

MANTORVILLE CITY COUNCIL MEETING MINUTES
MONDAY, OCTOBER 26, 2020
6:30 PM

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

Members Present: Chuck Bradford, Henry Blair, Sharon Davern, Luke Nash, and Don Hofstad.

Others Present: Renee Hess, Joan Nesvold, Dan Trapp, Lyle Hoaglund, Jim Potter, City Staff Shelly Jensen-Germundson, Joe Adams 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 Nash to approve the consent agenda as follows:
- a) City Council Meeting Minute's October 12, 2020
 - b) City Council Meeting Minutes October 19, 2020
 - c) Warrant List October 26, 2020
 - d) Pay Request No.1 SL Contracting – 2020 Street Projects

Motion passed unanimously.

5. **Public Concerns**

Dan Trapp – 10 Zumbro Ridge Drive – reviewed the last City Council meeting regarding the discussion on long grass. The berm that was put in between his and the neighboring property, has water run off that directly impacts his property; it affects his drain field system. The ditch between the berm and his property needs to be maintained to stop future drainage issues for the Trapp's. It was said during the project approvals previously that the berm would be maintained and the grass cut. The water is not flowing the way it is supposed to flow and if the berm isn't maintained it will cause problems for the Trapp's. Maintenance needs to be done and completed on a regular basis; all they need to do is mow the grass. If they don't continue maintenance, it is all going to cause back ups to Dans system. All he wants is for his drain field not to be impacted.

6. **Public Hearing(s)** - None

7. **Old Business/New Business**

- a) **Renee Hess – Mantorville Trailer Park**

Mayor Bradford addressed the owner of the Mantorville Trailer Park and asked how the City can help to maintain a partnership and continue making progress with them. Member Davern noted the report from the Minnesota Department of Health on the property inspections and how these violations should not be reissued over and over again. Park owner Renee Hess noted it has never impeded any licensing with the Department of Health. Member Davern asked how often is a caretaker taking care of things. Renee responded that they get out once to twice a month. Renee noted that they have recently been spending time in a lot of clean up, tree trimming, and they are planning for a whole park clean up in the Spring and possibly Fall each year.

Discussion on what a park clean-up looks like, the lease that is given to the renters, a need for education to the residents on what is and isn't allowed, clearly explain things such as placing bags of garbage out too early, what to do when a window/door is broken and what is and isn't allowed in place of them. Member Nash noted to hand out the park expectations. Renee noted taking it one step further and asking the tenants to sign something knowing they understand. Member Hofstad noted there is concern when the Fire Department gets called out there. Is there a way to be able to check on the safety of the trailers? To help the trailer owners understand any potential issues such as with the electrical. Renee noted she can list potential safety issues and what is expected within the trailers. Discussion continued. Mayor Bradford noted that any future concerns would be brought to Renee's attention via email or phone call. She noted that she will address things right away. She noted she

feels she has invested a lot of time and money lately and she feels she is on a positive note. They have applied for the building permits to bring in two trailers to place in the two empty spots.

b) 508 Clay Street Property

Cami explained the memo that Council received from her giving them background on 508 Clay Street and what the recommended approach is to make things compliant. Due to changes over the years and moving of the Art Guild to another site, the detached accessory is no longer compliant with City Code. After discussion, Council agreed to proceed with the variance approach. Cami will work with the property owners and City Attorney to complete this.

Resident Lyle Hoaglund noted the great work that Laura did with the CARES funds and the good decision that the City Council made with the funds.

c) 2020-2021 Snow Removal Services

Joe Adams reviewed the Snow loading and hauling bids submitted for the 2020-2021 Snow season. Ims and DeCook both submitted bids. The numbers came in the same. DeCook is willing to keep a loader onsite in case of bad weather and they would be able to be here faster. Discussion on this and the request to have their bid updated to reflect this. Motion made by Member Hofstad, second by Member Nash to accept the offer with DeCook with the addition of the verbiage on keeping equipment onsite. Motion passed unanimously.

d) City Hall Remodel Project

Joe Adams presented the bid he got on the work for the City Hall office project. He noted that he did reach out to several different contractors to get a bid but many are just too busy for this. He did get background references on Kramer for the work they have done and they are highly recommended. Member Davern asked if this was posted to get bids; were they posted where we are supposed to post it? There are places where we are supposed to be posting this. Cami noted that we are not required and Member Davern responded that we may not be required but it is a good practice to do this.

Member Nash noted using the CARES dollars to offset some of this project which has to be done by November 15. Member Davern noted she still wants to see this posted and a more formal process completed. Member Blair asked how many people Joe reached out to. Joe responded that he reached out to 4 contractors that he actually spoke to, left several messages with others who did not return his call. He believes in total it was 10-12. Council discussed the need to post versus not posting. Member Blair noted that he heard we are following the process properly so is this a process versus desires? Joe contacted several people which is the process.

Motion made by Member Blair, second by Member Hofstad to continue to move forward with Kramer contracting and the project. Member Nash noted he agrees with what Sharon is saying, posting is good, but due to the timeline we are presented and the timeliness. Member Blair asked Member Nash what guidelines does he feel we should be following? Member Nash noted to follow the guidelines, follow the statute. Staff responded that we are following the State Statute. Discussion continued. Motion passed unanimously.

e) RESOLUTION 2020-21 RESOLUTION AUTHORIZING CERTIFICATION OF A SEWER CONNECTION FEE

Motion made by Member Nash, second by Member Davern to approve Resolution 2020-21 Authorizing Certification of a Sewer Connection Fee. Motion passed unanimously.

f) Resolution 2020-22 - 2020 Budget Transfers Resolution

Motion made by Member Nash, second by Member Blair to approve Resolution 2020-22 for Budget Transfers 2020. Motion passed unanimously.

g) 2021 Public Works CIP Budget

Joe Adams discussed several items that he is proposing for the 2021 Public Works CIP Budget.

- He brought forward pricing on a new snow plow truck and discussed problems with the current one. The low bid, from the State Contract pricing is \$141,548. Cami wanted Council to be aware of this being proposed and the last payment on the loader is in 2021.
- New tires on the tractor at a cost of \$4,742.
- Concrete Bunker Blocks - \$5,000.

These items will be discussed further as part of the budget for 2021.

8. TBD

a) **Public Works Report** - None

b) **City Clerk Report** – None

c) **Consultant Report** – Cami noted a resolution coming to the next meeting for calling of the Refunding bond.

d) **Committee Report** - None

e) **Council Member Report**

- Member Nash – he gave an update on his meeting with Scott Rose. Scott will be contacting the residents himself and an update will be brought back to us.

f) **Mayor Report** – Mayor Bradford gave an update on the school COVID Advisory Committee.

9. Executive Session - None

10. Adjourn – Motion made by Member Nash, second by Member Hofstad to adjourn the meeting at 7:54 pm. Motion passed unanimously.