

City of Mantorville
City Council Minutes
August 29, 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 (attended 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

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 August 15, 2022
- B. Dodge County Board of Commissioners Meeting Minutes of August 9, 2022
- C. Accounts Payable Claims List for August 15, 2022 in the Amount of \$37,285.55

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

Vote: 5 ayes / 0 nays. Motion carried.

5. Proclamations, Presentations and Recognitions

None.

6. Public Concerns

The following citizen(s) addressed the Council:

- 1) Carol Andrist asked how they should take care of lawns on the 3rd Street project.

Joe Adams said there will be something written up for everyone. The City Clerk will send it out to the 3rd Street group via email. Joe will provide the Deputy Clerk with the address for the vacant property, which the City will cover the cost for watering at that property. Mayor Bradford and Joe Adams will also drop information at each door.

- 2) Virgil Andrist commented that Public Works and Joe Adams have done a great job. He also thanked Councilmember Keller for getting the ball rolling on this.

Councilmember Keller appreciated Bill Reding and Virgil Andrist for being insightful, productive and civilized.

- 3) Paul Larsen stated that the minutes of the August 15, 2022 City Council meeting were discouraging regarding the Mantorville Restoration Association (MRA). He talked about the contributions the MRA has made to the community, along with 57 years of sponsorship to Marigold Days. He was very concerned about the comments made toward the MRA at the last Council meeting and wants to make sure everyone is aware of what the MRA has done for the community, including donations to many organizations who have come to them with requests.

Mayor Bradford asked Mr. Larsen if he can give an update on the ruins project? Mr. Larsen said the MRA has paid \$10,000 to \$12,000 for clearing so that the public may view the ruins of the Mantorville Brewery.

- 4) Bill Reding commented on Walnut Street and Snow Contracting. The intersection needs work because it dips in areas.

Joe Adams said he looked at it and will get City Engineer Hruska's opinion. He agreed that it needs to be addressed before winter. The one-year warranty has not started yet, not until the project is complete. Snow Contracting will be here to do the punch list of items, yet.

Joe Adams said he received pricing on the drain at \$15,000 for 60 feet, but he would like to do more research on costs first. He will follow up at the next meeting.

- 5) Bill Reding asked for an update on the Andrist insurance claim.

The City Clerk said it was sent to the City Attorney, who forwarded it to the League of Minnesota Cities Insurance Trust.

7. **Old Business/New Business**

- A. Application for Gambling Permit, Dodge County Pheasants Forever, October 22, 2022; Resolution No. 2022-37

Motion was made by Councilmember Keller and seconded by Councilmember Ingalls to adopt Resolution No. 2022-37 Approving an Application to Conduct Bingo and Raffle at Mantorville Saloon, 501 Main Street North, Mantorville, Minnesota – Pheasants Forever Dodge County, Chapter 776, October 22, 2022.

Vote: 5 ayes / 0 nays. Motion carried.

- B. Request to Use American Rescue Plan Act Funds for Purchase of Two Automated External Defibrillators (AEDs)

Staff requested approval to purchase two AEDs – one to be mounted in the City Offices and another to mount in the Fire Hall.

Estimated costs include:

Item Description	Cost for Each AED	Quantity	Total Cost
Automated External Defibrillator	\$1,995.00	2	\$3,990.00
Mounting Case/Bracket	\$59.00	2	\$118.00
Batteries	\$173.00	2	\$346.00
Pads (2 Adult / 2 Peds)	\$186.00	2	\$372.00
Totals:	\$2,413.00		\$4,826.00

Motion was made by Councilmember Kinney and seconded by Councilmember Hoaglund to approve the purchase of two Automated External Defibrillators in the amount of \$4,826.00 using American Rescue Plan Act (ARPA) funds.

Vote: 5 ayes / 0 nays. Motion carried.

- C. Discussion Regarding Old Utility Billing Accounts and Balances

The City has five utility billing accounts with charges from final bills processed on these accounts back in 2020 and 2021. These charges have continued forward since that time but have not been paid. For the three bills from 2020, the oldest two had no forwarding address, and the other was never paid. For the two bills from 2021, both owners had passed away.

Motion was made by Councilmember Keller and Councilmember Hoaglund to write off the amount listed for the following accounts:

Address	Billing Date	Amount Due	Reason
102 7 th Street East	1/03/2020	\$95.72	Final bill not paid; no forwarding address; new owner moved in 1/03/2020
325 5 th Street East	6/19/2020	\$103.92	Final bill not paid; no forwarding address; new owner moved in 6/19/2020
812 Chestnut Street	10/29/2020	\$67.56	Final bill not paid; new owner moved in 11/16/2020
803 Chestnut Street	6/25/2021	\$12.40	Owner passed away 2/10/2021; new owner moved in 6/25/2021
310 4 th Street West	9/30/2021	\$95.07	Owner passed away 4/22/2021; new owner moved in 11/01/2021
Total:		\$374.67	

Vote: 5 ayes / 0 nays. Motion carried.

D. Discussion Regarding City Hall Office Hours

Until recently, City Hall's regular office hours were 8:00 am to 4:30 pm Monday through Friday. These hours have been adjusted during the summer months (Memorial Day through Labor Day) over the past several years to close at Noon on Fridays.

Over the past year or so, Staff has heard from many customers, including some board commissioners, that they cannot get to City Hall for building permits, utility payments, etc. because they work in another city (i.e., Rochester) and cannot get here before our offices close at 4:30 pm. In consideration of all of our customers, Staff brought forward to Council on July 25th, a suggestion to change office hours year-round to 7:00 am to 5:30 pm Monday through Thursday and closed on Fridays. By opening an hour earlier and closing an hour later, this allows those customers and others to stop in before or after work. Council directed the City Clerk to discuss this with the Personnel Committee.

The Personnel Committee recommended that the City Clerk post a question on Facebook for feedback on City Hall's office hours. 17 'likes' were received, along with comments supporting the change. This feedback was given to the Personnel Committee, who approved the change in office hours on a trial basis starting August 8th.

Some community feedback was received that businesses would prefer the office be open on Fridays. Council requested that this item be brought forward for further discussion on August 29th. Staff provided information on office hours for cities of similar size as Mantorville, and call/customer logs for the City Clerk and Deputy City Clerk for the past two weeks.

Councilmember Hoaglund suggested looking at it in another month. Councilmember Kinney agreed.

Councilmember Ingalls said the City Clerk put a lot of thought into this, and the extra hours in the morning and evenings are helpful. He suggested making her number available to reach City Hall in an emergency.

Council directed Staff to continue with the current office hours of 7:00 am to 5:30 pm Monday through Thursday, closed on Fridays, and report back to Council in one month for further discussion.

8. Reports

A. Public Works Report

- 1) We are gearing up for Marigold Days. Mayor Bradford asked Joe Adams to let him know if he needs any help.
- 2) The 3rd Street project is looking good. Joe Adams will get more information for Bill Reding's property.

Councilmember Keller echoed Mr. Andrist's comments that Joe is extremely responsive and good to work with.

B. City Clerk Report

No report.

C. Consultant Report

No report.

D. Committee Reports

- 1) Chamber
- 2) Economic Development Authority
- 3) Finance/Budget
- 4) Fire Department
- 5) Infrastructure
- 6) Kasson Mantorville Joint Powers
- 7) Mantorville Restoration Association
- 8) Park Board

The next meeting is Tuesday, August 30th.

- 9) Personnel
- 10) Fire Relief
- 11) Township

E. Councilmember Reports

No reports.

F. Mayor's Report

- 1) On August 23rd, Mayor Bradford, Councilmember Keller and City Clerk Buecksler attended a meeting with Dodge Center Ambulance. They talked about options for increasing funds, such as a new taxing district. Ehlers is going to formulate other options and the next meeting will also include the Townships and the County for a county-wide district.

Councilmember Keller added that there wasn't much additional information above what Director Angie Jarrett presented at the last City Council meeting. One problem is that some cities and townships may pay into a taxing district while others may not.

Bill Reding questioned how many cities and townships receive money from Rochester Sales Tax.

Mayor Bradford said that was a one-time payment for economic development activity.

Councilmember Hoaglund added that they tried to extend the Rochester Sales Tax to Dodge Center, and they are still working on it.

- 2) Mayor Bradford reminded everyone that school starts on September 6th. Please watch out for buses and children.

9. Adjourn

Motion was made by Councilmember Keller and seconded by Councilmember Ingalls to adjourn the meeting at 7:22 p.m.

Vote: 5 ayes / 0 nays. Meeting adjourned.

Respectfully Submitted,



Shirley R Buecksler
City Clerk-Treasurer