1. **Call to Order**

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

Present: Mayor Chuck Bradford

Councilmembers:

Lyle Hoaglund

Jeffrey Ingalls

Henry Blair

Absent: Jessica Bradford

Others Present: City Clerk-Treasurer Gretchen Lohrbach

Public Works Lead Joe Adams

Public Works Wade Schroeder

City Engineer Scott Huneke-WHKS

1. **Pledge of Allegiance**

Everyone stood and recited the Pledge of Allegiance.

1. **Changes to the Agenda**

Motion was made by Councilmember Ingalls and seconded by Councilmember Hoaglund to add the following item to the agenda:

9A. City Engineer Scott Huneke-WHKS HWY 57 Updates

Motion carried: 3 ayes / 0 nays

1. **Consent Agenda**

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

* 1. County Commissioners Regular Minutes 12.26.23
  2. Mantorville Fire Department General Meeting Minutes December 2023
  3. Mantorville Fire Department General Meeting Minutes January 2024
  4. Mantorville Chamber Meeting Minutes January 2024
  5. Rental License Renewals
  6. Accounts Payable-Warrant List 1.22.24 for 2023 payments
  7. Accounts Payable-Warrant List 1.22.24
  8. Council regular Meeting Minutes for 1.8.24

Motion Carried: 3 ayes / 0 nays

1. **Proclamations, Presentations and Recognitions *– No Items***
2. **Public Concerns *– No Items***
3. **Public Safety Update**
4. **Public Hearings – *No Items***
5. **New Business**
   1. City Engineer Scott Huneke gave updates about the HWY 57 Project. There were 3 items he wanted to present.
6. There are 2 Lighting options

* 10 light option - $69,620.00
* 11 light option - $76,552.00
* Monthly rate to operate the lights is $4.90, surcharge is $2.80, total is $7.70
* No cost to move the lights, but the connection fee would be around $6,000
* Public Works lead Adams said that if we go with 10, and then later want to put in another, the lights may not match in the future. If we go with11 now, they will all match.
* Council decided to go with 11 lights.

1. Councilmember Ingalls motioned and Councilmember Hoaglund seconded to approve the Cooperative Construction Agreement with the State of Minnesota Department of Transportation (MNDOT) the HWY 57 Project:

Motion Carried: 3 ayes / 0 nays

1. MNDOT will start receiving bids on the 25th of January. This process can take up to 6 weeks. In early to mid-March, they will sit down with the contractor to talk about what the plan is moving forward. There will be a pre-construction open house meeting facilitated by MNDOT. MNDOT be posting updates on a Facebook page and there will also be an e-mail list that they will send updates to.

Mayor Bradford asked if mid-March is too late to sit down with MNDOT and talk about signage. Huneke said he will read what they have in the contract that was sent to MNDOT.

* Detour signs to businesses shall include individual signs to the following businesses: MBT Bank, Mantorville Square Antiques, the County Seat, the Chocolate Shop, Mantorville Saloon, the Hubbell House, Hair Studio & Spa,
* The signs have to be 72 inches by 18 inches, multiple signs can be on the same mount.
* The signs should be placed where they can direct traffic to the businesses. At a minimum, signs should be placed on: HWY 57, a location of a closure, at a parallel side street, and perpendicular to the destination. The signs should be placed for traffic traveling from the North and the South.
* Placement of the signage will be based on how the contractor phases the project and mediation of the locations described shall be agreed to by businesses as coordinated through the Public Information Coordinator.
* Digital signage may be used with traffic crossing HWY 57.
* The contractor will need to supply a signage detour plan for these businesses and submit where their signs are going to be.

Mayor Bradford said his primary concern is to get the word out that the businesses are open and that our customers know how to get to us. Also, that the State knows how sensitive this business community is and that they can track us during this project.

1. Councilmember Hoaglund motioned and Councilmember Ingalls seconded to approve the Professional Services Agreement with WHKS for the Highway 57 Construction Engineering - City Sewer and Water:

Motion Carried: 3 ayes / 0 nays

* 1. City Clerk Lohrbach said that the League of Minnesota Cities recommends an annual review by Council of their bylaws, policies, and procedures as they pertain to Council and to the city residents. She provided attending residents with a meeting pamphlet on policies and procedures so that they could follow along if Council was considering any changes.

Councilmember Ingalls moved and Councilmember Hoaglund seconded to table this item until the next meeting on February 12, 2024:

Motion Carried: 3 ayes / 0 nays

* 1. Mark Gamm received a variance in 2022 (Resolution 2022-08) that requires completion of a dwelling by February 14, 2027. He is requesting that Council grant an extension to him as he works toward a suitable building plan.

Councilmember Ingalls motioned and Councilmember Hoaglund seconded to grant the extension regarding Resolution 2022-08:

Motion Carried: 3 ayes / 0 nays

* 1. Council will choose a new Councilmember to fill the vacant seat from the qualified applicants.

Mayor Bradford took a moment to refresh for Council, and those present in the Chamber, that from now on they will take a more proactive approach toward language use, behaviors, and mannerisms. He feels they’ve been somewhat lenient in the past. Boy Scouts attend from time to time, Council’s children are present from time to time, and everybody in the community should be able to feel safe and welcome in a non-threatening environment. Council is going to implement, starting this night, a one warning rule and anyone that violates our code of conduct will be asked to leave. If they refuse to leave, he has other resources to have them removed. He wants to establish a safe environment for the employees, for our Council, and for the general public. These outbursts of emotion and language are not going to be tolerated.

On the subject of filling the Council vacancy, Mayor Bradford wanted to comment on the record about what our policy is and how Council will proceed.

He stated that our general rule is that a timeline will be chosen and that timeline is a recommendation. That recommendation says that if you want to be guaranteed to be considered, have the application in before the timeline end date. That date is not tying the Council’s hands. They can, at their own discretion, extend that date if they think they don’t have enough candidates or if someone wants to apply, but says they are out of town; so the idea that Council is breaking their own rules does not apply here. Another comment from last time was that Council should go with the application that was in by the deadline. When the water bills went out with the notice, after the decision was made to extend it, there were no candidates. But before the deadline, and after the water bills went out, we actually had three candidates. Two of those applications are still in the packet tonight that were received before the deadline. As far as talking to others about the vacant seat outside of Council Chambers; he said that when we have these openings, if any Councilmember or staff member knows someone who could possibly be interested, then talk to them. He said that some of us did that and there is nothing wrong with it. If they follow the process and turn in an application, then Council will consider it. As far as any “back channels”, this is not a back channel. It is recruiting candidates. Mayor Bradford also wanted it on the record that there was no favoritism and no promises were made. The promise would have been that if you turn it in, Council will consider it.

The interested candidates who submitted applications are:

* Henry Blair, who is a former Councilmember who is well versed in the dealings with the City
* Lynette Nash, is a business owner that is going to be directly affected by the HWY 57 Project and this would make her a great candidate
* Kyle Decker, who is a local business owner and will also be affected by the HWY 57 Project
* Kathy Jones, is a resident that has experience with a recent roof project through the City.

Mayor Bradford feels they have different viewpoints and different strengths. For him, because this is the remainder of the year before the general election, past experience or a business that is directly affected by HWY 57 are the two big considerations.

Councilmember Ingalls said we have four really good candidates so it will be a hard decision to make. Henry Blair could fit in right away because he doesn’t need training and he already has the experience, and obviously, Lynette Nash. is an active participant in a lot of the Council meetings. Mayor Bradford said both Kyle and Cathy have been in the area a long time so they have that historical aspect also.

Councilmember Hoaglund said we have a good selection of candidates and thanks every one of them for stepping forward. He feels that Mayor Bradford explained our process well.

Mayor Bradford stated that he had also checked with our legal counsel, and that when it comes down to it, we can declare an opening and appoint someone into the spot that night; but Council has never chosen to do that because they want to get the message out, increase visibility, and let people have the opportunity to consider it.

Councilmember Ingalls thought it was probably good to extend the deadline because the holidays aren’t a great time to recruit people. We were literally, openly, calling on friends and neighbors to say we appreciate your opinion and would you consider being on Council.

Council cast their ballots and Henry Blair was chosen.

Mayor Bradford made a formal appointment and City Clerk Lohrbach gave Blair the oath of office. Blair then joined Council as a voting member.

* 1. City Clerk Lohrbach included in the Council packet, copies of the brochures WHKS handed out to all the residents during the Walnut Street project as well as the brochures handed out during the 3rd Street loop project as examples for brochures to be created and handed out for the HWY 57 Project. There was also a letter mailed to all the residents during the 3rd Street loop project and she thought this could be a good idea for the HWY 57 project also. She also had a conversation with Tim Hruska and he said WHKS had modified their standard brochure this year to make it ADA accessible, which will make it easier to read.
  2. Discussion of the Construction Management Services Contract.

Councilmember Ingalls moved and Councilmember Hoaglund seconded to approve the Lump Sum Model:

Motion Carried: 4 ayes / 0 nays

* 1. Discussion of Master Fee Schedule to be approved at next meeting.

Councilmember Ingalls moved and Councilmember Hoaglund seconded to table the Master Fee Schedule until the next meeting:

Motion Carried: 4 ayes / 0 nays

1. **Old business*-No Items***
2. **Tabled Items*-No Items***

1. **Reports**
2. Public Works Report
   1. Ride for Wyatt is February 10th and Adams would like to waive the charges for the pavilion at Riverside Park.

Councilmember Ingalls moved and Councilmember Blair seconded to waive the charges:

Motion Carried: 4 ayes / 0 nays

2) A grinder pump is going out up on the Monroe Cul de Sac. Joe will get a new one.

1. City Clerk Report

Lohrbach wanted to share with the Council and Guests that at the last council meeting, regarding the vacant Council seat, an individual in attendance said the applicant whose application was rejected had a right to a closed meeting to know why it was rejected. Lohrbach wanted everyone in attendance to know that absolutely no application was refused or rejected, but an application turned in on the 2nd of January was withdrawn on January 8th.

1. Consultant Report
2. Committee Reports
   1. Chamber
      * Annual Dinner is January 25th. They are making extra seats because so many tickets were sold.
   2. Economic Development Authority
      * Mayor Bradford and Councilmember Ingalls met with Tom Monson to look over the possible location for the bandshell. Moving the pavilion may be the best option.
   3. Fire Department
   4. Infrastructure
   5. Kasson Mantorville Joint Powers
   6. Mantorville Restoration Association
   7. Park Board

* Meet in March
  1. Personnel
  2. Fire Relief
  3. Township

1. Councilmember Reports
2. Mayor’s Report
3. **Executive Session*-No Items***
4. **Adjourn**

Motion was made by Councilmember Ingalls and seconded by Councilmember   
Hoaglund to adjourn the meeting at 7.40 p.m.

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