

MANTORVILLE CITY COUNCIL MEETING AGENDA
WEDNESDAY, MAY 27, 2015
6:30 PM

1. Call to Order
2. Pledge of Allegiance
3. Additions/Deletions to Agenda
4. Consent Agenda
 - a) City Council Meeting Minute's May 11, 2015
 - b) Warrant List May 27, 2015
 - c) Request for Comment on Land Use Proposal, Dodge County
 - d) LMC Dues Memo
5. Public Concerns
6. Public Hearing
 - a) 6:30 pm - Lot Split & CUP Request – Scott & Karrie Berg
 - b) 7:00 pm Business Subsidy Public Hearing
7. Old Business/New Business
 - a) Resolution 2015–11 LOT LINE ADJUSTMENT AND CUP
 - b) Resolution 2015–12 BUSINESS SUBSIDY CRITERIA
 - c) Joe Waugh - 2015/2016 Property Liability Insurance Renewal
 - d) Tim Hruska, WHKS – Projects Update
 - Walnut Street Drainage, Street Repairs (Golfview & 5th Street East), WWTP project
 - e) Review and Award Street Sweeper Bid
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 AGENDA
MONDAY MAY 11, 2015
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 Swanson, Sherry Roth, and Don Hofstad.

Others Present: Gretta Becay, Jone Trapp, Scott Prins, Michele Clements and Cami Reber.

2. **Pledge of Allegiance** - Done

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

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

- a) City Council Meeting Minute's April 27, 2015
- b) Warrant List May 11, 2015
- c) FD Meeting Minutes May 6, 2015
- d) Dodge County Board of Commissioners Meeting Agenda May 11 , 2015
- e) Correspondence Southern Minnesota Initiative Foundation
- f) Correspondence Dodge County Assessor's Office – Outcome of LBAE
- g) April Sheriffs Call Report

Motion passed unanimously.

5. **Public Concerns** - None

6. **Public Hearing** – None

7. **Old Business/New Business**

- a) **Council Member Code of Conduct**

Mayor Bradford reviewed the Code of Conduct policy with Council Members. He noted the Open Meeting Law requirements, communicating through the proper channels with the right people in a professional manner.

- b) **Fit Trail System Placement and Plan**

Cami updated the Council on the Fit Trail System Plan. Dodge County Public Health received a SHIP grant to purchase these stations to be placed along the trail between Kasson and Mantorville. The three entities identified 4 locations to place the stations; two in Kasson and two in Mantorville. The groups will maintain the stations placed in their City limits. It was the consensus of the Council to approve moving forward with the projects.

- c) **Review of Business Subsidy Criteria**

Council Members were asked to review the Business Subsidy Criteria Policy. No one had any initial thoughts on the policy. The public hearing for adoption will be held at the next meeting.

- d) **Personnel Committee Recommendation**

Scott Larsen obtained his water license. Motion made by Member Roth, second by Member Hofstad to approve an increase of .50 cents/hour for completion of the water license retroactive to the date of getting the license. Motion passed unanimously.

8. TBD

a) Public Works Report

Scott Larsen updated the Council on the sale of the street sweeper, fixing of the well and waiting on hydrant flushing until the well is fixed.

b) City Clerk Report

Cami updated the Council that property complaint notices are going out.

c) Consultant Report - none

d) Committee Report

- **Fire Department** – Member Hofstad updated the Council on the National Fire convention in Indianapolis and the rescue rig being temporarily out of service due to an airbag problem. The City received 1 bid on siding repairs on the Fire Hall/City Hall. Staff will gather a couple more bids and bring it back to Council.
- **Township** – the township meeting was attended by Mayor Bradford, Member Hofstad, Cami Reber and Tim Hruska. They were updated on the sewer plans.

e) Council Member Report

- **Member Roth** – none
- **Member Swanson** – he attended the SEMLM Meeting and gave an update on the items discussed.
- **Member Blair** – none
- **Member Hofstad** – he received a recommendation to bring up review of the ATV ordinance by Council; noted the sale of the DCI and recommending the City find a way to recognize Randy Carlson for all he has done; updated the Council on vandalism that has taken place in the area of Chestnut Street and 9th Street. He has asked for extra patrol in that area.

- f) Mayor Report** – The Mayor asked for input from the deputy about information on ATV's being allowed in other cities. Deputy Prins reported that all cities are different in that some allow them with a permit and some do not allow them at all.

Deputy Prins reported that suspicious activity has increased lately in town.

Motion made by Member Blair, second by Member Roth to close the regular session and go into Closed Executive Session at 7:16 pm for the purpose of conducting the staff evaluation of Patty Chilson. Motion passed unanimously.

9. Executive Session

a) Performance Evaluation – P. Chilson

The one year staff evaluation was completed on Patti Chilson. The evaluation was favorable. Motion made by Member Roth, second by Mayor Bradford to approve the recommended .50/hour raise for Patti. Motion passed unanimously.

Motion made by Member Blair, second by Member Hofstad to close the executive session and go back into open session at 7:22 pm.

- 10. Adjourn** – Motion made by Member Blair, second by Member Hofstad to adjourn the meeting at 7:24 pm. Motion passed unanimously.

***Check Summary Register©**

May 2015

Name	Check Date	Check Amt	
10100 Citizens State Bank			
UnPaid	AFLAC	\$38.40	EMPLOYEE PAID MAY PREMIUMS
UnPaid	DELTA DENTAL OF MN	\$295.90	EMPLOYEE DENTAL INSURANCE MAY 2015
UnPaid	DODGE COUNTY	\$92.00	RECORDING 2 RESOLUTIONS
UnPaid	DODGE COUNTY HIGHWAY DEP	\$100.00	RIGHT OF WAY UTILITY PERMIT FOR WEL
UnPaid	DODGE COUNTY PRINTING	\$117.56	DISCONNECT LASER FORMS
UnPaid	E.H.RENNER & SONS	\$16,988.00	PUMP & MOTOR REPLACEMENT WELL #1
UnPaid	GRAUNKE BRENT	\$292.00	GAMEHAVEN COUNCIL BSA REIMBURSEM
UnPaid	LARSEN WAYNE	\$157.60	FREON FOR PLOW TRUCK
UnPaid	MN DEPARTMENT OF HEALTH	\$583.00	MDH WATER CONNECTION
UnPaid	OFFICE MAX INC	\$222.00	GARBAGE BAGS/ENVELOPES
UnPaid	SL CONTRACTING, INC	\$2,250.00	STREET SWEEPING
UnPaid	SUNSHINE FILTERS	\$194.25	FILTERS FOR WWTP MAY 2015
UnPaid	UPBEAT INC	\$68.10	2 CASES OF DOG BAGS
UnPaid	USA BLUE BOOK	\$20.23	FREIGHT FOR INVOICE # 579875
UnPaid	VERIZON WIRELESS	\$78.15	DAVE'S CELL PHONE
UnPaid	WHKS & COMPANY	\$24,407.81	7TH ST IMPROVEMENTS ENGINEERING
	Total Checks	\$45,905.00	

CITY OF MANTORVILLE

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Page 1

Payments

Current Period: May 2015

Batch Name	WAR 05 27 15	User Dollar Amt	\$50,053.68		
Payments		Computer Dollar Amt	\$50,053.68		
				\$0.00	In Balance
Refer	0 AFLAC				
Cash Payment	G 101-21710 AFLAC		EMPLOYEE PAID MAY PREMIUMS		\$38.40
Invoice	MAY 2015 5/27/2015				
Transaction Date	5/18/2015	Citizens State Bank	10100	Total	\$38.40
Refer	0 DODGE COUNTY PRINTING				
Cash Payment	E 601-49400-200 Supplies		DISCONNECT LASER FORMS		\$117.56
Invoice	MAY 2015 5/27/2015				
Transaction Date	5/18/2015	Citizens State Bank	10100	Total	\$117.56
Refer	0 DODGE COUNTY				
Cash Payment	E 101-41500-300 Professional Svcs (GEN		RECORDING 2 RESOLUTIONS		\$92.00
Invoice	MAY 2015 5/27/2015				
Transaction Date	5/18/2015	Citizens State Bank	10100	Total	\$92.00
Refer	0 E.H.RENNER & SONS				
Cash Payment	E 601-49400-570 Capital Outlay		PUMP & MOTOR REPLACEMENT WELL #1		\$16,988.00
Invoice	142880000 5/27/2015				
Transaction Date	5/18/2015	Citizens State Bank	10100	Total	\$16,988.00
Refer	0 LARSEN WAYNE				
Cash Payment	E 101-43125-404 Repairs/Maint Machinery		FREON FOR PLOW TRUCK		\$63.00
Invoice	333838 5/27/2015				
Cash Payment	E 101-43100-228 Equip. Repair and Maint		FREON FOR SKID LOADER		\$94.60
Invoice	333838 5/27/2015				
Transaction Date	5/18/2015	Citizens State Bank	10100	Total	\$157.60
Refer	0 USA BLUE BOOK				
Cash Payment	E 101-43100-229 Safety/OSHA		FREIGHT FOR INVOICE # 579875		\$20.23
Invoice	MAY 2015 5/27/2015				
Transaction Date	5/18/2015	Citizens State Bank	10100	Total	\$20.23
Refer	0 UPBEAT INC				
Cash Payment	E 101-45200-200 Supplies		2 CASES OF DOG BAGS		\$68.10
Invoice	563505 5/27/2015				
Transaction Date	5/18/2015	Citizens State Bank	10100	Total	\$68.10
Refer	0 VERIZON WIRELESS				
Cash Payment	E 602-49450-321 Communications Phone/		DAVE'S CELL PHONE		\$78.15
Invoice	MAY 2015 5/27/2015				
Transaction Date	5/18/2015	Citizens State Bank	10100	Total	\$78.15
Refer	0 WHKS & COMPANY				
Cash Payment	E 401-41000-570 Capital Outlay		7TH ST IMPROVEMENTS ENGINEERING		\$1,394.05
Invoice	33592 5/27/2015				
Cash Payment	E 602-49450-570 Capital Outlay		SEWER CONNECTION TO KASSON ENGINEERING		\$17,376.08
Invoice	33589 5/27/2015				
Cash Payment	E 101-41950-303 Engineering Fees		GENERAL ENGINEERING		\$4,947.20
Invoice	33597 5/27/2015				
Cash Payment	E 604-43150-303 Engineering Fees		WEST ST DRAINAGE REVIEW		\$192.00
Invoice	33597 5/27/2015				

CITY OF MANTORVILLE

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Payments

Current Period: May 2015

Cash Payment	E 602-49450-303 Engineering Fees	MPCA KASSON CONNECTION RESPONSE PERMIT	\$430.08
Invoice 33597	5/27/2015		
Cash Payment	E 101-41950-303 Engineering Fees	MILEAGE	\$68.40
Invoice 33597	5/27/2015		
Transaction Date	5/18/2015	Citizens State Bank 10100	Total \$24,407.81
Refer	0 OFFICE MAX INC		
Cash Payment	E 101-41940-200 Supplies	GARBAGE BAGS/ENVELOPES	\$76.59
Invoice 827826	5/27/2015		
Cash Payment	E 101-43100-200 Supplies	PRINTER INK FOR THE SHOP	\$24.89
Invoice 827826	5/27/2015		
Cash Payment	E 101-42200-217 Other Operating Supplie	PRINTER INK FOR FIRE DEPT.	\$120.52
Invoice 827826	5/27/2015		
Transaction Date	5/19/2015	Citizens State Bank 10100	Total \$222.00
Refer	0 GRAUNKE BRENT		
Cash Payment	E 101-42200-208 Training, Mileage	GAMEHAVEN COUNCIL BSA REIMBURSEMENT	\$292.00
Invoice MAY 2015	5/27/2015		
Transaction Date	5/19/2015	Citizens State Bank 10100	Total \$292.00
Refer	0 MN DEPARTMENT OF REVENUE	Ck# 004912 5/27/2015	
Cash Payment	G 101-21702 State Withholding	MONTH END TAX W/H MAY 2015	\$453.76
Invoice MAY/2015	5/27/2015		
Transaction Date	5/19/2015	Citizens State Bank 10100	Total \$453.76
Refer	0 INTERNAL REVENUE SERVICE	Ck# 004914 5/27/2015	
Cash Payment	G 101-21701 Federal Withholding	FEDERAL W/H	\$1,027.73
Invoice MAY 2015	5/27/2015		
Cash Payment	G 101-21709 Medicare	MEDICARE W/H	\$342.24
Invoice MAY 2015	5/27/2015		
Cash Payment	G 101-21703 FICA Tax Withholding	SS W/H MAY 2015	\$1,463.24
Invoice MAY 2015	5/27/2015		
Transaction Date	5/19/2015	Citizens State Bank 10100	Total \$2,833.21
Refer	0 MN PERA	Ck# 004913 5/27/2015	
Cash Payment	G 101-21704 PERA	EMPLOYEE RETIREMENT MAY 2015	\$861.71
Invoice 2015-PR10	5/27/2015		
Transaction Date	5/19/2015	Citizens State Bank 10100	Total \$861.71
Refer	0 DELTA DENTAL		
Cash Payment	G 101-21708 Dental Insurance	EMPLOYEE DENTAL INSURANCE MAY 2015	\$295.90
Invoice 6010299	5/27/2015		
Transaction Date	5/20/2015	Citizens State Bank 10100	Total \$295.90
Refer	0 SL CONTRACTING, INC		
Cash Payment	E 101-43100-570 Capital Outlay	STREET SWEEPING	\$2,250.00
Invoice 2118	5/27/2015		
Transaction Date	5/20/2015	Citizens State Bank 10100	Total \$2,250.00
Refer	0 SUNSHINE FILTERS		
Cash Payment	E 602-49450-220 Bldg.Repair and Mainten	FILTERS FOR WWTP MAY 2015	\$194.25
Invoice 119449	5/27/2015		
Transaction Date	5/21/2015	Citizens State Bank 10100	Total \$194.25
Refer	0 MN DEPARTMENT OF HEALTH		

Payments

Current Period: May 2015

Cash Payment	E 601-49400-441 MDH FEE	MDH WATER CONNECTION		\$583.00
Invoice	2ND QTR 2015 5/27/2015			
Transaction Date	5/22/2015	Citizens State Bank 10100	Total	\$583.00
Refer	0 DODGE COUNTY HIGHWAY DEPA			
Cash Payment	E 101-41500-437 Other Miscellaneous	RIGHT OF WAY UTILITY PERMIT FOR WELCOME SIGN STONE PLANTER PROJECT		\$100.00
Invoice	MAY 2015 5/27/2015			
Transaction Date	5/22/2015	Citizens State Bank 10100	Total	\$100.00

Fund Summary

	10100 Citizens State Bank	
101 GENERAL FUND		\$12,700.51
401 GENERAL CAPITAL PROJECTS		\$1,394.05
601 WATER FUND		\$17,688.56
602 SEWER FUND		\$18,078.56
604 STORM SEWER FUND		\$192.00
		<u>\$50,053.68</u>

Pre-Written Checks	\$4,148.68
Checks to be Generated by the Computer	\$45,905.00
Total	<u>\$50,053.68</u>



DODGE COUNTY
ENVIRONMENTAL SERVICES

721 MAIN ST N • DEPT 123 •
MANTORVILLE, MN 55955
507-635-6272

DATE: May 15, 2015
TO: Mantorville Township, City of Mantorville, Soil and Water Conservation District, County Highway Department, MN DNR, and MnDot
FROM: County Staff of Environmental Services / Zoning.
RE: Request for Comment on Land Use Proposal

A Dodge County Public Hearing is planned for July 1, 2015 to consider a request to establish a Commercial Dog Kennel in the Agricultural District on 3.75 acres located in Section 16, Mantorville Township.

Please submit written comments prior to June 17, 2015 to the Environmental Services. If you wish, you can complete the attached form titled "Comment on Land Use Proposal" and mail or fax it. (See information at top of this letter). You may also relay comments at the Public Hearing. If we do not receive comments we will assume you have no objections.

Description of Land Use Proposal

1. **Applicant's Name:** Bob's Animal Friends
2. **Land Owner's Name:** Robert Fellows
3. **Land Use Request, Intended Use:** Dog kennel on 3.75 acres
4. **Location:** SE ¼ of the SW ¼ of NW ¼, Section 16, Mantorville Township.
5. **Zoning District:** Agricultural
6. **Existing Conditions** (based on staff review of in-office data):
 - A. **Current Land Use:** An existing homestead with a pasture.
 - B. **Neighboring Land Use:** The site is located east of State Highway 57, just north of the City of Mantorville. Several homes and the Mantorville Township hall are located to the north, cultivated farmland to the east with the city, two homes to the west, and the city limits of Mantorville to the south.
 - C. **Soil, Slope, and Wetlands:** Soil, slope and climate conditions are not considered "prime farmland" according to USDA definition. Steep slope conditions exist on the property.

- D. **River Shoreland and Floodplain:** Shoreland and floodplain conditions do not exist on property
 - E. **Bedrock Depth, Type, and Karst Features:** Limestone bedrock is less than 50 feet below the surface.
 - F. **Groundwater and Surface Water Sensitivity:** Nearby well logs indicate the depth-to-bedrock to be approx. 15 ft. Because limestone bedrock is very near the surface, the site has a high potential to leach surface contaminants into the limestone drinking water aquifer.
 - G. **Natural resources and wildlife:** Current record indicates that site has "moderate" to "very high" value for natural resource use and protection.
7. **Typical Impacts from Similar Land Uses:** The impact associated with a kennel will likely be nuisance complaints due to barking dogs. In addition, this applicant will need to properly address disposal of excrement from his animals.
8. **Zoning Ordinance Standards that Apply:**
- A. Section 8.2: Agricultural Covenant
 - B. Section 8.4.13: Kennels
 - C. Section 16.32.1: Commercial Kennels
 - D. Section 17.15: Keeping of Animals
 - E. Section 17.19: Nuisance and General Health, Safety and Welfare Standards
9. **Permits Required:**
- A. Conditional Use Permit
 - B. Zoning Permit prior to construction
10. **Attachments:**
- A. Aerial Photo showing proposed site and surrounding land use.
 - B. Maps prepared by County Staff.
 - C. Request for Public Hearing and site plan prepared by Applicant

Cc. Applicant



May 14, 2015

Dear Mayors and Administrators,

Each spring, the League Board of Directors sets a maximum dues schedule increase for its next fiscal year. Similar to how your city sets its preliminary levy increase, the final dues schedule can decrease, but it can't be higher than the maximum that is set.

At its April meeting, the League Board voted to set a maximum dues schedule increase of 5 percent for the League's 2016 fiscal year beginning Sept. 1, 2015. While dues increases have averaged 3.16 percent to cover routine increases in operation expenses the past few years, the 5 percent maximum dues schedule increase for next year includes a 3.25 percent increase for general operations and an additional 1.75 percent for technology projects. The actual amount will be determined at the Board's July 16th meeting when it will approve the budget for the upcoming fiscal year.

As you well know, the use of technology is becoming increasingly important in serving your residents, and the same goes for the League in serving your needs. To ensure we're keeping pace with technology, we commissioned a study to determine what type of technology enhancements will help us do just that. The proposed additional 1.75 percent increase for technology upgrades would provide resources to begin implementation of the study's recommendations, and demonstrates the Board's commitment to ensuring that League systems are able to meet your needs in a rapidly changing technical service environment.

Here are examples of a 5 percent dues schedule increase for cities of various sizes:

Population	2015 Dues	2016 Dues	Increase
1,000	\$1,095	\$1,149	\$ 54
5,000	\$4,961	\$5,209	\$248
10,000	\$8,912	\$9,357	\$445

Per the League constitution, dues are calculated based on the population as established by either the U.S. census or by estimates from the Metropolitan Council and state demographer, whichever has the latest stated date.

On behalf of the entire Board of Directors, we want you to know that we take our responsibility to prudently manage the League's assets very seriously, and we thank you for your continued support of the work of the League. The League is *your* organization, and we sincerely welcome your feedback and your ideas for how we can better serve your needs. Feel free to contact Jim Miller, Executive Director, at (651) 281-1205 or jmiller@lmc.org with any questions or comments.

Dave Osberg
League of Minnesota Cities President,
City Administrator, City of Eagan

Jim Miller
Executive Director,
League of Minnesota Cities

This preliminary action was taken to comply with the League's constitutional requirement that members receive at least 60 days' notice of intended dues increases.

Public Hearing Notice

Notice is hereby given that The Mantorville City Council will hold a public hearing on Wednesday, May 27, 2015 starting at 6:30 pm in the City Council Chambers to consider the following zoning requests:

An application(s) for a metes and bounds split to property legally described as follows:
Part of Lots 3 & 4, Block 21, Original Plat, Mantorville Minnesota.

An Application for a Conditional Use Permit to allow for the minimum lot area to be reduced in conformity with the existing neighborhood as described in Section 150.072 (H) of the Mantorville City Code.

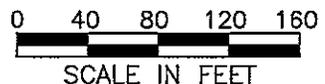
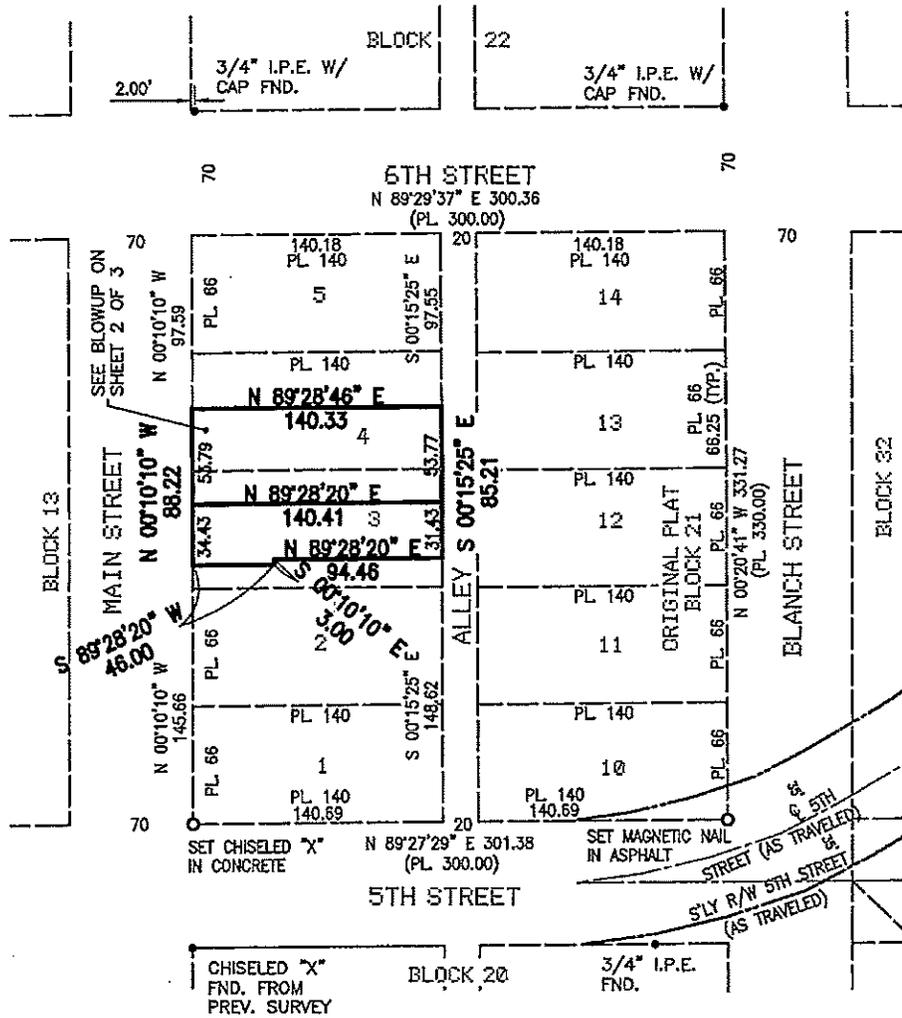
The applicant is Scott and Karrie Berg, 516 North Main Street, Mantorville. All interested persons should attend.

Published this 13th day May, 2015.

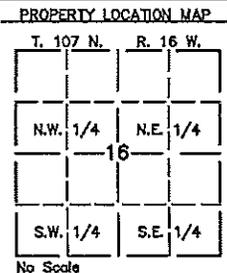
Camille C. Reber
City Clerk Treasurer

CERTIFICATE OF SURVEY

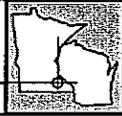
PART OF LOTS 3 & 4, BLOCK 21, ORIGINAL PLAT MANTORVILLE DODGE COUNTY, MINNESOTA



BASIS OF BEARINGS
All Bearings are in relationship with the Dodge County Coordinate System NAD '83, Adjusted 1996.



MASSEY
LAND SURVEYING & ENGINEERING
P.O. BOX 100, KASSON, MN 55944
PH. NO. 507-634-4505, FAX NO. 507-634-6560



THIS SURVEY AND DRAWING WAS PREPARED FOR THE EXCLUSIVE USE OF:
SCOTT & KARRIE BERG
MANTORVILLE, MN

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly licensed Land Surveyor under the laws of the State of Minnesota.

Date 4-27-15
LIC. NO.: 41814

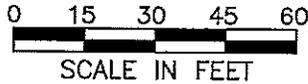
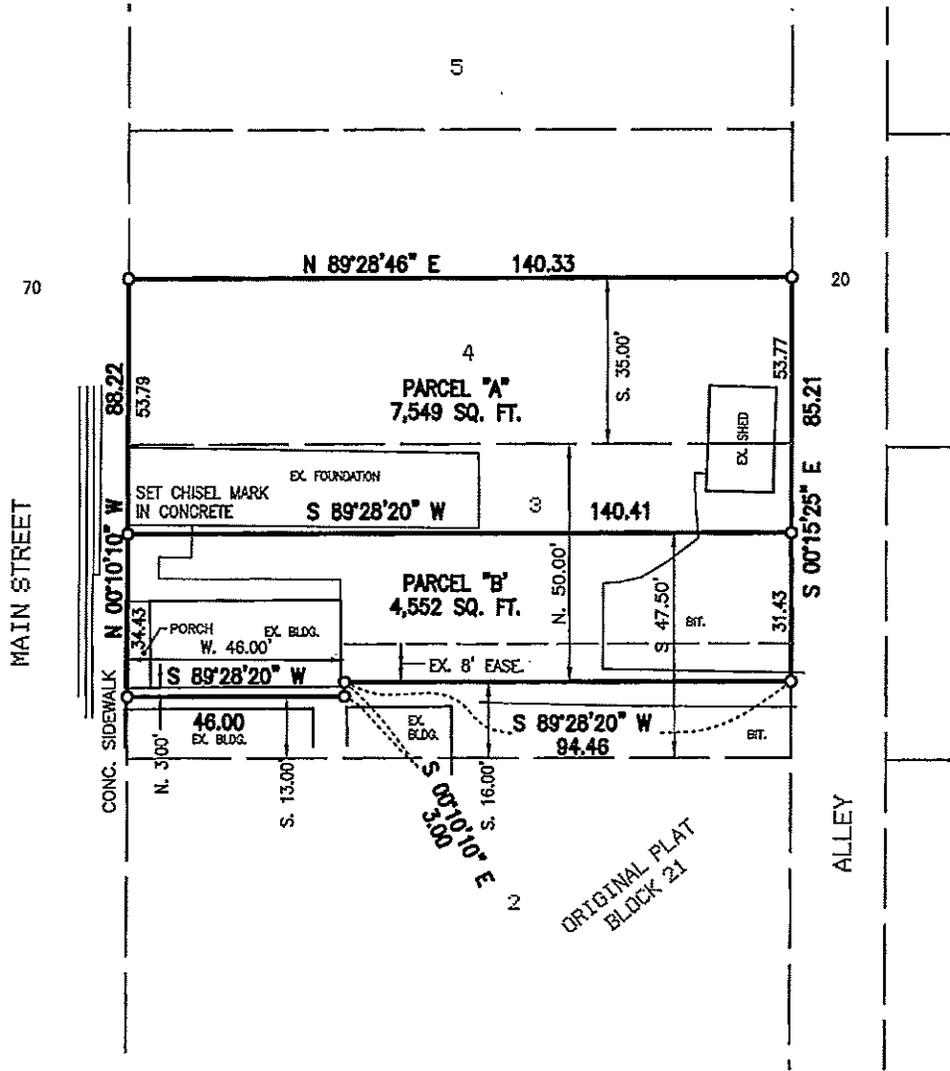
Richard J. Massey

MONUMENTS
● FOUND (AS INDICATED)
○ SET (5/8" PIPE UNLESS NOTED OTHERWISE)

DATE: 4/22/2015
DWG NO. 2269SC01 JOB NO. 2269
DRAWN BY: D.A.M. SHEET 1 OF 3

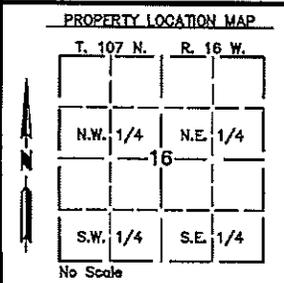
CERTIFICATE OF SURVEY

PART OF LOTS 3 & 4, BLOCK 21, ORIGINAL PLAT MANTORVILLE DODGE COUNTY, MINNESOTA



BASIS OF BEARINGS

All Bearings are in relationship with the Dodge County Coordinate System NAD '83, Adjusted 1996.

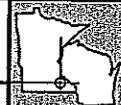


MASSEY
LAND SURVEYING & ENGINEERING
P.O. BOX 100, KASSON, MN 55944
PH. NO. 507-634-4505, FAX NO. 507-634-6560

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly licensed Land Surveyor under the laws of the State of Minnesota.

Date _____
LIC. NO.: 41814

Richard J. Massey



THIS SURVEY AND DRAWING WAS PREPARED FOR THE EXCLUSIVE USE OF:
SCOTT & KARRIE BERG
MANTORVILLE, MN

MONUMENTS
● FOUND (AS INDICATED)
○ SET (5/8" PIPE UNLESS NOTED OTHERWISE)

DATE: 4/22/2015
DWG NO. 2269SC01 JOB NO. 2269
DRAWN BY: D.A.M. SHEET 2 OF 3

CERTIFICATE OF SURVEY

PART OF LOTS 3 & 4, BLOCK 21, ORIGINAL PLAT MANTORVILLE DODGE COUNTY, MINNESOTA

PARCEL "A" DESCRIPTION

The South 35.00 feet of Lot 4, and Lot 3, EXCEPT; THE South 47.50 feet, all in Block 21, Original Plat in the City of Mantorville, Dodge County, Minnesota.

Said parcel contains 7,549 square feet, more or less.

Said parcel is subject to easements or encumbrances of record.

PARCEL "B" DESCRIPTION

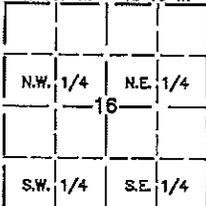
The North 31.43 feet of the South 47.50 feet of Lot 3 AND; the West 46.00 feet of the North 3.00 feet of the South 16.00 feet of said Lot 3, all in Block 21, ORIGINAL PLAT in the City of Mantorville, Dodge County, Minnesota.

Said parcel contains 4,552 square feet, more or less.

Said parcel is subject to an easement over the South 8.00 feet of the North 50.00 feet of said Lot 3 and is subject to any other easements or encumbrances of record.

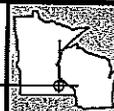
PROPERTY LOCATION MAP

T. 107 N. R. 16 W.



No Scale

MASSEY
LAND SURVEYING & ENGINEERING
 P.O. BOX 100, KASSON, MN 55944
 PH. NO. 507-634-4505, FAX NO. 507-634-6560



I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Date _____

LIC. NO.: 41814

Richard J. Massey

THIS SURVEY AND DRAWING WAS PREPARED FOR THE EXCLUSIVE USE OF:

SCOTT & KARRIE BERG
 MANTORVILLE, MN

MONUMENTS

- FOUND (AS INDICATED)
- SET (5/8" PIPE UNLESS NOTED OTHERWISE)

DATE: 4/22/2015

DWG NO. 2268SC01 JOB NO. 2268

DRAWN BY: D.A.M. SHEET 3 OF 3

Notice of Public Hearing
On the Adoption of Business Subsidy Criteria
City of Mantorville

Notice is hereby given that the City of Mantorville will be conducting a public hearing on May 27th, 2015 at 7:00 p.m. in the City Council Chambers located at City Hall. The purpose of the public hearing is to accept comment on the establishment of criteria for future subsidies provided to businesses. A complete list of the recommended "Criteria for Business Subsidies" is available at the City Offices for review. The City proposes the adoption of "Criteria for Business Subsidies" in accordance with Minnesota Statutes 116J.993-116J995.

Such persons as desired to be heard with reference to the proposed Criteria for Business Subsidies will be heard at this meeting. Written or oral objections will be considered.

Dated: April 27, 2015

BY ORDER OF THE CITY COUNCIL
/S/ Cami Reber, City Clerk

City of Mantorville, Minnesota Business Subsidy Criteria

The following business subsidy criteria are intended to satisfy the requirements of Minnesota Statutes 116J.993 through 116J.995 (the "Act"). The Term "City" means collectively the City of Mantorville.

Criteria

The City hereby expresses its support for the use of business subsidies that meet the below listed criteria.

1. But-for Test. There is a substantial likelihood that the project would not go forward without the business subsidy requested. This criteria must be supported by representations of the applicant for business subsidy.
2. Redevelopment. The project will remove, prevent or reduce blight or other adverse conditions of the property, thereby protecting the City's property values and the general public health, safety, and welfare.
3. Attraction of New Business. The project will attract or retain competitive and financially strong commercial and industrial companies, which offer the potential for significant growth in employment and tax base.
4. Highest and Best Land Use. The use of the business subsidy will encourage quality construction and promote the highest and best use of land, consistent with the City's Comprehensive Plan.
5. Needed Services. The project will provide a needed service in the community, including health care, convenience and social services which are not currently available.
6. Unmet Housing Needs. The project will provide housing alternatives the community currently needs but are not available.
7. Economic Feasibility. The recipient can demonstrate that it has experience and adequate financing for the project, and that the project can be completed in a timely manner.
8. Impact on City Services and Infrastructure. The project will not significantly and adversely increase the demands for service needs in the City.
9. Job Creation. The project will create or retain jobs which pay at least the higher of the current Federal Minimum Wage or State of Minnesota minimum wage plus appropriate benefits. The City may take into account the special needs of small or growth-phase businesses with potential to create high paying jobs in the future.
10. Tax Base. The project will increase the City's tax base and generate new property tax revenue.

Evaluation

The City will evaluate each request for a business subsidy on a case by case basis. Applicants for assistance shall complete an application form and supply all additional information requested by the City. Meeting all or a majority of our criteria does not mean a subsidy will be awarded or denied. A decision to approve or reject a request for subsidy will be based on the merits of the project and the overall benefit to the community.

Valuation of a Business Subsidy

The City will calculate the value of assistance provided to a business in the following manner.

1. If the subsidy is a contribution or sale of real or personal property, the amount of the subsidy will be the fair market value of the property as determined by the City, less any amount paid.
2. If the subsidy is a loan, the amount of the subsidy will be the principal amount of the loan.
3. If the subsidy is a loan guarantee, the amount of the subsidy will be principal amount of the loan guaranteed.
4. If the subsidy takes the form of payments over time (such as pay-as-you-go tax increment) the amount of the subsidy will be the sum of projected payments, discounted to a present value using a discount factor determined by the City.

City of Mantorville, Minnesota
Business Subsidy Application

Business Name: _____ Business Address: _____ City: _____ State: _____ Zip: _____ Contact Person: _____ Daytime Phone: _____ Evening Phone: _____	<i>For office use only:</i> Application # _____ Date Received _____ Development District _____ Finance District _____ Application Fee Paid _____
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Type of assistance requested:

Tax Increment
 Tax Abatement
 Low Interest Loan
 Other (please specify) _____

Amount of assistance requested: \$ _____

Projected start date: _____ Projected completion date: _____

Project Information

Please attach a description of the proposed project.
Please attach a description of why the assistance is needed, be specific.

Estimated Costs (please itemize)	Financing Sources (please itemize)
_____ \$ _____	_____ \$ _____
_____ \$ _____	_____ \$ _____
_____ \$ _____	_____ \$ _____
_____ \$ _____	_____ \$ _____
_____ \$ _____	_____ \$ _____
_____ \$ _____	_____ \$ _____
_____ \$ _____	_____ \$ _____
_____ \$ _____	_____ \$ _____
_____ \$ _____	_____ \$ _____
Total Costs \$ _____	Total Funds \$ _____

Project Site:
 Parcel #'s: _____
Please attach a legal description of the property.

If the assistance is for a building project:

Estimated value *after* project completion: \$ _____

Size of Building _____ sq. ft. Building Type _____

Function of Building: _____

Provide a sketch plan and/or site plan for the project.

RESOLUTION 2015-11

A RESOLUTION APPROVING A LOT LINE ADJUSTMENT FOR PROPERTIES LOCATED AT 516 MAIN STREET NORTH AND 520 MAIN STREET NORTH AND A CONDITIONAL USE PERMIT FOR PROPERTY LOCATED AT 516 MAIN STREET NORTH

WHEREAS, Scott Berg and Karrie Berg, married to each other (the "Applicants") have applied to the City of Mantorville (the "City") for a lot line adjustment; and

WHEREAS, the Applicants are the fee owners of two adjacent parcels, located at 516 Main Street North and 520 Main Street North; and

WHEREAS, the parcel located at 516 Main Street North is approximately 1,058 square feet in size (the "Small Parcel") and the parcel located at 520 Main Street North is approximately 11,043 square feet in size (the "Large Parcel"); and

WHEREAS, the Applicants desire to transfer approximately 3,494 square feet from the Large Parcel to the Small Parcel, with the Small Parcel being increased in size to 4,552 square feet (the "New Small Parcel"), to be legally described as stated on the attached Exhibit A and the Large Parcel being decreased in size to 7,549 square feet (the "New Large Parcel"), to be legally described on the attached Exhibit B. A depiction of the New Small Parcel and the New Large Parcel is attached as Exhibit C; and

WHEREAS, Section 151.090 (B) of the Mantorville City Code allows for a property owner to detach a portion of a platted lot and add it to an adjoining parcel, provided that the residual parcels will meet the frontage and area requirements of the Zoning Ordinance; and

WHEREAS, both parcels are within the Commercial District and the Historic District; and

WHEREAS, the minimum lot width in the Commercial District is 50 feet at the street line and the minimum lot area is 5,000 square feet; and

WHEREAS, the New Large Parcel will be in compliance with the Commercial District lot size requirements, however, the New Small Parcel will not be in compliance with the lot size requirements because it will be only 4,552 square feet in size and 34.45 feet wide at the street line; and

WHEREAS, Section 150.072 (H) of the City Code allows for a conditional use permit to be issued for lots in the Commercial District that do not comply with Commercial District standards; and

WHEREAS, the Applicants also submitted an application for a conditional use permit (the "CUP") to allow for the New Small Parcel to be undersized; and

WHEREAS, the City Council held a public hearing on May 27, 2015, at which time it heard from those wishing to speak and reviewed any written testimony or information provided to the City regarding this matter; and

WHEREAS, a conditional use that requires a conditional use permit is typically designated in a zoning ordinance as conditional because of hazards inherent in the use itself or because of special problems that its proposed location may present; and

WHEREAS, the conditional use being requested by the Applicants is a deviation from the lot size standards of the City Code and does not relate to a specific type of use; and

WHEREAS, the Applicants intend to construct an addition to the existing building that is located on the New Small Parcel; and

WHEREAS, the City recognizes that in this type of situation due to the fact that the construction of the building on the New Small Parcel is of a permanent nature, that this request should be evaluated and conditioned as if it were a variance even though it is technically a CUP; and

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

- (a) The CUP is in harmony with the purposes and intent of the City's zoning regulations. The use of the New Small Parcel is a permitted use and is not changing; and
- (b) The CUP is consistent with the comprehensive plan in that the New Small Parcel's existing commercial use as a hair salon business is not changing. The area in which the New Small Parcel is located is not limited by the comprehensive plan for future development or restrictions; and
- (c) The CUP puts the New Small Parcel to use in a reasonable manner because it will allow for an existing business that is a permitted use to expand; and
- (d) There are circumstances unique to the New Small Parcel because the existing Small Parcel is significantly smaller than most lots in the Commercial District; and
- (e) There are circumstances causing practical difficulties not created by the Applicants. The size of the existing Small Parcel does not allow any room for expansion of the building, as most of the parcel is taken up by the existing building; and
- (f) The granting of the CUP/variance will maintain and not alter the essential character of the area of the locality. The Small Parcel is currently only 1,058 square feet, which is 3,942 square feet less than the 5,000 square foot minimum lot size. It is only 34.43 feet wide, which is 15.57 feet less than the 50 foot width requirement. The New Small Parcel will be 4,552 square feet, which is only 448 square feet less than the requirement. It will be 34.43 feet wide, which is only 15.57 feet less than the required width. By adding property from the Large Parcel to the New Small Parcel, it will bring the New Small Parcel much closer to being in conformance with the Commercial District's lot size requirements without causing the New Large Parcel to be noncompliant. In addition, there are many lots in the neighborhood that do not currently meet the minimum lot area requirement; and
- (g) The practical difficulties involve more than just economic considerations. The increased size of the New Small Parcel will bring it closer to being in compliance with the Commercial District lot size requirements; and
- (h) The CUP will not cause there to be an excessive burden on existing parks, schools, streets, or other public facilities which serve or are proposed to serve the area; and

- (i) The CUP will not impede the normal and orderly development or improvement of the surrounding properties. The property to the south is completely developed and the property to the north (the New Large Parcel) is vacant and meets the minimum lot size requirements; and
- (j) Issuing the CUP will not be injurious to the use and enjoyment of other property in the neighborhood and will not significantly diminish the values of other property because the use of the New Small Parcel is not changing; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council hereby approves the proposed lot line adjustment and CUP conditioned upon the Applicants' compliance with all of the following:

- (1) The Applicants shall be responsible for drafting, executing and recording such transfer documents and deeds as may be required to achieve the transfer of the property from the Large Parcel to the Small Parcel so that after the lot line adjustment there is a single property identification number for the New Small Parcel and a single property identification number for the New Large Parcel. All property transfer documents related to this lot line adjustment, including the deeds for the parcels, must be recorded with the County no later than 180 days from the date of this Resolution approving the lot line adjustment and copies of the recorded deeds provided to the City within seven days of recording. Failure by the Applicants to record the deeds by the date indicated will render the City's approval of the lot line adjustment and the CUP null and void, unless the City Council grants an extension; and
- (2) The Applicants shall be responsible for contacting the Dodge County Assessor's office and for supplying such information as may be needed to update the legal descriptions associated with the tax identification numbers for the New Small Parcel and the New Large Parcel; and
- (3) The Applicants agree to comply with all laws, ordinances and regulations of the State, County and City. The Applicants provided all of the legal descriptions related to the lot line adjustment and CUP and the City did not review them for accuracy, completeness or sufficiency for a particular purpose. If the legal descriptions or survey provided by the Applicants are determined by the County to not be sufficient for its purposes, the Applicants shall be solely responsible for correcting or obtaining such additional information as may be needed to resolve the insufficiencies; and
- (4) The Applicants shall obtain all other permits as may be required; and
- (5) The Applicants must adhere to, and remain in compliance with, the requirements of this Resolution, applicable performance standards and such other requirements as may apply; and
- (6) All conditions of this Resolution must be complied with, shall run with the land, and shall not in any way be affected by the subsequent sale, lease or other change from current ownership of the New Large Parcel and New Small Parcel; and
- (7) This Resolution is subject to the condition that all representations, written and oral, made by the Applicants and their agents and representatives to the City contained in and

concerning the Applicants' application must have been true, complete, and accurate at the time they were made, and that they remain true and accurate.

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

Adopted by the Mantorville City Council this 27th day of May, 2015.

Mayor Chuck Bradford

Attest: City Clerk Treasurer, Camille C. Reber

EXHIBIT A
Legal Description of the New Small Parcel

The North 31.43 feet of the South 47.50 feet of Lot 3 AND; the West 46.00 feet of the North 3.00 feet of the South 16.00 feet of said Lot 3, all in Block 21, ORIGINAL PLAT in the City of Mantorville, Dodge County, Minnesota.

EXHIBIT B

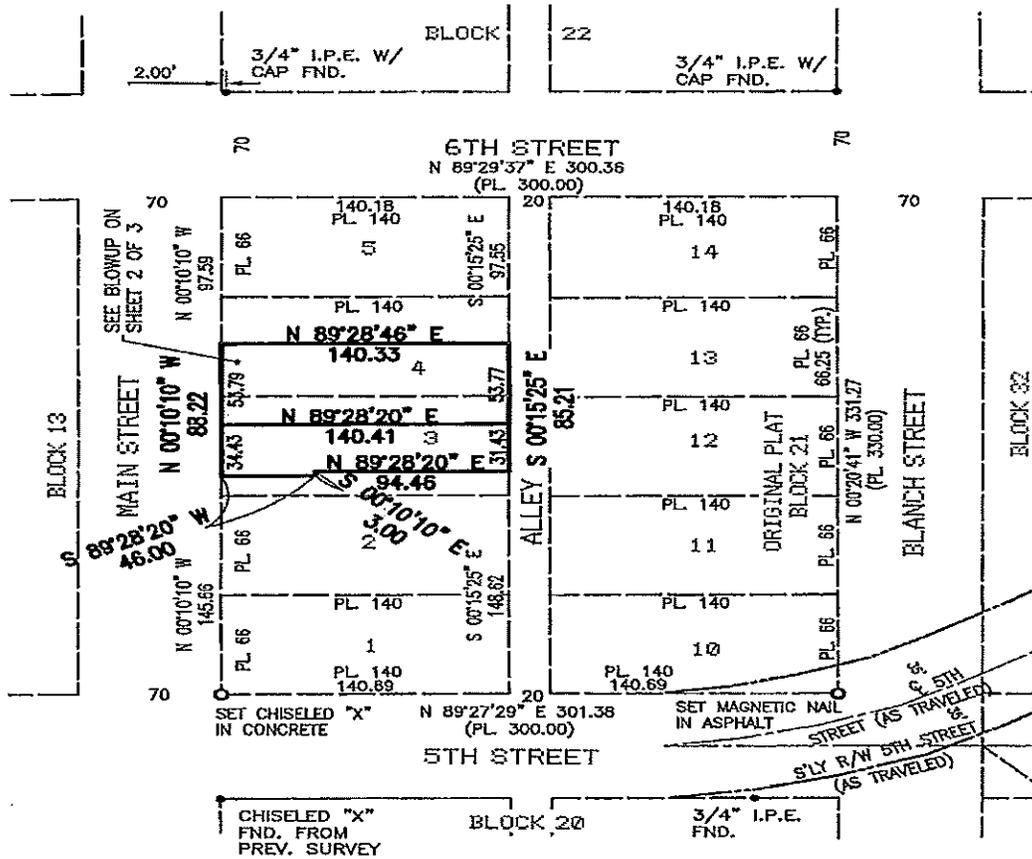
Legal Description of the New Large Parcel

The South 35.00 feet of Lot 4, and Lot 3, EXCEPT; the South 47.50 feet, all in Block 21, ORIGINAL PLAT in the City of Mantorville, Dodge County, Minnesota.

EXHIBIT C

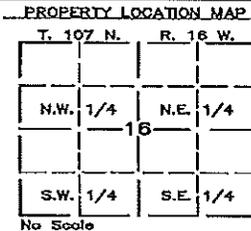
Depiction of New Small Parcel and New Large Parcel

CERTIFICATE OF SURVEY
PART OF LOTS 3 & 4, BLOCK 21,
ORIGINAL PLAT MANTORVILLE
DODGE COUNTY, MINNESOTA

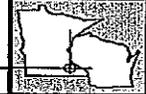


BASIS OF BEARINGS

All Bearings are in relationship with the Dodge County Coordinate System NAD '83, Adjusted 1996.



MASSEY
LAND SURVEYING & ENGINEERING
P.O. BOX 100, KASSON, MN 55944
PH. NO. 507-634-4605, FAX NO. 507-634-6560



THIS SURVEY AND DRAWING WAS PREPARED FOR THE EXCLUSIVE USE OF:
SCOTT & KARRIE BERG
MANTORVILLE, MN

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly licensed Land Surveyor under the laws of the State of Minnesota.

Date 4-27-15
RICH. NO. 41814
Richard J. Massey

MONUMENTS
● FOUND (AS INDICATED)
○ SET (5/8" PIPE UNLESS NOTED OTHERWISE)

DATE: 4/22/2016
DWG NO. 2369SC01 JOB NO. 2369
DRAWN BY: D.A.M. SHEET 1 OF 3

RESOLUTION 2015-12
A RESOLUTION ADOPTING BUSINESS SUBSIDY CRITERIA

WHEREAS, the City of Mantorville, Minnesota (the "City") acknowledges the need to provide financial assistance to businesses in the City to further the economic and development objectives of the City; and

WHEREAS, of Minnesota Statutes 116J.993 through 116J.995 requires the City to establish Business Subsidy Criteria before any new business subsidy can be provided; and

WHEREAS, the City has performed all actions required by law to be performed prior to the adoption of Business Subsidy Criteria, including the holding of a public hearing upon published notice as required by law.

BE IT RESOLVED by the City Council (the "Council") of the City as follows:

1. The City hereby adopts a Business Subsidy Criteria Policy as attached hereto as Exhibit A, in fulfillment of the requirements of Minnesota Statutes 116J.993 through 116J.995

Approved by the Mantorville City Council this 27th day of May, 2015.

Mayor Chuck Bradford

Attest:

City Clerk Treasurer, Camille C. Reber

MEMORANDUM

TO: Cami Reber, City Clerk

FROM: Tim Hruska, P.E.

DATE: May 22, 2015

RE: Walnut Street Drainage

Per the memo prepared for Council on July 14, 2014 (attached), we met with three contractors on May 5th to solicit quotes to construct the fence line modifications and a permanent berm at the north end of Walnut Street. We received two quotes to perform the work as discussed in the field. The quotes were separated into the two projects. The property owner will pay for the work along the fence line with the City paying for the berm construction.

We will forward the quote for the fence line modifications to the property owner for them to arrange for that work to occur. We will continue to assist them during construction.

Swenke Ims Construction submitted the low bid of \$3500 for the berm construction. This included installation of erosion control mat and seeding restoration.

Council Action Recommendation

We recommend that the Council award the contracts to Swenke Ims for the project. I will be attending the City Council meeting to answer any questions.

MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Tim Hruska, P.E.

DATE: July 14, 2014

RE: Walnut Street Drainage

Per City Council direction, we have reviewed the drainage concerns brought forward by Quinita Kase at the May 28, 2014 City Council Meeting.

Background

The storm water runoff from the field north of Walnut Street has been a concern to the local residents for over 10 years. Several of the homes along the east side of the street were constructed so that the garage floor is at approximately the same elevation as the street. This allows storm water to flow into the driveways and across yards instead of staying in the street. Several residents along Walnut Street, north of 9th Street, have taken measures to mitigate storm water issues. These include placement of sand bags at the street during storms to keep water in the roadway and long term solutions of grading yards.

Council Options

If the City Council wishes to provide assistance on this issue, we have listed a few possible solutions.

1. Remove the existing north-south fence line north of City limits and remove the berm that has been created over the years by crop residue and sediment. This will allow the storm water to sheet flow off the field into the grass waterway before entering the City. Providing a grass waterway will slow the flow and provide an opportunity for the sediment and field debris (corn stalks, etc.) to filter out of the water. The property owner would need to consent to the work outlined above. Dodge County Soil and Water Conservation District (Dodge SWCD) staff will provide assistance with discussions with the land owner. Budget range \$2,500 - \$5,000
2. Construct permanent berm along north City limits, directing the storm water to the rear yards between Walnut and West Street. There is an easement along these rear lot lines. The City would need to acquire a drainage easement from the property owner to the north of City limits to convey the water to the east to this rear lot line. If this option were pursued, the City should consider grading that drainage easement to a defined swale. There are several encroachments on this area that would need to be resolved. Budget range \$5,000-10,000 (this does not include grading of the swale in the rear yards)

Recommendation

We recommend the City to engage the property owner north of the City and implement option 1 in the Fall of 2014 after crops have been removed. A temporary berm should still be placed at the north end of Walnut Street to direct water to the west curb line. We also recommend that the City discuss option 2 with the property owner to the north and the property owners abutting the drainage easement. Option 2 could be implemented in 2015.