

MANTORVILLE CITY COUNCIL MEETING AGENDA
MONDAY MARCH 9, 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 February 23, 2015
 - b) Warrant List March 9, 2015
 - c) Dodge County Board of Commissioners Meeting Agenda March 10, 2015
 - d) Mantorville EDA Meeting Minutes February 3, 2015
 - e) Mantorville FD Meeting Minutes March 4, 2015
 - f) Sheriff's Dept. Call Report for Mantorville February 2015
5. Public Concerns
6. Public Hearing - none
7. Old Business/New Business
 - a) Lyle Hoaglund – Marigold Days Fireworks Approval
 - b) City Property/Casualty Insurance New Agent Request
 - c) Tax Abatement Policy
 - d) Request to Assess Outstanding Bill
 - e) Personnel Policy Update
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 FEBRUARY 23, 2015
6:30 PM

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

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

Others Present: Scott and Koreen Seim, Dan Nerud, Dan Trapp, Gretta Becay, Darin Wilking and Cami Reber.

2. **Pledge of Allegiance** - Done

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

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

- a) City Council Meeting Minute's February 9, 2015
- b) Warrant List February 23, 2015
- c) Dodge County Board of Commissioners Meeting Agenda
- d) Board of Adjustment Training - Information
- e) 2015 Safety and Loss Control Workshops – Information
- f) Toward Zero Deaths Workshop – Information
- g) Notice of Public Hearing DCPC

Motion passed unanimously.

5. **Public Concerns** - none

6. **Public Hearing** - none

7. **Old Business/New Business**

- a) **Koreen Seim – Mantorville Saloon Events Request**

Scott and Koreen Seim approached the Council for special events requests. The first request is for June 27, 2015, during Old Tyme Days. They are requesting to fence off their parking lot for a bean bag tournament during the day and a band at night. The request includes the serving of alcohol outside of the licensed building premise. Motion made by Member Swanson, second by Member Blair to accept the proposal as presented from 8:30 – 12:30. A friendly amendment by Member Blair to extend the start time to 12:00 pm for the bean bag tournament. Member Swanson accepted the friendly amendment. Mayor Bradford asked about the noise level. Koreen responded that it won't be any different than any other event and they will keep an eye on it. Motion passed unanimously.

The second request is for Marigold Day's and it is the same as in the years past; to fence off the parking lot beginning on Friday through Sunday. They will have music on Friday evening, bean bag tournament on Saturday and a DJ for the water fights on Sunday. The request also includes the serving of alcohol outside of the licensed premises. Motion made by Member Swanson, second by Member Blair to ok the request for all 3 days. Mayor Bradford confirmed that they will monitor so no alcohol leaves the fence area. Motion passed unanimously.

- b) **Tom Nerud – Request for Amendment to Four Wheeler Ordinance**

Tom is part of a group that ride the river on 4-wheelers during the winter season. They are requesting permission to access City streets to get to Casey's to get gas and leave again. Motion made by Member Swanson, second by Member Blair to allow ATV traffic from Goat

Island to Clay Street (at 3rd) then to 4th Street, across the highway to Casey's and then back again. This can be done until March 15. Motion passed unanimously.

8. TBD

a) **Public Works Report** – Darin reported on the transponders and the learning curve is going good.

b) **City Clerk Report** – Cami updated the Council on the following items:

- Sentence to Serve Workers in town on February 28
- Approval for Scott to attend Water School and take his test – Motion made by Member Swanson, second by Member Hofstad to approve. Motion passed unanimously.
- Safety and Loss Workshops are April 14th in Rochester.
- Discussion/Direction on Fire Hall/City Hall building repairs

c) **Consultant Report** - none

d) **Committee Report**

- Fire Department – Member Hofstad reported that the Annual Meeting was held on February 7, the state schools and other trainings are coming up, they are combining the the Truck/Maintenance Team, April is the Relief meeting and they had 11 first responder calls in January.
- MRA – they discussed the solar energy bid for the Theatre which came in at \$90,000.

e) **Council Member Report**

- Member Hofstad – reported that he is talking to the public and people are asking about the WW project and if it is still going to Kasson.

Mayor Bradford asked that we get an update from Tim on where we are at with the WW project for the next meeting.

- Member Blair – has concerns with the water temps and asked to keep an eye on it.
- Member Roth – reached out to the owner of the Brewery and wants to see this up and going, and she spent half of a day at City Hall and reviewed the history of the historic district.
- Member Swanson – none

f) **Mayor Report** - none

9. Executive Session - none

10. Adjourn – Motion made by Member Blair, second by Member Swanson, to adjourn the meeting at 7:08 pm. Motion passed unanimously.

Attest:

Camille C. Reber, City Clerk Treasurer

***Check Summary Register©**

March 2015

Name	Check Date	Check Amt	
10100 Citizens State Bank			
UnPaid	BOBCAT OF ROCHESTER	\$193.62	BC OIL FILTERS, AIR FILTERS AND HOSES
UnPaid	CASEYS GENERAL STORES INC	\$358.06	FUEL - WWTP
UnPaid	CMS - CONSTRUCTION MGMT.S	\$540.68	FEBRUARY BUILDING INSPECTIONS
UnPaid	CULLIGAN	\$7.25	BOTTLED WATER
UnPaid	FIRE SAFETY USA, INC	\$269.95	ADAPTERS
UnPaid	GOPHER STATE ONE CALL	\$1.45	UTILITY LINE LOCATES
UnPaid	GRAUNKE BRENT	\$17.06	FIRST RESPONDER MANILA/HANGING FILE
UnPaid	HEALTHSMART BENEFIT SOLUT	\$32.00	EMPLOYEE PAID SUPPLEMENTAL LIFE INS
UnPaid	JORGENSONS TIRE SERVICE	\$60.00	TIRES FOR THE LAWN MOWER
UnPaid	KASSON HARDWARE HANK	\$44.42	WW SUMP PUMP HOSE KIT
UnPaid	KENNEDY & GRAVEN, CHARTER	\$3,449.00	LEGAL SERVICES GENERAL CITY MATTER
UnPaid	K-M TELECOM	\$500.50	CITY HALL MAIN 5170
UnPaid	LINCOLN MUTUAL LIFE & CASU	\$373.43	EMPLOYEE LIFE INSURANCE PREMIUMS F
UnPaid	MINNESOTA ENERGY RESOURC	\$1,698.51	4016467-5 STREETS
UnPaid	MOPS AND BUCKETS, LLC	\$53.44	JANITORIAL CITY HALL
UnPaid	MN POLLUTION CONTROL AGEN	\$1,450.00	MUNICIPAL PERMIT ANNUAL FEES
UnPaid	NAPA	\$210.61	OIL FILTER/GREASE FITTINGS FOR THE KA
UnPaid	OFFICE MAX INC	\$33.48	OFFICE SUPPLIES FOR THE SHOP
UnPaid	PITNEY BOWES INC	\$298.50	POSTAGE
UnPaid	R & M STEEL	\$275.28	NEW DIAMOND PLATE BLEACHERS @ DEN
UnPaid	LAKER CHEMICAL INC. DBA	\$1,469.50	MEGA BUGS
UnPaid	UC LAB - UTILITY CONSULTANT	\$596.00	CHEMICALS FOR WWTP
UnPaid	WASTE MANAGEMENT	\$112.16	GARBAGE
UnPaid	WILKING, DARIN	\$125.00	REIMBURSEMENT FOR HIS BOOTS
UnPaid	XCEL ENERGY	\$5,116.26	STREET LIGHTS NON METERED
	Total Checks	\$17,286.16	

MANTORVILLE, MN

03/06/15 11:21 AM

Page 1

Payments

Current Period: March 2015

Batch Name	WAR 03 23 15	User Dollar Amt	\$23,375.11		
	Payments	Computer Dollar Amt	\$23,375.11		
				\$0.00	In Balance
Refer	0 GOPHER STATE ONE CALL				
Cash Payment	E 601-49400-300 Professional Svcs (GEN	UTILITY LINE LOCATES			\$1.45
Invoice	133182	3/9/2015			
Transaction Date	3/3/2015	Citizens State Bank	10100	Total	\$1.45
Refer	0 JORGENSONS TIRE SERVICE				
Cash Payment	E 101-45200-404 Repairs/Maint Machinery	TIRES FOR THE LAWN MOWER			\$60.00
Invoice	86671	3/9/2015			
Transaction Date	3/3/2015	Citizens State Bank	10100	Total	\$60.00
Refer	0 KENNEDY & GRAVEN, CHARTERE				
Cash Payment	E 101-41600-304 Legal Fees	LEGAL SERVICES GENERAL CITY MATTERS			\$244.00
Invoice	MA445-00003	3/9/2015			
Cash Payment	E 101-41600-304 Legal Fees	LEGAL SERVICES SCHULTZ			\$185.00
Invoice	MA445-00005	3/9/2015			
Cash Payment	E 101-41600-304 Legal Fees	LEGAL SERVICES EDA			\$1,677.00
Invoice	MA445-00006	3/9/2015			
Cash Payment	E 101-41600-304 Legal Fees	LEGAL SERVICES TRAPP			\$37.00
Invoice	MA445-00007	3/9/2015			
Cash Payment	E 101-41600-304 Legal Fees	LEGAL SERVICES 408 WEST STREET			\$1,065.50
Invoice	MA445-00008	3/9/2015			
Cash Payment	E 101-41600-304 Legal Fees	LEGAL SERVICES GENERAL			\$240.50
Invoice	MA445-00009	3/9/2015			
Transaction Date	3/3/2015	Citizens State Bank	10100	Total	\$3,449.00
Refer	0 K-M TELECOM				
Cash Payment	E 101-41940-321 Communications Phone/	CITY HALL MAIN 5170			\$109.49
Invoice	1196807	3/9/2015			
Cash Payment	E 101-41940-321 Communications Phone/	CITY HALL FAX 5300			\$30.00
Invoice	1196807	3/9/2015			
Cash Payment	E 101-42200-321 Communications Phone/	FD 5440			\$30.00
Invoice	1196807	3/9/2015			
Cash Payment	E 101-41940-321 Communications Phone/	SHOP 5119			\$73.99
Invoice	1196807	3/9/2015			
Cash Payment	E 601-49400-321 Communications Phone/	WATER TOWER ALARM 3588			\$40.00
Invoice	1196807	3/9/2015			
Cash Payment	E 602-49450-321 Communications Phone/	LIFT STATION ALARM 5066			\$30.00
Invoice	1196807	3/9/2015			
Cash Payment	E 602-49450-321 Communications Phone/	WWTP 5413			\$30.00
Invoice	1196807	3/9/2015			
Cash Payment	E 602-49450-321 Communications Phone/	WWTP 5463			\$79.99
Invoice	1196807	3/9/2015			
Cash Payment	E 101-41940-321 Communications Phone/	CITY HALL - 5176 2ND LINE			\$33.90
Invoice	1196807	3/9/2015			
Cash Payment	E 101-41940-321 Communications Phone/	LONG DISTANCE/TAXES/FEES			\$41.13
Invoice	1196807	3/9/2015			
Cash Payment	E 201-46500-437 Other Miscellaneous	EDA 800#			\$2.00
Invoice	1196807	3/9/2015			
Transaction Date	3/3/2015	Citizens State Bank	10100	Total	\$500.50

MANTORVILLE, MN

03/06/15 11:21 AM

Page 2

Payments

Current Period: March 2015

Refer 0 MINNESOTA ENERGY				
Cash Payment	E 101-41940-380 Utility Services	4016467-5 STREETS		\$608.63
Invoice	MARCH 2015 3/9/2015			
Cash Payment	E 101-41940-380 Utility Services	4300149-4 STREETS		\$100.98
Invoice	MARCH 2015 3/9/2015			
Cash Payment	E 101-41940-380 Utility Services	4028156-0 STREETS		\$118.75
Invoice	MARCH 2015 3/9/2015			
Cash Payment	E 101-42200-380 Utility Services	4229566-7 FIRE DEPT		\$610.97
Invoice	MARCH 2015 3/9/2015			
Cash Payment	E 601-49400-380 Utility Services	4113568-2 WTR PUMP		\$77.09
Invoice	MARCH 2015 3/9/2015			
Cash Payment	E 602-49450-380 Utility Services	4299022-6 WWTP		\$44.64
Invoice	MARCH 2015 3/9/2015			
Cash Payment	E 101-41940-380 Utility Services	5121503-6 NEW SHOP		\$137.45
Invoice	MARCH 2015 3/9/2015			
Transaction Date	3/3/2015	Citizens State Bank 10100	Total	\$1,698.51
Refer 0 MOPS AND BUCKETS, LLC				
Cash Payment	E 101-41940-439 Janitors	JANITORIAL CITY HALL		\$53.44
Invoice	MARCH 2015 3/9/2015			
Transaction Date	3/3/2015	Citizens State Bank 10100	Total	\$53.44
Refer 0 OFFICE MAX INC				
Cash Payment	E 101-43100-200 Supplies	OFFICE SUPPLIES FOR THE SHOP		\$33.48
Invoice	148698 3/9/2015			
Transaction Date	3/3/2015	Citizens State Bank 10100	Total	\$33.48
Refer 0 R & M STEEL				
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	NEW DIAMOND PLATE BLEACHERS @ DENNISON		\$275.28
Invoice	MARCH 2015 3/9/2015			
Transaction Date	3/3/2015	Citizens State Bank 10100	Total	\$275.28
Refer 0 UC LAB - UTILITY CONSULTANTS				
Cash Payment	E 602-49450-216 Chemicals and Chem Pr	CHEMICALS FOR WWTP		\$596.00
Invoice	88394 3/9/2015			
Transaction Date	3/3/2015	Citizens State Bank 10100	Total	\$596.00
Refer 0 WASTE MANAGEMENT				
Cash Payment	E 101-41940-384 Refuse/Garbage Dispos	GARBAGE		\$112.16
Invoice	2981482-2760-6 3/9/2015			
Transaction Date	3/3/2015	Citizens State Bank 10100	Total	\$112.16
Refer 0 XCEL ENERGY				
Cash Payment	E 101-43160-381 Electric Utilities	STREET LIGHTS NON METERED		\$1,702.72
Invoice	MARCH 2015 3/9/2015			
Cash Payment	E 101-43160-381 Electric Utilities	BRIDGE LIGHTS		\$77.13
Invoice	MARCH 2015 3/9/2015			
Cash Payment	E 101-43160-381 Electric Utilities	130 ST.HWY 57 S.CITY SIGN		\$21.88
Invoice	MARCH 2015 3/9/2015			
Cash Payment	E 101-43160-381 Electric Utilities	60003 ST.HWY 57 N CITY SIGN		\$18.72
Invoice	MARCH 2015 3/9/2015			
Cash Payment	E 101-42200-380 Utility Services	FH/CH/PUMP		\$288.14
Invoice	MARCH 2015 3/9/2015			

MANTORVILLE, MN

03/06/15 11:21 AM

Page 3

Payments

Current Period: March 2015

Cash Payment	E 101-43160-381 Electric Utilities	410 CLAY		\$14.53
Invoice	MARCH 2015	3/9/2015		
Cash Payment	E 101-41940-380 Utility Services	MANTOR FIELD		\$23.59
Invoice	MARCH 2015	3/9/2015		
Cash Payment	E 101-41940-380 Utility Services	340 CLAY RIVERSIDE		\$34.06
Invoice	MARCH 2015	3/9/2015		
Cash Payment	E 101-41940-380 Utility Services	342 MAIN ST RIVERSIDE		\$14.64
Invoice	MARCH 2015	3/9/2015		
Cash Payment	E 101-41940-380 Utility Services	GOLFVIEW DENNISON FIELD		\$15.89
Invoice	MARCH 2015	3/9/2015		
Cash Payment	E 101-41940-380 Utility Services	EAST ST. CITY SHOP		\$204.02
Invoice	MARCH 2015	3/9/2015		
Cash Payment	E 602-49450-380 Utility Services	121 BLANCH WWTF		\$1,635.48
Invoice	MARCH 2015	3/9/2015		
Cash Payment	E 601-49400-380 Utility Services	841 BLANCH WELL		\$917.40
Invoice	MARCH 2015	3/9/2015		
Cash Payment	E 601-49400-380 Utility Services	WATER TOWER		\$53.54
Invoice	MARCH 2015	3/9/2015		
Cash Payment	E 603-45183-381 Electric Utilities	CAMPGROUND		\$15.20
Invoice	MARCH 2015	3/9/2015		
Cash Payment	E 101-41940-380 Utility Services	BLANCH ST. SHOP		\$39.84
Invoice	MARCH 2015	3/9/2015		
Cash Payment	E 602-49450-380 Utility Services	601 JEFFERSON LIFT STATION		\$30.29
Invoice	MARCH 2015	3/9/2015		
Cash Payment	E 101-41940-380 Utility Services	15 4TH ST WEST RIVERSIDE		\$14.97
Invoice	MARCH 2015	3/9/2015		
Cash Payment	E 602-49450-380 Utility Services	121 BLANCH - AUTO PROTECT LIGHT		\$8.91
Invoice	MARCH 2015	3/9/2015		
Cash Payment	E 602-49450-380 Utility Services	121 BLANCH WWTP		-\$14.69
Invoice	MARCH 2015	3/9/2015		
Transaction Date	3/3/2015	Citizens State Bank	10100	Total \$5,116.26
Refer	0 WILKING, DARIN			
Cash Payment	E 101-43100-229 Safety/OSHA	REIMBURSEMENT FOR HIS BOOTS		\$125.00
Invoice	FEB 2015	3/9/2015		
Transaction Date	3/4/2015	Citizens State Bank	10100	Total \$125.00
Refer	0 BLUE CROSS BLUE SHIELD OF MI	Ck# 004896	3/23/2015	
Cash Payment	G 101-21706 Hospitalization/Medical Ins	FEB/MARCH GROUP HEALTH INSURANCE		\$6,021.00
Invoice	4896	3/9/2015		
Transaction Date	3/4/2015	Citizens State Bank	10100	Total \$6,021.00
Refer	0 NAPA			
Cash Payment	E 101-45200-404 Repairs/Maint Machinery	OIL FILTER/GREASE FITTINGS FOR THE KABOTA		\$15.48
Invoice	193280	3/9/2015		
Cash Payment	E 101-42200-228 Equip. Repair and Maint	FD		\$195.13
Invoice	193714	3/9/2015		
Transaction Date	3/4/2015	Citizens State Bank	10100	Total \$210.61
Refer	0 BOBCAT OF ROCHESTER			
Cash Payment	E 101-43100-228 Equip. Repair and Maint	BC OIL FILTERS, AIR FILTERS AND HOSES		\$193.62
Invoice	01-40393	3/9/2015		
Transaction Date	3/5/2015	Citizens State Bank	10100	Total \$193.62

MANTORVILLE, MN

03/06/15 11:21 AM

Page 4

Payments

Current Period: March 2015

Refer	0	KASSON HARDWARE HANK	-				
Cash Payment	E 602-49450-220	Bldg.Repair and Mainten	WW SUMP PUMP HOSE KIT			\$33.93	
Invoice	259941	3/9/2015					
Cash Payment	E 101-43100-228	Equip. Repair and Maint	KEYS CUT			\$10.49	
Invoice	260110	3/9/2015					
Transaction Date	3/5/2015		Citizens State Bank	10100	Total	\$44.42	
Refer	0	MPCA	-				
Cash Payment	E 602-49450-300	Professional Svcs (GEN	MUNICIPAL PERMIT ANNUAL FEES			\$1,450.00	
Invoice	4400126743	3/9/2015					
Transaction Date	3/5/2015		Citizens State Bank	10100	Total	\$1,450.00	
Refer	0	GRAUNKE BRENT	-				
Cash Payment	E 101-42200-437	Other Miscellaneous	FIRST RESPONDER MANILA/HANGING FILES			\$17.06	
Invoice	FEBRUARU 201	3/9/2015					
Transaction Date	3/5/2015		Citizens State Bank	10100	Total	\$17.06	
Refer	0	LINCOLN MUTUAL LIFE & CASUAL	-				
Cash Payment	G 101-21711	Life Insurance Payable	EMPLOYEE LIFE INSURANCE PREMIUMS FOR APRIL			\$373.43	
Invoice	APRIL 2015	3/9/2015					
Transaction Date	3/5/2015		Citizens State Bank	10100	Total	\$373.43	
Refer	0	CMS - CONSTRUCTION MGMT. SE	-				
Cash Payment	E 101-42400-300	Professional Svcs (GEN	FEBRUARY BUILDING INSPECTIONS			\$540.68	
Invoice	15-221	3/9/2015					
Transaction Date	3/5/2015		Citizens State Bank	10100	Total	\$540.68	
Refer	0	FIRE SAFETY USA, INC	-				
Cash Payment	E 101-42200-228	Equip. Repair and Maint	ADAPTERS			\$179.95	
Invoice	76270	3/9/2015					
Cash Payment	E 101-42200-217	Other Operating Supplie	BATTERIES			\$90.00	
Invoice	76147	3/9/2015					
Transaction Date	3/5/2015		Citizens State Bank	10100	Total	\$269.95	
Refer	0	CASEYS GENERAL STORES INC	-				
Cash Payment	E 602-49450-212	Motor Fuels	FUEL - WWTP			\$61.35	
Invoice	FEBRUARY 201	3/9/2015					
Cash Payment	E 101-42200-212	Motor Fuels	FUEL - FD			\$13.75	
Invoice	FEBRUARY 201	3/9/2015					
Cash Payment	E 101-43125-212	Motor Fuels	FUEL - SNOW PLOW			\$172.62	
Invoice	FEBRUARY 201	3/9/2015					
Cash Payment	E 101-43100-212	Motor Fuels	FUEL - STREETS			\$110.34	
Invoice	FEBRUARY 201	3/9/2015					
Transaction Date	3/5/2015		Citizens State Bank	10100	Total	\$358.06	
Refer	0	HEALTHSMART BENEFIT SOLUTIO	-				
Cash Payment	G 101-21711	Life Insurance Payable	EMPLOYEE PAID SUPPLEMENTAL LIFE INSURANCE			\$32.00	
Invoice	MARCH 2015	3/9/2015					
Transaction Date	3/5/2015		Citizens State Bank	10100	Total	\$32.00	
Refer	0	PAYMENT SERVICE NETWORK, IN	Ck# 004897 3/23/2015				
Cash Payment	E 601-49400-300	Professional Svcs (GEN	SERVICE FEE CHARGES UB AUTO PAY FEBRUARY			\$67.95	
Invoice	102691	3/9/2015					

MANTORVILLE, MN

03/06/15 11:21 AM

Page 5

Payments

Current Period: March 2015

Transaction Date	3/6/2015	Citizens State Bank	10100	Total	\$67.95
Refer	0 TEAM LAB CHEMICAL CORP.				
Cash Payment	E 602-49450-216 Chemicals and Chem Pr	MEGA BUGS			\$1,469.50
Invoice	100109	3/9/2015			
Transaction Date	3/6/2015	Citizens State Bank	10100	Total	\$1,469.50
Refer	0 CULLIGAN				
Cash Payment	E 101-41940-200 Supplies	BOTTLED WATER			\$7.25
Invoice	1/23/15	3/9/2015			
Transaction Date	3/6/2015	Citizens State Bank	10100	Total	\$7.25
Refer	0 PITNEY BOWES INC				
Cash Payment	E 101-41500-322 Postage	POSTAGE			\$298.50
Invoice	3/24/15	3/9/2015			
Transaction Date	3/6/2015	Citizens State Bank	10100	Total	\$298.50

Fund Summary

	10100 Citizens State Bank	
101 GENERAL FUND		\$16,745.08
201 ECONOMIC DEVT AUTHORITY		\$2.00
601 WATER FUND		\$1,157.43
602 SEWER FUND		\$5,455.40
603 RV PARK		\$15.20
		<u>\$23,375.11</u>

Pre-Written Checks	\$6,088.95
Checks to be Generated by the Computer	\$17,286.16
Total	<u>\$23,375.11</u>

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

COMMITTEE AGENDAS

MARCH 10, 2015 8:00 A.M.

8:00 A.M. CONFERENCE ROOM B	8:30 A.M. CONFERENCE ROOM A
8:00 A.M. ADMINISTRATION COMMITTEE	8:30 A.M. PUBLIC HEALTH COMMITTEE
Allen & Administrator (Gray - Alt)	Tjosaaas & Gray (Erickson - Alt)
Action Required	Action Required
8:00 a.m.	8:30 a.m.
BECKY LUBAHN, Executive Assistant	
<input type="checkbox"/> 1.1 Minutes of the February 24, 2015 Committee of the Whole	A
<input type="checkbox"/> 1.2 Minutes of the February 24, 2015 Meeting	A
	< NO ITEMS SUBMITTED THIS WEEK >
8:05 a.m.	
ROSE CULBERTSON, Taxpayer Services Director	
<input type="checkbox"/> 2.1 Review Bills	A
8:15 a.m.	
DEAN SCHRANDT, Water Program Manager	
<input type="checkbox"/> 3.1 Request to Hire Temporary Microsoft Access Technician	A
8:25 a.m.	
LISA HAGER, Employee Relations Director	
<input type="checkbox"/> 4.1 Personnel Agenda	A
	▽

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

DODGE COUNTY BOARD OF COMMISSIONERS MEETING

MARCH 10, 2015 – 9:30 A.M.

ALL TIMES LISTED ARE APPROXIMATE AND MAY BE DISCUSSED AT ANY TIME UNLESS IT IS A SCHEDULED PUBLIC HEARING.		
ITEM	9:30 A.M.	JOHN ALLEN, Chair CONVENE COUNTY BOARD MEETING PLEDGE OF ALLEGIANCE DETERMINE QUORUM ESTABLISH AGENDA NEW EMPLOYEE INTRODUCTIONS
1.0 1.1 1.2 1.3	-	CONSENT AGENDA <input type="checkbox"/> Submit Final Payment to Midwest Contracting for SAP 20-599-112 <input type="checkbox"/> Award 2015 Bituminous Projects <input type="checkbox"/> Award 2015 Seal Coat Projects
<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 2.3	9:35 A.M. 5 Minutes 10 Minutes 10 Minutes	LISA HAGER, Employee Relations Director <input type="checkbox"/> Personnel Agenda <input type="checkbox"/> Teamsters 320 Union Contract - Dispatchers <input type="checkbox"/> Teamsters 320 Union Contract - Courthouse
3.0 3.1	10:00 A.M. 15 Minutes	SCOTT ROSE, Sheriff <input type="checkbox"/> Radio Console Bid/Moving of Dispatch
4.0 4.1 4.2	10:15 A.M. 5 Minutes 5 Minutes	MARK GAMM, Environmental Services Director <input type="checkbox"/> Replace Recycling Drop-Off Containers <input type="checkbox"/> Construction at Demolition Landfill
5.0 5.1	10:25 A.M. 5 Minutes	ROSE CULBERTSON, Taxpayer Services Director <input type="checkbox"/> Review and Approve Bills
6.0 6.1	10:30 A.M. 5 Minutes	BREAK
7.0 7.1	10:35 A.M. 10 Minutes	JIM ELMQUIST, County Administrator <input type="checkbox"/> Proposal from Steele County for Joint Public Health Director

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

DODGE COUNTY BOARD OF COMMISSIONERS MEETING

MARCH 10, 2015 – 10:45 A.M.

8.0 8.1 8.2	10:45 A.M. 5 Minutes 15 Minutes	RYAN DECOOK , Director of Land Records <input type="checkbox"/> Assessment Agreements <input type="checkbox"/> Closed Session – Al-Corn Discussion
9.0 9.1	11:05 A.M. 5 Minutes	PAUL KILTINEN , County Attorney <input type="checkbox"/> Legal Update
10.0 10.1	11:10 A.M. 5 Minutes	DAVID ERICKSON , Public Safety Committee <input type="checkbox"/> Public Safety Committee Report <ul style="list-style-type: none"> • Request to Accept Hubbell House Donation (Action) • Request to Accept Donation in Memory of Deb Henrickson (Action)
11.0 11.1	11:15 A.M. 5 Minutes	RODNEY PETERSON , Public Works Committee <input type="checkbox"/> Public Works Committee Report <ul style="list-style-type: none"> • Spring Weight Restrictions (Action)
12.0 12.1	11:20 A.M. 25 Minutes	JOHN ALLEN , Chair <input type="checkbox"/> Administration Committee Report <ul style="list-style-type: none"> • Minutes of the February 24, 2015 Committee of the Whole (Action) • Minutes of the February 24, 2015 Meeting (Action) <ul style="list-style-type: none"> • <input type="checkbox"/> County Commissioner Reports • <input type="checkbox"/> County Administrator Update • <input type="checkbox"/> Other Deferred Business
13.0	11:45 P.M.	ADJOURN

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

DODGE COUNTY BOARD OF COMMISSIONERS MEETING

MARCH 10, 2015 – 11:45 A.M.

<i>Coming up in Dodge County:</i>
<i>March 9, 2015 – Government Services Building Construction Progress Meeting, 2:00 P.M., Benike Construction Trailer, Mantorville, MN.</i>
<i>March 9, 2015 – Building Committee Meeting, 3:00 P.M., Annex, Mantorville, MN.</i>
<i>March 10, 2015 – Employee Recognition Banquet, 1:30 P.M., Annex, Mantorville, MN.</i>
<i>March 10, 2015 – Extension Meeting, 7:00 P.M., Annex, Mantorville, MN.</i>
<i>March 12, 2015 – Dodge County Township Officers Meeting, 7:30 P.M., Hayfield Town Hall, Hayfield, MN.</i>
<i>March 17, 2015 – Board of Adjustment Meeting, 8:00 A.M., Annex, Mantorville, MN.</i>
<i>March 17, 2015 – Fairview Care Center Meeting, 9:00 A.M., Annex, Dodge Center, MN.</i>
<i>March 18, 2015 – Dodge County EDA Meeting, 4:30 P.M., Annex, Mantorville, MN.</i>
<i>March 23, 2015 – Community Corrections Task Force Meeting, 12:00 P.M., Annex, Mantorville, MN.</i>
<i>March 23, 2015 – Government Services Building Construction Progress Meeting, 2:00 P.M., Benike Construction Trailer, Mantorville, MN.</i>
<i>March 24, 2015 – Dodge County Regional Railroad Authority Meeting, Annex, Mantorville, MN.</i>
<i>March 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>

Members of the Dodge County Board may gather for lunch after the regular meeting in Mantorville or Kasson. This is a purely social event and members of the public are always welcome to attend. The County Board will not discuss or receive information on official business during this social event.

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.	

**MANTORVILLE ECONOMIC DEVELOPMENT AUTHORITY MEETING
TUESDAY, FEBRUARY 3, 2015
6:30 PM**

1. **Call to Order** – Chair Huppler called the meeting to order at 6:35 pm.

Commissioners Present: Karl Huppler, Chuck Bradford, Henry Blair, Bob Soland, and Jeff Ingalls.

Others Present: Char Shrager, Tom Monson and Cami Reber.

2. **Approval of Minutes** – Motion made by Commissioner Bradford, second by Commissioner Blair to approve the meeting minutes of January 6, 2015. Motion passed unanimously.

3. **Financial Report**

Motion made by Chair Huppler, second by Commissioner Soland to approve the following payments: Rochester and Mantorville Chamber of Commerce for the yearly dues, KMTel for the internet bill and Dodge County Printing for the tourism flyers. Motion passed unanimously.

Motion made by Commissioner Soland, second by Commissioner Ingalls to approve the financial report as presented. Motion passed unanimously.

4. **New Business/Old Business**

- a) **City Logo/Tag Lines – Abby Bradford**

The final logo, without the wrought iron banner, was chosen. Abby handed out a list of tag lines. Commissioners discussed how they want to proceed. Everyone will review the list of tag lines and send Cami their top 5 and/or bottom 10. Abby will present the final logo to the area committees; MRA, Chamber and Park Board.

- b) **Abatement Policy**

Commissioners discussed the draft tax abatement policy. Under duration and abatement, add “.5” FTE. Chair Huppler noted that the way the draft is written, it does not limit this to just commercial business. Do we want to specify that this is only for commercial type business, not residential? Commissioners discussed this and decided that they would like to be able to offer this to a new home build, or development, etc.

Motion made by Commissioner Bradford, second by Commissioner Ingalls to approve the recommendation to the City Council to adopt the Tax Abatement Policy as written with the addition of the .5 FTE and adopt an application fee to cover the cost of the public hearing which is required to apply for the tax abatement. Motion passed unanimously.

- c) **Development District** – none

- d) **Other Economic Development Updates** – none

5. Subcommittee Reports

- **Planning** - none
- **Acquisitions and Developments** - none
- **Signage** - none
- **Tourism** – Char is accumulating some extra expenses with her cell phone due to problems with the computer and the extensive amount of time she has spent on the phone with Microsoft. Motion made by Commissioner Ingalls, second by Chair Karl to reimburse Char \$20 a month retroactive to December 1, 2014 for the extra minutes used on her phone as part of the Tourism position. A cell phone bill showing the extra usage and charges needs to be turned in to Cami before reimbursement will take place. Motion passed unanimously.
- **Happy Trails** – Discussion took place on the engineering estimates for the southwest trail. Tom Monson talked about the grant program and what would match well. Phase 1, the bridge, is out of the realm of the grants currently available. Discussion on not wanting to jeopardize any of the other future projects, the U of M Partnership and other County Trail projects. Commissioners asked Tom to talk to the County about their plans for the possible paving of County Road 12. Commissioners discussed other options for alternative locations of the trail minus the bridge piece of it. They decided to hold off until 2016 for the grant applications and proceed with writing a letter with the draft application for input from the DNR. They also want to continue to maintain communication with the U of M Partnership.

6. Adjournment – Meeting adjourned at 8:37 pm.

**MANTORVILLE FIRE DEPARTMENT
March 4, 2015 General Members Meeting**

Sign Off

Call to Order:

- The general member's meeting was called to order at 20:30

Pledge of Allegiance:

Member's in Attendance:

- R. Hellerud, J. Williams, C. Kramer, E. Lushinsky, D. Gilbertson, R. Nolte, P. Lushinsky, K. Granle, B. Graunke, D. Hofstad, D. Brannan, J. Tibbals
R. Lucas, S. Fairchild, J. Hodgman, D. Worstman, T. Hodgman, G. Brossard were present

Member's not in Attendance:

- D. Wuderlich, J. Schmidt, J. Schubert, S. Kitzerow, , M. Allen, were absent

Chief's Report:

- Need to purchase a couple more CO detector's
 - On CO calls look at how old detectors are- remind people they are only good for 5-10 years
- Check the bulletin board for upcoming events
- Repeater is approved it might be here by June
- Do not put beer cans in fire boots
- Truck/equipment maintenance will be 4th Wednesday this month because of Byron's social

Assistant Chief/Safety Officer:

- New locations for air bags- in seatbelts, front seat cushion, under dash boards

Fire Marshall

- **Calls: 1 call**
- Steve Wolfe – death at the garage fire doesn't need to be reported as a fire related death

Training Officer:

- Mankato State school is this weekend- we never received a flyer
- April 11th – 12th Rochester State School- talk to Travis B to sign up
- Deacon trailer training coming up
- FDIC is coming up in April

Equipment:

- Mounting plate for the hall fill station
- Air calibration is hooked up to battery backup now
- Air pack batteries have been replaced- if you would like the batteries that were taken out they are on the bar
- Turn the regulator back on the air compressor when you are done using

Vehicles:

- Betsy-
 - 571 –'97 Pumper-
 - 572 –'09 Pumper- latter rack if it doesn't want to go up check the sensor up on top
 - 574- Chevy Pick Up-
 - 576- Int. Tanker-
 - 577- Grass Rig- power steering leak, fitting was loose
 - 578 –Mack Tanker- light bar has been fixed
 - 579- Rescue Truck- turn signal light has been replaced, new fuel filters in the truck
-
- Make sure to fill the fuel tanks, generator and diesel on trucks before they are put back in the hall
 - Maintenance sheets have been update

First Responders:

- Consortium training next week, please be here they are mandatory trainings
- EMS conference April 21-22 in Rochester talk to Brent if interested
 - 1 free entrance ticket will be pinned to the bulletin board
- 2015 seat belt grant- applied for the grant
 - Grant money for a 2nd in bag
- Haven't heard on 2014 seat belt money yet should hear any day

Treasurer

- Bills: \$XXX
- Discussed bills

New Business:

- Change in SOG's for skywarn- everybody talking on Dodge EOC talk group, will not be using MFD channel anymore
- County is looking at a system similar to IAMResponding
- State patrol is now ok if we need to shut down a highway on a scene- notify dispatch if going to shut highway down
 - Send tucks to nearest intersection to shut down the roads; state patrol will re route traffic- stay with your truck if you are blocking the road
- 3 echo training coming up
- March 31 Skywarn training Rochester event center
- April 2nd Skywarn training Dodge Center fire hall @ 18:30- highly recommended to go every 2 years
- May 17th from 13:00-15:00 Cub scout event at the Kasson fire hall, we will use the houses
- Smoke Eater- let JJ know if you want to keep subscription
- Talk to Brent if your child is interested in explorer's
- Brent is getting a couple of quotes on the outside building problems

Old Business:

- Moved the radio that records the pages that sends texts out- if pages aren't coming out clear we can buy a antenna
- Committee came up with plan to combine truck/equipment 6 teams of 4 it would ideally be held on the 3rd Wednesday/ or 3rd week of the month, each team will have a captain. Each captain will be responsible to get their team's maintenance done for the month. The captain will also be responsible for communicating with the team and Paul and Jim to let them know if there are any problems with the truck or equipment that needs attention. Please give this an honest go. If we find out this doesn't work we can make changes and come up with a new plan.
- Captain for each team- officers have recommended these people to be captain
 - Everyone will be on a team, in order to get credit for the maintenance you will have to sign in on a run report
- Each pumper own team, tankers together, pickup and grass rig together, SCBA's and compressors one team
- Two month rotation then go to a new truck
- Will be starting in March
- The money set aside for truck/equipment team will be available for the department, that means an extra \$40-\$60 a person.
- 10 years of service plaque has been updated
- Rog put a new location for the ID tags in pumper 1
- Pictures from Marigold days are on a CD in JJ mailbox if you would like to view them
- Check bulletin board for upcoming trainings
- No update on the repeater
- Looking for more people to join the department- talk to friends and family
- Feb 18th will be talking to the new Sherriff about lamresponding

Active Committees

- OSHA/Safety and Accountability: Jen, Ken, Russ, Rog, Paul
- Pre-Incident: Brent, Chuck, Dave G, Don, Russ
- Radios: Paul, Rog
- SOG'S: Paul, JJ, Jeremy, Russ
- Uniform's: Jen, Paul, Emilie, Dave W
- Minimum Requirement's: JJ, Paul, Curt, Russ, Dave G
- Explore program: Brent, Paul, Jim, Ken, Jen, Emilie
- Truck/Equipment- Russ, David W, Jen, Grant

Secretary/ Calendar

- Motion made by Jen to approve point report
 - 2nd by Jim
 - Motion approved
- April Lunch- Steve, Jen, Travis H

- Calendar
 - March 11th – 18:30 1st Responder's Drill
 - March 11th- 19:30 2nd Wednesday Drill
 - March 18th 18:00 Byron Fish Fry
 - March 25th – 19:00 Equipment/Truck Maintenance
 - March 30th- 19:00 Officer's Meeting
 - March 31st – 18:30 SkyWarn Rochester event center
 - April 1st- 18:00 Stifel Nicolaus Meeting
 - April 1st- 18:30 1st Wednesday Drill
 - April 1st- 20:30 General Member's Meeting
 - April 2nd – 18:30 SkyWarn- Dodge Center fire hall
 - April 8th – 18:30 1st Responder's Drill
 - April 8th- 17:30 MSFDA spring meeting
 - April 8th- 19:30 2nd Wednesday Drill
 - April 11th 12th Rochester State school
 - April 14th- 19:00 ZVMA meeting Pine Island Fire Hall
 - April 15th – 19:00 Truck/Equipment Maintenance
 - May 13th – 17:00 Steak Social
 - May 17th- 13:00- 15:00 Cub Scout event at Kasson Fire Hall
 - May 23rd – Hayfield Golf tourn

- Motion made to adjourn by Steve
 - 2nd by Travis H
 - Motion carries

3/4/2015

City Mantorville
Date 2/1/2015 thru 2/28/2015

<u>Agency</u>	<u>Incident Nr</u>	<u>Location</u>	<u>LocCity</u>	<u>Activity</u>
S	201500000985	22 6th St E	Mantorville	Paper Service
S	201500000986	22 6th St E	Mantorville	Paper Service
S	201500000831	920 Chestnut St	Mantorville	Suspicious Activity
K	201500000395	22 6th St E	Mantorville	Mv. Accident
S	201500001037	22 6th St E	Mantorville	Mv. Accident
S	201500001091	515 Walnut St	Mantorville	Funeral Escort
S	201500001538	22 6th St E	Mantorville	Mv/hit & Run
S	201500001051	22 6th St E	Mantorville	Assist Other Agency
S	201500000953	321 5th St W	Mantorville	Civil
S	201500001096	22 6th St E	Mantorville	Violate/cond-release
S	201500001115	600 Washington St	Mantorville	Violate/cond-release
S	201500001214	22 6th St E	Mantorville	Violate/cond-release
S	201500001314	22 6th St E	Mantorville	Violate/cond-release
S	201500001516	22 6th St E	Mantorville	Violate/cond-release
S	201500000913	800 Blk Chestnut St	Mantorville	Snow Removal
S	201500001008	16 5th St W	Mantorville	Ambulance Run
S	201500001027	16 5th St W	Mantorville	Ambulance Run
S	201500001098	81 County Rd 21	Mantorville	Ambulance Run
S	201500001224	115 Scott Rd	Mantorville	Sex Offense
K	201500000550	523 Eagle Ct	Mantorville	Assist Other Agency
S	201500000909	22 6th St E	Mantorville	Disturbance
S	201500001073	320 Main St N	Mantorville	Alarm
S	201500001259	16 5th St W	Mantorville	Disturbance
S	201500001553	702 Chestnut St	Mantorville	Alarm
S	201500001215	22 6th St E	Mantorville	Drug Paraphernalia
S	201500000964	22 6th St E	Mantorville	Miscellaneous
S	201500001080	22 6th St E	Mantorville	Miscellaneous
S	201500001208	702 Main St N	Mantorville	Miscellaneous
S	201500001457	417 Chestnut St	Mantorville	Violate Drug Court Rules
S	201500001062	507 Chestnut St	Mantorville	Cell Call Open Line
S	201500001063	22 6th St E	Mantorville	9-1-1 Hang Up Call
S	201500001180	21 5th St W	Mantorville	9-1-1 Hang Up Call
S	201500001580	523 Eagle Ct	Mantorville	Open Door
S	201500000992	22 6th St E	Mantorville	Appreh/detention Orde
S	201500001217	910 Chestnut St	Mantorville	Larceny
S	201500001290	22 6th St E	Mantorville	Appreh/detention Orde
S	201500001347	320 Main St N	Mantorville	Traffic
S	201500001275	515 West St	Mantorville	Welfare Check
S	201500001283	410 Mantor Dr	Mantorville	Animal Comp
S	201500001401	1111 7th St W	Mantorville	Lost Animals
S	201500001579	320 Mantor Dr	Mantorville	Animal Comp
S	201500001267	816 Main St N	Mantorville	Paper Service
S	201500001116	22 6th St E	Mantorville	Probation Check
S	201500001423	600 Washington St	Mantorville	Probation Check
S	201500001427	915 Clay St	Mantorville	Probation Check
S	201500001432	417 Chestnut St	Mantorville	Probation Check
S	201500001573	22 6th St E	Mantorville	Probation Check

Total

47



INFORMATION MEMO

The Agent's Role and Compensation in LMCIT

Understand the role of agents and their compensation in the League of Minnesota Cities Insurance Trust (LMCIT) property/casualty and workers' compensation programs.

RELEVANT LINKS:

I. Agent's role and compensation

The League of Minnesota Cities Insurant Trust (LMCIT) property/casualty and workers' compensation programs are designed to operate through a local agent. LMCIT is a cooperative self-insurance pool of cities and is not an insurance company by traditional standards. Because of this, there sometimes is confusion and uncertainty about the role of the agent.

II. Key points of the agent relationship

Following are some key points to keep in mind with respect to the agent's role and compensation in LMCIT.

- There is a requirement to designate an agent for the property/casualty program. The city must designate an agent as a condition of participating in the property/casualty program. The city has the option not to use the services of an agent for the workers' compensation program, although most cities do.
- The city can select whichever licensed agent the city wants. The selection of the agent is entirely up to the city, and any licensed agent is eligible to participate.
- The agent's role with LMCIT is different than it is for commercial carriers. From an LMCIT standpoint, the agent's role is more of as an adviser and service provider to the city, rather than as a salesperson for LMCIT.
- The agent's fee or commission is negotiable between the city and the agent. The city and agent can negotiate any commission or flat fee arrangement that works best for a particular city-agent relationship.
- The services an agent provides is negotiable between the city and the agent. The level and types of services that cities ask and expect their agent to provide vary from city to city. It's important to make sure that everyone involved understands and agrees on what duties and responsibilities the agent will perform, and to make sure that both parties are comfortable with the compensation the agent receives for those services.

This material is provided as general information and is not a substitute for legal advice. Consult your attorney for advice concerning specific situations.

RELEVANT LINKS:

Underwriting Dept.
651.281.1200
800.925.1122

See LMCIT Sample
*Resolution Appointing An
Agent.*

A. Agent selection

Any licensed agent can be selected to work with the city on LMCIT coverages. If the city considers changing agents, LMCIT recommends the process begin well in advance of the city's coverage renewal date. This will ensure the new agent selection is resolved before work begins on the renewal and that the new agent is in place to handle the renewal work.

Some cities choose to undergo an RFP process when selecting agents. Upon request, LMCIT can provide copies of RFPs used by other cities.

LMCIT encourages cities to consider not only the fee or commission amount, but also the scope of services provided, and the level of experience of the agent when making a selection.

B. Agent formalization

LMCIT recommends the selection of the agent and the establishment of the agent's duties and compensation be addressed at the city council level. A good way to do this is through a council motion or resolution. The resolution should not only name the agent, but should also specify what services the agent is expected to provide and what compensation the agent will receive for those services.

Another approach is to develop a formal written contract between the city and the agent addressing these same points. Such a contract might also address the role the agent might play in overseeing the insurance options a city might purchase from sources other than LMCIT, such as specialty liability coverage for a hospital or nursing home.

To help cities and agents address these points, LMCIT and the Minnesota Independent Insurance Agents (MIIA) developed a sample resolution for appointing an agent. This sample is intended only as a starting point. Some cities may be able to use it nearly verbatim, while others may wish to make substantial changes in the list of services to be provided by the agent, in the amount or basis of the compensation the agent receives, or both.

C. Agent fees and commissions

LMCIT's practice is to include an allowance for a 10 percent agent's fee in the premium for property/casualty coverage. LMCIT then pays that fee to the agent. However, the city and the agent are free to agree on a higher or lower percentage fee, or on a different basis for compensating the agent.

RELEVANT LINKS:

Underwriting Dept.
651.281.1200
800.925.1122

If the city and agent agree on a different percentage fee, the city should notify their LMCIT underwriter. The premium quote will then reflect that change. Any increase or decrease in the agent's compensation will flow through directly as a dollar-for-dollar increase or decrease in the city's premium.

Another possibility is for the city and agent to agree on a different compensation basis instead of the percent-of-premium approach. A flat annual or monthly retainer fee or hourly rate for services performed are some of the possibilities. When the city and agent move to this sort of arrangement, it generally works best for the city to compensate the agent directly. In that case, LMCIT would provide the property/casualty coverage quote on a "net of commission" basis.

LMCIT workers' compensation rates include an allowance for a 2 percent agent's fee. If the city chooses not to use an agent for workers' compensation, or if the agent's services on workers' compensation are included and compensated under a direct contract for service, the 2 percent agent fee allowance is refunded to the city.

D. Agent services

LMCIT believes it's important for city officials and agents to periodically discuss the agent's role. The critical points are to make sure that everyone involved understands and agrees on what duties and responsibilities the agent will perform, and to make sure that both parties are comfortable with the compensation the agent receives for those services.

Again, services vary greatly from city to city and agent to agent, but here's a list of services a city might wish to ask their agent to provide.

- Advise and assist the city in assembling and accurately reporting underwriting data needed for rating purposes.
- Assist the city in managing, tracking, and ensuring coverage is secured for insurable assets, such as buildings, mobile property, and autos.
- Coordinate the gathering of the information needed in order to complete the renewal application. Either complete the renewal application or provide assistance to the city if the city is completing the renewal application.
- Advise and assist the city in evaluating and selecting among coverage alternatives such as deductibles, limits, optional coverages, alternative coverage forms, etc.
- Review coverage documents and invoices to assure coverage has been correctly issued and billed.
- Provide assistance on questions about coverage.
- Provide assistance on questions about premium calculations.

RELEVANT LINKS:

- Advise the city on potential gaps or overlaps in coverages.
- Assist the city in ensuring contractual insurance requirements are being met.
- Assist the city as requested in submitting claims and interpreting coverage as applied to particular claims.
- Review loss reports for correct reporting, appropriate reserves, etc.
- Assist as requested with safety and loss control activities.
- Assist the city in identifying risk exposures and developing appropriate strategies to address those exposures.
- Assist the city with the LMCIT appraisal process.
- Assist the city in managing and securing certificates of insurance.
- Other

**TAX ABATEMENT POLICY OF
THE CITY OF MANTORVILLE, MINNESOTA**

Cities are authorized pursuant to Minnesota Statutes, Sections 469.1812 through 469.1815 (the "Tax Abatement Act") to provide tax abatements for various purposes, including economic development. Tax abatement provides the ability to capture and use all or a portion of the property tax revenues within a defined geographic area. In practice, it is a tax "rebate" rather than an exemption from paying property taxes. When a tax abatement is requested, the City of Mantorville (the "City"), in cooperation with the Mantorville Economic Development Authority (the "EDA"), will consider the following factors to determine whether or not the tax abatement should be granted:

Evaluation Criteria

1. Whether the public interest will be served in one of the following respects:
 - Increase or preserve tax base;
 - Provide employment opportunities in the City
 - Provide or help acquire or construct public facilities;
 - Help redevelop or renew blighted areas;
 - Help provide access to services for residents of the City; or
 - Finance or provide public infrastructure.
2. The extent to which the proposed development adds to the City's net commercial, industrial or general tax base.
3. Whether or not the proposed development provides services not already provided in the City or which are needed in the City.
4. The extent to which the proposed development results in an increase in new employment opportunities that provide good wages and benefits for employees, or the retention of jobs.
5. The extent to which the proposed development requires improvements in all aspects of City's infrastructure and the extent to which such improvements will require funding by the City.

Abatement Program Restrictions

1. At the time the tax abatement is proposed, the City must expect that the benefits from the proposed tax abatement will be at least equal the costs of the proposed tax abatement.

2. The total amount of tax abatements granted by the City cannot exceed ten percent of the net tax capacity of the City for the year to which the abatement applies or \$200,000, whichever is greater.
3. The tax abatement may only be granted if the increase in property taxes resulting from the improvements on the property is at least 15%.
4. The tax abatement amount will be limited to 75% of the increase in property taxes resulting from improvements on the property. The City may consider a greater level of financial assistance, up to the maximum allowed under Minnesota Statutes, in limited circumstances.
5. Tax abatement cannot be considered in conjunction with an existing tax increment financing district.
6. The City shall limit the amount of the abatement to a specific dollar amount per year or in total, to the increase in property taxes resulting from the increase in market value or tax capacity of the property; or in any other manner the City determines is appropriate.
7. The project shall comply with all provisions set forth in the state's Tax Abatement Act.
8. The City retains the right in their discretion to approve projects and tax abatements that may vary from the principles and criteria of this policy.

Duration of Abatement

The minimum term of the abatement shall be 5 years. The maximum term of abatement is 20 years if the abatement is approved by the City alone or the city and one other taxing jurisdiction (either Dodge County or the Kasson-Mantorville School District), and up to 15 years if the City, Dodge County and Kasson-Mantorville School District all approve an abatement for the same project. The duration of the abatement may be extended based on the number of full-time-equivalent jobs to be created or maintained in the City by the developer.

The duration of the abatement shall be increased beyond 5 years based on the number of full-time-equivalent jobs created in the City as a result of the proposed development. For example, for each .5 FTE job created by the improvements, the City may increase the length of the abatement by 1 year. However, the City may limit or extend the length of the abatement in any manner it deems appropriate.

Transfer of Abatement

Upon transfer of the property, any transfer of abatement assistance will require approval by the City Council.

Type of Abatement Assistance

Tax abatement assistance can be provided in two different forms. Generally, tax abatement assistance will be provided on a "pay as you go" wherein the City compensates the applicant for a predetermined amount for a predetermined number of years. Annual abatement payments are provided to the applicant with tax dollars after payment of property taxes by the applicant. Tax abatement assistance will be provided to private developers upon receipt of taxes by the City.

Another form of assistance that shall be considered only in extraordinary circumstances is an "up-front payment" to the applicant. This may be in the form of a revenue or general obligation bond or an internal loan. (The City would consider revenue bond financing where the terms of the financing are satisfactory to the City.) The tax abatement generated from the applicant's project is a source of revenue for repayment of the bonds or loan. This form of assistance is not one the City will generally consider because under this form of assistance, the taxpayers assume the risk that the tax increment will be sufficient for repayment of the bonds or the interfund loan.

Abatement from Other Taxing Jurisdictions

Applicants requesting abatement for projects in the City shall also seek tax abatement from Dodge County and/or the Kasson-Mantorville School District. Upon the request of the applicant, the City will request that Dodge County and/or the Kasson-Mantorville School District grant the abatement.

Compliance with Business Subsidy Policy

All developers/businesses receiving abatement assistance from the City are also subject to the requirements of Minnesota Statutes, Section 116J.993 through 116J.996 (the "Business Subsidy Act") and all the terms and conditions of the City's Business Subsidy Policy.

Memo

To: Mayor and Council
From: Cami Reber
Date: March 9, 2015
Re: Request to Assess Outstanding Bill

The City has received a request to allow a payment plan or to assess an outstanding bill to be collected with property taxes.

In December, 2014, Brett Schultze was sent an invoice for his share of the amount due for the replacement cost of the sidewalk for property owned by him along 5th Street West. The amount due is \$1,010.00. He has requested to make payments on the outstanding amount.

The City may choose to allow a payment plan directly to the City or choose to certify the amount due to the property to be collected with property taxes. His request is to allow 2 years in order to pay it off which would amount to 4 payments of \$252.50. If certified to his property, the collection wouldn't begin until 2016.

The Council should decide if they want to approve the payment plan and if they want this amount certified to the property or set something up internally.

City of Mantorville

December 17, 2014

Brett R. Schultze
PO Box 192
Mantorville, MN 55955

Dear Brett Schultze;

This is a follow up to the previous letter sent out in July regarding sidewalk replacement. As you were notified, the City Council approved to split the cost of the sidewalk replacement along 5th Street West abutting your property. The amount that you are responsible for is as follows:

30' front footage per the Dodge County Tax Records X 6.75' X \$10 per SF/2 = \$1,010

Please submit payment in full to the City of Mantorville. If you have any further questions, please contact me.

Sincerely,



Camille C. Reber
City Clerk Treasurer

Memo

To: Mayor and City Council
From: Cami Reber
Date: March 9, 2015
Re: Staff Clothing/Boot Allowance

The Current yearly reimbursement policy for the public works clothing allowance is \$125 for required steel toed boots and \$300 for clothing. Due to increasing cost of boots, staff is requesting more allowance to go towards safety boots.

The Personnel Committee met to review the request and is suggesting that the clothing allowance be increased to a flat \$500 which would include the purchase of the safety boots required. Staff is still required to turn in receipts before any reimbursement will be given.

City Council needs to approve/not approve the recommendation.

- Maintain good attendance.
- Responsible to extract themselves from a negative interaction in a positive and professional manner and notify the personnel committee in a timely manner.

Attendance & Absence

The operations and standards of service in the City of Mantorville require that employees be at work unless valid reasons warrant absence. In order for a team to function efficiently and effectively, employees must be on the job. Attendance is an essential function of every City position.

Employees who are going to be absent from work are required to notify the City Clerk or Assistant City Clerk as soon as possible in advance of the absence. In case of unexpected absence, employees should call the Clerk or Assistant Clerk before the scheduled starting time. If the Clerk is not available at the time, the employee should leave a message that includes a telephone number where he/she can be reached and/or contact any other individuals in the work area. Failure to use established reporting process will be grounds for disciplinary action. The Personnel Committee and City Clerk will establish a method of reporting employee absences, comp time, and overtime on a regular basis.

The employee must call the City Clerk or Assistant City Clerk on each day of an absence extending beyond one (1) day. Employees who are absent for three (3) days or more and who do not report the absence in accordance with this policy, will be considered to have voluntarily resigned not in good standing. The city may waive this rule if extenuating circumstances warrant. This policy does not preclude the city from administering discipline for unexcused absences of less than three (3) days.

Access to and Use of City Property

Any employee who has authorized possession of keys, tools, cell phones, pagers, or other City-owned equipment must register his/her name and the serial number (if applicable) or identifying information about the equipment with the City Clerk. All such equipment must be turned in and accounted for by any employee leaving employment with the City in order to resign in good standing.

Employees are responsible for the safekeeping and care of all such equipment. The duplication of keys owned by the City is prohibited unless authorized by the City Clerk. Any employee found having an unauthorized duplicate key will be subject to disciplinary action. The City (Personnel Committee) reserves the right/ability to review all City property (keys, tools, cell phones pagers etc) at any time. Misuse of property may be subject to disciplinary action.

Appearance

Departments may establish dress codes for employees as part of departmental rules. Personal appearance should be appropriate to the nature of the work and contacts with other people and should present a positive image to the public. Clothing, jewelry or other items that could present a safety hazard are not acceptable in the workplace.

On January 1st of each year, each full-time employee will receive the following allowance for clothing.

- Non-Office - \$400 for the first year of employment
- \$300 each additional year thereafter
- Office - \$200 each year

Non office employees are allowed to purchase city shirts and jeans but a receipt needs to be submitted before any reimbursement will be made. Office employees are allowed to purchase city shirts. Any amount over the allowable amount is to be paid by the employee.

Boots:

Due to the safety of the employees, the City Council has authorized an allowance of \$125.00 per year for each full-time non office employee to go toward the purchase of steel toed boots. The employee is to submit a receipt to the City Clerk for the purchase before reimbursement will be made.

Conflict of Interest

City employees are to remove themselves from situations in which they would have to take action or make a decision where that action or decision could be a perceived or actual conflict of interest. If an employee has any question about whether such a conflict exists he/she should consult with the Personnel Committee for review and/or presentation to the City Council and City Attorney if necessary.

Falsification of Records

Any employee who makes false statements or commits, or attempts to commit, fraud in an effort to prevent the impartial application of these policies will be subject to immediate disciplinary action up to and including termination and potential criminal prosecution.

Political Activity

City employees have the right to express their views and to pursue legitimate involvement in the political system. However, no City employee will directly or indirectly, during hours of employment, solicit or receive funds for political purposes. Further, any political activity in the workplace must be pre-approved by the City to avoid any conflict of interest or perception of bias such as using authority or political influence to compel another employee to apply for or become a member in a political organization.

Smoking

Smoking of any kind, including pipes, cigars, and cigarettes, and the use of chewing tobacco is prohibited for employees while on duty. Employees 18 and over are allowed to smoke only during their breaks and lunch, and only in areas designated for that purpose. All state statutes will be followed.

DEFINITIONS

For purposes of these policies, the following definitions will apply:

Authorized Hours (Actual Hours Worked):

Actual hours worked during any given pay period may be different than authorized hours, depending on workload demands or other factors, and upon approval of the employee's supervisor. This does not include any paid time off or compensatory time.

Benefits:

Privileges granted to qualified employees in the form of paid leave and/or insurance coverage

Benefit Earning Employees

Employees who are eligible for at least a pro-rated portion of City provided benefits. Such employees must be year-round employees who work at least 20 hours per week on a regular basis.

Call Back

Any employee required to return to work after hours or weekends. Employees will be compensated 2 hours at one and one-half hourly rate for a call back. If the employee puts in over 2 hours of time, all hours associated with the call back will be paid at one and one-half hourly rate.