

City of Mantorville
Regular City Council Minutes
March 27, 2023



1. **Call to Order**

Mayor Bradford called the meeting to order at 6:36 p.m.

Present: Mayor Chuck Bradford

Councilmembers:

Jessica Bradford
Lyle Hoaglund
Jeffrey Ingalls (Remotely)
Greg Rud

Absent: None

Others Present: City Clerk Treasurer Shirley Buecksler
Deputy City Clerk Gretchen Lohrbach
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.

4. **Consent Agenda**

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

- A. Regular City Council Meeting Minutes of March 13, 2023
- B. Accounts Payable Claims List
- C. Dodge County Board of Commissioners Meeting Minutes of February 28, 2023
- D. Rental License for 2023

Bill Reding requested to see invoices for legal fees and WHKS. He also asked if we had received any maps or diagrams of work done. Deputy Clerk Lohrbach retrieved the statements for review by public attendees. She also stated that she is willing to show the statements to anyone who would like to see them a day before the meeting.

Council Member Bradford said when it was brought up previously, WHKS said they would start doing itemized billing and that her questions were going to be the same two questions Mr. Reding asked.

Mayor Bradford asked if there was any more comments on the agenda. Seeing none,

Motion carried: 5 ayes / 0 nays

5. Proclamations, Presentations and Recognitions – *No Items*

6. Public Concerns – *No Items*

7. Public Safety Update – *No Items*

8. Public Hearings – *No Items*

9. Old Business/New Business

A. New Business

- 1) Koreen Seim spoke to The Council about some activities they might like to do this summer. She would like to know if they can put tables and chairs out and string lights up on their newly poured patio. Also, they would put up some canvas covers for shade. Out on the black top, they would like to have a fryer so that they can cook burger baskets outside. She also asked if there was anything they can or cannot do with serving alcohol on the patio.

Mayor Bradford said anything with regulating their liquor license would be through The State and asked City Clerk Buecksler if there is anything additional The City needs to do.

City Clerk-Treasurer Bucksler asked if their patio was currently under their liquor license. Koreen said that everything from The Saloon to the VFW is covered because they have liquor licenses at both places and doors to the patio from both buildings.

Koreen also asked if they can have acoustic live music on the patio from 6-9pm once or twice a month and Mayor Bradford said that is alright with The City if amplifiers are not involved.

Stagecoach days they would like to do the same as last year and have a band on Friday, a bean bag tournament on Saturday, and music playing – not late. The MRA and Friends OF Mantorville would like to do purse bingo out back on Sunday again if that is okay.

Scott Seim said they are also thinking about doing a little car show 1 day a week where people could drive up and show off their cars but they haven't figured all the details out yet. He was thinking they may want to close off the street. Mayor Bradford said that closing of the street would be something that would have to come before council. However, if people drive down the road and just park in the parking spaces there, that's just parking and The City wouldn't need to be involved. Koreen also stated that

it wouldn't really be a car show as much as a car night to bring your older car out and they would serve burger baskets out on the patio.

Virgil Andrist commented that they have the same thing down at the Elks Lodge in Rochester and they have a good turnout.

Koreen what they should do if someone brings their beer with them out to the curb to look at a car. Mayor Bradford said this would be a violation because the would be bringing alcohol off the premises. However this could be allowed (if The Council approves) during events such as Marigold Days or Stagecoach Days.

Koreen is thinking that it would be Thursday night during the week and was wondering when they should come back to Council to ask about the alcohol being allowed on the sidewalk. Mayor Bradford said that it would have to be a declared community event and doesn't know how loose the rules are around declaring it a community event; if it can be one business for a community event or if it must be two or more.

City Clerk-Treasurer Buecksler suggested calling Alcohol And Tobacco (ATF) for clarification.

- 2) Dodge Count Pheasants Forever Bingo and Raffle Lawful Gambling Permit for April 22, 2023; Resolution No. 2023-13

Deputy City Clerk Lohrbach stated that Dodge County Pheasants Forever has applied for a gambling permit. She also said that Tim Miller would have been present, but he is the high school track coach and is unable to attend tonight. He said that they have applied every year for 6 years and have always been approved and the event will be the same as last year.

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

RESOLUTION NO. 2023-13
A RESOLUTION APPROVING AN APPLICATION TO CONDUCT A BINGO AND
RAFFLE AT MANTORVILLE SALOON,
501 MAIN STREET NORTH, MANTORVILLE, MN –
PHEASANTS FOREVER DODGE COUNTY, CHAPTER 776
APRIL 22, 2023

Motion carried: 5 ayes / 0 nays.

- 3) Resolution NO. 2023-12 Updating Signatories for Bank Accounts and Allowing Facsimile Signature for Certain Signatories

Deputy City Clerk Lohrbach said that with the change in staff, MBT bank needs updated information for the bank signatories. They need Mayor Bradford, Council Member Ingalls, and Deputy City Clerk Lohrbach's signatures.

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. 2023-12

A RESOLUTION UPDATING SIGNATORIES FOR CITY BANK ACCOUNTS AND ALLOWING FACSIMILE SIGNATURE FOR CERTAIN SIGNATORIES

Motion carried: 5 ayes / 0 nays.

B. Old Business

- 1) Councilmember Ingalls said Deputy City Clerk Lohrbach was asked by the Personnel Committee to do research City Clerk salaries. Based on nearby salaries and experience, he recommends a salary of \$65,000 a year, which is about the middle of the salary ranges.

Councilmember Bradford would like to see someone else, other than the employee, do some research.

Councilmember Hoaglund asked if the Personnel Committee had met and discussed this. Mayor Bradford said they had and asked Councilmember Ingalls what they decided and Councilmember Ingalls said he thought they decided on the middle range and that they should make a decision as she begins this new position on Friday March 31, 2023.

City-Clerk Treasurer Buecksler said that the other part is that Council should take into consideration that the City Clerk Position is also Treasurer and Administrator so some of the positions listed on the research may not have all those pieces.

Councilmember Hoaglund said he doesn't have enough information to vote at this time. Councilmember Bradford agrees. Councilmember Hoaglund would like to see it be a closed meeting process, but Mayor Bradford said we cannot do that. Councilmember Hoaglund said that retroactive pay could be paid if decision takes longer and would like to table it.

City Clerk-Treasurer Buecksler said that Deputy City Clerk Lohrbach has been approved for the position of City Clerk-treasurer and has been waiting for her salary information, and now she would have to wait longer. Mayor Bradford said that Deputy City Clerk Lohrbach would not be out anything and whatever they decide, there would be retroactive pay.

Councilmember Rud said they could set a scale for 6 months of a probationary period, which is common.

Motion was made by Councilmember Hoaglund and seconded by Councilmember Bradford.

Councilmember Ingalls said we have to define what research we need beyond this because we have our data from the other cities' ranges and the salary is in the middle of that and The City's salary range, so what additional information are we looking for and would the Council Members get it themselves or ask Deputy City Clerk Lohrbach or someone else.

Councilmember Bradford said that she feels like this was sprung on The Council and they don't have enough information to look at to make a reasonable vote on what they believe is right. She would like to review the data before voting because they're talking about City funds and they need to be responsible with those. She wants to be prepared to make a vote and not just vote to vote.

Councilmember Ingalls would like to see a decision made at the next Council Meeting.

City Clerk-Treasurer Buecksler wants The Council to be aware that this is \$5,000 less than what she was offered to take the position and that Deputy City Clerk Lohrbach has a full year of experience at City Hall.

Mayor Bradford asked if there was any additional discussion over the motion. Seeing none,

Motion carried: 5 ayes / 0 nays.

Mayor Bradford says this will be discussed next time and have a recommendation from the Personnel Committee.

Councilmember Hoaglund said he would like some comparisons and Deputy City Clerk Lohrbach said she would make some copies of the salary ranges for Council.

10. Tabled Items

- A. Designation of City Consultants for 2023 – tabled for future discussion
 - 1) City Designations for Consultants for 2023; Resolution No. 2023-11

Councilmember Bradford motioned to pull this item from the table for discussion. Councilmember Hoaglund seconded.

Motion carried: 5 ayes / 0 nays. This is now off the table and open for discussion.

Councilmember Bradford said that at one of their first meetings they discussed going with an attorney that was local and also discussed looking at other engineers, no time is ever a good time to switch things up, but thinks it's really something to look at and consider an RFP for a City Attorney and City Engineer.

Councilmember Hoagland wanted to point out that our City Engineer has already started work on the HWY 57 project and it's hard to change engineers in the middle of a project.

Virgil Andrist said he thinks it's time to be looking for a new engineering company because it has cost this city so much with this engineering company. They had to fill the ditches back in and they didn't do any road density testing. This company also hadn't obtained the proper permits for their work by the river. He also said he had to spend \$20,000 because a valve was not put back correctly. He feels a good engineer would not have come up with a plan like the one on 3rd Street and cost The City so much money. He would like us to look at local engineers.

City-Clerk Treasurer Buecksler reminded the council that at the last meeting, it was voted 5 ayes / 0 nays to hold off on these items.

Councilmember Bradford stated that she wanted to pull these items from the table because Council is being asked to vote on approving consultants that they had previously discussed doing RFPs on because they have now been added the back to the list. She wanted to know if it's possibly to keep WHKS on for the HWY 57 project and look at RFP's moving forward for future projects?

Mayor Bradford said we could approve the list of consultants for 2023 and look at RFPs. We would have until January then to do this.

Bill Reding said this will cost the city more money.

Councilmember Rud reminded the public attendees that they must come up to the podium and state their name and address when speaking to that those recording the meeting will have that information for the record. They can have their time, but afterthat, don't sit there and keep adding.

Reding says he sat on the Mantorville City Council when the Northwest Project had already begun. He says this cost the City Of Mantorville close to ½ a million dollars in extra costs because WHKS didn't do their job. He said he only knows of one project they have done in this town that didn't cost The City extra money. They ran a sewer line up East of town with grinder pumps. Since then, they haven't done a job that didn't cost extra money. He says this is causing the taxes to go up to fast.

Councilmember Rud said the engineer firm brings things forward to The Council and then they look at it. It doesn't mean the City Council needs to agree with it. The City decides what they want to do, or don't want to do.

Reding asked if The Council had ever received a record from this engineer firm. Councilmember Rud said that he had in his past jobs. Reding said Walnut Street received no testing record. Councilmember Rud said The City had a 100% inspection. Reding said this should have gone to the engineer firm. Councilmember Rud replied that's not how it works. You decide if you want 50% inspection, 75% inspection, or 100% inspection. Reding said he has asked for paperwork on this but has never seen it. He said they supposed to do a ground compaction test. Councilmember Rud said that they run a truck filled with gravel over it and that is how they test for compaction. Reding said you are supposed to drive a stake into the ground to test.

Councilmember Hoaglund said it would be a good idea if Bill Reding and Virgil Andrist got together and made a list of issues they have with the city engineer and bring it for Council. Then The Council can sit down with the engineer and have him answer all the questions. He feels this will save time during meetings. He wants to hear from the public attendees; that is why they were elected, to listen.

Mayor Bradford said that Council may just not engage in or take the actions that public attendees want The Council to, but it doesn't mean they The Council isn't listening.

Reding said the RFPs were supposed to go out, but The Council decided to table it because the City Clerk doesn't want it to change.

Councilmember Rud said it is a good idea to finish out the year with what we have and go out for RFPs, we can look over and then move forward.

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

RESOLUTION NO. 2023-11
A RESOLUTION APPROVING CITY DESIGNATIONS FOR
CONSULTANTS FOR 2023

City Attorney – Scott Riggs, Kennedy & Graven Chartered
City Engineer – Tim Hruska, WHKS & Company
City Prosecutor – David Jacobsen, Hero, Jorstad, & Jacobsen
Building Inspector – Construction Management Services
City Insurance Agent – Lynn Boynton, Insurance Brokers of Minnesota

Motion carried: 4 ayes / 1 nay – Councilmember Bradford voted against.

- B. Request for Proposals – pulled from the table because Resolution No. 2023-11 was approved.
- C. Motorized Golf Carts, All-Terrain Vehicles, and Utility Task Vehicles; Ordinance No. 2023-05 and Resolution No. 2023-10 – tabled for continued discussion

Councilmember Ingalls received feedback from a resident that the ordinance should be a little more specific. That person is going to do a little research and then get back to him. He would like to keep it tabled until then. This item remains on the table.

11. Reports

A. Public Works Report

Public Works Lead Joe Adams said that he put out bids for Spring tree removal. He reached out to 4 contractors. They were: Olson Tree Service, Carr Tree Service, Boyum Tree Service, and Meyer Trees. Meyer trees said they don't go out for low bids, they go out for quality. Adams said the low bid is Boyum Tree Service at \$5,275.00. He recommends going with Boyum Tree Service.

Motion was made by Councilmember Rud to go with Boyum Tree Service pending their insurance information. This was seconded by Councilmember Bradford.

Motion carried: 5 ayes / 0 nays

Adams also got a hold of Stone By Stone and they said weather permitting, they should be able to start at the end of April, so we are on track with getting their project done soon.

Adams said there are flags on the new stop signs on Fourth Street and Clay Street. City Clerk Buecksler said feedback from the public has been positive about these stop signs. Councilmember Hoaglund said the stop signs are working because he has witnessed people stopping at them.

Wade Schroeder is currently in class and exams for his sewer license.

Councilmember Rud asked Adams if he had found out more about pressure washers. Adams said he went to a farm show in Owatonna and they had some heavy duty pressure washers over there. He asked everybody about a tip that would get grease off. They said you would need to heat it up, there isn't one that can cut through grease with out heat unless you're scrubbing it with degreaser. Adams saw some nice ones he liked, but they were all heated pressure washers. That puts us back in the just over \$5000 dollar range. He said the one he liked was \$5100 and the sales person is willing to come over and do a demonstration. Councilmember Rud recommends having a demonstration.

City Clerk Buecksler said council has already approved \$1600 for a cold degreaser. There is currently \$36,000 in the ARPA fund and would like to know if there's anything else that should come out of it.

B. City Clerk report

- 1) The Local Board of Appeal and Equalization meeting is at 6:00pm, Monday April 24th, before the regular Council meeting. Council member Ingalls and Mayor Bradford are certified for this meeting. There has to be at least one certified member.
- 2) We are conducting applicant interviews this week.
- 3) City Clerk Buecksler would like to know if there is anything else for ARPA. She remembered Adams saying something about LED lights in the shop. Adams said they rewired and replaced all the ones they could, but the 8 left in the shop would need new fixtures because they can't be rewired. He thinks it would probably be \$2500 to replace them. Councilmember Hoaglund said if we can swap them out, we should do it because it will be cheaper down the road.

Motion was made by Council member Bradford and seconded by Councilmember Hoaglund to use ARPA funds for this project.

Motion carried: 5 ayes / 0 nays

City Clerk Buecksler remembered Adams mentioning things that have to happen at the plant and wondered if we can allocate ARPA funds for these projects, we have \$36,000 left and the deadline is December 2024. Adams said they need to rebuild the two main pumps and possibly switching out the impellers this fall. Mayor Bradford would like to see us use it on the first thing that's eligible for the funds, rather than allocate it in case it wouldn't get used in time.

C. Consultant Report – *No Report*

D. Committee Reports

- 1) Chamber – Councilmember Hoaglund said that the Dodge County Expo was Saturday and there was a good turnout. The next event is the Easter egg hunt at Riverside Park on Saturday April 8th.
- 2) Economic Development Authority
- 3) Finance/Budget
- 4) Fire Department
- 5) Infrastructure
- 6) Kasson Mantorville Joint Powers
- 7) Mantorville Restoration Association – Councilmember Hoaglund thought it was the best Mulligan Stew he has been to. Paul Larsen was invited to speak by

Councilmember Hoaglund invited Paul Larsen to speak about it. Larsen said the auction raised about \$6,000 and the ticket sales were around \$3000.

- 8) Park Board – first meeting is tomorrow, Tuesday March 28th at 6:30pm.
- 9) Personnel
- 10) Fire Relief
- 11) Township – meeting in 2 weeks

E. Councilmember Reports

Councilmember Ingalls would like to discuss signage for the noise ordinance at the next meeting.

Joe Adams thanked City Clerk Shirley Buecksler for her service and that it's been a pleasure working with her. Mayor Bradford also added how much they have appreciated her hard work and dedication. Councilmember Hoaglund also thanked her.

12. Adjourn

Motion was made by Mayor Bradford and seconded by Councilmember Ingalls to adjourn the meeting at 7:30 p.m.

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

