

MANTORVILLE CITY COUNCIL MEETING AGENDA
MONDAY, JUNE 24, 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 June 10, 2019
 - b) Warrant List June 24, 2019
 - Pay Request #1 – Elcor Construction – 3rd Street Loop Project
5. Public Concerns
6. Public Hearing(s) - None
7. Old Business/New Business
 - a) LMC Presentation on Good Governance and Other Educational Topics
 - b) Safety Committee Presentation
 - c) Community Relations Presentation
 - d) Public Works Position
 - e) Temporary Liquor License Approval – Opera House
8. TBD
 - a) Public Works Report
 - WW Emergency Discharge Pipe
 - 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*
 - e) Council Member Report
 - f) Mayor Report
9. Executive Session - None
10. Adjourn

MANTORVILLE CITY COUNCIL MEETING MINUTES
MONDAY, JUNE 10, 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, Sharon Davern and Luke Nash

Others Present: Ruth Pettey, Joan Nesvold, Roger and Mary Keillor, Mike Bubany, Tyler Bermeersch – DCSO, and Cami Reber.

2. **Pledge of Allegiance** - Done

3. **Additions/Deletions to Agenda**

Remove Item 9 - Closed Session

Add 7g – Pay Request 3 to Ellingson Drainage

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 May 29, 2019
- b) Warrant List June 10, 2019
- c) Fire Department General Meeting Minutes June 2019
- d) Dodge County Sheriffs Report for Mantorville May 2019
- e) State Demographic Center Household Estimates for Mantorville

Motion passed unanimously.

5. **Public Concerns** – Ruth Pettey noted to the City Council that kids are jumping off the bluffs again. Staff will follow up to make sure signs are still posted.

6. **Public Hearing(s)**

1. **6:30 pm Tax Abatement Public Hearing**

Motion made by Member Blair, second by Member Davern to close the regular session and open the public hearing at 6:30 pm. Motion passed unanimously. Financial Consultant Mike Bubany explained the Tax Abatement being proposed as part of the total \$1,560,000 bond issue being considered tonight. Of the total bond issue, \$610,000 is for the 5th Street East Project. Tax abatement authority requires us to hold a public hearing and identify the parcels that directly or indirectly benefit the improvements and will generate enough tax revenue over the years. The taxes to pay back the bonds are not assigned to these individual parcels but they are levied against all parcels in the City. It is just a formality to show that we collect enough taxes to make the bond payments. Motion made by Member Blair, second by Member Nash to close the public hearing and go back into regular session at 6:37 pm. Motion passed unanimously.

2. **6:30 pm or shortly thereafter – Request for a Lot Split**

Motion made by Member Blair, second by Member Nash to close the regular session and open the public hearing at 6:38 pm. Motion passed unanimously. The purpose of the public hearing is to consider the application for a lot split. Roger Keillor, applicant, explained the request to split his lot into two lots. They plan to sell the current home they now live in and move in an existing home to fix up. They plan to move into that one. Motion made by Member Nash, second by Member Blair to close the public hearing and go back into regular session at 6:40 pm. Motion passed unanimously.

3. **6:30 pm or shortly thereafter - Request for a Conditional Use Permit**

Motion made by Member Blair, second by Member Nash to close the regular meeting and open the public hearing at 6:40 pm. Motion passed unanimously. Roger Keillor, applicant, explained the request is to move in an existing single-story home onto the second parcel created from the lot split. He noted that the house movers will provide all of the necessary information that the City will need prior to the move. The plan is to get the foundation in and move the house onto that. The outside physical things he is planning to have done before winter hits. Inside remodeling in the winter and

adding a garage at some point. Plan is to face it towards stagecoach road and within the boundaries within the code. Motion made by Member Hofstad, second by Member Nash to close the public hearing and go back into regular session at 6:43 pm. Motion passed unanimously.

7. **Old Business/New Business**

a) **RESOLUTION 2019-13 RESOLUTION AUTHORIZING A TAX ABATEMENT ON PROPERTY WITHIN THE CITY OF MANTORVILLE IN CONNECTION WITH THE IMPROVEMENTS TO FIFTH STREET EAST**

Motion made by Member Blair, second by Member Nash to approve RESOLUTION 2019-13 A RESOLUTION AUTHORIZING A TAX ABATEMENT ON PROPERTY WITHIN THE CITY OF MANTORVILLE IN CONNECTION WITH THE IMPROVEMENTS TO FIFTH STREET EAST. Motion passed unanimously.

b) **RESOLUTION 2019-14 RESOLUTION PROVIDING FOR THE ISSUANCE AND SALE OF \$1,560,000 GENERAL OBLIGATION BONDS, SERIES 2019A, PLEDGING FOR THE SECURITY THEREOF NET REVENUES, TAX ABATEMENTS AND LEVYING A TAX FOR THE PAYMENT THEREOF**

Motion made by Member Nash, second by Member Hofstad to approve moving forward with the sale of the bond. Mike Bubany explained the credit rating process we recently completed and how we maintained our AA- rating. He presented the bids received on sale of the bonds; Robert W. Baird and Northland Securities. Baird came in at 2.6% which is better than he had projected. Closing will happen on July 1. Motion passed unanimously.

c) **RESOLUTION 2019-15 RESOLUTION APPROVING A LOT SPLIT BY METES AND BOUNDS**

Motion made by Member Davern, second by Member Blair to approve RESOLUTION 2019-15 Approving the lot split – RESOLUTION APPROVING A LOT SPLIT BY METES AND BOUNDS. Motion passed unanimously.

d) **RESOLUTION 2019-16 RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR THE RELOCATION OF A STRUCTURE**

Motion made by Member Blair, second by Member Davern to approve RESOLUTION 2019-16 Conditional Use Permit – RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR THE RELOCATION OF A STRUCTURE. Motion passed unanimously.

e) **Approval for SE MN Tractor Pulls in Riverside Park on June 23**

Motion made by Member Blair, second by Member Hofstad to approve use of Riverside Park for the SE MN Tractor Pulls on June 23. Motion passed unanimously.

f) **Approval for a Septic System Permit – 602 Golfview**

Cami explained the approval needed by the City, per our Code, for new septic system permits. The County regulates the permits but we need to also sign off on them. Motion made by Member Blair, second by Member Hofstad to approve installation-replacement of the Septic System for 602 Golfview. Motion passed unanimously.

g) **Pay Request #3 for Ellingson Companies**

Motion made by Member Nash, second by Member Hofstad to authorize payment per Pay Request #3 to Ellingson Companies. Member Blair asked how far along we are. Cami noted it is 89% done. The panel work is to be completed this week with Ellingson coming in behind them to do the restoration work. Motion passed unanimously.

8. **TBD**

a) **Public Works Report** - None

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

- Update on 3rd Street Loop project – on schedule if not ahead of schedule. Road to go back in on the park side this week possibly. Good comments received from them.
- 5th Street East – suppose to start tomorrow.

- Issued 15 Solicitor Permits last week.

c) Consultant Report – None

d) Committee Report

- Chamber –Member Davern reported on their discussions on Stagecoach Days, upcoming festivals and the farmers market.
- EDA – Mayor Bradford reported on their discussions on the old EDA lots, various grants, the Mantorville Tourism website, looking at arranging a meet and greet for the businesses and introduction to the EDA and their services.
- Fire Department – Member Hofstad reported on general trainings, a fire on Saturday evening call for mutual aid and an update on storm spotting the other night.
- Infrastructure – Member Blair reported on the 5 ton per limit sign for 5th Street East. It's not per axle, its just 5 ton. Most things are over the limit as it is currently signed. Council discussed. Direction to ask Tim what the road is built to and what it should be based on. Member Nash suggested to have Cami get in touch with Tim and based upon the feedback from him, she will contact the infrastructure committee and they will follow Tim's recommendation for signage and report back to the next Council meeting. At least we have a plan based on what our engineer advises us to do until our next meeting. Consensus from Council to do what our engineer advises us to do until we meet again.
- MRA – Member Nash reported on their work on the website and progress with bingo.
- Personnel – Mayor Bradford reported that the Personnel Committee did sit down with Scott Larsen as a follow up with the Administrative Leave. During that discussion, he did submit a letter of resignation and it is the recommendation from the Personnel Committee to accept that letter of resignation. Motion made by Member Blair, second by Member Hofstad that we accept the letter of resignation from Scott Larsen. Motion passed unanimously.
- Motion made by Member Hofstad, second by Member Nash to move forward with posting the position until June 24. Cami is also requesting that we bring in a temporary lawn mower at \$11 per hour. Council discussed. Motion passed unanimously.
- Township – Member Davern reported that she did attend and there wasn't anything that really impacted the City at this time. Member Blair asked where we are with the cycle for rates (Fire Contracts).
- Safety – Member Davern noted they are meeting on the 17th here. She would like that on the next Council Meeting agenda, Safety and Public Relations, as they will have presentations.

e) Council Member Report

- Member Hofstad – he noted its summer and kids are out of school; let's get the word out on the dangers of jumping off the Cliffs on the south side of the river; a lot more traffic out there due to kids being out of school;
- Member Nash – crossing signs for highway 57 – when are those getting put up? Cami will follow up on this.

f) Mayor Report

Mayor Bradford was approached by the Mayor of Oronoco. Oronoco is acting as the point lead for the Zumbro River Initiative and they are asking if we will pass a resolution of support. Nash feels it would be good to review the information and know what we are committing too. Member Davern also commented that we need to know what we are committing to because there is a lot of items there. All Council Members agree. This will be tabled to the next meeting. He also noted the meeting with the City of Medford meeting regarding our connection to Kasson.

9. Executive Session – Removed.

10. Adjourn – Motion made by Member Nash, second by Member Davern to adjourn the meeting at 7:42 pm. Motion passed unanimously.

*Check Summary Register©

June 2019

Name	Check Date	Check Amt	
10100 Citizens State Bank			
UnPaid	CASEYS GENERAL STORES	\$359.08	FUEL FOR THE FD
UnPaid	CITY OF KASSON	\$8,780.00	WW PROCESSING FEE'S QTR. 2 2019
UnPaid	CMS - CONSTRUCTION MGMT.S	\$346.77	BUILDING INSPECTIONS FOR MAY 2019
UnPaid	CORE & MAIN, LP	\$27.55	CUPLINGS FOR FIRE HYDRANT AT RIVERSI
UnPaid	CULLIGAN	\$20.90	BOTTLED WATER FOR MAY
UnPaid	DELTA DENTAL OF MN	\$269.80	EMPLOYER/EMPLOYEE DENTAL FOR JUNE
UnPaid	DODGE COUNTY SHERIFF	\$23,259.12	APRIL SHERIFF'S PROTECTION
UnPaid	ELCOR CONSTRUCTION,INC.	\$290,947.00	3RD ST LOOP IMPROVEMENTS PAY REQU
UnPaid	KASSON HARDWARE HANK	\$133.37	REPLACEMENT TARP USED IN KASSON HO
UnPaid	LINCOLN NATIONAL LIFE INSUR	\$151.33	EMPLOYEE PAID LIFE INSURANCE
UnPaid	MAXSON ELECTRIC	\$283.80	REPLACED BROKEN RECEPTACLES AT DE
UnPaid	MENARDS - NORTH ROCHESTE	\$262.99	PAINT TO LINE BALL FIELDS
UnPaid	OLSON TREE SERVICE	\$1,240.00	TREE REMOVAL AT 110 8TH STREET EAST,
UnPaid	ON SITE COMPUTERS, INC	\$71.00	DAILY BACKUP AND MONITORING FOR JU
UnPaid	ON SITE SANITATION	\$264.00	PORT A POTTY AT MANTORFIELD
UnPaid	POST BULLETIN COMPANY, LLC	\$349.67	PUBLIC WORKS STREET WORKER ADS
UnPaid	ROCHESTER OVERHEAD DOOR	\$13,145.00	DOORS FOR THE FD REMODEL PROJECT
UnPaid	SAMS CLUB	\$132.17	HAND SOAP FOR CITY HALL
UnPaid	SMITH SCHAFFER & ASSOCIATES	\$4,100.00	FINAL 2018 AUDIT
UnPaid	VOLUNTEER FIREFIGHTERS BE	\$33.00	ANNUAL MEMBERSHIP FOR HARDWICK, H
	Total Checks	\$344,176.55	

MANTORVILLE, MN

06/21/19 8:19 AM

Page 1

Payments

Current Period: June 2019

Batch Name	WAR 06 24 19	User Dollar Amt	\$351,575.15		
	Payments	Computer Dollar Amt	\$351,575.15		
			\$0.00	In Balance	
Refer	0 OLSON TREE SERVICE	-			
Cash Payment	E 101-45200-500 Capital Outlay	TREE REMOVAL AT 110 8TH STREET EAST, GRIND OUT STUMPS/CLEAN UP AND HAUL AWAY			\$1,240.00
Invoice 2495	6/24/2019				
Transaction Date	6/19/2019	Citizens State Bank	10100	Total	\$1,240.00
Refer	0 LINCOLN NATIONAL LIFE INSURA	-			
Cash Payment	G 101-21711 Life Insurance Payable	EMPLOYEE PAID LIFE INSURANCE			\$151.33
Invoice JUN E2019	6/24/2019				
Transaction Date	6/19/2019	Citizens State Bank	10100	Total	\$151.33
Refer	0 ON SITE COMPUTERS, INC	-			
Cash Payment	E 101-41500-300 Professional Svcs (GENE	DAILY BACKUP AND MONITORING FOR JUNE 2019			\$71.00
Invoice CW63690	6/24/2019				
Transaction Date	6/19/2019	Citizens State Bank	10100	Total	\$71.00
Refer	0 MINNESOTA REVENUE	Ck# 005357 6/24/2019			
Cash Payment	G 101-21702 State Withholding	JUNE MONTH END WITHHOLDINGS			\$820.59
Invoice JUNE 2019	6/24/2019				
Transaction Date	6/19/2019	Citizens State Bank	10100	Total	\$820.59
Refer	0 MENARDS - NORTH ROCHESTER	-			
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	PAINT TO LINE BALL FIELDS			\$49.96
Invoice 43179	6/24/2019				
Cash Payment	E 601-49400-200 Supplies	LOCATE FLAGS			\$7.56
Invoice 43179	6/24/2019				
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	PAINT, PAINT BRUSHES AND KEYPAD LOCK FOR THE CONCESSION STAND			\$205.47
Invoice 43179	6/24/2019				
Transaction Date	6/19/2019	Citizens State Bank	10100	Total	\$262.99
Refer	0 MAXSON ELECTRIC	-			
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	REPLACED BROKEN RECEPTACLES AT DENNISON AND MANTOR			\$283.80
Invoice 6340	6/24/2019				
Transaction Date	6/19/2019	Citizens State Bank	10100	Total	\$283.80
Refer	0 CULLIGAN	-			
Cash Payment	E 101-41940-200 Supplies	BOTTLED WATER FOR MAY			\$20.90
Invoice CI-171320	6/24/2019				
Transaction Date	6/19/2019	Citizens State Bank	10100	Total	\$20.90
Refer	0 CMS - CONSTRUCTION MGMT. SE	-			
Cash Payment	E 101-42400-300 Professional Svcs (GENE	BUILDING INSPECTIONS FOR MAY 2019			\$346.77
Invoice 19-524	6/24/2019				
Transaction Date	6/19/2019	Citizens State Bank	10100	Total	\$346.77
Refer	0 CORE & MAIN, LP	-			
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	CUPLINGS FOR FIRE HYDRANT AT RIVERSIDE PARK			\$27.55
Invoice K641368	6/24/2019				

MANTORVILLE,MN

06/21/19 8:19 AM

Page 2

Payments

Current Period: June 2019

Transaction Date	6/19/2019	Citizens State Bank	10100	Total	\$27.55
Refer	0 DODGE COUNTY SHERIFF	-			
Cash Payment	E 101-42100-310 Other Professional Servi	APRIL SHERIFF'S PROTECTION		\$7,753.04	
Invoice	2ND QTR. 2019 6/24/2019				
Cash Payment	E 101-42100-310 Other Professional Servi	MAY SHERIFF'S PROTECTION		\$7,753.04	
Invoice	2ND QTR. 2019 6/24/2019				
Cash Payment	E 101-42100-310 Other Professional Servi	JUNE SHERIFF'S PROTECTION		\$7,753.04	
Invoice	2ND QTR. 2019 6/24/2019				
Transaction Date	6/19/2019	Citizens State Bank	10100	Total	\$23,259.12
Refer	0 KASSON HARDWARE HANK	-			
Cash Payment	E 101-42200-217 Other Operating Supplie	REPLACEMENT TARP USED IN KASSON HOUSE FIRE		\$59.99	
Invoice	MAY 2019 6/24/2019				
Cash Payment	E 601-49400-430 Miscellaneous	MDH WATER SAMPLES		\$36.92	
Invoice	MAY 2019 6/24/2019				
Cash Payment	E 101-43100-200 Supplies	BUCKET/MOP/TAPE AND DRILL BIT FOR THE SHOP		\$36.46	
Invoice	MAY 2019 6/24/2019				
Transaction Date	6/19/2019	Citizens State Bank	10100	Total	\$133.37
Refer	0 ROCHESTER OVERHEAD DOOR IN	-			
Cash Payment	E 101-42200-570 Capital Outlay	DOORS FOR THE FD REMODEL PROJECT		\$13,145.00	
Invoice	7306 6/24/2019				
Transaction Date	6/19/2019	Citizens State Bank	10100	Total	\$13,145.00
Refer	0 SAMS CLUB	-			
Cash Payment	E 101-41940-200 Supplies	HAND SOAP FOR CITY HALL		\$7.12	
Invoice	JUNE 2019 6/24/2019				
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	GARBAGE BAGS FOR PARKS		\$125.05	
Invoice	JUNE 2019 6/24/2019				
Transaction Date	6/19/2019	Citizens State Bank	10100	Total	\$132.17
Refer	0 SMITH SCHAFER & ASSOCIATES	-			
Cash Payment	E 101-41530-301 Auditing and Acct g Servi	FINAL 2018 AUDIT		\$4,100.00	
Invoice	73850 6/24/2019				
Transaction Date	6/19/2019	Citizens State Bank	10100	Total	\$4,100.00
Refer	0 VOLUNTEER FIREFIGHTERS BENE	-			
Cash Payment	E 101-42200-130 Insurance	ANNUAL MEMBERSHIP FOR HARDWICK, HARBAUGH AND STRADTMANN		\$33.00	
Invoice	JUNE 2019 6/24/2019				
Transaction Date	6/19/2019	Citizens State Bank	10100	Total	\$33.00
Refer	0 FURTHER	Ck# 005360 6/24/2019			
Cash Payment	G 101-21714 Health Savings Account	EMPLOYER HSA CONTRIBUTIONS		\$325.02	
Invoice	MAY 2019 HSA 6/24/2019				
Cash Payment	G 101-21714 Health Savings Account	EMPLOYEE HSA CONTRIBUTIONS		\$100.00	
Invoice	MAY 2019 HSA 6/24/2019				
Transaction Date	6/19/2019	Citizens State Bank	10100	Total	\$425.02
Refer	0 FURTHER	Ck# 005359 6/24/2019			
Cash Payment	G 101-21714 Health Savings Account	EMPLOYER HSA CONTRIBUTIONS		\$325.02	
Invoice	JUNE 2019 HSA 6/24/2019				
Cash Payment	G 101-21714 Health Savings Account	EMPLOYEE HSA CONTRIBUTIONS		\$100.00	
Invoice	JUNE 2019 HSA 6/24/2019				

MANTORVILLE,MN

06/21/19 8:19 AM

Page 3

Payments

Current Period: June 2019

Transaction Date	6/19/2019	Citizens State Bank	10100	Total	\$425.02
Refer	0 MN PERA	Ck# 005361	6/24/2019		
Cash Payment	G 101-21704 PERA	EMPLOYEE/EMPLOYER RETIREMENT			\$153.48
Invoice	2019 PR 11.01	6/24/2019			
Transaction Date	6/19/2019	Citizens State Bank	10100	Total	\$153.48
Refer	0 POST BULLETIN COMPANY, LLC	-			
Cash Payment	E 101-41110-352 Publishing	PUBLIC WORKS STREET WORKER ADS			\$349.67
Invoice	JUNE 2019	6/24/2019			
Transaction Date	6/19/2019	Citizens State Bank	10100	Total	\$349.67
Refer	0 CITY OF KASSON	-			
Cash Payment	E 602-49450-585 Kasson WW Processing	WW PROCESSING FEE'S QTR. 2 2019			\$8,780.00
Invoice	QTR. 2019	6/24/2019			
Transaction Date	6/19/2019	Citizens State Bank	10100	Total	\$8,780.00
Refer	0 INTERNAL REVENUE SERVICE	Ck# 005358	6/24/2019		
Cash Payment	G 101-21701 Federal Withholding	FEDERAL W/H			\$1,899.42
Invoice	JUNE 2019	6/24/2019			
Cash Payment	G 101-21709 Medicare	MEDICARE W/H			\$531.62
Invoice	JUNE 2019	6/24/2019			
Cash Payment	G 101-21703 FICA Tax Withholding	SS W/H			\$2,273.12
Invoice	JUNE 2019	6/24/2019			
Transaction Date	6/19/2019	Citizens State Bank	10100	Total	\$4,704.16
Refer	0 CASEYS GENERAL STORES	-			
Cash Payment	E 101-42200-212 Motor Fuels	FUEL FOR THE FD			\$359.08
Invoice	MAY OLD CARD	6/24/2019			
Transaction Date	6/19/2019	Citizens State Bank	10100	Total	\$359.08
Refer	0 MN PERA	Ck# 005362	6/24/2019		
Cash Payment	G 101-21704 PERA	EMPLOYEE/EMPLOYER RETIREMENT			\$870.33
Invoice	2019 PR 12	6/24/2019			
Transaction Date	6/19/2019	Citizens State Bank	10100	Total	\$870.33
Refer	0 DELTA DENTAL	-			
Cash Payment	G 101-21708 Dental Insurance	EMPLOYER/EMPLOYEE DENTAL FOR JUNE 2019			\$269.80
Invoice	7682666	6/24/2019			
Transaction Date	6/20/2019	Citizens State Bank	10100	Total	\$269.80
Refer	0 ELCOR CONSTRUCTION, INC.	-			
Cash Payment	E 401-41000-570 Capital Outlay	3RD ST LOOP IMPROVEMENTS PAY REQUEST #1			\$290,947.00
Invoice	PAY REQUEST #	6/24/2019	Project 18-003		
Transaction Date	6/20/2019	Citizens State Bank	10100	Total	\$290,947.00
Refer	0 ON SITE SANITATION	-			
Cash Payment	E 101-45200-410 Rentals	PORT A POTTY AT MANTORFIELD			\$72.00
Invoice	772993	6/24/2019			
Cash Payment	E 101-45200-410 Rentals	ADA PORT A POTTY AT DENNISON			\$120.00
Invoice	772994	6/24/2019			
Cash Payment	E 603-45183-410 Rentals	PORT A POTTY AT THE RV PARK			\$72.00
Invoice	772995	6/24/2019			
Transaction Date	6/20/2019	Citizens State Bank	10100	Total	\$264.00

MANTORVILLE,MN

Payments

06/21/19 8:19 AM
Page 4

Current Period: June 2019

Fund Summary

	10100 Citizens State Bank
101 GENERAL FUND	\$51,731.67
401 GENERAL CAPITAL PROJECTS	\$290,947.00
601 WATER FUND	\$44.48
602 SEWER FUND	\$8,780.00
603 RV PARK	\$72.00
	<u>\$351,575.15</u>

Pre-Written Checks	\$7,398.60
Checks to be Generated by the Computer	\$344,176.55
Total	<u>\$351,575.15</u>

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

June 19, 2019

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

RE: Mantorville, MN
2019 Improvements
Pay Request No. 1

Dear Cami:

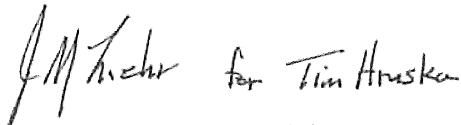
Enclosed is Pay Request No. 1 for work on the above referenced project. We recommend payment in the amount of \$290,947 to:

Elcor Construction, Inc.
123 Carlton Street SW
Rochester, MN 55902

Please contact me if you have any questions.

Sincerely,

WHKS & co.



Timothy A. Hruska, PE, LS
City Engineer

Enclosure

TAH/cfs

Cc: Elcor Construction, Inc.

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

whks

engineers - planners - land surveyors

PARTIAL PAYMENT ESTIMATE
FOR CONSTRUCTION WORK COMPLETED

Project: 2019 Improvements
Project No.: 8659 00
Location: Mantorville, MN
Contractor: Elcor Construction, Inc.

Bid Price: \$754,235.50
Date: Jun. 17, 2019
Estimate #: 1
% Complete: 41%

Item No.		Contract Quantity	Unit	Unit Price	Quantity Completed Previous Estimates	Quantity Completed This Estimate	Quantity Completed to Date	Total
1.	Mobilization	1	LS	\$20,000.00	0	0.5	0.5	\$10,000.00
2.	Remove Bituminous Pavement	4980	SY	\$2.00	0	4,980	4,980	\$9,960.00
3.	Remove Concrete Curb and Gutter	125	LF	\$5.00	0	125	125	\$625.00
4.	Remove Concrete Driveway Pavement	379	SY	\$7.50	0	379	379	\$2,842.50
5.	Remove Bituminous Driveway Pavement	214	SY	\$6.00	0	214	214	\$1,284.00
6.	Remove Concrete Walk	50	SY	\$7.50	0	41	41	\$307.50
7.	Remove Watermain	1711	LF	\$2.00	0	1,411	1,411	\$2,822.00
8.	Remove Gate Valve & Box	6	Each	\$200.00	0	6	6	\$1,200.00
9.	Remove Hydrant	3	Each	\$300.00	0	3	3	\$900.00
10.	Remove Sanitary Manhole	5	Each	\$300.00	0	3	3	\$900.00
11.	Remove Sanitary Sewer	1318	LF	\$2.00	0	326	326	\$652.00
12.	Remove Storm Sewer	64	LF	\$2.00	0	40	40	\$80.00
13.	Clear and Grub Tree	10	Each	\$600.00	0	9	9	\$5,400.00
14.	Adjust Frame and Ring Casting	4	Each	\$400.00	0	0	-	\$0.00
15.	Common Excavation (P)	1950	CY	\$17.00	0	480	480	\$8,160.00
16.	Unclassified Excavation and Ditch Grading (P)	1100	CY	\$20.00	0	0	-	\$0.00
17.	Rock Excavation	1400	LF	\$26.00	0	620	620	\$16,120.00
18.	Exploratory Excavation	30	Hours	\$320.00	0	4	4	\$1,280.00
19.	Topsoil Borrow (LV)	605	CY	\$7.00	0	0	-	\$0.00
20.	Subgrade Preparation	17	Road Sta.	\$320.00	0	4	4	\$1,280.00
21.	10" Aggregate Base Class 5 (P)	1550	CY	\$29.00	0	455	455	\$13,195.00
22.	Aggregate Subbase - Breaker Run (CV)	775	CY	\$24.00	0	266	266	\$6,384.00
23.	Geotextile Fabric, Type V	5610	SY	\$1.00	0	1,635	1,635	\$1,635.00
24.	Aggregate for Pipe Foundation (CV)	300	CY	\$5.00	0	32	32	\$160.00
25.	Granular Material for Backfill	400	CY	\$5.00	0	0	-	\$0.00
26.	Type SP 12.5 Wearing Course Mix SPWEB240B (2")	650	Ton	\$84.00	0	0	-	\$0.00
27.	Type SP 12.5 Non-Wearing Course Mix SPNWB230B (2")	650	Ton	\$84.00	0	0	-	\$0.00
28.	Concrete B624 Curb and Gutter	500	LF	\$28.50	0	0	-	\$0.00
29.	6" Concrete Walk	300	SF	\$9.50	0	0	-	\$0.00
30.	4" Concrete Walk	910	SF	\$8.00	0	0	-	\$0.00
31.	Truncated Domes	46	SF	\$48.00	0	0	-	\$0.00
32.	7" Concrete Driveway Reinforced	10	SY	\$85.00	0	0	-	\$0.00
33.	6" Concrete Driveway Reinforced	430	SY	\$73.00	0	0	-	\$0.00
34.	3" Bituminous Driveway	220	SY	\$31.50	0	0	-	\$0.00
35.	6" Aggregate Driveway	290	SY	\$8.00	0	0	-	\$0.00
36.	Sanitary Manhole Type 3	4	Each	\$5,000.00	0	2	2	\$10,000.00
37.	Sanitary Manhole Type 3A	1	Each	\$8,600.00	0	1	1	\$8,600.00
38.	8-inch PVC Sanitary Sewer	910	LF	\$41.00	0	326	326	\$13,366.00
39.	6-inch PVC Sanitary Sewer Service	175	LF	\$27.00	0	32	32	\$864.00
40.	4-inch PVC Sanitary Sewer Service	175	LF	\$25.00	0	34	34	\$850.00
41.	8" x 6" PVC Wye	5	Each	\$300.00	0	1	1	\$300.00
42.	8" x 4" PVC Wye	5	Each	\$250.00	0	2	2	\$500.00
43.	Connect to Existing Sanitary Sewer	6	Each	\$1,000.00	0	6	6	\$6,000.00
44.	8-inch Watermain	1700	LF	\$41.00	0	1,700	1,700	\$69,700.00
45.	6-inch Watermain	40	LF	\$41.00	0	54	54	\$2,214.00
46.	F & I 6" Hydrant	3	Each	\$4,000.00	0	3	3	\$12,000.00
47.	6" Gate Valve & Box	3	Each	\$1,500.00	0	3	3	\$4,500.00
48.	8" Gate Valve & Box	5	Each	\$2,000.00	0	6	6	\$12,000.00
49.	F & I Watermain Fittings	1100	Lbs.	\$9.00	0	1,100	1,100	\$9,900.00
50.	Temporary Water	1	LS	\$8,500.00	0	0.5	0.5	\$4,250.00
51.	Connect to Existing Watermain	5	Each	\$1,050.00	0	5	5	\$5,250.00
52.	1-inch Copper Pipe Type K	500	LF	\$26.00	0	274	274	\$7,124.00
53.	1-inch Corporation Stop	14	Each	\$250.00	0	7	7	\$1,750.00
54.	1-inch Curb Stop & Box	14	Each	\$400.00	0	7	7	\$2,800.00
55.	Storm Sewer Structure Type 1	1	Each	\$3,300.00	0	1	1	\$3,300.00
56.	Storm Sewer Structure Type 4 (60")	1	Each	\$5,700.00	0	1	1	\$5,700.00

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



PARTIAL PAYMENT ESTIMATE
FOR CONSTRUCTION WORK COMPLETED

Project: 2019 Improvements
Project No.: 8659.00
Location: Mantorville, MN
Contractor: Elcor Construction, Inc.

Bid Price: \$754,235.50
Date: Jun. 17, 2019
Estimate #: 1
% Complete: 41%

Item No.		Contract Quantity	Unit	Unit Price	Quantity Completed Previous Estimates	Quantity Completed This Estimate	Quantity Completed to Date	Total
57.	Storm Sewer Structure Type 4 (48")	2	Each	\$4,200.00	0	2	2	\$8,400.00
58.	18" Reinforced Concrete Pipe, Class III	132	LF	\$57.00	0	132	132	\$7,524.00
59.	18" Reinforced Concrete Pipe Apron	1	Each	\$1,100.00	0	1	1	\$1,100.00
60.	12" Reinforced Concrete Pipe, Class III	364	LF	\$50.00	0	339	339	\$16,950.00
61.	12" Corrugated Metal Pipe	228	LF	\$41.00	0	0	-	\$0.00
62.	12" Reinforced Concrete Culvert Pipe, Class III	52	LF	\$50.00	0	0	-	\$0.00
63.	12" Corrugated Metal Pipe Apron	18	Each	\$200.00	0	0	-	\$0.00
64.	12" Reinforced Concrete Culvert Pipe Apron	2	Each	\$1,000.00	0	0	-	\$0.00
65.	Connect to Existing Storm Sewer	4	Each	\$1,000.00	0	2	2	\$2,000.00
66.	Temporary Rock Construction Entrance	2	Each	\$1.00	0	1	1	\$1.00
67.	Storm Drain Inlet Protection	6	Each	\$300.00	0	3	3	\$900.00
68.	Sod, Type Lawn	6852	SY	\$5.50	0	0	-	\$0.00
69.	Traffic Control	1	LS	\$4,000.00	0	0.5	0.5	\$2,000.00
70.	Ditch Check, Type 2	26	Each	\$50.00	0	0	-	\$0.00
71.	Silt Fence, Machine Sliced	530	LF	\$3.00	0	410	410	\$1,230.00
72.	Material Testing Allowance	1	LS	\$1,500.00	0	0	-	\$0.00
Total Work Completed								\$306,260.00

Less 5% Retainage \$15,313.00
Less Previous Payments \$0.00

Net Payment this Estimate **\$290,947.00**

Memorandum

To: Mayor and City Council
From: Cami Reber
Date: 06/24/2019
Re: Temporary Liquor License

The Mantorville Theatre Company is hosting a fundraiser event on Saturday, August 3 at the Opera House. The event is the Day of the Bands and will take place from 9:00 am – 3:00 pm. They will have several bands and also a 5k Costumed Fun Run.

The Theatre Company is applying for a Temporary On-Sale liquor license for the day. Attached is their application. They still need to submit the certificate of insurance and must do so before we can send it to the State Liquor Licensing Division for their approval.

I would recommend that the City Council approve the application contingent on proof of insurance being submitted.



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 222, St. Paul, MN 55101
651-201-7500 Fax 651-297-5259 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization		Date organized	Tax exempt number
MANTORVILLE THEATRE COMPANY		Jan 1, 1974	6341103
Address	City	State	Zip Code
49273 170TH AVENUE	PINE ISLAND	Minnesota	55963
Name of person making application		Business phone	Home phone
KARL HUPPLER			
Date(s) of event	Type of organization ☐ Microdistillery ☐ Small Brewer		
AUGUST 3, 2019	☐ Club ☐ Charitable ☐ Religious ☒ Other non-profit		
Organization officer's name	City	State	Zip Code
PATRICK QUINT	KASSON	Minnesota	55944
Organization officer's name	City	State	Zip Code
SARAH SCHALLER	ROCHESTER	Minnesota	55901
Organization officer's name	City	State	Zip Code
JULIE TADDY	PINE ISLAND	Minnesota	55963
Organization officer's name	City	State	Zip Code
KARL HUPPLER	MANTORVILLE	Minnesota	55955

Location where permit will be used. If an outdoor area, describe.
MANTORVILLE THEATRE COMPANY - OPERA HOUSE
5 - 5TH STREET WEST
MANTORVILLE, MN 55955

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.
N/A

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
ATTACHED

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license	Date Approved
Fee Amount	Permit Date
Date Fee Paid	City or County E-mail Address
	City or County Phone Number

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US