

**City of Mantorville
Regular City Council Minutes
April 14, 2025**



1. Call to Order

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

Present: Mayor Jeff Ingalls

Councilmembers:

Lynnette Nash
Lyle Hoaglund
Kim Boyum

Absent: Jim Potter

Others Present: City Clerk-Treasurer Gretchen Lohrbach
Public Works Lead Joe Adams
Public Works Wade Schroeder
City Engineer Scott Huneke – WHKS
Fire Chief Annabelle Hardwick & Duke Harbaugh – Mantorville
Fire Department

2. Pledge of Allegiance

Everyone stood and recited the Pledge of Allegiance.

3. Changes to the Agenda

City Auditor's – Smith Schafer Engagement Letter – added during Clerk's Report.
Public Hearing accidentally on agenda during the presentation portion, Council decided to leave it where it is.

Council approved the changes to the agenda.

4. Consent Agenda

- A. Accounts Payable (Warrant List) for 4.14.2025
- B. County Commissioners Draft Meeting Minutes for 3.11.25
- C. County Commissioners Draft Meeting Minutes for 3.25.25
- D. Regular Mantorville City Council Meeting Minutes 2.24.25
- E. April 2025 Fire Department Regular Meeting Minutes
- F. March 2025 Sheriff's Report
- G. Proclamation Declaring April 25th as Arbor Day in the City of Mantorville

Councilmember Nash motioned and Councilmember Hoaglund seconded to approve the Consent Agenda as presented.

Motion carried: 4 ayes / 0 nays

5. Proclamations, Presentations, and Recognitions

Public Hearing

Mantorville City Council will hold a public hearing on Monday, April 14, 2025 starting at 6:30 p.m. or as soon as reasonably practical thereafter, in the City Council Chambers, located at 21 5th Street East, Mantorville, Minnesota, to consider an application for a variance for the property located at Dodge County PID 25.426.1990 (802 7th St. W) to allow replacement of an existing fence on the property with an 8-foot privacy fence. Specifically, the applicant seeks a variance to allow (i) the height of the fence to exceed the city's maximum height requirement; and (ii) for the fence to be a solid/privacy fence notwithstanding the city's requirement that fences in front yards have an "opening to materials ratio" of at least 10 to 1 (for example, 10 inches of opening is required between each 1 inch of material).

Councilmember Hoaglund moved and Councilmember Boyum seconded to close the Regular Council Meeting and go into the Public Hearing at 6:32pm.

Motion carried: 4 ayes / 0 nays

The property owner, John Buck, stated that his front yard is actually his backyard and there is a lot of dog barking back and forth. He would like the fence to be 8 feet tall because his yard sits lower, which makes the fence lower.

Mayor Ingalls had concerns about the traffic flow on the corner. Buck said it is a dead end further down the road, so traffic is not heavy here. Councilmember Nash is sympathetic because she also lives on a corner lot, but is concerned about North/South traffic and visibility with an 8 foot fence.

Councilmember Hoaglund said that our ordinance requires a clear sight area at these intersections. City Engineer Scott Huneke said the fence could be angled 45 degrees at the corner, which would allow visibility.

A six foot fence doesn't require a variance, but a 6 foot privacy fence would. Also, a fence 7 feet or taller would require a building permit.

Councilmember Nash moved and Councilmember Boyum seconded to allow a privacy fence under seven feet tall angled 45 degrees at the corner.

Motion carried: 4 ayes / 0 nays

6. Public Concerns

Dillon Wise, troop 231, is on his way to eagle rank and would like to do a project to benefit the community. He wants to build a helmet cubby for Mantor Field. There would be no cost to Mantorville, as he already has funding set up with K-M Baseball. His project was approved by the Park Board at their last meeting. Mayor Ingalls thanked Dillon for being willing to do this.

Councilmember Nash and Councilmember Hoaglund seconded to approve his project.

Motion carried: 4 ayes / 0 nays

Renee Dina, 121 5th Street West, approached Council and asked about the status of a possible noise study being done at the approved Pickleball Courts at Slingerland Park. Mayor Ingalls stated nothing has happened to change anything at this point.

Jeremy Shubert, 518 Walnut Street, approached Council regarding the approved Pickleball Courts voicing his support for the project.

7. Public Safety

Fire Chief Annabelle Hardwick and Duke Harbaugh were present to discuss the grass rig that is in need of repair. They are looking at different options for replacing it. They could sell it and buy a used one, or consolidate two trucks and buy one new one. They just wanted to start the conversation on it, but they will be doing more research.

Dodge County Sheriff Department is coming up with a plan for street parking for the Model-T Club that will be coming to town this summer.

8. Public Hearings

See Proclamations, Presentations, and Recognitions

9. Old Business/New Business

No Items

10. Tabled Items

A. The Pickleball Donation Contract to be signed with Friends of Mantorville for the approved pickleball courts at Slingerland Park was pulled from the table. Councilmember Nash moved and Councilmember Hoaglund seconded to pull this item from the table.

Motion Carried: 4 ayes / 0 nays

Councilmember Nash moved and Councilmember Hoaglund seconded to allow the Park Board to make non-monetary decisions about the pickleball courts approved for Slingerland Park.

Motion Carried: 4 ayes / 0 nays

Councilmember Nash moved and Councilmember Hoaglund moved to let the approved pickleball courts project move forward without a Friends of Mantorville Contract.

Motion Carried: 4 ayes / 0 nays

- B.** Councilmember Nash moved and Councilmember Hoaglund seconded to pull the security cameras for City Hall, City Shop, and Fire Department off the table.

Motion carried: 4 ayes / 0 nays

It was suggested that Deputy City Clerk Wendy Siewert can work on a policy for them.

Councilmember Nash moved and Councilmember Hoaglund seconded to table the item again.

Motion carried: 4 ayes / 0 nays

- C.** Councilmember Nash moved and Councilmember Boyum seconded to pull the land donation agreement for PID 25.301.0040 off the table.

Motion carried: 4 ayes / 0 nays

Councilmember Nash moved and Councilmember Boyum seconded to approve the Donation Agreement of Parcel 25.301.0040 to the City of Mantorville.

Motion carried: 4 ayes / 0 nays

Councilmember Nash moved and Councilmember Hoaglund seconded to approve Resolution 2025-17, a Resolution Approving Donation Agreement for PID 25.301.0040.

Motion carried: 4 ayes / 0 nays

11. Reports

A. Public Works Report

- 1) Public Works Lead Joe Adams received 3 bids for removing the Maple tree with dead limbs at 111 7th Street West. Carr's was \$2,750, Olson Tree Service was \$7,014, and Boyum Tree Service was \$2,700. Council approved Boyum Tree Service to remove the Maple tree.
- 2) Adams received street sweeping quotes from SL Contacting for \$2,000 and Durst Outdoor Services for \$3,345. Council approved moving ahead with SL Contacting for the street sweeping.

- 3) \$11,000 was budgeted for the street light across from Casey's. The quote from Xcel was \$14,596.89. Councilmember Hoaglund will check and see if we can get a lower price.
- 4) The Inflow & Infiltration issue down at the Relay Lot has not been resolved yet. To open cut it, it will cost approximately \$47,900, to put in a sump well, it would cost \$4,050. Councilmember Nash moved and Councilmember Hoaglund seconded to proceed with the sump well with SL Contracting for \$4,050.
- 5) There was a water main break in front of 9th Street this winter. The County wants the City to fix that portion of the road; it will cost approximately \$10,425.

Councilmember Hoaglund moved and Councilmember Nash seconded to approve fixing the road with \$10,425 out of the water fund.

Motion carried: 4 ayes / 0 nays

- 6) The alley behind the Hubbell House needs to be fixed. It will cost \$60,000.
- 7) Adams will look if the City can save money by having the alley and the basketball courts at Riverside Park at the same time. Striping of the basketball courts can be held off until next year if money is tight.
- 8) The impellers of the lift station should be lasting longer than they have been. They need to be replaced again. Adams will get cost numbers and come back to Council.

B. City Clerk Report

- 1) The auditors will be in house the week of April 21st.
- 2) City Clerk Lohrbach will be absent the week of May 5th for the Minnesota Municipal Clerks Institute year 3 training. Lohrbach also received a scholarship this year for \$300.
- 3) The Local Board of Appeal and Equalization meeting is April 21st,
- 4) The City's main computer hard-drive had now been replaced. Staff continues to work on replacing/updating files.
- 5) The Blue Cross Blue Shield employee paid vision plan cost is lower for 2025 than 2024.
- 6) Current budget is updated, but interest amount have not been entered yet. Lohrbach is waiting for the correct percentages from the auditors.
- 7) Lohrbach provided two quotes for City text messaging to residents.

- 8) Councilmember Hoaglund moved and Councilmember Boyum second to sign the Smith Shaefer engagement letter for the 2025 audit (year 2024).

C. Consultant Report

No Items

D. Committee Reports

1) Chamber

- Jason Klimavicz and Brittney are co-presidents now. Easter festivities were discussed.

2) Economic Development Authority

- Brian Hindal was approved as Chairman and Chuck Bradford was approved as a board member. John Olive requested money for restoring the school house rock. A grant was received for the Stagecoach Days Fiddle Contest. EDA is looking for exact details on the benches and planters along HWY 57 to check with the State of Minnesota DOT if they are okay in the chosen spots.

3) Finance/Budget

- Councilmember Nash moved and Councilmember Hoaglund moved to approve the final payment to Dalen Maxson for the HWY 57 project lighting.

4) Fire Department

- Councilmember Hoaglund will check if Council can receive more detailed reports about fire calls.

5) Infrastructure

- Public Works Lead Adams will check on jake breaking signs.

6) K-M Joint Powers

- Meet in June

7) Park Board

- Meets tomorrow.

8) Mantorville Restoration Association

- John Olive brought up replacing schoolhouse rock. There is a committee meeting with the Fire Department for fundraising.

9) Park Board

- Arbor Day is April 25th. A Burgundy Belle Maple will be planted at Riverside Park at 1:00pm on this day.

10) Personnel

11) Township

12) Decorations

- There will be a meeting next week. Public Works Adams will check on status of MNDOT with the benched for HWY 57. Deputy City Clerk Wendy Siewert is looking into rules for a social district.

E. Councilmember Reports

- Councilmember Boyum thanked the City of Mantorville for their quick response on March 26th. It is National Public Safety Telecommunications week through April 19th, Easter Kids Day – Berne Church April 19th at 1:00pm. Artisan Market – Berne Wednesday August 6th at 5:00pm, Dodge County Transfer Station Groundbreaking was April 3rd, Art in the Park unveiling and art fair is Saturday June 28th at 9:00am.
- Councilmember Nash said that the Larger than Life Art Exhibit is taking sponsors for the event this year.

F. Mayor's Report

- The Brewery Building on East 5th Street has water running under it's foundation, City Clerk Lohrbach will consult with the DNR and Construction Management Services on how to approach this.
- The electrical box looks to be falling off the building at 15 5th Street East. Lohrbach will look into this also.

12. Executive session

No Items

13. Adjourn

Councilmember Nash moved and Councilmember Hoaglund seconded to adjourn the meeting.

Motion Carried: 4 ayes / 0 nays

Meeting adjourned at 9:25pm.

Approved: May 12, 2025.

Gretchen Lohrbach
City Clerk-Treasurer