

MANTORVILLE CITY COUNCIL MEETING AGENDA
MONDAY, JUNE 6, 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 May 23, 2016 & June 6, 2016
 - b) Warrant List June 13, 2016
 - c) Fire Department Meeting Minutes June 1, 2016
 - d) Dodge County Board of Commissioners Meeting Notice
 - e) Dodge County Sheriff's Office May Mantorville Call Report
 - f) Notice of SEMLM Membership Meeting
 - g) New Rental License - 715 Clay Street
 - h) State Demographer Population Estimates
5. Public Concerns
6. Public Hearing - none
7. Old Business/New Business
 - a) 2016/2017 Property/Casualty Insurance Renewal - Joe Waugh
 - b) RESOLUTION 2016-06 A RESOLUTION AUTHORIZING RECERTIFICATION OF OUTSTANDING CHARGES TO PARCEL ID# 25.100.3461 IN THE CITY OF MANTORVILLE
 - c) Recommendation for New Fire Department Applicants - Fire Chief, JJ Williams
 - d) Request for Contribution and Membership MAOSC
 - e) Draft Ordinance Amending Section 150.025 of the Mantorville City Code
 - f) Draft Ordinance Amending Section 150.044 of the Mantorville City Code
 - g) Draft Ordinance Amending Section 150.071 of the Mantorville City Code
 - h) Temporary Family Health Care Dwellings
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
MONDAY, MAY 23, 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 Will Lambert.

Others Present: Gretta Becay, Steve Schimek, Dan Trapp, DCSO Matt Stradtmann, Scott Larsen and Cami Reber.

2. **Pledge of Allegiance** - Done

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

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

- a) City Council Meeting Minute's May 9, 2016
- b) Warrant List May 23, 2016
- c) Dodge County Board of Commissioners Meeting Notice
- d) 2016 LBAE Notice of Meeting Outcome
- e) Southern MN Initiative Foundation

Motion passed unanimously.

5. **Public Concerns**

Steve Schimek, 810 Hickory Lane, spoke to the Council on a couple of concerns he has. He is wondering if the City is going to do anything about the tore up yard at 7th and Jefferson and if the current condition violates any City ordinances. There was discussion with the deputy about what he knew was going on. Cami also noted that she and the City Engineer had taken a look at the property and Cami was trying to get in touch with the property owner but hadn't yet. Cami will follow up with a letter to him. Also check on the vehicles with expired tabs on the property. Steve is also concerned with the dips in the road on Hickory Lane and asked if the City is ever planning to fix those. Scott will take a look at them when he does the street survey this year.

6. **Public Hearing** - none

7. **Old Business/New Business**

- a) **Approval of KM Girls Softball Association Raffle Permit**

Motion made by Member Blair, second by Member Roth to approve the application for the KM Girls Softball Association Raffle. Motion passed unanimously.

- b) **Recertification of Cancelled Assessments – RESOLUTION 2016-06**

James Jasperson, 302 Bluff Street, spoke to the Council regarding the parcel of land that he just purchased that the City Council is considering reassessing cancelled assessment to. He does not feel that any new buyer should be responsible for an assessment of someone's wrong doing. Mayor Bradford explained to the Council the current situation and it is his understanding that Mr. Jasperson is asking for the City to waive and reconsider those past fees.

The total amount of the assessment is \$6,435 broken out into two pieces. The Fire Call fee of \$1,580 was for when the cabinet shop burned down and then the removal of the debris that the City had to complete is \$4,855. Member Roth asked if it was known at the time of purchase that this money was owed on the property. Cami explained that it was known that there was a previous assessment on the property that was cancelled out when it went into

tax forfeiture but that the City could come back and reassess that to the property and the new buyer would be responsible for it. Member Roth is opposed to it; she clarified that it was placed on the property and a known thing that comes with the purchase of it. Member Lambert feels that we should not attach that liability back to the new owner. He is opposed to recertifying it to the taxes. Mr. Jasperson feels that yes they are aware of it as someone else's wrongdoing which they had nothing to do with. It seems wrong that the City is coming after them for doing the right thing by purchasing the parcel, increasing tax value and maintaining a nice place.

Member Roth noted that it was an expense that was incurred to improve the value of the property that would have had to be done by whoever purchased it. Member Blair noted that he feels that the cleanup part of it is an expense that actually changed the value of the property. The Fire Call doesn't necessarily change anything with the property. That portion is easier to not hold against the new owner and then there is the value that the City receives at the sale as well. Potentially some room from the \$6,435 number.

Motion made by Member Roth to amend Resolution 2016-06 and reduce the amount by the fire call expense which was \$1,580. Mr. Jasperson asked if this includes the 20% for which we are going to get paid on it. Motion died for lack of a second. Council discussed the sale proceeds of the property sale and making an adjustment to the amount reassessed based on that difference. Member Lambert noted it would be helpful to get the amount of taxes we did not receive. Motion made by Member Blair, second by Member Lambert to table Resolution 2016-06. Motion passed unanimously. This will come back to the next Council Meeting.

c) City Zoning Code – Continued Discussion on Transitional District

This is an ongoing discussion. The Mayor asked how the Council wants to proceed. Continue going down the course we have or adhoc a committee to look at this and come back to the Council with a recommendation and from that recommendation have the Council discussion. Member Roth felt it might be better for a committee to bring back recommendations as it might go faster. Member Lambert volunteered to be a part of the committee. Mayor Bradford will also be on that committee. Cami will get with them to set up a meeting.

d) City Zoning Code – Section 150.025

This will also be discussed by the committee and recommended changes brought to Council.

8. TBD

a) Public Works Report – Scott talked to the Council about adding a part time mower for this year. Scott is looking at 6 hours a day or as needed, for mowing, trimming and light maintenance. Motion made by Member Lambert, second by Member Blair to allot up to \$3,000 in increments to be determined by the City Maintenance Department for additional maintenance department help at the rate of \$10.50 per hour. Motion passed unanimously. Scott should work with Cami on getting this all implemented. Scott also reported that the walls are on schedule for June 1 and noted the work at the WWTP. The Mayor noted that there is some interest from Council Members to do a walk-through of the Kasson WWTP. Scott will get that set up.

b) City Clerk Report – Cami reported on the June 6 Special Meeting, and that the 5th Street plans will also be brought to that meeting. Zumbro Watershed Group will be bringing their plans to the Park Board meeting on May 31. They would like to have the Council also present or a quorum of in order to be able to vote on the plans. There is also a preconstruction meeting set for Wednesday, June 8 at 7:30 pm, if anyone is interested in attending. Cami plans to post for a possible quorum of Council in attendance at the Park Board Meeting.

c) Consultant Report – No Consultant Report

d) Committee Report

MRA – Member Lambert reported that the gambling is going well and the State is happy with the progress. Mr. Dripps presented the architectural drawing for his planned development. People were favorable to it with the reservation to review the color palette.

e) Council Member Report - none

f) Mayor Report - none

9. Executive Session - none

10. Adjourn – Motion made by Member Blair, second by Member Roth to adjourn the meeting at 7:18 pm. Motion passed unanimously.

**MANTORVILLE CITY COUNCIL SPECIAL MEETING AGENDA
MONDAY, JUNE 6, 2016
6:30 PM**

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

Members Present: Chuck Bradford (6:32 pm), Henry Blair, Will Lambert, Sherry Roth and Don Hofstad.

Others Present: City Engineer, Tim Hruska – WHKS, Scott Heinicky – WHKS Design Engineer, Gretta Becay, Dan Trapp, Dave Dripps, Scott Larsen and Cami Reber.

2. **Pledge of Allegiance** - Done

3. **Old Business/New Business**

- a) **5th Street Plans and Specs – Approve Publication of Bids**

City Engineer, Tim Hruska, discussed the plans for the first phase of the 5th Street East Project. The first phase consists of the area halfway thru the curve between Mantor Drive and Bergmann Drive to the City limit line. The plan for both 5th Street and Stagecoach Road is for 4" of bituminous, 6" of aggregate base, on top of a foot (12") of sand. The City had set a budget for these street projects last year at \$435,000 and the cost opinion is coming in just slightly under that. The plan is to get Council approval tonight on the plans and specs for phase 1 - 5th Street East and Stagecoach Road, get the bids in the paper next week with bid opening at 2 pm on June 27 and then presented to Council that evening.

Mayor Bradford asked what the load rating will be on the new road. Tim responded it will be a 10 ton equivalent. The Mayor also asked if there is any consideration of at least a space for future trail. Tim noted that the Roadway is going back where it is currently with no considerations for a trail. He would expect something like that to be located separate from the road and if they did they would be putting in a curb and gutter; some sort of delineation between the path and the road. Motion made by Member Lambert, second by Member Hofstad to approve the plans and specs as presented and authorize advertisement of the bids. Motion passed unanimously.

Tim updated the Council that the bids have been delayed until July 20th for WW Project. The EAW was not put out for public comment due to the scope being changed and the addition of our force main project to the Kasson's plant project. It will be a tight timeline and there are facets of the Kasson WW Project that won't be completed until 2017 but it should not affect our connecting up. They will do what they can to keep things moving along and keep it on task.

- b) **Fire Works Application – Marigold Days**

Motion made by Member Lambert, second by Member Blair to approve the 2016 Marigold Days fireworks application pending approval of the Fire Chief and certificate of insurance being submitted by the provider. Motion passed unanimously.

4. **Adjourn** – Motion made by Member Blair, second by Member Hofstad to adjourn the meeting at 6:46 pm. Motion passed unanimously.

***Check Summary Register©**

June 2016

	Name	Check Date	Check Amt	
10100	Citizens State Bank			
UnPaid	AG PARTNERS		\$988.34	B10 RED DYED FUEL
UnPaid	CASEYS GENERAL STORES INC		\$468.15	FUEL FOR STREETS
UnPaid	CMS - CONSTRUCTION MGMT.S		\$702.24	MAY 2016 BUILDING PERMIT
UnPaid	CULLIGAN		\$9.50	BOTTLED WATER JUNE 2016
UnPaid	DODGE COUNTY HIGHWAY DEP		\$100.00	FORCEMAIN UTILITY PERMIT
UnPaid	DODGE MEDIA, INC		\$932.20	CITY WIDE CLEAN UP
UnPaid	EIPERS REPAIR, LLC		\$230.05	REPAIRS ON THE TRACTOR
UnPaid	FRONTLINE WARNING SYSTEM		\$358.00	NEW FIRE FIGHTER BOOTS
UnPaid	GILBERTSON DAVE		\$17.11	ASPRIN FOR FIRST RESPONDER BAG
UnPaid	GOPHER STATE ONE CALL		\$44.55	UTILITY LOCATES
UnPaid	HEALTHSMART BENEFIT SOLUT		\$16.00	EMPLOYEE PAID LIFE INSURANCE JUNE 2
UnPaid	HERO, JORSTAD & JACOBSEN,		\$450.00	MAY 2016 PROSECUTION
UnPaid	HUTTON, INC		\$55.00	4" SOCK FOR TILE LINE ON JEFFERSON ST
UnPaid	INTERSTATE MOTOR TRUCKS, I		\$338.35	LABOR, CABLE SEAT ADJUSTER, MATERIA
UnPaid	KASSON HARDWARE HANK		\$204.76	BLEACH, HOSE, BLK CABLE TIE, SHIPPING
UnPaid	KENNEDY & GRAVEN, CHARTER		\$4,446.56	LEGAL SERVICES FOR MARCH 2016
UnPaid	K-M TELECOM		\$514.91	CITY HALL MAIN 5170
UnPaid	LMCIT		\$9,998.00	2016/2017 WORK COMP INSURANCE
UnPaid	MANTORVILLE TOWNSHIP		\$1,020.18	CHLORIDE AND APPLICATION
UnPaid	MINNESOTA ENERGY RESOURC		\$443.31	4016467-5 STREETS
UnPaid	MN DEPARTMENT OF HEALTH		\$583.00	MDH WATER CONNECTION
UnPaid	MN DNR SOUTHERN REGION		\$293.00	LICENSE FEE FOR UTILITY TO CROSS PUB
UnPaid	MOPS AND BUCKETS, LLC		\$53.44	CLEANING CITY HALL
UnPaid	MN POLLUTION CONTROL AGEN		\$1,450.00	ANNUAL PERMIT FEE
UnPaid	NAPA		\$31.23	OIL FILTER AND TOGGLE SWITCH FOR LA
UnPaid	NUSS TRUCK GROUP, INC		\$461.50	RESERVOIR -MACK TRUCK
UnPaid	OLIVE BROS EXCAVATION LLC		\$250.00	DIRT DELIVERED TO SHOP
UnPaid	ON SITE SANITATION		\$210.00	PORT A POTTY AT MANTOR FIELD
UnPaid	PEPSI-COLO ROCHESTER MN		\$134.02	PEPSI FILLED THE POP MACHINE AT THE
UnPaid	PITNEY BOWES GLOBAL		\$199.00	MAY POSTAGE
UnPaid	RIVERLAND COMMUNITY COLLE		\$1,500.00	LIVE HOUSE BURN-TRAINING 6 HRS
UnPaid	SOUTHEAST SERVICE COOPER		\$175.00	ANNUAL MEMBERSHIP
UnPaid	THE PRINTERS		\$948.00	1,000 BROCHURES FOR MANTORVILLE TO
UnPaid	UC LAB - UTILITY CONSULTANT		\$309.00	BIO SOLID SAMPLING MAY 2016
UnPaid	UNITED LABORATORIES		\$119.19	GLASS CLEANER FOR VEHICLES
UnPaid	WASTE MANAGEMENT		\$117.09	GARBAGE REMOVAL FOR MAY 2016
UnPaid	WHITewater WIRELESS, INC		\$16.27	HANDHELD RADIO REPLACEMENT CLIP
UnPaid	XCEL ENERGY		\$5,647.69	STREET LIGHTS NON METERED
	Total Checks		\$33,834.64	

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Payments

Current Period: June 2016

Batch Name	WAR 06 13 16	User Dollar Amt	\$40,460.24		
Payments		Computer Dollar Amt	\$40,460.24		
			\$0.00	In Balance	
Refer	0 MPCA				
Cash Payment	E 602-49450-300 Professional Svcs (GEN ANNUAL PERMIT FEE			\$1,450.00	
Invoice	10000007973 6/13/2016				
Transaction Date	5/23/2016	Citizens State Bank	10100	Total	\$1,450.00
Refer	0 MN DEPARTMENT OF HEALTH				
Cash Payment	E 601-49400-441 MDH FEE MDH WATER CONNECTION			\$583.00	
Invoice	2ND QTR 2016 6/13/2016				
Transaction Date	5/23/2016	Citizens State Bank	10100	Total	\$583.00
Refer	0 THE PRINTERS				
Cash Payment	E 101-46500-437 Other Miscellaneous 1,000 BROCHURES FOR MANTORVILLE TOURISM			\$948.00	
Invoice	50683 6/13/2016				
Transaction Date	5/23/2016	Citizens State Bank	10100	Total	\$948.00
Refer	0 KENNEDY & GRAVEN, CHARTERE				
Cash Payment	E 101-41600-304 Legal Fees LEGAL SERVICES FOR MARCH 2016			\$3,408.50	
Invoice	131487 6/13/2016				
Transaction Date	5/23/2016	Citizens State Bank	10100	Total	\$3,408.50
Refer	0 XCEL ENERGY				
Cash Payment	E 101-43160-381 Electric Utilities STREET LIGHTS NON METERED			\$1,662.18	
Invoice	501766719 6/13/2016				
Cash Payment	E 101-43160-381 Electric Utilities BRIDGE LIGHTS			\$21.95	
Invoice	501766719 6/13/2016				
Cash Payment	E 101-43160-381 Electric Utilities 130 ST.HWY 57 S.CITY SIGN			\$20.42	
Invoice	501766719 6/13/2016				
Cash Payment	E 101-43160-381 Electric Utilities 60003 ST.HWY 57 N CITY SIGN			\$16.85	
Invoice	501766719 6/13/2016				
Cash Payment	E 101-42200-380 Utility Services FH/CH/PUMP			\$206.42	
Invoice	501766719 6/13/2016				
Cash Payment	E 101-43160-381 Electric Utilities 410 CLAY POLE ON EDA LOT			\$14.70	
Invoice	501766719 6/13/2016				
Cash Payment	E 101-41940-380 Utility Services MANTOR FIELD			\$57.49	
Invoice	501766719 6/13/2016				
Cash Payment	E 101-41940-380 Utility Services 340 CLAY RIVERSIDE			\$42.13	
Invoice	501766719 6/13/2016				
Cash Payment	E 101-41940-380 Utility Services 342 MAIN ST RIVERSIDE			\$15.05	
Invoice	501766719 6/13/2016				
Cash Payment	E 101-41940-380 Utility Services GOLFVIEW DENNISON FIELD			\$16.00	
Invoice	501766719 6/13/2016				
Cash Payment	E 101-41940-380 Utility Services EAST ST. CITY SHOP			\$142.01	
Invoice	501766719 6/13/2016				
Cash Payment	E 602-49450-380 Utility Services 121 BLANCH WWTF			\$2,222.77	
Invoice	501766719 6/13/2016				
Cash Payment	E 601-49400-380 Utility Services 841 BLANCH WELL			\$954.39	
Invoice	501766719 6/13/2016				
Cash Payment	E 601-49400-380 Utility Services 924 JEFFERSON - WATER TOWER			\$53.85	
Invoice	501766719 6/13/2016				

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Payments

Current Period: June 2016

Cash Payment	E 603-45183-381	Electric Utilities	324 MAIN ST N - CAMPGROUND	\$106.82
Invoice	501766719	6/13/2016		
Cash Payment	E 101-41940-380	Utility Services	101 BLANCH ST. SHOP	\$27.65
Invoice	501766719	6/13/2016		
Cash Payment	E 602-49450-380	Utility Services	JEFFERSON LIFT STATION	\$30.96
Invoice	501766719	6/13/2016		
Cash Payment	E 101-42200-380	Utility Services	21 5TH ST E - SIREN	\$6.09
Invoice	501766719	6/13/2016		
Cash Payment	E 101-41940-380	Utility Services	15 4TH ST WEST- RIVERSIDE	\$15.17
Invoice	501766719	6/13/2016		
Cash Payment	E 101-43160-381	Electric Utilities	121 BLANCH - AUTO PROTECT LIGHT	\$8.55
Invoice	501766719	6/13/2016		
Cash Payment	E 101-42200-380	Utility Services	701 CHESTNUT - SIREN	\$6.24
Invoice	501766719	6/13/2016		
Transaction Date	5/24/2016		Citizens State Bank 10100	Total \$5,647.69
Refer	0	EIPERS REPAIR, LLC		
Cash Payment	E 101-45200-404	Repairs/Maint Machinery	REPAIRS ON THE TRACTOR	\$230.05
Invoice	017111	6/13/2016		
Transaction Date	5/25/2016		Citizens State Bank 10100	Total \$230.05
Refer	0	HEALTHSMART BENEFIT SOLUTIO		
Cash Payment	G 101-21711	Life Insurance Payable	EMPLOYEE PAID LIFE INSURANCE JUNE 2016	\$16.00
Invoice	6089616	6/13/2016		
Transaction Date	5/27/2016		Citizens State Bank 10100	Total \$16.00
Refer	0	OLIVE BROS EXCAVATION LLC		
Cash Payment	E 101-43100-224	Street Maint Materials	DIRT DELIVERED TO SHOP	\$250.00
Invoice	2297	6/13/2016		
Transaction Date	5/27/2016		Citizens State Bank 10100	Total \$250.00
Refer	0	MN DNR SOUTHERN REGION		
Cash Payment	E 602-49450-303	Engineering Fees	LICENSE FEE FOR UTILITY TO CROSS PUBLIC WATERS CONNECT TO KASSON PROJECT 2016	\$293.00
Invoice	UWAT010639	6/13/2016		
Transaction Date	5/27/2016		Citizens State Bank 10100	Total \$293.00
Refer	0	ON SITE SANITATION		
Cash Payment	E 101-45200-410	Rentals	PORT A POTTY AT MANTOR FIELD	\$70.00
Invoice	256609	6/13/2016		
Cash Payment	E 101-45200-410	Rentals	PORT A POTTY AT DENNISON PARK	\$70.00
Invoice	256610	6/13/2016		
Cash Payment	E 101-45200-410	Rentals	PORT A POTTY AT SLINGERLAND PARK	\$70.00
Invoice	256611	6/13/2016		
Transaction Date	5/27/2016		Citizens State Bank 10100	Total \$210.00
Refer	0	MN PERA	Ck# 005011 6/13/2016	
Cash Payment	G 101-21704	PERA	EMPLOYEE/EMPLOYER RETIREMENT PR11-2016	\$867.78
Invoice	2016-PR11	6/13/2016		
Transaction Date	5/27/2016		Citizens State Bank 10100	Total \$867.78
Refer	0	MN DEPARTMENT OF REVENUE	Ck# 005010 6/13/2016	

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Current Period: June 2016

Cash Payment	G 101-21702 State Withholding	STATE W/H TAX MAY 2016		\$817.30
Invoice	MAY 2016	6/13/2016		
Transaction Date	5/27/2016	Citizens State Bank	10100	Total \$817.30
Refer	0 INTERNAL REVENUE SERVICE	Ck# 005009	6/13/2016	
Cash Payment	G 101-21701 Federal Withholding	FEDERAL W/H 05/2016		\$634.75
Invoice	MAY 2016	6/13/2016		
Cash Payment	G 101-21709 Medicare	MEDICARE W/H 05/2016		\$179.74
Invoice	MAY 2016	6/13/2016		
Cash Payment	G 101-21703 FICA Tax Withholding	SS W/H 05/2016		\$768.58
Invoice	MAY 2016	6/13/2016		
Transaction Date	5/27/2016	Citizens State Bank	10100	Total \$1,583.07
Refer	0 WASTE MANAGEMENT			
Cash Payment	E 101-41940-384 Refuse/Garbage Dispos	GARBAGE REMOVAL FOR MAY 2016		\$117.09
Invoice	3109495-2760-3	6/13/2016		
Transaction Date	6/1/2016	Citizens State Bank	10100	Total \$117.09
Refer	0 K-M TELECOM			
Cash Payment	E 101-41940-321 Communications Phone/	CITY HALL MAIN 5170		\$110.49
Invoice	1256779	6/13/2016		
Cash Payment	E 101-41940-321 Communications Phone/	CITY HALL FAX 5300		\$31.00
Invoice	1256779	6/13/2016		
Cash Payment	E 101-42200-321 Communications Phone/	FD 5440		\$31.00
Invoice	1256779	6/13/2016		
Cash Payment	E 101-41940-321 Communications Phone/	SHOP 5119		\$74.99
Invoice	1256779	6/13/2016		
Cash Payment	E 601-49400-321 Communications Phone/	WATER TOWER ALARM 3588		\$41.00
Invoice	1256779	6/13/2016		
Cash Payment	E 602-49450-321 Communications Phone/	LIFT STATION ALARM 5066		\$31.00
Invoice	1256779	6/13/2016		
Cash Payment	E 602-49450-321 Communications Phone/	WWTP 5413		\$31.00
Invoice	1256779	6/13/2016		
Cash Payment	E 602-49450-321 Communications Phone/	WWTP 5463		\$80.99
Invoice	1256779	6/13/2016		
Cash Payment	E 101-41940-321 Communications Phone/	LONG DISTANCE/TAXES/FEES		\$46.54
Invoice	1256779	6/13/2016		
Cash Payment	E 101-46500-437 Other Miscellaneous	EDA 800 NUMBER		\$2.00
Invoice	1256779	6/13/2016		
Cash Payment	E 101-41940-321 Communications Phone/	CITY HALL - 5176 - 2ND LINE		\$34.90
Invoice	1256779	6/13/2016		
Transaction Date	6/1/2016	Citizens State Bank	10100	Total \$514.91
Refer	0 MINNESOTA ENERGY			
Cash Payment	E 101-41940-380 Utility Services	4016467-5 STREETS		\$117.37
Invoice	JUNE 2016	6/13/2016		
Cash Payment	E 101-41940-380 Utility Services	4300149-4 STREETS		\$66.03
Invoice	JUNE 2016	6/13/2016		
Cash Payment	E 101-41940-380 Utility Services	4028156-0 STREETS		\$41.96
Invoice	JUNE 2016	6/13/2016		
Cash Payment	E 101-42200-380 Utility Services	4229566-7 FIRE DEPT		\$121.47
Invoice	JUNE 2016	6/13/2016		
Cash Payment	E 601-49400-380 Utility Services	4113568-2 WTR PUMP		\$26.88
Invoice	JUNE 2016	6/13/2016		

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Payments

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Cash Payment	E 602-49450-380 Utility Services	4299022-6 WWTP		\$43.39
Invoice	JUNE 2016	6/13/2016		
Cash Payment	E 101-41940-380 Utility Services	5121503-6 NEW SHOP		\$26.21
Invoice	JUNE 2016	6/13/2016		
Transaction Date	6/1/2016	Citizens State Bank	10100	Total \$443.31
Refer	0 UNITED LABORATORIES			
Cash Payment	E 101-43100-200 Supplies	GLASS CLEANER FOR VEHICLES		\$119.19
Invoice	155546	6/13/2016		
Transaction Date	6/2/2016	Citizens State Bank	10100	Total \$119.19
Refer	0 GILBERTSON DAVE			
Cash Payment	E 101-42200-311 First Responder Train/Eq	ASPRIN FOR FIRST RESPONDER BAG		\$7.49
Invoice	MAY 2016	6/13/2016		
Cash Payment	E 101-42200-311 First Responder Train/Eq	BATTERIES FOR BLOOD SUGAR MONITORS		\$9.62
Invoice	MAY 2016	6/13/2016		
Transaction Date	6/2/2016	Citizens State Bank	10100	Total \$17.11
Refer	0 INTERSTATE MOTOR TRUCKS, IN			
Cash Payment	E 101-42200-228 Equip. Repair and Maint	LABOR, CABLE SEAT ADJUSTER, MATERIALS FOR TANKER 2		\$214.03
Invoice	205359	6/13/2016		
Cash Payment	E 101-42200-228 Equip. Repair and Maint	LABOR, FREON, AC HOOK UP, MATERIALS FOR TANKER 2		\$124.32
Invoice	205359	6/13/2016		
Transaction Date	6/2/2016	Citizens State Bank	10100	Total \$338.35
Refer	0 WHITEWATER WIRELESS, INC			
Cash Payment	E 101-42200-228 Equip. Repair and Maint	HANDHELD RADIO REPLACEMENT CLIP		\$16.27
Invoice	R16110843	6/13/2016		
Transaction Date	6/2/2016	Citizens State Bank	10100	Total \$16.27
Refer	0 NUSS TRUCK GROUP, INC			
Cash Payment	E 101-42200-228 Equip. Repair and Maint	RESERVOIR -MACK TRUCK		\$461.50
Invoice	1154336P	6/13/2016		
Transaction Date	6/2/2016	Citizens State Bank	10100	Total \$461.50
Refer	0 RIVERLAND COMMUNITY COLLEG			
Cash Payment	E 101-42200-208 Training, Mileage	LIVE HOUSE BURN-TRAINING 6 HRS		\$1,500.00
Invoice	147653	6/13/2016		
Transaction Date	6/2/2016	Citizens State Bank	10100	Total \$1,500.00
Refer	0 FRONTLINE WARNING SYSTEMS			
Cash Payment	E 101-42200-240 Tools and Minor Equipm	NEW FIRE FIGHTER BOOTS		\$358.00
Invoice	12318	6/13/2016		
Transaction Date	6/2/2016	Citizens State Bank	10100	Total \$358.00
Refer	0 GOPHER STATE ONE CALL			
Cash Payment	E 602-49450-300 Professional Svcs (GEN	UTILITY LOCATES		\$26.73
Invoice	6050536	6/13/2016		
Cash Payment	E 601-49400-300 Professional Svcs (GEN	UTILITY LOCATES		\$17.82
Invoice	6050536	6/13/2016		
Transaction Date	6/2/2016	Citizens State Bank	10100	Total \$44.55
Refer	0 KENNEDY & GRAVEN, CHARTERE			
Cash Payment	E 101-41600-304 Legal Fees	LEGAL SERVICES THRU APRIL 2016		\$1,038.06
Invoice	131768	6/13/2016		

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Payments

Current Period: June 2016

Transaction Date	6/3/2016	Citizens State Bank	10100	Total	\$1,038.06
Refer	0 NAPA				
Cash Payment	E 101-45200-404 Repairs/Maint Machinery	OIL FILTER AND TOGGLE SWITCH FOR LAWN MOWER			\$8.67
Invoice	365-236113 6/13/2016				
Cash Payment	E 101-43100-200 Supplies	RUBBER CEMENT FOR SHOP			\$2.39
Invoice	365-236113 6/13/2016				
Cash Payment	E 101-43100-228 Equip. Repair and Maint	BULB FOR TRACTOR			\$1.29
Invoice	365-236783 6/13/2016				
Cash Payment	E 101-43100-200 Supplies	BLK NITRILE GLOVES FOR SHOP			\$18.88
Invoice	365-236783 6/13/2016				
Transaction Date	6/3/2016	Citizens State Bank	10100	Total	\$31.23
Refer	0 CMS - CONSTRUCTION MGMT. SE				
Cash Payment	E 101-42400-300 Professional Svcs (GEN	MAY 2016 BUILDING PERMIT			\$702.24
Invoice	16-515 6/13/2016				
Transaction Date	6/3/2016	Citizens State Bank	10100	Total	\$702.24
Refer	0 PITNEY BOWES INC				
Cash Payment	E 101-41500-322 Postage	MAY POSTAGE			\$199.00
Invoice	JUNE 2016 6/13/2016				
Transaction Date	6/3/2016	Citizens State Bank	10100	Total	\$199.00
Refer	0 HERO, JORSTAD & JACOBSEN, P.				
Cash Payment	E 101-41600-304 Legal Fees	MAY 2016 PROSECUTION			\$450.00
Invoice	1516 6/13/2016				
Transaction Date	6/3/2016	Citizens State Bank	10100	Total	\$450.00
Refer	0 PAYMENT SERVICE NETWORK, IN Ck# 005012 6/13/2016				
Cash Payment	E 602-49450-300 Professional Svcs (GEN	MAY 2016 SERVICE FEES			\$43.47
Invoice	132130 6/13/2016				
Cash Payment	E 601-49400-300 Professional Svcs (GEN	MAY 2016 SERVICE FEES			\$28.98
Invoice	132130 6/13/2016				
Transaction Date	6/3/2016	Citizens State Bank	10100	Total	\$72.45
Refer	0 BLUE CROSS BLUE SHIELD OF MI Ck# 005013 6/13/2016				
Cash Payment	G 101-21706 Hospitalization/Medical Ins	EMPLOYEE MEDICAL			\$3,285.00
Invoice	JUNE 2016 6/13/2016				
Transaction Date	6/7/2016	Citizens State Bank	10100	Total	\$3,285.00
Refer	0 UC LAB - UTILITY CONSULTANTS				
Cash Payment	E 602-49450-300 Professional Svcs (GEN	BIO SOLID SAMPLING MAY 2016			\$309.00
Invoice	92119 6/13/2016				
Transaction Date	6/7/2016	Citizens State Bank	10100	Total	\$309.00
Refer	0 SOUTHEAST SERVICE COOPERAT				
Cash Payment	E 101-41110-433 Dues and Memberships	ANNUAL MEMBERSHIP			\$175.00
Invoice	28210 6/13/2016				
Transaction Date	6/7/2016	Citizens State Bank	10100	Total	\$175.00
Refer	0 CULLIGAN				
Cash Payment	E 101-41940-200 Supplies	BOTTLED WATER JUNE 2016			\$4.75
Invoice	145471 6/13/2016				
Cash Payment	E 101-43100-200 Supplies	BOTTLED WATER JUNE 2016			\$4.75
Invoice	145471 6/13/2016				

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Payments

Current Period: June 2016

Transaction Date	6/7/2016	Citizens State Bank	10100	Total	\$9.50
Refer	0 MOPS AND BUCKETS, LLC				
Cash Payment	E 101-41940-439 Janitors	CLEANING CITY HALL			\$53.44
Invoice JUNE 2016	6/13/2016				
Transaction Date	6/7/2016	Citizens State Bank	10100	Total	\$53.44
Refer	0 AG PARTNERS COOPERATIVE				
Cash Payment	E 101-45200-212 Motor Fuels	B10 RED DYED FUEL			\$494.17
Invoice 819910	6/13/2016				
Cash Payment	E 101-43100-212 Motor Fuels	B10 RED DYED FUEL			\$494.17
Invoice 819910	6/13/2016				
Transaction Date	6/7/2016	Citizens State Bank	10100	Total	\$988.34
Refer	0 KASSON HARDWARE HANK				
Cash Payment	E 602-49450-200 Supplies	BLEACH, HOSE, BLK CABLE TIE, SHIPPING CHARGES			\$124.31
Invoice MAY 2016	6/13/2016				
Cash Payment	E 101-42200-217 Other Operating Supplie	WATER FILTER WRENCH, FILTER FOR FD			\$19.98
Invoice MAY 2016	6/13/2016				
Cash Payment	E 101-45200-200 Supplies	GARBAGE BAGS, BROOM/DUST PAN, TANK FLAPPER			\$60.47
Invoice MAY 2016	6/13/2016				
Transaction Date	6/8/2016	Citizens State Bank	10100	Total	\$204.76
Refer	0 CASEYS GENERAL STORES INC				
Cash Payment	E 101-43100-212 Motor Fuels	FUEL FOR STREETS			\$181.67
Invoice JUNE 2016	6/13/2016				
Cash Payment	E 602-49450-212 Motor Fuels	FUEL FOR WWTP			\$65.84
Invoice JUNE 2016	6/13/2016				
Cash Payment	E 101-42200-212 Motor Fuels	FUELD FOR FD			\$220.64
Invoice JUNE 2016	6/13/2016				
Transaction Date	6/8/2016	Citizens State Bank	10100	Total	\$468.15
Refer	0 HUTTON, INC				
Cash Payment	E 101-43100-224 Street Maint Materials	4" SOCK FOR TILE LINE ON JEFFERSON STREET			\$55.00
Invoice 3236	6/13/2016				
Transaction Date	6/8/2016	Citizens State Bank	10100	Total	\$55.00
Refer	0 PEPSI-COLA ROCHESTER MN				
Cash Payment	E 225-45122-200 Supplies	PEPSI FILLED THE POP MACHINE AT THE PARK			\$134.02
Invoice 316823	6/13/2016				
Transaction Date	6/8/2016	Citizens State Bank	10100	Total	\$134.02
Refer	0 DODGE MEDIA, INC				
Cash Payment	E 101-41110-352 Publishing	CITY WIDE CLEAN UP			\$77.50
Invoice JUNE 2016	6/13/2016				
Cash Payment	E 601-49400-430 Miscellaneous	HYDRANT FLUSHING AD			\$46.50
Invoice JUNE 2016	6/13/2016				
Cash Payment	E 602-49450-303 Engineering Fees	FORCEMAIN BIDS			\$269.40
Invoice JUNE 2016	6/13/2016				
Cash Payment	E 601-49400-430 Miscellaneous	WATER REPORT			\$538.80
Invoice JUNE 2016	6/13/2016				
Transaction Date	6/8/2016	Citizens State Bank	10100	Total	\$932.20

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Payments

Current Period: June 2016

Refer	0	DODGE COUNTY HIGHWAY DEPA			
Cash Payment	E 602-49450-303	Engineering Fees	FORCEMAIN UTILITY PERMIT		\$100.00
Invoice	41	6/13/2016			
Transaction Date	6/9/2016		Citizens State Bank	10100	Total \$100.00
Refer	0	MANTORVILLE TOWNSHIP			
Cash Payment	E 101-43100-224	Street Maint Materials	CHLORIDE AND APPLICATION		\$1,020.18
Invoice	778504	6/13/2016			
Transaction Date	6/10/2016		Citizens State Bank	10100	Total \$1,020.18
Refer	0	LMCIT C/O BERKELY RISK ADMIN.			
Cash Payment	E 101-41110-151	Worker s Comp Insuranc	2016/2017 WORK COMP INSURANCE		\$60.00
Invoice	32349	6/13/2016			
Cash Payment	E 101-41500-151	Worker s Comp Insuranc	2016/2017 WORK COMP INSURANCE		\$300.00
Invoice	32349	6/13/2016			
Cash Payment	E 101-42200-151	Worker s Comp Insuranc	2016/2017 WORK COMP INSURANCE		\$3,700.00
Invoice	32349	6/13/2016			
Cash Payment	E 101-43100-151	Worker s Comp Insuranc	2016/2017 WORK COMP INSURANCE		\$3,138.00
Invoice	32349	6/13/2016			
Cash Payment	E 101-45200-151	Worker s Comp Insuranc	2016/2017 WORK COMP INSURANCE		\$400.00
Invoice	32349	6/13/2016			
Cash Payment	E 601-49400-151	Worker s Comp Insuranc	2016/2017 WORK COMP INSURANCE		\$900.00
Invoice	32349	6/13/2016			
Cash Payment	E 602-49450-151	Worker s Comp Insuranc	2016/2017 WORK COMP INSURANCE		\$1,500.00
Invoice	32349	6/13/2016			
Transaction Date	6/10/2016		Citizens State Bank	10100	Total \$9,998.00

Fund Summary

	10100 Citizens State Bank
101 GENERAL FUND	\$30,406.32
225 PARK CONCESSIONS FUND	\$134.02
601 WATER FUND	\$3,191.22
602 SEWER FUND	\$6,621.86
603 RV PARK	\$106.82
	<u>\$40,460.24</u>

Pre-Written Checks	\$6,625.60
Checks to be Generated by the Computer	\$33,834.64
Total	<u>\$40,460.24</u>

MANTORVILLE FIRE DEPARTMENT
June 1, 2016 General Members Meeting

Sign Off

Call to Order:

- The general member's meeting was called to order at 20:36

Pledge of Allegiance:

Member's in Attendance:

- J. Williams, C. Kramer, E. Lushinsky, J. Schmidt, D. Gilbertson, P. Lushinsky, J. Schubert, B. Graunke, D. Hofstad, D. Brannan, J. Tibbals, R. Lucas, S. Fairchild, J. Hodgman, M. Allen, T. Hodgman, T. Bebee, P. Bell, N. Burgess, were present

Member's not in Attendance:

- R. Hellerud, R. Nolte, S. Kitzerow, D. Worstman, G. Brossard, C. Ebnet, J. Lundberg, A. Hofstad were absent

Chief's Report:

- 2 applicants
- June 11th 10:00-14:00 Rochester Fire Department 100th year anniversary celebration
- Friday June 3rd, Appreciation dinner at 1st Congregational church from 17:00-19:00

Assistant Chief:

Fire Marshall

- Calls: 0 calls for the month

Training Officer:

- 1st Wednesday in July court house tour
- Radio training coming up soon

Equipment:

- Pricing on a couple new pagers

Vehicles:

- Betsy-
- Pumper 1 -'97 Pumper- pump had maintenance done by fire safety
- Pumper 2 -'09 Pumper- Fire safety estimate for transmission leak
- Chevy Pick Up-
- Tanker 2- Int. Tanker- wig wags are in- still need to be installed
- Grass Rig-
- Tanker 1 -Mack Tanker- wig wags are in- still need to be installed; AC has been recharged
- Rescue Truck- rear door latch is broken from the exterior, can open from inside but not outside, fire safety estimate for tire chains is in the works

First Responder's:

- 3rd Monday 1st Responder Training
- CEVO class in Dodge Center June 11; please talk to Dave G if you have not taken and would like to take
- Narcan and Aspirin (give 4 chewable baby aspirin) is now in the red first responder bag in the front pocket
- June 20th 1st responder's training
- June 11th CEVO training- talk to Dave G

Treasurer

- Bills: \$ 3,303.04
- Discussed bills
 - Bill --
- Motion made by Jeremy to pay bills as stated
- 2nd by Brent
- Discussion about the house burn- is Mantorville the only department responsible for paying?
 - We will be reimbursed from the state for this training
- Motion carries

New Business:

- Epi- pens are now available for 1st Responder's to carry and administer in the field as first responder's
 - Motion Made by Brent to spend up to \$1,000 for training for epi-pens
 - 2nd Steve
 - Motion carries
- 2nd Monthly training that is being held on Monday should we keep it or switch back to Wednesday
 - Discussion about Wednesday vs Monday training night
 - 1st Wednesday as our typical fire department training
 - 2nd Wednesday drill will focus on first responders training, along with incorporating fire department training- this will become 1 training for roughly 2 hours beginning at 6:30
 - We will decide on new training schedule next month July
 - Reminder it is very important to attend monthly trainings
 - Discussion about letting everyone know the training schedule in advance
- Check bulletin board for upcoming water fights, and street dance's
- Maintenance – please let JJ know if you are available day or evening
- Send a patch and a card to Lukas- the boy from Byron who was hit car is collecting fire and ems patches, will send him one
- Brian Staska- has stage 4 colon cancer
- Reminder there is help available if you need help dealing with a call- talk to JJ
- 9-11 will be Sunday of Marigold Days, spread the word to others about the parade

Old Business:

- DNR grant is due June 1st, 2 sets of turnout gear
 - LED lights for Mac and International
- Rog will be absent from May 15-June 15
- Please don't print sets of maintenance sheets, they will be on the tuck clip board for equipment and truck
- Tables and Chairs need to be at the fire hall for member's graduation party
 - June 4th
 - June 18th

Active Committees

- OSHA/Safety and Accountability: Jen, Russ, Rog, Paul
- Pre-Incident: Brent, Dave G, Don, Russ
- Radios: Paul, Rog
- SOG'S: Paul, JJ, Jeremy, Russ, Travis H.

- Uniform's: Jen, Travis B, Steve, Emilie, Dave W
- Minimum Requirement's: JJ, Paul, Curt, Russ, Dave G
- Explore program: Brent, Paul, Jim, Ken, Jen, Emilie
- Truck/Equipment- Russ, David W, Jen, Grant

Point Report:

- Motion made by Travis H to approve point report
 - 2nd by Jim
 - Motion carries

Secretary/ Calendar

- July Lunch- Dale, Dave W., Travis H.
- Calendar
 - June 3rd- 17:00-19:00 appreciation dinner at First Congregational Church
 - June 8th- Maintenance week
 - June 11th – CEVO class in Dodge Center
 - June 20th- 18:30 1st Responder's Training- first responder training and fire department combined
 - June 25th- 12:00- 17:00 Celebrity Bar tending
 - July 5th - 19:00 Officer's meeting
 - July 6th- 18:30 1st Monthly Drill- Court house walk through
 - July 6th - 20:30 General Member's Meeting
 - July 9th- 17:00 Happy hour Honker's Baseball game
 - July 13th- 18:00 Stifel Nicolaus
 - July 13th- Maintenance week
 - July 18th- 18:30 1st Responder's Training
 - July 18th- 19:30 2nd Monthly Drill
 - September 4th 15:00- Marigold days meat prep at Hodgman's house
- Motion made to adjourn XXX by XXX
 - 2nd by XXX
 - Motion carries
- October 5th, 18:00

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

COMMITTEE AGENDAS

JUNE 14, 2016 8:00 A.M.

8:00 A.M. CONFERENCE ROOM B	8:30 A.M. CONFERENCE ROOM A	Action Required	Action Required
8:00 A.M. ADMINISTRATION COMMITTEE Gray & Administrator (Tjosaaas - Alt)	8:30 A.M. PUBLIC HEALTH COMMITTEE Erickson & Tjosaaas (Peterson - Alt)		
8:00 a.m.	8:30 a.m.	∇	∇
BECKY LUBAHN, Executive Assistant			
<input type="checkbox"/> 1.1 Minutes of the May 24, 2016 Committee of the Whole		A	< NO ITEMS SUBMITTED THIS WEEK >
<input type="checkbox"/> 1.2 Minutes of the May 24, 2016 Meeting		A	
8:05 a.m.			
ROSE CULBERTSON, Taxpayer Services Director			
<input type="checkbox"/> 2.1 Review Bills		A	
8:10 a.m.			
SARA MARQUARDT, Accounting Services Director			
<input type="checkbox"/> 3.1 Dodge County Agricultural & Mechanical Society 4-Day Temporary On-Sale Liquor License		A	
8:15 a.m.			
DUKE HARBAUGH, Facilities & Fleet Manager			
<input type="checkbox"/> 4.1 Accept Resignation and Report Vacancy		A	
8:20 a.m.			
SCOTT ROSE, Sheriff			
<input type="checkbox"/> 5.1 On Call Transport Deputy		A	
8:25 a.m.			
LISA HAGER, Employee Relations Director			
<input type="checkbox"/> 6.1 Personnel Agenda		A	

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

DODGE COUNTY BOARD OF COMMISSIONERS MEETING

JUNE 14, 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	-	CONSENT AGENDA <input type="checkbox"/> Dodge County Agricultural & Mechanical Society 4-Day Temporary On-Sale Liquor License <input type="checkbox"/> Cell Phone Stipend for Deputies <input type="checkbox"/> Cell Phone Stipend Increase for Highway Technician
<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. 5 Minutes 20 Minutes	SCOTT ROSE, Sheriff <input type="checkbox"/> Walker Estate Donation to Sheriff's Office <input type="checkbox"/> BDA Proposal
3.0 3.1 3.2 3.3	10:00 A.M. 5 Minutes 5 Minutes 5 Minutes	RYAN DECOOK, Director of Land Records <input type="checkbox"/> Abatements <input type="checkbox"/> Retainer Agreements <input type="checkbox"/> GIS Agreement with Kasson
4.0 4.1	10:15 A.M. 5 Minutes	LISA HAGER, Employee Relations Director <input type="checkbox"/> Personnel Agenda
5.0 5.1	10:20 A.M. 15 Minutes	GARY WEIERS, David Drown Associates <input type="checkbox"/> HRIS Update
6.0 6.1	10:35 A.M. 5 Minutes	ROSE CULBERTSON, Taxpayer Services Director <input type="checkbox"/> Review and Approve Bills
7.0 7.1 7.2	10:40 A.M. 5 Minutes 5 Minutes	LISA KRAMER, Finance Director <input type="checkbox"/> 2016 Agency Appropriations <input type="checkbox"/> 911 Exhibit at the County Fair

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

DODGE COUNTY BOARD OF COMMISSIONERS MEETING

JUNE 14, 2016 – 10:50 A.M.

8.0	10:50 A.M. 5 Minutes	BREAK
9.0 9.1 9.2	10:55 A.M. 5 Minutes 5 Minutes	SARA MARQUARDT , Accounting Services Director <input type="checkbox"/> SEACHANGE Service Agreement <input type="checkbox"/> Establishment of Absentee Ballot and UOCAVA Ballot Boards
10.0 10.1	11:05 A.M. 20 Minutes	DUKE HARBAUGH , Facilities & Fleet Manager MARK GAMM , Environmental Services Director <input type="checkbox"/> Solar Garden Cost Savings
11.0 11.1	11:25 A.M. 5 Minutes	MARK GAMM , Environmental Services Director KEN PAULSON , Waste Facility Manager <input type="checkbox"/> Purchase Attachments for Skid Steer Loader
12.0 12.1	11:30 A.M. 5 Minutes	PAUL KILTINEN , County Attorney <input type="checkbox"/> Legal Update
13.0 13.1	11:35 A.M. 5 Minutes	CHAD KNUDSON , Environmental Programs Manager <input type="checkbox"/> Septic Grant Payment Approval
14.0 14.1 14.2	11:40 A.M. 10 Minutes 5 Minutes	MELISSA DEVETTER , Zoning Administrator <input type="checkbox"/> Planning Commission Recommendations & Resolution <input type="checkbox"/> Appointment to Environmental Board of Adjustment
15.0 15.1	11:55 A.M. 5 Minutes	JOHN ALLEN , Public Safety Committee <input type="checkbox"/> Public Safety Committee Report • MGA Authority (Action)
16.0 16.1	12:00 P.M. 25 Minutes	STEVEN GRAY , Chair <input type="checkbox"/> Administration Committee Report • Minutes of the May 24, 2016 Committee of the Whole (Action) • Minutes of the May 24, 2016 Meeting (Action) • <input type="checkbox"/> County Commissioner Reports • <input type="checkbox"/> County Administrator Update • <input type="checkbox"/> Other Deferred Business
17.0	12:25 P.M.	ADJOURN

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

DODGE COUNTY BOARD OF COMMISSIONERS MEETING

JUNE 14, 2016 – 12:25 P.M.

<i>Coming up in Dodge County:</i>
<i>June 14, 2016 – County Board having lunch at Highway Department in Dodge Center after County Board meeting.</i>
<i>June 14, 2016 – County Board's annual road tour with County Engineer.</i>
<i>June 14, 2016 – CB&E Meeting, 6:30 P.M., Government Services Building, Mantorville, MN.</i>
<i>June 21, 2016 – Fairview Care Center Meeting, 9:00 A.M., Dodge Center, MN.</i>
<i>June 23, 2016 – Ice Arena Committee Meeting, 5:30 P.M., Kasson City Hall, Kasson, MN.</i>
<i>June 28, 2016 – Solid Waste Ordinance Public Hearing, 5:30 P.M., Government Services Building, Mantorville, MN.</i>
<i>July 4, 2015 – County office closed to observe Independence Day.</i>
<i>July 6, 2016 – Planning Commission Meeting, 7:00 P.M., Government Services Building, Mantorville, MN.</i>
<i>July 13-17, 2016 – County Board of Commissioners Fair Booth, Dodge County Fairgrounds, Kasson, MN.</i>
<i>July 19, 2016 – Fairview Care Center Meeting, 9:00 A.M., Dodge Center, MN.</i>
<i>July 19, 2016 – Annual MN Prairie All-Member-County Boards Meeting, 6:30 P.M., Steele County Administration Center, Owatonna, MN.</i>
<i>July 20, 2016 – Dodge County EDA Meeting, 4:30 P.M., Government Services Building, Mantorville, MN.</i>
<i>July 28, 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	
1. Radio Amplifier Purchase Request	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.	

City Mantorville
Date 5/1/2016 thru 5/31/2016

<u>Agency</u>	<u>Incident Nr</u>	<u>Location</u>	<u>LocCity</u>	<u>Activity</u>
S	201600003615	22 6th St E	Mantorville	MN Prairie Assist
S	201600003633	22 6th St E	Mantorville	MN Prairie Assist
S	201600003648	808 Adams St	Mantorville	A.t.v. Complaint
S	201600003649	810 Adams St	Mantorville	A.t.v. Complaint
S	201600004400	22 6th St E	Mantorville	MN Prairie Assist
S	201600003605	507 Chestnut St	Mantorville	Vandalism
S	201600004433	809 Jefferson St	Mantorville	Found Animals
S	201600003603	820 Hickory Ln	Mantorville	Residence/business Ck
S	201600003616	518 Walnut St	Mantorville	Suspicious Activity
S	201600003698	321 Main St N	Mantorville	Suspicious Activity
S	201600003734	321 Main St N	Mantorville	Suspicious Activity
S	201600003767	115 6th St W	Mantorville	Residence/business Ck
S	201600003907	721 Main St N	Mantorville	Suspicious Activity
S	201600004024	321 Main St N	Mantorville	Suspicious Activity
S	201600004080	129 State Hwy 57	Mantorville	Burning Permit
S	201600004495	105 8th St E	Mantorville	Fraud
S	201600004003	22 6th St E	Mantorville	Harassment O.f.p.
S	201600004243	623 Golfview Ct	Mantorville	Paper Service
S	201600004143	501 Chestnut St	Mantorville	City Ord. Violation
S	201600003766	22 6th St E	Mantorville	MN Prairie Assist
S	201600003828	22 6th St E	Mantorville	MN Prairie Assist
S	201600003889	22 6th St E	Mantorville	MN Prairie Assist
S	201600004116	22 6th St E	Mantorville	MN Prairie Assist
S	201600004452	515 Walnut St	Mantorville	Mv. Accident
S	201600004350	502 Main St N	Mantorville	Other Driving Complai
S	201600003738	1001 Chestnut St	Mantorville	Ambulance Run
S	201600004018	614 Walnut St	Mantorville	Ambulance Run
S	201600004104	231 Cr 12	Mantorville	Ambulance Run
S	201600004227	903 Hickory Ln	Mantorville	Ambulance Run
S	201600004340	302 Mantor Dr	Mantorville	Ambulance Run
S	201600003842	321 Main St N	Mantorville	Parking Violations
S	201600003517	906 Walnut St	Mantorville	Juvenile Complaint
S	201600003771	215 9th St W	Mantorville	Req for Extra Patrol
S	201600004206	321 Main St N	Mantorville	Juvenile Complaint
S	201600004015	810 Adams St	Mantorville	Animal Comp
S	201600004060	1111 7th St W	Mantorville	Lost Animals
S	201600004098	810 Adams St	Mantorville	Animal Comp
S	201600004156	320 Main St N	Mantorville	Motorist Assist
S	201600003574	22 6th St E	Mantorville	Violate/cond-release
S	201600003584	810 Adams St	Mantorville	Civil
S	201600003786	22 6th St E	Mantorville	Violate/cond-release
S	201600003814	22 6th St E	Mantorville	Violate/cond-release
S	201600003817	22 6th St E	Mantorville	Violate/cond-release
S	201600003912	22 6th St E	Mantorville	Violate/cond-release
S	201600003913	22 6th St E	Mantorville	Violate/cond-release
S	201600004001	22 6th St E	Mantorville	Violate/cond-release
S	201600004229	22 6th St E	Mantorville	Violate/cond-release
S	201600004259	507 Chestnut St	Mantorville	Civil
S	201600004260	22 6th St E	Mantorville	Violate/cond-release
S	201600004261	22 6th St E	Mantorville	Violate/cond-release
S	201600004313	600 Washington St	Mantorville	Civil
S	201600003950	502 Main St N	Mantorville	Lost Property
S	201600003540	22 6th St E	Mantorville	Probation Violation
S	201600004494	22 6th St E	Mantorville	Probation Violation
S	201600003852	22 6th St E	Mantorville	Probation Violation
S	201600003936	615 Main St N	Mantorville	Alarm
S	201600003948	22 6th St E	Mantorville	Violate Harassment Restra
S	201600003614	507 Chestnut St	Mantorville	Noise Complaint
S	201600004043	600 Washington St	Mantorville	Verify New Address

City Mantorville
 Date 5/1/2016 thru 5/31/2016

<u>Agency</u>	<u>Incident Nr</u>	<u>Location</u>	<u>LocCity</u>	<u>Activity</u>
S	201600003511	22 6th St E	Mantorville	Traffic
S	201600003611	22 6th St E	Mantorville	Appreh/detention Orde
S	201600003715	31 Cr 21	Mantorville	Traffic
S	201600003836	320 Main St N	Mantorville	Traffic
S	201600003884	22 6th St E	Mantorville	Appreh/detention Orde
S	201600003983	600 5th St E	Mantorville	Traffic
S	201600004131	320 Main St N	Mantorville	Larceny
S	201600004315	800 Main St N	Mantorville	Traffic
S	201600004320	700 Main St N	Mantorville	Traffic
S	201600003513	321 Main St N	Mantorville	Miscellaneous
S	201600003635	22 6th St E	Mantorville	Violate Drug Court Rules
S	201600004034	215 9th St W	Mantorville	Miscellaneous
S	201600004347	22 6th St E	Mantorville	Violate Drug Court Rules
S	201600004348	22 6th St E	Mantorville	Miscellaneous
Total		73		



Membership Meeting

Wednesday

July 27, 2016

Pine Island American Legion

108 1st Ave SE, Pine Island, MN 55963

Directions/map:

<https://goo.gl/maps/b9xAXzVfySP2>

2:00 – 5:45 Afternoon Workshop Sessions – More info in future emails (Coffee, soda, cookies provided)

6:00 pm Social Time with cash bar

6:30 pm Dinner – Choice of Smoked Pork Chop or Chicken baked in Cream Sauce, Garlic Mashed Potatoes, Romaine Salad, Mixed Vegetables, Dinner rolls, Desserts

Welcome from City of Pine Island

7:00 pm SEMLM Business – Randy Staver, SEMLM President

7:15 pm Speaker Topics:

Cities' Roles in SE MN Together Outcomes - SE MN Together, Bill Spitzer Coordinator

Legislative Update/Forum with SE MN Legislators

8:28 pm Closing remarks from SEMLM President Staver. Adjourn meeting. **Open time for networking.**

Hosted by the City of Pine Island

Registrations Due Friday, July 22

Send to: David N.S. Todd, MPA, City Administrator
City of Pine Island

250 S. Main Street, P.O. Box 1000, Pine Island, MN 55963

Office: 507.356.4591

Cell: 507.421.9025

david.todd@ci.pineisland.mn.us

Registration from _____

Contact Person: _____

Phone: _____ E-mail: _____

Number snack/meals member city _____ x \$30 = \$_____ (current paid SEMLM member)

Number snack/meals nonmember city _____ x \$35 = \$_____ (no membership fee paid)

Make checks payable to "City of Pine Island"

Names of attendees for this registration: C = chicken, P = Pork Circle meal choice per registrant

_____ C or P _____ C or P

City of Mantorville
RENTAL CERTIFICATE

This RENTAL CERTIFICATE was issued by the City of Mantorville to:

James Joseph Williams
715 Clay Street
Mantorville, MN 55955

This document certifies the above property has complied with all ordinance requirements and is authorized by the City of Mantorville to rent unit(s) in the above property. This certificate must be renewed on or before the expiration date listed below.

City Clerk

Date

Mayor of Mantorville

Date

Effective: January 1 through December 31, 2016

300 Centennial Building
658 Cedar Street
St. Paul, MN 55155
Telephone: 651.201.2473
Local.estimate@state.mn.us



Camille Reber, Clk-Treas
City of Mantorville
PO Box 188
Mantorville, MN 55955-0188

Dear Clerk:

The State Demographer is required by law to produce annual population and household estimates for each of Minnesota's cities and townships. Enclosed you will find a sheet containing the April 1, 2015, population and household estimates for your jurisdiction.

These estimates are being sent to you now for review and comment. It's important that our estimates are accurate, as they are used to distribute state aid to cities and townships. If you have questions about how our estimates impact a specific program, please contact the state agency responsible for that program.

The enclosed figures represent estimated population and household changes since the 2010 Census. The number of households corresponds to the number of occupied housing units. A household may be a single family, one person living alone, or any group of people who share the same living area. While we believe that our estimates are usually accurate, we realize there may be occasional problems. For this reason, we value your comments. We may not be aware of such changes as housing demolitions, the gain or loss of group quarters (like college dormitories, nursing homes, etc.), construction of public housing and the gain or loss of mobile homes.

Please note that our estimates:

- pertain to one year ago, not the present;
- have also been sent to your county auditor for review;
- are subject to change and are not considered final until they are released to the Minnesota Department of Revenue in July.

If you are satisfied with our estimates, it is not necessary to contact us or provide any further information. If you wish to challenge our estimates, please send us the appropriate data described in the enclosed challenge guide by **June 24, 2016**. Questions or comments should be directed to James Hibbs at the address listed on the letterhead. You may also contact us by e-mail at local.estimate@state.mn.us or by phone at (651) 201-2473. The volume of phone calls is heavy at this time of year, so you may be asked to leave a message on our voice mail system. We will respond promptly. Please remember that we cannot correct problems with the 2010 Census.

Thank you for taking time to review these estimates.

Sincerely,

A handwritten signature in black ink, appearing to read "Susan Brower".

Susan Brower
State Demographer

Enclosures

DATE: June 1, 2016
TO: Camille Reber, Clk-Treas
City of Mantorville
FROM: **Susan Brower**
Minnesota State Demographer
SUBJECT: 2015 Population and Household Estimates

Your April 1, 2015 population estimate is 1,212.

Your April 1, 2015 household estimate is 437.

If you have any questions or comments about these estimates, please contact the State Demographic Center, 300 Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155, phone (651) 201-2473 or send an e-mail to local.estimated@state.mn.us. All challenges must be submitted in writing. Please refer to the enclosed sheet for details

HOW TO CHALLENGE THE POPULATION AND HOUSEHOLD ESTIMATES FROM THE STATE DEMOGRAPHER

The legal responsibilities of the State Demographer with respect to local population estimates dictate that we be able to defend any revisions to the estimates. Consequently, we need documentation for our files. Cited below are types of information we will accept with a challenge to our estimates. You may select whichever approach is most appropriate for your situation. However, the more information you can provide the better. No challenges will be accepted after June 24.

1. You may send us the number of active residential utility accounts in April 2010 and April 2015. We would prefer electrical accounts, but water and sewer accounts are acceptable. Please summarize your data. We don't need a list of all utility customers. Summary data for intervening years are helpful. Utility data are much more useful when provided together with building permit data (see #2 below).
2. Another approach is to provide the number of housing units added and lost by calendar year for the years beginning with 2010. Building and demolition permits are a good source of such information. Be sure to include mobile homes and apartments, and indicate whether any of the apartments were for the elderly. Please try to be as specific as possible about the type of unit involved (single-family, apartment, mobile home, etc.).
3. An actual count of persons or households may be accepted, but places with more than 100 people must contact the State Demographer before proceeding with a count. The count you submit should be for 2016. We will interpolate a number for 2015. You must provide the following information:
 - a. List the house number and street name of each housing unit in your city or township. If there is more than one unit at an address, please list each unit and provide an apartment number.
 - b. Indicate whether the unit is occupied or vacant. If the unit is occupied, indicate the number of residents. Only year-round residents should be counted. Young people away at college or in the military, elderly persons who have moved to a nursing home in another town and seasonal (summer) residents should not be counted.
 - c. Group quarters such as nursing homes, dormitories, jails and group homes should not be counted as housing units. Give us the name and address of the facility and the number of residents.
 - d. After you have listed each housing unit, you must summarize your data and give us the total number of residents, the total number of vacant units and the total number of occupied units.
 - e. Please indicate when the count was completed.

Any additional information you can provide about your community will be appreciated. Changes in vacancy rates, the conversion of summer homes to year-round use, and changes in employment opportunities are the types of things we like to hear about when we are evaluating an estimate. One final request--when you write to us, please provide your mailing address and a telephone number or e-mail address where you can be reached during the day.

Thank you.

Memo

To: Mantorville Mayor and City Council
From: Cami Reber
Date: June 9, 2016
Re: Tabled Recertification of Outstanding Charges

The City Council tabled Resolution 2016-06 at the last Council meeting in order to gather some additional information regarding the recertification of an outstanding assessment against Parcel ID# 25.100.3461.

From the sale of the parcel, Mantorville will receive \$2,960. It should come in the first half of property tax distribution for 2016. It was requested to find out what we lost in property tax revenue when the parcel went into tax forfeiture. The City of Mantorville forfeited a total of \$2,517.53 in property taxes for the years of 2011-2016.

At the last Council meeting, there was discussion that the property owner did not benefit from the fire call charge but did from the debris clean up and that the amount could be reduced by what the City receives from the sale of the property. I have drafted the resolution based on those discussions from the last meeting.

The City Council can pass the Resolution that is attached, come up with a different dollar amount not to exceed the original amount of the assessment, or take no action at all.

RESOLUTION 2016-06

**A RESOLUTION AUTHORIZING RECERTIFICATION OF OUTSTANDING CHARGES
TO PARCEL ID# 25.100.3461 IN THE CITY OF MANTORVILLE**

WHEREAS, in 2011, the Mantorville City Council authorized the certification of an outstanding Fire Call Charge per Resolution 2011-26 to Parcel ID# 25.100.3461 in the amount of \$1,580; and

WHEREAS, in 2012, the Mantorville City Council authorized the certification of an outstanding charge for abatement of debris per Resolution 2012-04 to Parcel ID# 25.100.3461 in the amount of \$4,855; and

WHEREAS, because Parcel ID# 25.100.3461 went into a tax forfeiture proceeding and was placed on public auction by Dodge County of May 23, 2016, the aforementioned City assessments against Parcel ID# 25.100.3461 were cancelled ; and

WHEREAS, pursuant to Minnesota Statutes, Sections 415.01 and 366.011 and 366.012, the City may assess the aforementioned assessments cancelled by the tax forfeiture proceeding; and

WHEREAS, the Dodge County Notice of Public Sale of Tax-Forfeited Lands for Parcel ID# 25.100.3461 gives notice of the unpaid balance of \$6,435 in assessments and states that the municipality has the right to reassess any special assessments previously levied before forfeiture of the parcel; and

WHEREAS, the City Council feels that the new property owner benefits from the abatement of the debris charge but not the fire call charge; and

WHEREAS, the City of Mantorville's proceeds from the sale of the tax forfeited parcel is \$2,960.

NOW THEREFORE BE IT RESOLVED, by the Mantorville City Council, that a portion of the outstanding balance of City assessments placed on Parcel ID# 25.100.3461 in the amount of \$1,895 will be recertified to the Dodge County Auditor for collection with property taxes.

Passed by the Mantorville City Council this 13th day of June, 2016.

Mayor Chuck Bradford

Attest:

City Clerk Treasurer, Camille C. Reber



Minnesota Association of Small Cities

Dear Mayor and City Administrator.

The Minnesota Association of Small Cities would like to encourage you to become part of our grassroots network of cities that enables MAOSC to be directly involved in shaping the important issues that help our small cities 5000 and under grow and prosper.

MAOSC through the membership of hundreds of small cities has enabled us to accomplish a number of things.

- We were able to help legislators create a special Small Cities Assistance Account for transportation projects with a \$12M appropriation.
- We helped in defeating legislation that would have mandated more reporting for our city clerks and administrators.
- Enables MAOSC to work with the policy makers both at the state and federal level on issues that concern our Minnesota small cities.
- ***We are proud of what we have accomplished - and we could not have done it without our network of member cities!***

Through your membership, MAOSC will be able to continue our goal of increasing our visibility to promote the values our small cities and communities share in the success of our state.

"The work MAOSC does on behalf of small cities is crucial to our success. Not only does MAOSC bring small cities together to articulate a vision, but it shares that agenda for success with St. Paul and Washington DC. This is something small cities could not do on their own."

Suzanne Hilgert, Mayor of Olivia.

Enclosed you will find a form to fill out and send back to MAOSC with your contribution. Thank you for your consideration to become part of MAOSC. It is vitally important that we continue to increase our visibility with the decision makers and promote our message through the voices of our small cities as to why our small cities are a great place to live.

Best regards,

Jill

Jill Sletten
MAOSC Executive Director

"Because I value the small cities in my district and around the state, I appreciate having an organization like MAOSC looking out for their interests. I know I can turn to the MAOSC for information and support to keep these communities healthy and strong".

Senator Dan Sparks, Chair of the Senate Jobs, Ag and Rural Development Committee

Minnesota Association of Small Cities 2016 - 2017 Membership Form

Please fill out the following information according to your cities population. Send this form along with a check for your membership to:

MAOSC
145 University Ave W
Saint Paul, MN 55103

Dues Structure for the City of: City of Mantorville

Population	Base Dollar Amount
0 – 1,000	\$120.00
1,001 - 2,000	\$150.00
2,001 – 5,000	\$200.00

2016 – 2017 Membership Dues Invoice

Membership Base	\$ 150.00
City Population 1217 multiplied by 0.45 per capita	\$ 547.65
Total Dues	\$ 697.65

Contact Information

City Mayor and email address _____

City Clerk/Administrator email address and phone number _____

Please contact Jackie Sura if you need further information or have questions regarding your membership. mjsura@comcast.net

Thank you for your membership to MAOSC. We appreciate your support for our small cities in Minnesota. You will receive a card from MAOSC acknowledging your membership.

Jill Sletten, MAOSC Executive Director
www.maosc.org

Memo

To: Mantorville Mayor and City Council
From: Cami Reber
Date: June 9, 2016
Re: City Zoning Code Amendments

Attached are draft versions of amendments to City Code Section's 150.025, 150.044 and 150.071. Please review the drafts and offer any suggestions for changes.

These are only a draft. The City Council will still need to approve a final draft version, set a public hearing date, post and hold the hearing, and then adopt the final version based on any changes that come out of a public hearing.

CITY OF MANTORVILLE

AN ORDINANCE AMENDING SECTION 150.025 OF THE MANTORVILLE CITY ZONING CODE

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

Section 1. Section 150.025 of the Mantorville City Code is hereby amended by deleting the ~~stricken~~ language and inserting the double lined language as follows:

§ 150.025 ACCESSORY BUILDINGS OR STRUCTURES.

(A) *Permit requirements.* No accessory building or structure shall be placed, erected or constructed on a lot where a permitted principal structure has not been constructed. No accessory building or structure shall be constructed or erected which does not comply with the Minnesota State Building Code.

(B) *Size and flooring.* Accessory buildings 200 square feet or more shall require placement on a non-porous flooring such as concrete or bituminous. Accessory buildings not requiring non-porous flooring shall be secured by being tied or anchored to the ground. Accessory buildings 120 square feet ~~of~~ or less shall not require a building permit but must still abide by all pertinent sections of the Minnesota State Building Code.

(C) *Attached accessory structure.* An accessory structure building, including but not limited to car ports and breezeways attached to the principal structure building on a lot, shall be made structurally a part thereof, shall be considered a part thereof and shall comply in all respects with the requirements of this chapter applicable to the principal building. The square footage of the attached accessory structure shall not exceed 10% of the total square footage of the principal building.

(D) *Detached.* Detached accessory buildings shall not exceed ~~900 square feet in total area.~~ 10% of the buildable lot area. ~~Any accessory building exceeding 900 square feet in total area will require a variance and be subject to approval or denial by the City Council.~~ In all districts, all detached accessory buildings shall be located in the side or rear yards. Accessory buildings shall maintain a side yard setback as required by the district regulations. No accessory building shall be placed closer than 6 feet from the rear lot line or 6 feet from the principal structure. For purposes of this clause (D), "buildable lot area" shall mean the remaining land area upon which a building could be constructed lawfully after the construction of principal structure and any attached accessory structure on the lot.

(E) *Residential.* Detached accessory buildings in the residential districts shall not exceed 4 story or ~~16 feet in height.~~ the height of the principal structure on the same lot.

(F) *Maximum.* Each lot shall have no more than two accessory buildings.

DRAFT

~~Location. Accessory buildings in the Residential districts shall conform to the side yard setbacks in the district in which the property is located and shall be located no closer than 6 feet from the rear property line.~~

Section 2. This Ordinance shall be in full force and effect upon its passage and publication.

Passed by the City Council of the City of Mantorville this ____ day of _____, 2016.

Chuck Bradford
Mayor

ATTEST:

Camille Reber, City Clerk Treasurer

CITY OF MANTORVILLE

AN ORDINANCE AMENDING SECTION 150.044 OF THE MANTORVILLE CITY ZONING CODE

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

Section 1. Section 150.044 of the Mantorville City Code is hereby amended by deleting the ~~stricken~~ language as follows:

§ 150.044 BED AND BREAKFASTS.

(A) *Generally.* ~~A bed~~ Bed and breakfast establishments ~~is~~ is allowed as ~~a conditional use~~ in residential zones ~~may be permitted~~ by conditional use permit ~~if~~ when the following conditions listed in ~~(B)~~ are met.

(B) *Conditions.*

(1) The owner or operator shall reside on the property;

(2) The establishment shall conform with State Health and Building Code requirements;

~~(3) The only meal served to guests shall be breakfast and only guests shall be served.~~

~~(4) Guests shall not stay for more than 14 days within a 90-day period.~~

~~(53)~~ A minimum of 1 off-street parking space for each guest room and 2 additional off-street spaces for the residents shall be provided;

~~(64)~~ On premises advertising for any bed and breakfast ~~facility~~ establishment located in any residential zone shall be limited to either 1 wall sign or 1 free standing sign not more than 2 square feet in area per sign face. ~~The content of any such sign shall be limited to identifying not more than the name and address of the facility.~~ No sign shall be internally illuminated;

~~(75)~~ No cooking or cooking facilities shall be allowed or provided in the guest rooms; and

~~(86)~~ The ~~facility~~ establishment shall have historical or architectural significance as determined by the owner or operator.

Section 2. This ordinance shall be in full force and effect upon its passage and publication.

Passed by the City Council of the City of Mantorville, Minnesota, this ____ day of _____, 2016.

DRAFT

Chuck Bradford
Mayor

ATTEST:

Camille Reber, City Clerk Treasurer

CITY OF MANTORVILLE

AN ORDINANCE AMENDING SECTION 150.071 OF THE MANTORVILLE CITY ZONING CODE

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

Section 1. Section 150.071 of the Mantorville City Code is hereby amended by deleting the ~~stricken~~ language as follows and adding the double lined language;

§ 150.071 TRANSITIONAL DISTRICT.

(A) *Purpose and intent.* It is the purpose and intent of the Transitional District to provide a buffering or transitional area between dissimilar districts and to accommodate an area undergoing a change from ~~1~~ one predominate ~~form~~ of land use to another.

(B) *Permitted uses.* The following shall be permitted uses in the Transitional District: ~~Permitted uses shall be any use permitted in the most restrictive district, not including a P.U.D., adjoining the Transitional District. For purposes of determining the most restrictive district, the following order is established:~~

- ~~———— (1) R-1 – Low Density Residential District is most restrictive;~~
- ~~———— (2) R-2 – Medium to High Density Residential District; and~~
- ~~———— (3) C – Commercial is least restrictive.~~

- (1) Detached Dwelling;
- (2) Attached Dwelling;
- (3) 2-Family Dwelling;
- (4) Multi-Family Dwelling with no more than 4 Dwelling Units;
- (5) Quadra-Plex Dwelling;
- (6) State licensed residential facility serving 6 or fewer persons;
- (7) State licensed Child Care Facility serving 12 or fewer persons;
- (8) Home Occupation;
- (9) Public recreation including Parks, playgrounds, hiking and biking trails;
- (10) Wildlife, forest and wetland preserves or management areas and game refuge areas;

(11) Historic Site; and

(12) Accessory Building or Structure meeting the requirements of Section 150.025.

(C) *Conditional uses.* The following shall be ~~C~~conditional uses in the Transitional District; shall be any use

(1) any use listed as a conditional use in R-1 or R-2;

(2) any use listed as permitted use in the Commercial Zone;

(3) any use listed as a conditional in the Commercial Zone; and

(4) any use listed in the City Code that requires a Conditional Use Permit.

~~permitted in an adjoining district, not including a P.U.D., and those defined as permitted uses in this Transitional District, and any use that is a conditional use in an adjoining district.~~

(D) Lot Area, Frontage Yard Regulations

The minimum requirements shall follow those defined under the current zoning district that the use is allowed in. Where the use is defined as a permitted use in more than one district, the requirements listed in section 150.069 shall be met.

(E) Lots Fronting More than 1 Street

Lots fronting more than 1 street shall maintain a yard on those streets conforming to the requirements of the current zoning district that the use is following as noted in (D) above. When a lot line is adjacent to an alley, the rear yard setback will be maintained.

(F) Maximum Lot Coverage

The percentage of lot area covered by a main building and accessory buildings shall not exceed the percentage as defined in the requirements of the current zoning district that the use is following as noted in (D) above.

(G) Height Regulations

No building, hereafter erected or altered, shall exceed the requirements of the current zoning district that the use is following as noted in (D) above.

(H) Buffer yards and Screening

Upon establishment of any nonresidential use adjacent to or abutting an existing residential use, thirty feet shall be required on that side of the property abutting any residential use and shall include the required buffer yards and screening as specified in 150.027, unless separated from the adjacent residential property by a public street which is not an alley.

Section 2. This Ordinance shall be in full force and effect upon its passage and publication.

DRAFT

Passed by the City Council of the City of Mantorville this ____ day of _____, 2016.

Chuck Bradford
Mayor

ATTEST:

Camille Reber, City Clerk Treasurer

Memo

To: Mantorville Mayor and City Council
From: Cami Reber
Date: June 9, 2016
Re: Temporary Family Health Care Dwellings

Attached is information regarding the creation and regulation of temporary family health care dwellings which the Governor has signed into law. Currently, our City Ordinance prohibits any type of temporary dwellings, under Section 150.021 (G).

Under the new law, the City would be required to allow this type of use unless it chooses to opt out which can be done by passing an ordinance similar to the draft attached. The City Council should discuss this new law and if there is agreement to opt out, then they should direct staff to put together a final draft version for review.

As with any zoning code amendment, the City would be required to publish notice of and hold a public hearing before it passes any final code amendment draft.

CITY OF MANTORVILLE

AN ORDINANCE AMENDING SECTION _____ OF THE MANTORVILLE CITY CODE AND OPTING OUT OF THE REQUIREMENTS OF MINNESOTA STATUTES, SECTION 462.3593

WHEREAS, on May 12, 2016, Governor Dayton signed in to law the creation and regulation of temporary family health care dwellings, codified at Minnesota Statutes Section 462.3593, which permit and regulate temporary family health care dwellings;

WHEREAS, subdivision 9 of Minnesota Statutes Section 462.3593 allows cities to "opt out" of those regulations.

THE CITY COUNCIL OF THE CITY OF MANTORVILLE ORDAINS AS FOLLOWS;

Section ____ of the Mantorville City Code is amended as follows;

Section ____. Pursuant to authority granted by Minnesota Statutes Section 462.3593, subdivision 9, the City of Mantorville opts-out of the requirements§ of Minnesota Statute 462.3593, which defines and regulates Temporary Family Health Care Dwellings.

Section___. This Ordinance shall be effective immediately upon its passage and publication.

Adopted this ____ day of _____, 2016 by the Mantorville City Council.

Mayor Chuck Bradford

ATTEST:

City Clerk Treasurer, Camille C. Reber

Temporary Dwelling Legislation Becomes Law

Cities may opt out of permitting temporary family dwellings, but they must pass an ordinance to do so.

(Published May 16, 2016)

A bill creating a new process for local governments to permit certain types of recreational vehicles as temporary family dwellings was signed into law by Gov. Dayton on May 12. Chapter 111 ([Link to: https://www.revisor.mn.gov/laws/?year=2016&type=0&doctype=Chapter&id=111](https://www.revisor.mn.gov/laws/?year=2016&type=0&doctype=Chapter&id=111)) (SF 2555, Sen. John Hoffman ([Link to: http://www.senate.mn/members/member_bio.php?mem_id=1205](http://www.senate.mn/members/member_bio.php?mem_id=1205)), DFL-Champlain, and Rep. Roz Peterson ([Link to: http://www.house.leg.state.mn.us/members/members.asp?id=15442](http://www.house.leg.state.mn.us/members/members.asp?id=15442)), R-Burnsville) previously passed the House floor on a vote of 113-17.

Purpose of the law

The main stated motivation behind the new law is to provide transitional housing for seniors. For example, if a family wanted to keep a close eye on grandma while she recuperates from surgery, they could have grandma stay in a temporary family health care dwelling in the yard or driveway.

The law has a broader effect than that, however, with anyone who needs assistance with two or more “instrumental activities of daily life” for mental or physical reasons eligible to be housed in this manner.

Summary of changes

The League worked extensively with the authors and proponents and with other local government organizations throughout the legislative process to craft a law that is manageable for cities and counties.

Local governments may opt out of this program if they determine that this type of expedited land use permitting for temporary dwellings is not well-suited to their community. Many communities have communicated that property owners in their jurisdiction have adequate access to a permit for this type of use through existing local land use controls and permitting authority.

Cities must pass ordinance to opt out

To be clear, unless a city chooses not to participate in this program by passing an ordinance specifically opting out, the law will require the city to issue permits to qualified applicants starting on Sept. 1, 2016. A permit can be denied for appropriate cause. The law lists the information required and the requirements that may be considered in that decision.

The final act has the following key components:

Creates a new type of permit referred to as a temporary dwelling permit that has a six-month duration, with an option to extend the permit for six months.

Requires that the permit be for a property where the caregiver or relative resides.

Allows modular and manufactured housing (instead of just recreational vehicles) to use this permit process as long as the unit meets all of the listed criteria.

Lists the criteria for the structure and the information required in the permit application.

Addresses sewer safety issues with required backflow valves and advance verification of septic service contracts.

Requires the inclusion of site maps showing where the unit will be placed and notification of adjacent neighbors prior to application.

Requires applications to specify the individual authorized to live in the unit.

Applies the permit approval process found in Minnesota Statutes, section 15.99 ([Link to: https://www.revisor.mn.gov/statutes/?id=15.99](https://www.revisor.mn.gov/statutes/?id=15.99)), but allows the local government unit only 15 days to make a decision on granting the permit (no extension). It waives the public hearing requirement and allows the clock to be restarted if an application is deemed incomplete, as long as the applicant is notified of how the application is incomplete within five days. A 30-day decision is allowed if the regular council meeting occurs only once a month.

Requires unit placement to meet existing stormwater, shoreland, setback, and easement requirements. A permit exempts the units only from accessory unit ordinances and recreational vehicle parking and storage ordinances.

Sets a default permit fee level that may be replaced by a local ordinance.

Allows cities to pass an ordinance opting out of using this new permitting system.

A complete review of the provisions of the new law will be included in the League's *2016 Law Summaries* in June.

Read the current issue of the Cities Bulletin ([Link to: http://www.lmc.org/page/1/cities-bulletin-newsletter.jsp](http://www.lmc.org/page/1/cities-bulletin-newsletter.jsp))

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

calendar month the county has 30 days to issue a permit requested under this section or to deny it. If the county receives a written request that does not contain all required information, the applicable 15-day or 30-day limit starts over only if the county sends written notice within five business days of receipt of the request telling the requester what information is missing. The county cannot extend the period of time to decide.

Subd. 9. Opt-out. A county may by resolution opt-out of the requirements of this section.

Sec. 3. [462.3593] TEMPORARY FAMILY HEALTH CARE DWELLINGS.

Subdivision 1. Definitions. (a) For purposes of this section, the following terms have the meanings given.

(b) "Caregiver" means an individual 18 years of age or older who:

(1) provides care for a mentally or physically impaired person; and

(2) is a relative, legal guardian, or health care agent of the mentally or physically impaired person for whom the individual is caring.

(c) "Instrumental activities of daily living" has the meaning given in section 256B.0659, subdivision 1, paragraph (i).

(d) "Mentally or physically impaired person" means a person who is a resident of this state and who requires assistance with two or more instrumental activities of daily living as certified in writing by a physician, a physician assistant, or an advanced practice registered nurse licensed to practice in this state.

(e) "Relative" means a spouse, parent, grandparent, child, grandchild, sibling, uncle, aunt, nephew, or niece of the mentally or physically impaired person. Relative includes half, step, and in-law relationships.

(f) "Temporary family health care dwelling" means a mobile residential dwelling providing an environment facilitating a caregiver's provision of care for a mentally or physically impaired person that meets the requirements of subdivision 2.

Subd. 2. Temporary family health care dwelling. A temporary family health care dwelling must:

(1) be primarily assembled at a location other than its site of installation;

(2) be no more than 300 gross square feet;

(3) not be attached to a permanent foundation;

(4) be universally designed and meet state-recognized accessibility standards;

(5) provide access to water and electric utilities either by connecting to the utilities that are serving the principal dwelling on the lot or by other comparable means;

(6) have exterior materials that are compatible in composition, appearance, and durability to the exterior materials used in standard residential construction;

(7) have a minimum insulation rating of R-15;

(8) be able to be installed, removed, and transported by a one-ton pickup truck as defined in section 168.002, subdivision 21b, a truck as defined in section 168.002, subdivision 37, or a truck tractor as defined in section 168.002, subdivision 38;

(9) be built to either Minnesota Rules, chapter 1360 or 1361, and contain an Industrialized Buildings Commission seal and data plate or to American National Standards Institute Code 119.2; and

(10) be equipped with a backflow check valve.

Subd. 3. Temporary dwelling permit; application. (a) Unless the municipality has designated temporary family health care dwellings as permitted uses, a temporary family health care dwelling is subject to the provisions in this section. A temporary family

health-care dwelling that meets the requirements of this section cannot be prohibited by a local ordinance that regulates accessory uses or recreational vehicle parking or storage.

(b) The caregiver or relative must apply for a temporary dwelling permit from the municipality. The permit application must be signed by the primary caregiver, the owner of the property on which the temporary family health care dwelling will be located, and the resident of the property if the property owner does not reside on the property, and include:

(1) the name, address, and telephone number of the property owner, the resident of the property if different from the owner, and the primary caregiver responsible for the care of the mentally or physically impaired person; and the name of the mentally or physically impaired person who will live in the temporary family health care dwelling;

(2) proof of the provider network from which the mentally or physically impaired person may receive respite care, primary care, or remote patient monitoring services;

(3) a written certification that the mentally or physically impaired person requires assistance with two or more instrumental activities of daily living signed by a physician, a physician assistant, or an advanced practice registered nurse licensed to practice in this state;

(4) an executed contract for septic service management or other proof of adequate septic service management;

(5) an affidavit that the applicant has provided notice to adjacent property owners and residents of the application for the temporary dwelling permit; and

(6) a general site map to show the location of the temporary family health care dwelling and other structures on the lot.

(c) The temporary family health care dwelling must be located on property where the caregiver or relative resides. A temporary family health care dwelling must comply with all setback requirements that apply to the primary structure and with any maximum floor area ratio limitations that may apply to the primary structure. The temporary family health care dwelling must be located on the lot so that septic services and emergency vehicles can gain access to the temporary family health care dwelling in a safe and timely manner.

(d) A temporary family health care dwelling is limited to one occupant who is a mentally or physically impaired person. The person must be identified in the application. Only one temporary family health care dwelling is allowed on a lot.

(e) Unless otherwise provided, a temporary family health care dwelling installed under this section must comply with all applicable state law, local ordinances, and charter provisions.

Subd. 4. **Initial permit term; renewal.** The initial temporary dwelling permit is valid for six months. The applicant may renew the permit once for an additional six months.

Subd. 5. **Inspection.** The municipality may require that the permit holder provide evidence of compliance with this section as long as the temporary family health care dwelling remains on the property. The municipality may inspect the temporary family health care dwelling at reasonable times convenient to the caregiver to determine if the temporary family health care dwelling is occupied and meets the requirements of this section.

Subd. 6. **Revocation of permit.** The municipality may revoke the temporary dwelling permit if the permit holder violates any requirement of this section. If the municipality revokes a permit, the permit holder has 60 days from the date of revocation to remove the temporary family health care dwelling.

Subd. 7. **Fee.** Unless otherwise provided by ordinance, the municipality may

charge a fee of up to \$100 for the initial permit and up to \$50 for a renewal of the permit.

Subd. 8. No public hearing required; application of section 15.99. (a) Due to the time-sensitive nature of issuing a temporary dwelling permit for a temporary family health care dwelling, the municipality does not have to hold a public hearing on the application.

(b) The procedures governing the time limit for deciding an application for the temporary dwelling permit under this section are governed by section 15.99, except as provided in this section. The municipality has 15 days to issue a permit requested under this section or to deny it, except that if the statutory or home rule charter city holds regular meetings only once per calendar month the statutory or home rule charter city has 30 days to issue a permit requested under this section or to deny it. If the municipality receives a written request that does not contain all required information, the applicable 15-day or 30-day limit starts over only if the municipality sends written notice within five business days of receipt of the request telling the requester what information is missing. The municipality cannot extend the period of time to decide.

Subd. 9. Opt-out. A municipality may by ordinance opt-out of the requirements of this section.

Sec. 4. EFFECTIVE DATE. This act is effective September 1, 2016, and applies to temporary dwelling permit applications made under this act on or after that date.

Presented to the governor May 12, 2016

Signed by the governor May 12, 2016, 1:27 p.m.

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