



1. Call to Order

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

Present: Mayor Chuck Bradford

Councilmembers:  
Lyle Hoaglund  
Jeffrey Ingalls  
Greg Rud

Absent: Jessica Bradford

Others Present: City Clerk-Treasurer Gretchen Lohrbach  
Fire Chief Duke Harbaugh  
Sheriff Deputy Tyler Brewer  
Prosecuting Attorney David Jacobsen – Jacobsen Law Firm  
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

City Clerk Gretchen Lohrbach asked to add the Fire Chief's report to Public Safety.

Motion was made by Councilmember Rud and seconded by Councilmember Ingalls.

Motion carried: 4 ayes / 0 nays

4. Consent Agenda

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

- A. Regular City Council Meeting Minutes of March 27, 2023
- B. Accounts Payable Claims List
- C. Dodge County Commissioners Meeting Minutes of March 14, 2023
- D. Chamber of Commerce Meeting Minutes of March 1, 2023

Motion carried: 4 ayes / 0 nays

5. Proclamations, Presentations and Recognitions

A. Mayor Bradford proclaimed April 28, 2023 as Arbor Day in the City of Mantorville.

In his written proclamation, Mayor Bradford urges citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands. Also, to plant trees to gladden the heart and promote the well being of this and future generations.

B. Presentation by David Jacobsen, Prosecuting Attorney – Jacobsen Law Firm

Attorney David Jacobsen introduced himself and described his role as the Prosecuting Attorney for the City of Mantorville. He has been the City's prosecuting attorney since 2014.

By Minnesota Statute, they handle adult petty misdemeanors, traffic violations, criminal offences, disorderly conduct, and assaults within the city limits. Anything outside the city limits is handled by the County Attorney. Adult felonies and juvenile offences are handled by the County Attorney as well.

2022 was a pretty slow year (17 offences) compared to previous years (usually 20-25 offences) and no trials. Most cases moved through quickly; 14 were resolved by the end of the year.

City budget for Jacobsen Law Firm is set at \$6,000.00, but usually comes in under budget at the end of the year. Fine revenue was \$1 100.00 for the year which is \$580.00 less than last year. The City get 2/3 of baseline.

In the future, he urged Councilmembers and others to reach out to him or City Clerk Lohrbach if they have any questions.

Councilmember Hoaglund asked how much of a \$35.00 snow parking violation ticket goes to the City. Attorney Jacobsen said it's very little because the County surcharge is around \$12.00.

Attorney Jacobsen said that most of what he does isn't punitive, but education. He wants people to be informed of the ordinances. The City has a good working relationship with the Dodge County Sheriff's Office and they are good at educating offenders first.

City Council thanked Attorney Jacobsen for his presentation.

6. Public Concerns

A. The following citizen(s) addressed the Council:

- 1) Bill Reding asked Public Works Lead Joe Adams when Snow Contracting would be fixing his ditch. Adams said he has not spoken with them yet, but they will be

working on it in the spring. Reding also asked when the 5<sup>th</sup> Street ditch will be taken care of and Adams said it would be in the next couple of weeks. Adams also said the bio log on 6<sup>th</sup> Street and Walnut street will be removed tomorrow.

- 2) Jess Speltz would like to urge the Council to pass Ordinance No. 2023-10 regarding the golf carts and noise that was tabled at the last meeting. She feels the noise section is a bit vague, but thinks it would be a step in the right direction. She also did some research and reached out to the State. They have guidelines for noise set out and if necessary, said they would be willing to help Mantorville put together enforceable guidelines that could be easily understood. There are also decibel meters available to evaluate noise. Councilmember Ingalls asked if we have decibel meters and Speltz said the State rents them out for law enforcement to use. The decibel levels would be read 50 feet back from the property line of the property where noise is coming from.

#### 7. Public Safety Update

- A. There are different zones now because the Sheriff's Department has added 2 full-time deputies.
- B. Fire Chief Duke Harbaugh said there were 5 medical calls in the last month, one was a motor vehicle accident off the road.

Big Iron donated \$500.00 to Mantorville Fire Dept. Relief.

There is mandatory training every other year that they will be going to next Tuesday.

They are working right now on Standard Operating Guidelines involving responding in your personal vehicles. He will bring the results of their vote on this to the Council Meeting on May 8<sup>th</sup>.

First Responder Captains are meeting on Tuesday. They will be discussing Mayo Clinic's updated COVID policies so that they can update theirs.

Three sets of turn-out gear were ordered. They are looking into a grant from the State that will pay for two of them.

The new Truck is back from paint and they are starting to build the tank. Also, they are looking into a grant from the DNR to get hoses for the truck because they are useful in a grass fire.

#### 8. Public Hearings – *No Items*

#### 9. Old Business/New Business

##### A. New Business – *No Items*

##### B. Old Business – City Clerk-Treasurer Salary

1) Councilmember Rud and Councilmember Bradford did some research on different salary ranges.

Councilmember Hoaglund suggested a salary of \$60,000.00 starting from April 1<sup>st</sup> and after a 6 month probationary period and positive performance review, granting her an additional \$5,000.00.

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

Motion carried: 4 ayes, 0 nays

**10. Tabled Items.**

A. Motorized Golf Carts; Ordinance No. 2023-05 and Resolution No. 2023-10 – tabled for discussion

Motion was made by Councilmember Ingalls and seconded by Councilmember Hoaglund to pull this item from the table:

Motion carried: 4 ayes/ 0 nays. This item is now off the table and open for discussion.

Councilmember Ingalls says passing this ordinance makes sense because it gives the Sheriff's office the ability to enforce it. ATV's and UTV's are already licensed. Also, the noise section is a step in the right direction.

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

ORDINANCE NO. 2023-05  
AN ORDINANCE AMENDING CHAPTERS 70 & 95 OF THE CODE OF  
ORDINANCES OF THE CITY OF MANTORVILLE REGARDING MOTORIZED  
GOLF CARTS AND PUBLIC NUISANCES

Motion carried: 4 ayes, 0 nays.

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

RESOLUTION NO. 2023-10  
RESOLUTION AUTHORIZING PUBLICATION OF  
ORDINANCE NO. 2023-05 BY TITLE AND SUMMARY

Motion carried: 4 ayes, 0 nays.

## **11. Reports**

### **A. Public Works Report**

- 1) Public Works Lead Joe Adams received two bids for street sweeping:  
Durst's Pumper Service - \$2087.00  
S. L. Contracting - \$2100.00

Councilmember Rud motioned and Councilmember Ingalls seconded to go with the bid from Durst's Pumper Service:

Motion carried: 4 ayes, 0 nays.

- 2) MK Services from Owatonna came out and gave Adams a demonstration of the hot water pressure washer. He would like to get a 100 ft hose for cleaning playground equipment. Total cost would be \$5415.00. We could use ARPA funds for this.

Councilmember Ingalls motioned and Councilmember Rud seconded to purchase the hot water pressure sprayer from MK Services:

Motion carried: 4 ayes, 0 nays.

- 3) Boyum is working on removing the trees, some were taken out last week.
- 4) Baseball starts tomorrow night at Mantor Field.
- 5) Councilmember Ingalls said that there is glass broken in one of the windows at the shop. He said it currently has foam over it, but would like to see the glass fixed or a board over it.

### **B. City Clerk Report**

- 1) Local Board of Appeal and Equalization meeting is Monday, April 24 at 6:00pm before the Regular Council Meeting at 6:30pm.
- 2) The meeting with the auditors is Friday April 28<sup>th</sup> at 10:30am. Would like 1 or 2 Councilmembers present. Mayor Bradford said he would be able to attend. Councilmember Ingalls said he could attend if the meeting is not that long. City Clerk Lohrbach said she would find out how long the meeting will be.
- 3) Deputy City Clerk Position

Candidate #1 would be a good fit for Deputy City Clerk. She has a strong work ethic, experience with data entry and protection, scheduling, customer service, and multitasking. Councilmember Ingalls was able to interview her also and mentioned that she is a very strong candidate and enthusiastic about the position. She is moving to Dodge Center so she will be closer. She is currently attending college

for Information Technology. The Personnel Committee recommends hiring Candidate #1.

Councilmember Ingalls motioned and Councilmember Hoaglund seconded to extend an offer of employment to Candidate #1 for the position of Deputy City Clerk:

Motion carried: 4 ayes / 0 nays.

City Clerk Lohrbach will make sure to mention the 6 month probationary period.

C. Consultant Report – *No report*

D. Committee Reports

- 1) Chamber – Councilmember Hoaglund said the Easter Egg Hunt at Riverside Park was successful. The next event is Spring Fling, May 20<sup>th</sup>.
- 2) Economic Development Authority – Mayor Bradford said they are looking into 6-7 grants. Did receive one for \$3,000.00. Alexandria Slocum from CEDA is checking into a couple more including one that just popped up. EDA approved \$500.00 toward the fireworks display at Marigold Days.
- 3) Finance/Budget
- 4) Fire Department
- 5) Infrastructure
- 6) Kasson Mantorville Joint Powers
- 7) Mantorville Restoration Association – Meets tomorrow night.
- 8) Park Board – Went over some budget items at last meeting and will be doing a walk-thru of the parks at the next one. Next meeting will be at 6:00pm Tuesday April 25<sup>th</sup>.
- 9) Personnel
- 10) Fire Relief
- 11) Township – Councilmember Hoaglund said Councilmember Bradford attended the last one and he will be attending the next one.

E. Councilmember Reports

Councilmember Ingalls was wondering what will be done about the bare areas on 5<sup>th</sup> Street. Public Works Lead Adams said they will be hydroseeding it and the bio ring will be taken out.

Councilmember Ingalls also said there are some things going on with the Mantorville Brewing Building. Trash and kegs are ending up down in the water. The building also may not be salvageable as the electric wires have been clipped and the gas has been turned off for a very long time. The corner of the building is also eroding and the stream actually runs underneath the corner now which makes the building unstable and it could be dangerous. City Clerk Lohrbach and Mayor Bradford will draft a letter to the owner regarding these issues.

Councilmember Hoaglund would like to set up a meeting with City Engineer Tim Hruska, Xcel Energy, and MNDOT before we decide on streetlight ownership and design. The residents want to be able to put Christmas Decorations on the poles. City Clerk Lohrbach will reach out to Hruska and let him know of the Council's request. City Clerk Lohrbach will also find out the energy costs for the bridge lights.

F. Mayor's Report

Will be restarting publication of the blog. Also, spring is here with possible flooding, and the dam is not a safe place to be playing. We have an ordinance against this and the Sheriff's Office enforces it.

**12. Adjourn**

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

Motion carried: 4 ayes / 0 nays. Meeting adjourned.



4/10/23