

MANTORVILLE CITY COUNCIL MEETING AGENDA
MONDAY, FEBRUARY 11, 2019
6:30 PM

1. Call to Order
2. Pledge of Allegiance
3. Additions/Deletions to Agenda
4. Consent Agenda
 - a) City Council Meeting Minute's January 28, 2019
 - b) Warrant List February 11, 2019
 - c) EDA Meeting Minutes January 8, 2019
 - d) Rental License Renewals 2019
 - e) Notice of Dodge County Comprehensive Plan Public Information Meeting
 - f) DCSO Activity Report January 2019
5. Public Concerns
6. Public Hearing - None
7. Old Business/New Business
 - a) 3RD Street Loop Plans Approval
 - b) Highway 57 PSA
 - c) Connection Fees for Cemetery Road Project
 - d) Bids – Bath House Project
 - e) Set Council Retreat Workshop Meeting
 - f) Resolution 2019-05 A RESOLUTION AUTHORIZING CERTIFICATION OF A WATER CONNECTION CHARGE TO PID 25.427.0161
 - g) ReneSola Solar Power
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, JANUARY 28, 2019
6:30 PM

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

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

Others Present: Gretta Becay, John and Jane Olive, Stephanie French – DCSO, Scott Larsen, and Cami Reber.

2. **Pledge of Allegiance** - Done

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

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

- a) City Council Meeting Minute's January 14, 2019
- b) Warrant List January 28, 2019
- c) Dodge County Local Board of Appeal and Equalization

Motion passed unanimously.

5. **Public Concerns** – None

6. **Public Hearing** - None

7. **Old Business/New Business**

- a) **Bell Tower Proposal – MRA**

John Olive who is on the board of directors for the MRA, presented the Bell Tower Project to the City Council. The plan is to put up the bell tower in the NW corner of the lot where the current Normal School sits. The project they are proposing is 5 x 5 in area and about 11.5 – 12' tall. They are planning to use stone from the old school and the bell is from the school. John gave a brief history on the Normal School. He noted that some of the funds are donated and that the MRA will pay the rest. Mayor Bradford asked if this will actually be a bell that can be rung or just decorative. John noted a rope could be added to allow for the ringing. Questions were asked on the plans as presented. They are also planning on having a couple of plaques placed on the project post explaining the project and one with the donation information on. Motion made by Member Hofstad, second by Member Christensen to approve the design and building of the Memorial Bell Tower. Motion passed unanimously.

- b) **2019 Legislative Conference for Cities – Davern Approval**

Motion made by Member Hofstad, second by Member Christensen to approve the training and room for the 2019 Legislative Conference for Cities that Member Davern will attend. Motion passed unanimously.

- c) **2019 Road Projects/Survey/CIP**

Scott Larsen discussed the 2019 Road Projects and noted there is no update as of yet. They have met briefly with Tim Hruska and reviewed projects. They have a plan for Eagle Court and Golfview and there are other projects for patching that will be coming to Council in the near future. Member Davern asked questions on the phases of the projects and if they are in priority order. Scott noted it would be nice to start it this year but with the 3rd Street Loop project, we need to see what happens. Council had a brief discussion on the projects.

- d) **Mantor Field Fence**

Letters went out to the two property owners that directly abut the fence project at Mantor Field. There were no concerns noted by them. The quotes that were presented were on a 6' fence plus 100' of the 20' fence. Scott is recommending the quote from American Fence

Company for \$21,880. Member Davern noted her concern about the amount we are paying towards a fence and not putting it towards our roads. There was discussion among Members on the history of the Joint Venture Group and projects that have been done at Mantor Field and paid for out of the JV Fund. Motion made by Member Blair, second by Member Christensen to approve the expenditure to American Fence for \$21,880. Member Davern asked questions on the different bids and how they came about. Scott explained they were all given the same height and square footage to bid on. Member Davern asked if this is all for that field; are we done with it. There was further discussion on the bathrooms, ADA items, and other things that come up that need to be updated. Member Davern noted that she wants to be sure that everyone is benefitting from the money we put in these fields. Motion passed unanimously.

e) Dog Impounds

Cami presented the information to the Council on taking dog impounds to the Vet Clinic in Pine Island. They would be willing to take them and she updated the Impound Payment & Release Form. She discussed that Scott and Joe still need to come up with something for where to store the impound animals and City staff would be required to take them over to Pine Island. She is requesting approval on the Impound and Release form and once they have the impound site figured out, she will let the Council know. Motion made by Member Davern, second by Member Blair to approve Pine Island Vet Clinic as the City Impound facility. Motion passed unanimously.

f) Establishment of Certain Fees (Kennel License)

Cami explained that there has been discussion on a kennel license and when she looked at the fee schedule, she noted that when the City updated the ordinance, they never set the fee. She explained the process and noted that a public hearing is required before any Kennel License can be issued which includes publishing of the notice. She noted she didn't feel a renewal fee needed to set because the process for that is basically just to confirm the License is still being complied with. Motion made by Member Blair, second by Member Christensen to approve a one-time fee at \$150, and a renewal fee at zero for the kennel license per City code section 90.04. Motion passed unanimously.

g) 2019 Pay Equity

Cami presented the 2019 Pay Equity Report. She noted the only difference is to the number of points for Scotts position as that changed from the 2016 report. Everything still falls in line with the City pay scale system in place. Motion made by Member Blair, second by Member Hofstad to approve the pay equity report as submitted. Motion passed unanimously.

h) Request for Review and Amendment to Zoning Code

Member Blair noted to the Council some ambiguity found within certain sections of the zoning code. Cami also noted input previously from legal and suggested that the City review it. She would work with the Planning & Zoning Committee and attorney to put together a draft that would then come back to the City Council. Any zoning code amendment does require a public hearing so the public would have the chance to comment. Cami to send out the specific sections of the code that we are generally looking at. Consensus to have the planning and zoning committee work on it, review the ordinance and prepare ourselves for the discussion when the committee comes back with the recommendation.

8. TBD

a) Public Works Report – Scott updated the following:

City Shop light installed, he met with All Systems and is waiting for them to email him the specs, the impellers were put in at the WW plant last Friday – Joe took pictures and Tim is working on the warranty; a little snow today.

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

- The new office computers and copier have been installed; the final bath house plans are out for bid, bid opening this Thursday at 2:00 pm; she gave an update on the Infrastructure committee meeting.
- Update and Discussion on the Bridge Sidewalk; Cami talked to the County and the State, the sidewalk is the City's responsibility. She was reminded that it is also a snowmobile trail and we don't really have the equipment to keep it clear. Member Davern suggested tabling any action until Scott can look into it further. Mayor Bradford noted a couple of things to consider; un designating it as a snowmobile trail and having discussion with the County on this for alternatives and is snowmobile use higher than pedestrian? Getting snowmobiles off of the road surface has some value, to protect that road surface. Member Davern would like to know what our liability is – if that is a sidewalk in non-winter and is for pedestrians, and in the winter, you can't really use it and someone gets hurt, what is our liability on that? She can see keeping the snowmobiles there but if that is a pedestrian sidewalk, then this is something we should look at. Member Blair noted maybe signage should be looked at? After discussion, the Council decided not looking at making any changes right now but we will consider looking at it further. Get legal input, find out if we need to sign it differently due to possible liability?
- Cami Noted the LBAE meeting is set for April 8, we have 2 trained members. (Bradford, Hofstad) She will be on vacation the week of February 17.

c) Consultant Report - None

d) Committee Report – None

e) Council Member Report

- Member Hofstad – noted for everyone to stay warm and if water in home is getting cold to run a pencil lead amount to keep it going. The frost level isn't as low as previous so we should be ok.
- Member Davern – has some committees set but she is still working on recruiting people.

f) Mayor Report - None

9. Executive Session - None

10. Adjourn – Motion made by Member Blair, second by Member Christensen to adjourn the meeting at 7:46 pm. Motion passed unanimously.

*Check Summary Register©

February 2019

Name	Check Date	Check Amt	
10100 Citizens State Bank			
UnPaid AFLAC		\$56.28	EMPLOYEE PAID JANUARY PREMIUM 2019
UnPaid AVESIS		\$21.83	EMPLOYEE VISION FOR JANUARY
UnPaid BANYON DATA SYSTEMS		\$3,365.00	UB SUPPORT SERVICES
UnPaid CASEYS GENERAL STORES INC		\$287.40	FUEL FOR WWTP
UnPaid CMS - CONSTRUCTION MGMT.S		\$421.70	BUILDING INSPECTION FOR JANUARY 2019
UnPaid CRYSTEEL TRUCK EQUIP		\$244.53	CUTTING EDGES FOR THE PLOW TRUCK
UnPaid CULLIGAN		\$17.90	BOTTLED WATER
UnPaid DELTA DENTAL OF MN		\$269.80	EMPLOYER/EMPLOYEE DENTAL PREMIUM
UnPaid DODGE COUNTY HIGHWAY DEP		\$847.92	SALT AND SAND FOR JANUARY
UnPaid DODGE COUNTY INDEPENDENT		\$252.00	ADVERTISEMENT FOR BIDS FOR THE PUM
UnPaid FIRE SAFETY USA, INC		\$455.00	LABOR AND TRAVEL TO TEST AIR COMPR
UnPaid GOPHER STATE ONE CALL		\$6.75	UTILITY LOCATES FOR JANUARY 2019
UnPaid HEALTHSMART BENEFIT SOLUT		\$48.00	EMPLOYEE PAID LIFE INSURANCE
UnPaid HERO, JORSTAD & JACOBSEN,		\$700.00	JANUARY 2019 PROSECUTION
UnPaid IMAGES ON METAL		\$35.68	UNIFORMS FOR JOE ADAMS JANUARY 201
UnPaid KASSON HARDWARE HANK		\$116.63	CLIPS FOR FLAGS AT CITY HALL
UnPaid KENNEDY & GRAVEN, CHARTER		\$828.47	LEGAL SERVICES THROUGH JANUARY 25,
UnPaid K-M TELECOM		\$450.65	CITY HALL MAIN 5170
UnPaid KUSSMAUL ELECTRONIC CO IN		\$51.58	WEATHERPROOF COVER FOR THE GRASS
UnPaid LAWSON PRODUCTS, INC		\$181.05	RESTOCKING NUTS AND BOLTS FOR THE
UnPaid LEAGUE OF MINNESOTA CITIES		\$699.00	2019 LEGISLATIVE CONFERENCE FOR SHA
UnPaid MANTORVILLE FD RELIEF ASSO		\$4,000.00	CITY ANNUAL CONTRIBUTION TO RELIEF A
UnPaid MAXSON ELECTRIC		\$502.24	PIPE AND WIRE GRINDER PUMP AT THE S
UnPaid MB REPAIR		\$255.00	3 DOT INSPECTIONS
UnPaid MENARDS - NORTH ROCHESTE		\$350.12	FLAP DISC'S FOR THE GRINDER AT THE S
UnPaid METRO SALES INC		\$3,631.18	NEW RICOH COPIER FOR CITY HALL
UnPaid MINNESOTA ENERGY RESOURC		\$2,003.50	4016467-5 STREETS
UnPaid MN DEPT OF PUBLIC SAFETY		\$100.00	EMERGENCY AND HAZARDOUS CHEMICAL
UnPaid MN DNR WATERS		\$172.37	ANNUAL WATER PERMIT MPARS
UnPaid MOPS AND BUCKETS, LLC		\$53.44	FEBRUARY CLEANING
UnPaid NAPA		\$637.76	RUNNING BOARDS FOR JOE'S TRUCK
UnPaid NST NORTHERN SAFETY TECH,		\$202.35	LED LIGHTS FOR TANKER #1
UnPaid PITNEY BOWES GLOBAL		\$199.00	JANUARY 2019 POSTAGE
UnPaid SMITH SCHAFFER & ASSOCIATES		\$3,000.00	2018 AUDIT PROGRESS BILLING
UnPaid ULTIMATE SAFETY CONCEPTS, I		\$380.00	MONITOR SERVICE CALIBRATION AND AIR
UnPaid VERIZON WIRELESS		\$26.97	WIFI FOR THE FD
Total Checks		\$24,871.10	

MANTORVILLE, MN

02/08/19 10:39 AM

Page 1

Payments

Current Period: February 2019

Batch Name	WAR 02 11 19	User Dollar Amt	\$31,654.61		
	Payments	Computer Dollar Amt	\$31,654.61		
			\$0.00	In Balance	
Refer	0 AFLAC				
Cash Payment	G 101-21710 AFLAC	EMPLOYEE PAID JANUARY PREMIUM 2019			\$56.28
Invoice	996116 2/11/2019				
Transaction Date	2/1/2019	Citizens State Bank	10100	Total	\$56.28
Refer	0 BANYON DATA SYSTEMS				
Cash Payment	E 601-49400-300 Professional Srvs (GENE UB SUPPORT SERVICES				\$1,121.67
Invoice	158458 2/11/2019				
Cash Payment	E 101-41500-300 Professional Srvs (GENE PAY TIMECARD SUPPORT SERVICES				\$1,121.66
Invoice	158458 2/11/2019				
Cash Payment	E 602-49450-300 Professional Srvs (GENE FUND SUPPORT SERVICES				\$1,121.67
Invoice	158458 2/11/2019				
Transaction Date	2/1/2019	Citizens State Bank	10100	Total	\$3,365.00
Refer	0 DELTA DENTAL				
Cash Payment	G 101-21708 Dental Insurance	EMPLOYER/EMPLOYEE DENTAL PREMIUM FOR FEBRUARY 2019			\$269.80
Invoice	7534074 2/11/2019				
Transaction Date	2/1/2019	Citizens State Bank	10100	Total	\$269.80
Refer	0 DODGE COUNTY INDEPENDENT				
Cash Payment	E 603-45183-400 Repairs & Maint Cont (G	ADVERTISEMENT FOR BIDS FOR THE PUMP HOUSE BATHROOMS			\$252.00
Invoice	5667 2/11/2019				
Transaction Date	2/1/2019	Citizens State Bank	10100	Total	\$252.00
Refer	0 FURTHER	Ck# 005317 2/11/2019			
Cash Payment	G 101-21714 Health Savings Account	EMPLOYEE HSA CONTRIBUTION			\$100.00
Invoice	JAN 2019 2/11/2019				
Cash Payment	G 101-21714 Health Savings Account	EMPLOYER HSA CONTRIBUTION			\$325.02
Invoice	JAN 2019 2/11/2019				
Transaction Date	2/1/2019	Citizens State Bank	10100	Total	\$425.02
Refer	0 HEALTHSMART BENEFIT SOLUTIO				
Cash Payment	G 101-21711 Life Insurance Payable	EMPLOYEE PAID LIFE INSURANCE			\$48.00
Invoice	FEB 2019 2/11/2019				
Transaction Date	2/1/2019	Citizens State Bank	10100	Total	\$48.00
Refer	0 INTERNAL REVENUE SERVICE	Ck# 005314 2/11/2019			
Cash Payment	G 101-21701 Federal Withholding	FEDERAL W/H			\$1,207.51
Invoice	2019-JAN 2/11/2019				
Cash Payment	G 101-21709 Medicare	MEDICARE W/H			\$1,080.54
Invoice	2019-JAN 2/11/2019				
Cash Payment	G 101-21703 FICA Tax Withholding	SS W/H			\$2,310.14
Invoice	2019-JAN 2/11/2019				
Transaction Date	2/1/2019	Citizens State Bank	10100	Total	\$4,598.19
Refer	0 KENNEDY & GRAVEN, CHARTERE				
Cash Payment	E 101-41600-304 Legal Fees	LEGAL SERVICES THROUGH JANUARY 25, 2019			\$828.47
Invoice	146741 2/11/2019				
Transaction Date	2/1/2019	Citizens State Bank	10100	Total	\$828.47

MANTORVILLE, MN

02/08/19 10:39 AM

Page 2

Payments

Current Period: February 2019

Refer	0 LEAGUE OF MINNESOTA CITIES	-			
Cash Payment	E 101-43100-229 Safety/OSHA	REGIONAL SAFETY TRAINING 2018		\$600.00	
Invoice 288184	2/11/2019				
Transaction Date	2/1/2019	Citizens State Bank	10100	Total	\$600.00
Refer	0 LEAGUE OF MINNESOTA CITIES	-			
Cash Payment	E 101-41110-208 Training, Mileage	2019 LEGISLATIVE CONFERENCE FOR SHARON DAVERN		\$99.00	
Invoice 288419	2/11/2019				
Transaction Date	2/1/2019	Citizens State Bank	10100	Total	\$99.00
Refer	0 MANTORVILLE FD RELIEF ASSOC.	-			
Cash Payment	E 101-42200-124 Fire Pension Contributio	CITY ANNUAL CONTRIBUTION TO RELIEF ASSOCIATION 2019		\$4,000.00	
Invoice 1006	2/11/2019				
Transaction Date	2/1/2019	Citizens State Bank	10100	Total	\$4,000.00
Refer	0 MAXSON ELECTRIC	-			
Cash Payment	E 602-49450-300 Professional Srvs (GENE	PIPE AND WIRE GRINDER PUMP AT THE SHOP		\$417.24	
Invoice 6251	2/11/2019				
Transaction Date	2/1/2019	Citizens State Bank	10100	Total	\$417.24
Refer	0 MAXSON ELECTRIC	-			
Cash Payment	E 601-49400-220 Bldg.Repair and Mainten	REPAIR CHLORIDE PUMP AT WELLHOUSE		\$85.00	
Invoice 6253	2/11/2019				
Transaction Date	2/1/2019	Citizens State Bank	10100	Total	\$85.00
Refer	0 METRO SALES INC	-			
Cash Payment	E 101-41500-570 Capital Outlay	NEW RICOH COPIER FOR CITY HALL		\$3,430.00	
Invoice INV1258526	2/11/2019				
Transaction Date	2/1/2019	Citizens State Bank	10100	Total	\$3,430.00
Refer	0 MN DEPT OF PUBLIC SAFETY	-			
Cash Payment	E 601-49400-216 Chemicals and Chem Pr	EMERGENCY AND HAZARDOUS CHEMICAL INVENTORY FEDERAL RIGHT TO KNOW REPORT		\$100.00	
Invoice M-99720	2/11/2019				
Transaction Date	2/1/2019	Citizens State Bank	10100	Total	\$100.00
Refer	0 MN DNR WATERS	-			
Cash Payment	E 601-49400-210 Tax and Licensing	ANNUAL WATER PERMIT MPARS		\$172.37	
Invoice 02/01/2019	2/11/2019				
Transaction Date	2/1/2019	Citizens State Bank	10100	Total	\$172.37
Refer	0 MN PERA	Ck# 005316 2/11/2019			
Cash Payment	G 101-21704 PERA	EMPLOYEE/EMPLOYER RETIREMENT		\$1,064.04	
Invoice 2019 PR-2	2/11/2019				
Transaction Date	2/1/2019	Citizens State Bank	10100	Total	\$1,064.04
Refer	0 MINNESOTA REVENUE	Ck# 005315 2/11/2019			
Cash Payment	G 101-21702 State Withholding	JANUARY STATE TAX W/H		\$620.31	
Invoice 2019-JAN	2/11/2019				
Transaction Date	2/1/2019	Citizens State Bank	10100	Total	\$620.31
Refer	0 CMS - CONSTRUCTION MGMT.SE	-			
Cash Payment	E 101-42400-300 Professional Srvs (GENE	BUILDING INSPECTION FOR JANUARY 2019		\$421.70	
Invoice 19-117	2/11/2019				

MANTORVILLE,MN

02/08/19 10:39 AM

Page 3

Payments

Current Period: February 2019

Transaction Date	2/4/2019	Citizens State Bank	10100	Total	\$421.70
Refer	0 HERO, JORSTAD & JACOBSEN, P.	-			
Cash Payment	E 101-41600-304 Legal Fees	JANUARY 2019 PROSECUTION			\$700.00
Invoice	2342 2/11/2019				
Transaction Date	2/4/2019	Citizens State Bank	10100	Total	\$700.00
Refer	0 IMAGES ON METAL	-			
Cash Payment	E 101-41940-417 Uniforms	UNIFORMS FOR JOE ADAMS JANUARY 2019			\$35.68
Invoice	287407 2/11/2019				
Transaction Date	2/4/2019	Citizens State Bank	10100	Total	\$35.68
Refer	0 K-M TELECOM	-			
Cash Payment	E 101-41940-321 Communications Phone/	CITY HALL MAIN 5170			\$110.49
Invoice	FEB 2019 2/11/2019				
Cash Payment	E 101-41940-321 Communications Phone/	CITY HALL - 5176 - 2ND LINE			\$34.90
Invoice	FEB 2019 2/11/2019				
Cash Payment	E 101-41940-321 Communications Phone/	CITY HALL FAX 5300			\$31.00
Invoice	FEB 2019 2/11/2019				
Cash Payment	E 101-42200-321 Communications Phone/	FD 5440			\$31.00
Invoice	FEB 2019 2/11/2019				
Cash Payment	E 101-41940-321 Communications Phone/	STREETS - SHOP 5119			\$80.99
Invoice	FEB 2019 2/11/2019				
Cash Payment	E 601-49400-321 Communications Phone/	WATER TOWER ALARM 3588			\$41.00
Invoice	FEB 2019 2/11/2019				
Cash Payment	E 602-49450-321 Communications Phone/	LIFT STATION ALARM 5066			\$31.00
Invoice	FEB 2019 2/11/2019				
Cash Payment	E 602-49450-321 Communications Phone/	WWTP 5463 ALARM			\$31.00
Invoice	FEB 2019 2/11/2019				
Cash Payment	E 101-41940-321 Communications Phone/	LONG DISTANCE/TAXES/FEES			\$57.27
Invoice	FEB 2019 2/11/2019				
Cash Payment	E 101-46500-437 Other Miscellaneous	EDA 800 NUMBER			\$2.00
Invoice	FEB 2019 2/11/2019				
Transaction Date	2/4/2019	Citizens State Bank	10100	Total	\$450.65
Refer	0 METRO SALES INC	-			
Cash Payment	E 101-41500-350 Print/Binding (GENERAL	FINAL 2018 4TH QTR. CONTRACT			\$111.18
Invoice	INV1265280 2/11/2019				
Transaction Date	2/4/2019	Citizens State Bank	10100	Total	\$111.18
Refer	0 METRO SALES INC	-			
Cash Payment	E 101-41500-350 Print/Binding (GENERAL	CONTRACT 1ST QTR 2019			\$90.00
Invoice	INV1264618 2/11/2019				
Transaction Date	2/4/2019	Citizens State Bank	10100	Total	\$90.00
Refer	0 MINNESOTA ENERGY	-			
Cash Payment	E 101-41940-380 Utility Services	4016467-5 STREETS			\$628.87
Invoice	FEB 2019 2/11/2019				
Cash Payment	E 101-41940-380 Utility Services	4300149-4 STREETS			\$291.95
Invoice	FEB 2019 2/11/2019				
Cash Payment	E 101-41940-380 Utility Services	4028156-0 STREETS			\$252.29
Invoice	FEB 2019 2/11/2019				
Cash Payment	E 101-42200-380 Utility Services	4229566-7 FIRE DEPT			\$490.21
Invoice	FEB 2019 2/11/2019				

MANTORVILLE, MN

02/08/19 10:39 AM

Page 4

Payments

Current Period: February 2019

Cash Payment	E 602-49450-380 Utility Services	4299022-6 WWTP		\$199.35
Invoice	FEB 2019	2/11/2019		
Cash Payment	E 101-41940-380 Utility Services	5121503-6 NEW SHOP		\$140.83
Invoice	FEB 2019	2/11/2019		
Transaction Date	2/4/2019	Citizens State Bank	10100	Total \$2,003.50
Refer	0 PITNEY BOWES INC	-		
Cash Payment	E 101-41500-322 Postage	JANUARY 2019 POSTAGE		\$199.00
Invoice	JAN 2019	2/11/2019		
Transaction Date	2/4/2019	Citizens State Bank	10100	Total \$199.00
Refer	0 PAYMENT SERVICE NETWORK, IN	Ck# 005318 2/11/2019		
Cash Payment	E 601-49400-300 Professional Srvs (GENE	MONTHLY SERVICE FEES FOR JAN 2019		\$30.38
Invoice	188792	2/11/2019		
Cash Payment	E 602-49450-300 Professional Srvs (GENE	MONTHLY SERVICE FEES FOR JAN 2019		\$45.57
Invoice	188792	2/11/2019		
Transaction Date	2/4/2019	Citizens State Bank	10100	Total \$75.95
Refer	0 VERIZON WIRELESS	-		
Cash Payment	E 101-42200-321 Communications Phone/	WIFI FOR THE FD		\$26.97
Invoice	9822917886	2/11/2019		
Transaction Date	2/4/2019	Citizens State Bank	10100	Total \$26.97
Refer	0 GOPHER STATE ONE CALL	-		
Cash Payment	E 602-49450-300 Professional Srvs (GENE	UTILITY LOCATES FOR JANUARY 2019		\$4.05
Invoice	9010554	2/11/2019		
Cash Payment	E 601-49400-300 Professional Srvs (GENE	UTILITY LOCATES FOR JANUARY 2019		\$2.70
Invoice	9010554	2/11/2019		
Transaction Date	2/5/2019	Citizens State Bank	10100	Total \$6.75
Refer	0 AVESIS	-		
Cash Payment	G 101-21715 Employee Paid Vision Plan	EMPLOYEE VISION FOR JANUARY		\$21.83
Invoice	2241462	2/11/2019		
Transaction Date	2/5/2019	Citizens State Bank	10100	Total \$21.83
Refer	0 CASEYS GENERAL STORES INC	-		
Cash Payment	E 602-49450-212 Motor Fuels	FUEL FOR WWTP		\$54.20
Invoice	FEB 2019	2/11/2019		
Cash Payment	E 101-43100-212 Motor Fuels	FUEL FOR STREETS		\$63.84
Invoice	FEB 2019	2/11/2019		
Cash Payment	E 101-43125-212 Motor Fuels	FUEL FOR PLOW TRUCK		\$169.36
Invoice	FEB 2019	2/11/2019		
Transaction Date	2/5/2019	Citizens State Bank	10100	Total \$287.40
Refer	0 CRYSTEEL TRUCK EQUIP	-		
Cash Payment	E 101-43125-570 Capital Outlay	CUTTING EDGES FOR THE PLOW TRUCK		\$244.53
Invoice	LP188217	2/11/2019		
Transaction Date	2/5/2019	Citizens State Bank	10100	Total \$244.53
Refer	0 LAWSON PRODUCTS, INC	-		
Cash Payment	E 101-43125-404 Repairs/Maint Machinery	RESTOCKING NUTS AND BOLTS FOR THE SNOW PLOW		\$118.24
Invoice	9306430548	2/11/2019		
Cash Payment	E 101-43100-228 Equip. Repair and Mainte	RESTOCKING THE BOLT BINS		\$62.81
Invoice	9306430548	2/11/2019		
Transaction Date	2/5/2019	Citizens State Bank	10100	Total \$181.05

Payments

Current Period: February 2019

Refer	0	NAPA	-				
Cash Payment	E 101-43100-570	Capital Outlay	RUNNING BOARDS FOR JOE'S TRUCK			\$473.98	
Invoice	365-332296	2/11/2019					
Cash Payment	E 101-43100-228	Equip. Repair and Mainte	CARB CLEANER FOR THE SHOP			\$41.88	
Invoice	365-332297	2/11/2019					
Cash Payment	E 101-43100-228	Equip. Repair and Mainte	OIL FOR THE BOOM TRUCK			\$72.49	
Invoice	365-331089	2/11/2019					
Cash Payment	E 101-43100-228	Equip. Repair and Mainte	DEF, ANTIFREEZE AND POWER SERVICE DIESEL			\$49.41	
Invoice	365-333674	2/11/2019					
Transaction Date	2/5/2019		Citizens State Bank	10100	Total	\$637.76	
Refer	0	MOPS AND BUCKETS, LLC	-				
Cash Payment	E 101-41940-439	Janitors	FEBRUARY CLEANING			\$53.44	
Invoice	FEB 2019	2/11/2019					
Transaction Date	2/6/2019		Citizens State Bank	10100	Total	\$53.44	
Refer	0	FIRE SAFETY USA, INC	-				
Cash Payment	E 101-42200-228	Equip. Repair and Mainte	LABOR AND TRAVEL TO TEST AIR COMPRESSOR, PART ORDERED			\$375.00	
Invoice	118908	2/11/2019					
Transaction Date	2/7/2019		Citizens State Bank	10100	Total	\$375.00	
Refer	0	FIRE SAFETY USA, INC	-				
Cash Payment	E 101-42200-240	Tools and Minor Equipm	DURACELL AA ALKALINE BATTERY			\$80.00	
Invoice	119271	2/11/2019					
Transaction Date	2/7/2019		Citizens State Bank	10100	Total	\$80.00	
Refer	0	KASSON HARDWARE HANK	-				
Cash Payment	E 101-41940-220	Bldg.Repair and Mainten	CLIPS FOR FLAGS AT CITY HALL			\$14.97	
Invoice	JAN 2019	2/11/2019					
Cash Payment	E 101-43100-228	Equip. Repair and Mainte	BLK SPRAY PAINT FOR THE SHOP			\$20.97	
Invoice	JAN 2019	2/11/2019					
Cash Payment	E 101-43100-228	Equip. Repair and Mainte	12 VOLT TESTER, OIL AND GRINDER BLADES			\$46.96	
Invoice	JAN 2019	2/11/2019					
Cash Payment	E 101-42200-228	Equip. Repair and Mainte	BRAKE FLUID, WINDOW WASH, BRASS NIPPLES AND COUPLINGS FOR PUMPER 2			\$33.73	
Invoice	JAN 2019	2/11/2019					
Transaction Date	2/7/2019		Citizens State Bank	10100	Total	\$116.63	
Refer	0	KUSSMAUL ELECTRONIC CO INC	-				
Cash Payment	E 101-42200-240	Tools and Minor Equipm	WEATHERPROOF COVER FOR THE GRASS RIG			\$51.58	
Invoice	138379	2/11/2019					
Transaction Date	2/7/2019		Citizens State Bank	10100	Total	\$51.58	
Refer	0	NST NORTHERN SAFETY TECH, IN	-				
Cash Payment	E 101-42200-240	Tools and Minor Equipm	LED LIGHTS FOR TANKER #1			\$202.35	
Invoice	47266	2/11/2019					
Transaction Date	2/7/2019		Citizens State Bank	10100	Total	\$202.35	
Refer	0	ULTIMATE SAFETY CONCEPTS, IN	-				
Cash Payment	E 101-42200-228	Equip. Repair and Mainte	MONITOR SERVICE CALIBRATION AND AIR CYLINDERS REFILLED			\$380.00	
Invoice	00140526	2/11/2019					

Payments

Current Period: February 2019

Transaction Date	2/7/2019	Citizens State Bank	10100	Total	\$380.00
Refer	0 CULLIGAN	-			
Cash Payment	E 101-41940-200 Supplies	BOTTLED WATER			\$17.90
Invoice	JAN 2019 2/11/2019				
Transaction Date	2/7/2019	Citizens State Bank	10100	Total	\$17.90
Refer	0 SMITH SCHAFFER & ASSOCIATES	-			
Cash Payment	E 101-41530-301 Auditing and Acct g Servi	2018 AUDIT PROGRESS BILLING			\$3,000.00
Invoice	66955 2/11/2019				
Transaction Date	2/7/2019	Citizens State Bank	10100	Total	\$3,000.00
Refer	0 MENARDS - NORTH ROCHESTER	-			
Cash Payment	E 101-43100-228 Equip. Repair and Mainte	FLAP DISC'S FOR THE GRINDER AT THE SHOP			\$13.98
Invoice	35541 2/11/2019				
Cash Payment	E 601-49400-228 Equip. Repair and Mainte	BLK TIES FOR THE WATER DEPT.			\$19.96
Invoice	35541 2/11/2019				
Cash Payment	E 101-45200-404 Repairs/Maint Machinery	CONTRUCTION SCREWS			\$14.99
Invoice	35541 2/11/2019				
Cash Payment	E 101-41940-220 Bldg.Repair and Mainten	KENNEL AND ACCESSORIES FOR IMPOUNDS			\$301.19
Invoice	35541 2/11/2019				
Transaction Date	2/8/2019	Citizens State Bank	10100	Total	\$350.12
Refer	0 DODGE COUNTY HIGHWAY DEPA	-			
Cash Payment	E 101-43125-406 Snow/Ice Removal	SALT AND SAND FOR JANUARY			\$847.92
Invoice	63 2/11/2019				
Transaction Date	2/8/2019	Citizens State Bank	10100	Total	\$847.92
Refer	0 MB REPAIR	-			
Cash Payment	E 101-43100-229 Safety/OSHA	3 DOT INSPECTIONS			\$255.00
Invoice	7189 2/11/2019				
Transaction Date	2/8/2019	Citizens State Bank	10100	Total	\$255.00

Fund Summary

	10100 Citizens State Bank	
101 GENERAL FUND		\$27,925.45
601 WATER FUND		\$1,573.08
602 SEWER FUND		\$1,904.08
603 RV PARK		\$252.00
		<u>\$31,654.61</u>

Pre-Written Checks	\$6,783.51
Checks to be Generated by the Computer	\$24,871.10
Total	<u>\$31,654.61</u>

MANTORVILLE ECONOMIC DEVELOPMENT AUTHORITY MEETING MINUTES
TUESDAY, JANUARY 8, 2019
6:30 PM

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

Members Present: Brian Hindal, Chuck Bradford, Henry Blair, Troy Stafford, and Lindsey Hemker.

Others Present: Stephanie Lawson - CEDA, Abby Wright – CEDA and Cami Reber.

2. **Approval of Meeting Minutes** – Motion made by Commissioner Bradford, second by Commissioner Hemker to approve the meeting minutes of October 2, 2018. Motion passed unanimously.
3. **Financial Report** – Cami presented the financial report for year-end 2018. She noted that not everything is complete for year-end work but this is pretty close. Karrie did make her Revolving Loan Fund Payment in December so those numbers are updated. She noted the payment made to the Marigold Days Committee for advertising per the EDA budget. There is a payment to Hometown Haulers for the Stagecoach Days event that needs to be paid. Commissioner Hemker asked about putting more dollars towards advertising for events in the future. Motion made by Commissioner Blair, second by Commissioner Stafford to approve the financial report as presented.

4. **New Business/Old Business**

a) **Introduction/Discussion with Abby Wright of CEDA**

Abby Wright of CEDA, introduced herself and gave a brief background on herself. Commissioner Bradford asked about her experience with grant writing. Cami gave an update on her discussion with Abby and her thoughts about what she thought CEDA should work on with them; tourism and help funding the downtown revitalization project. Commissioner Hemker noted a focus on arts and culture to help with grants on Stagecoach Days. Member Bradford noted a focus on promoting tourism in general and a focus on the cultural tourism. Commissioner Hemker also noted researching for a grant for videography on Mantorville would be helpful.

- **Approval of CEDA Contract** – Motion made by Commissioner Hemker, second by Commissioner Hindal to approve the CEDA contract as presented. Motion passed unanimously.

b) **Minnesota Ag Group Bill**

Chair Hindal explained the damage to the tractor during SCD. The Horse pullers are willing to pay one half of the bill but they would like to see pictures of the damage. Does it fall under the umbrella of the festival and exactly who is responsible was discussed. Commissioner Hindal noted adding a liability clause; a waiver in the future. Commissioner Bradford noted in theory it is our responsibility but we should contact the person that damaged it and get reimbursed. Chair Hindal asked how much of a precedence would it be setting by doing it this time and then adding a clause for the future. Everyone agreed to get a clause put in place for anything in the future. Get pictures of the damage from the Ag Group. File the claim through our insurance like we would normally do so we have a paper trail on it. Motion made by Member Stafford, second by Commissioner Hemker to table the action until further information is gotten. Motion passed unanimously.

c) **Acceptance of 2019 Stagecoach Days Donations**

Cami explained the Resolution being presented which authorizes the EDA to accept the donations to the SCD event. All are listed to date. Motion made by Commissioner Bradford, second by Commissioner Blair to approve the Resolution as presented. Motion passed unanimously.

d) Acceptance of Donation of Video Projector

Motion made by Commissioner Stafford, second by Commissioner Lindsey to accept the donation as noted in the Resolution. Motion passed unanimously.

e) 2019 EDA Budget

Cami reviewed the final approved 2019 EDA Budget. The City Council will allow the carry over funds from 2018 to 2019 to make up the difference in the requested funds. Discussion on the CEDA payments and that will be paid quarterly.

5. Subcommittee Reports

- **Branding** (Bradford, Hindal) - None
- **Tourism** (Soland, Hemker) - None
- **Stagecoach Days** (Soland, Hindal, Blair) – Commissioner Hindal gave an update on the status of the 2019 SCD event. He has a few people that want to come back. The horse pullers probably will not because they can't find a place to pull as the island is too soft.
- **Happy Trails** (Bradford, Stafford, Blair) – Commissioner Bradford noted to get together off-line with the EDA to explore some trail opportunities. Abby commented on some DNR grants that are available which she would need to work on right away. She will touch base directly with Commissioner Bradford on this.

6. Adjournment – Motion made by Commissioner Hemker, second by Commissioner Stafford to adjourn the meeting at 7:08 pm. Motion passed unanimously.

Memorandum

To: Mayor and City Council
From: Patti Chilson
Date: 2/11/2019
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:

102 Main Street North
8 Elliott's Court
12 Elliott's Court

Public Notice:

Draft Dodge County Comprehensive Plan available for Public 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, February 20, 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 February 20, 2019 to Mark Gamm via e-mail at: mark.gamm@co.dodge.mn.us or via postal service to Environmental Services Department 391, 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.

City Mantorville
Date 1/1/2019 thru 1/31/2019

<u>Agency</u>	<u>Incident Nr</u>	<u>Location</u>	<u>LocCity</u>	<u>Activity</u>
S	201900000099	600 Washington St	Mantorville	Contempt Of Court
S	201900000094	22 6th St E	Mantorville	9-1-1 Hang Up Call
K	201900000371	605 Clay St	Mantorville	Assist Other Agency
S	201900000324	22 6th St E	Mantorville	Appreh/detention Orde
S	201900000327	22 6th St E	Mantorville	Appreh/detention Orde
S	201900000365	320 Main St N	Mantorville	Traffic
S	201900000338	600 Washington St	Mantorville	Disturbance
S	201900000301	22 6th St E	Mantorville	Animal Comp
S	201900000314	600 Washington St	Mantorville	Welfare Check
S	201900000334	621 Walnut St	Mantorville	Lost Animals
S	201900000343	300blk Main St N	Mantorville	Motorist Assist
S	201900000325	22 6th St E	Mantorville	Found Property
S	201900000366	501 Main St N	Mantorville	Assaults
S	201900000041	22 6th St E	Mantorville	TEST Only-No Resp Needed
S	201900000184	621 Walnut St	Mantorville	Domestic
S	201900000250	22 6th St E	Mantorville	Paper Service
S	201900000224	22 6th St E	Mantorville	Warrants- Out of Co.
S	201900000305	22 6th St E	Mantorville	Miscellaneous
S	201900000306	320 Main St N	Mantorville	Warrants- Out of Co.
S	201900000874	300 5th St W	Mantorville	Mv/ran Off Road
S	201900000422	621 Walnut St	Mantorville	Disturbance
S	201900000717	501 Main St N	Mantorville	Alarm
S	201900000921	113 7th St W	Mantorville	Alarm
S	201900000467	600 Washington St	Mantorville	Paper Service
S	201900000474	22 6th St E	Mantorville	Paper Service
S	201900000505	721 Main St N	Mantorville	Paper Service
S	201900000401	22 6th St E	Mantorville	Appreh/detention Orde
S	201900000638	320 Main St N	Mantorville	Traffic
S	201900000414	603 Golfview Ct	Mantorville	Found Animals
S	201900000844	600 Washington St	Mantorville	Found Animals
S	201900000501	22 6th St E	Mantorville	Warrants- Out of Co.
S	201900000753	22 6th St E	Mantorville	Miscellaneous
S	201900000828	311 6th St W	Mantorville	Miscellaneous
S	201900000872	320 Main St N	Mantorville	Miscellaneous
S	201900000824	605 Clay St	Mantorville	9-1-1 Hang Up Call
S	201900000392	22 6th St E	Mantorville	Violate/cond-release
S	201900000463	320 Main St N	Mantorville	Civil
S	201900000754	22 6th St E	Mantorville	Violate/cond-release
S	201900000846	22 6th St E	Mantorville	Violate/cond-release
S	201900000850	22 6th St E	Mantorville	Violate/cond-release
S	201900000684	507 Chestnut St	Mantorville	Ambulance Run
S	201900000819	605 Clay St	Mantorville	Ambulance Run
K	201900000415	300 5th St W	Mantorville	Assist Other Agency
S	201900000724	22 6th St E	Mantorville	Appreh/detention Orde
S	201900000771	22 6th St E	Mantorville	Appreh/detention Orde
S	201900000772	22 6th St E	Mantorville	Appreh/detention Orde
S	201900000500	520 Cemetery Rd	Mantorville	Animal Comp
S	201900000873	521 Main St N	Mantorville	Welfare Check

Total

48

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT, by and between **City of Mantorville** hereinafter referred to as the "Client" and WHKS & Co., hereinafter referred to as "WHKS", is made as follows:

WHEREAS, the Client has a need for certain professional services relating to the project described as **Trunk Highway 57 Improvements**.

WHEREAS, WHKS proposes to furnish the professional services required by the Client for said project,

NOW THEREFORE, the Client hereby agrees to retain and compensate WHKS to perform the professional services in accordance with the terms and conditions of this Agreement and the attached Standard Terms and Conditions.

Scope of Services

WHKS shall perform the following described services for the Client:

Design phase engineering services as described on the attached Scope of Services included in Exhibit A and B. Exhibit A is also the draft scope of work in the Partnership Agreement between the City of Mantorville and MnDOT for the project. Exhibit B is special engineering services that is not a part of the Partnership Agreement.

Basis of Compensation

For the services described above, the Client shall remunerate WHKS as follows:

Items 1-14 - Billed Hourly with an Estimated Fee of \$350,000. Expenses billed at actual cost and mileage at the current published IRS rate per mile. External expenses include an administrative charge of 10 percent.

Permit and plan distribution fees to be paid by the client.

Executed this _____ day of February, 2019

City of Mantorville

By: _____

Printed Name: _____

Title: _____

WHKS & co.

By: _____

Printed Name: Timothy A. Hruska, P.E., L.S.

Title: Principal

February 7, 2019

To: City of Mantorville
21 5th Street East
Mantorville, MN 55955

Re: Pump House Toilet/Shower Conversion

Dear Mayor and Council Members,

Bids for the above referenced project were received at 2:00 pm, January 31, 2019. Please refer to the attached bid tabulation form. The low bid received was from Mohs Contracting Inc. of Owatona, MN. After review of their bid, it has been found to be responsive to the plans, specifications, and bidding requirements with no irregularity. Mohs' bid was in the amount of one hundred forty two thousand dollars (\$142,000.00). OWA has administered two separate projects where Mohs Contracting was the awarded low bidder, both with the City of Byron, and have had no conflicts, or reason for concern if Mohs were to be awarded a contract.

Three bids were received for the project and all were significantly in excess of the anticipated cost of construction and OWA's understanding of the City of Mantorville's financial appetite for this project. The bidding documents include two deduct alternates, of which the first or both may be accepted if this would align the bids with the City of Mantorville's financial capacity. The Bidders are to hold their bid for a period of thirty (30) days allowing the City of Mantorville to consider the bids until March 1, 2019 at which time a Contract must be awarded or the Bidders can withdraw their bid amount.

Upon further discussion with the bidders and information provided to OWA, no specific cause for the disparity between cost opinion and bid amounts is easily identifiable. The bids received were within 10% of each other which indicates a true cost of construction. The narrow margin between bids along with information provided by the bidders indicates that there are no design errors, conflicts, or omissions which led to increased bid amounts. Two of the bidders expressed that their final bid amounts, once subcontractor bids were received, were as much as 50% more than their internal estimating had calculated. This additionally supports that the subcontractor bids were higher than anticipated. OWA's anticipated cost of construction parallels the value of Deduct Alternate #02 averaged to be \$17,000 per toilet/shower room. This average, if used for all three toilet/shower rooms also supports that general conditions, common work, and subcontractor pricing is where the unanticipated cost increases are located.

The following factors may have led to increased bid amounts:

- **Schedule:** Contractor and subcontractor work load appears to be strong enough that no significant competitive benefit was achieved. Typically winter is the time of year advantageous to competitive bidding due to lower work load for contractors and subcontractors but this does not appear to have been realized. Specifically masons are currently overscheduled and in high demand leading to little or no financial benefit to the Owner.
- **Material Price Increases:** Material prices have seen significant increases due to national and international political situations. Material suppliers and distributors have indicated to OWA that material prices have risen approximately 25% since January of 2018. These cost increases appear to have been broad across the construction industry and not localized to a few specific sectors.
- **General Conditions:** General conditions, including overhead, profit, supervision, and administration of the contract appear to be approximately 20% of the bid amount which is higher than anticipated.
- **Project Scale:** The project is small in scale and typically small projects carry a higher percentage of overhead costs.

It is OWA's understanding that the apparent low bid received is not acceptable to the City of Mantroville and that the bids may be rejected. It is my opinion that should the City of Mantorville wish to proceed with this project, or a version of it, there are limited options to reduce the cost of the project. The current project was designed with cost thrift as a priority and there is little that can be removed or reduced. There is evidence that the paint specified is more expensive than alternatives but reducing the quality of the paint may create moisture, deterioration, or more durability concerns. The layout may be redesigned to allow the water service to remain in its existing location but consideration will be needed for protection and security while maintaining accessibility requirements and clearances. The City could self perform or General the project themselves to save General Condition costs. The project could be delayed until a more advantageous bidding climate is available. All of these options would require a rejection of current bids, design modifications, and re-bidding. I cannot provide any confidence or guarantee that any or all of these changes would reduce the bid amounts more than \$30,000.00.

With all the aforementioned information, if a contract is to be awarded for the current Bidding Documents, it is OWA's recommendation that a contract be awarded to the apparent low bidder, Mohs Contracting, in one of the amounts below depending upon the City Council's acceptance or rejection of deduct alternate #01 or #01 and #02.

Base Bid:	One Hundred Forty Two Thousand Dollars	(\$142,000.00)
Base Bid and Acceptance of Deduct Alternate #01:	One Hundred Forty Thousand, Two Hundred Dollars	(\$140,200.00)
Acceptance of Deduct Alternates #01 and #02:	One Hundred Twenty Thousand, Seven Hundred Dollars	(\$120,700.00)

We have enjoyed working with the City of Mantorville on this project and look forward to completing the administration or assisting the City in determining an alternative which fulfills the City's vision. If you have any questions or concerns please call.

Sincerely,



Jacob Nicklay - Principal
OWA Architects, LLC

Copied:

Chad Kahnke – Mohs Contracting, Inc.
Kerry Hayden – MEP Associates



Pump House Toilet/Shower Conversion

Pump House Toilet/Shower Conversion
1811

City of Mantorville

January 31, 2019 at 2:00 pm

City of Mantorville City Hall

Jacob Nicklay

Opened by:

Witnessed by:



RESOLUTION 2019-05

A RESOLUTION AUTHORIZING THE CERTIFICATION OF A WATER CONNECTION CHARGE TO PID 25.427.0161

WHEREAS, Section 50.04 of the Mantorville City Code permits connection charges for sewer and water connections and permits the City Council to establish those charges by resolution for specific projects; and

WHEREAS, the City Council met in regular session on September 24, 2018 and approved the water connection to be made in conjunction with the City's 5th Street East Phase 2 Road Construction project to the parcel owned by Dale and Andrea Brannan legally described as follows:

Property ID 25.427.0161 legally described as E1/2 LOT 3 & LOT 6 BLK 2 EX THAT PART OF LOT 6, BLOCK 2, MANTOR ESTATES DESCRIBED AS FOLLOWS: BEG NECOR OF SAID LOT 6; TH N87°33'21" 40.17FT, S00°07'01" W451.70FT, S00°36'26" W50FT, S89°56'58" W210.02FT, S00°36'26" W207.12FT, S35°42'13" E286.57FT, N89°56'58" E80.31FT, N00°36'26" E490FT, N00°07'01" E447.85FT TO POB.

Said property contains 1.61 acres; and

WHEREAS, at the September 24, 2018 meeting, the City Council agreed to certify the connection charge to the Dodge County Auditor for payment with the taxes on the property in five (5) equal annual installments per the Brannan's request; and

WHEREAS, the City has received a signed petition from Dale and Andrea Brannan requesting the certification to their property taxes.

NOW THEREFORE BE IT RESOLVED BY THE City Council of the City of Mantorville, Minnesota;

1. Connection to the City water main took place as part of the 5th street East Road Reconstruction project per the request of the property owner.
2. That the connection charge for the parcel of property described above is \$4,500.00 and was agreed to as noted in the September 24, 2018 City Council Meeting Minutes.
3. The Property owner submitted a signed petition to the City to have their connection charge certified to the Dodge County Auditor in equal annual installments over a period of 5 years.
4. The City Clerk shall transmit a certified copy of this resolution and all exhibits to the Dodge County Auditor and to the Dodge County Recorder.

Passed by the Mantorville City Council this 11th day of February, 2019.

Mayor Chuck Bradford

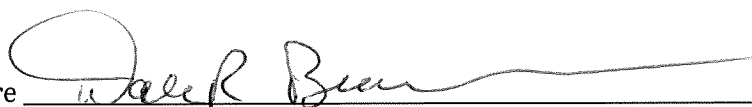
Attest: City Clerk Treasurer, Camille C. Reber

PETITION FOR PAYMENT OF WATER CONNECTION CHARGE
IN ANNUAL INSTALLMENTS

Per Section 50.04 of the Mantorville City Code and the City Council meeting minutes of September 24, 2018, the undersigned owner(s) of property legally described below, hereby petition the City Council of the City of Mantorville for payment of the applicable water connection charge in five (5) equal annual installments and further request that the City certify such installments to the Dodge County Auditor for payment with the taxes on the property.

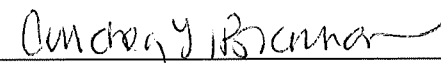
The undersigned further represent and warrant that the undersigned constitute all owners of the property described below:

PID 25.427.0161 legally described as follows: the E½ Lot 3 & Lot 6 Block 2 EX that part of Lot 6 Block 2, Mantor Estates. Said property contains 1.61 acres

Signature 

Printed Name Dale R Brannan

Date 12-17-18

Signature 

Printed Name Andrea Brannan

Date 12/17/18

MANTORVILLE CITY COUNCIL MEETING MINUTES
MONDAY, SEPTEMBER 24, 2018
6:30 PM

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

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

Others Present: Dan Trapp, John Buckingham, Jim Potter, Gretta Becay, Scott Larsen and Cami Reber.

2. **Pledge of Allegiance** - Done

3. **Additions/Deletions to Agenda** – Remove item 7f.

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 September 10, 2018
- b) Warrant List September 24, 2018
- c) Park Board Meeting Minutes August 28, 2018
- d) KM Care & Share Event

Motion passed unanimously.

5. **Public Concerns** - Done

6. **Public Hearing** – None

7. **Old Business/New Business**

- a) **Removal of Brown Shed from WW Site**

Scott Larsen presented the verbal quotes he received for removal of the brown shed from the Waste Water site. The first one was \$14,600 and the second is \$13,500 from Winegar of Wabasha. The verbal quotes include the cost for new footings in the amount of \$7,500. He received a quote from Morton buildings for a new shed in the amount of \$28,000. It was requested to get the second quote from Koebele in writing for the next meeting and get the two verbal's he received for moving it in writing.

- b) **Water Line Connection – 5th Street East – Brannan Property**

After discussion, Motion made by Member Lambert, second by Member Blair to proceed with making the connection to the Brannan property and assess the cost to their taxes. A friendly amendment was made by Member Lambert to spread the cost of \$4,500 over a 5 year period. Motion passed unanimously.

- c) **Park Board Spending Approvals**

Motion made by Member Lambert, second by Member Christensen to approve the \$650 expense to finish the concrete work at Dennison Field. Motion passed unanimously.

- d) **Resolution 2018-15 – RESOLUTION ADOPTING THE PROPOSED PROPERTY TAX LEVY COLLECTIBLE IN THE YEAR 2019**

Motion made by Member Blair, second by Member Christensen to approve Resolution 2018-15 A RESOLUTION ADOPTING THE PROPOSED PROPERTY TAX LEVY COLLECTIBLE IN THE YEAR 2019. Motion passed unanimously.

- e) **Resolution 2018-16 – A RESOLUTION ACCEPTING A DONATION TO THE CITY OF MANTORVILLE.**

Motion made by Member Lambert, second by Member Blair to approve Resolution 2018-16 A RESOLUTION ACCEPTING A DONATION TO THE CITY OF MANTORVILLE. Motion passed unanimously.

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



PARTIAL PAYMENT ESTIMATE
FOR CONSTRUCTION WORK COMPLETED

Project: 5th Street East Path Improvements of 2018
Project No.: 8209
Location: Mantorville, MN
Contractor: Swenke Ims Contracting, LLC

Bid Price: \$541,213.19
Date: Nov. 28, 2016
Estimate #: 1
% Complete: 74%

5TH STREET IMPROVEMENTS

Item No.		Contract Quantity	Unit	Unit Price	Quantity Completed Previous Estimates	Quantity Completed This Estimate	Quantity Completed to Date	Total
1.	MOBILIZATION	1	L.S.	\$9,000.00		0.50	0.50	\$4,500.00
2.	CLEARING AND GRUBBING	0.75	ACRE	\$20,000.00		0.75	0.75	\$15,000.00
3.	REMOVE CONCRETE DRIVEWAY PAVEMENT	115	S.Y.	\$8.00		115	115.00	\$920.00
4.	REMOVE BITUMINOUS PAVEMENT	4500	S.Y.	\$3.00		4,500	4,500	\$13,500.00
5.	REMOVE SEDIMENT FROM CULVERTS	100	C.Y.	\$25.00			0	\$0.00
6.	COMMON EXCAVATION (P)	3825	C.Y.	\$14.00		3,825	3,825	\$53,550.00
7.	GEOTEXTILE FABRIC (P)	6300	S.Y.	\$2.00		6,300	6,300	\$12,600.00
8.	TOPSOIL BORROW (LV)	300	C.Y.	\$0.01			0	\$0.00
9.	SELECT GRANULAR BORROW (P)	2100	C.Y.	\$27.00		2,100	2,100	\$56,700.00
10.	AGGREGATE SUB BASE- BREAKER RUN	150	C.Y.	\$25.00		687.2	687.2	\$17,180.00
11.	SUBGRADE PREPARATION 12"	17.7	ROAD STA	\$0.01		17.7	17.7	\$0.18
12.	AGGREGATE BASE (P), CLASS 5	1050	C.Y.	\$22.00		1,050	1,050	\$23,100.00
13.	AGGREGATE DRIVEWAY SURFACING	260	S.Y.	\$12.00		260	260	\$3,120.00
14.	RIP RAP CLASS 3	10	C.Y.	\$60.00		10	10	\$600.00
15.	SALVAGE & REINSTALL RIP RAP	1	L.S.	\$2,500.00			0	\$0.00
16.	TYPE SP 12.5 WEARING COURSE MIXTURE	620	TON	\$80.00		667.57	667.57	\$53,405.60
17.	TYPE SP 12.5 NON-WEARING COURSE MIXTURE	620	TON	\$80.00			0	\$0.00
18.	STREAM BYPASS	1	L.S.	\$0.01		1	1	\$0.01
19.	12" RCP STORM PIPE SEWER	186	L.F.	\$55.00		186	186	\$10,230.00
20.	CULVERT EXTENSION	48	L.F.	\$900.00		48	48	\$43,200.00
21.	12" RCP STORM PIPE APRON	2	EACH	\$1,400.00		2	2	\$2,800.00
22.	SALVAGE & REINSTALL CULVERT APRON	3	EACH	\$700.00		3	3	\$2,100.00
23.	4" PERF PVC PIPE DRAIN	1000	L.F.	\$7.50		1,000	1,000	\$7,500.00
24.	4" SUBDRAIN CLEANOUT	8	EACH	\$250.00		8	8	\$2,000.00
25.	CONST DRAINAGE STRUCTURE TYPE 1	4	EACH	\$2,500.00		4	4	\$10,000.00
26.	F&I FRAME AND RING CASTING	2	EACH	\$1,000.00			0	\$0.00
27.	ADJUST FRAME AND RING CASTING	6	EACH	\$750.00			0	\$0.00
28.	ADJUST GATE VALVE BOX	1	EACH	\$300.00			0	\$0.00
29.	ADD BARREL SECTION TO MANHOLE	2	EACH	\$1,150.00		2	2	\$2,300.00
30.	TRUNCATED DOMES	50	S.F.	\$35.00			0	\$0.00
31.	CONCRETE CURB & GUTTER B624 (MACHINE PLACED)	2500	L.F.	\$17.00		2,500	2,500	\$42,500.00
32.	6" CONCRETE DRIVEWAY PAVEMENT	220	S.Y.	\$69.00			0	\$0.00
33.	6" REINFORCED CONCRETE DRIVEWAY PAVEMENT	100	S.Y.	\$79.00			0	\$0.00
34.	TRAFFIC CONTROL	1	L.S.	\$3,500.00		0.75	0.75	\$2,625.00
35.	REMOVE & RELOCATE CHAIN LINK FENCE	75	L.F.	\$20.00			0	\$0.00
36.	RELOCATE SIGN	6	EACH	\$300.00			0	\$0.00
37.	SILT FENCING, TYPE MACHINE SLICED	1900	L.F.	\$2.00		1,900	1,900	\$3,800.00
38.	STABILIZED CONSTRUCTION EXIT	2	EACH	\$500.00		2	2	\$1,000.00
39.	STORM DRAIN INLET PROTECTION	4	EACH	\$100.00			0	\$0.00
40.	SEDIMENT CONTROL LOG DITCH CHECKS, TYPE 2	18	EACH	\$175.00			0	\$0.00
41.	CERTIFIED EROSION CONTROL SUPERVISOR	1	L.S.	\$500.00		0.5	0.5	\$250.00
42.	TURF ESTABLISHMENT	1.12	ACRE	\$12,000.00		0.5	0.5	\$6,000.00
43.	F & I 2" HYDRANT EXTENSION	1	EACH	\$1,250.00			0	\$0.00
44.	RELOCATE FENCE	480	L.F.	\$10.00			0	\$0.00
45.	RELOCATE MAILBOX	3	EACH	\$250.00			0	\$0.00
Path Construction								
46.	GEOTEXTILE FABRIC (P) - PATH	2360	S.Y.	\$2.00			0	\$0.00
47.	AGGREGATE BASE (P), CLASS 5 - PATH	400	C.Y.	\$45.00			0	\$0.00
48.	TYPE SP 9.5 WEARING COURSE MIXTURE - PATH	340	TON	\$95.00			0	\$0.00
Additional Work								
49.	Water Service to 327 5th Street East	1	L.S.	\$4,500.00			1	\$4,500.00
50.	Removal of old 5th Street Bridge	1	L.S.	\$3,500.00			1	\$3,500.00

Total Work Completed \$398,480.79

Less 5% Retainage \$19,924.04

Less Previous Payments \$0.00

Net Payment this Estimate \$378,556.75