

City of Mantorville
City Council Minutes
July 11, 2022

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 (joined remotely via phone), Kent Keller, and Bill Kinney

Absent: None

Others Present: City Clerk-Treasurer Shirley Buecksler
Public Works Lead Joe Adams
Public Works Wade Schroeder
City Engineer Tim Hruska, WHKS
Jason Boynton, Smith Schafer Associates, Ltd.
Mantorville Fire Chief Steve Fairchild
Dodge County Sheriff Scott Rose

2. Pledge of Allegiance

Everyone stood and recited the Pledge of Allegiance.

3. Changes to the Agenda

Council approved the agenda, as presented.

Vote: 5 ayes / 0 nays. Motion carried.

4. Consent Agenda

- A. Regular City Council Meeting Minutes of June 27, 2022
- B. Parks & Recreation Board Meeting Minutes of May 31, 2022
- C. Accounts Payable Claims List for July 11, 2022

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

Vote: 5 ayes / 0 nays. Motion carried.

5. Proclamations, Presentations and Recognitions

- A. Presentation: 2021 Audit Review by Jason Boynton, Smith Schafer Associates, Ltd.

Jason Boynton presented the 2021 Audit Review and answered questions from Council.

6. Public Safety Update

A. Mantorville Fire Department

- 1) General Meeting Minutes of July 6, 2022
- 2) Amendment to Addendum A, Mantorville Fire and Rescue Department

Fire Chief Fairchild discussed the changes made to Addendum A:

Page 1 – updated list of Captains

Page 2 – updated chain of command list

Page 8 – changed Truck Maintenance Officer to Vehicle Maintenance Officer to match the list on page 1

Motion was made by Councilmember Kinney and seconded by Councilmember Hoaglund to approve the changes to Addendum A, as presented.

Vote: 5 ayes / 0 nays. Motion carried.

B. Dodge County Sheriff's Office

- 1) Sheriff's Report for Mantorville, June 2022
- 2) Licensing for Golf Carts

Sheriff Rose discussed licensing for golf carts, All Terrain Vehicles (ATVs) and Utility Terrain Vehicles (UTVs), which have different restrictions. Dodge Center's ordinance was included in the Council's packet and works well from an enforcement standpoint. Annual registration gives the City the opportunity to remind the licensee of regulations. The City of Byron's tabs match the color of the sticker the Department of Motor Vehicles issues each year. Sheriff Rose recommended an annual license by calendar year. The biggest issue is underaged drivers. If there wasn't something specific laid out in the ordinance before, this ordinance would lay it out now. Having an ordinance allows us to educate the public. Annual registrations also provide law enforcement with current owner information and a description of the vehicle.

Council discussed golf carts driving after dark with no lights on, sometimes with three or four kids on the cart, driving on the trails. This is especially in the Rolling Hills area.

Discussion also included resident complaints regarding jake braking. There would need to be an exception for the big truck parade. If it's worded in the ordinance for special events and any signage is covered up, it could be an exception.

Council directed the Infrastructure Committee to work with Sheriff Rose and discuss an ordinance for golf carts, ATVs and UTVs, as well as jake braking.

7. Public Concerns

The following citizen(s) addressed the Council:

- John Buckingham regarding the Bromley Repair Shop property located at 720 North Main Street. This property is in the Transitional District and abuts the R-2 Multi-Dwelling and Commercial Districts. Per City Code, properties in the Transitional District point to the abutting district with the most restrictive requirements which, in this case, would be R-2.

The R-2 District would not allow for the Mr. Buckingham's client to put a business there without submitting for a zoning amendment or variance. The potential buyer would have a construction business and office. The current owner was not aware that the property had changed to Transitional. A gas station (Hilltop Mobile was mentioned) was located on this property prior to Bromley Repair Shop. The new owner would like to close on the property by the end of July.

Council discussion included whether or not a commercial business could be grandfathered to the new owner. The City would like to see a successful business at this location, but also has a responsibility to the neighboring properties and will need to follow the proper steps.

Council directed the City Clerk to contact the City Attorney for clarification and bring back to the July 25, 2022 Council Meeting.

8. Public Hearings

- A. Application for Variance from Section 150.071 (Transitional District) and Section 150.070 (R-2 Multi-Family Residential District) of the Mantorville City Code to Allow for the Construction of a Single-Family Dwelling with Reduced Setbacks from the Property Line, 408 West Street – Applicants Ben Bolster and Mike Bolster

Motion was made by Councilmember Kinney and seconded by Councilmember Keller to open the public hearing at 7:23 pm.

Vote: 5 ayes / 0 nays. Motion carried.

John Buckingham spoke and said this is currently a vacant lot. It will have a single-family residence. He agrees that the homes on 408 West Street should be lined up with the same setback of 11 ½ feet. He supports Council approval of this variance.

There being no further comments, Motion was made by Councilmember Hoaglund and seconded by Councilmember Ingalls to close the public hearing at 7:24 pm.

Vote: 5 ayes / 0 nays. Motion carried.

Motion was made by Councilmember Keller and seconded by Councilmember Hoaglund to adopt Resolution No. 2022-30 Granting a Variance for Certain Real Property Located at 408 West Street, Mantorville, Minnesota.

Vote: 5 ayes / 0 nays. Motion carried.

9. Old Business/New Business

A. Street Project Evaluation

Discussion:

Councilmember Keller met with property owners and Joe Adams on June 30th and July 7th. Both were good meetings on ideas and concepts. A summary of comments was included in tonight's Council packet. All but two property owners signed that they are in favor of the concept. He stated that we all had a chance to look at the project plans. After the project was done, some things were obvious that should have been done. Per Engineer Hruska, Councilmember Keller said if the grade is less than two percent (2%), there is a risk of pooling for a while, as well as depressions filled up after grass is established.

Engineer Hruska said you need to understand that you are changing running water adjacent to the roadway. You also stated that water will go across some hard surfaces. When you start from Walnut Street to West Street, that is a flat grade, so it will be hard to get that water to drain. If you're filling, it will have some differential settlement occurring. When the grass grows and gets established, low areas will be covered by grass and the vegetation will dry that up.

Councilmember Keller said the overriding concept is before lawns went out to the street, there were no ditches and there were no problems. It wouldn't be fair to blame Engineering, the City, or anyone else for putting it in the way it is because, without those aesthetics considerations, the 2019 project was a very practical street project.

Councilmember Hoaglund asked if the catch basin at the corner of 3rd and Clay Streets was discussed? Councilmember Keller said it was looked at. We can contour it down to where they can mow it, but it's really a big question whether it really needs to be that deep or raise it a couple of rings. Engineer Hruska agreed with Joe Adams that it needs to be raised. It's mainly whether or not you're pushing all that water across the intersection at the end. The biggest concern is going to be when you have snow melt and having refreeze across your road in winter.

Mayor Bradford asked what implications there are for Inflow and Infiltration (I&I) and what can we do to harden that? Engineer Hruska said when we did that project, we put in new manholes and new sewer pipes in that area. We put in I&I barriers and sealed rings with gaskets. You've done what you need for I&I, and they won't be pushing up.

Councilmember Keller asked why manholes are blowing off during storms? Engineer Hruska said manhole chimneys, cracks, sump pumps, all sorts of potential for cross contamination. The City is doing work to minimize I&I by doing sump pump inspections during meter replacement and manhole casting improvements with street projects. Councilmember Keller suggested that infiltration should be addressed again, especially any sump pumps discharging into the sanitary sewer.

Councilmember Ingalls said some property owners agreed that the situation was not perfect but didn't want to be involved in further improvements. Councilmember Ingalls said a good half of the people he talked to didn't want their property touched again. They were disturbed enough with the project that, essentially, they got it to where they want it to be and don't want anything touched. He said he knocked on every door he could for people who did not provide some sort of feedback. Most of those people were saying such things as the grass was less than ideal, there was netting in the grass, and problems initially, but they took it upon themselves to fix it.

Councilmember Keller said the map in the Council's packet from WHKS indicates the areas that would be disturbed. On the west side of Walnut Street, south side of 3rd Street (corner) and next to it – no changes would be done. That was the plan.

Councilmember Ingalls will compare the map to the feedback he received.

Councilmember Keller said there were only two properties that would be disturbed that were not at the meeting and didn't respond:

Northeast corner of Walnut and 3rd Street; and
Northeast corner of Clay and 4th Streets – Will Lambert would like his fixed.

Councilmember Keller said we don't plan to incur on anyone who doesn't want to be disturbed. The southeast corner of 4th and Walnut Streets would like it fixed, so this one was included.

With this plan, Mayor Bradford asked that we would have to do everything in green on the map? Engineer Hruska agreed. In general, all or nothing.

Mayor Bradford asked for any comments from the audience. Virgil Andrist said everyone wants it filled in to the way it was.

Joe Adams reached out to Hazelton. They would deliver clean fill from Kasson free of charge. He received the following bids for the work:

SL Contracting: \$29,760 (\$120 per load is not required; fill coming from Kasson)
Jason Williker: \$36,329
Hazelton: Did not bid, backed out today
DeCook: \$122,865

Adams said he gave the same paperwork to all contractors. If homeowners are watering, the contractor will guarantee it for one (1) year. The contractor is in charge of erosion control and taking it out. All bids are for hydroseed. Planning to pack it in as we go. Price includes the park, east of Virgil Andrist's property. Holding off until after Marigold Days, due to foot traffic.

Councilmember Keller said if that cannot be seeded this year, it will be done in the spring.

Bill Reding said residents would like a deduction on watering. Councilmember Keller said we would deduct the watering cost by only charging for the same amount of usage in September 2022 as was used in September 2021.

Mayor Bradford asked Councilmember Ingalls to let him know if he finds something that is a show stopper in his comparison. If so, he will schedule an emergency meeting.

Motion was made by Councilmember Keller and seconded by Councilmember Ingalls to move forward with the citizens' plan for renovating, per WHKS print, and award to SL Contracting.

Councilmember Hoaglund commented that the bid from Willikers is \$7,000 higher but they are a local contractor we've done work with in the past. He would vote to go with Willikers.

Councilmember Keller withdrew his motion. Councilmember Ingalls seconded the withdrawal. Motion carried.

Engineer Hruska reminded Council that they have to go with the lowest bid. Their hands are tied. In order to go with another contractor, Council would have to put in the ordinance to have "Best Value Selection." He recommended adding this to the Infrastructure Committee's agenda.

Motion was made by Councilmember Keller and seconded by Councilmember Hoaglund to move forward with the citizens' plan for renovating, per WHKS print, and award to SL Contracting.

Vote: 5 ayes / 0 nays. Motion carried.

Mayor Bradford said we will get the project moving as soon as possible. He appreciated everyone's due diligence and looking at a path forward. If anyone has concerns, come to City Hall or call Mayor Bradford as soon as you see an issue.

Councilmember Keller suggested that comments be directed to him to alleviate Joe Adams and Wade Schroeder's time.

Mayor Bradford said he contacted Elcor again. They said it was an "interesting theory" and could come out for a consulting fee.

Joe Adams will contact SL Contracting tomorrow morning.

10. Reports

A. Public Works Report

Adams had nothing to report.

B. City Clerk Report

- 1) Gretchen Lohrbach is now a Notary Public, so we have two Notaries in the office to serve our customers.
- 2) Dodge County Sheriff's Office is able to make identification badges for City Staff, Fire Department and Council at a cost of \$5.00 each. It will include a photo, City logo and name, employee name, and title. It's important for Staff to have identification to present when needed. The total is less than \$200.00, depending on how many are needed.
 - a. Council agreed that this is a good idea and will cover the cost for all employees – City and Fire, and Council.
- 3) The City's Certificate of Deposit (CD) at MBT Bank will mature on July 16, 2022. The current value is \$231,707.46 with a rate of .01521% for 12 months. MBT Bank could renew this CD for another 12 months at a rate of 0.6%. Bueckler checked with 4M Fund, where the City has a Certificate of Deposit, as well. The City could invest up to \$250,000.00 for 12 months at approximately 2.9%. Updated rates will be available on July 18th, since the mature date of July 16th is a Saturday.

Motion was made by Councilmember Hoaglund and seconded by Councilmember Kinney to move the City of Mantorville's Certificate of Deposit, in the amount of \$231,707.46, from MBT Bank to 4M Fund.

Vote: 5 ayes / 0 nays. Motion carried.

- 4) National Night Out
Discussed the event for August 2, 2022. Per the Minnesota Department of Health, all foods donated must be made in a commercial kitchen.
- 5) Long Grass Complaints – letters will be mailed to problem properties again.
- 6) Closing for 2022 Street Improvements Bond, Series 2022A – the closing went well and payment has been sent to the City.
- 7) State Primary August 9, 2022
 - a. Polls will be open from 7:00 am to 8:00 pm
 - b. The Candidate Filing Period is August 2 through August 16 during normal office hours. The filing fee is \$2.00.
 - c. Discussed moving the polling site from the Council Chambers to the Fire Department Training Room. It's the same address, so we would only need to post outside that it's been moved to the Fire Hall. Council agreed that this is a good idea, if it can be done.

C. Consultant Report

There was nothing to report.

D. Committee Reports

- 1) Chamber
- 2) Economic Development Authority
- 3) Fire Department – the Fire Department is purchasing Firemen lock boxes for all commercial buildings that will have a key inside. Only the Fire Department would

have access. Each business will be charged for it. Rochester has the same set-up. The Fire Department has also bought new tables and chairs. They also want to replace one of their trucks and will propose it at a future date.

- 4) Infrastructure
- 5) Kasson Mantorville Joint Powers – looking for a volunteer to attend the next meeting from 7:00 am to 8:00 am at the high school. Councilmember Hoaglund said he will attend.
- 6) Mantorville Restoration Association – meets tomorrow. They held a nice progressive dinner at each of the buildings and had a good turnout.
- 7) Park and Recreation Board
- 8) Personnel
- 9) Relief
- 10) Township

E. Councilmember Reports

There was nothing to report.

F. Mayor's Report

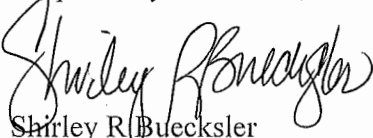
Mayors are having a milking contest at the Dodge County Fair again this year. Mayor Bradford said he took second place to the Mayor of Hayfield in 2021 and is looking to make first place this year.

11. Adjourn

Motion was made by Councilmember Keller and seconded by Councilmember Hoaglund to adjourn the meeting at 8:29 p.m.

Vote: 5 ayes / 0 nays. Meeting adjourned.

Respectfully Submitted,



Shirley R. Buecksler
City Clerk-Treasurer