

LOCAL BOARD OF APPEAL AND EQUALIZATION MEETING

1. Call to Order

Mayor Bradford called the meeting to order at 6:00 p.m.

Present: Mayor Chuck Bradford
Councilmembers Lyle Hoaglund,
Jeffrey Ingalls, and Bill Kinney

Absent: Councilmember Kent Keller

Others Present: City Clerk-Treasurer Shirley Buecksler
Public Works Lead Joe Adams
Public Works Wade Schroeder
Ryan DeCook, Jeremy Ferrar, and Matt Knotts – Dodge County
Assessor's Office

2. Local Board of Appeal and Equalization

General rules of the Local Board of Appeal and Equalization meeting:

- All appeals will be heard by City Council before making a ruling.
- Everyone should remain civil and open minded.
- The burden of proof is on the taxpayer, so they must be prepared to present an appeal.
- The Assessor's Office must be in attendance and make record of adjustment and provide clarification to the Local Board.
- The purpose of the meeting is to discuss value and/or classification (no tax appeals).
- The scheduled meeting is for the valuation listed on the 2022 valuation notice payable 2023.
- Taxpayers who refuse a property inspection/review are not allowed to appeal.
- If Council chooses not to make a change, the taxpayer is allowed to present their appeal to the County Board on June 28, 2022.

Assessor Ryan DeCook gave an introduction and provided the Local Board of Appeal and Equalization report. Also attending tonight's meeting are Jeremy Ferrar and Matt Knotts from the Dodge County Assessor's Office.

Mr. DeCook said we had some issues county-wide with residential being the most. Mantorville had 19 sales in the 2021 sales period. Median ratio was 79.13%. Required to do a 14.81 increase, and the final ratio was 93.95%. The adjusted ratio is now in the acceptable range.

The Dodge County Assessor's Office received one appeal. The did a preliminary appeal of the property and are going to recommend an adjustment.

Agricultural, 54% of market in 2021 and will shift down to 51%. Going forward, we are seeing an increase in agricultural acreage sales prices.

The sales comparison report is for the period of October 2020 through September 2021.

Mr. Ferrar spoke regarding 121 5th Street. The owner purchased the property in 2021. The Assessor's Office visited the property and made some adjustments. New property rate: \$222,200. Ratio is 93.95%. Recommending adjustment to \$222,200.

Motion was made by Councilmember Ingalls and seconded by Councilmember Kinney to approve the adjustment of \$222,200 for 121 5th Street.

Vote: 4 ayes / 0 nays. Motion carried – that adjustment will be made.

Jason (Richard) Fritz, 129 State Highway 57, voiced his concerns on market valuation.

Mayor Bradford said the Board will hear the appeal and deny it, giving the County Board the ability to look at it.

Mr. DeCook said, since the property owner is here, we can look at it before June 28th. Mr. Ferrar will contact you for a review and work with you for an adjustment.

Motion was made by Councilmember Kinney and seconded by Councilmember Ingalls to make no change at this time for 129 State Highway 57.

Vote: 4 ayes / 0 nays. Motion carried.

The property owner for 61847 260th Avenue expressed his concerns about his property value. Mr. DeCook let him know that he actually lives in Mantorville Township but, fortunately, he has not missed the meeting scheduled for Thursday. Mr. Ferrar will email the property owner to set up a review with him.

Mr. DeCook said postcards will be sent out to the community after Mr. Ferrar's review.

Mayor Bradford asked if the housing bubble is going to stop? Mr. DeCook said it is softening but they are still selling.

The Board kept the meeting open until 6:30 pm for any other appeals, but no one else appeared before the Board. Mr. DeCook said, after today, the appeal time has ended.

Mayor Bradford closed the Local Board of Appeal and Equalization at 6:30 pm.

CITY COUNCIL MEETING

1. Call to Order

Mayor Bradford called the meeting to order at 6:30 p.m.

Present: Mayor Chuck Bradford
Councilmembers Lyle Hoaglund,
Jeffrey Ingalls, and Bill Kinney

Absent: Councilmember Kent Keller

Others Present: City Clerk-Treasurer Shirley Buecksler
Public Works Lead Joe Adams
Public Works Wade Schroeder
City Engineer Tim Hruska, WHKS
Prosecuting Attorney Dave Jacobsen, Jacobsen Law Firm
City Attorney Dave Anderson, Kennedy & Graven

2. Pledge of Allegiance

Everyone stood and recited the Pledge of Allegiance.

3. Changes to the Agenda

Council approved the agenda, as presented.

4. Consent Agenda

- A. Regular City Council Meeting Minutes of January 10, 2022
- B. Regular City Council Meeting Minutes of January 24, 2022
- C. Regular City Council Meeting Minutes of February 14, 2022
- D. Regular City Council Meeting Minutes of February 28, 2022
- E. Accounts Payable Claims List for April 25, 2022
- F. Dodge County Board of Commissioners Meeting Minutes of March 22, 2022
- G. Chamber of Commerce Meeting Minutes of April 6, 2022

Motion was made by Councilmember Hoaglund and seconded by Councilmember Ingalls to approve the Consent Agenda, as presented.

Vote: 4 ayes / 0 nays. Motion carried.

5. Proclamations, Presentations and Recognitions

- A. Presentation by David Jacobsen, Prosecuting Attorney – Jacobsen Law Firm

Attorney Jacobsen introduced himself and described his role as the Prosecuting Attorney for the City of Mantorville. He also works with the Civil Attorney and County Attorney. Jacobsen Law Firm's main office is located in Northfield but they have a small satellite office in Wanamingo. They also do work for New Trier.

Attorney Jacobsen has been the Prosecuting Attorney for the City of Mantorville since 2014. Attorney AJ Lindell from his office was hired in 2020. They handle city limits, adult, petty, misdemeanor offenses, disorderly conducts and assaults. Juvenile is handled by Statute and felony proceedings by the County Attorney. It's been fairly quiet, with no criminal complaints last year. We've had some nuisance issues but it's calmed down now. He meets quarterly with the Dodge County Criminal Justice Committee. There are other groups, as well.

Councilmember Ingalls asked if there are any improvements or changes that we can make in Mantorville?

Attorney Jacobsen said a while back there was a construction project in Mantorville about four years ago, and the axle weight limit came up. Mantorville is a good community where education is important. Mantorville has a good system here and a good working relationship with the Dodge County Sheriff's Office.

Council thanked Attorney Jacobsen for his presentation.

6. Public Concerns

No one addressed the Council.

7. Public Hearings

A. Public Hearing Regarding Annexing Certain Lands from Mantorville Township – Petition from Bigelow Homes; Ordinance No. 2022-02 and Resolution No. 2022-14

City Attorney Dave Anderson joined the meeting via phone. He instructed the City Clerk to ensure the same group of property owners (within 350 feet of the annexed area) receive future notices of public hearings.

Mayor Bradford opened the public hearing at 6:55 pm.

Residents with properties near the proposed annexation area had the following questions:

- 1) Will there be just one road going into the development?
 - Engineer Hruska said the general layout is one road. 33 homes with two out lots in their concept, one-third acre in size. Community sewer and well systems. This is the process for annexation. There will be future hearings for the plat and layout. Some of that included how the City serves them for sewer. We do have some options for sewer but not for water without building infrastructure.
- 2) The biggest concern is where water will run off and it will run to our properties in Rolling Hills. We want to see the water routed in other ways.
 - Mayor Bradford said new construction or new improvements, by ordinance, cannot cause water run-off problems to adjacent properties.
 - Engineer Hruska said there will be City of Mantorville and Minnesota Pollution Control Agency ordinances to abide by.

- 3) What is the benefit to the builder?
- Engineer Hruska said, in order to connect to sewer, they need to be in the City of Mantorville.
 - Attorney Anderson said the Statute that the City Council is considering is specific to properties under 120 acres, not currently served by wastewater services. If and when Mr. Bigelow wants to plat, subdivide and develop, and wants to be on sewer, they would need to annex. Other applications will be needed, public streets put in, sewer mains, and storm water system. That would all come later. There would be a development agreement. The last one in Mantorville was Stagecoach Trails. The only Council decision tonight is whether to annex. Council will need to open the public hearing and take questions and comments. Only a discretionary decision by Council tonight.
 - Mayor Bradford added that there is a perceived value increase for being within the City. We want to hear from anyone with concerns or comments.
- 4) Any change for those of us still in the Township? As a neighboring property, I am concerned about water and other concerns.
- Councilmember Hoaglund said the City Council has not seen a preliminary plat, yet. It is still early.
- 5) We are fine with homes going in. It's the water in the area, as well as water and sewer concerns.
- Councilmember Hoaglund said it's inevitable that there may be more annexations in the future. It's a good thing for the future of Mantorville.
- 6) What's the difference between City and Township? A financial piece?
- Mayor Bradford said there are two governing properties. Their board services are like the City Council but Township has more of a rural focus. The City will have more of a city focus. And both apply those evenly. I am proud that the City of Mantorville has been vigilant in keeping property taxes low.

Attorney Anderson will work with the City Clerk to get everything submitted to the Minnesota State Law Judge.

Hearing from no one else wishing to speak, Mayor Bradford closed the public hearing at 7:12 pm.

Motion was made by Councilmember Ingalls and seconded by Councilmember Hoaglund to pass Ordinance No. 2022-02 Annexing Certain Lands from Mantorville Township.

Vote: 4 ayes / 0 nays. Motion carried.

Motion was made by Councilmember Hoaglund and seconded by Councilmember Ingalls to adopt Resolution No. 2022-14 Authorizing Publication of Ordinance by Title and Summary.

Vote: 4 ayes / 0 nays. Motion carried.

8. Public Safety Update

There was no update.

9. Old Business/New Business

A. 2022 Street Reconstruction Plan Approval

Engineer Hruska discussed the 2022 Street Reconstruction Plan. We have completed plans and specifications for the alleyway between 5th and 6th Streets west of the Highway behind the Saloon; half block of 4th Street from Clay Street up the hill; 5th Street to redo the watermain grading; redoing an older portion of Mantor Drive; and sanitary sewer repair on 5th Street (5-10 feet replacement of main). The plan is to receive bids on May 19th. Engineer Hruska will work with the City Clerk on the newspaper notice, which must be ten days prior.

Motion was made by Councilmember Kinney and seconded by Councilmember Hoaglund to approve plans, specifications and ad for bid.

Vote: 4 ayes / 0 nays. Motion carried.

B. Dodge County, Minnesota, Multi-Hazard Mitigation Plan, Resolution No. 2022-17

The Multi-Hazard Mitigation Plan (MHMP) is a requirement of the Federal Disaster Mitigation Act of 2000. According to the MHMP, the development of a local government plan is required to maintain eligibility for federal hazard mitigation grant funding programs. For communities to be eligible for future mitigation funds, they must adopt an MHMP.

Motion was made by Councilmember Hoaglund and seconded by Councilmember Kinney to adopt Resolution No. 2022-17 Adopting the Dodge County, Minnesota, Multi-Hazard Mitigation Plan.

Vote: 4 ayes / 0 nays. Motion carried.

C. Electric Charges for Riverside Park (Power Pole)

During recent discussions, Council requested that Staff bring back information on electric charges for two power poles located in Riverside Park. A chart of usage and costs for January through December 2021 for the pole located at 4th Street by the ice rink and also the pole located at the corner of 4th and Clay Streets was included in the Council's packet for review, as well as a copy of the December 2021 bill from Xcel Energy for both poles with a breakdown of charges.

Discussion:

Councilmember Hoaglund: The electrical inspector will make us bring it up to code. Hoaglund and Public Works Lead Adams met with Xcel at the site recently. Xcel approved putting the cable onto their new pole next to it, which will alleviate the hazard

with the old pole. There is no cost to do this. Adams reached out to the electrician to get power to the pole.

Councilmember Hoaglund: Xcel can do that at no cost. We will have to pay to upgrade the lights, switch breaker, and outlets. Do we want to spend \$5,000 to save \$300 annually? If we bury the wire, the kilowatt hours will increase a bit but you will eliminate about \$300 in minimal charges. It may make sense down the road.

Councilmember Ingalls: Less money to upgrade than to bury it.

Councilmember Hoaglund: We can leave it as is if we don't run new cable to it.

Councilmember Ingalls: How much to bury between the two poles?

Mayor Bradford: That gets it out from going over Highway 57. If we address the hazard and get the wire under Highway 57, the base fee is a lower priority.

Councilmember Ingalls: I am concerned about doing it twice when Highway 57 goes through.

Councilmember Hoaglund: The plan is to cut the rotted part of the pole off but keeping it at 25 feet minimum yet.

Mayor Bradford: The solution is either burying a short piece of wire and eliminating the meter but when they do Highway 57?

Councilmember Hoaglund: Xcel's policy is they do not want any foreign equipment on their poles. We would own the wire. They don't want to be liable. Engineer Hruska will set up a meeting with Xcel as the Highway 57 project gets closer.

Councilmember Ingalls: This may be premature.

Mayor Bradford: Let's address the hazard and put off the rest for now.

Councilmember Kinney: The Park Board's primary concern is with addressing the hazard.

Motion was made by Councilmember Hoaglund and seconded by Councilmember Ingalls to hire an electrician to reconnect the next service drop on the old pole, cut off the top of the pole and connect the lights.

Vote: 4 ayes / 0 nays. Motion carried.

D. 605 Walnut Street Utility Bill Charges

During construction of Walnut Street in 2021, the property owner at 605 Walnut Street started noticing issues with her utility bill and thought it may be related to the water

meter. The average water usage in the five months prior to the 2021 Walnut Street project was only 4,200 gallons per month (May through September 2021). The owner stated that she does not use a lot of water each month.

Starting in November 2021, the water meter sent readings for usage of:

November 2021	13,100 gallons
December 2021	12,000 gallons
January 2022	6,500 gallons
February 2022	18,900 gallons
March 2022	1,400 gallons

The owner has been in to City Hall on several occasions requesting assistance in resolving this problem. In March 2022, the meter was replaced with a new one. The usage shown above for March 2022 is only 1,400 gallons. The new meter appears to be working properly.

On December 13, 2021, the property owner was issued a credit in the amount of \$106.16. She stated at that time that she was instructed to leave her water running low.

Based on calculations using an average of 4,200 gallons per month, the months of November 2021 through December 2022 would amount to a credit of \$321.99.

Mayor Bradford said it sounds like a faulty meter was the cause.

Motion was made by Councilmember Hoaglund and seconded by Councilmember Kinney to issue a refund to the property owner at 605 Walnut Street in the amount of \$321.99.

Vote: 4 ayes / 0 nays. Motion carried.

E. American Rescue Plan Act Standard Allowance Revenue Loss, Resolution No. 2022-18

The City of Mantorville received \$64,019.30 plus a redistributed amount of \$2,096.46 in 2021 under the American Rescue Plan Act (ARPA). The Department of Treasury requirements include submission of a Project and Expenditure Report for the period of March 2021 through March 2022, due by April 30, 2022. This report was completed and submitted by the City Clerk on April 22, 2022. Enclosed is the report for Council review, as well as a resolution for adoption to elect the standard allowance under the revenue loss provision of the Coronavirus Local Fiscal Recovery Fund.

Motion was made by Councilmember Ingalls and seconded by Councilmember Hoaglund to adopt Resolution No. 2022-18 To Elect the Standard Allowance Available Under the Revenue Loss Provision of the Coronavirus Local Fiscal Recovery Fund Established Under the American Rescue Plan Act.

Vote: 4 ayes / 0 nays. Motion carried.

10. Tabled Items – *These are items that the Council has previously discussed and voted to table, take action on, or continue discussion of at a later date. These items may be brought back by the Council for discussion at any future meeting. - None*

11. Reports

A. Public Works Report

- 1) Public Works Lead Adams said the cost for spring street sweeping with S.L. Contracting, Inc. will cost \$2,400.00. Looking for Council approval.

Motion was made by Councilmember Kinney and seconded by Councilmember Ingalls to approve street sweeping by S.L. Contracting, Inc. at a cost not to exceed \$2,400.00.

Vote: 4 ayes / 0 nays. Motion carried.

- 2) Brush cleanup will begin the week after Mother's Day.
- 3) Concrete for the fountain at Riverside Park:

Budgeted \$5,800.00

Fountain \$3,100.00

Concrete and bench, four other bend pads, and fix trip hazards by dam \$2,500.00

Total: \$5,600.00

Motion was made by Councilmember Ingalls and seconded by Councilmember Hoaglund to approve \$5,600.00 for the work listed.

Vote: 4 ayes / 0 nays. Motion carried.

- 4) For Arbor Day, we will be planting a Maple tree on 4th Street at 1:00 pm, April 29th. The tree is 20 feet and cost \$225.00. We may need to have it dug in with an auger.
- 5) Discussion of the bucket truck included whether it should be repaired.

The repair shop in Dodge Center may give an estimate, but it could be expensive. Adams said Public Works doesn't use it much and would prefer to get a smaller unit in a couple of years. It's not a high priority.

Mayor Bradford said he is not interested in fixing it and we should sell it for what we can get at auction. It was a hard line coming down the boom when it broke down and he is concerned about the next line going.

Councilmember Kinney agreed on deciding after getting an estimate.

Councilmember Hoaglund will talk to the Dodge Center shop.

Schroeder said the lift has to be inspected. The truck is a 1981.

- 6) Adams talked with Maxson Electric regarding LED lights. We have to wait for the ground to be not so soft.

B. City Clerk Report

1) Electronic Storage

City Clerk Buecksler brought forward an agreement with OPG-3/Laserfiche for electronic storage for Council consideration. Councilmember Ingalls had questions about charges for additional storage and will contact Sean Nilan at OPG-3.

Motion was made by Councilmember Ingalls and seconded by Councilmember Hoaglund to table this item.

Vote: 4 ayes / 0 nays. Motion carried.

C. Consultant Report

There was nothing to report.

D. Committee Reports

- 1) Chamber
- 2) Economic Development Authority
- 3) Fire Department
- 4) Infrastructure
- 5) Kasson Mantorville Joint Powers
- 6) Mantorville Restoration Association
- 7) Park and Recreation Board – meeting tomorrow night with park walk-throughs.
- 8) Personnel
- 9) Relief
- 10) Township

E. Councilmember Reports

Councilmember Ingalls:

Do we have measurements for the camp sites by the shed?

Adams said the Fire Department will be coming to the next Park Board meeting. 100 feet x 50 feet is the total area, which would give 33-foot x 50-foot lots for campers. Three camp sites would be the max. Henry Blair added that the rule is 10 feet between trailers, so it's possible to fit four camp sites, but that doesn't include room for slide-outs. Adams is proposing three camp sites.

Councilmember Ingalls:

Is the shed salvageable? Adams said yes, we will see what the Fire Department proposes.

Mayor Bradford asked if Council is interested in meeting on May 2nd to move forward with the shed?

Councilmember Hoaglund said it can wait until the regular Council meeting on May 9th. Council will have an answer then.

Councilmember Hoaglund:

The Marigold Days Committee would like permission to use Goat Island for the fireworks show on September 10th at 8:30 pm. Rain date is Sunday at 8:30 pm.

Motion was made by Councilmember Ingalls and seconded by Councilmember Kinney to approve the use of Goat Island for the fireworks show during Marigold Days weekend.

Vote: 4 ayes / 0 nays. Motion carried.

Councilmember Hoaglund said the Marigold Days Committee met regarding fireworks. They had budgeted \$2,000.00 but the cost has increased by 25%. They were also told to expect delays, so they're looking for another sponsor. Another \$500.00 is needed, for a total of \$2,500.00. Mayor Bradford will bring this request to the Economic Development Authority at their next meeting.

Councilmember Hoaglund received a call from Becky Schletty, concerned regarding the mess from the watermain break. She was just looking for an explanation which he provided, he said.

Councilmember Kinney:

Concerned about the flags on the north end of town. The Mantorville City sign is on one side of the road but the property owner on the other side of the road has flags that are very concerning, especially with children passing by on busses. There are two houses with the flag on both properties. It is sad that this is the first thing people see coming in to Mantorville.

F. Mayor's Report

Mayor Bradford had nothing else to report.

12. Executive Session

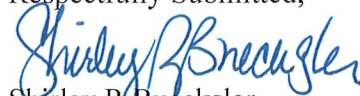
There was no executive session.

13. Adjourn

Motion was made by Councilmember Ingalls and seconded by Councilmember Hoaglund to adjourn the meeting at 8:24 p.m.

Vote: 4 ayes / 0 nays. Meeting adjourned.

Respectfully Submitted,



Shirley R. Buecksler
City Clerk-Treasurer