

**MANTORVILLE CITY COUNCIL MEETING AGENDA
MONDAY MARCH 23, 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 March 9, 2015
 - b) Warrant List March 23, 2015
 - c) Dodge County Board of Commissioners Meeting Agenda March 24, 2015
 - d) Dodge County Regional Rail Authority Meeting Agenda March 24, 2015
 - e) Notice of Changes to LBAE Training and Compliance
 - f) Dodge County Planning and Zoning Public Hearing Notice
5. Public Concerns
6. Public Hearing
 - a) 6:30 pm Variance Request – Davidson Developments
7. Old Business/New Business
 - a) Resolution 2015-05 and Findings of Fact
 - b) Resolution 2015-06 and Findings of Fact
 - c) Engineer Updates – Tim Hrusak, WHKS
 - WW Project
 - Walnut Street Drainage
 - 7th Street Project Wrap Up
 - d) Saloon Amended Music Request for Marigold Days
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 MARCH 9, 2015
6:30 PM**

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

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

Others Present: Lyle Hoaglund, Paul Larsen, JJ Williams, Gretta Becay, Dan Trapp, Darrell Clements – DCSO, Scott Larsen, and Cami Reber.

2. **Pledge of Allegiance** - Done

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

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

- a) City Council Meeting Minute's February 23, 2015
- b) Warrant List March 9, 2015
- c) Dodge County Board of Commissioners Meeting Agenda March 10, 2015
- d) Mantorville EDA Meeting Minutes February 3, 2015
- e) Mantorville FD Meeting Minutes March 4, 2015
- f) Sheriff's Dept. Call Report for Mantorville February 2015

Motion passed unanimously.

5. **Public Concerns**

Paul Larsen, a local business and property owner for the past 40 years and a member of the local Chamber and MRA, spoke to the Council on his disappointment in their approval of a building permit for a property in the Historic District (without the MRA's recommendation). The City is responsible for maintaining and preserving the integrity of a National Historic District. The City ordinance, which has been in place since before he opened his business 40 years ago, designates the Mantorville Restoration Association, a group of hardworking dedicated volunteers, to advise and make recommendations about and to historic preservation activities to the City.

Paul gave a brief history on the Blanch house, the Historic Boundary, grants available for businesses located in the Historic district geared at businesses, etc. He would like to see the historic district preserved for another 2 – 3 generations and continue to see the MRA and City work together on this. Paul noted that his concerns stated are purely of his own will and not on behalf or for the MRA.

Lyle Hoaglund questioned if we have set a precedence and maybe we should be talking more.

6. **Public Hearing** - none

7. **Old Business/New Business**

- a) **Lyle Hoaglund – Marigold Days Fireworks Approval**

Lyle Hoaglund approached the Council for permission on the annual Marigold Days fireworks. He is asking for permission to use Goat Island for the fireworks. With this being the 50th they are planning on double the amount of fireworks. Motion made by Member Hofstad, second by Member Swanson to approve the fireworks application and the use of Goat Island. Lyle will turn in the required insurance and other paperwork. Motion approved unanimously.

b) City Property/Casualty Insurance New Agent Request

Motion made by Member Blair, second by Member Hofstad to pull this from the table. Member Swanson feels we should keep the agent we have. Member Hofstad, from his knowledge, feels that Joe does a good job and isn't aware of anything terribly wrong. Cami noted to the Council that the City could take care of the work comp piece of things and save the 2% on the commission. Motion made from Member Hofstad, second by Member Swanson that the City keep Joe Waugh as the insurance agent for the property and casualty. The Mayor noted that if something comes up, the City still can change at any time. Motion passed unanimously.

Motion made by Member Roth, second by Member Hofstad, to allow staff to address and take care of the Workman's Comp piece of it and save the 2%. Motion passed unanimously.

c) Tax Abatement Policy

Motion made by Member Blair, second by Member Roth to pull the previously tabled Tax Abatement Policy. Motion passed unanimously. The Council discussed the draft policy. A public hearing is not required in order to approve the policy. Member Blair asked if the word shall, located in the second to last paragraph under Abatement from Other Taxing Jurisdictions, should be changed to "may" instead of "shall". Do we make it a requirement? They don't want to restrict someone from applying but encourage them.

Motion made by Member Blair, second by Member Swanson to approve the Tax Abatement Policy for the City of Mantorville as presented with the change under Abatement from Other Taxing Jurisdictions of the word "shall" to "may". Motion passed unanimously.

d) Request to Assess Outstanding Bill

Council discussed the request from Brett Schultze to enter into a payment plan to pay off an outstanding invoice for his share of the sidewalk work done late last year. Motion made by Member Swanson, second by Member Blair to allow this to be paid off in four payments of \$252.50. A friendly amendment was made and accepted by Member Swanson to place the dates of June 30, and December 31 for the two payments over the next two years (2015, 2016) and if a payment is missed the outstanding balance is automatically assessed to the property taxes. Member Roth has a concern on the precedence we are setting here. Are we going to allow this for everyone? Council Members discussed and agreed that there are options given in other areas where payment plans are extended. Motion passed unanimously.

e) Personnel Policy Update

Due to a request from staff, the Personnel Committee is suggesting that we change the personnel policy from separating out the safety boots/clothing reimbursement to putting it in one bucket. Motion made by Member Hofstad, second by Member Roth to approve the change to the personnel policy to allow the safety boots/clothing reimbursement be combined to \$500 and allow staff to decide how/where they need to spend it. Motion passed unanimously.

8. TBD

- a) Public Works Report** – Scott reported on the following items: Street Sweeper, MSDS sheets, cleaning of storm drains, getting equipment ready for spring, and water school next week.
- b) City Clerk Report** – Cami reported on the following: request for smoking ban in parks, variance public hearing at next meeting, drainage problem at Walnut Street/North of 9th, submitted paperwork for PPL placement, gopher locates along proposed pipe route, and auditors here next week.

c) Consultant Report – none

d) Committee Report

- Chamber – The meetings are in the morning and Member Hofstad said he will try to make them.
- EDA – Mayor Bradford reported that the City attorney updated them on the do's and don'ts of the Rochester Sales Tax dollars, Mr. Dripps approached the EDA for revolving loan fund dollars which the EDA is looking at working with him on; Jane Olive gave an update on some groups/state agencies for projects along the Zumbro River, Commissioner Ingalls is working on a letter in support of our trails to the Legislature.
- Fire Department – Member Swanson reported that they had their meeting and a good training exercise.
- KM Joint Powers – Mayor Bradford reported that they talked about the bleachers at Dennison Park, JV agreed to reimburse any deductible for damage to the fencing, they have purchased an aerator that can be used by all 3 entities.
- MRA – Member Swanson reported that the MRA felt the City should have gotten with them on the building permit decision.
- Park Board - Motion by Member Blair, second by Member Swanson to approve the use of Riverside Park for the Zumbro Bend Rendezvous event on September 26 and 27 and to waive certain park rules for the event (overnight camping in the park, glass and fires) Motion passed unanimously. Motion made by Member Blair, second by Member Swanson to approve the Park Boards recommendation for new member Alex Bryngalson. Motion passed unanimously.
- Relief – Quarterly meeting is scheduled for April 1 @ 6 pm.

e) Council Member Report

- Member Hofstad – was approached by someone from the MRA regarding the decision that was made.
- Member Blair – maybe need to get some clarification on process for building permits in the historic district so things don't continue to get hung up.
- Member Roth – noted that the Art Guild has some neat things we can do. She also spoke with Jane on the decision the Council made. She will look closer next time. A better defined procedure needs to be defined.
- Member Swanson – things are good.

f) Mayor Report – Mulligan Stew this week,

9. Executive Session - none

10. Adjourn – Motion made by Member Swanson, second by Member Roth to adjourn the meeting at 7:46 pm. Motion passed unanimously.

***Check Summary Register©**

March 2015

	Name	Check Date	Check Amt	
10100 Citizens State Bank				
UnPaid	AFLAC		\$38.40	EMPLOYEE PAID SUPPLEMENTAL INSURA
UnPaid	AVENET, LLC		\$450.00	GOV OFFICE ANNUAL SERVICE PACKAGE
UnPaid	DELTA DENTAL OF MN		\$259.90	EMPLOYEE DENTAL PREMIUM APRIL
UnPaid	DODGE COUNTY SHERIFF		\$21,294.00	JANUARY SHERIFFS PROTECTION
UnPaid	FRONTIER AG & TURF		\$30.42	LIGHTS FOR THE TRACTOR
UnPaid	MN MUNICIPAL UTILITIES ASSO		\$31.00	2015 DRUG & ALCOHOL CONSORTIUM ANN
UnPaid	OLIVE BROS EXCAVATION LLC		\$11,500.00	DEMO FEES FOR 408 WEST STREET
UnPaid	SWENKE IMS CONTRACTING, LL		\$260.00	SNOW REMOVAL - FEBRUARY
UnPaid	USA BLUE BOOK		\$438.56	EYE/FACE WASH STATION
UnPaid	VERIZON WIRELESS		\$45.64	CELL PHONE - DAVE
UnPaid	WILKING, DARIN		\$86.61	REIMBURSEMENT FOR METER SUPPLIES
		Total Checks	\$34,434.53	

MANTORVILLE, MN

03/20/15 10:46 AM

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Payments

Current Period: March 2015

Batch Name	WAR 03/23/B	User Dollar Amt	\$35,345.71		
	Payments	Computer Dollar Amt	\$35,345.71		
				\$0.00	In Balance
Refer	0 DODGE COUNTY SHERIFF				
Cash Payment	E 101-42100-310 Other Professional Servi	JANUARY SHERIFFS PROTECTION			\$7,098.00
Invoice	1ST Qtr 2015 3/23/2015				
Cash Payment	E 101-42100-310 Other Professional Servi	FEBRUARY SHERIFFS PROTECTION			\$7,098.00
Invoice	1ST Qtr 2015 3/23/2015				
Cash Payment	E 101-42100-310 Other Professional Servi	MARCH SHERIFFS PROTECTION			\$7,098.00
Invoice	1ST Qtr 2015 3/23/2015				
Transaction Date	3/17/2015	Citizens State Bank	10100	Total	\$21,294.00
Refer	0 AVENET, LLC				
Cash Payment	E 101-41500-300 Professional Svcs (GEN	GOV OFFICE ANNUAL SERVICE PACKAGE FOR CITY WEBSITE			\$450.00
Invoice	36540 3/23/2015				
Transaction Date	3/17/2015	Citizens State Bank	10100	Total	\$450.00
Refer	0 MN PERA	Ck# 004898 3/23/2015			
Cash Payment	G 101-21704 PERA	EMPLOYEE RETIREMENT			\$845.23
Invoice	2015 - PR 5 3/23/2015				
Transaction Date	3/17/2015	Citizens State Bank	10100	Total	\$845.23
Refer	0 OLIVE BROS EXCAVATION LLC				
Cash Payment	E 101-42400-300 Professional Svcs (GEN	DEMO FEES FOR 408 WEST STREET			\$11,500.00
Invoice	02/09/15 3/23/2015				
Transaction Date	3/17/2015	Citizens State Bank	10100	Total	\$11,500.00
Refer	0 PAYMENT SERVICE NETWORK, IN	Ck# 004898 3/23/2015			
Cash Payment	E 601-49400-300 Professional Svcs (GEN	JANUARY SERVICE FEE CHARGES			\$65.95
Invoice	4898 3/23/2015				
Transaction Date	3/17/2015	Citizens State Bank	10100	Total	\$65.95
Refer	0 SWENKE COMPANY, INC				
Cash Payment	E 101-43125-406 Snow/Ice Removal	SNOW REMOVAL - FEBRUARY			\$260.00
Invoice	PLOW-FEB 3/23/2015				
Transaction Date	3/17/2015	Citizens State Bank	10100	Total	\$260.00
Refer	0 USA BLUE BOOK				
Cash Payment	E 101-43100-229 Safety/OSHA	EYE/FACE WASH STATION			\$268.61
Invoice	579875 3/23/2015				
Cash Payment	E 602-49450-220 Bldg.Repair and Mainten	SILICONE TUBING, HACH DEIONIZED, REPLACEMENT PH PROBE CARTRIDGE			\$169.95
Invoice	575231 3/23/2015				
Transaction Date	3/17/2015	Citizens State Bank	10100	Total	\$438.56
Refer	0 VERIZON WIRELESS				
Cash Payment	E 602-49450-321 Communications Phone/	CELL PHONE - DAVE			\$45.64
Invoice	9741885304 3/23/2015				
Transaction Date	3/17/2015	Citizens State Bank	10100	Total	\$45.64
Refer	0 WILKING, DARIN				
Cash Payment	E 601-49400-228 Equip. Repair and Maint	REIMBURSEMENT FOR METER SUPPLIES BOUGHT			\$86.61
Invoice	9000815-00 3/23/2015				

Payments

Current Period: March 2015

Transaction Date	3/17/2015	Citizens State Bank	10100	Total	\$86.61
Refer	0 FRONTIER AG & TURF				
Cash Payment	E 101-45200-404 Repairs/Maint Machinery	LIGHTS FOR THE TRACTOR			\$30.42
Invoice	P76588	3/23/2015			
Transaction Date	3/17/2015	Citizens State Bank	10100	Total	\$30.42
Refer	0 MN MUNICIPAL UTILITIES ASSOC				
Cash Payment	E 101-43100-229 Safety/OSHA	2015 DRUG & ALCOHOL CONSORTIUM ANNUAL PARTICIPANT FEE			\$31.00
Invoice	44888	3/23/2015			
Transaction Date	3/19/2015	Citizens State Bank	10100	Total	\$31.00
Refer	0 DELTA DENTAL				
Cash Payment	G 101-21708 Dental Insurance	EMPLOYEE DENTAL PREMIUM APRIL			\$259.90
Invoice	APRIL	3/23/2015			
Transaction Date	3/19/2015	Citizens State Bank	10100	Total	\$259.90
Refer	0 AFLAC				
Cash Payment	G 101-21710 AFLAC	EMPLOYEE PAID SUPPLEMENTAL INSURANCE			\$38.40
Invoice	347979	3/23/2015			
Transaction Date	3/20/2015	Citizens State Bank	10100	Total	\$38.40

Fund Summary

	10100 Citizens State Bank	
101 GENERAL FUND		\$34,977.56
601 WATER FUND		\$152.56
602 SEWER FUND		\$215.59
		<u>\$35,345.71</u>

Pre-Written Checks	\$911.18
Checks to be Generated by the Computer	\$34,434.53
Total	<u>\$35,345.71</u>

Dodge County Board of Commissioners
 Committee Agenda
 Conference Rooms, Courthouse Annex
 Mantorville, MN

COMMITTEE AGENDAS

MARCH 24, 2015 3:30 P.M.

3:30 P.M. CONFERENCE ROOM B		4:00 P.M. CONFERENCE ROOM A	
3:30 P.M. ADMINISTRATION COMMITTEE		4:00 P.M. PUBLIC HEALTH COMMITTEE	
Allen & Administrator (Gray - Alt)		Tjosas & Gray (Erickson - Alt)	
3:30 P.M.	Action Required	▽	4:00 P.M.
BECKY LUBAHN, Executive Assistant			Action Required
<input type="checkbox"/>	1.1 Minutes of the March 10, 2015 Committee of the Whole	A	< NO ITEMS SUBMITTED THIS WEEK >
<input type="checkbox"/>	1.2 Minutes of the March 10, 2015 Meeting	A	
3:35 P.M.			
ROSE CULBERTSON, Taxpayer Services Director			
<input type="checkbox"/>	2.1 Review Bills	A	
3:45 P.M.			
LISA HAGER, Employee Relations Director			
<input type="checkbox"/>	3.1 Personnel Agenda	A	
3:55 P.M.			
ROGER FRIEDT, Building Operations Supervisor			
<input type="checkbox"/>	4.1 Kane & Johnson Architects, Inc. – Final Payment	A	

Dodge County Board of Commissioners
 Committee Agenda
 Conference Rooms, Courthouse Annex
 Mantorville, MN

COMMITTEE AGENDAS

MARCH 24, 2015 3:30 P.M.

3:30 P.M. CONFERENCE ROOM B		COMMITTEE OF THE WHOLE	
3:30 P.M. PUBLIC SAFETY COMMITTEE Erickson & Peterson (Tjosaa – Alt)			
3:30 P.M.	Action Required	▽	4:30 P.M.
< NO ITEMS SUBMITTED THIS WEEK >			TOBEY HICKS, Director of Information Technology
			<input type="checkbox"/> 1.1 Technology in New Board Room
			<input type="checkbox"/> 1.2 Connection Between Annex and Government Services Building
			4:40 P.M.
4:00 P.M. PUBLIC WORKS COMMITTEE Peterson & Erickson (Gray – Alt)			JOHN MCNAMARA, Wold Construction
4:00 P.M.	Action Required		<input type="checkbox"/> 2.1 Phase I Furniture Plan Approval
< NO ITEMS SUBMITTED THIS WEEK >			

Dodge County Board of Commissioners
Meeting Agenda
Commissioner's Room, Courthouse Annex
Mantorville, MN

DODGE COUNTY BOARD OF COMMISSIONERS MEETING

MARCH 24, 2015 – 5:00 P.M.

ALL TIMES LISTED ARE APPROXIMATE AND MAY BE DISCUSSED AT ANY TIME UNLESS IT IS A SCHEDULED PUBLIC HEARING.		
ITEM	5:00 P.M.	JOHN ALLEN, Chair CONVENE COUNTY BOARD MEETING <input type="checkbox"/> PLEDGE OF ALLEGIANCE <input type="checkbox"/> DETERMINE QUORUM <input type="checkbox"/> ESTABLISH AGENDA <input type="checkbox"/> NEW EMPLOYEE INTRODUCTIONS
1.0 1.1	-	CONSENT AGENDA <input type="checkbox"/> Kane & Johnson Architects, Inc. – Final Payment
<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 2.2	5:05 P.M. 5 Minutes 5 Minutes	TOBEY HICKS, Director of Information Technology <input type="checkbox"/> Technology in New Board Room <input type="checkbox"/> Connection Between Annex and Government Services Building
3.0 3.1	5:15 P.M. 5 Minutes	JOHN MCNAMARA, Wold Construction <input type="checkbox"/> Phase I Furniture Plan Approval
4.0 4.1 4.2 4.3	5:20 P.M. 10 Minutes 10 Minutes 5 Minutes	LISA HAGER, Employee Relations Director <input type="checkbox"/> Personnel Agenda <input type="checkbox"/> 2014 Non-Union Salary Survey <input type="checkbox"/> Highway Union Schedule Change
5.0 5.1	5:45 P.M. 5 Minutes	ROSE CULBERTSON, Taxpayer Services Director <input type="checkbox"/> Review and Approve Bills
6.0 6.1 6.2	5:50 P.M. 10 Minutes 10 Minutes	JANE HARDWICK, MnPrairie Executive Director <input type="checkbox"/> IV-D Agreement for Dodge County and MnPrairie <input type="checkbox"/> Lease Agreement for 2015 with MnPrairie SDA
7.0 7.1	6:10 P.M. 5 Minutes	PAUL KILTINEN, County Attorney <input type="checkbox"/> Legal Update

Dodge County Board of Commissioners
Meeting Agenda
Commissioner's Room, Courthouse Annex
Mantorville, MN

DODGE COUNTY BOARD OF COMMISSIONERS MEETING

MARCH 24, 2015 – 6:15 P.M.

8.0 8.1	6:15 P.M. 25 Minutes	JOHN ALLEN , Administration Committee <input type="checkbox"/> Administration Committee Report <ul style="list-style-type: none"> • Minutes of the March 10, 2015 Committee of the Whole (Action) • Minutes of the March 10, 2015 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
9.0	6:40 P.M.	ADJOURN

<i>Coming up in Dodge County:</i>	
<i>March 23, 2015 – Community Corrections Task Force Meeting, 12:00 P.M., Annex, Mantorville, MN.</i>	
<i>March 23, 2015 – Government Services Building Construction Progress Meeting, 2:00 P.M., Benike Construction Trailer, Mantorville, MN.</i>	
<i>March 24, 2015 – Dodge County Regional Railroad Authority Meeting, Annex, Mantorville, MN.</i>	
<i>March 26, 2015 – Ice Arena Committee Meeting, 5:30 P.M., Kasson City Hall, Kasson, MN.</i>	
<i>April 1, 2015 – Planning Commission Meeting, 1:00 P.M., Annex, Mantorville, MN.</i>	
<i>April 3, 2015 – Retirement Reception for Roger Friedt, 1:30 P.M., Annex, Mantorville, MN.</i>	
<i>April 6, 2015 – Government Services Building Construction Progress Meeting, 2:00 P.M., Benike Construction Trailer, Mantorville, MN.</i>	
<i>April 6, 2015 – Building Committee Meeting, 3:00 P.M., Annex, Mantorville, MN.</i>	
<i>April 15, 2015 – Dodge County EDA Meeting, 4:30 P.M., Annex, Mantorville, MN.</i>	
<i>April 16, 2015 – Open Book Meetings, 6:00 P.M., Annex, Mantorville, MN.</i>	
<i>April 17, 2015 – Dodge/Steele Community Board of Health Meeting, 8:00 A.M., Steele County Public Health Conference Room, Owatonna, MN.</i>	
<i>April 20, 2015 – Government Services Building Construction Progress Meeting, 2:00 P.M., Benike Construction Trailer, Mantorville, MN.</i>	
<i>April 21, 2015 – Fairview Care Center Meeting, 9:00 A.M., Dodge Center, MN.</i>	
<i>April 21, 2015 – Expansion Workshop, 7:00 P.M., Annex, Mantorville, MN.</i>	
<i>April 23, 2015 – Ice Arena Committee Meeting, 5:30 P.M., Kasson City Hall, Kasson, MN.</i>	
<i>April 27, 2015 – Community Corrections Task Force Meeting, 12:00 P.M., Annex, Mantorville, MN.</i>	
<i>April 30, 2015 – Open Book Meetings, 6:00 P.M., Annex, Mantorville, MN.</i>	
<i>Dodge County Commissioners may be in attendance at these meetings.</i>	

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

**Dodge County Regional Rail Authority
Meeting Agenda
March 24, 2015 – 6:45 P.M. or Conclusion of County Board Meeting
Conference Room B, Courthouse Annex
Mantorville, MN**

ITEM	6:45 P.M.	JIM ELMQUIST, County Administrator
1.0		CONVENE REGIONAL RAIL AUTHORITY MEETING
1.1		<input type="checkbox"/> Determine Quorum
1.2		<input type="checkbox"/> Call Meeting to Order
1.3		<input type="checkbox"/> Election of Officers
		A. Chair
		B. Vice Chair
		C. Secretary/Treasurer
1.4		<input type="checkbox"/> Appoint Clerk
1.5		<input type="checkbox"/> Approve Agenda
1.6		<input type="checkbox"/> General Updates
1.7		<input type="checkbox"/> Public Comment
2.0	7:45 P.M.	ADJOURN

<i>Coming up in Dodge County:</i>
<i>March 23, 2015 – Community Corrections Task Force Meeting, 12:00 P.M., Annex, Mantorville, MN.</i>
<i>March 23, 2015 – Government Services Building Construction Progress Meeting, 2:00 P.M., Benike Construction Trailer, Mantorville, MN.</i>
<i>March 24, 2015 – Dodge County Regional Railroad Authority Meeting, Annex, Mantorville, MN.</i>
<i>March 26, 2015 – Ice Arena Committee Meeting, 5:30 P.M., Kasson City Hall, Kasson, MN.</i>
<i>April 1, 2015 – Planning Commission Meeting, 1:00 P.M., Annex, Mantorville, MN.</i>
<i>April 3, 2015 – Retirement Reception for Roger Friedt, 1:30 P.M., Annex, Mantorville, MN.</i>
<i>April 6, 2015 – Government Services Building Construction Progress Meeting, 2:00 P.M., Benike Construction Trailer, Mantorville, MN.</i>
<i>April 6, 2015 – Building Committee Meeting, 3:00 P.M., Annex, Mantorville, MN.</i>
<i>April 15, 2015 – Dodge County EDA Meeting, 4:30 P.M., Annex, Mantorville, MN.</i>
<i>April 16, 2015 – Open Book Meetings, 6:00 P.M., Annex, Mantorville, MN.</i>
<i>April 17, 2015 – Dodge/Steele Community Board of Health Meeting, 8:00 A.M., Steele County Public Health Conference Room, Owatonna, MN.</i>
<i>April 20, 2015 – Government Services Building Construction Progress Meeting, 2:00 P.M., Benike Construction Trailer, Mantorville, MN.</i>
<i>April 21, 2015 – Fairview Care Center Meeting, 9:00 A.M., Dodge Center, MN.</i>
<i>April 21, 2015 – Extension Workshop, 7:00 P.M., Annex, Mantorville, MN.</i>
<i>April 23, 2015 – Ice Arena Committee Meeting, 5:30 P.M., Kasson City Hall, Kasson, MN.</i>
<i>April 27, 2015 – Community Corrections Task Force Meeting, 12:00 P.M., Annex, Mantorville, MN.</i>
<i>April 30, 2015 – Open Book Meetings, 6:00 P.M., Annex, Mantorville, MN.</i>
<i>Dodge County Commissioners may be in attendance at these meetings.</i>

MINNESOTA • REVENUE

Memo

Date: March 12, 2015

To: All Assessors, Local and County Boards of Appeal and Equalization

From: Andrea Fish, Supervisor
Information and Education Section, Property Tax Division

Subject: **Changes to Board of Appeal and Equalization Training & Compliance Certification**

There will be many changes for boards of appeal and equalization this year:

- moving to online training
- creating new online reporting forms
- new compliance certification dates

Please share this information with county staff, local board of appeal and equalization (LBAE) board members, and county board of appeal and equalization (CBAE) board members.

Online Registration and Training for Boards of Appeal and Equalization

Online registration is now open. You can register anytime, but please allow up to 7 business days after you register to access the training online.

- To register, visit the Minnesota Department of Revenue's website and access either the local board or county board homepage via the following links.
 - **Local Board** - Search "Local Board Training" at www.revenue.state.mn.us
or: http://www.revenue.state.mn.us/local_gov/prop_tax_admin/Pages/lbaetraining.aspx
 - **County Board** - Search "County Board Training" at www.revenue.state.mn.us
or: http://www.revenue.state.mn.us/local_gov/prop_tax_admin/Pages/cbaetraining.aspx
- You must provide an active email address when registering for the training.
- A confirmation email will be sent to you with login. **Note:** If you register prior to July 1, you will not receive login information until July 1 or shortly thereafter.
- Step-by-step instructions regarding how to access the training will be provided in the email.

Online training will be **launched on July 1, 2015.**

- The training will be closed (unavailable) after January 31, 2016
- Remember, the training is designed using a module format; you will complete one module at a time
 - You do not need to complete the entire training in one day.
 - The system will keep track of where you left off
 - Each module may take 5-15 minutes, depending on your pace.
 - The entire training takes about 70-90 minutes.

- The training is easy to access and use.
 - No special software is needed, just a browser (Internet Explorer is recommended).
- Check the Minnesota Department of Revenue's website for more information, as well as updates regarding BAE online training.

County Board of Appeal and Equalization Record Form

You will see changes to the CBAE record forms coming soon.

- The record form is no longer a Microsoft Office Excel document; it is now an Adobe LiveCycle form.
- You no longer have to submit the form through the EDE (electronic data exchange); it can be submitted by a push of a button.
- The form, instructions and an FAQ document will be sent to all counties in May.
- You may also reference the memo we sent on February 13, 2015.
- We will be looking for a **number of counties to test this form** during the month of April.
 - If you are interested in testing the form, please contact Ricky Perez at ricky.perez@state.mn.us by no later than 3/27/15

LBAE Compliance Certification Date is now February 1

Local Boards of Appeal and Equalization must prove quorum and training compliance by February 1 of the same assessment year (this used to be December 1 of the year **prior** to the board's assessment year).

LBAEs must certify in writing to the county assessor by February 1st of the current assessment year that:

- At least **one voting member** at each board meeting has completed the appeals and equalization course within the last four years
- A **quorum** was present at each board meeting for the previous assessment year

Other dates affecting LBAEs have also been moved to February 1. For example:

- If a board lost its LBAE powers and moved to open book, resolutions and proof must also be provided to the county assessor by February 1st of the current assessment year to reinstate its powers.
- If a local board wants to transfer their powers to the county and move to open book meetings, the notification of the decision must be provided by February 1st.

We are seeking legislation to have the County Board certification moved to February 1 for the 2016 assessment year.

If you have any questions regarding these changes or about boards of appeal and equalization, please contact the Information and Education section at proptax.questions@state.mn.us.

**DODGE COUNTY
PLANNING COMMISSION
PUBLIC HEARING NOTICE**

The Dodge County Planning Commission will meet **Wednesday, April 1, 2015 at 1:00 PM** in the lower level of the Dodge County Courthouse Annex in Mantorville, MN. Listed below are items that will be included on this meeting agenda. Public comment will be received during the public hearing portion of the meeting. When the public hearing portion is closed the Planning Commission will act on the requests.

The first public hearing is to consider a Zoning Amendment to the Dodge County Zoning Ordinance. The proposal includes new and amended language for Chapter 16: Performance Standards, Section 16.46 Solar Energy Farms; 16.46.2 A. Lot Size. To view the proposed language a copy will be available at the Dodge County Finance Office, the Dodge County Environmental Services Office and also on the County web site [www.co.dodge.mn.us. / Departments/Environmental Services](http://www.co.dodge.mn.us/Departments/Environmental%20Services).

The second public hearing is to consider a request to amend Conditional Use Permit #06-21 to allow an expansion of an existing hog feedlot currently permitted for 2400 head of finishing hogs and 50 dairy calves to a total of 3200 head of finishing hogs and 60 dairy calves or 972 animal units. This proposal includes a curtain-sided barn with beneath barn 8 foot concrete pits for manure storage. The barn will be approximately 51 x 200 feet in size. The proposed expansion will be outside of the Shoreland District. The property is 34 acres located in the NE 1/4 of the NW 1/4 of Section 13, Vernon Township. Dave Gosch is the applicant and the property owner.

Written comments will be accepted up to one day prior to the meeting. If comments exceed one page you must include 15 copies. Address any written comments to the Dodge County Environmental Services, 22 6th St East – Dept. 123, Mantorville, MN 55955. Please contact the Dodge County Environmental Services at (507) 635-6272 if you have any questions.

PUBLIC HEARING NOTICE

Notice is hereby given that the Mantorville City Council will hold a public hearing on Monday, March 23, 2015 starting at 6:30 pm in the City Council Chambers to consider the following zoning requests:

- An application for a variance from Section 152.055 (A) of the Mantorville City Code to allow access to lots under the required 2 feet below the regulatory flood protection elevation.

The RFPE for the two lots is 1119.3. Per City Code, access to the lots cannot be lower than 1117.3. Currently there is no location on either lots that will allow for access.

- An application for a variance from Section 152.052 (A) of the Mantorville City Code to allow a less restrictive requirement of the extension of fill beyond the outside limits of the proposed structures on the north side.

The requirement for City Code is that the finished fill elevation extend out 15' beyond the entire structure. The current request is to allow a 4' finished fill elevation on the north side of the lot. The applicant is proposing a retaining wall along the north side of the property adjacent to the proposed structures.

The applicant is Davidsons Development, LLC, owner David Dripps and the properties are described as follows: Lot 1, Block 14, Original Plat of the City of Mantorville and the South four feet of Lot 9 and all of Lot 10, Block 14, Original Plat, City of Mantorville, Dodge County, Minnesota.

All interested persons should attend. If you are unable to attend the hearing, written comments may be submitted to the City prior to the hearing.

Published this 11th day of March, 2015.

Camille C. Reber
City Clerk Treasurer

having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding. There must be openings on at least two sides of the structure and the bottom of all openings must be no higher than one foot above the lowest adjacent grade to the structure. Using human intervention to open a garage door prior to flooding will not satisfy this requirement for automatic openings.

(F) STORAGE OF MATERIALS AND EQUIPMENT

- (1) The storage or processing of materials that are, in time of flooding, flammable, explosive, or potentially injurious to human, animal, or plant life is prohibited.
 - (2) Storage of other materials or equipment may be allowed if readily removable from the area within the time available after a flood warning and in accordance with a plan approved by the Governing Body.
- (G) Structural works for flood control that will change the course, current or cross section of protected wetlands or public waters shall be subject to the provisions of Minnesota Statute, Chapter 103G. Community-wide structural works for flood control intended to remove areas from the regulatory flood plain shall not be allowed in the floodway.
- (H) A levee, dike or floodwall constructed in the floodway shall not cause an increase to the 100-year or regional flood and the technical analysis must assume equal conveyance or storage loss on both sides of a stream.

SECTION 152.050 FLOOD FRINGE DISTRICT (FF)

152.051 PERMITTED USES: Permitted uses shall be those uses of land or structures listed as permitted uses in the underlying zoning use district(s). If no pre-existing, underlying zoning use districts exist, then any residential or non residential structure or use of a structure or land shall be a permitted use in the Flood Fringe District provided such use does not constitute a public nuisance. All permitted uses shall comply with the standards for Flood Fringe District "Permitted Uses" listed in Section 152.052 and the "Standards for all Flood Fringe Uses" listed in Section 152.055.

152.052 STANDARDS FOR FLOOD FRINGE PERMITTED USES

- (A) All structures, including accessory structures, must be elevated on fill so that the lowest floor including basement floor is at or above the regulatory flood protection elevation. The finished fill elevation for structures shall be no lower than one (1) foot below the regulatory flood protection elevation and the fill shall extend at such elevation at least fifteen (15) feet beyond the outside limits of the structure erected thereon.
- (B) As an alternative to elevation on fill, accessory structures that constitute a minimal investment and that do not exceed 500 square feet at its largest projection may be internally flood proofed in accordance with Section 152.044, (E), (3).
- (C) No placement of fill shall be located on the parcel unless said fill is specifically intended to elevate a structure in accordance with Section 152.052 (A) of this

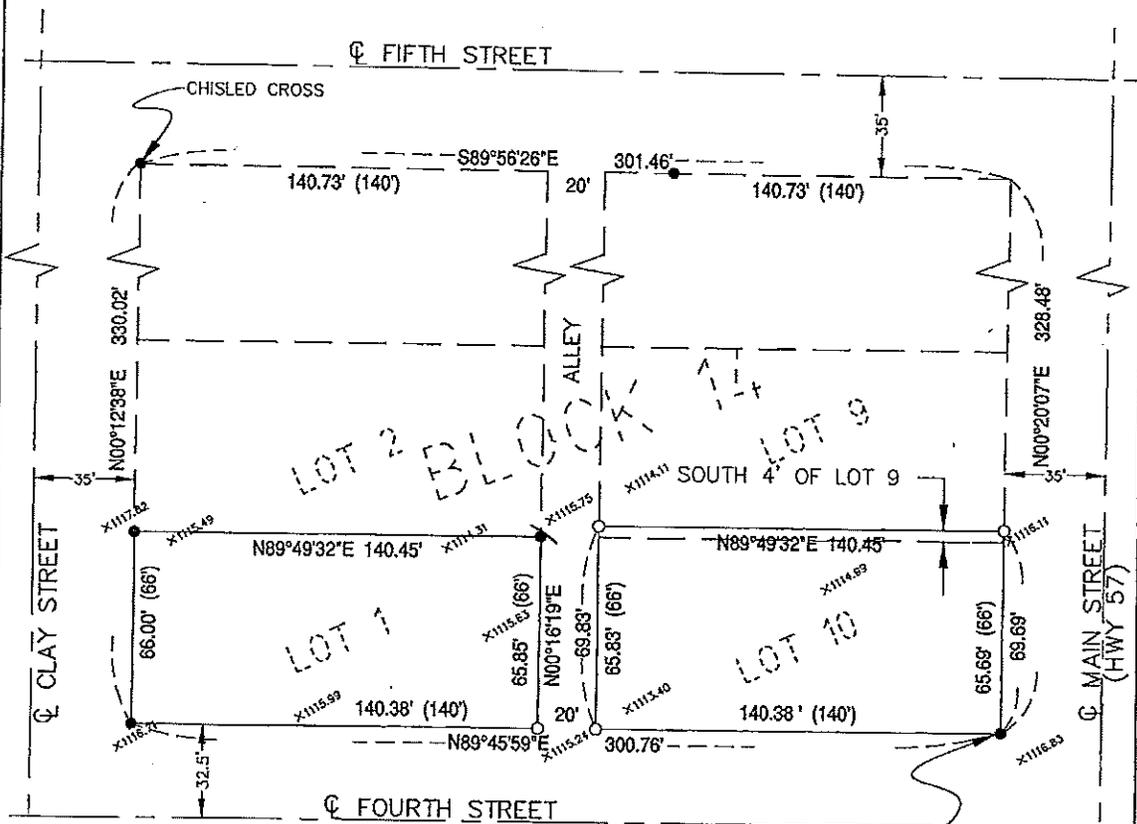
STANDARDS FOR ALL FLOOD FRINGE USES:

- (A) All new principal structures must have vehicular access at or above an elevation not more than two (2) feet below the regulatory flood protection elevation. If a variance to this requirement is granted, the Board of Adjustment must specify limitations on the period of use or occupancy of the structure for times of flooding and only after determining that adequate flood warning time and local flood emergency response procedures exist.
- (B) COMMERCIAL USES: - Accessory land uses, such as yards, railroad tracks, and parking lots may be at elevations lower than the regulatory flood protection elevation. However, a permit for such facilities to be used by the employees or the general public shall not be granted in the absence of a flood warning system that provides adequate time for evacuation if the area would be inundated to a depth and velocity such that when multiplying the depth (in feet) times velocity (in feet per second) the product number exceeds four (4) upon occurrence of the regional flood.
- (C) MANUFACTURING AND INDUSTRIAL USES: - Measures shall be taken to minimize interference with normal plant operations especially along streams having protracted flood durations. Certain accessory land uses such as yards and parking lots may be at lower elevations subject to requirements set out in Section 152.055, (B) above. In considering permit applications, due consideration shall be given to needs of an industry whose business requires that it be located in flood plain areas.
- (D) Fill shall be properly compacted and the slopes shall be properly protected by the use of riprap, vegetative cover or other acceptable method. The Federal Emergency Management Agency (FEMA) has established criteria for removing the special flood hazard area designation for certain structures properly elevated on fill above the 100-year flood elevation - FEMA's requirements incorporate specific fill compaction and side slope protection standards for multi-structure or multi-lot developments. These standards should be investigated prior to the initiation of site preparation if a change of special flood hazard area designation will be requested.
- (E) Flood plain developments shall not adversely affect the hydraulic capacity of the channel and adjoining flood plain of any tributary watercourse or drainage system where a floodway or other encroachment limit has not been specified on the Official Zoning Map.
- (F) Standards for recreational vehicles are contained in Section 152.093.
- (G) All manufactured homes must be securely anchored to an adequately anchored foundation system that resists flotation, collapse and lateral movement. Methods of anchoring may include, but are not to be limited to, use of over-the-top or frame ties to ground anchors. This requirement is in addition to applicable state or local anchoring requirements for resisting wind forces.

SECTION 152.060 GENERAL FLOOD PLAIN DISTRICT152.061 PERMISSABLE USES:

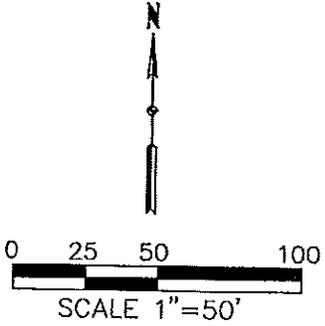
- (A) The uses listed in Section 152.041 of this Ordinance shall be permitted uses.

CERTIFICATE OF SURVEY



All of Lots 1 and 10 and the south four feet of Lot 9, Block 14, are below the flood elevation ranging from 1119.0 to 1119.5, the flood elevations as defined on FIRM community-panel number 270585 0001 B, dated February 3, 1982.

Benchmark Description:
 Survey Disc stamped "2007 C" in the SW corner, on top of wing wall of bridge (Highway 57) over the Middle Fork of the Zumbro River.
 Elevation = 1115.35



DESCRIPTION:

Lot 1, Block 14, Original Plat of the Village, now City of Mantorville and the South Four Feet of Lot 9 and all of Lot 10, Block 14, Original Plat of the Village, now City of Mantorville, Dodge County, Minnesota

BEARING SYSTEM USED:

THE SOUTH LINE OF BLOCK 14 OF THE ORIGINAL PLAT OF THE VILLAGE, NOW CITY OF MANTORVILLE, BEARS S89°45'59"W

LEGEND

- FOUND 3/4" PIPE UNLESS OTHERWISE NOTED
- SET 3/4" REBAR WITH CAP # 42198
- (66') RECORD DIMENSION
- X1114.89 SPOT ELEVATION

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT THIS SURVEY, PLAN, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA

Nicholas R. Konrady 2/13/07
 NICHOLAS R. KONRADY, LIC. NO. 42198 DATE

SCALE: 1" = 50'	FIRM: THE ECONOMIC DEVELOPMENT AUTHORITY OF MANTORVILLE, MN	<div style="font-size: 2em; font-weight: bold; margin-bottom: 5px;">WHKS & CO.</div> <div style="font-size: 0.8em; margin-bottom: 5px;">ENGINEERS — PLANNERS — LAND SURVEYORS</div> <div style="font-size: 0.6em; margin-bottom: 5px;">MASON CITY, IA DUBUQUE, IA AMES, IA ROCHESTER, MN</div>
DRAWN BY: TAH	21 FIFTH STREET EAST	
DATE: 2/13/07	MANTORVILLE, MN 55955	
PROJECT NO: 5978.11		
CADD NO: 5978-11-SB		