

City of Mantorville  
Regular City Council Minutes  
January 9, 2023



A Swearing In Ceremony was held prior to the start of the meeting for Mayor Chuck Bradford and Councilmembers Jeffrey Ingalls, Greg Rud and Jessica Bradford.

**1. Call to Order**

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

Present: Mayor Chuck Bradford

Councilmembers:  
Jessica Bradford  
Lyle Hoaglund  
Jeffrey Ingalls  
Greg Rud

Absent: None

Others Present: City Clerk-Treasurer Shirley Buecksler  
Public Works Lead Joe Adams  
Public Works Wade Schroeder  
Fire Chief Duke Harbaugh

**2. Pledge of Allegiance**

Everyone stood and recited the Pledge of Allegiance.

**3. Changes to the Agenda**

Motion was made by Councilmember Ingalls and seconded by Councilmember Rud to add the following item to the agenda:

5A. Proclamation for National Law Enforcement Appreciation Day

Motion carried: 5 ayes / 0 nays

**4. Consent Agenda**

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

- A. Regular City Council Meeting Minutes of November 28, 2022
- B. Regular City Council Meeting Minutes of December 14, 2022
- C. Accounts Payable Claims List for January 9, 2023 in the amount of \$125,139.09
- D. Accounts Payable Claims List through year end 2022 in the amount of \$86,947.39

- E. Dodge County Board of Commissioners Meeting Minutes of December 13, 2022
- F. Wasioja Township Fire Contract for 2023-2025
- G. Engagement Letter with Smith, Schafer and Associates, Ltd. for 2022 Audit
- H. Chamber of Commerce Meeting Minutes of December 7, 2022
- I. Rental License Renewals for 2023
  - 605 Clay Street #2
  - 605 Clay Street #5
  - 605 Clay Street #6
  - 605 Clay Street #7

Motion carried: 5 ayes / 0 nays

**5. Proclamations, Presentations and Recognitions**

Mayor Bradford proclaimed January 9, 2023 National Law Enforcement Appreciation Day.

**6. Public Concerns**

The following citizen(s) addressed the Council:

- 1) Jim Potter said the sidewalk that crosses the bridge needs better cleaning of snow.

Other comments included the sign that reads, “No Snowmobiles on Sidewalk” is easily missed, and a suggestion to add a \$500 fine to the ordinance.

Joe Adams will contact DeCook to get the snow down further. If it’s plowed to the pavement, they won’t use the sidewalk and will use the road instead.

Councilmember Ingalls is willing to talk to the local snowmobile club. They may have other signage they could put up and could also remind their members.

- 2) Carol Andrist stated that drivers don’t slow up for the yield sign by the park and asked if a yield sign could be added to the other two streets (4<sup>th</sup> Street and Clay Street).

Council directed the City Clerk to contact the City Engineer regarding adding more signs with traffic control on all four sides.

- 3) A resident asked about the noise policy, especially dirt bikes on private property near Mantor Drive.

Council said this should be considered, along with the noise ordinance (i.e., jake braking).

A resident commented that dirt bikes ride around and make noise all summer versus only a minute of noise caused by jake braking.

**7. Public Safety Update**

**A. Mantorville Fire and Rescue General Meeting Minutes of January 4, 2023**

Fire Chief Harbaugh provided an update for Council from the Mantorville Fire and Rescue January 4, 2023 General Meeting.

**B. Donation to Mantorville Fire and Rescue; Resolution No. 2023-07**

Chief Harbaugh said the Fire Department (not Relief Association) received a donation of \$1,000.00 from MNCAER Pipeline Association. The Fire Department would like to use this money to purchase a new Mustang cold water suit.

Motion was made by Councilmember Ingalls and seconded by Councilmember Hoaglund to adopt the following resolution that will become part of the official records:

RESOLUTION NO. 2023-07  
A RESOLUTION ACCEPTING DONATION  
TO MANTORVILLE FIRE AND RESCUE

Motion carried: 5 ayes / 0 nays.

Motion was made by Councilmember Rud and seconded by Councilmember Bradford to approve the purchase of a Mustang cold water suit from the donation monies received.

Motion carried: 5 ayes / 0 nays.

**C. Dodge County Sheriff's Office Report for December 2022**

There was no one in attendance from the Sheriff's Office for comment.

**8. Public Hearings**

Motion was made by Councilmember Ingalls and seconded by Councilmember Rud to open the public hearings at 6:59 pm.

Motion carried: 5 ayes / 0 nays.

Public comment was received on all three public hearing items.

Motion was made by Councilmember Ingalls and seconded by Councilmember Hoaglund to close the public hearings at 7:41 pm.

Motion carried: 5 ayes / 0 nays.

Council returned to open session, discussed, and made motion on the following:

**A. Master Fee Schedule for 2023; Ordinance No. 2023-01, Resolution No. 2023-06**

Motion was made by Councilmember Ingalls and seconded by Councilmember Rud to pass the following ordinance and adopt the following resolution that will become part of the official records:

ORDINANCE NO. 2023-01  
AN ORDINANCE ADOPTING THE CITY OF MANTORVILLE  
MASTER FEE SCHEDULE FOR 2023

RESOLUTION NO. 2023-06  
A RESOLUTION AUTHORIZING PUBLICATION OF  
ORDINANCE NO. 2023-01 BY TITLE AND SUMMARY

Motion carried: 5 ayes / 0 nays.

**B. Assessment Fees for 408 West Street**

Mayor Bradford gave a brief history of the property located at 408 West Street. The lot was sold for \$6,000.00, substantially below market value. Owners requested a discount from the assessment fees of \$28,792.00. The City lowered the assessment fees by \$2,000.00 to \$26,792.00. In December 2022, a realtor agreed that \$6,000.00 plus the assessment of \$26,792.00 was at or below market value. Since that time, the owner requested additional discussion and Council was looking for public input.

Discussion included:

- Council could consider a further reduction.
- Any further reduction will have to come from unbudgeted funds from the 2023 budget or increase 2024 taxes. We should talk with the City Attorney now that the property is owned by a private owner. Any further reduction would be perceived as a gift or a grant from the City.
- The City could go to the Economic Development Authority (EDA) for funds.
  - This would be a conflict of interest – businesses and homeowners go to the EDA.
- What is the City's return on investment?
- The City isn't sitting on lots that we cannot sell. Mantorville is unique that way. It was a good decision to tear that house down. The lot has water and sewer and has a lot of value.
- The issue is a young couple paying for something from 13 years ago.
  - Had the City not demolished the building, the new owner would have the cost of removing that building.
- A recommendation for the owner to get letters from builders with their opinion of the value.

- Had the building still been there, what is the difference between when there was a livable home versus what is there today?
  - The burden is not on the City, but on the petitioner.
- Some builders were not interested because the cost of building has gone up.
- The City could give the EDA some guidance.
- Did demolition go out for bid?
  - John Olive did the work on it, hauled in black dirt and sodded.
  - There could have been asbestos abatement.
- There are 50/50 opinions on this. The house removal is immaterial. Bringing up the cost of removing the house should have no bearing on it. We appreciate you putting a nice house on that lot.
- A resident stated her opposition to any reduction in the assessment.
- Another resident stated her opposition to any reduction in the assessment and said we all had to start out young and take out a mortgage. At that time, interest was 15%. Some couples are still struggling.
- There is no water and sewer connection fee, which could cover the entire amount of the assessment.

Motion was made by Councilmember Hoaglund and seconded by Councilmember Ingalls to make no further change to the assessments for 408 West Street.

Motion carried: 5 ayes / 0 nays.

C. Amending Section 50.03 of the Code of Ordinances Regarding Delinquent Utility Accounts; Ordinance No. 2023-02, Resolution No. 2023-04

Motion was made by Councilmember Ingalls and seconded by Councilmember Rud to pass the following ordinance and adopt the following resolution that will become part of the official records:

ORDINANCE NO. 2023-02  
 AN ORDINANCE AMENDING SECTION 50.03 OF THE CODE  
 OF ORDINANCES OF THE CITY OF MANTORVILLE  
 REGARDING DELINQUENT UTILITY ACCOUNTS

RESOLUTION NO. 2023-04  
 A RESOLUTION AUTHORIZING PUBLICATION OF  
 ORDINANCE NO. 2023-02 BY TITLE AND SUMMARY

Motion carried: 5 ayes / 0 nays.

9. **Old Business/New Business**

A. City Council Bylaws, Code of Ethics and Conduct

Council reviewed and approved the City Council Bylaws, Code of Ethics and Conduct.

**B. Designation of Deputy Mayor for 2023**

Council approved Mayor Bradford's appointment of Councilmember Ingalls to serve as Deputy Mayor for 2023.

**C. Appointments to Commissions and Committees for 2023**

Councilmember Bradford was moved to the Park Board, and Councilmember Rud was moved to Chamber.

Council approved the appointments to Commissions and Committees for 2023, as amended.

**D. Designation of Official Depositories for 2023; Resolution No. 2023-01**

Motion was made by Councilmember Ingalls and seconded by Councilmember Hoaglund to adopt the following resolution that will become part of the official records:

RESOLUTION NO. 2023-01  
A RESOLUTION DESIGNATING OFFICIAL DEPOSITORIES  
FOR THE CITY OF MANTORVILLE, MINNESOTA

Motion carried: 5 ayes / 0 nays.

**E. Annual Excess Insurance, Resolution No. 2023-02**

Motion was made by Councilmember Hoaglund and seconded by Councilmember Rud to adopt the following resolution that will become part of the official records:

RESOLUTION NO. 2023-02  
A RESOLUTION APPROVING NON-WAIVER OF  
STATUTORY TORT LIABILITY LIMITS

Motion carried: 5 ayes / 0 ayes.

**F. Designation of Fiscal Consultants for 2023**

Council approved David Drown Associates Inc. as the City's fiscal consultant for 2023.

**G. Designation of City Consultants for 2023; Resolution No. 2023-03**

A resident recommended that the City look for a local civil attorney so money would be spent locally, as well. Discussion included bringing some in for interviews and bids.

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

Motion carried: 5 ayes / 0 nays.

**H. Designation of Official Newspaper for 2023**

Motion was made by Councilmember Ingalls and seconded by Councilmember Bradford to designate the Dodge County Independent as the City's official newspaper for 2023.

Motion carried: 5 ayes / 0 nays.

**I. Amending Chapter 70 of the Code of Ordinances Regarding Excessive Vehicle Noise; Ordinance No. 2023-03**

Motion was made by Councilmember Ingalls and seconded by Councilmember Hoaglund to pass the following ordinance that will become part of the official records:

ORDINANCE NO. 2023-03  
AN ORDINANCE AMENDING CHAPTER 70 OF THE CODE  
OF ORDINANCES OF THE CITY OF MANTORVILLE  
REGARDING EXCESSIVE VEHICLE NOISES

Motion carried: 5 ayes / 0 nays.

**10. Tabled Items**

- A. Area 15 Preliminary Plat Application (PID 130210401) (January 23, 2023)
- B. Interim Ordinance Authorizing a Study and Imposing a Moratorium on the Sale of Certain Edible Cannabinoid Products; Ordinance No. 2023-04, Resolution No. 2023-05

Motion was made by Councilmember Ingalls and seconded by Councilmember Rud to remove this item from the table.

Motion carried: 5 ayes / 0 nays.

Motion was made by Councilmember Ingalls and seconded by Councilmember Bradford to pass the following ordinance and adopt the following resolution that will become part of the official records:

ORDINANCE NO. 2023-04  
AN INTERIM ORDINANCE AUTHORIZING A STUDY AND  
IMPOSING A MORATORIUM ON THE SALE OF CERTAIN  
EDIBLE CANNABINOID PRODUCTS

RESOLUTION NO. 2023-05  
A RESOLUTION AUTHORIZING PUBLICATION OF  
ORDINANCE NO. 2023-04 BY TITLE AND SUMMARY

Motion carried: 5 ayes / 0 nays.

## 11. Reports

### A. Public Works Report

- 1) Taking the dump truck to French's Repair tomorrow. A manhole on 6<sup>th</sup> Street at the alleyway by the museum caught the wing and sheared off the bolts.
- 2) There are potholes on Highway 57 just before the golf course road. Three vehicles have been damaged. Adams will get someone out there.
- 3) Snow emergency parking signs. Adams would like to purchase ten signs at \$30.00 each that say "No Parking During Snow Emergencies, Oct 1 – May 1." The cost may be less if we purchase 17 or more. We can't put any on Highway 57 but on thoroughfares with the most traffic.

Council directed Adams to purchase 40 signs.

Councilmember Ingalls said Public Works Staff did a great job during both snow storms.

- 4) February 5<sup>th</sup> is the Ride for Wyatt event.  
Motion was made by Councilmember Ingalls and seconded by Councilmember Rud to allow use of the park for the Ride for Wyatt event and waive any fees.

Motion carried: 5 ayes / 0 nays.

### B. City Clerk Report

- 1) The ordinance amendment for golf carts and ATV's will come back to a future agenda.
- 2) Buecksler will be out of the office Tuesday and Wednesday afternoons this week.

### C. Consultant Report

- 1) City Attorney Dave Anderson is available to provide training for Council on either January 30<sup>th</sup> or February 27<sup>th</sup>.

Training will be held on February 27<sup>th</sup> to include:

5:00 pm	One hour training
6:00 pm	Question & Answer period; break
6:30 pm	Regular City Council Meeting

Mayor Bradford recommended that Councilmembers Bradford and Rud attend the League of Minnesota Cities Elected Leaders Institute Foundational Program.

### D. Committee Reports

- 1) Chamber
  - Annual meeting and banquet January 19<sup>th</sup> at the Hubbell House.
- 2) Economic Development Authority
  - CEDA updates were received at the last meeting. 500 trifold brochures to be printed. Changes with the trolley, such as getting a commitment from



reservations and discussed what that looks like. Mantorville Bucks may come back – wooden nickel that could be spent at any merchant, who in turn trades that to the City for real money.

- 3) Finance/Budget
- 4) Fire Department
- 5) Infrastructure
- 6) Kasson Mantorville Joint Powers
- 7) Mantorville Restoration Association
- 8) Park Board
- 9) Personnel
- 10) Fire Relief
- 11) Township

E. Councilmember Reports

Councilmember Hoaglund will not be here in person for the January 23<sup>rd</sup> meeting but may attend via phone.

F. Mayor's Report

**12. Tabled Items**

- A. Area 15 Preliminary Plat Application (PID 130210401)

**13. Adjourn**

Motion was made by Councilmember Ingalls and seconded by Councilmember Bradford to adjourn the meeting at 8:59 p.m.

Motion carried: 5 ayes / 0 nays. Meeting adjourned.

Approved: January 23, 2023.



Shirley R Buecksler  
City Clerk-Treasurer