

MANTORVILLE CITY COUNCIL MEETING AGENDA
MONDAY, SEPTEMBER 12, 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 August 22, 2016
 - b) Warrant List September 12, 2016
 - c) Dodge County Commissioners Meeting Agenda
 - d) 2017 PERA Rate Aid Notice
 - e) Dodge County Open House Event
 - f) Dodge County Sheriff's Department Mantorville Call Report August 2016
 - g) Dodge County Zoning Amendment Notice
5. Public Concerns
6. Public Hearing
 - a) 6:32 pm – Preliminary Plat Mantor Woods Estates
 - b) 6:35 pm – Street Vacation Request's
7. Old Business/New Business
 - a) Approval of the Preliminary Plat Mantor Woods Estates
 - b) RESOLUTION 2016-11 APPROVING THE VACATION OF A PORTION OF BLANCH STREET
 - c) RESOLUTION 2016-12 APPROVING THE VACATION OF A PORTION OF 10TH STREET
 - d) Street Repairs 2016
 - e) Jim Potter – Drainage 510 Chestnut
 - f) Tabled Ordinance 01-2016 AMENDING SECTION 150.025 OF THE CITY ZONING CODE
 - g) Tabled Ordinance 02-2016 AMENDING SECTION 150.044 OF THE CITY ZONING CODE
 - h) Tabled Ordinance 03-2016 AMENDING SECTION 150.071 OF THE CITY ZONING CODE
 - i) Amended Resolution 2016-08, Approval of Wording Change to a CUP Granting a Bed and Breakfast Previously
 - j) Sharon Davern – Building Permit Approval
 - k) Solar Stone Solar Garden Subscription
 - l) Appointment of EDA Commissioner
 - m) 2017 Preliminary Budget
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, AUGUST 22, 2016
6:30 PM

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

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

Others Present: Daniel Trapp, Gretta Becay, Sharon Davern, Drew Kirmse, Jim Kirmse, Dave Dripps, Julie & Tom Johnson, Scott Larsen, and Cami Reber.

2. **Pledge of Allegiance** - Done

3. **Additions/Deletions to Agenda** – Marigold Days Street Closures, 7) I

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

- a) City Council Meeting Minute's August 8, 2016
- b) Warrant List August 22, 2016
- c) Dodge County Commissioners Meeting Agenda
- d) Dodge County Sheriffs Call Report Mantorville July 2016

Motion passed unanimously.

5. **Public Concerns**

Sharon Davern requested to discuss wording in the CUP she was recently issued. Mayor Bradford noted that it can be addressed when we discuss her building permit.

6. **Public Hearing – 6:32 pm**

Motion made by Member Lambert, second by Member Blair to close the regular session and open the public hearing at 6:33 pm. Motion passed unanimously

- a) **Amendments to Mantorville Zoning code**

• **Section 150.025 Titled Accessory Buildings**

Dave Dripps, 208 Bergman Drive – previously on Planning and Zoning Commission, noted that this was one of the ordinances they wanted to update because they thought a 900 sq. ft accessory building wasn't quite big enough. It appears the way the Council is proposing to modify this ordinance that he could have an out building that is over 4,400 square feet. Which is equivalent to a 15 stall garage and he could have 2 of them in his garage. This 10x more than the current ordinance allows. The Mayor noted that there has been discussion to take out the garage from the footprint and the foot print is not total square footage of each story of the principal structure. The other limiting factor is the 25% coverage of structures on the lot; on any given lot you cannot exceed 25% of that lot consumed with structures. Dave noted that he lives on 2.13 acres so he could cover a quarter of his lot with 2 out buildings; 2 fifteen stall garages. That is totally ridiculous and would ruin the neighborhood.

Mayor Bradford noted that the Council struggled with coming up with the right size for both the big and small lots. It's a starting point, what would you like to see. Dave suggested starting out with twice the size of the current ordinance. Other input from those present included;

- A Concern on the height change and if someone has a 30' high single family home, that would be a huge increase. If you have a two story home, you can have a two story accessory structure?
- A Gradual approach to the changes would be better; double the current size and keeping it a single story.

- 1,800 is the maximum they would want to see built next to them. Pick an amendable color. The Mayor noted that they have included wording to keep it like the main structure.
- Huge Massive storage buildings shouldn't be in residential areas.

- **Section 150.044 Titled Bed and Breakfasts**

Dave Dripps asked about the Guest House Ordinance – if he builds a separate accessory building, can he have a bed and breakfast in that separate building. Mayor noted that accessory structures are not a habitable structure. Dave said that a guest house, in his opinion, is something like a carriage house that he is building, for a guest. The wording on this doesn't sound right.

Julie Johnson – do you need to specify if you can put plumbing in an out building? Would that help define a guest house?

Dave noted you need to specify if it's an attached room to the primary residence or not. You need to specify that and that it's not a separate structure. The Mayor noted that the guest house is not intended as an accessory structure. Is the guest house in the definitions? Guest houses are separate buildings, in other people's opinions.

The State has different definitions and if you are going to label something a bed and breakfast, they have certain rules. If you label it a guest house or tourism home, they look at it different. It was suggested that the permits state which one it is, not lump them together. Member Blair noted, the State doesn't care what we call it, they have their own definitions. Ms. Davern disagrees and that's not what happens. If she has a tourism home, the State won't license her but under a Bed and Breakfast they do. There is a clarification that needs to happen. It was suggested to follow the same definitions as the State; why can't we have three definitions.

Separate out the three Bed and Breakfast, Guest House or Tourism Home is a suggestion. Redefine those. Member Blair noted that a guest house, as they are defining it, is not an allowed use. What is being asked to define is not an allowed use in the City. On the CUP, delineate what it is. Ms. Davern noted that it doesn't work how the City has it defined as the three things are very different and somewhere it does need to be cleaned up or we will run into it time and again.

- **Section 150.071 Titled Transitional Districts**

Comment to send out the zoning map so people know what is being talked about. Mayor Bradford noted that we are not changing any zoning, we are cleaning up the definition. Dave Dripps noted the wording in the buffer yards. If we are going to require 30 feet of a buffer yard, those lots are useless as most are only 60' wide, you can only use ½ of the lot. It doesn't make any sense.

- **Section 150.021 Titled Non-conforming Uses and Structures**

No Input

Motion made by Member Blair, second by Member Roth to close the public hearing at 7:12 pm. Motion passed unanimously.

7. Old Business/New Business

a) **Approval of Ordinance 01-2016 AN ORDINANCE AMENDING SECTION 150.025 OF THE MANTORVILLE CITY ZONING CODE**

Member Hofstad is glad we had input from the citizens. He feels that the size of foot print listed is a little too large. It's not appropriate to see such a large building. Those should be in a commercial area. Double the size of the house is a little much. He feels he could not vote

on it as written tonight. It needs to be changed to be a little more workable. Motion made by Member Hofstad, second by Member Roth to table (Approval of Ordinance 01-2016 AN ORDINANCE AMENDING SECTION 150.025 OF THE MANTORVILLE CITY ZONING CODE) pending some changes to the wording until the next City Council Meeting on September 12, 2016. Motion passed unanimously.

b) Approval of Ordinance 02-2016 AN ORDINANCE AMENDING SECTION 150.044 OF THE MANTORVILLE CITY ZONING CODE

The Mayor feels we had good discussion for the need of definitions. Members discussed "Guest House" and how to move forward with that. Member Blair suggested we check the States terminology. Motion made by Member Blair, second by Member Lambert to table this and get those definitions. Motion passed unanimously. This will be continued to the September 12 meeting.

c) Approval of Ordinance 03-2016 AN ORDINANCE AMENDING SECTION 150.071 OF THE MANTORVILLE CITY ZONING CODE

Member Lambert noted that it is interesting that in this instance we say that 30' shall be required abutting a residential use but we don't specify a setback in the commercial. Council Members discussed the buffer yards and screening listed in (H). Mayor Bradford doesn't think that we should be more restrictive than an R-1, which is 25', but it should be more restrictive than commercial which is 0'. Dripps notes it only affects 5 lots in town that are transitional abutting residential. Member Lambert recommended that we change the buffer yard requirement to 10' instead of 30'. Move to table this by Member Blair, second by Member Roth, to continue until the September 12 meeting. Council Members should get any additional changes to Cami by the 12th to continue the discussion. Motion passed unanimously.

d) Approval of Ordinance 04-2016 AN ORDINANCE AMENDING SECTION 150.021 OF THE MANTORVILLE CITY CODE AND OPTING OUT OF THE REQUIREMENTS OF MINNESOTA STATUTES 462.3593

Motion made by Member Lambert, second by Member Blair to approve Ordinance 04-2016, (AN ORDINANCE AMENDING SECTION 150.021 OF THE MANTORVILLE CITY CODE AND OPTING OUT OF THE REQUIREMENTS OF MINNESOTA STATUTES 462.3593). Clarification made by Member Lambert that in terms of intent we aren't trying to restrict families from supporting their elders, but we would address them on a one by one issue. Motion passed unanimously.

e) Sharon Davern - Building Permit Approval

Sharon Davern approached the Council regarding the building permit she submitted and she still hasn't received yet. She is paying on the loan but hasn't gotten the permit yet. Mayor Bradford asked if the MRA has completed its review yet. She replied that she is not part of the MRA. Mayor Bradford noted that her property is and has been considered part of the historic district and we will wait for their input. After we get their input, we will consider their concerns and move forward. The Mayor noted that he can try to light a fire under the MRA and we should have something by the next Council Meeting.

Wants Bed and Breakfast changed to Tourism Home in the body of the CUP document. The biggest thing she wants is to be able to say no, you cannot come stay in my home. Through Air BnB, you can do that. When you go commercial to a Bed and Breakfast, you cannot do that. The State also requires a restaurant license, they require a hotel/motel license, that means her insurance goes...and she is being exposed in a way that she shouldn't have to be. Labeling it as a Tourism Home, because there isn't a designation, keeps her safe to say No, you can't come. Mayor Bradford noted that two meetings ago, he believes she told them it is her intent that she would be on site, not serve meals and have offsite parking. She clarified that what she said is she has onsite parking, she won't be on site looking at them all the time,

she has other jobs and she has already screened them. She won't be renting it out when she is out of town. She is requesting that the City change what the Conditional Use allows, which we cannot change. As for editorial type changes, we can check with our Legal team.

Discussion on the intent that she has to be present 24/7 as a condition. Member Roth clarified that she lives there and has to be present when customers are staying on site to check them in. She has to be there when they check in. Ms. Davern asked for clarification on the "No outside employees". Council replied it is in regards to operating the B and B. She can hire someone to clean or other service, not directly related to the B and B. She also asked for clarification on the police thing, is it clear that that is specific to what is going on at home. Council clarified that if something happens that is not part of the B and B, then that does not count. If she were to have a call to her home due to one of her guests, that is what that means.

f) Fire Chief JJ Williams - Fire Hall Upgrades

JJ will come back to the City with some requested changes. Council Members gave the blessing to move forward with the new sink in the Fire Hall and any permitting needed.

g) Personnel Committee Recommendation

Member Roth gave an update and recommendation from the Personnel Committee due to Scott Larsen receiving his Collection License. Motion made by Member Roth, second by Member to approve an increase of .50 per hour back to the date the license was issued and move him into Supervisor position. Motion passed unanimously.

h) 2017 Preliminary Budget

Cami briefly explained the latest budget spreadsheet to the Council which shows a 5% preliminary levy. She does not have all of the wish lists yet and she is still waiting for benefit numbers to come in. This will continue to be worked on by Council Members.

i) Marigold Days Street Closures

Member Lambert brought forward the requested street closures request for this year's Marigold Days. Motion made by Member Lambert, second by Member Blair to approve the following; closure of 4th Street from Highway 57 to West Street, 5th Street from Highway 57 to West Street, and Clay Street from 3rd Street to 6th Street on Friday, Saturday and Sunday. Closing to start at 7:00 am on Friday and continue until 6:00 pm on Sunday. Motion passed unanimously.

8. TBD

a) Public Works Report

Scott requested the following signs be placed; in front of the no parking area that we paint on the West Side of the alley by the Fire Department and on the covered bridge where people seem to drive over the bridge. Council approved. He gave the update on the 5th Street East reclaim. Due to equipment problems, the contractor has been unable to get the roads reclaimed. He will be bringing forward requested street repair items for next year's budget.

b) City Clerk Report

Cami updated the Council on receiving the plans for the preliminary plat for Mantor Woods West Subdivision and the request for a light at the corner of County Rd 12 and Highway 57. The light might be placed as part of the road project for County Rd 12. Scott will check into.

c) Consultant Report - none

d) Committee Report

- MRA - Member Lambert reported that the MRA is looking at restructuring things.
- Park Board - Member Lambert reported that the Park Board will meet for clean up

After Marigold Days and he is working on getting pricing for mulch at the Dog Park for the 2017 budget.

- Mayor Bradford asked about an update on the planter project at the south Welcome sign. Member Hofstad updated that additional stone work is going to be completed in the next couple of weeks.
- Township – Member Hofstad gave an update of the meeting he and Tim attended. Cami noted that the Township was informed of the annexation request that will be coming forward as part of the new development and that they were in favor of it. She will be attending a meeting in the near future with a joint resolution that both Board and Council will sign.

e) Council Member Report

- Member Roth – she gave an update on the meeting on Thursday at the Co-op that both she and Cami will be attending on Health Insurance.
- Member Lambert – he noted that Goat Island is the best it has looked and that people are using it.
- Member Blair – none
- Member Hofstad – he brought up the idea that the City can do things with Tourism and there was a suggestion given to him on the City taking over the Welcome Center. Member Roth asked if the MRA has any attachment to them. Council Members discussed that they would like to see ways that they can help. Member Hofstad said he would like to look into it a little bit and see how other communities handle theirs. The Mayor agreed that further work can be done to see if there is anything that can work. Member Hofstad also brought up campground driver problems and how can we stop people from going through? It is and has been a safety issue for a long time.

f) Mayor Report – Mayor Bradford reminded the Council about the upcoming Marigold Days event.

9. Executive Session - none

10. Adjourn – Motion made by Member Hofstad, second by Member Roth to adjourn at 8:35 pm. Motion passed unanimously.

*Check Summary Register©

September 2016

Name	Check Date	Check Amt	
10100 Citizens State Bank			
UnPaid	ABEL SIGNS	\$575.00	ALUMINUM SIGN FOR MANTOR FIELD
UnPaid	AFLAC	\$34.68	EMPLOYEE PAID
UnPaid	AG PARTNERS	\$810.41	B10 RED DYED FUEL
UnPaid	BLUE TARP FINANCIAL, INC	\$91.67	DETACHABLE CAR RAMP AND RATCHET S
UnPaid	BOUND TREE MEDICAL, LLC	\$1,704.98	EPI PENS
UnPaid	CASEYS GENERAL STORES INC	\$309.35	FUEL FOR STREETS
UnPaid	CHS - KASSON FEED	\$61.73	SPRAYED PARK FOR BUGS AND BEES
UnPaid	CITY OF MANTORVILLE PETTY	\$20.47	REIMBURSEMENT TO JOE FOR PESTICIDE
UnPaid	CITY OF MANTORVILLE-PETTY	\$44.50	POSTAGE REIMBURSEMENT FOR WWTP S
UnPaid	CMS - CONSTRUCTION MGMT.S	\$263.47	AUGUST 2016 BUILDING PERMITS
UnPaid	CULLIGAN	\$9.85	BOTTLED WATER FOR AUGUST
UnPaid	DODGE COUNTY	\$46.00	RECORD RESOLUTION 2016-18
UnPaid	DODGE COUNTY TRANSFER ST	\$6.00	DEMO MATERIAL FROM FIRE DEPARTMEN
UnPaid	DODGE COUNTY HIGHWAY DEP	\$502.08	REIMBURSEABLE CULVERT/APRON FOR JI
UnPaid	DODGE COUNTY INDEPENDENT	\$53.88	PUBLIC HEARING NOTICE
UnPaid	FARRELL EQUIPMENT & SUPPL	\$39.00	SAND BAGS FOR THE STREETS DEPT.
UnPaid	FIRE SAFETY USA, INC	\$1,241.25	EAGLE AND MAKO COMPRESSOR ANNUAL
UnPaid	GOPHER STATE ONE CALL	\$24.30	UTILITY LOCATES FOR AUGUST 2016
UnPaid	HAMMS WELDING	\$60.00	WELD ALUMINUM SPOUT ON THE JOHN DE
UnPaid	HAWKINS, INC	\$5,322.29	WWTP CHEMICALS
UnPaid	HEALTHSMART BENEFIT SOLUT	\$16.00	EMPLOYEE PAID LIFE INSURANCE
UnPaid	HERO, JORSTAD & JACOBSEN,	\$330.00	AUGUST 2016 PROSECUTION
UnPaid	INNOVATIVE OFFICE SOLUTION	\$388.97	2 OFFICE CHAIRS AND A PHONE HEADSET
UnPaid	INTERSTATE MOTOR TRUCKS, I	\$3,110.08	TIRE CHAINS ON THE 2009 INT.4300
UnPaid	KASSON HARDWARE HANK	\$321.45	PRUNING SPRAY, BOLTS, GARBAGE BAGS
UnPaid	K-M TELECOM	\$514.25	CITY HALL MAIN 5170
UnPaid	MENARDS - NORTH ROCHESTE	\$181.11	CAULK AND WASP SPRAY FOR THE PARK
UnPaid	MINNESOTA ENERGY RESOURC	\$293.85	4016467-5 SHOP
UnPaid	MN DEPARTMENT OF HEALTH	\$583.00	3RD QTR. 2016 MDH
UnPaid	MOPS AND BUCKETS, LLC	\$53.44	CLEANING CITY HALL SEPT 2016
UnPaid	NAPA	\$109.86	PUMPER 1 MAINT SUPPLIES FOR THE FIRE
UnPaid	NOLTE, ROGER	\$32.15	REIMBURSEMENT TO ROGER FOR RESCU
UnPaid	OLSON TREE SERVICE	\$2,400.00	TREE REMOVAL NW SIDE OF 7TH ST E, BL
UnPaid	PITNEY BOWES GLOBAL	\$199.00	AUGUST POSTAGE
UnPaid	SWENKE IMS CONTRACTING, LL	\$7,409.65	WATERMAIN FIX AT 401 CLAY STREET
UnPaid	UC LAB - UTILITY CONSULTANT	\$336.50	BIO SOLID SAMPLING FOR AUGUST 2016
UnPaid	WASTE MANAGEMENT	\$117.18	GARBAGE REMOVAL FOR AUGUST 2016
UnPaid	WHKS & COMPANY	\$11,477.26	MANTORVILLE WWTP OPERATIONS PER J
UnPaid	XCEL ENERGY	\$5,907.61	STREET LIGHTS NON METERED
	Total Checks	\$45,002.27	

MANTORVILLE, MN

09/09/16 2:11 PM

Page 1

Payments

Current Period: September 2016

Batch Name	WAR 09 12 16	User Dollar Amt	\$55,687.73		
	Payments	Computer Dollar Amt	\$55,687.73		
				\$0.00	In Balance
Refer	0 MN DEPARTMENT OF HEALTH				
Cash Payment	E 601-49400-441 MDH FEE	3RD QTR. 2016 MDH		\$583.00	
	Invoice 3RD QTR 2016	9/12/2016			
Transaction Date	8/22/2016	Citizens State Bank	10100	Total	\$583.00
Refer	0 MN PERA	Ck# 005034	9/12/2016		
Cash Payment	G 101-21704 PERA	EMPLOYEE/EMPLOYER RETIREMENT CONTRIBUTION PR-17		\$867.78	
	Invoice 2016-PR17	9/12/2016			
Transaction Date	8/25/2016	Citizens State Bank	10100	Total	\$867.78
Refer	0 SWENKE IMS CONTRACTING, LLC				
Cash Payment	E 601-49400-300 Professional Srvs (GEN	WATERMAIN FIX AT 401 CLAY STREET		\$7,409.65	
	Invoice 16-18.1	9/12/2016			
Transaction Date	8/25/2016	Citizens State Bank	10100	Total	\$7,409.65
Refer	0 INTERNAL REVENUE SERVICE	Ck# 005035	9/12/2016		
Cash Payment	G 101-21701 Federal Withholding	FEDERAL W/H PR17		\$673.91	
	Invoice 2016-PR17	9/12/2016			
Cash Payment	G 101-21709 Medicare	MEDICARE W/H PR17		\$194.74	
	Invoice 2016-PR17	9/12/2016			
Cash Payment	G 101-21703 FICA Tax Withholding	SS W/H PR17		\$832.72	
	Invoice 2016-PR17	9/12/2016			
Transaction Date	8/25/2016	Citizens State Bank	10100	Total	\$1,701.37
Refer	0 INTERNAL REVENUE SERVICE	Ck# 005033	9/12/2016		
Cash Payment	G 101-21701 Federal Withholding	FEDERAL W/H PR10		\$617.67	
	Invoice 2016-PR10	9/12/2016			
Cash Payment	G 101-21703 FICA Tax Withholding	SS W/H PR10		\$761.20	
	Invoice 2016-PR10	9/12/2016			
Cash Payment	G 101-21709 Medicare	MEDICARE W/H PR10		\$178.02	
	Invoice 2016-PR10	9/12/2016			
Transaction Date	8/25/2016	Citizens State Bank	10100	Total	\$1,556.89
Refer	0 XCEL ENERGY				
Cash Payment	E 101-43160-381 Electric Utilities	STREET LIGHTS NON METERED		\$1,653.15	
	Invoice AUGUST 2016	9/12/2016			
Cash Payment	E 101-43160-381 Electric Utilities	BRIDGE LIGHTS		\$21.99	
	Invoice AUGUST 2016	9/12/2016			
Cash Payment	E 101-43160-381 Electric Utilities	130 ST.HWY 57 S.CITY SIGN		\$23.59	
	Invoice AUGUST 2016	9/12/2016			
Cash Payment	E 101-43160-381 Electric Utilities	60003 ST.HWY 57 N CITY SIGN		\$17.22	
	Invoice AUGUST 2016	9/12/2016			
Cash Payment	E 101-42200-380 Utility Services	FH/CH/PUMP		\$303.54	
	Invoice AUGUST 2016	9/12/2016			
Cash Payment	E 101-43160-381 Electric Utilities	410 CLAY		\$14.70	
	Invoice AUGUST 2016	9/12/2016			
Cash Payment	E 101-41940-380 Utility Services	MANTOR FIELD		\$99.55	
	Invoice AUGUST 2016	9/12/2016			
Cash Payment	E 101-41940-380 Utility Services	340 CLAY RIVERSIDE		\$73.79	
	Invoice AUGUST 2016	9/12/2016			

MANTORVILLE, MN

09/09/16 2:11 PM

Page 2

Payments

Current Period: September 2016

Cash Payment	E 101-41940-380 Utility Services	342 MAIN ST RIVERSIDE	\$15.08
Invoice	AUGUST 2016 9/12/2016		
Cash Payment	E 101-41940-380 Utility Services	GOLFVIEW DENNISON FIELD	\$16.16
Invoice	AUGUST 2016 9/12/2016		
Cash Payment	E 101-41940-380 Utility Services	EAST ST. CITY SHOP	\$87.09
Invoice	AUGUST 2016 9/12/2016		
Cash Payment	E 602-49450-380 Utility Services	121 BLANCH WWTF	\$2,040.56
Invoice	AUGUST 2016 9/12/2016		
Cash Payment	E 601-49400-380 Utility Services	841 BLANCH WELL	\$1,024.81
Invoice	AUGUST 2016 9/12/2016		
Cash Payment	E 601-49400-380 Utility Services	WATER TOWER	\$58.25
Invoice	AUGUST 2016 9/12/2016		
Cash Payment	E 603-45183-381 Electric Utilities	CAMPGROUND	\$361.89
Invoice	AUGUST 2016 9/12/2016		
Cash Payment	E 101-41940-380 Utility Services	BLANCH ST. SHOP	\$31.98
Invoice	AUGUST 2016 9/12/2016		
Cash Payment	E 602-49450-380 Utility Services	JEFFERSON LIFT STATION	\$28.86
Invoice	AUGUST 2016 9/12/2016		
Cash Payment	E 101-42200-380 Utility Services	21 5TH STREET - SIREN	\$6.03
Invoice	AUGUST 2016 9/12/2016		
Cash Payment	E 101-43160-381 Electric Utilities	BLANCH ST NON METER	\$8.49
Invoice	AUGUST 2016 9/12/2016		
Cash Payment	E 101-42200-380 Utility Services	701 CHESTNUT - SIREN	\$6.18
Invoice	AUGUST 2016 9/12/2016		
Cash Payment	E 101-41940-380 Utility Services	15 4TH STREET WEST	\$14.70
Invoice	AUGUST 2016 9/12/2016		
Transaction Date	8/25/2016	Citizens State Bank 10100	Total \$5,907.61
Refer	0 MENARDS - NORTH ROCHESTER		
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	CAULK AND WASP SPRAY FOR THE PARK BATHROOM	\$13.83
Invoice	74219 9/12/2016		
Transaction Date	8/29/2016	Citizens State Bank 10100	Total \$13.83
Refer	0 HEALTHSMART BENEFIT SOLUTION		
Cash Payment	G 101-21711 Life Insurance Payable	EMPLOYEE PAID LIFE INSURANCE	\$16.00
Invoice	AUGUST 2016 9/12/2016		
Transaction Date	8/29/2016	Citizens State Bank 10100	Total \$16.00
Refer	0 DODGE COUNTY		
Cash Payment	E 101-41500-300 Professional Srvs (GEN	RECORD RESOLUTION 2016-18	\$46.00
Invoice	2016-18 9/12/2016		
Transaction Date	8/29/2016	Citizens State Bank 10100	Total \$46.00
Refer	0 WHKS & COMPANY		
Cash Payment	E 602-49450-300 Professional Srvs (GEN	MANTORVILLE WWTP OPERATIONS PER JUNE 25TH-JULY 29TH	\$2,992.74
Invoice	35276 9/12/2016		
Cash Payment	E 401-41000-570 Capital Outlay	ENGINEERING FEES FOR 5TH ST RECON JUNE 25TH-JULY 29TH	\$940.80
Invoice	35275 9/12/2016		
Cash Payment	E 602-49450-303 Engineering Fees	ENGINEERING FEES FOR SANITARY SEWER FINAL DESIGN JUNE 25TH-JULY 29TH	\$7,543.72
Invoice	35271 9/12/2016		

MANTORVILLE, MN

09/09/16 2:11 PM

Page 3

Payments

Current Period: September 2016

Transaction Date	8/29/2016	Citizens State Bank	10100	Total	\$11,477.26
Refer	0 MINNESOTA ENERGY				
Cash Payment	E 101-41940-380 Utility Services	4016467-5 SHOP			\$63.32
Invoice	SEPT 2016	9/12/2016			
Cash Payment	E 101-41940-380 Utility Services	4300149-4 SHOP			\$55.03
Invoice	SEPT 2016	9/12/2016			
Cash Payment	E 101-41940-380 Utility Services	4028156-0 SHOP			\$23.29
Invoice	SEPT 2016	9/12/2016			
Cash Payment	E 101-42200-380 Utility Services	4229566-7 FIRE DEPT			\$56.95
Invoice	SEPT 2016	9/12/2016			
Cash Payment	E 601-49400-380 Utility Services	4113568-2 WTR PUMP			\$25.94
Invoice	SEPT 2016	9/12/2016			
Cash Payment	E 602-49450-380 Utility Services	4299022-6 WWTP			\$43.38
Invoice	SEPT 2016	9/12/2016			
Cash Payment	E 101-41940-380 Utility Services	5121503-6 SHOP			\$25.94
Invoice	SEPT 2016	9/12/2016			
Transaction Date	8/29/2016	Citizens State Bank	10100	Total	\$293.85
Refer	0 CITY OF MANTORVILLE PETTY CA				
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	REIMBURSEMENT TO JOE FOR PESTICIDE AND FOGGERS FOR THE PARK BATHROOMS			\$20.47
Invoice	AUGUST 2016	9/12/2016			
Transaction Date	8/29/2016	Citizens State Bank	10100	Total	\$20.47
Refer	0 CITY OF MANTORVILLE-PETTY CA				
Cash Payment	E 601-49400-216 Chemicals and Chem Pr	POSTAGE REIMBURSEMENT FOR WWTP SAMPLES			\$44.50
Invoice	AUGUST 2016	9/12/2016			
Transaction Date	8/29/2016	Citizens State Bank	10100	Total	\$44.50
Refer	0 AFLAC				
Cash Payment	G 101-21710 AFLAC	EMPLOYEE PAID			\$34.68
Invoice	891016	9/12/2016			
Transaction Date	8/30/2016	Citizens State Bank	10100	Total	\$34.68
Refer	0 HAMMS WELDING				
Cash Payment	E 101-45200-404 Repairs/Maint Machinery	WELD ALUMINUM SPOUT ON THE JOHN DEERE MOWER			\$60.00
Invoice	2758	9/12/2016			
Transaction Date	8/31/2016	Citizens State Bank	10100	Total	\$60.00
Refer	0 FARRELL EQUIPMENT & SUPPLY				
Cash Payment	E 101-43100-200 Supplies	SAND BAGS FOR THE STREETS DEPT.			\$39.00
Invoice	822952	9/12/2016			
Transaction Date	8/31/2016	Citizens State Bank	10100	Total	\$39.00
Refer	0 INNOVATIVE OFFICE SOLUTIONS				
Cash Payment	E 101-41500-445 Health and Wellness	2 OFFICE CHAIRS AND A PHONE HEADSET			\$338.50
Invoice	IN1302980	9/12/2016			
Cash Payment	E 101-41500-200 Supplies	COPY PAPER, CALCULATOR TAPE AND COLORED PAPER			\$50.47
Invoice	IN1302980	9/12/2016			
Transaction Date	9/1/2016	Citizens State Bank	10100	Total	\$388.97
Refer	0 GOPHER STATE ONE CALL				

MANTORVILLE, MN

09/09/16 2:11 PM

Page 4

Payments

Current Period: September 2016

Cash Payment	E 602-49450-300 Professional Svcs (GEN	UTILITY LOCATES FOR AUGUST 2016		\$14.58
Invoice	6080537	9/12/2016		
Cash Payment	E 601-49400-300 Professional Svcs (GEN	UTILITY LOCATES FOR AUGUST 2016		\$9.72
Invoice	6080537	9/12/2016		
Transaction Date	9/1/2016	Citizens State Bank	10100	Total \$24.30
Refer	0	MENARDS - NORTH ROCHESTER		
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	UTILITY MULCH FOR WELLNESS STATION		\$137.31
Invoice	74637	9/12/2016		
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	BLACK FABRIC FOR WELLNESS STATION		\$29.97
Invoice	74637	9/12/2016		
Transaction Date	9/1/2016	Citizens State Bank	10100	Total \$167.28
Refer	0	ABEL SIGNS		
Cash Payment	E 101-45200-500 Capital Outlay	ALUMINUM SIGN FOR MANTOR FIELD		\$575.00
Invoice	6766	9/12/2016		
Transaction Date	9/1/2016	Citizens State Bank	10100	Total \$575.00
Refer	0	BLUE CROSS BLUE SHIELD OF MI	Ck# 005036 9/12/2016	
Cash Payment	G 101-21706 Hospitalization/Medical Ins	EMPLOYEE MEDICAL		\$3,285.00
Invoice	SEPT 2016	9/12/2016		
Transaction Date	9/2/2016	Citizens State Bank	10100	Total \$3,285.00
Refer	0	K-M TELECOM		
Cash Payment	E 101-41940-321 Communications Phone/	CITY HALL MAIN 5170		\$110.49
Invoice	1268538	9/12/2016		
Cash Payment	E 101-41940-321 Communications Phone/	CITY HALL FAX 5300		\$31.00
Invoice	1268538	9/12/2016		
Cash Payment	E 101-42200-321 Communications Phone/	FD 5440		\$31.00
Invoice	1268538	9/12/2016		
Cash Payment	E 101-41940-321 Communications Phone/	SHOP 5119		\$74.99
Invoice	1268538	9/12/2016		
Cash Payment	E 601-49400-321 Communications Phone/	WATER TOWER ALARM 3588		\$41.00
Invoice	1268538	9/12/2016		
Cash Payment	E 602-49450-321 Communications Phone/	LIFT STATION ALARM 5066		\$31.00
Invoice	1268538	9/12/2016		
Cash Payment	E 602-49450-321 Communications Phone/	WWTP 5413		\$31.00
Invoice	1268538	9/12/2016		
Cash Payment	E 602-49450-321 Communications Phone/	WWTP 5463		\$80.99
Invoice	1268538	9/12/2016		
Cash Payment	E 101-41940-321 Communications Phone/	LONG DISTANCE/TAXES/FEES		\$45.88
Invoice	1268538	9/12/2016		
Cash Payment	E 101-41940-321 Communications Phone/	CITY HALL - 5176 - 2ND LINE		\$34.90
Invoice	1268538	9/12/2016		
Cash Payment	E 101-46500-437 Other Miscellaneous	EDA 800 NUMBER		\$2.00
Invoice	1268538	9/12/2016		
Transaction Date	9/2/2016	Citizens State Bank	10100	Total \$514.25
Refer	0	OLSON TREE SERVICE		
Cash Payment	E 101-45200-500 Capital Outlay	TREE REMOVAL NW SIDE OF 7TH ST E, BLANCH ST, PARK BY THE DAM, COVERED BRIDGE		\$2,400.00
Invoice	522	9/12/2016		
Transaction Date	9/2/2016	Citizens State Bank	10100	Total \$2,400.00

MANTORVILLE, MN

09/09/16 2:11 PM

Page 5

Payments

Current Period: September 2016

Refer	0	WASTE MANAGEMENT				
Cash Payment	E 101-41940-384	Refuse/Garbage Dispos	GARBAGE REMOVAL FOR AUGUST 2016		\$117.18	
Invoice	3129483-2760-5	9/12/2016				
Transaction Date	9/2/2016		Citizens State Bank	10100	Total	\$117.18
Refer	0	HERO, JORSTAD & JACOBSEN, P.				
Cash Payment	E 101-41600-304	Legal Fees	AUGUST 2016 PROSECUTION		\$330.00	
Invoice	1584	9/12/2016				
Transaction Date	9/2/2016		Citizens State Bank	10100	Total	\$330.00
Refer	0	NAPA				
Cash Payment	E 101-42200-228	Equip. Repair and Maint	PUMPER 1 MAINT SUPPLIES FOR THE FIRE DEPT.		\$49.96	
Invoice	365-245821	9/12/2016				
Transaction Date	9/6/2016		Citizens State Bank	10100	Total	\$49.96
Refer	0	NAPA				
Cash Payment	E 101-45200-404	Repairs/Maint Machinery	FUEL INJECTION HOSE FOR THE SPRAYER		\$59.90	
Invoice	365-245749	9/12/2016				
Transaction Date	9/6/2016		Citizens State Bank	10100	Total	\$59.90
Refer	0	MN DEPARTMENT OF REVENUE	Ck# 005037 9/12/2016			
Cash Payment	G 101-21702	State Withholding	AUGUST STATE TAX W/H 2016		\$604.72	
Invoice	AUGUST 2016	9/12/2016				
Transaction Date	9/6/2016		Citizens State Bank	10100	Total	\$604.72
Refer	0	MN PERA	Ck# 005038 9/12/2016			
Cash Payment	G 101-21704	PERA	EMPLOYEE/EMPLOYER RETIREMENT		\$897.84	
Invoice	2016-PR18	9/12/2016				
Transaction Date	9/6/2016		Citizens State Bank	10100	Total	\$897.84
Refer	0	INTERNAL REVENUE SERVICE	Ck# 005039 9/12/2016			
Cash Payment	G 101-21701	Federal Withholding	FEDERAL W/H PR18		\$707.54	
Invoice	2016-PR18	9/12/2016				
Cash Payment	G 101-21709	Medicare	MEDICARE W/H PR18		\$201.72	
Invoice	2016-PR18	9/12/2016				
Cash Payment	G 101-21703	FICA Tax Withholding	FICA W/H PR18		\$862.60	
Invoice	2016-PR18	9/12/2016				
Transaction Date	9/6/2016		Citizens State Bank	10100	Total	\$1,771.86
Refer	0	NOLTE, ROGER				
Cash Payment	E 101-42200-217	Other Operating Supplie	REIMBURSEMENT TO ROGER FOR RESCUE RIG SHORELINE CORD		\$32.15	
Invoice	AUGUST 2016	9/12/2016				
Transaction Date	9/6/2016		Citizens State Bank	10100	Total	\$32.15
Refer	0	INTERSTATE MOTOR TRUCKS, IN				
Cash Payment	E 101-42200-570	Capital Outlay	TIRE CHAINS ON THE 2009 INT.4300		\$3,110.08	
Invoice	205827	9/12/2016				
Transaction Date	9/6/2016		Citizens State Bank	10100	Total	\$3,110.08
Refer	0	FIRE SAFETY USA, INC				
Cash Payment	E 101-42200-240	Tools and Minor Equipm	EAGLE AND MAKO COMPRESSOR ANNUAL SERVICE		\$1,241.25	
Invoice	92008	9/12/2016				
Transaction Date	9/6/2016		Citizens State Bank	10100	Total	\$1,241.25
Refer	0	DODGE COUNTY TRANSFER STAT				

MANTORVILLE, MN

09/09/16 2:11 PM

Page 6

Payments

Current Period: September 2016

Cash Payment	E 101-41940-220 Bldg.Repair and Mainten	DEMO MATERIAL FROM FIRE DEPARTMENT		\$6.00
Invoice	13735	9/12/2016		
Transaction Date	9/6/2016	Citizens State Bank	10100	Total \$6.00
Refer	0 CULLIGAN			
Cash Payment	E 101-41940-200 Supplies	BOTTLED WATER FOR AUGUST		\$9.85
Invoice	AUGUST 2016	9/12/2016		
Transaction Date	9/6/2016	Citizens State Bank	10100	Total \$9.85
Refer	0 UC LAB - UTILITY CONSULTANTS			
Cash Payment	E 602-49450-300 Professional Svcs (GEN	BIO SOLID SAMPLING FOR AUGUST 2016		\$336.50
Invoice	92671	9/12/2016		
Transaction Date	9/6/2016	Citizens State Bank	10100	Total \$336.50
Refer	0 CMS - CONSTRUCTION MGMT.SE			
Cash Payment	E 101-42400-300 Professional Svcs (GEN	AUGUST 2016 BUILDING PERMITS		\$263.47
Invoice	16-817	9/12/2016		
Transaction Date	9/6/2016	Citizens State Bank	10100	Total \$263.47
Refer	0 PITNEY BOWES INC			
Cash Payment	E 101-41500-322 Postage	AUGUST POSTAGE		\$199.00
Invoice	SEPT 2016	9/12/2016		
Transaction Date	9/6/2016	Citizens State Bank	10100	Total \$199.00
Refer	0 BLUE TARP FINANCIAL, INC			
Cash Payment	E 101-43100-240 Tools and Minor Equipm	DETACHABLE CAR RAMP AND RATCHET SET		\$91.67
Invoice	1614690222	9/12/2016		
Transaction Date	9/6/2016	Citizens State Bank	10100	Total \$91.67
Refer	0 DODGE COUNTY HIGHWAY DEPA			
Cash Payment	E 604-43150-300 Professional Svcs (GEN	REIMBURSEABLE CULVERT/APRON FOR JIM OLIVE		\$502.08
Invoice	83	9/12/2016		
Transaction Date	9/6/2016	Citizens State Bank	10100	Total \$502.08
Refer	0 MOPS AND BUCKETS, LLC			
Cash Payment	E 101-41940-439 Janitors	CLEANING CITY HALL SEPT 2016		\$53.44
Invoice	SEPT 2016	9/12/2016		
Transaction Date	9/7/2016	Citizens State Bank	10100	Total \$53.44
Refer	0 KASSON HARDWARE HANK			
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	PRUNING SPRAY, BOLTS, GARBAGE BAGS, ADAPTOR, HORNET SPRAY FOR THE PARK		\$85.21
Invoice	AUGUST 2016	9/12/2016		
Cash Payment	E 101-41940-200 Supplies	BALLAST AND CLEANING SUPPLIES FOR THE FD		\$45.94
Invoice	AUGUST 2016	9/12/2016		
Cash Payment	E 602-49450-216 Chemicals and Chem Pr	BLEACH AND GLOVES FOR THE WWTP		\$87.71
Invoice	AUGUST 2016	9/12/2016		
Cash Payment	E 101-43100-200 Supplies	STAPLER, STAPLES, IMPACT TORX BIT, 1 TON POWER PULL, MANURE FORK, FASTENERS AND PLIERS SUPPLIES FOR THE SHOP		\$102.59
Invoice	AUGUST 2016	9/12/2016		
Transaction Date	9/7/2016	Citizens State Bank	10100	Total \$321.45
Refer	0 BOUND TREE MEDICAL, LLC			

Payments

Current Period: September 2016

Cash Payment	E 101-42200-311 First Responder Train/Eq	EPI PENS			\$1,704.98
Invoice	82261352	9/12/2016			
Transaction Date	9/7/2016	Citizens State Bank	10100	Total	\$1,704.98
Refer	0 AG PARTNERS COOPERATIVE				
Cash Payment	E 101-45200-212 Motor Fuels	B10 RED DYED FUEL			\$405.21
Invoice	815187	9/12/2016			
Cash Payment	E 101-45200-212 Motor Fuels	B10 RED DYED FUEL			\$405.20
Invoice	815187	9/12/2016			
Transaction Date	9/9/2016	Citizens State Bank	10100	Total	\$810.41
Refer	0 DODGE COUNTY INDEPENDENT				
Cash Payment	E 101-41110-352 Publishing	PUBLIC HEARING NOTICE			\$53.88
Invoice	AUGUST 2016	9/12/2016			
Transaction Date	9/9/2016	Citizens State Bank	10100	Total	\$53.88
Refer	0 HAWKINS, INC				
Cash Payment	E 602-49450-216 Chemicals and Chem Pr	WWTP CHEMICALS			\$2,378.98
Invoice	3945843	9/12/2016			
Transaction Date	9/9/2016	Citizens State Bank	10100	Total	\$2,378.98
Refer	0 HAWKINS, INC				
Cash Payment	E 601-49400-216 Chemicals and Chem Pr	WATER CHEMICALS			\$2,943.31
Invoice	3945836	9/12/2016			
Transaction Date	9/9/2016	Citizens State Bank	10100	Total	\$2,943.31
Refer	0 CHS - KASSON FEED				
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	SPRAYED PARK FOR BUGS AND BEES			\$61.73
Invoice	441 IC2946	9/12/2016			
Transaction Date	9/9/2016	Citizens State Bank	10100	Total	\$61.73
Refer	0 CASEYS GENERAL STORES INC				
Cash Payment	E 101-43100-212 Motor Fuels	FUEL FOR STREETS			\$124.26
Invoice	08/31/16	9/12/2016			
Cash Payment	E 602-49450-212 Motor Fuels	FUEL FOR WWTP			\$121.30
Invoice	08/31/16	9/12/2016			
Cash Payment	E 101-42200-212 Motor Fuels	FUEL FOR FD			\$63.79
Invoice	08/31/16	9/12/2016			
Transaction Date	9/9/2016	Citizens State Bank	10100	Total	\$309.35

Fund Summary

	10100 Citizens State Bank
101 GENERAL FUND	\$26,011.46
401 GENERAL CAPITAL PROJECTS	\$940.80
601 WATER FUND	\$12,140.18
602 SEWER FUND	\$15,731.32
603 RV PARK	\$361.89
604 STORM SEWER FUND	\$502.08
	<hr/>
	\$55,687.73

Pre-Written Checks	\$10,685.46
Checks to be Generated by the Computer	\$45,002.27
Total	<hr/> \$55,687.73

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

DODGE COUNTY BOARD OF COMMISSIONERS MEETING

SEPTEMBER 13, 2016 – 9:30 A.M.

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

ITEM	9:30 A.M.	STEVEN GRAY, Chair CONVENE COUNTY BOARD MEETING PLEDGE OF ALLEGIANCE DETERMINE QUORUM ESTABLISH AGENDA NEW EMPLOYEE INTRODUCTIONS
1.0 1.1 1.2	-	CONSENT AGENDA <input type="checkbox"/> Request to Approve 2016 Flu Shot Fee Recommendation <input type="checkbox"/> Contract to Continue Volunteer Nitrate Monitoring Network
<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	9:35 A.M. 5 Minutes	MELISSA DEVETTER, Zoning Administrator <input type="checkbox"/> Planning Commission Recommendations
3.0 3.1	9:40 A.M. 5 Minutes	RYAN DECOOK, Director of Land Records ERIC SCHWARTZ, IT Specialist <input type="checkbox"/> Long Term Record Storage
4.0 4.1	9:45 A.M. 5 Minutes	LISA HAGER, Employee Relations Director <input type="checkbox"/> Personnel Agenda
5.0 5.1 5.2 5.3 5.4	9:50 A.M. 5 Minutes 10 Minutes 5 Minutes 5 Minutes	ROSE CULBERTSON, Taxpayer Services Director <input type="checkbox"/> Review and Approve Bills <input type="checkbox"/> Classification of Tax Forfeited Property <input type="checkbox"/> DNR Approval Request Forfeited Property Sale <input type="checkbox"/> Penalty and Interest Abatement Request
6.0	10:15 A.M. 5 Minutes	BREAK
7.0	10:20 A.M. 5 Minutes	PAUL KILTINEN, County Attorney <input type="checkbox"/> Legal Update
8.0 8.1	10:25 A.M. 15 Minutes	TOM MONSON, Economic Development Consultant <input type="checkbox"/> Al-Corn Clean Fuel Tax Abatement Application

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

DODGE COUNTY BOARD OF COMMISSIONERS MEETING

SEPTEMBER 13, 2016 – 10:40 A.M.

9.0 9.1	10:40 A.M. 5 Minutes	JOHN ALLEN , Public Safety Committee <input type="checkbox"/> Public Safety Committee Report <ul style="list-style-type: none"> • 2017 Toward Zero Deaths Grant Request (Action)
10.0 10.1	10:45 A.M. 25 Minutes	STEVEN GRAY , Chair <input type="checkbox"/> Administration Committee Report <ul style="list-style-type: none"> • Minutes of the August 23, 2016 Committee of the Whole (Action) • Minutes of the August 23, 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
11.0	11:10 A.M.	ADJOURN

Coming up in Dodge County:

September 16, 2016 – Tours of Dodge County Courthouse and Government Services Building, Noon, Mantorville, MN.

September 20, 2016 – Fairview Care Center Meeting, 9:00 A.M., Dodge Center, MN.

September 21, 2016 – Dodge County EDA Meeting, 4:30 P.M., Government Services Building Mantorville, MN.

September 22, 2016 – Ice Arena Committee Meeting, 5:30 P.M., Kasson City Hall, Kasson, MN.

September 22, 2016 – Dodge County Extension Committee Meeting, 7:00 P.M., Government Services Building, Mantorville, MN.

September 27, 2016 – Board of Adjustment Meeting, 8:00 A.M., Government Services Building Mantorville, MN.

Dodge County Commissioners may be in attendance at these meetings.

Members of the Dodge County Board may gather for lunch after the regular meeting in Mantorville or Kasson. This is a purely social event and members of the public are always welcome to attend. The County Board will not discuss or receive information on official business during this social event.

DEFERRED BUSINESS	
1.	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.	

MINNESOTA • REVENUE

Sent by: Property Tax Division (KS)

August 25, 2016

MANTORVILLE CITY OF – TREASURER
CITY HALL
PO BOX 188
MANTORVILLE, MN 55955

2017 PERA Rate Increase Aid Notice

Total Calendar Year 2017 PERA Aid:	\$ 1,041.00
July 20, 2017, PERA Aid Payment:	\$ 520.50
December 26, 2017, PERA Aid Payment:	\$ 520.50

The amounts listed above are the 2017 PERA Aid payments that your jurisdiction will receive in calendar year 2017. This aid is intended to offset the increase to PERA employer contribution rates made in 1997.

For many jurisdictions, the PERA Aid payment will be a combined payment for several entities within the jurisdiction that have separate unit numbers with the Public Employees Retirement Association (PERA).

Information is provided below for each of the entities that will be included in the July 20, 2017, and December 26, 2017, PERA Aid payments. Please distribute each of the two PERA Aid payments as follows:

Unit # 608900	Unit #	Unit #
MANTORVILLE CITY		
\$ 520.50		
Unit #	Unit #	Unit #

Please retain this certification for future reference. Please contact me if you have any questions regarding this letter.

Sincerely,

Kristie Strum
State Program Administrator, Senior
kristie.strum@state.mn.us
651-556-6074

**Tour Your New Courthouse and
Government Services Building**

at the

Dodge County Open House



Event

Friday, September 16

www.mncourts.gov/DodgeOpenHouse



Contact:

Beau Berentson
Director of Communications and Public Affairs
State Court Administration
Office: (651) 296-6043
Cell: (651) 303-4933
beau.berentson@courts.state.mn.us

**Public invited to tour newly-renovated Dodge County Courthouse,
Government Services Building on September 16**
*Supreme Court justice will speak at rededication ceremony with county
commissioners, district court judge*

For immediate release

MANTORVILLE, Minn. (August 17, 2016) – On Friday, September 16, area residents will have an opportunity to take a behind-the-scenes tour of the newly-renovated Dodge County Courthouse and the Government Services Building in Mantorville. The tour will give visitors the opportunity to see firsthand the results of a major remodeling project that updated and modernized the oldest active courthouse in the state, transformed the former Kasson-Mantorville Intermediate School into a contemporary Government Services Building for county officials and staff, and made it easier for the public to access their local court and county services.

As part of the open house event, the public is also invited to attend a rededication ceremony for the remodeled courthouse, featuring Minnesota Supreme Court Associate Justice G. Barry Anderson, Dodge County District Court Judge Jodi L. Williamson, and the Dodge County Board of Commissioners.

The event, which will run from noon to 4:30 p.m. on September 16, is being held to help mark Constitution Day, a federal day of observance during which Americans reflect on the rights and freedoms granted to them through the signing of the United States Constitution. During the event, visitors will have the opportunity to learn more about their local justice system from judges, attorneys, and members of law enforcement. Residents will also be able to learn about legal resources and other services available to them in the community.

“For nearly 150 years, the Dodge County Courthouse has stood as a symbol of the rule of law in our community, and served as a place for residents to seek the fair resolution of their cases and disputes,” said Judge Williamson, the current Assistant Chief Judge of Minnesota’s Third Judicial District. “Through this incredible renovation project, the people of Dodge County have made an important investment that will ensure our courts and local government can continue to provide high-quality, efficient service to the public for decades more to come. As our nation pauses to celebrate Constitution Day, we felt this was a perfect opportunity to invite the community into these new buildings, and showcase the work of their local justice system and county services.”

Schedule of Events

A schedule for the September 16 event is provided below:

**Dodge County Courthouse and Government Services Building Open House
September 16, 2016
Noon to 4:30 p.m.**

12:30 p.m. - Rededication ceremony for the renovated Dodge County Courthouse

The rededication ceremony will be held in the courtroom located on the second floor of the Dodge County Courthouse. The event will feature remarks by Minnesota Supreme Court Associate Justice G. Barry Anderson, Dodge County District Court Judge Jodi L. Williamson, and members of the Dodge County Board of Commissioners. Justice Anderson will present the county with a commemorative plaque marking the historic renovation project, on behalf of the Minnesota Supreme Court.

The ceremony is open to the public and media.

Noon to 4:30 p.m. – Informational tours of the Dodge County Courthouse and Government Services Building

The public is invited take self-guided tours of the newly-renovated Dodge County Courthouse and the Government Services Building anytime between noon and 4:30 p.m. Building maps and informational brochures will be available at the entrances of both buildings.

Inside the courthouse, visitors will see the remodeled courtroom; the offices of the public defender, county attorney, and probation; court administration; the jury deliberation room; and the county law library. In addition, Dodge County Sheriff Scott Rose will give visitors a behind-the-scenes look at the Sheriff's office, including the administrative offices, the new dispatch center, weapons screening, and the holding and booking areas.

At the Government Services Building, visitors will tour the new county boardroom; learn what county services are available at the renovated building; and learn about services through the local University of Minnesota Extension office.

Throughout both buildings, guests will be able to learn about their justice system and county government by meeting with judges, attorneys, law enforcement, county officials, and staff.

Information about the event can be found at www.mncourts.gov/DodgeCountyOpenHouse2016.

Address and Parking

The Dodge County Courthouse is located at 22 6th Street East in Mantorville, MN. The Dodge County Government Services Building is located at 721 Main Street North in Mantorville, a short walking distance from the courthouse. Free public parking lots and street parking is available at both buildings.

Other information about the event

For the safety of all attendees, visitors will be required to pass through a security screening checkpoint before entering the courthouse.

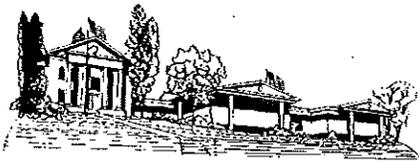
Members of the media will be allowed to bring cameras and other recording devices into the Dodge County Courthouse and Government Services Building during the listed event times.

City Mantorville
Date 8/1/2016 thru 8/31/2016

<u>Agency</u>	<u>Incident_Nr</u>	<u>Location</u>	<u>LocCity</u>	<u>Activity</u>
S	201600006948	600 Washington St	Mantorville	Fireworks Complaints
S	201600006939	115 6th St W	Mantorville	Residence/business Ck
S	201600006934	320 Main St N	Mantorville	Das/suspended DI
S	201600006954	22 6th St E	Mantorville	Violate/cond-release
S	201600007177	320 Main St N	Mantorville	Alarm
S	201600007265	22 6th St E	Mantorville	Probation Violation
S	201600006924	218	Mantorville	Found Property
S	201600006935	600 Washington St	Mantorville	Miscellaneous
S	201600006972	22 6th St E	Mantorville	Violate Drug Court Rules
S	201600007332	22 6th St E	Mantorville	Warrants- Out of Co.
S	201600006920	22 6th St E	Mantorville	Contempt Of Court
S	201600007074	320 Main St N	Mantorville	Abandoned Vehicle
S	201600007188	22 6th St E	Mantorville	MN Prairie Assist
S	201600007106	812 Hickory Ln	Mantorville	Req for Extra Patrol
S	201600006964	231 Cr 12	Mantorville	Residence/business Ck
S	201600007087	600 Washington St	Mantorville	Animal Bites
S	201600007297	321 Main St N	Mantorville	Suspicious Activity
S	201600007213	22 6th St E	Mantorville	Assist Other Agency
S	201600006525	22 6th St E	Mantorville	MN Prairie Assist
S	201600006477	812 Hickory Ln	Mantorville	Miscellaneous Info
S	201600006657	701 6th St W	Mantorville	Suicide Threats
S	201600006662	231 Cr 12	Mantorville	Burglary
S	201600006567	50 Clover St	Mantorville	Suspicious Activity
S	201600006651	22 6th St E	Mantorville	Probation Violation
S	201600006652	22 6th St E	Mantorville	Probation Violation
S	201600006688	22 6th St E	Mantorville	Probation Violation
S	201600006502	707 Chestnut St	Mantorville	Medical Assist
S	201600006845	1009 Chestnut St	Mantorville	Parking Violations
S	201600006718	31 County Rd 21	Mantorville	Contempt Of Court
S	201600006833	321 Main St N	Mantorville	Abandoned Vehicle
S	201600006578	321 Main St N	Mantorville	Found Property
S	201600006659	321 Main St N	Mantorville	Found Property
S	201600006550	820 Scott Rd	Mantorville	Runaway
S	201600006562	715 Clay St	Mantorville	Verify New Address
S	201600006643	910 Hickory Ln	Mantorville	Noise Complaint
S	201600006512	501 Main St N	Mantorville	Harassment
S	201600006748	231 Cr 12	Mantorville	Civil
S	201600006685	812 Hickory Ln	Mantorville	Residence/business Ck
S	201600007043	22 6th St E	Mantorville	Appreh/detention Orde
K	201600002532	231 Cr 12	Mantorville	Assist Other Agency
K	201600002711	320 Main St N	Mantorville	Assist Other Agency
S	201600006627	231 Cr 12	Mantorville	Appreh/detention Orde
S	201600006861	420 Main St N	Mantorville	Larceny

Total

43



DODGE COUNTY ENVIRONMENTAL SERVICES

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

DATE: August 29, 2016

TO: Township Clerks, City of Kasson, City of Mantorville, City of West Concord, City of Dodge Center, City of Claremont, City of Hayfield, County Attorney, and the DNR.

FROM: Mary Greening, Administrative Assistant

RE: Zoning Amendment

At an upcoming meeting the Dodge County Planning Commission will be considering an amendment to the Dodge County Zoning Ordinance.

This proposal is to move and renumber the existing Chapter 7: General Zoning District Rules of Application to Chapter 5 currently listed as Reserve for Future Use. Chapter 7 will then be used for a new district called "Hamlet District" which may apply only in the Villages of Wasioja and Old Concord should they wish to apply for rezoning. At this time, only Old Concord has chosen to be a Hamlet District. A map of Old Concord is enclosed.

Please send any written comments to the Environmental Services Office at the above address by October 17th, 2016. If you have any questions please call the office at 507-635-6272.

Thank you

CHAPTER 7 HAMLET DISTRICT

"H"

SECTION 7.1: PURPOSE

The "H" HAMLET District establishes a zoning district to allow a mix of residential, public and limited commercial land uses to co-exist within the same zone district. This district is intended to be applied to "historic" hamlets in the rural areas of Dodge County where homes, churches, public lands, and limited commercial uses are currently present. With the enactment of the official zoning regulations, a majority of the existing properties within these unincorporated town sites became legal "nonconformities", subject to the development and maintenance restrictions of Chapter 6 (NONCONFORMITIES) and the variance processes of Chapter 18 (ADMINISTRATION) of this Ordinance. The purpose of the Hamlet District is to recognize the existing situation of these historic areas and relieve some of the burden on the development, improvement and maintenance of existing properties.

It is not the intent of the District to create new areas to be developed as hamlets or to extend new building rights to non-burdened property owners. As the areas in this district is currently platted, Minnesota Statutes 505 rules apply with regards to the subdivision land or the proposed use of outlots for new buildable lots. Platted areas or outlots may be subject to replatting based upon the proposed use of the property. The following areas that will be considered eligible for this zone are the existing historical communities of: Concord (Sections 22 & 23, T108N-R17W) and parts of Wasioja (Sections 11, 12, 13, & 14 T107N-R17W). Eligible communities shall request designation under this Chapter.

These areas should remain relatively low-density so that they do not require public services, facilities or County Road improvements beyond normal maintenance. Uses in these areas should be of the types that produce only a relatively low volume of wastewater that is able to be serviced by an on-site well and waste water disposal system.

SECTION 7.2 PERMITTED USES.

- 7.2.1 Single family primary dwelling units;
- 7.2.2 Pasture operations or other animal husbandry operations which do not meet the definition of a "feedlot" and/or exceed more than one (1) Animal Unit per acre of grazing or confinement area;
- 7.2.3 Government owned lands and facilities, subject to performance

standards for the specific use, when applicable;

- 7.2.4 Public hiking/biking trails, parks and other non-motorized recreation areas;
- 7.2.4 Home Occupations, provided all performance standards for the use can be met and adequate sewage/waste treatment is available;
- 7.2.5 Minor Essential Services;
- 7.2.6 Micro-WECS
- 7.2.7 Accessory structures customarily incidental to any of the above permitted uses when located on the same property.

SECTION 7.3 CONDITIONAL USES.

The following uses may be allowed in the "H" HAMLET DISTRICT subject to obtaining a Conditional Use Permit in accordance with the provisions of Chapter 18 of this Ordinance.

- 7.3.1 All uses that currently and legally exist as identified and documented on the date of adoption of this section in Chapter 26 are considered conforming.

SECTION 7.4 INTERIM USES

- 7.4.1 Limited Rural Business

SECTION 7.5 PERFORMANCE STANDARDS

- 7.5.1 MINIMUM LOT DIMENSIONS

Prior to the creation of new parcels through surveys or recording of deeds splitting property, check with the Environmental Services Department.

New lots shall be a minimum of three acres exclusive of the road right of way.

For all uses subject to the CUP or IUP process, the size of the lots, structures or building shall be determined during the CUP or IUP process. The minimum lot size shall be that which is necessary to sustain the use for the intended purpose. This includes, but is not limited, the area required for principal and accessory structures, water supply, sewage treatment and any other performance standards for the proposed use listed in Chapter 16. There may be instances in which a Zoning Permit request for a new accessory building may be denied for an

existing permitted use if the Department determines that there is not a location identified for sewage treatment system replacement, or the impervious surface coverage of the lot exceeds the maximum coverage and additional stormwater impacts are not able to be mitigated.

Splits of existing lots less than three acres will not be permitted unless the split results in an increase in all lot sizes. Any existing outlot proposed for new development would be subject to re-platting in accordance with Minnesota Statutes 505 requirements.

All proposed uses and structures for that use shall be compatible with the design of the adjacent structures and/or the character of the Hamlet.

7.5.2 "H" DISTRICT STRUCTURE SETBACKS

The following are the minimum structure setbacks for the "H" District. In addition to these minimum standards, there may be additional setbacks required for the specific USE listed in Chapter 16 (Performance Standards) or the provisions of permit. Please be advised that these are only county zoning setbacks. Dodge County does not enforce the building or fire code and property owners will need to contact appropriate officials for additional structure or use setback requirements.

RESOURCE/USE	PRINCIPAL STRUCTURE	ACCESSORY STRUCTURE
Principal Structure	NA	NA
Accessory Structure	NA	NA
Septic/Pump Tank	10'	10'
Drainfield	20'	20'***
Well	3'	3'
Township Road	25'	25'
County Road ROW	25'	25'
Property Line	15'	10'
OHW	100'	100'

**Under Minnesota Rules Chapters 7080-7083, the distance of a structure to a drainfield may be reduced if it is determined that the structure will not have an adverse effect on the drainfield. The Department SSTS staff shall make the final determination on when this applies.

7.5.3 "H" DISTRICT USE SETBACKS

Please refer to Chapter 16 (Performance Standards) for additional performance standards and setbacks for the specific USES listed Sections 7.2, 7.3 and 7.4 within the Hamlet District. The most restrictive standard will apply.

7.5.4 HEIGHT

All structures shall not exceed thirty-five feet (35').

HAMLET "H" DISTRICT



Legend

 Parcel Line



NOTICE OF PUBLIC HEARING

Notice is hereby given, that a public hearing will be held before the Mantorville City Council on the 12th day of September, 2016 starting at 6:32 pm in order to consider an application for a preliminary plat as submitted by the land owner, HD Rentals, LLC. The property will be known as Mantor Woods West Subdivision with the following legal description:

Lots two, three, four, five and six (2,3,4,5,6), Block twenty six (26), Original Plat, City of Mantorville; Commencing at the northwest corner of Lot 3, Block 26 in the City of Mantorville, thence east along the north line of said Block 26, a distance of 300 feet, thence north 7 rods, thence west 300 ft., thence south 7 rods, to place of beginning. Said parcel being located in the Northwest Quarter of Section 16, Township 107 North, Range 16 West, Dodge County, Minnesota.

Subject to highway right of way containing .05 acres running along the westerly edge of the above described premises as more particularly described in that final certificate recorded in Book 115 of Misc., page 285, all according to the Plat thereof on file and of record.

TOGETHER WITH the pending request for vacation of that portion of 10th Street Adjacent to Lot 6, Block 25 to the Easterly right of way of Blanch Street and Blanch Street from the southerly right of way line of Tenth Street to the Northerly line of City limits adjacent to Lots 1,2, 3, of said Block 27.

TOGETHER WITH the pending request for annexation of that part of the Southwest Quarter of the Northwest Quarter of Section 16, Township 107 North, Range 16 West, Dodge County, Minnesota, described as follows:

Commencing at the northwest corner of Lot 3, Block 26, in the Town or Village of Mantorville; thence East along the north line of said Block 26, a distance of 300 feet; thence North 7 rods; thence West 300 feet; thence South 7 rods to place of beginning. Subject to highway right of way containing .05 acres running along the Westerly edge of the above described premises as more particularly described in that final certificate recorded in Book 115 of Misc., page 285; all according to the Plat thereof on file and of record. Subject to easements, covenants and restrictions of record.

All interested persons should attend. A copy of the preliminary plat may be seen at City Hall or on the City website, www.mantorville.com. If you are unable to attend the hearing, written comments may be submitted to the City of Mantorville, 21, 5th Street East, PO Box 188, Mantorville, MN 55955 prior to the public hearing.

Camille C. Reber
City Clerk Treasurer

Notice of Public Hearing

Notice is hereby given that a public hearing will be held before the Mantorville City Council on the 12th day of September, 2016 starting at 6:35 pm in order to consider an application for a street vacation(s) as submitted by HD Rentals, LLC. The streets are legally described as follows:

BLANCH STREET VACATION

All that portion of Blanch Street as platted in the Original Plat of Mantorville from the Southerly right of way line of Tenth Street to the Northerly line of City Limits, adjacent to Lot 1, 2, 3, Block 27, Original Plat.

AND TENTH STREET VACATION

All that portion of Tenth Street as platted in the Original Plat of Mantorville adjacent to Lot 6, Block 25, to the Easterly Right of Way line of Blanch Street, as platted in the Original Plat of Mantorville. Said Tenth Street is adjacent to Blocks 25 and 26 of said Original Plat.

All interested persons should attend. The map of the street vacations can be seen at City Hall or on the City website, www.mantorville.com. If you are unable to attend the hearing, written comments may be submitted to the City of Mantorville, 21, 5th Street East, PO Box 188, Mantorville, MN 55955 prior to the public hearing.

Camille C. Reber
City Clerk Treasurer

2905 South Broadway
Rochester, MN 55904-5515
Phone: 507.288.3923
Fax: 507.288.2675
Email: rochester@whks.com
Website: www.whks.com



September 6, 2016

Ms. Camille Reber
City Clerk
City of Mantorville
21 5th street East
Mantorville, MN 55955

RE: City of Mantorville
Mantorwoods West Subdivision
Review of Preliminary Plat and Plans

Dear Ms. Reber:

We have reviewed the Preliminary Plat as requested and offer the following comments.

Variances

1. No variances are being requested.

Fee Items

1. Sanitary sewer trunk area charges (SAC) apply to the area proposed to be platted.
2. Water trunk area charges (WAC) apply to the area proposed to be platted.
3. Parkland dedication "Money in lieu of land" should be determined per section 151.076 (D) of the City Code.
4. A proposed construction schedule has been submitted for this project for inclusion in the development agreement. Construction observation fees to be charged the Developer will be calculated based on the construction schedule.
5. The Development agreement should include the submittal and review of a homeowner's association document or similar to address the private sanitary sewer and private rain gardens. The City needs to insure that the operation and maintenance of these two items does not ultimately become a City responsibility. This agreement should be submitted and reviewed by the City prior to final plat approval.
6. The project specifications call for the Owner to pay for all geotechnical testing costs. Any testing results should be submitted to the City for review.

Review Comments

1. The applicant must secure all necessary permits before construction begins including a sanitary sewer extension permit (MPCA), water main extension permit (MDH) and NPDES storm water permit if required. The Owner, or their representation, will be responsible for permit compliance.
2. Lot 2 does not meet the minimum size and frontage requirements.
3. Show lot widths at building setback.
4. Provide special provisions for the project including details for watermain, sanitary sewer, storm sewer, and roadway construction.
5. Provide a detail about modification to sanitary manhole (S-1)
6. Provide notes on height of retaining wall.
7. Raingarden inlets and outlets should have rodent guards installed.
8. Infiltration rates used for raingardens shall be verified during construction.
9. Low floor elevations should be shown on all walkout lots. Verify that there is proper free board between low floor and raingarden overflows.
10. Numbers are hidden in the Erosion and Sediment Control Notes.
11. Valve stem extensions shall be installed on all gate valves.
12. Water corporation stops shall be Mueller H-15000 and curb stops shall be Mueller H-15154.

We recommend approval of the preliminary plat conditional upon the above items being addressed before final plat approval.

Please contact me if you have any questions.

Sincerely,

WHKS & co.

Timothy A. Hruska, P.E., L.S.
City Engineer

Ms. Camille Reber
September 6, 2016
Page 3 of 3

cc: David Martin, P.E, Massey Land Surveying and Engineering

RESOLUTION 2016-11

**A RESOLUTION APPROVING THE VACATION OF BLANCH STREET ADJACENT TO
BLOCK 26 AND BLOCK 27, ORIGINAL PLAT**

WHEREAS, the Mantorville City Council has received a petition for vacation of a City Street from a majority of property owners that abut the street legally described as follows:

All that portion of Blanch Street as platted in the Original Plat of Mantorville from the Southerly right of way line of Tenth Street to the Northerly line of City Limits, adjacent to Lot 1, 2, 3, Block 27, Original Plat. Said Blanch Street is adjacent to Blocks 26 and 27 of Original Plat

WHEREAS, a public hearing to consider the vacation of such street was held on the 12th day of September, 2016 before the Mantorville City Council after due published and posted notice had been given as well as personal mailed notice to all affected property owners by the City Clerk. All interested and affected persons were given an opportunity to voice their concerns and be heard; and

WHEREAS, any person, corporation or public body owning or controlling easements contained upon the property vacated, reserves the right to continue maintaining the same or to enter upon such way or portion thereof vacated to maintain, repair, replace or otherwise attend thereto; and

WHEREAS, the Council in its discretion has determined that the vacation will benefit the public interest because:

1. The undeveloped street is being requested to be used as part of the new Mantor Woods West Subdivision which will bring 7 new building lots to the City.
2. The Mantor Woods West Subdivision does not need this street for any access to the lots. The lots will use the current developed roads.
3. There is no future plan to build this into a City Street.

WHEREAS, the Council in its discretions has determined it to be in the best interest that the full street vacation be granted to the property owner of Block 26, HD Rentals, in order to benefit the proposed subdivision.

WHEREAS, a 20' access and utility easement will be granted along the eastern side of the Blanch Street vacation abutting Block 27.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MANTORVILLE, COUNTY OF DODGE, STATE OF MINNESOTA, that such vacation is hereby granted and that portion of Blanch Street as described above is hereby vacated.

Adopted by the Mantorville City Council this 12TH day of September, 2016.

Mayor Chuck Bradford

Attest: City Clerk Treasurer Camille C. Reber

RESOLUTION 2016-12

**A RESOLUTION APPROVING THE VACATION OF A PORTION OF 10TH STREET ADJACENT TO
BLOCK 25 AND BLOCK 26, ORIGINAL PLAT**

WHEREAS, the Mantorville City Council has received a petition for vacation of a City Street from a majority of property owners that abut the street legally described as follows:

All that portion of Tenth Street as platted in the Original Plat of Mantorville adjacent to Lot 6, Block 25, to the easterly right of way line of Blanch Street, as platted in the Original Plat of Mantorville. Said Tenth Street is adjacent to Blocks 25 and 26 of said Original Plat.

WHEREAS, a public hearing to consider the vacation of such street was held on the 12th day of September 2016, before the Mantorville City Council after due published and posted notice had been given as well as personal mailed notice to all affected property owners by the City Clerk. All interested and affected persons were given an opportunity to voice their concerns and be heard; and

WHEREAS, any person, corporation or public body owning or controlling easements contained upon the property vacated, reserves the right to continue maintaining the same or to enter upon such way or portion thereof vacated to maintain, repair, replace or otherwise attend thereto; and

WHEREAS, the Council in its discretion has determined that the vacation will benefit the public interest because:

1. The undeveloped street is being requested to be used as part of the new Mantor Woods West Subdivision which will bring 7 new building lots to the City.
2. The Mantor Woods Subdivision does not need this street for any access to the lots. The lots will use the current developed roads.
3. There is no future plan to build this into a City Street.
4. Current and future development will not require access to this street.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MANTORVILLE, COUNTY OF DODGE, STATE OF MINNESOTA, that such vacation is hereby granted and that portion of 10th Street as described above is hereby vacated.

Adopted by the Mantorville City Council this 12th day of September, 2016.

Mayor Chuck Bradford

Attest: 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 ~~120~~ 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 ~~1 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

(G) 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 the property is zoned in.

(H) Exterior Appearance. The exterior of the accessory structure shall have the same architectural style, siding and roofing compatible with the principal building. "Compatible means that the exterior appearance of the accessory building is similar in design, exterior finish material and color palette as the primary structure.

~~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 12th day of September, 2016.

Mayor Chuck Bradford

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 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 12th day of September, 2016.

Mayor Chuck Bradford

ATTEST:

Camille Reber, City Clerk Treasurer

CITY OF MANTORVILLE

AN ORDINANCE AMENDING SECTION 150.071 OF THE MANTORVILLE CITY ZONING CODE

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

Section 1. Section 150.071 of the Mantorville City Code is hereby amended by deleting the stricken language as follows and adding the double 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 ~~1~~ one predominate form of land use to another.

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

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

(1) Detached Dwelling;

(2) Attached Dwelling;

(3) 2-Family Dwelling;

(4) Multi-Family Dwelling with no more than 4 Dwelling Units;

(5) Quadra-Plex Dwelling;

(6) State licensed residential facility serving 6 or fewer persons;

(7) State licensed Child Care Facility serving 12 or fewer persons;

(8) Home Occupation;

(9) Public recreation including Parks, playgrounds, hiking and biking trails;

(10) Wildlife, forest and wetland preserves or management areas and game refuge areas;

(11) Historic Site; and

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

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

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

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

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

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

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

(D) Lot Area, Frontage Yard Regulations

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

(E) Lots Fronting More than 1 Street

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

(F) Maximum Lot Coverage

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

(G) Height Regulations

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

(H) Buffer yards and Screening

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

ORDINANCE 03-2016

DRAFT

(I) 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 12th day of September, 2016.

Mayor Chuck Bradford

ATTEST:

Camille Reber, City Clerk Treasurer

AMENDED RESOLUTION 2016-08

A RESOLUTION APPROVING A CONDITIONAL USE PERMIT TO OPERATE A BED AND BREAKFAST, GUEST HOUSE OR TOURISM HOME 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 and the northern 42 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, Guest House or Tourism Home in her home; and

WHEREAS, the Applicant currently holds a separate conditional use permit for the operation of a massage business in the home; and

WHEREAS, pursuant to Section 150.070 (C) of the City Code, Bed and Breakfasts, Guest House or Tourism Home 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, Guest House or Tourism Home's 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, Guest House or Tourism Home's set forth in Section 150.088 of the City Code; and
- (d) The Applicants Bed and Breakfast, Guest House or Tourism Homes 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, Guest House or Tourism Home; and
- (f) Except for additional vehicles travelling to and from the Property and parking thereupon, the Property's 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, Guest House or Tourism Home; 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, Guest House or Tourism Home 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, Guest House or Tourism Home 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, Guest House or Tourism Home; 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 in designated parking areas upon the Property.

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, Guest House or Tourism Home 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, Guest House or Tourism Home 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, including being physically present to receive incoming guests upon check-in; 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, Guest House or Tourism Home 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, Guest House or Tourism Home 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, Guest House or Tourism Home 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 after giving written notice to the Applicant 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) Failure by the Applicant to maintain compliance with all additional State, Federal or local licensing is a violation of the CUP.
- (17) The Applicant shall ensure that no criminal activity occurs upon the Property. If, in any twelve-month period, there are two or more police reports filed involving activity upon the Property which is deemed to constitute disorderly conduct or any violent crime, such instance shall constitute a violation of this condition. Additionally, a single conviction of a felony-level crime occurring on the Property shall be a violation of this condition.
- (18) At no time may guests of the Bed and Breakfast, Guest House or Tourism Home be present at the same time as customers of Applicant's massage home occupation.
- (19) Failure to comply with any condition contained herein shall constitute a violation of this CUP, and the City may revoke such CUP upon notice and hearing to the Applicant or their successors in interest.

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.

Amended Resolution Adopted by the Mantorville City Council this 12th day of September, 2016.

Mayor Chuck Bradford

Attest: City Clerk Treasurer, Camille C. Reber

City of Mantorville
Council/Committee Appointment Application Form

Date 8-22-16

General Information

Name Stafford Troy Dennis
Last First MI

Address 60960 257 Ave Mantorville MI 55955
Street City State Zip

Phone Numbers: Home _____ Work _____

Cell _____

Email Address: _____

Council/Committees

If you wish to be considered for more than one committee or function, please number in order of preference.

- City Council Election Judge
 Park Board Party Affiliation (if applying for Election Judge)
 Economic Development Authority

Special Interest

As the Council prioritizes its goals, it may create additional/new committees or task forces from time to time. If you have other specific areas or topics of interest, please indicate those interests and we will retain your application for future openings in those areas as new committees are created.

Other Interests

Personal Information

List your work experience. Auditing / Tax experience in Public
Accounting for 7 years. Subsequently 17+ years
in private practice (commercial/private) experience
as Controller or CFO positions responsible
for all aspects of financial controls and reporting

List any Civic, Professional and Community Activity involvement.

Past member of Habitat board and Faith Lutheran Church
Past (2015-2016) City of Kasson Planning / zoning
Current Faith in Action Dodge County Board member

Why do you want to be a City Council Member or on a committee, commission, task force or election judge?

To serve the community with my financial
experience and give back to the city
and residents.

What skills, strengths, or abilities do you believe you will add to the group?

Extensive financial experience and an active CPA license.

List any additional comments.

I look forward to any
questions you may have and appreciate
the opportunity to serve!

Please return this form to:

Cami Reber, City Clerk-Treasurer
City of Mantorville
21 5th ST E, PO Box 188
Mantorville MN 55955
Phone: 507-635-5170 Fax: 507-635-5300
cityofmant@kmtel.com