

MANTORVILLE CITY COUNCIL MEETING AGENDA
MONDAY, JULY 27, 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 July 13, July 15 and July 20, 2015
 - b) Warrant List July 27, 2015
 - c) Dodge County Board of Commissioners Meeting Agenda
 - d) Information on Small Cities Assistance Program
5. Public Concerns
6. Public Hearing - none
7. Old Business/New Business
 - a) Accessory Dwelling Units - Tabled
 - b) Resolution 2015-13 AUTHORIZING SUBMITTAL OF POINT SOURCE IMPLEMENTATION GRANT APPLICATION
 - c) Street Projects 2016
 - d) Approval for Sprayer Purchase - over \$250
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, JULY 13, 2015
6:30 PM**

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

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

Others Present: Ell Heusinkveld, Mr. and Mrs. Merton Unnasch, Gretta Becay, Tim Hruska, Scott Larsen and Cami Reber.

2. **Pledge of Allegiance** - Done

3. **Additions/Deletions to Agenda** - Done

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

- a) City Council Meeting Minute's June 22, 2015 & June 29, 2015
- b) Warrant List July 13, 2015
- c) Dodge County Board of Commissioners Meeting Agenda Tuesday, July 14, 2015
- d) Sheriffs Call Report June 2015
- e) Park Board Meeting Minutes May 26, 2015 & June 30, 2015
- f) Mantorville EDA Meeting Minutes June 2, 2015
- g) SEMLM Meeting Notice July 30, 2015

Motion passed unanimously.

5. **Public Concern**

Ell Heusinkveld – 620 Jefferson Street – Spoke to the Council about solar gardens and that the area between 9th Street and the dog park could be a nice open area for one. He said he didn't know a whole lot about them but had read some articles in the post bulletin on these being put and partially funded by the utility companies. Council asked City Engineer Tim Hruska if he had any information on this and he noted he could contact someone at Xcel and see what kind of options may be available.

6. **Public Hearing** - none

7. **Old Business/New Business**

- a) **Guard Rail Request – Tabled Previously**

Motion made by Member Roth, second by Member Hofstad to pull the guard rail request off the table. Motion passed unanimously. City Engineer, Tim Hruska discussed the request with the Council. MN DOT design practices show that this does not meet the criteria for the install of a guard rail. There is not a history of incidents in this area. Unless there becomes a history of incidents there, this may be reviewed again in the future. Current conditions are actually better than MN Dot Best Practices.

- b) **Davidson Development Dave Dripps Building Proposal**

City Engineer Tim Hruska review the plans and the review letter with the Council. Motion made by Member Roth, second by Member Hofstad to approve the letter as written, the recommendation to not approve the grading plan until the items listed are addressed and move forward to send it. Tim noted to the Council that he and Cami will be attending the MRA meeting to review this with them and answer any of their questions.

- c) **Accessory Dwelling Units**
Council directed the Planning Committee to bring back a recommendation to the next Council Meeting.
- d) **Request for EDA Budget Dollars**
Motion made by Member Hofstad, second by Member Swanson to approve the payment of \$2,500 to the EDA. Motion passed unanimously.
- e) **Approval for Training – Scott Larsen Collection System Training/License**
Motion made by Member Hofstad, second by Member Roth to approve the training for Scott. Motion passed unanimously.

8. **TBD**

- a) **Public Works Report**
Scott updated the Council that the new KM/Championship sign is up on the north side of the City, new fence is up at Mantor Field and Dennison, 5th Street and Stagecoach is patched, and the new home is in on 5th Street West.
- b) **City Clerk Report**
Cami updated the Council on the FEMA training, MRA meeting, Retreat Meeting and if planning to attend the SEMLM meeting, let her know so she can get everyone signed up.
- c) **Consultant Report - none**
- d) **Committee Report**
 - Chamber – Member Hofstad updated Council on the discussion; SCD event; future of the haunted house and they are looking at someone to run it; discussion on the 50th anniversary of Marigold Days and ways to promote it better.
 - Fire Department – Member Hofstad gave the following report; FD Members will be helping on August 4 for National Night Out; they are looking at changing the training night to a different night;
 - Relief – is getting ready for Marigold days and selling raffle tickets; they met with Stiffel Nicholas and the report is on file.
- e) **Council Member Report**
 - Member Hofstad - none
 - Member Swanson – wants a status update on what is going on with the City Roads; he noted that the flags on the flag poles around town need to be changed out; he has a proposal for the water problem north of town – build a street; buy the land and build it east and west.
 - Member Roth - none
- f) **Mayor Report** – attended a joint meeting with the city of Oronoco and PI regarding joining WWTP as part of their research.

Motion made by Member Hofstad, second by Member Roth to adjourn the regular session at 7:13 pm to go into Executive Session for a Personnel Evaluation on Scott Larsen. Motion passed unanimously.

Motion made by Member Hofstad, second by Member Roth to close the executive session and go back into regular session at 7:19 pm. Motion passed unanimously.

- 9. **Executive Session** – The Council went into closed session in order to consider the evaluation of Scott Larsen. Motion made by Member Swanson, second by Member Roth to approve the 1 year evaluation and approve a 2.4% increase which would be a compensation rate of \$19.42 per hour retroactive to June 16, 2015. Motion passed unanimously.
- 10. **Adjourn** – Motion made by Member Roth, second, by Member Hofstad to adjourn the meeting at 7:21 pm. Motion passed unanimously.

**EMERGENCY MANTORVILLE CITY COUNCIL MEETING AGENDA
MONDAY, JULY 15, 2015
7:00 PM**

1. **Call to Order** – Mayor Bradford called the meeting to order at 7:00 pm.

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

Others Present: Cami Reber

2. **Old Business/New Business**

- a) **Acceptance of Staff Resignation – Approval to move forward with job posting**

Motion made by Member Blair, second by Member Hofstad to approve the verbal resignation of Darin Wilking with July 28, 2015 being his last day. Motion passed unanimously. Cami did ask Darin to submit it formally in writing.

Motion made by Member Blair, second by Member Hofstad to approve the Personnel Committee in the appointing of a temporary/part-time person to help out with the mowing, trimming and light maintenance until after Marigold Days. Motion passed unanimously. Scott and Cami will come up with some names for consideration.

Discussion on how the Council wants to proceed with the hiring process. It was the consensus that the Personnel Committee bring back the top 2 or 3 applicants to the Council for review on paper. It will be decided at that time.

3. **Adjourn** – Motion made by Member Blair, second by Member Hofstad to adjourn the meeting at 7:25 pm. Motion passed unanimously.

MANTORVILLE CITY COUNCIL RETREAT MEETING MINUTES
MONDAY, JULY 20, 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, Sherry Roth and Don Hofstad

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

2. **Pledge of Allegiance** - Done

3. **Retreat Discussion Items**

- a) **Street Projects – 2016/2017**

Tim reviewed the street condition survey, talked about existing conditions and consideration of seal coating, crack sealing, overlay and reconstructs. He noted that MnDot is looking at a road project in 2022 if we want to look at anything in the downtown area. They discussed different options for 5th Street East, and options for repair and maintenance on all City streets.

- b) **WWTP Project – SW Service Area's**

Tim and the Council discussed the waste water servicing of the SE area of the City. The Council is looking at the year 2017 for servicing section A in the SW Service Area. The City won't continue further discussion on the remaining area's until the line is in the ground and we know where we sit financially. Further discussion on grinder pumps, lift stations, servicing area's not within City limits but along the line.

- c) **Equipment/Replacement**

Scott reviewed his request for a new piece of equipment to replace the grader. Trade in of the grader is worth \$15,000. Discussion on replacing the red maintenance truck. Would be nice if it was a 4-wheel drive. Cami asked about leasing a new piece of equipment for the winter and purchasing a new pickup truck to replace the red one. Discussion on what type of second truck we would need. Get an extended w/8ft box for the second one. We don't need a second 4 door; maybe a ½ ton, 2500. Cami noted they will bring some costs back to Council for final approval – sell the red truck outright, not a trade in.

Scott requested a 3 point sprayer for next year to put behind the John Deere for spraying.

- d) **2016 Budget**

Cami handed out a draft 2016 budget. Some discussion on the numbers. Wish lists have been requested and the preliminary levy needs to be certified at the end of December.

4. **Adjourn** – Motion made by Member Hofstad, second by Member Blair to adjourn the meeting at 8:15 pm. Motion passed unanimously.

*Check Summary Register©

July 2015

Name	Check Date	Check Amt	
10100 Citizens State Bank			
UnPaid	ABEL SIGNS	\$675.00	SIGNS NORTH OF TOWN
UnPaid	AFLAC	\$38.40	EMPLOYEE PAID - JULY
UnPaid	BECKLEYS OFFICE PRODUCTS	\$65.00	CITY HALL SHREDDING
UnPaid	BRENDA PETERSON	\$300.00	REIMBURSEMENT FOR CAMPGROUND
UnPaid	CONTINENTAL RESEARCH COR	\$121.38	WIRE TIES
UnPaid	CUSTOM FIRE APARATUS, INC	\$324.56	REPAIRS TO KUSSMAUL 1000 BATTERY CH
UnPaid	DELTA DENTAL OF MN	\$295.90	EMPLOYEE DENTAL
UnPaid	DODGE COUNTY SHERIFF	\$21,294.00	SHERIFFS CONTRACT SEPTEMBER
UnPaid	E.H.RENNER & SONS	\$12,000.00	PULL PUMP & REINSTALL
UnPaid	GNS FENCE	\$2,049.00	FENCE REPAIR @ MANTOR
UnPaid	GRAINGER	\$825.13	SPEED BUMPS
UnPaid	LARSEN, SCOTT	\$169.99	REIMBURSEMENT FOR BOOTS
UnPaid	MAXSON ELECTRIC	\$487.34	PIPE WIRE WELL
UnPaid	MN DEPT OF LABOR AND INDUS	\$206.30	2ND QTR. BUILDING PERMIT SURCHARGE
UnPaid	NEWMAN TRAFFIC SIGNS	\$328.00	REPLACEMENT PEDESTRIAN SIGN FOR H
UnPaid	NICOLE STEVENSON	\$270.00	REIMBURSEMENT PAID BUILDING PERMIT
UnPaid	OLIVE BROS EXCAVATION LLC	\$250.00	LOAD OF BLK DIRT TO RIVERSIDE PARK
UnPaid	ON SITE SANITATION	\$240.00	PORT A POTTY @ SLINGERLAND
UnPaid	PITNEY BOWES INC	\$198.79	JULY POSTAGE
UnPaid	LAKER CHEMICAL INC. DBA	\$841.00	FINE ROAD PATCH
UnPaid	WHITEWATER WIRELESS, INC	\$813.00	NEW FCC LICENSE & CONSTRUCTION NOT
UnPaid	WHKS & COMPANY	\$2,022.84	5TH STREET REVIEW
	Total Checks	\$43,815.63	

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Payments

Current Period: July 2015

Batch Name	WAR 07 27 15	User Dollar Amt	\$50,991.37		
Payments		Computer Dollar Amt	\$50,991.37		
			\$0.00	In Balance	
Refer	0 AFLAC				
Cash Payment	G 101-21710 AFLAC	EMPLOYEE PAID - JULY			\$38.40
Invoice	878468 7/27/2015				
Transaction Date	7/15/2015	Citizens State Bank 10100		Total	\$38.40
Refer	0 DODGE COUNTY SHERIFF				
Cash Payment	E 101-42100-310 Other Professional Servi	SHERIFFS CONTRACT JULY			\$7,098.00
Invoice	3RD QTR 2015 7/27/2015				
Cash Payment	E 101-42100-310 Other Professional Servi	SHERIFFS CONTRACT AUGUST			\$7,098.00
Invoice	3RD QTR 2015 7/27/2015				
Cash Payment	E 101-42100-310 Other Professional Servi	SHERIFFS CONTRACT SEPTEMBER			\$7,098.00
Invoice	3RD QTR 2015 7/27/2015				
Transaction Date	7/15/2015	Citizens State Bank 10100		Total	\$21,294.00
Refer	0 GRAINGER				
Cash Payment	E 603-45183-400 Repairs & Maint Cont (G	SPEED BUMPS			\$825.13
Invoice	9782094065 7/27/2015				
Transaction Date	7/15/2015	Citizens State Bank 10100		Total	\$825.13
Refer	0 INTERNAL REVENUE SERVICE	Ck# 004925 7/27/2015			
Cash Payment	G 101-21701 Federal Withholding	FEDERAL W/H JUNE 2015			\$1,748.52
Invoice	JUNE 2015 7/27/2015				
Cash Payment	G 101-21709 Medicare	MEDICARE W/H JUNE 2015			\$551.26
Invoice	JUNE 2015 7/27/2015				
Cash Payment	G 101-21703 FICA Tax Withholding	SS W/H - JUNE 2015			\$2,357.12
Invoice	JUNE 2015 7/27/2015				
Transaction Date	7/15/2015	Citizens State Bank 10100		Total	\$4,656.90
Refer	0 MAXSON ELECTRIC				
Cash Payment	E 601-49400-220 Bldg.Repair and Mainten	PIPE WIRE WELL			\$487.34
Invoice	5159 7/27/2015				
Transaction Date	7/15/2015	Citizens State Bank 10100		Total	\$487.34
Refer	0 MN PERA	Ck# 004922 7/27/2015			
Cash Payment	G 101-21704 PERA	EMPLOYEE RETIREMENT			\$907.56
Invoice	2015-PR13 7/27/2015				
Transaction Date	7/15/2015	Citizens State Bank 10100		Total	\$907.56
Refer	0 MN DEPARTMENT OF REVENUE	Ck# 004924 7/27/2015			
Cash Payment	G 101-21702 State Withholding	JUNE 2015 MN STATE TAX W/H			\$764.32
Invoice	JUNE 2015 7/27/2015				
Transaction Date	7/15/2015	Citizens State Bank 10100		Total	\$764.32
Refer	0 MN DEPT OF LABOR AND INDUST				
Cash Payment	E 101-42400-300 Professional Srvs (GEN	2ND QTR. BUILDING PERMIT SURCHARGE			\$206.30
Invoice	22831039054 7/27/2015				
Transaction Date	7/15/2015	Citizens State Bank 10100		Total	\$206.30
Refer	0 NEWMAN TRAFFIC SIGNS				
Cash Payment	E 101-43100-200 Supplies	REPLACEMENT PEDESTRIAN SIGN FOR HWY. 57			\$328.00
Invoice	TI-0287543 7/27/2015				

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Payments

Current Period: July 2015

Transaction Date	7/15/2015	Citizens State Bank	10100	Total	\$328.00
Refer	0 OLIVE BROS EXCAVATION LLC				
Cash Payment	E 101-45200-200 Supplies				
Invoice 2188	7/27/2015				
					LOAD OF BLK DIRT TO RIVERSIDE PARK
					\$250.00
Transaction Date	7/15/2015	Citizens State Bank	10100	Total	\$250.00
Refer	0 DELTA DENTAL				
Cash Payment	G 101-21708 Dental Insurance				
Invoice 6098950	7/27/2015				
					EMPLOYEE DENTAL
					\$295.90
Transaction Date	7/20/2015	Citizens State Bank	10100	Total	\$295.90
Refer	0 PITNEY BOWES INC				
Cash Payment	E 101-41500-322 Postage				
Invoice 218162-JY15	7/27/2015				
					JULY POSTAGE
					\$198.79
Transaction Date	7/20/2015	Citizens State Bank	10100	Total	\$198.79
Refer	0 WHITEWATER WIRELESS, INC				
Cash Payment	E 101-42200-217 Other Operating Supplie				
Invoice R15106501	7/27/2015				
					NEW FCC LICENSE & CONSTRUCTION NOTICE
					\$813.00
Transaction Date	7/20/2015	Citizens State Bank	10100	Total	\$813.00
Refer	0 MN PERA				
Cash Payment	G 101-21704 PERA				
Invoice 2015 PR-14	7/27/2015				
					Ck# 004923 7/27/2015
					EMPLOYEE RETIREMENT
					\$846.96
Transaction Date	7/20/2015	Citizens State Bank	10100	Total	\$846.96
Refer	0 WHKS & COMPANY				
Cash Payment	E 101-41950-303 Engineering Fees				
Invoice 2ND QTR. 2015	7/27/2015				
					5TH STREET REVIEW
					\$320.00
Cash Payment	E 602-49450-570 Capital Outlay				
Invoice 2ND QTR. 2015	7/27/2015				
					SEWER CONNECTION TO KASSON
					\$687.84
Cash Payment	E 401-41000-570 Capital Outlay				
Invoice 2ND QTR. 2015	7/27/2015				
					7TH STREET IMPROVEMENTS
					\$1,015.00
Transaction Date	7/20/2015	Citizens State Bank	10100	Total	\$2,022.84
Refer	0 GNS FENCE				
Cash Payment	E 101-45200-401 Repairs/Maint Buildings				
Invoice 10464	7/27/2015				
					FENCE REPAIR @ MANTOR
					\$1,564.00
Cash Payment	E 101-45200-401 Repairs/Maint Buildings				
Invoice 10464	7/27/2015				
					FENCE REPAIR @ DENNISON
					\$485.00
Transaction Date	7/21/2015	Citizens State Bank	10100	Total	\$2,049.00
Refer	0 E.H.RENNER & SONS				
Cash Payment	E 601-49400-570 Capital Outlay				
Invoice 143700000	7/27/2015				
					PULL PUMP & REINSTALL
					\$12,000.00
Transaction Date	7/21/2015	Citizens State Bank	10100	Total	\$12,000.00
Refer	0 ABEL SIGNS				
Cash Payment	E 101-45200-437 Other Miscellaneous				
Invoice 5830	7/27/2015				
					SIGNS NORTH OF TOWN
					\$675.00
Transaction Date	7/21/2015	Citizens State Bank	10100	Total	\$675.00
Refer	0 NICOLE STEVENSON				

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Payments

Current Period: July 2015

Cash Payment	E 101-42400-300 Professional Svcs (GEN	REIMBURSEMENT PAID BUILDING PERMIT TWICE		\$270.00
Invoice	JULY 2015	7/27/2015		
Transaction Date	7/21/2015	Citizens State Bank	10100	Total \$270.00
Refer	0 TEAM LAB CHEMICAL CORP.			
Cash Payment	E 101-43100-224 Street Maint Materials	FINE ROAD PATCH		\$841.00
Invoice	102444	7/27/2015		
Transaction Date	7/21/2015	Citizens State Bank	10100	Total \$841.00
Refer	0 BRENDA PETERSON			
Cash Payment	E 603-45183-440 Refunds and Reimburse	REIMBURSEMENT FOR CAMPGROUND		\$300.00
Invoice	JULY 2015	7/27/2015		
Transaction Date	7/22/2015	Citizens State Bank	10100	Total \$300.00
Refer	0 BECKLEYS OFFICE PRODUCTS			
Cash Payment	E 101-41500-437 Other Miscellaneous	CITY HALL SHREDDING		\$65.00
Invoice	06/22/15	7/27/2015		
Transaction Date	7/22/2015	Citizens State Bank	10100	Total \$65.00
Refer	0 LARSEN, SCOTT			
Cash Payment	E 101-43100-229 Safety/OSHA	REIMBURSEMENT FOR BOOTS		\$169.99
Invoice	7/11/15	7/27/2015		
Transaction Date	7/22/2015	Citizens State Bank	10100	Total \$169.99
Refer	0 ON SITE SANITATION			
Cash Payment	E 101-45200-410 Rentals	PORT A POTTY @ SLINGERLAND		\$110.00
Invoice	60075	7/27/2015		
Cash Payment	E 603-45183-410 Rentals	PORT A POTTY @ RV PARK		\$65.00
Invoice	60075	7/27/2015		
Cash Payment	E 101-45200-410 Rentals	PORT A POTTY @ DENNISON		\$65.00
Invoice	60075	7/27/2015		
Transaction Date	7/23/2015	Citizens State Bank	10100	Total \$240.00
Refer	0 CONTINENTAL RESEARCH CORP			
Cash Payment	E 101-43100-200 Supplies	WIRE TIES		\$121.38
Invoice	422654-CRC-1	7/27/2015		
Transaction Date	7/23/2015	Citizens State Bank	10100	Total \$121.38
Refer	0 CUSTOM FIRE			
Cash Payment	E 101-42200-228 Equip. Repair and Maint	REPAIRS TO KUSSMAUL 1000 BATTERY CHARGER		\$324.56
Invoice	16427-IN	7/27/2015		
Transaction Date	7/23/2015	Citizens State Bank	10100	Total \$324.56

Payments

Current Period: July 2015

Fund Summary

	10100 Citizens State Bank	
101 GENERAL FUND		\$35,611.06
401 GENERAL CAPITAL PROJECTS		\$1,015.00
601 WATER FUND		\$12,487.34
602 SEWER FUND		\$687.84
603 RV PARK		\$1,190.13
		<u>\$50,991.37</u>

Pre-Written Checks	\$7,175.74
Checks to be Generated by the Computer	\$43,815.63
Total	<u>\$50,991.37</u>

Dodge County Board of Commissioners
Committee Agenda

Government Services Building, Conference Room B
Mantorville, MN

COMMITTEE AGENDAS

JULY 28, 2015 3:30 P.M.

3:30 P.M. CONFERENCE ROOM B		4:00 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		Action Required
BECKY LUBAHN , Executive Assistant		
<input type="checkbox"/> 1.1 Minutes of the July 14, 2015 Committee of the Whole	A	
<input type="checkbox"/> 1.2 Minutes of the July 14, 2015 Meeting	A	< NO ITEMS SUBMITTED THIS WEEK >
3:35 P.M.		
ROSE CULBERTSON , Taxpayer Services Director		
<input type="checkbox"/> 2.1 Review Bills	A	
3:45 P.M.		
LISA HAGER , Employee Relations Director		
<input type="checkbox"/> 3.1 Personnel Agenda	A	
3:50 P.M.		
SARA MARQUART , Accounting Services Director		
<input type="checkbox"/> 4.1 Dodge County Ag. & Mech. Society 1 day On-Sale Liquor License	A	

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

DODGE COUNTY BOARD OF COMMISSIONERS MEETING

JULY 28, 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 <input type="checkbox"/> PLEDGE OF ALLEGIANCE <input type="checkbox"/> DETERMINE QUORUM <input type="checkbox"/> ESTABLISH AGENDA <input type="checkbox"/> NEW EMPLOYEE INTRODUCTIONS
1.0 1.1 1.2 1.3	-	CONSENT AGENDA <input type="checkbox"/> Dodge County Ag. & Mech. Society 1 day On-Sale Liquor License <input type="checkbox"/> Cell Phone Stipend Increase for Kirk Rolfson <input type="checkbox"/> Governmental Accounting Training for Jessica Brennan
<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	LISA HAGER, Employee Relations Director <input type="checkbox"/> Personnel Agenda
3.0 3.1	5:15 P.M. 10 Minutes	ROSE CULBERTSON, Taxpayer Services Director <input type="checkbox"/> Review and Approve Bills
4.0 4.1 4.2 4.3	5:25 P.M. 10 Minutes	JOHN MCNAMARA, Wold A & E <input type="checkbox"/> Revised Change Order #3 (Action) <input type="checkbox"/> Change Order #4 (Action) <input type="checkbox"/> Project Budget (Action)
5.0 5.1	5:35 P.M. 5 Minutes	ROD PETERSON, Public Works Committee <input type="checkbox"/> Public Works Committee Report
6.0 6.1	5:40 P.M. 5 Minutes	PAUL KILTINEN, County Attorney <input type="checkbox"/> Legal Update
7.0 7.1	5:45 P.M. 25 Minutes	JOHN ALLEN, Administration Committee <input type="checkbox"/> Administration Committee Report • Minutes of the July 14, 2015 Committee of the Whole (Action) • Minutes of the July 14, 2015 Meeting (Action) • <input type="checkbox"/> County Commissioner Reports • <input type="checkbox"/> County Administrator Update • <input type="checkbox"/> Other Deferred Business

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

DODGE COUNTY BOARD OF COMMISSIONERS MEETING

JULY 28– 6:10 P.M.

8.0	6:10 P.M.	ADJOURN

<i>Coming up in Dodge County:</i>
<i>July 28, 2015 – Dodge/Steele Joint Board of Health 2:00 P.M., Steele County Administration Center, Orwatonna, MN</i>
<i>July 30, 2015 – Ice Arena Meeting, 5:30 P.M., Dodge County Ice Arena, Kasson, MN.</i>
<i>August 5, 2015 – Planning Commission Meeting, 7:00 P.M., Government Services Building, Mantorville, MN</i>
<i>Dodge County Commissioners may be in attendance at these meetings.</i>

DEFERRED BUSINESS	
1.	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.
2.	
3.	
4.	
5.	

FAQs: Small Cities Assistance Account Payments

The first of two state payments intended to help fund city street maintenance were made concurrently with July local government aid payments.

(Published Jul 23, 2015)

Many cities have contacted the League in recent days asking about a payment they received from the state's "Small Cities Assistance Account." This payment is the result of 2015 legislation aimed at helping cities that do not receive municipal state aid (MSA) because they do not meet the 5,000 population eligibility threshold for dedicated funds (gas tax, tab fee, and motor vehicle sales tax revenues) established in the state's constitution.

Language creating the Small Cities Assistance Account is tucked into the bare-bones transportation finance bill that was hurriedly drafted and passed after negotiations on a more comprehensive transportation finance bill failed. Gov. Dayton signed the bill, Chapter 75 ([Link to: https://www.revisor.mn.gov/laws/?id=75&year=2015&type=0](https://www.revisor.mn.gov/laws/?id=75&year=2015&type=0)), on May 22. The Legislature funded the Small Cities Assistance Account with \$12.5 million in one-time money that is distributed through a formula to the 706 Minnesota cities with populations under 5,000.

Read more about the creation of the Small Cities Assistance Account ([Link to: http://www.lmc.org/page/1/SmallCitiesFund15.jsp](http://www.lmc.org/page/1/SmallCitiesFund15.jsp))

View the Small Cities Assistance Account city-by-city final amounts (pdf) ([Link to: http://www.lmc.org/media/document/1/smallcitiesrunsf1647.pdf?inline=true](http://www.lmc.org/media/document/1/smallcitiesrunsf1647.pdf?inline=true))

Read the League's summary of the 2015 omnibus transportation bill ([Link to: http://www.lmc.org/page/1/transportation15.jsp](http://www.lmc.org/page/1/transportation15.jsp))

Frequently asked questions

Following are answers to some of the frequently asked questions about the Small Cities Assistance Account.

Q: Do I need to apply for funds from the Small Cities Assistance Account?

A: No. Cities with a population threshold under 5,000 automatically receive payments from the Small Cities Assistance Account. Funds are distributed on a formula basis and will be received concurrently from the Minnesota Department of Revenue (DOR) with July and December local government aid (LGA) payments.

Q: How much will my city receive from the Small Cities Assistance Account in FY 2016?

A: The DOR released the final amounts for each city on July 14.

View the Small Cities Assistance Account city-by-city final amounts (pdf) ([Link to: http://www.lmc.org/media/document/1/smallcitiesrunsf1647.pdf?inline=true](http://www.lmc.org/media/document/1/smallcitiesrunsf1647.pdf?inline=true))

Q: Will this account be funded in future years?

A: The Legislature created the Small Cities Assistance Account as Minnesota Statutes, section 162.145. Although the account was created in statute and will remain there unless it is repealed by a future Legislature, it was funded only for the first year. The League will work to secure ongoing and increased funding for the account, but cities should not automatically build this revenue into their budgets for FY 2017 and beyond.

Q: It appears my city only received half of the appropriation we should expect for FY 2016. When will the other half be paid?

A: According to the DOR, Small Cities Assistance Account payments will be distributed concurrently with LGA payments. Cities should have received their first payment by July 20 and can expect to receive their second and final FY 2016 payment by Dec. 26.

Q: Are there restrictions on how my city can spend the money?

A: The law provides that funds distributed through the Small Cities Assistance Account are available only for construction and maintenance of roads located within the city, including:

Land acquisition, environmental analysis, design, engineering, construction, reconstruction, and maintenance.

Road projects partially located within the city.

Projects on county state-aid highways located within the city.

Cost participation on road projects under the jurisdiction of another unit of government.

Q: Is my city required to document and report use of the Small Cities Assistance Account funds received?

A: The law currently does not contain a reporting requirement; however, the League advises cities, as a best practice, to keep careful records of their use of Small Cities Assistance Account funds. This documentation will be helpful to future efforts to secure new and dedicated funding for the Small Cities Assistance Account.

Q: Since the funds are coming from the state, do projects funded from the Small Cities Assistance Account have to meet MSA standards?

A: The law provides that projects funded with Small Cities Assistance Account dollars are not subject to state aid requirements unless the project is part of a county state aid highway project.

Q: Is there a time limit on spending my city's appropriation from the Small Cities Assistance Account?

A: The law is silent on when cities must expend funds. That said, the League is recommending cities put the funds to good use during the current fiscal year if possible. The League understands cities have already budgeted for and planned projects for this construction season, and could not have anticipated this new revenue during their budgeting process; however, using the funds this year will demonstrate to the Legislature that funds were put to the intended use on a timely basis.

Q: How does the distribution formula work?

A: Below is the distribution formula as enacted:

(a) In each fiscal year in which funds are available under this section, the commissioner shall allocate funds to eligible cities.

(b) The preliminary aid to each city is calculated as follows:

5 percent of funds allocated equally among all eligible cities;

35 percent of funds allocated proportionally based on each city's share of lane miles of municipal streets compared to total lane miles of municipal streets of all eligible cities;

35 percent of funds allocated proportionally based on each city's share of population compared to total population of all eligible cities; and

25 percent of funds allocated proportionally based on each city's share of state aid adjustment factor compared to the sum of state aid adjustment factors of all eligible cities.

(c) The final aid to each city is calculated as the lesser of:

The preliminary aid to the city multiplied by an aid factor; or

The maximum aid.

(d) The commissioner shall set the aid factor under paragraph ©, which must be the same for all eligible cities, so that the total funds allocated under this subdivision equal the total amount available for the fiscal year.

* By posting you are agreeing to the LMC Comment Policy (*Link to: <http://www.lmc.org/page/1/comment-policy.jsp>*).

Memo

To: Mayor and Council
From: Cami Reber
Date: July 27, 2015
Re: Accessory Dwelling Units

BACKGROUND

The City Council previously directed the planning committee to bring back a proposal for implementing accessory dwelling units. Our current ordinance does not allow accessory dwellings in homes or garages.

Attached is a list of items that should be considered when putting together a draft ordinance. These items were taken from other city ordinances.

ACTION

The Council should discuss what they want to allow for an accessory dwelling unit and what sort of restrictions they want to put in place. A formal draft ordinance will then be brought to the August 10 Council Meeting with the public hearing scheduled for August 24, 2015.

ACCESSORY DWELLING UNITS - Discussion

Definition

Accessory Dwelling Units (ADU) are defined as an attached residential living unit that provides complete independent living facilities for one or more persons separate from the main unit on the same parcel.

Standards

- Requires a Conditional Use Permit
- Must be located in the R-1, R-2 District
- Minimum Lot Size for location of the ADU must meet the minimum lot size requirements for the zoning district in which it is located.
- The ADU must be smaller in area than the principal structure.
- Minimum living area 300, maximum living area 900.
- No more than 2 bedrooms
- Must be attached to or located within the single family detached dwelling
- Must not be in conjunction with any multi family dwelling
- No ADU's allowed in or attached to a detached accessory structure
- The main single family dwelling must be owner occupied
- May not be subdivided and may not be separated in ownership from the main single family dwelling unit.
- Occupancy limited to 2 persons
- No more than one accessory dwelling unit is permitted per residential site
- Must conform to all City Code requirements for single family dwellings including but not limited to setback, height, parking.
- The accessory dwelling unit and associated single family dwelling unit must clearly be designed and constructed to maintain the outward appearance of one single family dwelling. The appearance of a two-family dwelling unit must be avoided.
- The Accessory dwelling Unit along with the Single Family dwelling must meet all Minnesota State Building Code provisions.
- No separate utility metering for the ADU will be allowed.
- Site meets minimum parking standards for single family home.
- No additional entrance shall be added as a result

Do we want to limit occupancy of the ADU to family only of the main structure?

Do we want to allow rental of the ADU?

Do we want to allow ADU's in detached structures?

RESOLUTION 2015-13

A RESOLUTION AUTHORIZING THE CITY OF MANTORVILLE TO SUBMIT A POINT SOURCE IMPLEMENTATION GRANT APPLICATION TO THE MINNESOTA PUBLIC FACILITIES AUTHORITY (PFA) AND TO AUTHORIZE CITY OFFICIALS TO EXECUTE A GRANT AGREEMENT ON BEHALF OF THE CITY OF MANTORVILLE FOR THE WASTE WATER EXTENSION PROJECT

WHEREAS, the Point Source Implementation Program, established in Minnesota Statutes 446A.073, (as amended) provides funds for construction projects; and

WHEREAS the City of Mantorville is hereby applying to the Minnesota Public Facilities Authority for funds to be used for eligible costs for the.

BE IT RESOLVED that the City of Mantorville has the legal authority to apply for the grant, and the financial, technical, and managerial capacity to ensure proper construction, operation and maintenance of the project for its design life.

BE IT FURTHER RESOLVED, that upon approval of its application by the PFA, the City of Mantorville may enter into an agreement with the PFA for the above referenced project, and that the City of Mantorville certifies that it will comply with all applicable laws and regulations as stated in all contract agreements described in the Compliance listing of the grant application.

NOW, THEREFORE BE IT FURTHER RESOLVED, that Mayor Chuck Bradford and City Clerk Treasurer Camille Reber, or their successors in office, are hereby authorized to execute such agreements, and amendments thereto, as are necessary to implement the above project on behalf of the City of Mantorville.

I CERTIFY THAT the above resolution was adopted by the Mantorville City Council on July 27, 2015.

Mayor Chuck Bradford

Attest: _____
City Clerk Treasurer Camille C. Reber

Memo

To: Mayor and Council
From: Cami Reber
Date: July 27, 2015
Re: 2016 Street Projects

BACKGROUND

The City has received some additional funding in 2015 for street projects/maintenance work. Due to the timing of this, it is too late in the year for any large street projects. The streets survey that was done earlier in the year lays out the current condition of the streets in town. With this information, staff and the City Engineer can come up with a proposal for potential projects next year to bring back to the Council.

ACTION

The City Council should give staff and the City Engineer direction to bring back a 2016 Streets Project Proposal.