

MANTORVILLE CITY COUNCIL MEETING AGENDA
MONDAY, SEPTEMBER 23, 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 September 9 & 16, 2019
 - b) Warrant List September 23, 2019
 - c) DCSO August Call Report for Mantorville
5. Public Concerns
6. Public Hearing(s)- None
7. Old Business/New Business
 - a) JJ Williams – AFG Grant Award
 - b) Virgil Andrist – 101 3rd Street West Property
 - c) Tod Fyten Brewery Clean-up Plan
 - d) 2020 Infrastructure Projects
 - Jefferson Street, Hickory Lane, West Street N of 9th, 5th to 7th Drainage
 - 2020 Street Repair/Maintenance Projects
 - e) RFP's City Consultants – Attorney, Engineer, Financial
 - f) City Health Insurance Renewal 2020
 - g) Wage and Classification Study
 - h) Resolution 2019-21 – A Resolution Adopting Proposed Property Tax Levy
 - i) Resolution 2019-22 – A Resolution to Approve Fund Transfers
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*
 - e) Council Member Report
 - f) Mayor Report
9. Executive Session - None
10. Adjourn

MANTORVILLE CITY COUNCIL MEETING MINUTES
MONDAY, SEPTEMBER 9, 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, Sharon Davern, Don Hofstad, and Luke Nash.

Others Present: Troy, Carol and Virgil Andrist, Dan Trapp, Tod Fyten, DCSO - Tyler Vermeersch and Cami Reber.

2. **Pledge of Allegiance** - Done

3. **Additions/Deletions to Agenda**

Remove Item 7B

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

- a) City Council Meeting Minute's August 26, 2019
- b) Warrant List September 9, 2019

Member Davern asked for clarification on items on the warrant list. Motion passed unanimously.

5. **Public Concerns** - None

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

7. **Old Business/New Business**

- a) **Tod Fyten – Mantorville Brewery**

Tod Fyten, owner of the Mantorville Brewery, spoke to the Council regarding the letter he received from the City on the items behind the brewery. He noted a catastrophic event that involved Excel Energy that is still being worked on. He noted that he has talked to Mayor Bradford about the future of the Brewery and ideas he has. He is asking for some breathing room. He plans to keep notes and keep the City up to date on it. The kegs were being kept for the root beer and conversion but because of pricing, that may not be available so they are looking at other options. He has to get some help and guidance in how to get rid of things. He has a guy that can use that skid steer to clean things up. He can try to get working on it this Fall. He also noted some personal issues that he has had to deal with. Council discussed. They understand the situation he is in and noted their sympathy towards the situation but the fact still remains that this is now a health and safety issue. He was notified a year ago to clean up his property and the city gave him time and still nothing has been done. Motion made by Member Davern, second by Member Hofstad to allow him until November 1 to clear this all out. Member Nash noted that we have to let him know exactly what will happen as of November 1. Member Blair agreed and said there needs to be a plan in place. Member Blair noted coming back in two weeks with a plan. Council discussed. Tod Fyten noted that he isn't aware of a formal letter being sent a year ago. A friendly amendment was made by Member Blair for Tod to come back in two weeks with a formal plan on cleaning up the area behind the Brewery. Subject to his plan, the November 1 date could be changed. Members Davern and Hofstad accepted the friendly amendment to the motion. Motion passed unanimously.

- b) **Lyle and Theresa Hoaglund – Zoning Request – Pull**

- c) **Andrist Property – 101 3rd Street West**

Troy Andrist approached the Council for an update on their claim. He noted that Elcor said to him that they are taking the stance that part of it is the City's fault but they are still under investigation. He feels that the City is partly responsible due to them not enforcing their sump pump ordinance. Council discussed. Mayor Bradford noted there is a process that has to be followed and that we will reach out to see if there is anything, we can do to speed things up.

8. TBD

a) Public Works Report – None

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

- Update that there was a disorderly use violation issued in the City.
- The Dodge Refreshed group is having a fun run during the Fall Festival event. There are two different routes that they are going to use in the City. They will be utilizing City streets for the event. Not closing any streets. The Dodge County Sheriffs Dept has been notified. Council was in approval as long as the Sheriffs Dept is working on things from a safety issue.
- Complaints received on the 9th Street holding pond regarding safety and is the City planning to do any fencing? Tim has been made aware of it and will discuss it with the Council during the workshop. Member Davern noted liability issues she would like the Attorney to provide input on.

c) Consultant Report – None

d) Committee Report

- Fire Department – Member Hofstad reported on the Marigold Days Fire Department pancake breakfast and dance.
- Park Board – Member Blair noted they worked on budget stuff.

e) Council Member Report

- Member Hofstad – He noted a congrats and thanked to everyone that made Marigold Days successful.

f) Mayor Report

Mayor Bradford commented on Marigold Days and the great comments received on the way the Park is looking. Karl Huppler was named as the EDA Gem. A thank you to everybody that volunteers that makes this event happens.

9. Executive Session - None

10. Adjourn – Motion made by Member Nash, second by Member Davern to adjourn at 7:39 pm. Motion passed unanimously.

MANTORVILLE CITY COUNCIL MEETING AGENDA
WORK SESSION
MONDAY, SEPTEMBER 16, 2019
6:00 PM

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

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

Others Present: City Engineer Tim Hruska, JJ Williams, Joe Adams, and Cami Reber.

2. **Pledge of Allegiance** - Done

3. **Discussion Items**

- a) **Infrastructure Projects** – City Engineer Tim Hruska presented the following items for discussion;

- **West Street N. of 9th**

Tim gave an estimate of \$225,000 which is an update to today's dollars from 2008 which would be for a 30' wide roadway with curb and gutter. The other part we can look at is to maintain the rural road and help with the drainage. The West side is wetlands and there are limitations to what we can do and what the County will allow since they are the LGU for wetlands. To reestablish the ditch with culverts, pave the roadway, remove and replace aprons, you are still looking at \$150,000. Past Councils have felt this project needs to be assessed to pay for the improvements because those homeowners have never paid for a paved street with curb and gutter. Or we can go in, add some culverts and aprons for a lot cheaper. Tim estimated \$40,000 - \$50,000.

- **Hickory Lane**

Tim explained the proposed project. The water comes down Hickory Lane and the ditch on the West side of the road is very flat, which causes it to fill up with sediment over time which doesn't allow the water to filter through the ditch like it should. It has been graded in the past but it fills back in over time. During recent flood events, the water was going over the road and down in yards to the East. The road has deteriorated a lot in the past few years. To redo the road and mono slope it, cut the ditch in and create a small sump, add 200' of culvert down to 7th street and it have it outlet there, Tim estimated the cost at \$110,000 which includes reconstructing 450' of roadway.

- **Jefferson Street - 9th Street to Stagecoach**

The road is getting beat up from traffic and it has well exceeded its capacity. Estimate it to be about \$100,000 which includes widening the road to a 22' – 24' road way. Some grading work will need to be done. Soil corrections would need to be made to help minimize the risk of longitudinal cracks – where the two road services come together.

- **6th Street to 7th Street Drainage**

Discussion on the 6th to 7th Street drainage. The section from 6th to 7th, between Walnut and West, we do have an easement and an alley right of way of 20' to maintain drainage. It is a 1-3' wide channel with water that continuously runs through it and the sediment continues to build. To grade the whole channel out, we would need temporary easements to get in there. There are some sheds that are very close if not in the easement area. We are looking at the same type of project as between 7th to 9th. We would lower it 1-2' and grade it out and add the concrete mat block.

The culvert under West Street has deteriorated from what he has seen in the past. It isn't imminent but it is something to keep in mind to address in the near future. His estimate of \$210,000 includes the drainage ditch from the north end of 7th Street to the South side of 5th Street and the West Street Culvert work. Member Davern asked how often the culverts with grates are cleaned out. Joe noted the biggest one is at 5th Street and it is done as needed.

There is not many more throughout the City. This project would fix the channel that is eroding back between 6th and 7th Street.

Member Blair asked if you could split that up into a few projects. Tim noted that you could reasonably do that into a couple of projects. To go from 6th to 7th would be reasonable. The culvert could be a stand-alone project. The section from 6th to 5th with the West Street Culvert would also be reasonable. Member Blair asked about road conditions and utilities; the road isn't in great shape but its not our worst. All utilities are in the alley.

- **West Street Culvert**

Estimated at \$50,000 and included with project above.

Mayor Bradford asked Tim to prioritize the projects. He noted Jefferson due to the traffic, Hickory number two as far as maintenance issue, West Street is starting to get there as far as if we go with a culvert type ditch along there, he doesn't feel the drainage stuff is on top of the list as much as the road projects.

There are still streets that need some serious work and this can all be looked at with the above projects. Member Davern asked to get the list of Street priorities that was handed out previously.

- **Storm Water Ponds**

Tim reviewed his experience with storm water ponds. Information was handed out that was written by the League, and sent by the Attorney. He has had numerous discussions in other communities about fencing and not fencing storm water ponds. They are a deterrent but also an inhibitor if there is a situation. There is an existing storm water pond in the NW corner of the intersection of 7th and Jefferson that is not fenced. The water depth will be about 4.5' deep and the sediments will fill it up. This is a wet pond to allow for storage capacity of the sediment. When it does fill up, it will be a lot deeper but that is normal. The current pond has a 4:1 slope. Council discussed slopes, City liability and responsibility. Member Davern feels we have responsibility here to protect ourselves from any future liability. Tim noted that having a policy on maintenance may help to mitigate any risk.

b) 2020 Streets for Seal Coat/Chip Seal

Joe Adams brought forward the following requests for Street work:

- Seal coat/chip seal - he would like to aim for \$45,000 again and do as much as we can. Some of them include:
 - Golfview from the end of the new section to the cul-de-sac.
 - Mantor Drive – the North half.
 - Bergmann all of it back to cul-de-sac.
 - Jefferson between 7th to 9th.
 - Courthouse hill from 7th Street around down to highway 57 with a fix to the area that is bad and then chip seal the rest.
 - 7th Street from East Street to Blanch.

Road Repairs are as follows:

- Courthouse hill (6th St & Blanch St) \$8,722 to fix it.
- \$680 to repair large crack on 7th Street. (Between Hwy 57 & Blanch)
- Cemetery road the first section - \$9,216.

c) New Public Works Shed

Joe discussed a new Public Works Shed. He got a couple of bids with the cheap one coming in at \$40,512 for a 40 X 56 shed. This would be used to store the equipment that sits outside. It is a steel shed with a gravel floor, no windows, overhead door, service door, no power, and to be placed on the west side of the property. A cold storage – no heat.

d) Fire Department Storage Building

Fire Chief JJ Williams discussed the Fire Department needs for storage of items mostly used during Marigold Days. They are looking at putting something up out back at the narrowest part of the Fire Hall Building. He thinks the Relief would pay for most of it if not all. It would have a concrete floor and they aren't sure if they would purchase one already built or build from the ground up. JJ will bring back some information for Council to consider.

e) Classification and Compensation Study

Cami explained the Classification and Compensation study proposal she received. The City has not ever had one of these done and she thinks it would be beneficial. She has included the amount in the budget for consideration.

f) RFP's for City Consultant Services

Member Davern noted she feels the largest cost for consultants comes from the Engineering services. She feels we can hire a full time Engineer and save money. Council discussed. Member Hofstad doesn't feel it would be in the best interest of the City to do this for a town this size and there are other things to consider. We have done a lot of studies and projects in the last few years which justifies the cost we have spent. Member Bradford noted that WHKS has many services available that we have utilized which are in addition to just a civil engineer on staff. We would still need to consult on another level. Joe noted that he has had to contact several different areas within the WHKS firm to get help with items. It has been a great convenience. Member Blair noted that this is an interesting concept, but he is concerned with there being more than just the wage piece to consider here and those costs would increase things. He would have a tough time with those points to make it work financially. Consulting for the different specialties is going to increase things.

g) Analysis of Ordinances

Member Davern discussed taking a look at all of our ordinances to review if we need them, do they need to be tweaked, are we enforcing what we have. She would like to see a formal process and begin work on that. Also check with the attorney on what they think. Cami noted there are several areas of the zoning code that should be reviewed. She feels the rest of the code can be reviewed also. Mayor Bradford asked for how the Council wants to proceed. Cami noted getting a number from the attorney to review the zoning code and then have a committee work with him on this. Discussion on who should actually make the suggested changes. It was suggested having the attorney check on compliance issues as they currently exist. Discussion will continue on this.

h) Council Meeting Etiquette

Mayor Bradford discussed how to best approach people who approach the Council; give them the freedom to approach and discuss without proceeding with heated discussions and debating whether it's at a Council Meeting or outside of the Council meeting. Member Davern noted that if the Mayor is having conversations outside of council meetings, she would like to know about that information also.

i) 2020 Preliminary Budget

Cami handed out the preliminary budget. This is just the general fund budget, not water/sewer/etc. JJ spoke on the air pak grant that was submitted and they are still waiting to hear on that. The budget presented includes the Park Board and the EDA budget wish lists. She explained the two columns. She added the end column showing her requested changes which includes the wage study, adding the seasonal mower position and making Patti full time. She made the change to the yearly transfer based on Mike Bubany's recommendation. She asked where the Council wants to sit with the preliminary budget levy. Consensus that 10% is a starting point for the preliminary. Mayor Bradford reminded everyone that you can't increase from the preliminary, but you can decrease. Cami will bring the resolution required to the next Council meeting.

4. Adjourn – Mayor Bradford declared the meeting adjourned at 8:07 pm.

***Check Summary Register©**

September 2019

	Name	Check Date	Check Amt	
10100 Citizens State Bank				
UnPaid	JOE ADAMS		\$38.61	REIMBURSEMENT TO J. ADAMS FOR NO P
UnPaid	CULLIGAN		\$15.90	BOTTLED WATER FOR AUGUST 2019
UnPaid	DEPUTY REGISTRAR #95		\$171.25	LICENSE FOR TRAILER THAT THE PUMP IS
UnPaid	DODGE COUNTY TRANSFER ST		\$168.85	LANDSCAPE FROM RIVERSIDE PARK, JUN
UnPaid	DODGE COUNTY SHERIFF		\$23,259.12	JULY SHERIFF'S PROTECTION
UnPaid	GOSSEN, DARYL		\$25.00	CAMPING REIMBURSEMENT
UnPaid	KASSON LASER GRAPHICS		\$60.00	PLAQUE FOR GEM 2019
UnPaid	KENNEDY & GRAVEN, CHARTER		\$795.10	LEGAL SERVICES THROUGH JULY 31, 2019
UnPaid	LINCOLN NATIONAL LIFE INSUR		\$100.90	EMPLOYEE PAID LIFE INSURANCE
UnPaid	MAXSON ELECTRIC		\$869.88	FIXED BRIDGE LIGHTS
UnPaid	MN RURAL WATER ASSN		\$250.00	MEMBERSHIP RENEWAL 2019-2020
UnPaid	MOPS AND BUCKETS, LLC		\$53.44	SEPTEMBER CLEANING FOR CITY HALL
UnPaid	ON SITE COMPUTERS, INC		\$71.00	DAILY BACKUP AND MONITORING FOR SE
UnPaid	ON SITE SANITATION		\$192.00	ADA PORT A POTTY AT DENNISEN
UnPaid	PITNEY BOWES GLOBAL		\$339.96	INK CARTRIDGES FOR NEW POSTAGE ME
UnPaid	SAMS CLUB		\$57.94	COPY PAPER FOR CITY HALL
UnPaid	SL CONTRACTING, INC		\$4,854.05	WATERMAIN BREAK AT CHESTNUT STREE
UnPaid	TRUGREEN		\$130.40	TAXES FOR EMERALD ASH BORE INJECTI
UnPaid	WHKS & COMPANY		\$23,881.18	ENGINEERING SERVICES, JULY 27 THROU
		Total Checks	\$55,334.58	

MANTORVILLE, MN

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Payments

Current Period: September 2019

Batch Name	WAR 09 23 19	User Dollar Amt	\$56,389.47			
	Payments	Computer Dollar Amt	\$56,389.47			
			\$0.00	In Balance		
Refer	0 MOPS AND BUCKETS, LLC	-				
Cash Payment	E 101-41940-439 Janitors	SEPTEMBER CLEANING FOR CITY HALL				\$53.44
Invoice	SEPT 2019 9/23/2019					
Transaction Date	9/17/2019	Citizens State Bank 10100	Total			\$53.44
Refer	0 CULLIGAN	-				
Cash Payment	E 101-41940-200 Supplies	BOTTLED WATER FOR AUGUST 2019				\$15.90
Invoice	22069509-08312 9/23/2019					
Transaction Date	9/17/2019	Citizens State Bank 10100	Total			\$15.90
Refer	0 DODGE COUNTY ENVIRONMENTA	-				
Cash Payment	E 101-45200-443 FEMA Related Expenses	LANDSCAPE FROM RIVERSIDE PARK, JUNE 2019 FLOOD				\$168.85
Invoice	AUGUST 2019 9/23/2019					
Transaction Date	9/17/2019	Citizens State Bank 10100	Total			\$168.85
Refer	0 KASSON LASER GRAPHICS	-				
Cash Payment	E 101-46500-437 Other Miscellaneous	PLAQUE FOR GEM 2019				\$60.00
Invoice	7979 9/23/2019					
Transaction Date	9/17/2019	Citizens State Bank 10100	Total			\$60.00
Refer	0 KENNEDY & GRAVEN, CHARTER	-				
Cash Payment	E 101-41600-304 Legal Fees	LEGAL SERVICES THROUGH JULY 31, 2019				\$795.10
Invoice	150234 9/23/2019					
Transaction Date	9/17/2019	Citizens State Bank 10100	Total			\$795.10
Refer	0 LINCOLN NATIONAL LIFE INSURA	-				
Cash Payment	G 101-21711 Life Insurance Payable	EMPLOYEE PAID LIFE INSURANCE				\$100.90
Invoice	AUGUST 2019 9/23/2019					
Transaction Date	9/17/2019	Citizens State Bank 10100	Total			\$100.90
Refer	0 ADAMS, JOE	-				
Cash Payment	E 101-45200-200 Supplies	REIMBURSEMENT TO J. ADAMS FOR NO PARKING SIGNS FOR MARIGOLD DAYS				\$38.61
Invoice	09 19 19 9/23/2019					
Transaction Date	9/17/2019	Citizens State Bank 10100	Total			\$38.61
Refer	0 MAXSON ELECTRIC	-				
Cash Payment	E 101-43160-381 Electric Utilities	FIXED BRIDGE LIGHTS				\$354.08
Invoice	6423 9/23/2019					
Cash Payment	E 101-45200-443 FEMA Related Expenses	REPLACE REC ON THE EAST OF BB COURT AT RIVERSIDE PARK FOR JUNE 2019 FLOOD				\$515.80
Invoice	6418 9/23/2019					
Transaction Date	9/17/2019	Citizens State Bank 10100	Total			\$869.88
Refer	0 ON SITE SANITATION	-				
Cash Payment	E 101-45200-410 Rentals	ADA PORT A POTTY AT DENNISEN				\$120.00
Invoice	816239 9/23/2019					
Cash Payment	E 603-45183-101 Salaries	PORT A POTTY AT RV PARK				\$72.00
Invoice	816240 9/23/2019					
Transaction Date	9/17/2019	Citizens State Bank 10100	Total			\$192.00
Refer	0 ON SITE COMPUTERS, INC	-				

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Payments

Current Period: September 2019

Cash Payment	E 101-41500-300 Professional Svcs (GENE DAILY BACKUP AND MONITORING FOR SEPTEMBER 2019				\$71.00
Invoice CW64678	9/23/2019				
Transaction Date	9/17/2019	Citizens State Bank	10100	Total	\$71.00
Refer	0 SL CONTRACTING, INC	-			
Cash Payment	E 601-49400-300 Professional Svcs (GENE WATERMAIN BREAK AT CHESTNUT STREET				\$4,454.05
Invoice 10153	9/23/2019				
Transaction Date	9/17/2019	Citizens State Bank	10100	Total	\$4,454.05
Refer	0 SL CONTRACTING, INC	-			
Cash Payment	E 601-49400-300 Professional Svcs (GENE REPAIRED HYDRANT, LABOR AND PARTS				\$400.00
Invoice 9222	9/23/2019				
Transaction Date	9/17/2019	Citizens State Bank	10100	Total	\$400.00
Refer	0 DODGE COUNTY SHERIFF	-			
Cash Payment	E 101-42100-310 Other Professional Servi JULY SHERIFF'S PROTECTION				\$7,753.04
Invoice 3RD QTR. 2019	9/23/2019				
Cash Payment	E 101-42100-310 Other Professional Servi AUGUST SHERIFF'S PROTECTION				\$7,753.04
Invoice 3RD QTR. 2019	9/23/2019				
Cash Payment	E 101-42100-310 Other Professional Servi SEPTEMBER SHERIFF'S PROTECTION				\$7,753.04
Invoice 3RD QTR. 2019	9/23/2019				
Transaction Date	9/18/2019	Citizens State Bank	10100	Total	\$23,259.12
Refer	0 PITNEY BOWES INC	-			
Cash Payment	E 101-41500-322 Postage	INK CARTRIDGES FOR NEW POSTAGE METERS			\$339.96
Invoice 1013539338	9/23/2019				
Transaction Date	9/18/2019	Citizens State Bank	10100	Total	\$339.96
Refer	0 DEPUTY REGISTRAR #95	-			
Cash Payment	E 602-49450-437 Other Miscellaneous	LICENSE FOR TRAILER THAT THE PUMP IS PERMANENTLY MOUNTED TO			\$171.25
Invoice SEPT 2019	9/23/2019				
Transaction Date	9/18/2019	Citizens State Bank	10100	Total	\$171.25
Refer	0 TRUGREEN	-			
Cash Payment	E 101-45200-500 Capital Outlay	TAXES FOR EMERALD ASH BORE INJECTIONS			\$130.40
Invoice 109600378	9/23/2019				
Transaction Date	9/19/2019	Citizens State Bank	10100	Total	\$130.40
Refer	0 MN RURAL WATER ASSN	-			
Cash Payment	E 601-49400-433 Dues and Memberships	MEMBERSHIP RENEWAL 2019-2020			\$250.00
Invoice 2019-2020	9/23/2019				
Transaction Date	9/20/2019	Citizens State Bank	10100	Total	\$250.00
Refer	0 MN PERA	Ck# 005386 9/23/2019			
Cash Payment	G 101-21704 PERA	EMPLOYEE/EMPLOYER RETIREMENT			\$1,044.19
Invoice 2019 PR 18	9/23/2019				
Transaction Date	9/20/2019	Citizens State Bank	10100	Total	\$1,044.19
Refer	0 MN PERA	Ck# 005387 9/23/2019			
Cash Payment	G 101-21704 PERA	EMPLOYEE/EMPLOYER RETIREMENT			\$10.70
Invoice INVOICE 1 2019	9/23/2019				
Transaction Date	9/20/2019	Citizens State Bank	10100	Total	\$10.70
Refer	0 SAMS CLUB	-			

Payments

Current Period: September 2019

Cash Payment	E 101-41940-200 Supplies	COPY PAPER FOR CITY HALL		\$57.94
Invoice	SEPT 2019	9/23/2019		
Transaction Date	9/20/2019	Citizens State Bank	10100	Total \$57.94
Refer	0 GOSSEN, DARYL	-		
Cash Payment	E 603-45183-440 Refunds and Reimburse	CAMPING REIMBURSEMENT		\$25.00
Invoice	SEPT 2019	9/23/2019		
Transaction Date	9/20/2019	Citizens State Bank	10100	Total \$25.00
Refer	0 WHKS & COMPANY	-		
Cash Payment	E 101-41950-303 Engineering Fees	ENGINEERING SERVICES, JULY 27 THROUGH AUG 20		\$2,506.30
Invoice	39753	9/23/2019		
Cash Payment	E 602-49450-303 Engineering Fees	CEMETERY ROAD SANITARY SEWER CONNECTION, JULY 27 THROUGH AUG 30		\$986.88
Invoice	39755	9/23/2019	Project 18-002	
Cash Payment	E 401-41000-570 Capital Outlay	5TH ST RECON, JULY 27 THROUGH AUG 30 PHASE 2		\$7,139.50
Invoice	39756	9/23/2019	Project 18-001	
Cash Payment	E 311-47000-303 Engineering Fees	3RD ST RECON, JULY 27 THROUGH AUG 30		\$10,160.74
Invoice	39758	9/23/2019	Project 18-003	
Cash Payment	E 401-41000-570 Capital Outlay	TH 57 IMPROVEMENTS, JULY 27 THROUGH AUG 30		\$3,087.76
Invoice	39762	9/23/2019	Project 19-002	
Transaction Date	9/20/2019	Citizens State Bank	10100	Total \$23,881.18

Fund Summary

	10100 Citizens State Bank
101 GENERAL FUND	\$29,642.29
311 GO SERIES BOND 2019A	\$10,160.74
401 GENERAL CAPITAL PROJECTS	\$10,227.26
601 WATER FUND	\$5,104.05
602 SEWER FUND	\$1,158.13
603 RV PARK	\$97.00
	<u>\$56,389.47</u>

Pre-Written Checks	\$1,054.89
Checks to be Generated by the Computer	\$55,334.58
Total	<u>\$56,389.47</u>

City mantorville
 Date 8/1/2019 thru 8/31/2019

<u>Agency</u>	<u>Incident_Nr</u>	<u>Location</u>	<u>LocCity</u>	<u>Activity</u>
W	201900000526	16 5th St W	Mantorville	Assist Other Agency
K	201900003458	16 5th St W	Mantorville	Assist Other Agency
K	201900003682	102 9th St W	Mantorville	Assist Other Agency
K	201900003706	320 Main St N	Mantorville	Traffic
K	201900003717	16 5th St W	Mantorville	Assist Other Agency
K	201900003737	507 Chestnut St	Mantorville	Assist Other Agency
S	201900006978	215 9th St W	Mantorville	Lost Animals
S	201900007025	22 6th St E	Mantorville	Violate/cond-release
S	201900007106	408 6th St W	Mantorville	Miscellaneous
S	201900007118	615 Main St N	Mantorville	Alarm
S	201900007122	616 Chestnut St	Mantorville	Civil
S	201900007127	501 Main St N	Mantorville	Suicide Threats
S	201900007138	102 9th St W	Mantorville	Suicide Threats
S	201900007159	22 6th St E	Mantorville	Paper Service
S	201900007168	421 6th St W	Mantorville	Noise Complaint
S	201900007175	16 5th St W	Mantorville	Assaults
S	201900007197	31 County Rd 21	Mantorville	Domestic Abuse O.f.p.
S	201900007200	16 5th St W	Mantorville	Violate Harassment Restr
S	201900007216	22 6th St E	Mantorville	Mv/hit & Run
S	201900007233	501 Chestnut St	Mantorville	Environment
S	201900007241	907 Clay St	Mantorville	Suspicious Activity
S	201900007245	16 5th St W	Mantorville	Civil
S	201900007261	22 6th St E	Mantorville	Violate/cond-release
S	201900007289	16 5th St W	Mantorville	Disturbance
S	201900007311	22 6th St E	Mantorville	Assist Other Agency
S	201900007334	22 6th St E	Mantorville	Violate/cond-release
S	201900007339	1009 Chestnut St	Mantorville	Welfare Check
S	201900007345	321 Main St N	Mantorville	Suspicious Activity
S	201900007377	320 Main St N	Mantorville	Mv. Accident
S	201900007401	22 6th St E	Mantorville	Detention Order
S	201900007404	61 County Rd 21	Mantorville	Larceny
S	201900007425	115 6th St W	Mantorville	Residence/business Ck
S	201900007441	320 Main St N	Mantorville	Lost Property
S	201900007500	521 Chestnut St	Mantorville	Civil
S	201900007518	22 6th St E	Mantorville	Miscellaneous
S	201900007556	22 6th St E	Mantorville	Violate/cond-release
S	201900007595	22 6th St E	Mantorville	Paper Service
S	201900007597	715 7th St W	Mantorville	Civil
S	201900007629	102 9th St W	Mantorville	Missing Person
S	201900007636	715 Chestnut St	Mantorville	Suspicious Activity
S	201900007639	721 Main St N	Mantorville	Mental Case
S	201900007663	16 5th St W	Mantorville	Domestic
S	201900007675	16 5th St W	Mantorville	Disturbance
S	201900007681	507 Chestnut St	Mantorville	Motorist Assist
S	201900007731	22 6th St E	Mantorville	Violate/cond-release
S	201900007754	507 Chestnut St	Mantorville	Suspicious Activity
S	201900007756	809 Jefferson St	Mantorville	Criminal Dam. To Prop
S	201900007773	22 6th St E	Mantorville	Mental Case
S	201900007827	22 6th St E	Mantorville	Appreh/detention Orde
S	201900007839	22 6th St E	Mantorville	Appreh/detention Orde
S	201900007858	501 Main St N	Mantorville	Traffic
S	201900007885	22 6th St E	Mantorville	Miscellaneous

Total

52

Award Letter

U.S. Department of Homeland Security
Washington, D.C. 20472

Roger Nolte
Mantorville, City of
PO BOX 188
MANTORVILLE, MN 55955



FEMA

EMW-2018-FO-01036

Dear Roger Nolte,

Congratulations on behalf of the Department of Homeland Security. Your application submitted for the Fiscal Year (FY) 2018 Assistance to Firefighters Grant (AFG) funding opportunity has been approved in the amount of \$136,166.66 in Federal funding. As a condition of this grant, you are required to contribute non-Federal funds equal to or greater than 5.00 percent of the Federal funds awarded, or \$ 6,808.34 for a total approved budget of \$ 142,975.00 . Please see the FY 2018 AFG Notice of Funding Opportunity for information on how to meet this cost share requirement.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award through the FEMA Grants Outcomes (FEMA GO) system. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Summary Award Memo - included in this document
- Agreement Articles - included in this document
- Obligating Document - included in this document
- 2018 AFG Notice of Funding Opportunity (NOFO) - incorporated by reference

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

Sincerely,

A handwritten signature in cursive script, appearing to read "Bridget Bean".

Bridget Bean
Acting Assistant Administrator
Grant Programs Directorate

Memorandum

To: Mayor and City Council
From: Cami Reber
Date: 09/23/2019
Re: Health Plan Renewal 2020

BACKGROUND/ACTION

The City has received its health plan renewal rates for 2020. The City is part of the Southeast Service Cooperative Local Government Pool. Our current plan is an 80%/20% coverage plan with a \$2,800/\$5,600 deductible and an HSA.

Currently the City pays 100% of the single coverage deductible and contributes \$1,300 per year to the employee's HSA. The difference in the family coverage is borne by the employee. The rates for 2020 are \$713.00 per month per employee. This is a 6.5% increase over 2019. The cost for the increase has been accounted for in the preliminary budget for 2020.

I would recommend that the City approve the Health Insurance renewal for 2020 and continue the contribution to the employee's HSA at the same level, \$1,300 per year.



City of Mantorville

Working with the



Northeast Service Cooperative
Northwest Service Cooperative
Southwest West Central Service Cooperative
Resource Training and Solutions
Lakes Country Service Cooperative
South Central Service Cooperative
Southeast Service Cooperative

2020 CCOGA Pool Renewal

Attached is your 2020 CCOGA Pool renewal. As always, your Service Cooperative team and Blue Cross Client Executive welcome your questions.

Southeast Service Cooperative
210 Wood Lake Drive SE
Rochester, MN 55904

Bill Colopoulos, Health Benefits Consultant
(507) 206-7419
bcolopoulos@ssc.coop

Freedom / Choice / Satisfaction / Wellbeing



Your Service Cooperative group health insurance pool spreads risk and reduces cost while providing you the freedom to select the doctor and health plan of your choice. You will be the decision maker to see any doctor, clinic, or hospital for your care. This freedom gives you greater satisfaction about your healthcare which leads to perceived and actual improvements in your well-being.

Wellness Programs

Omada - Members have access to OMADA, an interactive program designed to help members who are at risk for diabetes and heart disease. This program gives members an individually-tailored program for living a healthier lifestyle.

Smartshopper - This is a "smart shopper" program that pays members cash incentives for shopping for their health care online or by phone. When employees find and make cost-effective choices, they share in the savings!

Learn to Live - This program provides online programs and clinical assessments for members aged 13 or older living with stress, depression, social anxiety or insomnia with confidential, easy access to help at no cost to the member.

Sharecare - This program includes interactive programs such as RealAge testing, biometrics and the "Green Days" program. Sharecare programs are integrated with your health benefits information through your member portal to better serve you. Sharecare offers the the Fitness Incentive Program, rewarding members for promoting their own health and wellness. New enhancements such as financial health

Telemedicine and Consumer Services

Doctor on Demand - Provides online access to board-certified doctors online to meet their health care needs for common, non-emergency medical conditions such as sinus infections, sore throats, pediatric issues, bladder infection, allergies, stress, anxiety, depression and addictions. All services are provided conveniently, online at a far lower cost to the member than any in-person clinic.

Further (formerly SelectAccount) - Further's health care savings account programs empowers people to make health spending choices that fit their everyday life and financial goals. By using Further's new, state-of-the-art member application, members will be able to maximize their health care savings. For more information, check out the member portal.



Southeast Service Cooperative
CCOGA Pool Renewal



City of Mantorville

Description	Coverage	Contracts *	Current rates	
				1/1/2020
\$2,800 Ded 80% Gen Rx no co	Single	3	\$669.50	\$713.00
	Family	0	\$1,446.50	\$1,540.50
	Monthly Premium		\$2,009	\$2,139
	Annual Premium		\$24,102	\$25,668
	% Annual Adjustment			6.5%
	\$ Annual Adjustment			\$1,566

* Based on the group's most recent enrollment data.
Rates are guaranteed for one year beginning 1/1/2020



Southeast Service Cooperative
CCOGA Pool Renewal

City of Mantorville

Rates Effective: 1/1/2020



Please send a signed copy of this renewal confirmation to your Service Cooperative Representative and Blue Cross Client Executive
Please attach Alternative Plan rate sheets for any new plan you are implementing.

NOTE: THIS RENEWAL CONFIRMATION IS DUE: 10/1/2019

Check "yes" or "no" for current plans renewal status

<u>Description</u>	<u>Single</u>	<u>Family</u>	<u>Yes</u>	<u>No</u>
\$2,800 Ded 80% Gen Rx no co	\$713.00	\$1,540.50	☐	☐

Alternative Plans (if applicable)

Attach worksheets for alternative plans. Check "no" above for the plan or plans that are being replaced or discontinued.

Renewal confirmation approved by:

Print name: _____

Signature: _____

Date: _____

Memorandum

To: Mayor and City Council
From: Cami Reber
Date: 09/23/2019
Re: Wage and Compensation Study

BACKGROUND/ACTION

I reached out to David Drown & Associates to get a proposal for the completion of a Classification and Compensation Study including a review of the job descriptions. The City of Mantorville has never had this completed. A market analysis of wages and benefits will be completed along with a recommendation of a fiscally responsible pay philosophy and pay structure system.

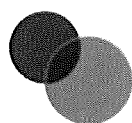
The cost for the study is \$5,000 and the review of the job descriptions is \$200 each or \$800. The total study would come to \$5,800.

I reached out to my contact and they would be able to start on this yet this year and have it completed before end of year. With that, I would like to request that the City move forward this year on the study.



City of Mantorville Professional Services Proposal

September 3, 2019



DDA

Human Resources, Inc.
a David Drown Associates Company

Minneapolis Office:
5029 Upton Avenue South
Minneapolis, MN 55410
612-920-3320
www.ddahumanresources.com

**DDA****Human Resources, Inc.**
a David Drown Associates Company

Minneapolis Office:
5029 Upton Avenue South
Minneapolis, MN 55410
(612) 920-3320 xtn 101 | fax (612) 605-2375
www.ddahumanresources.com

September 3, 2019

Camille Reber, City Clerk Treasurer
City of Mantorville
21 5th Street East
PO Box 188
Mantorville, MN 55955

RE: Classification and Compensation Study

Dear Ms. Reber:

We are pleased to be invited to submit a proposal to complete a classification and compensation study for the City of Mantorville. You are seeking to retain a human resources consultant to undertake re-writing of job descriptions, a comprehensive review of market analysis of wages and help the City Council form a pay philosophy and pay structure that is fiscally responsible and meets the requirements of the Minnesota State Equity system. A full classification and compensation study will cost \$5,000-\$5,800.

DDA Human Resources is interested in providing the required services to you, we are capable and experienced in completing this type of work, and we will bring to the engagement a willingness to listen and customize our services to your specific needs you will not find with other consultants. We measure our success not in the number of compensation studies completed; but by the number of our studies that are actually *implemented*.

DDA Human Resources is pioneering an alternative approach to compensation plan management which we call our Ongoing Maintenance Program. Instead of conducting a major study every few years we substitute an annual program of services designed to keep your compensation system continuously up to data. Your system with job descriptions, job classifications, and market alignment never gets out of date, and you will never have to undertake an expensive and disruptive plan overhaul again. Over half of our larger clients have opted to participate in this program. It may make sense for Mantorville too. Our firm's goal is to be known as the best human resources consultant in Minnesota. There is only one way to get there – by delivering exceptional service. We will do our very best to earn your trust, your respect, and your future business.

David P. Drown, President
David Drown Associates, Inc.
5029 Upton Avenue South
Minneapolis, MN 55410
david@daviddrown.com

OUR FIRM & QUALIFICATIONS

Our parent company, David Drown Associates, Inc. has provided consulting services to over 450 units of government across Minnesota since 1997. Over these years, DDA staff has gotten to know government well and we continually strive to keep our services practical, useful and up to date. Our history and corporate culture have grown from an honest desire to serve public sector clients in a practical and common-sense manner.

DDA Human Resources, Inc. was formed in 2013 to provide human resource support services exclusively to governmental clients in Minnesota. We currently offer services for executive recruitment, organizational studies and classification and compensation studies. We also staff an HR Technical Assistance Program for the Association of Minnesota Counties which provides technical advice and assistance to the HR staff of all of 87 counties in Minnesota. Since activating our compensation department in 2016, we have completed over 35 separate classification & compensation studies for clients ranging from cities with 4 employees to counties with 150 job titles and 500 employees.

All our professional employees come to DDAHR from successful careers in city and county government. We think this practical experience sets us aside from other compensation consultants, and we know it helps us deliver a study that is not only technically sound but also practical, useful and understandable. We strive to deliver services the way you want to see them.

CITY CLIENTS	
GRANITE FALLS	LAKE ELMO
BRAINERD	PEQUOT LAKES
STAPLES	BRAINERD
FAIRFAX	PILLAGER
WAVERLY	HOWARD LAKE
EAST GRAND FORKS	DETROIT LAKES
NORTH ST. PAUL	VICTORIA
ROCKFORD	MEDFORD
MAYER	GAYLORD
LAKE PARK	ROCKVILLE
KASSON	BREEZY POINT
DEERWOOD	MAHNOMEN
OLIVIA	PIERZ

Over the past two years DDAHR has been hired to complete classification and compensation studies for fifteen (15) separate Minnesota Counties, provided related work in strategy planning or organizational analysis for a group of Minnesota Counties. Our staff at the AMC HR Technical Assistance Center works directly with County HR professionals on a daily basis to solve problems and provide answers. You will

not find a consultant providing more service to Minnesota counties than DDAHR.

COUNT CLIENTS	
CLASSIFICATION AND COMPENSATION STUDIES	
BENTON COUNTY	CLAY COUNTY
BIG STONE COUNTY	FILLMORE COUNTY
FREEBORN COUNT	HUBBARD COUNTY
MARTIN COUNTY	MURRAY COUNTY
RICE COUNTY	ROCK COUNTY
ST. LOUIS COUNTY	SWIFT COUNTY
WASECA COUNTY	YELLOW MEDICINE COUNTY
ORGANIZATIONAL STUDIES	
AITKIN COUNTY	CHISAGO COUNTY
KANABEC COUNTY	MCLEOD COUNTY
MURRAY COUNTY	POPE COUNTY
STEARNS COUNTY	WADENA COUNTY

OUR SERVICE TEAM

DDAHR maintains a staff of 7 individuals. We also maintain relationships with several independent consultants in key specialty areas. Here is the Team we have assembled for your project:

Dr. Tessia Melvin – Project Team Leader

Tessia will be the lead on this project and be your primary contact. Tessia heads the compensation and classification (C&C) services area of DDAHR. Over the past two years, Tessia has served as lead analyst on more than 20 separate C&C engagements with Minnesota communities. She brings to the position nearly 13 years of diverse service to city and county government in Minnesota. As a City Administrator in Maple Plain, Tessia drafted five-year budgets, capital improvement plans, infrastructure improvement plans, and led strategic planning program. She was directly responsible for human resources and internal and external communications. Working in Dakota City, Tessia provided leadership training, managed their performance management system and worked with performance measures and process improvement. Dedicated to local governments and continued learning, Tessia earned her doctorate in Public Administration at Hamline University with an emphasis on city development and planning.

David Drown, MBA – Technical Support

David is the founder and owner of DDA. David will lend his technical and statistical expertise to the team to manage the collection and analysis of market data, help calibrate your new compensation plan, and calculate budget impacts. David received his undergraduate degree in civil engineering and served in local government as a registered civil engineer early in his career. He also holds an MBA in finance from the Carlson School of Management and has served as a finance and economic development consultant to numerous cities and counties across the State.

Elizabeth Blakesley – Clerical Support

Elizabeth has worked at DDA for over 20 years. She will provide technical and clerical assistance to coordinate the market surveying process and prepare documents. She will utilize her organizational and technological skills to help provide concise, professional work results. After attending the University of MN – Duluth, Elizabeth began working with local units of government in Minnesota with the MN Small Cities Association. Her work in municipal finance and economic development has given her a good insight into the operations of counties and cities throughout the State.

SUPPORTING TEAM MEMBERS (*Our Bench*)

Gary Weiers

Gary manages the overall operations of DDAHR, and he also heads our executive recruitment section. Gary joined DDA in 2013 after 11-years as the Administrator of Rice County. Earlier in his career, he held social service manager positions in Rice, Mower and Sherburne Counties. Gary received a bachelor's degree from the University of St. Thomas and has honed his skills by working his way up from an entry level social worker position to be the head of a \$50 million organization with over 350 employees.

Melanie Ault

Melanie Ault brings to DDAHR over 20 years of experience leading Minnesota county human resources and labor relations operations with additional experience at the County, regional, and state levels. Melanie joined DDAHR in 2017, after serving as Washington County's HR Director. You might recognize her by her passion for examining pending legislation and its ramifications for the public sector. Melanie holds BA, MAPA, and JD degrees, with further education in public administration. She is an avid supporter of professional organizations, serving on the state and national levels. She loves making new connections and looks forward to helping you find answers and ideas. Melanie is one of our AMC Human Resources Technical Assistance Program staff.

Roxanne Chmielewski

Roxanne has over 32 years of experience as Human Resources Director for three Minnesota Counties with the last twenty years managing the Human Resources and Labor Relations functions for Sherburne County, a metro ring county with over 600 employees and ten bargaining units. She retired in 2015 and continues to work as a consultant to several counties and cities in Minnesota. Roxanne remains committed to providing local government with professional and effective HR expertise. This commitment was recognized by her peers as she received the Outstanding HR Professional of the Year award from the MN Counties Human Resource Management Association in 1998 and again in 2011. She also received the Make a Difference award from the National Public Employer Labor Relations Association in 2012.

George Gmach

George has been doing classification and compensation study work in Minnesota for 30 years. He worked with the Stanton Group for 12+ years with management responsibility for salary and benefit surveys and compensation consulting. His experience has crossed multiple industries and included private, non-private and public sectors. George also worked at Employers Association and its successor for 16 years. During his career, he has designed and conducted several hundred compensation and

benefit surveys and has implemented multiple compensation programs in large and small organizations across all sectors. He designed and modified job evaluation systems and implemented them in the public sector. He has worked with the Minnesota Pay Equity Statutes since their inception. In addition, he is a military veteran who served as a combat medic in Vietnam.

REFERENCES – CLASSIFICATION AND COMPENSATION STUDIES

Kristina Kohn, Human Resources Officer
Fillmore County
101 Fillmore Street
Preston, MN 55965
507-765-2144

Thomas Jensen, Administrator
Freeborn County
411 Broadway S
Albert Lea, MN 56007
507-377-5116

Sara Folsted, Administrator
Rice County
320 Third Street NW
Faribault, MN 55021
507-332-6100

Jessica Beyer, Administrator
Waseca County
307 North State Street
Waseca, MN 56093
507-835-0630

OUR PHILOSOPHY AND OUR APPROACH TO COMPENSATION

“Our employees are our greatest asset.” You have heard this cliché a thousand times in business, yet it is a cliché that happens to ring true, especially in the government sector. Government is in the service delivery business and quality service requires quality employees. To keep good employees you must pay them fairly. An effective compensation system will help you attract and retain talented employees. Likewise, a bad compensation system will generate turnover and make it harder to recruit quality replacements.

We all want a “good” compensation system. But we also live in a world of limited resources. Indeed, government is always expected to do more with less, and payroll expenses are the largest component of your budget, and elected officials are expected to be prudent with taxpayer dollars. All of this means that a pay philosophy always must strike a reasonable balance between your desire to pay your good employees well to retain their good services, while at the same time controlling costs to keep faith with the taxpayers. That is often not easy!

We try to help you achieve a “good” compensation system finding the right balance between four (4) sometimes competing goals:

- Maintaining compensation and benefits at an appropriate level achieving competitiveness with other comparable agencies and private companies to attract and retain qualified workers.
- Following the principles of equal pay for equal work and comparable worth in establishing and maintaining pay relationships among positions based on problem solving, know-how, responsibility and working conditions.
- Balancing compensation and benefit desires with available resources.
- Assuring the study process appears open and fair to all employees, managers and its unions.

Achieving the right balance is seldom achieved by imposing a standard off-the-shelf solution. Instead we listen, hear and respond accordingly. To control costs to you, we will work smart and employ technology to manage time – both yours and ours. We will establish a dedicated file on the “cloud” through which we can easily share documents, and regularly employ on-line meeting services to reduce travel time.

We will do our best to deliver to you a quality service package, completed efficiently, on time and at a good value.

PROPOSED PROCESS TO BEGIN PROFESSIONAL SERVICES

Introduction and Project Orientation

Our first task with you is to meet and make sure we all understand the expectations and fully understand the current pay structure, pay philosophy, and employee benefits.

- We will conduct an Initial Project Meeting, to discuss the scope of the planned services, its procedures, methods, intended outcomes and timeline. This will be done in conjunction with directives from the City Council.
- We will discuss any related details that are identified by the Council or Administration. During this meeting, we will collect data and resources on your current job descriptions, pay structure, classification system, employee roster, and union contracts.
- Employee Kickoff Meeting, if desired, to explain the project scope, expectations, timeline and answer questions.

Job Description Review (we can do this for \$200 per job)

- We will evaluate your existing job descriptions and recommend changes to assure compliance with ADA and other State and Federal Requirements.
- We will evaluate jobs by exempt and non-exempt status, if necessary.
- We will review job descriptions. Employees will complete a Position Analysis Questionnaire (PAQ) to assist us with understanding problem solving, decision making and essential duties. We will re-write all job descriptions.

Job Classification (we suggest continuing to use the state match system)

Job classification is a series of decisions about how a position is valued within an organization. Each factor requires a decision as to how the job under consideration will be rated using levels that are increasingly complex and of great impact, frequency or quantity. We look at the job rather than the employee. Jobs are evaluated as they exist, or as the management plan says that they should exist, to meet the needs of the organization.

DDAHR is unique in our willingness and ability to utilize a variety of job evaluation systems used by the various compensation consultants in Minnesota to classify and score your jobs. If you are committed to and satisfied with the system you have, we will work with your system.

- We will assign each position a numeric score, which reflects the relative importance of the job to the organization.
- We will work with the Project Team to organize jobs with similar point totals into a series of Grades.
- We will provide staff with materials to communicate results to employees.

Wage/Labor Benchmarks and Market Pricing

- We will work with your Project Team and City Council to determine an appropriate group of comparable entities to achieve an adequate sample size and appropriate comparison group consistent with the City's pay philosophy.
- We will collect the supporting data needed to develop a pay structure that balances both internal and external equity and assures compliance with State Pay Equity Compensation Standards.
- We will administer a customized benefit survey, if desired, to selected benchmark communities.
- Council will approve market entities.
- We will help you updated or replace your compensation plan to align with benchmark norms.
- We will evaluate up to two alternatives to implement any plan changes, including a detailed projection of budget implications.

STANDARD FEE FOR SERVICES

Per our conversation, we understand that you have 4 employees with 4 job positions.

Standard Fee for Complete Compensation and Classification Study

• General Setup and Administration	\$500
• Market Study	\$2,500
• Plan Design and Budget Implementation	\$1,000
• Final Report	<u>\$1,000</u>
Total	\$5,000

We can update the job descriptions and check pay equity for \$200 per job position. With four job positions, this would increase the total to \$5,800.

Ongoing Maintenance Program

This exclusive DDA Human Resources, Inc. program is designed to eliminate the need for large classification and compensation study every 4 to 6 years. Services include everything needed to keep a freshly updated compensation and classification plan perpetually current.

- We review, update and reclassify as necessary one-third of job descriptions annually.
- We undertake a market analysis of wages with benchmark communities and suggest changes to pay plan system as necessary to remain in tune with the market.

- We will periodically provide the City with market data on benefits offered by comparable communities and suggest changes as warranted
- For any new jobs, we will write and classify the job for placement in the compensation system
- We will complete and submit a pay equity report to the City every three years or when otherwise required.
- If desired, we will handle data input of City wage data into the LMC salary system.
- We will provide budget support by:
 - Suggesting an adjustment to your Pay Plan for the coming year, based upon COLA and market factors.
 - Preparing up to two analysis of budget impacts of alternatives for wage adjustments.

RESOLUTION 2019-21

A RESOLUTION ADOPTING THE PROPOSED PROPERTY TAX LEVY COLLECTIBLE IN THE YEAR 2020

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Mantorville, County of Dodge, State of Minnesota, that the **proposed** tax levy collectible for the City of Mantorville in the year 2020 be set at the following amount;

Preliminary General Fund tax levy \$ 528,573

The City Clerk is hereby instructed to deliver a certified copy of this resolution to the Dodge County Courthouse, Dodge County Minnesota.

Adopted by the Mantorville City Council this 23rd day of September, 2019.

Mayor Chuck Bradford

Attest; City Clerk Treasurer Camille Reber

RESOLUTION 2019-22

A RESOLUTION TO APPROVE FUND TRANSFERS FOR THE YEAR 2019

WHEREAS, the maintenance of City funds and Debt Service funds provide financial responsibility;

WHEREAS, the City Council authorized certain fund transfers as part of the 2019 budget process to offset the costs of various projects; and

WHEREAS, the City Council approved unused budget funds of 2018 for various departments to be used in 2019 to help offset the budgets being requested.

THEREFORE, BE IT RESOLVED, by the City Council of the City of Mantorville, Minnesota, that the City Clerk Treasurer shall be permitted to conduct the following fund transfers;

- 1) Transfer from the GF Reserves (101) to the Parks 2019 Budget (101-45200-701) for one half the cost of the fence at Mantor Field per the 2018 budget in the amount of \$12,0000;
- 2) Transfer from the GF Reserves (101) to the EDA 2019 Budget (101-46500-701) for their portion of unused budget dollars to be assigned to their 2019 budget for general operating expenses in the amount of \$10,703;
- 3) Transfer from General Fund 101 to CIP Fund 401 \$144,987 to cover expenses related to future Capital Improvement Projects;
- 4) Transfer from Water Fund 601 to Debt Service Fund 308 (GO Refund Bond 2011) \$45,000 to cover Debt Service for the GO Refunding Bond of 2011;
- 5) Transfer from 101-42200-701 (FD) to Fund 102 (FD Equipment CIP) \$12,500 for future Fire Department Capital needs;
- 6) Transfer from 101-42200-701 (FD) to Fund 102 (FD Equipment CIP) \$2,750 for the Fire Department Air Bottle Replacement Program.
- 7) Transfer from General Fund Reserves (101) to Fund 102 (FD Equipment CIP) \$34,433 for 2018 unspent budget dollars for future Fire Department Capital needs;
- 8) Transfer from General Fund 101 to CIP Fund 401 \$10,000 for Sidewalk Replacement Fund.
- 9) Transfer from General Fund 101 to CIP Fund 401 \$5,000 for Maintenance to the Mantorville Dam.
- 10) Transfer from CIP Fund 401 to General Fund 101-43100-700 \$18,331 for ½ of the annual payment towards the road grader.
- 11) Transfer from General Fund 101 to Sewer Fund 602 \$20,000 to cover debt service for the 2017 GO Utility Bond (WW Project).

Passed by the Mantorville City Council this day of 23rd day of September, 2019.

Mayor Chuck Bradford

Attest: City Clerk Treasurer Camille C. Reber