

MANTORVILLE CITY COUNCIL MEETING AGENDA
MONDAY, JULY 13, 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 June 22, 2015 & June 29, 2015
 - b) Warrant List July 13, 2015
 - c) Dodge County Board of Commissioners Meeting Agenda Tuesday, July 14, 2015
 - d) Sheriffs Call Report June 2015
 - e) Park Board Meeting Minutes May 26, 2015 & June 30, 2015
 - f) Mantorville EDA Meeting Minutes June 2, 2015
 - g) SEMLM Meeting Notice July 30, 2015
5. Public Concerns
6. Public Hearing - none
7. Old Business/New Business
 - a) Guard Rail Request – Tabled Previously
 - b) Davidson Development Dave Dripps Building Proposal
 - c) Accessory Dwelling Units
 - d) Request for EDA Budget Dollars
 - e) Approval for Training – Scott Larsen Collection System Training/License
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
 - a) 1 – year Employee Evaluation – Scott Larsen
10. Adjourn

**MANTORVILLE CITY COUNCIL MEETING MINUTES
MONDAY, JUNE 22, 2015
6:30 PM**

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

Members Present: Henry Blair, Don Hofstad, Sherry Roth, and Don Swanson

Others Present: Gretta Becay, Joe Waugh, Darryl Clements, Scott Larsen and Cami Reber.

2. **Pledge of Allegiance** - Done

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

4. **Consent Agenda** – Motion made by Member Roth, second by Member Hofstad to approve the consent agenda as presented.

- a) City Council Meeting Minute's June 8, 2015
- b) Warrant List June 22, 2015
 - Work Comp Renewal 2015/2016
- c) Dodge County Board of Commissioners Meeting Agenda
- d) Dodge County Planning Commission Public Hearing Notice

Motion passed unanimously.

5. **Public Concerns** - None

6. **Public Hearing** - none

7. **Old Business/New Business**

- a) **Joe Waugh - 2015/2016 Property Liability Insurance Renewal**

The 2015/2016 renewal for the property liability insurance was handed out. Council Members had no questions. Joe explained the tort limits. Motion made by Member Blair, second by Member Hofstad to not waive the tort limits. Motion passed unanimously.

- b) **Set Retreat Date (Proposed Monday, July 20, 2015)**

Council approved the retreat date of Monday July 20, 2015 starting at 6:00 pm.

- c) **City Hall Building Repairs**

There was additional information requested to be submitted by a couple of the contractors that submitted quotes. Infrastructure and Finance will review the new bids and possibly a Special Council Meeting set up so we can get this going.

- d) **Guard Rail Request**

The City received a request to install a guard rail at the bottom of 5th Street East after the curve. Council asked that the City Engineer review the request and bring back information and a recommendation. Motion made by Member Hofstad, second by Member Roth to table the request until Tim can weigh in on it. Motion passed unanimously.

8. **TBD**

- a) **Public Works Report**

Scott reported that they are getting caught up on things. He also submitted a proposal for the new KM sign north of town to replace what was there. Motion made by Member Roth, second by Member Hofstad to approve moving forward on the purchase of the new sign. Motion passed unanimously.

b) City Clerk Report

Cami explained the need for an indemnification agreement between the City and Scott and Karrie Berg. Motion made by Member Hofstad, second by Member Roth to approve the agreement presented. A friendly amendment by Member Blair to fill in the date and property description. Motion passed unanimously.

The Saloon is requesting to block off their parking lot for a motorcycle ride that will be stopping by on August 15. Consensus of Council to approve the request as long as they follow the same procedures as in the past. The time will be 12:00-5:00 pm.

c) Consultant Report - none

d) Committee Report

- Parks – the trees are down and cleaned up.

e) Council Member Report - none

f) Mayor Report - none

9. Executive Session - none

10. Adjourn – Motion made by Member Swanson, second by Member Roth to adjourn the meeting at 7:01 pm. Motion passed unanimously.

**SPECIAL
MANTORVILLE CITY COUNCIL MEETING MINUTES
MONDAY, JUNE 29, 2015
6:00 PM**

1. **Call to Order** – Acting Mayor Blair called the meeting to order at 6:00 pm.

Members Present: Henry Blair, Don Hofstad, Don Swanson

Members Absent: Chuck Bradford and Sherry Roth

Others Present: Scott Larsen, Patti Chilson and JJ Williams

2. **Old Business/New Business**

- a) **City Hall Building Repairs – Approval of Contractor**

The City received 3 bids to do the work to the City Hall/Fire Hall Building. The City budgeted \$40,000 in 2015 for City Hall/Fire Hall Building Repairs. Originally, the plan was to do the North side and West side of the building but because the bids came in at budget for the entire building, this may be something to consider. Council Members discussed. Motion made by Member Blair, second by Member Hofstad to award the job to Big Sky Builders, the entire scope including the alternate to include doing around the council chambers for the price listed. Motion passed unanimously.

As for the color, it doesn't need to be necessarily chosen right now but the Council discussed and agrees with the Red and White trim. There could be the possibility of some extra wall sheeting that needs to be replaced that could increase things a little bit. The contractor doesn't expect there to be much of that.

3. **Adjourn** – Motion made by Member Hofstad, second by Member Blair to adjourn the meeting at 6:30 pm. Motion passed unanimously.

*Check Summary Register©

July 2015

Name	Check Date	Check Amt	
10100 Citizens State Bank			
UnPaid	BIG SKY BUILDERS LLC	\$5,000.00	DOWN PAYMENT FOR EXTERIOR RESTOR
UnPaid	BLUE CROSS BLUE SHIELD OF	\$4,997.50	EMPLOYEE MEDICAL INSURANCE
UnPaid	BOUND TREE MEDICAL, LLC	\$2,543.61	FIRST RESPONDERS AUTOMATED BP CUF
UnPaid	CASEYS GENERAL STORES INC	\$435.01	FUEL FD
UnPaid	CMS - CONSTRUCTION MGMT.S	\$824.40	JUNE BUILDING PERMIT INSPECTIONS
UnPaid	DELTA DENTAL OF MN	\$295.90	EMPLOYEE DENTAL
UnPaid	DODGE COUNTY	\$46.00	JUNE RESOLUTION RECORDING
UnPaid	FRONTIER AG & TURF	\$125.35	V BELT FOR THE JOHN DEERE MOWER
UnPaid	GOPHER STATE ONE CALL	\$39.25	UTILITY LINE LOCATES
UnPaid	HAWKINS, INC	\$5,001.07	WWTP CHEMICALS
UnPaid	HEALTHSMART BENEFIT SOLUT	\$32.00	EMPLOYEE PAID LIFE INSURANCE
UnPaid	HERO, JORSTAD & JACOBSEN,	\$1,630.00	JUNE/JULY LEGAL PROSECUTION SERVIC
UnPaid	INTERSTATE MOTOR TRUCKS, I	\$3,598.15	SERVICE ON THE 2009 INTERNATIONAL 43
UnPaid	KASSON HARDWARE HANK	\$88.95	SPRAY PAINT AND ROPE
UnPaid	KENNEDY & GRAVEN, CHARTER	\$1,251.00	APRIL LEGAL FEES
UnPaid	K-M REGIONAL VETERINARY HO	\$103.07	JUNE DOG IMPOUND FEES
UnPaid	K-M TELECOM	\$509.05	CITY HALL MAIN 5170
UnPaid	LELAND PEAVY	\$189.00	REIMBURSEMENT FOR THE CAMPGROUN
UnPaid	LINCOLN MUTUAL LIFE & CASU	\$123.07	EMPLOYER PAID LIFE INSURANCE
UnPaid	MAXSON ELECTRIC	\$381.00	UNHOOK WELL AT CITY HALL
UnPaid	MINNESOTA ENERGY RESOURC	\$69.65	4016467-5 STREETS
UnPaid	MN PUBLIC FACILITIES AUTHOR	\$12,909.23	WWTP BOND INTEREST
UnPaid	NAPA	\$73.64	CABLE TIES
UnPaid	NORTHLAND TRUST SERVICES,	\$4,668.75	GO REFUNDING BOND INTEREST
UnPaid	OFFICE MAX INC	\$20.93	ENVELOPES, PAPER CLIPS
UnPaid	OLIVE BROS EXCAVATION LLC	\$250.00	LOAD OF DIRT @ SHOP
UnPaid	ON SITE SANITATION	\$715.44	PORT A POTTY @ MANTORFIELD
UnPaid	PEPSI-COLO ROCHESTER MN	\$237.68	POP MACHINE REFILLS FOR JUNE
UnPaid	PITNEY BOWES INC	\$199.00	JUNE POSTAGE
UnPaid	PRAXAIR DISTRIBUTION INC - 44	\$136.46	ANNUAL STARGON FEE
UnPaid	LAKER CHEMICAL INC. DBA	\$1,142.00	MEGA BUGS
UnPaid	UC LAB - UTILITY CONSULTANT	\$309.00	BIO SOLIDS SAMPLING
UnPaid	WASTE MANAGEMENT	\$111.88	GARBAGE REMOVAL
UnPaid	XCEL ENERGY	\$5,453.18	STREET LIGHTS NON METERED
	Total Checks	\$53,510.22	

Payments

Current Period: July 2015

Batch Name	WAR 07 13 15	User Dollar Amt	\$53,580.17		
Payments		Computer Dollar Amt	\$53,580.17		
				\$0.00	In Balance
Refer	0 DELTA DENTAL				
Cash Payment	G 101-21708 Dental Insurance	EMPLOYEE DENTAL			\$295.90
Invoice	6051465 7/13/2015				
Transaction Date	6/23/2015	Citizens State Bank	10100	Total	\$295.90
Refer	0 TEAM LAB CHEMICAL CORP.				
Cash Payment	E 602-49450-216 Chemicals and Chem Pr	MEGA BUGS			\$734.50
Invoice	101955 7/13/2015				
Transaction Date	6/23/2015	Citizens State Bank	10100	Total	\$734.50
Refer	0 LELAND PEAVY				
Cash Payment	E 603-45183-440 Refunds and Reimburse	REIMBURSEMENT FOR THE CAMPGROUND RESERVATIONS			\$189.00
Invoice	6/24/15 7/13/2015				
Transaction Date	6/24/2015	Citizens State Bank	10100	Total	\$189.00
Refer	0 XCEL ENERGY				
Cash Payment	E 101-43160-381 Electric Utilities	STREET LIGHTS NON METERED			\$1,644.16
Invoice	460826857 7/13/2015				
Cash Payment	E 101-43160-381 Electric Utilities	BRIDGE LIGHTS			\$57.54
Invoice	460826857 7/13/2015				
Cash Payment	E 101-43160-381 Electric Utilities	130 ST.HWY 57 S.CITY SIGN			\$23.08
Invoice	460826857 7/13/2015				
Cash Payment	E 101-43160-381 Electric Utilities	60003 ST.HWY 57 N CITY SIGN			\$16.61
Invoice	460826857 7/13/2015				
Cash Payment	E 101-42200-380 Utility Services	FH/CH/PUMP			\$290.51
Invoice	460826857 7/13/2015				
Cash Payment	E 101-43160-381 Electric Utilities	410 CLAY			\$14.53
Invoice	460826857 7/13/2015				
Cash Payment	E 101-41940-380 Utility Services	MANTOR FIELD			\$57.54
Invoice	460826857 7/13/2015				
Cash Payment	E 101-41940-380 Utility Services	340 CLAY RIVERSIDE			\$70.49
Invoice	460826857 7/13/2015				
Cash Payment	E 101-41940-380 Utility Services	342 MAIN ST RIVERSIDE			\$14.53
Invoice	460826857 7/13/2015				
Cash Payment	E 101-41940-380 Utility Services	GOLFVIEW DENNISON FIELD			\$15.84
Invoice	460826857 7/13/2015				
Cash Payment	E 101-41940-380 Utility Services	EAST ST. CITY SHOP			\$91.28
Invoice	460826857 7/13/2015				
Cash Payment	E 602-49450-380 Utility Services	121 BLANCH WWTF			\$1,932.22
Invoice	460826857 7/13/2015				
Cash Payment	E 601-49400-380 Utility Services	841 BLANCH WELL			\$974.95
Invoice	460826857 7/13/2015				
Cash Payment	E 601-49400-380 Utility Services	WATER TOWER			\$55.69
Invoice	460826857 7/13/2015				
Cash Payment	E 603-45183-381 Electric Utilities	CAMPGROUND			\$96.59
Invoice	460826857 7/13/2015				
Cash Payment	E 101-41940-380 Utility Services	BLANCH ST. SHOP			\$31.42
Invoice	460826857 7/13/2015				

Payments

Current Period: July 2015

Cash Payment	E 602-49450-380 Utility Services	JEFFERSON LIFT STATION	\$30.47
Invoice	460826857 7/13/2015		
Cash Payment	E 101-42200-380 Utility Services	21 5TH ST E SIREN	\$12.12
Invoice	460826857 7/13/2015		
Cash Payment	E 101-43160-381 Electric Utilities	BLANCH ST NON METER	\$8.48
Invoice	460826857 7/13/2015		
Cash Payment	E 101-41940-380 Utility Services	15 4TH ST W RIVERSIDE	\$15.13
Invoice	460826857 7/13/2015		
Transaction Date	6/25/2015	Citizens State Bank 10100	Total \$5,453.18
Refer	0 HEALTHSMART BENEFIT SOLUTIO		
Cash Payment	G 101-21711 Life Insurance Payable	EMPLOYEE PAID LIFE INSURANCE	\$32.00
Invoice	JULY 2015 7/13/2015		
Transaction Date	6/26/2015	Citizens State Bank 10100	Total \$32.00
Refer	0 OFFICE MAX INC		
Cash Payment	E 101-41500-200 Supplies	ENVELOPES, PAPER CLIPS	\$20.93
Invoice	492583 7/13/2015		
Transaction Date	6/26/2015	Citizens State Bank 10100	Total \$20.93
Refer	0 MAXSON ELECTRIC		
Cash Payment	E 601-49400-220 Bldg.Repair and Mainten	UNHOOK WELL AT CITY HALL	\$127.00
Invoice	5131 7/13/2015		
Cash Payment	E 602-49450-220 Bldg.Repair and Mainten	FLOATS @ SEWER PLANT	\$254.00
Invoice	5134 7/13/2015		
Transaction Date	7/1/2015	Citizens State Bank 10100	Total \$381.00
Refer	0 MINNESOTA ENERGY		
Cash Payment	E 101-41940-380 Utility Services	4016467-5 STREETS	\$2.05
Invoice	JUNE 2015 7/13/2015		
Cash Payment	E 101-41940-380 Utility Services	4300149-4 STREETS	\$21.63
Invoice	JUNE 2015 7/13/2015		
Cash Payment	E 101-41940-380 Utility Services	4028156-0 STREETS	-\$1.52
Invoice	JUNE 2015 7/13/2015		
Cash Payment	E 101-42200-380 Utility Services	4229566-7 FIRE DEPT	\$5.62
Invoice	JUNE 2015 7/13/2015		
Cash Payment	E 601-49400-380 Utility Services	4113568-2 WTR PUMP	\$9.11
Invoice	JUNE 2015 7/13/2015		
Cash Payment	E 602-49450-380 Utility Services	4299022-6 WWTP	\$26.32
Invoice	JUNE 2015 7/13/2015		
Cash Payment	E 101-41940-380 Utility Services	5121503-6 NEW SHOP	\$6.44
Invoice	JUNE 2015 7/13/2015		
Transaction Date	7/1/2015	Citizens State Bank 10100	Total \$69.65
Refer	0 K-M TELECOM		
Cash Payment	E 101-41940-321 Communications Phone/	CITY HALL MAIN 5170	\$109.49
Invoice	1212915 7/13/2015		
Cash Payment	E 101-41940-321 Communications Phone/	CITY HALL FAX 5300	\$30.00
Invoice	1212915 7/13/2015		
Cash Payment	E 101-42200-321 Communications Phone/	FD 5440	\$30.00
Invoice	1212915 7/13/2015		
Cash Payment	E 101-41940-321 Communications Phone/	SHOP 5119	\$73.99
Invoice	1212915 7/13/2015		
Cash Payment	E 601-49400-321 Communications Phone/	WATER TOWER ALARM 3588	\$40.00
Invoice	1212915 7/13/2015		

Payments

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Cash Payment	E 602-49450-321 Communications Phone/	LIFT STATION ALARM 5066		\$30.00
Invoice	1212915	7/13/2015		
Cash Payment	E 602-49450-321 Communications Phone/	WWTP 5413		\$30.00
Invoice	1212915	7/13/2015		
Cash Payment	E 602-49450-321 Communications Phone/	WWTP 5463		\$79.99
Invoice	1212915	7/13/2015		
Cash Payment	E 101-41940-321 Communications Phone/	CITY HALL - 5176 - 2ND LINE		\$33.90
Invoice	1212915	7/13/2015		
Cash Payment	E 101-41940-321 Communications Phone/	LONG DISTANCE/TAXES/FEES		\$49.68
Invoice	1212915	7/13/2015		
Cash Payment	E 101-46500-437 Other Miscellaneous	EDA 800#		\$2.00
Invoice	1212915	7/13/2015		
Transaction Date	7/2/2015	Citizens State Bank	10100	Total \$509.05
Refer	0	<u>KENNEDY & GRAVEN, CHARTERED</u>		
Cash Payment	E 101-41600-304 Legal Fees	APRIL LEGAL FEES		\$1,140.00
Invoice	126448	7/13/2015		
Cash Payment	E 101-41600-304 Legal Fees	APRIL LEGAL FEES		\$55.50
Invoice	126448	7/13/2015		
Cash Payment	E 101-41600-304 Legal Fees	APRIL LEGAL FEES		\$55.50
Invoice	126448	7/13/2015		
Transaction Date	7/6/2015	Citizens State Bank	10100	Total \$1,251.00
Refer	0	<u>INTERSTATE MOTOR TRUCKS, INC</u>		
Cash Payment	E 101-42200-240 Tools and Minor Equipm	SERVICE ON THE 2009 INTERNATIONAL 4300 ABS SYSTEM REPAIRS		\$3,375.75
Invoice	203464	7/13/2015		
Cash Payment	E 101-42200-240 Tools and Minor Equipm	SERVICE ON THE 2009 INTERNATIONAL 4300 ABS SYSTEM REPAIRS		\$171.70
Invoice	2011617	7/13/2015		
Cash Payment	E 101-42200-240 Tools and Minor Equipm	SERVICE ON THE 2009 INTERNATIONAL 4300 ABS SYSTEM REPAIRS		\$50.70
Invoice	2011728	7/13/2015		
Transaction Date	7/6/2015	Citizens State Bank	10100	Total \$3,598.15
Refer	0	<u>HERO, JORSTAD & JACOBSEN, P.</u>		
Cash Payment	E 101-41600-304 Legal Fees	JUNE/JULY LEGAL PROSECUTION SERVICES		\$1,630.00
Invoice	1251	7/13/2015		
Transaction Date	7/6/2015	Citizens State Bank	10100	Total \$1,630.00
Refer	0	<u>PAYMENT SERVICE NETWORK, INC</u> Ck# 004920 7/13/2015		
Cash Payment	E 601-49400-300 Professional Svcs (GEN	JUNE SERVICE FEES		\$69.95
Invoice	JUNE 2015	7/13/2015		
Transaction Date	7/6/2015	Citizens State Bank	10100	Total \$69.95
Refer	0	<u>HAWKINS, INC</u>		
Cash Payment	E 602-49450-216 Chemicals and Chem Pr	WWTP CHEMICALS		\$2,023.20
Invoice	3747043	7/13/2015		
Cash Payment	E 601-49400-216 Chemicals and Chem Pr	WWTP CHEMICALS		\$2,977.87
Invoice	3747042	7/13/2015		
Transaction Date	7/6/2015	Citizens State Bank	10100	Total \$5,001.07
Refer	0	<u>NORTHLAND TRUST SERVICES, INC</u>		
Cash Payment	E 308-47000-611 Bond Interest	GO REFUNDING BOND INTEREST		\$4,668.75
Invoice	8/1/15	7/13/2015		

Payments

Current Period: July 2015

Transaction Date	7/6/2015	Citizens State Bank	10100	Total	\$4,668.75
Refer	0 LINCOLN MUTUAL LIFE & CASUAL				
Cash Payment	G 101-21711 Life Insurance Payable	EMPLOYER PAID LIFE INSURANCE			\$123.07
Invoice	AUGUST 2015 7/13/2015				
Transaction Date	7/6/2015	Citizens State Bank	10100	Total	\$123.07
Refer	0 FRONTIER AG & TURF				
Cash Payment	E 101-45200-404 Repairs/Maint Machinery	V BELT FOR THE JOHN DEERE MOWER			\$125.35
Invoice	P80983 7/13/2015				
Transaction Date	7/6/2015	Citizens State Bank	10100	Total	\$125.35
Refer	0 PRAXAIR DISTRIBUTION INC - 448				
Cash Payment	E 101-43100-240 Tools and Minor Equipm	ANNUAL STARGON FEE			\$58.99
Invoice	53080731 7/13/2015				
Cash Payment	E 101-43100-200 Supplies	WIRE FEED FOR THE WELDER			\$77.47
Invoice	53080731 7/13/2015				
Transaction Date	7/6/2015	Citizens State Bank	10100	Total	\$136.46
Refer	0 UC LAB - UTILITY CONSULTANTS				
Cash Payment	E 602-49450-300 Professional Srvs (GEN	BIO SOLIDS SAMPLING			\$309.00
Invoice	JUNE 2015 7/13/2015				
Transaction Date	7/6/2015	Citizens State Bank	10100	Total	\$309.00
Refer	0 WASTE MANAGEMENT				
Cash Payment	E 101-41940-384 Refuse/Garbage Dispos	GARBAGE REMOVAL			\$111.88
Invoice	301763527602 7/13/2015				
Transaction Date	7/6/2015	Citizens State Bank	10100	Total	\$111.88
Refer	0 K-M REGIONAL VETERINARY HOS				
Cash Payment	E 101-41500-312 Animal Impound Fees	JUNE DOG IMPOUND FEES			\$103.07
Invoice	26-15 7/13/2015				
Transaction Date	7/6/2015	Citizens State Bank	10100	Total	\$103.07
Refer	0 OLIVE BROS EXCAVATION LLC				
Cash Payment	E 101-43100-224 Street Maint Materials	LOAD OF DIRT @ SHOP			\$250.00
Invoice	2182 7/13/2015				
Transaction Date	7/6/2015	Citizens State Bank	10100	Total	\$250.00
Refer	0 GOPHER STATE ONE CALL				
Cash Payment	E 601-49400-300 Professional Srvs (GEN	UTILITY LINE LOCATES			\$39.25
Invoice	138191 7/13/2015				
Transaction Date	7/6/2015	Citizens State Bank	10100	Total	\$39.25
Refer	0 BOUND TREE MEDICAL, LLC				
Cash Payment	E 101-42200-311 First Responder Train/Eq	FIRST RESPONDERS AUTOMATED BP CUFF- PARTIAL GRANT			\$2,543.61
Invoice	81830575 7/13/2015				
Transaction Date	7/7/2015	Citizens State Bank	10100	Total	\$2,543.61
Refer	0 PEPSI-COLA ROCHESTER MN				
Cash Payment	E 225-45122-200 Supplies	POP MACHINE REFILLS FOR JUNE			\$141.29
Invoice	503842 7/13/2015				
Cash Payment	E 225-45122-200 Supplies	POP MACHINE REFILLS FOR JUNE			\$190.59
Invoice	590590 7/13/2015				
Cash Payment	E 225-45122-200 Supplies	CREDIT FOR RETURNS IN JUNE			-\$94.20
Invoice	503842 7/13/2015				

Payments

Current Period: July 2015

Transaction Date	7/7/2015	Citizens State Bank	10100	Total	\$237.68
Refer	0 BLUE CROSS BLUE SHIELD OF MI				
Cash Payment	G 101-21706 Hospitalization/Medical Ins	EMPLOYEE MEDICAL INSURANCE			\$4,997.50
Invoice	4921 7/13/2015				
Transaction Date	7/7/2015	Citizens State Bank	10100	Total	\$4,997.50
Refer	0 PITNEY BOWES INC				
Cash Payment	E 101-41500-322 Postage	JUNE POSTAGE			\$199.00
Invoice	JULY 2015 7/13/2015				
Transaction Date	7/7/2015	Citizens State Bank	10100	Total	\$199.00
Refer	0 NAPA				
Cash Payment	E 101-43100-200 Supplies	CABLE TIES			\$12.68
Invoice	206310 7/13/2015				
Cash Payment	E 101-42200-228 Equip. Repair and Maint	FD SUPPLIES			\$60.96
Invoice	205841 7/13/2015				
Transaction Date	7/7/2015	Citizens State Bank	10100	Total	\$73.64
Refer	0 CMS - CONSTRUCTION MGMT. SE				
Cash Payment	E 101-42400-300 Professional Svcs (GEN	JUNE BUILDING PERMIT INSPECTIONS			\$824.40
Invoice	JUNE 2015 7/13/2015				
Transaction Date	7/7/2015	Citizens State Bank	10100	Total	\$824.40
Refer	0 TEAM LAB CHEMICAL CORP.				
Cash Payment	E 101-45200-200 Supplies	FERTILIZER AND SOAP			\$407.50
Invoice	102219 7/13/2015				
Transaction Date	7/7/2015	Citizens State Bank	10100	Total	\$407.50
Refer	0 CASEYS GENERAL STORES INC				
Cash Payment	E 101-42200-212 Motor Fuels	FUEL FD			\$242.12
Invoice	6/30/15 7/13/2015				
Cash Payment	E 602-49450-212 Motor Fuels	FUEL WWTP			\$75.34
Invoice	6/30/15 7/13/2015				
Cash Payment	E 101-43100-212 Motor Fuels	FUEL STREETS			\$117.55
Invoice	6/30/15 7/13/2015				
Transaction Date	7/7/2015	Citizens State Bank	10100	Total	\$435.01
Refer	0 KASSON HARDWARE HANK				
Cash Payment	E 101-43100-200 Supplies	SPRAY PAINT AND ROPE			\$88.95
Invoice	263056 7/13/2015				
Transaction Date	7/9/2015	Citizens State Bank	10100	Total	\$88.95
Refer	0 MN PUBLIC FACILITIES AUTHORITY				
Cash Payment	E 602-49450-611 Bond Interest	WWTP BOND INTEREST			\$12,909.23
Invoice	JULY 2015 7/13/2015				
Transaction Date	7/9/2015	Citizens State Bank	10100	Total	\$12,909.23
Refer	0 ON SITE SANITATION				
Cash Payment	E 101-45200-410 Rentals	PORT A POTTY @ MANTORFIELD			\$120.71
Invoice	005201 7/13/2015				
Cash Payment	E 101-45200-410 Rentals	PORT A POTTY @ DENNISON			\$181.07
Invoice	005201 7/13/2015				
Cash Payment	E 101-45200-410 Rentals	PORT A POTTY @ SLINGERLAND			\$277.04
Invoice	005201 7/13/2015				
Cash Payment	E 603-45183-410 Rentals	PORT A POTTY @ RV PARK			\$48.61
Invoice	005201 7/13/2015				

Payments

Current Period: July 2015

Cash Payment	E 101-45200-410 Rentals	PORT A POTTY @ RIVERSIDE PARK		\$88.01
Invoice	005201	7/13/2015		
Transaction Date	7/9/2015	Citizens State Bank	10100	Total \$715.44
Refer	0 BIG SKY BUILDERS LLC			
Cash Payment	E 401-41000-570 Capital Outlay	DOWN PAYMENT FOR EXTERIOR RESTORATION		\$5,000.00
Invoice	7/9/15	7/13/2015		
Transaction Date	7/10/2015	Citizens State Bank	10100	Total \$5,000.00
Refer	0 DODGE COUNTY			
Cash Payment	E 101-41500-300 Professional Srvs (GEN	JUNE RESOLUTION RECORDING		\$46.00
Invoice	6/19/15	7/13/2015		
Transaction Date	7/10/2015	Citizens State Bank	10100	Total \$46.00

Fund Summary

	10100 Citizens State Bank
101 GENERAL FUND	\$20,611.45
225 PARK CONCESSIONS FUND	\$237.68
308 GO REFUND BOND 2011A	\$4,668.75
401 GENERAL CAPITAL PROJECTS	\$5,000.00
601 WATER FUND	\$4,293.82
602 SEWER FUND	\$18,434.27
603 RV PARK	\$334.20
	<u>\$53,580.17</u>

Pre-Written Checks	\$69.95
Checks to be Generated by the Computer	\$53,510.22
Total	<u>\$53,580.17</u>

Dodge County Board of Commissioners
Meeting Agenda
Commissioner's Room, Government Services Building
Mantorville, MN

DODGE COUNTY BOARD OF COMMISSIONERS MEETING

JULY 14, 2015 – 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.	JOHN ALLEN, Chair CONVENE COUNTY BOARD MEETING PLEDGE OF ALLEGIANCE DETERMINE QUORUM ESTABLISH AGENDA NEW EMPLOYEE INTRODUCTIONS
1.0 1.1	-	CONSENT AGENDA <input type="checkbox"/> Phone Stipend – Facilities & Fleet Manager
<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	TRAVIS GRANSEE, DFO Director <input type="checkbox"/> National Pre-Trial, Probation & Parole Week Proclamation
3.0 3.1	9:40 A.M. 20 Minutes	RYAN DECOOK, Director of Land Records LISA HANNI, Surveyor <input type="checkbox"/> GIS Contract & Surveyor Agreement
4.0 4.1	10:00 A.M. 10 Minutes	TOBEY HICKS, Director of Information Technology <input type="checkbox"/> Employee/Guest Wireless Phase 1 at Government Services Building
5.0 5.1	10:10 A.M. 5 Minutes	DUKE HARBAUGH, Facilities & Fleet Manager <input type="checkbox"/> Move Proposal
6.0 6.1	10:15 A.M. 5 Minutes	SARA MARQUARDT, Accounting Services Director <input type="checkbox"/> Dodge County Fair Fireworks Display
7.0 7.1 7.2	10:20 A.M. 5 Minutes 5 Minutes	ROSE CULBERTSON, Taxpayer Services Director <input type="checkbox"/> Review and Approve Bills <input type="checkbox"/> Dumstorff Penalty Abatement Request
8.0 8.1	10:30 A.M. 5 Minutes	LISA KRAMER, Finance Director <input type="checkbox"/> Kinneberg Penalty Abatement Request
9.0 9.1	10:35 A.M. 10 Minutes	LISA HAGER, Employee Relations Director <input type="checkbox"/> Personnel Agenda

Dodge County Board of Commissioners
Meeting Agenda
Commissioner's Room, Government Services Building
Mantorville, MN

DODGE COUNTY BOARD OF COMMISSIONERS MEETING

JULY 14, 2015 – 10:45 A.M.

10.0 10.1	10:45 A.M. 15 Minutes	JIM ELMQUIST , County Administrator <input type="checkbox"/> HRIS Analysis
11.0 11.1	11:00 A.M. 5 Minutes	PAUL KILTINEN , County Attorney <input type="checkbox"/> Legal Update
12.0 12.1 12.2	11:05 A.M. 20 Minutes 30 Minutes	MELISAA DEVETTER , Zoning Administrator <input type="checkbox"/> Planning Commission Recommendations <input type="checkbox"/> Byron Sportsman's Club Update
13.0 13.1	11:55 A.M. 5 Minutes	TIM TJOSAAS , Public Health Committee <input type="checkbox"/> Public Health Committee Report <ul style="list-style-type: none"> • Request to Increase Hours of Business Office Manager Position (Action) • Information Items
14.0 14.1	12:00 P.M. 5 Minutes	ROD PETERSON , Public Safety Committee <input type="checkbox"/> Public Safety Committee Report <ul style="list-style-type: none"> • TZD Grant Resolution Request (Action)
15.0 15.1	12:05 P.M. 25 Minutes	JOHN ALLEN , Chair <input type="checkbox"/> Administration Committee Report <ul style="list-style-type: none"> • Minutes of the June 16, 2015 Board of Appeal & Equalization (Action) • Minutes of the June 23, 2015 Committee of the Whole (Action) • Minutes of the June 23, 2015 Meeting (Action) • 2015 Agency Appropriations (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
16.0	12:30 P.M.	ADJOURN

Dodge County Board of Commissioners
Meeting Agenda
Commissioner's Room, Government Services Building
Mantorville, MN

DODGE COUNTY BOARD OF COMMISSIONERS MEETING

JULY 14, 2015 – 12:30 P.M.

<i>Coming up in Dodge County:</i>
<i>July 13, 2015 – Courthouse Construction Progress Meeting, 2:00 P.M., Benike Construction Trailer, Mantorville, MN.</i>
<i>July 15, 2015 – Dodge County EDA Meeting, 4:30 P.M., Government Services Building, Mantorville, MN.</i>
<i>July 16, 2015 – Dodge-Steele Community Health Board Meeting, 4:45 P.M., Steele County Administration Building - Room 40, Owatonna, MN.</i>
<i>July 21, 2015 – Fairview Care Center Meeting, 9:00 A.M., Dodge Center, MN.</i>
<i>July 21, 2015 – HSEM Elected Officials Training, 1:00 P.M., Dodge Center City Hall Community Center, Dodge Center, MN.</i>
<i>July 27, 2015 – Courthouse Construction Progress Meeting, 2:00 P.M., Benike Construction Trailer, Mantorville, MN.</i>
<i>July 27, 2015 – Building Committee Meeting, 3:00 P.M., Government Services Building, Mantorville, MN.</i>
<i>July 30, 2015 – Ice Arena Meeting, 5:30 P.M., Dodge County Ice Arena, Kasson, MN.</i>
<i>Dodge County Commissioners may be in attendance at these meetings.</i>

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

DEFERRED BUSINESS	
1.	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.	

7/2/2015

City Mantorville
Date 6/1/2015 thru 6/30/2015

<u>Agency</u>	<u>Incident Nr</u>	<u>Location</u>	<u>LocCity</u>	<u>Activity</u>
S	201500005777	50 Clover St	Mantorville	Lost Animals
S	201500005849	707 Chestnut St	Mantorville	Welfare Check
S	201500005424	919 Chestnut St	Mantorville	Vandalism/mailbox
S	201500005824	900 Walnut St	Mantorville	Other Complaint
S	201500005560	22 6th Street East	Mantorville	Miscellaneous
S	201500005758	115 Scott Rd	Mantorville	Miscellaneous
S	201500005791	22 6th St E	Mantorville	Miscellaneous
S	201500005235	22 6th St E	Mantorville	Miscellaneous
S	201500004758	600 Washington St	Mantorville	Civil
S	201500005530	22 6th St E	Mantorville	Appreh/detention Orde
S	201500005599	22 6th St E	Mantorville	Appreh/detention Orde
S	201500004846	507 Chestnut St	Mantorville	Traffic
S	201500005097	22 6th St E	Mantorville	Appreh/detention Orde
S	201500005711	102 7th St E	Mantorville	Larceny
S	201500005279	721 Main St N	Mantorville	Appreh/detention Orde
S	201500005299	721 Main St N	Mantorville	Appreh/detention Orde
S	201500004762	321 Main St N	Mantorville	Trespassing
S	201500005087	140 State Hwy 57	Mantorville	Open Door
S	201500005090	22 6th St E	Mantorville	Open Door
S	201500005383	721 Main St N	Mantorville	Open Door
S	201500004706	22 6th St E	Mantorville	Probation Violation
S	201500004714	320 Main St N	Mantorville	Alarm
S	201500005423	808 Chestnut St	Mantorville	Assist Other Agency
S	201500005796	400blk Main St N	Mantorville	Dac/cancelled DI
S	201500005244	31 Cr 21	Mantorville	Viol. Burning Permit
S	201500004886	501 Clay St	Mantorville	Barking Dog
S	201500005227	115 Scott Rd	Mantorville	Cell Call Open Line
S	201500005514	507 Chestnut St	Mantorville	Suspicious Activity
S	201500005522	321 Main St N	Mantorville	Suspicious Activity
S	201500005571	321 Main St N	Mantorville	Suspicious Activity
S	201500005669	320 Main St N	Mantorville	Suspicious Activity
S	201500004942	115 6th St W	Mantorville	Residence/business Ck
S	201500005045	18 Riverview Rd	Mantorville	Suspicious Activity
S	201500005062	321 Main St N	Mantorville	Suspicious Activity
S	201500005130	321 Main St N	Mantorville	Suspicious Activity
S	201500004958	600 Washington St	Mantorville	Noise Complaint
S	201500005487	402 Main St N	Mantorville	Fraud
S	201500005539	720 Blanch St	Mantorville	Ambulance Run
S	201500005769	50 Clover St	Mantorville	Weapons Offense
S	201500004709	616 West St	Mantorville	Ambulance Run
S	201500005154	420 Main St N	Mantorville	Ambulance Run
S	201500004798	115 Scott Rd	Mantorville	Miscellaneous Info

Total

42



Mantorville Park and Recreation Board



Minutes

Tuesday, May 26th, 2015, 7 pm
Mantorville City Council Chambers

Call to Order: 7:06 PM

Board members present: Ann Tuma, Will Lambert, Henry Blair, Don Swanson, and Alex Bryngelson,

Introduction of guests: Scott Larsen

Changes to agenda: None

Approval of Minutes: Minutes of 4/28/15 and 5/13/15 meetings were approved

(M=HB, 2nd AB)

New Business:

1. **Park Revenue-** Ann Tuma shared information regarding revenue generated from Mantorville Parks:
The current balance of the pop fund is \$439 although Scott just deposited \$96 of revenue with Cami for this fund. Revenue generated from pop sales goes into the city's general fund. Scott will work to more closely monitor how much pop is needed so we are not left with as much expired pop at the end of the summer/fall season. Revenue from shelter reservations goes to the general fund. Revenue from campground reservations goes into a separate RV Park fund. This money can be used for maintenance and improvement of the RV Park

Old Business

1. **Dennison Bleacher Safety Issue:** Our plan continues to be filling in the gaps on either end of the bleachers with block. If this is not doable we will have to consider fencing the area. Alex will try to obtain used block from his employer and Will will contact Jason Wilker to inquire about the cost of remaining block and caps needed (6X18X12 Versalock) to complete the job. We need approximately 20 blocks and adhesive to complete the project. We will plan on meeting again once Alex has a few blocks to insure we can physically move and place the block. The fence around home plate at this field needs to be fixed or replaced. It is unclear at this time if the joint ventures will pay for any of that or whether it will have to come out of the city budget. Ann will inquire with the mayor about this issue.

2. **Playground Equipment at Mantor Field:** Members discussed placement options for playground equipment designated for Mantor Field and whether we may need to reduce some which could then be used when the RV Park is updated. The current version requires an area 34'X66'. We will not know whether the field will be upgraded to meet Junior Varsity requirements and potentially for varsity use in the future. The Park Board will meet at Mantor Field for the July meeting to reassess placement options and to tour other parks.
3. **Tree Removal and Replacement in Parks:** With our \$4K budget for the year we should be able to remove 7-8 trees from Riverside Park and replant 3. We will plan on physically viewing the area during the June or July meeting to determine where to locate the new trees. Alex will obtain a comparative quote from Sargeant's Nursery for this work. We also need ~4 more Catoni asters to finish the line in the RV park.
4. **LCCMR-ZWP Riverside Park Project Update:** Ann has been notified that the Zumbro Watershed Partnership project has been funded by the legislature. Plans are being revised based on the previous public input meeting and will likely be presented at another public meeting in mid to late June.

Reports

Financial - None

City Council - None

Public Works – Scott and Julie Larsen have volunteered to paint the insides of the bathrooms at Riverside Park.

Scott priced 'speed tables' out at \$800. The park board approved placement of one at the northwest portion of the roadway where it will not interfere with parking of RVs. Ann mentioned that there is a Boy Scout interested in placing benches in the dog park as an Eagle Scout project. He has been asked to first run the project through the dog park subcommittee.

Adjournment: 8:25 PM (M=HP, 2nd AB)

Next meeting: June 30th, 2015 at Mantor Field



Mantorville Park and Recreation Board



Minutes

Tuesday, June 30th, 2015, 8 pm
Mantorville City Council Chambers

Call to Order 8:00 PM

Present: Ann Tuma, Will Lambert, Henry Blair, Don Swanson,
Elizabeth Oolman, Alex Bryngelsen

Introduction of guests: Wyatt Coy, Cresta Melcher, Meg Bryngelsen

Changes to agenda: None

Approval of Minutes – from May 26th approved without changes (M=WL, 2nd DS)

New Business:

- 1. Eagle Scout Project in Dog Park-** Ann: Boy Scout Wyatt Coy was present to present his request to build 2 benches (one in each fenced section) in the dog park. A motion was approved (M=WL, 2nd EO) for Wyatt to install composite style benches in the dog park with Cresta as his resource and advisor. Wyatt will solicit financial and in-kind support from the local communities with any remaining expense to be paid from the Dog Park Fund.
- 2. Riverside North Shelter Long-term reservation-** Ann: A request has been received by the city from Laura Galbus to reserve the north shelter for work training for several weeks. After discussion, a motion was approved (M=EO, 2nd AB) to provide one week free with the other 7 at full price on a weeknight and not to conflict with Marigold Days. Will Lambert will check with the city clerk to insure the shelters are on the reserved list for Marigold Days activities.
- 3. Banners on Ball Field Fences-** Ann: A request has been received to place advertising on one of the ball field fences. Kasson does this, charging \$50 for the initial sign then \$125/yr + \$50 each for additional signs. Several questions were raised concerning types of advertising (tobacco, alcohol) appropriate to a youth sports facility as well as standardization of displays and vandalism liability. The topic was deferred while Ann obtains additional information.
- 4. Change July meeting date or time-** Ann: The July meeting will be changed to Monday, August 3rd at 6:30pm. It will be our annual budget planning and site inspection meeting. An itinerary will be sent out by Ann prior to the meeting.

Old Business

1. **Dennison Bleachers**- all: Finalization of additional block placement will be made after the diamond-plate barrier is fully installed. Will and Alex will see if they can repair the back-stop fence which is no longer anchored to the base rail.
2. **Flower Planting in Riverside**- Ann: Due to weather the middle-school classes weren't able to do this and it was completed by members of the Marigold Days Committee and Park Board members.
3. **Tree Removal and Replacement in Riverside Park**- Alex: Alex will provide a quote from Sargent's Nursery for the following plantings:
 - One 2" Valley Forge Elm for Clay Street to replace removed trees
 - One Kentucky Coffee Tree for 4th St. to replace removed trees
 - One Fat Albert Spruce (7') to eventually replace the X-mas tree
 - Four Cotoneasters to complete the privacy hedge at the campgroundAn overall maximum expense of \$1500 was noted by the board.
4. **LCCMR-ZWP Riverside Park Project Update**- Ann: We are still waiting for word from the Zumbro Watershed Partnership on when another public input meeting can be scheduled on an updated plan for Riverside Park changes. Funding for the project (\$325K distributed between all proposed projects) was approved by the state.

Reports

Financial - None

Public works - None

City council - None

Adjournment 9:29 PM (M-WL, 2nd HB)

Next meeting: 6:30 PM on August 3rd (NOTE that this is a Monday) with location and itinerary to be determined.

Respectfully Submitted,
Will Lambert, Secretary

**MANTORVILLE ECONOMIC DEVELOPMENT AUTHORITY MEETING MINUTES
TUESDAY, JUNE 2, 2015
6:30 PM**

1. **Call to Order** – Co Chair Bradford called the meeting to order at 6:38. No quorum was present. Chair Huppler entered at 6:42 pm and a quorum was established.

Members Present: Karl Huppler, Chuck Bradford, Henry Blair, Bob Soland

Others Present: Cami Reber

2. **Approval of Minutes** – Motion made by Commissioner Bradford, second by Commissioner Soland to approve the minutes of May 14, 2015. Motion passed unanimously.
3. **Financial Report** – Discussion on the report. Motion made by Commissioner Bradford, second by Commissioner Soland to approve the financial report of June 1, 2015. Motion passed unanimously.

4. **New Business/Old Business**

- a) **City Logo Tag Lines** – Abby will take the work done so far to other committees and we will try to have her at the July meeting to share the results.

- b) **Other Economic Development Updates** – Chair Huppler noted that we finished the Dripps loan. The Bergs are waiting on the final approval from the bank to move forward.

5. **Subcommittee Reports** – (A request to check on who is on what committee was made)

- **Planning** – The EDA is still looking for members.
- **Acquisitions and Developments** - none
- **Signage** – waiting for tag line to go with the already approved logo. The KM Sign is going up soon and the stone planters being placed at the south City Welcome Sign has been approved and will also be going up soon.
- **Tourism** – check to see if all groups are aware of the EDA budget for other events and who gets what money. Talk about EDA tourism dollars for Fall Festival and Old Fashioned Christmas. Commissioners discussed the various ways to distribute the dollars evenly. Set a Tourism Budget Discussion for the next meeting.
Commissioner Bradford gave an update about being approached by a group to do a segment on Mantorville. The segments would air nationally at least 20 times for \$19,000. We would completely keep the rights for this segment. Commissioners discussed additional ways to advertise more locally. Maybe check with Video Production College Classes on it. Continue the discussion at future meetings.
- **Happy Trails** - none

6. **Adjournment** – Meeting adjourned at 7:42 pm.



www.semlm.org

Summer Meeting
Thursday
July 30, 2015
Slippery's Bar and Grill
 10 Church Ave, Wabasha, MN 55981
 Directions at this link:
<http://tinyurl.com/ns54nml>

Open House at the Eagle Center 5-6PM – Free of Charge
 Tee times are reserved at The Bluffs at Coffee Mill from 1:16 through 1:56. Fee is \$25 per person for 18 holes and a cart. Please call the Bluffs at 651-565-4332 to claim a tee time. Reference the SEMLM event with the City of Wabasha. The Bluffs at Coffee Mill offers 18 picturesque holes with stunning views of the river valley. Hole 17 offers views of Wabasha's interstate bridge, Eagle Center, and Historic St. Felix Church.
 6:00 pm Social Time with cash bar
 6:30 pm Dinner Chicken Vesuvius (Boneless skinless breast, pan fried, topped with herbed garlic butter.)
 Apple Brandy Pork Loin (Whole loin stuffed with apple dressing, roasted, topped with apple brandy sauce.)
 Welcome from City of Wabasha – Mayor Rollin Hall
 7:00 pm SEMLM Business – Randy Staver, SEMLM President
 7:30 pm Panel Discussion with City/County Planners and Economic Development Pros on
“How Cities Can Prepare for Growth as DMC Progresses”
 8:10 pm Audience Q&A with all the presenters
 8:28 pm Closing remarks from SEMLM President Staver. Adjourn meeting. **Open time for networking.**

Hosted by the City of Wabasha

Registrations Due Tuesday, July 28

Send to: Chad Springer, City Administrator
 City of Wabasha, PO Box 268, Wabasha, MN 55981
 651-565-4568 cityadmin@wabasha.org

Registration from _____

Contact Person: _____

Phone: _____ E-mail: _____

Number of meals for member city _____ x \$25 = \$ _____ (current paid SEMLM member)
Number of meals for nonmember city _____ x \$30 = \$ _____ (no membership fee)

Make checks payable to “City of Wabasha”

Names of attendees and meal choices of Chicken (C) or Pork (P) circled:

C or P _____	C or P _____
C or P _____	C or P _____
C or P _____	C or P _____
C or P _____	C or P _____

Mantorville, MN
June 5, 2015

City Council
Mantorville, MN

RE: Stagecoach Road Hill upon entering Mantorville.

Dear Sir,

On Sunday, February 8, 2015, shortly after 10:00 a.m. upon reaching the bottom of the Stagecoach Hill at the entry into Mantorville my car began sliding all over the road due to the ice. I ended up backwards in the right hand ditch which at that point is very deep. Only the deep snow & a few sapling trees stopped my car from going too far down.

My car wasn't damaged nor was I hurt, but only scared of the possibility of the same thing happenin again if the Hill hasn't been sanded. Which it hadn't been that morning.

I am requesting a strong barricade be put in place in that area for protection & ^{Safety} safety. I assume you would find this reasonable for yourselves & your families.

I appreciate the care that is taken of this road keeping the snow plowing & sanding done & pot holes repaired when needed.

Thank you for your consideration of my barricade request & I will be grateful if it is approved.

Sincerely yours

Joy Nelson
695 5th St E
Mantorville, MN

MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Tim Hruska, P.E.

DATE: July 10, 2015

RE: Guardrail on north side of 5th St. East at intersection of Bluff Street.

Per the direction of the City Council, we have reviewed the request submitted to the council to evaluate the need for a guardrail at the above referenced location.

Background

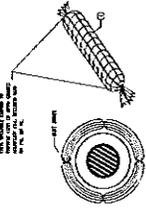
There is currently no guardrail on 5th street at the three existing culverts. 5th Street has a posted speed limit of 30 miles per hour. The clear zone, which is measured from the edge of the traveled lane to an obstruction, (the top of the culvert in the current location) is 16.5 feet.

MnDOT's Best Practices and Policies for Safety Strategies on Highways and Local Roads identifies guidelines for desirable roadways. For roadways with a posted speed limit less than 40 miles per hour clear zone distances and the use of guardrails are based on engineering judgment.

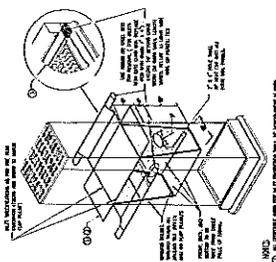
The MnDOT Road Design Manual identifies guidance for clear zones between driving lanes and nearby obstacles. Using a design speed of 40 MPH, the clear zone should be 15 feet, which the site currently meets. The manual further explains that "guardrail itself is a formidable hazard and should not be installed unless it will reduce accident severity." It should be noted that no barrier is 100% safe and that a barrier placed in the clear zone is only justified when a crash into the barrier is less severe.

Recommendation

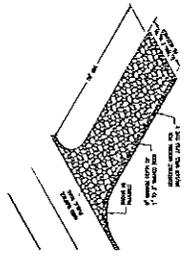
The site does meet the above criteria for the installation of guardrail.



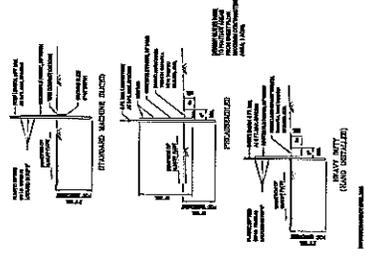
INLET PROTECTION ROCK LOG
NO SCALE



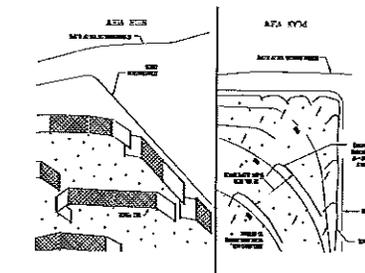
INLET PROTECTION FILTER BAG INSERT
NO SCALE



TEMPORARY ROCK CONSTRUCTION ENTRANCE
NO SCALE



SILT FENCE DETAILS
NO SCALE

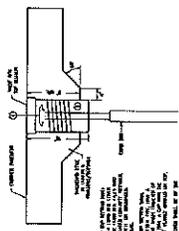


SILT FENCE DETAILS J-HOOK INSTALLATION
NO SCALE

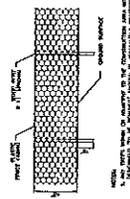
SPECIFICATIONS FOR SEEDING AND STABILIZATION

SEEDING: 1. 100% SEEDING
2. 100% SEEDING
3. 100% SEEDING
4. 100% SEEDING
5. 100% SEEDING

STABILIZATION: 1. 100% STABILIZATION
2. 100% STABILIZATION
3. 100% STABILIZATION
4. 100% STABILIZATION
5. 100% STABILIZATION



CURB BOX COVER
NO SCALE

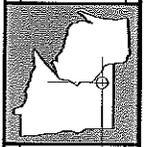


TREE PROTECTION FENCING DETAIL
NO SCALE

I hereby certify that this plan, specification or report was prepared by me or a duly Licensed Professional Engineer under the laws of the State of Minnesota.

David A. Massey, L.C. No. 01131

MASSEY
LAND SURVEYING & ENGINEERING
P.O. BOX 100, KASSON, MN 55944
PH. NO. 507-694-4860; FAX NO. 507-694-4860



CONSTRUCTION DETAILS
PART OF
LOT 1, BLOCK 14, ORIGINAL PLAT OF THE VILLAGE
DODGE COUNTY, MINNESOTA

DATE: 02/28/2013	SCALE: AS SHOWN	PROJECT NO. 01131
DRAWN BY: J.M.	CHECKED BY: J.M.	DATE: 02/28/2013
DESIGNED BY: J.M.	PROJECT NO. 01131	DATE: 02/28/2013
DATE: 02/28/2013	SCALE: AS SHOWN	PROJECT NO. 01131

THIS SURVEY AND DRAWING WAS PREPARED FOR THE PROJECT OF: DODGE COUNTY, MINNESOTA

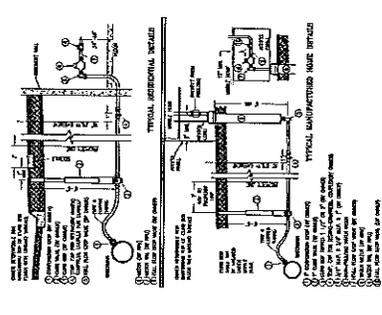
DATE: 02/28/2013

SCALE: AS SHOWN

PROJECT NO. 01131

SHEET NO. 3 OF 3

WATER SERVICE AND METER SETTING DETAILS
NO SCALE



Memo

To: Mayor and Council
From: Cami Reber
Date: July 10, 2015
Re: Accessory Dwelling Units

BACKGROUND

The City Council previously directed staff to bring back information on how other City's handle accessory dwelling units due to a residents request to review and possibly change the ordinance. Our current ordinance does not allow a living dwelling in or above a garage or other accessory structure.

Attached is some information obtained from a couple of cities and how they handle this type of use. I think that with the proper requirements and criteria put in place, ADU's could be beneficial for some of the residents of Mantorville.

ACTION

If the Council is not opposed to ADU's, they should direct staff to put together a draft ordinance for review and discussion.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 05/23/2011
Item No.:

Department Approval

City Manager Approval



Item Description: Discussion regarding Accessory Dwelling Units

BACKGROUND

Recently, the City Council approved two Accessory Dwelling Units (ADUs) as Conditional Uses as prescribed in City Code. During these approvals, there was discussion by the City Council regarding these type of uses and concern that they might potentially be disruptive to the neighborhood. The City Council wanted to review the topic and see if there were better or different ways to regulate ADUs while still allowing for them.

Currently, ADUs are Conditional Uses in LDR-1 and LDR-2 and CMU Zoning Districts and a permitted use in the MDR Zoning District. Presently, the Roseville Code regulates ADUs in Chapter 1009.02. The language reads as follows:

1. Accessory Dwelling Units (ADU):

- a. An ADU shall be located on a lot occupied by a one-family dwelling.*
- b. No more than one ADU shall be allowed on a lot.*
- c. The one-family dwelling on the lot shall be owner-occupied.*
- d. Maximum occupancy of an ADU shall be limited to 2 people.*
- e. An ADU shall be assigned a unique address identifier to differentiate it from the principal dwelling.*
- f. A detached ADU may be located above a detached garage of the one-family dwelling or within a separate accessory building meeting the standards for accessory buildings.*
- g. Dimensional Standards:*
 - i. Maximum height of a detached ADU, including one built above a garage: 30 feet (as typically measured to mid-point of pitched roof).*
 - ii. Maximum unit size: 75% of the principal dwelling's floor area, up to a maximum size of 600 square feet of living area.*
 - iii. Setback requirements: Attached ADUs shall meet the standards for principal buildings; detached ADUs shall meet the setback requirements for accessory buildings.*
- h. The entryway to a detached ADU shall be connected to a street frontage with a paved walkway.*
- i. The appearance or character of the principal building shall not be significantly altered so that its appearance is no longer that of a one-family dwelling.*
- j. Design Standards for Detached ADUs:*

- 34 i. *Material: The exterior finish material shall match in type, size,*
35 *and placement, the exterior finish material of the principal*
36 *dwelling unit.*
37 ii. *Roof pitch: The roof pitch shall match the predominant roof pitch*
38 *of the principal dwelling unit.*
39 iii. *Details: Trim shall match the trim used on the principal dwelling*
40 *unit. Projecting eaves shall match those of the principal dwelling*
41 *unit.*
42 iv. *Windows: Windows shall match those in the principal dwelling*
43 *unit in proportion (relationship of width to height) and orientation*
44 *(horizontal or vertical).*

45 Staff found that many cities allow for ADUs while a number do not. (It is staff's observation
46 that ADUs are becoming more acceptable and other cities may be considering allowing ADUs in
47 the future). In the research, staff found two cities, Bloomington and Shoreview that made ADUs
48 permitted uses (not having a Conditional Use). Instead, they made them permitted accessory
49 uses and required that the applicant receive a license or permit subject to certain requirements.
50 Staff has attached material from each city. Below is a brief summary of each city's requirements
51 for ADUs.

52 City of Bloomington

- 53 • ADUs are a permitted accessory use in the single-family residential district and not in
54 any other district.
- 55 • ADUs are only allowed on lots that meet the City's minimum lot size (11,000 sq. ft.).
- 56 • Site must meet the minimum off-street parking standards for a single-family home.
- 57 • Minimum size of 300 sq. ft. and maximum of 960 sq. ft.
- 58 • No more than two bedrooms allowed in the ADU.
- 59 • Occupancy is limited to two persons.
- 60 • ADUs must be attached to principal structure. ADUs are not allowed in detached
61 structures, two-family dwellings, and multi-family units.
- 62 • An annual rental license is required. Either the principal structure or the ADU can be
63 rented. Only one unit can be rented, not both.
- 64 • All ADUs are approved by staff.

66 City of Shoreview

- 67 • ADUs (termed "accessory apartments") are permitted in the single-family residential
68 districts and not in any other zoning district.
- 69 • ADUs must have a minimum of 500 sq. ft with a maximum of 800 sq. ft. and two
70 bedrooms.
- 71 • The principal unit must have at least 850 sq. ft.
- 72 • No front entrances shall be added to the house as part of the ADU.

- 73 • The building and property shall remain in single ownership.
- 74 • Only one ADU permit will be issued per single-family home.
- 75 • A minimum of three off-street parking spaces must be provided, two of which shall be
- 76 enclosed.
- 77 • The ADU requires a permit. The City will send written notification to property owners
- 78 within 150 feet of the property when the permit is granted.
- 79 • Upon sale of home having an ADU, the new owner must reapply for a permit to continue
- 80 the ADU.
- 81 • The owner must put a restrictive covenant controlling the use of the ADU.
- 82 • All ADUs are approved by staff.

83 From reviewing both of these communities approach and standards, staff would suggest
 84 amending the City's code regarding ADUs. Specifically, staff is suggesting making ADUs a
 85 permitted accessory use subject to the following requirements:

- 86 • Applicant will need to get an "Accessory Dwelling Unit License" that is administratively
- 87 issued. The issuance procedure will be as follows:
 - 88 ○ Notice: The Community Development Department shall provide written
 - 89 notification to contiguous property owners (side and rear) upon receipt of
 - 90 application and prior to approval. The comment period shall be five days.
 - 91 ○ Issuance: After considering public input as part of the five day comment period,
 - 92 the Community Development Department shall make a determination if the use is
 - 93 compliance with the standards for granting an ADU license.
 - 94 ○ Appeal: The applicant and the contiguous property owner shall be notified of the
 - 95 decision on granting the ADU license. The ADU license will not be issued until
 - 96 the expiration of a ten-day appeal period. The appeal period may be waived if all
 - 97 contiguous property owners waive their right of appeal. The appeal will be heard
 - 98 by the Board of Adjustment and Appeal.
- 99 • ADUs will only be allowed on lots zoned LDR-1 and that meet the minimum lot size
- 100 (11,000 sq. ft.).
- 101 • Site meets the minimum parking standards for a single-family residential home. (four
- 102 off-street parking spaces, two of which must be enclosed).
- 103 • Properties containing ADUs cannot be subdivided or otherwise separated from ownership
- 104 from the associated single-family dwelling unit.
- 105 • A property that contains an ADU must be in compliance with the City's rental
- 106 registration requirements.
- 107 • Occupancy is limited to two persons in the ADU.
- 108 • Minimum square footage for an ADU is 300 sq. ft., maximum is 600 sq. ft.
- 109 • Either the primary unit or ADU can be rented, but not both.

- 110 • Upon sale of property containing an ADU, the new buyer must reapply for an ADU
111 License.
- 112 • The same dimension and design standards for ADUs contained in Chapter 1009.02 would
113 be retained.

114 Staff would like the City Council to have policy discussion on whether ADUs should be only be
115 allowed when it is attached to the principal building or if ADUs should also be permitted in
116 detached structures (either as separate structure or part of a detached garage). The current ADU
117 ordinance allows for attached and detached ADUs.

118 **BUDGET IMPLICATIONS**

119 Not applicable

120 **STAFF RECOMMENDATION**

121 Staff recommends that the City move forward in amending the ordinance to allow for Accessory
122 Dwelling Units as a permitted accessory use in the LDR-1 Zoning District subject to certain
123 requirements and criteria.

124 **REQUESTED COUNCIL ACTION**

125 The City Council should discuss the information brought forward and direct staff on what
126 changes to the ordinance governing ADUs, if any, staff should bring forward for consideration

Prepared by: Patrick Trudgeon, Community Development Director (651) 792-7071

Attachments: A) Bloomington ADU Information
B) Shoreview ADU Information

Memo

To: Mayor and Council
From: Cami Reber
Date: July 10, 2015
Re: EDA Budget

BACKGROUND

The City Council has approved the EDA budget for 2015 which includes \$2,500 to go towards expenses related to Stage Coach Days. SCD was a great event this year and was very well intended. The Tourism Committee, a subcommittee of the EDA, received a grant for the event in the amount of \$10,000.

ACTION

The EDA is requesting payment of \$2,500 from their general city EDA budget.

Memo

To: Mayor and Council
From: Cami Reber
Date: July 10, 2015
Re: Staff Training Approval

ACTION

Scott Larsen will be attending the Collection System Basics Seminar November 3 - 5 and will be testing for his Collection System License. Cost for this is \$300 for the Seminar, \$55 for the exam and room, travel cost.

Council should approve this expense and training so Scott can obtain his collection system license. Costs will come from the WWTP Training line item.



**Minnesota Pollution
Control Agency**

Collection System Basics Seminar Agenda

Offered by the
Minnesota Pollution Control Agency

Registration Day 1: 7:30 a.m.
Seminar hours Day 1–2: 8:00 a.m. – 4:00 p.m.
Seminar hours Day 3: 8:00 a.m. – 12:00 p.m.

Attendees: Collection system operators
Hours: 16 wastewater contact hours
Lunch: Provided all three days
Please bring: Pencil(s), eraser, calculator
Note: Exams offered the last day
(Check training schedule for deadline to submit **separate** exam application)

Day 1	Collection System Certification Infiltration/Inflow Issues Lift Stations Math Televising and Pipeline/Manhole Rehab Wastewater Treatment Overview
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Day 2	Collection System Design Cleaning Equipment/Methods Electrical Safety Math Pipeline Maintenance/Inspection Traffic Control
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Day 3	Confined Space Emergency Notification Sewer Backup/Liability Issues Review Certification Exam (12:45pm)
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2015 Wastewater training events

- ▶ Keep this calendar for your records!
- ▶ Check-in for all training events begins at 7:30 a.m.; training events start at 8:00 a.m.
- ▶ For registration information, contact Tracy Finch at 651-757-2103 or 800-657-3659.

<p>78th Annual Wastewater Operations 2015 Conference For program information go to www.pca.state.mn.us/news/training Exams offered on the last day.</p>	<p>Contact hrs: 16 WW or 9 Type 4 & 7 WW</p>	<p>▶ March 25 - 27 Brooklyn Park at Marriott Northwest (formerly the Northland Inn), Brooklyn Park • 763-536-8300 • www.minneapolismarriottnw.com • Postmark exam application by March 12</p>
<p>Stabilization Pond Seminar A must for all municipal pond operators. This seminar covers pond operation and maintenance, discharge procedures and calculations, how to calibrate pumps, meter demonstrations, and a field trip to a stabilization pond. Exams offered on the last day.</p>	<p>Contact hrs: 16 WW</p> <p>\$300 Includes lunch</p>	<p>▶ April 21 - 23 Owatonna Holiday Inn & Suites • 507-446-8900 • www.holidayinn.com/Owatonna • Postmark exam application by April 8 ▶ September 29 - October 1 Fergus Falls Best Western and Bigwoods Event Center • 218-739-2211 • www.bigwoodeventcenter.com • Postmark exam application by September 14</p>
<p>Land Application of Biosolids – Basic A basic introductory course that covers site selection, application rates, nitrogen management, reports, field analysis of potential sites, verification of site/soils data, management problems, and individual assistance if needed. This course, plus six months experience, is a prerequisite for taking the Type 4 exam. Exams offered on the last day.</p>	<p>Contact hrs: 16 Type 4 or 16 WW</p> <p>\$300 Includes lunch</p>	<p>▶ April 14 - 16 Willmar Conference Center & Best Western • 320-235-3312 • www.bestwestern.com • Postmark exam application by April 1 ▶ September 15 - 17 Brainerd, Craguns Conference Center • 218-825-2852 • www.craguns.com/ • Postmark exam application by September 2</p>
<p>Land Application of Biosolids – Refresher Must take basic course first. Review procedures to manage a land-application program, including all elements of the basic course and individual assistance. No exams given.</p>	<p>Contact hrs: 9 Type 4 or 9 WW</p> <p>\$200 Includes lunch</p>	<p>▶ May 5 - 6 St. Cloud Kelly Inn • 320-253-0606 • www.bestwesternstcloud.com ▶ October 14 - 15 Mankato Country Inn & Suites • 507-388-8555 • www.bestwestern.com</p>
<p>Pump Workshop Take this if you operate, maintain or troubleshoot submersible or dry pit pumps. Includes pump theory, maintenance, packing, seals, bearings, control panels, troubleshooting and a hands-on session. No exams given. www.pca.state.mn.us/publications/p-tr2-11.pdf.</p>	<p>Contact hrs: 6 WW</p> <p>\$60 Includes lunch</p>	<p>▶ May 13 Quality Flow, New Prague • 952-758-9445 • www.qfsi.net ▶ June 17 General Repair, Vadnais Heights • 651-766-0874 • www.generalrepair.com</p>
<p>Collection System Basic This seminar will be of interest to collection system and wastewater operators who operate and maintain collection systems. Covers pumps, control panels, traffic control, collection system math, along with operation and maintenance of collection systems. Exams offered on the last day.</p>	<p>Contact hrs: 16 WW</p> <p>\$300 Includes lunch</p>	<p>▶ November 3 - 5 Jimmy's Conference Center, Vadnais Heights • 651-484-1100 • www.visitjimmys.com • Attached to the Holiday Inn Express, Vadnais Heights • Postmark exam application by October 21</p>

More ▶