

**City of Mantorville
City Council Minutes
October 10, 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,
Kent Keller and Bill Kinney

Absent: None

Others Present: City Clerk-Treasurer Shirley Buecksler
Public Works Lead Joe Adams
Public Works Wade Schroeder
Deputy City Clerk Gretchen Lohrbach

2. Pledge of Allegiance

Everyone stood and recited the Pledge of Allegiance.

3. Amendments/Approval of Agenda

Council added an Executive Session and approved the agenda, as amended.

4. Consent Agenda

A. Accounts Payable Claims List for October 10, 2022

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

Vote: 5 ayes / 0 nays. Motion carried.

5. Proclamations, Presentations and Recognitions

A. Presentation by Southeaster Minnesota Multi-County Housing & Redevelopment Authority (SEMMCHRA), Nick Koverman – Proposed Small Cities Development Program

Nick Koverman of SEMMCHRA presented the proposed Small Cities Development Program to the Council. This presentation was recently brought forward to the Economic Development Authority. SEMMCHRA is asking the City of Mantorville to adopt the resolution between the City SEMMCHRA, which was provided in the Council's packet.

There is no cost by the City until the grant is accepted by the Minnesota Department of Employment and Economic Development. SEMMCHRA is the grant administrator; the City is the grant licensee. These are federal tax dollars. The City would need to budget \$10,000.00 in 2025, to be spent in 2026. This may also be prepaid. Cities within Dodge County that are a part of the program include Claremont/West Concord (partnered), Hayfield, Dodge Center and Kasson.

Motion was made by Councilmember Ingalls and seconded by Councilmember Keller to adopt Resolution No. 2022-45, Declaring the City of Mantorville as the Applicant and Partner for the Proposed Mantorville Comprehensive Small Cities Development Program (SCDP) Rehabilitation Projects Contained in the Community Finance Preliminary Proposal.

Vote: 5 ayes / 0 nays. Motion carried.

6. Public Safety Update

- A. Mantorville Fire and Rescue General Meeting Minutes of October 5, 2022
- B. Dodge County Sheriff's Office Report for September 2022

7. Public Concerns

The following person(s) addressed the Council:

- Jerrod Kappers, 811 East Street
 - We need more places for kids to play and want to build towards the lot line. A structure/garage that matches the house. Want to add a section of the driveway; previous owner never added a culvert. We could make it five feet off the lot line and attached to the main house. The issue is an abandoned structure on the south corner and whether it belongs to the City or the neighbor.
 - Mayor Bradford recommended he work with Staff for the building permit.
- Virgil Andrist, 101 3rd Street West
 - What was the cost of redoing 3rd Street? How much in total do we have in that street?
 - Joe Adams has the bill at the shop for redoing the ditches but approximates it was \$30,000.00.
 - The Council should make a resolution that someone on the City Council could read the plans. They never would have approved that plan. It may be happening on West Street. Start looking so this doesn't happen again and look at your City Engineer.
 - Who was in charge of the job?
 - Mayor Bradford said WHKS had oversight of the project and were in charge.
 - Councilmember Ingalls asked if there are any suggestions for next time?

- Ask people who work in the field. Charlie Bradford, Greg Rud, and I can read plans, as well, Mr. Andrist said. Joe Adams could make suggestions will all of his experience.
 - Council agreed that this is a good suggestion that the City should take advantage of.
 - From an engineering standpoint, Councilmember Keller said the project was okay but not aesthetically pleasing for the property owners.
- Mr. Andrist said we had no idea the project was going on until the night of the pre-construction meeting. We need much earlier notifications. Thank you to Councilmember Keller for talking with him, that's what really got things going. It looks good now. No breaking of the street.
 - Councilmember Keller said if we meet like we did on the two Thursday nights regarding 3rd Street, we could go a long way.
- Kasson posts their meeting, then has three meetings prior to the project approved. Anyone can make a meeting. Go to every door and let them know what's happening.
 - Mayor Bradford said part of the initial planning stage is at a Council meeting. The Engineer brings in ideas, costs and options, then comes back with a cost estimate. The City sends letters to residents. There should be a preliminary discussion and a public hearing. Direction to the City Clerk to look at a resolution or ordinance or simply by convention that we have a process for this. Check with the City of Kasson for their rules.
 - Councilmember Hoaglund said it would be similar to a public hearing for a Conditional Use Permit.
 - Councilmember Keller said there are a lot more resources within our city. We should have a practice to know who they are and take advantage of it.
 - Councilmember Hoaglund said there must have been a plan presented at one time with ditches and culverts. It should have had curb and gutter. It looks good now.
 - Mr. Andrist said it doesn't need curb and gutter, but the downtown should. The park needed more ADA curb access and drive over curb.
 - Councilmember Keller said if we had these meetings, this information would have come out of it.
- Mr. Andrist said when contractors are done, you need to hold back payment.
 - Joe Adams said there is a retainer until the punch list is finalized, which is the same for Snow Contracting.
- Bill Reding, 220 6th Street West
 - What is the status of Walnut and 6th Street?
 - Joe Adams said Snow Contracting is redoing the intersection and working it out with the asphalt company. We may see tar put down this week or early next week.

8. Old Business/New Business

A. Health Insurance Renewal for 2023

Motion was made by Councilmember Ingalls and seconded by Councilmember Kinney to continue with both health insurance plans for 2023.

Vote: 5 ayes / 0 nays. Motion carried.

B. Ordinance Amendment Regarding the Planning and Zoning Commission

Mayor Bradford said he spoke with our legal team. We would like an individual Planning and Zoning Commission but to get it started, Council will serve as the Planning and Zoning Commissioners. When new Planning and Zoning members come on board, they will replace the members from Council.

1) Ordinance No. 2022-03 Amending Chapter 31 of the Mantorville City Code Regarding the Planning and Zoning Commission

Motion was made by Councilmember Ingalls and seconded by Councilmember Hoaglund to pass Ordinance No. 2022-03, Amending Chapter 31 of the Mantorville City Code Regarding the Planning and Zoning Commission.

Vote: 5 ayes / 0 nays. Motion carried.

2) Resolution No. 2022-43 Authorizing Publication of Ordinance by Title and Summary

Motion was made by Councilmember Keller and seconded by Councilmember Ingalls to adopt Resolution No. 2022-43, Authorizing Publication of Ordinance by Title and Summary.

Vote: 5 ayes / 0 nays. Motion carried.

3) Resolution No. 2022-44 Adopting Planning Commission Members

Motion was made by Councilmember Hoaglund and seconded by Councilmember Kinney to adopt Resolution No. 2022-44, Adopting Planning Commission Members.

Vote: 5 ayes / 0 nays. Motion carried.

9. Reports

A. Public Works Report

1) Estimate from Carr's Tree Service

- The estimate for the first phase for Emerald Ash Borer is \$8,885.85. This is part of the \$36,000.00 grant money from the Department of Natural Resources.

Motion was made by Councilmember Ingalls and seconded by Councilmember Kinney to approve \$8,885.85 to Carr's Tree Service.

Vote: 5 ayes / 0 nays. Motion carried.

- 2) Public Works is working on hydrant flushing right now. If residents have any rusty water, run it for a bit and it will clear up.

B. City Clerk Report

- 1) No report.

C. Consultant Report

- 1) No report.

D. Committee Reports

1) Chamber

- Final preparations for Fall Festival.
- Trolleys start next week to bring folks in from Rochester to the Hubbell House and shopping in Mantorville.
- Olde Fashioned Christmas – getting things ready.
- Corn stalks are up everywhere – a nice addition to the City.

2) Economic Development Authority

- Discussed grants, corn stalks, and the Trolley.

3) Finance/Budget

4) Fire Department

- The MRA is requesting to store the 1971 Suburban in the space now that Betsy is out of the shop (now in the shed). Joe Adams said we have the car trailer there but can measure if there is room and will get back to Councilmember Hoaglund on this.
- The Suburban was owned once by the Fire Department but it is titled by the MRA now. The MRA is currently paying \$175.00/month in storage fees for it.
- The float is also stored at the shop.
- The City Clerk will verify the City's liability in keeping the Suburban at the shop.

5) Infrastructure

6) Kasson Mantorville Joint Powers

7) Mantorville Restoration Association

- Meeting tomorrow.

8) Park Board

- Discussed the preliminary budget for 2023, Denneson Park, and costs.
- There is a new power pole at the park that replaced the rotten one – at no cost. A pole was donated by Xcel Energy and Kasson line crew came over and set it. When the fuse panel is installed, the old pole will be pulled out. There will be transfer costs involved. Joe Adams is expecting a quote from Maxson Electric.

9) Personnel

- An Executive Session will be held tonight.

10) Fire Relief

11) Township

E. Councilmember Reports

- 1) Councilmember Ingalls said he has received questions regarding the second half of the road project.
 - Joe Adams said they will be doing some regrading. He will meet with the contractor for information to answer any questions.
- 2) Councilmember Ingalls said there is a culvert in his neighbor's driveway and the water floods his house. All water from Councilmember Ingalls' house goes to his driveway. He encouraged Joe Adams to stop and talk with the neighbor and get it marked on a map for future road work. He will have deep water in his driveway during a big rain.

F. Mayor's Report

- 1) A shout out to Jane and John Olive for the corn they donated for the corn stalks. Also, Lynette Nash who donated pumpkins. All three assisted with manual labor, along with Councilmember Hoaglund and himself. Three other individuals showed up to help decorate, including Mayor Bradford's daughter. She helped with everything. Everyone had fun and brought this tradition back. Mayor Bradford thanked Councilmember Hoaglund for organizing this and making it happen.

10. Tabled Items – None.

11. Executive Session

Motion was made by Councilmember Ingalls and seconded by Councilmember Hoaglund to close the meeting and go into Executive Session.

Vote: 5 ayes / 0 nays. Motion carried. All people attending the meeting left the room.

Motion was made by Councilmember Hoaglund and seconded by Councilmember Ingalls to close the Executive Session and open the regular meeting.

Vote: 5 ayes / 0 nays. Motion carried.

Motion was made by Councilmember Ingalls and seconded by Councilmember Kinney to provide a four percent (4%) merit increase for Joe Adams, Wade Schroeder, Gretchen Lohrbach, and Shirley Buecksler. The motion also includes a six percent (6%) increase for

cost of living (COLA), averaged by three years, with the caveat if we need to normalize if the State is higher up, not down. The motion also includes a \$0.50 increase for Wade Schroeder retroactive to April 4, 2022, as was promised. COLA will be based on this new rate for Wade Schroeder.

Four percent merit plus six percent COLA = 10% increase for Joe Adams, Wade Schroeder, Gretchen Lohrbach, and Shirley Buecksler effective January 1, 2023.

Vote: 5 ayes / 0 nays. Motion carried.

12. Adjourn

Motion was made by Councilmember Ingalls and seconded by Councilmember Kinney to adjourn the meeting at 8:08 p.m.

Vote: 5 ayes / 0 nays. Meeting adjourned.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Shirley R. Buecksler". The signature is fluid and cursive, with the first name "Shirley" being the most prominent part.

Shirley R. Buecksler
City Clerk-Treasurer