

City of Mantorville  
Regular City Council Minutes  
November 13, 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  
Deputy City Clerk Stephanie Arnold  
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**

Councilmember Bradford thanked all of the Veteran's in our community for their service this Veteran's Day, November 13, 2023.

Agenda was amended to include the Mantorville Fire Department accepting a donation of \$100.00 from Dodge Refreshed for their help with the Haunted Hustle. Added to the Public Safety Update.

Councilmember Ingalls moved and Councilmember Bradford seconded to approve amended agenda.

Motion carried: 4 ayes / 0 nays

**4. Consent Agenda**

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

A. Accounts Payable (Warrant List) November 13, 2023

- B. Fire Department October General Meeting
- C. Mantorville Chamber Meeting Minutes for October

Motion carried: 4 ayes / 0 nays

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

6. **Public Concerns** – *No Items*

7. **Public Safety Update**

A. Update from Fire Chief Harbaugh

1. The Haunted Hustle put on by Dodge Refreshed went well.

Motion was made by Councilmember Bradford and seconded by Councilmember Ingalls to accept the donation of \$100.00 to the Mantorville Fire Department from Dodge Refreshed.

Motion carried: 4 ayes / 0 nays

2. The old Tanker was sold to Clontarf Fire Department for \$7,000.00.

Motion was made by Councilmember Bradford and seconded by Councilmember Ingalls to accept the payment of \$7,000.00 for the sale of the old tanker to the Clontarf Fire Department.

Motion carried: 4 ayes / 0 nays

3. There will be officer elections this month.
4. Currently working on accountability and participation with fire department members.
5. Rapid Intervention Training/Search and Rescue last month.
6. Exit signs are needed in the fire department according to OSHA standards. Also, some other little things. Chief Harbaugh will bring a list to Public Works Lead Adams.
7. Public Safety funding will be coming in December and they would like to keep this funding local for the Fire Department because there is a need for new radios and some truck repairs.
8. The floor bay grates are rotting away and a plan is needed to address this. They can probably do plumbing and concrete work internally as they have members that can help with this.
9. Mayor Bradford asked about fires (ie. apartment fire in town a few years ago) rekindling and Chief Harbaugh said this does happen in about 25% of cases. Harbaugh said they currently have 4 small thermal cameras to identify these issues.
10. Councilmember asked about how many hours are on the truck that needs repairs. Harbaugh said it was bought used, but is still in really good condition. It is leaking oil, but is worth fixing.

## 8. Public Hearings – *No Items*

## 9. New Business

- A. Nick Koverman (SEMMCHRA) with the Small Cities Development Program Application update.

Fewer grants may be awarded, but with higher dollar amounts. SEMMCHRA is looking at around 15 rehabilitations for the City of Mantorville. Initially the grant amount would have been \$316,250.00, but now is \$431,250.00 and with other funds (City of Mantorville - \$10,000.00, SEMMCHRA - \$5,000.00, Dodge County - \$5,000.00) brings it to a total of \$451,250.00. Low to medium income homes could obtain a seven year forgivable loan up to \$25,000.00 and would only have to leverage other funds if project costs exceed this amount. The City pledged \$10,000.00 toward the Small Cities Development Program by resolution on October 10, 2022.

Koverman is looking for a resolution to move forward with the preliminary application. This application will then be reviewed during the next month and a half to see if we are competitive for this grant. If we are, we will be invited to submit the full application due at the end of February.

Motion was made by Councilmember Ingalls and seconded by Councilmember Bradford to move forward with the preliminary application for the Small Cities Development Program.

Motion carried: 4 ayes / 0 nays

- B. Scott Huneke -WHKS with the HWY 57 update on our lighting options.

### **10/30/2023 Xcel Energy Meeting:**

1. Pricing from Xcel on 10/11/2023 is \$68,831.00
  - Includes ten 14' Aluminum Base mounted Washington poles with outlets, ten Acorn lights (75' apart), 1428 feet of conduit and wiring, and one feed point cabinet.
2. Switch to cheaper lights and poles could reduce cost to approx. \$64,000.00.
  - Traditional/Contemporary lights and 18' Style A poles. Same number of lights and poles as Option 1.
  - Would need to check with MnDOT Cultural Resources Unit if there are any issues with revised light and pole styles.
3. Remove outlets from poles, associated service cabinet needed for the outlets, and install “thinner” poles to reduce cost to approx. \$59,000.00.
  - No ability to hang lights/banners from poles.

4. Switch to 30' standard poles with standard cobra style lights to decrease the number of lights installed (4-5 lights spaced 150'-175' apart) to reduce cost to approx. \$45,000.
  - Lights would be on the same side of TH57 to reduce conduit and wiring costs.
5. Re-install wooden poles w/ standard lights for existing lighting rate.
  - City would need to hire an electrician to install outlets for decorations.
  - Would still have overhead wires running to TH 57 from Side Streets

It is about \$4,000.00 to reroute the light poles.

#### **10/31/2023 MnDOT District 6 and Central Office Cost Participation Meeting:**

- Lighting cost participation requires lighting system need (determined by District Traffic Engineer), and City to own, operate, and maintain lighting system.
- Per Mike Schweyen, MnDOT District Traffic Engineer, on 6/7/2023, lighting system is not needed or warranted for highway purposes.
- The City does not plan to own, operate, or maintain lighting system. The system would be Xcel Energy responsibility.
- MnDOT cannot perform cost participation directly with a private utility company, only with a Local Government Agency.
- The lighting system currently on TH 57 is not owned, operated, or maintained by MnDOT.
- If the City owned the lights, they would need to meet MnDOT specifications to qualify for cost participation (lumen level, dark sky friendly, etc.)
- If lighting was eligible for cost participation, lighting plan, items, specs, and cost estimate would need to be added to construction plan set for review. Cannot be done while meeting current letting date. The Letting Date would need to be pushed back to accommodate added lighting to the project plans.

Virgil Andrist asked about running the lights up only one side of the street like Kasson does. Huneke said that it could be done. The price per pole would be higher because the poles would be taller, but it would save the City \$25,000.00.

The City will pay around \$470,000.00 in construction costs for the HWY 57 Project. The city has already paid most of the engineering costs. There will also be around \$25,000.00 in construction administration costs. The cost of our lighting choice would also need to be included.

Councilmember Hoaglund asked who is liable if damage is caused to one of our historic buildings on Main Street? Huneke said it depends on how the damage occurred. Huneke said they also have a stipulation in place that will protect the historic buildings from vibrations.

The project will begin in early May. Huneke said that MNDOT will have signage for the HWY 57 detour. Council would like to see signage needs addressed in the contract so that people know to get to Mantorville, not just a detour for HWY 57. Huneke said there is a process for approval of the signs to be put up. Public Works Lead Adams said it takes about 6-8 weeks to receive signs after they are ordered.

Huneke would like some direction for talking with Xcel about the lights again. Councilmember Bradford would like to see some pricing on the actual lights. Councilmember Bradford also asked about the lifespan of the lights. Gary Reihl said the lifespan of a road is approximately 25 years.

Councilmember Ingalls would like more data on the bond necessary to cover the costs of the poles. Council would like to have our Financial Advisor, Mike Bubany, at the next meeting if possible so he can discuss binding options.

Council would like to have public input on the lighting options. City Clerk Lohrbach will ask for feedback on our website and on Facebook.

**C. Discussion of the Quitclaim Deed Easement for HWY 57.**

There is a parcel in town that is still owned by one of the original settlers in Mantorville and MNDOT needs to have that piece of land to do the project, so they need the City to sign a Quitclaim Deed Easement to MNDOT for that parcel.

Councilmember Ingalls said the City will still own it, MNDOT will just have a perpetual right-of-way easement.

Jim Potter said Council should check because he thought ownership transfers to the state.

City Clerk Lohrbach will check with the attorney to see if we retain ownership or not.

Councilmember Hoaglund would like it on record that the overhang at 521 Main Street has been removed from the building and is no longer encroaching on State property.

**D. ResNexus discussion for online booking for the Campground.**

Customers would be able to book and pay for the Campground online.

- What will it cost?
  - o We have two options for prices in lower price category:
  - Essentials - \$27.00/monthly. This will include the grid calendar, online booking engine, reservation emails, auto billing/invoicing, and access to over 75 different reports.
  - Essentials Plus - \$50.25/monthly. This will include the grid calendar, online booking engine, reservation emails, auto billing/invoicing, and access to over 75 different reports.
  - The main difference is Essentials charges a 1% commission is charged for any Online Travel Agencies (AirBNB, The Dyrtr, Spot2Night). The Essential Plus does not charge this commission.
    - o There is a onetime \$99.00 set up fee. We are also interested in their payment system. This is free for the first year, but after the first year, it costs \$79.95 a year. When a customer makes a payment with a credit card, they are charged a 2.9% + \$0.30 fee per transaction. This will be something we add as an "Administration Fee" so the customer will be charged, we will not.
    - o Total for this would be:
      - Essentials - \$423.00 for the initial set up and first year. \$404.00 for the following years
      - Essential Plus - \$702.00 for the initial set up and first year. \$683.00 for the following years

Councilmember Ingalls motioned and Councilmember Bradford seconded to go with the Essentials Plan.

Motion Carried: 4 ayes / 0 nays

## **10. Old Business**

- A. A decision on the final levy amount must be made by the end of December.

We don't yet know the amount the State will reimburse the City for HWY 57.

We don't yet know the bond amount we will need.

City Clerk Lohrbach presented two preliminary budgets. One with a 5% levy and one with an 8% levy. City Clerk Lohrbach will send the budgets in Excel to Council.

Council will wait on making any decision about the budget tonight.

## **11. Tabled Items -No Items**

## **12. Reports**

- A. Public Works Report

1. Public Works lead Adams received two bids for street sweeping. Durst Outdoor Services was \$1,850.00 and S.L. Contracting was \$3,520.00. Councilmember Hoaglund motioned and Councilmember Ingalls seconded to go with Durst.

Motion Carried: 4 ayes / 0 nays

2. DeCook is the only contractor that responded for a snow removal bids.

Councilmember Ingalls moved and Councilmember Bradford seconded to approve the contract with DeCook.

Motion Carried: 4 ayes / 0 nays

Adams with check on two-year contracts for next year.

#### B. City Clerk Report

- 1) Deputy City Clerk Stephanie Arnold is now a notary.

#### C. Consultant Report – *No Report*.

#### D. Committee Reports

- 1) Chamber – Old Fashioned Christmas is on December 2<sup>nd</sup>.
- 2) Economic Development Authority – The President of CEDA came to the meeting to discuss options for 2024. Mayor Bradford said that the “Larger Than Life” pictures are now up on the South side of the Mantorville Square building.
- 3) Finance/Budget
- 4) Fire Department
- 5) Infrastructure
- 6) Kasson Mantorville Joint Powers – ADA compliance was discussed for Denneson Park. The basket ball court and portable ice hockey rink update was discussed.
- 7) Mantorville Restoration Association
- 8) Park Board – first meeting is Tuesday March 28<sup>th</sup> at 6:30pm.
- 9) Personnel – employee reviews need to be done.
- 10) Fire Relief
- 11) Township – Dodge Center Ambulance services were discussing billing by parcel instead of by household.

#### E. Councilmember Reports

Councilmember Bradford asked if Councilmember Rud is going to stay on Council. Councilmember Hoaglund will check into this.

Councilmember Bradford suggested putting a Thank You to our Veterans on the water bills next year for Veteran’s Day. Deputy Clerk Arnold made a note to do this.

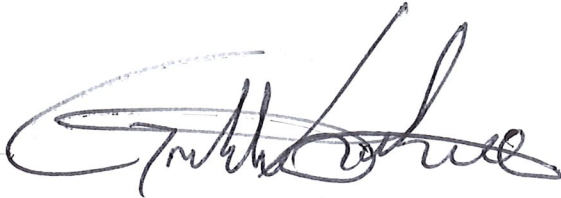
City Clerk Lohrbach said a gentleman is disputing a water bill and may be at the next Council meeting.

Mayor Bradford attended the ambulance meeting and it was discussed to have a taxing authority that would be a joint venture and it could enter into contracts with a service provider. They would also be able to justify the need for new equipment.

**13. Adjourn**

Motion was made by Councilmember Ingalls and seconded by Councilmember Bradford to adjourn the meeting at 8:51 p.m.

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



1/8/24