

City of Mantorville  
Regular City Council Minutes  
November 27, 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

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

- A. Accounts Payable (Warrant List) November 27, 2023
- B. Council Regular Meeting Minutes 10.09.23
- C. Council Regular Meeting Minutes 10.23.23
- D. Park Meeting Minutes 8.29.23
- E. Park Meeting Minutes 9.26.23
- F. Regular Minutes Board of Commissioners 10.24.23
- G. Fire Department November 2023 General Meeting
- H. League of Minnesota Cities Update of Rates for 2024
- I. Rental Renewals 11.27.23

Motion carried: 4 ayes / 0 nays

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

**6. Public Concerns – *No Items***

**7. Public Safety Update**

**8. Public Hearings**

- A. Council will consider the following two applications related to the Property: (i) a lot split that would authorize the existing parcel to be divided into two separate lots; and (ii) a Conditional Use Permit pursuant to Mantorville City Code, section 150.070(D)(8) that would authorize two attached (zero lot line) dwellings, one on each of the newly proposed lots at 914 & 916 West Street.

Councilmember Ingalls motioned and Councilmember Bradford seconded to open the Public Hearing at 6:33pm.

Motion carried: 4 ayes / 0 nays

Robin Maxson explained why he would like to his building separated into two units. Each dwelling has separate utilities.

Gene Lushinsky added that his properties were also granted a zero-lot line and they are similar to this property.

Mayor Bradford asked if anyone else would like to give testimony.

Councilmember Hoaglund moved and Councilmember Ingalls seconded to close the Public Hearing at 6:40pm.

Motion Carried: 4 ayes / 0 nays

- B. Councilmember Bradford motioned and Councilmember Ingalls seconded to approve Resolution No. 2023-29 Approving a Lot Split and Conditional Use Permit for Certain Real Property Located in Mantorville, Dodge County, Minnesota.

Motion carried: 4 ayes / 0 nays

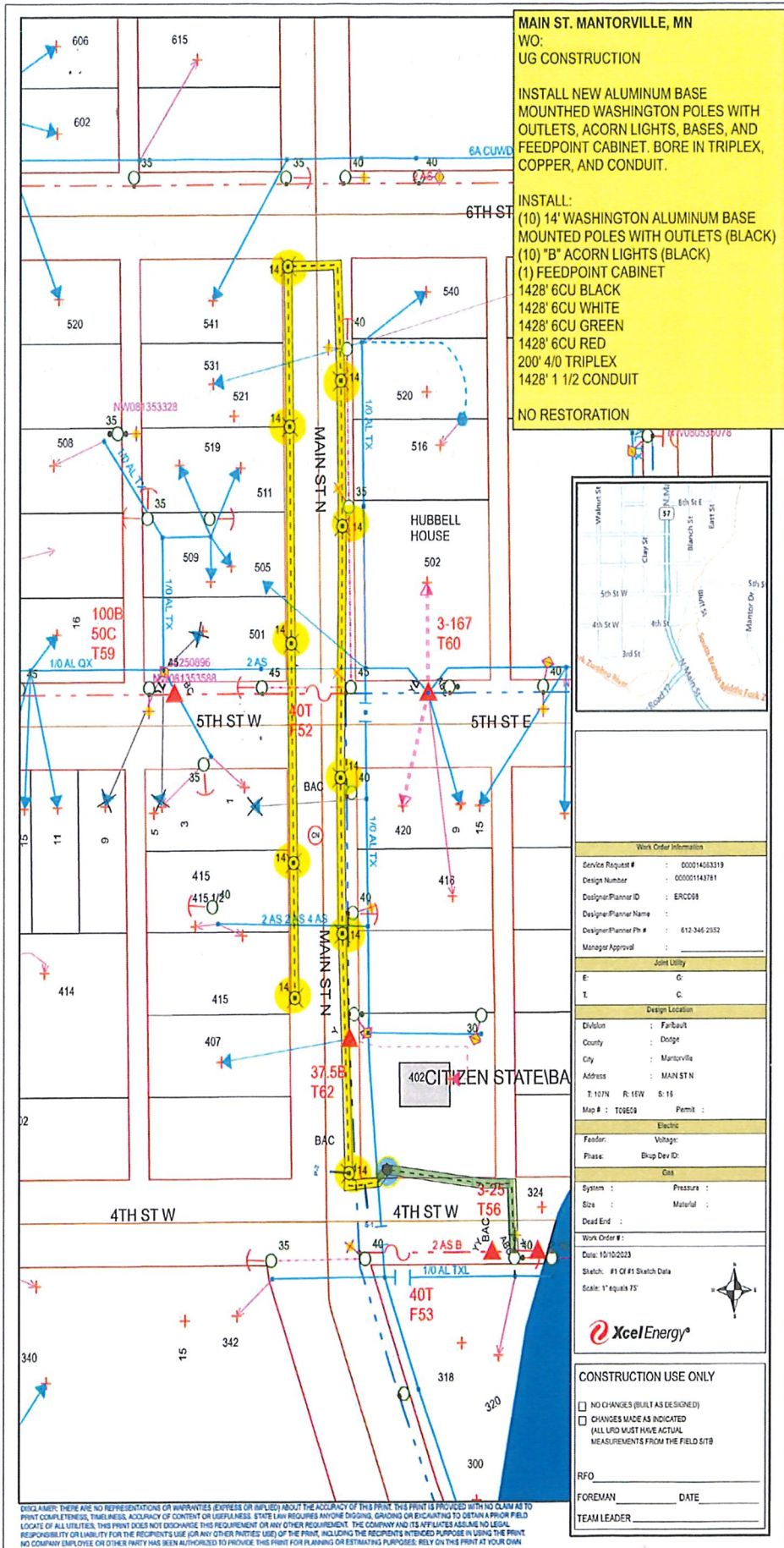
**9. New Business**

- A. Scott Huneke-WHKS presented the new quotes from Xcel Energy for our lighting options.

Per City direction at the 11/13/2023 City Council Meeting, WHKS has received quotes from Xcel Energy for select lighting options on Highway 57 Between 4th Street and 6th Street.

Lighting Options:

1. Pricing from Xcel on 10/11/2023 is \$68,831
  - o 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.
    - Lights staggered on both sides of the road
    - Monthly Rate of \$4.90/Light
2. Pricing from Xcel on 11/21/2023 is \$35,088
  - o Includes four 30' Aluminum Base mounted round pole with outlets and skirts, four cobra lights (150' apart), four (4' long) mast arms, 538 feet conduit and wiring, and one feed point cabinet.
    - Lights on one side of the road at their current locations
    - Monthly Rate of \$6/Light
3. Pricing from Xcel on 11/27/2023 is \$13,528
  - o Includes four wooden poles and standard lights.
    - Lights on one side of the road at their current locations
    - Monthly Rate of \$11/Light

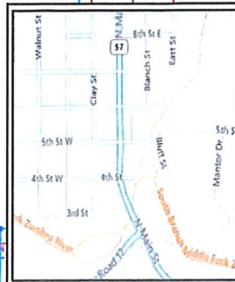


**MAIN ST. MANTORVILLE, MN**  
**WO:**  
**UG CONSTRUCTION**

INSTALL NEW ALUMINUM BASE MOUNTED WASHINGTON POLES WITH OUTLETS, ACORN LIGHTS, BASES, AND FEEDPOINT CABINET. BORE IN TRIPLEX, COPPER, AND CONDUIT.

INSTALL:  
 (10) 14' WASHINGTON ALUMINUM BASE MOUNTED POLES WITH OUTLETS (BLACK)  
 (10) "B" ACORN LIGHTS (BLACK)  
 (1) FEEDPOINT CABINET  
 1428' 6CU BLACK  
 1428' 6CU WHITE  
 1428' 6CU GREEN  
 1428' 6CU RED  
 200' 4/0 TRIPLEX  
 1428' 1 1/2 CONDUIT

NO RESTORATION



Work Order Information	
Service Request #	: 0001403319
Design Number	: 0000114781
Designer/Planner ID	: ERCC098
Designer/Planner Name	:
Designer/Planner Ph #	: 612-345-2352
Manager Approval	:
Joint Utility	
E:	G:
T:	C:
Design Location	
Division	: Farbank
County	: Dodge
City	: Mantorville
Address	: MAIN ST N
T: 107N	R: 1EW
S: 15	Permit:
Map #	: 106529
Electric	
Feeder	: Voltage:
Phase	: Busp Dev ID:
Gas	
System	: Pressure:
Size	: Material:
Dead End	:
Work Order #	:
Date	: 10/10/2023
Sketch	: #1 Of #1 Sketch Data
Scale	: 1" equals 75'

**CONSTRUCTION USE ONLY**

NO CHANGES (BUILT AS DESIGNED)  
 CHANGES MADE AS INDICATED  
 (ALL UFD MUST HAVE ACTUAL MEASUREMENTS FROM THE FIELD SITE)

RFO \_\_\_\_\_  
 FOREMAN \_\_\_\_\_ DATE \_\_\_\_\_  
 TEAM LEADER \_\_\_\_\_

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Acorn lights are a softer light and that is why we need more of them.

Lynette Nash is a member of the MRA and a business owner in town, and she feels that spending the money on the acorn lights will be worth it to our town and add to its historic look. We will be able to hang decorations and lights off these poles as well.

Jane Olive is with the MRA and they approve and recommend the acorn lights. They aren't exactly like the bridge lights, but they will blend in well. By ordinance the MRA is the historical committee of Mantorville and this would be an investment in our community.

A member of the audience asked about the lumens with the light choices and spacing for it. Huneke said there is a standard spacing for the lights.

Jim Potter said the acorn lights will cost each taxpayer around \$125.00 and this was not communicated to them. He also said the attorney should look into why MNDOT doesn't think we need lighting at the crosswalk. Scott Huneke will do some checking on this.

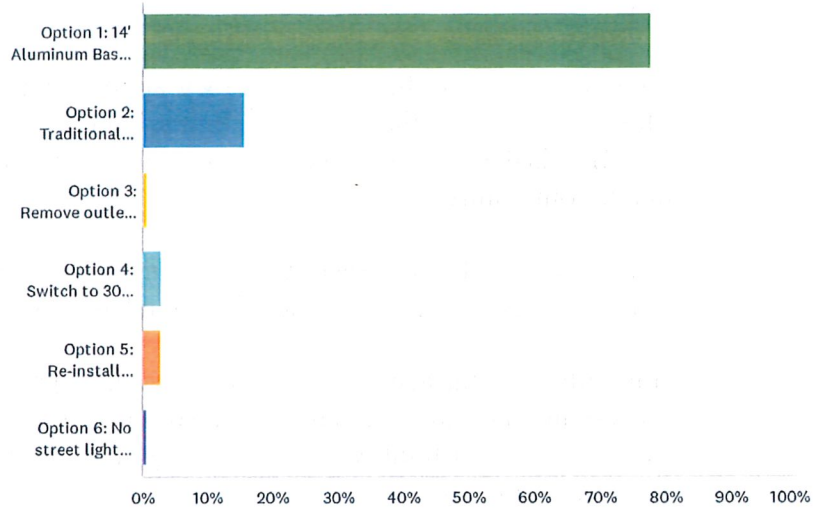
Terry Eckstein spoke for the Mantorville Chamber of Commerce and they strongly support the acorn lights.

Other citizens gave their opinions on the lights.

The survey results for the lights were as follows:

### Q1 Which lighting option would you prefer?

Answered: 174 Skipped: 0



ANSWER CHOICES	RESPONSES
Option 1: 14' Aluminum Base mounted Washington poles with outlets, ten Acorn lights - \$68,831.00	77.59% 135
Option 2: Traditional lights and 18' Style A poles. \$64,000.00	15.52% 27
Option 3: Remove outlets from poles, associated service cabinet needed for the outlets, and install "thinner" poles to reduce cost to approx. Can not hang lights or banners. - \$59,000.00	0.57% 1
Option 4: Switch to 30' standard poles with standard cobra style lights to decrease the number of lights installed - \$45,000.00	2.87% 5
Option 5: Re-install wooden poles w/ standard lights for existing lighting rate. Would have overhead wires running to TH 57 from side streets - No Cost	2.87% 5
Option 6: No street lights on Main St - No Cost	0.57% 1
<b>TOTAL</b>	<b>174</b>

1 / 1

Councilmember Hoaglund would like to know the cost of adding 2 additional acorn lights on each corner on 5<sup>th</sup> Street and HWY 57. Jim Potter also said that if we will

be spending this money, we should definitely have the 4 lights at the crosswalk across HWY 57.

Councilmember Ingalls motioned and Councilmember Hoaglund seconded to get two estimates, one with the acorn lights as is and one with two additional acorn lights added.

Motion carried: 4 ayes / 0 nays

**B. Discussion of bonding for HWY 57.**

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

A levy would not be added for the HWY 57 bond until 2025. If the City bonds for \$1 million next year and term the bond over 15 years, the debt levy would be around \$90,000 to \$95,000. The interest rate would be about 3.9%.

The process for bonding usually doesn't start until bids are received. Once received, then formal recommendations are presented at the next Council meeting. A month later, there will be an actual proposal to approve. Funds would close about 2 weeks after that.

Because they are heading up the project, MNDOT may require payment from the City immediately after bids. That is difficult because the City would have to issue bonds earlier based on estimates instead of known bid amounts.

**C. Discussion of Water and Sewer rates for 2024.**

There will be increased costs for water and sewer next year and Mike Bubany recommends at least a 1.5% increase, but 3% would be better.

A decision does not have to be made by Council tonight.

**10. Old Business**

**A. Council still has one more meeting to decide on the levy.**

City Clerk Lohrbach said that On-Site Computer's rates have gone up so that it will cost the City approximately \$400.00 a month. Council asked City Clerk Lohrbach what it was before and she thought approximately \$260.00 a month, but she will check on this.

Councilmember Ingalls looked at the invoice and the work stations are imaged so that it can be restored completely if something were to happen.

**B. Preliminary Budget with 5% levy.**

The main things that had to be sacrificed to get the City down to this percentage were the riprap on the Park Board's wish list and a little off things here and there and salary percentages were moved so that more salary expenses came out of water and sewer funds.

City Clerk Lohrbach said the 3% COLA increase is built into the City Employee's salaries in the budget already, but merit raises are not.

Mayor Bradford would like to know what a 2% merit raise looks like with the budget. City Clerk Lohrbach will work on this. She will also send the budget out to Council in Excel again.

## **11. Tabled Items**

### **A. Quitclaim Easement for Riverside Park.**

After consulting with the City Attorney, the City does not own this land to begin with and the Quitclaim deed is only an easement.

Councilmember Ingalls motioned and Councilmember Hoaglund seconded to sign the Quitclaim Deed for Riverside Park.

Motion Carried: 4 ayes / 0 nays

## **12. Reports**

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

1. The Reding property has been seeded by the contractor.
2. The sand bunker has also been installed down at the Campground.

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

1. Deputy City Clerk Stephanie Arnold and City Clerk Lohrbach will be doing training with ResNexus on Wednesday.
2. They both will be attending a budget, bonding, and tax workshop with Mike Bubany on Friday in St. Charles.

City Clerk Lohrbach will look into if Council needs additional training next year.

3. City Clerk Lohrbach said she will get Wade and Joe's self-evaluations to Council.
4. There are some holidays and elections that conflict with meetings next year. City Clerk Lohrbach will look at scheduling for those meetings.

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

### **D. Committee Reports**

- 1) Chamber
- 2) Economic Development Authority
- 3) Finance/Budget



- 4) Fire Department – Fire Department held their elections and they will give us an updated list of their officers.
- 5) Infrastructure
- 6) Kasson Mantorville Joint Powers
- 7) Mantorville Restoration Association – Merry Hour is Thursday.
- 8) Park Board – Meets tomorrow.
- 9) Personnel – Councilmember Rud has done a great job, but due to medical issues, has not been able to attend meetings and Council needs to declare a vacancy.

Councilmember Ingalls moved and Councilmember Bradford seconded to declare the seat vacant.

Motion Carried: 4 ayes / 0 nays

City Clerk Lohrbach will post the vacancy on the web, cable, water bills, and Facebook. She will wait until Council has spoken with Councilmember Rud. Councilmember Hoaglund said he could do this.

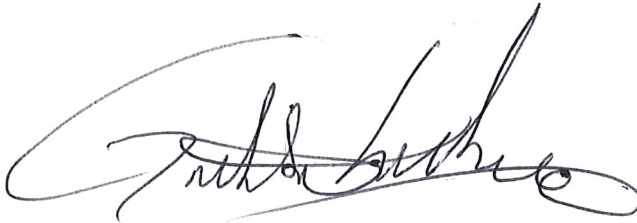
- 10) Fire Relief
- 11) Township

- E. Councilmember Reports – *No Reports*
- F. Mayor’s Report – *No Report*

**13. Adjourn**

Motion was made by Councilmember Ingalls and seconded by Councilmember Bradford to adjourn the meeting at 8:02 p.m.

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



1/8/24

