

MANTORVILLE CITY COUNCIL MEETING AGENDA
MONDAY, OCTOBER 28, 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 October 14, 2019
 - b) Warrant List September 28, 2019
5. Public Concerns
6. Public Hearing(s)- None
7. Old Business/New Business
 - a) Blanch Street Shop Purchase Proposal
 - b) Mantorville Historic District
 - c) Tabled- Procurement Policy
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, OCTOBER 14, 2019
6:30 PM

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

Member present, Chuck Bradford, Henry Blair, Sharon Davern, Don Hofstad and Luke Nash.

Other Present: Virgil and Carol Andrist, DCSO Steph French, Fire Chief JJ Williams, Ruth Pettey, Joan Nesvold, Joe Adams and Patti Chilson.

2. **Pledge of Allegiance** - Done

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

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

- 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

Motion passes unanimously.

5. **Public Concerns** - None

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

7. **Old Business/New Business**

- a) **FD Air Pak Bid** – Review and Approval to Proceed with Purchase. Motion made by Member Davern, second by Member Nash to Proceed with Air Pak Purchase. Motion passes unanimously.
- b) **FD Compeer Grant Award and Approval to Proceed with Purchase.** Motion made by Member Hofstad, second by Member Davern. Motion passes unanimously.
- c) **Procurement Policy** – Member Davern voted to table it till next meeting, second by Member Blair. All in favor, motion is tabled.
- d) **Contracts** – Member Davern would like to see contracts, up until now, their bids have been seen as their contracts. Member Davern would like to see more formal contracting. She is going to take a look at this. Member Davern said we need contracts to protect us. We can set that aside and review the Procurement policy.
- e) **9th Street Striping** – Joe Adams informed the Council that the striping has been done on 9th Street, both the center lines and the fog lines are complete. Member Hofstad said he drives it everyday and it is slowing people down.
- f) **Livestreaming** – Member Davern has been working with KM schools, she wants to use their media class. They are interested is coming and doing the livestreaming. They would live stream it thru the local access and through the Facebook page for the Community Relations Committee. There are no exact dates when it will start. Member Davern would like to see it at the next meeting or the one after that.
- g) **Review of City Ordinances** – Member Davern would like to see some council and citizens go thru and gradually walk through the ordinances. If there is anything that needs changing and do a

review of them. Member Hofstad mentioned if it could wait till next year. The Council has the budget to go through so could we could bring this up in January. Then we could review it and come up with a plan. Member Hofstad mentioned to Cami about talking to the attorney, review it, bring up their ideas. Member Nash said that they did a codification of the ordinance's years ago, we did it through a firm. The firm did it for us, the council did not have time to do it themselves. Member Nash asked if we would consider it when they are doing there budgeting to potentially budget to have that done for us next year. Member Bradford said that they would have a policy discussion. The council will go through it first and then send it. They will have Cami look up who we used last time and what it cost and they can have that as part of there budget discussion.

- h) **City Roof Damage** – Joe Adams presented bids for the City roof damage to the Council. Schwickerts does more commercial type buildings. Joes recommendation would be this year do the asphalt and next year do the tin. Schwickerts can do everything, Gransee can't do the tin and he is too busy this year. League of MN cities will pay for the asphalt, he will be turning it in for the tin to. There is one that is asphalt that he would like to switch over to tin. Schwickerts are doing the courthouse and they do a lot of commercial buildings. Joe is still waiting on a price for the gutters. Schwickerts is coming in cheaper on the asphalt. Schwickerts is out of Rochester and Stewartville. Schwickerts has a 2-year contract warranty. Joe does not have a date until they have a contract. Member Hofstad said that Schwickerts does more commercial and Priority is more residential. Member Hofstad made a motion, second by Member Nash. Motion passes.
- i) **Classification & Compensation Study** – Approval of Bench Mark Communities. Member Bradford said they are looking for approval of a list for Benchmark cities. It is for the compensation study, for wages and benefits for our staff. They have a list of cities in the packet who they are going to compare us to. They want the Council to sign off on the list or modify it. Member Bradford said it will be interesting to see how we compare to other cities. Motion made by Member Bradford, second by Member Hofstad. Motion passes.
- j) **Park Board Member Applicant** – Member Hofstad commented that Jack Bratlien works for him, he is 19, he lives with his family in town and wants to be involved in the Community, this is his home. He is very passionate, he worked at the daycare at his church. He was home schooled and very involved with his church. Member Nash made a motion to approval Jack Bratlien for the Park Board, second by Member Davern. Motion passes.

8. TBD

- a) **Public Works Report** – Joe Adams informed the Council that on 5th Street East, the road keeps washing away at Bergmann Park. Joe has talked to Tim about tarring the shoulder. SL Contracting is in town right now and they could fix it for \$3655 to dig it out, fix it and put asphalt back in it. People cut the corner all the time and kill the grass and vegetation won't grow there. They would have to cut the road and put asphalt back in. The way the people cut the corner it is washing out and it is a hazard. It needs to be fixed to quit washing out. Joe needs approval while they are in town. Member Blair made a motion, second Member Hofstad. Motion passes.
- b) **City Clerk Report** – Patti Chilson gave the Council a reminder that it is Fall Festival October 26 and at City Hall we have tickets for sale for the Pork Chop Feed to raise money for Stagecoach Days next year. Also, a request that they are having the Pork Chop feed at the Bridge they are asking Council if they could put up no parking signs from 4-8 so they could have a drop off spot for people that are attending. The Stage coach days committee requested it. Motion made by Member Hofstad, second Member Blair. Motion passes.
- c) **Consultant Report** – None.
- d) **Committee Report**

Chamber, Member Davern discussed the Chamber, they had the ribbon cutting for the County Seat, talked about the Fall Festival, and a discussion about Old Fashioned Christmas.

EDA, Member Bradford discussed the EDA meeting and Open House. Abby Wright from CEDA lead us through an interactive Facebook demonstration tutorial aimed at local businesses. They had a really good turnout, there was some interest on more advanced beyond introduction to Facebook.

Finance/Budget – None

Fire Department, JJ Williams discussed Fire Prevention Week, every year going to the schools for three days. The kindergarteners twice a day, the preschoolers twice in two days. They get to see the Firefighters, meet them and put on skits, with the Firefighters putting on their gear and masks. They had the Open House, nice crowd and the kids had fun. A few kids won a ride to school in the Fire Truck.

Infrastructure – None

KM Joint Powers – None

MRA – Member Nash, potential to raise some money for the Fire Department.

Park Board – None

Personnel – None

Relief, they had a really good Marigold Days. 800 people for the Fireman's dance and around 650 for the breakfast. Their earnings were up but they had to spend a little extra to replace things from the flood. They also received a \$3000 grant for the First responder equipment. Two Firefighters will be retiring this year.

Township – None

Safety – None

e) **Council Member Report**- None

f) **Mayor Report** - Member Bradford attended the ribbon cutting at the County Seat. Met the new owners and had an amazing turnout.

9. **Executive Session** - None

10. **Adjourn** - Motion made by Member Nash, second Member Davern to adjourn the meeting at 7:30 pm. Motion passes unanimously.

***Check Summary Register©**

October 2019

Name	Check Date	Check Amt	
10100 Citizens State Bank			
UnPaid	AFLAC	\$56.28	EMPLOYEE PAID SUPPLEMENTAL INSURA
UnPaid	CRYSTEEL TRUCK EQUIP	\$348.57	CUTTING EDGE FOR SNOW PLOW
UnPaid	CULLIGAN	\$8.95	BOTTLED WATER FOR SEPTEMBER 2019
UnPaid	DODGE COUNTY INDEPENDENT	\$339.00	OPEN HOUSE AD FOR THE FD
UnPaid	ERDMANS COUNTY MARKET	\$94.85	FOOD FOR SAFETY MEETING
UnPaid	FARRELL EQUIPMENT & SUPPL	\$191.88	12 SAFETY CONES
UnPaid	JECH, RYAN	\$81.07	REIMBURSEMENT TO R. JECH FOR HOSE
UnPaid	LINCOLN NATIONAL LIFE INSUR	\$100.89	EMPLOYEE PAID LIFE INSURANCE
UnPaid	METRO SALES INC	\$169.32	CONTRACT 4TH QTR. 2019
UnPaid	NEWMAN TRAFFIC SIGNS	\$253.21	5 ROAD CLOSED SIGNS
UnPaid	ON SITE COMPUTERS, INC	\$71.00	DAILY BACKUPS AND MONITORING
UnPaid	QUALITY FLOW SYSTEMS, INC	\$685.00	FIELD LABOR AND GENERAL REPAIR FOR
UnPaid	SAMS CLUB	\$298.42	MULTIFOLD PAPER TOWELS, COPY PAPER
UnPaid	WHKS & COMPANY	\$6,880.08	3RD ST RECON, AUG 31-SEPT 27
UnPaid	XCEL ENERGY	\$5,056.95	STREET LIGHTS
Total Checks		\$14,635.47	

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Payments

Current Period: October 2019

Batch Name	WAR 10 28 19	User Dollar Amt	\$19,064.88		
	Payments	Computer Dollar Amt	\$19,064.88		
			\$0.00	In Balance	
Refer	0 AFLAC	-			
Cash Payment	G 101-21710 AFLAC	EMPLOYEE PAID SUPPLEMENTAL INSURANCE			\$56.28
Invoice	906438	10/28/2019			
Transaction Date	10/23/2019	Citizens State Bank	10100	Total	\$56.28
Refer	0 CRYSTEEL TRUCK EQUIP	-			
Cash Payment	E 101-43125-404 Repairs/Maint Machinery	CUTTING EDGE FOR SNOW PLOW			\$348.57
Invoice	LP192650	10/28/2019			
Transaction Date	10/23/2019	Citizens State Bank	10100	Total	\$348.57
Refer	0 CULLIGAN	-			
Cash Payment	E 101-41940-200 Supplies	BOTTLED WATER FOR SEPTEMBER 2019			\$8.95
Invoice	22069509-09302	10/28/2019			
Transaction Date	10/23/2019	Citizens State Bank	10100	Total	\$8.95
Refer	0 DODGE COUNTY INDEPENDENT	-			
Cash Payment	E 101-42200-217 Other Operating Supplie	OPEN HOUSE AD FOR THE FD			\$259.00
Invoice	8351	10/28/2019			
Transaction Date	10/23/2019	Citizens State Bank	10100	Total	\$259.00
Refer	0 DODGE COUNTY INDEPENDENT	-			
Cash Payment	E 601-49400-430 Miscellaneous	HYDRANT FLUSHING AD			\$80.00
Invoice	8365	10/28/2019			
Transaction Date	10/23/2019	Citizens State Bank	10100	Total	\$80.00
Refer	0 ERDMANS COUNTY MARKET	-			
Cash Payment	E 101-43100-229 Safety/OSHA	FOOD FOR SAFETY MEETING			\$19.51
Invoice	b699295	10/28/2019			
Cash Payment	E 101-42200-217 Other Operating Supplie	FOOD FOR FD OPEN HOUSE			\$75.34
Invoice	b699295	10/28/2019			
Transaction Date	10/23/2019	Citizens State Bank	10100	Total	\$94.85
Refer	0 FARRELL EQUIPMENT & SUPPLY	-			
Cash Payment	E 101-43100-229 Safety/OSHA	12 SAFETY CONES			\$191.88
Invoice	1056666	10/28/2019			
Transaction Date	10/23/2019	Citizens State Bank	10100	Total	\$191.88
Refer	0 JECH, RYAN	-			
Cash Payment	E 101-43125-404 Repairs/Maint Machinery	REIMBURSEMENT TO R. JECH FOR HOSE AND FITTINGS FOR THE SNOW PLOW			\$81.07
Invoice	OCTOBER 2019	10/28/2019			
Transaction Date	10/23/2019	Citizens State Bank	10100	Total	\$81.07
Refer	0 LINCOLN NATIONAL LIFE INSURA	-			
Cash Payment	G 101-21711 Life Insurance Payable	EMPLOYEE PAID LIFE INSURANCE			\$100.89
Invoice	SEPT 2019	10/28/2019			
Transaction Date	10/23/2019	Citizens State Bank	10100	Total	\$100.89
Refer	0 METRO SALES INC	-			
Cash Payment	E 101-41500-350 Print/Binding (GENERAL	CONTRACT 4TH QTR. 2019			\$90.00
Invoice	INV1447492	10/28/2019			

Payments

Current Period: October 2019

Cash Payment	E 101-41500-350 Print/Binding (GENERAL COLOR USAGE				\$79.32
Invoice	INV1447492	10/28/2019			
Transaction Date	10/23/2019	Citizens State Bank	10100	Total	\$169.32
Refer	0 NEWMAN TRAFFIC SIGNS	-			
Cash Payment	E 101-43100-224 Street Maint Materials	5 ROAD CLOSED SIGNS			\$253.21
Invoice	TRFINV016003	10/28/2019			
Transaction Date	10/23/2019	Citizens State Bank	10100	Total	\$253.21
Refer	0 ON SITE COMPUTERS, INC	-			
Cash Payment	E 101-41500-300 Professional Svcs (GENE DAILY BACKUPS AND MONITORING				\$71.00
Invoice	CW65067	10/28/2019			
Transaction Date	10/23/2019	Citizens State Bank	10100	Total	\$71.00
Refer	0 QUALITY FLOW SYSTEMS	-			
Cash Payment	E 602-49450-220 Bldg.Repair and Mainten	FIELD LABOR AND GENERAL REPAIR FOR FLOAT SWITCH			\$685.00
Invoice	37941	10/28/2019			
Transaction Date	10/23/2019	Citizens State Bank	10100	Total	\$685.00
Refer	0 SAMS CLUB	-			
Cash Payment	E 101-41940-200 Supplies	MULTIFOLD PAPER TOWELS, COPY PAPER AND PAPER TOWEL ROLLS			\$178.46
Invoice	9/26/19	10/28/2019			
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	GARBAGE BAGS FOR PARKS			\$34.96
Invoice	9/26/19	10/28/2019			
Cash Payment	E 101-41500-437 Other Miscellaneous	MEMBERSHIP FEES			\$85.00
Invoice	9/26/19	10/28/2019			
Transaction Date	10/23/2019	Citizens State Bank	10100	Total	\$298.42
Refer	0 WHKS & COMPANY	-			
Cash Payment	E 311-47000-303 Engineering Fees	3RD ST RECON, AUG 31-SEPT 27			\$721.76
Invoice	39958	10/28/2019	Project 18-003		
Cash Payment	E 602-49450-303 Engineering Fees	CEMETERY ROAD SANITARY SEWER CONNECTION, AUG 31-SEPT 27			\$216.32
Invoice	39956	10/28/2019	Project 18-002		
Cash Payment	E 401-41000-570 Capital Outlay	TH 57 IMPROVEMENTS, AUG 31-SEPT 27			\$4,102.08
Invoice	39960	10/28/2019	Project 19-002		
Cash Payment	E 401-41000-570 Capital Outlay	5TH ST RECON, PHASE 2, AUG 31-SEPT 27			\$1,839.92
Invoice	39962	10/28/2019	Project 18-001		
Transaction Date	10/23/2019	Citizens State Bank	10100	Total	\$6,880.08
Refer	0 XCEL ENERGY	-			
Cash Payment	E 101-43160-381 Electric Utilities	STREET LIGHTS			\$1,635.76
Invoice	NOVEMBER 201	10/28/2019			
Cash Payment	E 101-43160-381 Electric Utilities	300 MAIN N BRIDGE LIGHTS			\$21.80
Invoice	NOVEMBER 201	10/28/2019			
Cash Payment	E 101-43160-381 Electric Utilities	130 ST.HWY 57 S.CITY SIGN			\$19.03
Invoice	NOVEMBER 201	10/28/2019			
Cash Payment	E 101-43160-381 Electric Utilities	60003 ST.HWY 57 N CITY SIGN			\$13.28
Invoice	NOVEMBER 201	10/28/2019			
Cash Payment	E 101-42200-380 Utility Services	21 5TH STREET SIREN			\$5.91
Invoice	NOVEMBER 201	10/28/2019			
Cash Payment	E 101-42200-380 Utility Services	21 5TH STREET E FH/CH/PUMP			\$251.69
Invoice	NOVEMBER 201	10/28/2019			

Payments

Current Period: October 2019

Cash Payment	E 101-42200-380 Utility Services	701 CHESTNUT SIREN	\$6.06
Invoice	NOVEMBER 201 10/28/2019		
Cash Payment	E 101-43160-381 Electric Utilities	410 CLAY POLE ON EDA LOT	\$14.31
Invoice	NOVEMBER 201 10/28/2019		
Cash Payment	E 101-41940-380 Utility Services	600 7TH STREET WEST MANTORFIEL	\$14.24
Invoice	NOVEMBER 201 10/28/2019		
Cash Payment	E 101-41940-380 Utility Services	340 CLAY RIVERSIDE W CENTER	\$38.89
Invoice	NOVEMBER 201 10/28/2019		
Cash Payment	E 101-41940-380 Utility Services	342 MAIN ST N RIVERSIDE NE	\$14.73
Invoice	NOVEMBER 201 10/28/2019		
Cash Payment	E 101-41940-380 Utility Services	601 GOLFVIEW DENNISON FIELD	\$15.56
Invoice	NOVEMBER 201 10/28/2019		
Cash Payment	E 101-41940-380 Utility Services	1008 EAST CITY SHOP	\$140.71
Invoice	NOVEMBER 201 10/28/2019		
Cash Payment	E 602-49450-380 Utility Services	121 BLANCH WWTF+SEC+PUMP	\$1,594.61
Invoice	NOVEMBER 201 10/28/2019		
Cash Payment	E 601-49400-380 Utility Services	841 BLANCH WTR WELL HOUSE	\$1,106.57
Invoice	NOVEMBER 201 10/28/2019		
Cash Payment	E 601-49400-380 Utility Services	924 JEFFERSON WATER TOWER	\$46.92
Invoice	NOVEMBER 201 10/28/2019		
Cash Payment	E 603-45183-381 Electric Utilities	324 MAIN ST N CAMPGROUND	\$34.35
Invoice	NOVEMBER 201 10/28/2019		
Cash Payment	E 101-41940-380 Utility Services	101 BLANCH NEW SHOP	\$28.57
Invoice	NOVEMBER 201 10/28/2019		
Cash Payment	E 101-41940-380 Utility Services	15 4TH STREET WEST RIVERSIDE	\$14.80
Invoice	NOVEMBER 201 10/28/2019		
Cash Payment	E 602-49450-380 Utility Services	601 JEFFERSON LIFT STATION	\$30.84
Invoice	NOVEMBER 201 10/28/2019		
Cash Payment	E 602-49450-380 Utility Services	121 BLANCH AUTO PROTECT LIGHT	\$8.32
Invoice	NOVEMBER 201 10/28/2019		
Cash Payment	E 101-43160-381 Electric Utilities	CHRISTMAS LIGHTS	\$0.00
Invoice	NOVEMBER 201 10/28/2019		
Transaction Date	10/23/2019	Citizens State Bank 10100	Total \$5,056.95
Refer	0 INTERNAL REVENUE SERVICE	Ck# 005398 10/28/2019	
Cash Payment	G 101-21701 Federal Withholding	FEDERAL W/H'S	\$1,093.36
Invoice	OCTOBER 2019 10/28/2019		
Cash Payment	G 101-21709 Medicare	MEDICARE W/H'S	\$341.68
Invoice	OCTOBER 2019 10/28/2019		
Cash Payment	G 101-21703 FICA Tax Withholding	SS W/H'S	\$1,460.98
Invoice	OCTOBER 2019 10/28/2019		
Transaction Date	10/23/2019	Citizens State Bank 10100	Total \$2,896.02
Refer	0 MINNESOTA REVENUE	Ck# 005399 10/28/2019	
Cash Payment	G 101-21702 State Withholding	OCTOBER W/H STATE TAX	\$565.33
Invoice	OCTOBER 2019 10/28/2019		
Transaction Date	10/23/2019	Citizens State Bank 10100	Total \$565.33
Refer	0 MN PERA	Ck# 005397 10/29/2019	
Cash Payment	G 101-21704 PERA	EMPLOYEE/EMPLOYER RETIREMENT	\$968.06
Invoice	2019 PR #21 10/29/2019		
Transaction Date	10/23/2019	Citizens State Bank 10100	Total \$968.06

Payments

Current Period: October 2019

Fund Summary

	10100 Citizens State Bank	
101 GENERAL FUND		\$8,598.19
311 GO SERIES BOND 2019A		\$721.76
401 GENERAL CAPITAL PROJECTS		\$5,942.00
601 WATER FUND		\$1,233.49
602 SEWER FUND		\$2,535.09
603 RV PARK		\$34.35
		\$19,064.88

Pre-Written Checks	\$4,429.41
Checks to be Generated by the Computer	\$14,635.47
Total	\$19,064.88