

MANTORVILLE CITY COUNCIL MEETING AGENDA
MONDAY, JANUARY 14, 2019
6:30 PM

Swearing in of New Council Member(s) will take place prior to the start of the meeting

1. Call to Order
2. Pledge of Allegiance
3. Additions/Deletions to Agenda
4. Consent Agenda
 - a) City Council Meeting Minute's December 10, 2018
 - b) Warrant List December 14 & 28, 2018 & January 14, 2019
 - Acceptance of Final Pay Request No 7 to Kuechle Underground, Inc.
 - Pay Request 1 Ellingson Drainage – Cemetery Road Sewer Extension Project
 - c) January 2019 Fire Department General Members Meeting
 - d) October 2, 2018 EDA Meeting Minutes
 - e) 2019 Rental License Renewals
 - f) 2019 Garbage Hauler License Renewals
 - g) 2019 Liquor License Renewals Mantorville Saloon and Hubbell House
 - h) Dodge County Sheriffs Activity for Mantorville December 2018
 - i) Dodge County Draft Comprehensive Plan Public Information Notice
 - j) Notice of Dodge County Zoning Ordinance Amendment
 - k) Notice of Dodge County Request for Comment on Land Use Proposal
 - l) Notice of SEMLM Meeting
5. Public Concerns
6. Public Hearing - None
7. Old Business/New Business
 - a) Jennifer Zeller – ReneSola Power – Xcel Energy Solar Rewards Community
 - b) 2019 Annual Meeting Schedule/Calendar
 - c) Resolution 2019-03 A RESOLUTION APPROVING CITY DESIGNATIONS FOR 2019
 - Legal Consultant (s), Auditor Proposals
 - d) Resolution 2019-04 A RESOLUTION ADOPTING THE MASTER FEE SCHEDULE FOR 2019
 - e) 2019 Council Committee Appointments - Addition of Safety Committee
 - f) 2019 Assessment Agreement with Dodge County Assessor's Office
 - g) 2019 Training Request(s)
 - Water Conference Public Works, Sewer Conference Public Works
 - h) Dog Impounds
 - i) Mantor Field Fence Quotes – Approval to Proceed
 - j) 2019 Budget Items Request to Proceed Public Works
8. TBD
 - a) Public Works Report
 - b) City Clerk Report
 - c) Consultant Report
 - d) Committee Report
 - Chamber, EDA, Finance/Budget, Fire Department, Infrastructure, KM Joint Powers, MRA, Park Board, Personnel, Relief, Township*
 - e) Council Member Report
 - f) Mayor Report
9. Executive Session - None
10. Adjourn

MANTORVILLE CITY COUNCIL MEETING MINUTES
MONDAY, DECEMBER 10, 2018
6:30 PM

1. **Call to Order** – Meeting called to order at 6:30 pm.

Members Present: Chuck Bradford, Henry Blair, Ryan Christensen, Don Hofstad.

Others Present: Matt Stradtman – DCSO, Lynn Boynton – Insurance Brokers of Minnesota, Dan Trapp, Jim Welch, Gretta Becay, Joe Adams, Patti Chilson, Scott Larsen, Cami Reber.

2. **Pledge of Allegiance** - Done

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

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

- a) City Council Meeting Minute's November 26, 2018
- b) Warrant List December 10, 2018
 - Pay Request No. 1 – 5th Street East Road/Path Improvements Project
- c) Fire Department General Members Meeting December 2018
- d) Dodge County Sheriff's Office Mantorville Call Report – November 2018

Motion passed unanimously.

5. **Public Concerns** - None

6. **Public Hearing (s)** - None

7. **Old Business/New Business**

- a) **TNT – Truth in Taxation - Public Input on 2019 Budget and Levy**

No comments were received from anyone regarding the 2019 Budget and Levy.

- b) **Lynn Boynton – Insurance Brokers of Minnesota**

Lynn Boynton of Insurance Brokers of Minnesota, introduced himself and requested to be appointed as the City's Insurance Agent of Record for the LMCIT Property/Auto and Workers Comp. He lives locally in the KM area and his office is in Byron. Mayor Bradford asked him about his proposal for an audit on the City property. Lynn explained how that will work. The City Council took his information under advisement and will review it after the first of the year.

- c) **2019 Building Inspector Consultant**

Motion made by Member Hofstad, second by Member Blair to approve the agreement as submitted by CMS for the 2019 Building Inspector Consultant services. Motion passed unanimously.

- d) **Approval of New Fire Department Applicant**

Member Hofstad gave a brief history on the applicant, Duke Harbaugh. Member Bradford noted that this has been reviewed by the Personnel Committee and the background check didn't have anything of significant issues to report. It is the Fire Department and Personnel Committees recommendation to approve Duke Harbaugh to the Mantorville Fire Department. Motion made by Member Blair, second by Christensen to approve the recommendation as presented. Motion passed unanimously.

- e) **Tax Forfeited Property – Resolution 2018-29 – A RESOLUTION APPROVING PUBLIC AUCTION FOR CERTAIN TAX FORFEITED LANDS IN THE CITY OF MANTORVILLE**
Motion made by Member Blair, second by Member Hofstad to approve Resolution 2018-29, A RESOLUTION APPROVING PUBLIC AUCTION FOR CERTAIN TAX FORFEITED LANDS IN THE CITY OF MANTORVILLE. Motion passed unanimously.
- f) **Resolution 2018-26 – A RESOLUTION INCREASING THE MONTHLY WATER RATES FOR 2019**
Motion made by Member Blair, second by Member Hofstad to approve Resolution 2018-26 A RESOLUTION INCREASING THE MONTHLY WATER RATES FOR 2019. Staff was directed at the last meeting to put together the resolution increasing the monthly water rates by 3% for 2019. Motion passed unanimously.
- g) **Resolution 2018-27 – A RESOLUTION GRANTING AUTHORITY TO PAY CLAIMS**
Motion made by Member Blair, second by Member Hofstad, to approve Resolution 2018-27, A RESOLUTION GRANTING AUTHORITY TO PAY CLAIMS. Motion passed unanimously.
- h) **Xcel Energy Solar Rewards Community**
Cami briefly explained the information on the Xcel Energy Solar Rewards Community program. After discussion, Council agreed to bring back the representative from SonSola in January to present information to the Council.
- i) **2019 Final Budget/Levy**
- City Hall Office Computers – Motion made by Member Blair, second by Member Christensen to approve the request for new computers in the City Hall office per the bid submitted of \$2,763. Motion passed unanimously.
 - Final Equipment Certificate Payment – Motion made by Member Blair, second by Member Christensen to approve the final payment on the Equipment Certificate to be made prior to year-end. Cami explained the amount is roughly \$24,282 plus or minus depending on the interest and the date it is paid. Motion passed unanimously.
- j) **2019 Final Budget and Levy – Resolution 2018-28 – A RESOLUTION ADOPTING THE FINAL TAX LEVY COLLECTIBLE IN THE YEAR 2019**
With no further input from the public or Council Members, Motion made by Member Blair, second by Member Hofstad to approve Resolution 2018-28, A RESOLUTION ADOPTING THE FINAL TAX LEVY COLLECTIBLE IN THE YEAR 2019. The 2019 levy is \$480,521, a 6% increase over 2018. Motion passed unanimously.
- k) **2019 Water Sewer Storm Water RV Budget -**
- **RV Park Electrical Upgrade** – Joe Adams presented the RV Park Electrical upgrade project quotes. He received two quotes; one from Leth Electric and one from Maxson Electric. This will upgrade the west side to 50 amp service. There was discussion on the need for this, the upgrade to the transformer, and can the RV Fund handle this project on top of the bathhouse project. Cami noted that there are several call backs due to the tripping of the breakers on that side of the campground. More people are coming in with larger campers on that side than previously. It was always thought that the West side would be reserved more for the pop ups and tent sites but that is not the case anymore and why the upgrade wasn't done previously. Motion made by Member Blair, second by Member Hofstad to approve the Maxson bid at \$9,100 to be paid from the RV Fund. Motion passed unanimously.

8. TBD

a) **Public Works Report**

Scott Larsen reported on the following items:

- There are light's out on the bridge

- They fixed the drifting snow on 5th Street East.

Joe Adams presented the following:

- He spoke on the problems with the pumps at the lift station and the need for new impellers as the old ones are wearing out. We aren't sure if this is a warranty issue or not but that is being checked into. Tim (City Engineer) is recommending that we get these on order due to the wearing on the current ones while they are looking into the warranty issue. Motion made by Member Hofstad, second by Member Blair for the purchase of two impellers for \$8,834. Motion passed unanimously.

b) **City Clerk Report** - None

c) **Consultant Report** - None

d) **Committee Report**

- Chamber – Cami gave an update on the Chamber events.
- Fire Department – Member Hofstad reported on the AED certification completed by the Fire Department Members and the Toys for Tots event raised about \$1500 - \$1700 in cash which the FD Members are going shopping for toys with.

e) **Council Member Report** – All Council wished everyone a Merry Christmas/Safe and Happy Holiday from all.

f) **Mayor Report** – Mayor Bradford also wished everyone a safe and happy holiday and he gave an update from the Potter v. City of Mantorville case. They were just informed that the judge granted summary judgement to all parties.

9. **Executive Session – Closed** – Motion made by Member Blair, second by Member Christensen to close the regular session and go into Executive session at 7:15 pm in order to present the yearly staff evaluations. Motion passed unanimously.

Motion made by Member Christensen, second by Member Blair to close the Executive Session and go back into open session at 8:00 pm. Motion passed unanimously.

a) **City Staff Yearly Evaluations** – Mayor Bradford summarized the yearly evaluations given to all City Staff. Everyone received a 2% COLA and performance increases between 1-1.25%. The increases will take effect on January 1, 2019.

10. **Adjourn** – Motion made by Member Hofstad, second by Member Blair to adjourn the meeting at 8:03 pm. Motion passed unanimously.

***Check Summary Register©**

December 2018

Name	Check Date	Check Amt	
10100 Citizens State Bank			
UnPaid	SPACE CONCEPTS	\$2,450.00	DOWNPAYMENT FOR EPOXY FLOORING F
UnPaid	WILLIAMS JJ	\$2,327.74	VIZIO TV FOR FD REMODEL PROJECT
	Total Checks	\$4,777.74	

MANTORVILLE, MN

12/14/18 8:38 AM

Page 1

Payments

Current Period: December 2018

Batch Name	SUP 12 14 18	User Dollar Amt	\$9,234.13	
	Payments	Computer Dollar Amt	\$9,234.13	
			\$0.00	In Balance
Refer	0 INTERNAL REVENUE SERVICE	Ck# 005300 12/14/2018		
Cash Payment	G 101-21701 Federal Withholding	FEDERAL TAX W/H		\$670.15
Invoice	2018 PR 25 12/14/2018			
Cash Payment	G 101-21709 Medicare	MEDICARE TAX W/H		\$461.60
Invoice	2018 PR 25 12/14/2018			
Cash Payment	G 101-21703 FICA Tax Withholding	SOCIAL SEC TAX W/H		\$1,973.64
Invoice	2018 PR 25 12/14/2018			
Transaction Date	12/14/2018	Citizens State Bank 10100	Total	\$3,105.39
Refer	0 MINNESOTA REVENUE	Ck# 005299 12/14/2018		
Cash Payment	G 101-21702 State Withholding	TAX W/H PR25		\$334.89
Invoice	2018 PR25 12/14/2018			
Transaction Date	12/14/2018	Citizens State Bank 10100	Total	\$334.89
Refer	0 MN PERA	Ck# 005298 12/14/2018		
Cash Payment	G 101-21704 PERA	EMPLOYER/EMPLOYEE RETIREMENT		\$1,016.11
Invoice	2018 PR25 12/14/2018			
Transaction Date	12/14/2018	Citizens State Bank 10100	Total	\$1,016.11
Refer	0 SPACE CONCEPTS			
Cash Payment	E 101-42200-570 Capital Outlay	DOWNPAYMENT FOR EPOXY FLOORING FOR THE FD REMODEL PROJECT		\$2,450.00
Invoice	2866 12/14/2018	Project 18-004		
Transaction Date	12/14/2018	Citizens State Bank 10100	Total	\$2,450.00
Refer	0 WILLIAMS JJ			
Cash Payment	E 101-42200-570 Capital Outlay	VIZIO TV FOR FD REMODEL PROJECT		\$2,327.74
Invoice	DEC 2018 12/14/2018	Project 18-004		
Transaction Date	12/14/2018	Citizens State Bank 10100	Total	\$2,327.74

Fund Summary

	10100 Citizens State Bank
101 GENERAL FUND	\$9,234.13
	\$9,234.13

Pre-Written Checks	\$4,456.39
Checks to be Generated by the Computer	\$4,777.74
Total	\$9,234.13

***Check Summary Register©**

December 2018

	Name	Check Date	Check Amt	
10100	Citizens State Bank			
UnPaid	DAVE SYVERSON TRUCK CENT		\$1,483.46	REPAIRS TO THE BOOM TRUCK
UnPaid	DODGE COUNTY HIGHWAY DEP		\$430.08	SALT AND SAND FOR NOVEMBER AND DE
UnPaid	DODGE COUNTY RECORDER		\$46.00	RECORD RESOLUTION FOR STREET VACA
UnPaid	FIRST SUPPLY		\$18.21	GRAY PVC ADP FOR THE WELLHOUSE
UnPaid	IMAGES ON METAL		\$171.53	3 COUNCIL MEMBER TAGS
UnPaid	INNOVATIVE OFFICE SOLUTION		\$85.69	COPY PAPER, FILE FOLDER LABELS, LEGA
UnPaid	LAWSON PRODUCTS, INC		\$162.63	SHOE COVERS
UnPaid	LINCOLN NATIONAL LIFE INSUR		\$151.33	EMPLOYEE PAID LIFE INSURANCE
UnPaid	ON SITE COMPUTERS, INC		\$71.00	DAILY BACKUP AND MONITORING FOR DE
UnPaid	PREFERRED HEATING & COOLI		\$142.50	LABOR TO INSTALL WARRANTY THERMOS
UnPaid	SAMS CLUB		\$29.71	PAPER TOWELS FOR THE SHOP
UnPaid	SINGFIEL, ROBYN		\$168.78	REIMBURSEMENT TO R. SINGFIEL FOR AS
UnPaid	SL CONTRACTING, INC		\$927.00	STRIPING OF STREET AND PARKING STAL
UnPaid	STUSSY CONSTRUCTION INC		\$130.38	ROCK FOR THE SKATING RINK AT RIVERSI
UnPaid	WHKS & COMPANY		\$11,577.71	SANITARY SEWER TO CEMETERY ROAD,
UnPaid	XCEL ENERGY		\$4,601.56	STREET LIGHTS
UnPaid	ZOLL MEDICAL CORPORATION		\$2,720.00	NEW AED DEFIBRILLATOR
	Total Checks		\$22,917.57	

MANTORVILLE, MN

01/09/19 1:05 PM

Page 1

Payments

Current Period: December 2018

Batch Name	WAR 12 28 18				
	Payment	Computer Dollar Amt	\$51,644.75	Posted	
Refer	0 DODGE COUNTY HIGHWAY DEPA	Ck# 026024 12/28/2018			
Cash Payment	E 101-43125-406 Snow/Ice Removal	SALT AND SAND FOR NOVEMBER AND DECEMBER			\$430.08
Invoice 32	12/28/2018				
Transaction Date	12/13/2018	Due 0	Citizens State Bank 10100	Total	\$430.08
Refer	0 DODGE COUNTY RECORDER	Ck# 026025 12/28/2018			
Cash Payment	E 101-41500-315 Recording Fees	RECORD RESOLUTION FOR STREET VACATION			\$46.00
Invoice DEC 2018	12/28/2018				
Transaction Date	12/13/2018	Due 0	Citizens State Bank 10100	Total	\$46.00
Refer	0 IMAGES ON METAL	Ck# 026027 12/28/2018			
Cash Payment	E 101-41500-200 Supplies	3 COUNCIL MEMBER TAGS			\$75.00
Invoice 286784	12/28/2018				
Transaction Date	12/13/2018	Due 0	Citizens State Bank 10100	Total	\$75.00
Refer	0 ON SITE COMPUTERS, INC	Ck# 026031 12/28/2018			
Cash Payment	E 101-41500-570 Capital Outlay	DAILY BACKUP AND MONITORING FOR DECEMBER			\$71.00
Invoice CW61550	12/28/2018				
Transaction Date	12/13/2018	Due 0	Citizens State Bank 10100	Total	\$71.00
Refer	0 SAMS CLUB	Ck# 026033 12/28/2018			
Cash Payment	E 101-43100-200 Supplies	PAPER TOWELS FOR THE SHOP			\$29.71
Invoice NOV 2018	12/28/2018				
Transaction Date	12/13/2018	Due 0	Citizens State Bank 10100	Total	\$29.71
Refer	0 SINGFIEL, ROBYN	Ck# 026034 12/28/2018			
Cash Payment	E 602-49450-570 Capital Outlay	REIMBURSEMENT TO R. SINGFIEL FOR ASSESSMENT FEES PAID			\$101.26
Invoice DEC 2018	12/28/2018				
Cash Payment	E 601-49400-570 Capital Outlay	REIMBURSEMENT TO R. SINGFIEL FOR ASSESSMENT FEES PAID			\$67.52
Invoice DEC 2018	12/28/2018				
Transaction Date	12/13/2018	Due 0	Citizens State Bank 10100	Total	\$168.78
Refer	0 STUSSY CONSTRUCTION INC	Ck# 026036 12/28/2018			
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	ROCK FOR THE SKATING RINK AT RIVERSIDE PARK			\$65.19
Invoice 44219	12/28/2018				
Cash Payment	E 101-43100-224 Street Maint Materials	ROCK FOR STREETS			\$65.19
Invoice 44219	12/28/2018				
Transaction Date	12/17/2018	Due 0	Citizens State Bank 10100	Total	\$130.38
Refer	0 FIRST SUPPLY LLC - ROCHESTER	Ck# 026026 12/28/2018			
Cash Payment	E 601-49400-228 Equip. Repair and Maint	GRAY PVC ADP FOR THE WELLHOUSE			\$18.21
Invoice 11449093-00	12/28/2018				
Transaction Date	12/17/2018	Due 0	Citizens State Bank 10100	Total	\$18.21
Refer	0 SL CONTRACTING, INC	Ck# 026035 12/28/2018			
Cash Payment	E 101-43100-570 Capital Outlay	STRIPING OF STREET AND PARKING STALLS BY THE HUBBELL HOUSE			\$927.00
Invoice 9505	12/28/2018				

MANTORVILLE, MN

01/09/19 1:05 PM

Page 2

Payments

Current Period: December 2018

Transaction Date	12/19/2018	Due 0	Citizens State Bank	10100	Total	\$927.00
Refer	0 CITIZENS STATE BANK		Ck# 005301	12/28/2018		
Cash Payment	E 307-47000-601 Debt Srv Bond Principal		GO EQUIPMENT CERTIFICATE 2009A			\$23,000.00
			PRINCIPAL			
Invoice DEC 2018	12/28/2018					
Cash Payment	E 307-47000-611 Bond Interest		GO EQUIPMENT CERTIFICATE 2009A			\$1,282.00
			INTEREST			
Invoice DEC 2018	12/28/2018					
Transaction Date	12/19/2018	Due 0	Citizens State Bank	10100	Total	\$24,282.00
Refer	0 WHKS & COMPANY		Ck# 026037	12/28/2018		
Cash Payment	E 602-49450-303 Engineering Fees		SANITARY SEWER TO CEMETERY ROAD,			\$1,116.32
			OCT 27-NOV 30			
Invoice 38531	12/28/2018			Project 18-002		
Cash Payment	E 401-41000-570 Capital Outlay		5TH ST RECON PHASE 2, OCT 27-NOV 30			\$9,132.99
Invoice 38532	12/28/2018			Project 18-001		
Cash Payment	E 310-47000-530 Construction		SANITARY SEWER TO KASSON, JULY 28-NOV 30			\$518.40
Invoice 38535	12/28/2018			Project 16-001		
Transaction Date	12/20/2018	Due 0	Citizens State Bank	10100	Total	\$10,767.71
Refer	0 PREFERRED HEATING & COOLIN		Ck# 026032	12/28/2018		
Cash Payment	E 601-49400-220 Bldg.Repair and Mainten		LABOR TO INSTALL WARRANTY THERMOSTAT AT THE WELLHOUSE			\$142.50
Invoice 1240-1	12/28/2018					
Transaction Date	12/20/2018	Due 0	Citizens State Bank	10100	Total	\$142.50
Refer	0 IMAGES ON METAL		Ck# 026027	12/28/2018		
Cash Payment	E 101-41940-417 Uniforms		UNIFORMS FOR JOE ADAMS			\$96.53
Invoice 286942	12/28/2018					
Transaction Date	12/26/2018	Due 0	Citizens State Bank	10100	Total	\$96.53
Refer	0 INNOVATIVE OFFICE SOLUTIONS		Ck# 026028	12/28/2018		
Cash Payment	E 101-41500-200 Supplies		COPY PAPER, FILE FOLDER LABELS, LEGAL TABLETS AND PENS.			\$85.69
Invoice IN2335811	12/28/2018					
Transaction Date	12/26/2018	Due 0	Citizens State Bank	10100	Total	\$85.69
Refer	0 LAWSON PRODUCTS, INC		Ck# 026029	12/28/2018		
Cash Payment	E 101-43100-240 Tools and Minor Equipm		SHOE COVERS			\$162.63
Invoice 9306357557	12/28/2018					
Transaction Date	12/26/2018	Due 0	Citizens State Bank	10100	Total	\$162.63
Refer	0 LINCOLN NATIONAL LIFE INSURA		Ck# 026030	12/28/2018		
Cash Payment	G 101-21711 Life Insurance Payable		EMPLOYEE PAID LIFE INSURANCE			\$151.33
Invoice DEC 2018	12/28/2018					
Transaction Date	12/26/2018	Due 0	Citizens State Bank	10100	Total	\$151.33
Refer	0 DAVE SYVERSON TRUCK CENTER		Ck# 026023	12/28/2018		
Cash Payment	E 101-43100-228 Equip. Repair and Maint		REPAIRS TO THE BOOM TRUCK			\$521.98
Invoice 123683	12/28/2018					
Cash Payment	E 101-45200-404 Repairs/Maint Machinery		REPAIRS TO THE BOOM TRUCK			\$521.98
Invoice 123683	12/28/2018					
Transaction Date	12/26/2018	Due 0	Citizens State Bank	10100	Total	\$1,043.96
Refer	0 DAVE SYVERSON TRUCK CENTER		Ck# 026023	12/28/2018		

MANTORVILLE, MN

01/09/19 1:05 PM

Page 3

Payments

Current Period: December 2018

Cash Payment	E 101-43100-228 Equip. Repair and Maint	REPAIRS TO THE BOOM TRUCK	\$219.75
Invoice 123844	12/28/2018		
Cash Payment	E 101-45200-404 Repairs/Maint Machinery	REPAIRS TO THE BOOM TRUCK	\$219.75
Invoice 123844	12/28/2018		
Transaction Date	12/26/2018	Due 0 Citizens State Bank 10100	Total \$439.50
Refer	0 WHKS & COMPANY	Ck# 026037 12/28/2018	
Cash Payment	E 101-41500-300 Professional Svcs (GEN	WATER TOWER DEVELOPMENT, OCT 27-NOV 30	-\$607.50
Invoice 38536			
Cash Payment	E 101-41950-303 Engineering Fees	WATER TOWER DEVELOPMENT, OCT 27-NOV 30	\$607.50
Invoice 38536			
Cash Payment	E 101-41950-303 Engineering Fees	MANTORWOODS WEST SUBDIVISION, OCT 27-NOV 30	\$202.50
Invoice 38536	12/28/2018		
Cash Payment	E 101-41500-300 Professional Svcs (GEN	WATER TOWER DEVELOPMENT, OCT 27-NOV 30	\$607.50
Invoice 38536	12/28/2018		
Transaction Date	12/26/2018	Due 0 Citizens State Bank 10100	Total \$810.00
Refer	0 INTERNAL REVENUE SERVICE	Ck# 005302 12/28/2018	
Cash Payment	G 101-21701 Federal Withholding	FEDERAL TAX W/H	\$604.23
Invoice 2018 PR26	12/28/2018		
Cash Payment	G 101-21709 Medicare	MEDICARE TAX W/H	\$183.44
Invoice 2018 PR26	12/28/2018		
Cash Payment	G 101-21703 FICA Tax Withholding	SS TAX W/H	\$784.36
Invoice 2018 PR26	12/28/2018		
Transaction Date	12/26/2018	Due 0 Citizens State Bank 10100	Total \$1,572.03
Refer	0 INTERNAL REVENUE SERVICE	Ck# 005303 12/28/2018	
Cash Payment	G 101-21701 Federal Withholding	FEDERAL TAX W/H	\$274.72
Invoice 2018 PR27	12/28/2018		
Cash Payment	G 101-21709 Medicare	MEDICARE TAX W/H	\$111.52
Invoice 2018 PR27	12/28/2018		
Cash Payment	G 101-21703 FICA Tax Withholding	SS TAX W/H	\$476.84
Invoice 2018 PR27	12/28/2018		
Transaction Date	12/26/2018	Due 0 Citizens State Bank 10100	Total \$863.08
Refer	0 MN PERA	Ck# 005304 12/28/2018	
Cash Payment	G 101-21704 PERA	EMPLOYEE/EMPLOYER RETIREMENT	\$575.80
Invoice 2018 PR27	12/28/2018		
Transaction Date	12/26/2018	Due 0 Citizens State Bank 10100	Total \$575.80
Refer	0 MN PERA	Ck# 005305 12/28/2018	
Cash Payment	G 101-21704 PERA	EMPLOYEE/EMPLOYER RETIREMENT	\$971.48
Invoice 2018 PR26	12/28/2018		
Transaction Date	12/26/2018	Due 0 Citizens State Bank 10100	Total \$971.48
Refer	0 MINNESOTA REVENUE	Ck# 005306 12/28/2018	
Cash Payment	G 101-21702 State Withholding	TAX W/H PR27	\$153.57
Invoice 2018 PR27	12/28/2018		
Transaction Date	12/26/2018	Due 0 Citizens State Bank 10100	Total \$153.57
Refer	0 MINNESOTA REVENUE	Ck# 005307 12/28/2018	

MANTORVILLE, MN

01/09/19 1:05 PM

Page 4

Payments

Current Period: December 2018

Cash Payment	G 101-21702 State Withholding	TAX W/H PR26		\$309.22
Invoice	2018 PR26 12/28/2018			
Transaction Date	12/26/2018	Due 0	Citizens State Bank 10100	Total \$309.22
Refer	0 XCEL ENERGY	Ck# 026038 12/28/2018		
Cash Payment	E 101-43160-381 Electric Utilities	STREET LIGHTS		\$1,587.43
Invoice	DEC 2018 12/28/2018			
Cash Payment	E 101-43160-381 Electric Utilities	300 MAIN N BRIDGE LIGHTS		\$23.30
Invoice	DEC 2018 12/28/2018			
Cash Payment	E 101-43160-381 Electric Utilities	130 ST.HWY 57 S.CITY SIGN		\$27.88
Invoice	DEC 2018 12/28/2018			
Cash Payment	E 101-43160-381 Electric Utilities	60003 ST.HWY 57 N CITY SIGN		\$13.44
Invoice	DEC 2018 12/28/2018			
Cash Payment	E 101-42200-380 Utility Services	21 5TH STREET SIREN		\$6.56
Invoice	DEC 2018 12/28/2018			
Cash Payment	E 101-42200-380 Utility Services	21 5TH STREET E FH/CH/PUMP		\$451.02
Invoice	DEC 2018 12/28/2018			
Cash Payment	E 101-42200-380 Utility Services	701 CHESTNUT SIREN		\$6.74
Invoice	DEC 2018 12/28/2018			
Cash Payment	E 101-43160-381 Electric Utilities	410 CLAY POLE ON EDA LOT		\$14.23
Invoice	DEC 2018 12/28/2018			
Cash Payment	E 101-41940-380 Utility Services	600 7TH STREET WEST MANTORFIEL		\$14.23
Invoice	DEC 2018 12/28/2018			
Cash Payment	E 101-41940-380 Utility Services	340 CLAY RIVERSIDE W CENTER		\$36.37
Invoice	DEC 2018 12/28/2018			
Cash Payment	E 101-41940-380 Utility Services	342 MAIN ST N RIVERSIDE NE		\$14.23
Invoice	DEC 2018 12/28/2018			
Cash Payment	E 101-41940-380 Utility Services	601 GOLFOVIEW DENNISON FIELD		\$15.58
Invoice	DEC 2018 12/28/2018			
Cash Payment	E 101-41940-380 Utility Services	1008 EAST CITY SHOP		\$284.28
Invoice	DEC 2018 12/28/2018			
Cash Payment	E 602-49450-380 Utility Services	121 BLANCH WWTF+SEC+PUMP		\$821.02
Invoice	DEC 2018 12/28/2018			
Cash Payment	E 601-49400-380 Utility Services	841 BLANCH WTR WELL HOUSE		\$1,123.30
Invoice	DEC 2018 12/28/2018			
Cash Payment	E 601-49400-380 Utility Services	924 JEFFERSON WATER TOWER		\$48.08
Invoice	DEC 2018 12/28/2018			
Cash Payment	E 603-45183-381 Electric Utilities	324 MAIN ST N CAMPGROUND		\$14.60
Invoice	DEC 2018 12/28/2018			
Cash Payment	E 101-41940-380 Utility Services	101 BLANCH NEW SHOP		\$49.53
Invoice	DEC 2018 12/28/2018			
Cash Payment	E 101-41940-380 Utility Services	15 4TH STREET WEST RIVERSIDE		\$14.86
Invoice	DEC 2018 12/28/2018			
Cash Payment	E 602-49450-380 Utility Services	601 JEFFERSON LIFT STATION		\$25.93
Invoice	DEC 2018 12/28/2018			
Cash Payment	E 602-49450-380 Utility Services	121 BLANCH AUTO PROTECT LIGHT		\$8.95
Invoice	DEC 2018 12/28/2018			
Cash Payment	E 101-43160-381 Electric Utilities	CHRISTMAS LIGHTS		\$0.00
Invoice	DEC 2018 12/28/2018			
Transaction Date	12/27/2018	Due 0	Citizens State Bank 10100	Total \$4,601.56
Refer	0 ZOLL MEDICAL CORPORATION	Ck# 026039 12/28/2018		

Payments

Current Period: December 2018

Cash Payment	E 101-42200-240 Tools and Minor Equipm	NEW AED DEFIBRILLATOR OFFSET BY DONATION FROM RELIEF OF \$750	\$2,720.00
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Invoice DEC 2018 12/28/2018

Transaction Date	12/28/2018	Due 0	Citizens State Bank	10100	Total	\$2,720.00
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Fund Summary

	10100 Citizens State Bank	
603 RV PARK		\$14.60
602 SEWER FUND		\$2,073.48
601 WATER FUND		\$1,399.61
401 GENERAL CAPITAL PROJECTS		\$9,132.99
310 CWRF WW BOND 2017A		\$518.40
307 GO EQUIPMENT CERTIFICATE 2009A		\$24,282.00
101 GENERAL FUND		\$14,223.67
		\$51,644.75

Pre-Written Checks	\$51,644.75
Checks to be Generated by the Computer	\$0.00
Total	
	\$51,644.75

***Check Summary Register©**

January 2019

Name	Check Date	Check Amt	
10100 Citizens State Bank			
UnPaid	ABC - ARROW BUILDING	\$21.00	CONCRETE FOR STEPS INTO OFFICE FOR
UnPaid	AFLAC	\$56.28	EMPLOYEE PAID DECEMBER PREMIUM 20
UnPaid	CASEYS GENERAL STORES INC	\$454.68	FUEL FOR WWTP 2018
UnPaid	CITY OF MANTORVILLE-PETTY	\$137.92	REIMBURSEMENT FOR EXIT SIGNS AND D
UnPaid	CMS - CONSTRUCTION MGMT.S	\$311.65	BUILDING INSPECTION FOR DECEMBER 20
UnPaid	CULLIGAN	\$17.90	BOTTLED WATER
UnPaid	DELTA DENTAL OF MN	\$269.80	EMPLOYER-EMPLOYEE DENTAL PREMIUM
UnPaid	DODGE COUNTY EDA	\$1,500.00	1/2 DODGE COUNTY HOUSING STUDY CON
UnPaid	ELLINGSON COMPANIES	\$68,010.50	PAY REQUEST 1 SANITARY SEWER EXTEN
UnPaid	FIRE SAFETY USA, INC	\$38.00	AKRON BAIL SHUT OFF KIT NOZZLE PART -
UnPaid	FREERKSEN OIL, LLC.	\$145.25	TURBO RED CLEANER FOR TRUCKS AND F
UnPaid	GOPHER STATE ONE CALL	\$13.50	UTILITY LOCATES FOR DEC 2018
UnPaid	HEALTHSMART BENEFIT SOLUT	\$48.00	EMPLOYEE PAID LIFE INSURANCE
UnPaid	HERO, JORSTAD & JACOBSEN,	\$50.00	DECEMBER 2018 PROSECUTION
UnPaid	KASSON HARDWARE HANK	\$50.93	CARB CLEANER, GRINDER BLADES AND A
UnPaid	K-M REGIONAL VETERINARY HO	\$122.54	IMPOUND FEES FOR DECEMBER 2018
UnPaid	K-M TELECOM	\$441.93	FD 5440
UnPaid	KUECHLE UNDERGROUND, INC	\$83,798.47	FINAL FORCEMAIN TO KASSON PAY REQU
UnPaid	MINNESOTA ENERGY RESOURC	\$1,663.44	4016467-5 STREETS
UnPaid	MN DEPARTMENT OF REVENUE	\$392.00	COMMERCIAL WATER SALES AND USE TA
UnPaid	MN MUNICIPAL UTILITIES ASSO	\$318.00	2019 WATER UTILITY MEMBER DUES
UnPaid	MOPS AND BUCKETS, LLC	\$53.44	JANUARY CLEANING
UnPaid	NAPA	\$215.88	4 CYCLE FUEL FOR THE GRASS RIG 2018
UnPaid	NOLTE, ROGER	\$82.66	REIMBURSEMENT TO ROG FOR CABLES A
UnPaid	NORTHLAND TRUST SERVICES,	\$93,611.25	GO REFUND SERIES 2011A PRINCIPAL
UnPaid	OWA ARCHITECTS	\$4,604.50	TOILET AND SHOWER CONVERSION
UnPaid	PITNEY BOWES GLOBAL	\$199.00	DECEMBER 2018 POSTAGE
UnPaid	SE MN EMS	\$700.00	CPR CLASS 12/05/18
UnPaid	SIGNIFICANT DIGITS	\$550.00	ANNUAL LICENSING FOR HANDHELD
UnPaid	SWENKE IMS CONTRACTING, LL	\$708.75	HAULING SNOW IN DECEMBER 2018
UnPaid	LAKER CHEMICAL INC. DBA	\$73.00	ICE MELT 2018
UnPaid	USA BLUE BOOK	\$56.94	LOCATE FLAGS 2018
UnPaid	VERIZON WIRELESS	\$26.97	WIFI FOR THE FD
UnPaid	WHKS & COMPANY	\$851.76	5TH ST RECON, PHASE 2, DEC 1 - DEC 28
UnPaid	WILLIAMS JJ	\$148.84	REIMBURSEMENT TO JJ WILLIAMS FOR W
Total Checks		\$259,744.78	

MANTORVILLE, MN

01/11/19 12:58 PM

Page 1

Payments

Current Period: January 2019

Batch Name	WAR 01 14 19	User Dollar Amt	\$261,756.10		
	Payments	Computer Dollar Amt	\$261,756.10		
				\$0.00	In Balance
Refer	0 AFLAC				
Cash Payment	G 101-21710 AFLAC	EMPLOYEE PAID DECEMBER PREMIUM 2018		\$56.28	
Invoice	649841 1/14/2019				
Transaction Date	1/4/2019	Citizens State Bank 10100	Total	\$56.28	
Refer	0 BLUE CROSS BLUE SHIELD OF MI	Ck# 005309 1/14/2019			
Cash Payment	G 101-21706 Hospitalization/Medical Ins	EMPLOYEE MEDICAL INSURANCE FOR JANUARY 2019		\$2,008.50	
Invoice	181206381537 1/14/2019				
Transaction Date	1/4/2019	Citizens State Bank 10100	Total	\$2,008.50	
Refer	0 CITIZENS STATE BANK	Ck# 005308 1/14/2019			
Cash Payment	E 307-47000-611 Bond Interest	GO EQUIPMENT CERT.		\$2.82	
Invoice	GOEQUIP 1/14/2019				
Transaction Date	1/4/2019	Citizens State Bank 10100	Total	\$2.82	
Refer	0 CITY OF MANTORVILLE-PETTY CA				
Cash Payment	E 101-43100-224 Street Maint Materials	REIMBURSEMENT FOR EXIT SIGNS AND DRY ICE FOR MANHOLE PROJECT 2018		\$24.68	
Invoice	JAN 2019 1/14/2019				
Cash Payment	E 601-49400-200 Supplies	WATER SAMPLES 2018		\$63.85	
Invoice	JAN 2019 1/14/2019				
Cash Payment	E 101-41500-322 Postage	2018 CERTIFIED LETTERS		\$49.39	
Invoice	JAN 2019 1/14/2019				
Transaction Date	1/4/2019	Citizens State Bank 10100	Total	\$137.92	
Refer	0 CMS - CONSTRUCTION MGMT. SE				
Cash Payment	E 101-42400-300 Professional Svcs (GEN	BUILDING INSPECTION FOR DECEMBER 2018		\$311.65	
Invoice	18-1218 1/14/2019				
Transaction Date	1/4/2019	Citizens State Bank 10100	Total	\$311.65	
Refer	0 DELTA DENTAL				
Cash Payment	G 101-21708 Dental Insurance	EMPLOYER-EMPLOYEE DENTAL PREMIUM JANUARY 2019		\$269.80	
Invoice	7504478 1/14/2019				
Transaction Date	1/4/2019	Citizens State Bank 10100	Total	\$269.80	
Refer	0 GOPHER STATE ONE CALL				
Cash Payment	E 601-49400-300 Professional Svcs (GEN	UTILITY LOCATES FOR DEC 2018		\$8.10	
Invoice	8120551 1/14/2019				
Cash Payment	E 602-49450-300 Professional Svcs (GEN	UTILITY LOCATES FOR DEC 2018		\$5.40	
Invoice	8120551 1/14/2019				
Transaction Date	1/4/2019	Citizens State Bank 10100	Total	\$13.50	
Refer	0 HERO, JORSTAD & JACOBSEN, P.				
Cash Payment	E 101-41600-304 Legal Fees	DECEMBER 2018 PROSECUTION		\$50.00	
Invoice	2327 1/14/2019				
Transaction Date	1/4/2019	Citizens State Bank 10100	Total	\$50.00	
Refer	0 KASSON HARDWARE HANK				

MANTORVILLE, MN

01/11/19 12:58 PM

Page 2

Payments

Current Period: January 2019

Cash Payment	E 101-43100-228 Equip. Repair and Maint	CARB CLEANER, GRINDER BLADES AND A HAMMER WEDGE 2018		\$22.95
Invoice	DECEMBER 201	1/14/2019		
Cash Payment	E 101-42200-240 Tools and Minor Equipm	TARPS FOR THE FD 2018		\$27.98
Invoice	DECEMBER 201	1/14/2019		
Transaction Date	1/4/2019	Citizens State Bank	10100	Total \$50.93
Refer	0 K-M TELECOM			
Cash Payment	E 101-41940-321 Communications Phone/	CITY HALL MAIN 5170		\$110.49
Invoice	JAN 2019	1/14/2019		
Cash Payment	E 101-41940-321 Communications Phone/	CITY HALL - 5176 - 2ND LINE		\$34.90
Invoice	JAN 2019	1/14/2019		
Cash Payment	E 101-41940-321 Communications Phone/	CITY HALL FAX 5300		\$31.00
Invoice	JAN 2019	1/14/2019		
Cash Payment	E 101-42200-321 Communications Phone/	FD 5440		\$31.00
Invoice	JAN 2019	1/14/2019		
Cash Payment	E 101-41940-321 Communications Phone/	STREETS - SHOP 5119		\$80.99
Invoice	JAN 2019	1/14/2019		
Cash Payment	E 601-49400-321 Communications Phone/	WATER TOWER ALARM 3588		\$41.00
Invoice	JAN 2019	1/14/2019		
Cash Payment	E 602-49450-321 Communications Phone/	LIFT STATION ALARM 5066		\$31.00
Invoice	JAN 2019	1/14/2019		
Cash Payment	E 602-49450-321 Communications Phone/	WWTP 5463 ALARM		\$31.00
Invoice	JAN 2019	1/14/2019		
Cash Payment	E 101-41940-321 Communications Phone/	LONG DISTANCE/TAXES/FEES		\$48.55
Invoice	JAN 2019	1/14/2019		
Cash Payment	E 101-46500-437 Other Miscellaneous	EDA 800 NUMBER		\$2.00
Invoice	JAN 2019	1/14/2019		
Transaction Date	1/4/2019	Citizens State Bank	10100	Total \$441.93
Refer	0 KUECHLE UNDERGROUND, INC			
Cash Payment	E 309-47000-530 Construction	FINAL FORCEMAIN TO KASSON PAY REQUEST #7		\$83,798.47
Invoice	PAY REQ #7	1/14/2019	Project 16-001	
Transaction Date	1/4/2019	Citizens State Bank	10100	Total \$83,798.47
Refer	0 MINNESOTA ENERGY			
Cash Payment	E 101-41940-380 Utility Services	4016467-5 STREETS		\$566.69
Invoice	JAN 2019	1/14/2019		
Cash Payment	E 101-41940-380 Utility Services	4300149-4 STREETS		\$229.69
Invoice	JAN 2019	1/14/2019		
Cash Payment	E 101-41940-380 Utility Services	4028156-0 STREETS		\$221.15
Invoice	JAN 2019	1/14/2019		
Cash Payment	E 101-42200-380 Utility Services	4229566-7 FIRE DEPT		\$355.54
Invoice	JAN 2019	1/14/2019		
Cash Payment	E 601-49400-380 Utility Services	4113568-2 WTR PUMP		\$0.00
Invoice	JAN 2019	1/14/2019		
Cash Payment	E 602-49450-380 Utility Services	4299022-6 WWTP		\$162.26
Invoice	JAN 2019	1/14/2019		
Cash Payment	E 101-41940-380 Utility Services	5121503-6 NEW SHOP		\$128.11
Invoice	JAN 2019	1/14/2019		
Transaction Date	1/4/2019	Citizens State Bank	10100	Total \$1,663.44
Refer	0 NAPA			

MANTORVILLE, MN

01/11/19 12:58 PM

Page 3

Payments

Current Period: January 2019

Cash Payment	E 101-42200-217 Other Operating Supplie	4 CYCLE FUEL FOR THE GRASS RIG 2018		\$41.93
Invoice	365-330069	1/14/2019		
Cash Payment	E 101-42200-217 Other Operating Supplie	FUEL OIL MIX 50-1 AND 4 CYCLE 2018		\$39.98
Invoice	365-328796	1/14/2019		
Transaction Date	1/4/2019	Citizens State Bank	10100	Total \$81.91
Refer	0 NAPA			
Cash Payment	E 101-43100-228 Equip. Repair and Maint	BATTERY FOR THE JETTER TRUCK 2018		\$113.99
Invoice	365-328756	1/14/2019		
Cash Payment	E 101-43100-200 Supplies	FLOOR DRY FOR THE SHOP 2018		\$19.98
Invoice	365-329921	1/14/2019		
Transaction Date	1/4/2019	Citizens State Bank	10100	Total \$133.97
Refer	0 MOPS AND BUCKETS, LLC			
Cash Payment	E 101-41940-439 Janitors	JANUARY CLEANING		\$53.44
Invoice	JAN 2019	1/14/2019		
Transaction Date	1/7/2019	Citizens State Bank	10100	Total \$53.44
Refer	0 HEALTHSMART BENEFIT SOLUTIO			
Cash Payment	G 101-21711 Life Insurance Payable	EMPLOYEE PAID LIFE INSURANCE		\$48.00
Invoice	JAN 2019	1/14/2019		
Transaction Date	1/7/2019	Citizens State Bank	10100	Total \$48.00
Refer	0 NORTHLAND TRUST SERVICES, I			
Cash Payment	E 308-47000-601 Debt Srv Bond Principal	GO REFUND SERIES 2011A PRINCIPAL		\$90,000.00
Invoice	2019 MANTV11A	1/14/2019		
Cash Payment	E 308-47000-611 Bond Interest	GO REFUND SERIES 2011A INTEREST AND AGENT ANNUAL FEE		\$3,611.25
Invoice	2019 MANTV11A	1/14/2019		
Transaction Date	1/7/2019	Citizens State Bank	10100	Total \$93,611.25
Refer	0 OWA ARCHITECTS			
Cash Payment	E 603-45183-400 Repairs & Maint Cont (G	TOILET AND SHOWER CONVERSION		\$4,604.50
Invoice	DEC 2018	1/14/2018	Project 19-001	
Transaction Date	1/7/2019	Citizens State Bank	10100	Total \$4,604.50
Refer	0 SE MN EMS			
Cash Payment	E 101-42200-311 First Responder Train/Eq	CPR CLASS 12/05/18		\$700.00
Invoice	12204	1/14/2019		
Transaction Date	1/7/2019	Citizens State Bank	10100	Total \$700.00
Refer	0 TEAM LAB CHEMICAL CORP.			
Cash Payment	E 101-43125-406 Snow/Ice Removal	ICE MELT 2018		\$73.00
Invoice	INV0013889	1/14/2019		
Transaction Date	1/7/2019	Citizens State Bank	10100	Total \$73.00
Refer	0 USA BLUE BOOK			
Cash Payment	E 602-49450-240 Tools and Minor Equipm	LOCATE FLAGS 2018		\$56.94
Invoice	727024	1/14/2019		
Transaction Date	1/7/2019	Citizens State Bank	10100	Total \$56.94
Refer	0 VERIZON WIRELESS			
Cash Payment	E 101-42200-321 Communications Phone/	WIFI FOR THE FD		\$26.97
Invoice	9820977672	1/14/2019		
Transaction Date	1/7/2019	Citizens State Bank	10100	Total \$26.97
Refer	0 WILLIAMS JJ			

MANTORVILLE, MN

01/11/19 12:58 PM

Page 4

Payments

Current Period: January 2019

Cash Payment	E 101-42200-570 Capital Outlay	REIMBURSEMENT TO JJ WILLIAMS FOR WALL FILES AND BRACES FOR THE FD REMODEL PROJECT		\$95.84
Invoice 1/2/19	1/14/2019		Project 18-004	
Transaction Date	1/7/2019	Citizens State Bank	10100	Total \$95.84
Refer	0 CULLIGAN			
Cash Payment	E 101-41940-200 Supplies	BOTTLED WATER		\$17.90
Invoice DEC 2018	1/14/2019			
Transaction Date	1/7/2019	Citizens State Bank	10100	Total \$17.90
Refer	0 K-M REGIONAL VETERINARY HOS			
Cash Payment	E 101-41500-312 Animal Impound Fees	IMPOUND FEES FOR DECEMBER 2018		\$122.54
Invoice 46-18	1/14/2019			
Transaction Date	1/7/2019	Citizens State Bank	10100	Total \$122.54
Refer	0 PITNEY BOWES INC			
Cash Payment	E 101-41500-322 Postage	DECEMBER 2018 POSTAGE		\$199.00
Invoice DEC 2018	1/14/2019			
Transaction Date	1/7/2019	Citizens State Bank	10100	Total \$199.00
Refer	0 SIGNIFICANT DIGITS			
Cash Payment	E 602-49450-300 Professional Srvs (GEN	ANNUAL LICENSING FOR HANDHELD		\$330.00
Invoice 19-H-088-066	1/14/2019			
Cash Payment	E 601-49400-300 Professional Srvs (GEN	ANNUAL LICENSING FOR HANDHELD		\$220.00
Invoice 19-H-088-066	1/14/2019			
Transaction Date	1/7/2019	Citizens State Bank	10100	Total \$550.00
Refer	0 CASEYS GENERAL STORES INC			
Cash Payment	E 602-49450-212 Motor Fuels	FUEL FOR WWTP 2018		\$153.45
Invoice JAN 2019	1/14/2019			
Cash Payment	E 101-43125-212 Motor Fuels	FUEL FOR THE PLOW TRUCK 2018		\$90.38
Invoice JAN 2019	1/14/2019			
Cash Payment	E 101-43100-212 Motor Fuels	FUEL FOR THE JETTER AND BOOM TRUCK 2018		\$37.93
Invoice JAN 2019	1/14/2019			
Cash Payment	E 101-42200-212 Motor Fuels	FUEL FOR THE FD 2018		\$33.55
Invoice JAN 2019	1/14/2019			
Cash Payment	E 101-43100-212 Motor Fuels	FUEL FOR STREETS 2018		\$139.37
Invoice JAN 2019	1/14/2019			
Transaction Date	1/8/2019	Citizens State Bank	10100	Total \$454.68
Refer	0 SWENKE IMS CONTRACTING, LLC			
Cash Payment	E 101-43125-406 Snow/Ice Removal	HAULING SNOW IN DECEMBER 2018		\$708.75
Invoice PLOW-DEC 2018	1/14/2019			
Transaction Date	1/8/2019	Citizens State Bank	10100	Total \$708.75
Refer	0 MN DEPARTMENT OF REVENUE			
Cash Payment	E 601-49400-210 Tax and Licensing	COMMERCIAL WATER SALES AND USE TAX - 4TH QTR. 2018		\$282.24
Invoice 4TH QTR 2018	1/14/2019			
Cash Payment	E 603-45183-210 Tax and Licensing	RV PARK SALES AND USE TAX - 4TH QTR. 2018		\$109.76
Invoice 4TH QTR 2018	1/14/2019			
Transaction Date	1/8/2019	Citizens State Bank	10100	Total \$392.00
Refer	0 FREERKSEN OIL, LLC.			

MANTORVILLE, MN

01/11/19 12:58 PM

Page 5

Payments

Current Period: January 2019

Cash Payment	E 101-42200-217 Other Operating Supplie	TURBO RED CLEANER FOR TRUCKS AND FIRE HALL		\$145.25
Invoice 391	1/14/2019			
Transaction Date	1/10/2019	Citizens State Bank	10100	Total \$145.25
Refer	0 DODGE COUNTY EDA			
Cash Payment	E 101-41500-437 Other Miscellaneous	1/2 DODGE COUNTY HOUSING STUDY CONTRIBUTION APPROVED IN MARCH 2018		\$750.00
Invoice MANT2018	1/14/2019			
Cash Payment	E 101-46500-437 Other Miscellaneous	1/2 DODGE COUNTY HOUSING STUDY CONTRIBUTION APPROVED IN MARCH 2018		\$750.00
Invoice MANT2018	1/14/2019			
Transaction Date	1/10/2019	Citizens State Bank	10100	Total \$1,500.00
Refer	0 ABC - ARROW BUILDING			
Cash Payment	E 101-42200-570 Capital Outlay	CONCRETE FOR STEPS INTO OFFICE FOR THE FD REMODEL PROJECT - 2018		\$21.00
Invoice 123118	1/14/2019	Project 18-004		
Transaction Date	1/10/2019	Citizens State Bank	10100	Total \$21.00
Refer	0 FIRE SAFETY USA, INC			
Cash Payment	E 101-42200-240 Tools and Minor Equipm	AKRON BAIL SHUT OFF KIT NOZZLE PART - 2018		\$38.00
Invoice 118057	1/14/2019			
Transaction Date	1/10/2019	Citizens State Bank	10100	Total \$38.00
Refer	0 NOLTE, ROGER			
Cash Payment	E 101-42200-570 Capital Outlay	REIMBURSEMENT TO ROG FOR CABLES AND DISPLAY ADAPTERS FOR COMPUTERS FOR THE FD REMODEL PROJECT		\$41.46
Invoice 10-18	1/14/2019	Project 18-004		
Cash Payment	E 101-42200-570 Capital Outlay	REIMBURSEMENT TO ROG NOLTE FOR LASER POINTER FOR TRAINING FOR THE FD REMODEL PROJECT		\$41.20
Invoice 10-18	1/14/2019	Project 18-004		
Transaction Date	1/10/2019	Citizens State Bank	10100	Total \$82.66
Refer	0 WILLIAMS JJ			
Cash Payment	E 101-42200-570 Capital Outlay	REIMBURSEMENT TO JJ WILLIAMS FOR THE FD REMODEL PROJECT		\$53.00
Invoice JAN 2019	1/14/2019	Project 18-004		
Transaction Date	1/10/2019	Citizens State Bank	10100	Total \$53.00
Refer	0 MN MUNICIPAL UTILITIES ASSOC			
Cash Payment	E 601-49400-433 Dues and Memberships	2019 WATER UTILITY MEMBER DUES		\$318.00
Invoice 52684	1/14/2019			
Transaction Date	1/10/2019	Citizens State Bank	10100	Total \$318.00
Refer	0 WHKS & COMPANY			
Cash Payment	E 401-41000-570 Capital Outlay	5TH ST RECON, PHASE 2, DEC 1 - DEC 28		\$557.36
Invoice 38669	1/14/2019	Project 18-001		
Cash Payment	E 602-49450-303 Engineering Fees	SANITARY SEWER TO CEMETERY ROAD, DEC 1 - DEC 28		\$294.40
Invoice 38670	1/14/2019	Project 18-002		
Transaction Date	1/10/2019	Citizens State Bank	10100	Total \$851.76
Refer	0 ELLINGSON COMPANIES			

Payments

Current Period: January 2019

Cash Payment	E 602-49450-530 Construction	PAY REQUEST 1 SANITARY SEWER EXTENSION CEMETERY ROAD	\$53,360.50
Invoice 2019-PR1	1/14/2019	Project 18-002	
Transaction Date	1/11/2019	Citizens State Bank 10100	Total \$53,360.50
Refer	0 ELLINGSON COMPANIES	-	
Cash Payment	E 602-49450-570 Capital Outlay	INSTALL GRINDER PUMP AT THE SHOP	\$14,650.00
Invoice 26042	1/12/2019		
Transaction Date	1/11/2019	Citizens State Bank 10100	Total \$14,650.00

Fund Summary

	10100 Citizens State Bank	
101 GENERAL FUND		\$9,063.80
307 GO EQUIPMENT CERTIFICATE 2009A		\$2.82
308 GO REFUND BOND 2011A		\$93,611.25
309 TEMP GO UTILITY REV - 2016A		\$83,798.47
401 GENERAL CAPITAL PROJECTS		\$557.36
601 WATER FUND		\$933.19
602 SEWER FUND		\$69,074.95
603 RV PARK		\$4,714.26
		<u>\$261,756.10</u>

Pre-Written Checks	\$2,011.32
Checks to be Generated by the Computer	\$259,744.78
Total	\$261,756.10

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

whks

engineers + planners + land surveyors

January 3, 2019

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

RE: Mantorville, MN
Forcemain to Kasson
Pay Request No. 7 - Final

Dear Cami:

Enclosed is Pay Request No. 7 - Final for work on the above referenced project. We recommend payment in the amount of \$83,798.47 to:

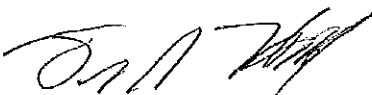
Kuechle Underground, Inc.
10998 State Hwy 55, P.O. Box 509
Kimball, MN 55353

Acceptance by the City Council will initiate the start of the two-year maintenance bond, as specified in the contract documents.

Please contact me if you have any questions.

Sincerely,

WHKS & co.



Timothy A. Hruska, PE, LS
City Engineer

Enclosure

TAH/sgh

cc: David Baker, Kuechle Underground

2905 South Broadway
Rochester, MN 55904
Phone 507-288-3923



**FINAL PAYMENT
FOR CONSTRUCTION WORK COMPLETED**

Project: Focemain to Kasson
Project No.: 7952
Location: Mantorville, Mn
Contractor: Kuechle Underground, Inc.

Bid Price: \$ 1,212,926.00
Date: Jan. 3, 2018
Estimate #: 7 - Final
% Complete: 104%

Item No.		Contract Quantity	Unit	Unit Price	Quantity Completed Previous Estimates	Quantity Completed This Estimate	Quantity Completed to Date	Total
1 *	MOBILIZATION	1	LS	\$ 62,000.00	1	0	1	\$ 62,000.00
2	CLEARING & GRUBBING	4	Tree	\$ 200.00	5	0	5	\$ 1,000.00
3	REMOVE CMP CULVERT	850	LF	\$ 6.00	110	0	110	\$ 660.00
4	REMOVE CONCRETE PAVEMENT	10	SY	\$ 15.00	10	0	10	\$ 150.00
5	REMOVE BITUMINOUS PAVEMENT	1,190	SY	\$ 5.00	1353	0	1,353	\$ 6,765.00
6	REMOVE & REPLACE ZUMBRO RIVER SIGN	1	Each	\$ 150.00	0	1	1	\$ 150.00
7	COMMON EXCAVATION (P)	210	CY	\$ 20.00	210	0	210	\$ 4,200.00
8	ROCK EXCAVATION	400	Cy	\$ 93.00	47	0	47	\$ 4,371.00
9	GEOTEXTILE FABRIC	750	SY	\$ 2.25	1113	0	1,113	\$ 2,504.25
10	AGGREGATE BASE (CV), CLASS 5	220	CY	\$ 32.00	411	0	411	\$ 13,152.00
11	AGGREGATE FOR PIPE FOUNDATION	400	CY	\$ 25.00	2	154	156	\$ 3,900.00
12	TYPE SP 12.5 WEARING COURSE MIXTURE	70	Ton	\$ 96.00	154	0	154	\$ 14,784.00
13	TYPE SP 12.5 NON-WEARING COURSE MIXTURE	120	Ton	\$ 96.00	154	0	154	\$ 14,784.00
14	4" BITUMINOUS DRIVEWAY PAVEMENT	450	SY	\$ 28.00	202	0	202	\$ 5,656.00
15	4" CONCRETE WALK	70	SF	\$ 16.00	61	0	61	\$ 976.00
16	6" CONCRETE PAVEMENT	10	SY	\$ 110.00	0	10	10	\$ 1,100.00
17	6" AGGREGATE DRIVEWAY	1,000	SY	\$ 10.00	131	61	192	\$ 1,920.00
18	TOPSOIL BORROW	450	Cu	\$ 20.00	51	54	105	\$ 2,100.00
19 *	F & I 18" HDPE FORCEMAIN	8,815	LF	\$ 49.00	8999	0	8,999	\$ 440,951.00
20 *	DIRECTIONAL DRILL 8" HDPE FORCEMAIN	1,765	LF	\$ 49.00	1606	0	1,606	\$ 78,694.00
21	DIRECTIONAL DRILL - ROCK	2,000	LF	\$ 47.00	1823	0	1,823	\$ 85,681.00
22	DIRECTIONAL DRILL 12" HDPE CASING	180	LF	\$ 150.00	268	0	268	\$ 40,200.00
23 *	F & I FORCEMAIN 251ST OPTION	1	LS	\$ 94,000.00	1	0	1	\$ 94,000.00
24	CONNECT TO EXISTING SANITARY SEWER	1	Each	\$ 2,500.00	0	1	1	\$ 2,500.00
25	CONSTRUCT STRUCTURE, AIR RELEASE MH (48")	5	Each	\$ 6,900.00	5	0	5	\$ 34,500.00
26	F & I SANITARY FORCEMAIN FITTINGS	1,334	LBs	\$ 4.00	1472	0	1,472	\$ 5,888.00
27	F & I 15" CMP CULVERT	110	LF	\$ 30.00	110	0	110	\$ 3,300.00
28	F & I 15" CMP APRON	6	Each	\$ 170.00	6	0	6	\$ 1,020.00
29	TRAFFIC CONTROL	1	LS	\$ 5,000.00	1	0	1	\$ 5,000.00
30	SILT FENCING, TYPE MACHINE SLICED	9,200	LF	\$ 2.05	8719.25	100.75	8,820	\$ 18,081.00
31	STABILIZED VEHICLE EXIT	6	Each	\$ 800.00	0	0	0	\$ -
32	STORM DRAIN INLET PROTECTION	3	Each	\$ 250.00	3	0	3	\$ 750.00
33	SEDIMENT CONTROL, LOG, TYPE 2	39	Each	\$ 125.00	8	0	8	\$ 1,000.00
34	RIP RAP, CLASS 3	15	CY	\$ 40.00	20	31	51	\$ 2,040.00
35	EROSION CONTROL BLANKET, CATEGORY 2	0.5	Acre	\$ 8,775.00	1.3	0	1.3	\$ 11,407.50
36	HYDRO MULCH & SEED	4	Acre	\$ 6,050.00	4	0	4	\$ 24,200.00
37	TEMPORARY SEEDING	2	Acre	\$ 4,600.00	2	0	2	\$ 9,200.00
38	LIFT STATION	1	LS	\$ 214,000.00	1	0	1	\$ 214,000.00

ITEMS WITH NO QUANTITIES

39	8" DI FLG x PE 4'0"	4	Each	\$ 312.00	6	0	6	\$ 1,872.00
40	8" FLG R / Gatevalve/operating nut	2	Each	\$ 1,236.00	2	0	2	\$ 2,472.00
41	8" MJ POLY ADAPTER	4	Each	\$ 127.00	4	0	4	\$ 508.00
42	8" MJ SLEEVE	4	Each	\$ 318.00	4	0	4	\$ 1,272.00
43	ELIMINATE SADDLE FOR HDPE PIPE	2	Each	\$ (167.00)	2	0	2	\$ (334.00)
44	8" MJ RW GATE VALVE & VALVE BOX	1	Each	\$ 1,988.00	0	1	1	\$ 1,988.00
45	8" MJ POLY ADAPTOR	2	Each	\$ 127.00	0	2	2	\$ 254.00
46	4TH STREET ALIGNMENT CONFLICTS	17.5	HOURL	\$ 1,062.22	0	6.0	6.0	\$ 6,373.32
47	FIRST SYSTEMS - FLOW METER	1	LS	\$ 1,265.00	0	0	0	\$ -
48	SPEED BUMPS ON RV PARK ROAD	3	EACH	\$ 500.00	0	3	3	\$ 1,500.00
49	RAISE MANHOLE	1	EACH	\$ 750.00	0	1	1	\$ 750.00
50	SCHAMEL GAS PIPING CHANGE	1	LS	\$ 1,815.00	0	1	1	\$ 1,815.00
51	SCHAMEL SERVICE CALL	1	LS	\$ 210.25	0	0	0	\$ -
52	BLAKE DRILL - TEST DRILL	1	LS	\$ 1,800.00	0	0	0	\$ -
	CHANGE ORDER NO. 1 - ITEMS WITH UNIT PRICE REVISIONS							
	CHANGE ORDER NO. 2 - SEEPAGE CONTAINMENT	1	LS	\$ 25,045.90	1	0	1	\$ 25,045.90

Total Work Completed \$ 1,256,100.97
Less 0% Retainage \$ -
Work Completed to Date \$ 1,256,100.97

MATERIALS ON HAND

	ARV MANHOLES		Each	\$ 541.75	0	0	0	\$ -
	8" HDPE		LF	\$ 8.26	0	0	0	\$ -
	12" HDPE		LF	\$ 17.48	0	0	0	\$ -
	MISCELLANEOUS		Each	\$ 7,089.02	0	0	0	\$ -
	MANHOLE MARKER W/ U POSTS		Each	\$ 45.00	0	0	0	\$ -

Total Materials on Hand \$ -
Less Previous Payments \$ (1,172,302.50)

Net Payment this Estimate \$ 83,798.47

Agreed to by:

Project Mgr - 03 January, 2019

Contractor Signature
WHKS 7952 Partial Payment 7 - Final

Title Date

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



January 10, 2019

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

RE: Mantorville, MN
Sanitary Sewer Extension to Serve Cemetery Road
Pay Request No. 1

Dear Cami:

Enclosed is Pay Request No. 1 for work on the above referenced project. We recommend payment in the amount of \$53,360.50 to:

Ellingson Drainage, Inc.
56113 State Hwy 56, PO Box 68
West Concord, MN 55985

Please contact me if you have any questions.

Sincerely,

WHKS & co.

A handwritten signature in black ink, appearing to read 'Timothy A. Hruska', is written over a horizontal line.

Timothy A. Hruska, PE, LS
City Engineer

Enclosure

TAH/cfs

Cc: Ellingson Drainage, Inc.

2905 South Broadway
Rochester, MN 55904
Phone: 507.288.3923



PARTIAL PAYMENT ESTIMATE
FOR CONSTRUCTION WORK COMPLETED

Project: Sanitary Sewer Extension to Serve Cemetery Road
Project No.: 8358
Location: Mantorville, MN
Contractor: Ellingson Drainage, Inc

Bid Price: \$ 178,565.00
Date: 1/10/2019
Estimate No.: 1
% Complete: 29.9%

Line No.	Description	Contract Quantity	Unit	Unit Price	Quantity Completed Previous Estimate	Quantity Completed This Estimate	Quantity Completed to Date	Total to Date
1	Mobilization	1	LS	\$2,250.00	0.0	0.0	0.0	\$ -
2	Directional Drill 2" HDPE Pressure Sewer	1,430	LF	\$10.00	0.0	0.0	0.0	\$ -
3	Directional Drill 1 1/4" HDPE Pressure Sewer Service	1,880	SY	\$13.00	0.0	0.0	0.0	\$ -
4	F & I 1 1/4" Curb Stop w/Integral Check Valve, Box, Corp, and 2" Saddle	7	LF	\$1,150.00	0.0	0.0	0.0	\$ -
5	F & I 1 1/4" Curb Stop w/Integral Check Valve, Box, Corp, and 8" Saddle	3	Each	\$1,450.00	0.0	0.0	0.0	\$ -
6	F & I 2" Curb Stop w/Integral Check Valve, Box, Corp, and 8" Saddle	1	CY	\$3,150.00	0.0	0.0	0.0	\$ -
7	F & I 2" Flushing Station	2	SY	\$1,350.00	0.0	0.0	0.0	\$ -
8	F & I Grinder Pump Station	10	CY	\$8,350.00	0.0	0.0	0.0	\$ -
9	Connect Electrical Service to Grinder Pump Station	10	CY	\$1,800.00	0.0	0.0	0.0	\$ -
10	Traffic Control	1	Cy	\$1,500.00	0.0	0.0	0.0	\$ -
11	Turf Establishment & Erosion Control	11	Rd Sta.	\$825.00	0.0	0.0	0.0	\$ -
12	Exploratory Excavation	10	SY	\$225.00	0.0	0.0	0.0	\$ -
13	Open Cut Rock Trench	100	CY	\$50.00	0.0	0.0	0.0	\$ -
	Stored Materials*	1	LS	\$59,289.44	0.0	0.9	0.9	\$ 53,360.50

*City paying only 90% of materials located on-site

Total Work Completed	\$	-
Less 5% Retainage	\$	-
Stored Materials	\$	53,360.50
Less Previous Estimates	\$	-
Net Payment this Estimate	\$	53,360.50

MANTORVILLE FIRE DEPARTMENT
January General Members Meeting
January 9, 2019

Call to Order:

- The meeting was called to order at 2030

Member's in Attendance:

- JJ, Curt, Jeff, Dave, Rog, Paul, Jeremy, Don, Dale, Jim, Russ, Scott, Steve, Jen, Dave W, Nate, Anthony, Joey, Troy, Brett, Duke

Chief's Report:

- The Air Pack committee needs to get started on meeting.
 - Committee is Travis B, Nate, Paul, Curt, Russ, Travis H, Joey
- Discussion about responding to personal vehicles on 1st responder calls.
 - Policy states that people responding to medical calls, respond to the hall first and wait for 2 people. No more responding to call in your personal vehicle.
- Otto Bremer grant was submitted for 145k, unknown when we will hear if we will receive the funds or not.
- Kasson Fire is having their 1st annual awards banquet January 19, from 1500 until January 20th, 1000 hours. We will have to cover fire for them during that time.
- February 15, 16, 17th West Concord Fire will be short staffed.
- Rich Olive would like to have a retiree's social and would like to use the hall for space.
- Officers will have a policy meeting on January 15th at 1800 hours.
- Discussion of new MN State Statute regarding certification of active list.
- 117 calls for the year of that 92 were medicals 25 were other (Fire)

Assistant Chief:

- Nothing to report

Fire Marshall:

- Calls: 2 calls, 1 MVA and 1 Brush Fire (cancelled)

Training Officer:

- Dave Worstman will do HAZMAT training 16th 1830
- February training will be driving vehicles
- March 6th training will be Caleb from RFD regarding the Cancer initiative and FF health
- Riverland classes:
 - Fire Instructor, January-March 2, 2019
 - Fire Officer 1, March 4-May 11, 2019
 - Fire Fighter 1 2 (Wykoff and Spring Valley), January 15-June 1, 2019
 - EMT online, January 14-May 16, 2019
 - EMR (Zumbrota), January 14-March 20, 2019
- State Schools:
 - Mahnomen Fire Department, February 16-17, 2019
 - Mankato, March 2-3

- Rochester, April 6-7

Equipment:

- Scheduling a visit for work on the compressor, appears the sensor on one of the cartridges is bad. Compressor side is out of service and will not run if it gets too low on air.
- Bale has been ordered and follow up on.

Vehicles:

- Betsy- nothing.
- Pumper 1 –'97 Pumper- Lenses are order and R Brake light is missing LED's. Should be arriving soon. Handle on driver side is not working correctly.
- Pumper 2 –'09 Pumper- Written up for a water leak, problem seems to be fixed and has been resolved.
- Chevy Pick Up- Fuel gauge is not working, it has not been for a while. Reminder to hit reset when filling up, don't go over 200 miles without getting gas and resetting.
- Tanker 2- Int. Tanker- nothing
- Grass Rig- nothing
- Tanker 1 –Mack Tanker- nothing
- Rescue Truck- Paul requested air pump as it gets low on air if it sits for a couple of weeks. Was able to get a donated "used" air pump that Curt will need to install. Further discussion about different air system using the Eagle, in the future.

First Responder's:

- Anne will be here for 1st responder training on 1/9 at 1830
- Anne will be here the following dates in 2019
 - February 13th, March 20th, April 10th, December 11th.
- New AED has been ordered, the Zoll 3

Treasurer

- Bills: \$532.42
- Discussed bills
- 0 billable fire call
- Motion made by Steve to pay bills as stated
- 2nd by Joey
- Motion carries

New Business:

- There are openings for explorers, let Dave W, know if you know of a youth that would like to be involved as well as if you have a child that would like to be removed.

Old Business:

- None.

Active Committees

- OSHA/Safety and Accountability: JJ, Paul, Russ, Travis B., Travis H.
- Radios: Paul, Rog
- SOG'S: Paul L, JJ, Russ, Travis H, Steve
- Uniform's: Travis B, Steve, Dave W
- Explore program: Nate, Dave Worstman
- Airpack committee: Travis B., Nate, Paul L, Curt, Russ, Travis H, Joey
- Truck/Equipment- Russ, Curt, Travis H, Paul Lushinsky, Travis B., Nate Burgess, Joey L

Point Report:

-

Secretary/ Calendar

- January Lunch—Troy, Travis B, Jeff
- February Lunch—Nate, Steve, Jeremy
- March Lunch—Russ, Jen, Kitzy
- Calendar
 - January 7th Officers Meeting 1900
 - January 9th, 1st Wednesday Training 1830-2030
 - January 9th, General Members Meeting 2030-2100
 - January 15th, Special Officers meeting, 1800
 - January 16th, 2nd Wednesday training 1830
 - January 19th, 1500 Coverage for KFD until 1/20 at 1000 hours.
 - January 21 Maintenance week
 - January 23 at 1800 Airpack committee meeting
 - January 26th, HURT active shooter training in Byron
 - February 2nd, 1800 Annual Supper at the Hubbell House
 - February 4, 1900 Officers meeting
 - February 6th, 1830 1st Wednesday Training 1830-2030
 - February 6th, 2030 General Members Meeting 2030-2100
 - February 13th, 2nd Wednesday Training 1830
 - February 16-17th Mahanomen Fire Department STATE SCHOOL
 - February 18th Maintenance week
 - March 20th, Byron Social
- Motion made to adjourn by Curt
 - 2nd by Joey
 - Motion carries

MANTORVILLE ECONOMIC DEVELOPMENT AUTHORITY MEETING MINUTES
TUESDAY, OCTOBER 2, 2018
6:30 PM

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

Commissioners Present: Brian Hindal, Troy Stafford, Chuck Bradford, Lindsey Hemker and Bob Soland

Others Present: Cami Reber

Tom Livingston – 905 Chestnut Street – he works for MN Energy and his property backs up to the tower property that was recently sold. He has some noise concerns and can they stake where the property lines are so he doesn't lose his trees? Mayor Bradford noted that he would be getting notified of the preliminary plat public hearing and could bring his concerns on the staking of the lines at that time. As for the noise, he will follow up with the developer on that.

2. **Approval of Meeting Minutes** – Motion made by Commissioner Bradford, second by Commissioner Hemker to accept the meeting minutes of September 4, 2018 as presented. Motion passed unanimously.
3. **Financial Report** – Motion made by Commissioner Hemker, second by Commissioner Stafford to approve the September Month End Report
4. **New Business/Old Business**

a) **New Mantorville Signs**

Discussion on the proposed new City signage. Commissioner Bradford noted that he liked the Stone as the first choice or leave the signs as they currently exist. Commissioner Hemker also likes the stone look but not the block look. Chair Hindal noted that our current signs aren't bad. We don't have to have our logo as a sign. We all have to love it to spend \$20,000 and we should come up with a design that we all really love. Motion made by Commissioner Stafford, second by Commissioner Soland to leave as is and look at it in the future. Motion passed unanimously.

b) **2019 Preliminary Budget**

The preliminary budget is currently in the Council's hands. They have not made any cuts yet but they haven't reviewed in detail either. Commissioners discussed the CEDA contract and what do they want to see from CEDA. They need to set some goals. They want to do more branding for Mantorville. More discussion on this when CEDA comes in.

5. **Subcommittee Reports**

- Branding (Bradford, Hindal) – Commissioner Bradford suggested putting a plan together on what the next step is for branding.
- Tourism (Soland, Hemker) – Commissioner Hemker noted we could meet with CEDA on that if that is something we are going to focus on with them.
- Stagecoach Days (Soland, Hindal, Blair) – Chair Hindal noted a meeting is being set for next Wednesday to put together things for next year. Discussion on grants and to send Commissioner Hemker the Legacy Grant link and Mn Arts Council.
- Happy Trails (Bradford, Stafford, Blair) – Commissioner Bradford still waiting to connect with Mr. Bigelow and get some of his thoughts and touch back with the DNR. He spoke with Dick Leonard who was previously the treasurer of the Dodge County Trails Association. Discussion on getting this group up and started again.

6. **Adjournment** – Motion made by Commissioner Bradford, second by Commissioner Soland to adjourn the meeting at 7:12 pm. Motion passed unanimously.

Memorandum

To: Mayor and City Council
From: Patti Chilson
Date: 1/14/19
Re: Rental License Renewals

The following list is 2019 Rental Renewals. All of these property owners have completed the required paperwork and paid for their renewal per City Ordinance.

The City Council should approve the following rental license renewals submitted to date for 2019:

Elliott's Court Lot #11
507 Chestnut Street
715 Clay Street
605 Clay Street #5 & #6
15 5th Street East
220 3rd Street West
209 5th Street West
81 County Road 21
601 Monroe Street
3 5th Street West
916 Walnut Street
312 West Street
817 & 817 ½ West Street
821 & 821 ½ West Street
414 6th Street West
616 West Street
914 & 916 West Street
102 9th Street West
16 5th Street West

Memorandum

To: Mayor and City Council

From: Cami Reber

Date: 01/14/2019

Re: Garbage Hauler License Renewal

The following companies have applied for renewal of their garbage/refuse hauler licensing in the City of Mantorville for 2019:

- Hometown Haulers, LLC
- Waste Management
- Advanced Disposal

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

It is recommended that the City Council should approve the Renewals for Refuse Haulers License for 2019.

2019

CITY OF MANTORVILLE
LICENSE APPLICATION FORM - GARBAGE/REFUSE HAULERS
\$500

Company Name: Advanced Disposal Services Solid Waste Midwest LLCAddress: 4245 Hwy 14 ECity: Rochester State: MA Zip: 55909Phone: 507-281-5850 Fax: 507-289-0793Contact Person's Name: David Meyer

Contact Person's Phone: _____

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

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

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

Please indicate your schedule for collection of the following materials:

Commercial Garbage: Monday, Wednesday, FridayCommercial Recyclables: MondayResidential Garbage: WednesdayResidential Recyclables: Wednesday

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

Bags _____ 1 yd. Dumpster _____

35 20 Gal. Container 8.55 1.5 yd. Dumpster _____64 Gal. Container 9.68 3 yd. Dumpster _____96 Gal. Container 10.58 4 yd. Dumpster _____

Other: _____

Is collection of recyclables included in the above prices? no

If no, what are the additional charges? 5.25

Please identify what primary equipment used to collect refuse and/or recyclables.

ASL
Front load

DI My

Signature

1/4/19

Date

DO NOT WRITE BELOW THIS LINE - OFFICE USE ONLY

Applicant has supplied the following:

Certificate of Insurance ✓
Copy of County License _____
Fee Paid _____

Council Approval Date: _____

Mayor

Date

City Clerk Treasurer

Date

CITY OF MANTORVILLE
LICENSE APPLICATION FORM - GARBAGE/REFUSE HAULERS

\$500

Company Name: Home Town Haulers

Address: P.O. Box 45

City: Dodge Center State: MN Zip: 55927

Phone: 507-633-6000 Fax: _____

Contact Person's Name: Landon Koss

Contact Person's Phone: _____

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

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

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

Please indicate your schedule for collection of the following materials:

Commercial Garbage: M/WED/F

Commercial Recyclables: M/WED/F

Residential Garbage: WED

Residential Recyclables: WED

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

Bags \$43 (10 bags) 1 yd. Dumpster N/A

~~32~~ Gal. Container \$24 1.5 yd. Dumpster \$100

64 Gal. Container \$26.33 3 yd. Dumpster \$150

96 Gal. Container \$32 4 yd. Dumpster \$175

Other: _____

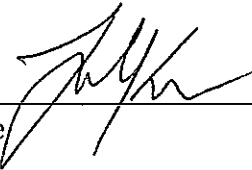
Is collection of recyclables included in the above prices? yes

If no, what are the additional charges? _____

Please identify what primary equipment used to collect refuse and/or recyclables. .

We use a smaller 11ydr, and ~~the~~ a 20 ydr and 25 yard
we had McNetlow Garbage trucks,

Signature



Date

1/7/19

DO NOT WRITE BELOW THIS LINE - OFFICE USE ONLY

Applicant has supplied the following:

Certificate of Insurance ✓

Copy of County License _____

Fee Paid ✓

Council Approval Date: _____

Mayor

Date

City Clerk Treasurer

Date

CITY OF MANTORVILLE
LICENSE APPLICATION FORM - GARBAGE/REFUSE HAULERS

\$500

Company Name: Waste Management of Rochester
Address: 6670 11th Ave SW
City: Rochester State: MN Zip: 55902
Phone: 507-513-6946 Fax: 507-282-8861
Contact Person's Name: Jason Davel
Contact Person's Phone: -

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

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

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

Please indicate your schedule for collection of the following materials:

Commercial Garbage: Tue + Friday
Commercial Recyclables: Tue + Friday
Residential Garbage: Wed
Residential Recyclables: Wed

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

Bags <u> </u>	1 yd. Dumpster <u> </u>
20 Gal. Container <u>14.10</u>	1.5 yd. Dumpster <u>Volume fee</u>
64 Gal. Container <u>20.00</u>	3 yd. Dumpster <u> </u>
96 Gal. Container <u>22.15</u>	4 yd. Dumpster <u> </u>

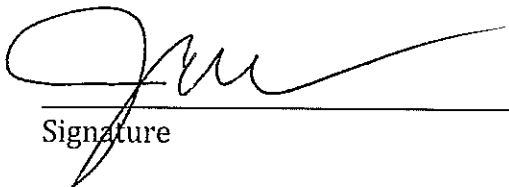
Other:

Is collection of recyclables included in the above prices? yes

If no, what are the additional charges? _____

Please identify what primary equipment used to collect refuse and/or recyclables.

See Attached


Signature

1-3-19
Date

DO NOT WRITE BELOW THIS LINE - OFFICE USE ONLY

Applicant has supplied the following:

Certificate of Insurance ✓
Copy of County License ✓
Fee Paid ✓

Council Approval Date: _____

Mayor

Date

City Clerk Treasurer

Date

Memorandum

To: Mayor and Council
From: Cami Reber
Date: 1/11/2019
Re: Annual Liquor License Renewal

Attached is the annual liquor license renewal forms for the Mantorville Saloon and the Hubbell House. The City has received all signatures required, insurance information, work comp forms and payment in full from the Hubbell House and the Saloon.

The City Council should approve the 2019 renewal of the annual liquor licenses for the Hubbell House and the Mantorville Saloon.



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement

445 Minnesota Street, Suite 222
St. Paul, MN 55101
651-201-7500

RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES

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

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

License Code	CMBS	License Period Ending	1/31/2019	ID#	38035
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ISSUING AUTHORITY Mantorville

Licensee Name Seim Scott

Trade Name Mantorville Saloon

City, State, Zip Code 501 Main St N

Mantorville	MN	55955
-------------	----	-------

Business Phone 5076355557

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

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

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

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

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

Licensee Signature Scott S DOB 2/24/63 SS# ite 12/13/18
(Signature certifies all above information to be correct and license has been approved by city/county.)

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

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

Police/Sheriff Signature [Signature] Date 12/17/18
Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, then sign here.

Police/Sheriff Signature _____ Date 12/17/18
Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, then sign here.

01/02/2019

City mantorville
Date 12/1/2018 thru 12/31/2018

<u>Agency</u>	<u>Incident Nr</u>	<u>Location</u>	<u>LocCity</u>	<u>Activity</u>
K	201800004711	507 Chestnut St	Mantorville	SRO School Contact
K	201800004862	507 Chestnut St	Mantorville	SRO School Contact
S	201800010516	647 Stagecoach Rd	Mantorville	Juvenile Complaint
S	201800010345	621 Walnut St	Mantorville	9-1-1 Hang Up Call
S	201800010570	518 Walnut St	Mantorville	9-1-1 Hang Up Call
S	201800010272	500blk Clay St	Mantorville	Snow Removal
S	201800010273	500blk Clay St	Mantorville	Snow Removal
S	201800010393	809 Jefferson St	Mantorville	Ambulance Run
S	201800010424	809 Jefferson St	Mantorville	Ambulance Run
S	201800010480	809 Jefferson St	Mantorville	Ambulance Run
S	201800010430	1002 Chestnut St	Mantorville	Larceny
S	201800010304	906 Chestnut St	Mantorville	Welfare Check
S	201800010377	605 Clay St	Mantorville	Medical Assist
S	201800010717	809 Jefferson St	Mantorville	Lost Animals
S	201800010880	22 6th St E	Mantorville	9-1-1 Hang Up Call
S	201800011108	616 Chestnut St	Mantorville	9-1-1 Hang Up Call
S	201800010672	600 Washington St	Mantorville	Disturbance
S	201800010283	415 N Main St	Mantorville	Mv/fixed Object
S	201800010734	715 Chestnut St	Mantorville	Fraud
S	201800010579	22 6th St E	Mantorville	Miscellaneous
S	201800010615	22 6th St E	Mantorville	Miscellaneous
S	201800010394	904 Clay St	Mantorville	Paper Service
S	201800011034	605 Clay St	Mantorville	Ambulance Run
S	201800011052	605 Clay St	Mantorville	Ambulance Run
S	201800011070	320 Main St N	Mantorville	Other Driving Complai
S	201800010816	900blk Main St N	Mantorville	Traffic
S	201800011090	800blk Main St N	Mantorville	Traffic
S	201800011098	800blk Main St N	Mantorville	Traffic
S	201800011115	320 Main St N	Mantorville	Traffic
S	201800010309	22 6th St E	Mantorville	Violate/cond-release
S	201800010355	22 6th St E	Mantorville	Violate/cond-release
S	201800010458	22 6th St E	Mantorville	Violate/cond-release
S	201800010731	600 Washington St	Mantorville	Assaults
S	201800011035	22 6th St E	Mantorville	Probation Violation
S	201800010248	615 Main St N	Mantorville	Suspicious Activity
S	201800010908	115 6th St W	Mantorville	Residence/business Ck
K	201800004649	220 3rd St W	Mantorville	SRO School Contact
K	201800004606	906 Chestnut St	Mantorville	Assist Other Agency
K	201800004627	22 6th St E	Mantorville	Assist Other Agency

Total

39



Environmental Services
721 Main St N, Dept. 391
Mantorville, MN 55955-2230
Phone: 507-635-6273 Fax: 507-635-6265
Mark.gamm@co.dodge.mn.us

December 18, 2018

Public Notice:

Draft Dodge County Comprehensive Plan available for review and comment.

Description: The Comprehensive Plan is an in-depth analysis of countywide goals and aspirations. The Plan defines future policy and action for a wide variety of issues including land use, housing, economic development, transportation, broadband technology, natural resources and environment, recreation, and history and culture.

Public Information Meeting: A public information meeting will be held on **Wednesday, January 30, 2019 beginning at 7:00 PM** to describe the Plan and to hear public comment. The meeting will be held at the Commissioner's Room, Dodge County Government Services Building, 721 Main Street North, Mantorville, MN. If you are unable to attend the meeting and would like to submit comment, please send written comments by January 30, 2019 to Mark Gamm via e-mail at: mark.gamm@co.dodge.mn.us or via postal service to Environmental Services Department 371, GSB, 721 Main Street North, Mantorville, MN 55955

Comprehensive Plan is available for review at:

1. County Web Site: <http://www.co.dodge.mn.us/>
2. Public Libraries located in Dodge County
3. Dodge County Environmental Services Department, Government Services Building, 721 Main Street North, Mantorville, MN 55955

A paper copy can be purchased for \$39 from Dodge County Environmental Services Department located at Government Services Building, 721 Main Street North, Mantorville, MN 55955.



ENVIRONMENTAL SERVICES

721 MAIN ST N • DEPT 123
MANTORVILLE MN 55955-2214
507-635-6272

DATE: December 21, 2018

TO: Township Clerks, City of Kasson, City of Mantorville, City of West Concord, City of Dodge Center, City of Claremont, City of Hayfield, County Attorney, and the DNR.

FROM: Mary Greening, Administrative Assistant

RE: Zoning Amendment

At the February 6, 2019 meeting the Dodge County Planning Commission will be considering an amendment to the Dodge County Zoning Ordinance. These changes are for clarification and clean-up of existing language.

The proposed amendment is to remove and/or replace language in the following Chapters; Chapter 16: Performance Standards, Chapter 17: General Development Standards, Chapter 18: Administration, Chapter 19: Enforcement and Chapter 21: Subsurface Sewage Treatment Systems (SSTS). The proposed changes are either underlined and/or crossed out.

Please review the proposed language changes and send your written comments to the Environmental Services Office at the above address by January 18th, 2019. If you have any questions, please call the office at 507-635-6272.

Thank you



ENVIRONMENTAL SERVICES

721 MAIN ST N • DEPT 123
MANTORVILLE MN 55955-2214
507-635-6272

DATE: December 21, 2018

TO: Mantorville Township, City of Mantorville, City of Kasson, Soil and Water Conservation District, County Assessor, County Highway Department, MN DNR, and MnDot

FROM: County Staff of Environmental Services

RE: Request for Comment on Land Use Proposal

A Dodge County Public Hearing is planned for February 6th, 2019 to consider a request to establish a 1 MW Solar Energy Farm located in the Urban Expansion District in Section 29, Mantorville Township.

Please submit written comments prior to January 19th, 2019 to the Environmental Services. If you wish, you can complete the attached form titled "Comment on Land Use Proposal" and mail or fax it. (See information at top of this letter). You may also relay comments at the Public Hearing. If we do not receive comments we will assume you have no objections.

Description of Land Use Proposal

1. **Applicant's Name:** Zumbro Garden LLC / Nokomis Energy LLC
2. **Land Owner's Name:** Jeff Ulve
3. **Land Use Request, Intended Use:** To establish a Solar Energy Farm (1 MW Community Solar garden) on an approximately 3.81 acres area of a 28.3 acre parcel.
4. **Location** That Part of the SE1/4 of the NE1/4 and the SW1/4 of the NE1/4 of Section 29, Mantorville Township.
5. **Zoning District:** Urban Expansion
6. **Existing Conditions** (based on staff review of in-office data):
 - A. **Current Land Use:** Cultivated cropland.

- B. Neighboring Land Use:** The area is best characterized as a diversified area. The surrounding area includes land uses such as residential, cropland, wetlands, woodland, an active quarry, and the Dodge County Transfer Station. The city limits of Mantorville is approximately 3946' to the north and to the south approximately 1321' is the city limits of Kasson. The native prairies located just east of the project area is unique mix of presettlement species. Developer and owner should take precaution to prevent introduction of weed, or non-native vegetation into neighboring native prairie.
- C. Soil, Slope, and Wetlands:** Soil, slope and climate conditions are considered "prime farmland" according to USDA definition. Parent soil type is glacial till. Hydric soils exist over a portion of the property. Therefore, a wetland delineation may be needed prior to construction.
- D. River Shoreland and Floodplain:** The Shoreland and Floodplain Zoning Districts do not exist on or near the site.
- E. Bedrock Depth, Type, and Karst Features:** Nearby well records show that limestone bedrock exists approx. 27 feet below the surface. At least a dozen karst features exist within 2 miles of the site.
- F. Water Quality Sensitivity:** The entire parcel is located in the Highly Sensitive Ground Water Region. Due to the relatively shallow distance to a bedrock drinking water aquifer, precautions should be taken in this area to prevent surface contamination which can leach pollutants into those aquifers. A heightened degree of caution should be applied to land use decisions in this area.

7. Zoning Ordinance Standards that Apply:

- A. Chapter 8: Section 8.4.18: Solar Energy Farms
- B. Chapter 8: Section 8.6: District Performance Standards
- C. Chapter 16: Section 16.46 Solar Energy Farms
- D. Chapter 17: Section 17.2 Access and Driveways

8. Permits Required:

- A. Conditional Use Permit
- B. Zoning Permit from Dodge County prior to construction.

9. Attachments:

- A. Aerial Photo showing proposed site and surrounding land use.
- B. Request for Public Hearing and site plan prepared by Applicant

Cc. Applicant

Comments on Land Use Proposal

I have read the report prepared by Dodge County regarding the following land use proposal:

Name of Applicant: _____

Location: _____

Proposed Land Use: _____

Public Hearing Date: _____

I, representing (name of Township, government agency or department) _____, have the following comments, concerns, and opinions regarding the proposed land use. *(Use additional paper if needed).*

Name (please print): _____

Signature _____

Date _____

Please send comments to:

Dodge County Environmental Services
721 Main St N, Dept. 123
Mantorville, MN 55955

Or e-mail mary.greening@co.dodge.mn.us



Annual Meeting Thursday January 31, 2019

Chef Bill's
505 Frontage Road NW Byron
Directions at this link:
<http://mapq.st/liqzAEs>

6:00 pm Social Time with cash bar

6:30 pm Dinner: Fresh rolls, Garden salad, Roast pork tenderloin with wild rice pilaf, Skillet-fried boneless chicken breast with peppered gravy and honest mashed potatoes, Fresh herbed carrots, Green vegetable, Dessert
Welcome from City of Byron

7:00 pm SEMLM Business – Dan Eggler, SEMLM President

7:15 pm 2019 Legislative Policy Adoption (**Please have your city present for voting**)

Presentations –

Child Care Tax Credit Bill

Venture SE MN Fund Bill

MN Housing Taskforce (focusing on ways cities/counties can encourage range of housing options)

8:28 pm Closing remarks from SEMLM President Eggler. Adjourn meeting. **Open time for networking.**

Hosted by the City of Byron

Registrations Due Monday, January 28

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:

Memorandum

To: Mayor and City Council
From: Cami Reber
Date: 01/14/19
Re: Annual Meeting Schedule

Attached is the annual City Council Meeting Schedule which includes the other Boards and Commissions. There is overlapping of dates due to Holidays/other that need to be rescheduled. My recommendation is as follows:

City Council:

Change the May 27, 2019 meeting to Wednesday, May 29, 2019
Change the November 11, 2019 meeting to Tuesday, November 12, 2019

We normally only have one meeting in December but are required to schedule 2 due to Truth in Taxation. Does the City Council want to keep the 23rd as the meeting date or change it to Monday, December 16, 2019?

If the Council agrees to the changes noted above, they can then approve adoption of the Annual Meeting Schedule as presented.

1

2019

Schedule of Meeting Dates

- ☒ Council Meeting 6:30 PM
- ☐ Holiday – City Hall Closed
- ☒ Park Board Meeting
- ☒ EDA Meeting
- ☒ Fire Department

Proposed Re-Scheduled Meetings:

- The Council Meeting on May 27th (Memorial Day) is proposed for Wednesday, May 29.
- The EDA Meeting on August 6th (National Night Out) is proposed for August 13th.
- The Council Meeting on November 11th (Veterans Day) is proposed for November 12th.
- The Park Board meeting on December 31st will be scheduled if needed. They don't typically meet in December.

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		

February						
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					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		

March						
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31						

April						
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29	30					

May						
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26	27	28	29	30	31	

June						
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23	24	25	26	27	28	29
30						

July						
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14	15	16	17	18	19	20
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28	29	30	31			

August						
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25	26	27	28	29	30	31

September						
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29	30					

October						
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27	28	29	30	31		

November						
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December						
S	M	T	W	T	F	S
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22	23	24	25	26	27	28
29	30	31				

Memorandum

To: Mayor and Council
From: Cami Reber
Date: 1/11/2019
Re: Annual City Designations

Attached is the Resolution approving the Annual City Designations for 2019. Also attached are the updated contracts for our City Attorney, City Prosecutor and City Auditor.

Pending no further changes, it is my recommendation to approve the Resolution along with the contracts as presented.

RESOLUTION 2019-03

A RESOLUTION APPROVING CITY DESIGNATIONS FOR 2019

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

WHEREAS, the City Designations for 2019 are as follows;

Newspaper – Dodge Media

City Attorney – Scott Riggs - Kennedy & Graven, Chartered

City Prosecutor – David Jacobsen - Hero, Jorstad & Jacobsen

City Engineer – Tim Hruska - WHKS & Company

City Municipal Advisor – Mike Bubany, David Drown Associates, Inc.

City Auditor – Smith Schafer & Associates

Building Inspector – Construction Management Services (CMS)

Banking and Investments – Citizens State Bank of Mantorville & 4M Fund

City Insurance Agent – Essig Agency – Red Essig

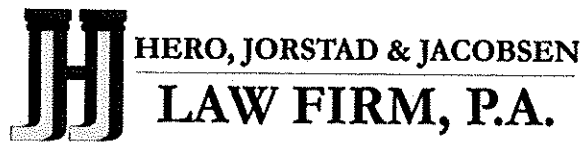
NOW THEREFORE BE IT RESOLVED, by the Mantorville City Council, that the designations as listed above are approved for the year 2019.

Passed by the Mantorville City Council this 14th day of January, 2019.

Mayor Chuck Bradford

ATTEST:

City Clerk Treasurer, Camille C. Reber



Steven A. Jorstad, Attorney

| David W. Jacobsen, Attorney

| Michael W. Hero, Of Counsel

December 17, 2018

VIA EMAIL

Honorable Mayor Chuck Bradford
City of Mantorville
21 5th St East
Mantorville, MN 55955

RE: Engagement Letter for Municipal Prosecution Services

As you know, I have served as the municipal prosecuting attorney for the City of Mantorville since July 2014. Upon request, I am submitting this engagement letter to clarify the terms of my firm's engagement to provide prosecution services to the City along with the proposed Legal Services Contract.

1. Scope of Services.

The scope of services provided is as described on Exhibit A attached hereto.

2. Fees.

As for the services described on Exhibit A, I have billed the City of Mantorville at an hourly rate of \$100.00 per hour since 2014. I request a modest increase to \$105.00 per hour. This hourly rate is reduced substantially from my standard hourly rate for legal services. I submit this amount as a fair and reasonable fee both to my firm and to the City of Mantorville. I welcome the opportunity to evaluate and discuss this amount annually. Historically, for reference my fees by year are summarized as follows:

2015 - \$8,390.00	2016 - \$5,405.00
2017 - \$7,720.00	2018 - \$5,050.00 (to date)

Over the last four (4) years, my annual fees average about \$6,300.00. As such, the increase would amount to about a \$315 annual increase. Under our agreement, the City would also be responsible for any additional costs such as certified mailing fees, expert witness fees, BCA technology fees, and other "out of pocket" expenses. Historically, these amounts have been minimal, a few certified letters each year. My billing system provides for itemized monthly statements which I submit to the City Clerk or designated personnel for payment. I typically bill by the tenth hour increment.

From the information presented, I can estimate that my annual fees for such legal services to be around \$6,000-\$7,000. If I anticipate my fees exceeding the estimate range, I will notify the City Clerk or designated personnel.

3. Term.

I propose a term for one (1) year that unless terminated or modified extends under the same terms and conditions. The City could terminate the contract upon sixty (60) days notice if my firm fails to fulfill its obligations under the contract in a proper and timely manner, or otherwise violates the terms of this Contract; or the City Council determines that HJJ Law's performance of prosecution services is unsatisfactory.

I truly enjoy the working relationship with the City of Mantorville, law enforcement, and others involved in the criminal justice system in Dodge County. I am grateful for the opportunity to continue to provide criminal prosecution services to the City of Mantorville.

If you have any questions, please feel free to contact me.

Sincerely,

HERO, JORSTAD & JACOBSEN LAW FIRM, P.A.

A handwritten signature in black ink, appearing to read 'D. Jacobsen', written in a cursive style.

David W. Jacobsen

Attachments: Declaration Page – MLM Insurance Policy #36742-4

LEGAL SERVICES CONTRACT

THIS LEGAL SERVICES CONTRACT is made and entered into on the ____ day of December, 2018, by and between the Hero, Jorstad & Jacobsen Law Firm, P.A. ("HJJ Law"), and the City of Mantorville, a Minnesota municipal corporation ("City").

RECITALS:

WHEREAS, The City hereby retains HJJ Law to provide municipal prosecution services for the City. The services shall consist of those services further described on Exhibit A attached hereto ("Prosecution Services").

WHEREAS, HJJ Law agrees to provide the City with Prosecution Services upon the terms and conditions herein set forth.

NOW THEREFORE, in consideration of the promises and the mutual covenants herein contained, the City and HJJ Law agree as follows:

1. **Term.** This Contract is for a term of one (1) year commencing January 1, 2019 and terminating December 31, 2019. Unless terminated or otherwise modified, this Contract shall be extended on a year-to-year basis thereafter on the same terms and conditions.
2. **Compensation.** HJJ Law shall submit monthly invoices itemizing services provided for the previous month. HJJ Law shall be paid by the City for Prosecution Services in the amount of **\$105.00** per hour. The City will pay the invoice within 30 days of being submitted. Additionally, the City shall reimburse HJJ Law for any additional costs necessary for the performance of the Prosecution Services including but not limited to: certified mailing fees, expert witness fees, BCA technology fees, and other "out of pocket" expenses.
3. **Responsibilities of HJJ Law.** It shall be HJJ Law's responsibilities to perform all the Prosecution Services in an efficient, timely and ethical manner.
4. **Responsibility of the City.** It shall be the City's responsibility to provide timely communication, direction and feedback to HJJ Law in its performance of Prosecution Services.
5. **Independent Contractor.** It is agreed that HJJ Law is not an employee of the City. For purposes of this Contract, HJJ Law is an independent contractor providing Prosecution Services to the City. HJJ Law acknowledges and agrees that neither the law firm nor its staff are entitled to receive any of the benefits received by City employees and is not eligible for workers or unemployment compensation benefits under the City while performing under this Contract. HJJ Law also acknowledges and agrees that no withholding or deductions for state or federal income

taxes, FICA, FUTA or otherwise, will be made from the payments due him and that it is its sole obligation to comply with the applicable provisions of all federal and state tax laws.

6. **Insurance Requirements.** The City reserves the right to modify or waive the liability insurance requirements may be modified or waived depending on the nature of the contract. Unless waived or modified, the insurance requirements are as follows: HJJ Law shall maintain professional malpractice insurance coverage with limits of coverage are: \$500,000.00 per claim and \$1,500,000.00 aggregate. HJJ Law shall provide a copy of the declaration page of such policy on an annual basis.

7. **Compliance with Laws and Regulations.** HJJ Law shall abide by all statutes, ordinances rules and regulations pertaining to the provision of services to be provided under this Contract. HJJ Law shall procure, at its own expense, all licenses, permits or other rights, required for the provision of services contemplated by the contract. HJJ Law shall inform the City of any changes in the above within five (5) days of occurrence.

8. **Termination.** The City may terminate this Contract upon sixty (60) days written notice to Contractor with no further obligations to HJJ Law if the following occurs:

- 8.1 HJJ Law fails to fulfill its obligations under the contract in a proper and timely manner, or otherwise violates the terms of this Contract; or
- 8.2 The City Council determines that HJJ Law's performance of prosecution services is unsatisfactory.

9. **Non-Assignment.** The rights of HJJ Law as herein provided may not be assigned or transferred in whole or in part by the HJJ Law unless the City Council gives its approval prior to any proposed assignment or transfer. Any attempt to assign or transfer the rights under this Contract in whole or in part by the HJJ Law shall be grounds for termination of the Contract by the City.

10. **Notices.** Where written notice is required under this Contract, it shall be provided by U.S. mail and electronic mail to the following:

To the City: City of Mantorville
 c/o Camille C. Reber, Mantorville City Clerk
 21 5th St East
 Mantorville, MN 55955
 cityofmant@kmtel.com

To HJJ Law: Hero, Jorstad & Jacobsen Law Firm, P.A.
 c/o David W. Jacobsen
 507 Division Street S.

Northfield, MN 55057
david@hjjlaw.com

11. **Entire Contract.** The Contract is the entire contract between the parties. This Contract supersedes any prior contracts between the parties. Any amendments shall be in writing and approved by the City Council and HJJ Law.

12. **Severability.** The provisions of this Contract are severable. If any portion is, for any reason, held by a Court of competent jurisdiction, to be contrary to law or otherwise unenforceable, such decision shall not affect the remaining provisions of the Contract.

13. **Governing Law.** The laws of the State of Minnesota shall govern all interpretations of this Contract and the venue and jurisdiction for any litigation which may arise hereunder will be in Dodge County, Minnesota.

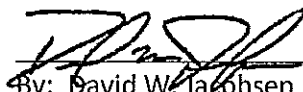
IN WITNESS WHEREOF, the undersigned parties have executed this Legal Services Contract on the ____ day of December, 2018.

City of Mantorville

By _____
Chuck Bradford, Mayor

Attest _____
Camille C. Reber, City Clerk

Hero, Jorstad & Jacobsen Law Firm, P.A.


By: David W. Jacobsen
Its: President

SCOPE OF PROSECUTION SERVICES: EXHIBIT A

1. Meetings and/or telephone conversations with and advising Mayor, Council Members, City Clerk, law enforcement, and other authorized staff on general criminal legal matters.
2. Research and submission of legal opinions on criminal legal matters requested by City Clerk, law enforcement or other authorized staff; availability to answer staff questions by telephone.
3. Legal consultation and general support for Mayor, Council Members, City Clerk, law enforcement and other authorized staff on general criminal legal matters.
4. Provide a high level of customer service by responding in a prompt manner.
5. Prosecute all petty misdemeanor, misdemeanor and statutorily delegated gross misdemeanor offenses committed within the corporate limits of the City. This includes all such cases initiated by any law enforcement agency and citizen complaints including, but not limited to, traffic violations, DUI cases, theft and City Code violations.
6. Provide advice, consultation and training where required to law enforcement and to all other departments of the City in the interpretation and enforcement of statutes, ordinances and investigations of violations in connection with the prosecution of criminal cases.
7. Prepare criminal complaints where facts warrant.
8. Evaluate all cases where a plea of not guilty is entered and prosecute where warranted.
9. Prepare appropriate pre-trial notices as required.
10. Seek such additional investigation as required.
11. Negotiate and enter plea bargains where deemed advisable.
12. Represent the City at all pre-trial motions.
13. Perform all legal research and prepare briefs when required.
14. Try all jury and court cases.
15. Examine, evaluate and provide representation for all appeals to Appellate Courts.
16. Draft ordinances, ordinance amendments, resolutions and correspondence as requested.

17. Review ordinances as requested.
18. Render written opinions on criminal prosecution matters when requested, including interpretation of statutes, ordinances, rules and regulations.
19. Ensure proper notification and preparation of law enforcement and staff for trial.
20. Assist in resolving criminal prosecution matters not resulting in litigation.



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Affirmative Action, Equal Opportunity Employer

SCOTT J. RIGGS

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

December 11, 2018

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

RE: 2019 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 2019, I propose that legal rates for the City of Mantorville would be as follows: \$168.00 per hour for general civil and prosecution matters, \$198.00 per hour for litigation, \$198.00 per hour for general city development projects, including real estate, cable and telecommunication related matters, and employment matters, and \$234.00 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 2019 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

Scott J. Riggs
Mantorville City Attorney

SJR:jms

December 4, 2018

Honorable Mayor and
Members of the City Council
City of Mantorville, Minnesota
21 5th Street East PO Box 188
Mantorville, Minnesota 55955

We are pleased to confirm our understanding of the services we are to provide the City of Mantorville, Minnesota, for the year ending December 31, 2018. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the City of Mantorville, Minnesota, as of and for the year ending December 31, 2018. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussions and analysis (MD&A), to supplement the City of Mantorville, Minnesota's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to City of Mantorville, Minnesota's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's discussion and analysis
2. Budgetary Comparison Schedules
3. Schedule of City's and Non-Employer Pension Contributions
4. Schedule of City's Proportionate Share of Net Pension Liability

We have also been engaged to report on supplementary information other than RSI that accompanies the City of Mantorville, Minnesota's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole:

1. Financial data included in the Management's Discussion and Analysis
2. Combining and Individual Non-Major Fund Statements and Schedules
3. Supplementary financial information

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

1. Introductory section, including elected and appointed officials

Audit Objective

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the City of Mantorville, Minnesota and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the City of Mantorville, Minnesota's financial statements. Our report will be addressed to the City Council of the City of Mantorville, Minnesota. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the City of Mantorville, Minnesota is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Audit Procedures – General (Continued)

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures – Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City of Mantorville, Minnesota's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

City of Mantorville, Minnesota

Page Four

Other Services

As required, we are disclosing the following non-attest services we have or will provide for the City of Mantorville, Minnesota during the year:

1. Bookkeeping adjustments
2. Preparation of the Financial Statements and related notes
3. Maintaining the capital asset depreciation schedules
4. Other general consultation as requested by you from time to time

Management Responsibilities

Management is responsible for designing, implementing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements.

You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report, or reference to Smith, Schafer and Associates, Ltd's, will not be included in any such offering document without our prior permission or consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

Management Responsibilities (Continued)

With regard to an exempt offering document with which Smith, Schafer and Associates, Ltd's is not involved, you agree to clearly indicate in the exempt offering document that Smith, Schafer and Associates, Ltd's is not involved with the contents of such offering document.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Audit Administration, Fees, and Other

We will provide copies of our reports to City of Mantorville, Minnesota; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Smith, Schafer and Associates, Ltd. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to City of Mantorville, Minnesota's Cognizant or Oversight Agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Smith, Schafer and Associates, Ltd. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

Audit Administration, Fees, and Other (Continued)

Any dispute that may arise regarding the meaning, performance or enforcement of this engagement or any prior engagement that we have performed for you, will, prior to resorting to litigation, be submitted to mediation, and the parties will engage in the mediation process in good faith. Any mediation initiated as a result of this engagement shall be administered within Olmsted County, Minnesota, by a mutually agreed upon mediator, according to its mediation rules, and any ensuing litigation shall be conducted within said county, according to Minnesota law. The results of any such mediation shall be binding only upon agreement of each party to be bound. The parties participating in the mediation shall bear their own costs, except that any charges assessed by the mediation organization shall be shared equally by the participating parties.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release or any additional period requested by the City of Mantorville, Minnesota's Cognizant or Oversight Agency. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

By your signature below, you acknowledge and agree that upon expiration of the seven year period Smith, Schafer and Associates, Ltd. shall be free to destroy our records related to this engagement.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document. If you intend to reproduce and publish the financial statements and our report thereon, they must be reproduced in their entirety. Inclusion of the audited financial statements in a document you prepare, such as an annual report, should be done only with our prior approval of the document.

We expect to begin preliminary audit procedures in January 2019 and to issue our reports no later than June 30, 2019. Jason Boynton is the engagement principal and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

A summary of our proposed professional fees for the audit is as follows:

- | | |
|--|----------|
| • Audit of December 31, 2018 financial statements | \$10,500 |
| • Preparation of both the government-wide and the fund basis financial statements as well as the reconciliations between them, the enterprise fund statements of cash flows, the notes to the financial statements and the combining budget to actual individual fund statements | 5,000 |
| • Preparation of work papers to convert fund financial statements to government-wide financial statements in accordance with GASB #34, and assistance with the preparation of the "management's discussion and analysis." | 1,300 |

The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

To ensure that Smith, Schafer and Associates, Ltd's independence is not impaired under the AICPA *Code of Professional Conduct*, you agree to inform the engagement principal before entering into any substantive employment discussions with any of our personnel.

City of Mantorville, Minnesota
Page Seven

Audit Administration, Fees, and Other (Continued)

You have requested that we provide you with a copy of our most recent external peer review report and any subsequent reports received during the contract period. Accordingly, our 2017 peer review report accompanies this letter.

We appreciate the opportunity to be of service to the City of Mantorville, Minnesota and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Jason P. Boynton, CPA
SMITH, SCHAFER AND ASSOCIATES, LTD.
Principal

RESPONSE:

This letter correctly sets forth the understanding of the City of Mantorville, Minnesota.

By: _____

Title: _____



Report on the Firm's System of Quality Control

KerberRose

Certified Public Accountants

November 29, 2017

To the Shareholders of Smith, Schafer & Associates, Ltd.
and the Peer Review Committee of the Minnesota Society of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Smith, Schafer & Associates, Ltd. (the firm) in effect for the year ending May 31, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Smith, Schafer & Associates, Ltd. in effect for the year ending May 31, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Smith, Schafer & Associates, Ltd. has received a peer review rating of *pass*. **KerberRose SC**



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Shawano, WI 54166 P:
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Memorandum

To: Mayor and City Council

From: Cami Reber

Date: 01/14/19

Re: Master Fee Schedule

Attached is the 2019 Master Fee Schedule for the City of Mantorville. The proposed changes are as follows:

- Update to the 2019 Water Utility Rates
- Update to the Dog License Fee
- Dog Impound Fees are yet to be determined

Staff is currently reviewing the building permit fees and would recommend to keep them unchanged until further notice.

It is my recommendation to approve the Master Fee Schedule for the City of Mantorville as presented.

RESOLUTION 2019-04

A RESOLUTION ADOPTING THE MASTER FEE SCHEDULE FOR 2019

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 2019 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 2019.

NOW THEREFORE BE IT RESOLVED, by the Mantorville City Council that the following attached fee schedule for 2019 be approved.

Adopted by the Mantorville City Council this 14th day of January, 2019.

Mayor Chuck Bradford

ATTEST:

City Clerk Treasurer, Camille C. Reber

EXHIBIT A

2019 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
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/Other	\$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)	\$1,000 per developable acre
Sewer (SAC)	\$2,000 per developable acre

Connection Fee for residential and commercial construction

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

2019 Utility rates

Water Base	\$ 16.67
Water per thousand gallons	\$ 4.14
Sewer Base	\$ 31.80
Sewer per thousand gallons water	\$ 7.50
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.***

STORM WATER

Residential – Less than 2 acres	\$3.00 per month
Residential – More than 2 acres	\$4.00 per month
Non-Residential - \$15.00 per acre with a \$5.00 minimum charge	

FAILURE TO INSTALL A WATER METER \$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 Lifetime	\$25.00
Replacement Tag	
Dog Impound Fees 2019	TBD
Chicken Permit	\$25.00
Renewal	N/C
Garbage Haulers Permit	\$500/annual
Fireworks Display	\$25.00 each show
Peddlers/Solicitor	
Background 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)

2019 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.

2019 CAMPSITE FEE SCHEDULE
WATER - SEWER - ELECTRIC
SITES 1-10

All fees listed includes State Tax required to be charged

1 NIGHT	\$25.00
2 NIGHTS	\$50.00
3 NIGHTS	\$75.00
4 NIGHTS	\$100.00
5 NIGHTS	\$125.00
6 NIGHTS	\$150.00
WEEKLY	\$175.00
MONTHLY	\$700.00

2019 City of Mantorville Committee Assignments

	EDA	COG	MRA	Fire Dept	Relief	Chamber	Joint Powers	Personnel	Finance	Infrastructure	Dam	Planning	Township	Park Board	Safety	Sewer	Dep. Mayor
Henry Blair	X							X	X	X		X		X		X	X
Sharen Davern			X	X	B	X							X		C		
Don Hofstad				X	X	X				X	X	X				X	
Chuck Bradford	X	X					X	X	X								
Ryan																	
Christensen			X								X		B	X			

Legend

B X X C

Backup

Current Office Holder

New Office Holder

Comm Chair

2019 Council Committee Assignments

Acting Mayor – Henry Blair

Chamber of Commerce - Meets first Thursday of the Month at Welcome Center
Don & Sharon

EDA – Meets First Tuesday of the month in Council Chambers
Chuck & Henry

Finance/Budget – Meets as Needed
Chuck & Henry

Fire Dept. Representatives – Meets the 1st Wednesday of the Month in Fire Hall
Don & Sharon

Infrastructure - Meets as Needed
Henry & Don

KM Park & Rec. Joint Powers Board – Meets as Needed
Chuck - Backup Henry

MRA – Meets Second Tuesday of the Month at the Greek Revival Building
Ryan & Sharon

Park Board – Meets Last Tuesday of the Month in the Council Chambers
Henry & Ryan

Personnel – Meets as Needed
Chuck & Henry

Relief Association Trustees Meeting – Meets once per quarter in the Fire Hall or Chambers; (Clerk and one Council Member are required to be on this board)
Don & Cami – Backup Sharon

Township Reps – Meets once per month as noted below –Sharon – Backup Ryan

- 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 once every quarter at 7 am at the County Seat Coffeehouse or as scheduled
Chuck – Backup Henry

Dam Committee – Meets as Needed
Don & Ryan

Planning Committee – Meets as Needed
Henry & Don

Sewer Committee – Meets as Needed
Henry & Chuck

Safety Committee – Meets as Needed
Sharon

Memorandum

To: Mayor and City Council

From: Cami Reber

Date: 01/14/2019

Re: Annual Assessment Agreement

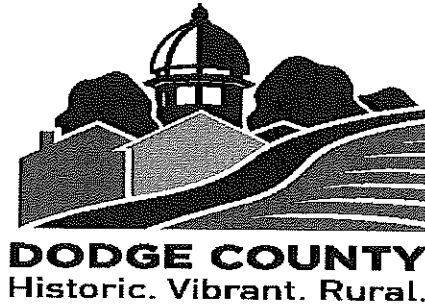
Attached is the annual Assessment Agreement with the Dodge County Assessor's Office. The charge per parcel is \$11.50 which is an increase of .25 from 2018. The number of parcels being assessed is down from 2018 which was at 534. This is due to parcels being combined.

I recommend approval of the 2019 Assessment Agreement as presented and payment to the County in the amount of \$6,038.

2019 JAN 14 PM 1:11

DODGE COUNTY ASSESSOR'S OFFICE

Ryan DeCook, SAMA
County Assessor
721 Main Street North
Mantorville, MN 55955-2207



Kim Walstad
McKenzie Hundorf
Jeremy Farar
Matt Naatz, SAMA
Wendy Iverson, CMA

Phone: (507) 635-6245

Fax: (507) 635-6265

Toll-Free: (888) 600-5169

November 5, 2018

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

RE: 2019 Assessment Agreements

Dear Camille,

Enclosed is a copy of the 2019 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 27, 2019. The Assessment Fee for 525 parcels is \$6038.

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 2019 Assessment Agreement.

Sincerely,

A handwritten signature in cursive script that reads "Wendy S. Iverson".

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 5th day of November 2018.

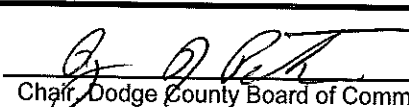
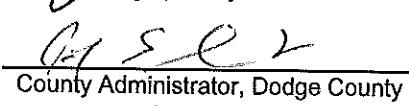
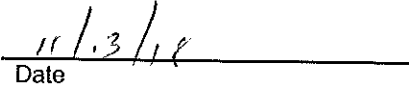
WHEREAS, the City of Mantorville wishes to abolish the office of Local Assessor and enter into an agreement with the **COUNTY OF DODGE** to provide for the assessment of the property in said City by the County Assessor for the calendar year 2019;

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 2019.
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, 2019.
3. In consideration for said assessment services, the City of Mantorville agrees to pay Dodge County the sum of \$6038, such payment to be made payable to Dodge County on or before February 27, 2019.

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	 Date