

**MANTORVILLE CITY COUNCIL MEETING AGENDA**  
**MONDAY, MAY 23, 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 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
5. Public Concerns
6. Public Hearing - none
7. Old Business/New Business
  - a) Approval of KM Girls Softball Association Raffle Permit
  - b) Recertification of Cancelled Assessments – RESOLUTION 2016-06
  - c) City Zoning Code – Continued Discussion on Transitional District
  - d) City Zoning Code – Section 150.025
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, MAY 9, 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, Don Hofstad and Will Lambert.

Others Present: Gretta Becay, Deputy Scott Prins, and Cami Reber.

2. **Pledge of Allegiance** - Done

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

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

- a) City Council Meeting Minute's April 19, 2016 and April 25, 2016
- b) Warrant List May 9, 2016
- c) Dodge County Board of Commissioners Meeting Notice
- d) Dodge County Sheriff Call Report for Mantorville April 2016
- e) Notice of Pay Equity Compliance

Motion passed unanimously.

5. **Public Concerns** - none

6. **Public Hearing** - none

7. **Old Business/New Business**

- a) **Stussy RV Park Rules and Reservation Policy Update**

Motion made by Member Blair, second by Member Lambert to approve the update to the Stussy RV Park Rules and Reservation Policy. Motion passed unanimously.

- b) **Concept Development Plan and Water Infrastructure Improvements**

The City Council discussed the concept plan for a possible development on the NE side of the City. As part of the development, the City would need to upgrade its water infrastructure in order to accommodate the development. The City Council agrees with the concept and a consensus of members agree that the City will make the needed water improvements if the plan moves forward.

- c) **Approval of Connection to Kasson Plans/Approve Advertisement for Bids**

Motion made by Member Blair, second by Member Hofstad to approve the Connection to Kasson Plans and Specifications and authorize the City Engineer to go out for bid. Motion passed unanimously. Bids are due and opening will take at 11:00 am on Friday, June 3, 2016.

Mayor Bradford called for a special meeting to be held on June 6, 2016 at 6:30 pm in order to review the bids and award the project.

- d) **Citizen Complaint Policy**

The City Council reviewed and discussed the draft complaint policy. Member Blair noted that wording should be added to the effect of..."kept confidential unless the City is legally compelled to do so". Motion made by Member Hofstad, second by Member Lambert to accept the Citizen Complaint Policy with the amendment as noted by Member Blair above. Motion passed unanimously.

8. **TBD**

- a) **Public Works Report** – Cami reported that the wood chips have been placed in Riverside Park, Brush Clean-up is this week and Hydrant Flushing is next week. Scott passed his WW test and it is being sent in for certification.
- b) **City Clerk Report** – Cami reported on 5<sup>th</sup> Street Plans at next meeting, Habitat Home Building Permit has been issued, ZWP Plans should be coming to Council soon, and discuss the LBAE meeting. Cami asked the Council if they want to turn over the meeting to the County. Council Members discussed it. Cami noted that they have until the end of the year to decide. Cami on vacation August 2 – 8.
- c) **Consultant Report** - none
- d) **Committee Report**
  - Chamber – Member Hofstad reported on discussion of a Circus coming to town.
  - EDA – Mayor Bradford reported that the EDA is working on the next steps of the Logo and continues working on the SCD event.
  - Fire Department – Chief JJ Williams reported on the big training burn of a house and how successful and valuable it was. He and some others attended the Indianapolis Fire Trade Show, June 25 is Celebrity Bartender Event at the Saloon during SCD. Rog Nolte is working on another grant for gear and the 911 exhibit was spoken on.
  - Park Board – approved a mini library request at Riverside Park as part of a 7<sup>th</sup> grade passion project and discussion on the dugouts project at Mantor Field.
- e) **Council Member Report** - none
- f) **Mayor Report** – none

9. **Executive Session** - none

10. **Adjourn** – Motion made by Member Hofstad, second by Member Blair to adjourn the meeting at 7:15 pm. Motion passed unanimously.

## \*Check Summary Register©

May 2016

Name	Check Date	Check Amt	
<b>10100 Citizens State Bank</b>			
UnPaid	AFLAC	\$34.68	EMPLOYEE PAID SUPPLEMENTAL INSURA
UnPaid	CLEARWATER RECREATION	\$4,420.00	WOOD CHIPS FOR RIVERSIDE PARK
UnPaid	CULLIGAN	\$16.00	BOTTLED WATER
UnPaid	DELTA DENTAL OF MN	\$269.80	EMPLOYEE DENTAL
UnPaid	DODGE MEDIA, INC	\$212.20	PUBLIC NOTICE-SUMMARY ORDINANCE P
UnPaid	HERO, JORSTAD & JACOBSEN,	\$50.00	APRIL 2016 PROSECUTION LEGAL FEES
UnPaid	LINCOLN NATIONAL LIFE INSUR	\$302.66	EMPLOYEE PAID LIFE INSURANCE
UnPaid	MAXSON ELECTRIC	\$258.60	REPLACE REC AND FUSES AT RIVERSIDE
UnPaid	MENARDS - NORTH ROCHESTE	\$113.57	REPLACEMENT MAILBOX POST
UnPaid	MN DEPT OF TRANSPORTATION	\$3,696.84	PAYMENT FOR CONDUIT FOR FUTURE LIG
UnPaid	MN SECRETRY OF STATE	\$50.00	TRADEMARK CERTIFICATION FOR NEW LO
UnPaid	ATTN: FISCAL SERVICES - 6TH F	\$45.00	WW COLLECTION CERTIFICATE FEE
UnPaid	NOLTE, ROGER	\$12.00	REIMBURSEMENT FOR MSFDA FEE
UnPaid	ON SITE SANITATION	\$53.73	PORT A POTTY AT RV PARK
UnPaid	PITNEY BOWES GLOBAL	\$186.00	LEASING CHARGES 4/30/16 - 7/30/16
UnPaid	REBER CAMILLE	\$500.00	EMPLOYEE DEDUCTIBLE REIMBURSEMEN
UnPaid	RITWAY BUSINESS FORMS	\$156.43	LASER DISCONNECT NOTICES
UnPaid	SE MN EMS	\$400.00	CONSORTIUM MEMBERSHIP
UnPaid	SL CONTRACTING, INC	\$1,800.00	STREET SWEEPING
UnPaid	SUMMIT SUPPLY CORP OF COL	\$92.80	CHALKER FOR BALL FIELDS
UnPaid	USA BLUE BOOK	\$188.81	POWDER PILLOWS TO TEST CHLORINE
UnPaid	WHKS & COMPANY	\$16,680.58	ENGINEERING FEES MARCH-APRIL 2016
UnPaid	WINFIELD SOLUTIONS LLC	\$374.40	FERTILIZER FOR PARKS
<b>Total Checks</b>		<b>\$29,914.10</b>	

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Payments

Current Period: May 2016

Batch Name	WAR 05 23 16	User Dollar Amt	\$30,783.82		
Payments		Computer Dollar Amt	\$30,783.82		
			\$0.00	In Balance	
Refer	0 USA BLUE BOOK				
Cash Payment	E 601-49400-216 Chemicals and Chem Pr	POWDER PILLOWS TO TEST CHLORINE		\$99.02	
Invoice	933037 5/23/2016				
Cash Payment	E 601-49400-216 Chemicals and Chem Pr	HACH FLUORIDE TESTING SUPPLIES		\$89.79	
Invoice	933037 5/23/2016				
Transaction Date	5/9/2016	Citizens State Bank 10100		Total	\$188.81
Refer	0 NOLTE, ROGER				
Cash Payment	E 101-42200-208 Training, Mileage	REIMBURSEMENT FOR MSFDA FEE		\$12.00	
Invoice	1015 5/23/2016				
Transaction Date	5/9/2016	Citizens State Bank 10100		Total	\$12.00
Refer	0 WINFIELD SOLUTIONS LLC				
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	FERTILIZER FOR PARKS		\$374.40	
Invoice	60792290 5/23/2016				
Transaction Date	5/9/2016	Citizens State Bank 10100		Total	\$374.40
Refer	0 MPCA CERTIFICATION & TRAININ				
Cash Payment	E 602-49450-208 Training, Mileage	WW COLLECTION CERTIFICATE FEE		\$45.00	
Invoice	MAY 2016 5/23/2016				
Transaction Date	5/9/2016	Citizens State Bank 10100		Total	\$45.00
Refer	0 RITEWAY BUSINESS FORMS				
Cash Payment	E 602-49450-200 Supplies	LASER DISCONNECT NOTICES		\$78.22	
Invoice	16-31572 5/23/2016				
Cash Payment	E 601-49400-200 Supplies	LASER DISCONNECT NOTICES		\$78.21	
Invoice	16-31572 5/23/2016				
Transaction Date	5/9/2016	Citizens State Bank 10100		Total	\$156.43
Refer	0 MAXSON ELECTRIC				
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	REPLACE REC AND FUSES AT RIVERSIDE PARK AT BASKETBALL COURT		\$258.60	
Invoice	5432 5/23/2016				
Transaction Date	5/9/2016	Citizens State Bank 10100		Total	\$258.60
Refer	0 CULLIGAN				
Cash Payment	E 101-41940-200 Supplies	BOTTLED WATER		\$8.00	
Invoice	144126 5/23/2016				
Cash Payment	E 101-43100-200 Supplies	BOTTLED WATER		\$8.00	
Invoice	144126 5/23/2016				
Transaction Date	5/9/2016	Citizens State Bank 10100		Total	\$16.00
Refer	0 CLEARWATER RECREATION				
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	WOOD CHIPS FOR RIVERSIDE PARK		\$4,420.00	
Invoice	40416 5/23/2016				
Transaction Date	5/9/2016	Citizens State Bank 10100		Total	\$4,420.00
Refer	0 MN DEPT OF TRANSPORTATION				
Cash Payment	E 101-43160-381 Electric Utilities	PAYMENT FOR CONDUIT FOR FUTURE LIGHTING SYSTEM ON HWY 57		\$3,696.84	
Invoice	342156 5/23/2016				
Transaction Date	5/9/2016	Citizens State Bank 10100		Total	\$3,696.84

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Payments

Current Period: May 2016

Refer	0	SL CONTRACTING, INC	-				
Cash Payment	E 101-43100-570	Capital Outlay	STREET SWEEPING			\$1,800.00	
Invoice	3369	5/23/2016					
Transaction Date	5/13/2016		Citizens State Bank	10100		Total	\$1,800.00
Refer	0	REBER CAMILLE	-				
Cash Payment	E 101-41940-136	Employee Deductable All	EMPLOYEE DEDUCTIBLE REIMBURSEMENT PER PERSONNEL POLICY			\$500.00	
Invoice	MAY 2016	5/23/2016					
Transaction Date	5/13/2016		Citizens State Bank	10100		Total	\$500.00
Refer	0	PITNEY BOWES INC	-				
Cash Payment	E 101-41500-322	Postage	LEASING CHARGES 4/30/16 - 7/30/16			\$186.00	
Invoice	3100141477	5/23/2016					
Transaction Date	5/13/2016		Citizens State Bank	10100		Total	\$186.00
Refer	0	HERO, JORSTAD & JACOBSEN, P.	-				
Cash Payment	E 101-41600-304	Legal Fees	APRIL 2016 PROSECUTION LEGAL FEES			\$50.00	
Invoice	1499	5/23/2016					
Transaction Date	5/13/2016		Citizens State Bank	10100		Total	\$50.00
Refer	0	DODGE MEDIA, INC	-				
Cash Payment	E 101-41110-352	Publishing	PUBLIC NOTICE-SUMMARY ORDINANCE PUBLISH			\$62.86	
Invoice	MAY 2016	5/23/2016					
Cash Payment	E 601-49400-430	Miscellaneous	HYDRANT FLUSH AD			\$77.50	
Invoice	MAY 2016	5/23/2016					
Cash Payment	E 101-41110-352	Publishing	PUBLIC NOTICE LBAE MEETING			\$71.84	
Invoice	MAY 2016	5/23/2016					
Transaction Date	5/13/2016		Citizens State Bank	10100		Total	\$212.20
Refer	0	AFLAC	-				
Cash Payment	G 101-21710	AFLAC	EMPLOYEE PAID SUPPLEMENTAL INSURANCE			\$34.68	
Invoice	198689	5/23/2016					
Transaction Date	5/17/2016		Citizens State Bank	10100		Total	\$34.68
Refer	0	MN PERA	-				
Cash Payment	G 101-21704	PERA	EMPLOYEE RETIREMENT PR-10			\$869.72	
Invoice	2016-PR10	5/23/2016					
Transaction Date	5/17/2016		Citizens State Bank	10100		Total	\$869.72
Refer	0	MN SECRETRY OF STATE	-				
Cash Payment	E 101-41500-437	Other Miscellaneous	TRADEMARK CERTIFICATION FOR NEW LOGO			\$50.00	
Invoice	MAY 2016	5/23/2016					
Transaction Date	5/17/2016		Citizens State Bank	10100		Total	\$50.00
Refer	0	ON SITE SANITATION	-				
Cash Payment	E 603-45183-410	Rentals	PORT A POTTY AT RV PARK			\$17.91	
Invoice	APRIL 2016	5/23/2016					
Cash Payment	E 101-45200-410	Rentals	PORT A POTTY AT DENNISON			\$17.91	
Invoice	APRIL 2016	5/23/2016					
Cash Payment	E 101-45200-410	Rentals	PORT A POTTY AT MANTOR FIELD			\$17.91	
Invoice	APRIL 2016	5/23/2016					
Transaction Date	5/17/2016		Citizens State Bank	10100		Total	\$53.73

Payments

Current Period: May 2016

Refer	0 DELTA DENTAL				
Cash Payment	G 101-21708 Dental Insurance	EMPLOYEE DENTAL			\$269.80
Invoice	6499952	5/23/2016			
Transaction Date	5/18/2016	Citizens State Bank	10100	Total	\$269.80
Refer	0 MENARDS - NORTH ROCHESTER				
Cash Payment	E 101-43125-404 Repairs/Maint Machinery	REPLACEMENT MAILBOX POST			\$21.97
Invoice	65922	5/23/2016			
Cash Payment	E 101-45200-200 Supplies	WHITE STRIPING PAINT FOR BALL FIELDS			\$19.98
Invoice	65922	5/23/2016			
Cash Payment	E 101-45200-200 Supplies	2 TRASH CANS FOR RIVERSIDE, 2 TRASH CANS FOR DOG PARK AND BAGS			\$71.62
Invoice	65922	5/23/2016			
Transaction Date	5/18/2016	Citizens State Bank	10100	Total	\$113.57
Refer	0 SE MN EMS				
Cash Payment	E 101-42200-311 First Responder Train/Eq	CONSORTIUM MEMBERSHIP			\$400.00
Invoice	11631	5/23/2016			
Transaction Date	5/18/2016	Citizens State Bank	10100	Total	\$400.00
Refer	0 SUMMIT SUPPLY CORP OF COLO				
Cash Payment	E 101-45200-200 Supplies	CHALKER FOR BALL FIELDS			\$92.80
Invoice	78327	5/23/2016			
Transaction Date	5/18/2016	Citizens State Bank	10100	Total	\$92.80
Refer	0 WHKS & COMPANY				
Cash Payment	E 602-49450-303 Engineering Fees	ENGINEERING FEES MARCH-APRIL 2016			\$12,254.88
Invoice	34940	5/23/2016			
Cash Payment	E 401-41000-570 Capital Outlay	ENGINEERING FEES MARCH-APRIL 2016			\$1,205.60
Invoice	34948	5/23/2016			
Cash Payment	E 602-49450-300 Professional Svcs (GEN	MANTORVILLE WWTP OPERATIONS PER CONTRACT MARCH-APRIL 2016			\$3,085.70
Invoice	34947	5/23/2016			
Cash Payment	E 101-41950-303 Engineering Fees	GENERAL ENGINEERING THRU APRIL 2016			\$134.40
Invoice	34943	5/23/2016			
Transaction Date	5/19/2016	Citizens State Bank	10100	Total	\$16,680.58
Refer	0 LINCOLN NATIONAL LIFE INSURA				
Cash Payment	G 101-21711 Life Insurance Payable	EMPLOYEE PAID LIFE INSURANCE			\$302.66
Invoice	MARCH/APR 201	5/23/2016			
Transaction Date	5/19/2016	Citizens State Bank	10100	Total	\$302.66

Fund Summary

	10100 Citizens State Bank
101 GENERAL FUND	\$13,751.99
401 GENERAL CAPITAL PROJECTS	\$1,205.60
601 WATER FUND	\$344.52
602 SEWER FUND	\$15,463.80
603 RV PARK	\$17.91
	<u>\$30,783.82</u>

Pre-Written Checks	\$869.72
Checks to be Generated by the Computer	\$29,914.10
Total	<u>\$30,783.82</u>





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

**DODGE COUNTY BOARD OF COMMISSIONERS MEETING**

MAY 24, 2016 – 5:00 P.M.

ALL TIMES LISTED ARE APPROXIMATE AND MAY BE DISCUSSED AT ANY TIME UNLESS IT IS A SCHEDULED PUBLIC HEARING.		
<b>ITEM</b>	<b>5:00 P.M.</b>	<b>STEVEN GRAY, Chair</b> <b>CONVENE COUNTY BOARD MEETING</b> <b>PLEDGE OF ALLEGIANCE</b> <b>DETERMINE QUORUM</b> <b>ESTABLISH AGENDA</b> <b>NEW EMPLOYEE INTRODUCTIONS</b>
1.0 1.1	-	<b>CONSENT AGENDA</b> <input type="checkbox"/> No Consent Agenda Items This Week
<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	<b>5:05 P.M.</b> 5 Minutes	<b>LISA HAGER, Employee Relations Director</b> <input type="checkbox"/> Personnel Agenda
3.0 3.1 3.2	<b>5:10 P.M.</b> 15 Minutes 40 Minutes	<b>GARY WEIERS, David Drown Associates</b> <input type="checkbox"/> HRIS Update <input type="checkbox"/> County Administrator Finalist Selection & Interview Process
4.0 4.1	<b>6:05 P.M.</b> 5 Minutes	<b>ROSE CULBERTSON, Taxpayer Services Director</b> <input type="checkbox"/> Review and Approve Bills
5.0 5.1	<b>6:10 P.M.</b> 15 Minutes	<b>JOHN MCNAMARA, Wold Architects</b> <input type="checkbox"/> Change Order 7 and Update
6.0	<b>6:25 P.M.</b> 5 Minutes	<b>BREAK</b>
7.0 7.1	<b>6:30 P.M.</b> 5 Minutes	<b>GUY KOHLHOFER, County Engineer</b> <input type="checkbox"/> Set Date for County Road Tour
8.0 8.1 8.2	<b>6:35 P.M.</b> 5 Minutes 5 Minutes	<b>MARK GAMM, Environmental Services Director</b> <input type="checkbox"/> Solid Waste Ordinance <input type="checkbox"/> Easement to MPCA for Monitoring Well
9.0 9.1	<b>6:45 P.M.</b> 5 Minutes	<b>PAUL KILTINEN, County Attorney</b> <input type="checkbox"/> Legal Update

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

**DODGE COUNTY BOARD OF COMMISSIONERS MEETING**

MAY 24, 2016 – 6:50 P.M.

10.0	6:50 P.M.	JANE HARDWICK, MN Prairie County Alliance Executive Director
10.1	30 Minutes	<input type="checkbox"/> MN Prairie Quarterly Update
11.0	7:20 P.M.	STEVEN GRAY, Administration Committee
11.1	25 Minutes	<input type="checkbox"/> Administration Committee Report <ul style="list-style-type: none"> <li>• Minutes of the May 10, 2016 Committee of the Whole (Action)</li> <li>• Minutes of the May 10, 2016 Meeting (Action)</li> <li>• Request to Appoint SELCO Representative <ul style="list-style-type: none"> <li>• <input type="checkbox"/> County Commissioner Reports</li> <li>• <input type="checkbox"/> County Administrator Update</li> <li>• <input type="checkbox"/> Other Deferred Business</li> </ul> </li> </ul>
12.0	6:40 P.M.	ADJOURN

<i>Coming up in Dodge County:</i>
<i>May 20, 2016 – Habitat for Humanity Picnic Fundraiser, 5:00 P.M., Thrivent Office, Kasson, MN.</i>
<i>May 23, 2016 – Tax-Forfeited Land Auction – 9:00 A.M., Government Services Building, Mantorville, MN.</i>
<i>May 26, 2016 – Ice Arena Committee Meeting, 5:30 P.M., Kasson City Hall, Kasson, MN.</i>
<i>May 30, 2016 – County offices closed to observe Memorial Day.</i>
<i>June 1, 2016 – Planning Commission Meeting, 7:00 P.M., Government Services Building, Mantorville, MN.</i>
<i>June 2, 2016 – GIS Quarterly Meeting, 9:00 A.M., Government Services Building, Mantorville, MN.</i>
<i>June 6, 2016 – AMC District 9 Spring Meeting, Four Seasons Community Center, Caledonia, MN.</i>
<i>June 14, 2016 – CB&amp;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>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>

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

# DODGE COUNTY ASSESSOR'S OFFICE

Ryan DeCook, SAMA  
County Assessor  
721 Main St N, Dept 107  
Mantorville, MN 55955-2207



Kim Mills  
Matt Naatz, AMA  
Mike Stupka, SAMA  
Wendy Iverson, CMA

Phone: (507) 635-6245

Fax: (507) 635-6265

Toll-Free: (888) 600-5169

May 5, 2016

CITY OF MANTORVILLE  
CAMILLE REBER, ADMINISTRATOR  
P O BOX 188  
MANTORVILLE, MN 55955

RE: 2016 Local Board of Appeal & Equalization

Dear Cami,

The 2016 Local Board of Appeal & Equalization was held on May 2, 2016 at the Mantorville City Hall. No one appeared to dispute their value or classification.

If you have any questions or concerns, please call our office at 635-6245 or call toll free at (888) 600-5169 and ask for the Assessor's Office.

Thank you for your support.

Sincerely,

Ryan DeCook, SAMA  
Dodge County Assessor

May 2016

Cami Reber  
City of Mantorville  
21 5th St E  
PO Box 188  
Mantorville, MN 55955

Dear Ms. Reber and City Council:

A vibrant rural Minnesota requires profitable businesses and an opportunity for new businesses to grow. It also requires support for our youngest children, allowing them to enter kindergarten ready to learn and succeed. And finally, it relies on communities being able to access support for innovative initiatives. Thanks to your support Southern Minnesota Initiative Foundation (SMIF) is able to focus on these priorities.

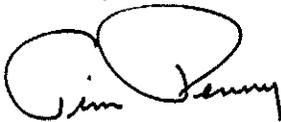
**Below are a few highlights SMIF donors have made possible in Dodge County!**

- Clean Plus Inc., located in West Concord, has received multiple loans and equity as well as one-on-one technical assistance from SMIF since 1994. The company continues to grow and now employs 12 people.
- Kasson-Mantorville Early Childhood Initiative started in 2012 and in the past four years, SMIF has provided technical assistance as well as \$74,000 in early childhood resources to support this effort. One success is the annual Early Childhood 5K Fun Run, Walk, Stroll event.
- The Center Clinic, located in Dodge Center, is the recipient of SMIF programming support. In the last two years, an AmeriCorps LEAP member helped the most at-risk youth, hundreds of books were donated through our literacy partnerships and a Paint the Town grant supported a community mural project.

I know my contributions to SMIF are changing lives. See the enclosed factsheet for more examples of how our investments are making a difference.

Our investments stay local, and deliver results for our neighbors, communities and region. I look forward to continuing my support of SMIF as we embark on the next 30 years. I hope you will join us in 2017!

Sincerely,



Tim Penny  
President & CEO

# Dodge County Investments

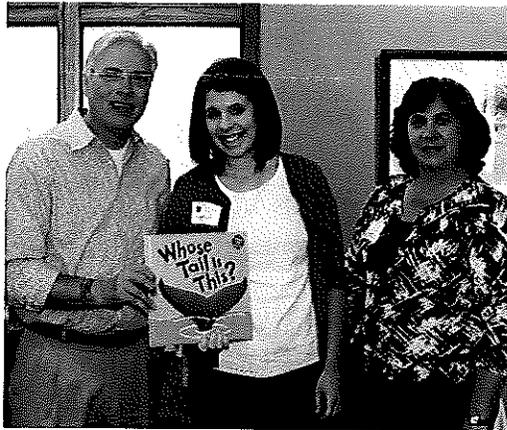


*Celebrating 30 years of community investments*

## \$1,670,786

32 LOANS  
\$1,395,809

60 GRANTS  
\$274,977



SMIF AmeriCorps LEAP member Leigh Nerka (middle) helped The Center Clinic in Dodge Center secure a Book-Start grant through SMIF's partnership with Capstone. The Center Clinic received 200 books—100 of them in Spanish—to encourage reading for kids and families utilizing the clinic, which serves underserved and underinsured Dodge County residents. Nerka also supported kids and teachers at the Triton preschool.

## Economic Development Support

*More businesses—more jobs*

New Leaf Transport, Kasson, 2015  
Total Farming Technologies, Mantorville, 2015  
Little Stars Childcare, Kasson, 2014  
\*Clean Plus, Inc., West Concord, 1994-2014  
Kasson-Mantorville Nursery Group, Kasson, 2006  
Prairie Stone Coffee & Juice LLC, Kasson, 2006  
Foam Pro Insulation, Hayfield, 2004  
Woods Metal Works, Inc., Kasson, 1993, 1994  
Tri-Star Manufacturing, Inc., Kasson, 1992  
Hiawathaland Tool, Inc., Kasson, 1992  
RDM of MN, Dodge Center, 1989  
\*Equity Investment/Seed Fund

Southern Minnesota Initiative Foundation in partnership with CEDA and DEED hold the Comprehensive Economic Development Strategy for Region 10, allowing these counties to apply for Economic Development Administration funding at the Federal level.

## Community Support

*More vibrant communities*

### Community Growth Initiative

City of Dodge Center, Regional Community Growth Initiative, 2014

### One Big Thing Grant

SE MN Together, 2015

## Early Childhood Support

*More children ready to learn*

A Chance to Grow, "Southern MN Pre-K Alliance," K-M Schools, 2013  
Kasson-Mantorville Home Visiting, 2012

### AmeriCorps LEAP Sites (Partner—ServeMN)/Reading Rocks (Partner—ABDO Publishing):

The Center Clinic/Triton Public Schools, Dodge Center, 2014, 2015

### Literacy Programs

(Partners—ABDO Publishing, Capstone Publishing, Scholastic):

Triton Public Schools, Dodge Center, 2013, 2015, 2016  
Kasson Mantorville Community Education, 2014, 2015  
The Center Clinic, Dodge Center, 2013, 2015  
Hayfield Schools, 2012-2014  
Kasson Mantorville Schools, 2013, 2014  
Triton Community Education, Dodge Center, 2014

### Early Childhood Initiative Community

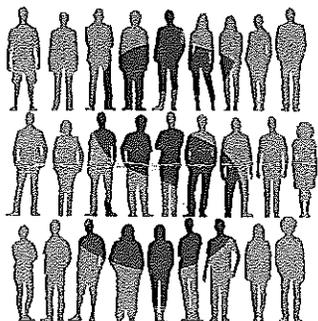
Kasson-Mantorville ECI (as of 2012)

# 30

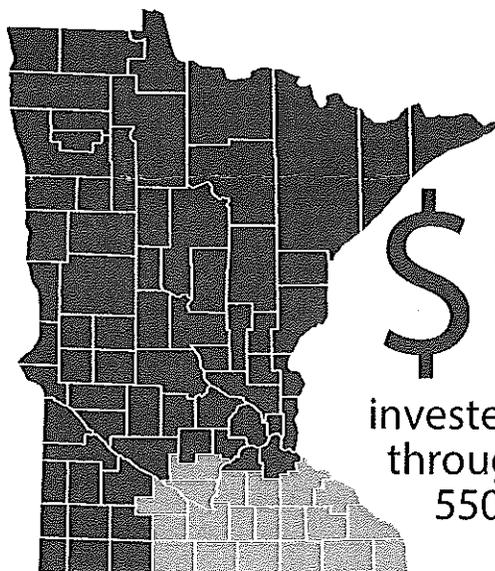
YEARS OF COMMUNITY INVESTMENTS

Southern Minnesota INITIATIVE FOUNDATION

We envision southern Minnesota as a prosperous and growing region with vibrant communities, innovative and successful businesses, and a skilled and valued workforce. To achieve this vision, Southern Minnesota Initiative Foundation promotes regional economic opportunities and collaborations with a focus on entrepreneurs and early childhood development.



1,200+ donors contributing \$42M



# \$97M

invested in 20 counties through 3,200 grants and 550 loans

For every local donation of

# \$1 = \$10

is invested back into southern Minnesota communities\*

*\*Includes grants & loans*

# 7,200

Jobs Created & Retained



By Southern Minnesota Initiative Foundation business loans & equity investments

# 130

Communities Empowered To Take Action



Includes community-based groups organized by SMIF, such as Early Childhood Initiatives, Community Growth Initiatives, & Community Funds

# 100,000

Kids & Families Supported



For programs tracked, such as AmeriCorps, early literacy, adult & care giver trainings

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:
• conducts lawful gambling on five or fewer days, and
• awards less than \$50,000 in prizes during a calendar year.
If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)
Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150.
Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Kasson Mantorville Girls Softball Ass. Previous Gambling Permit Number:
Minnesota Tax ID Number, if any: Federal Employer ID Number (FEIN), if any:
Mailing Address:
City: Kasson State: MN Zip: 55944 County: Dodge
Name of Chief Executive Officer (CEO): Ryan Head Board President
Daytime Phone: 507-269-3993 Email:

NONPROFIT STATUS

Type of Nonprofit Organization (check one):
\_\_\_ Fraternal \_\_\_ Religious \_\_\_ Veterans X Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

- (DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)
A current calendar year Certificate of Good Standing
Don't have a copy? Obtain this certificate from: MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100 St. Paul, MN 55103
Secretary of State website, phone numbers: www.sos.state.mn.us 651-296-2803, or toll free 1-877-551-6767
IRS income tax exemption (501(c)) letter in your organization's name
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place):
Address (do not use P.O. box): 4th St + Norton Main St
City or Township: Mantorville Zip: 55965 County: Dodge
Date(s) of activity (for raffles, indicate the date of the drawing): Raffle, August 7th 2016
Check each type of gambling activity that your organization will conduct:
\_\_\_ Bingo\* \_\_\_ Paddlewheels\* \_\_\_ Pull-Tabs\* \_\_\_ Tipboards\*
X Raffle (total value of raffle prizes awarded for the calendar year: \$ 8,999)

\* Gambling equipment for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on Distributors under List of Licensees, or call 651-539-1900.

**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)**

**CITY APPROVAL  
for a gambling premises  
located within city limits**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

The application is denied.

Print City Name: \_\_\_\_\_

Signature of City Personnel: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**The city or county must sign before submitting application to the Gambling Control Board.**

**COUNTY APPROVAL  
for a gambling premises  
located in a township**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

The application is denied.

Print County Name: \_\_\_\_\_

Signature of County Personnel: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**TOWNSHIP (if required by the county)**  
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

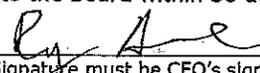
Print Township Name: \_\_\_\_\_

Signature of Township Officer: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)**

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature:  Date: \_\_\_\_\_  
(Signature must be CEO's signature; designee may not sign)

Print Name: \_\_\_\_\_

**REQUIREMENTS**

**Complete a separate application for:**

- all gambling conducted on two or more consecutive days, or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

**Financial report to be completed within 30 days after the gambling activity is done:**  
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

**MAIL APPLICATION AND ATTACHMENTS**

**Mail application with:**

- a copy of your proof of nonprofit status, and
- application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

**To:** Minnesota Gambling Control Board  
1711 West County Road B, Suite 300 South  
Roseville, MN 55113

**Questions?**  
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

# Memo

**To:** Mantorville Mayor and City Council  
**From:** Cami Reber  
**Date:** May 19, 2016  
**Re:** Recertify Outstanding Charges

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In 2011 and 2012, the City certified some outstanding charges to a parcel of land for collection with the property taxes. This parcel of land went into tax forfeiture and is being sold at a public auction. Last year the City Council approved this per Resolution 2015-31.

When a parcel of land goes into tax forfeiture, any outstanding taxes and assessments owed on that parcel are cancelled. The money from the sale of the land is distributed between County, City and School District. The City of Mantorville will receive 20% of the sale price of the parcel, if it is sold. The sale price is currently set at \$14,700.

The unpaid balance of the outstanding charges is \$6,435. The City Council may choose to recertify the unpaid balance of the charges by passing a resolution authorizing the certification. The new property owner would then be responsible for paying off the charges.

If the City Council chooses to recertify the past assessment, they should pass the attached resolution and direct staff to deliver to the Dodge County Auditor for certification against the property.

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.

NOW THEREFORE BE IT RESOLVED, by the Mantorville City Council, that the outstanding balance of City assessments placed on Parcel ID# 25.100.3461 in the amount of \$6,435 will be recertified to the Dodge County Auditor for collection with property taxes.

Passed by the Mantorville City Council this 23<sup>rd</sup> day of May, 2016.

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Mayor Chuck Bradford

Attest:

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City Clerk Treasurer, Camille C. Reber

**RESOLUTION 2015-31**

**A RESOLUTION APPROVING PUBLIC AUCTION FOR CERTAIN  
TAX FORFEITED LANDS IN THE CITY OF MANTORVILLE  
PID NO. 25.100.3461**

**WHEREAS**, Dodge County is seeking the City's input as to the disposition of the above tax forfeited property and how each should be released or conveyed; and

**WHEREAS**, at its December 14, 2015 meeting, the City Council reviewed Dodge County Tax Forfeit List and voted to recommend as follows:

1. The City Council recommends that parcel 25.100.3461 be sold at public auction by the County or auction to adjacent owners.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Mantorville, Minnesota, regarding the classification and release of the parcel on the Dodge County list of tax forfeited properties as follows:

1. With regard to parcel 25.100.3461, the City requests that the land be sold at public auction by the County or auction to adjacent owners.

Resolution adopted this 14<sup>th</sup> day of December, 2015.

  
Mayor Chuck Bradford

ATTEST:

  
City Clerk Treasurer Camille C. Reber

## Notice of Public Sale of Tax-Forfeited Lands

NOTICE IS HEREBY GIVEN That the parcels of land described on the following terms of sale which contained herein shall be sold to the highest bidder at public sale. The sale will be governed by the provisions of M.S. 282.01 and by terms of sale established by the Dodge County Board of Commissioners. The terms of the sale read as follows:

### Terms of the sale of Tax-Forfeited Land in Dodge County

**Date of Sale:** Monday May 23, 2016.

**Times:** 9:00 am

**Location:** Commissioner Board Room, Government Services Building

**Public Sale:** Basic Sale Price

All parcels are offered at public auction and sold to the highest bidder. The minimum bid acceptable is the basic sale price which is shown on the list of tax-forfeited lands. The basic sale price may or may not be equal to the appraised value.

#### **Extra Fees and Costs:**

The following fees will be collected in addition to the basic sale price at the time of sale: recording fee of \$46.00, state deed fee of \$25.00, state deed tax of \$.0033 of the sale price (minimum fee \$1.65), and real estate assurance fee of three percent of the total sale price.

#### **Payment Terms:**

Full settlement required at sale by cash or check. An Estimator can be found at [www.co.dodge.mn.us](http://www.co.dodge.mn.us) – Department Tab/Finance.

#### **Special Assessments:**

The balance of any special assessments which were levied before forfeiture and canceled at forfeiture and which exceed the amount of the basic sale price may be reassessed by the municipality. These assessments are shown on the list of tax forfeited land in the column titled "Special Assessment".

Any special assessments which were levied after forfeiture and certified to the county auditor have been added to the appraised value and must be paid by the purchaser as part of the basic sale price.

**Conditions:** Restrictions on the Use of the Properties.

Sales are subject to the following restriction on the use of the properties,

1. existing leases,
2. easements obtained by a governmental subdivision or state agency for a public purpose,
3. building codes and zoning laws,
4. all sales are final with no refunds or exchanges allowed,
5. the appraised value does not represent a basis for future taxes, and
6. Dodge County and the State of Minnesota is not liable for any irregularities or pre-existing conditions found on the property after the described parcel of land, absolutely.

**Private Sales:** Parcels not sold at public auction.

Any parcel not sold at a public sale may be purchased after the public sale by paying the basic sale price. The basic sale price cannot be changed until the parcel is re-appraised, republished and again offered at a later sale.

**Title:** Proof of Ownership.

The buyer will receive a receipt at the time of the sale. The Department of Revenue will issue a state deed after the full payment is made.

If you have any questions concerning the public sale of tax forfeited land, contact the Dodge County Finance office at 507-635-6239. More property and sales details may be found on the county website: [www.dodge.state.mn.us](http://www.dodge.state.mn.us) – Department Tab, Finance. Location and current property information can be found by accessing the GIS portion of the website by using the parcel number.

Parcel Number	Legal Description	Prior Special Assessment	Minimum Selling Price
	<b>Hayfield Township Non Buildable Lots</b>		
12.126.0010	Blaines Oak Manor Lot 1 Blk 1 Section 19, Township 105, Range 17		# \$200
12.126.0020	Blaines Oak Manor Lot 2 Blk 1 Section 19, Township 105, Range 17		# \$200
12.126.0030	Blaines Oak Manor Lot 3 Blk 1 Section 19, Township 105, Range 17		# \$200
12.126.0040	Blaines Oak Manor Lot 4 Blk 1 Section 19, Township 105, Range 17		# \$200
12.126.0050	Blaines Oak Manor Lot 5 Blk 1 Section 19, Township 105, Range 17		# \$200
12.126.0060	Blaines Oak Manor Lot 6 Blk 1 Section 19, Township 105, Range 17		## \$200
	<b>Wasioja Township (Wasioja)</b>		
17.100.0880	21019 601 <sup>st</sup> St, Dodge Center		\$500
	<b>City of Claremont</b>		
21.100.0300	216 Front Street West	\$3,885	** \$4,941
21.100.0310	218 Front Street West	\$2,244	*** \$2,500
21.177.0220	500 Front Street East	\$7097	\$5,000
21.476.0010	Oak View Estate, Lot 1 Blk 1 Section 28, Township 107, Range 18		\$4,000
21.476.0020	Oak View Estate, Lot 2 Blk 1 Section 28, Township 107, Range 18		\$4,000
21.476.0050	Oak View Estate, Lot 5 Blk 1 Section 28, Township 107, Range 18		\$5,000
21.476.0060	Oak View Estate, Lot 6 Blk 1 Section 28, Township 107, Range 18		\$5,000
	<b>City of Mantorville</b>		
25.100.3461	The West 126ft Of The South 352.20ft Of Outlot 6	\$6,435	\$14,800
	<b>City of West Concord</b>		
26.676.0240	515 Arnold St	\$504	^^ \$600

\*\* Post Special Assessment included in sale price - \$2,841

\*\*\* Post Special Assessment included in sale price - \$400

^^ Post Special Assessment included in sale price - \$100

# These parcels are in wetlands and. Non-buildable lots. Contact Dodge County Planning and Zoning for more information.

## Shared well on this parcel