MANTORVILLE CITY COUNCIL MEETING AGENDA
MONDAY, APRIL 25, 2016
6:30 PM

1. Call to Order

2. Pledge of Allegiance

3. Additions/Deletions to Agenda

4. Consent Agenda
   a) City Council Meeting Minute's April 19, 2016 and April 25, 2016
   b) Warrant List May 9, 2016
   c) Dodge County Board of Commissioners Meeting Notice
   d) Dodge County Sheriff Call Report for Mantorville April 2016
   e) Notice of Pay Equity Compliance

5. Public Concerns

6. Public Hearing - none

7. Old Business/New Business
   a) Stussy RV Park Rules and Reservation Policy Update
   b) Concept Development Plan and Water Infrastructure Improvements
   c) Approval of Connection to Kasson Plans/Approve Advertisement for Bids
   d) Citizen Complaint Policy

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 RETREAT MEETING MINUTES
TUESDAY, APRIL 19, 2016
6:00 PM

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

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

   Others Present: Patti Chilson

2. **Retreat Items for Discussion**
   a) **City Zoning Code Review**
   Council Members met to begin the review of the current zoning code. Discussion on Transitional zoning, what that actually means and better defining the transitional zone to a mixed use zone. Member Lambert noted that to him transitional is a mixed use. Mayor Bradford asked if there are implications to changing a zone. Suggested rezoning of Block 12 and 22 to commercial zone including the normal school and work on better defining the zones. Member Blair suggested we change transitional to a more mixed use type. Convert Riverside Park to transitional. What are the financial implications to rezoning property?

   Council Members discussed the height of primary structures and height of accessory structures. Mayor Bradford noted the direction he would like to go in is the accessory structure has to match character, style and architectural style of the primary structure and not to exceed the height of the primary structure. Member Blair asked what about the absolute elevation sort of thing? Mayor Bradford noted, in his opinion, he is good all the way to the height of the primary structure. Members further discussed size and height of accessory structures. Suggestion to set additional setbacks for larger structures. Mayor Bradford noted that he will give the legal team the idea for the same style, same look and feel up to same height of the principal structure and do they have a quick draft we can tweak.

   Brief discussion on the rural residential zoning samples. Council wants time to review them. Member Blair noted that he thinks we can avoid this rezoning and work on the current land use ordinances. Mayor Bradford suggested that we take the code piece by piece. Focus on 150.001-150.006 for the next Council meeting.

3. **Adjourn** – Motion made by Member Hofstad, second by Member Lambert to adjourn the meeting at 7:45 pm. Motion passed unanimously.

MANTORVILLE CITY COUNCIL MEETING MINUTES
MONDAY, APRIL 25, 2016
6:30 PM

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

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

   Others Present: Abby and Spencer Bradford, Dan Trapp, City Auditor Jason Boynton – Smith, Schafer and Associates, Scott Prins - DCSO, Gretta Becay, and Cami Reber.

2. **Pledge of Allegiance** - Done

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

4. **Consent Agenda** – Motion made by Member Blair, second by Member Lambert to approve the consent agenda as follows:
   a) City Council Meeting Minute's April 11, 2016
   b) Warrant List April 25, 2016
   c) Dodge County Board of Commissioners Meeting Notice
   d) SEMLM Meeting Notice
   e) TZD Meeting Notice

   Motion passed unanimously.

5. **Public Concerns** - none

6. **Public Hearing** - none

7. **Old Business/New Business**
   a) **2015 City Audit – Jason Boynton, Smith Schafer & Associates**
   City Auditor, Jason Boynton, Smith Schafer & Associates, presented the 2015 Audit to the City Council. The complete audit is on file at City Hall. Motion made by Member Hofstad, second by Member Lambert to approve the 2015 Audit as presented. Motion passed unanimously.

   b) **City Logo and Tag Line Recommendation from EDA – Abby Bradford**
   Abby Bradford, on behalf of the Mantorville EDA, presented the recommendation for the Mantorville Brand Project. She shared the presentation with the Council showing the final logo and tagline "Trail to the Past, Road to the Future". There has been a substantial amount of time spent researching options and polling of residents to get where we are. There will be costs associated with properly implementing the new brand. Abby will work with the EDA on policies to put around it so once its implemented we can maintain it and support it. Motion made by Member Roth, second by Member Hofstad to authorize the EDA to continue the Branding work. Motion passed unanimously. At the next EDA meeting on May 3, they will determine the launch date.

   c) **Tree Removal**
   Motion made by Member Hofstad, second by Member Blair to approve the removal of the boulevard tree at 415 West Street. Motion passed unanimously. Staff will do the cleanup and hauling away of the wood.

d) **Follow Up from Work Session**

Cami followed up with the Council on the discussion during the work session. She offered some answers to their zoning questions that were brought up. She noted that the uses defined in the zoning district are important and might be more of a direction to focus on versus rezoning areas. The Attorney's had suggested adding an urban residential zoning district for those larger lots on the south side of the City. Cami noted that when she went through and checked the total acres on some of those lots, there really isn't that many that are more than 2 or 3 acres' and the ones that are, are not totally developable as they are in the flood zone. She would like to steer the Council in the direction to work on accessory structures, size, height, etc. She noted some of Kasson's requirements in their zoning code. They allow accessory structures up to 10% of the lot size. She would like to see a change sooner than later on the accessory structure section because of how long it could take to go through the entire zoning code.

Mayor Bradford replied the reason we started down this road, his impression from the Council Members and the retreat, is because we did want to change what was allowed and what wasn't allowed per zone and then maybe define some of those. Currently transitional defaults to the most restrictive zone attached to it. Suggested to change the wording in allowable and maybe, for example – retain the setbacks for residential but allow more light commercial uses so it is truly transitioning from a residential to a commercial area. Better define the transitional district for a truer sense of the transition. Cami suggested bringing back some samples from other communities of their transition areas. Mayor Bradford asked about implications to rezoning to a lesser value zone and possible compensation back to the property owner due to losing value on the property. Cami will follow up on some of the questions.

The Mayor would like to proceed with the current path and keep accessory structures in the back of their mind. Council had no comments on the first section of the code (150.001-150.006). The next meeting we will look at accessory structures and any changes on those.

8. **TBD**

a) **Public Works Report**

Mayor Bradford noted a chlorinator on the well house that had to be replaced. Due to the emergency of it, he approved the purchase at $1,300. Cami noted the Colimeter, used at the WWTP to monitor chlorine, needs to be replaced. That cost is $450 and the equipment can be used at the well house once the WWTP is gone.

b) **City Clerk Report**

Complaints on wood chips at Riverside. $4,420 is the quote that was received. Cami requested to get preliminary approval to purchase them due to timing. Motion made by Member Blair, second by Member Lambert to approve the Park Board to spend the $4,420 for wood chips. Mayor Bradford clarified that this is out of the Park Board Budget. Motion passed unanimously.

Cami reminded Council on the LBAE on Monday night at 6:30 pm.

c) **Consultant Report** – none

d) **Committee Report**

- Fire Department – Member Hofstad brought forward a request from Fire Chief JJ Williams about the 911 Memorial Fundraiser and he updated Council on the National Fire Department International Conference in Indianapolis recently.
- KM Joint Powers – Mayor Bradford updated the Council on the KM JP Board meeting. Total cost for improvements to Mantor Field is about $22,000. The JV Board agreed to

spend $13,400 on those updates to improve, the rest will come from donations and volunteer groups. Further discussion on how to be able to use the fields in the future. The improvements will greatly improve the field and they will be able to draw more to the fields for game use.

- MRA – Member Lambert reported that they have the temporary fix on the roof of the Opera House until they can come up with more funds for the total fix.

e) **Council Member Report**

- Member Hofstad – none
- Member Blair – none
- Member Roth – none
- Member Lambert – reminder of the Spring Fling event coming up for the Chamber and the garden exchange is on May 14th at 1:30 pm.

f) **Mayor Report** – Mayor Bradford made note of his article in the paper this week.

9. **Executive Session** - none

10. **Adjourn** – Motion made by Member Lambert, second by Member Blair to adjourn the meeting at 7:40 pm. Motion passed unanimously.

MANTORVILLE,MN

*Check Summary Register©

May 2016

	Name	Check Date	Check Amt	
10100 Citizens State Bank				
UnPaid	CASEYS GENERAL STORES INC		$334.27	FUEL FOR FD
UnPaid	CMS - CONSTRUCTION MGMT.S		$356.15	APRIL 2016 BUILDING PERMITS
UnPaid	DODGE MEDIA, INC		$143.68	INSURANCE RFP
UnPaid	ENVIRO-TECH SERVICES OF AU		$1,105.00	PRE-DEMOLITION ASBESTOS INSPECTION
UnPaid	FIRE SAFETY USA, INC		$630.00	2 PAIR OF LEATHER BOOTS
UnPaid	GOPHER STATE ONE CALL		$21.75	UTILITY LOCATES
UnPaid	HACH COMPANY		$427.99	POCKET COLORIMETER
UnPaid	HAWKINS, INC		$1,833.13	VACUUM REGULATOR FOR WELL HOUSE
UnPaid	HEALTHSMART BENEFIT SOLUT		$16.00	EMPLOYEE PAID LIFE INSURANCE
UnPaid	INTERSTATE MOTOR TRUCKS, I		$430.46	REPAIRS TO INTERNATIONAL TANKER
UnPaid	KASSON HARDWARE HANK		$168.03	GARBAGE BAGS, BUNGEE CORD FOR PAR
UnPaid	K-M REGIONAL VETERINARY HO		$363.78	IMPOUND AND BOARDING FEES
UnPaid	K-M TELECOM		$511.72	CITY HALL MAIN 5170
UnPaid	LARSEN LAWN CARE PRODUCT		$93.00	2 - 25 LB BAGS OF GRASS SEED
UnPaid	METRO SALES INC		$311.46	2ND QTR. 2016 COPIER
UnPaid	MINNESOTA ENERGY RESOURC		$675.14	4016467-5 STREETS
UnPaid	MOPS AND BUCKETS, LLC		$53.44	CLEANING CITY HALL
UnPaid	NAPA		$23.36	OIL FOR PUMPER #1
UnPaid	PEPSI-COLO ROCHESTER MN		$344.48	MAY POP MACHINES
UnPaid	PITNEY BOWES GLOBAL		$199.00	APRIL POSTAGE
UnPaid	RITEWAY BUSINESS FORMS		$384.90	LASER UTILITY BILLS
UnPaid	KURTH, RON		$140.00	SPREADING FERTILIZER ON MANTOR FIEL
UnPaid	RONCO ENGINEERING SALES		$83.23	300 PSI HOSE AND CLAMP FOR WELL HOU
UnPaid	SMITH SCHAFER & ASSOCIATE		$6,275.00	AUDIT FEES THRU 3/28/16
UnPaid	SMOKE-EATER PUBLICATIONS,		$32.00	MAGAZINE SUBSCRIPTION
UnPaid	STUSSY CONSTRUCTION INC		$60.90	ROAD ROCK
UnPaid	LAKER CHEMICAL INC. DBA		$1,533.50	WEED KILLER
UnPaid	UC LAB - UTILITY CONSULTANT		$501.00	BIO SOLID SAMPLING
UnPaid	WASTE MANAGEMENT		$115.93	GARBAGE REMOVAL FOR APRIL 2016
UnPaid	WILLIAMS JJ		$74.60	MSFDA REGION DUES REIMBURSEMENT
UnPaid	XCEL ENERGY		$4,973.02	STREET LIGHTS NON METERED
		Total Checks	$22,215.92	

MANTORVILLE,MN

Payments

Current Period: May 2016

Batch Name WAR 05 09 16 Payments
User Dollar Amt $28,174.06
Computer Dollar Amt $28,174.06
$0.00 **In Balance**

Refer 0 *XCEL ENERGY*

Cash Payment E 101-43160-381 Electric Utilities Invoice MAY 2016 5/9/2016	STREET LIGHTS NON METERED		$1,678.22
Cash Payment E 101-43160-381 Electric Utilities Invoice MAY 2016 5/9/2016	BRIDGE LIGHTS		$22.32
Cash Payment E 101-43160-381 Electric Utilities Invoice MAY 2016 5/9/2016	130 ST.HWY 57 S.CITY SIGN		$20.92
Cash Payment E 101-43160-381 Electric Utilities Invoice MAY 2016 5/9/2016	60003 ST.HWY 57 N CITY SIGN		$17.96
Cash Payment E 101-42200-380 Utility Services Invoice MAY 2016 5/9/2016	FH/CH/PUMP		$216.36
Cash Payment E 101-43160-381 Electric Utilities Invoice MAY 2016 5/9/2016	410 CLAY		$14.70
Cash Payment E 101-41940-380 Utility Services Invoice MAY 2016 5/9/2016	MANTOR FIELD		$38.14
Cash Payment E 101-41940-380 Utility Services Invoice MAY 2016 5/9/2016	340 CLAY RIVERSIDE		$33.11
Cash Payment E 101-41940-380 Utility Services Invoice MAY 2016 5/9/2016	342 MAIN ST RIVERSIDE		$15.05
Cash Payment E 101-41940-380 Utility Services Invoice MAY 2016 5/9/2016	GOLFVIEW DENNISON FIELD		$15.98
Cash Payment E 101-41940-380 Utility Services Invoice MAY 2016 5/9/2016	1008 EAST ST. CITY SHOP		$176.15
Cash Payment E 602-49450-380 Utility Services Invoice MAY 2016 5/9/2016	121 BLANCH WWTF		$1,846.97
Cash Payment E 601-49400-380 Utility Services Invoice MAY 2016 5/9/2016	841 BLANCH WELL		$702.93
Cash Payment E 601-49400-380 Utility Services Invoice MAY 2016 5/9/2016	WATER TOWER		$53.41
Cash Payment E 603-45183-381 Electric Utilities Invoice MAY 2016 5/9/2016	CAMPGROUND		$15.29
Cash Payment E 101-41940-380 Utility Services Invoice MAY 2016 5/9/2016	BLANCH ST. SHOP		$33.39
Cash Payment E 602-49450-380 Utility Services Invoice MAY 2016 5/9/2016	JEFFERSON LIFT STATION		$35.23
Cash Payment E 602-49450-380 Utility Services Invoice MAY 2016 5/9/2016	121 BLANCH -AUTO PROTECT LIGHT		$8.68
Cash Payment E 101-41940-380 Utility Services Invoice MAY 2016 5/9/2016	15 4TH STREET WEST RIVERSIDE		$15.29
Cash Payment E 101-42200-380 Utility Services Invoice MAY 2016 5/9/2016	21 5TH STREET SIREN		$6.38
Cash Payment E 101-42200-380 Utility Services Invoice MAY 2016 5/9/2016	701 CHESTNUT SIREN		$6.54
Transaction Date 4/26/2016	Citizens State Bank 10100	**Total**	$4,973.02

Refer 0 *HEALTHSMART BENEFIT SOLUTIO*

Cash Payment G 101-21711 Life Insurance Payable Invoice MAY 2016 5/9/2016	EMPLOYEE PAID LIFE INSURANCE		$16.00

MANTORVILLE,MN

Payments

Current Period: May 2016

Transaction Date	4/27/2016	Citizens State Bank	10100	**Total**	$16.00
Refer	0 *TEAM LAB CHEMICAL CORP.*				
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	WEED KILLER			$585.00
Invoice INV0001098	5/9/2016				
Cash Payment	E 602-49450-216 Chemicals and Chem Pr	SUPER BUGS FOR WWTP			$800.00
Invoice INV0001098	5/9/2016				
Cash Payment	E 101-45200-200 Supplies	HORNET AND WASP SPRAY			$148.50
Invoice INV0001098	5/9/2016				
Transaction Date	4/27/2016	Citizens State Bank	10100	**Total**	$1,533.50
Refer	0 *METRO SALES INC*				
Cash Payment	E 101-41500-350 Print/Binding (GENERAL	2ND QTR. 2016 COPIER			$311.46
Invoice INV516654	5/9/2016				
Transaction Date	4/29/2016	Citizens State Bank	10100	**Total**	$311.46
Refer	0 *MINNESOTA ENERGY*				
Cash Payment	E 101-41940-380 Utility Services	4016467-5 STREETS			$208.50
Invoice 1016 EAST ST	5/9/2016				
Cash Payment	E 101-41940-380 Utility Services	4300149-4 STREETS			$102.81
Invoice 1008 EAST ST	5/9/2016				
Cash Payment	E 101-41940-380 Utility Services	4028156-0 STREETS			$83.59
Invoice 1000 EAST ST	5/9/2016				
Cash Payment	E 101-42200-380 Utility Services	4229566-7 FIRE DEPT			$167.09
Invoice 21 E 5TH STREE	5/9/2016				
Cash Payment	E 601-49400-380 Utility Services	4113568-2 WTR PUMP			$25.94
Invoice 825 BLANCH ST	5/9/2016				
Cash Payment	E 602-49450-380 Utility Services	4299022-6 WWTP			$0.00
Invoice 25 E 5TH STREE	5/9/2016				
Cash Payment	E 101-41940-380 Utility Services	5121503-6 NEW SHOP			$50.07
Invoice 101 BLANCH	5/9/2016				
Cash Payment	E 602-49450-380 Utility Services	4299022-60 WWTP			$37.14
Invoice 25 E 5TH STREE	5/9/2016				
Transaction Date	4/29/2016	Citizens State Bank	10100	**Total**	$675.14
Refer	0 *CMS - CONSTRUCTION MGMT.SE*				
Cash Payment	E 101-42400-300 Professional Srvs (GEN	APRIL 2016 BUILDING PERMITS			$356.15
Invoice 16-420	5/9/2016				
Transaction Date	5/2/2016	Citizens State Bank	10100	**Total**	$356.15
Refer	0 *DODGE MEDIA, INC*				
Cash Payment	E 101-41110-352 Publishing	INSURANCE RFP			$53.88
Invoice MARCH 2016	5/9/2016				
Cash Payment	E 101-41110-352 Publishing	PUBLIC HEARING NOTICE-ZONING			$89.80
Invoice MARCH 2016	5/9/2016				
Transaction Date	5/2/2016	Citizens State Bank	10100	**Total**	$143.68
Refer	0 *HAWKINS, INC*				
Cash Payment	E 601-49400-570 Capital Outlay	VACUUM REGULATOR FOR WELL HOUSE			$1,365.70
Invoice 3871187	5/9/2016				
Cash Payment	E 601-49400-570 Capital Outlay	EJECTOR FOR WELL HOUSE			$467.43
Invoice 3873198	5/9/2016				
Transaction Date	5/2/2016	Citizens State Bank	10100	**Total**	$1,833.13
Refer	0 *K-M TELECOM*				

MANTORVILLE,MN

Payments

Current Period: May 2016

Cash Payment	E 101-41940-321 Communications Phone/	CITY HALL MAIN 5170			$110.49
Invoice MAY 2016	5/9/2016				
Cash Payment	E 101-41940-321 Communications Phone/	CITY HALL FAX 5300			$31.00
Invoice MAY 2016	5/9/2016				
Cash Payment	E 101-42200-321 Communications Phone/	FD 5440			$31.00
Invoice MAY 2016	5/9/2016				
Cash Payment	E 101-41940-321 Communications Phone/	STREETS-SHOP 5119			$74.99
Invoice MAY 2016	5/9/2016				
Cash Payment	E 601-49400-321 Communications Phone/	WATER TOWER ALARM 3588			$41.00
Invoice MAY 2016	5/9/2016				
Cash Payment	E 602-49450-321 Communications Phone/	LIFT STATION ALARM 5066			$31.00
Invoice MAY 2016	5/9/2016				
Cash Payment	E 602-49450-321 Communications Phone/	WWTP 5413			$31.00
Invoice MAY 2016	5/9/2016				
Cash Payment	E 602-49450-321 Communications Phone/	WWTP 5463			$80.99
Invoice MAY 2016	5/9/2016				
Cash Payment	E 101-41940-321 Communications Phone/	CITY HALL-5176-2ND LINE			$34.90
Invoice MAY 2016	5/9/2016				
Cash Payment	E 101-41940-321 Communications Phone/	LONG DISTANCE/TAXES/FEES			$43.35
Invoice MAY 2016	5/9/2016				
Cash Payment	E 101-46500-437 Other Miscellaneous	EDA 800 NUMBER			$2.00
Invoice MAY 2016	5/9/2016				
Transaction Date	5/2/2016	Citizens State Bank	10100	**Total**	$511.72
Refer	0 *UC LAB - UTILITY CONSULTANTS*				
Cash Payment	E 602-49450-300 Professional Srvs (GEN	BIO SOLID SAMPLING			$501.00
Invoice 91811	5/9/2016				
Transaction Date	5/2/2016	Citizens State Bank	10100	**Total**	$501.00
Refer	0 *WASTE MANAGEMENT*				
Cash Payment	E 101-41940-384 Refuse/Garbage Dispos	GARBAGE REMOVAL FOR APRIL 2016			$115.93
Invoice 3102794-2760-6	5/9/2016				
Transaction Date	5/2/2016	Citizens State Bank	10100	**Total**	$115.93
Refer	0 *PEPSI-COLA ROCHESTER MN*				
Cash Payment	E 225-45122-200 Supplies	MAY POP MACHINES			$344.48
Invoice 9316199	5/9/2016				
Transaction Date	5/3/2016	Citizens State Bank	10100	**Total**	$344.48
Refer	0 *HACH COMPANY*				
Cash Payment	E 602-49450-200 Supplies	POCKET COLORIMETER			$427.99
Invoice 9904515	5/9/2016				
Transaction Date	5/3/2016	Citizens State Bank	10100	**Total**	$427.99
Refer	0 *PITNEY BOWES INC*				
Cash Payment	E 101-41500-322 Postage	APRIL POSTAGE			$199.00
Invoice MAY 2016	5/9/2016				
Transaction Date	5/3/2016	Citizens State Bank	10100	**Total**	$199.00
Refer	0 *MN PERA*	Ck# 005005 5/9/2016			
Cash Payment	G 101-21704 PERA	EMPLOYEE RETIREMENT PR-9			$918.18
Invoice 2016 PR9	5/9/2016				
Transaction Date	5/3/2016	Citizens State Bank	10100	**Total**	$918.18
Refer	0 *INTERNAL REVENUE SERVICE*	Ck# 005004 5/9/2016			

MANTORVILLE,MN

Payments

Current Period: May 2016

Cash Payment	G 101-21701 Federal Withholding	FEDERAL W/H PR9			$681.05
Invoice 2016-PR9	5/9/2016				
Cash Payment	G 101-21709 Medicare	MEDICARE W/H PR9			$189.72
Invoice 2016-PR9	5/9/2016				
Cash Payment	G 101-21703 FICA Tax Withholding	SS W/H PR9			$811.24
Invoice 2016-PR9	5/9/2016				
Transaction Date	5/3/2016	Citizens State Bank	10100	**Total**	$1,682.01
Refer	0 *PAYMENT SERVICE NETWORK, IN*	Ck# 005006 5/9/2016			
Cash Payment	E 602-49450-300 Professional Srvs (GEN	APRIL 2016 SERVICE FEES			$43.77
Invoice APRIL 2016	5/9/2016				
Cash Payment	E 601-49400-300 Professional Srvs (GEN	APRIL 2016 SERVICE FEES			$29.18
Invoice APRIL 2016	5/9/2016				
Transaction Date	5/4/2016	Citizens State Bank	10100	**Total**	$72.95
Refer	0 *RON KURTH*				
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	SPREADING FERTILIZER ON MANTOR FIELD AND DENNISON PARK			$140.00
Invoice APRIL 2016	5/9/2016				
Transaction Date	5/4/2016	Citizens State Bank	10100	**Total**	$140.00
Refer	0 *BLUE CROSS BLUE SHIELD OF MI*	Ck# 005007 5/9/2016			
Cash Payment	G 101-21706 Hospitalization/Medical Ins	EMPLOYEE MEDICAL			$3,285.00
Invoice MAY 2016	5/9/2016				
Transaction Date	5/4/2016	Citizens State Bank	10100	**Total**	$3,285.00
Refer	0 *ENVIRO-TECH SERVICES OF AUS*				
Cash Payment	E 101-42200-208 Training, Mileage	PRE-DEMOLITION ASBESTOS INSPECTION FIRE DEPARTMENT HOUSE BURN			$1,105.00
Invoice 2109-16	5/9/2016				
Transaction Date	5/5/2016	Citizens State Bank	10100	**Total**	$1,105.00
Refer	0 *GOPHER STATE ONE CALL*				
Cash Payment	E 602-49450-300 Professional Srvs (GEN	UTILITY LOCATES			$13.05
Invoice 6040534	5/9/2016				
Cash Payment	E 601-49400-300 Professional Srvs (GEN	UTILITY LOCATES			$8.70
Invoice 6040534	5/9/2016				
Transaction Date	5/5/2016	Citizens State Bank	10100	**Total**	$21.75
Refer	0 *CASEYS GENERAL STORES INC*				
Cash Payment	E 101-42200-212 Motor Fuels	FUEL FOR FD			$119.76
Invoice MAY 2016	5/9/2016				
Cash Payment	E 602-49450-212 Motor Fuels	FUEL FOR WWTP			$134.20
Invoice MAY 2016	5/9/2016				
Cash Payment	E 101-43100-212 Motor Fuels	FUEL FOR STREETS			$69.04
Invoice MAY 2016	5/9/2016				
Transaction Date	5/5/2016	Citizens State Bank	10100	**Total**	$323.00
Refer	0 *KASSON HARDWARE HANK*				
Cash Payment	E 101-45200-200 Supplies	GARBAGE BAGS, BUNGEE CORD FOR PARKS			$57.93
Invoice APRIL 2016	5/9/2016				
Cash Payment	E 601-49400-228 Equip. Repair and Maint	TAPE, ELBOWS, ADAPTORS, VALVES FOR WELL HOUSE			$55.92
Invoice APRIL 2016	5/9/2016				

MANTORVILLE,MN

Payments

Current Period: May 2016

Cash Payment	E 101-43100-200 Supplies	RAKE, FASTENERS, TUBE, ROPE, BOLTS FOR SHOP			$38.20
Invoice APRIL 2016	5/9/2016				
Cash Payment	E 101-45200-200 Supplies	SPRAY PAINT FOR BASEBALL PARK			$15.98
Invoice APRIL 2016	5/9/2016				
Transaction Date	5/5/2016	Citizens State Bank	10100	**Total**	$168.03
Refer	0 *RONCO ENGINEERING SALES*				
Cash Payment	E 601-49400-228 Equip. Repair and Maint	300 PSI HOSE AND CLAMP FOR WELL HOUSE			$83.23
Invoice 3047447	5/9/2016				
Transaction Date	5/5/2016	Citizens State Bank	10100	**Total**	$83.23
Refer	0 *STUSSY CONSTRUCTION INC*				
Cash Payment	E 101-43100-224 Street Maint Materials	ROAD ROCK			$60.90
Invoice 41496	5/9/2016				
Transaction Date	5/5/2016	Citizens State Bank	10100	**Total**	$60.90
Refer	0 *K-M REGIONAL VETERINARY HOS*				
Cash Payment	E 101-41500-312 Animal Impound Fees	IMPOUND AND BOARDING FEES			$181.89
Invoice 12-16	5/9/2016				
Cash Payment	E 101-41500-312 Animal Impound Fees	IMPOUND AND BOARDING FEES			$181.89
Invoice 13-16	5/9/2016				
Transaction Date	5/5/2016	Citizens State Bank	10100	**Total**	$363.78
Refer	0 *SMOKE-EATER PUBLICATIONS, T*				
Cash Payment	E 101-42200-437 Other Miscellaneous	MAGAZINE SUBSCRIPTION			$32.00
Invoice MARCH 2016	5/9/2016				
Transaction Date	5/5/2016	Citizens State Bank	10100	**Total**	$32.00
Refer	0 *NAPA*				
Cash Payment	E 101-42200-228 Equip. Repair and Maint	OIL FOR PUMPER #1			$13.38
Invoice 307135	5/9/2016				
Cash Payment	E 101-42200-228 Equip. Repair and Maint	OIL FOR PUMPER #1			$9.98
Invoice 301037	5/9/2016				
Transaction Date	5/5/2016	Citizens State Bank	10100	**Total**	$23.36
Refer	0 *INTERSTATE MOTOR TRUCKS, IN*				
Cash Payment	E 101-42200-228 Equip. Repair and Maint	REPAIRS TO INTERNATIONAL TANKER			$430.46
Invoice 205172	5/9/2016				
Transaction Date	5/5/2016	Citizens State Bank	10100	**Total**	$430.46
Refer	0 *FIRE SAFETY USA, INC*				
Cash Payment	E 101-42200-240 Tools and Minor Equipm	2 PAIR OF LEATHER BOOTS			$630.00
Invoice 88718	5/9/2016				
Transaction Date	5/5/2016	Citizens State Bank	10100	**Total**	$630.00
Refer	0 *WILLIAMS JJ*				
Cash Payment	E 101-42200-437 Other Miscellaneous	MSFDA REGION DUES REIMBURSEMENT			$74.60
Invoice 713837	5/9/2016				
Transaction Date	5/5/2016	Citizens State Bank	10100	**Total**	$74.60
Refer	0 *CASEYS GENERAL STORES INC*				
Cash Payment	E 101-42200-212 Motor Fuels	FUEL FOR FD			$11.27
Invoice MAR 2016	5/9/2016				
Transaction Date	5/5/2016	Citizens State Bank	10100	**Total**	$11.27

MANTORVILLE,MN

Payments

Current Period: May 2016

Refer	0 *RITEWAY BUSINESS FORMS*				
Cash Payment	E 601-49400-200 Supplies	LASER UTILITY BILLS			$192.45
Invoice 16-31571	5/9/2016				
Cash Payment	E 602-49450-200 Supplies	LASER UTILITY BILLS			$192.45
Invoice 16-31571	5/9/2016				
Transaction Date	5/6/2016	Citizens State Bank	10100	**Total**	$384.90
Refer	0 *SMITH SCHAFER & ASSOCIATES*				
Cash Payment	E 101-41530-301 Auditing and Acct g Servi	AUDIT FEES THRU 3/28/16			$6,275.00
Invoice 37976	5/9/2016				
Transaction Date	5/6/2016	Citizens State Bank	10100	**Total**	$6,275.00
Refer	0 *MOPS AND BUCKETS, LLC*				
Cash Payment	E 101-41940-439 Janitors	CLEANING CITY HALL			$53.44
Invoice MAY 2016	5/9/2016				
Transaction Date	5/6/2016	Citizens State Bank	10100	**Total**	$53.44
Refer	0 *LARSEN LAWN CARE PRODUCTS*				
Cash Payment	E 101-45200-200 Supplies	2 - 25 LB BAGS OF GRASS SEED			$93.00
Invoice MAY 2016	5/9/2016				
Transaction Date	5/6/2016	Citizens State Bank	10100	**Total**	$93.00

Fund Summary

	10100 Citizens State Bank
101 GENERAL FUND	$20,604.93
225 PARK CONCESSIONS FUND	$344.48
601 WATER FUND	$3,025.89
602 SEWER FUND	$4,183.47
603 RV PARK	$15.29
	$28,174.06

Pre-Written Checks	$5,958.14
Checks to be Generated by the Computer	$22,215.92
Total	$28,174.06

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

COMMITTEE AGENDAS

MAY 10, 2016 8:00 A.M.

8:00 A.M. CONFERENCE ROOM B		8:30 A.M. CONFERENCE ROOM A	
8:00 A.M. ADMINISTRATION COMMITTEE		**8:30 A.M. PUBLIC HEALTH COMMITTEE**	
Gray & Administrator (Tjosaas - Alt)		Erickson & Tjosaas (Peterson - Alt)	
8:30 a.m. **Action Required**	∇	**8:30 a.m.** **Action Required**	∇
BECKY LUBAHN, Executive Assistant			
☐ 1.1 Minutes of the April 26, 2016 Committee of the Whole	A	**< NO ITEMS SUBMITTED THIS WEEK >**	
☐ 1.2 Minutes of the April 26, 2016 Meeting	A		
8:35 a.m.			
ROSE CULBERTSON, Taxpayer Services Director			
☐ 2.1 Review Bills	A		
8:45 a.m.			
SCOTT ROSE, Sheriff			
☐ 3.1 Employing Jury Attendants	I		
8:50 a.m.			
LISA HAGER, Employee Relations Director			
☐ 4.1 Personnel Agenda	A		

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

COMMITTEE AGENDAS

MAY 10, 2016 8:00 A.M.

8:00 A.M. CONFERENCE ROOM C			**COMMITTEE OF THE WHOLE**	
8:00 A.M. PUBLIC SAFETY COMMITTEE				
Allen & Peterson (Erickson – Alt)				
8:30 a.m.	**Action Required**	∇	**9:00 a.m.**	
SCOTT ROSE, Sheriff			**MARK GAMM**, Environmental Services Director	
☐ 1.1 Employing Jury Attendants		I	**RITA COLE**, Environmental Technician	
			☐ 1.1 Draft Solid Waste Management Ordinance No. 1	D
8:30 A.M. CONFERENCE ROOM C				
PUBLIC WORKS COMMITTEE				
Peterson & Allen (Tjosaas – Alt)				
8:30 a.m.				
< NO ITEMS SUBMITTED THIS WEEK >				

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

DODGE COUNTY BOARD OF COMMISSIONERS MEETING

MAY 10, 2016 – 9:30 A.M.

ALL TIMES LISTED ARE APPROXIMATE AND MAY BE DISCUSSED AT ANY TIME UNLESS IT IS A SCHEDULED PUBLIC HEARING.		
ITEM	**9:30 A.M.**	**STEVEN GRAY,** Chair **CONVENE COUNTY BOARD MEETING** **PLEDGE OF ALLEGIANCE** **DETERMINE QUORUM** **ESTABLISH AGENDA** **NEW EMPLOYEE INTRODUCTIONS**
1.0 1.1	-	**CONSENT AGENDA** ☐ No Consent Agenda Items This Week
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.		
2.0 2.1	**9:35 A.M.** 5 Minutes	**MARK GAMM,** Environmental Services Director ☐ 2016 Hauler License to Freeborn County Coop Oil
3.0 3.1	**9:40 A.M.** 15 Minutes	**DEAN SCHRANDT,** Water Program Manager ☐ Approval of Draft Water Plan Amendment
4.0 4.1	**9:55 A.M.** 5 Minutes	**LISA HAGER,** Employee Relations Director ☐ Personnel Agenda
5.0 5.1	**10:00 A.M.** 5 Minutes	**ROSE CULBERTSON,** Taxpayer Services Director ☐ Review and Approve Bills
6.0 6.1	**10:05 A.M.** 5 Minutes	**TODD NELSON,** Veteran Services Officer ☐ Field of Flags Use of County Property
7.0 7.1	**10:10 A.M.** 10 Minutes	**GUY KOHLNHOFER,** County Engineer ☐ Mantorville Wall Update
8.0 8.1	**10:20 A.M.** 5 Minutes	**RYAN DECOOK,** Director of Land Records ☐ Attorney for Tax Court
9.0	**10:25 A.M.** 5 Minutes	**BREAK**
10.0 10.1	**10:30 A.M.** 5 Minutes	**LISA KRAMER,** Finance Director ☐ Snowmobile Club Sponsorship

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

DODGE COUNTY BOARD OF COMMISSIONERS MEETING

MAY 10, 2016 – 10:35 A.M.

11.0 11.1	**10:35 A.M.** 15 Minutes	**STEVE HOWARTH,** Dodge County Ice Arena Manager ☐ Mighty Ducks Grant Update (Humidifier Project)
12.0 12.1	**10:50 A.M.** 10 Minutes	**JANE HARDWICK,** MNPrairie Executive Director **SHARI KOTTKE,** MNPrairie Child & Family Social Services Manager **BARB SORUM,** Minnesota Communities Caring for Children Director of Prevention Initiatives – Southeastern Minnesota ☐ 2016 Pinwheel Award Presentation
13.0 13.1	**11:00 A.M.** 5 Minutes	**PAUL KILTINEN,** County Attorney ☐ Legal Update
14.0 14.1	**11:05 A.M** 25 Minutes	**STEVEN GRAY,** Chair ☐ Administration Committee Report • Minutes of the April 26, 2016 Committee of the Whole (Action) • Minutes of the April 26, 2016 Meeting (Action) • ☐ County Commissioner Reports • ☐ County Administrator Update • ☐ Other Deferred Business
15.0	**11:30 A.M.**	**ADJOURN**

Coming up in Dodge County:
May 17, 2016 – Fairview Care Center Meeting, 9:00 A.M., Dodge Center, MN.
May 18, 2016 – Dodge County EDA Meeting, 4:30 P.M., Government Services Building, Mantorville, MN.
May 23, 2016 – Tax-Forfeited Land Auction – 9:00 A.M., Government Services Building, Mantorville, MN.
May 26, 2016 – Ice Arena Committee Meeting, 5:30 P.M., Kasson City Hall, Kasson, MN.
May 30, 2016 – County offices closed to observe Memorial Day.
June 1, 2016 – Planning Commission Meeting, 7:00 P.M., Government Services Building, Mantorville, MN.
June 2, 2016 – GIS Quarterly Meeting, 9:00 A.M., Government Services Building, Mantorville, MN.
June 6, 2016 – AMC District 9 Spring Meeting, Caledonia, MN.
June 14, 2016 – CBAE Meeting, 6:30 P.M., Government Services Building, Mantorville, MN.
June 21, 2016 – Fairview Care Center Meeting, 9:00 A.M., Dodge Center, MN.
June 23, 2016 – Ice Arena Committee Meeting, 5:30 P.M., Kasson City Hall, Kasson, MN.
July 13-17, 2016 – County Board of Commissioners Fair Booth, Dodge County Fairgrounds, Kasson, MN.
Dodge County Commissioners may be in attendance at these meetings.

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

DODGE COUNTY BOARD OF COMMISSIONERS MEETING

MAY 10, 2016 – 11:50 A.M.

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	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.
1. Radio Amplifier Purchase Request	
2.	
3.	
4.	
5.	

City Mantorville
Date 4/1/2016 thru 4/30/2016

Agency	Incident_Nr	Location	LocCity	Activity
K	201600001207	501 Main St N	Mantorville	Assist Other Agency
S	201600003147	835 Hickory Ln	Mantorville	Civil
S	201600003281	835 Hickory Ln	Mantorville	Civil
S	201600003421	100 Blk 5th St W	Mantorville	Motorist Assist
S	201600003434	835 Hickory Ln	Mantorville	Welfare Check
S	201600003452	501 Main St N	Mantorville	Drunkeness
S	201600002619	417 Chestnut St	Mantorville	Appreh/detention Orde
S	201600002660	231 Cr 12	Mantorville	Appreh/detention Orde
S	201600003167	616 Clay St	Mantorville	Traffic
S	201600003267	800 Blk N Main	Mantorville	Traffic
S	201600003454	320 Main St N	Mantorville	Alarm
S	201600003219	507 Chestnut St	Mantorville	Trespassing
S	201600003400	22 6th St E	Mantorville	Assist Other Agency
S	201600003408	22 6th St E	Mantorville	Assist Other Agency
K	201600000893	231 Cr 12	Mantorville	Assist Other Agency
S	201600003489	515 Walnut St	Mantorville	Funeral Escort
S	201600003231	835 Hickory Ln	Mantorville	School Bus Violations
S	201600003463	22 6th St E	Mantorville	9-1-1 Hang Up Call
S	201600003469	22 6th St E	Mantorville	MN Prairie Assist
S	201600003367	801 Clay St	Mantorville	Suicide Threats
S	201600003502	835 Hickory Ln	Mantorville	Theft/car-tk-snow-atv
S	201600003334	22 6th St E	Mantorville	Warrants- Out of Co.
S	201600003446	22 6th St E	Mantorville	Juvenile Court Orders
S	201600003171	615 Main St N	Mantorville	Suspicious Activity
S	201600003210	414 6th St W	Mantorville	Suspicious Activity
S	201600003300	321 Main St N	Mantorville	Suspicious Activity
S	201600003378	801 Walnut St	Mantorville	Fraud
K	201600001111	414 6th St W	Mantorville	Assist Other Agency
S	201600002845	502 Main St N	Mantorville	Traffic
S	201600003023	700blk 5th St E	Mantorville	Traffic
S	201600002747	22 6th St E	Mantorville	Warrants- Out of Co.
S	201600002752	15 5th St E	Mantorville	Warrants- Out of Co.
S	201600002843	22 6th St E	Mantorville	Violate Drug Court Rules
S	201600002891	22 6th St E	Mantorville	Miscellaneous
S	201600003028	716 Chestnut St	Mantorville	Miscellaneous
S	201600003046	22 6th St E	Mantorville	Warrants- Out of Co.
S	201600002749	835 Hickory Ln	Mantorville	Civil
S	201600002859	835 Hickory Ln	Mantorville	Civil
S	201600002793	22 6th St E	Mantorville	Suspicious Activity
S	201600002863	321 Main St N	Mantorville	Suspicious Activity
S	201600002889	22 6th St E	Mantorville	Found Property
S	201600003018	22 6th St E	Mantorville	Assist Other Agency
S	201600003019	22 6th St E	Mantorville	Assist Other Agency
S	201600002633	501 Main St N	Mantorville	Drunkeness
S	201600002702	320 Main St N	Mantorville	Motorist Assist
S	201600002713	1111 7th St W	Mantorville	Lost Animals
S	201600002623	417 Chestnut St	Mantorville	Drug Paraphernalia
S	201600002917	711 West St	Mantorville	Fraud
S	201600002851	5th St E	Mantorville	A.t.v. Complaint
S	201600002870	115 6th St W	Mantorville	9-1-1 Hang Up Call
S	201600002883	216 3rd St W	Mantorville	Paper Service
S	201600002741	510 Chestnut St	Mantorville	Ambulance Run
S	201600003190	9 5th St W	Mantorville	Ambulance Run
S	201600003244	203 3rd St W	Mantorville	Ambulance Run
S	201600002769	71 Cr 21	Mantorville	Ambulance Run
S	201600002812	801 Walnut St	Mantorville	Ambulance Run
S	201600003000	695 5th St E	Mantorville	Ambulance Run
S	201600003337	22 6th St E	Mantorville	Marijuana/poss Sm Amt

MINNESOTA
Management
&Budget

April 27, 2016

Local Government Official
Mantorville
21 Fifth Street East
P.O. Box 188
Mantorville MN 55955

Dear Local Government Official:

Congratulations! I am very pleased to send you the enclosed notification of compliance with the Local Government Pay Equity Act. Since the law was passed in 1984, jurisdictions have worked diligently to meet compliance requirements and your work is to be commended.

As you know, Minnesota Rules Chapter 3920 specifies the procedure and criteria for measuring compliance and your jurisdictions's results are enclosed. You may find a copy of our "Guide to Understanding Pay Equity

http://mn.gov/mmb/employee-relations/compensation/laws/local_gov/local-gov-pay-equity/index.jsp

This notice and results of the compliance review are public information and must be supplied upon request to any interested party.

If you have any questions about the materials or about pay equity in general, please contact me at (651) 259-3623.

Again, congratulations on your achievement!

Sincerely,

Cyndee Gmach

Cyndee Gmach
Pay Equity Coordinator
pay.equity@state.mn.us

Enclosures

Notice of
Pay Equity Compliance

Presented to

Mantorville

for successfully meeting the requirements of the Local Government Pay Equity Act M.S. 471.991 - 471.999 and Minnesota rules Chapter 3920. This notice is a result of an official review by Minnesota Management & Budget and your 2016 pay equity report.

Your cooperation in complying with the local government pay equity requirements is greatly appreciated.

April 27, 2016

Date

Myron Frans, Commissioner

Results of Tests for Pay Equity Compliance

Date: April 27, 2016

Jurisdiction: Mantorville ID# : 724

1. Completeness and Accuracy Test

[X] Passed. Required information was submitted accurately.

2. Alternative Analysis Test

[X] Passed. Jurisdiction had three or fewer male classes and there was no compensation disadvantage for at least 80% of female classes compared to male classes.

[ ] Passed. Jurisdiction had four or five male classes, an underpayment ratio below 80%, but no compensation disadvantage for at least 80% of female classes compared to male classes. Jurisdictions in this category started in the statistical analysis but moved to the alternative analysis because of the combination of factors listed.

[ ] Passed. Jurisdiction had at least six male classes, no classes with a salary range, an underpayment ratio below 80%, but no compensation disadvantage for at least 80% of female classes compared to male classes. Jurisdictions in this category started in the statistical analysis but moved to the alternative analysis because of the combination of factors listed.

3. Salary Range Test

[X] Passed. Too few classes had an established number of years to move through a salary range.

[ ] Passed. Salary range test showed a score of 80% or more.

4. Exceptional Service Pay Test

[X] Passed. Too few classes received exceptional service pay.

[ ] Passed. Exceptional service pay test showed a score of 80% or more.

The enclosed material describes compliance requirments in more detail. If you have questions, contact Cyndee Gmach, Pay Equity Coordinator, at (651) 259-3623.

Memo

To: Mantorville Mayor and City Council

From: Cami Reber

Date: May 6, 2016

Re: Campground Reservation Policy Update

Attached is the updated Campground Reservation Policy approved and being recommended by the Park Board. The City Attorney work with us on this update by adding verbiage related to the City being able to have campers moved off site if they remain beyond the reservation date or in violation of the policy.

If the Council has no further changes, they should approve the policy as presented.

CITY OF MANTORVILLE, MINNESOTA
STUSSY RV PARK RULES AND RESERVATION POLICY

I. Purpose

The purpose of this policy is to state the rules for Stussy RV Park and the procedure to reserve campsites.

II. Reservations and Rates

A. Reservations: All campsites are available for reservation. To ensure the use of a campsite for a specific date, reservations will be taken. To reserve a campsite, a completed application along with the fee for the entire length of stay must be sent to Mantorville City Hall, PO Box 188, Mantorville, MN 55955 or dropped into the payment drop box at 21 5th Street East, Mantorville, MN 55955. The City must receive the reservation application and payment in full 7 days prior to the start date of the reservation. Reservations are not transferable, and no subleasing is allowed.

B. Rates: The rates are established annually by the City Council on the City's Master Fee Schedule. The rates are posted on the bulletin board outside Mantorville City Hall or available by calling City Hall at 507-635-5170. Checks should be made out to the City of Mantorville. The City does not accept credit cards.

C. Campsites: An applicant may request a specific campsite, but the City does not guarantee a specific campsite. The City reserves the right to re-assign campsites as needed. Every unreserved campsite is available on a first come first serve basis.

D. Refunds: There are no refunds due to inclement weather. Refunds will only be given if a reservation is cancelled 7 or fewer business days prior to the start date of the reservation. If a campsite is not occupied on the first night of a reservation, then that first night's camping fee will not refunded. The applicant has until 11 am the following day to arrive at the Park or call Mantorville City Hall; if not, then the entire reservation will be cancelled and all paid fees will be forfeited.

III. General Guidelines and Conditions

A. Reservations are available from May 1 – October 1. Reservations can be made as of January 1 of the year in which the reservation is requested. (Water will be turned on in the Spring and off in the fall depending on the weather.)

B. Check in/Check out: Check out is at 3:00 pm. If you choose to stay another day in the campground, you must re-register in advance by 11:00 am. If a campsite is not vacated by the checkout time of 3:00 pm and the City has not otherwise provided written approval of an alternative checkout time, then the City has the right to move that camper's equipment and vehicles to a storage location. The City's moving and storing costs are the sole responsibility of the camper that overstayed its rental period and by overstaying the rental period, that camper waives and releases the City and its officials, agents, and employees of any liability for moving and storing the camper's equipment and vehicles. The City may undertake legal action against the camper to recover its costs.

C. All garbage is to be placed in the containers provided by the City.

CITY OF MANTORVILLE, MINNESOTA
STUSSY RV PARK RULES AND RESERVATION POLICY

D. Campsite facilities must be left in pre-stay condition.

E. Parking is allowed in designated area's only. Cars and trucks are not allowed to be parked on the grass, road, etc.

F. Gathering of firewood is not permitted.

G. Domestic pets are welcome if they are not hostile to others, are on a leash, are kept quiet, and are cleaned up after.

H. Off season storage is not allowed.

I. Site alterations are not allowed.

J. If you believe a campsite is being occupied by parties who have not reserved the campsite, please call Mantorville City Hall during business hours at 507-635-5170. After business hours, please call the Dodge County Sheriff's Dispatch Center at 507-635-6200.

K. The City reserves the right to ask any person to vacate the Park in the event there is a violation of this Policy or federal, state or local laws. All activities must conform to city code.

Questions? Please call Mantorville City Hall at 507-635-5170 or email cityofmant@kmtel.com.

CITY OF MANTORVILLE
21 - 5TH STREET EAST, PO BOX 188
MANTORVILLE, MN 55955

www.mantorville.com

CITY OF MANTORVILLE
21 - 5TH STREET EAST, PO BOX 188
MANTORVILLE, MN 55955

STUSSY RV PARK CAMPSITE RESERVATION APPLICATION

Applicant(s):_____

Street Address: _____)_____

City: _____ State: _____ Zip: _____

Contact Number: (H) _____ (W) _____ (C) _____

Email (for reservation confirmation) _____

Type of Reservation: Full (water, sewer, electric) _____ Water/Electric _____

Please indicate site number: _____ (see page 3) Fee Enclosed: $_____ (see page 4)

Reservation Start Date (Arrival): _____

Reservation End Date (Departing): _____ Number of Nights _____

RV Brand/Model _____ Plate # _____

Truck/Tow Vehicle Brand/Model _____ Plate # _____

Motor Home _____ Trailer _____ 5th Wheel _____ Pop Up _____ Tent _____

The above named applicant(s) camper(s) agrees to abide by the Stussy RV Park Rules and Reservation Policy and the City of Mantorville ordinances. This Application is for one campsite only. Cancellations due to inclement weather will not be refunded. Cancellations made 7 or fewer business days prior to the start date of the reservation will not be refunded. A reservation must be paid in full one week prior to the start date of the reservation or the reservation may be cancelled.

By signing this, I (we) agree to use the campsite at my (our) own risk and release the City of Mantorville and its officials, agents, and employees from any claims, injuries, or damages, including all claims from third parties.

_____
Signature of Applicant(s) Camper(s)

****

Office Use Only

Reservation Fee $ _____Cash _____ OR Check # _____ Date Paid _____

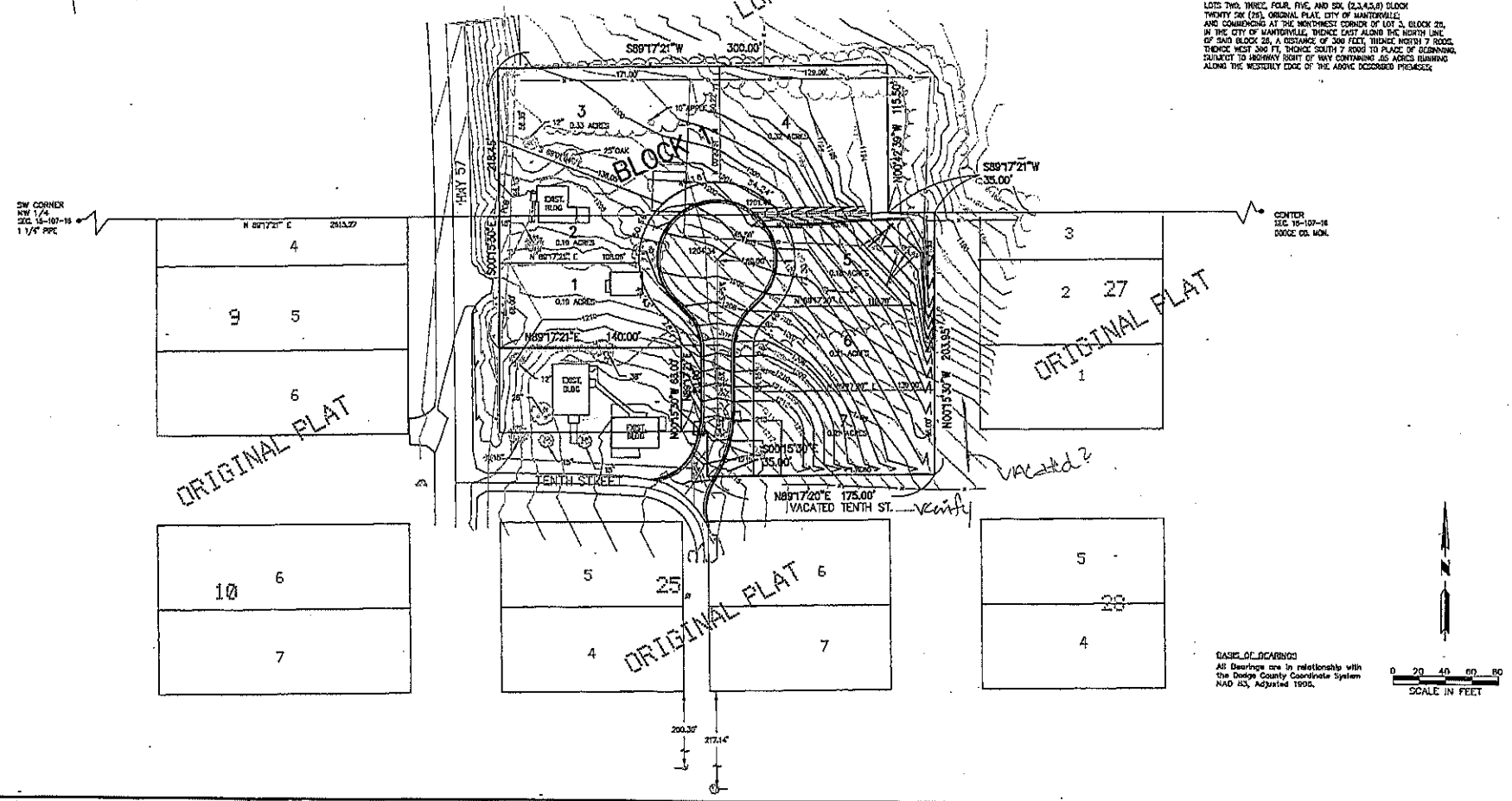
_____
Staff Approval/Confirmation Signature
Written Approval for Alternative Checkout at _____ *on* _____

*By Staff:*_____ *By Camper:*_____

For Discussion Only -
Previously Submitted
Concept Plan

Concept Plan

JUL 17 2009



DESCRIPTION

LOTS TWO, THREE, FOUR, FIVE, AND SIX, (2,3,4,5,6) BLOCK TWENTY SIX (26), ORIGINAL PLAT, CITY OF MANTORVILLE; AND COMMENCING AT THE NORTHWEST CORNER OF LOT 3, BLOCK 26, IN THE CITY OF MANTORVILLE, THENCE EAST ALONG THE NORTH LINE OF SAID BLOCK 26, A DISTANCE OF 300 FEET, THENCE NORTH 7 RODS, THENCE WEST 300 FT, THENCE SOUTH 7 RODS TO PLACE OF BEGINNING, SUBJECT TO HIGHWAY RIGHT OF WAY CONTAINING .65 ACRES RUNNING ALONG THE WESTERLY EDGE OF THE ABOVE DESCRIBED PREMISES.

BASIS OF BEARINGS
All Bearings are in relationship with the Dodge County Coordinate System NAD 83, Adjusted 1995.

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

Date _____

_____ LIC. NO. 41014

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

PRELIMINARY PLAT

PART OF
T. 107 N., R. 16 W., SEC. 16
DODGE COUNTY, MINNESOTA

PROPERTY LOCATION MAP
T. 107 N., R. 16 W.
N.W. 1/4 N.E. 1/4
16
S.W. 1/4 S.E. 1/4
No Scale

SCALE: 1" = 40'
DATE: 7/17/09
DRAWN BY: R.T.H.
CHECKED BY: D.M.
JOB NUMBER: 1651
DWG. FILE: 1651BP01
REVISION DATE:

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

THIS SURVEY AND DRAWING WAS PREPARED FOR THE EXCLUSIVE USE OF: WILCOX PROPERTIES LLC, MANTORVILLE, MN

SHEET NO. 1 OF 1

whks
engineers + planners + land surveyors

WO MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Tim Hruska, P.E., L.S.

DATE: May 6, 2016

RE: Forcemain Connection to Kasson

We have received comments on the plans for the above referenced project. There are a few construction details that they have requested clarification, but no major modifications. The plan is the same as previously outlined with the City Council. Due to timing of the project, and interactions with the PFA for final funding, we are proposing that the City open bids on Friday June 3, 2016. The Council would call a special meeting on Monday June 6 to review the bids and recommend award of the project.

Requested Action
Council approve the plans and specifications and authorize the advertisement of bids.

Memo

To: Mayor and City Council

From: Cami Reber

Date: May 6, 2016

Re: Citizen Complaint Policy

Attached is a draft Citizen Complaint Policy that I would like to implement. Many of the things that City Staff does, is not formally in writing as to how we handle things. Even though we have ordinances we follow, the procedure to get there is one that has just been done over the years and passed on without being in written form. Having this in writing will be helpful to staff and it outlines the procedures to follow.

If the Council has no changes, I would recommend approval of the policy as presented. As with all policies, there may be changes that will need to be made if we start to encounter things that would warrant an addition/change to the policy. We will also include a log sheet with the complaint form so a better process for logging things is completed.

City of Mantorville
Citizen Complaint Form

Notice under the Minnesota Government Date Practices Act: The City of Mantorville collects your personal information on this form to help investigate the complaint and inform you of the results. The data from this form will be used by the City Clerk or the person who is investigating the complaint on behalf of the City. Your personal information will be kept confidential and will not be disclosed to the person about whom you are complaining. You are not required to provide any personal information, but this may prevent the City from investigating your complaint and/or informing you of the results.

Please select the area in which this complaint concerns:

___ Neighbor

___ City Staff

___ Parks

___ Wastewater/Water Department

___ Streets

___ Other (please specify) _____

Name (Person Filing Complaint): _____

Address (Person Filing Complaint): _____

Phone (Best way to Reach You): _____

Please indicate below your complaint or concern. Please include the address, name or exact location of the area of the complaint. If possible, include pictures taken at the time the complaint is being submitted: _____

_____

_____

_____

_____

Signature of Complainant: _____ Date: _____

Please return completed form to City Hall

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Office Use Only

Date Received: _____ Resolved: *YES* *NO* Pending: *YES* *NO*

Action Taken: _____

Date of Response to Complainant: _____ Date Given to City Council: _____

City of Mantorville
Citizen Complaint Policy

A policy related to the reporting, handling and tracking of citizen concerns received by City Staff, the Mayor or Council Members.

When a citizen has a complaint about anything related to activities and responsibilities of the City, they shall file a signed complaint in writing. The complainant's name, address, telephone number and any other identifiable information is not considered public data and will not be publicly noted. A complaint that is not signed or lacks identifiable information may not have any action taken on it.

PROCEDURE:

1. All complaints must be filed in the Office of the City Clerk Treasurer. The City Clerk/Treasurer will forward a completed form to the proper department or to the City Council for determination of what, if any, action shall be taken.

2. Telephone complaints will not be accepted.

3. Anonymous complaints will not be considered valid and action will not be taken.

4. Complaints may be submitted to the City by email, postal mail or dropped off at City Hall.

5. City Staff will verify all complaints received and determine that they are valid. Photos of the complaint, if possible and warranted, will be taken and attached to the complaint.

6. Upon determination that the complaint is valid, appropriate action will be taken. If it is a City Code Violation, the City will notify in writing the property owner in which the complaint exists. The letter will address specifically that section of the City Code in which the complaint/violation exists and the procedure to be followed to address the complaint. Photos of the complaint, if warranted, will be attached to any correspondence to the property owner.

7. If warranted, copies of all City Code Violation complaint letters will also be sent to the City's Prosecuting Attorney.

8. Any complaints regarding the conduct or job performance of the City Clerk shall be given to the Mayor or any councilmember. No complaints against City employees by members of the public shall be addressed at an open meeting unless the employee requests it. If Council determines discipline is appropriate, any future meetings regarding the discipline must be open.

9. City Staff must keep a log of the actions taken from the time the complaint is received by the City through its resolution.

10. Upon the completion of any said action, the complainant will be notified of action taken.

11. Should the complainant not agree with the action taken on their complaint, they may appeal the decision to the City Council at the next regularly scheduled meeting.

12. The City Council may decline to address the same complaint more than once during a three month period of time.

13. The City Council will receive a copy of the complaint log and action taken.

14. All complaints, including notification to the property owners if warranted, will be addressed within 5 business of receiving the complaint. Complete resolution of the complaint could take longer depending on the type of complaint and the degree of resolution.

Adopted by the Mantorville City Council on _____, 2016.

_____
Mayor Chuck Bradford

Attest:

_____
City Clerk Treasurer Camille C. Reber