

MANTORVILLE CITY COUNCIL MEETING AGENDA
MONDAY, OCTOBER 14, 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 23, 2019
 - b) Warrant List October 14, 2019
 - c) DCSO Mantorville Call Report September
 - d) Greater Zumbro River Watershed Meeting Notice
5. Public Concerns
6. Public Hearing(s)- None
7. Old Business/New Business
 - a) FD Air Pak Bid – Review and Approval to Proceed with Purchase
 - b) FD Compeer Grant Award and Approval to Proceed with Purchase
 - c) Procurement Policy
 - d) Contracts
 - e) 9th Street Striping
 - f) Livestreaming
 - g) Review of City Ordinances
 - h) City Roof Damage
 - i) Classification & Compensation Study – Approval of Bench Mark Communities
 - j) Park Board Member Applicant
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 23, 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: Tod Fyten, Ruth Pettey, Virgil and Carol Andrist, DCSO Steph French, City Engineer Tim Hruska, Fire Chief JJ Williams, Joe Adams, and Cami Reber

2. **Pledge of Allegiance** - Done

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

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

- a) City Council Meeting Minute's September 9 & 16, 2019
- b) Warrant List September 23, 2019
- c) DCSO August Call Report for Mantorville

Motion passed unanimously.

5. **Public Concerns** - None

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

7. **Old Business/New Business**

- a) **JJ Williams – AFG Grant Award**

Fire Chief, JJ Williams discussed the award of the Federal AFG Grant in the amount of \$136,000 for the air pak replacement project they have been discussing. Council noted a great job done by the Fire Department in pursuing this. JJ commended Rog Nolte for writing of the grant. Mayor Bradford asked where the 5% match will come from and JJ noted it can be taken from the money, they have been setting aside for the bottle replacement program.

- b) **Virgil Andrist – 101 3rd Street West Property**

Mayor Bradford explained that the City did touch base with all parties. The Cities insurance has not denied the claim, they are waiting for Elcor's insurance company to complete their investigation and make their determination. Tim noted that the valve extension has been placed by Elcor. They should be stopping by to meet with Virgil this week.

- c) **Tod Fyten Brewery Clean-up Plan**

Tod Fyten, owner of the Mantorville Brewery, handed out a clean-up plan for the Brewery property. Some items were completed over the past weekend. His schedule includes items to be removed between now and November. Motion made by Member Blair, second by Member Hofstad to extend the clean-up date to November 1, 2019. Motion passed unanimously.

- d) **2020 Infrastructure Projects**

- **Jefferson Street, Hickory Lane, West Street N of 9th, 5th to 7th Drainage**

Tim reviewed the projects as they were discussed at the workshop meeting. Member Davern asked what Tim is proposing for 2020. Street wise, Jefferson Street and Hickory Lane are the two top projects. West Street is a close 3rd but more of a maintenance item for Joe. Jefferson and Hickory Lane would be reconstruction projects. The drainage project could be broken up into phases. He noted that the Jefferson Street project is about \$100,000.

- **2020 Street Repair/Maintenance Projects**

Tim reviewed the chip sealing list that is being recommended for 2020. He also reviewed the Street survey color coded map which was updated to current conditions. Council discussed all projects but no decisions on what they want to do next year have been made. The recommended option is for

\$50,000 seal coating, \$42,000 in minor street repairs, \$100,000 for Jefferson Street, \$100,000 for Hickory Lane.

e) RFP's City Consultants – Attorney, Engineer, Financial

Member Davern wants to review the individual RFP's that she handed out with all Council Members. Mayor Bradford noted he didn't think the engineering draft was a good match with what we currently need but he thought if we want to go down this path, we would put a draft together based on what the City is actually looking for and what we currently do with our consultants. Nash noted that before we address the content and formation of the proposals we need to agree on if and when and how we are going to do this. Council members discussed. Member Blair noted he has not had any real issues with our consultants at this point and does not feel we need to go forward with this at this point. Member Davern noted it is a responsible way to spend dollars. Let the tax payers know we are doing our best in spending the tax dollars. This is not personal; it's just cleaning up a process. Member Nash noted it would serve the city well to examine things, he sees some value in it, but he is on the fence. Member Bradford noted that it answers if what we are paying our consultants in line. He referred to the information he handed out at the retreat that answers that question and saves us time, effort and money in going through the formal RFP process. Member Hofstad noted he sees the value of making sure we are getting our bang for the buck but he also currently doesn't have any issues. Member Nash noted that he can see the value underestimated of building the relationship and partnership with our consultants when they get the level of knowledge and expertise of our city. We are only here so long and they are here much longer. Motion made by Member Davern to move forward with the RFP process. Motion died for lack of a second. Mayor Bradford noted we won't be moving on with this.

f) City Health Insurance Renewal 2020

Cami presented the Health insurance plan renewal for 2020. She noted the increase is 6.5% on the same plan as we currently have through the Southeast Service Cooperative. Motion made by Member Nash, second by Member Davern to accept the 2020 health plan as presented. Motion passed unanimously.

g) Wage and Classification Study

Cami gave an update on the wage and classification study proposal which could be started and finished this year. The total cost is \$5,800 which includes a review of the job descriptions. She has money left in her CIP that can go towards this. Member Davern asked what the justification is to this. Cami noted the City has never had one done. How do we sit with other cities and she would like to see a different compensation plan. Member Nash asked if we are bound by the results, and Cami replied no. It is a study, it is a recommendation, we are not bound by the results. Member Davern noted she likes these and agrees with the intent of them but her concern is that the results are going to come back saying we should be paying our employees a lot more, how are the employees going to feel about that? Mayor Bradford struggles with the value of the study for only 4 employees. Member Davern noted we need to do our infrastructure stuff and if Cami feels we are on track, then we leave it. Do this later on when we are in a position to have wiggle room if needed. Revisit in a year or two. Member Nash feels we will struggle if we are underpaid and staff is going to be unhappy if we aren't in a position to increase wages. He doesn't see a benefit. Member Hofstad noted it would be nice to have the information on hand but also understands all the other things going on in town. Member Blair noted it is interesting, unintended consequences is interesting, the better times sort of things never happens, there is never a good time. Cami noted she would really like to implement a step pay plan for the employees and her goal is to make sure that all staff is moving along as they should be, not leave it up to Council to decide every year what they feel like giving the staff. Mayor Bradford noted to take the \$5,800 and create the step plan program ourselves and apply the \$5,800 to the steps until the budget line items can handle it. Council continued discussion. Motion made by Member Blair, second by Member Nash to approve to move forward with the wage and classification study. Member Nash noted no matter what comes back, the council will do what they deem is appropriate. Mayor Bradford noted best case scenario is that it comes back saying we are right in line; we are paying our compensation and your benefits are exactly as they should be. The two other options have a slightly negative effect where we are overpaying everyone and how do we explain that to our citizens. The other option that comes in is that you are underpaying your employees, which is an easier problem.

Member Hofstad noted that is what we need to figure out and will give us an affirmative action of where we need to be. Its time. He doesn't foresee this being a problem. Motion passed unanimously. If we have the money in the budget this year, we can pay it all out.

h) Resolution 2019-21 – A Resolution Adopting Proposed Property Tax Levy

Motion made by Member Blair, second by Member Hofstad to approve Resolution 2019-21 A Resolution Adopting the Proposed Property Tax Levy in the amount of \$ 528, 573. Motion passed unanimously.

i) Resolution 2019-22 – A Resolution to Approve Fund Transfer

Cami explained the 2019 Fund Transfers resolution. Motion made by Member Blair, second by Member Hofstad to approve Resolution 2019-22, A Resolution to Approve Fund Transfers. Motion passed unanimously.

8. TBD

a) Public Works Report – Joe reported on the following:

- He gave an update on the condition of the basketball court. To replace the whole thing would cost roughly \$19,000. To crack seal, it would be \$550. Motion made by Member Hofstad, second by Member Davern to approve the crack seal for \$550. Motion passed unanimously.
- Approval for cutting edges for the plow - \$1,100. Motion made by Member Nash, second by Member Davern to approve the purchase. Motion passed unanimously.
- Tree Certification Class to maintain his license – Motion made by Member Nash, second by Member Hofstad to approve. Motion passed unanimously.
- Pavement at the shop – to replace its \$14,000 – discussion only.
- Plans for the bike path – is the City planning to keep it clear? \$6,000 for a snow blower and sander. Member Davern asked about contracting with the County. Joe responded that they only keep their trails clear if and when they have time. Council agreed to let it go for now. Let's see if it's used and if we get complaints.
- Three spots in the new tar along the Park that was damaged during Marigold Days. He got a bid from SL to fix it for \$1,000. Council agreed to move forward with the fix and bill the Marigold Days Committee.

b) City Clerk Report

- Discussion on the old shop building and does Council want her to get numbers to have an Asbestos Study done. Mayor Bradford noted there is an interested party to purchase it. Cami noted she already has the building inspector doing a formal report on its condition and why he recommending demolition. She will go ahead and get costs to have an asbestos report completed on it. Mayor Bradford is to reach out to the interested party and have them make an offer.
- Cami handed out the results of the speed study report from 9th Street. DCSO Steph French was present and discussed this with the Council.
- DCSO Steph French gave Council an update on the disorderly use violation that was recently given out involving a rental property in town.

c) Consultant Report – None

d) Committee Report - None

e) Council Member Report – None

f) Mayor Report - None

9. Executive Session - None

10. Adjourn – Motion made by Member Hofstad, second by Member Nash to adjourn the meeting at 8:31 pm. Motion passed unanimously.

*Check Summary Register©

October 2019

	Name	Check Date	Check Amt	
10100	Citizens State Bank			
UnPaid	JOE ADAMS		\$40.44	REIMBURSEMENT TO J. ADAMS FOR WATE
UnPaid	AFLAC		\$56.28	EMPLOYEE PAID SUPPLEMENTAL INSURA
UnPaid	AVESIS		\$21.83	EMPLOYEE PAID VISION
UnPaid	BAUER BUILT		\$125.00	LABOR FOR FLAT TIRE ON TANKER #2
UnPaid	NATHAN BURGESS		\$83.45	REIMBURSEMENT TO N. BURGESS FOR HE
UnPaid	CASEYS		\$389.72	FUEL FOR PW VEHICLES AND EQUIPMENT
UnPaid	CEDA		\$3,175.00	4TH QTR. 2019 ECONOMIC DEVELOPMENT
UnPaid	CITY OF DODGE CENTER		\$687.50	SHARED COST FOR REGIONAL GRANT WR
UnPaid	CITY OF KASSON		\$59,328.03	3RD QTR. WW PROCESSING FEES
UnPaid	CLEARWATER RECREATION		\$1,818.00	3 REPLACEMENT GARBAGE CONTAINERS,
UnPaid	CMS - CONSTRUCTION MGMT.S		\$1,554.18	BUILDING INSPECTIONS FOR SEPTEMBER
UnPaid	DAVID DROWN ASSOC		\$500.00	2018 YEAR END LIMITED CONTINUING DIS
UnPaid	DELTA DENTAL OF MN		\$498.70	DENTAL INSURANCE PREMIUM FOR OCTO
UnPaid	DODGE COUNTY TRANSFER ST		\$160.65	TRASH FROM FD, FLOOD 2019
UnPaid	DODGE COUNTY INDEPENDENT		\$46.00	DCI SUBSCRIPTION FOR 1 YEAR
UnPaid	FLAGSHIP RECREATION		\$133.25	CABLE FOR PLAYGROUND EQUIPMENT AT
UnPaid	GILBERTSON DAVE		\$21.60	NEW CHAMOIS REPLACING OLD ONES
UnPaid	GOPHER STATE ONE CALL		\$36.45	UTILITY LOCATES FOR SEPTEMBER 2019
UnPaid	HERO, JORSTAD & JACOBSEN,		\$483.00	SEPTEMBER PROSECUTION
UnPaid	HOMETOWN HAULERS		\$180.00	OCTOBER 2019 GARBAGE PICKUP FOR TH
UnPaid	INSPIRE INK BY IMAGES		\$85.00	GEM OF MANTORVILLE PLAQUE
UnPaid	INTERSTATE POWERSYSTEMS		\$564.75	GENERATOR INSPECTION FOR THE WWTP
UnPaid	JECH, RYAN		\$67.48	REIMBURSEMENT TO R. JECH FOR CASEY
UnPaid	KASSON HARDWARE HANK		\$133.43	LAG BOLTS FOR THE SHOP
UnPaid	KENNEDY & GRAVEN, CHARTER		\$1,524.40	LEGAL SERVICES THROUGH AUGUST 31, 2
UnPaid	K-M TELECOM		\$468.01	CITY HALL MAIN 5170
UnPaid	KRAMER, CURT		\$20.00	REIMBURSEMENT TO C. KRAMER FOR FUE
UnPaid	LAWSON PRODUCTS, INC		\$170.06	DISPOSABLE GLOVES FOR THE WWTP
UnPaid	MAXSON ELECTRIC		\$9,089.02	TRENCHING, SET BOXES, PULL WIRE, HOO
UnPaid	MENARDS - NORTH ROCHESTE		\$150.62	GAP FOAM AND HAND SOAP FOR THE SHO
UnPaid	MINNESOTA ENERGY RESOURC		\$5.54	4300149-4 STREETS
UnPaid	MN DEPT OF LABOR AND INDUS		\$205.50	3RD QTR. BUILDING INSPECTION SURCHA
UnPaid	MN MUNICIPAL UTILITIES ASSO		\$62.00	2019 DRUG AND ALCOHOL TESTING CONS
UnPaid	MWOA		\$40.00	WASTE WATER TRAINING FOR J. ADAMS
UnPaid	NAPA		\$503.22	35 TON JACK FOR THE SHOP
UnPaid	NCPERS GROUP LIFE INS.		\$48.00	OCTOBER 2019 EMPLOYEE PAID PREMIUM
UnPaid	ON SITE COMPUTERS, INC		\$25.50	REMOTE SUPPORT
UnPaid	ON SITE SANITATION		\$24.00	PORT A POTTY AT RV PARK
UnPaid	PITNEY BOWES GLOBAL		\$201.00	SEPTEMBER POSTAGE
UnPaid	REINDERS		\$716.59	GRASS SEED AND FERTILIZER FOR THE C
UnPaid	SANCO EQUIPMENT		\$206.00	KIT FOAM MARKER FOR PARKS
UnPaid	SL CONTRACTING, INC		\$32,334.40	REPAIR SEWER LINE AT RIVERSIDE PARK
UnPaid	STUSSY CONSTRUCTION INC		\$220.34	ROCK FOR STREETS
UnPaid	TRACTOR SUPPLY CREDIT PLA		\$83.22	GAS CAN
UnPaid	ULTIMATE SAFETY CONCEPTS, I		\$84.75	INSPECTION AND TESTING OF FIRE EXTIN
UnPaid	UNIVERSITY OF MINNESOTA		\$100.00	2019 MN TREE INSPECTOR CERTIFICATIO
UnPaid	VERIZON WIRELESS		\$53.94	WIFI FOR THE FD
UnPaid	XCEL ENERGY		\$4,992.24	STREET LIGHTS
Total Checks			\$121,518.09	

MANTORVILLE, MN

10/11/19 12:41 PM

Page 1

Payments

Current Period: October 2019

Batch Name	WAR 10 14 19	User Dollar Amt	\$134,315.92		
	Payments	Computer Dollar Amt	\$134,315.92		
			\$0.00	In Balance	
Refer	0 ADAMS, JOE				
Cash Payment	E 601-49400-430 Miscellaneous	REIMBURSEMENT TO J. ADAMS FOR WATER SAMPLE POSTAGE			\$40.44
Invoice	09/2019	10/14/2019			
Transaction Date	10/1/2019	Citizens State Bank	10100	Total	\$40.44
Refer	0 AFLAC				
Cash Payment	G 101-21710 AFLAC	EMPLOYEE PAID SUPPLEMENTAL INSURANCE			\$56.28
Invoice	483150	10/14/2019			
Transaction Date	10/1/2019	Citizens State Bank	10100	Total	\$56.28
Refer	0 AVESIS				
Cash Payment	G 101-21715 Employee Paid Vision Plan	EMPLOYEE PAID VISION			\$21.83
Invoice	2414122	10/14/2019			
Transaction Date	10/1/2019	Citizens State Bank	10100	Total	\$21.83
Refer	0 BLUE CROSS BLUE SHIELD OF MI	Ck# 005385 10/14/2019			
Cash Payment	G 101-21706 Hospitalization/Medical Ins	EMPLOYEE MEDICAL INSURANCE FOR OCTOBER 2019			\$5,678.50
Invoice	190830090968	10/14/2019			
Transaction Date	10/1/2019	Citizens State Bank	10100	Total	\$5,678.50
Refer	0 CEDA				
Cash Payment	E 101-46500-437 Other Miscellaneous	4TH QTR. 2019 ECONOMIC DEVELOPMENT SUPPORT			\$3,175.00
Invoice	4TH QTR OF 201	10/14/2019			
Transaction Date	10/1/2019	Citizens State Bank	10100	Total	\$3,175.00
Refer	0 CLEARWATER RECREATION				
Cash Payment	E 101-45200-443 FEMA Related Expenses	3 REPLACEMENT GARBAGE CONTAINERS, LINERS, TOPS AND CABLE LIDS DUE TO 2019 FLOOD			\$1,818.00
Invoice	80519	10/14/2019			
Transaction Date	10/1/2019	Citizens State Bank	10100	Total	\$1,818.00
Refer	0 DAVID DROWN ASSOC				
Cash Payment	E 101-41500-300 Professional Svcs (GENE	2018 YEAR END LIMITED CONTINUING DISCLOSURE FILING 2 BONDS			\$500.00
Invoice	4489	10/14/2019			
Transaction Date	10/1/2019	Citizens State Bank	10100	Total	\$500.00
Refer	0 DELTA DENTAL				
Cash Payment	G 101-21708 Dental Insurance	DENTAL INSURANCE PREMIUM FOR OCTOBER 2019			\$498.70
Invoice	7765693	10/14/2019			
Transaction Date	10/1/2019	Citizens State Bank	10100	Total	\$498.70
Refer	0 HOMETOWN HAULERS				
Cash Payment	E 101-41940-384 Refuse/Garbage Dispos	OCTOBER 2019 GARBAGE PICKUP FOR THE CITY			\$90.00
Invoice	57546	10/14/2019			

Payments

Current Period: October 2019

Cash Payment	E 603-45183-384 Refuse/Garbage Disposal	OCTOBER 2019 GARBAGE PICKUP FOR THE RV PARK		\$90.00
Invoice 57546	10/14/2019			
Transaction Date	10/1/2019	Citizens State Bank	10100	Total \$180.00
Refer	0 K-M TELECOM			
Cash Payment	E 101-41940-321 Communications Phone/	CITY HALL MAIN 5170		\$115.99
Invoice SEPT 2019	10/14/2019			
Cash Payment	E 101-41940-321 Communications Phone/	CITY HALL - 5176 - 2ND LINE		\$34.90
Invoice SEPT 2019	10/14/2019			
Cash Payment	E 101-41940-321 Communications Phone/	CITY HALL FAX 5300		\$31.00
Invoice SEPT 2019	10/14/2019			
Cash Payment	E 101-42200-321 Communications Phone/	FD 5440		\$31.00
Invoice SEPT 2019	10/14/2019			
Cash Payment	E 101-41940-321 Communications Phone/	STREETS - SHOP 5119		\$80.99
Invoice SEPT 2019	10/14/2019			
Cash Payment	E 601-49400-321 Communications Phone/	WATER TOWER ALARM 3588		\$41.00
Invoice SEPT 2019	10/14/2019			
Cash Payment	E 602-49450-321 Communications Phone/	LIFT STATION ALARM 5066		\$31.00
Invoice SEPT 2019	10/14/2019			
Cash Payment	E 602-49450-321 Communications Phone/	WWTP 5463 ALARM		\$31.00
Invoice SEPT 2019	10/14/2019			
Cash Payment	E 101-41940-321 Communications Phone/	LONG DISTANCE/TAXES/FEES		\$69.13
Invoice SEPT 2019	10/14/2019			
Cash Payment	E 101-46500-437 Other Miscellaneous	EDA 800 NUMBER		\$2.00
Invoice SEPT 2019	10/14/2019			
Transaction Date	10/1/2019	Citizens State Bank	10100	Total \$468.01
Refer	0 INTERNAL REVENUE SERVICE	Ck# 005388 10/14/2019		
Cash Payment	G 101-21701 Federal Withholding	FEDERAL W/H		\$1,191.27
Invoice 2019 SEPT	10/14/2019			
Cash Payment	G 101-21709 Medicare	MEDICARE W/H		\$357.74
Invoice 2019 SEPT	10/14/2019			
Cash Payment	G 101-21703 FICA Tax Withholding	SS W/H		\$1,529.58
Invoice 2019 SEPT	10/14/2019			
Transaction Date	10/1/2019	Citizens State Bank	10100	Total \$3,078.59
Refer	0 MAXSON ELECTRIC			
Cash Payment	E 603-45183-400 Repairs & Maint Cont (G	TRENCHING, SET BOXES, PULL WIRE, HOOK UP POWER TO CAMPGROUND		\$8,801.02
Invoice 6439	10/14/2019			
Transaction Date	10/1/2019	Citizens State Bank	10100	Total \$8,801.02
Refer	0 MN PERA	Ck# 005392 10/14/2019		
Cash Payment	G 101-21704 PERA	EMPLOYEE/EMPLOYER RETIREMENT PR19		\$967.88
Invoice 2019 PR 19	10/14/2019			
Transaction Date	10/1/2019	Citizens State Bank	10100	Total \$967.88
Refer	0 MINNESOTA REVENUE	Ck# 005389 10/14/2019		
Cash Payment	G 101-21702 State Withholding	SEPTEMBER W/H STATE TAX		\$602.15
Invoice SEPT 2019	10/14/2019			
Transaction Date	10/1/2019	Citizens State Bank	10100	Total \$602.15
Refer	0 ON SITE COMPUTERS, INC			

MANTORVILLE, MN

10/11/19 12:41 PM

Page 3

Payments

Current Period: October 2019

Cash Payment	E 101-41500-300 Professional Svcs (GENE REMOTE SUPPORT				\$25.50
Invoice	CW64904	10/14/2019			
Transaction Date	10/1/2019	Citizens State Bank	10100	Total	\$25.50
Refer	0 REINDERS				
Cash Payment	E 603-45183-400 Repairs & Maint Cont (G	GRASS SEED AND FERTILIZER FOR THE			\$595.91
		CAMPGROUND			
Invoice	3160411-00	10/14/2019			
Cash Payment	E 603-45183-400 Repairs & Maint Cont (G	GRASS SEED AND FERTILIZER FOR THE			\$120.68
		CAMPGROUND			
Invoice	3160411-00	10/14/2019			
Transaction Date	10/1/2019	Citizens State Bank	10100	Total	\$716.59
Refer	0 FURTHER	Ck# 005390	10/14/2019		
Cash Payment	G 101-21714 Health Savings Account	EMPLOYEE CONTRIBUTIONS			\$100.00
Invoice	SEPT 2019	10/14/2019			
Cash Payment	G 101-21714 Health Savings Account	EMPLOYER CONTRIBUTIONS			\$325.02
Invoice	SEPT 2019	10/14/2019			
Transaction Date	10/1/2019	Citizens State Bank	10100	Total	\$425.02
Refer	0 FURTHER	Ck# 005391	10/14/2019		
Cash Payment	G 101-21714 Health Savings Account	NEW EMPLOYEE ADD ADMIN FEE			\$14.75
Invoice	SEPTEMBER 20	10/14/2019			
Transaction Date	10/1/2019	Citizens State Bank	10100	Total	\$14.75
Refer	0 SL CONTRACTING, INC				
Cash Payment	E 101-45200-443 FEMA Related Expenses	REPAIR SEWER LINE AT RIVERSIDE PARK			\$2,117.00
		BATHROOM DUE TO 2019 FLOODING			
Invoice	10236	10/14/2019			
Transaction Date	10/1/2019	Citizens State Bank	10100	Total	\$2,117.00
Refer	0 NCPERS GROUP LIFE INS.				
Cash Payment	G 101-21711 Life Insurance Payable	OCTOBER 2019 EMPLOYEE PAID PREMIUM			\$48.00
Invoice	OCT 2019	10/14/2019			
Transaction Date	10/1/2019	Citizens State Bank	10100	Total	\$48.00
Refer	0 XCEL ENERGY				
Cash Payment	E 101-43160-381 Electric Utilities	STREET LIGHTS			\$1,581.57
Invoice	OCT 2019	10/14/2019			
Cash Payment	E 101-43160-381 Electric Utilities	300 MAIN N BRIDGE LIGHTS			\$21.02
Invoice	OCT 2019	10/14/2019			
Cash Payment	E 101-43160-381 Electric Utilities	130 ST.HWY 57 S.CITY SIGN			\$28.67
Invoice	OCT 2019	10/14/2019			
Cash Payment	E 101-43160-381 Electric Utilities	60003 ST.HWY 57 N CITY SIGN			\$13.24
Invoice	OCT 2019	10/14/2019			
Cash Payment	E 101-42200-380 Utility Services	21 5TH STREET SIREN			\$6.45
Invoice	OCT 2019	10/14/2019			
Cash Payment	E 101-42200-380 Utility Services	21 5TH STREET E FH/CH/PUMP			\$312.20
Invoice	OCT 2019	10/14/2019			
Cash Payment	E 101-42200-380 Utility Services	701 CHESTNUT SIREN			\$6.60
Invoice	OCT 2019	10/14/2019			
Cash Payment	E 101-43160-381 Electric Utilities	410 CLAY POLE ON EDA LOT			\$44.39
Invoice	OCT 2019	10/14/2019			
Cash Payment	E 101-41940-380 Utility Services	600 7TH STREET WEST MANTORFIEL			\$14.24
Invoice	OCT 2019	10/14/2019			

Payments

Current Period: October 2019

Cash Payment	E 101-41940-380 Utility Services	340 CLAY RIVERSIDE W CENTER		\$113.36
Invoice	OCT 2019	10/14/2019		
Cash Payment	E 101-41940-380 Utility Services	342 MAIN ST N RIVERSIDE NE		\$44.18
Invoice	OCT 2019	10/14/2019		
Cash Payment	E 101-41940-380 Utility Services	601 GOLFFVIEW DENNISON FIELD		\$15.93
Invoice	OCT 2019	10/14/2019		
Cash Payment	E 101-41940-380 Utility Services	1008 EAST CITY SHOP		\$134.80
Invoice	OCT 2019	10/14/2019		
Cash Payment	E 602-49450-380 Utility Services	121 BLANCH WWTF+SEC+PUMP		\$1,190.64
Invoice	OCT 2019	10/14/2019		
Cash Payment	E 601-49400-380 Utility Services	841 BLANCH WTR WELL HOUSE		\$1,131.23
Invoice	OCT 2019	10/14/2019		
Cash Payment	E 601-49400-380 Utility Services	924 JEFFERSON WATER TOWER		\$49.66
Invoice	OCT 2019	10/14/2019		
Cash Payment	E 603-45183-381 Electric Utilities	324 MAIN ST N CAMPGROUND		\$164.49
Invoice	OCT 2019	10/14/2019		
Cash Payment	E 101-41940-380 Utility Services	101 BLANCH NEW SHOP		\$33.46
Invoice	OCT 2019	10/14/2019		
Cash Payment	E 101-41940-380 Utility Services	15 4TH STREET WEST RIVERSIDE		\$48.31
Invoice	OCT 2019	10/14/2019		
Cash Payment	E 602-49450-380 Utility Services	601 JEFFERSON LIFT STATION		\$28.99
Invoice	OCT 2019	10/14/2019		
Cash Payment	E 602-49450-380 Utility Services	121 BLANCH AUTO PROTECT LIGHT		\$8.81
Invoice	OCT 2019	10/14/2019		
Transaction Date	10/1/2019	Citizens State Bank	10100	Total \$4,992.24
Refer	0 MINNESOTA ENERGY	-		
Cash Payment	E 101-41940-380 Utility Services	4300149-4 STREETS		\$5.54
Invoice	OCTOBER 2019	10/14/2019		
Transaction Date	10/1/2019	Citizens State Bank	10100	Total \$5.54
Refer	0 INTERSTATE POWERSYSTEMS	-		
Cash Payment	E 602-49450-220 Bldg.Repair and Mainten	GENERATOR INSPECTION FOR THE WWTP		\$564.75
Invoice	R001154291:01	10/14/2019		
Transaction Date	10/1/2019	Citizens State Bank	10100	Total \$564.75
Refer	0 GOPHER STATE ONE CALL	-		
Cash Payment	E 601-49400-300 Professional Svcs (GENE	UTILITY LOCATES FOR SEPTEMBER 2019		\$21.87
Invoice	9090562	10/14/2019		
Cash Payment	E 602-49450-300 Professional Svcs (GENE	UTILITY LOCATES FOR SEPTEMBER 2019		\$14.58
Invoice	9090562	10/14/2019		
Transaction Date	10/1/2019	Citizens State Bank	10100	Total \$36.45
Refer	0 MWOA	-		
Cash Payment	E 602-49450-208 Training, Mileage	WASTE WATER TRAINING FOR J. ADAMS		\$20.00
Invoice	OCT 2019	10/14/2019		
Cash Payment	E 602-49450-208 Training, Mileage	WASTE WATER TRAINING FOR R. JECH		\$20.00
Invoice	OCT 2019	10/14/2019		
Transaction Date	10/1/2019	Citizens State Bank	10100	Total \$40.00
Refer	0 SANCO EQUIPMENT	-		
Cash Payment	E 101-45200-404 Repairs/Maint Machinery	KIT FOAM MARKER FOR PARKS		\$206.00
Invoice	0073021	10/14/2019		
Transaction Date	10/1/2019	Citizens State Bank	10100	Total \$206.00

MANTORVILLE, MN

10/11/19 12:41 PM

Page 5

Payments

Current Period: October 2019

Refer	0	VERIZON WIRELESS	-				
Cash Payment	E 101-42200-321	Communications Phone/	WIFI FOR THE FD			\$53.94	
Invoice	9838775651	10/14/2019					
Transaction Date	10/1/2019	Citizens State Bank	10100	Total		\$53.94	
Refer	0	DODGE COUNTY INDEPENDENT	-				
Cash Payment	E 101-41940-200	Supplies	DCI SUBSCRIPTION FOR 1 YEAR			\$46.00	
Invoice	OCT 2019	10/14/2019					
Transaction Date	10/2/2019	Citizens State Bank	10100	Total		\$46.00	
Refer	0	INSPIRE INK BY IMAGES	-				
Cash Payment	E 101-46500-437	Other Miscellaneous	GEM OF MANTORVILLE PLAQUE			\$85.00	
Invoice	289634	10/14/2019					
Transaction Date	10/2/2019	Citizens State Bank	10100	Total		\$85.00	
Refer	0	KENNEDY & GRAVEN, CHARTERED	-				
Cash Payment	E 101-41600-304	Legal Fees	LEGAL SERVICES THROUGH AUGUST 31, 2019			\$1,524.40	
Invoice	150552	10/14/2019					
Transaction Date	10/2/2019	Citizens State Bank	10100	Total		\$1,524.40	
Refer	0	LAWSON PRODUCTS, INC	-				
Cash Payment	E 602-49450-240	Tools and Minor Equipm	DISPOSABLE GLOVES FOR THE WWTP			\$170.06	
Invoice	9307045915	10/14/2019					
Transaction Date	10/2/2019	Citizens State Bank	10100	Total		\$170.06	
Refer	0	MN DEPARTMENT OF REVENUE	-				
Cash Payment	E 601-49400-210	Tax and Licensing	WATER SALES AND USE TAX			\$345.00	
Invoice	QTR. 3 2019	10/14/2019					
Cash Payment	E 603-45183-210	Tax and Licensing	RV SALES AND USE TAX			\$423.00	
Invoice	QTR. 3 2019	10/14/2019					
Cash Payment	E 101-45200-210	Tax and Licensing	SHELTER SALES AND USE TAX			\$15.00	
Invoice	QTR. 3 2019	10/14/2019					
Transaction Date	10/2/2019	Citizens State Bank	10100	Total		\$783.00	
Refer	0	BAUER BUILT	-				
Cash Payment	E 101-42200-228	Equip. Repair and Mainte	LABOR FOR FLAT TIRE ON TANKER #2			\$125.00	
Invoice	670066374	10/14/2019					
Transaction Date	10/3/2019	Citizens State Bank	10100	Total		\$125.00	
Refer	0	BURGESS, NATHAN	-				
Cash Payment	E 101-42200-240	Tools and Minor Equipm	REIMBURSEMENT TO N. BURGESS FOR HEADLIGHT RETAINER FOR THE RESUE RIG			\$22.00	
Invoice	SEPT 2019	10/14/2019					
Cash Payment	E 101-42200-240	Tools and Minor Equipm	REIMBURSEMENT TO N. BURGESS LIGHT BULBS FOR TANKER 2 WATER LEVER GAUGE			\$61.45	
Invoice	SEPT 2019	10/14/2019					
Transaction Date	10/3/2019	Citizens State Bank	10100	Total		\$83.45	
Refer	0	GILBERTSON DAVE	-				
Cash Payment	E 101-42200-217	Other Operating Supplie	NEW CHAMOIS REPLACING OLD ONES			\$21.60	
Invoice	OCT 2019	10/14/2019					
Transaction Date	10/3/2019	Citizens State Bank	10100	Total		\$21.60	
Refer	0	KRAMER, CURT	-				

MANTORVILLE, MN

10/11/19 12:41 PM

Page 6

Payments

Current Period: October 2019

Cash Payment	E 101-42200-212 Motor Fuels	REIMBURSEMENT TO C. KRAMER FOR FUEL FOR BETSY	\$20.00
Invoice	SEPT 2019	10/14/2019	
Transaction Date	10/3/2019	Citizens State Bank 10100	Total \$20.00
Refer	0	PAYMENT SERVICE NETWORK, IN Ck# 005394 10/14/2019	
Cash Payment	E 602-49450-300 Professional Srvs (GENE	MONTHLY SERVICE FEES FOR SEPTEMBER 2019	\$49.17
Invoice	202430	10/14/2019	
Cash Payment	E 601-49400-300 Professional Srvs (GENE	MONTHLY SERVICE FEES FOR SEPTEMBER 2019	\$32.78
Invoice	202430	10/14/2019	
Transaction Date	10/3/2019	Citizens State Bank 10100	Total \$81.95
Refer	0	ULTIMATE SAFETY CONCEPTS, IN	
Cash Payment	E 101-42200-228 Equip. Repair and Mainte	INSPECTION AND TESTING OF FIRE EXTINGUISHERS	\$84.75
Invoice	184525	10/14/2019	
Transaction Date	10/3/2019	Citizens State Bank 10100	Total \$84.75
Refer	0	HERO, JORSTAD & JACOBSEN, P.	
Cash Payment	E 101-41600-304 Legal Fees	SEPTEMBER PROSECUTION	\$483.00
Invoice	2592	10/14/2019	
Transaction Date	10/3/2019	Citizens State Bank 10100	Total \$483.00
Refer	0	CITY OF DODGE CENTER	
Cash Payment	E 101-42200-437 Other Miscellaneous	SHARED COST FOR REGIONAL GRANT WRITING	\$687.50
Invoice	1669	10/14/2019	
Transaction Date	10/3/2019	Citizens State Bank 10100	Total \$687.50
Refer	0	CMS - CONSTRUCTION MGMT. SE	
Cash Payment	E 101-42400-300 Professional Srvs (GENE	BUILDING INSPECTIONS FOR SEPTEMBER 2019	\$1,554.18
Invoice	19-916	10/14/2019	
Transaction Date	10/4/2019	Citizens State Bank 10100	Total \$1,554.18
Refer	0	MN MUNICIPAL UTILITIES ASSOC	
Cash Payment	E 101-43100-229 Safety/OSHA	2019 DRUG AND ALCOHOL TESTING CONSORTIUM	\$62.00
Invoice	53997	10/14/2019	
Transaction Date	10/4/2019	Citizens State Bank 10100	Total \$62.00
Refer	0	NAPA	
Cash Payment	E 101-43100-240 Tools and Minor Equipm	35 TON JACK FOR THE SHOP	\$239.99
Invoice	684-355994	10/14/2019	
Cash Payment	E 101-43100-200 Supplies	BRAKE CLEANER FOR THE SHOP	\$42.00
Invoice	684-356666	10/14/2019	
Cash Payment	E 101-45200-404 Repairs/Maint Machinery	OIL FILTERS FOR THE KUBOTA	\$40.47
Invoice	684-356659	10/14/2019	
Cash Payment	E 101-45200-404 Repairs/Maint Machinery	HYDRAULIC HOSE, FITTINGS AND TRANS FLUID FOR THE BOOM TRUCK	\$180.76
Invoice	684.355262	10/14/2019	
Transaction Date	10/4/2019	Citizens State Bank 10100	Total \$503.22
Refer	0	PITNEY BOWES INC	
Cash Payment	E 101-41500-322 Postage	SEPTEMBER POSTAGE	\$201.00
Invoice	SEPT 2019	10/14/2019	

MANTORVILLE, MN

10/11/19 12:41 PM

Page 7

Payments

Current Period: October 2019

Transaction Date	10/4/2019	Citizens State Bank	10100	Total	\$201.00
Refer	0 SL CONTRACTING, INC	-			
Cash Payment	E 401-41000-570 Capital Outlay	2019 STREET PATCHING			\$25,655.48
Invoice	10301 10/14/2019				
Transaction Date	10/4/2019	Citizens State Bank	10100	Total	\$25,655.48
Refer	0 SL CONTRACTING, INC	-			
Cash Payment	E 101-43100-570 Capital Outlay	STRIPING 5TH ST FROM CITY HALL TO CITY LIMITS			\$4,561.92
Invoice	10293 10/14/2019				
Transaction Date	10/4/2019	Citizens State Bank	10100	Total	\$4,561.92
Refer	0 STUSSY CONSTRUCTION INC	-			
Cash Payment	E 101-43100-224 Street Maint Materials	ROCK FOR STREETS			\$220.34
Invoice	295736 10/14/2019				
Transaction Date	10/4/2019	Citizens State Bank	10100	Total	\$220.34
Refer	0 CASEYS BUSINESS MASTERCARD	-			
Cash Payment	E 101-43100-212 Motor Fuels	FUEL FOR PW VEHICLES AND EQUIPMENT			\$232.10
Invoice	AUG/SEPT 2019 10/14/2019				
Cash Payment	E 101-42200-212 Motor Fuels	FUEL FOR FD			\$157.62
Invoice	AUG/SEPT 2019 10/14/2019				
Transaction Date	10/8/2019	Citizens State Bank	10100	Total	\$389.72
Refer	0 FLAGSHIP RECREATION	-			
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	CABLE FOR PLAYGROUND EQUIPMENT AT RIVERSIDE PARK			\$133.25
Invoice	F4062 10/14/2019				
Transaction Date	10/8/2019	Citizens State Bank	10100	Total	\$133.25
Refer	0 MENARDS - NORTH ROCHESTER	-			
Cash Payment	E 602-49450-200 Supplies	CALCULATOR FOR THE WWTP			\$8.95
Invoice	50482 10/14/2019				
Cash Payment	E 101-42200-217 Other Operating Supplie	CEMENT PATCH, SILICONE AND CRACK FILLER FOR THE FD			\$39.91
Invoice	50482 10/14/2019				
Cash Payment	E 101-43100-200 Supplies	GAP FOAM AND HAND SOAP FOR THE SHOP			\$23.97
Invoice	50482 10/14/2019				
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	PINE SOL FOR THE PARK BATHROOM			\$12.98
Invoice	50482 10/14/2019				
Cash Payment	E 601-49400-200 Supplies	MEASURING WHEEL AND PAINT FOR LOCATES			\$64.81
Invoice	50482 10/14/2019				
Transaction Date	10/8/2019	Citizens State Bank	10100	Total	\$150.62
Refer	0 UNIVERSITY OF MINNESOTA	-			
Cash Payment	E 101-43100-208 Training, Mileage	2019 MN TREE INSPECTOR CERTIFICATION WORKSHOP FOR JOE ADAMS			\$100.00
Invoice	OCT 2019 10/14/2019				
Transaction Date	10/8/2019	Citizens State Bank	10100	Total	\$100.00
Refer	0 DODGE COUNTY ENVIRONMENTA	-			
Cash Payment	E 101-45200-443 FEMA Related Expenses	TRASH FROM FD, FLOOD 2019			\$130.65
Invoice	SEPT 2019 10/14/2019				

MANTORVILLE, MN

10/11/19 12:41 PM

Page 8

Payments

Current Period: October 2019

Cash Payment	E 101-45200-443 FEMA Related Expenses	DISPOSAL OF FREEZER FROM THE FD, FLOOD 2019		\$15.00
Invoice SEPT 2019	10/14/2019			
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	DISPOSAL OF THE FRIDGE FROM MANTOR FIELD		\$15.00
Invoice SEPT 2019	10/14/2019			
Transaction Date	10/8/2019	Citizens State Bank	10100	Total \$160.65
Refer	0 KASSON HARDWARE HANK	-		
Cash Payment	E 101-43100-200 Supplies	LAG BOLTS FOR THE SHOP		\$4.50
Invoice SEPT 2019	10/14/2019			
Cash Payment	E 101-45200-443 FEMA Related Expenses	SPREADER FOR PARKS, 2019 FLOOD		\$74.99
Invoice SEPT 2019	10/14/2019			
Cash Payment	E 101-42200-217 Other Operating Supplie	LIGHT BULBS FOR THE FD		\$4.49
Invoice SEPT 2019	10/14/2019			
Cash Payment	E 101-42200-217 Other Operating Supplie	BLK CABLE TIES AND PACKING TAPE FOR THE FD		\$49.45
Invoice SEPT 2019	10/14/2019			
Transaction Date	10/8/2019	Citizens State Bank	10100	Total \$133.43
Refer	0 TRACTOR SUPPLY CREDIT PLAN	-		
Cash Payment	E 101-43100-200 Supplies	GAS CAN		\$42.99
Invoice SEPT 2019	10/14/2019			
Cash Payment	E 101-43100-200 Supplies	2 10" TIRES FOR THE GENERATOR		\$40.23
Invoice SEPT 2019	10/14/2019			
Transaction Date	10/9/2019	Citizens State Bank	10100	Total \$83.22
Refer	0 MN PERA	Ck# 005395 10/14/2019		
Cash Payment	G 101-21704 PERA	EMPLOYEE/EMPLOYER RETIREMENT		\$961.17
Invoice 2019 PR20	10/14/2019			
Transaction Date	10/9/2019	Citizens State Bank	10100	Total \$961.17
Refer	0 DELUXE	Ck# 005396 10/14/2019		
Cash Payment	E 101-41500-200 Supplies	CUSTOM LOGO WINDOW ENVELOPES		\$204.82
Invoice 2045995208	10/14/2019			
Transaction Date	10/10/2019	Citizens State Bank	10100	Total \$204.82
Refer	0 CITY OF KASSON	-		
Cash Payment	E 602-49450-585 Kasson WW Processing	3RD QTR. WW PROCESSING FEES		\$24,072.00
Invoice QTR.3 2019	10/14/2019			
Cash Payment	E 602-49450-601 Debt Srv Bond Principal	PRINCIPLE/INTEREST KASSON UPSIZE BOND		\$35,256.03
Invoice QTR.3 2019	10/14/2019			
Transaction Date	10/10/2019	Citizens State Bank	10100	Total \$59,328.03
Refer	0 MN DEPT OF LABOR AND INDUST	-		
Cash Payment	E 101-42400-300 Professional Srvs (GENE	3RD QTR. BUILDING INSPECTION SURCHARGE 2019		\$205.50
Invoice 3RD QTR. 2019	10/14/2019			
Transaction Date	10/10/2019	Citizens State Bank	10100	Total \$205.50
Refer	0 ON SITE SANITATION	-		
Cash Payment	E 603-45183-101 Salaries	PORT A POTTY AT RV PARK		\$24.00
Invoice 829233	10/14/2019			
Transaction Date	10/10/2019	Citizens State Bank	10100	Total \$24.00
Refer	0 MAXSON ELECTRIC	-		

Payments

Current Period: October 2019

Cash Payment	E 101-43160-381 Electric Utilities	LED LIGHT AND LABOR AT THE SOUTH MANTORVILLE SIGN	\$288.00
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Invoice 6446 10/14/2019

Transaction Date	10/10/2019	Citizens State Bank	10100	Total	\$288.00
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Refer 0 JECH, RYAN

Cash Payment	E 602-49450-208 Training, Mileage	REIMBURSEMENT TO R. JECH FOR CASEYS FOOD FOR THE SAFETY MEETING FOOD	\$67.48
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Invoice OCT 2019 10/14/2019

Transaction Date	10/10/2019	Citizens State Bank	10100	Total	\$67.48
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Fund Summary

10100 Citizens State Bank

101 GENERAL FUND	\$35,181.09
401 GENERAL CAPITAL PROJECTS	\$25,655.48
601 WATER FUND	\$1,726.79
602 SEWER FUND	\$61,533.46
603 RV PARK	\$10,219.10
	<u>\$134,315.92</u>

Pre-Written Checks	\$12,797.83
Checks to be Generated by the Computer	\$121,518.09
Total	<u>\$134,315.92</u>

10/01/2019

City Mantorville
Date 9/1/2019 thru 9/30/2019

<u>Agency</u>	<u>Incident Nr</u>	<u>Location</u>	<u>LocCity</u>	<u>Activity</u>
TRN	201900000016	22 6th St E	Mantorville	TEST Only-No Resp Needed
K	201900003864	320 Main St N	Mantorville	Assist Other Agency
K	201900004001	21 5th St E	Mantorville	Assist Other Agency
S	201900007912	202 9th St W	Mantorville	Noise Complaint
S	201900007935	501 Main St N	Mantorville	Miscellaneous
S	201900007943	320 Main St N	Mantorville	Disturbance
S	201900007965	909 Chestnut St	Mantorville	9-1-1 Hang Up Call
S	201900007974	22 6th St E	Mantorville	Probation Violation
S	201900007999	721 Main St N	Mantorville	Alarm
S	201900008019	408 6th St W	Mantorville	Suspicious Activity
S	201900008030	16 5th St W	Mantorville	Miscellaneous
S	201900008039	22 6th St E	Mantorville	Appreh/detention Orde
S	201900008042	1001 Walnut St	Mantorville	Assist Other Agency
S	201900008058	500blk Clay St	Mantorville	Other Driving Complai
S	201900008059	22 6th St E	Mantorville	Found Property
S	201900008060	415 N Main St	Mantorville	Posse Event
S	201900008077	22 6th St E	Mantorville	Assist Other Agency
S	201900008079	321 Main St N	Mantorville	Parking Violations
S	201900008084	321 Main St N	Mantorville	Cell Call Open Line
S	201900008103	21 5th St E	Mantorville	Found Property
S	201900008106	415 N Main St	Mantorville	Public Assist
S	201900008107	21 5th St W	Mantorville	Parking Violations
S	201900008109	320 Main St N	Mantorville	Larceny
S	201900008111	102 Main St N	Mantorville	Parking Violations
S	201900008114	415 N Main St	Mantorville	Found Property
S	201900008116	502 Main St N	Mantorville	Mv. Accident
S	201900008145	810 West St	Mantorville	Ambulance Run
S	201900008156	22 6th St E	Mantorville	Miscellaneous
S	201900008182	22 6th St E	Mantorville	Civil
S	201900008207	501 Clay St	Mantorville	Animal Comp
S	201900008214	22 6th St E	Mantorville	Weather Related Compl
S	201900008240	415 N Main St	Mantorville	Public Assist
S	201900008268	22 6th St E	Mantorville	Assist Other Agency
S	201900008273	22 6th St E	Mantorville	Violate/cond-release
S	201900008288	502 Main St N	Mantorville	Sex Offense
S	201900008292	22 6th St E	Mantorville	Miscellaneous
S	201900008322	598 Cemetery Rd	Mantorville	Property Damage
S	201900008326	16 5th St W	Mantorville	Disturbance
S	201900008335	22 6th St E	Mantorville	Violate/cond-release
S	201900008374	22 6th St E	Mantorville	Violate/cond-release
S	201900008375	22 6th St E	Mantorville	Probation Violation
S	201900008396	22 6th St E	Mantorville	Probation Violation
S	201900008420	10blk 5th St E	Mantorville	Traffic
S	201900008475	22 6th St E	Mantorville	Appreh/detention Orde
S	201900008509	22 6th St E	Mantorville	Dwi/3rd Degree
S	201900008533	22 6th St E	Mantorville	Other Complaint
S	201900008579	22 6th St E	Mantorville	Civil
S	201900008625	117 7th St W	Mantorville	Ambulance Run
S	201900008630	22 6th St E	Mantorville	Appreh/detention Orde
S	201900008713	501 Main St N	Mantorville	Barking Dog
S	201900008737	412 5th St W	Mantorville	Fireworks Complaints
S	201900008741	501 Chestnut St	Mantorville	Fireworks Complaints
S	201900008782	720 Blanch St	Mantorville	Ambulance Run
S	201900008784	22 6th St E	Mantorville	Violate/cond-release
S	201900008786	22 6th St E	Mantorville	Weather Related Compl
Total		55		



Greater Zumbro River Watershed

Comprehensive Watershed Management Plan

Waterside Chats

Goal

Your input and knowledge is crucial to the future of the Greater Zumbro River Watershed. Please join us at one of the **Waterside Chats** hosted by the Greater Zumbro River One Watershed, One Plan team to provide your feedback on problems, risks and opportunities in the watershed and how they should be prioritized in the 10 year, comprehensive watershed management plan.

Why Should I Participate?

We need your local knowledge of the watershed!

Priority resources and issues have been identified from local and state plans, studies, reports, state agency feedback, and resident surveys. Now, we need your input on the prioritization of these water and natural resources issues! Your feedback will be used to formulate the final list of priority issues that will be addressed in this 10 year plan.

Planning Area

The Greater Zumbro River Watershed Comprehensive Watershed Management Plan includes the Zumbro River Watershed & a portion of the Mississippi River-Lake Pepin Watershed illustrated on the map to the right.

Waterside Chats Locations

Mantorville Thursday, October 24th 2019
Zumbro Valley Recreation Club, 25202 615th St

Mazeppa Thursday, November 7th 2019
Mazeppa Community Center, 281 County Rd 1

Lake City Thursday, November 14th 2019
Sportsman's Club, 2200 S Oak St.

Time: 6-8 pm

Light sandwiches & refreshments will be served. RSVPs are not necessary, but will help us prepare materials, food and space. You may RSVP with the location you plan to attend to pwservice@co.olmsted.mn.us or call 507-328-7070



We Look Forward to Seeing You!

The Planning Workgroup

Caitlin Brady, Skip Langer & Aaron Gamm (Olmsted SWCD)
Beau Kennedy & Glen Roberson (Goodhue SWCD) Terri Peters (Wabasha SWCD)
Steve Pahs (Rice SWCD) Brad Behrens (Rice County)
Adam King (Dodge SWCD) Mark Gamm & Dean Schrandt (Dodge County)
Troy Erickson (City of Rochester)

Website: www.co.olmsted.mn.us/pw/Pages/Zumbro-1W1P.aspx



Visit us
@Olmsted SWCD



FIRE SAFETY USA, INC

507-529-8111; FAX
3253 19TH STREET NW
ROCHESTER, MN 55901

Quote

Date	Quote #
10/3/2019	97668

Name / Address	
MANTORVILLE FIRE DEPARTMENT ACCOUNTS PAYABLE PO BOX 355 MANTORVILLE, MN 55955-0355	
Customer Phone	272-8855 (CELL)
Customer Fax	

Rep
KEVIN

Qty	Item	Description	Cost	Total
20	45TW1301	HONEYWELL 4500 PSIG TITAN SCBA WITH WARBLING WHISTLE ALARM AND PASS	3,565.00	71,300.00
35	282026	HONEYWELL 20/20 PLUS FACEPIECE WITH KEVLAR HEADNET, MEDIUM	215.00	7,525.00
20	917546	HONEYWELL 45-MINUTE 4500 PSIG FULLY WRAPPED LIGHTWEIGHT CARBON CYLINDER (INSTALLED ON SCBA)	695.00	13,900.00
20	917545	HONEYWELL 45-MINUTE 4500 PSIG FULLY WRAPPED LIGHTWEIGHT CARBON CYLINDER	695.00	13,900.00
2	968918	HONEYWELL RIT KIT PNEUMATICS	875.00	1,750.00
5	962260	HONEYWELL SPECTICAL KIT	45.00	225.00
1	HPR-2	HIGH PRESSURE REGULATOR, 0-6000 PSI	330.00	330.00
30	X252136	HONEYWELL INSTALLED COMMCOMMAND VOICE AMP SYSTEM KIT (VAS)	415.00	12,450.00
16	921714	HONEYWELL ADAPTER 1ST STAGE REGULATOR CYLINDER QUICK CONNECT	285.00	4,560.00
40	921716	HONEYWELL QUICK CONNECT NIPPLE FOR CYLINDERS	60.00	2,400.00
2	921711	HONEYWELL FILL STATION ADAPTER - NO CHARGE	0.00	0.00
1	DELIVERY	DELIVERY - NO CHARGE	0.00	0.00
		FIRE SAFETY USA WILL ALSO PROVIDED BATTERIES FOR 15 YEARS (TWICE A YEAR)		
		FIRE SAFETY USA WILL ALSO PROVIDE FREE FLOW TESTING AT NO CHARGE FOR 15 YEARS \$65 VALUES X 16 SCBA = \$1040 PER YEAR AND \$15,600 SAVINGS OVER 15 YEARS!		
		QUOTE GOOD FOR 180 DAYS		

Thank you for the opportunity to quote you on these items.

Total \$128,340.00

Phone #	Fax #	E-mail	Web Site
507-529-8444	507-529-8111	Chadd@FIRESAFETYUSA.COM	www.firesafetyUSA.com

Total Award package amount \$142,975.00
 Max amount AFG grant will pay \$136,166.66

AFG grant approved initial purchase under grant

20 airpacks

7 spare facemasks

Cost of AFG grant approved equipment	Qty	Unit Cost	Total Cost	
Airpacks	20	\$3,565.00	\$71,300.00	
Facemasks	27	\$215.00	\$5,805.00	
45 minute bottles	40	\$695.00	\$27,800.00	
Faceamp system installed on face masks	27	\$415.00	\$11,205.00	
1st Stage quick connect	20	\$285.00	\$5,700.00	pdated Quote from Fire Safety only listed 16
Quick connect nipple	40	\$60.00	\$2,400.00	
Fill station adapter	2	\$0.00	\$0.00	
Delivery		\$0.00	\$0.00	
subtotal			\$124,210.00	
Tax 7.375%	7.375%		\$9,160.49	verify if we pay
=====				
Total			\$133,370.49	
AFG grant pays 95%			\$126,701.96	
MFD pays 5%			\$6,668.52	
AFG grant funds remaining			\$9,464.70	

Additional masks (original quote was for 35) and new airbag controller				
Facemasks	8	\$215.00	\$1,720.00	
Voice amp system for masks	8	\$415.00	\$3,320.00	
Honeywell RIT pneumatics	2	\$875.00	\$1,750.00	
High pressure regulator for air bags	1	\$330.00	\$330.00	
Delivery		\$0.00	\$0.00	
Subtotal			\$7,120.00	
Tax 7.375%	7.375%		\$525.10	verify if we pay
=====				
Total			\$7,645.10	
AFG grant pays 95%			\$7,262.85	
MFD pays 5%			\$382.26	
AFG grant funds remaining			\$2,201.85	

Memorandum

To: Mayor and City Council
From: Cami Reber
Date: 10/14/2019
Re: Fire Department Compeer Grant

BACKGROUND/ACTION

The Fire Department has received a grant from Compeer Financial in the amount of \$3,000. First Responder Captain, Dave Gilbertson applied for the grant for the purchase of a split backboard and stair chair. There is no share amount required except that if the amount of the purchase exceeds the \$3,000, the Fire Department would pay for that out of their budget. The FD does have money in their tools and minor equipment for 2019 to cover any additional costs.

It is recommended that the City Council accept the grant and allow them to proceed with the purchase.



GRANT AGREEMENT

The grant to your organization from the Compeer Financial Fund for Rural America, (hereinafter "Fund for Rural America") is for the explicit purpose(s) described in the Grant Application and is subject to your acceptance of the terms described therein.

To acknowledge this agreement, to accept the grant and receive the funds, return a signed copy of this Grant Agreement to Compeer Financial, ACA. Keep the other copy for your files. Please refer to the identification number and title in all communications concerning this grant.

Grantee: Mantorville Fire and Rescue

ID #: 2019

Amount Granted: \$3,000.00

Grant Period: Through December 31, 2019

Funds to be used for: back board and stair chair

The undersigned hereby agrees to the following grant conditions:

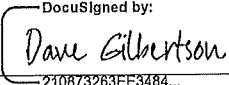
1. The funds provided by this grant may be spent only in accordance with the provisions of the grantee's funding request and budget as approved. Grantee shall not use the funds for any purpose prohibited by applicable law, and shall use the funds only for those purposes which are permissible under all applicable laws and regulations, including but not limited to the Internal Revenue Code, as amended and the regulations issued thereunder. Grantee shall comply with any and all applicable federal, state and local laws.
2. No funds provided by the Fund for Rural America may be used for any political campaign, or to support attempts to influence legislation of any governmental body other than through making available the results of nonpartisan analysis, study and research.
3. Expenses charged against this grant may not be incurred prior to the date at which the grant period begins or subsequent to its termination date, and may be incurred only as necessary to carry out the purposes and activities of the approved program.
4. The grantee organization is responsible for the expenditure of funds and for maintaining adequate supporting records consistent with generally accepted accounting practices.
5. The grantee shall return any unexpended funds to Fund for Rural America, which are not used for the approved purposes and/or remain unexpended at the close of the grant period.

6. Funds shall be promptly returned to Fund for Rural America if Fund for Rural America determines, in its sole discretion that the grantee has not performed in accordance with the Terms of the Grant and/or has not met the specific grant conditions of the approved program.
7. For the purposes of making verifications, as it deems desirable toward the fulfillment of Fund for Rural America objectives, Fund for Rural America may conduct site visits and/or review grantee's records at reasonable times during grantee's regular business hours.
8. Grantees are required to recognize Fund for Rural America in all publicity materials related to the funded project or program, as specified in the grant request. Prior to making public any such materials, grantees must submit the text of any announcements and plans for publicity to the Fund for Rural America Officer responsible for the grant. Approval of the Fund for Rural America Officer is required prior to any such materials being announced or made available to the public. Grantee shall cooperate with Fund for Rural America in connection with all publicity materials that Compeer Financial, ACA may wish to publish regarding Fund for Rural America and/or the project, including, but not limited to providing photo releases and/or other consents.
9. Grantee agrees to indemnify and hold Compeer Financial, ACA and Fund for Rural America harmless and, at its own cost and expense, defend Compeer Financial, ACA and Fund for Rural America, its officers, employees and directors from and against any and all liability, including but not limited to costs, attorney's fees, and claims for damages arising out of grantee's actions in furtherance of the project for which grant funds have been awarded. Compeer Financial, ACA and Fund for Rural America shall not be liable for any claims arising out of the project or any work performed in connection therewith. Grantee shall be solely responsible for the acts or omissions of its officers, agents, employees, directors and subcontractors."
10. Grantee warrants and represents that it has made no material false statement, or misstatement of fact, in connection with its Grant Application or its receipt of the Grant Funds, and all information previously submitted to Fund for Rural America or which it will submit to Fund for Rural America in the future relating to the grant or the project, is and will be true and correct.
11. Grantee shall not engage in discriminatory practices with respect to the project for which grant funds have been provided, and shall, with respect to all project activities, fully comply with all state, local and federal non-discrimination laws, as applicable.
12. To submit a final report thirty (30) days after the completion of the grant, of activities carried on under the grant, evaluations of what the grant accomplished, and complete financial reports detailing use of the grant funds.
13. PAYMENT OF GRANTS: Fund for Rural America reserves the right to terminate or modify any payments pursuant to this grant, including modification of previously agreed upon payment schedules should this be deemed appropriate by Fund for Rural America.
14. LIMIT OF COMMITMENT: This grant is made with the understanding that Fund for Rural America has no obligation to provide other or additional support to the grantee.

15. Nothing contained in this Agreement, nor in the application process or the granting of funds, shall be intended or construed in any manner as creating or establishing a relationship of partners or joint venture between the grantee and Fund for Rural America, nor shall grantee be considered or deemed to be an agent, representative or employee of Compeer Financial, ACA or Fund for Rural America.
16. This Agreement shall be construed in accordance with the laws of the State of Wisconsin and any proceedings or disputes arising out of this Agreement shall be venued in Dane County, Wisconsin.
17. The waiver of any breach of any provision of this Agreement by Fund for Rural America shall not be deemed to be a waiver of any such breach in the future or any other breach of any other provision.
18. Grantee hereby states that no goods or services were received in exchange for the donation from Compeer Financial, ACA.

In accepting the grant, the grantee accepts the terms stated in this agreement.

Organization: Mantorville Fire and Rescue

Signature of Authorized Representative:  210873263EE3484...

Printed Name / Title: Dave Gilbertson, First Responder Captain

Date: 10/7/2019

Memorandum

To: Mayor and City Council

From: Cami Reber

Date: 10/14/2019

Re: Procurement Policy

Attached is a Procurement Policy that has been put together by the City Attorney. Please review the policy and let me know of any changes you would like to see made. As part of the Federal Grant the FD received, it is required to have a procurement policy in place and that meets Federal Grant requirements. The attached is what has been used in similar cities.

If changes are noted, then a final draft will be brought to the next Council meeting.

City of Mantorville Procurement Policy

1. PURPOSE

To Assure that all City of Mantorville ("CITY") expenditures are lawful by satisfying the following:

- A. Scope: This policy applies to the management and expenditure of federal funds the CITY may receive to assist it in the operation of its programs or projects.
- B. Public Purpose: As good stewards of public funds, CITY employees must use CITY funds for public purpose expenditures.
- C. Authority: There must be specific or implied authority for the expenditure in state statute. Further, the expenditure must be authorized in accordance with the CITY's annual budget process, or by budget amendment.
- D. Procedure: The expenditure must be properly approved directly by the CITY's governing body or made through a delegation of authority from state law or the CITY's governing body.
- E. Controlling: This policy supersedes all previous federal purchasing policies and/or memos referencing procurement, travel or purchasing cards.

2. OBJECTIVES

This policy has the following objectives:

- A. To ensure that all CITY federal expenditures are lawful, as outlined in Section 1 of this policy.
- B. To ensure that taxpayer dollars provide goods and services as economically as possible.
- C. To establish uniform federal purchasing procedures for all CITY staff and across all program areas.
- D. To ensure CITY federal expenditures are appropriately classified in the CITY's financial records.
- E. To follow the requirements of Minn. Stat. § 471.345 (Uniform Municipal Contracting Law) as it relates to the purchase of supplies, materials, equipment or the rental thereof, or the construction, alteration, repair or maintenance of real or personal property.
- F. To follow the requirements of other state law, to the extent applicable, as it relates to using responsible contractors (Minn. Stat. § 16C.285), avoiding conflicts of interest (Minn. Stat. §§ 471.87 through 471.89), the retention and management of records (Minn. Stat. § 138.17 and Minn. Stat., Chap. 13), gift prohibitions (Minn. Stat. §§ 10A.071 and 471.895) , and other applicable laws.
- G. To follow federal laws, rules, and regulations, to the extent applicable, regarding the receipt, management, and expenditures of federal funds.

3. PURCHASE ORDERS

Purchase orders may be used for any purchase, but requirements for their use are more specifically outlined in the authorization section of this policy. In instances where purchase orders are used, the following procedures are set forth:

- A. The vendor name, mailing address and contact information is required.
- B. A sufficient description and exact quantities of the respective purchase.
- C. A calculation of total cost, including applicable tax, shipping and handling charges.
 - 1. In the instance where exact costs are not known, an estimate is acceptable.
 - 2. In the instance where quotes were required, they should be attached.
- D. The source of funding and applicable expenditure code for the respective purchase.

- E. The purchase order shall be completed and signed prior to the respective purchase.

A memorandum or electronic correspondence (such as email) that provides the same level of detail as a purchase order may be substituted in the purchasing process.

4. UNIFORM MUNICIPAL CONTRACTING LAW

The CITY will follow procedures as set forth in Minnesota Statute 471.345. Purchases should not be separated into smaller components in order to eliminate an authorization threshold requirement. Labor and materials may be separated to properly calculate sales tax.

For the purchase of supplies, materials or equipment estimated to exceed \$25,000, the CITY shall consider the availability, price, and quality of the supplies, materials, or equipment available through the State of Minnesota's cooperative purchasing venture (CPV) before purchasing through another source.

A. Purchasing Guidelines

Purchases up to \$25,000

If the amount of the purchase is estimated to be less than \$25,000, the purchase may be made upon quotation, in the open market, or through a cooperative purchasing agreement with another government entity or consortium.

Purchases over \$25,000 and up to \$175,000

If the amount of the purchase is estimated to be between \$25,000 and \$175,000, the purchase may be made upon sealed bids, direct negotiation, or through a cooperative purchasing agreement with another government entity or consortium. If quotes are sought, advertisement is not required, but the quotes must be in writing, at least two quotes must be obtained if reasonably possible, and the quotes shall be kept on file for a period of at least one year after their receipt. The CITY shall consider the availability, price and quality of supplies, materials or equipment available through the state's cooperative purchasing venture before purchasing from another source.

Purchases over \$175,000

If the amount of the purchase is estimated to be over \$175,000, sealed bids shall be solicited by public notice in the manner and subject to the requirements of the law governing purchases by the CITY. The CITY must consider the availability, price and quality of supplies, materials or equipment available through the state's cooperative purchasing venture before purchasing from another source. If a cooperative purchasing agreement is in place, bids are not needed.

B. Additional Purchasing Guidelines for Federal Grant Programs

For purchases under federal grant programs, two written quotes are needed for purchases greater than \$10,000. Multiple price or rate quotations must be obtained from an adequate number of qualified sources (2 or more) for purchases greater than the micro-purchase threshold (currently set at \$10,000).

For all contracts for goods or services above the small purchase threshold (currently set at \$250,000), the CITY should document its review of the excluded parties list (<https://www.sam.gov>)

to ensure that no tentative parties, suspended and/or debarred contractors are contracted with when using federal [or state] dollars. (Ref. 2 CFR 200.213). Contractors that apply or bid for an award exceeding \$100,000 must file the certification required by the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). All purchases for construction projects using federal dollars in excess of \$2,000 are required to follow the Davis-Bacon Act and related federal regulations concerning labor standards applicable to federally financed contractors.

To ensure fair and open competition and include affirmative steps to assure that minority businesses, women's enterprises and other disadvantaged businesses are solicited and used whenever possible per 2 CFR 200.321.

C. Exceptions

Cooperative Purchases. The CITY may contract for the purchase of supplies, materials, or equipment without regard to the competitive bidding requirements of this section if the purchase is through the State of Minnesota's cooperative purchasing venture or a national municipal association's purchasing alliance or cooperative created by a joint powers agreement that purchases items from more than one source on the basis of competitive bids or competitive quotations. Other exceptions may include: professional services; insurance contracts; purchases from other government agencies; real estate; sole source vendors and others as defined by Minn. Stat. § 471.345.

Best Value Alternative. Under Minn. Stat. §§ 471.345, subd. 3a and 16C.28, subd. 1, the CITY may use a "Best Value" alternative instead of awarding the bid to the lowest responsible bidder. The Program area manager must contact the CITY Attorney and comply with the training requirements before utilizing the Best Value alternative.

5. AUTHORIZATION

Prior council review and approval is needed when paying claims for goods and services, as required in Minn. Stat. § 412.271, subd. 2. Minnesota law provides that no order shall be issued for claims arising from the purchase of goods and services until the city council has reviewed and approved the claim.

6. ENFORCEMENT

CITY staff is responsible for implementation of the policy. Employee reimbursement will be required for any purchases not in compliance with this policy. Non-compliance could result in disciplinary action as outlined in the Employee Handbook.

7. BILLING

Vendors should invoice the CITY for the purchase. Vendors should not invoice an individual person.

8. PAYMENT PROCEDURES

In accordance with the prompt payment requirements in Minn. Stat. § 471.425, the CITY has 35 days from receipt of the invoice to process payment. If an invoice is incorrect in any way, the CITY must notify the vendor within ten days of the date of receipt.

The CITY clerk-treasurer is responsible for reviewing all aspects of the invoice and verifying the validity of the expenditure, and for providing information for the budget account coding so that expenditures are

appropriately classified in the CITY's financial records. Claims for payment must be itemized and audited in accordance with the requirements of Minn. Stat. §§ 471.38, 471.391, and 471.40.

All payments shall be summarized within a Claims List that will be presented to the CITY's governing body at their regularly scheduled meetings. The CITY's governing body will take action on the Claims List as part of its formal agenda. Once the Claims List has been approved by the CITY's governing body, the clerk-treasurer will release payment to the vendor.

9. PROCUREMENT CARD

See Appendix A

10. TRAVEL

See Appendix B

11. EXPENSE REIMBURSEMENT

Employee expense reimbursements (i.e. mileage), are to be submitted on claim voucher forms with supporting documentation and should be provided to the clerk-treasurer. The procedures set forth in Appendix B of this policy will be followed for approval and payment.

12. CONFLICTS OF INTEREST

Employees are required to provide notice to the clerk-treasurer of any conflicts of interest prior to entering into transactions on behalf of the CITY. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediately family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has financial or other interest in or a tangible personal benefit from a firm considered for a contract. The CITY shall comply with statutory provisions related to conflicts of interests in Minn. Stat. §§ 471.87 through 471.89.

13. ETHICS AND ACCEPTANCE OF GIFTS

The officers, employees, and agents of the CITY must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts unless in accordance with Minn. Stat. §§ 10A.071 and 471.895.

14. EMERGENCY & DISASTER

The CITY Attorney must be consulted with prior to making a purchase under this section.

Under Minnesota's Emergency Management Act (Minn. Stat. § 12.37), the CITY has the authority to make purchases or enter into contracts during emergencies without following many of the, otherwise, normally required procedures.

The Emergency Management Act defines an "emergency" (Minn. Stat. § 12.03, subd. 3) as "an unforeseen combination of circumstances that calls for immediate action to prevent a disaster from developing or occurring."

The Emergency Management Act defines a “disaster” (Minn. Stat. § 12.03, subd. 2) as “a situation that creates an actual or imminent serious threat to the health and safety of persons, or a situation that has resulted or is likely to result in catastrophic loss to property or the environment, and for which traditional sources of relief and assistance within the affected are unable to repair or prevent injury or loss.”

In the event of an emergency or disaster, the CITY’s governing body has granted authority to the CITY clerk-treasurer to make the necessary special emergency purchase. At the next regular scheduled CITY council meeting, the CITY’s governing body will approve the respective purchase and will pass a resolution specifically referring to the special emergency and declaring the special emergency describing the reasons necessitating the immediate action for protection of the health, safety or welfare of its citizens.

15. SOLE SOURCE PURCHASES

Sole source purchases may be made if they comply with at least one of the following:

- A. Item or service under patent of copyright held by a single vendor and item or service possesses or has capabilities critical to use.
- B. Item or service possesses a unique function or capability critical in the use of the item or service and not available from any other sources.
- C. The purchase is for equipment associated with use of existing equipment where compatibility is essential for integrity of results.
- D. The purchase is for replacement parts needed for repair of existing equipment where compatibility with equipment from the original manufacturer is paramount.
- E. The purchase is for accessories sought for enhancement of existing equipment where compatibility with equipment from the original manufacturer is paramount.
- F. The purchase is for technical services associated with the assembly, installation, or servicing of equipment of a highly technical or specialized nature.
- G. Additional item, service, or work required, but not known to have been needed when the original order was placed with vendor and it is not feasible or practicable to contract separately for the additional need.
- H. The purchase must match the existing piece or brand of equipment and is only available from one vendor.

Sole source purchases must still follow the purchase process required based on the amount being purchased. For example, if the purchase is expected to exceed \$175,000, a competitive bidding process must be followed even if the expectation is that only one bid will be received.

16. NONCOMPETITIVE SUPPLIES AND EQUIPMENT

Noncompetitive types and kinds of supplies and equipment may be purchased without following the requirements of the Uniform Municipal Contracting Law to the extent permitted under Minn. Stat. § 471.36.

APPENDIX A: PROCURMENT CARD USE POLICY

USE OF PROCUREMENT CARDS

The CITY has authorized the use of procurement cards (Pcard) under Minn. Stat. § 471.382 by CITY employees to make purchases on behalf of the CITY. Procurement Cards are defined as: Retail store issued purchasing cards or credit cards. All purchases made by Pcard shall comply with all applicable laws and CITY policies.

AUTHORIZATION

The CITY will provide Pcards to employees that show a business reason for usage of one. The CITY's clerk-treasurer shall be responsible for the maintenance of the CITY Pcard, including account maintenance, setting purchase limits, authorizing use of physical cards, etc.

USERS

Upon termination of employment with the CITY, the CITY issued Pcard must be returned to the CITY clerk-treasurer on or before the employee's last day of employment.

If Pcard is lost or stolen, the employee with knowledge must contact card member services and cancel the card immediately. The cardholder must also notify the clerk-treasurer.

Personal use of the CITY issued Pcard is prohibited. Purchases that do not comply with CITY policies, or that are not approved by the CITY's governing body, may become the personal responsibility of the card holder and/or purchaser. Improper use of the Pcard may result in disciplinary action as outlined in the CITY's Personnel Policy.

PURCHASES

Each card holder will be responsible for ensuring that purchases made with their card comply with Minnesota Statutes, the CITY's Procurement Policy, and this Pcard Use Policy.

In any instance where a product or service purchased with a CITY issued Pcard is returned or canceled the transaction must be refunded to the Pcard account.

DOCUMENTATION

The billing statement from the Pcard issuer does not contain sufficient information to document a purchase made. Appropriate documentation is required for all purchases to verify compliance with this policy and the CITY's Purchasing Policy.

A copy of the invoice or receipt for payment must be included to verify the amount charged on the card. Receipts from vendors that only list the total charged are not considered sufficient documentation. The receipt must identify all products or services purchased, shipping charges, and sales tax. A printed confirmation of an internet purchase may be sufficient to comply with this requirement. If an invoice is not immediately available, the invoice must be forwarded to the clerk-treasurer when it becomes available and additional documentation must accompany the original charge.

Department heads are responsible for reviewing all aspects of the receipts and verifying the validity of the expenditure, and for providing information for the budget account coding so that expenditures are appropriately classified in the CITY's financial records.

REVIEW AND PAYMENT

All Pcard statements will be reviewed by the clerk-treasurer for compliance with this policy and to ensure all charges have been accounted for. Additional documentation may be requested from a card user to ensure compliance with this policy and the CITY's Procurement Policy.

The CITY will not use the Pcard account for carrying debt, and payment of the entire outstanding balance of CITY issued Pcards will typically be made through the CITY's normal vendor payment process. The clerk-treasurer reserves the right to pay the Pcard bill outside the normal vendor payment process if necessary to avoid finance charges.

CASH WITHDRAWALS

No employee of the CITY shall use the CITY Pcard to access an ATM for cash withdrawals.

APPENDIX B: TRAVEL POLICY

The following are travel policies for all CITY employees as referenced in the employee handbook.

AUTHORIZATION

All travel must be included in the approved budget or by budget amendment.

All travel must be approved prior to any travel commitments being made or before travel expenses are incurred. Each department head will have the responsibility of approving any work related trips taken by employees in their department. The CITY's governing body will approve all employee travel. This includes approving the actual trip and approval of all reimbursements.

TRAVEL ARRANGEMENTS

Employees must travel using the most cost resourceful mode of transportation available. All travel should utilize the most efficient travel route at the lowest fare available. Department heads will make all arrangements for travel out of state whenever practical. If travel is pre-approved, an employee may make their own travel arrangements, though receipts must be submitted in order to receive reimbursement.

Travel on behalf of the CITY in a personal vehicle will be reimbursed at the current mileage reimbursement rate as determined by the Internal Revenue Service. Usage of CITY vehicles is encouraged when possible. Employees will be reimbursed for the cost of parking their vehicle when necessary with a valid receipt.

Department heads will make all arrangements for overnight lodging whenever possible. When making their own arrangements, employees will provide information showing the lodging rates available. Distance from employee lodgings will be considered in order to minimize transportation costs. Employees will retain payment receipts to submit to their Program area supervisor for reimbursement.

MEALS AND INCIDENTALS

Meals and incidentals will be reimbursed using the current U.S. General Services Administration (GSA) per diem rate for destination CITY. Complimentary meals provided to employees are excluded from per diem reimbursement. The first and final days of travel meals and other expenses for trips lasting multiple days will be reimbursed at 75% of the GSA meals and incidentals per diem rate. Current rates for the CITY you are traveling to can be found at www.gsa.gov/travel. Employees should retain receipts in case any expenses require verification.

REIMBURSEMENT

A mileage/travel/schooling expense/reimbursement form should be filled out for any travel expenses in addition to mileage.

Memorandum

To: Mayor and City Council

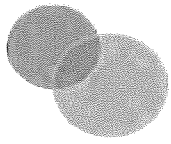
From: Cami Reber

Date: 10/14/2019

Re: Classification & Compensation Study Bench Mark Cities

As part of the Classification and Compensation Study, bench mark cities are chosen as part of the study for comparison. Attached is the memo from DDA with their recommendation for the benchmark communities.

Approval is being sought on the attached list of benchmark communities as presented.



DDA

Human Resources, Inc.
a David Drown Associates Company

TO: MANTORVILLE CITY COUNCIL
FROM: TESSIA MELVIN, DDA MANAGEMENT CONSULTANT
CC: CAMI REBER, CITY CLERK TREASURER
SUBJECT: APPROVAL OF BENCHMARK COMMUNITIES AND JOBS

BACKGROUND

The City Council has approved DDA Human Resource to conduct a classification and compensation study.

PROJECT UPDATE

Here is the project scope:

1. City Council to approve benchmark communities
2. Employees to review and complete Position Analysis Questionnaire
3. Consultant to review and re-write job descriptions
4. Employees and City Clerk Treasurer review and have the opportunity to complete a Job Description appeal Process
5. Market Analysis
6. Job Description Evaluation: we will review all job descriptions and rank them by our Job Evaluation Tool, which looks at the following topics:
 - a. Education and Experience needed for the job
 - b. Problem Solving
 - c. Decision Making
 - d. Relationships
 - e. Job Conditions
 - f. Physical and Mental Efforts
 - g. Hazards and work environment
7. Preliminary Budget Work: we will provide analysis on where City is in relation to the market, where they would like to be, and implementation costs
8. Final Report to City Council
9. Classification Appeal Process: employees can appeal the classification of their job, if something is missing from the job description

MARKET ANALYSIS

We are proposing to benchmark the following communities. In addition to the benchmark communities, we will spotlight Kasson and Rochester as their location to the City may impact competitiveness. However, we will not include those two cities in market average, just provide data to Council to review how they pay in comparison.

RECOMMENDED BENCHMARK COMMUNITIES:

City	Population	FT employees
Avon	1,525	11
Balaton	626	5
Battle Lake	903	10
Belgrade	753	7
Braham	1,799	10
Browerville	775	4
Brownton	723	7
Buffalo Lake	676	5
Clara City	1,319	9
Clarkfield	822	8
Dassel	1,459	9
Dundas	1,490	7
Elgin	1,090	4
Grand Meadow	1,175	7
Hayfield	1,338	4
Hector	1,079	7
Hendricks	708	3
Heron Lake	677	4
Kimball	788	7
Lanesboro	762	6
Lewiston	1,537	6
Mahnomen	1,207	9
Mantorville	1,223	3
Minneota	1,376	6

New London	1,355	5
New Richland	1,209	6
Pierz	1,375	7
Renville	1,211	7
Rice	1,334	5
Spicer	1,206	6
Stacy	1,505	5
Tyler	1,131	11
Wanamingo	1,087	6
West Concord	777	8
Winnebago	1,346	10
1,125		

Spotlight Cities

Rochester

Kasson

COUNCIL ACTION

We are seeking Council approval on the benchmark communities. Please let us know any cities you want removed or added to the list.

City of Mantorville

Council/Committee Appointment Application Form

Date 9/30/19

General Information

Name Brathien Jack Eric
Last First MI

Address 620 Walnut St Mantorville MN 55955
Street City State Zip

Phone Numbers: Home _____ Work _____
Cell _____

Email Address: _____

Council/Committees

If you wish to be considered for more than one committee or function, please number in order of preference.

☐ City Council

☐ Election Judge

☒ Park Board

☐ Party Affiliation (If applying for Election Judge)

☐ Economic Development Authority

Special Interest

As the Council prioritizes its goals, it may create additional/new committees or task forces from time to time. If you have other specific areas or topics of interest, please indicate those interests and we will retain your application for future openings in those areas as new committees are created.

Other Interests

Personal Information

List your work experience. I have had many jobs giving me a variety of
different experiences. Such as working on a local farm, bus boy at
the Hubble house, and a custodian at my church. I am currently
in my second year of my plumbing apprenticeship at Zumbro Valley
plumbing of Mantorville. Before plumbing, my favorite job was an
assistant teacher at kingdom kids preschool.

List any Civic, Professional and Community Activity involvement.

I played baseball at all of the Mantorville baseball fields for years. I have volunteered and supported the shows at the opera house, and I Shop locally and support local businesses.

Why do you want to be a City Council Member or on a committee, commission, task force or election judge?

I have lived in Mantorville for 18 years. I want to serve and get more involved in my community.

What skills, strengths, or abilities do you believe you will add to the group?

I enjoy interacting with people of all different ages. I love this community, and I greatly enjoy outdoor activities.

List any additional comments.

Please return this form to:

Cami Reber, City Clerk-Treasurer
City of Mantorville
21 5th ST E, PO Box 188
Mantorville MN 55955
Phone: 507-635-5170 Fax: 507-635-5300
cityofmant@kmtel.com