

MANTORVILLE CITY COUNCIL MEETING AGENDA
MONDAY, JANUARY 11, 2016
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 December 14, 2015
 - b) Warrant List December 31, 2015 and January 11. 2016
 - c) Park Board Meeting Minutes November 24, 2015
 - d) EDA Meeting Minutes December 1, 2015
 - e) Dodge County Board of Commissioner's Meeting Agenda January 12, 2016
 - f) Dodge County Sheriff's Dept. Activity Log – December 2015
 - g) 2016 Legal Service Rates
 - h) SEMLM Annual Meeting Notice
 - i) 2015 Property/Casualty Dividend Calculation
 - j) MPUC Notices of Application for Rate Increases
5. Public Concerns
6. Public Hearing
7. Old Business/New Business
 - a) MN Dot Wall Project 2016 – Richard Augustine
 - b) Mantorville Well Head Protection Plan – Pat Bailey/Tim Hruska
 - c) Fire Department Relief Association By-Laws Update – Rog Nolte
 - d) Rental License Renewal 2016
 - e) 2016 Enterprise Funds Budget
 - f) Resolution 2016-01 A RESOLUTION APPROVING CITY DESIGNATIONS FOR 2016
 - g) Resolution 2016-02 A RESOLUTION ADOPTING THE MASTER FEE SCHEDULE FOR 2016
 - h) 2016 Council Meeting Calendar Approval
 - i) 2016 Council Committee Assignments
 - j) 2016 Assessment Agreement
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 AGENDA
MONDAY, DECEMBER 14, 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, Will Lambert, Don Hofstad and Sherry Roth.

Others Present: Mark and Ann Torkelson, Bill Glawe, Karen Steele, Rog Nolte, Gary Bromley, Mike and Nicole Marti, Jone and Dan Trapp, Scott Regener, Nancy and Mark Schmidt, Casey Berge, Gretta Becay, Daryl Clements – DCSO, Patti Chilson, Melissa Manderschied - City Attorney 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 Hofstad to approve the consent agenda as follows:
 - 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

Motion passed unanimously.

5. **Public Concerns** – none
6. **Public Hearing** – Motion made by Member Blair second by Member Lambert to close the regular session of the City Council Meeting and open the public hearing at 6:32 pm. Motion passed unanimously.
 - a) **Land Use Request - Torkelson Height Variance Request**

Mayor Bradford gave a brief overview of the land use variance request that is before them today. The Mayor noted that this request is a stand-alone request and has nothing to do with what has previously been granted.

Ann Torkelson – Ann and Mark Torkelson are the applicants and are requesting a variance for a 28'3" for the overall height. It was their intention from the beginning to have a gable roof structure and this allows them to do so. 60X80X28'3" is the structure they are planning to build.

Mark Schmidt – He and Nancy reside at 5 Zumbro Ridge Drive and have resided there for 34 years. He presented a hand out to the Council. The SE corner of their property abuts the SW corner of the Torkelsons', the applicant's property. Spoke at last hearing and was against it and is still against it. He spoke of the previous variance request which was an 18' height which was granted and seemed to be well understood. Everyone knew the size and scope of the building that was originally applied for. He does not believe there are a lot of detached structures in Mantorville that have a height of 28' and we are setting a precedence and this should not be taken lightly. The request now is absolutely unacceptable. The Torkelson's were well aware of what they applied for before and the City approved a very buildable building for them so they could enjoy their property and run their business. They believe the 28' is absolutely out of character for a neighborhood in the City of Mantorville. They request you deny the request of the Torkelson's. No building height above 18' is acceptable and that no amount of landscaping or muting of colors relative to trying to blend that building into the

neighborhood is going to suffice when looking at a building that is 28' tall. To give some perspective, what they are proposing as far as a 28' height building, the building would be twice the size of Casey's in an R-1 neighborhood, and that is not acceptable.

Scott Regener – lives on Zumbro Ridge Drive on property that directly touches the Torkelson's. I do not know what the Council wants to define a residential structure as but he can't imagine anyone of us wanting a structure this large in our backyard, feet away from our property line, and well within our sites. Every window that we have looks upon a large dirt hill or large building. He can't imagine that we would consider that to be a residential neighborhood. It doesn't seem consistent with small town America, for historic towns. It will be visible for great distances. Most of this town will be able to see it when the leaves are off the trees. I Request the City deny the expansion.

Nancy Schmidt – 5 – Zumbro Ridge Drive – she presented Council with a hand out. She would like to review statements and drawings included in the Torkelson's application for variance dated October 2015. She would like to ask some questions and demonstrate why the City Council should deny this request. She reviewed the questions and answers on the variance application. Her comments on that is that it is possible to build that size of a structure with an 18' height. It is not necessary to increase the height to 28'3". She is questioning the 2 cupolas also included on the drawings that extend another 3' or so for an overall maximum height exceeds 31'. She pointed out various items in drawings submitted of buildable structures that meet their needs, including the one they are currently operating out of in Kasson. She questioned why an 18' structure is noted as not fitting their needs on the drawing submitted by the Torkelson's. Ann replied that their intention from the beginning was to build a building with a gable roof and 18' limits that and they won't be able to. There was a question on the elevation difference of 20' and where that information was gotten from. Mark Torkelson replied that it was taken from a topographical map and it is an estimate of grade elevation. What will be visible to the closest neighboring residence is the roof, the higher the roof the greater the impact is the point Nancy is trying to make.

The application states that the practical difficulties are due to the MN State Building Code. Nancy replied that this is a false statement. It is possible for them to build the structure that meets their needs as has already been approved. The cost is the only factor that prohibits them from building the building. Economic considerations alone do not constitute practical difficulty, it would be against this statute, 462.357, to approve this variance request.

Nancy also visited with a MN registered architect and received an opinion on the buildability of an 18' building. The opinion stated that it can be done much like the current building that they are utilizing.

Jone Trapp – Zumbro Ridge Drive. Their property, her and her husband, is the closest in proximity to the building. Jone handed out information that she feels the Council should use in their deliberation. She reviewed ordinances and those on variances in general. She feels it will be a detriment to the adjacent property and provided 2 written opinions from 2 separate appraisers stating that the proposed accessory building will have a negative effect to the market value of the surrounding property. She noted information from the League of MN Cities in regards to variances. She doesn't feel that the city is asking for the documents to support the statements made. She questioned the reference about the building code issues and the reason that there are limitations and why the variance is needed. Jone received a written statement from a building official who stated that in his opinion the only issue is to cost and aesthetics due to snow load requirements in Minnesota. It is not a building code issue. With all of the information that has been presented tonight, she feels it needs to be taken under serious consideration and ask that the building not happen.

Gary Bromley – 13 Zumbro Ridge Drive – has yet to see a per scale drawing submitted. He was required to have all of that information supplied before his permit could be approved and issued. He requests that we deny this.

Nancy Schmidt – asked about the cupolas and are they included in the height so what we are asking for 31' plus.

Ann Torkelson – from the beginning it has been their intent to building a structure that will blend in with the local surroundings. It is important to have an aesthetically pleasing and admired acreage. She doesn't feel it is unreasonable, feel's it is a better fit to the local surroundings compared to if they have the 18' limitation overall. The reason they are there tonight is because the information they had in the beginning in regards to the 18' didn't translate in the original documents.

Many more comments made by residents regarding it being aesthetically pleasing and to fit in the neighborhood. What will the neighbors be looking at? Which way will it be facing? How do you put a 28' building in a residential neighborhood and have it be aesthetically pleasing? It's the obstruction of the building, not the view, that doesn't fit in the neighborhood area setting. Let's have factual elevations and factual documents. The Council is making a decision that is going to affect the quality of life in the neighborhood for the next 30 years while they are waiting for the trees to grow.

Chris Peterson – 18 Zumbro Ridge Drive – whose property does the decrease in value affect? Only 1 or many? Property is an investment – these decisions are stealing value away from others. He was required to submit to scale drawings as part of his Chicken Permit.

Motion made by Member Hofstad, second by Member Blair to close the public hearing at 7:35 pm. Motion passed unanimously.

7. Old Business/New Business

a) **RESOLUTION 2015-29 A RESOLUTION GRANTING A VARIANCE REQUEST**

Mayor Bradford offered the various options available to the City Council for consideration of the current variance request. We can approve it out right or reject it outright, modify it and approve it or exercise our ability to extend up to an additional 60 days. This variance is to be considered on its own merits, stand alone. It does not modify the existing variance. The applicants have the right to exercise the current variance whenever they would like.

Member Hofstad – was not in on the decision last year, a lot of information was given out today and he would like to look into it more to make sure he is making the right decision for all the parties. He would like to see more detailed drawings; how it fits in the berm, how the height is going to be, and where it fits on the land. There are no numbers, such as feet, showing distance. Would like to see something from their engineer or architect. He would feel more comfortable to have something more to scale.

Member Blair – he can understand the request for more information and has done some of his own aerial work with various tools and he has no problem with asking for more time.

Mayor Bradford – feels it is appropriate, given the amount of handouts and points raised by the citizens. With that he believes it is the consensus of the Council not to make a decision tonight but to exercise our option for the 60 day extension.

Motion made by Member Hofstad, second by Member Blair to table this request until January 25, 2016. Member Lambert would prefer to take the full 60 days and would like to make a friendly amendment to do so. Attorney Melissa stated that the Council has the authority under state law to extend an additional 60 days but we can act sooner than that. If we

exercise that right and table it to the 25th of January, on the 25th we can table until a February meeting if need be. Motion passed unanimously. The motion has been officially tabled until at least January 25th.

Motion made by Member Lambert, second by Member Hofstad to extend our option for 60 days and submit a letter to the applicant stating our reasons. Motion passed unanimously. Mayor Bradford stated that what we will do, at our second meeting in January, on the 25th, is possible pull from the table, the consideration for the land use variance. In that time, we will draft a letter to the applicants stating why we are asking for additional time, stating the additional documentation that the Council would like to see and at that January 25th meeting, we will examine the documentation that we have received. If we feel it answers our questions at that time, we will act. If not, we will extend our option to table again up to and before February 23, or thereabouts.

The Council took a 3 minutes break.

b) 2015 Truth in Taxation for 2016 Budget and Levy

No Comments made

c) RESOLUTION 2015-30 A RESOLUTION ADOPTING THE FINAL TAX LEVY COLLECTIBLE IN THE YEAR 2016

Council Members accepted the budget as presented with no further changes. Motion made by Member Blair, second by Member Roth to approve RESOLUTION 2015-30 A RESOLUTION ADOPTING THE FINAL TAX LEVY COLLECTIBLE IN THE YEAR 2016. Motion passed unanimously.

d) Fire Department Relief Association By-Laws Update – Rog Nolte

Rog Nolte, Mantorville Fire and Rescue Department, spoke to the Council regarding some requested changes to the By-laws.

- A change in the officers and when they elect them – it use to state at the annual meeting; change to a normal meeting.
- For the 6 trustees that are elected by membership, use to be that they had to be active on the FD for at least 3 years once they come off of probation; change to considered active once probation period has ended.
- They would like to implement paid President, Secretary and Treasurer Positions due to the amount of time that is involved in coordination and paperwork to the State. It is hard to get anyone interested in doing this. The Treasurer alone can spend 5-6 hours a week just on normal stuff and then you get into all of the filing required for the State. The recommendation is as follows: President \$500, Secretary \$400 and Treasurer \$600. It will come out of the Pension fund, not the General fund. The Pension fund comes from contributions from the State. The Relief Association is separate from General City dollars but the City Council still has to approve it. Members would like more time to review the information. Motion made by Member Blair, second by Member Lambert to table this until the 1st meeting in January. Motion passed unanimously.

e) RESOLUTION 2015-31 A RESOLUTION APPROVING PUBLIC AUCTION FOR CERTAIN TAX FORFEITED LANDS IN THE CITY OF MANTORVILLE

Motion made by Member Blair, second by Member Roth to approve RESOLUTION 2015-31, A RESOLUTION APPROVING PUBLIC AUCTION FOR CERTAIN TAX FORFEITED LANDS IN THE CITY OF MANTORVILLE. Motion passed unanimously.

f) Mediacom Franchise Agreement Renewal

The draft Mediacom franchise agreement renewal was presented to the Council. The City currently collects a 3% cable franchise fee although we could go up to 5%. The City currently

collects from two cable companies in town, Mediacom and KM Telecom. 15 years is the standard time limit for a contract. Council Members agreed to proceed Status-Quo with no changes. Cami will bring back a final draft in the near future.

g) Garbage Hauler License Renewal 2016

Motion made by Member Lambert, second by Member Blair to approve the garbage hauler license renewals for 2016. Motion passed unanimously.

Member Lambert asked if we can take bids for the City's garbage Service. Cami will collect bids from the haulers and bring that back to Council.

h) Rental License Renewal 2016

Motion made by Member Blair, second by Member Roth to accept the list of Rental License Renewal's for 2016 as presented. Cami noted that this is not the complete list, but those that have been submitted so far. Motion passed unanimously.

i) RESOLUTION 2015-32 A RESOLUTION APPROVING THE DELEGATION OF AUTHORITY FOR PAYING CLAIMS IN 2015

Motion made by Member Lambert, second by Member Hofstad to approve RESOLUTION 2015-32, A RESOLUTION APPROVING THE DELEGATION OF AUTHORITY FOR PAYING CLAIMS IN 2015. Motion passed unanimously.

j) Approval of 2016 Liquor License Renewal for Mantorville Saloon and Hubbell House

Motion made by Member Hofstad, second by Member Roth to approve the Liquor License renewal for the Mantorville Saloon and the Hubbell House pending receipt of insurance for the Saloon. Motion passed unanimously.

8. TBD

a) Public Works Report

Scott reported on the following items: rough road signs are up on 5th Street East, he hauled in inch and a half rock to help on West Street North of 9th until Spring, they have been cleaning storm drains, WWTP work being done for when Dave leaves, Steve from WHKS will be spending time with Scott and Joe to go over reports, discussed mapping and updating, MSDS sheets need to be updated by June 15, and they need to get things in order in case OSHA stops.

b) City Clerk Report – Cami reported on the following:

- Update on the Habitat for Humanity proposal to buy lot across from courthouse.
- Payment needed for the Joint Venture. Motion made by Member Blair, second by Member Lambert for approval to pay \$5,000 to the Joint Venture Group. Motion passed unanimously.
- Update on the Safe Routes to School Planning Grant meeting that she attended. Mayor Bradford asked to be included in this group.
- Update on January meetings.

c) Consultant Report – none

d) Committee Report

- Chamber – Member Hofstad reported on their Christmas Celebration and they are looking for people to spear head Stage Coach Days.
- EDA – Mayor Bradford reported that the SHPO approved the modified changes to the Bergs expansion, received a loan payment on another loan, have roughly \$108,000 in Rochester Sales Tax money that they are currently reviewing and they are looking at a joint group committee meeting.

- Fire Department – Member Hofstad gave an update on the testing of the firehoses.
- Park Board – Member Lambert reminded everyone about the January 7 Watershed meeting here at City Hall.

e) Council Member Report

Member Roth – none

Member Lambert – none

Member Hofstad – asked that everyone enjoy Christmas!

Member Blair – none

f) Mayor Report

Mayor Bradford also wished everyone a Merry Christmas!

9. Executive Session - none

10. Adjourn – Motion made by Member Lambert, second by Member Roth to adjourn at 8:43 pm.
Motion passed unanimously.

***Check Summary Register©**

December 2015

Name	Check Date	Check Amt	
10100 Citizens State Bank			
UnPaid	AFLAC	\$51.48	EMPLOYEE PAID SUPPLEMENTAL INSURA
UnPaid	DELTA DENTAL OF MN	\$310.70	EMPLOYEE DENTAL
UnPaid	DODGE COUNTY RECORDER	\$46.00	RECORDER'S FEES
UnPaid	DVS RENEWAL	\$96.00	TAB RENEWAL FOR 04 CHEV MAINT TRUC
UnPaid	EARLS SMALL ENGINE REPAIR	\$32.25	25" SAW CHAIN
UnPaid	HEALTHSMART BENEFIT SOLUT	\$32.00	EMPLOYEE PAID LIFE INSURANCE
UnPaid	KM ISD 204	\$5,000.00	2015 JOINT VENTURE PAYMENT
UnPaid	LEAGUE OF MINNESOTA CITIES	\$514.28	REGIONAL SAFETY TRAINING MEETINGS -
UnPaid	MENARDS - NORTH ROCHESTE	\$231.72	SUPPLIES FOR BUILDING SHELVES AT TH
UnPaid	MID-AMERICA BACKFLOW PREV	\$125.00	BACKFLOW TESTING
UnPaid	MINNESOTA PIPE AND EQUIPM	\$47.22	WATER CURB STOP
UnPaid	MOPS AND BUCKETS, LLC	\$53.44	CLEANING CITY HALL
UnPaid	MUELLER SYSTEMS	\$562.70	WATER METERS
UnPaid	OFFICE DEPOT	\$49.11	INK FOR CHAR
UnPaid	QUALITY OVERHEAD DOOR	\$751.34	FIXED DOOR SPRINGS @ CITY SHOP
UnPaid	SE MN EMS	\$720.00	EMR EXAM - FIRST RESPONDERS
UnPaid	SERVOCAL INSTRUMENTS	\$300.00	SEMI-ANNUAL CALIBRATION
UnPaid	SL CONTRACTING, INC	\$1,439.00	STREET STRIPING - HANDICAPP STALLS
UnPaid	LAKER CHEMICAL INC. DBA	\$508.50	WEED KILLER
UnPaid	VERIZON WIRELESS	\$36.61	DAVE'S CELL PHONE
UnPaid	WHKS & COMPANY	\$3,207.40	SANITARY SEWER CONNECTION TO KASS
UnPaid	XCEL ENERGY	\$5,632.25	STREET LIGHTS NON METERED
	Total Checks	\$19,747.00	

MANTORVILLE, MN

12/31/15 8:03 AM

Page 1

Payments

Current Period: December 2015

Batch Name	WAR 12 31 15	User Dollar Amt	\$29,169.40		
	Payments	Computer Dollar Amt	\$29,169.40		
			\$0.00	In Balance	
Refer	0 MOPS AND BUCKETS, LLC				
Cash Payment	E 101-41940-439 Janitors	CLEANING CITY HALL			\$53.44
Invoice	DEC 2015 12/31/2015				
Transaction Date	12/16/2015	Citizens State Bank 10100		Total	\$53.44
Refer	0 MENARDS - NORTH ROCHESTER				
Cash Payment	E 101-43100-200 Supplies	XMAS LIGHTS, SHOP RAGS & WASHER FLUID			\$118.42
Invoice	52003 12/31/2015				
Transaction Date	12/16/2015	Citizens State Bank 10100		Total	\$118.42
Refer	0 MN PERA	Ck# 004967 12/31/2015			
Cash Payment	G 101-21704 PERA	EMPLOYEE RETIREMENT DEC 2016			\$841.59
Invoice	2015 PR 25 12/31/2015				
Transaction Date	12/16/2015	Citizens State Bank 10100		Total	\$841.59
Refer	0 SERVOCAL INSTRUMENTS				
Cash Payment	E 602-49450-300 Professional Svcs (GEN	SEMI-ANNUAL CALIBRATION			\$300.00
Invoice	7237 12/31/2015				
Transaction Date	12/16/2015	Citizens State Bank 10100		Total	\$300.00
Refer	0 SE MN EMS				
Cash Payment	E 101-42200-311 First Responder Train/Eq	EMR EXAM - FIRST RESPONDERS			\$720.00
Invoice	11528 12/31/2015				
Transaction Date	12/16/2015	Citizens State Bank 10100		Total	\$720.00
Refer	0 SL CONTRACTING, INC				
Cash Payment	E 101-43100-570 Capital Outlay	STREET STRIPING - HANDICAPP STALLS			\$522.00
Invoice	2847 12/31/2015				
Cash Payment	E 101-43100-570 Capital Outlay	STREET STRIPING - 5TH STREET EAST CENTER LINE			\$917.00
Invoice	2847 12/31/2015				
Transaction Date	12/21/2015	Citizens State Bank 10100		Total	\$1,439.00
Refer	0 VERIZON WIRELESS				
Cash Payment	E 602-49450-321 Communications Phone/	DAVE'S CELL PHONE			\$36.61
Invoice	DEC 2015 12/31/2015				
Transaction Date	12/21/2015	Citizens State Bank 10100		Total	\$36.61
Refer	0 WHKS & COMPANY				
Cash Payment	E 602-49450-303 Engineering Fees	SANITARY SEWER CONNECTION TO KASSON PROJECT			\$2,428.00
Invoice	34459 12/31/2015				
Transaction Date	12/21/2015	Citizens State Bank 10100		Total	\$2,428.00
Refer	0 WHKS & COMPANY				
Cash Payment	E 101-41950-303 Engineering Fees	CITY COUNCIL MEETINGS			\$192.00
Invoice	34455 12/31/2015				
Cash Payment	E 101-41950-303 Engineering Fees	MILEAGE			\$46.00
Invoice	34455 12/31/2015				
Transaction Date	12/21/2015	Citizens State Bank 10100		Total	\$238.00
Refer	0 DELTA DENTAL				

Payments

Current Period: December 2015

Cash Payment	G 101-21708 Dental Insurance	EMPLOYEE DENTAL		\$310.70
Invoice	2015 DEC 12/31/2015			
Transaction Date	12/21/2015	Citizens State Bank	10100	Total \$310.70
Refer	0 EARLS SMALL ENGINE REPAIR			
Cash Payment	E 101-43100-228 Equip. Repair and Maint	25" SAW CHAIN		\$32.25
Invoice	24504 12/31/2015			
Transaction Date	12/21/2015	Citizens State Bank	10100	Total \$32.25
Refer	0 MENARDS - NORTH ROCHESTER			
Cash Payment	E 101-43100-200 Supplies	SUPPLIES FOR BUILDING SHELVES AT THE SHOP		\$87.21
Invoice	53923 12/31/2015			
Transaction Date	12/21/2015	Citizens State Bank	10100	Total \$87.21
Refer	0 OFFICE DEPOT			
Cash Payment	E 101-46500-437 Other Miscellaneous	INK FOR CHAR		\$28.32
Invoice	812991424001 12/31/2015			
Cash Payment	E 101-41940-200 Supplies	ENVELOPES, NOTE PADS, FOLDERS & PENS		\$20.79
Invoice	812991424001 12/31/2015			
Transaction Date	12/21/2015	Citizens State Bank	10100	Total \$49.11
Refer	0 QUALITY OVERHEAD DOOR			
Cash Payment	E 101-41940-220 Bldg.Repair and Mainten	FIXED DOOR SPRINGS @ CITY SHOP		\$751.34
Invoice	087607 12/31/2015			
Transaction Date	12/21/2015	Citizens State Bank	10100	Total \$751.34
Refer	0 MID-AMERICA BACKFLOW PREVE			
Cash Payment	E 602-49450-300 Professional Svcs (GEN	BACKFLOW TESTING		\$125.00
Invoice	15588 12/31/2015			
Transaction Date	12/21/2015	Citizens State Bank	10100	Total \$125.00
Refer	0 AFLAC			
Cash Payment	G 101-21710 AFLAC	EMPLOYEE PAID SUPPLEMENTAL INSURANCE		\$51.48
Invoice	237961 12/31/2015			
Transaction Date	12/22/2015	Citizens State Bank	10100	Total \$51.48
Refer	0 KM ISD 204			
Cash Payment	E 101-45200-437 Other Miscellaneous	2015 JOINT VENTURE PAYMENT		\$5,000.00
Invoice	DEC 2105 12/31/2015			
Transaction Date	12/23/2015	Citizens State Bank	10100	Total \$5,000.00
Refer	0 DODGE COUNTY RECORDER			
Cash Payment	E 101-41500-300 Professional Svcs (GEN	RECORDER'S FEES		\$46.00
Invoice	DEC 2015 12/31/2015			
Transaction Date	12/23/2015	Citizens State Bank	10100	Total \$46.00
Refer	0 WHKS & COMPANY			
Cash Payment	E 401-41000-570 Capital Outlay	7TH STREET IMPROVEMENTS FINAL		\$541.40
Invoice	34458 12/31/2015			
Transaction Date	12/23/2015	Citizens State Bank	10100	Total \$541.40
Refer	0 XCEL ENERGY			
Cash Payment	E 101-43160-381 Electric Utilities	STREET LIGHTS NON METERED		\$1,612.60
Invoice	483076837 12/31/2015			

Payments

Current Period: December 2015

Cash Payment	E 101-43160-381 Electric Utilities	BRIDGE LIGHTS		\$70.45
Invoice	483076837 12/31/2015			
Cash Payment	E 101-43160-381 Electric Utilities	130 ST.HWY 57 S.CITY SIGN		\$19.63
Invoice	483076837 12/31/2015			
Cash Payment	E 101-43160-381 Electric Utilities	60003 ST.HWY 57 N CITY SIGN		\$18.73
Invoice	483076837 12/31/2015			
Cash Payment	E 101-42200-380 Utility Services	FH/CH/PUMP		\$269.45
Invoice	483076837 12/31/2015			
Cash Payment	E 101-43160-381 Electric Utilities	410 CLAY		\$13.82
Invoice	483076837 12/31/2015			
Cash Payment	E 101-41940-380 Utility Services	MANTOR FIELD		\$40.70
Invoice	483076837 12/31/2015			
Cash Payment	E 101-41940-380 Utility Services	340 CLAY RIVERSIDE		\$33.68
Invoice	483076837 12/31/2015			
Cash Payment	E 101-41940-380 Utility Services	342 MAIN ST RIVERSIDE		\$14.15
Invoice	483076837 12/31/2015			
Cash Payment	E 101-41940-380 Utility Services	GOLFVIEW DENNISON FIELD		\$15.28
Invoice	483076837 12/31/2015			
Cash Payment	E 101-41940-380 Utility Services	EAST ST. CITY SHOP		\$190.76
Invoice	483076837 12/31/2015			
Cash Payment	E 602-49450-380 Utility Services	121 BLANCH WWTF		\$2,204.86
Invoice	483076837 12/31/2015			
Cash Payment	E 601-49400-380 Utility Services	841 BLANCH WELL		\$958.43
Invoice	483076837 12/31/2015			
Cash Payment	E 601-49400-380 Utility Services	WATER TOWER		\$53.35
Invoice	483076837 12/31/2015			
Cash Payment	E 603-45183-381 Electric Utilities	CAMPGROUND		\$14.49
Invoice	483076837 12/31/2015			
Cash Payment	E 101-41940-380 Utility Services	BLANCH ST. SHOP		\$36.29
Invoice	483076837 12/31/2015			
Cash Payment	E 602-49450-380 Utility Services	JEFFERSON LIFT STATION		\$29.81
Invoice	483076837 12/31/2015			
Cash Payment	E 101-42200-380 Utility Services	21 5TH ST E SIREN		\$6.33
Invoice	483076837 12/31/2015			
Cash Payment	E 101-42200-380 Utility Services	701 CHESTNUT - SIREN		\$6.49
Invoice	483076837 12/31/2015			
Cash Payment	E 101-41940-380 Utility Services	15 4TH ST WEST - RIVERSIDE		\$14.49
Invoice	483076837 12/31/2015			
Cash Payment	E 602-49450-380 Utility Services	121 BLANCH AUTO PORTECT LIGHT		\$8.46
Invoice	483076837 12/31/2015			
Transaction Date	12/23/2015	Citizens State Bank 10100	Total	\$5,632.25
Refer	0 HEALTHSMART BENEFIT SOLUTIO			
Cash Payment	G 101-21711 Life Insurance Payable	EMPLOYEE PAID LIFE INSURANCE		\$32.00
Invoice	JAN 2015 12/31/2015			
Transaction Date	12/28/2015	Citizens State Bank 10100	Total	\$32.00
Refer	0 MUELLER SYSTEMS			
Cash Payment	E 601-49400-228 Equip. Repair and Maint	WATER METERS		\$562.70
Invoice	3226660 12/31/2015			
Transaction Date	12/28/2015	Citizens State Bank 10100	Total	\$562.70
Refer	0 MINNESOTA PIPE AND EQUIPMEN			

Payments

Current Period: December 2015

Cash Payment	E 601-49400-240 Tools and Minor Equipm	WATER CURB STOP			\$47.22
Invoice	0349863	12/31/2015			
Transaction Date	12/28/2015	Citizens State Bank	10100	Total	\$47.22
Refer	0 LEAGUE OF MINNESOTA CITIES				
Cash Payment	E 101-43100-229 Safety/OSHA	REGIONAL SAFETY TRAINING MEETINGS -			\$514.28
Invoice	224164	12/31/2015			
Transaction Date	12/28/2015	Citizens State Bank	10100	Total	\$514.28
Refer	0 TEAM LAB CHEMICAL CORP.				
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	WEED KILLER			\$508.50
Invoice	104466	12/31/2015			
Transaction Date	12/28/2015	Citizens State Bank	10100	Total	\$508.50
Refer	0 MENARDS - NORTH ROCHESTER				
Cash Payment	E 101-43100-228 Equip. Repair and Maint	SAW BLADE			\$26.09
Invoice	54553	12/31/2015			
Transaction Date	12/28/2015	Citizens State Bank	10100	Total	\$26.09
Refer	0 MN DEPARTMENT OF REVENUE	Ck# 004969 12/30/2015			
Cash Payment	G 101-21702 State Withholding	DECEMBER PAYROLL TAX WITHHOLDING			\$879.81
Invoice	DEC 2015	12/30/2015			
Transaction Date	12/30/2015	Citizens State Bank	10100	Total	\$879.81
Refer	0 INTERNAL REVENUE SERVICE	Ck# 004970 12/30/2015			
Cash Payment	G 101-21701 Federal Withholding	FEDERAL PAYROLL TAX WITHHOLDING			\$2,100.34
Invoice	DEC 2015	12/30/2015			
Cash Payment	G 101-21709 Medicare	MEDICARE PAYROLL TAX WITHHOLDING			\$836.90
Invoice	DEC 2015	12/30/2015			
Cash Payment	G 101-21703 FICA Tax Withholding	SS PAYROLL TAX WITHHOLDING			\$3,578.54
Invoice	DEC 2015	12/30/2015			
Transaction Date	12/30/2015	Citizens State Bank	10100	Total	\$6,515.78
Refer	0 MN PERA	Ck# 004968 12/30/2015			
Cash Payment	G 101-21704 PERA	EMPLOYEE RETIREMENT PR 26			\$1,185.22
Invoice	2015 PR 26	12/30/2015			
Transaction Date	12/30/2015	Citizens State Bank	10100	Total	\$1,185.22
Refer	0 DVS RENEWAL				
Cash Payment	E 101-43100-228 Equip. Repair and Maint	TAB RENEWAL FOR 04 CHEV MAINT TRUCK			\$16.00
Invoice	DEC 2015	12/31/2015			
Cash Payment	E 101-43125-404 Repairs/Maint Machinery	TAB RENEWAL 03 STERLING PLOW TRUCK			\$16.00
Invoice	DEC 2015	12/31/2015			
Cash Payment	E 101-43100-228 Equip. Repair and Maint	TAB RENEWAL 04 FELL NEW TRAILER			\$16.00
Invoice	DEC 2015	12/31/2015			
Cash Payment	E 101-43100-228 Equip. Repair and Maint	TAB RENEWAL 93 FORD BUCKET TRUCK			\$16.00
Invoice	DEC 2015	12/31/2015			
Cash Payment	E 602-49450-437 Other Miscellaneous	TAB RENEWAL 2013 CHEVY			\$16.00
Invoice	DEC 2015	12/31/2015			
Cash Payment	E 602-49450-437 Other Miscellaneous	TAB RENEWAL 80 FORD CITY SEWER			\$16.00
Invoice	DEC 2015	12/31/2015			
Transaction Date	12/30/2015	Citizens State Bank	10100	Total	\$96.00

Payments

Current Period: December 2015

Fund Summary

	10100 Citizens State Bank	
101 GENERAL FUND		\$21,827.07
401 GENERAL CAPITAL PROJECTS		\$541.40
601 WATER FUND		\$1,621.70
602 SEWER FUND		\$5,164.74
603 RV PARK		\$14.49
		<u>\$29,169.40</u>

Pre-Written Checks	\$9,422.40
Checks to be Generated by the Computer	\$19,747.00
Total	<u>\$29,169.40</u>

*Check Summary Register©

January 2016

Name	Check Date	Check Amt	
10100 Citizens State Bank			
UnPaid	CASEYS GENERAL STORES INC	\$342.45	FUEL FOR FD
UnPaid	CMS - CONSTRUCTION MGMT.S	\$441.26	DECEMBER 2015 BUILDING INSPECTIONS
UnPaid	DAVE SYVERSON FREIGHTLINE	\$1,061.68	FUEL TANK FOR THE PLOW TRUCK JAN 20
UnPaid	DODGE COUNTY	\$5,929.00	2016 ASSESSMENT AGREEMENT
UnPaid	FIRE SAFETY USA, INC	\$1,875.00	(30) LED HELMET MOUNTED FLASHLIGHTS
UnPaid	GOPHER STATE ONE CALL	\$11.60	DECEMBER 2015 LOCATES
UnPaid	KASSON HARDWARE HANK	\$17.95	BLEACH FOR FD DEC 2015
UnPaid	K-M TELECOM	\$512.82	CITY HALL MAIN 5170
UnPaid	LUCAS, RUSS	\$170.20	(25) PAIR ICE CLEATS FOR FD 2016
UnPaid	MAXSON ELECTRIC	\$485.00	FLOATS SEWER PLANT DEC 2015
UnPaid	MENARDS - NORTH ROCHESTE	\$23.88	LUMBER TO BUILD SHELVES SHOP DEC 20
UnPaid	MINNESOTA DEPARTMENT OF H	\$94.00	2016 LICENSE RENEWAL FOR CAMPGROU
UnPaid	MINNESOTA ENERGY RESOURC	\$1,060.94	4016467-5 STREETS
UnPaid	NAPA	\$15.67	LIGHT FOR THE PLOW TRUCK DEC 2015
UnPaid	NORTHLAND TRUST SERVICES,	\$89,668.75	PRINCIPAL GO REFUNDING BOND
UnPaid	OFFICE DEPOT	\$32.92	ENVELOPES DEC 2015
UnPaid	PITNEY BOWES INC	\$199.00	DECEMBER 2015 POSTAGE
UnPaid	ROCHESTER DRAIN RITE	\$215.00	CURB STOP @ HUBBELL HOUSE
UnPaid	STUSSY CONSTRUCTION INC	\$20.00	1 1/2 SCREENED ROCK DEC 2015
UnPaid	UC LAB - UTILITY CONSULTANT	\$472.00	BIO SOLID SAMPLING DEC 2015
UnPaid	USA BLUE BOOK	\$266.04	WWTP SUPPLIES DEC 2015
UnPaid	WASTE MANAGEMENT	\$116.51	GARBAGE REMOVAL JAN 2016
	Total Checks	\$103,031.67	

MANTORVILLE, MN

01/07/16 3:29 PM

Page 1

Payments

Current Period: January 2016

Batch Name	WAR 01 11 16	User Dollar Amt	\$108,452.62		
Payments		Computer Dollar Amt	\$108,452.62		
			\$0.00	In Balance	
Refer	0 CMS - CONSTRUCTION MGMT.SE				
Cash Payment	E 101-42400-300 Professional Svcs (GEN	DECEMBER 2015 BUILDING INSPECTIONS		\$441.26	
Invoice	15-1217	1/11/2016			
Transaction Date	1/5/2016	Citizens State Bank	10100	Total	\$441.26
Refer	0 DODGE COUNTY				
Cash Payment	E 101-41550-310 Other Professional Servi	2016 ASSESSMENT AGREEMENT		\$5,929.00	
Invoice	JAN 2016	1/11/2016			
Transaction Date	1/5/2016	Citizens State Bank	10100	Total	\$5,929.00
Refer	0 GOPHER STATE ONE CALL				
Cash Payment	E 601-49400-300 Professional Svcs (GEN	DECEMBER 2015 LOCATES		\$11.60	
Invoice	153447	1/11/2016			
Transaction Date	1/5/2016	Citizens State Bank	10100	Total	\$11.60
Refer	0 KASSON HARDWARE HANK				
Cash Payment	E 101-43100-228 Equip. Repair and Maint	VOLTAGE TESTER DEC 2015		\$5.99	
Invoice	267035	1/11/2016			
Cash Payment	E 101-43100-224 Street Maint Materials	PVC CONDUIT DEC 2015		\$4.99	
Invoice	267206	1/11/2016			
Cash Payment	E 101-42200-217 Other Operating Supplie	BLEACH FOR FD DEC 2015		\$6.97	
Invoice	267394	1/11/2016			
Transaction Date	1/5/2016	Citizens State Bank	10100	Total	\$17.95
Refer	0 K-M TELECOM				
Cash Payment	E 101-41940-321 Communications Phone/	CITY HALL MAIN 5170		\$110.49	
Invoice	1237031	1/11/2016			
Cash Payment	E 101-41940-321 Communications Phone/	CITY HALL 5176 2ND LINE		\$34.90	
Invoice	1237031	1/11/2016			
Cash Payment	E 101-41940-321 Communications Phone/	CITY HALL 5300 FAX		\$31.00	
Invoice	1237031	1/11/2016			
Cash Payment	E 101-42200-321 Communications Phone/	FD 5440		\$31.00	
Invoice	1237031	1/11/2016			
Cash Payment	E 101-41940-321 Communications Phone/	STREETS SHOP 5119		\$74.99	
Invoice	1237031	1/11/2016			
Cash Payment	E 601-49400-321 Communications Phone/	WATER TOWER ALARM 3588		\$41.00	
Invoice	1237031	1/11/2016			
Cash Payment	E 602-49450-321 Communications Phone/	LIFT STATION 5066		\$31.00	
Invoice	1237031	1/11/2016			
Cash Payment	E 602-49450-321 Communications Phone/	WWTP 5413		\$31.00	
Invoice	1237031	1/11/2016			
Cash Payment	E 602-49450-321 Communications Phone/	WWTP 5463		\$80.99	
Invoice	1237031	1/11/2016			
Cash Payment	E 101-41940-321 Communications Phone/	LONG DISTANCE/TAXES/FEES		\$44.45	
Invoice	1237031	1/11/2016			
Cash Payment	E 201-46500-437 Other Miscellaneous	EDA 800 NUMBER		\$2.00	
Invoice	1237031	1/11/2016			
Transaction Date	1/5/2016	Citizens State Bank	10100	Total	\$512.82
Refer	0 MAXSON ELECTRIC				

Payments

Current Period: January 2016

Cash Payment	E 602-49450-220 Bldg.Repair and Mainten	FLOATS SEWER PLANT DEC 2015		\$485.00
Invoice 5290	1/11/2016			
Transaction Date	1/5/2016	Citizens State Bank	10100	Total \$485.00
Refer	0 MINNESOTA ENERGY			
Cash Payment	E 101-41940-380 Utility Services	4016467-5 STREETS		\$376.01
Invoice JAN 2016	1/11/2016			
Cash Payment	E 101-41940-380 Utility Services	4300149-4 STREETS		\$161.24
Invoice JAN 2016	1/11/2016			
Cash Payment	E 101-41940-380 Utility Services	4028156-0 STREETS		\$100.96
Invoice JAN 2016	1/11/2016			
Cash Payment	E 101-42200-380 Utility Services	4229566-7 FIRE DEPT		\$297.51
Invoice JAN 2016	1/11/2016			
Cash Payment	E 601-49400-380 Utility Services	4113568-2 WTR PUMP		\$25.64
Invoice JAN 2016	1/11/2016			
Cash Payment	E 602-49450-380 Utility Services	4299022-6 WWTP		\$43.19
Invoice JAN 2016	1/11/2016			
Cash Payment	E 101-41940-380 Utility Services	5121503-6 NEW SHOP		\$56.39
Invoice JAN 2016	1/11/2016			
Transaction Date	1/5/2016	Citizens State Bank	10100	Total \$1,060.94
Refer	0 PITNEY BOWES INC			
Cash Payment	E 101-41500-322 Postage	DECEMBER 2015 POSTAGE		\$199.00
Invoice DEC 2015	1/11/2016			
Transaction Date	1/5/2016	Citizens State Bank	10100	Total \$199.00
Refer	0 STUSSY CONSTRUCTION INC			
Cash Payment	E 101-43100-224 Street Maint Materials	1 1/2 SCREENED ROCK DEC 2015		\$20.00
Invoice 41348	1/11/2016			
Transaction Date	1/5/2016	Citizens State Bank	10100	Total \$20.00
Refer	0 WASTE MANAGEMENT			
Cash Payment	E 101-41940-384 Refuse/Garbage Dispos	GARBAGE REMOVAL JAN 2016		\$116.51
Invoice 3074802-2760-1	1/11/2016			
Transaction Date	1/5/2016	Citizens State Bank	10100	Total \$116.51
Refer	0 ROCHESTER DRAIN RITE			
Cash Payment	E 601-49400-228 Equip. Repair and Maint	CURB STOP @ HUBBELL HOUSE		\$215.00
Invoice DEC 2015	1/11/2016			
Transaction Date	1/5/2016	Citizens State Bank	10100	Total \$215.00
Refer	0 UC LAB - UTILITY CONSULTANTS			
Cash Payment	E 602-49450-300 Professional Svcs (GEN	BIO SOLID SAMPLING DEC 2015		\$472.00
Invoice 90722	1/11/2016			
Transaction Date	1/5/2016	Citizens State Bank	10100	Total \$472.00
Refer	0 USA BLUE BOOK			
Cash Payment	E 602-49450-240 Tools and Minor Equipm	WWTP SUPPLIES DEC 2015		\$266.04
Invoice 831073	1/11/2016			
Transaction Date	1/5/2016	Citizens State Bank	10100	Total \$266.04
Refer	0 NORTHLAND TRUST SERVICES, I			
Cash Payment	E 308-47000-601 Debt Srv Bond Principal	PRINCIPAL GO REFUNDING BOND		\$85,000.00
Invoice 12/14/2015	1/11/2016			
Cash Payment	E 308-47000-611 Bond Interest	INTEREST GO REFUNDING BOND		\$4,668.75
Invoice 12/14/2015	1/11/2016			

Payments

Current Period: January 2016

Transaction Date	1/5/2016	Citizens State Bank	10100	Total	\$89,668.75
Refer	0 PAYMENT SERVICE NETWORK, IN Ck# 004971 1/11/2016				
Cash Payment	E 601-49400-300 Professional Svcs (GEN	DECEMBER 2015 SERVICES			\$73.95
Invoice	121803	1/11/2016			
Transaction Date	1/5/2016	Citizens State Bank	10100	Total	\$73.95
Refer	0 DAVE SYVERSON FREIGHTLINER				
Cash Payment	E 101-43125-404 Repairs/Maint Machinery	FUEL TANK FOR THE PLOW TRUCK JAN 2016			\$1,061.68
Invoice	242413	1/11/2016			
Transaction Date	1/6/2016	Citizens State Bank	10100	Total	\$1,061.68
Refer	0 NAPA				
Cash Payment	E 101-43125-404 Repairs/Maint Machinery	LIGHT FOR THE PLOW TRUCK DEC 2015			\$15.67
Invoice	224666	1/11/2016			
Transaction Date	1/6/2016	Citizens State Bank	10100	Total	\$15.67
Refer	0 MENARDS - NORTH ROCHESTER				
Cash Payment	E 101-43100-200 Supplies	LUMBER TO BUILD SHELVES SHOP DEC 2015			\$23.88
Invoice	54553-1	1/11/2016			
Transaction Date	1/6/2016	Citizens State Bank	10100	Total	\$23.88
Refer	0 OFFICE DEPOT				
Cash Payment	E 101-41940-200 Supplies	ENVELOPES DEC 2015			\$32.92
Invoice	812991424002	1/11/2016			
Transaction Date	1/6/2016	Citizens State Bank	10100	Total	\$32.92
Refer	0 MINNESOTA DEPARTMENT OF HE				
Cash Payment	E 603-45183-210 Tax and Licensing	2016 LICENSE RENEWAL FOR CAMPGROUND			\$94.00
Invoice	JAN 2016	1/11/2016			
Transaction Date	1/6/2016	Citizens State Bank	10100	Total	\$94.00
Refer	0 LUCAS, RUSS				
Cash Payment	E 101-42200-217 Other Operating Supplie	(25) PAIR ICE CLEATS FOR FD 2016			\$170.20
Invoice	1/5/16	1/11/2016			
Transaction Date	1/7/2016	Citizens State Bank	10100	Total	\$170.20
Refer	0 FIRE SAFETY USA, INC				
Cash Payment	E 101-42200-217 Other Operating Supplie	(30) LED HELMET MOUNTED FLASHLIGHTS DEC 2015			\$1,875.00
Invoice	85188	1/11/2016			
Transaction Date	1/7/2016	Citizens State Bank	10100	Total	\$1,875.00
Refer	0 CASEYS GENERAL STORES INC				
Cash Payment	E 101-42200-212 Motor Fuels	FUEL FOR FD			\$56.46
Invoice	DEC 2015	1/11/2016			
Cash Payment	E 602-49450-212 Motor Fuels	FUEL FOR WWTP			\$146.39
Invoice	DEC 2015	1/11/2016			
Cash Payment	E 101-43100-212 Motor Fuels	FUEL FOR STREETS			\$139.60
Invoice	DEC 2015	1/11/2016			
Transaction Date	1/7/2016	Citizens State Bank	10100	Total	\$342.45
Refer	0 BLUE CROSS BLUE SHIELD OF MI Ck# 004972 1/11/2016				
Cash Payment	G 101-21706 Hospitalization/Medical Ins	EMPLOYEE MEDICAL			\$5,347.00
Invoice	JAN 2016	1/11/2016			

MANTORVILLE, MN

01/07/16 3:29 PM

Page 4

Payments

Current Period: January 2016

Transaction Date	1/7/2016	Citizens State Bank	10100	Total	\$5,347.00
------------------	----------	---------------------	-------	-------	------------

Fund Summary

	10100 Citizens State Bank
101 GENERAL FUND	\$16,765.07
201 ECONOMIC DEVT AUTHORITY	\$2.00
308 GO REFUND BOND 2011A	\$89,668.75
601 WATER FUND	\$367.19
602 SEWER FUND	\$1,555.61
603 RV PARK	\$94.00
	<hr/>
	\$108,452.62

Pre-Written Checks	\$5,420.95
Checks to be Generated by the Computer	\$103,031.67
Total	<hr/>
	\$108,452.62



Mantorville Park and Recreation Board



Minutes

Tuesday, November 24th, 2015, 7:00 pm
Mantorville City Council Chambers

Call to Order 7:01PM

Present: Ann Tuma, Will Lambert, Elizabeth Oolman, Alex Bryngelsen

Absent: Henry Blair

Introduction of guests Scott Larsen

Changes to agenda - added Mantor Field Plans

Approval of Minutes – September 29th Minutes were approved as presented.

New Business:

1. KMBA communication- Ann Tuma Reported talking to Daren Overson of that organization. He reports they are not currently being charged for use of Kasson Fields for games there. From KMBA's perspective, there is no current need for changes/improvements at Dennison Park. He suggests any focus for improvements be towards Mantor Field. Ann will discuss their willingness to participate in cost-sharing for any improvements related to their programs.
2. Slingerland Park land inquiry – Ann Tuma reported the city has received a request to purchase the west end of Slingerland Park to build homes on. On discussion, the Park & Recreation Board is neutral on this question so long as we are maintaining required parkland areas and so long as there were no constraints attached when the land was donated to the city. Ann will inform the City Clerk and suggest further discussion at City Council.
3. Mantor Field Plans – On discussion, the Park Board feels it important that Mantorville maintain some school athletic events whether it be Grades 7,8 Football or Baseball or at some other level. This would be consistent with our membership and contributions to the joint-powers concept. Scott and Elizabeth will discuss this at the next joint-powers meeting.

Old Business:

1. Park Board Officer Elections in January – Ann reported she would like to hold a position on the board but would prefer to have someone else fill the chair position. She encouraged other members to solicit interest from the community to fill the 2 open positions.
2. LCCMR-ZWP Riverside Park Project Update- Will reported the next public meeting is scheduled for 6:00 PM on January 7, 2016 at which time it is hoped a revised/updated plan will be presented.

3. Dog Park Eagle Scout Project- Ann reported Wyatt Coy has submitted a cost sheet and continues soliciting donations of materials. If tax is added to the cost of the benches, the city should place the order as the sales tax would then be eliminated. It is hoped the project will be completed by next spring.

Reports

Financial – Will reported the council is still working on the budget for next week and will finalize it before the end of the year.

Public works – Scott was authorized to order a new Mantor Field sign and put it in place. He reports one of the oak trees in Mantor Field has an area of basal rot and wondered if it should be taken down. Alex will look at the tree to determine whether it needs to come down in the near future.

City council - The 'squatter' issue in the campground has been resolved with fees paid and the camper removed.

Adjournment 8:15 PM Motion Elizabeth, 2nd Alex

Next meeting: No meeting in December. Next meeting is on January 26th, 2016 at 7pm.

Respectfully Submitted,
Will Lambert, Secretary

MANTORVILLE ECONOMIC DEVELOPMENT AUTHORITY MEETING MINUTES
TUESDAY, DECEMBER 1, 2015
6:30 PM

1. **Call to Order** – Chair Huppler called the meeting to order.
2. **Approval of Minutes**
Motion made by Commissioner Blair, second by Commissioner Bradford to approve the EDA Meeting Minutes of November 2, 2015. Motion passed unanimously.
3. **Financial Report**
No December Financial Report was presented but the Chocolate Shoppe Payment for \$1,000 was received.
4. **New Business/Old Business**
 - a) **Follow Up on 2015 Activities**
Commissioner Bradford asked about follow up on the Revolving Loan Fund. Commissioner Huppler stated that SHPO approved the compromised proposal for the Berg Loan. They can make the building as big as designed and put a gable roof on along with the fake shake shingles as long as the front is kept original. There are some additional papers to be signed and then it will be complete. We will be fully loaned out on that fund. There was additional discussion on future loans and mortgage registry/closing costs associated with it.
 - b) **Goals for 2016**
Logo – Commissioner Bradford believes Abby wants to attend the January meeting and get this going again. He will follow up with her to be sure.

Commissioners discussed a previous wish list put together by the group. Discussion on the Sales Tax Dollars which only dollars towards the dog park has been spent at this point. Still waiting for the WW project to be completed so we can move forward on projects for the Sales Tax money. The project is due to start summer of 2016 for completion by end of year and pumping to begin January 2017. Discussion on trails and if we should move this up on our priority list. 5th Street East is hoping to be incorporated into the road project but phased in and additional dollars being sought out. Discussion on additional committees needed to help out with things such as Stagecoach days and trails. Commissioner Soland noted that there are already several organizations in town and if we could somehow get a clearer oversight or a way to make sure that everyone is aware of what everyone else is doing. There seems to be a lot of miscommunication of things. Commissioner Bradford suggested that for 2016 the EDA would focus on a couple of things. The revolving loan fund has been met at this point so find a couple of other items that are important and put our focus on that. Discussion on what those items should be; 5th Street and inter park trails, stagecoach days, Mantorville image – logo and tag line. Chair Huppler asked if we need to reinstate the quarterly meetings to update everyone on what is going on with each group. Commissioner Bradford noted that in theory, the Council has representation on each of the committees but that doesn't preclude them to say that the Chair of each group could attend a City Council meeting every so often to give an update. Do we provide written meeting minutes to

everyone? Commissioner's discussed. It always works great in the beginning but then it fizzles off. What is the right amount of times to hold these meetings? Quarterly? Bi-yearly? Commissioner Bradford suggested during a Council retreat. At the January meeting we need to advertise for someone to take the ball for Stage Coach Days. The list of top items to work on for 2016 is trails, logo/tagline, Save Stagecoach Days and improvement of City Wide Communication. This will be on the January agenda.

c) Other Economic Development Updates - none

5. Subcommittee Reports - none

- Planning
- Acquisitions and Developments
- Signage
- Tourism
- Happy Trails

6. Adjournment - Meeting adjourned.

Dodge County Board of Commissioners
 Committee Agenda
 Conference Rooms, Government Services Building
 Mantorville, MN

COMMITTEE AGENDAS

JANUARY 12, 2016 8:00 A.M.

8:00 A.M. CONFERENCE ROOM B	8:00 A.M. CONFERENCE ROOM B
8:00 A.M. ADMINISTRATION COMMITTEE Gray & Administrator (Tjosaas - Alt)	8:00 A.M. ADMINISTRATION COMMITTEE Gray & Administrator (Tjosaas - Alt)
8:00 a.m. BECKY LUBAHN, Executive Assistant	8:45 a.m. SARA MARQUARDT, Accounting Services Director
<input type="checkbox"/> 1.1 Minutes of the December 22, 2015 Committee of the Whole	<input type="checkbox"/> 7.1 Zumbro Valley – 2016 Liquor License Request
<input type="checkbox"/> 1.2 Minutes of the December 22, 2015 Meeting	
<input type="checkbox"/> 1.3 Minutes of the January 5, 2016 Organizational Meeting	
8:05 a.m.	
ROSE CULBERTSON, Taxpayer Services Director	
<input type="checkbox"/> 2.1 Review 2015 Year End Bills	8:30 A.M. JURY ROOM
<input type="checkbox"/> 2.2 Review Bills (2016)	8:30 A.M. PUBLIC HEALTH COMMITTEE
8:15 a.m.	Erickson & Tjosaas (Peterson - Alt)
AMY ROGGENBUCK, Public Health Director	8:45 a.m.
<input type="checkbox"/> 3.1 Request to Approve PHN/RN/LSW/SW Position	AMY ROGGENBUCK, Public Health Director
	<input type="checkbox"/> 1.1 Request to Approve Family Health Donation
8:25 a.m.	
DUKE HARBAUGH, Facilities and Fleet Manager	
<input type="checkbox"/> 4.1 Request to Approve Building System Tech Position	
8:30 a.m.	
SCOTT ROSE, Sheriff	
<input type="checkbox"/> 5.1 Request to Fill Positions Related to the Implementation of the New Weapons Screening Area in the Courthouse	
8:40 a.m.	
LISA HAGER, Employee Relations Director	
<input type="checkbox"/> 6.1 Personnel Agenda	

Dodge County Board of Commissioners
Meeting Agenda
Conference Rooms, Government Services Building
Mantorville, MN

DODGE COUNTY BOARD OF COMMISSIONERS MEETING

JANUARY 12, 2016 – 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.	STEVEN GRAY, Chair CONVENE COUNTY BOARD MEETING PLEDGE OF ALLEGIANCE DETERMINE QUORUM ESTABLISH AGENDA NEW EMPLOYEE INTRODUCTIONS
1.0 1.1	-	CONSENT AGENDA <input type="checkbox"/> Zumbro Valley – 2016 Liquor License Request
<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	9:35 A.M. 5 Minutes 5 Minutes	SCOTT ROSE, Sheriff <input type="checkbox"/> Request Approval of New Phone System for Dispatch <input type="checkbox"/> Request Approval of Vehicle Purchases
3.0 3.1	9:45 A.M. 5 Minutes	LISA HAGER, Employee Relations Director <input type="checkbox"/> Personnel Agenda
4.0 4.1 4.2 4.3 4.4 4.5	9:50 A.M. 5 Minutes 5 Minutes 5 Minutes 5 Minutes 5 Minutes	LISA KRAMER, Finance Director <input type="checkbox"/> Amendment 1 to Medical Examiner Agreement with Mayo Clinic <input type="checkbox"/> 2015 Audit Engagement Letter <input type="checkbox"/> 2016 Depositories <input type="checkbox"/> Incidental Expenses Approval <input type="checkbox"/> 2016 Mileage Reimbursement Rate
5.0 5.1	10:15 A.M. 5 Minutes	TODD NELSON, Veteran Services Officer <input type="checkbox"/> Vehicle Program Donation Acceptance
6.0 6.1	10:20 A.M. 10 Minutes	TOM MONSON, Economic Development Consultant <input type="checkbox"/> Request to Transfer County Owned Lot to Rochester Habitat for Humanity
7.0 7.1 7.2	10:30 A.M. 10 Minutes 5 Minutes	ROSE CULBERTSON, Taxpayer Services Director <input type="checkbox"/> Review 2015 Year End Bills <input type="checkbox"/> Review and Approve Bills (2016)

Dodge County Board of Commissioners
Meeting Agenda
Conference Rooms, Government Services Building
Mantorville, MN

DODGE COUNTY BOARD OF COMMISSIONERS MEETING

JANUARY 12, 2016 – 10:45 A.M.

8.0 8.1	10:45 A.M. 10 Minutes	MELISSA DEVETTER , Zoning Administrator <input type="checkbox"/> Partial Payment FY12 Feedlot CWL Grant
9.0 9.1	10:55 A.M. 5 Minutes	JIM ELMQUIST , County Administrator <input type="checkbox"/> Lease Agreement with MNPriaire
10.0 10.1 10.2	11:00 A.M. 5 Minutes 10 Minutes	PAUL KILTINEN , County Attorney <input type="checkbox"/> Legal Update <input type="checkbox"/> MGA Authority Request
11.0 11.1	11:15 A.M. 5 Minutes	DAVID ERICKSON , Public Health Committee <input type="checkbox"/> Public Health Committee Report • Request to Approve Family Health Donation (Action)
12.0 12.1	11:20 A.M. 5 Minutes	RODNEY PETERSON , Public Works Committee <input type="checkbox"/> Public Works Committee Report • Highway Department Equipment Purchases (Action)
13.0 13.1	11:25 A.M. 25 Minutes	STEVEN GRAY , Chair <input type="checkbox"/> Administration Committee Report • Minutes of the December 22, 2015 Committee of the Whole (Action) • Minutes of the December 22, 2015 Meeting (Action) • Minutes of the January 5, 2016 Organizational Meeting (Action) • <input type="checkbox"/> County Commissioner Reports • <input type="checkbox"/> County Administrator Update • <input type="checkbox"/> Other Deferred Business
14.0	11:50 A.M.	ADJOURN

Dodge County Board of Commissioners
Meeting Agenda
Conference Rooms, Government Services Building
Mantorville, MN

DODGE COUNTY BOARD OF COMMISSIONERS MEETING

JANUARY 12, 2016 – 10:55 A.M.

<i>Coming up in Dodge County:</i>
<i>January 11, 2016 – Courthouse Construction Progress Meeting, 2:00 P.M., Courthouse Law Library, Mantorville, MN.</i>
<i>January 18, 2016 – County offices closed to observe Martin Luther King Jr. Day.</i>
<i>January 19, 2016 – Fairview Care Center Meeting, 9:00 A.M., Dodge Center, MN.</i>
<i>January 19, 2016 – Courthouse Construction Progress Meeting, 2:00 P.M., Courthouse Law Library, Mantorville, MN.</i>
<i>January 20, 2016 – Building Committee Meeting, 8:00 A.M., Government Services Building, Mantorville, MN.</i>
<i>January 20, 2016 – Dodge County EDA Meeting, 4:30 P.M., Government Services Building, Mantorville, MN.</i>
<i>January 25, 2016 – Community Corrections Task Force Meeting, 12:00 P.M., Government Services Building, Mantorville, MN.</i>
<i>January 25, 2016 – Courthouse Construction Progress Meeting, 2:00 P.M., Courthouse Law Library, Mantorville, MN.</i>
<i>January 25, 2016 – Courthouse Construction Progress Meeting, 2:00 P.M., Benike Construction Trailer, Mantorville, MN.</i>
<i>January 26, 2016 – CHB – Public Health Meeting, Steele County Administration Building, Owatonna, MN.</i>
<i>January 28, 2016 – 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.	

City Mantorville
Date 12/1/2015 thru 12/31/2015

<u>Agency</u>	<u>Incident_Nr</u>	<u>Location</u>	<u>LocCity</u>	<u>Activity</u>
K	201500003744	320 Main St N	Mantorville	Motorist Assist
S	201500011116	721 Main St N	Mantorville	Ambulance Run
S	201500010976	22 6th St E	Mantorville	9-1-1 Hang Up Call
S	201500010960	721 Main St N	Mantorville	Das/suspended DI
S	201500010793	721 Main St N	Mantorville	Miscellaneous
S	201500011166	22 6th St E	Mantorville	Warrants- Out of Co.
S	201500010630	22 6th St E	Mantorville	Civil Warrant
S	201500010739	321 Main St N	Mantorville	Suspicious Activity
S	201500011000	320 Main St N	Mantorville	Suspicious Activity
S	201500011086	820 Hickory Ln	Mantorville	Residence/business Ck
S	201500011193	21 5th St W	Mantorville	Suspicious Activity
S	201500011309	115 6th St W	Mantorville	Residence/business Ck
S	201500010915	421 Chestnut St	Mantorville	Barking Dog
S	201500011144	920 Main St N	Mantorville	Paper Service
S	201500011448	41 Leprechaun Ln	Mantorville	Paper Service
S	201500011425	22 6th St E	Mantorville	Probation Violation
S	201500011451	22 6th St E	Mantorville	Other Driving Complai
S	201500010837	22 6th St E	Mantorville	Marijuana/poss Sm Amt
S	201500011078	22 6th St E	Mantorville	Harassment
S	201500011294	22 6th St E	Mantorville	Probation Check
S	201500011296	22 6th St E	Mantorville	Probation Check
S	201500011333	22 6th St E	Mantorville	Fraud
S	201500010796	502 Main St N	Mantorville	Mv/hit & Run
S	201500011347	22 6th St E	Mantorville	Miscellaneous
S	201500011334	201 Mantor Dr	Mantorville	Suspicious Activity
S	201500010790	22 6th St E	Mantorville	Warrants
S	201500011095	218 Main St N	Mantorville	Traffic
S	201500010617	22 6th St E	Mantorville	Appreh/detention Orde
S	201500010668	22 6th St E	Mantorville	Appreh/detention Orde
S	201500010638	721 Main St N	Mantorville	Assist Other Agency
S	201500010643	22 6th St E	Mantorville	Assist Other Agency
S	201500010786	22 6th St E	Mantorville	Assist Other Agency
S	201500010835	22 6th St E	Mantorville	Assist Other Agency
S	201500011179	22 6th St E	Mantorville	Assist Other Agency

Total

34



Offices in
Minneapolis
Saint Paul
St. Cloud

470 U.S. Bank Plaza
200 South Sixth Street
Minneapolis, MN 55402
(612) 337-9300 telephone
(612) 337-9310 fax
www.kennedy-graven.com
Affirmative Action, Equal Opportunity Employer

SCOTT J. RIGGS
Attorney at Law
Direct Dial (612) 337-9260
email: sriggs@kennedy-graven.com

December 30, 2015

City of Mantorville
c/o Ms. Cami Reber
City Clerk-Treasurer
21 5th Street East
Mantorville, MN 55955

RE: 2016 Rates for Legal Services

Dear Honorable Mayor and Council Members:

I am writing to thank you for allowing Kennedy & Graven, Chartered the opportunity to serve as legal counsel for the City of Mantorville and in reference to proposed rates for legal services for the upcoming year.

For 2016, I propose that legal rates for the City of Mantorville would be as follows: \$155.00 per hour for general civil and prosecution matters, \$190.00 per hour for litigation, \$190.00 per hour for general city development projects, including real estate, cable and telecommunication related matters, and employment matters, and \$220.00 per hour for reimbursable/developer pass through matters (e.g., projects for which the City is to be reimbursed for legal costs by a developer). Rates for bond work would be charged in accordance with our regular governmental rates for this type of work. These are the same rates that I will be generally charging in 2016 to other clients that I serve as the city attorney.

I have thoroughly enjoyed both being involved in the growth and development of the City and working with the city council and staff members. Thank you once again for allowing Kennedy & Graven, Chartered to continue to serve the City as legal counsel.

Sincerely,

KENNEDY & GRAVEN, CHARTERED

A handwritten signature in blue ink that reads "Scott J. Riggs" followed by a circled set of initials "jms".

Scott J. Riggs
Mantorville City Attorney

SJR:jms



Annual Meeting
Wednesday
January 27, 2016
 Johnny Mango's
 505 Frontage Road NW Byron
 Directions at this link:
<http://mapq.st/1iqzAEs>

- 2:30 – 5:45 **Grant Writing Workshop** (Coffee and cookies for afternoon snack!)
- 6:00 pm Social Time with cash bar
- 6:30 pm Dinner *Pork Tenderloin (Blackberry Zinfandel Rosemary Garlic Au Jus), Garlic Potato Mash, Roasted Veg., Salad, Roll*
 Welcome from City of Byron
- 7:00 pm SEMLM Business – Randy Staver, SEMLM President
- 7:15 pm New Legislative Proposals and 2016 Legislative Policy Adoption
 (Please have your city represented for voting)
 Presentations from SE MN Lawmakers, CEDA, and others,
 Topics: **SE MN Regional Study Bill Proposal, SE MN Healthcare Insurance Rates, Regional Airport Bonding Project, Others TBA**
- 8:28 pm Closing remarks from SEMLM President Staver. Adjourn meeting. **Open time for networking.**

Hosted by the City of Byron

Registrations Due Friday, January 22

Send to: Mary Blair-Hoeft, Byron City Administrator
 680 Byron Main Ct. NE, Byron, MN 55920
 mhoeft@byronmn.com
 507-775-3418 Direct
 507-775-3400 City Hall
 507-775-3401 Fax

Registration from _____

Contact Person: _____

Phone: _____

E-mail: _____

Number snack/meals member city _____

x \$30 = \$ _____ (current paid SEMLM member)

Number snack/meals nonmember city _____

x \$35 = \$ _____ (no membership fee paid)

Make checks payable to "City of Byron"

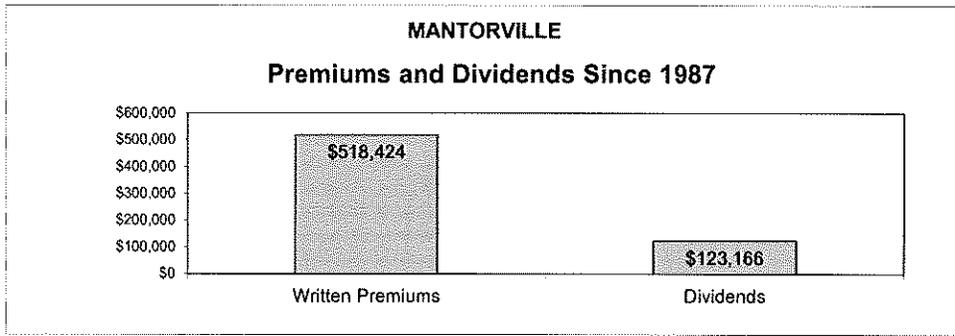
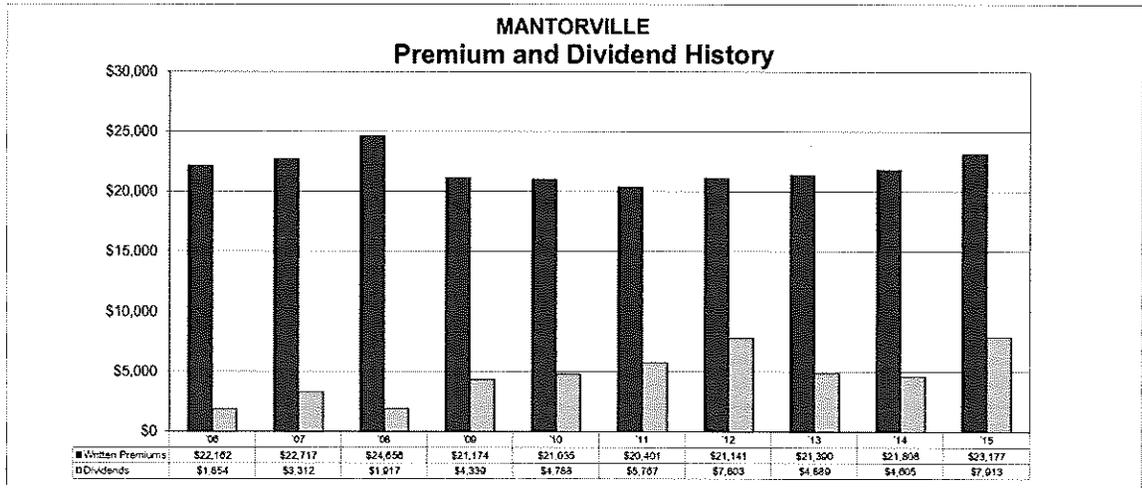
Names of attendees for this registration:

_____	_____
_____	_____
_____	_____
_____	_____

**LEAGUE OF MINNESOTA CITIES INSURANCE TRUST
PROPERTY/CASUALTY
2015 DIVIDEND CALCULATION
AT MAY 31, 2015**

WAUGH & ASSOCIATES INC
508 N CLAY ST
PO BOX 38
MANTORVILLE MN 55955-0038

MANTORVILLE	GROSS EARNED PREMIUM	\$391,392
<i>PO BOX 188</i>	ADJUSTED LOSSES	\$100,926
	MEMBERS DIVIDEND PERCENTAGE	0.00047956047
<i>MANTORVILLE, MN 55955-0188</i>	DIVIDEND AMOUNT	\$7,913



The "gross earned premium" figure is the city's total earned premiums as of May 31, 2015 for the past 20 years (prior to 2015 it was based on total earned premiums for all years the city participated in LMCIT). This is the premium figure that's used in the dividend calculation. The "2015 written premium" figure is the city's total premium for the city's most recent renewal prior to May 31, 2015. Note that for most cities, only a portion of that 2015 written premium would be earned as of May 31, 2015.



CONNECTING & INNOVATING
SINCE 1913

December 10, 2015

To: LMCIT Property/Casualty Members

From: LMCIT Board of Trustees

Joel Hanson, Administrator, Little Canada	Mark Karnowski, Administrator, Princeton
D. Love, Councilmember, Centerville	Dave Callister, Manager, Plymouth
Rhonda Pownell, Councilmember, Northfield	Todd Prafke, Administrator, St. Peter
Dave Unmacht, Executive Director, LMC	

Re: **2015 Property/Casualty Dividend**

We are very pleased to enclose a check for your share of the \$16.5 million dividend, which the League of Minnesota Cities Insurance Trust (LMCIT) property/casualty program is returning for 2015.

Also included in this mailing are:

- A memo providing background on the dividend, including a detailed explanation for how your dividend is calculated.
- A data sheet showing the earned premium and loss data used to calculate your dividend, as well as graphs showing your written premium and dividend history.

A copy of this same information will also be sent to your insurance agent. We also encourage you to share this information with your city council or other governing body.

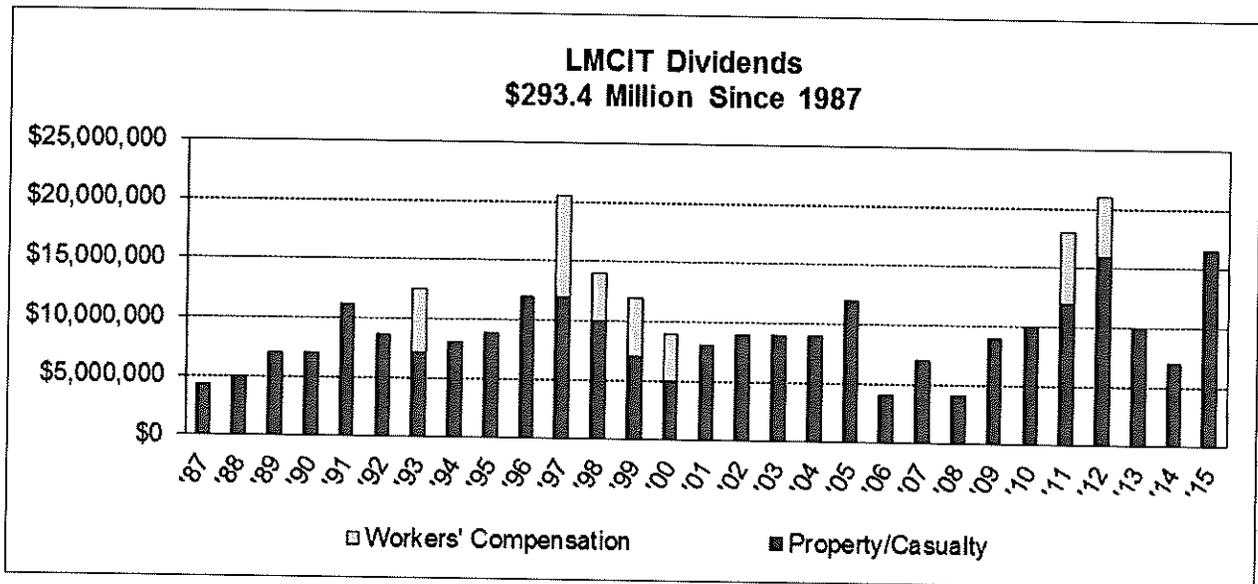
We want to thank you again for your continued participation in LMCIT. Please feel free to contact Laura Honeck, LMCIT Operations Manager, at lhoneck@lmc.org or 651-281-1280 if you have any questions or need additional information.



CONNECTING & INNOVATING
SINCE 1913

League of Minnesota Cities Insurance Trust 2015 Property/Casualty Dividend

Congratulations to members of the League of Minnesota Cities Insurance Trust (LMCIT) property/casualty program on another successful year! Property/casualty members will share in a \$16.5 million dividend this year, bringing the sum of dividends returned to members since 1987 to nearly \$294 million.



This year's dividend amount is possible because of some continued good experience in some of LMCIT's more significant loss areas. Police liability continues to be a driver in LMCIT's overall loss picture, and costs in 2013 and 2014 were much higher than normal due to a series of claims related to the Driver's Privacy Protection Act (DPPA). LMCIT has set aside appropriate reserves due to the uncertain cost of these claims.

Dividend Determination

Every year the LMCIT Board determines whether a dividend can be returned, and if so, how much. A number of considerations are weighed, with the ultimate decision involving a comparison of the LMCIT year-end fund balance (also known as member equity or surplus) to a targeted amount of fund balance.

Typically the major driver behind whether a dividend can be returned is how rates in recent years compare to LMCIT's loss experience. Premium rates are designed to pay for projected losses, expenses, and a safety margin in case losses turn out to be greater than expected. If losses turn out to be at or below LMCIT's projections, then the safety margin isn't needed and can either be returned to members as a dividend or used to strengthen LMCIT's fund balance.

City of Mantorville

Date: December 31, 2015

To: John Allen, Chair, Dodge County Board
Andy Buckwalter, Chair, Mantorville Township Board
Larry Scherger, Chair, Dodge Soil and Water Conservation District
Pat Bailey, Planner, Minnesota Department of Health

From: Camille C. Reber, City of Mantorville

Re: Wellhead Protection Plan, Part 1, for the City of Mantorville

The City of Mantorville is in the process of developing a wellhead protection plan for its drinking water supply wells. As required by the Minnesota Wellhead Protection Rule (part 4720.5330, subpart 6), the Minnesota Department of Health approved Part 1 of the wellhead protection plan for our system. This portion of the plan includes information pertaining to:

1. The delineation of the wellhead protection area,
2. The drinking water supply management area boundary, and
3. The well and drinking water supply management area vulnerability assessment.

Enclosed please find the items listed above. If you would like a complete copy of the Part 1 plan containing the technical information used to delineate the wellhead protection area, drinking water supply management area, and vulnerability of the wells and aquifer, please contact me at 507/635-5170.

Consistent with the Wellhead Protection Rule (part 4720.5330, subpart 7), a Public Information Meeting has been scheduled on Monday, January 11, 2016 at 6:30 pm at Mantorville City Hall Council Chambers, 21 – 5th Street East, Mantorville, MN to discuss issues and concerns with this portion of the plan. We welcome your participation at this event.

If you have any questions concerning this matter, please contact me.

cc: Dean Schrandt, Water Program Manager, Dodge County
Adam King, District Manager, Dodge Soil and Water Conservation District
Trudi Witkowski, Minnesota Department of Health

From Mantorville Wellhead Protection Plan – Part 1

Vulnerability Assessments

The Part I wellhead protection plan includes the vulnerability assessments for the city of Mantorville's wells and Drinking Water Supply Management Area (DWSMA). These vulnerability assessments are used to help define potential contamination sources within the DWSMA and select appropriate measures for reducing the risk that they present to the public water supply.

Assessment of Well Vulnerability

The vulnerability assessment for the primary well used by the city of Mantorville is listed in Table 1 and is based upon the following conditions:

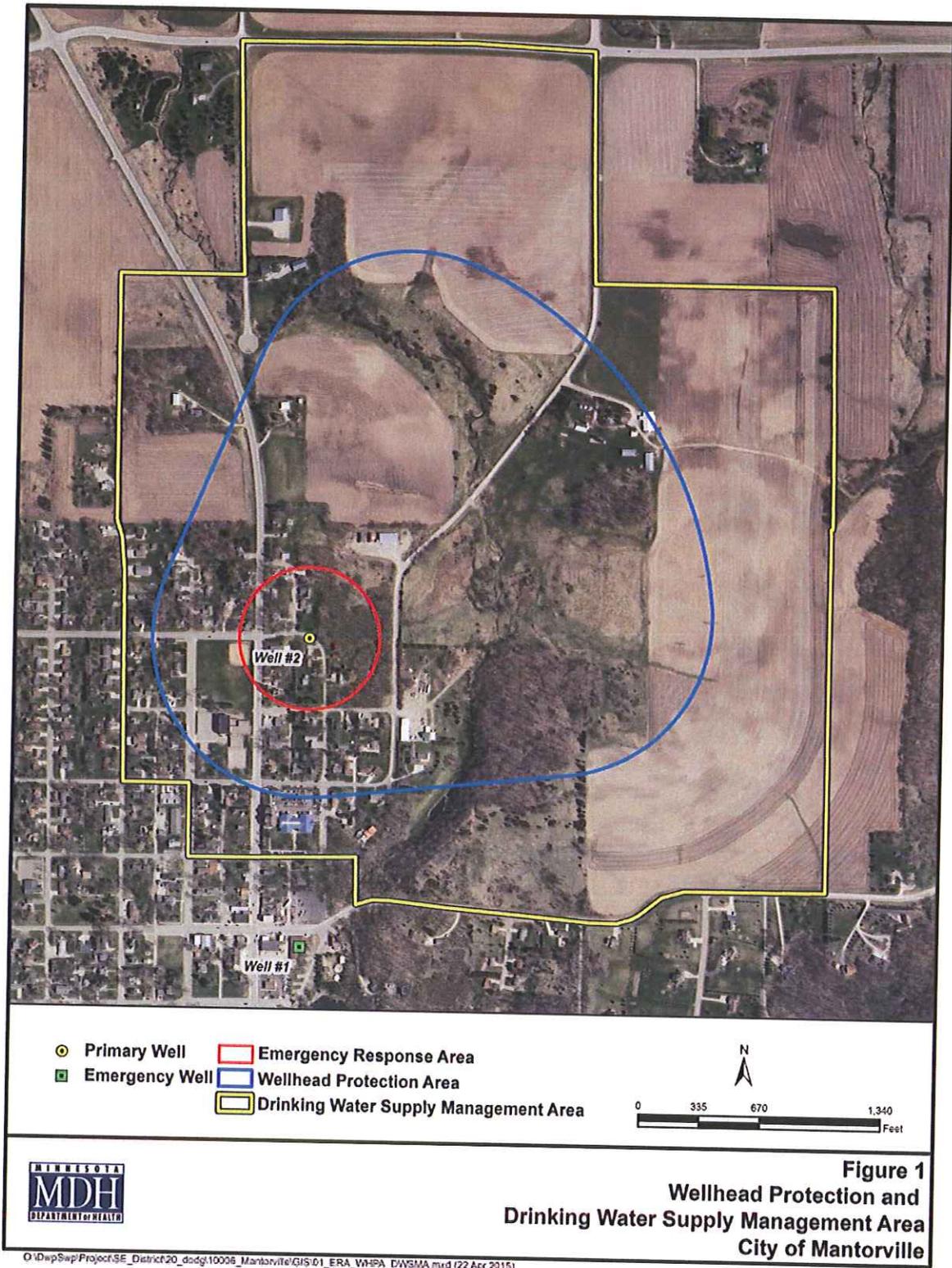
- 1) Well construction meets current State Well Code specifications (Minnesota Rules, part 4725), meaning that the well itself should not provide a pathway for contaminants to enter the aquifer used by the public water supplier.
- 2) The geologic conditions at the well site include a cover of clay-rich geologic materials over the aquifer that is sufficient to retard or prevent the vertical movement of contaminants.
- 3) None of the human-caused contaminants regulated under the federal Safe Drinking Water Act have been detected at levels indicating that the well itself serves to draw contaminants into the aquifer as a result of pumping (Alexander and Alexander, 1989).

- Water Quality Results

Well	Sample Date	Nitrate (mg/l)	Chloride/Bromide ratio	Chloride	Bromide
Well 2 (217550)	7/15/2013	< 0.05	--	<0.5	0.01

Assessment of Drinking Water Supply Management Area Vulnerability

The vulnerability of the DWSMA is low based upon review of the geologic logs contained in the County Well Index database and geological maps and reports indicate that the aquifer exhibits a low geologic sensitivity throughout the DWSMA and is isolated from the direct vertical recharge of surface water.



Memorandum

To: Mayor and City Council
From: Cami Reber
Date: 1/11/2016
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.

817 & 817 ½ West Street
821 & 821 ½ West Street
220 3rd Street West
15 5th Street NE
#2 Elliotts Court
601 Monroe Street
16 5th Street West

CONFIDENTIAL

CONFIDENTIAL

Memorandum

To: Mayor and City Council

From: Cami Reber

Date: 01/11/2016

Re: 2016 Enterprise Funds Operating Budget

Attached is the 2016 Enterprise Funds Budget. This includes the water, sewer, storm water and campground revenue and expense expected for the year. Also included is the December 31, 2015 year to date numbers.

There may need to be some adjustments to the sewer department salary and benefits due to the change in staff and a redistribution of time spent there in 2016. This should be reviewed after the first quarter of 2016. Included in the numbers is the professional services being provided through WHKS for the contract with them on a licensed operator. These numbers may also increase/decrease depending on how time will be spent.

I recommend that the Council approve the proposed budgets as presented.

CONFIDENTIAL

ENTERPRISE FUND

602 SEWER FUND			2013 Actual	2014 Actual	2015 Budget	12/31/2015	Proposed
		REVENUES				2015 YTD	2016 Budget
33400	State Grant and Aids						
36100	Special Assessments	Manitor Drive Project Sale of City Truck Shop Rent Dump Station	\$7,811.86	\$15,854.00		\$7,220.60	
36200	Miscellaneous Revenue		\$2,485.33			\$225.50	
36210	Interest Income		\$482.09				
37200	Sewer Sales		\$186,520.92	\$199,726.00	\$186,800.00	\$202,035.23	\$193,780.00
37250	Sewer Connect/Reconnect		\$2,639.00			\$2,639.00	
37260	Swr Penalty		\$2,818.63			\$3,089.19	
38051	Gas Franchise Fee		\$10,378.46	\$10,330.00	\$10,321.00	\$7,674.88	\$10,321.00
38052	Electric Franchise Fee		\$13,775.24	\$12,360.00	\$12,324.00	\$9,329.53	\$12,324.00
39202	Contribution Enterprise Fund						
39203	Transfer From other fund	From General Fund		\$10,000.00			
39300	Proceeds-Gen Long Term Debt	Manitor Drive					
		Total Revenues	\$226,911.53	\$248,270.00	\$209,445.00	\$232,213.93	\$216,425.00
		Actual Revenue minus State Grant and aid					
		Actual Revenue minus Debt Proceeds and Connect Fees					
						12/31/2015	Proposed
			2013 Actual	2014 Actual	2015 Budget	2015 YTD	2016 Budget
		OPERATING EXPENSES:					
101	Salaries		\$50,516.53	\$50,673.00	\$55,000.00	\$46,863.54	\$30,000.00
120	Benefits		\$19,842.14	\$18,087.00	\$20,500.00	\$23,195.01	\$15,000.00
151	Workman's Comp		\$1,799.00	\$1,783.00	\$1,400.00	\$2,303.00	\$1,400.00
200	Supplies		\$1,024.79	\$18,647.00	\$1,500.00	\$1,289.61	\$1,500.00
208	Training, Mileage		\$481.38		\$1,000.00	\$801.70	\$1,000.00
212	Fuel		\$1,380.00		\$1,500.00	\$1,270.01	\$1,500.00
216	Chemicals		\$14,543.82	\$17,000.00	\$17,000.00	\$15,246.48	\$17,000.00
220	Building Repair/Maintenance		\$10,183.78	\$5,617.00	\$10,000.00	\$4,414.67	\$10,000.00
240	Tools Minor Equipment		\$339.68		\$500.00		\$500.00
300	Professional Services	Biosolids Testng, Biosolids Hau WWTP Project, WW Services Contract with WHKS	\$20,023.56		\$20,000.00	\$9,233.14	\$20,000.00
303	Engineering Fees		\$8,939.36			\$16,079.36	\$40,000.00
304	Legal Fees						
321	Communications		\$2,365.77	\$2,361.00	\$2,100.00	\$2,283.94	\$2,100.00
362	Property Insurance						
380	Utility Services		\$24,856.21	\$23,581.00	\$22,000.00	\$23,115.77	\$23,500.00
405	Depreciation						
433	Dues and Memberships					\$273.80	\$280.00
437	Other Miscellaneous		\$387.63	\$27,057.00	\$3,800.00	\$1,609.29	\$3,800.00
570	Capital Outlay	2012 - Sewer Camera, New Truck	\$884.57		\$10,000.00	\$32,399.75	\$10,000.00
		Payment to Kasson for Connection Fee - Not Included in total expenditures				\$159,500.00	
601	Debt Service Bond Principal	Manitor Drive Bond		\$18,500.00	\$15,500.00	\$11,000.00	\$12,500.00
611	Bond Interest	Manitor Drive Bond	\$5,668.68	\$3,947.00	\$5,000.00	\$3,918.46	\$3,700.00
620	Fiscal Agent Fees						
720	Operating Transfers	Transfers for RWV doing completion in 2013	\$18,500.00				
		Backup Lift Station Pump					
		Wish List					
		Gas Alert for Manholes					
		Wish List					
		Does not include print to Kasson					
		Total Expenditures	\$181,736.90	\$170,253.00	\$186,800.00	\$195,397.53	\$193,780.00
		Total Revenue Minus Expenses	\$45,174.63	\$78,017.00		\$36,816.40	

603 RV FUND		12/31/2015				Proposed
		2013 Actual	2014 Actual	2015 Budget	2015 YTD	2016 Budget
REVENUES						
34000	Charges for Services	\$6,931.94	\$7,737.00	\$7,000.00	\$14,132.76	\$8,000.00
36210	Interest Earnings	\$18.26	\$96.00			
	Total Revenues	\$6,950.20	\$7,833.00	\$7,000.00	\$14,132.76	\$8,000.00
OPERATING EXPENSES						
210	Tax and Licensing	\$482.68		\$700.00	\$844.00	\$850.00
381	Electric Utilities	\$992.10		\$1,200.00	\$1,802.16	\$2,000.00
400	Repairs and Maintenance	\$4,866.60	\$3,616.00	\$2,000.00	\$1,323.43	\$2,000.00
410	Rentals	\$530.95		\$500.00	\$422.36	\$500.00
440	Refunds and Reimbursements	\$128.30		\$500.00	\$531.00	\$500.00
720	Operating Transfers					
	Total Expenses	\$7,000.63	\$3,616.00	\$4,900.00	\$4,922.95	\$5,850.00
	Total Revenue Minus Expenses	-\$50.43	\$4,217.00		\$9,209.81	

604 STORM SEWER FUND		12/31/2015				Proposed
	REVENUES	2013 Actual	2014 Actual	2015 Budget	2015 YTD	2016 Budget
36100	Special Assessments					
36210	Interest Earnings					
37500	Storm Sewer Charge Collections	\$16,600.00	\$18,507.00	\$16,600.00	\$18,898.86	\$18,000.00
39201	Transfer from General Fund					
	Total Revenues	\$16,600.00	\$18,507.00	\$16,600.00	\$18,898.86	\$18,000.00
	OPERATING EXPENSES					
300	Professional Services		\$89,045.08		\$6,514.69	\$6,000.00
303	Engineering		\$551.52		\$1,344.00	\$1,000.00
352	Publishing					
700	Transfers from Other Funds					
	Total Expenses	\$0.00	\$89,596.60	\$0.00	\$7,858.69	\$7,000.00
	Total Revenue Minus Expenses	\$16,600.00	-\$71,089.60		\$11,040.17	

RESOLUTION 2016-01

A RESOLUTION APPROVING CITY DESIGNATIONS FOR 2016

WHEREAS, the City Council is required to appoint certain designations at the beginning of each year;
and

WHEREAS, the City Designations for 2016 are as follows;

Newspaper – Dodge Media

City Attorney – Scott Riggs, Sarah Sonsalla – Kennedy Graven, Chartered

City Prosecutor – David Jacobsen - Hero, Jorstad & Jacobsen

City Engineer – Tim Hruska, WHKS & Company

City Auditor – Smith Schafer & Associates

Building Inspector – Construction Management Services (CMS)

Banking and Investments – Citizens State Bank, 4M Fund,

City Insurance Agent – Joe Waugh & Associates

NOW THEREFORE BE IT RESOLVED, by the Mantorville City Council, that the designations as listed above are approved for the year 2016.

Passed by the Mantorville City Council this 11th day of January, 2016.

Mayor Chuck Bradford

ATTEST:

City Clerk Treasurer, Camille C. Reber

RESOLUTION 2016-02

A RESOLUTION ADOPTING THE MASTER FEE SCHEDULE FOR 2016

WHEREAS, The City Council of the City of Mantorville, per section 32.02 of the City Code, does hereby establish that certain fees be set from time to time; and

WHEREAS, City staff has reviewed the current Master Fee Schedule for the City of Mantorville and is hereby recommending the attached 2016 Fee Schedule; and

WHEREAS, the attached Fee Schedule is available for inspection and is on file in the office of the City Clerk; and

WHEREAS, Appendix A of section 32.02 of the Mantorville City Code is hereby amended with the attached list of fees for 2016.

NOW THEREFORE BE IT RESOLVED, by the Mantorville City Council that the following attached fee schedule for 2016 be approved.

Adopted by the Mantorville City Council this 11th day of January, 2016.

Mayor Chuck Bradford

ATTEST:

City Clerk Treasurer, Camille C. Reber

EXHIBIT A

2016 MASTER FEE SCHEDULE FOR THE CITY OF MANTORVILLE

Fees shall be hereby established. In the event of a conflict, this Fee Schedule shall prevail:

ADMINISTRATIVE FEES:

Copies	25¢ per page B/W; (.10 if paper furnished) 40¢ double sided \$1.00 per page Color
NSF/Closed Account/Stop Payment	\$30.00 per check
Copy of Council Meeting recording (disk)	\$5.00 per disk
Duplicate License/Permit (any type)	\$10.00
Mileage Reimbursement	@ IRS allowed rate .56/mile for 2014
Maps	\$1.00 BW \$2.00 Color
Fax	\$1.25 per page
Assessment Search	\$30.00
Copy of City Code	\$65.00 – Binder \$50.00 – Non Binder
Notary	\$1.00
Affidavit of Candidacy Filing Fee	\$2.00
Open Records/Public Information Request	\$15.00/hr
Document Recording	\$50.00
Mowing/Yard Cleanup	\$100/hr with a 1 hr minimum

BUILDING PERMIT FEES

Administrative Fee	\$75.00 (not applied to flat fee permits)
Building Permit	30% of 1997 UBC rates
Plan Check Fee	65% of Building Permit Fee
State Surcharge	.0005 of Valuation
Commercial Reshingle	(Contact CMS – They will determine, if flat fee)
Door Replacement-Entire Frame	\$105.00
Reroof, reshingle, reside, replace water heater, replace furnace, add fireplace, etc.	\$55.00
Mechanical Permit	\$55.00
Plumbing Permit	\$55.00
Window Replacement-Entire frame	\$105.00 (If vinyl inserts replacement-No Permit)
Ingress Windows – Flat Fee	
Egress Windows – NOT FLAT FEE	
REISSUE OF EXPIRED PERMIT	Equal to original Permit Fee
FAILURE TO OBTAIN BUILDING PERMIT	\$150.00, or a sum equal to two times the building permit fee applicable to the project, whichever is greater

LAND USE FEES:

Preliminary Plat	\$350.00 + \$1/lot
Final Plat	\$150.00
Minor Subdivision	\$200.00 (less than 3 lots)
Variance	\$250.00
Rezone	\$250.00
Vacation	\$250.00
Conditional Use Permit	\$250.00
Parkland Dedication	\$100.00 per lot
Annexation	\$300.00 + all associated costs
Appeal	\$150.00
Metes and Bounds Lot Split	\$250.00

UTILITIES

Water/Sewer Accessibility Charge to developers

Water (WAC)	\$2,000 per developable acre
Sewer (SAC)	\$1,000 per developable acre

Connection Fee for residential and commercial construction

Water	\$614 per building
Sewer	\$2,639 per building

2016 Utility rates

Water Base	\$ 15.71
Water per thousand gallons	\$ 3.90
Sewer Base	\$ 26.50
Sewer per thousand gallons water	\$ 6.25
Water Shut off/Reconnection	\$100.00

****Residents that leave for the winter months and request their water to be shut-off at the curb will be charged the \$100 fee when the water is turned back on. Monthly Base fees are not charged when the water is shut off at the curb.**

FAILURE TO INSTALL A WATER METER @ ORDINANCE NO. 157

	\$50.00/month in addition to regular utility charges
Outside Water Meter/Meter Replace	\$300
MDH Fee (set by State)	\$.56 per month
UB Late Fee	20% of outstanding current month bill
Bulk Water Rate	\$10.00 per thousand gallons

LICENSE & PERMIT FEES

Alcoholic Beverages – Set by State Statute

3.2% Malt Liquor On-Sale	\$200.00
3.2% Malt Liquor Off-Sale	\$100.00
Consumption & Display	\$250.00 (Check made out to State of Minnesota)
Intoxicating On-Sale	\$2,500.00
Intoxicating Off-Sale	\$100.00
Club On-Sale	\$ 100.00
Sunday Liquor On-Sale	\$ 200.00
On-Sale Wine	\$ 500.00
Investigation	Associated costs
Temporary Liquor	\$25.00 per day
Mantorville Brewery	\$142.00

Mechanical Amusement Devices \$50.00 1-4 devices, \$15 each additional

Dog License	Neutered	\$10.00
	Not Neutered	\$20.00
	Replacement tag	\$5.00

Dog Impound Fees 2016

Pickup Fee	\$ 50.00
Impoundment	\$27.03
Boarding	\$20.70
Euthanasia/Disposal	\$75.40
Rabies Vaccine	\$34.91

Chicken Permit **\$25.00**

Garbage Haulers Permit \$500/annual

Fireworks Display \$25.00 each show

Peddlers/Solicitor

Investigation	\$100.00
Per day per applicant	\$10.00

Excavation Permit (right of way) \$30.00

Water/Sewer Contractor Permit \$30.00 (Contractor's License to do work)

Bond amount \$25,000 (Copy of State Required Bond)

Park Shelter Reservation \$30.00 per day

Permanent Sign Permit \$50.00

Rental Property License \$25/each dwelling containing less than 4 units; \$30/each dwelling for 4 to 8 units; \$3.50/day (up to 20 days) for failure to renew license

Golf Cart Permit \$5.00 (Handicapped)

2016 Billing Rates for Mantorville Fire Department

Equipment used (Not Responding Vehicles) - 1 st two hours	- \$ 500
Hours beyond first two hours	-----\$ 150/per hour
Barn Fire 3 Hours Pumping (Up to 5 hours)	-----\$ 950
Carbon Monoxide Detector Alarm	----- \$ 250
False House Alarm System Triggered	----- \$ 250
False House Alarm System Triggered (Homeowner says OK)	-- NO CHARGE
Grass Fire (10 Minutes to Extinguish)	----- \$ 500
Grass Fire (1 Hour to Extinguish)	----- \$ 500
Hazardous Material Spill	----- \$ 250
Smoke Odor In Building	----- \$ 250
Request for Assistance (Cancelled before Arrival)	----- NO CHARGE
Request for Assistance (Minimal or no equipment used)	----- \$ 250/per hour
Structure Fire (1.5 Hours Pumping)	----- \$ 500
Structure Fire (2 Hours Pumping - 4 Hours Standby)	----- \$1,100
Structure Fire (2 Hours Pumping w/Mutual Aid)	----- \$ 500 + Mutual Aid
Vehicle Accident (Extrication)	----- \$ 500
Vehicle Accident w/Fire	----- \$ 500
Vehicle Accident w/Fire & 2 Gallons Foam (No Extrication)	- - \$ 545
Vehicle Accident (On scene no action needed)	----- \$ 250
Vehicle Occupant Rescue	----- \$ 500.00
Direct Expense Additions	
Replacement cost for foam	
Mutual Aid bills from other Fire Departments	

Note: Travel time is not included in any billing hours.

2016 CAMPSITE FEE SCHEDULE

(WATER - ELECTRIC)

SITES 1 THRU 4

(East side next to river)

All fees listed includes State Sales Tax required to be charged

1 NIGHT	\$16.00
2 NIGHTS	\$32.00
3 NIGHTS	\$48.00
4 NIGHTS	\$64.00
5 NIGHTS	\$80.00
6 NIGHTS	\$96.00
WEEKLY	\$112.00
MONTHLY	\$448.00

CAMPSITE FEES

(WATER-SEWER-ELECTRIC)

SITES 5 THRU 10

(West side)

1 NIGHT	\$ 21.00
2 NIGHTS	\$ 42.00
3 NIGHTS	\$ 63.00
4 NIGHTS	\$ 84.00
5 NIGHTS	\$ 105.00
6 NIGHTS	\$ 126.00
WEEKLY	\$ 147.00
MONTHLY	\$ 588.00

2016 Mantorville City Meetings

January						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

October						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

May						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

March						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

September						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

-  City Council Meetings
-  EDA Meetings
-  Park Board Meetings
-  Holiday - Closed

2016 Council Committee Assignments

Acting Mayor - (2015 Henry Blair)

Chamber of Commerce - Meets first Thursday of the Month/Hubbell House, Art Guild or Senior Center
(2015 Will & Sherry)

EDA - Meets First Tuesday of the month in Council Chambers
(2015 Chuck & Henry)

Finance/Budget - Meets as Needed
(2015 Chuck & Henry)

Fire Dept. Representatives - Meets the 1st Wednesday of the Month in Fire Hall
(2015 Don H & Will)

Infrastructure - Meets as Needed
(2015 Chuck & Henry)

KM Park & Rec. Joint Powers Board - Meets as Needed
(2015 Chuck & Scott)

MRA - Meets Second Tuesday of the Month at the Opera House, Welcome Center or Art Guild
(2015 Sherry & Will)

Park Board - Meets Last Tuesday of the Month in the Council Chambers
(2015 Henry & Will)

Personnel - Meets as Needed
(2015 Chuck & Sherry)

Relief Association Trustees Meeting - Meets once per quarter in the Fire Hall or Chambers
(2015 Don H & Cami)

Township Reps - Meets once per month as noted below - (2015 Don H & Cami)

- Mantorville meets the first Monday of each month @ 7:30 pm Mantorville Town Hall
- Wasioja meets Second Monday of each month (December - March) 1:00 pm (April - November) 7:00 pm Wasioja Town Hall
- Milton meets the first Tuesday of each month @ 7:30 PM Milton Town Hall

Council of Governments - Meets the first Thursday of every quarter @ 7 am at the County Seat
Coffeehouse (2015 Chuck)

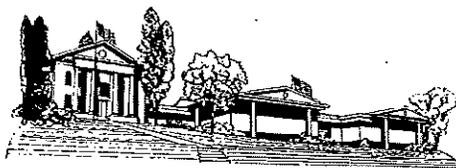
Dam Committee - Meets as Needed
(2015 Don H & Will)

Planning Committee - Meets as Needed
(2015 Henry & Sherry)

Sewer Committee - Meets as Needed
(2015 Henry & Chuck)

DODGE COUNTY ASSESSOR'S OFFICE

Ryan DeCook, SAMA
County Assessor
721 Main St N, Dept 107
Mantorville, MN 55955-2207



Kim Walstad
Matt Naatz, CMA
Mike Stupka, SAMA
Wendy Iverson, CMA

Phone: (507) 635-6245

Fax: (507) 635-6265

Toll-Free: (888) 600-5169

November 10, 2015

Camille Reber, City Clerk
City of Mantorville
PO Box 188
Mantorville, MN 55955

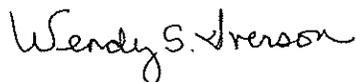
RE: 2016 Assessment Agreements

Dear Camille,

Enclosed is a copy of the 2016 Assessment Agreement between the City of Mantorville and Dodge County. Please sign and return the original agreement and the assessment fee to the Assessor's Office by February 11, 2016. The Assessment Fee for 527 parcels is \$5929.

If you have any questions or comments, feel free to contact me at the above address or e-mail me at wendy.iverson@co.dodge.mn.us. Thank you for your prompt attention to the 2016 Assessment Agreement.

Sincerely,



Wendy S. Iverson, CMA
Assessment Office Manager

Enclosure

**ASSESSMENT AGREEMENT
BETWEEN
THE City of Mantorville AND DODGE COUNTY**

THIS AGREEMENT is made and entered into by and between the **City of Mantorville** and the **COUNTY OF DODGE**, State of Minnesota, this 10th day of November, 2015.

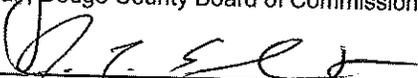
WHEREAS, the City of Mantorville wishes to abolish the office of Local Assessor and enter into an agreement with the **COUNTY OF DODGE** to provide for the assessment of the property in said City by the County Assessor for the calendar year 2016;

WHEREAS, it is the wish of Dodge County to cooperate with said City to provide for a fair and equitable assessment of property;

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS HEREIN CONTAINED, IT IS AGREED AS FOLLOWS;

1. That the City of Mantorville, which lies within the boundaries of Dodge County, constitutes a separate assessment district, shall have its property assessed by the County Assessor of Dodge County for the assessment year 2016.
2. It is further agreed that the office of local assessor of the City of Mantorville is hereby abolished pursuant to the approval of the agreement, which shall be until December 31, 2016.
3. In consideration for said assessment services, the City of Mantorville agrees to pay Dodge County the sum of \$5929, such payment to be made payable to Dodge County on or before February 11, 2016.

IN WITNESS WHEREOF, the parties have executed this agreement this _____ day of _____ 20__.

City Clerk, City of Mantorville	 Chair, Dodge County Board of Commissioners
Mayor, City of Mantorville	 County Administrator, Dodge County
Date	11-10-15 Date