

MANTORVILLE CITY COUNCIL MEETING AGENDA
MONDAY, JULY 25, 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 July 11, 2016
 - b) Warrant List July 25, 2016
 - c) Dodge County Commissioners Meeting Agenda
 - d) Dodge County Planning Commission Public Hearing Notice
5. Public Concerns
6. Public Hearing
7. Old Business/New Business
 - a) Tabled Resolution 2016-08 A RESOLUTION APPROVING A CONDITIONAL USE PERMIT TO OPERATE A BED AND BREAKFAST AT 121 5TH STREET WEST
 - b) WW Project Bids - Tim Hruska, City Engineer
 - c) 5th Street East/Stagecoach Road Temporary Fix - Tim Hruska, City Engineer
 - d) RESOLUTION 2016-09 A RESOLUTION SUPPORTING A SPECIAL SESSION OF THE MINNESOTA STATE LEGISLATURE FOR CONSIDERATION OF THE 2016 BONDING BILL
 - e) Draft Ordinance 01-2016 Amending Section 150.025 Titled Accessory Buildings
 - f) Draft Ordinance 02-2016 Amending Section 150.044 Titled Bed and Breakfasts
 - g) Draft Ordinance 03-2016 Amending Section 150.071 Titled Transitional District
 - h) Set Budget Levy Hearing Dates
8. TBD
 - a) Public Works Report
 - b) City Clerk Report
 - c) Consultant Report
 - d) Committee Report
 - Chamber, EDA, Finance/Budget, Fire Department, Infrastructure, KM Joint Powers, MRA, Park Board, Personnel, Relief, Township*
 - e) Council Member Report
 - f) Mayor Report
9. Executive Session - none
10. Adjourn

MANTORVILLE CITY COUNCIL MEETING MINUTES
MONDAY, JULY 11, 2016
6:30 PM

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

Members Present: Chuck Bradford, Sherry Roth, Don Hofstad and Will Lambert

Others Present: Mary Lee Lambert, Dan Trapp, Gretta Becay, Fire Chief JJ Williams, Scott Larsen and Cami Reber

2. **Pledge of Allegiance** - none

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 June 27, 2016
- b) Warrant List July 11, 2016
- c) Dodge County Planning Commission Public Hearing Notice
- d) June Sheriffs Call Report for City of Mantorville

Motion passed unanimously.

5. **Public Concerns** – Dan Trapp, Zumbro Ridge Drive, reported about his previous complaint on weeds at the neighbor's lot and is asking about the timeline for the trees that are supposed to be planted. The berm is overgrown with weeds instead of the trees that are supposed to be there. Does the Council know when those will be planted? Council requested Cami to follow up with this right away.

6. **Public Hearing**

- a) **CUP Request – 121 5th Street West**

Motion made by Member Lambert, second by Member Hofstad to close the regular session and go into public hearing at 6:35 pm. Motion passed unanimously.

Mayor Bradford explained the public hearing is for consideration of a CUP request for a Bed and Breakfast at 121 5th Street West. He asked if there was anyone present to speak on the request. No one present made any comments. The Mayor asked Cami if there was any additional information that wasn't included in the packet. She noted no updates and she thought the applicant was going to be in attendance to present her request. No further comments were made.

Motion made by Member Lambert, second by Member Roth to close the public hearing at 6:37 pm. Motion passed unanimously.

7. **Old Business/New Business**

- a) **Resolution 2016-08 Approving a CUP for 121 5th Street West**

Written comments on the request for the CUP were received by the City earlier in the day. The Council was given a copy. The Mayor noted that it would be pertinent to wait at least until the next session to take any formal action so the Council would have time to review what was given to them. Motion made by Member Roth, second by Member Hofstad to table Resolution 2016-08 A RESOLUTION APPROVING A CONDITIONAL USE PERMIT TO OPERATE A BED AND BREAKFAST AT 121 5TH STREET EAST. Motion passed unanimously.

- b) **Amended Resolution 2016-06 A RESOLUTION AUTHORIZING RECERTIFICATION OF OUTSTANDING CHARGES TO PARCEL ID# 25.100.3461 IN THE CITY OF MANTORVILLE**
Motion made by Member Lambert, second by Member Hofstad to approve Amended Resolution 2016-06 A RESOLUTION AUTHORIZING RECERTIFICATION OF OUTSTANDING CHARGES TO PARCEL ID# 25.100.3461 IN THE CITY OF MANTORVILLE. Motion passed unanimously.
- c) **Fire Chief, JJ Williams – Fire Department Expense Requests**
Fire Chief JJ Williams updated the Council on some expenses incurred in the FD. There is a scheduled transmission oil leak repair on the pumper for \$600. There are 3 fire pagers that need to be replaced at a cost of \$500 each. Due to their age, they cannot be repaired anymore. That will come out of their equipment budget. He asked for permission for the cost of auto chains on the Rescue Rig at a cost of \$4,700. The rescue rig goes on 100% of the calls received. The chains will help for the slippery roads in the winter. Motion made by Member Roth, second by Member Lambert to approve the purchase of the items as noted. Motion passed unanimously. The Fire Department has the budget dollars to pay for these items.
- d) **Gambling License Fire Department/Street Closure Request**
Chief JJ Williams asked permission for the annual Street Closure in front of the Fire Hall for the Marigold Days Dance. The request is from 6:00 pm – 1:30 am on the Saturday night of the Fireman’s Dance. He also asked for approval of the annual gambling license to conduct the raffle for Marigold Days. Motion made by Member Hofstad, second by Member Roth to approve both the street closure and the Gambling License request. Motion passed unanimously.
- e) **Final Draft Ordinance Amending Section 150.025 of the Mantorville City Code**
The Council reviewed the final drafts being proposed. Additional written correspondence was received from Mark and Nancy Schmidt, Zumbro Ridge Drive, regarding the draft being proposed. Dan Trapp, Zumbro Ridge Drive, reviewed the correspondence with the Council. He noted an awful lot of questions are not being answered by what the Council is proposing in the ordinance. To go from 900 square feet to 200% of the house, as Nancy and Mark brought up, the town lots are about a ¼ of an acre and you’re going to be covering up almost half of that lot in buildings. Mayor Bradford explained the upper limit will be either 200% or 25% of the buildable area. They still have to maintain that 75% greenspace; you can’t exceed that in any event. Mr. Trapp also noted the concern of having these accessory structures closer to the neighbors. Where, as a neighbor, is he being protected? How are we going to make sure that the accessory building is going to fit in with the main building? Do we want our community to become a community of pole barns? The Mayor noted previous discussion about the same look and feel for the primary structure. Cami noted the Council has made those stipulations previously in variances or conditional use permits granted but not put it in the City Code.

Dan Trapp is questioning the Transitional Zone, he still doesn’t have a handle on that. Which neighborhoods, which areas are going to transitional zones. He wasn’t able to find it himself. Mayor Bradford noted that the map of the zoning boundary is not changing at all. We are trying to establish a true buffer that is an actual transition zone. Currently it all reverts back to R-1. Mr. Trapp noted what the Council is doing is wrong. The spirit is already there in the current code.

Mayor Bradford suggested to consider something that says the accessory structure needs to have a close proximity to the principal structure. Also note architectural style to the principal building; the look and feel of the primary structure. Add verbiage on the lot coverage. They discussed distance between primary and accessory structure. Ask the City

Attorney on recommendations for that. A larger setback on larger lots. Cami will add the Council's input and bring back another final draft for their consideration.

- f) **Final Draft Ordinance Amending Section 150.044 of the Mantorville City Code**
Member Hofstad noted that in his opinion and in light of the information that was given tonight, he would like to read over some things before moving forward on accepting this final draft. The Mayor noted no action will be taken on the draft presented.
- g) **Final Draft Ordinance Amending Section 150.071 of the Mantorville City Code**
Discussion on what a home occupation is. No other comments on the final draft.
- h) **Final Draft Ordinance Amending Section 150.021 of the Mantorville City Code and Opting Out of the Requirements of Minnesota Statutes, Section 462.3593**
September 1, 2016 is when the state statute will take effect on this. Cami would like to set the public hearing date and continue working on the drafts between now and then. If the Council received public input the night of the hearing and wants to consider more changes to the final drafts, they are not required to approve them that night. Motion made by Member Lambert, second by Member Hofstad to set the public hearing date for the ordinance amendments for August 22, 2016. Motion passed unanimously.

8. TBD

a) **Public Works Report**

- Boulevard Tree Removal – Scott reported that there are 6 trees that need to come down in the next year, 4 that he would like to have done right away as they are a safety issue. Motion made by Member Hofstad, second by Member Lambert to approve up to \$1,800 for tree removal. Motion passed unanimously. This will be the 3 up by the Habitat Home being built and 1 in Riverside Park. He discussed the tree removal in Mantor Field that he and Joe can do. The Park Board has already approved them. The 9th Street catch basin needs to be pumped out and that cost is \$300. He noted “critters” running around the WWTP and how they can cause a lot of damage. Council approved for him to have them removed. They will be trapped and taken out of City limits and released.

- b) **City Clerk Report** – Cami handed out the June Month End Financial Report, she reported on the upcoming meeting with Senator Senjem and Representative Quam regarding the bonding bill, she noted the 911 Never Forget Exhibit being escorted into town if anyone wants to see it and on Wednesday is the opening ceremony at the Dodge County Fair.

- c) **Consultant Report** – none

d) **Committee Report**

- Chamber – Member Hofstad noted support for the Farmers Market to try and get more people to come in, and they are getting ready for Marigold Days.
- Fire Department – Chief JJ Williams reported that Mantorville Fire Department day at the fair is on Sunday, and they toured the new courthouse facilities.
- Relief – Member Hofstad reported that the tickets are on sale for the FD Raffle and this Wednesday is the Stiffel Nicolaus meeting.

e) **Council Member Report**

- Member Roth – when a business chooses to operate without all the proper credentials and permits, we have a responsibility to say no. We have that situation right now and it has been brought to our attention. She feels we need to do a cease and desist. Motion made by Member Roth, second by Member Hofstad to close down the Bed and Breakfast that Ms. Davern is operating. Motion passed unanimously.

- Member Lambert – none
- Member Hofstad – commented on the bad situations going on in the Country and how can we make it better. As a community, let's show how we want to make a difference.

f) **Mayor Report** – Mayor Bradford reported on the Kasson WW plant tour.

9. **Executive Session** - none

10. **Adjourn** – Motion made by Member Hofstad, second by Member Lambert to adjourn the meeting at 7:35 pm. Motion passed unanimously.

*Check Summary Register©

July 2016

Name	Check Date	Check Amt	
10100 Citizens State Bank			
UnPaid	AFLAC	\$34.68	EMPLOYEE PAID SUPPLEMENTAL INSURA
UnPaid	BLUE TARP FINANCIAL, INC	\$32.31	BLK CABLE TIES FOR THE SHOP
UnPaid	CHS - KASSON FEED	\$70.95	GRASS SEED & OATS
UnPaid	CNH CAPITAL	\$89.96	FRONT BEARINGS FOR THE KUBOTA LAW
UnPaid	DELTA DENTAL OF MN	\$269.80	EMPLOYEE DENTAL JULY 2016
UnPaid	KM ISD 204	\$5,000.00	2016 JOINT VENTURE PAYMENT
UnPaid	LINCOLN NATIONAL LIFE INSUR	\$151.33	EMPLOYEE PAID LIFE INSURANCE
UnPaid	MARK MURPHY	\$30.00	REFUND FOR PARK SHELTER RENTAL
UnPaid	MENARDS - NORTH ROCHESTE	\$43.40	BLEACH FOR WWTP
UnPaid	MN DEPT OF LABOR AND INDUS	\$62.25	2ND QTR. BUILDING INSPECTION SURCHA
UnPaid	MOPS AND BUCKETS, LLC	\$53.44	CLEANING CITY HALL
UnPaid	ON SITE SANITATION	\$210.00	DENNISON PORT A POTTY
UnPaid	RIVERLAND COMMUNITY COLLE	\$465.00	FIRE TRAINING FOR JJ
UnPaid	ROCHESTER OVERHEAD DOOR	\$231.00	RECEIVER FOR SHOP DOORS
UnPaid	KURTH, RON	\$140.00	SPREADING FERTILIZER
UnPaid	SAMS CLUB	\$114.64	HEALTH & WELLNESS
UnPaid	SHERWIN WILLIAMS	\$412.63	HWY YELLOW SPRAY PAINT FOR STREET
UnPaid	WHKS & COMPANY	\$11,110.04	ENGINEERING FEES FOR SANITARY SEWE
	Total Checks	\$18,521.43	

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Payments

Current Period: July 2016

Batch Name	WAR 07 25 16	User Dollar Amt	\$21,999.73		
	Payments	Computer Dollar Amt	\$21,999.73		
				\$0.00	In Balance
Refer	0 AFLAC				
Cash Payment	G 101-21710 AFLAC	EMPLOYEE PAID SUPPLEMENTAL INSURANCE JULY 2016			\$34.68
Invoice	055791 7/25/2016				
Transaction Date	7/19/2016	Citizens State Bank 10100		Total	\$34.68
Refer	0 DELTA DENTAL				
Cash Payment	G 101-21708 Dental Insurance	EMPLOYEE DENTAL JULY 2016			\$269.80
Invoice	6568082 7/25/2016				
Transaction Date	7/19/2016	Citizens State Bank 10100		Total	\$269.80
Refer	0 INTERNAL REVENUE SERVICE	Ck# 005021 7/25/2016			
Cash Payment	G 101-21701 Federal Withholding	FEDERAL TAX DEPOSIT			\$684.95
Invoice	JULY 16 - PR 14 7/25/2016				
Cash Payment	G 101-21709 Medicare	MEDICARE TAX DEPOSIT			\$197.10
Invoice	JULY 16 - PR 14 7/25/2016				
Cash Payment	G 101-21703 FICA Tax Withholding	SS TAX DEPOSIT			\$842.78
Invoice	JULY 16 - PR 14 7/25/2016				
Transaction Date	7/19/2016	Citizens State Bank 10100		Total	\$1,724.83
Refer	0 RON KURTH				
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	SPREADING FERTILIZER			\$140.00
Invoice	JULY 2016 7/25/2016				
Transaction Date	7/19/2016	Citizens State Bank 10100		Total	\$140.00
Refer	0 LINCOLN NATIONAL LIFE INSURA				
Cash Payment	G 101-21711 Life Insurance Payable	EMPLOYEE PAID LIFE INSURANCE			\$151.33
Invoice	JULY 2016 7/25/2016				
Transaction Date	7/19/2016	Citizens State Bank 10100		Total	\$151.33
Refer	0 MN DEPARTMENT OF REVENUE	Ck# 005022 7/25/2016			
Cash Payment	E 603-45183-210 Tax and Licensing	RV PARK SALES AND USE TAX			\$409.00
Invoice	QTR. 2 - 2016 7/25/2016				
Cash Payment	E 101-45200-210 Tax and Licensing	PARK SHELTER SALES AND USE TAX			\$25.00
Invoice	QTR. 2 - 2016 7/25/2016				
Cash Payment	E 601-49400-210 Tax and Licensing	COMMERCIAL WATER SALES 2ND QTR. 2016 SALES AND USE TAX			\$369.00
Invoice	QTR. 2 - 2016 7/25/2016				
Transaction Date	7/19/2016	Citizens State Bank 10100		Total	\$803.00
Refer	0 MN PERA	Ck# 005020 7/25/2016			
Cash Payment	G 101-21704 PERA	EMPLOYEE/EMPLOYER RETIREMENT PR14			\$878.02
Invoice	2016-PR-14 7/25/2016				
Transaction Date	7/19/2016	Citizens State Bank 10100		Total	\$878.02
Refer	0 PAYMENT SERVICE NETWORK, IN	Ck# 005023 7/25/2016			
Cash Payment	E 602-49450-300 Professional Svcs (GEN	JUNE 2016 SERVICE FEES			\$43.47
Invoice	133869 #2 7/25/2016				
Cash Payment	E 601-49400-300 Professional Svcs (GEN	JUNE 2016 SERVICE FEES			\$28.98
Invoice	133869 #2 7/25/2016				
Transaction Date	7/19/2016	Citizens State Bank 10100		Total	\$72.45
Refer	0 RIVERLAND COMMUNITY COLLEG				

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Payments

Current Period: July 2016

Cash Payment	E 101-42200-208 Training, Mileage	FIRE TRAINING FOR JJ		\$350.00
Invoice	82708-2 7/25/2016			
Cash Payment	E 101-42200-208 Training, Mileage	BOOK FOR TRAINING		\$115.00
Invoice	82708-2 7/25/2016			
Transaction Date	7/19/2016	Citizens State Bank 10100	Total	\$465.00
Refer	0 SAMS CLUB			
Cash Payment	E 101-41500-445 Health and Wellness	HEALTH & WELLNESS		\$83.76
Invoice	JULY 2016 7/25/2016			
Cash Payment	E 101-45200-200 Supplies	MARATHON TOWELS FOR THE PARK		\$30.88
Invoice	JULY 2016 7/25/2016			
Transaction Date	7/19/2016	Citizens State Bank 10100	Total	\$114.64
Refer	0 MOPS AND BUCKETS, LLC			
Cash Payment	E 101-41940-439 Janitors	CLEANING CITY HALL		\$53.44
Invoice	JULY 2016 7/25/2016			
Transaction Date	7/19/2016	Citizens State Bank 10100	Total	\$53.44
Refer	0 BLUE TARP FINANCIAL, INC			
Cash Payment	E 101-43100-200 Supplies	BLK CABLE TIES FOR THE SHOP		\$32.31
Invoice	0071037850 7/25/2016			
Transaction Date	7/19/2016	Citizens State Bank 10100	Total	\$32.31
Refer	0 CHS - KASSON FEED			
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	GRASS SEED & OATS		\$70.95
Invoice	441 IC0675 7/25/2016			
Transaction Date	7/19/2016	Citizens State Bank 10100	Total	\$70.95
Refer	0 MARK MURPHY			
Cash Payment	E 101-45200-200 Supplies	REFUND FOR PARK SHELTER RENTAL		\$30.00
Invoice	JULY 2016 7/25/2016			
Transaction Date	7/19/2016	Citizens State Bank 10100	Total	\$30.00
Refer	0 KM ISD 204			
Cash Payment	E 101-45200-437 Other Miscellaneous	2016 JOINT VENTURE PAYMENT		\$5,000.00
Invoice	JULY 2016 7/25/2016			
Transaction Date	7/19/2016	Citizens State Bank 10100	Total	\$5,000.00
Refer	0 MN DEPT OF LABOR AND INDUST			
Cash Payment	E 101-42400-300 Professional Svcs (GEN	2ND QTR. BUILDING INSPECTION SURCHARGE		\$62.25
Invoice	JULY 2016 7/25/2016			
Transaction Date	7/20/2016	Citizens State Bank 10100	Total	\$62.25
Refer	0 CNH CAPITAL			
Cash Payment	E 101-45200-404 Repairs/Maint Machinery	FRONT BEARINGS FOR THE KUBOTA LAWN MOWER		\$89.96
Invoice	P12586 7/25/2016			
Transaction Date	7/20/2016	Citizens State Bank 10100	Total	\$89.96
Refer	0 WHKS & COMPANY			
Cash Payment	E 602-49450-303 Engineering Fees	ENGINEERING FEES FOR SANITARY SEWER FINAL DESIGN (5-28-16 - 6-24-16)		\$3,912.48
Invoice	35190 7/25/2016			
Cash Payment	E 401-41000-570 Capital Outlay	ENGINEERING FEES FOR 5TH STREET RECON (5-28-16 - 6-24-16)		\$4,795.60
Invoice	35196 7/25/2016			

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Payments

Current Period: July 2016

Cash Payment	E 602-49450-300 Professional Srvs (GEN	MANTORVILLE WWTP OPERATIONS PER CONTRACT (5-28-16 - 6-24-16)	\$2,401.96
Invoice 35197	7/25/2016		
Transaction Date	7/21/2016	Citizens State Bank 10100	Total \$11,110.04
Refer	0 MENARDS - NORTH ROCHESTER		
Cash Payment	E 602-49450-220 Bldg.Repair and Mainten	BLEACH FOR WWTP	\$29.40
Invoice 71427	7/25/2016		
Cash Payment	E 101-43100-224 Street Maint Materials	PAINT THINNER STREETS CURB PAINT	\$14.00
Invoice 71427	7/25/2016		
Transaction Date	7/21/2016	Citizens State Bank 10100	Total \$43.40
Refer	0 ON SITE SANITATION		
Cash Payment	E 101-45200-410 Rentals	DENNISON PORT A POTTY	\$70.00
Invoice 281033	7/25/2016		
Cash Payment	E 101-45200-410 Rentals	SLINGERLAND PORT A POTTY	\$70.00
Invoice 281034	7/25/2016		
Cash Payment	E 603-45183-410 Rentals	RV PARK PORT A POTTY	\$70.00
Invoice 281035	7/25/2016		
Transaction Date	7/21/2016	Citizens State Bank 10100	Total \$210.00
Refer	0 ROCHESTER OVERHEAD DOOR I		
Cash Payment	E 101-41940-220 Bldg.Repair and Mainten	RECEIVER FOR SHOP DOORS	\$96.00
Invoice 31942	7/25/2016		
Cash Payment	E 101-41940-220 Bldg.Repair and Mainten	3 REMOTES FOR SHOP DOORS	\$135.00
Invoice 31942	7/25/2016		
Transaction Date	7/22/2016	Citizens State Bank 10100	Total \$231.00
Refer	0 SHERWIN WILLIAMS		
Cash Payment	E 101-43100-224 Street Maint Materials	HWY YELLOW SPRAY PAINT FOR STREETS	\$19.18
Invoice 8127-6	7/25/2016		
Cash Payment	E 101-43100-224 Street Maint Materials	YELLOW CURB PAINT FOR THE SPRAYER	\$393.45
Invoice 8127-6	7/25/2016		
Transaction Date	7/22/2016	Citizens State Bank 10100	Total \$412.63

Fund Summary

	10100 Citizens State Bank
101 GENERAL FUND	\$9,939.84
401 GENERAL CAPITAL PROJECTS	\$4,795.60
601 WATER FUND	\$397.98
602 SEWER FUND	\$6,387.31
603 RV PARK	\$479.00
	<u>\$21,999.73</u>

Pre-Written Checks	\$3,478.30
Checks to be Generated by the Computer	\$18,521.43
Total	<u>\$21,999.73</u>

Dodge County Board of Commissioners
Committee Agenda

Government Services Building, Conference Room B
Mantorville, MN

COMMITTEE AGENDAS

JULY 26, 2016 3:30 P.M.

3:30 P.M. CONFERENCE ROOM B	3:30 P.M. CONFERENCE ROOM A
3:30 P.M. ADMINISTRATION COMMITTEE	4:00 P.M. PUBLIC HEALTH COMMITTEE
Gray & Administrator (Tjosaas - Alt)	Erickson & Tjosaas (Peterson - Alt)
4:10 P.M.	4:00 P.M.
Action Required	Action Required
BECKY LUBAHN, Executive Assistant	
<input type="checkbox"/> 1.1 Minutes of the July 12, 2016 Committee of the Whole	A
<input type="checkbox"/> 1.2 Minutes of the July 12, 2016 Meeting	A
	< NO ITEMS SUBMITTED THIS WEEK >
4:15 P.M.	
ROSE CULBERTSON, Taxpayer Services Director	
<input type="checkbox"/> 2.1 Review Bills	A
4:20 P.M.	
LISA HAGER, Employee Relations Director	
<input type="checkbox"/> 3.1 Personnel Agenda	A
	V

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

DODGE COUNTY BOARD OF COMMISSIONERS MEETING

JULY 26, 2016 – 5:00 P.M.

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

ITEM	5:00 P.M.	STEVEN GRAY, Chair CONVENE COUNTY BOARD MEETING PLEDGE OF ALLEGIANCE DETERMINE QUORUM ESTABLISH AGENDA NEW EMPLOYEE INTRODUCTIONS
1.0 1.1	-	CONSENT AGENDA <input type="checkbox"/> Phone Stipend for Transport Officer Zac Plain
<i>Items listed on the Consent Agenda are considered routine and non-controversial by the County Board. There will be no separate discussion of these items unless requested by a member of the County Board. If an item is removed, it will be discussed immediately following the approval of the remaining Consent Agenda items.</i>		
2.0 2.1	5:05 P.M. 5 Minutes	SARA MARQUARDT, Accounting Services Director <input type="checkbox"/> Canvassing Board Appointment & Dates
3.0 3.1	5:10 P.M. 5 Minutes	ROSE CULBERTSON, Taxpayer Services Director <input type="checkbox"/> Review and Approve Bills
4.0 4.1	5:15 P.M. 10 Minutes	LISA KRAMER, Finance Director <input type="checkbox"/> Quarterly Financials Update
5.0 5.1	5:25 P.M. 10 Minutes	MATTHEW MAAS, Emergency Management Director <input type="checkbox"/> 2016 Emergency Management Performance Grant
6.0 6.1	5:35 P.M. 5 Minutes	LISA HAGER, Employee Relations Director <input type="checkbox"/> Personnel Agenda
7.0 7.1	5:40 P.M. 5 Minutes	PAUL KILTINEN, County Attorney <input type="checkbox"/> Legal Update
8.0 8.1	5:45 P.M. 5 Minutes	RODNEY PETERSON, Public Works Committee <input type="checkbox"/> Public Works Committee Report <ul style="list-style-type: none"> • 2016 Ag Lease Agreement (Action) • Requests for Non-Traffic Related Signs in the Right of Way (Action) • Turn Back Certain Minimum Traffic County Roads to Townships (Action)

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

DODGE COUNTY BOARD OF COMMISSIONERS MEETING

JULY 26, 2016 – 5:50 P.M.

9.0 9.1	5:50 P.M. 25 Minutes	STEVEN GRAY , Administration Committee <input type="checkbox"/> Administration Committee Report <ul style="list-style-type: none"> • Minutes of the July 12, 2016 Committee of the Whole (Action) • Minutes of the July 12, 2016 Meeting (Action) <ul style="list-style-type: none"> • <input type="checkbox"/> County Commissioner Reports • <input type="checkbox"/> County Administrator Update • <input type="checkbox"/> Other Deferred Business
10.0	6:15 P.M.	ADJOURN

Coming up in Dodge County:

- | |
|---|
| <i>July 27, 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>August 3, 2016 – Planning Commission Meeting, 7:00 P.M., Government Services Building, Mantorville, MN.</i> |
| <i>August 4, 2016 – Dodge County Township Officers Meeting, 7:30 P.M., Ellington Town Hall, West Concord, MN.</i> |
| <i>August 16, 2016 – Fairview Care Center Meeting, 9:00 A.M., Dodge Center, MN.</i> |
| <i>August 25, 2016 - Ice Arena Committee Meeting, 5:30 P.M., Kasson City Hall, Kasson, MN.</i> |
| <i>Dodge County Commissioners may be in attendance at these meetings.</i> |

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

**DODGE COUNTY
PLANNING COMMISSION
PUBLIC HEARING NOTICE**

The Dodge County Planning Commission will meet **Wednesday, August 3, 2016 at 7:00 PM** in the south wing of the Government Services Building (old school) in Mantorville, MN. Listed below are items that will be included on this meeting agenda. Public comment will be received during the public hearing portion of the meeting. When the public hearing portion is closed the Planning Commission will act on the requests.

The first public hearing is to consider an application for an Interim Use Permit to allow a dwelling on less than 53 acres in the Agricultural District. The proposed parcel will be a 4 acres split from 20 acres located in the SW ¼ of the SE ¼ of Section 9 Mantorville Township. Joel Bigelow is the applicant and Dorothy Benson is the property owner.

The second public hearing is to consider a request to amend a Conditional Use Permit #10-07 to allow an expansion to include the acquired property for the use of outdoor storage of the equipment involved in the Ag Related Business in the Agricultural District. The property is 9.5 acres located in the SW 1/4 of the SW 1/4 of Section 16, Claremont Township. J & D Schrom Properties, LLC are the applicant and the property owners.

The third public hearing is to consider an amendment to Conditional Use Permit #08-10 to allow an expansion of existing feedlot to a capacity of 7500 head of finishing hogs or 2250 animal units. The expansion will include a two new confinement buildings approximately 51'x192' and 102'x192' in size with a beneath barn 8 foot concrete pit for manure storage on both barns. The property is 5 acres located in the NE 1/4 of the NW 1/4, of Section 31, Wasioja Township. Luke Scherger is the applicant and the property owner.

The fourth public hearing is to consider an application for an Interim Use Permit to allow a dwelling on less than 53 acres in the Agricultural District. The parcel is 40 acres located in the SE ¼ of the SE ¼ of Section 12 Mantorville Township. LeeRoy Bordelon, Jr. is the applicant and Connie Bordelon is the property owner.

The fifth public hearing is to consider a Zoning Amendment to the Dodge County Zoning Ordinance. The proposal is to add language for Chapter 4: Rules and Definitions. To view the proposed language a copy will be available at the Dodge County Finance Office, the Dodge County Environmental Services Office and also on the County web site www.co.dodge.mn.us / Departments/Environmental Services.

Written comments will be accepted up to one day prior to the meeting. If comments exceed one page you must include 15 copies. Address any written comments to the Dodge County Environmental Services, 721 Main St N – Dept. 123, Mantorville, MN 55955. A location/site map for each public hearing proposal will be available for review on the Dodge County web site under the Environmental Services department's calendar page. www.co.dodge.mn.us . Please contact the Dodge County Environmental Services at (507) 635-6272 if you have any questions.

RESOLUTION 2016-08

A RESOLUTION APPROVING A CONDITIONAL USE PERMIT TO OPERATE A BED AND BREAKFAST AT 121 5TH STREET WEST

WHEREAS, Sharon Davern is the fee owner (the "Applicant") of the property located at: 121 5th Street East, Mantorville, Minnesota, legally described as:

Lot 5 + N42 ft. of Lot 4, Block 2, Original Plat, City of Mantorville, County of Dodge, Minnesota

(the "Property"); and

WHEREAS, the Property is located in the Transitional Zoning District so the requirements in the R-2 Zoning District are determinative; and

WHEREAS, the Applicant is seeking approval for the operation of a Bed and Breakfast in her home; and

WHEREAS, pursuant to Section 150.070 (C) of the City Code, Bed and Breakfasts are conditional uses in the (R-2) Residential Zoning District and Section 150.044 of the City Code sets forth conditional use permit requirements for Bed and Breakfasts; and

WHEREAS, the Applicant has submitted an application for a conditional use permit to the City ("CUP") in order to conduct this business on the Property; and

WHEREAS, the City Council held a public hearing as required for the CUP on July 11, 2016, at which time it heard from those wishing to speak on the CUP and reviewed any written testimony or information provided to the City regarding this matter; and

WHEREAS, the City Council hereby finds and determines the following:

- (a) The Property is currently zoned Transitional so the requirements in the R-2 Zoning District are determinative; and
- (b) Bed and Breakfasts are allowed in the R-2 Multi-Family Residential Zone by a conditional use permit; and
- (c) The Applicants CUP application is consistent with the performance standards for Bed and Breakfasts set forth in Section 150.088 of the City Code; and
- (d) The Applicants Bed and Breakfast will not create an excessive burden on existing parks, schools, streets, or other public facilities which serve or are proposed to serve the area because parking is limited to off street parking only; and
- (e) There will be no modifications or physical feature changes taking place on the outside of the applicants home for the bed and breakfast; and

- (f) Except for a couple of extra vehicles by the customers, its appearance will not have an adverse effect on adjacent residential properties; and
- (g) The Applicants proposed use is reasonably related to the overall needs of the City and to the existing land use because currently the City does not have a bed and breakfast facility; and
- (h) The Applicants proposed use is consistent with the purpose of the City's zoning regulations and the purposes of the R-2 Zoning District because Bed and Breakfast facilities are conditional uses in the R-2 Zoning District. The purpose of a CUP is to permit a use that would not be appropriate generally but may be allowed with appropriate restrictions; and
- (i) The Applicants proposed use is not in conflict with the comprehensive plan because the comprehensive plan does not limit future land use for this parcel that would be inconsistent with the one that is being proposed; and
- (j) The Applicants proposed use will not cause traffic hazards or congestion because daily traffic from the business is limited to no more than 2 additional vehicles parked on site at any given time; and
- (k) The traffic generated by the Applicants Bed and Breakfast can be safely accommodated on existing roads. There will not be any upgrades or improvements needed to existing roads in order to handle the additional traffic generated by the business; and
- (l) There will be no offensive odors, fumes, dust, noise, vibration, or lighting emanating from the Property that would otherwise disturb the use of neighboring properties; and
- (m) Adequate utilities, parking, drainage and other necessary facilities are available for the Applicants proposed use on the Property; and
- (n) The properties surrounding the Property are completely developed so the Applicants' proposed use will not impede the normal and orderly development or improvement of the surrounding properties; and
- (o) The Applicants' proposed use will not be injurious to the use and enjoyment of other properties in the neighborhood and will not significantly diminish or impair the values of the other properties because there are no changes being made to the Property as it currently exists and there will be minimal traffic associated with the Bed and Breakfast; and
- (p) The Applicants' proposed use will not disrupt the character of the neighborhood because there are no physical changes taking place to the Property, rental of rooms is limited to two, and all parking will take place off street.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Mantorville hereby approves the CUP in order to allow the Applicant to operate a Bed and Breakfast as described herein on the Property, and the Applicant shall comply with all of the following conditions:

- (1) The Applicant may operate a Bed and Breakfast business on the Property. The business must be conducted entirely within the home on the Property; and

- (2) The owner or operator shall reside on the Property and be present when customers are staying on site; and
- (3) The maximum number of rooms available for guests will not exceed 2 at any given time; and
- (4) The maximum number of guests shall not exceed 4 at any given time; and
- (5) One off street parking space shall be made available for each guest room; and
- (6) The Bed and Breakfast must be operated entirely by the Applicant; no outside employees shall be permitted; and
- (7) No cooking facilities shall be allowed or provided in the guest rooms; and
- (8) The Applicant must obtain and maintain all applicable State, Federal and local licenses and permits that may be necessary to operate the Bed and Breakfast on the Property. A copy of all additional licensing must be provided to the City to be kept on file; and
- (9) The establishment, including any accessory uses being offered to guests, must conform to State Health and Building Code requirements; and
- (10) On premise advertising is limited to 1 wall sign or 1 free standing sign not more than 2 square feet, unilluminated; and
- (11) The Bed and Breakfast shall not detract from the residential character of the R-2 Zoning District; and
- (12) The City may inspect the Property at all reasonable times for purposes of ensuring compliance with the conditions of this CUP; and
- (13) The Applicant shall correct a violation of any of these conditions immediately, and in no case, more than 15 days after receipt of written notice from the City; and
- (14) The conditions of this CUP shall run with the Property and shall not in any way be affected by the subsequent sale, lease, or other change from current ownership of the Property and all reference to the Applicant herein shall include its heirs, successors, and assigns; and
- (15) There must not be any offensive odors, fumes, dust, noise, vibration, or lighting emanating from the Property that would otherwise disturb the use of neighboring properties; and
- (16) This CUP shall be rendered null and void if the Applicant fails to maintain additional State, Federal or local licensing required.

BE IT FINALLY RESOLVED, that the City Clerk Treasurer is hereby authorized and directed to record this CUP resolution in the office of the County Recorder/Registrar of Titles.

Adopted by the Mantorville City Council this 25th day of July, 2016.

Mayor Chuck Bradford

Attest: City Clerk Treasurer, Camille C. Reber

RESOLUTION 2016-09

**A RESOLUTION SUPPORTING A SPECIAL SESSION OF THE MINNESOTA STATE
LEGISLATURE FOR CONSIDERATION OF THE 2016 BONDING BILL**

Whereas: the Cities of Kasson and Mantorville have entered into an Agreement for Wastewater Collection, Treatment and Disposal, and

Whereas: the Cities of Kasson and Mantorville would realize a \$1.394 M savings through the availability of State Revolving Fund loan terms and Point Source Implementation Grants, as demonstrated below:

Kasson WWTF Improvements	Scenario 1 - No Bonding Bill (Local Funding, 50% PSIG)	Scenario 2 - With Bonding Bill (SRF Loan, 80% PSIG)	
Project Cost	\$4,200,187	\$4,200,187	
Projected Grant Amount	\$118,000	\$203,000	
Projected Total Loan Amount	\$4,082,187	\$3,997,187	
Projected Annual Loan Payment*	\$261,900	\$221,500	
Total Loan Payment Cost Difference			\$808,000
Total Cost Difference Per Connection Over 20 Years			\$367

Mantorville Forcemain to Kasson	Scenario 1 - No Bonding Bill (Local Funding, 50% PSIG)	Scenario 2 - With Bonding Bill (SRF Loan, 80% PSIG)	
Project Cost	\$1,402,675	\$1,402,675	
Projected Grant Amount	\$692,000	\$1,108,000	
Projected Total Loan Amount	\$710,675	\$294,675	
Projected Annual Loan Payment	\$45,600	\$16,300	
Total Loan Payment Cost Difference			\$586,000
Total Cost Difference Per Connection Over 20 Years			\$1,584

* - Scenario 1 is based on a 20-year loan at 2.5% interest, Scenario 2 is based on a 20-year loan at 1% interest

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MANTORVILLE, MINNESOTA, AS FOLLOWS:

The Cities of Kasson and Mantorville support a special session of the Minnesota Legislature for consideration of a 2016 Bonding Bill.

Adopted by the Mantorville City Council this 25th day of July, 2016

Approved:

Mayor Chuck Bradford

Attested:

City Clerk Treasurer Camille C. Reber

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 under 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. This section shall not be construed to govern the sequencing of a construction project in which both the principal and accessory structures are to be built simultaneously. 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 ~~420~~ 200 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.

(D) *Detached.* Detached accessory building footprint shall not exceed ~~900 square feet in total area.~~ 200% of the primary structure footprint. ~~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.

(E) *Residential.* Detached accessory buildings in the residential districts shall not exceed ~~4 story or 16 feet in height.~~ 16 feet in height or exceed the height of the principal structure on the same lot, whichever is greater. The height is measured from the peak of the building to the ground directly below the peak.

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

ORDINANCE 01-2016

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 and adding the double under lined language:

§ 150.044 BED AND BREAKFASTS, GUEST HOUSE OR TOURISM HOME.

(A) *Generally.* ~~A Bed and Breakfast, Guest House or Tourism Home establishments is allowed as a conditional use in residential zones may be permitted by conditional use permit if~~ A Bed and Breakfast, Guest House or Tourism Home establishments 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.~~
 - ~~(5) A minimum of 1 off-street parking space for each guest room and 2 additional off-street spaces for the residents owner or operator shall be provided;~~
 - ~~(6) 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;~~
 - ~~(7) No cooking or cooking facilities shall be allowed or provided in the guest rooms;~~
- and
- ~~(8) The facility shall have historical or architectural significance.~~
 - (6) The number of rentable rooms shall not exceed five.

ORDINANCE 02-2016

DRAFT

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.

ATTEST:

Chuck Bradford
Mayor

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 under 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 ~~±~~ 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.

(1) *Lots of Record*

Where existing lots fail to comply with the provisions of this chapter, the Council may allow the minimum lot area, to be reduced in conformity with the existing neighborhood.

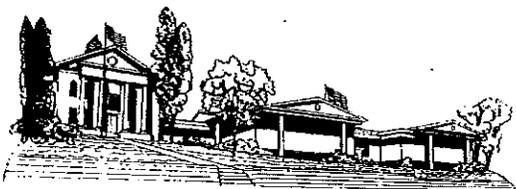
Section 2. This Ordinance shall be in full force and effect upon its passage and publication.

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

Chuck Bradford
Mayor

ATTEST:

Camille Reber, City Clerk Treasurer



DODGE COUNTY

721 Main Street N., Dept 45

MANTORVILLE, MN 55955

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

TOLL FREE - 888.600.5169 JOBS LINE - 507.635.6284

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MEMO

TO: Dodge County City Administrators/Clerks

From: Finance Office, Rose Culbertson, Taxpayer Services Director

RE: 2017 Budget and Levy Hearing Dates

It is once again time to collect information concerning Truth in Taxation. Counties and cities with a population over 500 are required to hold a meeting at which the budget and levy will be discussed and the public allowed to speak. The meetings must be held during the period from November 25 and before December 28 and be held after 6:00 p.m. and the public must be allowed to speak. This can be part of your regularly scheduled meeting. This information may be returned along with your proposed property Tax Levy or sent to me at the address below. This information will be printed on the Proposed Tax Notices sent out in November.

Please return this memo with your information listed below.

City _____

Month and Date of Public Meeting _____

Time of Day _____

Where the Meeting is Held _____

Contact Person _____

Phone Number _____

Address _____

Date and Time of Additional Mtgs _____

Signature _____

Thank you.

Please return this form before **September 16, 2016** to:
Dodge County, Attn: Rose Culbertson, 721 Main Street North Dept. 45, Mantorville, MN 55955.
(Fax to 507-635-6265 or email to rose.culbertson@co.dodge.mn.us)