

MANTORVILLE CITY COUNCIL MEETING AGENDA
MONDAY, FEBRUARY 8, 2016
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 January 25, 2016
 - b) Warrant List February 8. 2016
 - c) Dodge County Board of Commissioner's Meeting Agenda February 9 , 2016
 - d) January Sheriff's Department Call Report for Mantorville
 - e) 2016 Notice of LBAE Meeting Monday May 2, 2016 6:30 – 7:00 pm
 - f) Annual Prosecution Report
5. Public Concerns
6. Public Hearing - none
7. Old Business/New Business
 - a) Tabled Variance Request Mark and Ann Torkelson
 - b) Guy Kohlenhofer – 2016 County Rd. 12 Project
 - c) RESOLUTION 2016-03 A RESOLUTION RELATING TO PARKING RESTRICTIONS ALONG COUNTY STATE AID HIGHWAY NO. 12
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
10. Adjourn

MANTORVILLE CITY COUNCIL MEETING MINUTES
MONDAY, JANUARY 25, 2016
6:30 PM

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

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

Others Present: Jay Kruger - CMS, Gretta Becay, Mark and Nancy Schmidt, Gary Bromley, Dan and Jone Trapp, Sheldon and Ramona Torkelson, Jeff Mehnke, Ann and Mark Torkelson, Bill Glawe, Karen Steele, Mike Marti, Melissa Manderschied – City Attorney, Joe Adams, Scott Larsen, Patti Chilson and Cami Reber.

2. **Pledge of Allegiance** - Done

3. **Additions/Deletions to Agenda** –
Addition of 7. f - Review of City ordinance.

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

- a) City Council Meeting Minute's January 11, 2016
- b) Warrant List January 25. 2016
- c) Dodge County Board of Commissioner's Meeting Agenda January 26, 2016
- d) SEMLM Annual Meeting Notice – Reminder

Motion passed unanimously.

5. **Public Concerns** – Gary Bromley – 13 Zumbro Ridge Drive – noted inconsistencies and false statements in the response information submitted by the Torkelson's included in the City Council packet. He provided copies of his written response to the Council Members and spoke to the Council summarizing it. He emphasized that the matter of the Torkelson building is not restricted to just Dan and Jone Trapp but affects all of the surrounding neighbors. Why is there so much emphasis in pleasing the Torkelson's with no regard to the 20 neighbors? A building of this magnitude pleases only the owner. It is a horrendously oversized building which does not fit in an R-1 situation. No architectural drawings have been submitted still. This is part of the requirement when you apply at the City and still has been ignored. The conceptual, aerial and other drawings do not meet the requirements. The drawing submitted do not have offsets, elevations or dimensions as required. He has drafting experience and none of these drawings is acceptable, accurate, or to scale. Without those drawings, the actual size and height of the building is limitless. They got exactly what they asked for previously and it will accommodate their needs. He noted having the same type of heaters and equipment in his current shop (at 10') and home garage (at 8') and has never encountered any clearance problems.

He commented on the enormous amount of noise that was generated last fall from dawn until dusk including weekends. No considerations from the Torkelson's. Commented on the sale of 29 Zumbro Ridge Drive; the sale occurred after the Torkelson's home was built and they never endured the noise throughout the summer. In addition, to the letter from the realtor that the Torkelson's supplied, the realtor is not an appraiser and her opinion does not count. The new owners will not be looking at an oversized accessory building either. Further comments included screening the building, the berm and it not being maintained, not mowed and stops the natural flow of water causing a virtual lake on the Trapps property, which can cause damage to the septic system. Encourages the Council Members to deny the request.

6. **Public Hearing** - none

7. Old Business/New Business

a) Tabled Variance Request Mark and Ann Torkelson

City Attorney Melissa Manderschied gave a timeline of the events up to date for the recent variance request. The City formally extended the 60 day timeline to February 22, 2016. The City sent the applicants a letter reminding them if they so choose to submit more information regarding the variance request. That information is submitted and in the packet.

Mayor Bradford asked if anyone wanted to make any additional comments based on the new information submitted to the City or the letters that have been published.

Jay Kruger – Construction Management Services, Building Inspector for the City of Mantorville, asked the attorney to explain the hardship aspect as it pertains to being granted a variance. In his opinion, hardship pertains to the land. City Attorney Melissa Manderschied explained the rules for hardship and the findings the City must find in favor of in order to find in favor of the variance.

Jay Kruger responded that he reviewed the information the Torkelson's submitted and how it relates to the building code. The building code does not mandate the size of building that is being requested. It is their choice to build a building that size with that scope of sidewalls. The only hardship and uniqueness to this property in question is the style and design of the building that is being picked to put on the property. It has nothing to do with use of the land.

Ann Torkelson spoke that what this is about is about trying to build a building, that is the style, which others have opinions on it, but the lay of this particular piece of land, the elevation, and the grade that is associated with it, doesn't allow the positioning to be able to pull equipment in and out. They recognize that the building code pieces are a moot point and that is in context of trying to build a gable roof structure, which they believe is in the best interest of the neighborhood. They feel it allows them to build a structure that is most fitting in the surrounding and similar to other structures in the area – a gable roof structure. We can build a building within the 18', but it will result in a flat roof structure. They want to be able to build a structure now that meets their needs now and into the future. They are limited by this one accessory structure on the property.

Jay Kruger responded that in his opinion and doing what he has done for 28 years and also as a zoning administrator for many years, there is reasonable use of the land allowed as it sits right there.

Nancy Schmidt commented that they have 6 acres to build whatever they want on within the confines of the variance that they were already given and that a 28' structure in an R-1 zone, this isn't rural and it's not industrial. Why are the Torkelson's qualified to say what fits the local surroundings. They want it to look good on their side, from their view, the neighborhood will still see the back and the side of a plain old metal pole shed. She questioned the cupolas and it was verified by the attorney that cupolas are an exception to the height restrictions per City Code 150.022.

Ann Torkelson responded stating that they do require 14' doors for current and future needs. The large building is driven by the need that one half of the space will be driven by personal use. They have reviewed the ordinances and 150.069 talks about what is allowed in an R-1 zone. It does outline that up to 35' is something that is acceptable and this structure is below that limit. This is contentious and they would not subject themselves to this if they didn't truly believe that it was the best option. They can proceed with a building with a flat roof structure if that's the position that they get put in. They don't believe that that is what anyone would want in the end. They believe the gable roof structure is the best option and fits in best for the residential setting.

City Attorney Melissa Manderscheid and Mayor Bradford clarified that the height limit for accessory buildings is listed in 150.025 and that 150.069 refers to the primary structure.

Jone Trapp spoke that she doesn't like the building, doesn't want any building like that in her yard, it is in her yard, not theirs. Notes in the application it is stated twice that MN Building Code drove this building to be the way they want. That's a false statement. Jay Kruger verified that. Commented that the berm is construction and done without a permit.

Gary Bromley commented and questioned if this is such a beautiful building why is the house situated with a berm between them so they cannot see this building. Appalled at the thought that they can suggest what we want and need after being there so many years and it is completely disrupted for one family's pleasure.

Nancy Schmidt commented to please do the right thing, please deny this request.

Motion made by Member Blair, second by Member Hofstad to pull from the table the request for the variance. Motion passed unanimously.

Member Blair – pointed out his starting point for this has nothing to do with anything personally involved except a personal right to, personal property right is where he defaults to, and being limited by the Code and variance stuff. Generally he likes to default to the personal property rights. The character of the area was pretty rural with the corn that grew there. Perhaps the zoning was wrong there with it being R-1; the way the zoning is laid out generally seems erroneous but defaulting to that is the point for variance's where the zoning and rules don't necessarily fit future plans and where things change. From a personal property rights standard, I tend to lean towards the variances being approved as a rule until it is injurious as such and I think there is a good case made here with the selling of the house in the neighborhood, which I cannot believe that construction size went completely unnoticed and the discussion never came up, it is possible, but whatever an appraiser said before such time as that property sold, after the property sells is a lot bigger indication that somebody's opinion of what exactly will happen or what they think is going to happen, so there's a pretty strong case there as to how that is probably not as injurious as people have eluded to.

Member Hofstad– tries to take things in perspective, is a licensed plumber, whenever he does drawings for someone, he has to have everything to scale, to meet code, and get it approved. Needs to get everything written down and documented before it gets approved. Thinks that Mr. Kruger has made a fair statement as far as to where the code is and what the code is not. What people want, what people need, and what people think is irrelevant. There is going to be a different opinion on everybody's take. I don't think that some of the facts that we are looking for and things to ok this, in his opinion, are there. I'm not satisfied with what I've heard, I can't say one way or the other. I have to go by what the peoples decisions are as far as what they do for a living, what they get paid for that are beyond me. I'm just a plumber but there are people that get paid to make decisions to help us out with the code and things of that nature.

Member Roth – is visual and is yet to see anything that will help her to see and understand how the structure will fit into the community; it would help her to better make a decision. Mr. Kruger's questions have alerted her to better understand the zoning and the changes with zoning and make sure we are meeting the requirements. Doesn't feel comfortable to try and make a decision at this point. I don't feel like I fully understand how these zoning changes affect our decision. Would like to take some time to review the things presented tonight. Would like some visuals and feels that the missing council member needs to be present.

Mayor Bradford – wants to take some time to review both documents a little more, see if there is something brought up that he hasn't considered before. Inclined to entertain a motion to retable to the February 8 meeting. There is merit to have a full Council.

Attorney Melissa Manderschied noted timing consideration. Asked what other sorts of information the council would like so they are comfortable in making a decision at the next meeting. Member Roth noted more to scale documents will help also, she wants to view other sizes of buildings in the area. February 22 is the date that action needs to be taken by the City Council and the action delivered to the applicant. Council continued discussion on timelines and when things need to happen.

Motion made by Member Roth, second by Member Blair to table until February 8, 2016. Member Hofstad noted the importance of having all 5 members and peoples strong feelings the last time with only having 4 present. Motion passed unanimously. Mayor Bradford noted to be prepared to give staff direction on which way they want to proceed with. The Mayor instructed the attorney to put together a draft non approval resolution for the meeting. We already have an approval draft resolution prepared. Jay Kruger also noted that he would be available for any further questions from anyone.

- b) Sheriff Scott Rose 2016 Law Enforcement Contract & Memorandum of Understanding**
Sheriff Scott Rose introduced himself to the Council and he spoke of the Next Generation 911 System coming in next year and the weapons screening which is going to start in another week. They are looking at a 2.5% budget rate increase next year across the board noting that they kept things the same for 2016. Motion made by Member Roth to approve the 2016 Sheriffs contract. A second and friendly amendment by Member Blair requesting the date change in the document from 2015-2016. Motion passed unanimously.

Motion made by Member Blair, second by Member Hofstad to approve the Memorandum of Understanding document. Motion passed unanimously.

- c) WWTP Flow Meter**

Motion made by Member Blair, second by Member Roth to allow the purchase of up to \$4,700 for a new flow meter at the WWTP if the old one can't be fixed. Motion passed unanimously.

- d) City Garbage Service**

Motion made by Member Roth, second by Member Blair to table this discussion. There are some discrepancies in the numbers received that need to be verified.

- e) Public Works Equipment Request**

Scott discussed with the Council the request for the purchase of equipment for the Maintenance Department. Motion made by Member Blair, second by Member Hofstad to approve the purchase of the new 926M wheel loader on a 5 year even payment lease with the trade in of the grader at \$166,950. The lease payment will be split between the Maintenance Department line item and the other half from CIP. We have been saving up for this a long time. Motion passed unanimously.

- f) Update and Review of City Ordinance**

Melissa spoke to the Council about the need to sink up the current Variance code with the State Variance law. Specifically section 150.111 and 31.38 F of the City Code. Motion made by Member Roth, second by Member Blair to direct the City Legal Consultants to line up our ordinance to match State Statute as they are recommending. Melissa should bring those changes to the meeting on the 8th to begin discussion. Council discussed more housekeeping cleanup of the rest of the zoning code which needs to be done. This will start getting pulled together.

8. TBD

- a) **Public Works Report** - Asked about plans on the two wheel drive pickup? Member Blair noted to make it through the spring and look at it later.
- b) **City Clerk Report** – Approval for Scotts Collection License. Motion made by Member Hofstad, second by Member Roth to approve the training for Scott. Motion passed unanimously.
- c) **Consultant Report** – none
- d) **Committee Report** - none
- e) **Council Member Report** - none
- f) **Mayor Report** – the Mayor reported that the EDA is still looking for new commissioners, he spoke about the 2016 SCD Celebration and the new way they are planning to try and pull it together and he will be attending Mayor Carlson's event. He updated the Council Members on the MN Mayors preliminary budget and money being allocated for Infrastructure projects.

9. Executive Session

Motion made by Member Blair, second by Member Hofstad to close the regular session and go into executive session at 8:21 pm for staff evaluations. All City Staff requested that their evaluations be completed in closed session. Motion passed unanimously.

Motion made by Member Roth, second by Member Blair to close the executive session and go back into open session at 8:47 pm. Motion passed unanimously.

a) Staff Evaluations

The City Council completed the 2015 staff evaluations on Patti Chilson, Scott Larsen and Cami Reber. Motion made by Member Blair, second by Member Roth to approve a 4% wage increase retro back to January 1, 2016 for all three. Motion passed unanimously.

10. Adjourn – Motion made by Member Hofstad, second by Member Blair to adjourn at 8:49 pm. Motion passed unanimously.

*Check Summary Register©

February 2016

Name	Check Date	Check Amt	
10100 Citizens State Bank			
UnPaid	AFLAC	\$34.68	EMPLOYEE PAID INSURANCE
UnPaid	BANYON DATA SYSTEMS	\$2,385.00	UB SUPPORT
UnPaid	CASEYS GENERAL STORES INC	\$355.70	FUEL FOR WWTP
UnPaid	CMS - CONSTRUCTION MGMT.S	\$1,010.83	JANUARY 2016 INSPECTIONS
UnPaid	CULLIGAN	\$5.00	BOTTLED WATER
UnPaid	CUSTOM FIRE APARATUS, INC	\$127.26	LED STRIP TANK STATUS DISPLAY
UnPaid	DODGE COUNTY	\$216.50	PICTOMETRY IMAGERY 2016 - FINAL INSTA
UnPaid	FIRE SAFETY USA, INC	\$1,070.00	LABOR, PARTS AND REPAIR OF HOSES
UnPaid	GOPHER STATE ONE CALL	\$100.00	2016 ANNUAL FACILITY OPERATOR FEE
UnPaid	HEALTHSMART BENEFIT SOLUT	\$16.00	EMPLOYEE PAID LIFE INSURANCE
UnPaid	INSPIRE INK BY IMAGES	\$100.00	FIRE DEPARTMENT PLAQUE
UnPaid	INTERSTATE MOTOR TRUCKS, I	\$35.04	SWITCH PRESSURE
UnPaid	J.P. COOKE CO., THE	\$62.50	DOG TAGS FOR 2016
UnPaid	JORGENSONS TIRE SERVICE	\$45.00	1 12 X 16 TUBE FOR THE SKID LOADER
UnPaid	JUDY UNGS	\$50.00	MAILBOX REIMBURSEMENT
UnPaid	KASSON HARDWARE HANK	\$162.11	FASTERNERS/CLEAR BOTTLE/SHIPPING F
UnPaid	KENNEDY & GRAVEN, CHARTER	\$4,657.99	LEGAL SERVICES THROUGH DEC 2015
UnPaid	K-M TELECOM	\$660.83	CITY HALL MAIN 5170
UnPaid	LETH SEWER SVC	\$300.00	PUMPED STORM SEWER CATCH BASIN ON
UnPaid	METRO SALES INC	\$338.83	1ST QTR 2016 COPIER CONTRACT
UnPaid	MINNESOTA ENERGY RESOURC	\$1,606.72	4016467-5 STREETS
UnPaid	MINNESOTA VALLEY TESTING L	\$34.01	WWTP MERCURY TESTING
UnPaid	MN DNR WATERS	\$197.27	ANNUAL WATER USE PERMIT
UnPaid	MN POLLUTION CONTROL AGEN	\$300.00	WW COLLECTION SYSTEM TRAINING S. LA
UnPaid	NAPA	\$280.80	FLOOR DRY/PAINT MARKERS
UnPaid	PITNEY BOWES GLOBAL	\$424.47	JANUARY POSTAGE
UnPaid	SMITH SCHAFFER & ASSOCIATE	\$2,000.00	AUDIT FEES FROM 12-31-15
UnPaid	UC LAB - UTILITY CONSULTANT	\$608.50	BIO SOLID SAMPLING
UnPaid	WASTE MANAGEMENT	\$114.97	GARBAGE REMOVAL JAN 2016
UnPaid	XCEL ENERGY	\$4,649.82	STREET LIGHTS NON METERED
	Total Checks	\$21,949.83	

Payments

Current Period: February 2016

Batch Name	WAR 02 08 16	User Dollar Amt	\$50,121.58		
Payments		Computer Dollar Amt	\$50,121.58		
				\$0.00	In Balance
Refer	0 JORGENSONS TIRE SERVICE				
Cash Payment	E 101-43100-228 Equip. Repair and Maint	1 12 X 16 TUBE FOR THE SKID LOADER			\$25.00
Invoice	88322	2/8/2016			
Cash Payment	E 101-43100-228 Equip. Repair and Maint	1 TUBE REPAIR FOR THE SKID LOADER			\$20.00
Invoice	88322	2/8/2016			
Transaction Date	1/27/2016	Citizens State Bank	10100	Total	\$45.00
Refer	0 J.P. COOKE CO., THE				
Cash Payment	E 101-41500-200 Supplies	DOG TAGS FOR 2016			\$62.50
Invoice	379850	2/6/2016			
Transaction Date	1/27/2016	Citizens State Bank	10100	Total	\$62.50
Refer	0 MN DNR WATERS				
Cash Payment	E 601-49400-430 Miscellaneous	ANNUAL WATER USE PERMIT			\$197.27
Invoice	JAN 2016	2/8/2016			
Transaction Date	1/27/2016	Citizens State Bank	10100	Total	\$197.27
Refer	0 METRO SALES INC				
Cash Payment	E 101-41500-350 Print/Binding (GENERAL	1ST QTR 2016 COPIER CONTRACT			\$338.83
Invoice	446994	2/8/2016			
Transaction Date	1/27/2016	Citizens State Bank	10100	Total	\$338.83
Refer	0 GOPHER STATE ONE CALL				
Cash Payment	E 602-49450-300 Professional Svcs (GEN	2016 ANNUAL FACUILITY OPERATOR FEE			\$60.00
Invoice	6000536	2/8/2016			
Cash Payment	E 601-49400-300 Professional Svcs (GEN	2016 ANNUAL FACUILITY OPERATOR FEE			\$40.00
Invoice	6000536	2/8/2016			
Transaction Date	1/27/2016	Citizens State Bank	10100	Total	\$100.00
Refer	0 LETH SEWER SVC LLC				
Cash Payment	E 602-49450-300 Professional Svcs (GEN	PUMPED STORM SEWER CATCH BASIN ON 9TH STREET 2015 (REISSUE LOST CHECK)			\$300.00
Invoice	9/10/15	2/8/2016			
Transaction Date	1/27/2016	Citizens State Bank	10100	Total	\$300.00
Refer	0 XCEL ENERGY				
Cash Payment	E 101-43160-381 Electric Utilities	STREET LIGHTS NON METERED			\$1,684.43
Invoice	486834833	2/8/2016			
Cash Payment	E 101-43160-381 Electric Utilities	BRIDGE LIGHTS			\$61.54
Invoice	486834833	2/8/2016			
Cash Payment	E 101-43160-381 Electric Utilities	130 ST.HWY 57 S.CITY SIGN			\$17.90
Invoice	486834833	2/8/2016			
Cash Payment	E 101-43160-381 Electric Utilities	60003 ST.HWY 57 N CITY SIGN			\$19.86
Invoice	486834833	2/8/2016			
Cash Payment	E 101-42200-380 Utility Services	FH/CH/PUMP			\$279.35
Invoice	486834833	2/8/2016			
Cash Payment	E 101-43160-381 Electric Utilities	410 CLAY			\$14.27
Invoice	486834833	2/8/2016			
Cash Payment	E 101-41940-380 Utility Services	MANTOR FIELD			\$37.56
Invoice	486834833	2/8/2016			

Payments

Current Period: February 2016

Cash Payment	E 101-41940-380 Utility Services	340 CLAY RIVERSIDE	\$36.11
Invoice	486834833 2/8/2016		
Cash Payment	E 101-41940-380 Utility Services	342 MAIN ST RIVERSIDE	\$14.74
Invoice	486834833 2/8/2016		
Cash Payment	E 101-41940-380 Utility Services	GOLFVIEW DENNISON FIELD	\$15.80
Invoice	486834833 2/8/2016		
Cash Payment	E 101-41940-380 Utility Services	EAST ST. CITY SHOP	\$254.40
Invoice	486834833 2/8/2016		
Cash Payment	E 602-49450-380 Utility Services	121 BLANCH WWTF	\$2,463.11
Invoice	486834833 2/8/2016		
Cash Payment	E 601-49400-380 Utility Services	841 BLANCH WELL	\$1,105.11
Invoice	486834833 2/8/2016		
Cash Payment	E 601-49400-380 Utility Services	WATER TOWER	\$59.54
Invoice	486834833 2/8/2016		
Cash Payment	E 603-45183-381 Electric Utilities	CAMPGROUND	\$15.07
Invoice	486834833 2/8/2016		
Cash Payment	E 101-41940-380 Utility Services	BLANCH ST. SHOP	\$38.91
Invoice	486834833 2/8/2016		
Cash Payment	E 602-49450-380 Utility Services	JEFFERSON LIFT STATION	\$31.61
Invoice	486834833 2/8/2016		
Cash Payment	E 602-49450-380 Utility Services	121 BLANCH AUTO PROTECT LIGHT	\$8.84
Invoice	486834833 2/8/2016		
Cash Payment	E 101-42200-380 Utility Services	21 5TH ST E SIREN	\$6.53
Invoice	486834833 2/8/2016		
Cash Payment	E 101-42200-380 Utility Services	701 CHESTNUT STREET	\$6.70
Invoice	486834833 2/8/2016		
Cash Payment	E 101-41940-380 Utility Services	15 4TH STREET WEST RIVERSIDE	\$14.85
Invoice	486834833 2/8/2016		
Cash Payment	E 101-43160-381 Electric Utilities	CHRISTMAS LIGHTS	\$52.20
Invoice	487333039 2/8/2016		
Cash Payment	E 101-43160-381 Electric Utilities	ELEC INTERIM REFUND	-\$1,388.61
Invoice	486834833 2/8/2016		
Cash Payment	E 101-43160-381 Electric Utilities	SERVICE CREDIT	-\$200.00
Invoice	486834833 2/8/2016		
Transaction Date	1/27/2016	Citizens State Bank 10100	Total \$4,649.82
Refer	0 MN PERA	Ck# 004975 2/8/2016	
Cash Payment	G 101-21704 PERA	EMPLOYEE RETIREMENT	\$844.91
Invoice	2016-PR2 2/8/2016		
Transaction Date	1/29/2016	Citizens State Bank 10100	Total \$844.91
Refer	0 KENNEDY & GRAVEN, CHARTERED		
Cash Payment	E 101-41600-304 Legal Fees	LEGAL SERVICES THROUGH DEC 2015	\$4,657.99
Invoice	129808 2/8/2016		
Transaction Date	1/29/2016	Citizens State Bank 10100	Total \$4,657.99
Refer	0 DODGE COUNTY		
Cash Payment	E 101-41500-437 Other Miscellaneous	PICTOMETRY IMAGERY 2016 - FINAL INSTALLMENT	\$216.50
Invoice	1262016 2/8/2016		
Transaction Date	1/29/2016	Citizens State Bank 10100	Total \$216.50
Refer	0 INTERNAL REVENUE SERVICE	Ck# 004976 2/8/2016	

Payments

Current Period: February 2016

Cash Payment	G 101-21701 Federal Withholding	FEDERAL - JAN 2016		\$827.44
Invoice	JAN 2016	2/8/2016		
Cash Payment	G 101-21709 Medicare	MEDICARE - JAN 2016		\$278.00
Invoice	JAN 2016	2/8/2016		
Cash Payment	G 101-21703 FICA Tax Withholding	SS JAN 2016		\$1,188.70
Invoice	JAN 2016	2/8/2016		
Transaction Date	1/29/2016	Citizens State Bank	10100	Total \$2,294.14
Refer	0 MPCA			
Cash Payment	E 602-49450-208 Training, Mileage	WW COLLECTION SYSTEM TRAINING S. LARSEN		\$300.00
Invoice	FEB 2016	2/8/2016		
Transaction Date	1/29/2016	Citizens State Bank	10100	Total \$300.00
Refer	0 MN DEPARTMENT OF REVENUE	Ck# 004977	2/8/2016	
Cash Payment	G 101-21702 State Withholding	JAN 2016 STATE W/H TAX		\$362.42
Invoice	JAN 2016	2/8/2016		
Transaction Date	1/29/2016	Citizens State Bank	10100	Total \$362.42
Refer	0 HEALTHSMART BENEFIT SOLUTIO			
Cash Payment	G 101-21711 Life Insurance Payable	EMPLOYEE PAID LIFE INSURANCE		\$16.00
Invoice	6089216	2/8/2016		
Transaction Date	2/1/2016	Citizens State Bank	10100	Total \$16.00
Refer	0 AFLAC			
Cash Payment	G 101-21701 Federal Withholding	EMPLOYEE PAID INSURANCE		\$34.68
Invoice	666501	2/8/2016		
Transaction Date	2/1/2016	Citizens State Bank	10100	Total \$34.68
Refer	0 K-M TELECOM			
Cash Payment	E 101-41940-321 Communications Phone/	CITY HALL MAIN 5170		\$110.49
Invoice	1241037	2/8/2016		
Cash Payment	E 101-41940-321 Communications Phone/	CITY HALL FAX 5300		\$31.00
Invoice	1241037	2/8/2016		
Cash Payment	E 101-42200-321 Communications Phone/	FD 5440		\$31.00
Invoice	1241037	2/8/2016		
Cash Payment	E 101-41940-321 Communications Phone/	SHOP 5119		\$74.99
Invoice	1241037	2/8/2016		
Cash Payment	E 601-49400-321 Communications Phone/	WATER TOWER ALARM 3588		\$41.00
Invoice	1241037	2/8/2016		
Cash Payment	E 602-49450-321 Communications Phone/	LIFT STATION ALARM 5066		\$31.00
Invoice	1241037	2/8/2016		
Cash Payment	E 602-49450-321 Communications Phone/	WWTP 5413		\$31.00
Invoice	1241037	2/8/2016		
Cash Payment	E 602-49450-321 Communications Phone/	WWTP 5463		\$80.99
Invoice	1241037	2/8/2016		
Cash Payment	E 101-41940-321 Communications Phone/	CITY HALL 5176 2ND LINE		\$34.90
Invoice	1241037	2/8/2016		
Cash Payment	E 101-41940-321 Communications Phone/	LONG DISTANCE/TAXES/FEES		\$47.47
Invoice	1241037	2/8/2016		
Cash Payment	E 201-46500-437 Other Miscellaneous	EDA 800 NUMBER		\$2.00
Invoice	1241037	2/8/2016		
Cash Payment	E 101-41940-321 Communications Phone/	LABOR AT THE SHOP PHONE/FAX		\$75.00
Invoice	1241037	2/8/2016		

Payments

Current Period: February 2016

Cash Payment	E 201-46500-437 Other Miscellaneous	EDA INTERNET		\$69.99
Invoice	1241292	2/8/2016		
Transaction Date	2/1/2016	Citizens State Bank	10100	Total \$660.83
Refer	0 BANYON DATA SYSTEMS			
Cash Payment	E 601-49400-300 Professional Svcs (GEN	UB SUPPORT		\$795.00
Invoice	153895	2/8/2016		
Cash Payment	E 101-41500-300 Professional Svcs (GEN	FUND SUPPORT		\$795.00
Invoice	153895	2/8/2016		
Cash Payment	E 602-49450-300 Professional Svcs (GEN	PAY SUPPORT		\$795.00
Invoice	153895	2/8/2016		
Transaction Date	2/1/2016	Citizens State Bank	10100	Total \$2,385.00
Refer	0 MINNEAPOLIS MARRIOTT NORTH	Ck# 004980	2/8/2016	
Cash Payment	E 602-49450-208 Training, Mileage	WWTP TRAINING		\$463.15
Invoice	JAN 2016	2/8/2016		
Transaction Date	2/1/2016	Citizens State Bank	10100	Total \$463.15
Refer	0 BLUE CROSS BLUE SHIELD OF MI	Ck# 004981	2/8/2016	
Cash Payment	G 101-21706 Hospitalization/Medical Ins	EMPLOYEE MEDICAL		\$1,223.00
Invoice	FEB 2016	2/8/2016		
Transaction Date	2/2/2016	Citizens State Bank	10100	Total \$1,223.00
Refer	0 CITIZENS STATE BANK	Ck# 004978	2/8/2016	
Cash Payment	E 307-47000-601 Debt Srv Bond Principal	GO EQUIPMENT PRINCIPAL		\$21,000.00
Invoice	FEB 2016	2/8/2016		
Cash Payment	E 307-47000-611 Bond Interest	GO EQUIPMENT INTEREST		\$1,912.18
Invoice	FEB 2016	2/8/2016		
Transaction Date	2/2/2016	Citizens State Bank	10100	Total \$22,912.18
Refer	0 CMS - CONSTRUCTION MGMT.SE			
Cash Payment	E 101-42400-300 Professional Svcs (GEN	JANUARY 2016 INSPECTIONS		\$1,010.83
Invoice	16-116	2/8/2016		
Transaction Date	2/3/2016	Citizens State Bank	10100	Total \$1,010.83
Refer	0 UC LAB - UTILITY CONSULTANTS			
Cash Payment	E 602-49450-300 Professional Svcs (GEN	BIO SOLID SAMPLING		\$608.50
Invoice	91071	2/8/2016		
Transaction Date	2/3/2016	Citizens State Bank	10100	Total \$608.50
Refer	0 MINNESOTA ENERGY			
Cash Payment	E 101-41940-380 Utility Services	4016467-5 STREETS		\$575.40
Invoice	JANUARY 2016	2/8/2016		
Cash Payment	E 101-41940-380 Utility Services	4300149-4 STREETS		\$257.68
Invoice	JANUARY 2016	2/8/2016		
Cash Payment	E 101-41940-380 Utility Services	4028156-0 STREETS		\$168.84
Invoice	JANUARY 2016	2/8/2016		
Cash Payment	E 101-42200-380 Utility Services	4229566-7 FIRE DEPT		\$489.66
Invoice	JANUARY 2016	2/8/2016		
Cash Payment	E 601-49400-380 Utility Services	4113568-2 WTR PUMP		\$25.96
Invoice	JANUARY 2016	2/8/2016		
Cash Payment	E 101-41940-380 Utility Services	5121503-6 NEW SHOP		\$89.18
Invoice	JANUARY 2016	2/8/2016		
Transaction Date	2/4/2016	Citizens State Bank	10100	Total \$1,606.72
Refer	0 PAYMENT SERVICE NETWORK, IN	Ck# 004979	2/8/2016	

Payments

Current Period: February 2016

Cash Payment	E 601-49400-300 Professional Svcs (GEN	JANUARY SERVICE FEES		\$71.95
Invoice	123796	2/8/2016		
Transaction Date	2/4/2016	Citizens State Bank	10100	Total \$71.95
Refer	0 WASTE MANAGEMENT			
Cash Payment	E 101-41940-384 Refuse/Garbage Dispos	GARBAGE REMOVAL JAN 2016		\$114.97
Invoice	3081884-2760-0	2/8/2016		
Transaction Date	2/4/2016	Citizens State Bank	10100	Total \$114.97
Refer	0 PITNEY BOWES INC			
Cash Payment	E 101-41500-322 Postage	JANUARY POSTAGE		\$199.00
Invoice	01/25/2016	2/8/2016		
Transaction Date	2/4/2016	Citizens State Bank	10100	Total \$199.00
Refer	0 PITNEY BOWES INC			
Cash Payment	E 101-41500-200 Supplies	INK CARTRIDGES		\$225.47
Invoice	850970	2/8/2016		
Transaction Date	2/4/2016	Citizens State Bank	10100	Total \$225.47
Refer	0 CULLIGAN			
Cash Payment	E 101-41940-200 Supplies	BOTTLED WATER		\$5.00
Invoice	DEC/JAN	2/8/2016		
Transaction Date	2/4/2016	Citizens State Bank	10100	Total \$5.00
Refer	0 NAPA			
Cash Payment	E 101-43100-200 Supplies	FLOOR DRY/PAINT MARKERS		\$38.85
Invoice	225564	2/8/2016		
Cash Payment	E 101-43100-240 Tools and Minor Equipm	SOCKET SETS FOR THE SHOP		\$119.98
Invoice	225619	2/8/2016		
Cash Payment	E 101-43100-228 Equip. Repair and Maint	BRAKE CLEANER FOR SHOP		\$69.04
Invoice	226385	2/8/2016		
Cash Payment	E 101-43125-404 Repairs/Maint Machinery	OIL AND OIL FILTER FOR PLOW TRUCK		\$52.93
Invoice	226547	2/8/2016		
Transaction Date	2/4/2016	Citizens State Bank	10100	Total \$280.80
Refer	0 CUSTOM FIRE			
Cash Payment	E 101-42200-228 Equip. Repair and Maint	LED STRIP TANK STATUS DISPLAY		\$127.26
Invoice	16738-IN	2/8/2016		
Transaction Date	2/4/2016	Citizens State Bank	10100	Total \$127.26
Refer	0 FIRE SAFETY USA, INC			
Cash Payment	E 101-42200-228 Equip. Repair and Maint	LABOR, PARTS AND REPAIR OF HOSES		\$450.00
Invoice	85535	2/8/2016		
Transaction Date	2/4/2016	Citizens State Bank	10100	Total \$450.00
Refer	0 FIRE SAFETY USA, INC			
Cash Payment	E 101-42200-228 Equip. Repair and Maint	PLAYPIPE INLET AND OUTLET W/SHUT OFF		\$430.00
Invoice	85861	2/8/2016		
Cash Payment	E 101-42200-228 Equip. Repair and Maint	CRESTAR INLET AND OUTLET		\$170.00
Invoice	85861	2/8/2016		
Cash Payment	E 101-42200-228 Equip. Repair and Maint	SHIPPING		\$20.00
Invoice	85861	2/8/2016		
Transaction Date	2/4/2016	Citizens State Bank	10100	Total \$620.00
Refer	0 INTERSTATE MOTOR TRUCKS, IN			
Cash Payment	E 101-42200-228 Equip. Repair and Maint	SWITCH PRESSURE		\$35.04
Invoice	2015252	2/8/2016		

Payments

Current Period: February 2016

Transaction Date	2/4/2016	Citizens State Bank	10100	Total	\$35.04
Refer	0	INSPIRE INK BY IMAGES		-	
Cash Payment	E 101-42200-437	Other Miscellaneous	FIRE DEPARTMENT PLAQUE		\$100.00
Invoice	1/26/16	2/8/2016			
Transaction Date	2/4/2016	Citizens State Bank	10100	Total	\$100.00
Refer	0	SMITH SCHAFFER & ASSOCIATES		-	
Cash Payment	E 101-41530-301	Auditing and Acct g Servi	AUDIT FEES FROM 12-31-15		\$2,000.00
Invoice	32664	2/8/2016			
Transaction Date	2/5/2016	Citizens State Bank	10100	Total	\$2,000.00
Refer	0	MINNESOTA VALLEY TESTING LA		-	
Cash Payment	E 602-49450-300	Professional Svcs (GEN	WWTP MERCURY TESTING		\$34.01
Invoice	794088	2/8/2016			
Transaction Date	2/5/2016	Citizens State Bank	10100	Total	\$34.01
Refer	0	CASEYS GENERAL STORES INC		-	
Cash Payment	E 602-49450-212	Motor Fuels	FUEL FOR WWTP		\$48.81
Invoice	2/1/16	2/8/2016			
Cash Payment	E 101-43100-212	Motor Fuels	FUEL FOR STREETS		\$248.46
Invoice	2/1/16	2/8/2016			
Cash Payment	E 101-42200-212	Motor Fuels	FUEL FOR FIRE DEPARTMENT		\$58.43
Invoice	2/1/16	2/8/2016			
Transaction Date	2/5/2016	Citizens State Bank	10100	Total	\$355.70
Refer	0	KASSON HARDWARE HANK		-	
Cash Payment	E 602-49450-200	Supplies	FASTERNERS/CLEAR BOTTLE/SHIPPING FOR WWTP		\$68.15
Invoice	JAN 2016	2/8/2016			
Cash Payment	E 101-43100-200	Supplies	SOCKET, CORDLESS PHONE/BATTERIES FOR THE SHOP		\$93.96
Invoice	JAN 2016	2/8/2016			
Transaction Date	2/5/2016	Citizens State Bank	10100	Total	\$162.11
Refer	0	JUDY UNGS		-	
Cash Payment	E 101-43125-404	Repairs/Maint Machinery	MAILBOX REIMBURSEMENT		\$50.00
Invoice	FEB 2016	2/8/2016			
Transaction Date	2/5/2016	Citizens State Bank	10100	Total	\$50.00

Fund Summary

	10100 Citizens State Bank	
101 GENERAL FUND		\$19,462.34
201 ECONOMIC DEVT AUTHORITY		\$71.99
307 GO EQUIPMENT CERTIFICATE 2009A		\$22,912.18
601 WATER FUND		\$2,335.83
602 SEWER FUND		\$5,324.17
603 RV PARK		\$15.07
		<u>\$50,121.58</u>

Pre-Written Checks	\$28,171.75
Checks to be Generated by the Computer	\$21,949.83
Total	<u>\$50,121.58</u>

Dodge County Board of Commissioners
 Committee Agenda
 Conference Rooms, Government Services Building
 Mantorville, MN

COMMITTEE AGENDAS

FEBRUARY 9, 2016 8:00 A.M.

8:00 A.M. CONFERENCE ROOM B	8:30 A.M. JURY ROOM
8:00 A.M. ADMINISTRATION COMMITTEE Gray & Administrator (Tjosaas - Alt)	8:30 A.M. PUBLIC HEALTH COMMITTEE Erickson & Tjosaas (Peterson - Alt)
8:00 a.m.	8:30 a.m.
Action Required	Action Required
BECKY LUBAHN , Executive Assistant	
<input type="checkbox"/> 1.1 Minutes of the January 26, 2016 Committee of the Whole	A
<input type="checkbox"/> 1.2 Minutes of the January 26, 2016 Meeting	A
8:05 a.m.	
ROSE CULBERTSON , Taxpayer Services Director	
<input type="checkbox"/> 2.1 Review Bills	A
8:15 a.m.	
SCOTT ROSE , Sheriff	
<input type="checkbox"/> 3.1 Wages for New Sergeant	A
8:25 a.m.	
LISA HAGER , Employee Relations Director	
<input type="checkbox"/> 4.1 Personnel Agenda	A
8:30 a.m.	
TIM TJOSAAS , County Commissioner	
<input type="checkbox"/> 5.1 Appoint Extension Committee Member	A
	< NO ITEMS SUBMITTED THIS WEEK >
	V

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

DODGE COUNTY BOARD OF COMMISSIONERS MEETING

FEBRUARY 9, 2016 – 9:30 A.M.

ALL TIMES LISTED ARE APPROXIMATE AND MAY BE DISCUSSED AT ANY TIME UNLESS IT IS A SCHEDULED PUBLIC HEARING.		
ITEM	9:30 A.M.	STEVEN GRAY, 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"/> Appoint Extension Committee Member <input type="checkbox"/> Award Seasonal Supply Bid <input type="checkbox"/> Final Payment to Rochester Sand & Gravel for 2015 Bituminous Projects <input type="checkbox"/> Cell Phone Stipend Increase for Highway Mechanic
<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 2.2	9:35 A.M. 10 Minutes 5 Minutes	RITA COLE, Environmental Technician <input type="checkbox"/> 2016 Hauler License to Skjeveland <input type="checkbox"/> 2016 Hauler License Resolution
3.0 3.1	9:50 A.M. 5 Minutes	ROSE CULBERTSON, Taxpayer Services Director <input type="checkbox"/> Review and Approve Bills
4.0 4.1	9:55 A.M. 5 Minutes	RYAN DECOOK, Director of Land Records <input type="checkbox"/> Abatements Request
5.0 5.1	10:00 A.M. 5 Minutes	TODD NELSON, Veteran Services Officer <input type="checkbox"/> On-Call Drivers Pay
6.0 6.1	10:05 A.M. 5 Minutes	LISA HAGER, Employee Relations Director <input type="checkbox"/> Personnel Agenda
7.0 7.1	10:10 A.M. 5 Minutes	PAUL KILTINEN, County Attorney <input type="checkbox"/> Legal Update
8.0 8.1	10:15 A.M. 5 Minutes	RODNEY PETERSON, Public Works Committee <input type="checkbox"/> Public Works Committee Report • Retaining Wall Repairs (Action)

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

DODGE COUNTY BOARD OF COMMISSIONERS MEETING

FEBRUARY 9, 2016 – 10:20 A.M.

9.0 9.1	10:20 A.M 25 Minutes	STEVEN GRAY, Chair <input type="checkbox"/> Administration Committee Report <ul style="list-style-type: none"> • Minutes of the January 26, 2016 Committee of the Whole (Action) • Minutes of the January 26, 2016 Meeting (Action) <ul style="list-style-type: none"> • <input type="checkbox"/> County Commissioner Reports • <input type="checkbox"/> County Administrator Update • <input type="checkbox"/> Other Deferred Business
10.0	10:45 A.M.	ADJOURN

<i>Coming up in Dodge County:</i>
<i>February 8, 2016 – Courthouse Construction Progress Meeting, 2:00 P.M., Courthouse Law Library, Mantorville, MN.</i>
<i>February 8, 2016 – Building Committee Meeting, 3:00 P.M., Government Services Building, Mantorville, MN.</i>
<i>February 9, 2016 – 2016 Annual Meeting of all MN Prairie Member County Boards, 5:00 P.M., Steele County Administration Center, Owatonna, MN.</i>
<i>February 9, 2016 – Extension Committee Meeting, 7:00 P.M., Government Services Building, Mantorville, MN.</i>
<i>February 15, 2016 – County offices closed to observe President's Day.</i>
<i>February 16, 2016 – Fairview Care Center Meeting, 9:00 A.M., Dodge Center, MN.</i>
<i>February 17, 2016 – EDA Housing Summit, 4:00 P.M., Government Services Building, Mantorville, MN.</i>
<i>February 22, 2016 – Community Corrections Task Force Meeting, 12:00 P.M., Conference Room 1, Courthouse Annex, Mantorville, MN.</i>
<i>February 25, 2016 – Ice Arena Committee Meeting, 5:30 P.M., Kasson City Hall, Kasson, MN.</i>
<i>Dodge County Commissioners may be in attendance at these meetings.</i>

Members of the Dodge County Board may gather for lunch after the regular meeting in Mantorville or Kasson. This is a purely social event and members of the public are always welcome to attend. The County Board will not discuss or receive information on official business during this social event.

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.	

City Mantorville
Date 1/1/2016 thru 1/31/2016

<u>Agency</u>	<u>Incident Nr</u>	<u>Location</u>	<u>LocCity</u>	<u>Activity</u>
S	201600000004	312 West St	Mantorville	Disturbance
S	201600000275	906 Chestnut St	Mantorville	Parking Violations
TRN	201600000001	22 6th St E	Mantorville	Miscellaneous
TRN	201600000002	22 6th St E	Mantorville	Miscellaneous
TRN	201600000003	22 6th St E	Mantorville	Miscellaneous
TRN	201600000005	22 6th St E	Mantorville	Miscellaneous
TRN	201600000006	22 6th St E	Mantorville	Miscellaneous
S	201600000664	621 Walnut St	Mantorville	Paper Service
S	201600000702	402 Bergman Dr	Mantorville	Residence/business Ck
S	201600000733	22 6th St E	Mantorville	Suspicious Activity
S	201600000690	22 6th St E	Mantorville	Other Accidents
S	201600000728	22 6th St E	Mantorville	Violate/cond-release
S	201600000673	720 Cr 12	Mantorville	Req for Extra Patrol
S	201600000662	22 6th St E	Mantorville	Appreh/detention Orde
S	201600000730	721 Main St N	Mantorville	Appreh/detention Orde
S	201600000765	9 St Main St	Mantorville	Traffic
S	201600000345	1111 7th St W	Mantorville	Lost Animals
S	201600000267	22 6th St E	Mantorville	Miscellaneous
S	201600000268	22 6th St E	Mantorville	Miscellaneous
S	201600000380	22 6th St E	Mantorville	Warrants- Out of Co.
S	201600000294	721 Main St N	Mantorville	Traffic
S	201600000284	820 County Rd 12	Mantorville	Disturbance
S	201600000385	501 Clay St	Mantorville	Sudden Death/body Fnd
S	201600000418	501 Main St N	Mantorville	Probation Violation
S	201600000522	321 Walnut St	Mantorville	Animal Comp
S	201600000623	6th Street	Mantorville	Motorist Assist
S	201600000544	22 6th St E	Mantorville	Appreh/detention Orde
S	201600000392	219 5th St W	Mantorville	Residence/business Ck
S	201600000492	201 Mantor Dr	Mantorville	Animal Bites
S	201600000620	521 Main St N	Mantorville	Snowmobile Complaints
S	201600000198	910 Adams St	Mantorville	Ambulance Run
S	201600000068	22 6th St E	Mantorville	Disturbance
S	201600000123	621 Walnut St	Mantorville	Paper Service
S	201600000200	507 Chestnut St	Mantorville	Suspicious Activity
S	201600000193	31 County Rd 21	Mantorville	Fraud
S	201600000011	320 Main St N	Mantorville	Found Property
S	201600000018	22 6th St E	Mantorville	Found Property
TRN	201600000007	22 6th St E	Mantorville	Miscellaneous
S	201600000138	721 Main St N	Mantorville	Miscellaneous
TRN	201600000019	123 Main Street S	Mantorville	Domestic Assault/abus
K	201600000161	501 Main St N	Mantorville	Assist Other Agency
K	201600000203	321 Walnut St	Mantorville	Assist Other Agency
S	201600000347	22 6th St E	Mantorville	Probation Check
S	201600000558	22 6th St E	Mantorville	Probation Check
S	201600000581	321 Main St N	Mantorville	Abandoned Vehicle
S	201600000059	915 Clay St	Mantorville	Probation Check
S	201600000344	320 Main St N	Mantorville	Other Driving Complai
S	201600000624	31 County Rd 21	Mantorville	Verify New Address

Total

48

LOCAL BOARD OF APPEAL & EQUALIZATION (LBAE) and OPEN BOOK

April 2016 - May 2016		April, 2016							May 2016													
		Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa							
MONDAY	TUESDAY	WEDNESDAY							THURSDAY							FRIDAY						
Apr 11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
1:30pm 2:00pm Claremont City 2:30pm 3:00pm Claremont Twp	LBAE 9:00am 9:30am Ashland Twp 10:30am 11:00am Westfield Twp 3:30pm 4:00pm Wasioja Twp	LBAE 1:00pm 1:30pm Canistota Twp 2:30pm 3:00pm Vernon Twp 4:00pm 4:30pm Mantorville Twp	LBAE	LBAE 6:00PM 7:00PM Townships of: Concord, Ellington, Hayfield, Milton, Ripley	LBAE	LBAE	LBAE	LBAE 6:00pm 6:30pm West Concord	LBAE 6:00pm 6:30pm Dodge Center	LBAE 6:00pm 6:30pm West Concord	LBAE 6:00PM 7:00PM Hayfield City, Kasson City	LBAE	LBAE	LBAE	LBAE	LBAE	LBAE	LBAE	LBAE	LBAE		
18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7		
2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22		
6:30pm 7:00pm Mantorville City	LBAE 6:30pm 7:00pm Mantorville City	LBAE	LBAE	LBAE	LBAE	LBAE	LBAE	LBAE	LBAE	LBAE	LBAE	LBAE	LBAE	LBAE	LBAE	LBAE	LBAE	LBAE	LBAE	LBAE		
9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29		

ANNUAL MUNICIPAL PROSECUTION REPORT
MANTORVILLE, MINNESOTA

Prepared by: David W. Jacobsen, Mantorville City Prosecutor

HERO, JORSTAD & JACOBSEN LAW FIRM, P.A.

February 6, 2016

February 6, 2016

Honorable Mayor and City Council
City of Mantorville
22 6th St E
Mantorville, Minnesota 55955

RE: ANNUAL MUNICIPAL PROSECUTION REPORT

This written report is to apprise the Honorable Mayor and the Mantorville City Council of the municipal prosecution services provided by Hero, Jorstad & Jacobsen Law Firm, P.A. (“Law Firm”) for 2015. The City of Mantorville has a statutory obligation to provide for prosecution of adult misdemeanor and petty misdemeanor offenses within the city limits. The City of Mantorville has contracted with the Law Firm since August 2014 for such services on an as-needed basis for a fee of \$100 per hour of attorney time.

1. PROSECUTED OFFENSES

Prosecuted offenses include all charged offenses that required prosecutorial action before Dodge County District Court. For the purposes of this report, prosecuted offenses do not include payable citations paid in lieu of a court appearance. These citations, which make up the majority of citations issued by law enforcement within the City of Mantorville, require minimal prosecutorial resources. The Dodge County Sheriff’s Office would likely be able to provide the number of citations issued for payable offenses with the city limits. Prosecuted offenses also exclude matters that were reviewed for prosecution but where no charges were filed. There were cases reviewed for prosecution but were ultimately declined due to lacking evidence, lacking jurisdiction (e.g. Juvenile matters, felony matters, outside of Mantorville city limits), or other extenuating circumstances.

Excluding payable citations, Mr. Jacobsen prosecuted twenty (20) offenses from January 1, 2015 to December 31, 2015.

A. Traffic Offenses

Of these offenses, eleven (11) or fifty-five percent (55%) consist of traffic offenses. Traffic offenses prosecuted consist of the following: DWI (2), driving after withdrawal (4), driving with no proof of insurance (2), and miscellaneous petty offenses (3).

[This section is intentionally left blank; please see Chart No. 1 on the next page]

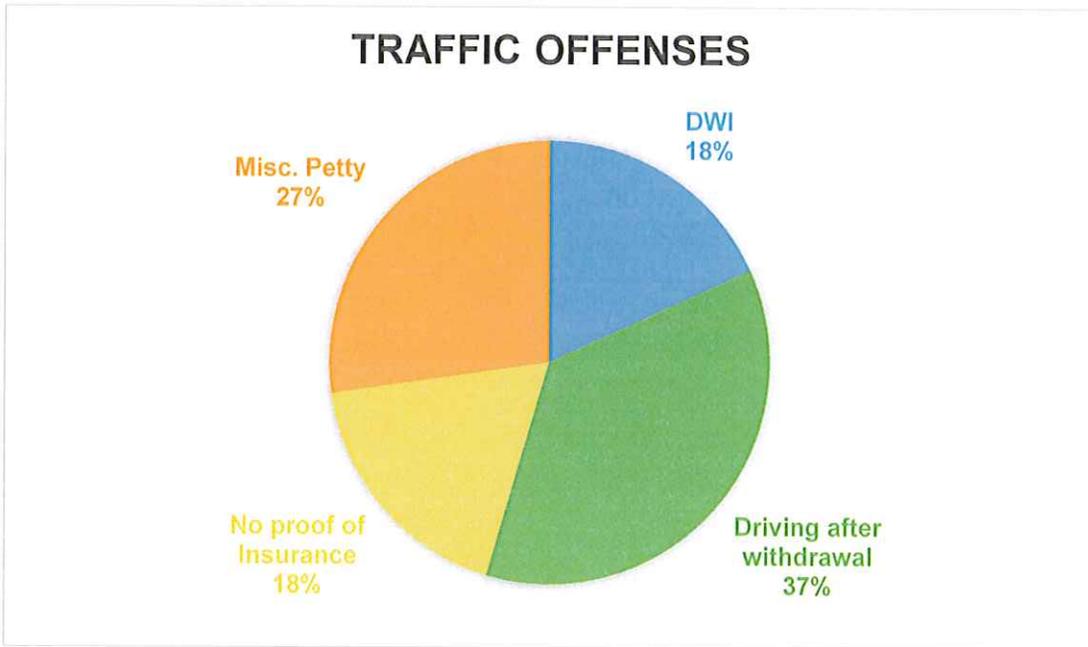


Chart No. 1: Traffic Offenses

B. Community Offenses

Of the prosecuted offenses, nine (9) or forty-five percent (45%) consist of community offenses. Community offenses prosecuted consist of the following: probation violations or revocations of stays of adjudication (3), disorderly conduct (4), miscellaneous offenses (2).

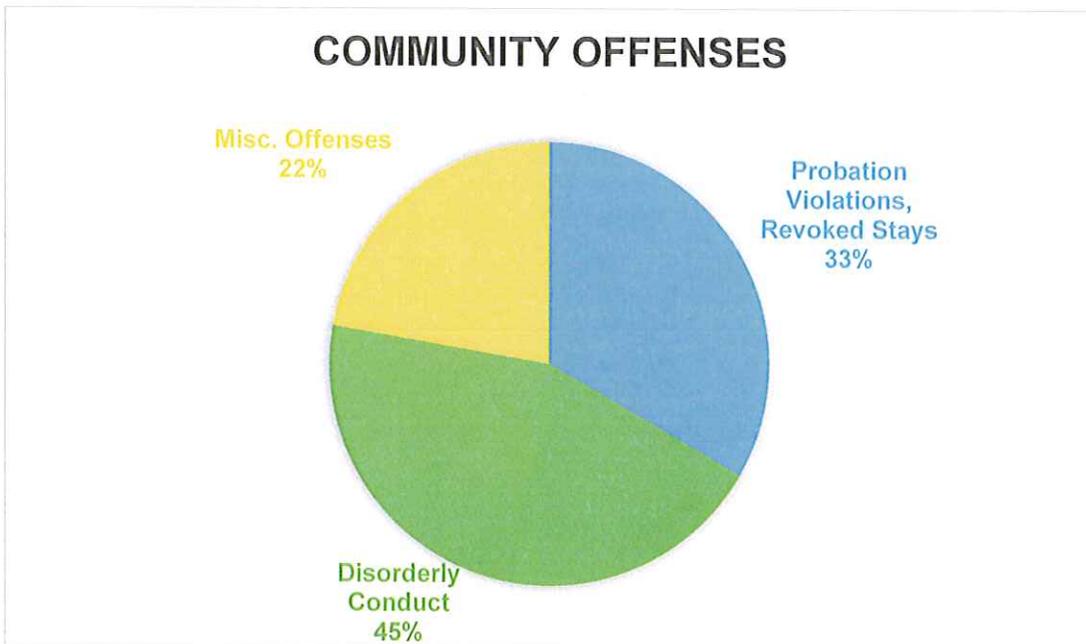


Chart No. 2: Community Offenses

C. Dispositions

For the above-mentioned offenses, eighteen (18) or ninety percent (90%) have reached disposition and are closed. Dispositions ranged from dismissals with a fine to executed jail sentences based upon the severity of the offense and the defendant's driving and criminal history. Of those cases that reached disposition, dispositions occurred at different stages in the criminal prosecution process. Many cases were resolved at Arraignment or the defendant's first court appearance and others were resolved at a pre-trial court appearance, omnibus hearing or trial. As of December 31, 2015, only one single file remains open and one with a warrant.

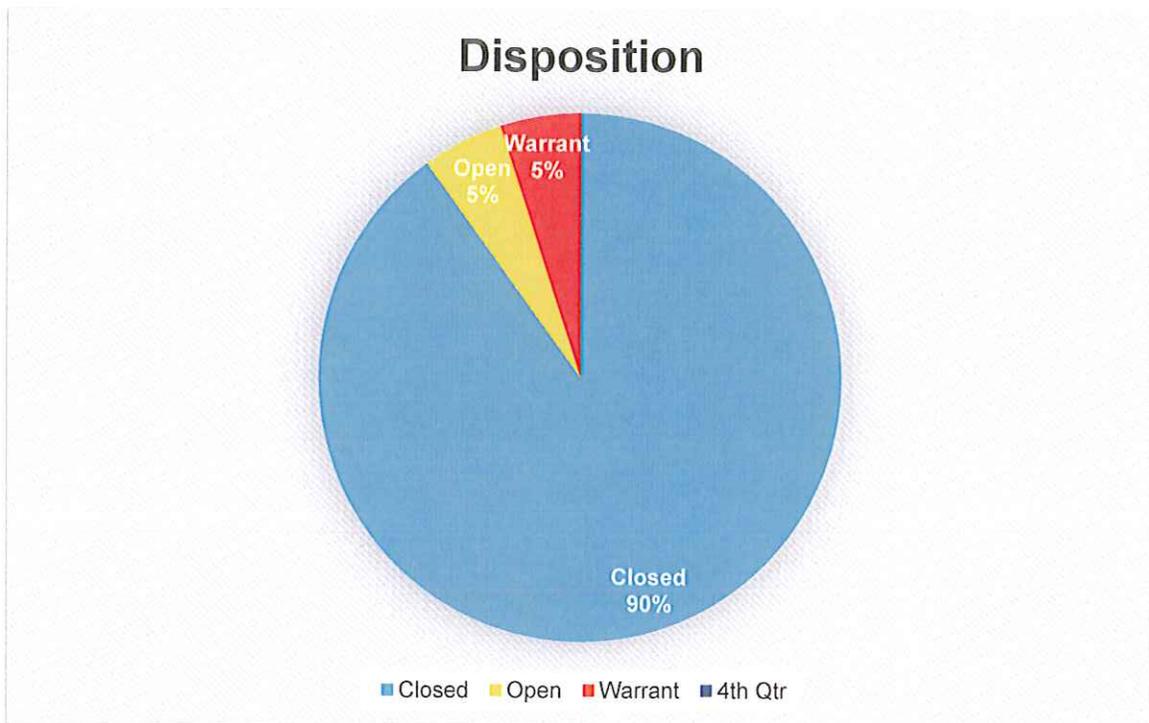


Chart No. 3: Disposition

2. PROSECUTION RESOURCES

In 2015, the Law Firm has submitted monthly statements to the Chief of Police and city staff detailing prosecutorial services provided on specific dates and the time spent toward such services in 1/10 hour increments.

Over the course of 2015, the highest monthly total of hours toward prosecutorial services was 13.2 hours in March, whereas in February, the lowest, the Mantorville City Prosecutor provided only provided 1.0 hours of prosecution services. The average amount of monthly hours spent toward prosecution services is seven (7) hours per month in 2015.

The Law Firm make court appearances on Mondays and Wednesdays and other appearances scheduled outside those days. In addition to court appearances, the Law Firm prepares criminal

complaints, communicates with defense counsel and crime victims, processes discovery requests, prepares discovery and pleadings, and communicates with law enforcement officers and records staff. The most time intensive of these out-of-court services is preparing criminal complaints. Of the twenty (20) total prosecuted offenses, the Law Firm filed three criminal complaints, that being fifteen percent (15%) of the prosecuted cases.

In addition to the services mentioned above, the Law Firm devotes time to collaborating with other criminal justice partners in Dodge County, reviewing court opinions that impact the City of Mantorville and attend continuing legal education to stay current on changes in the law, especially in the area of DWI law. This is time necessary to competently advise and represent the City of Mantorville but is not solely for the benefit of the city so is not reflected on the monthly statements.

It has been my pleasure serving the City of Mantorville as its municipal prosecutor and I look forward to continuing that public service in 2016. If you have any questions please feel free to contact me. I welcome additional suggestions and questions from law enforcement, city staff, city council and the public.

Sincerely,

HERO, JORSTAD & JACOBSEN LAW FIRM, P.A.



David W. Jacobsen

MANTORVILLE CITY PROSECUTOR

Michael Marti
63793 250th Ave
Kasson, MN
January 25, 2016

Hon. Mayor and City Council of Mantorville
City of Mantorville
Mantorville, MN

Dear Hon. Mayor and City Council of Mantorville:

I am writing this letter to express my thoughts and possibly shed some light on the variance request of the Torkelson's. I have attended the last two meetings held to hear comments and take facts about this issue. As a former council member of the City of Kasson I truly do understand what it is like to be on your side of the table. It requires objectivity, honesty, and thick skin which you have shown through this process. I have refrained from any public comment on this issue because I am not a citizen or constituent of yours and felt it wasn't my place to interject. I would however like to give a few facts that seem to be lost in this matter and may be helpful in your decision. First to fully disclose, Mark and Ann Torkelson are among our best friends, my wife and I were neighbors of theirs for many years and they have also been tenants in our building for the last thirteen years. Over those years our friendship has grown because of their honesty and integrity and to see them called liars, and evil by future neighbors is disheartening and unfortunate. So here are the facts that need to be known. First, they are currently leasing from me, half of a 60'x100'x14'(sidewall) building. This building is of steel frame construction with a 2/12 pitch roof which is in a commercial district. This building has 12' overhead doors which barely meet their current needs as Mark has had to modify his trailer to get the boom of his excavator low enough to fit in the door. Secondly, by granting this variance the Torkelson's will be able to locate all of their equipment in one location at their home on a large piece of land. While the buildings are located on a single six acre parcel they actually own nineteen acres all contiguous with little possibility of development. Lastly, the Torkelson's purchased this property with the understanding that they would be able to build this building as proposed. They are not professional developers with experience in all of these issues and counted on the city to be diligent in keeping with what was thought to be agreed upon in open meetings. It would be out of character if I didn't give at least a little of my opinion. Property rights is a tricky issue and is usually the largest flashpoint in city government. I usually side with the rights of the property owner when the use will fit into the area. While we are all entitled to our opinion the fact remains that this use really is not out of character with the neighborhood. Over the years there

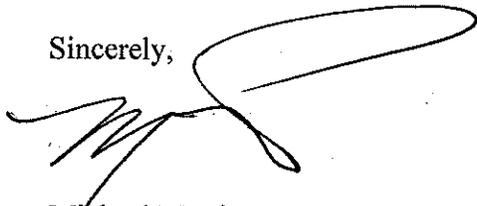
Hon. Mayor and City Council of Mantorville

January 25, 2016

Page 2

have been other in-home businesses, and accessory garages established. The proposed building is larger than most accessory structures in the area, but is dwarfed in comparison to the riding arena just to the east of the Torkelson property. The riding arena sits on approx. ten acres where the Torkelson's have nineteen. Simply stated, as the size of the property increases so must the building size just to house the equipment, etc. to maintain the property. Lot size alone is no reason to approve this variance, but also the land use should be considered as well. This property has been in crop production for many decades and is rural in nature. My opinion is that a wood pole type building with a gabled roof would in fact blend into the landscape much more nicely than a flat roofed building which would look very industrial. At the end of the day this comes down to property rights. The facts are that the Torkelson's own this property and the neighbors do not. It is unreasonable to say that because one neighbor builds on their property that is somehow "taking" from other surrounding properties. We aren't talking about the construction of a nuclear waste facility, this is a nice building on a nice property. I know they do appreciate your willingness to take the time to get this right. Thank you for your service to your community.

Sincerely,

A handwritten signature in black ink, appearing to read 'Michael Marti', with a large, sweeping flourish extending to the right.

Michael Marti

February 4, 2016

Dear Mayor Bradford and Manorville Council Members:

I appreciate the challenges in front of the council and the care you are demonstrating at this time relating to the accessory structure variance request dated 10/26/16.

As you have probably realized, I am a strong believer in the ordinances to guide us all, as well as documentation that supports statements made. All too often, people make random statements that somehow become viewed as truth. This creates a slippery slope and often misleads people. So I naturally revert back to the facts, ordinances, minutes, etc. and thus engage in fact checking before I speak.

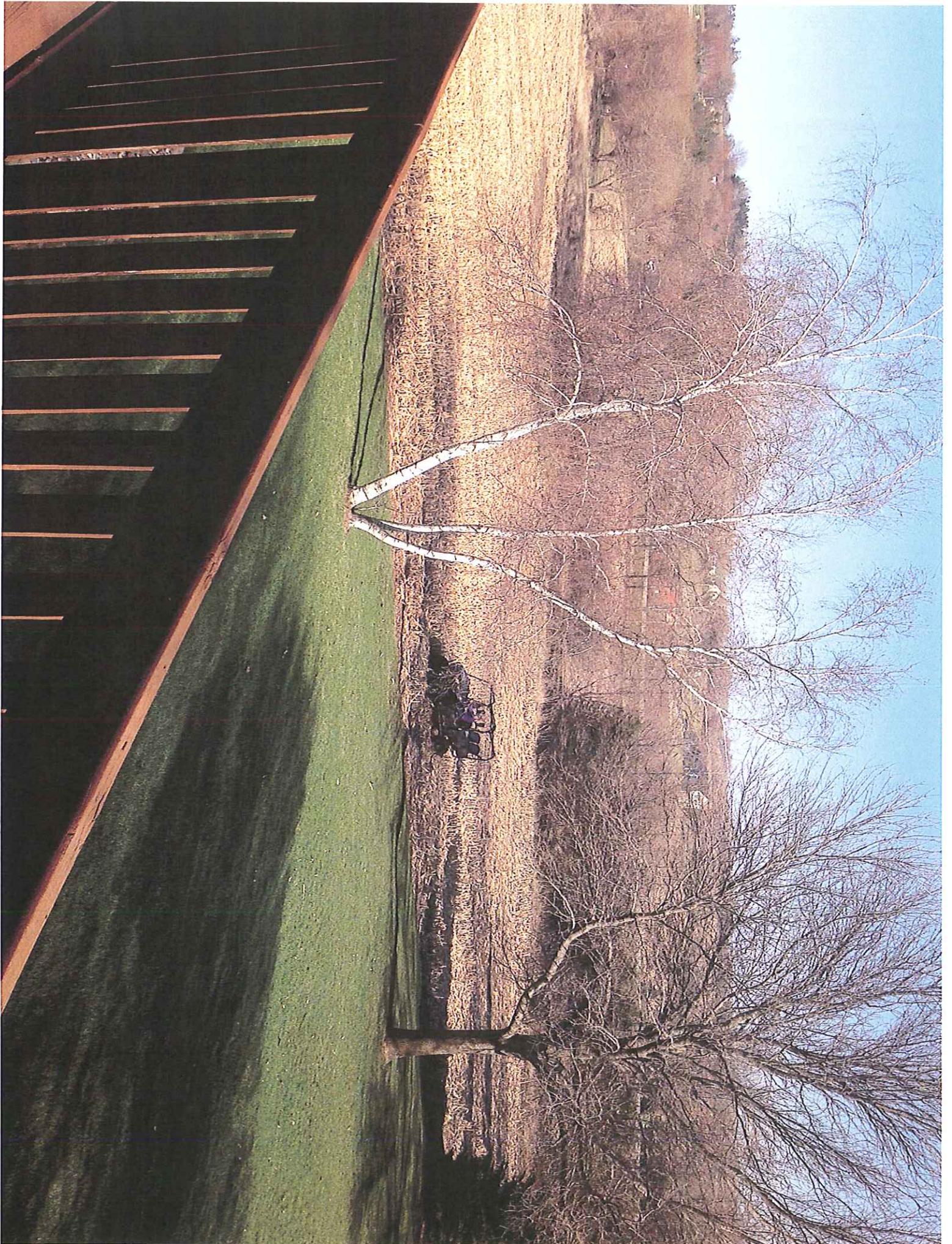
Therefore, I would just like to prompt the council's memory related the concerns previously raised related to the berm and the excavation. Council Member Blair's comments during the council meeting of January 25, 2016, questioning why no one previously mentioned the excavating and the need for a permit. (At least that is what I understood him to suggest) I respectfully refer to previously council minutes and emails sent to the City Clerk requesting she forward to Mayor and Council Members. Those written records clearly document that these concerns were presented to the City Clerk and the Council during August and September 2015 during regular Mantorville Council Meetings and summarized below. As you will recall a previous email was sent including these documents with the exception of a copy of the Council Minutes of 8/24/15 which I had neglected to attach.

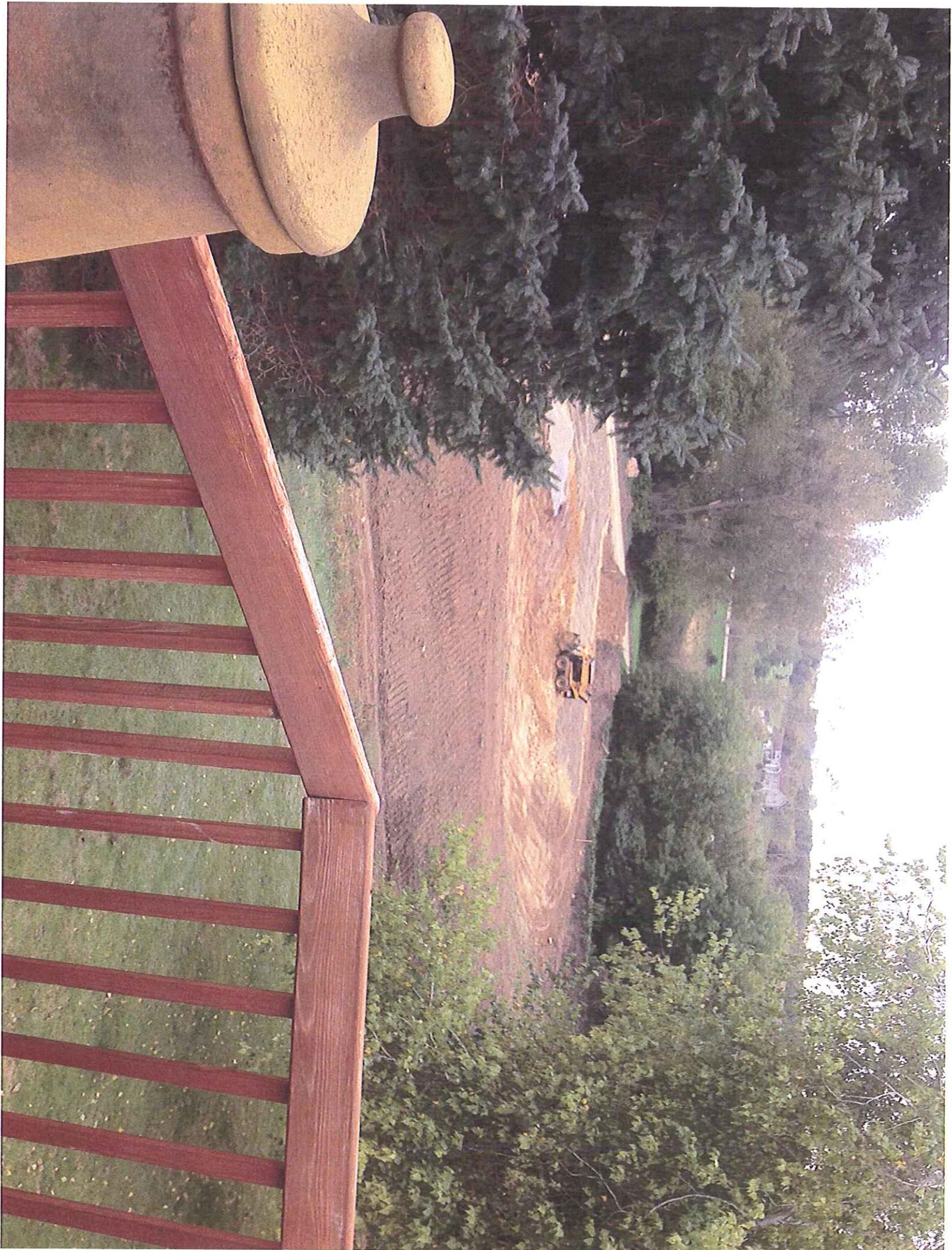
- 1) Per the Mantorville Council Minutes of 8-24-15, page 2, referring to Jone Trapp, it states "*she also noted that the berm that was built has dramatically altered the landscape and the water flow and drainage, and it should be looked into.*"
- 2) Per the Council minutes of 9-14-15, Member Blair himself was the one that dismissed our concerns based upon his understanding of the ordinances related excavations and permits that had been presented to a council member earlier. In my opinion, Member Blair did not see the detail in the language in the Ordinance 150.52 related to excavation of material. He stated the ordinance was only related to open pit mining. I would respectfully disagree. But as ordinance language goes, it is sometimes challenging to fully comprehend the language. Perhaps, it would be good to have the attorney render her opinion of this ordinance and whether it applies.
- 3) Email sent on 8/1/15 by me, to the City of Mantorville with a video attached of the digging, moving dirt, etc. In that email, I asked the city clerk to forward to council members, which I understood did occur. In that email I further stated, *sure hope there is a permit for all of this*".

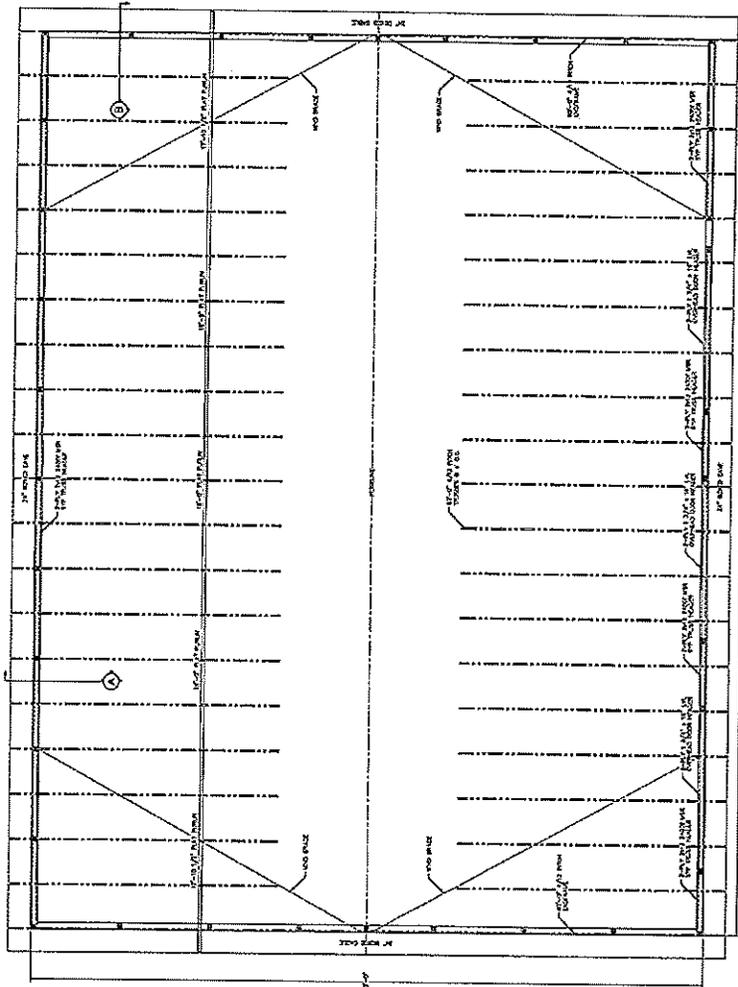
Thank you for the opportunity to respond to the statements made during the last council meeting. I am sure you all have access to this information. If not, I can provide upon request.

Respectfully submitted,

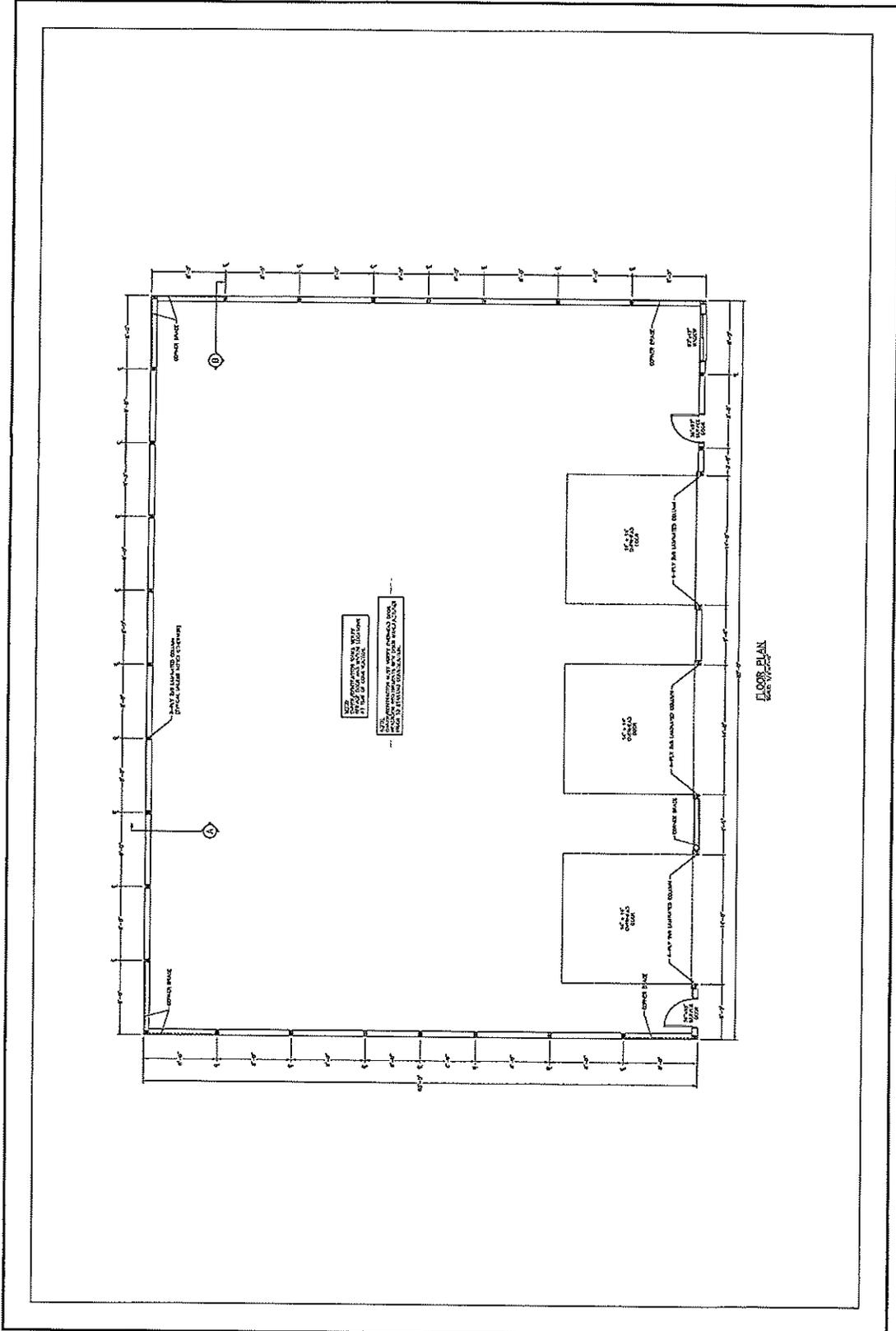
Jone Trapp





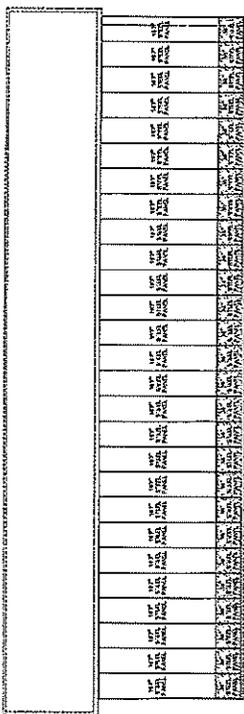
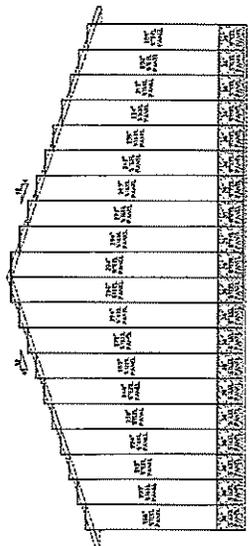
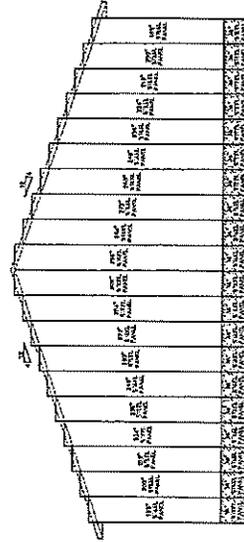
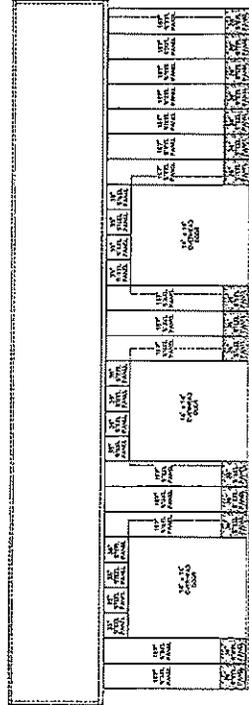


ROOF FRAMING PLAN

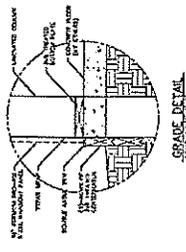
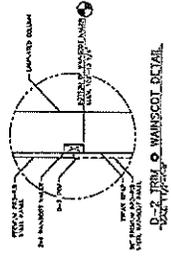
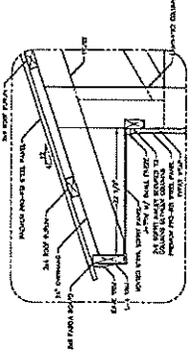
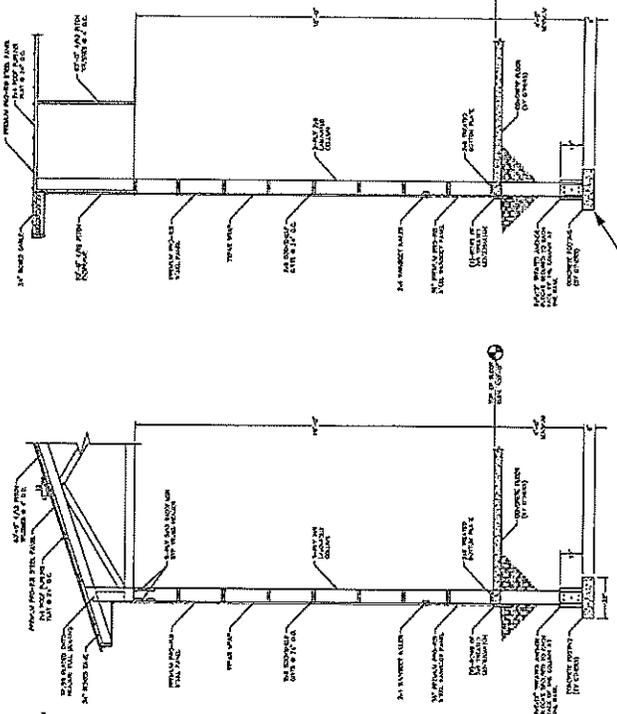
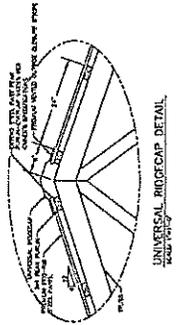
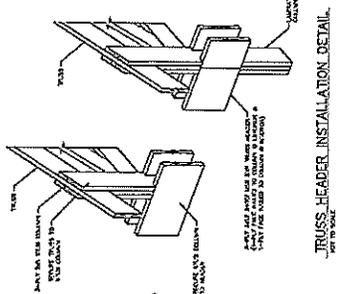
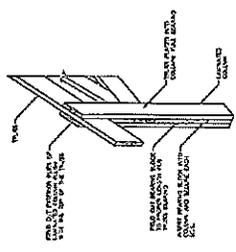
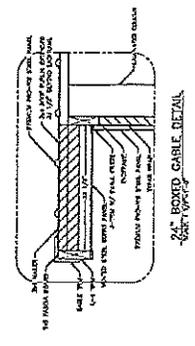


NOTE:
 1. ALL STEEL BEAMS SHALL BE AISC A36.
 2. ALL STEEL COLUMNS SHALL BE AISC A36.
 3. ALL CONNECTIONS SHALL BE WELDED UNLESS OTHERWISE NOTED.
 4. ALL DIMENSIONS SHALL BE IN FEET AND INCHES.
 5. ALL DIMENSIONS SHALL BE TO FACE UNLESS OTHERWISE NOTED.

FLOOR PLAN
 1/2" = 1'-0"



WALL STEP LAYOUTS



MINNESOTA DEPARTMENT OF TRANSPORTATION COUNTY OF DODGE

CONSTRUCTION PLAN FOR: BITUMINOUS PAVEMENT RECLAMATION, GRADING, AGGREGATE, BASE, AND BITUMINOUS SURFACING

LOCATED ON: C.S.A.H. 12 BETWEEN: C.S.A.H. 9 AND: I.H. 57 IN MANTORVILLE

S.A.P. 020-612-004 FROM: A POINT 1323.4 FT. NORTHERLY TO: A POINT 1045.4 FT. EASTERLY AND
AND 75 FT. EASTERLY OF THE 608.2 FT. SOUTHERLY OF THE
SOUTHWEST CORNER OF SECTION NORTHWEST CORNER OF SECTION
24, T107N, R17W 21, T107N, R17W

GROSS LENGTH: 3.370 MILES
BRIDGES-LENGTH: 17,295.00 FEET
EXCEPTIONS-LENGTH: 0.00 FEET
NET LENGTH: 17,295.00 FEET

PLAN SYMBOLS



UNIVERSITY OF MINNESOTA
MINNESOTA DEPARTMENT OF TRANSPORTATION
COUNTY OF DODGE
PROJECT LOCATION
MANTORVILLE
I.H. 57
C.S.A.H. 9
C.S.A.H. 12
S.A.P. 020-612-004
MANTORVILLE
KASSON
WASOJA
615 St.
605 St.
600 St.
625 St.
R17W
R16W
R15W
T107N
END S.A.P. 020-612-004
STA. 178+70.00
BEGIN S.A.P. 020-612-004
STA. 0+75.00

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF C/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

STA. 0+75 TO STA. 137+55.94
ADT (Curr. Year) 2016 = 957
ADT (Fut. Year) 2036 = 1244
SOIL FACTOR = 100%
LANE WIDTH = 12 FT.
SHOULDER WIDTH = 3 FT.
T (Heavy Commercial) = <150
DESIGN LOADING = 9 TON

DESIGN DESIGNATION
STA. 137+55.94 TO STA. 171+00
ADT (Curr. Year) 2016 = 2132
ADT (Fut. Year) 2036 = 2772
SOIL FACTOR = 100%
LANE WIDTH = 12 FT.
SHOULDER WIDTH = 3 FT.
T (Heavy Commercial) = <150
DESIGN LOADING = 9 TON

STA. 171+00 TO STA. 178+70
ADT (Curr. Year) 2016 = 2132
ADT (Fut. Year) 2036 = 2772
LANE WIDTH = 12 FT.
SHOULDER WIDTH = 2 FT. & 6 FT.
T (Heavy Commercial) = <150
DESIGN LOADING = 10 TON
ESALS = 4
= 239,000

DESIGN SPEED 35 MPH
Based on STOPPING Sight Distance
Ht. of eye 3.5', Ht. of object 2.0'
Design Speed not achieved at:
STA. 177+70 TO STA. 178+70 20 MPH
STATUTORY SPEED 55 MPH UNLESS POSTED OTHERWISE
FUNCTIONAL CLASSIFICATION - MINOR COLLECTOR



GOVERNING SPECIFICATIONS

THE 2014 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" AND THE 2014 EDITION OF THE "MATERIALS LAB SUPPLEMENTAL SPECIFICATIONS FOR CONSTRUCTION" SHALL GOVERN."

INDEX

- SHEET NO. 1 TITLE SHEET
- SHEET NO. 2 ESTIMATED QUANTITIES
- SHEET NO. 3-4 TYPICAL SECTIONS
- SHEET NO. 5 PLAN AND PROFILE
- SHEET NO. 6 STORM SEWER PLAN AND TABULATION
- SHEET NO. 7 STORM SEWER PROFILE
- SHEET NO. 8-13 EROSION CONTROL PLAN
- SHEET NO. 14 APPROACHES AND ENTRANCES DETAILS
- SHEET NO. 15 SHOULDER RUMBLE STRIPS
- SHEET NO. 16 PARKING LOT DETAILS
- SHEET NO. 17-18 LONGITUDINAL EDGE DROP-OFF DETAILS
- SHEET NO. 19-23 X-SECTIONS

THIS PLAN CONTAINS 23 SHEETS

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Dayton M. Johnson
DAYTON M. JOHNSON
LICENSED PROFESSIONAL ENGINEER
DODGE COUNTY ENGINEER
LIC. NO. 22733 DATE 2-4-16

DISTRICT STATE AID ENGINEER: BOBBIANNE W. HANSEN
WITH STATE AID RULES/POLICY DATE

STATE AID ENGINEER: APPROVED FOR STATE AID FUNDING DATE

S.A.P. 020-612-004 SHEET 1 OF 23 SHEETS



RESOLUTION 2016-03
A RESOLUTION RELATING TO PARKING RESTRICTIONS ALONG COUNTY STATE AID
HIGHWAY NO. 12 IN MANTORVILLE MINNESOTA



STATE AID FOR LOCAL TRANSPORTATION
RESOLUTION Relating To Parking Restrictions

S.A.P. 020-612-004 from 770' west of Trunk Highway 57
to Trunk Highway 57 in the City of
Mantorville Minnesota.

WHEREAS, THIS RESOLUTION was passed this 8th day of February, 2016,
by the City of Mantorville in Dodge County,
Minnesota. The Municipal corporation shall hereinafter be called the "City",

WITNESSETH:

WHEREAS, Dodge County, has planned the improvement of County State Aid Highway
No. 12 from 770' west of TH 57 to TH 57 in the City of Mantorville Minnesota; and

WHEREAS, Dodge County will be expending County State Aid-Municipal Funds on the
improvements of this Highway; and

WHEREAS, this improvement does not provide adequate width for parking on the north side of the
highway; and approval of the proposed construction as a County State Aid Highway project must
therefore be conditioned upon certain parking restrictions.

NOW, THEREFORE, IT IS HEREBY RESOLVED:

That the "City" shall ban the parking of motor vehicles on the north side of CSAH 12, from 770' west of TH
57 to TH 57 at all times.

Dated this 8th day of February, 2016.

ATTEST:

City of _____, Minnesota.

City Clerk

Mayor



STATE AID FOR LOCAL TRANSPORTATION
 RESOLUTION – Approving County Project within Municipal Corporate Limits

WHEREAS, plans for Project No. S.A.P. 020-612-004 showing proposed alignment, profiles grades and cross-sections for the construction, reconstruction or improvement of County State-Aid Highway No. 12 within the limits of the City as a State Aid Project have been prepared and presented to the City.

NOW, THEREFORE, BE IT RESOLVED: That said plans be in all things approved.

Dated this 8th, day of February, 20 16.

CERTIFICATION

State of Minnesota

County of Dodge

City of Mantorville

I hereby certify that the foregoing Resolution is a true and correct copy of a resolution presented to and adopted by the City Council of Mantorville at a meeting therefor held in the City of Mantorville, Minnesota, on the 8th day of February, 20 16, as disclosed by the records of said City in my possession.

 City Clerk

(Seal)