

MANTORVILLE CITY COUNCIL MEETING AGENDA
MONDAY, AUGUST 24, 2015
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 August 10, 2015 & August 17, 2015
 - b) Warrant List August 24, 2015
 - c) Dodge County Board of Commissioners Meeting Agenda
5. Public Concerns
6. Public Hearing
 - a) 6:35 pm – Ordinance 150 AN ORDINANCE AMENDING SECTIONS 150.021, 150.069 AND 150.070 OF THE CITY CODE RELATING TO ACCESSORY DWELLING UNITS IN ATTACHED GARAGES IN THE CITY OF MANTORVILLE
7. Old Business/New Business
 - a) Approval of Ordinance 150 Amendment to Section 150.021, 150.069, and 150.070
 - b) Jeremy Hunze – Habitat for Humanity
 - c) 2016 Budget and Levy Hearing Dates
 - d) Non Complaint Sewer Connection Deferment
 - e) Riverside Park Shrubs
 - f) Request for Variance Time Extension
 - g) 2016 Budget
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*
 - e) Council Member Report
 - f) Mayor Report
9. Executive Session - none
10. Adjourn

**MANTORVILLE CITY COUNCIL MEETING MINUTES
MONDAY, AUGUST 10, 2015
6:30 PM**

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

Members Present: Chuck Bradford, Henry Blair, Don Swanson, Sherry Roth and Don Hofstad.

Others Present: Gretta Becay, Scott Larsen 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 July 24, 2015
- b) Warrant List August 10, 2015
- c) Dodge County Board of Commissioners Meeting Agenda
- d) July Sheriff's Report

Motion passed unanimously.

5. **Public Concerns** - none

6. **Public Hearing** - none

7. **Old Business/New Business**

- a) **Resolution 2015-13 A RESOLUTION APPROVING A COMMUNITY NON-PROFIT GAMBLING EVENT**

The gambling event is for Bingo during Marigold Days, the same as in the past. Motion made by Member Roth, second by Member Swanson to approve Resolution 2015-13, A RESOLUTION APPROVING A COMMUNITY NON-PROFIT GAMBLING EVENT. Motion passed unanimously.

- b) **Riverside Park Projects**

The Park Board is requesting the painting of Riverside Park Bathrooms to be completed before Marigold Days. Scott brought forward a quote submitted by Teddy Emmer Enterprises for \$875. Member Hofstad asked that a second quote be obtained. Mayor Bradford requested to check with the Lions and the sentence to serve group. Motion made by Member Blair, second by Member Roth to approve painting of Riverside Park bathrooms up to \$875 pending another bid be obtained and choosing the lower of the two unless they can get a group to volunteer services before Marigold Days. Motion passed unanimously.

The Park Board would like to have the shrubs on the east side of the playground equipment cut down to 4' and with the addition of mulch. Scott brought forward a bid for \$784. Scott noted that he could haul everything away if someone could trim them. Member Hofstad said he would be willing to help with cleaning up if needed. Scott will research this some more and bring it back to the next meeting.

- c) **2015 – Street Repairs**

Three quotes were obtained for three different street repair projects. Discussion on repairs to 5th Street east and if previous discussion on a larger project for 2016 includes the area to the very east end; city limits. Council discussed the projects. Mayor Bradford is going to

touch base with City Engineer Tim Hruska on the 5th Street East project. If it's ok to hold off until the next meeting we will otherwise the Mayor will hold an emergency session.

Motion made by Member Hofstad, second by Member Blair to approve the street striping bid submitted by Rochester Service for \$1,439. Council requested it be completed before Marigold Days. Motion passed unanimously. Motion made by Member Blair, second by Member Hofstad to do the repair of 6th Street between West and Walnut, per the bid submitted by Rochester Service. Motion passed unanimously.

d) **2016 Budget** – discussion only. Mayor Bradford has put together a proposal for a preliminary budget that he will send to Cami for all to see.

8. **TBD**

a) **Public Works Report** - Scott reported on the following items:

There was trouble with the electricity at the campground and that is getting fixed; Andy is doing a great job; he asked if we should we have Rochester Service come in before or after Marigold Days and the County Seat Coffeehouse has been experiencing rust in their lines so the line was flushed today to see if that would help and his plan is to work on Chestnut Street tomorrow.

b) **City Clerk Report** – Cami asked the Council about replacement/work on the doors to the City Hall and Fire Hall. A couple of them need complete replacement and the rest could be painted up and minor repairs to get them to last a couple more years. Motion made by Member Hofstad, second by Member Swanson to approve up to \$3,900 for doors to be fixed and replaced. Big Sky will take care of it while they are working on the siding. Motion passed unanimously.

c) **Consultant Report** – none

d) **Committee Report**

- Chamber – met Thursday they are looking for help to sell Pizza during Marigold Days; discussing Halloween activities;
- EDA – the EDA used \$9,600 of the \$10,000 of the regional arts council grant for SCD - they will carry the excess to next year and plan to reapply; looking to roll out the City identity during fall festival; made a selection for the Gem of Mantorville that will be presented during Marigold Days; working on 216 budget request; discussion on MASH signs; update on walking brochures; Jane Olive mentioned the Historic Preservation Commission and why it is important to help offset some of the MRA responsibilities – Jane will approach us at a later meeting;
- Fire/Relief – working on Marigold Days, new t-shirts, and the raffle was changed up a little.

e) **Council Member Report**

- Member Hofstad – National Night Out was an absolutely huge success; he was approached about putting in a crosswalk between Casey's and the Park.
- Member Blair - none
- Member Roth – none
- Member Swanson – nice to see everyone at the National Night Out.

f) **Mayor Report** - none

9. **Executive Session** - none

10. **Adjourn** – Motion made by Member Blair, second by Member Swanson to adjourn the meeting at 7:32 pm. Motion passed unanimously.

MANTORVILLE CITY COUNCIL SPECIAL MEETING MINUTES
MONDAY, AUGUST 17, 2015
6:00 PM

1. **Call to Order** – Mayor Bradford called the meeting to order at 6:00 pm.

Members Present: Chuck Bradford, Henry Blair, Don Hofstad and Sherry Roth.

Others Present: Tim Hruska, Scott Larsen and Cami Reber.

2. **Pledge of Allegiance** - Done

3. **Old Business/New Business**

- a) **Public Works Streets Open Position**

The Personnel Committee along with City Engineer Tim Hruska, Scott Larsen and Cami Reber interviewed four applicants for the position of Public Works Street Worker. The Committee brought back its recommendation of the top two of those interviews and the final recommendation. Motion made by Member Roth, second by Member Blair to offer the position of Public Works Street Worker to Joseph Adams at a starting wage of \$18.00 per hour. Motion passed unanimously.

- b) **2015 Street Projects**

The Council asked Tim for clarification on the 5th Street East road repairs and if this is something that would be torn up should the Council decide to do a full street repair in 2016. Council discussed. The decision was not to fix 5th Street or Stagecoach Road this year, to keep maintaining as staff is doing. Discussion on the area of the new water main break. Motion made by Member Hofstad, second by Member Blair to spend up to \$3,000 for the repairs to the road where the water line break took place at 7th Street and Walnut. Motion passed unanimously. 5th Street and Stagecoach Road will wait until next year when we do a larger project.

4. **Adjourn** – Meeting adjourned at 7:00 pm.

*Check Summary Register©

August 2015

Name	Check Date	Check Amt	
10100 Citizens State Bank			
UnPaid	BUREAU OF CRIMINAL APPREH	\$15.00	EMPLOYMENT BACKGROUND CHECK
UnPaid	CONTINENTAL RESEARCH COR	\$545.45	BACTO DOSE CHEMICALS
UnPaid	DAVID DROWN ASSOC	\$200.00	CONSULTING FOR 2014 YEAR END FILING
UnPaid	DELTA DENTAL OF MN	\$295.90	EMPLOYEE DENTAL
UnPaid	DMC PLUMBING & HEATING, INC	\$682.20	PARTS & REPAIR OF AIR LINES AT WWTP
UnPaid	DODGE MEDIA, INC	\$168.00	2 PUBLIC WORKS STREET WORKER ADS
UnPaid	LINCOLN MUTUAL LIFE & CASU	\$123.07	EMPLOYER PAID LIFE INSURANCE
UnPaid	MANTORVILLE RESTORATION A	\$95.53	REIMBURSEMENT FOR PAUL LARSEN FOR
UnPaid	MB REPAIR	\$212.50	REPAIR THREADS ON SEWAGE PLANT PU
UnPaid	ON SITE COMPUTERS, INC	\$240.00	PORT A POTTY @ DENNISON
UnPaid	R & M STEEL	\$128.60	NEW DIAMOND PLATE DENNISON BLEACH
UnPaid	SAMS CLUB	\$264.32	NATIONAL NIGHT OUT SUPPLIES
UnPaid	UC LAB - UTILITY CONSULTANT	\$309.00	BIO SOLIDS SAMPLING
UnPaid	USA BLUE BOOK	\$156.23	CHART PAPER @ WWTP
UnPaid	VERIZON WIRELESS	\$24.79	DAVE'S CELL PHONE
UnPaid	WHKS & COMPANY	\$2,629.00	SEWER CONNECTION TO KASSON
	Total Checks	\$6,089.59	

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Payments

Current Period: August 2015

Batch Name	WAR 08/24/15	User Dollar Amt	\$8,651.93		
Payments		Computer Dollar Amt	\$8,651.93		
				\$0.00	In Balance
Refer	0 CONTINENTAL RESEARCH CORP				
Cash Payment	E 602-49450-216 Chemicals and Chem Pr	BACTO DOSE CHEMICALS			\$545.45
Invoice	423816-CRC-1 8/24/2015				
Transaction Date	8/18/2015	Citizens State Bank 10100		Total	\$545.45
Refer	0 DODGE MEDIA, INC				
Cash Payment	E 101-41110-352 Publishing	2 PUBLIC WORKS STREET WORKER ADS			\$75.00
Invoice	7/31/15 8/24/2015				
Cash Payment	E 101-41110-352 Publishing	NATIONAL NIGHT OUT AD			\$93.00
Invoice	7/31/15 8/24/2015				
Transaction Date	8/18/2015	Citizens State Bank 10100		Total	\$168.00
Refer	0 DAVID DROWN ASSOC				
Cash Payment	E 101-41600-304 Legal Fees	CONSULTING FOR 2014 YEAR END FILING			\$200.00
Invoice	3183 8/24/2015				
Transaction Date	8/18/2015	Citizens State Bank 10100		Total	\$200.00
Refer	0 DMC PLUMBING & HEATING, INC.				
Cash Payment	E 602-49450-220 Bldg.Repair and Mainten	PARTS & REPAIR OF AIR LINES AT WWTP			\$682.20
Invoice	3630 8/24/2015				
Transaction Date	8/18/2015	Citizens State Bank 10100		Total	\$682.20
Refer	0 LINCOLN MUTUAL LIFE & CASUAL				
Cash Payment	G 101-21711 Life Insurance Payable	EMPLOYER PAID LIFE INSURANCE			\$123.07
Invoice	AUGUST 2015 8/24/2015				
Transaction Date	8/18/2015	Citizens State Bank 10100		Total	\$123.07
Refer	0 MB REPAIR				
Cash Payment	E 602-49450-300 Professional Srvs (GEN	REPAIR THREADS ON SEWAGE PLANT PUMPS			\$212.50
Invoice	6020 8/24/2015				
Transaction Date	8/18/2015	Citizens State Bank 10100		Total	\$212.50
Refer	0 MN PERA	Ck# 004934 8/24/2015			
Cash Payment	G 101-21704 PERA	EMPLOYEE RETIREMENT			\$676.46
Invoice	AUG 2015 PR16 8/24/2015				
Transaction Date	8/18/2015	Citizens State Bank 10100		Total	\$676.46
Refer	0 SAMS CLUB				
Cash Payment	E 101-41500-200 Supplies	NATIONAL NIGHT OUT SUPPLIES			\$51.72
Invoice	JULY/AUG 2015 8/24/2015				
Cash Payment	E 101-41500-445 Health and Wellness	WELLNESS SUPPLIES			\$212.60
Invoice	JULY/AUG 2015 8/24/2015				
Transaction Date	8/18/2015	Citizens State Bank 10100		Total	\$264.32
Refer	0 USA BLUE BOOK				
Cash Payment	E 602-49450-200 Supplies	CHART PAPER @ WWTP			\$68.30
Invoice	715229 8/24/2015				
Cash Payment	E 602-49450-216 Chemicals and Chem Pr	HACH FLUORIDE @ WWTP			\$87.93
Invoice	715229 8/24/2015				
Transaction Date	8/18/2015	Citizens State Bank 10100		Total	\$156.23
Refer	0 UC LAB - UTILITY CONSULTANTS				

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Payments

Current Period: August 2015

Cash Payment	E 602-49450-300 Professional Svcs (GEN	BIO SOLIDS SAMPLING		\$309.00
Invoice	89646	8/24/2015		
Transaction Date	8/18/2015	Citizens State Bank	10100	Total \$309.00
Refer	0 VERIZON WIRELESS			
Cash Payment	E 602-49450-321 Communications Phone/	DAVE'S CELL PHONE		\$24.79
Invoice	9750276107	8/24/2015		
Transaction Date	8/18/2015	Citizens State Bank	10100	Total \$24.79
Refer	0 WHKS & COMPANY			
Cash Payment	E 602-49450-570 Capital Outlay	SEWER CONNECTION TO KASSON		\$512.00
Invoice	33911	8/24/2015		
Cash Payment	E 101-41950-303 Engineering Fees	5TH STREET REVIEW		\$576.00
Invoice	33911	8/24/2015		
Cash Payment	E 101-41950-303 Engineering Fees	CITY COUNCIL MEETINGS		\$704.00
Invoice	33911	8/24/2015		
Cash Payment	E 101-41950-303 Engineering Fees	DRIPPS SITE PLAN		\$512.00
Invoice	33911	8/24/2015		
Cash Payment	E 604-43150-303 Engineering Fees	WALNUT STREET DRAINAGE REVIEW		\$128.00
Invoice	33911	8/24/2015		
Cash Payment	E 602-49450-303 Engineering Fees	MPCA KASSON CONNECTION PERMIT RESPONSE		\$128.00
Invoice	33911	8/24/2015		
Cash Payment	E 101-41950-303 Engineering Fees	MILEAGE		\$69.00
Invoice	33911	8/24/2015		
Transaction Date	8/18/2015	Citizens State Bank	10100	Total \$2,629.00
Refer	0 BUREAU OF CRIMINAL APPREHEN			
Cash Payment	E 101-41500-437 Other Miscellaneous	EMPLOYMENT BACKGROUND CHECK		\$15.00
Invoice	8/19/15	8/24/2015		
Transaction Date	8/19/2015	Citizens State Bank	10100	Total \$15.00
Refer	0 CITIZENS STATE BANK	Ck# 004935	8/24/2015	
Cash Payment	E 307-47000-611 Bond Interest	FD EQUIPMENT CERTIFICATE INTEREST PAYMENT		\$1,885.88
Invoice	7/22/15	8/24/2015		
Transaction Date	8/19/2015	Citizens State Bank	10100	Total \$1,885.88
Refer	0 MANTORVILLE RESTORATION AS			
Cash Payment	E 101-41500-200 Supplies	REIMBURSEMENT FOR PAUL LARSEN FOR NNO		\$95.53
Invoice	8/4/15	8/24/2015		
Transaction Date	8/19/2015	Citizens State Bank	10100	Total \$95.53
Refer	0 R & M STEEL			
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	NEW DIAMOND PLATE DENNISON BLEACHERS		\$128.60
Invoice	5/20/15	8/24/2015		
Transaction Date	8/19/2015	Citizens State Bank	10100	Total \$128.60
Refer	0 DELTA DENTAL			
Cash Payment	G 101-21708 Dental Insurance	EMPLOYEE DENTAL		\$295.90
Invoice	2015 AUGUST	8/24/2015		
Transaction Date	8/20/2015	Citizens State Bank	10100	Total \$295.90
Refer	0 ON SITE COMPUTERS, INC			

Payments

Current Period: August 2015

Cash Payment E 101-45200-410 Rentals	PORT A POTTY @ DENNISON	\$65.00
Invoice 2015 AUGUST 8/24/2015		
Cash Payment E 101-45200-410 Rentals	PORT A POTTY @ SLINGERLAND	\$110.00
Invoice 2015 AUGUST 8/24/2015		
Cash Payment E 603-45183-410 Rentals	PORT A POTTY @ RV PARK	\$65.00
Invoice 2015 AUGUST 8/24/2015		
Transaction Date 8/20/2015	Citizens State Bank 10100	Total \$240.00

Fund Summary

	10100 Citizens State Bank	
101 GENERAL FUND		\$4,002.88
307 GO EQUIPMENT CERTIFICATE 2009A		\$1,885.88
602 SEWER FUND		\$2,570.17
603 RV PARK		\$65.00
604 STORM SEWER FUND		\$128.00
		<u>\$8,651.93</u>

Pre-Written Checks	\$2,562.34
Checks to be Generated by the Computer	\$6,089.59
Total	<u>\$8,651.93</u>

Dodge County Board of Commissioners
Committee Agenda

Government Services Building, Conference Room B
Mantorville, MN

COMMITTEE AGENDAS

AUGUST 25, 2015 3:30 P.M.

3:30 P.M. CONFERENCE ROOM B	3:30 P.M. CONFERENCE ROOM A
3:30 P.M. ADMINISTRATION COMMITTEE	4:00 P.M. PUBLIC HEALTH COMMITTEE
Allen & Administrator (Gray - Alt)	Tjosaas & Gray (Erickson - Alt)
3:30 P.M. Action Required	4:00 P.M. Action Required
BECKY LUBAHN, Executive Assistant	AMY ROGGENBUCK, Public Health Director
<input type="checkbox"/> 1.1 Minutes of the August 11, 2015 Committee of the Whole	<input type="checkbox"/> 1.1 Request to Approve Write-Offs
<input type="checkbox"/> 1.2 Minutes of the August 11, 2015 Meeting	<input type="checkbox"/> 1.2 Request to Accept Family Health Donations
3:35 P.M.	
ROSE CULBERTSON, Taxpayer Services Director	
<input type="checkbox"/> 2.1 Review Bills	
3:45 P.M.	
LISA HAGER, Employee Relations Director	
<input type="checkbox"/> 3.1 Personnel Agenda	
3:50 P.M.	
AMY ROGGENBUCK, Public Health Director	
<input type="checkbox"/> 4.1 Request to Approve Two Public Health Lead Positions	
4:00 P.M.	
SARA MARQUART, Accounting Services Director	
<input type="checkbox"/> 5.1 4-Day Temporary On-Sale Liquor License Request for Dodge County Agricultural & Mechanical Society	

Dodge County Board of Commissioners
Meeting Agenda
Government Services Building, Conference Room B
Mantorville, MN

DODGE COUNTY BOARD OF COMMISSIONERS MEETING

AUGUST 25, 2015 – 5:00 P.M.

**ALL TIMES LISTED ARE APPROXIMATE AND MAY BE DISCUSSED AT ANY TIME
UNLESS IT IS A SCHEDULED PUBLIC HEARING.**

ITEM	5:00 P.M.	JOHN ALLEN, Chair CONVENE COUNTY BOARD MEETING PLEDGE OF ALLEGIANCE DETERMINE QUORUM ESTABLISH AGENDA NEW EMPLOYEE INTRODUCTIONS
1.0 1.1 1.2 1.3 1.4	-	CONSENT AGENDA <input type="checkbox"/> 4-Day Temporary On-Sale Liquor License Request for Dodge County Agricultural & Mechanical Society <input type="checkbox"/> Request to Approve Write-Offs <input type="checkbox"/> Cell Phone Stipend Increase for Highway Operator IV <input type="checkbox"/> Award Bid
<i>Items listed on the Consent Agenda are considered routine and non-controversial by the County Board. There will be no separate discussion of these items unless requested by a member of the County Board. If an item is removed, it will be discussed immediately following the approval of the remaining Consent Agenda items.</i>		
2.0 2.1	5:05 P.M. 10 Minutes	GARY STEPHENSON, Stephenson Brothers <input type="checkbox"/> 1934 Constitution Lithograph for Dodge County
3.0 3.1	5:15 P.M. 10 Minutes	LISA HAGER, Employee Relations Director <input type="checkbox"/> Personnel Agenda
4.0 4.1 4.2	5:25 P.M. 10 Minutes 5 Minutes	ROSE CULBERTSON, Taxpayer Services Director <input type="checkbox"/> Review and Approve Bills <input type="checkbox"/> Property Tax Penalty Abatement Request
5.0 5.1	5:40 P.M. 5 Minutes	ERIC THOMPSON, Drug Court Coordinator <input type="checkbox"/> Third Judicial District Cooperative Agreement (2016)
6.0 6.1	5:45 P.M. 5 Minutes	PAUL KILTINEN, County Attorney <input type="checkbox"/> Legal Update
7.0 7.1	5:50 P.M. 10 Minutes	SANDRA SCHAEFER, SSTS Coordinator <input type="checkbox"/> SSTS Septic Update Grant Payments
8.0 8.1	6:00 P.M. 5 Minutes	BREAK
9.0 9.1	6:05 P.M. 30 Minutes	ADAM KING, SWCD District Manager <input type="checkbox"/> SWCD Budget Request

Dodge County Board of Commissioners
Meeting Agenda
Government Services Building, Conference Room B
Mantorville, MN

DODGE COUNTY BOARD OF COMMISSIONERS MEETING

AUGUST 25– 6:35 P.M.

10.0 10.0	6:35 P.M. 30 Minutes	JIM ELMQUIST , County Administrator <input type="checkbox"/> Budget Discussion
11.0 11.1	7:05 P.M. 5 Minutes	TIM TJOSAAS , Public Health Committee <input type="checkbox"/> Public Health Committee Report • Request to Accept Family Health Donations (Action)
12.0 12.1	7:10 P.M. 5 Minutes	DAVID ERICKSON , Public Safety Committee <input type="checkbox"/> Public Safety Committee Report • 2015 Sober Fest Donation Request (Action) • Hubbell House Donation Request (Action)
13.0 13.1	7:15 P.M. 25 Minutes	JOHN ALLEN , Administration Committee <input type="checkbox"/> Administration Committee Report • Minutes of the August 11, 2015 Committee of the Whole (Action) • Minutes of the August 11, 2015 Meeting (Action) • <input type="checkbox"/> County Commissioner Reports • <input type="checkbox"/> County Administrator Update • <input type="checkbox"/> Other Deferred Business
14.0	7:40 P.M.	ADJOURN

<i>Coming up in Dodge County:</i>
<i>August 24, 2015 – Courthouse Construction Progress Meeting, 2:00 P.M., Benike Construction Trailer, Mantorville, MN.</i>
<i>August 24, 2015 – Building Committee Meeting, 3:00 P.M., Government Services Building, Mantorville, MN.</i>
<i>August 26, 2015 – Board of Adjustment Meeting, 8:00 A.M., Government Services Building, Mantorville, MN.</i>
<i>August 27, 2015 – Ice Arena Committee Meeting, 5:30 P.M., Kasson City Hall, Kasson, MN.</i>
<i>August 28, 2015 – MnPrairie Finance Committee Meeting, 11:30 A.M., Government Services Building, Mantorville, MN.</i>
<i>August 28, 2015 – MnPrairie Joint Powers Board Meeting, 12:30 P.M., Government Services Building, Mantorville, MN.</i>
<i>September 7, 2015 – County offices closed to observe Labor Day.</i>
<i>September 15, 2015 – Fairview Care Center Meeting, 9:00 A.M., Dodge Center, MN.</i>
<i>September 16, 2015 – EDA Summit, 4:30 P.M., Government Services Building, Mantorville, MN.</i>
<i>Dodge County Commissioners may be in attendance at these meetings.</i>

DEFERRED BUSINESS	These are items that the County Board has previously discussed and voted to table or decided to take action on at a later date. These items may be brought back for discussion at any meeting by any County Board member.
1.	
2.	
3.	
4.	
5.	

PUBLIC HEARING NOTICE

Notice is hereby given that the Mantorville City Council will hold a public hearing on Monday, August 24, 2015 starting at 6:35 pm in regards to amending Chapter 150.021 of the Mantorville City Code titled Nonconforming Uses and Structures (F) Permanent Dwellings.

The proposed amendment would remove the word "garage" in order to allow proposed accessory dwelling units to be established within the principal structure of a home. All interested persons are encouraged to attend. If you cannot attend, written comments may be submitted to the City and will be considered by the Council.

Camille C. Reber
City Clerk Treasurer

CITY OF MANTORVILLE

ORDINANCE NO. 150

AN ORDINANCE AMENDING SECTIONS 150.021, 150.069 AND 150.070 OF THE CITY CODE RELATING TO ACCESSORY DWELLING UNITS IN ATTACHED GARAGES IN THE CITY OF MANTORVILLE.

THE CITY COUNCIL OF THE CITY OF MANTORVILLE, MINNESOTA, ORDAINS:

Section 1. Section 150.021, paragraph (F) of the Mantorville City Code is hereby amended by adding the double-underlined language as follows:

(F) *Permanent dwellings.* No cellar, detached garage, tent, trailer, recreational vehicles, or accessory building shall be used as a permanent dwelling. The basement portion of a finished home or apartment may be used for normal eating and sleeping purposes provided it is in compliance with the Minnesota State Building Code.

Section 2. Section 150.069, paragraph (B) of the Mantorville City Code is hereby amended by deleting the ~~stricken~~ language and adding the double-underlined language as follows and a new paragraph (C) is hereby added:

(B) *Permitted uses.* The following shall be permitted uses in the R-1 Low Density Residential District:

(1) Single-family detached dwellings including manufactured homes, provided manufactured homes permitted in this District shall be minimally 20 feet in width, shall have a roof line such as used on conventional on-site construction homes and buildings, meet all building code regulations, and be built or erected on a continuous frost-free foundation:

(2) Public recreation including parks and playgrounds and hiking and/or biking trails;

(3) Wildlife, forest, and wetland preserves or management areas, and game refuges;

(4) Child care facilities serving 12 or fewer persons;

(5) Residential programs (as defined by state statutes) with a licensed capacity of 6 or fewer persons;

(6) Historic sites; and

(7) Essential services; ~~and~~.

(8)

(C) Accessory uses. The following shall be accessory uses in the R-1 Low Density Residential District:

(1) Accessory buildings or structures customarily incidental to the permitted principal use when located on the same property; and

(2) Accessory dwelling units that are located within an attached garage of a single family detached dwelling.

After the above amendments are made, the remaining paragraphs in this section shall be re-lettered accordingly.

Section 3. Section 150.070, paragraph (B) of the Mantorville City Code is hereby amended by deleting the ~~stricken~~ language and adding the double-underlined language as follows and a new paragraph (C) is hereby added:

(B) *Permitted uses.* The following shall be permitted uses in the R-2 Medium to High Density Residential District:

(1) Single-family dwellings and manufactured homes as defined in § 150.069;

(2) Two-family dwellings (duplex);

(3) Multi-family dwellings, including townhouses, garden apartments, triplexes and quadru-plexes in groups of not more than 24 dwelling units in any 1 building;

(4) Child care facilities serving 16 or fewer persons;

(5) Residential programs (as defined by state statutes) with a licensed capacity of 6 or fewer persons;

(6) Public recreation including parks, playgrounds and hiking and/or biking trails;

(7) Wildlife, forest, and wetland preserves or management areas, and game refuge areas;

(8) Historic sites;

(9) Essential services; and

(10) Satellite dishes not more than 36 inches in diameter; ~~and~~.

(11)

(C) Accessory uses. The following shall be accessory uses in the R-2 Medium to High Density Residential District:

(1) Accessory buildings or structures customarily incidental to the permitted principal use when located on the same property; and

(2) Accessory dwelling units that are located within an attached garage of a single family detached dwelling.

After the above amendments are made, the remaining paragraphs in this section shall be re-lettered accordingly.

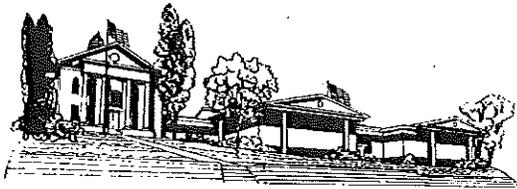
Section 4. This ordinance shall be in full force and effect upon its passage and publication.

Passed by the City Council of the City of Mantorville, Minnesota, this 24th day of August, 2015.

Chuck Bradford
Mayor

ATTEST:

Cami Reber, City Clerk Treasurer



DODGE COUNTY

721 Main Street N., Dept 45

MANTORVILLE, MN 55955

PHONE - 507. 635. 6239 FAX - 507. 635. 6265

TOLL FREE - 888.600.5169 JOBS LINE - 507.635.6284

The Oldest Working Courthouse in Minnesota

MEMO

TO: Dodge County City Administrators/Clerks

From: Finance Office, Rose Culbertson, Taxpayer Services Director

RE: 2016 Budget and Levy Hearing Dates

It is once again time to collect information concerning Truth in Taxation. Counties and cities with a population over 500 are required to hold a meeting at which the budget and levy will be discussed and the public allowed to speak. The meetings must be held during the period from November 24 and before December 28 and be held after 6:00 p.m. and the public must be allowed to speak. This can be part of your regularly scheduled meeting. This information may be returned along with your proposed property Tax Levy or sent to me at the address below. This information will be printed on the Proposed Tax Notices sent out in November.

Please return this memo with your information listed below.

City _____

Month and Date of Public Meeting _____

Time of Day _____

Where the Meeting is Held _____

Contact Person _____

Phone Number _____

Address _____

Date and Time of Additional Mtgs _____

Signature _____

Thank you.

Please return this form before **September 18, 2015** to:
Dodge County, Attn: Rose Culbertson, 721 Main Street North Dept. 45, Mantorville, MN 55955.
 (Fax to 507-635-6265 or email to rose.culbertson@co.dodge.mn.us)

2015 Mantorville City Meetings

January						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April						
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31						

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June						
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28	29	30				

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December						
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27	28	29	30	31		

RESOLUTION 2015-14

A RESOLUTION AFFIRMING NON-COMPLIANCE AND AUTHORIZING THE CITY TO MAKE THE CONNECTION TO THE CITY SEWER AT 404 MANTOR DRIVE

WHEREAS, Resolution 2010-12 (Amended) establishes the setting of the connection fees and requirements for connection related to the utility extension project known as the Mantor Drive Sewer Extension Project; and

WHEREAS, those properties that chose to defer their connection are required to show that their private septic system is in compliance with all local and state laws. Such property owners are required to provide proof to the City that their septic system is in compliance as such; and

WHEREAS, Resolution 2011-20 authorized deferment of connection to the City sewer system and the deferment of the connection fee for property owned by Levi Zelinski at 404 Mantor Drive; and

WHEREAS, Levi Zelinski, property owner of 404 Mantor Drive, has failed to provide proof that the private septic system is in compliance with all local and state laws. Deferment of the connection and charge is automatically terminated, immediate connection shall be required and the connection charge shall become immediately due and payable; and

WHEREAS, City Code Section 50.04 allows the City the right to enter upon the subject property and complete the connection; and

WHEREAS, all costs associated with making the connection shall be due and payable 60 days after the date the charge is billed to the property owner; and

WHEREAS, a charge left outstanding after 60 days from the billing due date shall be considered delinquent and will be certified to the Dodge County Auditor and added to the property taxes of the respective parcel of land and collected thereafter as other taxes against the parcel.

THEREFORE BE IT RESOLVED, by the Mantorville City Council that City Staff will contact two contractors and receive two written bids for the cost to make the connection from the home located at 404 Mantor Drive to the City sewer utility. The lowest written bid will make the connection.

Passed by the Mantorville City Council this 24th day of August, 2015.

Mayor Chuck Bradford

Attest: City Clerk Treasurer, Camille C. Reber
City Clerk Treasurer

AMENDED RESOLUTION 2010-12

AN AMENDED RESOLUTION OF THE CITY OF MANTORVILLE, MINNESOTA
RELATING TO THE ESTABLISHMENT OF
CONNECTION CHARGES FOR THE MANTOR DRIVE SEWER EXTENSION PROJECT

WHEREAS, Section 50.04 of the Mantorville City Code permits connection charges for sewer and water connections and permits the City Council to establish those charges by resolution for specific projects; and

WHEREAS, the City Council of Mantorville has decided that a connection charge shall apply to each parcel of property described on Exhibit A attached hereto.

NOW THEREFORE BE IT RESOLVED BY THE City Council of the City of Mantorville, Minnesota;

1. That the connection charge for each parcel of property described on the attached Exhibit A is set at \$ 8,953.00. All such properties shall be connected to the City's sanitary sewer system no later than July 1, 2011. The City Clerk shall bill the connection charge to each property owner either immediately after the owner's property is connected to the sanitary sewer system or on July 1, 2011, whichever occurs earlier. Charges not paid within such 60 day period shall bear interest at the annual rate of 2.81%.
2. That the connection charge listed above is just and equitable.
3. Property owners may petition to have their connection charge certified to the Dodge County Auditor in equal annual installments amortized over a period of 20 years including interest at the annual rate of 2.81%.
4. Property owners with private septic systems in compliance with all local and state laws and regulations may petition the City Council for deferment of their connection charge. Such property owners must provide proof to the City that their septic system is in compliance with all local and state laws and regulations and must bear all costs associated with the compliance inspection. All petitions for deferment must be filed with the City Clerk within 60 days after the date the charge is billed to the property owner. Interest shall be added to all deferred connection charges at the annual rate of 2.81%.
5. Property owners with deferred connection charges must conduct a compliance inspection, and bear the cost of such inspection, at least once within any 12 month period during the deferral, and file the results of each such inspection with the City Clerk. If a property owner fails to ~~conduct and file the results of a compliance inspection with the City Clerk during any 12 month period during the deferment, or if any inspection shows that a septic system is not in~~ compliance, then the deferment period will automatically terminate and the connection charge for the property shall become immediately due and payable.
6. The City Clerk shall transmit a certified copy of this resolution and all exhibits to the Dodge County Auditor and to the Dodge County Recorder.

Passed by the Mantorville City Council this 13th day of December, 2010.



Mayor Luke Nash



Attest: City Clerk Treasurer, Camille C. Reber

RESOLUTION 2011-20

A RESOLUTION AUTHORIZING DEFERMENT OF CONNECTION TO THE CITY SEWER SYSTEM AND THE DEFERMENT OF THE CONNECTION FEE

WHEREAS, Section 50.04 of the Mantorville City Code permits connection charges for sewer and water connections and permits the City Council to establish those charges by Resolution for specific projects; and

WHEREAS, the Mantorville City Council passed AMENDED RESOLUTION 2010-12, on December 13, 2010 which established connection charges and conditions for deferment of the connection and/or connection charge for the Mantor Drive Project; and

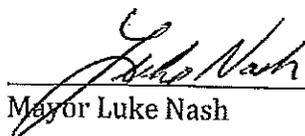
WHEREAS, property owners with private septic systems in compliance with all local and state laws and regulations may petition the City Council for deferment of their connection and connection charge; and

WHEREAS, Levi Zelinski, property owner of 404 Mantor Drive, has submitted proof of septic system compliance and has petitioned the City for deferment of the connection charge and the connection to the City sewer system as part of the Mantor Drive project.

NOW THEREFORE BE IT RESOLVED, by the Mantorville City Council:

1. The property owner meets the requirements for deferment of the connection and connection charge as outlined in AMENDED RESOLUTION 2010-12.
2. The property owner must submit a compliance inspection each year by October 1 in order to continue deferment.
3. That interest will continue to be added to the deferred connection fee of \$8,953 at a rate of 2.81% each year.
4. That should any inspection show that the septic system is not in compliance with local and state laws and regulations, then the deferment period shall automatically terminate, immediate connection shall be required, and the connection charge shall become immediately due and payable.

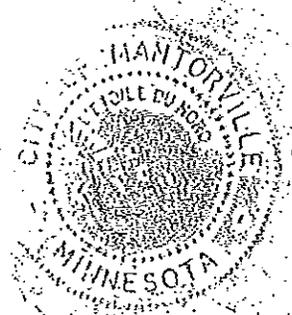
Passed by the Mantorville City Council this 10th day of October, 2011.



Mayor Luke Nash



Attest: City Clerk Treasurer Camille C. Reber



**AN ORDINANCE ESTABLISHING SANITARY SEWER AND WATER SERVICE
CONNECTION AND AVAILABILITY CHARGES
WITHIN THE CITY OF MANTORVILLE, MINNESOTA**

REPLACING § 50.04 OF THE MANTORVILLE CITY CODE

**THE CITY COUNCIL OF THE CITY OF MANTORVILLE, MINNESOTA, DOES
ORDAIN:**

**§ 50.04 SANITARY SEWER AND WATER SERVICE CONNECTION AND
AVAILABILITY CHARGES; MANDATORY CONNECTION TO
SANITARY SEWER**

(A) *Findings.* The City Council of the City of Mantorville finds:

(1) It is in the best interests of public health, safety, and welfare, including but not limited to the protection of water quality for the health and safety of residents within the City, that properties within the City are served by and connect to City sanitary sewer and water service facilities.

(2) It is in the best interests of the City and its inhabitants that the cost of development and construction of sanitary sewer and water service facilities should be borne by the owner of the property which is served, and not the general taxpayers of the City.

(3) It is in the best interests of the City and its inhabitants that sanitary sewer and water service connection and availability charges vary in amount depending on the factors set forth in this Ordinance.

(B) *Purpose.* The purpose of the connection and availability charges established herein is as follows:

(1) to ensure that the City obtains sufficient funds to pay the cost of development and construction of sanitary sewer and water service facilities from the owners of the properties served;

(2) to equitably apportion the cost of development and construction of sanitary sewer and water service facilities among the owners of the properties served; and

(2) to apply to any parcel of land within the City for which the City has appropriated net revenues or approved bonds or other obligations to fund a project which will extend City sanitary sewer and/or water service to the parcel.

Availability charge amounts may be based upon any or all of the same factors set forth in § 50.04(C) for determining connection charge amounts. Availability charges may apply regardless of whether the particular parcel of land has been developed at the time the charge is imposed, provided, however, that the City Council may exempt a particular parcel from availability charges if the Council determines, in its sole discretion, that the parcel cannot be developed. Any availability charge that has been paid for a particular parcel of land will be deducted from any connection charge subsequently imposed on such parcel under § 50.04(C). Availability charges shall not apply to any parcel of land which was previously assessed for that parcel's full share of the costs set forth in § 50.04(C).

(E) *Mandatory Connection; When Connection is Required.* The owners of all structures discharging wastewater and located on property adjacent to the City sanitary sewer service facilities shall be required, at each owner's expense, to install a suitable connection line to the City sanitary sewer. The deadline for connection may be determined by resolution of the City Council for a particular project or area of the City, and may include such conditions as the City Council deems appropriate. If no deadline has been determined by resolution, the connection shall be completed either within ninety (90) days after the City sanitary sewer has become operational in cases where the sanitary sewer service is adjacent to properties with existing structures or immediately in cases where new structures are constructed on existing properties adjacent to sanitary sewer services. In the event that any owner fails to complete the connection to the City sanitary sewer by the applicable deadline, the City shall have the right to enter onto the subject property and complete the connection, and all costs of completing the connection shall be added to the connection charge amount for the property under §50.04(C).

(F) *Unpaid Charges.*

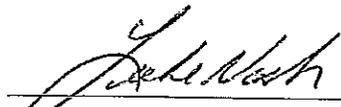
(1) *Due Date; Delinquent Charges.* Connection charges and availability charges shall be due and payable within sixty (60) days after the date the charge is billed to the property owner. A charge that is not paid within such period shall be considered delinquent. On or before October 15 of each year, the City Clerk shall certify all delinquent charges to the Dodge County Auditor and such charges, along with interest at any legal rate established by resolution of the City Council from time to time, shall be added to the taxes against the respective parcel of land and collected thereafter as other taxes against the parcel are collected.

file such lien with the Dodge County Recorder shall not eliminate or diminish, in any way, the obligation of the property owner or the property owner's successors and assigns to make the approved installment payments.

(d) If the property taxes become delinquent for any parcel of land which the City Council has approved for certification of the delinquent connection charges in installments, then the City Council may declare the total connection charge and accrued interest to become immediately due and payable. The City Council may also declare the total connection charge and accrued interest to become immediately due and payable if the first installment must be paid directly to the City Clerk under § 50.04(F)(2)(a) and the property owner fails to pay the first installment when due. Thereafter, in either case, the City Clerk shall certify such total outstanding balance of the delinquent connection charge and any accrued interest to the Dodge County Auditor for collection thereafter as other taxes against the subject parcel of land are collected, along with continuing interest at the rate established under § 50.04(F)(1).

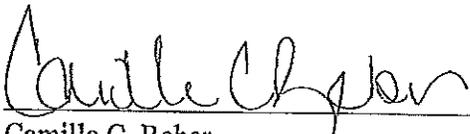
(G) *Effective Date.* This § 50.04 shall be effective and enforceable from and after its approval by the City Council and publication as provided by law.

ADOPTED by the City Council of the City of Mantorville, Minnesota, this 28th day of June, 2010.



Luke Nash
Mayor

ATTEST:



Camille C. Reber
City Clerk/Treasurer

August 18, 2015

Mark & Ann Torkelson
605 13th Avenue NW
Kasson, MN 55944

Mantorville City Hall
Attn: City Clerk Reber
21 5th Street East
PO Box 188
Mantorville, MN 55955

Dear Mayor Bradford and Council Members Blair, Hofstad, Roth, and Swanson:

On October 13, 2014, the Mantorville City Council passed Resolution 2014-21 for variance from the city ordinances for an accessory structure to be built at 720 County Road 12. This resolution includes a requirement of occupancy by November 1, 2015. We request the City Council extend the requirement of occupancy for the accessory structure by one year. Thank you in advance for consideration.

Respectfully,

Handwritten signature of Mark & Ann Torkelson, consisting of two lines of cursive script. The first line appears to be 'MS' and the second line is 'Ann M Torkelson'.

Mark & Ann Torkelson