



*Trail to the Past. Road to the Future.*

## **CITY COUNCIL REGULAR MEETING MINUTES**

**MANTORVILLE CITY COUNCIL CHAMBERS**

**21 5<sup>TH</sup> STREET E, MANTORVILLE, MN 55955**

**MONDAY, August 28, 2023**

**6:30 PM**

### **1. Call to Order**

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

Present: Mayor Chuck Bradford

Councilmembers:

Jessica Bradford

Lyle Hoaglund

Jeffrey Ingalls

Greg Rud

Absent: None

Others Present: City Clerk Treasurer Gretchen Lohrbach

Public Works Lead Joe Adams

Public Works Wade Schroeder

Fire Chief Duke Harbaugh

Brandyn Chezick – WHKS

Scott Huneke - WHKS

### **2. Pledge of Allegiance**

Everyone stood and recited the Pledge of Allegiance

### **3. Adopt the Agenda**

Agenda was changed to add approval of Mike Brown to the Mantorville Fire Department.

Councilmember Hoaglund motioned and Councilmember Bradford seconded to approve this addition to the agenda:

Motion carried: 5 ayes / 0 nays

### **4. Consent Agenda**

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

**A.** Accounts Payable August 28, 2023

**B.** City Council Regular Meeting Minutes July 24, 2023

**C.** County Board of Commissioners Regular Meeting Draft Minutes August 8, 2023

**D.** Fire Dept. August 2023 General Meeting

Motion carried: 5 ayes / 0 nays

**5. Proclamations, Presentations and Recognitions**

1. Nick Koverman from SEMMCHRA (Southeastern Minnesota Multi-County Housing and Redevelopment Authority) presented a summary of the community survey that was sent out to the City of Mantorville for a housing rehabilitation grant to the City.

Total surveys sent was 442  
Total respondents were 130  
Response rate was 30.2%

The number who are interested in this program, own their homes and are low to moderate income was 54 (77.1%)

Average age of respondents was 57.63 years old  
Average of those who were low to moderate income was 64.24 years old

7 out of 130 responded needing improvements because of a disability, 5 of these were low to moderate income

Based on the number of substandard units in relation to the low to moderate income survey respondents, 11 units could be rehabilitated in the community. The total grant amount would be \$316,250.00. These numbers may be adjusted following the preliminary application round.

He would like to come back to Council October 23<sup>rd</sup> to discuss the preliminary application, this would then be finalized in November. The final application with a public hearing would be in February 2024.

The City's cost share of this would be \$10,000.00, but there is no cost if the grant is not awarded.

2. Scott Huneke and Brandyn Chezick presented a summary of the HWY 57 Reconstruction Project updates.

There is a public educational meeting scheduled for Wednesday September 27<sup>th</sup> at 6-7pm at the Dodge County Government Services building, 721 North Main Street, please enter at the South side of the building.

The project will start just North of the bridge and extend to 9<sup>th</sup> Street.

The City is responsible for the project design. MNDOT will review the design and then accept bids for the project. MNDOT will perform contract administration and construction observation, the City is responsible for their municipal utilities. State funds will pay up to 3.1 million with the City paying for all their municipal utilities and decorative lighting costs.

When reading the slides, magenta is where the sidewalks will be, tan/yellow is the entry ways, and green is where the grass will be. There will be a bike lane on the east side of the bridge and a sidewalk on the west side. There will be a County Road 12 trail crossing.



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Councilmember Bradford asked if there will be a striped crosswalk from the 4<sup>th</sup> Street crossing to Casey's because it is frequently a crossing spot for pedestrians. Brandyn Chezick said this falls into MNDOT's jurisdiction. Currently the only area that will be striped will be the trail crossing from County Road 12. WHKS will have a conversation with MNDOT about putting crosswalk striping at all the 4<sup>th</sup>, 5<sup>th</sup>, and 7<sup>th</sup> street crossings. MNDOT will also be at the public meeting on September 27<sup>th</sup> at the Dodge County Government Services building for residents to ask questions and give their feedback.

There will be ADA improvements at 6<sup>th</sup> and 7<sup>th</sup> street sidewalks. The HWY lanes will be 11 feet wide and the bump-outs range from 3-5 feet to give pedestrians a shorter crossing distance and increase visibility when crossing. There was some public concern about wide loads and farm equipment traveling on lanes this narrow.

The lights from 4<sup>th</sup> Street to 6<sup>th</sup> Street will be decorative poles, not tall lights. These poles will be maintained by Xcel energy. Councilmember Hoaglund asked if they will get a presentation about the lighting from Xcel because the community wants to be able to hang decorations on these poles. There is a meeting with the Mantorville Restoration Association on September 15<sup>th</sup> where the streetlights will be discussed. WHKS will look into having Xcel at that meeting.

Emergency vehicles will always have access.

Councilmember Hoaglund asked if there will be an assessment with this and WHKS said that would be up to the City.

**6. Public Concerns**

None.

**7. Public Safety Update**

1. Fire Chief Duke Harbaugh said there were 4 fire calls and 1 car vs. deer accident during the month of July.
2. The Mantorville Fire Department calendars are now available for \$20.00 each
3. Ryan Jech is off probation and his turn-out gear has been ordered.
4. The new lettering for the trucks will be done soon.
5. An electric dump switch is going to be installed
6. Harbaugh asked what to do with the old tanker truck. It is no emissions diesel which is wanted. Harbaugh will look into values and Councilmember Bradford advised him to post it where he feels it would be most beneficial.
7. Harbaugh would like approval to accept two explorers into the Fire Department

Councilmember Bradford motioned and Councilmember Ingalls seconded:

Motion carried: 5 ayes / 0 nays

8. Harbaugh would also like approval to accept applicant Mike Brown

Councilmember Ingalls motioned and Councilmember Bradford seconded:

Motion carried: 5 ayes / 0 nays

9. Harbaugh would like approval for the Fire Department to close 5<sup>th</sup> Street for the Fire Hall dance Saturday night during Marigold Days.

Councilmember Rud motioned and Councilmember Ingalls seconded:

Motion carried: 5 ayes / 0 nays

10. Public Safety funding will be received by the City in December and Harbaugh would like to use some of that to purchase new radios. He will come up with pricing and strategies for this. There is no rush to use this money when it comes in, it doesn't have to be expended by a certain date.

**8. Public Hearing – Opened at 7:46pm**

Jon Buck addressed the Council about a variance he is requesting for a reduced building setback along 7<sup>th</sup> Street for his property PID 25.426.1990.

Councilmember Hoaglund wanted to know how close that extra 8 feet from the edge of the garage will be in relation to the road. Buck said it would be 8 feet from his property line which is roughly 28 feet to the road.

**Public Hearing closed at 7:50pm**

Councilmember Hoaglund made a motion and Councilmember Bradford seconded to approve Resolution 2023-23, A Resolution Granting a Variance for Certain Real Property Located in the City of Mantorville, reducing the setback requirement on 7<sup>th</sup> Street for PID 25.426.1990:

Motion carried: 5 ayes / 0 nays

**9. New Business**

City Clerk Lohrbach presented her rough budget to the Council and said that a better version with all the wage and benefits break-outs and levy percentages will be presented at the next Council meeting. The preliminary levy does not have to be set until the end of September.

Councilmember Hoaglund asked Lohrbach if there is anything that sticks out as a large expense. Lohrbach said that there will be costs associated with the HWY 57 project and some lead/copper pipe inventory that must be done by the city next year.

Councilmember Bradford asked about the replacement of trees in the City and Pubic Works Lead Joe Adams said that there will be a grant to help pay for these.

**10. Old Business – *No Items***

**11. Tabled Items**

The year-long moratorium on edible cannabinoid products in the City of Mantorville will be expiring early January of next year. With the recent passing of Minnesota's new laws regarding cannabis use, City Clerk Lohrbach enclosed Resolution 2023-05 and Ordinance 2023-04, which were passed by Council on the 9<sup>th</sup> of January this year, for Council to review for discussion. Also enclosed was a sample cannabis use in public county ordinance.



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## **12. Reports**

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

1. Councilmember Bradford asked if a garbage can in Riverside Park that is close to the property at 101 3<sup>rd</sup> Street West could be moved closer to the fire pit so that it is easier to see and people will use it instead of throwing their trash on the ground.
2. Mayor Bradford wondered if it would be a good idea to have a form on the website where people could reserve the fire pit, so that more people know it's there.
3. Adams said there are 3 hydrants along HWY 57 that need to be replaced. Fire Chief Harbaugh is looking into potential grants for this.
4. Adams said there will be costs with replacing lead and galvanized pipe to businesses during the HWY 57 Project, but it would be good to do that at the same time so that the road doesn't have to get torn up again. City Clerk Lohrbach will also look into forgivable loans and grants for the lead and galvanized pipe replacement costs.
5. Adams would like to seal coat all the cracks on the streets next year. Councilmember Bradford asked if there is a preventative maintenance program for our streets. Mayor Bradford said there is a streets survey that is done every year; Adams said it is updated every spring. The Council discussed some streets that are in need of repair.
6. Councilmember Hoaglund asked if the City will bear the costs of the trees that will be removed during HWY 57 project and Adams said that it will be covered by the contractors.
7. Council discussed the 9<sup>th</sup> Street alley and the properties involved.
8. There were no issues with RotoRooter and Adams is just waiting for the video to come back.
9. The spillway was poured for Bill Reding's driveway. Also, a blanket of straw was put down over the grass that is coming up to help with erosion and the contractor has been watering it. Councilmember Bradford asked about the drains there and if they were working. Adams said they are across from Reding's property and that he and Scott Huneke checked the elevations and are going to come up with a game plan, possibly dropping the inlets. Councilmember Bradford said she will touch base with Reding to see if he is okay with his driveway now. Reding is aware that he must water the grass and sign off on the project.
10. The cement was poured at Denneson Park for the Bench and Picnic table.
11. The shop door needs to be replaced and the quote is \$11,085.00 because it needs to be OSHA approved and have a brake on it because it is so heavy. Adams will get some more quotes.

Councilmember Rud motioned and Councilmember Hoaglund seconded to replace the door but not to exceed \$11,085.00.

Motion carried: 5 ayes / 0 nays

### **B. City Clerk's Report**

1. Resolution 2023-04 for acceptance of a wellness grant for \$300.00 from Southeast Service Cooperative.

Councilmember Rud motioned and Councilmember Bradford seconded to pass Resolution 2023-24, a Resolution Authorizing Acceptance of Grant Funds for the City of Mantorville:

Motion carried: 5 ayes / 0 nays

2. City Clerk Lohrbach looked into the On-Site Computers quote for a new office laptop and found that the computers on Amazon and elsewhere were a little cheaper by about a \$20 so, and sometimes a little more expensive. On-Site said they could set up a computer we bought somewhere else, but wouldn't be able to guarantee it if there was a problem. Also, the current license for Microsoft won't allow for transfer to a new computer because it is an OEM (original equipment manufacturer) license, so the costs involved for the Microsoft license are necessary.

Councilmember Bradford motioned and Councilmember Hoaglund seconded to go ahead with the computer and set up purchase from On-Site Computers:

Motion carried: 5 ayes / 0 nays

**B. Consultant Report – No Items**

**C. Committee Reports**

1. Chamber-Trolley will start and Jane Olive will be greeting the visitors and handing out two \$5.00 coins to each of them to be used for purchasing items from the local businesses. They are planning Fall Festival.
2. EDA
3. Finance/Budget
4. Fire Department
5. Infrastructure-Council discussed sidewalk maintenance and snow removal policies for the City, also siding replacement that must be done by a resident. City Clerk Lohrbach will send a letter to the resident and let him know that he has until July 1<sup>st</sup> 2024 to complete this.
6. KM Joint Powers
7. MRA
8. Park Board-meets tomorrow night
9. Personnel
10. Township

**D. Councilmember Reports**

**E. Mayor's Report**

1. Had an issue with a trailer in the wrong spot over the weekend, the sheriff deputy was able to help the new visitors find an alternate spot.
2. Was able to attend Mark Matuska's last school board meeting and was able to meet the interim superintendent. There will be a quick Joint Powers meeting scheduled and Matuska will come back for it to get the new superintendent acclimated.

**13. Executive Session – No Items**

**14. Adjourn**

Motion was made by Councilmember Ingalls and seconded by Council member Bradford to adjourn the meeting at 8:46pm.

Motion carried: 5 ayes / 0 nays




**Hwy 57 Construction**  
Work zone

# Highway 57 Reconstruction

Project update 8-28-2023

**whks**  
engineers + planners + land surveyors

1

## Agenda

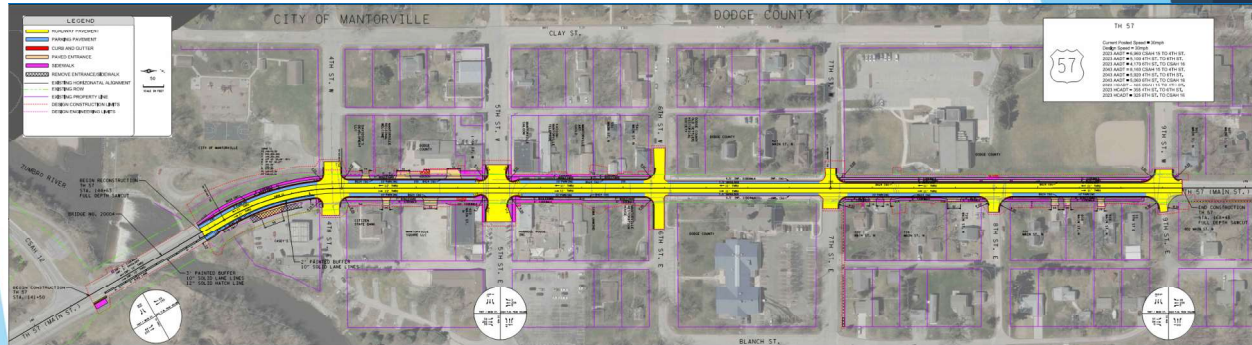
- ▶ Project Extents
- ▶ Schedule
- ▶ Funding/Cost
- ▶ Project Goals
- ▶ Proposed Construction
- ▶ 5<sup>th</sup> Street Intersection
- ▶ Lighting
- ▶ Construction Impacts
- ▶ Proposed Schedule
- ▶ Q & A

**whks**

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## Project Extents



Bridge to 9<sup>th</sup> Street

whks

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## Schedule

- ▶ 1/4/2021 - Pre-Design Kickoff Meeting w/ MnDOT
- ▶ 1/26/2021 - Began Preliminary Design for Project
- ▶ Technical Advisory Committee (TAC) Met 5 times from 2/17/2021 to 1/30/2021
- ▶ 1/13/2022 - Held 1<sup>st</sup> Open House for public
- ▶ 10/24/2022 - MnDOT approval of Geometric Layout
- ▶ 1/10/2023 - 30% Plan Submittal for MnDOT Review
- ▶ 2/3/2023 - Utility Impact Meeting w/ Utility companies
- ▶ 5/3/2023 - Finished temporary/permanent easement acquisition (except Block 16)
- ▶ 6/22/2023 - 60% Plan Submittal for MnDOT Review
- ▶ 8/21/2023 - Environmental CATEX document approved by MnDOT
- ▶ 8/28/2023 - Project Update to City Council

whks

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## Funding/Cost

- ▶ Design Process - City led/MnDOT Let Project
  - ▶ City is responsible for the project design.
  - ▶ MnDOT to review design and advertise/let/award project.
  - ▶ MnDOT to perform Contract Administration and Construction Observation (City in charge of Municipal Utilities).
- ▶ Project Funding
  - ▶ State funds (includes all highway costs except municipal utilities) up to \$3.1 million.
  - ▶ City to pay for all municipal utilities.
  - ▶ City to pay for decorative lighting costs.

*whks*

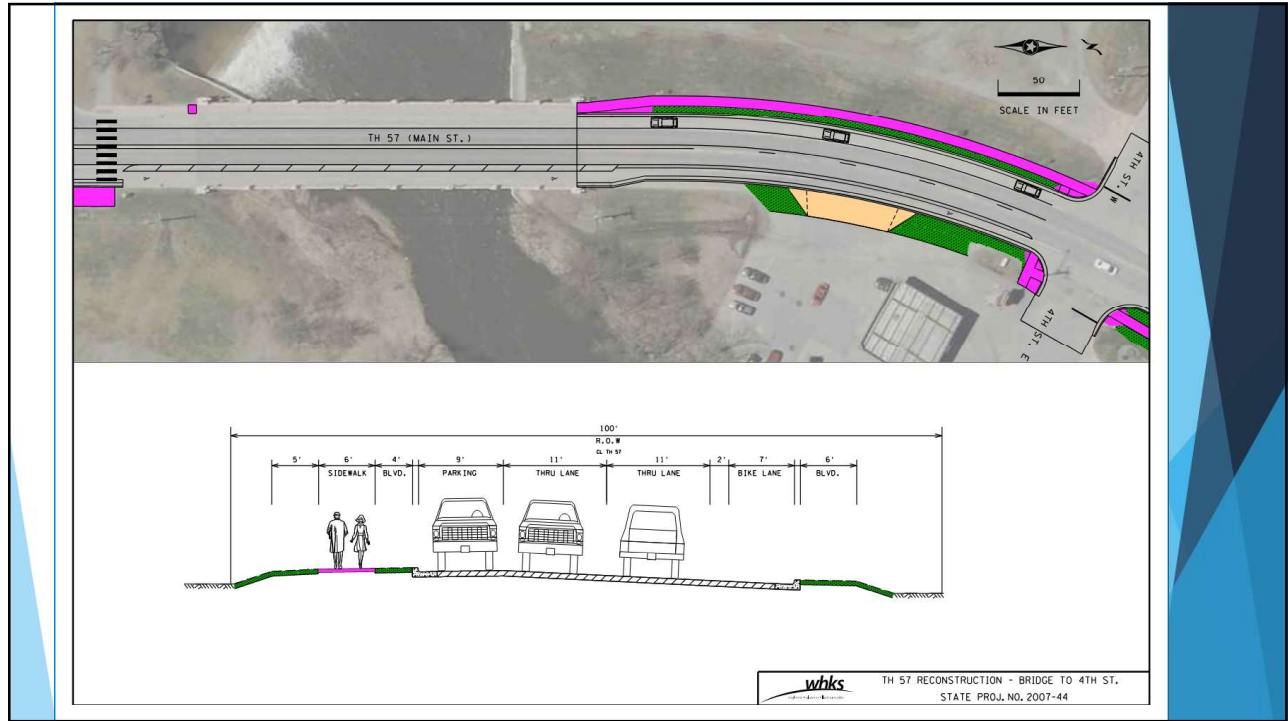
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## Project Goals

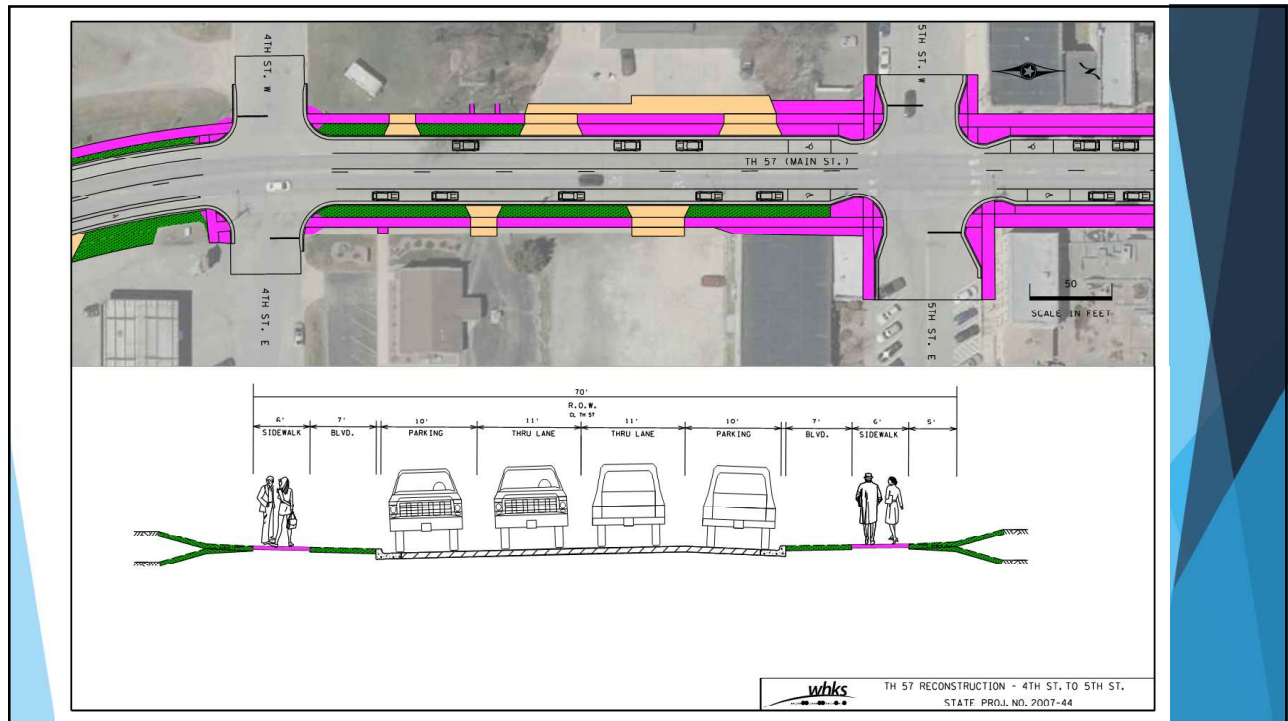
- ▶ Improve road condition
- ▶ Improve sidewalk connectivity
- ▶ Improve pedestrian crossing at 5<sup>th</sup> street
- ▶ Provide a dedicated bike lane on west side of the Zumbro River Bridge
- ▶ Improve drainage
- ▶ Reconstruct city utilities in roadway

*whks*

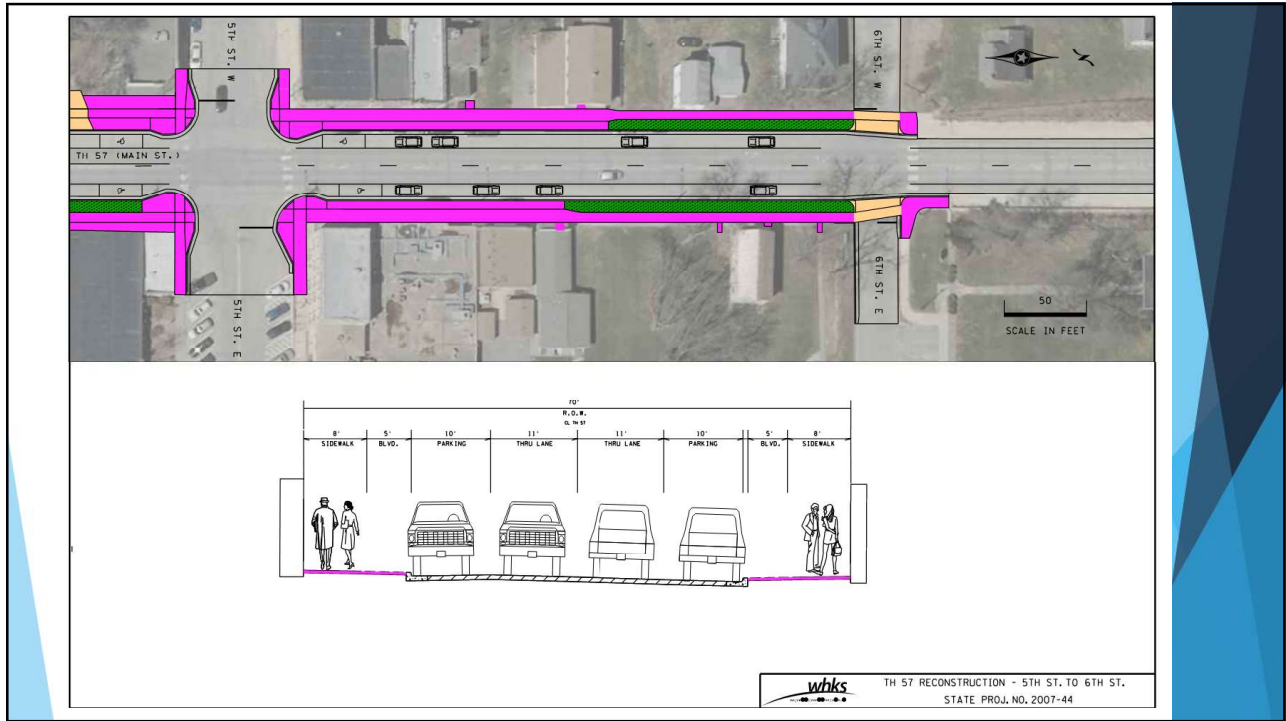
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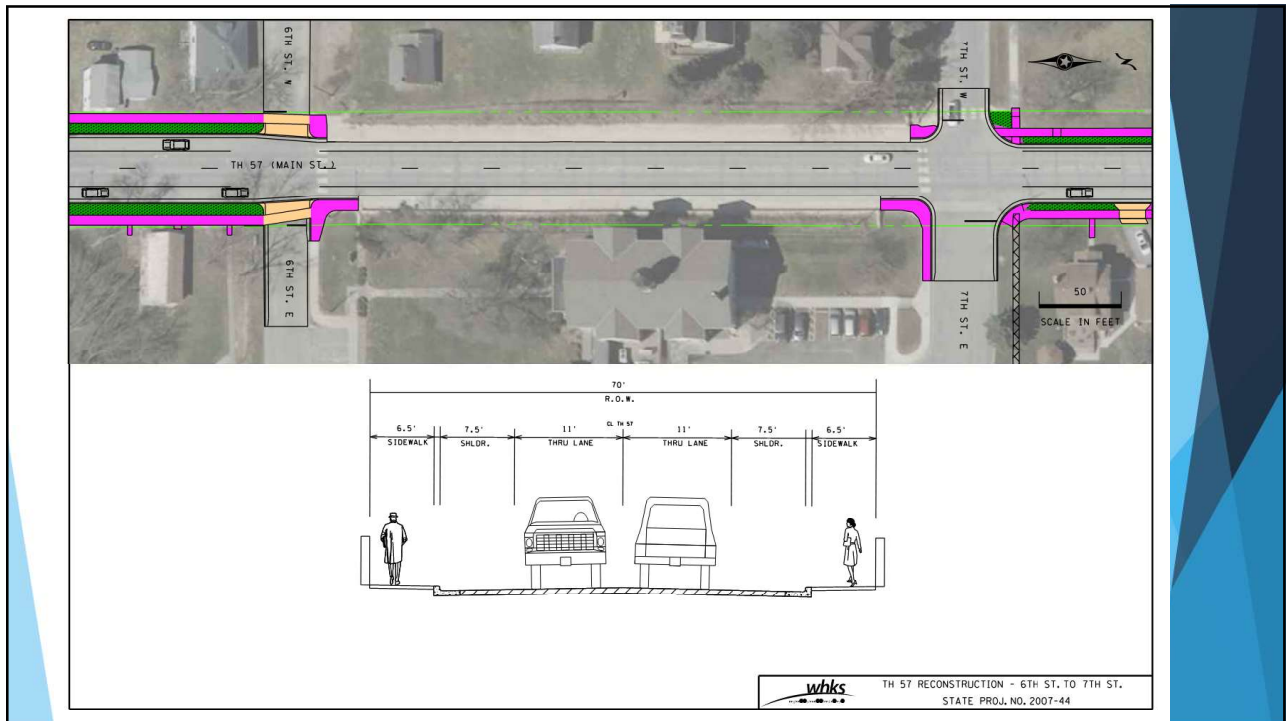
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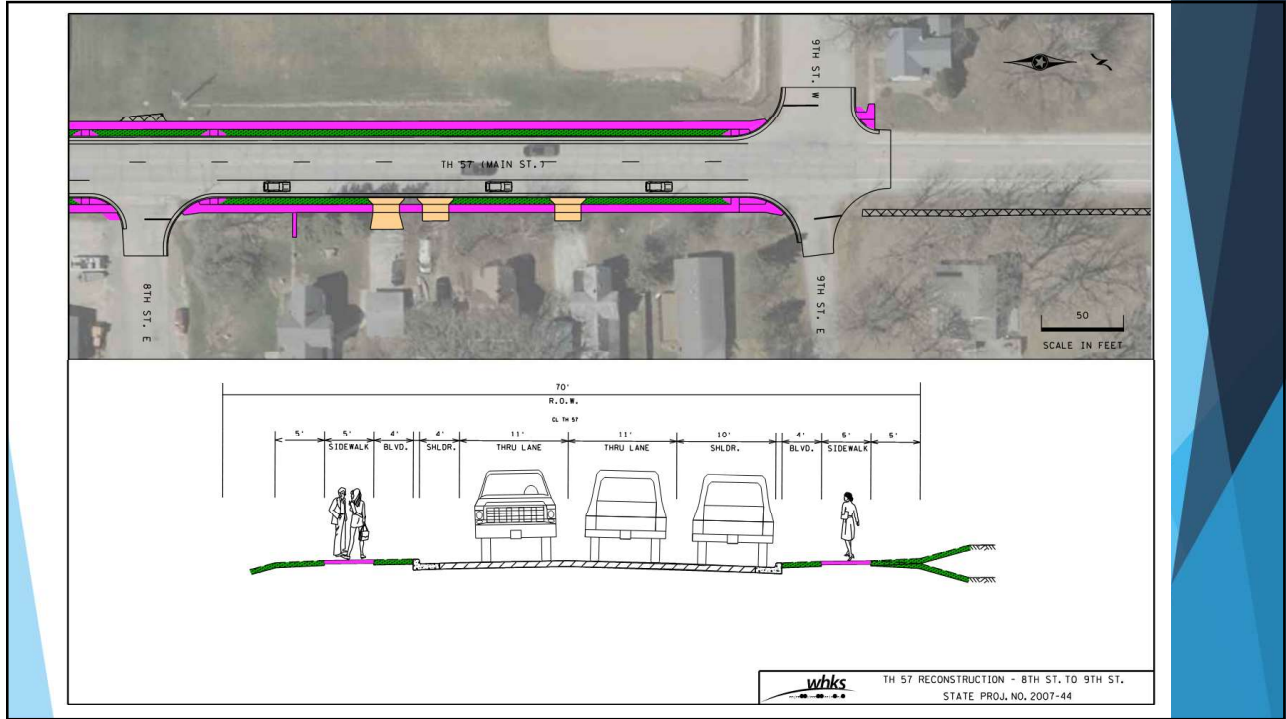
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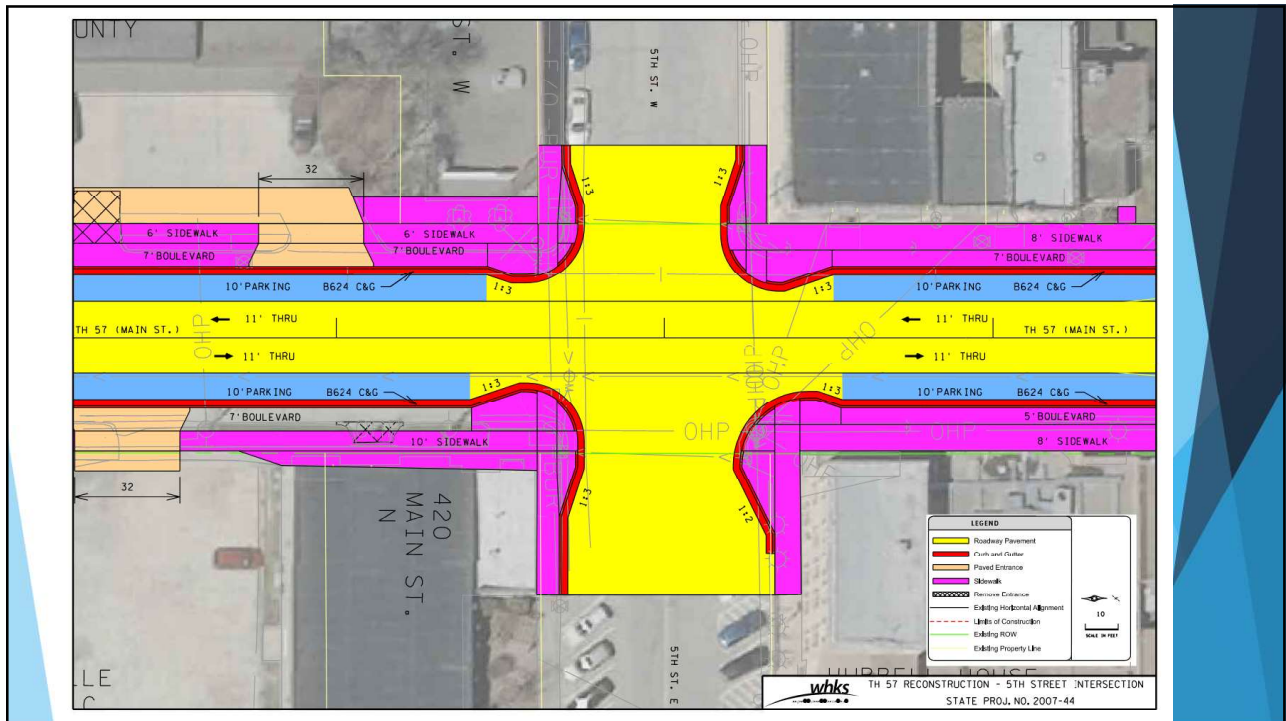
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## Lighting

- ▶ Working with Xcel Energy on lighting layout. Light poles & luminaire style selected
- ▶ Working with Excel Energy on Overhead lines and poles relocation to alleyways between 4<sup>th</sup> Street and 6<sup>th</sup> Street

### LED Luminaire Styles



#### Acorn

Add historic sophistication with one of the many globes that found their way onto the city streets of North America in the early 20th century.

- Colors: Dark Bronze, Black, Federal Green
- Available on pole styles A (aluminum), B or C

### Pole Styles



#### Style C – Washington

A fluted base mounted pole with a 15-foot fixture mounting height.

- Available in fiberglass and aluminum
- Colors: Bronze, Black and Green

*whks*

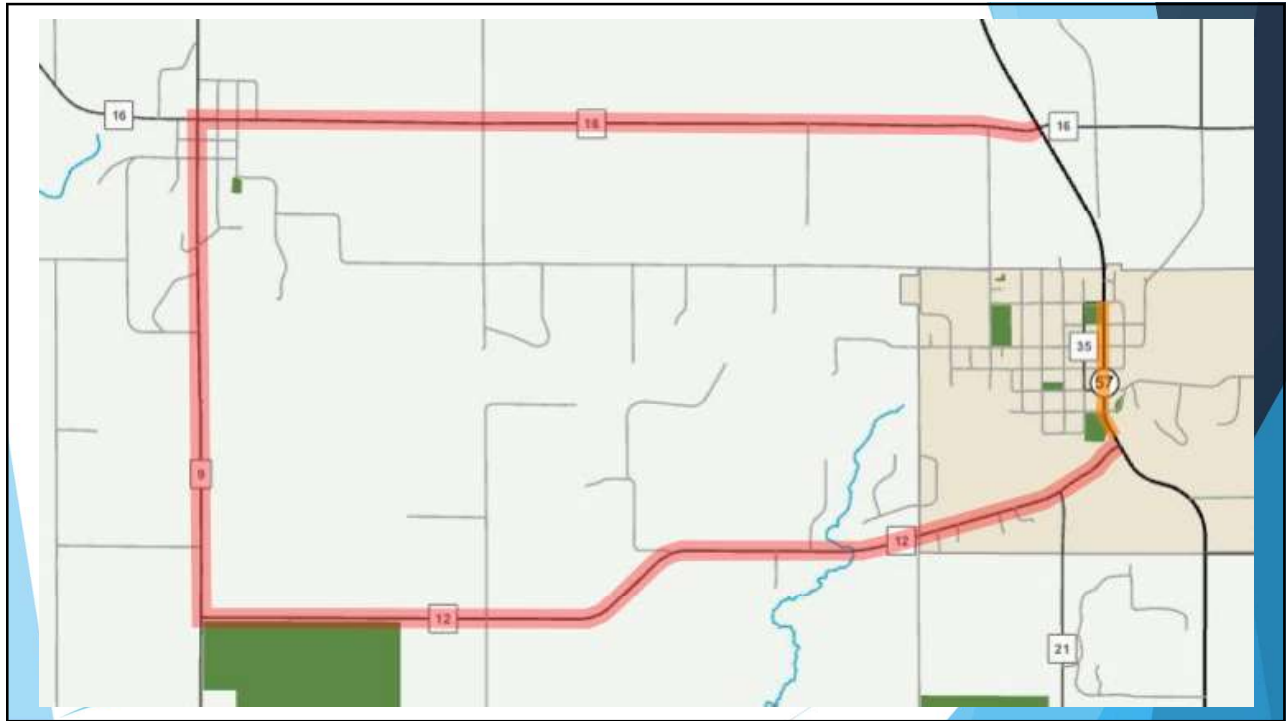
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## Construction Impacts

- ▶ Road detour to County Road 9 (map next slide)
- ▶ Bridge to 4<sup>th</sup> closed during “Bridge” phase
  - ▶ Bridge to 4<sup>th</sup> open to emergency vehicles at all times
- ▶ Alternate crossing streets to be closed
- ▶ At least three side streets open for crossing during construction
- ▶ 9<sup>th</sup> Street Intersection closed during “9<sup>th</sup> Street” Phase
  - ▶ Intersection remain open active work is occurring.
- ▶ Pedestrian access to downtown businesses will be maintained as much as possible.

*whks*

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## Proposed Schedule

- ▶ 90% Plan Submittal - August 29, 2023
- ▶ 2<sup>nd</sup> Public Open House - September 27, 2023
- ▶ Final Plans Submittal - October 17, 2023
- ▶ Project Letting - January 26, 2024
- ▶ Construction Begins - Late April 2024
- ▶ Construction Ends - Late August 2024

The logo for 'whks' is located in the bottom left corner of the slide. It consists of the lowercase letters 'whks' in a blue, sans-serif font, with a stylized blue wave or swoosh underneath the letters.

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# Questions and Answers

Thank you!

*whks*