MANTORVILLE CITY COUNCIL MEETING AGENDA
WEDNESDAY, MAY 29, 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 May 13, 2019
   b) Warrant List May 29, 2019

5. Public Concerns

6. Public Hearing - None

7. Old Business/New Business
   a) 2018 City Financial Audit – Jason Boynton, Smith Schaefer & Associates
   b) New Committee Representation
   c) Council Consideration of Employee Evaluation Procedure

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, Safety, Community Relations
   e) Council Member Report
   f) Mayor Report

9. Executive Session - None

10. Adjourn

MANTORVILLE CITY COUNCIL MEETING AGENDA
MONDAY, MAY 13, 2019
6:30 PM

Newly Appointed Council Member Luke Nash was sworn in prior to the start of the meeting.

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

   Members Present: Chuck Bradford, Henry Blair, Don Hofstad, Sharon Davern and Luke Nash

   Others Present: R. Pettey, J. Nesvold, Holly Schmidt, Brian Hindal, Abby Wright, JJ Williams, Scott Larsen, and Cami Reber.

2. **Pledge of Allegiance** - Done

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

4. **Consent Agenda** – Motion made by Member Blair, second by Member Hofstad to approve the consent agenda as follows:
   a) City Council Meeting Minute's April 22, 2019
   b) Warrant List May 13, 2019
   c) Mantorville Fire Department May Meeting Minutes
   d) Mantorville Park Board April 9, 2019 Meeting Minutes
   e) Mantorville EDA Meeting Minutes April 2019.
   f) Pay Request 2 Ellingson Drainage, Inc.
   g) Dodge County Sheriffs Activity Report for Mantorville, April 2019.
   h) Dodge County LBAE Record

   Motion passed unanimously.

5. **Public Concerns** - None

6. **Public Hearing** - None

7. **Old Business/New Business**
   a) **Community Relations Presentation**
   Holly Schmidt, who is part of the community relations group, brought forward the group's first initiative which is the Refrigerator Card Program. Both the Sheriff's Department and the Ambulance services are on board with the program. She handed out the sample cards. It's a very simple program where you can put your medical information on the card and post it on your refrigerator.

   Member Davern gave a history of the program from Itaska County where it is used. This is not just for the elderly and the hope is that everyone in their home would fill one out. That way if an ambulance is called to someone's home and they can't talk, they can reach out to the refrigerator and take this with them. She noted that the Sheriff's Department is on board and wants to take this County wide as does the Ambulance service. They are going around to various entities getting input. Further discussion on the project took place. Member Hofstad commented on people updating it as things change and any privacy issues. Mayor Bradford suggested adding the preferred institution/hospital name and patient ID. The City Council is in support of the idea.

b) **Proposed Lot Split and CUP Request**
Roger Keillor and his wife were present and explained the plans to split their existing lot into two and move a house in from Lakeville. They plan to remodel it right away and they will move into it when they are done and put the existing home up for sale. Consensus of Council to move forward with setting the public hearings on the request.

c) **Fire Department Air Pak's – Fire Chief JJ Williams**
Fire Chief JJ Williams updated the City Council on their plan for air pack replacement. They applied for a couple of grants and need the information, the real numbers, for the grants. They didn't know for sure which air pak's they were going to go with, there are two that are serviceable in the area. They put together a committee and put out to bid air pak's for replacement. They have not signed any contracts or purchased anything – they only need to know which air pak they are going to go with for possible future funding. They will wait to hear from the AFG Grant and determine how to move forward.

d) **Electrical Upgrade to Campground**
Scott updated the Council on the last piece of the electrical project for the campground. Our portion of the cost for Xcel to come in and upgrade the service is $1,285.18. Motion made by Member Blair, second by Member Nash to approve the expense. The money is to come from the campground fund. Motion passed unanimously.

e) **2019 Street Projects**
Scott Larsen presented the 2019 crack filling and chip sealing bids. He then went over the street repairs. Discussion on the options presented.

Motion made by Member Davern, second by Member Hofstad to approve Allied Blacktop Company for $45,279. (Crack Seal – Rout & Seal 10,000 LF @ $1.05 for total of $10,500 & Chip seal Coat 19,430 SY @ $1.79 for total of $34,779.70) Motion passed unanimously.

Motion made by Member Hofstad, second by Member Nash to approve the SL Contracting bid for the permanent road fix on Eagle Court in the amount of $67,753.32 and the 5 year temp fix to Golfview in the amount of $41,028 and the 2019 Street Patching as described striking the Jefferson to Stagecoach repair. Street patching repairs are $76,237.28. Motion passed unanimously.

f) **City Council Bylaws/Social Media Policy**
Council had discussion. Member Nash requested this to be tabled to the next meeting so he had time to review things. Council agreed.

g) **RESOLUTION 2019-10 A RESOLUTION ACCEPTING A DONATION TO THE CITY OF MANTORVILLE**
Motion made by Member Blair, second by Member Davern to approve RESOLUTION 2019-10 A RESOLUTION ACCEPTING A DONATION TO THE CITY OF MANTORVILLE. Motion passed unanimously.

h) **RESOLUTION 2019-11 A RESOLUTION REQUESTING COMPREHENSIVE ROAD AND TRANSIT FUNDING**
Motion made by Member Davern, second by Member Blair to approve RESOLTUION 2019-11 A RESOLUTION REQUESTING COMPREHENSIVE ROAD AND TRANSIT FUNDING. Motion passed unanimously.

8. **TBD**

a) **Public Works Report** – None

b) **City Clerk Report**

- City Hall Summer Hours – Consensus of the Council for staff to continue their Summer City Hall hours which would start the week of May 27. They would be open normal hours Monday – Thursday and close at noon on Friday.
- Patti did complete her 3rd year of Clerks Training.
- Brush Clean-up is this week.
- Hydrant Flushing is next week.
- A lot of Camp reservations coming in.
- Pre-Audit review this week.
- Updated budget numbers have been handed out.

c) **Consultant Report** – None

d) **Committee Report**

- Chamber – the Spring Fling is this weekend and the Farmers Market started.
- EDA – discussion on the former EDA lots and their future. An update on the housing study project. Abby Wright – our CEDA/EDA rep commented on the housing study and the City FB trending status. Invited everyone to the CEDA event this Thursday.
- Township – Member Davern attended Mantorville Township and they didn't have anything new pertinent to us.
- Safety – meeting next Monday; they will, continue to talk about 9th Street.
- Community Relations – the safety cards as presented earlier and they continue working on the on their FB Page.

e) **Council Member Report**

Member Blair asked for an update on the status of 5th Street East. Cami noted there is no update at this time.

f) **Mayor Report** – he noted the street cleaners are out, the flags go up this week prior to Memorial Day and he has updated his blog.

9. **Executive Session** - None

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

MANTORVILLE,MN

*Check Summary Register©

May 2019

	Name	Check Date	Check Amt	
10100 Citizens State Bank				
UnPaid	JOE ADAMS		$49.99	REIMBURSEMENT TO J. ADAMS FOR WHE
UnPaid	AFLAC		$56.28	EMPLOYEE PAID APRIL 2019
UnPaid	BEST WESTERN KELLY INN		$585.65	CLERK TRAINING FOR PATTI CHILSON
UnPaid	BLUE TARP FINANCIAL, INC		$107.93	POWER WASHER COUPLINGS
UnPaid	CASEYS		$338.10	FUEL FOR PW
UnPaid	CASEYS GENERAL STORES		$220.61	FD FUEL
UnPaid	PATTI CHILSON		$194.16	REIMBURSEMENT FOR MILEAGE TO ST.CL
UnPaid	CULLIGAN		$22.40	BOTTLED WATER FOR APRIL 2019
UnPaid	DELTA DENTAL OF MN		$269.80	EMPLOYER/EMPLOYEE DENTAL FOR JUNE
UnPaid	GAMETREE		$408.00	INFANT/HANDICAP SWING FOR RIVERSIDE
UnPaid	IMAGES ON METAL		$25.00	NAME TAG FOR L. NASH
UnPaid	KENNEDY & GRAVEN, CHARTER		$3,854.36	LEGAL SERVICES THROUGH MARCH 31, 20
UnPaid	LINCOLN NATIONAL LIFE INSUR		$151.33	EMPLOYEE PAID LIFE INSURANCE
UnPaid	MCFOA TREASURER		$90.00	2019 MEMBERSHIP FOR PATTI CHILSON
UnPaid	MENARDS - NORTH ROCHESTE		$157.61	RE BAR FOR RIVERSIDE PARK
UnPaid	MN DEPARTMENT OF HEALTH		$607.00	2ND QTR. 2019 MDH FEES
UnPaid	OFFICE DEPOT		$123.57	BATTERY BACKUP FOR CITY HALL
UnPaid	ON SITE COMPUTERS, INC		$71.00	DAILY BACKUP AND MONITORING FOR MA
UnPaid	ON SITE SANITATION		$380.58	PORT A POTTY AT THE RV PARK
UnPaid	REINDERS		$200.58	FERTILIZER AND GRASS SEED FOR PARKS
UnPaid	VOLUNTEER FIREFIGHTERS BE		$25.00	RENEWAL FEE
UnPaid	WHKS & COMPANY		$23,739.44	3RD ST RECON, MARCH 30-APRIL 26
UnPaid	XCEL ENERGY MN		$1,285.18	CAMPGROUND ELECTRICAL UPGRADE
		Total Checks	$32,963.57	

MANTORVILLE,MN

Payments

Current Period: May 2019

Batch Name	WAR 05 29 19 Payments	User Dollar Amt	$37,989.52
		Computer Dollar Amt	$37,989.52
			$0.00 **In Balance**

Refer	0 *ADAMS, JOE*			
Cash Payment	E 101-41940-220 Bldg.Repair and Mainten	REIMBURSEMENT TO J. ADAMS FOR WHEELCHAIR RAMP FOR CITY HALL CHAMBERS DOOR		$49.99
Invoice 5/19/19	5/29/2019			
Transaction Date	5/21/2019	Citizens State Bank 10100	Total	$49.99
Refer	0 *AFLAC*			
Cash Payment	G 101-21710 AFLAC	EMPLOYEE PAID APRIL 2019		$56.28
Invoice 619631	5/29/2019			
Transaction Date	5/21/2019	Citizens State Bank 10100	Total	$56.28
Refer	0 *BLUE TARP FINANCIAL, INC*			
Cash Payment	E 101-43100-240 Tools and Minor Equipm	POWER WASHER COUPLINGS		$107.93
Invoice 71114471	5/29/2019			
Transaction Date	5/21/2019	Citizens State Bank 10100	Total	$107.93
Refer	0 *CHILSON, PATTI*			
Cash Payment	E 101-41500-208 Training, Mileage	REIMBURSEMENT FOR MILEAGE TO ST.CLOUD		$168.20
Invoice MAY 2019	5/29/2019			
Cash Payment	E 101-41500-208 Training, Mileage	FOOD REIMBURSEMENT FOR TRAINING		$25.96
Invoice MAY 2019	5/29/2019			
Transaction Date	5/21/2019	Citizens State Bank 10100	Total	$194.16
Refer	0 *CULLIGAN*			
Cash Payment	E 101-41940-200 Supplies	BOTTLED WATER FOR APRIL 2019		$22.40
Invoice CI153124	5/29/2019			
Transaction Date	5/21/2019	Citizens State Bank 10100	Total	$22.40
Refer	0 *DELTA DENTAL*			
Cash Payment	G 101-21708 Dental Insurance	EMPLOYER/EMPLOYEE DENTAL FOR JUNE 2019		$269.80
Invoice 7654703	5/29/2019			
Transaction Date	5/21/2019	Citizens State Bank 10100	Total	$269.80
Refer	0 *IMAGES ON METAL*			
Cash Payment	E 101-41500-200 Supplies	NAME TAG FOR L. NASH		$25.00
Invoice 288401	5/29/2019			
Transaction Date	5/21/2019	Citizens State Bank 10100	Total	$25.00
Refer	0 *KENNEDY & GRAVEN, CHARTERE*			
Cash Payment	E 101-41600-304 Legal Fees	LEGAL SERVICES THROUGH MARCH 31, 2019		$3,854.36
Invoice 148365	5/29/2019			
Transaction Date	5/21/2019	Citizens State Bank 10100	Total	$3,854.36
Refer	0 *LINCOLN NATIONAL LIFE INSURA*			
Cash Payment	G 101-21711 Life Insurance Payable	EMPLOYEE PAID LIFE INSURANCE		$151.33
Invoice MAY 2019	5/29/2019			
Transaction Date	5/21/2019	Citizens State Bank 10100	Total	$151.33
Refer	0 *MENARDS - NORTH ROCHESTER*			

MANTORVILLE,MN

Payments

Current Period: May 2019

Cash Payment	E 101-45200-401 Repairs/Maint Buildings	RE BAR FOR RIVERSIDE PARK	$125.64
Invoice 41093	5/29/2019		
Cash Payment	E 101-41940-220 Bldg.Repair and Mainten	BASEMENT LOCK FOR CITY HALL	$19.99
Invoice 41093	5/29/2019		
Cash Payment	E 101-43100-200 Supplies	CLEANING RAGS FOR THE SHOP	$11.98
Invoice 41093	5/29/2019		
Transaction Date	5/22/2019	Citizens State Bank 10100 Total	$157.61
Refer	0 *MN DEPARTMENT OF HEALTH*	-	
Cash Payment	E 601-49400-441 MDH FEE	2ND QTR. 2019 MDH FEES	$607.00
Invoice 2ND WTR. 2019	5/29/2019		
Transaction Date	5/22/2019	Citizens State Bank 10100 Total	$607.00
Refer	0 *MCFOA*	-	
Cash Payment	E 101-41500-437 Other Miscellaneous	2019 MEMBERSHIP FOR PATTI CHILSON	$45.00
Invoice MAY 2019	5/29/2019		
Cash Payment	E 101-41500-437 Other Miscellaneous	2019 MEMBERSHIP FOR CAMI REBER	$45.00
Invoice MAY 2019	5/29/2019		
Transaction Date	5/22/2019	Citizens State Bank 10100 Total	$90.00
Refer	0 *OFFICE DEPOT*	-	
Cash Payment	E 101-41940-200 Supplies	BATTERY BACKUP FOR CITY HALL	$123.57
Invoice 312234564001	5/29/2019		
Transaction Date	5/22/2019	Citizens State Bank 10100 Total	$123.57
Refer	0 *ON SITE COMPUTERS, INC*	-	
Cash Payment	E 101-41500-300 Professional Srvs (GENE	DAILY BACKUP AND MONITORING FOR MAY 2019	$71.00
Invoice CW63333	5/29/2019		
Transaction Date	5/22/2019	Citizens State Bank 10100 Total	$71.00
Refer	0 *ON SITE SANITATION*	-	
Cash Payment	E 603-45183-410 Rentals	PORT A POTTY AT THE RV PARK	$43.72
Invoice 752256	5/29/2019		
Cash Payment	E 101-45200-410 Rentals	PORT A POTTY AT DENNISON	$72.86
Invoice 752256	5/29/2019		
Transaction Date	5/22/2019	Citizens State Bank 10100 Total	$116.58
Refer	0 *REINDERS*	-	
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	FERTILIZER AND GRASS SEED FOR PARKS	$200.58
Invoice 315-6447-00	5/29/2019		
Transaction Date	5/22/2019	Citizens State Bank 10100 Total	$200.58
Refer	0 *VISTA PRINT*	Ck# 005349 5/29/2019	
Cash Payment	E 602-49450-200 Supplies	DISCONNECT DOOR HANGERS	$20.62
Invoice MAY 2019	5/29/2019		
Cash Payment	E 601-49400-200 Supplies	DISCONNECT DOOR HANGERS	$20.62
Invoice MAY 2019	5/29/2019		
Transaction Date	5/22/2019	Citizens State Bank 10100 Total	$41.24
Refer	0 *WHKS & COMPANY*	-	
Cash Payment	E 401-41000-570 Capital Outlay	3RD ST RECON, MARCH 30-APRIL 26 Project 18-003	$8,536.20
Invoice 39169	5/29/2019		
Cash Payment	E 101-41950-303 Engineering Fees	COUNCIL MEETINGS JAN 1 - APRIL 26	$585.00
Invoice 39165	5/29/2019		

MANTORVILLE,MN

Payments

Current Period: May 2019

Cash Payment	E 101-41950-303 Engineering Fees	COVERED BRIDGE REPAIR JAN 1 - APRIL 26	$291.80
Invoice 39165	5/29/2019		
Cash Payment	E 101-41950-303 Engineering Fees	SAFETY COMMITTEE ASSISSTANCE JAN 1 - APRIL 26	$158.20
Invoice 39165	5/29/2019		
Cash Payment	E 101-41950-303 Engineering Fees	9TH ST BUMPOUTS JAN 1 - APRIL 26	$585.00
Invoice 39165	5/29/2019		
Cash Payment	E 401-41000-570 Capital Outlay	5TH ST RECON-PHASE 2- FEB 23 - APRIL 26	$289.84
Invoice 39161	5/29/2019	Project 18-001	
Cash Payment	E 602-49450-303 Engineering Fees	SANITARY SEWER TO CEMETERY ROAD MARCH 30- APRIL 26	$104.00
Invoice 39160	5/29/2019	Project 18-002	
Cash Payment	E 602-49450-303 Engineering Fees	CEMETERY ROAD SANITERY SEWER CONSTRUCTION NOV 16-APRIL 26	$6,831.96
Invoice 39157	5/29/2019	Project 18-002	
Cash Payment	E 401-41000-570 Capital Outlay	TH 57 IMPROVEMENTS	$6,357.44
Invoice 39155	5/29/2019		
Transaction Date	5/22/2019	Citizens State Bank 10100 **Total**	$23,739.44
Refer	0 *XCEL ENERGY MN*	-	
Cash Payment	E 603-45183-400 Repairs & Maint Cont (G	CAMPGROUND ELECTRICAL UPGRADE	$1,285.18
Invoice 51-0012663767-5	5/29/2019		
Transaction Date	5/23/2019	Citizens State Bank 10100 **Total**	$1,285.18
Refer	0 *ON SITE SANITATION*	-	
Cash Payment	E 101-45200-410 Rentals	PORT A POTTY AT MANTORFIELD	$72.00
Invoice 756961	5/29/2019		
Cash Payment	E 101-45200-410 Rentals	PORT A POTTY AT DENNISON	$120.00
Invoice 756962	5/29/2019		
Cash Payment	E 603-45183-410 Rentals	PORT A POTTY AT RV PARK	$72.00
Invoice 756963	5/29/2019		
Transaction Date	5/23/2019	Citizens State Bank 10100 **Total**	$264.00
Refer	0 *INTERNAL REVENUE SERVICE*	Ck# 005352 5/29/2019	
Cash Payment	G 101-21709 Medicare	MEDICARE W/H'S	$386.54
Invoice 2019 MAY	5/29/2019		
Cash Payment	G 101-21701 Federal Withholding	FEDERAL W/H'S	$1,273.54
Invoice 2019 MAY	5/29/2019		
Cash Payment	G 101-21703 FICA Tax Withholding	SS W/H'S	$1,652.84
Invoice 2019 MAY	5/29/2019		
Transaction Date	5/29/2019	Citizens State Bank 10100 **Total**	$3,312.92
Refer	0 *MN PERA*	Ck# 005351 10/21/1941	
Cash Payment	G 101-21704 PERA	EMPLOYEE/EMPLOYER RETIREMENT CONTRIBUTION	$1,021.41
Invoice 2019 PR10	5/29/2019		
Transaction Date	5/29/2019	Citizens State Bank 10100 **Total**	$1,021.41
Refer	0 *MINNESOTA REVENUE*	Ck# 005350 5/29/2019	
Cash Payment	G 101-21702 State Withholding	MAY STATE W/H'S	$650.38
Invoice 2019 MAY	5/29/2019		
Transaction Date	5/29/2019	Citizens State Bank 10100 **Total**	$650.38
Refer	0 *GAMETREE*	-	

MANTORVILLE,MN

Payments

Current Period: May 2019

Cash Payment	E 101-45200-500 Capital Outlay	INFANT/HANDICAP SWING FOR RIVERSIDE PARK		$408.00
Invoice PJI-0112592	5/29/2019			
Transaction Date	5/23/2019	Citizens State Bank 10100	**Total**	$408.00
Refer	0 *CASEYS BUSINESS MASTERCARD*			
Cash Payment	E 101-43100-212 Motor Fuels	FUEL FOR PW		$158.68
Invoice MAY 2019	5/29/2019			
Cash Payment	E 602-49450-212 Motor Fuels	FUEL FOR PW		$148.85
Invoice MAY 2019	5/29/2019			
Cash Payment	E 602-49450-212 Motor Fuels	2 CYCLE OIL		$4.06
Invoice MAY 2019	5/29/2019			
Cash Payment	E 101-43100-200 Supplies	FUEL FOR GENERATOR		$26.51
Invoice MAY 2019	5/29/2019			
Transaction Date	5/23/2019	Citizens State Bank 10100	**Total**	$338.10
Refer	0 *BEST WESTERN KELLY*			
Cash Payment	E 101-41500-208 Training, Mileage	CLERK TRAINING FOR PATTI CHILSON		$585.65
Invoice MAY 2019	5/29/2019			
Transaction Date	5/24/2019	Citizens State Bank 10100	**Total**	$585.65
Refer	0 *CASEYS GENERAL STORES*			
Cash Payment	E 101-42200-212 Motor Fuels	FD FUEL		$220.61
Invoice APRIL OLD CAR	5/29/2019			
Transaction Date	5/24/2019	Citizens State Bank 10100	**Total**	$220.61
Refer	0 *VOLUNTEER FIREFIGHTERS BENE*			
Cash Payment	E 101-42200-130 Insurance	RENEWAL FEE		$25.00
Invoice MAY 2019	5/29/2019			
Transaction Date	5/24/2019	Citizens State Bank 10100	**Total**	$25.00

Fund Summary

	10100 Citizens State Bank
101 GENERAL FUND	$13,668.03
401 GENERAL CAPITAL PROJECTS	$15,183.48
601 WATER FUND	$627.62
602 SEWER FUND	$7,109.49
603 RV PARK	$1,400.90
	$37,989.52

Pre-Written Checks	$5,025.95
Checks to be Generated by the Computer	$32,963.57
Total	$37,989.52