



City of Mantorville
Regular City Council Minutes
December 11, 2023

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

Absent: Greg Rud

Others Present: City Clerk-Treasurer Gretchen Lohrbach
Public Works Lead Joe Adams
Public Works Wade Schroeder
City Engineer Scott Huneke
Fire Chief Duke Harbaugh

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 Councilmember Bradford and seconded by Councilmember Ingalls to approve the Consent Agenda, as presented:

- A. Accounts Payable (Warrant List) December 11, 2023
- B. Park Meeting Minutes 10.24.23
- C. Regular Minutes Board of Commissioners 11.14.23
- D. Mantorville Chamber Regular Minutes for November 2023
- E. Mantorville Garbage License Renewals for 2024
- F. Liquor License Renewals for 2024
 - 1. Mantorville Saloon 2024 Renewal, 501 Main St. N. Resolution No. 2023-30
 - 2. Mantorville Saloon 2024 Renewal, 509 Main St. N. Resolution No. 2023-31
 - 3. Hubbell House 2024 Renewal, 502 Main St. N. Resolution No. 2023-32
- G. Designating Polling Place for 2023 City Elections Resolution No. 2023-33

Motion carried: 4 ayes / 0 nays



5. Proclamations, Presentations and Recognitions

A. Tom Monson presented updates on the Riverside Park bandshell plan.

From: Tom Monson, on behalf 11/28/2023
Facility Construction:

I have previously approached the City regarding the repurposing of the southern park shelter in Riverside Park into a band shell for hosting regularly scheduled live music and outdoor food. I have since visited with Joe Adams (public works lead), Aaron Thompson (architect/The Design Connection), and Klaus Alberts IV (contractor and prospective sponsor). I have received feedback that the structure would not be able to handle snow weight loads at current building code requirements and/or floor weightbearing loads. Given the cost that would be necessary to bolster the structure to meet these requirements, building a new structure appears to be prudent.

Aaron Thompson provided pictures of a band shell recently constructed in Stewartville (see attached) that can serve as a model for this project and has provided a concept rendering of such a structure incorporating limestone.

Furthermore, Klaus Alberts IV has gone over the project and collected a materials quote from ABC Supply (excluding the steel roof or decorative and structure brackets) showing the majority of materials costing \$16,323.84. Inclusion of materials for a steel roof and brackets likely creates a project supplies cost ceiling of approximately \$30,000. Additional design, site preparation, electrical, and construction labor costs will need to be addressed either through fundraising or donation. At this time, I believe these items be to be financially feasible and request Park Board recommendation to the City Council for permission to pursue this project further before soliciting such bids and pledges. Please note that Klaus has expressed interest in being the primary sponsor of constructing this band shell, and in return would like to have the shell named for his late grandfather.

Programming and use:

While my proposed use is live music, the structure appears to be multi-functional as a platform or stage that can also be used by theatrical performers (Mantorville Theatre Company), vendors (Marigold Days), or instruction (yoga in the park). I personally believe Tuesday evenings from about 6-8 PM on a monthly or biweekly basis to be a preferable time for scheduled live music and food. This avoids competing with Berne Pizza or Thursdays on Main in Rochester, and overlaps with the Farmers Market providing an additional foot traffic draw during the tail end of Farmers Market hours. This does cause a scheduling conflict with Yoga in the Park, which does need to be further discussed with interested parties. An alternative night for consideration is Mondays at the same time and frequency, though does not provide the same benefits to the Farmers Market.

If permission is received to continue, I propose local restaurants be offered first right of refusal on selling food and/or drinks in the park during these events. Further guidance from the City would be needed regarding any permits or licensing required for these purposes. I would further propose that local businesses and stores be given an option to sell merchandise in the park during the event.



The proposed structure shows a single surface roof better for project sounding into the park and away from the residential district to the west. The backwall can be further reviewed if it should be taller or

shaped to further push acoustics towards the park. I personally recommend the City and its staff review noise and nuisance policies to ensure the structure is used during reasonable times at reasonable volumes to avoid disturbing the peace.

Timeframe:

I am proposing a goal of completion by May 31, 2024, allowing initial use to begin during MN-57 reconstruction of Summer 2024. By end of May, north of the bridge to 4th Street should have been completed, allowing local traffic detours to go back to the park and access the band shell. Additionally, this allows the proposed programming to help mitigate construction impact during the summer months by creating destination foot traffic and allowing local businesses to sell on-site in the park.

Anticipating parking and traffic challenges could be offset by advertising a park and ride shuttle option from either K-M Schools (with district permission) or County Government campus (with county government permission). Either school buses or chartered trolleys could be hired for such purposes.

1. They are now thinking about going more to the corner and South of the old pavilion instead.
2. The structure will be donated.
3. City Engineer Scott Huneke mentioned that we need a model from the DNR because it is in the flood plain and WHKS can help with this. It would be around \$2,000.00 to draw this up.
4. This area used to be a dumping ground. Jim Potter asked about what would happen if they were digging and hit fill, would it cost extra money? Would this fall on the City? Gary Riehl mentioned boring to begin with, to see what's underneath, would be a good idea.

Councilmember Ingalls motioned and Councilmember Hoaglund seconded for the City to contribute \$500.00 to the study.

Motion Carried: 4 ayes / 0 nays



6. Public Concerns

Audry Finlay would like to know why her property taxes went up so much. Council directed her to speak with the County Assessor.

7. Public Safety Update

- A. Fire Chief Duke Harbaugh would like approval of the Elected Officers for 2024. They are:

Chief – Duke Harbaugh

Assistant Chief – Don Hofstad

Deputy Chief – JJ Williams

Equipment Officer – Ryan Jech

Truck Officer – Joey Lorentz

EMR Officer - Annika Hofstad

Fire Marshall – Tristan Fairchild

Training Officer – Orion Hardwick

Treasurer – Brett Skoog

Clerk – Troy Stafford

Councilmember Hoaglund moved and Councilmember Bradford seconded to Accept the Elected Officers.

Motion Carried: 4 ayes / 0 nays

- B. There were four fire calls in October and five medicals.
C. The Mantorville Fire Department Received a \$2300.00 donation of tools from DeWalt-Stanley Black and Decker.

Councilmember Bradford motioned and Councilmember Ingalls seconded to accept this donation for the Mantorville Fire Department.

Motion Carried: 4 ayes / 0 nays

- D. Toys For Tots toy drive brought in \$1,132.00 cash donations and roughly 2 pickup loads of toys. Will do the annual toy buy on Thursday night.
E. Mike Brown has been approved as a new member.

- F. They will be getting some quotes for the truck repairs. Will bring those to Council in January.
- G. Will be updating their Standard Operating Guidelines (SOGs).
- H. Participated in a live burn training with Dodge Center and Claremont.

8. Public Hearings – No Items

9. New Business

- A. Truth in Taxation Meeting and public input on final levy for the General Fund Budget for 2024.

- 1. Councilmember Ingalls motioned and Councilmember Bradford seconded to approve the 2024 Budget.

Motion Carried: 4 ayes / 0 nays

- 2. Councilmember Ingalls motioned and Councilmember Bradford seconded to approve Resolution No. 2023-34 Adopting the Final Tax Levy Collectible in the Year 2024 with a final levy set at \$634,030.91 (6.5%).

Motion Carried: 4 ayes / 0 nays

- 3. Councilmember Bradford moved and Councilmember Ingalls seconded to raise the water and sewer rates 2% and approve Resolution No. 2023-35 Setting the Monthly Water and Sewer Rates for 2024.

2023 Rates		2024 Rates	
Water Base	\$19.31	Water Base	\$19.70
Water Usage	\$4.80	Water Usage	\$4.90
Sewer Base	\$35.78	Sewer Base	\$36.50
Sewer Usage	\$8.45	Sewer Usage	\$8.62

Motion Carried: 4 ayes / 0 nays

- 4. Councilmember Ingalls motioned and Councilmember Bradford seconded to approve the 2024 Enterprise Budget.

Motion Carried: 4 ayes / 0 nays

- B. Councilmember Ingalls moved and Councilmember Hoaglund seconded to approve Resolution No. 2023-36 Approving the Delegation of Authority for Paying Claims Through Month End of 2023.

Motion Carried: 4 ayes / 0 nays

C. City Engineer Scott Huneke Presented the possible designs for the 10 acorn lights.

Using the American Association of State Highway and Transportation Officials (AASHTO) *Roadway Lighting Design Guide* and the physical characteristics of our roadway the Average Luminance in “foot-candles” should be 0.6 for both the roadway. The crosswalk should be at 0.6 as well unless there are less than 10 pedestrian crossings per hour then that number would reduce down to 0.4. using this criteria:

- Option 1 meets lighting guidelines if less than 10 people cross 5th street per hour.
- Option 2 meets guidelines if more than 10 people cross 5th Street per hour.

Option 2 eliminates the northernmost and southernmost lights, and instead has lighting at each of the 4 corners of 5th Street and HWY 57. The supplier was not able to model the existing lights at 4th and 6th street. The recommendation is to review the current lights at night and see if you think these lights are needed for the roadway as the crosswalks at 4th and 6th will be directly below the existing lights.

Huneke will get more information for the Council meeting on January 8, 2023.

D. Discussion of bonding for the HWY 57 Project

Per City Financial Advisor Mike Bubany’s e-mail:

I’d like to share with you my preliminary recommendations for financing the City costs associated with the State Highway 57 project. I will attempt to do this in bullet-point fashion:

- The City should plan to “cash out” the road and other non-utility costs (estimated total of about \$73K). I believe you have enough cash to do this comfortably. This is why I was asking you about fund balances in the Capital Project, Water, Sewer, and Storm Funds. By removing non-utility costs from the borrowing we can use utility revenue authority for the debt which does not require any public hearings and doesn’t eat into any sort of statutory limits. In other words, it makes the process much easier and cleaner. This also makes scheduling things easier to comply with MNDOT’s requirement that we provide funds 30 days after the bid date (which I’m told is January 26, 2024).
- The borrowing amount will be in the realm of \$440K. At this amount, a rated public sale doesn’t make much sense. Even though Mantorville has a great credit rating (AA-), the costs of that type of process will exceed the benefits of the lower interest rates. And that process is also very time consuming...and because of MNDOT’s draconian requirements, time is not something we have in abundance.
- I’ve also looked at a non-rated, negotiated public sale of bonds. This is a reasonable alternative, but when I compare it to a bank placement utilizing MN

Rural Water Association's MIDI Loan Program, total payments over the life of the deal are about identical. So, I will be advising a direct bank placement with MRWA. See attached for that comparison.

- A bank placement, particularly using MRWA's program, will allow us to secure a proposal *quickly*. So, I'm suggesting we see what final City costs are after bids are received on January 26th (the engineers would have to get me the results quickly, and break it down between utilities and non-utilities just like they did on the preliminary estimates) before I finalize the actual size of the borrowing. I would then prepare an actual proposal for the Council to approve at its meeting on February 12th. We would close on funds on February 26th....complying with MNDOT's requirement.
- I'm planning to term the bonds over 15 years which is consistent with prior planning I've done with the City for this project. Water and Sewer revenues will be pledged to the repayment of the bonds. Based on activity I saw in your 2022 Audit, adjusting utility rates might not be necessary (well, other than annual increases to deal with inflation). But we'll know more once you've finalized your 2023 activity in your books to see how things went this year. See attached preliminary bond report and cash flow for details.

Council will take all this into consideration.

E. Discussion on Master Fee Schedule.

Copies were provided for Council to look over and changes can be discussed at the January 8, 2024 meeting. A Public Hearing will then be scheduled for the official adoption of the Master Fee Schedule.

F. Discussion of 2024 Calendar

Doesn't have to be approved until January.

10. Old Business – *No Items*

11. Tabled Items – *No Items*

12. Reports

A. Public Works Report – *No Report*

B. City Clerk Report

1. Deputy City Clerk Arnold and City Clerk Lohrbach completed their budget/tax training with Mike Bubany.
2. Will check with Mike Bowe from On-Site Computers to see how many work stations need to be backed up. Currently we have image level back-up.

C. Consultant Report – *No Report*.

D. Committee Reports

- 1) Chamber – Merry Hour was a success.
- 2) Economic Development Authority
- 3) Finance/Budget
- 4) Fire Department
- 5) Infrastructure
- 6) Kasson Mantorville Joint Powers
- 7) Mantorville Restoration Association
- 8) Park Board – Band Shelter was discussed at last meeting.
- 9) Fire Relief
- 10) Township

E. Councilmember Reports

Councilmember Hoaglund said that the Mantorville Businesses would like to have a meeting about directing traffic and signs. Mayor Bradford said the businesses want this information in the contract.

Councilmember Hoaglund said they have been having trouble with Bluehost emails.

Councilmember Bradford said it is not well lit at an area on 6th Street.

F. Mayor's Report

Mayor Bradford shared Councilmember Rud's card regarding his resignation.

Merry Christmas and celebrate responsibly!

13. Executive/Closed Session

- A. Councilmember Ingalls moved and Mayor Bradford seconded to move into executive session at 8:47pm.

Motion Carried: 4 ayes / 0 nays

Employee evaluations and wage increases were reviewed.

Councilmember Hoaglund moved and Councilmember Bradford seconded to return to the public meeting at 9:15pm.

Motion Carried: 4 ayes / 0 nays

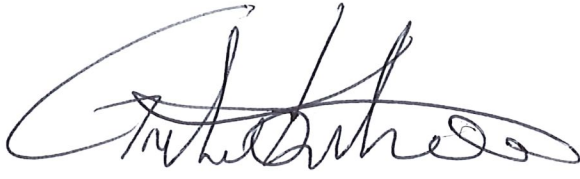
- B. Councilmember Ingalls moved and Councilmember Bradford moved to give each employee a 6.0 % wage increase which includes merit and cost of living increase (COLA).

Motion Carried: 4 ayes / 0 nays

14. Adjourn

Motion was made by Councilmember Bradford and seconded by Councilmember Ingalls to adjourn the meeting at 9:16 p.m.

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



1/8/24

