MANTORVILLE
MINNESOTA

Trail to the Past. Road to the Future.

CITY COUNCIL MEETING

MUNICIPAL COUNCIL CHAMBERS
21 5TH STREET E, MANTORVILLE, MN 55955
MONDAY, NOVEMBER 8, 2021
6:30 PM

1. **Call to Order**

2. **Pledge of Allegiance**

3. **Adopt the Agenda**

4. **Consent Agenda**
   a) City Council Meeting Minutes of October 25, 2021
   b) Warrant List for November 8, 2021
   c) Dodge County Sheriff's Office October Report for Mantorville
   d) Mantorville Fire Department General Meeting Minutes of November 3, 2021

5. **Proclamations, Presentations and Recognitions**
   a) Recognizing WHKS as Recipient of the 2021 Premier Award for Client Satisfaction

6. **Public Concerns**
   Individuals may address the City Council about any item not included on the regular agenda. Speakers are requested to come to the podium and state their name and address for the Clerk's record. Generally, the City Council will not take official action on items discussed at this time but may, typically, refer the matter to Staff for a future report or direct that the matter be scheduled on an upcoming agenda.

7. **Public Hearing(s)**

8. **Old Business/New Business**
   a) Fire Department Officer Recommendations

9. **Reports**
   a) Public Works Report
   b) City Clerk Report
   c) Consultant Report
   d) Committee Reports
      Chamber, EDA, Finance/Budget, Fire Department, Infrastructure, KM Joint Powers, MRA, Park Board, Personnel, Relief, Township
   e) Councilmember Report
   f) Mayor Report

10. **Tabled Items** – *These are items that the Council has previously discussed and voted to table, take action on, or continue discussion of at a later date. These items may be brought back by the Council for discussion at any future meeting.*

    a) Lighting at Park/Basketball Court

11. Executive Session

a) Closed Session per Minnesota Statute 13D.05, Subd. 3, for the Annual Performance Evaluation of Joe Adams, Public Works Lead

b) Closed Session per Minnesota Statute 13D.05, Subd. 3, for the Six-Month Probation Performance Evaluation of Shirley Buecksler, City Clerk-Treasurer

12. Adjourn

City of Mantorville
City Council Minutes
October 25, 2021

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

Present:	Mayor Chuck Bradford Councilmembers Lyle Hoaglund, Jeffrey Ingalls, Kent Keller, and Bill Kinney
Absent:	None
Others Present:	City Clerk-Treasurer Shirley Buecksler Public Works Lead Joe Adams Public Works Wade Schroeder Assistant City Clerk Shelly Jensen-Germundson

2. **Pledge of Allegiance**
   Everyone stood and recited the Pledge of Allegiance.

3. **Adopt the Agenda**
   Council adopted the agenda, as presented.

4. **Consent Agenda**
   A. City Council Work Session Minutes of October 4, 2021
   B. City Council Meeting Minutes of October 11, 2021
   C. City Council Work Session Minutes of October 11, 2021
   D. Warrant List for October 25, 2021

   Motion was made by Councilmember Ingalls and seconded by Councilmember Hoaglund to approve the Consent Agenda, as presented.

   Vote: 5 ayes / 0 nays. Motion carried.

5. **Proclamations, Presentations and Recognitions**
   A. Kasson-Mantorville Lions

      Representatives of the Lions included Rose Harris, Ron Burgess, Don Howard and Jerry Harris. The Kasson-Mantorville Lions thanked the City Council and Staff for all you do for this community. We have noticed over the summer how wonderful the city looks, it is maintained well, and it has been nice to have festivals again. It's nice to be in a community where family and friends feel that's important. Our motto at the Lions is that "We Serve." If there is something we can partner with you on in the city, anything that you're doing, don't be afraid to holler and we may just come back with workers to help out.

Mayor Bradford returned the compliment and thanked the Lions for their service, as well as their service projects and others within the city of Mantorville. You are always a regular at our festivals, and we appreciate your dedication and hard work to the communities you serve.

Council thanked the Kasson-Mantorville Lions for coming to tonight's meeting.

6. Public Concerns

The following citizens addressed the Council:

- Bill Reding, 220 6th Street, addressed the Council and asked about the schedule of the Walnut Street construction, as it was supposed to be done by October 29th. He also asked about shut-off valves and the culvert heading east.
    - Joe Adams said a bacteria test was done. When that comes back, homes in the area should be back on city water. The shut-off valves will be to grade.
    - Mayor Bradford said he will contact the City Engineer tomorrow for more information while the contractor is there and will also get an updated schedule to Mr. Reding.

7. Public Hearings

There were no Public Hearings.

8. Old Business/New Business

A. Dodge County Historical Society Sign Permit Application

David Hansen, Committee Member and former President of the Dodge County Historical Society, described the Society's needs for directional signage for the Museum and requested Council's approval to waive the permit fee. The Mantorville Restoration Association approved the permit and design at their October 2021 meeting. Dodge County also gave approval for the sign on their property. The County also mentioned that they may be willing to consider handling installation at no cost to the Society.

This request is for two posts, with two directional signs per post (one on each side). These signs will be installed north and south of the alley, pointing towards the alley to the museum.

Motion was made by Councilmember Keller and seconded by Councilmember Kinney to waive the permit fee.

Vote: 5 ayes / 0 nays. Motion carried.

Motion was made by Councilmember Kinney and seconded by Councilmember Ingalls to approve the permit application for the Dodge County Historical Society for two directional signs to be placed on the north and south side of the alley.

Vote: 5 ayes / 0 nays. Motion carried.

B. Resolution No. 2021-30 Calling for Public Hearing to Adopt a Street Reconstruction Plan and the Intent to Issue General Obligation Street Reconstruction Bonds and Preliminary Recommendations from David Drown Associates, Inc.

Motion was made by Councilmember Ingalls and seconded by Councilmember Keller to adopt Resolution No. 2021-30 Calling a Public Hearing on the Proposal to Adopt a Street Reconstruction Plan and the Intent to Issue General Obligation Street Reconstruction Bonds.

Vote: 5 ayes / 0 nays. Motion carried.

C. 2021-2022 Snow Removal Services

Two bids were received for 2021-2022 snow removal service:

a. IMS Contracting, LLC
    - Hourly rate: wheel loader $140.00, dump trucks $100.00, shoveling $70.00
b. DeCook Drainage
    - Hourly rate: skid loader $125.00, payloader $145.00, backhoe $125.00, dump truck $100.00

Staff recommended hiring DeCook Drainage. They did a good job for the City in 2020-2021.

Motion was made by Councilmember Hoaglund and seconded by Councilmember Keller to hire DeCook Drainage for snow removal service during the 2021-2022 season.

Vote: 5 ayes / 0 nays. Motion carried.

9. <u>Reports</u>

A. <u>Public Works Report</u>

1) Two bids were received for replacing the sod that was installed after the street reconstruction in 2019 and which is now dead:

a. SL Contracting, Inc.
    - $5,500.00
    - Slit seed/hydro seed
    - Sod would be slit and used for fertilizer
b. Wilker Retaining Walls & Pavers, LLC
    - $11,723.00
    - Till, seed and blanket for erosion

Joe Adams recommended SL Contracting, Inc.

Council discussion included:

- Like the idea of keeping the sod there for erosion control.
- Starter fertilizer to be added in the spring.
- Joe Adams will ask if fertilizing should be done now.
- Funds could come out of the Capital Improvement Plan.
- The City will only do the right-of-way where sod was placed during street reconstruction in 2019.
- The City has no way of watering it; watering will be the responsibility of the homeowner.
- No one complained in 2020. Don't want this coming back again.
- The park was green and growing in 2020. The area near the park shelter was not part of the project but sod was put in in this area. The sod there is now dead, which shows that watering was the issue for dead sod.
- One year should have been enough for sod to take root.
- Where does the City's responsibility end? Council directed the City Clerk to draft a letter to these homeowners to let them know SL Contracting will be slit seeding/hydro seeding only the portion of the right-of-way where sod was installed as part of the 2019 project, that any work performed by SL Contracting beyond this will be the responsibility of the homeowner under private contract, that the homeowner will be responsible for maintaining this slit seeded/hydro seeded area of the right-of-way, which includes watering to ensure growth, and that City Staff will come back out in the Spring of 2022 to see if the seed has germinated and is growing. If it has germinated and is growing, the City's responsibility will be complete. This letter will be sent to Mayor Bradford for review before mailing to each homeowner affected by the dead sod.

Motion was made by Councilmember Hoaglund and seconded by Councilmember Ingalls to hire SL Contracting, Inc. for slit seeding/hydro seeding.

Vote: 5 ayes / 0 nays. Motion carried.

2) The City received a quote from Maxson Electric for lighting at the basketball court. This includes new LED lights and a push-button switch. The quote is $1,147.00.

Council discussion included:

- Replacing these halogen lights with LED could be funded by a grant as part of the Multi-Hazard Mitigation Plan.
- The entire park could be switched over to LED.

Motion was made by Councilmember Keller and seconded by Councilmember Hoaglund to go out for more bids.

- With one quote already on the table, it would be unethical to request more bids at this time. Council would prefer to see more bids on future projects. Discussion included whether more bids should be sought for all projects or only projects above a certain dollar range.

- We could get the park down to two meters, as one may not be able to handle everything, especially during Marigold Days. The Park Board can figure that out.
- Laura Qualey could be asked to submit a Letter of Intent to join the Multi-Hazard Mitigation Plan with projects for grant approval.

Councilmember Keller withdrew his motion.

Motion was made by Councilmember Hoaglund and seconded by Councilmember Ingalls to table this item for future discussion.

Vote: 5 ayes / 0 nays. Motion carried.

3) Joe Adams received a quote from Lawson, LLC for $600.00 to do blockwork to close up the basement door at City Hall and prevent future flooding. City Staff will backfill the area.

American Rescue Plan Act funds can be used for this project.

Motion was made by Councilmember Ingalls and seconded by Councilmember Kinney to hire Lawson, LLC to do the blockwork to close up the basement door at City Hall for $600.00.

Vote: 5 ayes / 0 nays. Motion carried.

B. City Clerk Report
No report.

C. Consultant Report
No report.

D. Committee Reports
1) Chamber
   - The Chamber is getting ready for Fall Festival.
2) Economic Development Authority
3) Finance/Budget
4) Fire Department
5) Infrastructure
6) Kasson Mantorville Joint Powers
7) Mantorville Restoration Association
   - Request received from Benike Construction to replace the steps on the south side of the courthouse with heated concrete steps. A special meeting was held, and the permit was approved by the MRA, on the condition that the MRA review and approve the design of the railings prior to installation.
8) Park and Recreation Board
   - The Park Board meets tomorrow night.

9) Personnel
10) Relief
11) Township

E. Councilmember Reports

Councilmember Kinney:

1) The Co-Chairs for Stage Coach Days are not interested in co-chairing in 2022. Need to find replacements for MaryAnn and Barb.
2) The Hubbell House will be closed for two months for remodeling of the bar, bathrooms and kitchen.
3) Councilmember Kinney was concerned about the tone during public comment at the October 11, 2021 Council meeting. It is vital that we get people to step up to the podium and state their name and address for the record. He was also concerned about some of the comments aimed at our City Engineer. Complaints and disagreements are fine, but insults and derogatory comments are not acceptable towards City Staff.
   - Mayor Bradford said he understands and accepts that this is on his shoulders and will make a more concentrated effort. Councilmember Kinney added that other citizens jumped on board because of how one person was allowed to act. Mayor Bradford said he will try to refocus on this.

Councilmember Ingalls:

1) Seconded what Councilmember Kinney said that citizens need to come to the podium and state their name and address. It is important that they are allowed to vent but not to attack. It is helpful for Council to know who is speaking.

F. Mayor's Report

Mayor Bradford attended a meeting regarding the Dodge County Multi-Hazard Mitigation Plan. Mayor Bradford will bring back a draft of some services they contracted through the University of Minnesota. Dodge County will be asking Cities to approve, which will then open up additional funding sources for those Cities. There will be more information to come as we move forward.

Mayor Bradford met with the County and a potential buyer on the empty lot in Mantorville. A follow-up meeting will be scheduled with the County Administrator and County Commissioner. The County understands our position, but those in the meeting were not in the power to make decisions on it.

Another Eagle Scout has finished their project, which will be brought forward and recognized by Council at a future meeting.

Mayor Bradford said he talked with William Reding regarding drainage and the stump on his property at 220 6th Street.

Sheriff Scott Rose is looking to move into Mantorville. His family will be a welcomed addition to our community.

10. Tabled Items

There are no tabled items.

11. Executive Session

There was no Executive Session.

12. Adjourn

Motion was made by Councilmember Keller and seconded by Councilmember Ingalls to adjourn the meeting at 7:49 p.m.

Vote: 5 ayes / 0 nays. Meeting adjourned.

Respectfully Submitted,

Shirley R Buecksler
City Clerk-Treasurer

MANTORVILLE,MN

Payments

Current Period: November 2021

Payments Batch WAR 11 08 21 $63,132.08

Refer	0 *AFLAC*	_		
Cash Payment	G 101-21710 AFLAC	EMPLOYEE PAID SUPPLEMENTAL INSURANCE-NOV 21		$124.96
Invoice 763288	11/8/2021			
Transaction Date	11/5/2021	Citizens State Bank 10100	**Total**	$124.96
Refer	0 *AVESIS*	_		
Cash Payment	G 101-21715 Employee Paid Vision Plan	EMPLOYEE PAID SUPPLEMENTAL INSURANCE-VISION NOV 21		$18.88
Invoice 2792236	11/8/2021			
Transaction Date	11/5/2021	Citizens State Bank 10100	**Total**	$18.88
Refer	0 *BADGER METER*	_		
Cash Payment	E 601-49400-300 Professional Srvs (GENE	SERVICES FOR OCT 2021		$131.72
Invoice 80084562	11/8/2021			
Cash Payment	E 602-49450-300 Professional Srvs (GENE	SERVICES FOR OCT 2021		$197.58
Invoice 80084562	11/8/2021			
Transaction Date	11/5/2021	Citizens State Bank 10100	**Total**	$329.30
Refer	0 *CITY OF KASSON*	_		
Cash Payment	E 602-49450-585 Kasson WW Processing	KASSON WW PROCESSING FEES		$35,295.92
Invoice QTR 3	11/8/2021			
Transaction Date	11/5/2021	Citizens State Bank 10100	**Total**	$35,295.92
Refer	0 *CMS - CONSTRUCTION MGMT.SE*	_		
Cash Payment	E 101-42400-300 Professional Srvs (GENE	BUILDING INSPECTIONS OCT 2021		$886.81
Invoice OCT 2021	11/8/2021			
Transaction Date	11/5/2021	Citizens State Bank 10100	**Total**	$886.81
Refer	0 *BECKLEYS OFFICE PRODUCTS*	_		
Cash Payment	E 101-41500-300 Professional Srvs (GENE	DOCUMENT DESTRUCTION		$36.50
Invoice SHRED NOV21	11/8/2021			
Transaction Date	11/5/2021	Citizens State Bank 10100	**Total**	$36.50
Refer	0 *DODGE COUNTY TRANSFER STAT*	_		
Cash Payment	E 101-41940-384 Refuse/Garbage Disposa	REFUSE		$21.50
Invoice TKT 00141078	11/8/2021			
Transaction Date	11/5/2021	Citizens State Bank 10100	**Total**	$21.50
Refer	0 *DODGE COUNTY RECORDER*	_		
Cash Payment	E 101-41500-315 Recording Fees	RESOLUTION 2021-29		$46.00
Invoice RES202129	11/8/2021			
Transaction Date	11/5/2021	Citizens State Bank 10100	**Total**	$46.00
Refer	0 *EARLS SMALL ENGINE REPAIR*	_		
Cash Payment	E 101-45200-404 Repairs/Maint Machinery	CARBURETOR REPAIR		$90.49
Invoice TAG 1893SB	11/8/2021			
Transaction Date	11/5/2021	Citizens State Bank 10100	**Total**	$90.49
Refer	0 *FURTHER*	Ck# 005612 11/8/2021		
Cash Payment	G 101-21714 Health Savings Account	EMPLOYER/EMPLOYEE PAID HAS BENEFIT		$325.02
Invoice OCT 2021	11/8/2021			

MANTORVILLE,MN

Payments

Current Period: November 2021

Cash Payment	G 101-21714 Health Savings Account	EMPLOYER/EMPLOYEE PAID HAS BENEFIT	$100.00
Invoice OCT 2021	11/8/2021		
Transaction Date 11/5/2021		Citizens State Bank 10100 **Total**	$425.02
Refer 0 *GOPHER STATE ONE CALL*			
Cash Payment	E 601-49400-300 Professional Srvs (GENE	UTILITY LOCATES	$12.96
Invoice 1100565	11/8/2021		
Cash Payment	E 602-49450-300 Professional Srvs (GENE	UTILITY LOCATES	$19.44
Invoice 1100565	11/8/2021		
Transaction Date 11/5/2021		Citizens State Bank 10100 **Total**	$32.40
Refer 0 *HOMETOWN HAULERS*			
Cash Payment	E 101-41940-384 Refuse/Garbage Disposa	GARBAGE DISPOSAL	$175.00
Invoice 110211	11/8/2021		
Transaction Date 11/5/2021		Citizens State Bank 10100 **Total**	$175.00
Refer 0 *JACOBSEN LAW FIRM, P.A.*			
Cash Payment	E 101-41600-304 Legal Fees	CJC MEETING-CRIMINAL PROSECUTION	$110.00
Invoice 3296	11/8/2021		
Transaction Date 11/5/2021		Citizens State Bank 10100 **Total**	$110.00
Refer 0 *KASSON HARDWARE HANK*			
Cash Payment	E 602-49450-200 Supplies	WWTP-PAINT SUPPLIES	$26.96
Invoice 10/31/21-355170	11/8/2021		
Cash Payment	E 101-43100-200 Supplies	SHOP-SUPPLIES	$70.95
Invoice 10/31/21-355170	11/8/2021		
Cash Payment	E 601-49400-200 Supplies	WATER TOWER	$20.45
Invoice 10/31/21-355170	11/8/2021		
Transaction Date 11/5/2021		Citizens State Bank 10100 **Total**	$118.36
Refer 0 *KINNEY, BILL*			
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	STAIN FOR DUGOUTS AT MANTOR FIELD	$246.40
Invoice PBREIMB2021	11/8/2021		
Transaction Date 11/5/2021		Citizens State Bank 10100 **Total**	$246.40
Refer 0 *KASSON LASER GRAPHICS*			
Cash Payment	E 101-41500-437 Other Miscellaneous	NAMEPLATE FOR WADE SCHROEDER	$15.00
Invoice 9429	11/8/2021		
Transaction Date 11/5/2021		Citizens State Bank 10100 **Total**	$15.00
Refer 0 *K-M TELECOM*			
Cash Payment	E 101-41940-321 Communications Phone/	CITY HALL MAIN 5170	$112.14
Invoice 10088971	11/8/2021		
Cash Payment	E 101-41940-321 Communications Phone/	CITY HALL - 5176 - 2ND LINE	$20.94
Invoice 10088971	11/8/2021		
Cash Payment	E 101-41940-321 Communications Phone/	CITY HALL FAX 5300	$25.00
Invoice 10088971	11/8/2021		
Cash Payment	E 101-42200-321 Communications Phone/	FD 5440	$25.93
Invoice 10088971	11/8/2021		
Cash Payment	E 101-41940-321 Communications Phone/	STREETS - SHOP 5119	$80.92
Invoice 10088971	11/8/2021		
Cash Payment	E 601-49400-321 Communications Phone/	WATER TOWER ALARM 3588	$45.48
Invoice 10088971	11/8/2021		

MANTORVILLE,MN

Payments

Current Period: November 2021

Cash Payment	E 602-49450-321 Communications Phone/	LIFT STATION ALARM 5066	$35.48
Invoice 10088971	11/8/2021		
Cash Payment	E 602-49450-321 Communications Phone/	WWTP 5463 ALARM	$35.48
Invoice 10088971	11/8/2021		
Cash Payment	E 101-41940-321 Communications Phone/	LONG DISTANCE/TAXES/FEES	$13.86
Invoice 10088971	11/8/2021		
Cash Payment	E 101-46500-437 Other Miscellaneous	EDA 800 NUMBER	$0.75
Invoice 10088971	11/8/2021		
Transaction Date 11/5/2021		Citizens State Bank 10100 **Total**	$395.98
Refer 0 *LAWSON PRODUCTS, INC*		_	
Cash Payment	E 602-49450-437 Other Miscellaneous	FALCON GRIP GLOVES	$81.41
Invoice 9308900655	11/8/2021		
Transaction Date 11/5/2021		Citizens State Bank 10100 **Total**	$81.41
Refer 0 *METRO SALES INC*		_	
Cash Payment	E 101-41500-350 Print/Binding (GENERAL	COPIER/PRINTER CONTRACT-QTR 3	$446.63
Invoice INV1913085	11/8/2021		
Transaction Date 11/5/2021		Citizens State Bank 10100 **Total**	$446.63
Refer 0 *MN MUNICIPAL UTILITIES ASSOC*		_	
Cash Payment	E 101-43100-229 Safety/OSHA	DRUG/ALCOHOL TESTING CONSORTIUM-PRE-EMPLOYMENT	$37.50
Invoice 58277	11/8/2021		
Transaction Date 11/5/2021		Citizens State Bank 10100 **Total**	$37.50
Refer 0 *MINNESOTA REVENUE*		Ck# 005613 11/8/2021	
Cash Payment	G 101-21702 State Withholding	STATE PAYROLL TA W/H-OCT 2021	$987.74
Invoice PR22	11/8/2021		
Transaction Date 11/5/2021		Citizens State Bank 10100 **Total**	$987.74
Refer 0 *MN PERA*		Ck# 005614 11/8/2021	
Cash Payment	G 101-21704 PERA	EMPLOYEE/EMPLOYER PAID RETIREMENT BENEFITS	$1,185.74
Invoice PR22-OCT 21	11/8/2021		
Transaction Date 11/5/2021		Citizens State Bank 10100 **Total**	$1,185.74
Refer 0 *INTERNAL REVENUE SERVICE*		Ck# 005615 11/8/2021	
Cash Payment	G 101-21709 Medicare	MEDICARE W/H	$324.74
Invoice PR22-OCT 21	11/8/2021		
Cash Payment	G 101-21703 FICA Tax Withholding	SOCIAL SECURITY W/H	$1,388.59
Invoice PR22-OCT 21	11/8/2021		
Cash Payment	G 101-21701 Federal Withholding	FEDERAL W/H	$1,886.47
Invoice PR22-OCT 21	11/8/2021		
Transaction Date 11/5/2021		Citizens State Bank 10100 **Total**	$3,599.80
Refer 0 *MENARDS - NORTH ROCHESTER*		_	
Cash Payment	E 101-41940-220 Bldg.Repair and Mainten	CITY HALL-DOWNSPOUT/GARBAGE BAGS/LOCKING LID/CONCRETE SEALER	$97.41
Invoice 94316/94618	11/8/2021		
Cash Payment	E 101-43125-406 Snow/Ice Removal	DRIVEWAY MARKERS	$23.40
Invoice 94316/94618	11/8/2021		
Cash Payment	E 101-43100-240 Tools and Minor Equipm	SHOP TOOLS	$74.37
Invoice 94316/94618	11/8/2021		

MANTORVILLE,MN

Payments

Current Period: November 2021

Cash Payment E 101-43100-229 Safety/OSHA LIGHT FOR SHOP $34.43
Invoice 94316/94618 11/8/2021
Cash Payment E 101-45200-200 Supplies ANTI-FREEZE $29.52
Invoice 94316/94618 11/8/2021
Transaction Date 11/5/2021 Citizens State Bank 10100 **Total** $259.13

Refer 0 *MIDWEST SIGNTECH OF ROCHES* _
Cash Payment E 101-41940-417 Uniforms WADE-UNIFORMS-5 TSHIRTS, 3 HOODIES $147.81
Invoice 15922 11/8/2021
Transaction Date 11/5/2021 Citizens State Bank 10100 **Total** $147.81

Refer 0 *MINNESOTA ENERGY* _
Cash Payment E 101-41940-380 Utility Services 4016467-5 STREETS $88.85
Invoice 10/22/21 11/8/2021
Cash Payment E 101-41940-380 Utility Services 4300149-4 STREETS $57.76
Invoice 10/22/21 11/8/2021
Cash Payment E 101-41940-380 Utility Services 4028156-0 STREETS $21.48
Invoice 10/22/21 11/8/2021
Cash Payment E 101-42200-380 Utility Services 4229566-7 FIRE DEPT $68.44
Invoice 10/22/21 11/8/2021
Cash Payment E 602-49450-380 Utility Services 4299022-6 WWTP $52.62
Invoice 10/22/21 11/8/2021
Cash Payment E 101-41940-380 Utility Services 5121503-6 NEW SHOP $0.00
Invoice 10/22/21 11/8/2021
Transaction Date 11/5/2021 Citizens State Bank 10100 **Total** $289.15

Refer 0 *NCPERS GROUP LIFE INS.* _
Cash Payment G 101-21711 Life Insurance Payable EMPLOYEE PAID SUPPLEMENTAL INSURANCE-NOV 21 $32.00
Invoice G08900112021 11/8/2021
Transaction Date 11/5/2021 Citizens State Bank 10100 **Total** $32.00

Refer 0 *NAPA* _
Cash Payment E 101-45200-404 Repairs/Maint Machinery BULB FOR SKID LOADER $12.49
Invoice 423441 11/8/2021
Transaction Date 11/5/2021 Citizens State Bank 10100 **Total** $12.49

Refer 0 *NOLTE, ROGER* _
Cash Payment E 101-42200-217 Other Operating Supplie REFURB CHROMEBOOK, NEW MOUSE, PAD FOR ASST CHIEF $65.00
Invoice 46-FD 11/8/2021
Transaction Date 11/5/2021 Citizens State Bank 10100 **Total** $65.00

Refer 0 *ON SITE COMPUTERS, INC* _
Cash Payment E 101-41500-300 Professional Srvs (GENE IT-REMOTE SUPPORT-ACCESS SHARED DRIVE-FULL EMAIL, CONNECTING TO BANYON $382.80
Invoice CW76114/72 11/8/2021
Transaction Date 11/5/2021 Citizens State Bank 10100 **Total** $382.80

Refer 0 *PAYMENT SERVICE NETWORK, IN* Ck# 005616 11/8/2021
Cash Payment E 601-49400-300 Professional Srvs (GENE MONTHLY SERVICE FEES $39.68
Invoice 247329 11/8/2021
Cash Payment E 602-49450-300 Professional Srvs (GENE MONTHLY SERVICE FEES $59.52
Invoice 247329 11/8/2021

MANTORVILLE,MN

Payments

Current Period: November 2021

Transaction Date 11/5/2021 Citizens State Bank 10100 **Total** $99.20

Refer 0 *SAMS CLUB*

Cash Payment	E 101-41110-433 Dues and Memberships	MEMBERSHIP FEES	$141.77
Invoice OCT 2021	11/8/2021		

Transaction Date 11/5/2021 Citizens State Bank 10100 **Total** $141.77

Refer 0 *QUILL*

Cash Payment	E 101-41500-200 Supplies	OFFICE SUPPLIES	$16.65
Invoice 20319098	11/8/2021		

Transaction Date 11/5/2021 Citizens State Bank 10100 **Total** $16.65

Refer 0 *ST LOUIS MRO, INC*

Cash Payment	E 101-43100-229 Safety/OSHA	2021 FMCSA CLEARINGHOUSE QUERY FEE	$50.00
Invoice 53211	11/8/2021		

Transaction Date 11/5/2021 Citizens State Bank 10100 **Total** $50.00

Refer 0 *SCHROEDER, WADE*

Cash Payment	E 601-49400-208 Training, Mileage	REIMBURSE FOR CDL PREP CLASS	$165.00
Invoice REIMB NIACC	11/8/2021		
Cash Payment	E 602-49450-208 Training, Mileage	REIMBURSE FOR CDL PREP CLASS	$165.00
Invoice REIMB NIACC	11/8/2021		
Cash Payment	E 101-43100-208 Training, Mileage	REIMBURSE FOR CDL PREP CLASS	$165.00
Invoice REIMB NIACC	11/8/2021		

Transaction Date 11/5/2021 Citizens State Bank 10100 **Total** $495.00

Refer 0 *VERIZON WIRELESS*

Cash Payment	E 101-42200-321 Communications Phone/	FIRE DEPT DATA SERVICE	$54.64
Invoice 9891364561	11/8/2021		

Transaction Date 11/5/2021 Citizens State Bank 10100 **Total** $54.64

Refer 0 *VOLUNTEER FIREFIGHTERS BENE*

Cash Payment	E 101-42200-130 Insurance	MEMBER BENEFITS-NATHAN SUHR	$14.00
Invoice N. SUHR	11/8/2021		

Transaction Date 11/5/2021 Citizens State Bank 10100 **Total** $14.00

Refer 0 *WARSAW*

Cash Payment	E 101-43160-381 Electric Utilities	POWER SALES FOR JUNE 2021 - 2107	$5,998.89
Invoice 2110-2107-6994	11/8/2021		
Cash Payment	E 101-43160-381 Electric Utilities	POWER SALES FOR SEPT 2021 - 2110	$4,325.69
Invoice 2110-2107-6994	11/8/2021		

Transaction Date 11/5/2021 Citizens State Bank 10100 **Total** $10,324.58

Refer 0 *XCEL ENERGY*

Cash Payment	E 101-43160-381 Electric Utilities	STREET LIGHTS	$1,049.93
Invoice 75214710	11/8/2021		
Cash Payment	E 101-43160-381 Electric Utilities	300 MAIN N BRIDGE LIGHTS	$24.07
Invoice 75214710	11/8/2021		
Cash Payment	E 101-43160-381 Electric Utilities	130 ST.HWY 57 S.CITY SIGN	-$0.62
Invoice 75214710	11/8/2021		
Cash Payment	E 101-43160-381 Electric Utilities	60003 ST.HWY 57 N CITY SIGN	$13.82
Invoice 75214710	11/8/2021		
Cash Payment	E 101-42200-380 Utility Services	21 5TH STREET SIREN	$6.09
Invoice 75214710	11/8/2021		

Payments

Current Period: November 2021

Cash Payment	E 101-42200-380 Utility Services	21 5TH STREET E FH/CH/PUMP	-$148.02
Invoice 75214710	11/8/2021		
Cash Payment	E 101-42200-380 Utility Services	701 CHESTNUT SIREN	$6.23
Invoice 75214710	11/8/2021		
Cash Payment	E 101-43160-381 Electric Utilities	410 CLAY POLE ON EDA LOT	$14.80
Invoice 75214710	11/8/2021		
Cash Payment	E 101-41940-380 Utility Services	600 7TH STREET WEST MANTORFIEL	$14.73
Invoice 75214710	11/8/2021		
Cash Payment	E 101-41940-380 Utility Services	340 CLAY RIVERSIDE W CENTER	$18.13
Invoice 75214710	11/8/2021		
Cash Payment	E 101-41940-380 Utility Services	342 MAIN ST N RIVERSIDE NE	$14.73
Invoice 75214710	11/8/2021		
Cash Payment	E 101-41940-380 Utility Services	601 GOLFVIEW DENNISON FIELD	$16.42
Invoice 75214710	11/8/2021		
Cash Payment	E 101-41940-380 Utility Services	1008 EAST CITY SHOP	-$228.69
Invoice 75214710	11/8/2021		
Cash Payment	E 602-49450-380 Utility Services	121 BLANCH WWTF+SEC+PUMP	-$726.34
Invoice 75214710	11/8/2021		
Cash Payment	E 601-49400-380 Utility Services	841 BLANCH WTR WELL HOUSE	-$137.87
Invoice 75214710	11/8/2021		
Cash Payment	E 601-49400-380 Utility Services	924 JEFFERSON WATER TOWER	-$15.18
Invoice 75214710	11/8/2021		
Cash Payment	E 603-45183-381 Electric Utilities	324 MAIN ST N CAMPGROUND	$249.00
Invoice 75214710	11/8/2021		
Cash Payment	E 101-41940-380 Utility Services	101 BLANCH NEW SHOP	$0.00
Invoice 75214710	11/8/2021		
Cash Payment	E 101-41940-380 Utility Services	15 4TH STREET WEST RIVERSIDE	$15.38
Invoice 75214710	11/8/2021		
Cash Payment	E 602-49450-380 Utility Services	601 JEFFERSON LIFT STATION	-$8.74
Invoice 75214710	11/8/2021		
Cash Payment	E 602-49450-380 Utility Services	121 BLANCH AUTO PROTECT LIGHT	$8.91
Invoice 75214710	11/8/2021		
Cash Payment	E 101-43160-381 Electric Utilities	CHRISTMAS LIGHTS	$0.00
Invoice 75214710	11/8/2021		
Transaction Date	11/5/2021	Citizens State Bank 10100 **Total**	$186.78

Refer	0 *NOLTE, ROGER*	_	
Cash Payment	E 101-42200-240 Tools and Minor Equipm	KNOBS/ LOC THREADLOCKER	$15.83
Invoice FDREIMB2021	11/8/2021		
Transaction Date	11/5/2021	Citizens State Bank 10100 **Total**	$15.83

Refer	0 *WORSTMAN, DAVE*	_	
Cash Payment	E 101-42200-437 Other Miscellaneous	VINYLHELMET NUMBERS & LETTERS	$43.25
Invoice FDREIMB2021	11/8/2021		
Transaction Date	11/5/2021	Citizens State Bank 10100 **Total**	$43.25

Refer	0 *KRAMER, CURT*	_	
Cash Payment	E 101-42200-228 Equip. Repair and Mainte	TANKER BLOWER MOTOR	$62.26
Invoice FDREIMB2021	11/8/2021		
Transaction Date	11/5/2021	Citizens State Bank 10100 **Total**	$62.26

Refer 0 *LUSHINSKY, PAUL* _

MANTORVILLE,MN

Payments

Current Period: November 2021

Cash Payment	E 101-42200-240 Tools and Minor Equipm	SKED STRAP SET	$230.91
Invoice FDREIMB2021 11/8/2021			
Transaction Date 11/5/2021		Citizens State Bank 10100 **Total**	$230.91
Refer 0 *SUHR, NATHAN*		-	
Cash Payment	E 101-42200-212 Motor Fuels	MOTOR FUEL - FD CARD REJECTED - USED PERSONAL CARD	$30.00
Invoice FDREIMB2021 11/8/2021			
Transaction Date 11/5/2021		Citizens State Bank 10100 **Total**	$30.00
Refer 0 *BOUND TREE MEDICAL, LLC*		-	
Cash Payment	E 101-42200-311 First Responder Train/Eq	FASSPLINT KIT W/PUMP & CASE	$335.99
Invoice 84251364 11/8/2021			
Transaction Date 11/5/2021		Citizens State Bank 10100 **Total**	$335.99
Refer 0 *FIRE SAFETY USA, INC*		-	
Cash Payment	E 101-42200-240 Tools and Minor Equipm	DEMO HOSE	$75.00
Invoice 151746 11/8/2021			
Cash Payment	E 101-42200-240 Tools and Minor Equipm	ATTACK LIGHT FIRE HOSE	$190.00
Invoice 151663 11/8/2021			
Cash Payment	E 101-42200-240 Tools and Minor Equipm	2008 EAGLE AIR COMPRESSOR - ANNUAL SERVICE	$791.74
Invoice 152018 11/8/2021			
Cash Payment	E 101-42200-240 Tools and Minor Equipm	1997 INTERNATIONAL /PIERCE	$408.50
Invoice 152020 11/8/2021			
Transaction Date 11/5/2021		Citizens State Bank 10100 **Total**	$1,465.24
Refer 0 *MN FIRE CERTIFICATION BOARD*		-	
Cash Payment	E 101-42200-208 Training, Mileage	FIRE FIGHTER I & II CERTIFICATION - R	$240.00
Invoice 9391 11/8/2021			
Transaction Date 11/5/2021		Citizens State Bank 10100 **Total**	$240.00
Refer 0 *FREERKSEN OIL, LLC.*		-	
Cash Payment	E 101-42200-217 Other Operating Supplie	TURBO RED CLEANER CONCENTRATE - 5GAL	$156.70
Invoice 1366 11/8/2021			
Transaction Date 11/5/2021		Citizens State Bank 10100 **Total**	$156.70
Refer 0 *MED COMPASS*		-	
Cash Payment	E 101-42200-208 Training, Mileage	SCBA USER - MEDICAL EXAM	$1,700.00
Invoice 40094 11/8/2021			
Transaction Date 11/5/2021		Citizens State Bank 10100 **Total**	$1,700.00
Refer 0 *LUSHINSKY MISSY*		-	
Cash Payment	E 101-42200-437 Other Miscellaneous	FIRE DEPARTMENT - PHOTOS FRAMES & PICTURE RAILS	$437.85
Invoice 990308 11/8/2021			
Transaction Date 11/5/2021		Citizens State Bank 10100 **Total**	$437.85
Refer 0 *MSFDA - TREASURER*		-	
Cash Payment	E 101-42200-433 Dues and Memberships	FIRE DEPARTMENT 2022 MSFDA MEMBERSHIP DUES	$175.00
Invoice MEMBRSHP2022 11/8/2021			
Transaction Date 11/5/2021		Citizens State Bank 10100 **Total**	$175.00
Refer 0 *NAPA*		-	

MANTORVILLE,MN

Payments

Current Period: November 2021

Cash Payment	E 101-42200-228 Equip. Repair and Mainte	GRASS RIG - REPAIRS/MAINT PARTS	$199.01
Invoice 751414/419912	11/8/2021		
Cash Payment	E 101-42200-228 Equip. Repair and Mainte	PARTS TO FIT P1	$21.70
Invoice 751414/419912	11/8/2021		
Transaction Date 11/5/2021		Citizens State Bank 10100 **Total**	$220.71
Refer 0	*ULTIMATE SAFETY CONCEPTS, IN*		
Cash Payment	E 101-42200-437 Other Miscellaneous	FIRE DEPARTMENT - CUSTOM BADGES #65 - #74	$740.00
Invoice 196703	11/8/2021		
Transaction Date 11/5/2021		Citizens State Bank 10100 **Total**	$740.00

Fund Summary

	10100 Citizens State Bank
101 GENERAL FUND	$27,377.60
601 WATER FUND	$262.24
602 SEWER FUND	$35,243.24
603 RV PARK	$249.00
	$63,132.08

Pre-Written Checks	$6,297.50
Checks to be Generated by the Computer	$56,834.58
Total	$63,132.08

11/01/2021

City Mantorville

Date 10/1/2021 **thru** 10/31/2021

Agency	Incident_Nr	Location	LocCity	Activity
K	202100003835	420 Main St N	Mantorville	Assist Other Agency
K	202100003664	320 Main St N	Mantorville	Assist Other Agency
K	202100003729	321 Main St N	Mantorville	Assist Other Agency
S	202100008077	16 5th St W	Mantorville	Assist Other Agency
S	202100008303	320 Main St N	Mantorville	Lost Property
S	202100008135	902 Chestnut St	Mantorville	Paper Service
S	202100008095	22 6th St E	Mantorville	Fraud
S	202100008106	321 Main St N	Mantorville	Welfare Check
S	202100008108	817 Hickory Ln	Mantorville	Animal Comp
S	202100008370	415 Main St N	Mantorville	Open Door
S	202100008557	22 6th St E	Mantorville	Found Animals
S	202100008502	605 Clay St	Mantorville	Fires
S	202100008504	320 Main St N	Mantorville	Environment/littering
S	202100008604	601 Clay St	Mantorville	Evacuation/gas Leak
S	202100008608	605 Clay St	Mantorville	Alarm
S	202100008724	615 Main St N	Mantorville	Alarm
S	202100008385	600 Washington St	Mantorville	Cell Call Open Line
S	202100008458	616 West St	Mantorville	Suspicious Activity
S	202100008516	812 Hickory Ln	Mantorville	Residence/business Ck
S	202100008545	1109 7th St W	MANTORVILLE	Suspicious Activity
S	202100008721	321 Main St N	Mantorville	Posse Event
S	202100008564	1006 Walnut St	Mantorville	9-1-1 Hang Up Call
S	202100008611	505 Monroe Ct	Mantorville	Lost Animals
S	202100008726	5 5th St W	Mantorville	Parking Violations
S	202100008569	22 6th St E	Mantorville	Threats
S	202100007976	320 Main St N	Mantorville	Suspicious Activity
S	202100008049	803 Chestnut St	Mantorville	Ambulance Run
S	202100008198	502 Main St N	Mantorville	Ambulance Run
S	202100008223	803 Chestnut St	Mantorville	Ambulance Run
S	202100008264	22 6th St E	Mantorville	Violate/cond-release
S	202100008315	808 Adams St	Mantorville	Harassment
S	202100008331	420 Main St N	Mantorville	Ambulance Run
S	202100008464	22 6th St E	Mantorville	Miscellaneous
S	202100008550	15 5th St W	Mantorville	Civil
S	202100008653	22 6th St E	Mantorville	Warrants- Out of Co.
S	202100008700	321 Main St N	Mantorville	Ambulance Run
S	202100007931	803 Chestnut St	Mantorville	Ambulance Run
S	202100007997	141 County Rd 12	Mantorville	Ambulance Run
S	202100008004	715 7th St W	Mantorville	Ambulance Run

Total 39

MANTORVILLE FIRE DEPARTMENT
November 2021 General Members Meeting

Call to Order:
- The meeting was called to order at: 20:3

Member's in Attendance:
- JJ, Curt, Dave G., Rog, Paul L., Don, Russ, Scott, Steve, Dave W., Travis B., Nate B., Joey, Brett, Annabelle, Kyle, Duke, Nate S., Orion, Ryan, Logan, Tristan, Chloe, Annika

Chief's Report:
- Officer Selections
- Interment - Doug Hindal
- Public Safety X-Mas Party
- Storage Issue
- Monthly Bills shared spreadsheet
- 800Mhz Survey
- 2 wheel cart donation - Gregg Haskin
- Jeremy Schubert retirement letter - need approval (effective December 1, 2021)
  - Motion made by: Dave W.
  - 2nd By: Don
  - Motion carries

- Dispatch power outage November 20th.

Assistant Chief:
- Maintenance Night back to Wednesday nights at 19:00?
- Fire Prevention supplies for 2022. Committee for setting up Fire prevention week?
- Toys for Tots.

Fire Marshall:
- 1 MVA
- 2 Fire Alarms
- 1 Gas Leak
- 4 Calls
- Possibly changing how we process our reports.

Training Officer:
- The bank here in Mantorville would like to donate money to us for safety equipment. Need suggestions for needed safety equipment. ($1,500- 2,000)
  - Training on Wed.
  - Winter readiness.
  - Gas Meter training
  - Truck readiness for winter
  - Chain of command.
- Online training, hands on in Austin.
- Next month is going to be IC Training.

Equipment:

- Radio batteries (5)
- Helmet stickers
- Gas monitors are calibrated.

Vehicles:

- Betsy- Up at city shop
- Pumper 1-
- Pumper 2 - Pump testing and all things that needed attention have been repaired.
- Chevy Pick Up -
- Tanker 1 - Mack blower motor fixed. Body repair estimates.
- Tanker 2 - Looking at demos to replace.
- Grass Rig -
- Rescue Truck -
- Refill water on trucks and keep an eye on fuel level.

First Responder's:

- Training next week.
- Ann will be here starting in Dec.
- No more test out to recert for First Responders.

Treasurer

- Bills: $6,956.11
- Discussed bills
- Motion made by: Russ to pay bills as stated
- 2nd by: Nate B.
- Motion carries

New Business:

- Some Officers are getting assistants.
- Officer Selections.
    - **Fire Chief:** Steve Fairchild
    - **Assistant Chief:** Travis Bebee
    - **Deputy Chief:** JJ
    - **Fire Marshall:** Nate Burgess — **Assistant:** Kyle Johnston
    - **First Responder:** Annabelle Hardwick — **Assistant:** Duke Harbaugh
    - **Truck Officer:** Curt Kramer — **Assistant:** Nate Suhr
    - **Equipment Officer:** Paul Lushinsky — **Assistant:** Ryan Jech
    - **Training Officer:** Don Hofstad — **Assistant:** Orion Hardwick
    - **Treasure:** Brett Skoog — **Assistant:** Scott Kitzerow
    - **Clerk:** Joey Lorentz — **Assistant:** Logan Laures
- AFG Grant opens soon, thinking about trying to get new radios. (15 Radios)
- Grain rescue tube. Half was offered to be purchased by a local farmer. (look into price of one)

Old Business:

- Talked to the mantorville saloon again about a possible quarterly gun raffle and they would be ok with the idea. (relief meeting)

Active Committees

- OSHA/Safety and Accountability: JJ, Paul, Russ, Travis Bebee
- Radios: Paul, Rog
- SOG'S: Paul, JJ, Russ, Steve, Rog
- Uniform's: Travis B, Steve, Dave W
- Explorer program: Nate, Dave Worstman
- Airpack committee: Travis Bebee, Nate, Paul, Curt, Russ, Joey, Dave W., Rog
- Truck/Equipment- Russ, Curt, Paul, Travis, Nate B, Joey, JJ

Point Report:

- Motion made by: Curt to approve the point report
- 2nd by: Steve
- Motion approved.

Secretary/ Calendar

- Nov 10 1830 1st Responder Training
- Nov 17 1830 Maintenance
- Nov 20 0900-1100 Power outage at County
- Nov 27 8:00-12:00 Toys for Tots Drive
- Nov 29 1900 Officer Meeting
- **DEC Lunch: Nate S, Brett, Kyle**
- Dec 1 1830 1st Wed Drill , Monthly meeting

- Motion made to adjourn by: Travis B.
- 2nd by: Steve

  Meeting Adjourned at: 21:59

whks
engineers + planners + land surveyors

shaping the horizon

October 14, 2021

2021 Premier Award for Client Satisfaction

The WHKS & Co. Board of Directors is pleased to announce that WHKS was presented with a 2021 Premier Award for Client Satisfaction from PSMJ Resources, Inc. PSMJ Resources is a leading publisher, educator, and consultant for improving business performance of architecture, engineering, and con truction (A/E/C) firm .

The Premier Award is the only designation in the A/E/C industry that recognizes firms' commitment to e ceptional client ervice. U ing an online application that i administered by Client Savvy for PSMJ, clients provided feedback in the areas of helpfulness, responsiveness, quality, accuracy, schedule, budget, and scope/fees.

Pictured are WHKS Vice Presidents Scott Sweet and Derek Thomas receiving the 2021 Premier Award for Client Satisfaction with representatives of Client Savvy and PSMJ

According to Client Savvy, WHKS was one of the 33 firms presented with the Premier Award for Client Satisfaction of more than 300 that were considered for this recognition.

"We are humbled at the feedback we received from our clients and are grateful for our staff's contributions, creativity, and problem-solving abilities as we continue to shape the horizons for our clients," said Fouad Daoud, President and CEO of WHKS.

At WHKS, we are committed to client satisfaction and integrate the firm's core values into our daily work: listen, be of service, be practical, innovate, and communicate.