
Cash Payment	E 101-41940-220 Bldg.Repair and Mainten	BALASTS FOR CITY HALL			\$53.98
Invoice NOV 2015	12/14/2015				
Cash Payment	E 101-43100-240 Tools and Minor Equipm	XMAS LIGHTS, SPRAY PAINT, SHOP LIGHT BATERIES FOR LOCATOR AND TRANSPONDERS.			\$96.25
Invoice NOV 2015	12/14/2015				
Transaction Date	12/8/2015	Citizens State Bank	10100	Total	\$238.64
Refer	0 DODGE MEDIA, INC				
Cash Payment	E 101-41110-352 Publishing	PUBLIC HEARING			\$53.88
Invoice NOV 2015	12/14/2015				
Transaction Date	12/9/2015	Citizens State Bank	10100	Total	\$53.88
Refer	0 WHKS & COMPANY				

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Payments

Current Period: December 2015

Cash Payment	E 602-49450-570 Capital Outlay	GENERAL MEETINGS, PRELIM DESIGN BRAUN INTERTEC AUG 1 SEPT 30 2015	\$13,153.75
Invoice	34180	12/14/2015	
Transaction Date	12/9/2015	Citizens State Bank 10100	Total \$13,153.75
Refer	0 WHKS & COMPANY		
Cash Payment	E 602-49450-570 Capital Outlay	GEN MTGS, PRE DESIGN & FINAL DESIGN SEPT-OCT 2015 WW PROJECT	\$670.08
Invoice	34363	12/14/2015	
Transaction Date	12/9/2015	Citizens State Bank 10100	Total \$670.08
Refer	0 VOLUNTEER FIREFIGHTERS BEN		
Cash Payment	E 101-42200-130 Insurance	ANNUAL BENEFIT	\$187.00
Invoice	DEC 2015	12/14/2015	
Transaction Date	12/9/2015	Citizens State Bank 10100	Total \$187.00
Refer	0 HOLIDAY INN EXPRESS & SUITES	Ck# 004966 12/14/2015	
Cash Payment	E 602-49450-208 Training, Mileage	WWTP TRAINING	\$446.70
Invoice	137624	12/14/2015	
Transaction Date	12/9/2015	Citizens State Bank 10100	Total \$446.70
Refer	0 DODGE MEDIA, INC		
Cash Payment	E 101-46500-437 Other Miscellaneous	2500 BROCHURES FOR MANTORVILLE TOURISM	\$271.00
Invoice	138	12/14/2015	
Transaction Date	12/11/2015	Citizens State Bank 10100	Total \$271.00

Fund Summary

	10100 Citizens State Bank
101 GENERAL FUND	\$19,355.72
601 WATER FUND	\$1,744.22
602 SEWER FUND	\$17,130.06
603 RV PARK	\$101.93
604 STORM SEWER FUND	\$3,948.00
	<u>\$42,279.93</u>

Pre-Written Checks	\$6,498.21
Checks to be Generated by the Computer	\$35,781.72
Total	<u>\$42,279.93</u>

City Mantorville  
Date 11/1/2015 thru 11/30/2015

<u>Agency</u>	<u>Incident Nr</u>	<u>Location</u>	<u>LocCity</u>	<u>Activity</u>
TRN	20150000028	22 6th St E	Mantorville	Narcotics
K	201500003631	501 Clay St	Mantorville	Assist Other Agency
S	201500010232	22 6th St E	Mantorville	No Minnesota DI
S	201500010336	600 Par 4 Dr	Mantorville	Ambulance Run
S	201500010179	414 6th St W	Mantorville	Animal Comp
S	201500010326	819 Jefferson St	Mantorville	Lost Animals
S	201500010140	320 Main St N	Mantorville	Traffic
S	201500010164	507 Chestnut St	Mantorville	Miscellaneous
S	201500010417	22 6th St E	Mantorville	Miscellaneous
S	201500010278	22 6th St E	Mantorville	Appreh/detention Orde
S	201500010361	320 Main St N	Mantorville	Traffic
S	201500010220	420 Main St N	Mantorville	Mv. Accident
S	201500010507	721 Main St N	Mantorville	Open Door
S	201500010531	415 Main St N	Mantorville	Mv/fixed Object
S	201500010372	915 Main St N	Mantorville	Missing Person
S	201500010391	416 West St	Mantorville	9-1-1 Hang Up Call
S	201500010222	816 Main St N	Mantorville	Disturbance
S	201500010262	22 6th St E	Mantorville	Alarm
S	201500010489	501 Clay St	Mantorville	Disturbance
S	201500010498	22 6th St E	Mantorville	Found Property
S	201500010508	22 6th St E	Mantorville	Miscellaneous
S	201500010305	1002 Chestnut St	Mantorville	Vandalism
S	201500010371	820 Scott Rd	Mantorville	Ambulance Run
S	201500010408	502 Monroe Ct	Mantorville	Ambulance Run
S	201500010280	16 7th St E	Mantorville	Fraud
S	201500010244	21 5th St W	Mantorville	Abandoned Vehicle
S	201500010342	105 5th St E	Mantorville	Weather Related Compl
S	201500009863	721 Main St N	Mantorville	Miscellaneous
S	201500009912	721 Main St N	Mantorville	Miscellaneous
S	201500009860	600 Washington St	Mantorville	Paper Service
S	201500009775	515 Walnut St	Mantorville	Funeral Escort
S	201500009783	22 6th St E	Mantorville	Ambulance Run
S	201500009998	600 Washington St	Mantorville	Ambulance Run
S	201500010019	915 Clay St	Mantorville	Probation Check
S	201500010032	507 Chestnut St	Mantorville	Larceny
S	201500010040	22 6th St E	Mantorville	Appreh/detention Orde
S	201500010041	22 6th St E	Mantorville	Appreh/detention Orde
S	201500010088	7th St Main	Mantorville	Traffic
S	201500009937	22 6th St E	Mantorville	Threats
S	201500009873	721 Main St N	Mantorville	Disturbance
S	201500009886	721 Main St N	Mantorville	Violation Court Order
S	201500009919	16 5th St W	Mantorville	Disturbance
S	201500009862	720 Main St N	Mantorville	Civil
S	201500009832	819 Jefferson St	Mantorville	City Ord. Violation
S	201500009927	22 6th St E	Mantorville	Das/suspended DI
S	201500010154	115 6th St W	Mantorville	Residence/business Ck
S	201500009767	912 West St	Mantorville	Suspicious Activity

Total

47

## City of Mantorville

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**From:** JJ Williams <jjwilliams04@gmail.com>  
**Sent:** Wednesday, December 02, 2015 7:56 PM  
**To:** City Clerk  
**Subject:** Officers

New officer recommendations for 16/17 for the City Council to consider are:

Chief - JJ Williams  
Asst Chief - Russ Lucas  
Fire Marshall - David Worstman  
Secretary - Emily Lushinsky  
Treasurer - Jen Hodgeman  
First Resp Capt - Dave Gilbertson  
Truck Capt - Curt Kramer  
Eqpt Capt - Paul Lushinsky  
Training - Travis Hodgeman

Thanx and let me know any questions.

JJ

Z U M B R O B E N D  
R E N D E Z V O U S

November 17, 2015

City of Mantorville  
21 5<sup>th</sup> Street E  
Mantorville, MN 55955

Thank you for letting us use the Riverside Park again this year for the Zumbro Bend Rendezvous. Without your generosity we could not put this educational event on which the school children look forward to each year.

This year was a difficult year for us. Two of our board members passed away, Margot Ballard and Robert Peterson. Both were founding members and very devoted in making Zumbro Bend possible. They will be very much missed. We have every intention to continue this event and next year Zumbro Bend Rendezvous will be held on September 22 thru 25, 2016. We are looking forward to your continuing support and the use of the park.

Thank you again,



Erik Peterson, ZBR President  
And the Zumbro Bend Rendezvous Committee

**NOTES FOR CITY TAX LEVY 2016 DISCUSSION**

City Spending projected increase = 2.7%

City Levy projected increase = 1%

Estimated Market Value of property in the City increased by 3.3%

2009 tax rate (levy \$406,611/tax real property \$729,252) = 55.75%

2010 tax rate (levy \$414,743/tax real property \$726,585) = 57.08%

2011 tax rate (levy 423,037.86/tax real property \$668,999) = 63.17%

2012 tax rate (levy 427,268/tax real property \$585,047) = 73.02%

2013 tax rate (levy 427,268/tax real property \$579,821) = 73.7%

2014 tax rate (levy 422,995/tax real property \$595,705) = 72.5%

2015 proposed tax rate (levy 422,996/tax real property \$591,795) = 71.5%

2016 proposed tax rate (levy \$427,226/tax real property \$611,482) = 70%

**Market Value of home times 1% (class rate for residential) x City tax rate = the amount of City tax you will pay.**

Under the Market Value Exclusion Law, homestead properties will receive a lower taxable value. The formula used for the taxable value is 40% of the first \$76,000 of home value less 9% of the market value over \$76,000 until it hits \$413,800 of MV. The following example shows some scenario's based on the EMV of your property.

Taxable Market Value of property in the City as a whole increased by 3.3% from 2014-2015. It is the 2015 values that are used for the 2016 tax calculations. The City is proposing to increase its levy amount from 2015 -2016 but the City tax rate will decrease by 1.5%. The amount of City tax you will pay depends on the value of your property and if it increased or decreased.

FOR EXAMPLE:

	Home Value	Home Value
Estimated Market Value	\$100,000	\$150,000
Exclusion	\$28,240	\$23,740
Taxable Market Value	\$71,760	\$126,260
Class Rate	1%	1%
Net Tax Capacity	\$717.60	\$1,262.60
Tax Rate	70%	70%
Gross Tax	\$502.32	\$883.82
Net Tax	\$502.32	\$883.82



EXPENDITURES		Notes	2013 Actual	2014 Actual	2015 BUDGET	2015 YTD	WORKING
41110	LEGISLATIVE (MAYOR/COUNCIL)						
101	Salaries		\$9,200.00	\$9,200.00	\$9,200.00	\$1,200.00	\$9,200.00
120	Council Benefits	Tax, SS, Medicare, etc.	\$703.80	\$703.80	\$800.00	\$0.00	\$800.00
151	Workers Comp Ins. Premium	Work Comp for Council Members		\$47.00	\$53.00	\$67.00	\$53.00
208	Training, Mileage	LMC Council Member Training (\$315 ea.in 2014)	\$230.78	\$1,082.25	\$2,000.00	\$682.96	\$2,000.00
352	Publishing	Legal Notices Published	\$2,048.91	\$2,280.94	\$2,000.00	\$2,045.44	\$2,000.00
433	Dues and Memberships	LMC Dues, SEMM Dues, SESC Dues	\$1,535.00	\$1,153.00	\$1,600.00	\$1,036.40	\$1,600.00
490	Donations to Civic Organizations		\$4,599.00	\$1,515.00			
	TOTAL		\$18,317.49	\$15,981.99	\$15,653.00	\$5,031.80	\$15,653.00
41410	ELECTIONS						
101	Salaries	None in 2015		\$1,916.48			\$2,000.00
	Miscellaneous			171.07			200
	TOTAL	Elections in 2014		\$2,087.55	\$0.00	\$0.00	\$2,200.00
41500	Financial Administration						
101	Salaries	Clerk Salary	\$35,496.36	\$50,823.84	\$55,000.00	\$49,693.98	\$57,500.00
120	Employee Benefits	Tax WH, SS, Medicare, Health, Dental, etc.	\$14,510.38	\$20,609.30	\$21,420.00	\$19,011.65	\$20,000.00
151	Workmans Comp	Work Comp Insurance	\$214.00	\$736.00	\$500.00	\$401.00	\$500.00
200	Supplies	City Hall related Supplies	\$654.03	\$707.90	\$700.00	\$674.39	\$700.00
208	Training, Mileage	Training/Conference Clerk, Asst Clerk	\$123.49	\$442.88	\$1,000.00	\$35.00	\$0.00
300	Professional Services	Banyon Yearly Support	\$1,800.00	\$3,283.85	\$1,800.00	\$1,836.94	\$1,800.00
312	Animal Impound Fees		\$751.69	\$218.29	\$700.00	\$435.26	\$700.00
322	Postage	Monthly UB mail, all other correspondence	\$3,493.86	\$3,615.76	\$3,000.00	\$3,090.40	\$3,000.00
350	Printing/Binding	All printing + copier maintenance costs	\$1,093.30	\$1,069.30	\$1,100.00	\$1,099.95	\$1,100.00
437	Miscellaneous		\$493.16	\$606.82	\$500.00	\$473.54	\$500.00
445	Health & Wellness	Funded through SESC	\$0.00	\$0.00	\$3,000.00	\$1,309.10	\$2,000.00
570	Capital Outlay	Time card Module - \$2,600, Website Update - \$2,500	\$0.00	\$113.25	\$3,000.00	\$2,964.00	\$0.00
	TOTAL Financial Administration		\$58,620.27	\$82,227.19	\$88,720.00	\$81,025.21	\$87,800.00
41530	Accounting						
301	Accounting & Auditing Services	Yearly Audit Expense/Contract	\$14,300.00	\$14,750.00	\$15,000.00	\$15,250.00	\$15,500.00
	TOTAL Accounting & Auditing Services		\$14,300.00	\$14,750.00	\$15,000.00	\$15,250.00	\$15,500.00
41550	Assessing						
310	Assessing	Dodge County Contract Yearly	\$5,256.00	\$5,515.00	\$5,600.00	\$5,757.00	\$5,929.00
	TOTAL Assessing		\$5,256.00	\$5,515.00	\$5,600.00	\$5,757.00	\$5,929.00
41600	Law/Legal Services						
304	Legal Fees	American Legal Ordinance Codification for 2013 Est. \$5,000	\$9,826.25	\$29,409.85	\$20,000.00	\$25,993.17	\$30,000.00
	TOTAL Law/Legal Services		\$9,826.25	\$29,409.85	\$20,000.00	\$25,993.17	\$30,000.00
41940	General Govt. Buildings/Plant						
136	Employee Deductible Allowance	(\$500 Deductible)	\$621.50	\$0.00	\$1,500.00	\$489.47	\$1,500.00
200	Supplies	Supplies related to Buildings (lights, furnace, etc.)	\$586.18	\$766.29	\$800.00	\$188.85	\$800.00
220	Building Maintenance & Repairs	Repairs to Govt. Buildings	\$2,691.77	\$3,325.94	\$2,450.00	\$1,541.08	\$2,450.00
228	Equipment Repairs & Maintenance		\$880.60	\$880.60	\$200.00	\$75.00	\$200.00
321	Communications	Telephone, Internet, Fax	\$3,592.27	\$3,636.99	\$4,000.00	\$3,200.49	\$4,000.00
362	Property Insurance	Insurance for all City Property	\$22,450.00	\$23,012.00	\$24,000.00	\$22,770.00	\$24,000.00
380	Utilities	Electric Gas	\$8,701.27	\$10,724.19	\$11,000.00	\$9,343.42	\$11,000.00
384	Refuse, Garbage		\$1,063.54	\$2,053.43	\$1,600.00	\$1,687.09	\$1,600.00

Grant \$\$

Codifying

		Notes	2013 Actual	2014 Actual	2015 Budget	2015 YTD	2016 Budget
417	Employee Uniforms	\$300 year each non office employee	\$842.18	\$405.14	\$600.00	\$569.14	\$600.00
439	Janitors	City Hall Cleaning	\$210.00	\$641.28	\$800.00	\$561.11	\$800.00
	<b>Total General Govt. Buildings/Plant</b>		<b>\$40,758.71</b>	<b>\$45,445.86</b>	<b>\$46,950.00</b>	<b>\$40,425.65</b>	<b>\$46,950.00</b>
<b>41950</b>	<b>Engineering Professional Services</b>						
303	Engineering Fees	\$5,000-Sump-Pump-Inspections	\$9,709.36	\$13,784.96	\$10,000.00	\$9,920.20	\$15,000.00
	<b>Total Engineering Services</b>		<b>\$9,709.36</b>	<b>\$13,784.96</b>	<b>\$10,000.00</b>	<b>\$9,920.20</b>	<b>\$15,000.00</b>
<b>42100</b>	<b>Police Protection Contract</b>						
310	Other Professional Services	5% projection increase to 2016 preliminary	\$84,909.96	\$85,176.00	\$85,384.00	\$85,176.00	\$85,200.00
	<b>Total Police Protection Contract</b>	Less than 1% for 2015 contract	<b>\$84,909.96</b>	<b>\$85,176.00</b>	<b>\$85,384.00</b>	<b>\$85,176.00</b>	<b>\$85,200.00</b>
<b>42200</b>	<b>Fire Protection</b>						
101	Salaries		\$15,516.00	\$16,515.00	\$17,400.00	\$17,415.00	\$17,400.00
120	Employee Benefits		\$1,186.98	\$1,263.43	\$1,400.00	\$1,332.27	\$1,400.00
124	Fire Pension Contribution	City Contribution	\$3,500.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00
126	Fire Aid - Transfer to Relief Assoc	Pass through with State	\$17,300.20	\$19,641.26	\$8,800.00	\$19,610.36	\$18,000.00
130	Insurance	Volunteer Benefit Assoc. Yearly Renewals	\$179.00	\$154.00	\$200.00	\$11.00	\$200.00
151	Workman's Comp		\$2,582.00	\$2,768.00	\$2,600.00	\$3,423.00	\$2,600.00
208	Training, Mileage	FD Trainings	\$7,631.53	\$5,360.00	\$5,000.00	\$3,884.00	\$5,000.00
212	Fuel		\$2,086.43	\$2,615.37	\$2,500.00	\$1,162.33	\$2,500.00
217	Operating Supplies	Misc. Supplies for FD	\$1,631.17	\$2,096.93	\$1,500.00	\$1,935.21	\$1,500.00
228	Equipment Repair/Maintenance	Repairs to Trucks, and Equipment	\$7,479.60	\$7,609.04	\$8,000.00	\$3,242.16	\$8,000.00
240	Tools and Minor Equipment		\$12,360.15	\$11,615.68	\$18,000.00	\$10,356.73	\$18,000.00
311	First Responder Train/Equip		\$2,073.09	\$210.99	\$3,000.00	\$4,048.10	\$3,000.00
321	Communications	Landline Phone, Cell Phone	\$507.74	\$817.68	\$650.00	\$356.48	\$650.00
380	Utilities		\$6,471.31	\$8,417.42	\$7,000.00	\$6,494.15	\$7,000.00
437	Miscellaneous		\$850.00	\$941.26	\$800.00	\$823.13	\$800.00
442	Grant Award Related Expenses	Grant Awarded to FD	\$6,876.00	\$10,000.00	\$10,000.00	\$11,993.25	\$10,000.00
570	Capital Outlay		\$8,250.00	\$2,750.00	\$2,750.00	\$2,750.00	\$2,750.00
701	Transfer for Replacement	Bottle Replacement	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
	Transfer to FD Equip Fund						
	Transfer to Fire Truck Bond Fund						
	<b>Extra Fire Aid Dollars not budgeted</b>						
	<b>Training &amp; Equipment Grants Received</b>						
	<b>Total Fire Protection</b>		<b>\$121,481.20</b>	<b>\$121,776.06</b>	<b>\$118,600.00</b>	<b>\$117,837.17</b>	<b>\$127,800.00</b>
<b>42400</b>	<b>Building Inspections</b>						
	Professional Services	(Madoll Demo included in YTD - \$ 24,000 )	\$4,785.18	\$8,081.33	\$26,000.00	\$33,243.07	\$10,000.00
	<b>Total Building Inspections</b>		<b>\$4,785.18</b>	<b>\$8,081.33</b>	<b>\$26,000.00</b>	<b>\$33,243.07</b>	<b>\$10,000.00</b>
<b>43100</b>	<b>Streets Department</b>						
101	Salaries	Staff Portion Related to Streets	\$33,688.88	\$31,323.49	\$35,000.00	\$46,962.06	\$52,000.00
120	Employee Benefits	Staff Portion Related to Benefits	\$14,358.42	\$13,444.83	\$16,000.00	\$20,691.93	\$24,850.00
151	Workmans Comp		\$2,739.00	\$2,060.00	\$3,000.00	\$2,828.00	\$3,000.00
200	Supplies	Streets Dept. Supplies	\$960.02	\$1,466.39	\$1,500.00	\$1,802.50	\$1,500.00
208	Training/Mileage		\$230.00	\$0.00	\$500.00	\$0.00	\$500.00
212	Motor Fuels		\$2,489.96	\$3,472.11	\$2,500.00	\$1,417.02	\$2,500.00
224	Street Maintenance Materials	Materials for Streets Upkeep	\$4,224.01	\$4,586.89	\$5,000.00	\$4,943.05	\$5,000.00
228	Equipment Repair and Maintenance	Costs for Equipment Repairs	\$2,770.94	\$6,229.47	\$3,000.00	\$2,810.82	\$3,000.00
229	Safety/OSHA	Safety Boots Allowance = \$250, Training \$1200	\$1,016.74	\$668.14	\$1,700.00	\$940.88	\$1,700.00
240	Tools and Minor Equipment		\$472.24	\$213.22	\$500.00	\$371.85	\$500.00
530	Capital Outlay	Minor Patching, Striping	\$9,469.14	\$12,500.00	\$11,000.00	\$2,250.00	\$11,000.00
	<b>Road Grader</b>	Leasing of some type of equipment??			\$4,700.00		\$12,700.00
	<b>Total Streets Department</b>		<b>\$72,419.35</b>	<b>\$75,964.54</b>	<b>\$84,400.00</b>	<b>\$85,018.11</b>	<b>\$118,250.00</b>

	Notes	2013 Actual	2014 Actual	2015 Budget	2015 YTD	2016 Budget
<b>43125</b>	<b>Ice and Snow Removal</b>					
212	Motor Fuels	\$2,326.96	\$1,774.07	\$3,500.00	\$1,032.24	\$3,500.00
404	Repair/Maintenance Machinery	\$1,420.29	\$4,128.73	\$3,000.00	\$354.69	\$3,000.00
406	Snow/Ice Removal	\$9,263.06	\$9,941.49	\$10,000.00	\$2,296.32	\$10,000.00
570	Capital outlay	\$0.00	\$0.00	\$5,300.00	\$0.00	\$5,300.00
	<b>Total Ice and Snow Removal</b>	<b>\$13,010.31</b>	<b>\$15,844.29</b>	<b>\$21,800.00</b>	<b>\$3,683.25</b>	<b>\$21,800.00</b>
<b>43160</b>	<b>Street Lighting</b>					
381	Electric Utilities	\$21,569.50	\$24,275.69	\$22,000.00	\$19,041.84	\$22,000.00
	<b>Total Street Lighting</b>	<b>\$21,569.50</b>	<b>\$24,275.69</b>	<b>\$22,000.00</b>	<b>\$19,041.84</b>	<b>\$22,000.00</b>
<b>45200</b>	<b>Parks &amp; Recreation</b>					
101	Salaries	\$7,796.36	\$14,533.41	\$8,500.00	\$9,476.84	\$8,600.00
120	Employee Benefits	\$2,139.46	\$5,207.44	\$4,000.00	\$3,316.98	\$4,200.00
151	Work Comp		\$471.00	\$500.00	\$301.00	\$500.00
200	Supplies	\$1,423.69	\$1,376.10	\$1,500.00	\$2,848.29	\$1,500.00
210	Tax & Licensing	\$55.88	\$35.80	\$60.00	\$36.00	\$60.00
212	Fuel	\$833.94	\$774.19	\$1,000.00	\$829.62	\$1,000.00
401	Repairs and Maintenance Building	\$5,862.69	\$7,066.65	\$8,500.00	\$6,737.38	\$8,500.00
404	Repairs and Maintenance Machine	\$676.74	\$540.92	\$1,000.00	\$718.08	\$1,000.00
418	Rental	\$1,257.76	\$654.61	\$1,500.00	\$1,636.83	\$1,500.00
437	Miscellaneous	\$5,000.00	\$0.00	\$0.00	\$1,183.50	\$5,000.00
443	FEMA Related Expenses					
500	Capital Outlay	\$7,704.77	\$4,073.99			
	Park Board Wish List for 2015 Budget			\$4,000.00	\$4,012.81	\$7,525.00
	2016 Wish List			\$1,325.00		\$0.00
	Part Time Mower for 2016??			\$31,885.00	\$31,097.33	\$39,385.00
	<b>Total Parks and Recreation</b>	<b>\$32,751.29</b>	<b>\$34,734.11</b>	<b>\$31,885.00</b>	<b>\$31,097.33</b>	<b>\$39,385.00</b>
<b>46500</b>	<b>EDA</b>					
101	Salaries	\$1,158.45	\$1,248.15		\$812.43	
120	Benefits	\$228.40	\$80.16		\$51.96	
437	Other Miscellaneous	\$4,137.85	\$7,496.32	\$9,500.00	\$7,812.35	\$7,500.00
720	Operating Transfers					
	<b>Total EDA</b>	<b>\$5,524.70</b>	<b>\$8,824.63</b>	<b>\$9,500.00</b>	<b>\$8,676.74</b>	<b>\$7,500.00</b>
<b>49300</b>	<b>Other Financing Uses</b>					
	Transfers to Other Funds	\$192,234.00	\$202,553.00	\$162,000.00	\$162,000.00	\$170,000.00
	2016 Crack Sealing					
	Transfer for Sewer Project			\$0.00	\$0.00	\$0.00
	Transfer for Sidewalks Replacement/Repair Fund			\$10,000.00	\$10,000.00	\$15,000.00
	Repairs to City Hall Fire Hall Building			\$40,000.00	\$40,000.00	
	<b>General Fund Subtotal</b>	<b>\$705,473.57</b>	<b>\$786,432.05</b>	<b>\$813,492.00</b>	<b>\$810,316.54</b>	<b>\$835,967.00</b>
	<b>Total Revenue</b>				<b>\$31,140.00</b>	
	<b>Minus Total Expenses</b>			<b>\$4,229.00</b>	<b>-\$245,180.98</b>	<b>\$3,141.96</b>

go back to 10 next year

**RESOLUTION 2015-30**

**A RESOLUTION ADOPTING THE FINAL TAX LEVY COLLECTIBLE IN THE YEAR 2016**

NOW THEREFORE BE IT RESOLVED, by the Mantorville City Council of the City of Mantorville, County of Dodge, State of Minnesota that the final property tax levy collectible in the year 2016 is set at the following amount:

**GENERAL FUND \$ 427,226**

The City Clerk is hereby instructed to deliver a certified copy of this resolution to the Dodge County Auditor, Dodge County Minnesota.

Passed by the Mantorville City Council this 14th day of December 2015.

---

Mayor Chuck Bradford

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Attest: City Clerk Treasurer, Camille C. Reber

**RESOLUTION 2015-31**

**A RESOLUTION APPROVING PUBLIC AUCTION FOR CERTAIN  
TAX FORFEITED LANDS IN THE CITY OF MANTORVILLE  
PID NO. 25.100.3461**

**WHEREAS**, Dodge County is seeking the City's input as to the disposition of the above tax forfeited property and how each should be released or conveyed; and

**WHEREAS**, at its December 14, 2015 meeting, the City Council reviewed Dodge County Tax Forfeit List and voted to recommend as follows:

1. The City Council recommends that parcel 25.100.3461 be sold at public auction by the County or auction to adjacent owners.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Mantorville, Minnesota, regarding the classification and release of the parcel on the Dodge County list of tax forfeited properties as follows:

1. With regard to parcel 25.100.3461, the City requests that the land be sold at public auction by the County or auction to adjacent owners.

Resolution adopted this 14<sup>th</sup> day of December, 2015.

\_\_\_\_\_  
Mayor Chuck Bradford

ATTEST:

\_\_\_\_\_  
City Clerk Treasurer Camille C. Reber



## DODGE COUNTY

721 Main Street N, Dept 45

MANTORVILLE, MN 55955 - 2204

**PHONE - 507. 635. 6239**      **FAX - 507. 635. 6265**

**TOLL FREE - 888.600.5169**      **JOBS LINE - 507.635.6284**

The Oldest Working Courthouse in Minnesota

November 23, 2015

City of Mantorville  
P.O. Box 188  
Mantorville, MN 55955

To Whom It May Concern:

Attached is a list of tax forfeited properties located in Dodge County. On September 22, 2015 the Dodge County Board of Commissioners classified these properties as non-conservation. The DNR has reviewed the list of properties and identified no natural resources issues. We can now proceed with the sale or transfer of these properties.

As required under M.S. 282.01 we are requesting that you approve the parcel(s) for public auction or auction to adjacent owners, or request a conveyance to your city for public use.

We require a certified copy of the City's Board Resolution authorizing any action taken. If you request that a parcel be conveyed to your city, you must also complete the form 'Application by a Governmental Subdivision for Conveyance of Tax-Forfeited Land' and return it to the Finance Office. I have enclosed a form for your convenience.

Please be advised that if the City Board fails to respond within sixty (60) days of the date of this letter, the sale will be deemed to be approved. If you could respond in writing or my email, as soon as possible it would be greatly appreciated.

If you have any questions, please feel free to contact me at 1-507-635-6212.

Thank you for your assistance.

Sincerely,

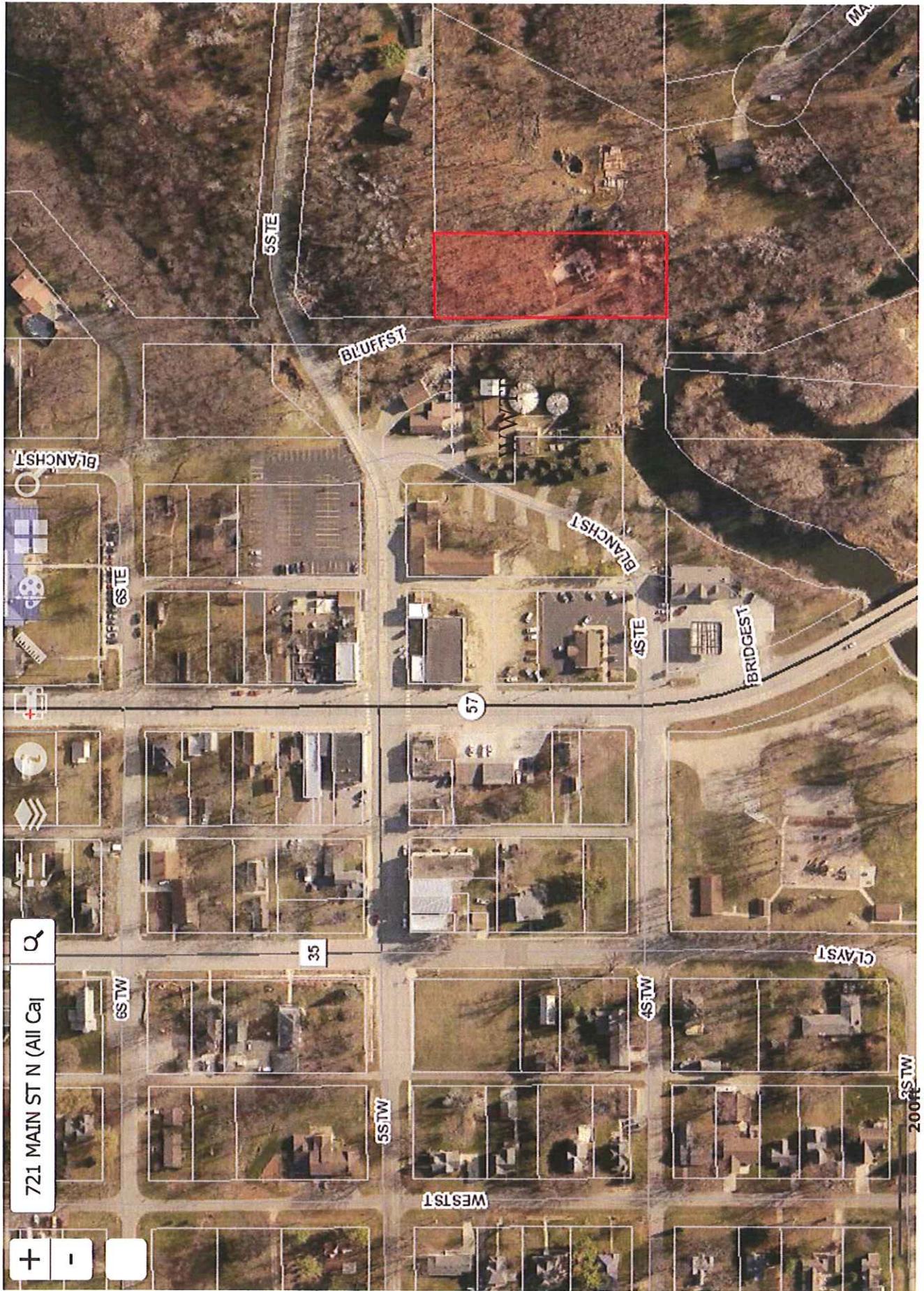
Rose Culbertson  
Taxpayer Services Director  
Rose.culbertson@co.dodge.mn.us

Parcel ID	Original Owner	Previous Owner	Location	Type/ Class	Comments
17.100.0880	State of MN	Virnig, Susan	21019 601 St, Dodge Center	Residential	
21.177.0220	State of MN	Henderson, Patricia	500 Front St E, Claremont City	Residential	
25.100.3461	State of MN	Buechler, Thomas	Mantorville City	unimproved/ residential lot	



# Dodge County Parcel Viewer

[Link to Dodge County Web Site](#)





MEMORANDUM FOR THE CITY OF MANTORVILLE

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# Memorandum

**To:** Mayor and City Council  
**From:** Cami Reber  
**Date:** 12/14/2015  
**Re:** Garbage Hauler Licenses

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The following companies have applied for garbage/refuse hauler licensing in the City of Mantorville for 2016:

Hometown Haulers, LLC  
Waste Management  
Advanced Disposal  
Garbage Man of Rochester

Per City requirements, all must be licensed by Dodge County and have submitted certificates of insurance. All have met the requirements to operate in the City of Mantorville.

Council should approve the Refuse Haulers License for 2016.

**CONFIDENTIAL**

**CITY OF MANTORVILLE**  
**LICENSE APPLICATION FORM - GARBAGE/REFUSE HAULERS**

\$500

Company Name: Waste Management of Rochester

Address: 6670 11<sup>th</sup> Ave SW

City: Rochester State: MN Zip: 55902

Phone: \_\_\_\_\_ Fax: 507-282-8961

Contact Person's Name: Rob Swanson

Contact Person's Phone: \_\_\_\_\_

The City of Mantorville issues multiple licenses for refuse hauling. Refuse haulers must be licensed with the County of Dodge as well as the City of Mantorville. The license period is for one (1) year from January 1<sup>st</sup> through December 31<sup>st</sup>. Collection is not allowed before 7:00 AM. The annual license fee is \$500 and a Certificate of Insurance must be on file with the City of Mantorville. Licenses are non-transferable.

Are you licensed in Dodge County? Yes  No  Please attach a copy of the current Dodge County approval. The City will not issue a license to a non County approved hauler.

This license is for curbside collection of refuse and recyclables. Recyclables will include, but are not limited to: paper products, cans, plastic bottles and glass bottles.

Please indicate your schedule for collection of the following materials:

Commercial Garbage: Tuesday / Friday

Commercial Recyclables: Thursday

Residential Garbage: Thursday

Residential Recyclables: Thursday

List your prices per month for the following: (Container size is approximate.)

Bags _____	1 yd. Dumpster <u>Volume</u>
<del>35</del> 20 Gal. Container <u>18.00</u>	1.5 yd. Dumpster <u>Based</u>
64 Gal. Container <u>19.00</u>	3 yd. Dumpster _____
96 Gal. Container <u>21.00</u>	4 yd. Dumpster _____

Other: \_\_\_\_\_

**CITY OF MANTORVILLE**  
**LICENSE APPLICATION FORM - GARBAGE/REFUSE HAULERS**

\$500

Company Name: GARBAGE MAN OF ROCHESTER  
 Address: 2907 Co. Rd 16 SW  
 City: ROCHESTER State: MN Zip: 55902  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Contact Person's Name: CHRIS CHILSON OR SCOTT BALBACH  
 Contact Person's Phone: \_\_\_\_\_

The City of Mantorville issues multiple licenses for refuse hauling. Refuse haulers must be licensed with the County of Dodge as well as the City of Mantorville. The license period is for one (1) year from January 1<sup>st</sup> through December 31<sup>st</sup>. Collection is not allowed before 7:00 AM. The annual license fee is \$500 and a Certificate of Insurance must be on file with the City of Mantorville. Licenses are non-transferable.

Are you licensed in Dodge County? Yes  No  Please attach a copy of the current Dodge County approval. The City will not issue a license to a non County approved hauler.

*Resolution ATTACHED*

This license is for curbside collection of refuse and recyclables. Recyclables will include, but are not limited to: paper products, cans, plastic bottles and glass bottles.

Please indicate your schedule for collection of the following materials:

Commercial Garbage: VARIES DEPENDING ON CUSTOMER NEEDS  
 Commercial Recyclables: u  
 Residential Garbage: WEDNESDAY  
 Residential Recyclables: WEDNESDAY

List your prices per month for the following: (Container size is approximate.)

Bags	<u>XTRA \$3.00/BAG</u>	1 yd. Dumpster	<u>N/A</u>
35 20 Gal. Container	<u>28.11</u>	1.5 yd. Dumpster	<u>99.02</u>
64 Gal. Container	<u>30.94</u>	3 yd. Dumpster	<u>162.43</u>
96 Gal. Container	<u>33.44</u>	4 yd. Dumpster	<u>205.14</u>

*RATE VARIES BASED ON WEIGHT/YARD*

Other: Rosi Rates Vary Depending ON 1 OR 2 YEAR CONTRACT.

**CITY OF MANTORVILLE**  
**LICENSE APPLICATION FORM - GARBAGE/REFUSE HAULERS**

\$500

Company Name: Advanced Deposal Services Solid Waste Midwest, LLC  
Address: 4245 Hwy 14E PO Box 9273  
City: Rochester State: mn Zip: 55903  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Contact Person's Name: David meyer  
Contact Person's Phone: \_\_\_\_\_

The City of Mantorville issues multiple licenses for refuse hauling. Refuse haulers must be licensed with the County of Dodge as well as the City of Mantorville. The license period is for one (1) year from January 1<sup>st</sup> through December 31<sup>st</sup>. Collection is not allowed before 7:00 AM. The annual license fee is \$500 and a Certificate of Insurance must be on file with the City of Mantorville. Licenses are non-transferable.

Are you licensed in Dodge County? Yes  No  Please attach a copy of the current Dodge County approval. The City will not issue a license to a non County approved hauler.

This license is for curbside collection of refuse and recyclables. Recyclables will include, but are not limited to: paper products, cans, plastic bottles and glass bottles.

Please indicate your schedule for collection of the following materials:

Commercial Garbage: mon, wed, Fri  
Commercial Recyclables: mondays  
Residential Garbage: wed.  
Residential Recyclables: wed

List your prices per month for the following: (Container size is approximate.)

Bags	<u>N/A</u>	1 yd. Dumpster	<u>N/A</u>
20 Gal. Container	<u>9.00</u>	<u>2 yd</u> 1.5 yd. Dumpster	<u>72.00</u>
64 Gal. Container	<u>10.13</u>	<u>4 yd</u> 3 yd. Dumpster	<u>115.00</u>
96 Gal. Container	<u>11.03</u>	<u>6 yd</u> 4 yd. Dumpster	<u>158.00</u>

Other: \_\_\_\_\_

**CITY OF MANTORVILLE**  
**LICENSE APPLICATION FORM - GARBAGE/REFUSE HAULERS**

**\$500**

Company Name: Hometown Haulers, LLC

Address: 11 3rd Ave SW., P.O. Box # 45

City: Dodge Center State: MN Zip: 55927

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person's Name: Landon Kass

Contact Person's Phone: \_\_\_\_\_ or \_\_\_\_\_

The City of Mantorville issues multiple licenses for refuse hauling. Refuse haulers must be licensed with the County of Dodge as well as the City of Mantorville. The license period is for one (1) year from January 1<sup>st</sup> through December 31<sup>st</sup>. Collection is not allowed before 7:00 AM. The annual license fee is \$500 and a Certificate of Insurance must be on file with the City of Mantorville. Licenses are non-transferable.

Are you licensed in Dodge County? Yes  No  Please attach a copy of the current Dodge County approval. The City will not issue a license to a non County approved hauler.

This license is for curbside collection of refuse and recyclables. Recyclables will include, but are not limited to: paper products, cans, plastic bottles and glass bottles.

Please indicate your schedule for collection of the following materials:

Commercial Garbage: Mondays and Fridays

Commercial Recyclables: Mondays and Fridays

Residential Garbage: Wednesdays

Residential Recyclables: Wednesdays (Every other week)

List your prices per month for the following: (Container size is approximate.)

Bags	<u>\$43.00</u>	2 yd. Dumpster	<u>\$105.00</u>
<sup>35</sup> / <sub>20</sub> Gal. Container	<u>\$22.00</u>	1.5 yd. Dumpster	<u>\$75.00</u>
64 Gal. Container	<u>\$24.00</u>	3 yd. Dumpster	<u>\$125.00</u>
96 Gal. Container	<u>\$28.00</u>	4 yd. Dumpster	<u>\$150.00</u>

Other: perm include tax

MEMORANDUM FOR THE MAYOR AND CITY COUNCIL

# Memorandum

**To:** Mayor and City Council  
**From:** Cami Reber  
**Date:** 12/14/2015  
**Re:** Rental License Renewals

---

The following list is the 2016 rental renewals received to date. 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 2016.

209 5th ST W  
102 9<sup>th</sup> Street West  
507 Chestnut Street  
81 County Road 21  
916 Walnut Street  
605 Clay Street #3  
721 East Street  
312 West Street  
606 Washington Street  
414 6<sup>th</sup> Street West  
#12 Elliotts Court  
#8 Elliotts Court  
616 West Street  
#11 Elliotts Court  
1002 North Main Street  
102 Main Street North

CONFIDENTIAL

**RESOLUTION 2015-32**

**RESOLUTION APPROVING THE DELEGATION OF AUTHORITY FOR  
PAYING CLAIMS IN 2015**

WHEREAS, Minnesota Statute 412.271 Sub. 7 and Sub. 8 authorize a City Council to delegate authority to pay certain claims against the City by the City Administrative Official; and

WHEREAS, the City Clerk Treasurer is the City Administrative Official; and

WHEREAS, the City Council desires to authorize the City Clerk Treasurer to pay all claims deemed as valid received through month end of December, 2015; and

WHEREAS, all checks drawn for payment of claims must be signed by the City Clerk Treasurer and the Mayor; and

WHEREAS, the City Clerk Treasurer will present to the City Council at the first council meeting in January the list of claims paid and an explanation of the payment.

NOW THEREFORE, BE IT RESOLVED, by the Mantorville City Council that the City Clerk Treasurer is authorized to pay all claims received through month end of December 2015 if in the City Clerk Treasurers discretion the claims are valid.

Adopted by the Mantorville City Council this 14th day of December, 2015.

---

Mayor Chuck Bradford

---

Attest: City Clerk Treasurer, Camille C. Reber

# Memorandum

**To:** Mayor and Council  
**From:** Cami Reber  
**Date:** 12/11/2015  
**Re:** Annual Liquor License Renewal

---

Attached is the annual liquor license renewal forms for the Mantorville Saloon and the Hubbell House. The City has received all insurance information, work comp forms and payment in full from the Hubbell House and the Saloon will be submitting their insurance renewal in a couple of weeks. The Sheriff's Department has also signed off on the applications noting no violations in the last year.

The City Council should approve the 2016 renewal of the annual liquor licenses for the Hubbell House and the Mantorville Saloon pending receipt of the required insurance.



**Minnesota Department of Public Safety  
Alcohol and Gambling Enforcement**  
445 Minnesota Street, Suite 222  
St. Paul, MN 55101  
651-201-7500

**RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES**

**No license will be approve or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement**

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code CMBS License Period Ending 1/31/2016 ID# 38035

ISSUING AUTHORITY Mantorville

Licensee Name Seim Scott

Trade Name Mantorville Saloon

City, State, Zip Code 501 Main St N  
Mantorville MN 55955

Business Phone 5076355557

License Fees: Off Sale \$100.00 On Sale \$2,500.00 Sunday \$200.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

Applicant's signature on this renewal confirms the following: Failure to report any of the following may result in civil penalties.

1. Licensee confirms it has no interest whatsoever, directly or indirectly in any other liquor establishments in Minnesota. If so, give details on back of this application.
2. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
3. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance will be kept in effect during the license period.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$100,000 surety bond may be submitted in lieu of liquor liability. (3.2& liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

Licensee Signature Scott Seim DOB \_\_\_\_\_ SS# \_\_\_\_\_ Date 12/2/15  
(Signature certifies all above information to be correct and license has been approved by city/county.)

City Clerk/County Auditor Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

County Attorney Signature \_\_\_\_\_ Date \_\_\_\_\_  
County Board issued licenses only (Signature certifies licensee is eligible for license).

Police/Sheriff Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Signature certifies licensee or associates have not been cited during the past five years for any state/local liquor law violations (criminal/civil). Report violations on back, then sign here.)



Minnesota Department of Public Safety  
 Alcohol and Gambling Enforcement  
 445 Minnesota Street, Suite 222  
 St. Paul, MN 55101  
 651-201-7500

**RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES**

No license will be approved or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code ONSS License Period Ending 1/31/2016 ID# 2904

ISSUING AUTHORITY Mantorville

Licensee Name Hubbell House Inc.

Trade Name Hubbell House

City, State, Zip Code 502 N Main St/Box 98

Mantorville MN 55955

Business Phone 5076352331

License Fees: Off Sale \$0.00 On Sale \$2,500.00 Sunday \$200.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

Applicant's signature on this renewal confirms the following: Failure to report any of the following may result in civil penalties.

1. Licensee confirms it has no interest whatsoever, directly or indirectly in any other liquor establishments in Minnesota. If so, give details on back of this application.
2. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
3. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance will be kept in effect during the license period.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$100,000 surety bond may be submitted in lieu of liquor liability. (3.2 & liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

Licensee Signature [Signature] DOB \_\_\_\_\_ SS# \_\_\_\_\_ Date 11/5/2015  
 (Signature certifies all above information to be correct and license has been approved by city/county.)

City Clerk/County Auditor Signature \_\_\_\_\_ Date \_\_\_\_\_  
 (Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

County Attorney Signature \_\_\_\_\_ Date \_\_\_\_\_  
 County Board issued licenses only (Signature certifies licensee is eligible for license).

Police/Sheriff Signature [Signature] Date 11/6/15  
 (Signature certifies licensee or associates have not been cited during the past five years for any state/local liquor law violations (criminal/civil). Report violations on back, then sign here.)