



**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

**2. Pledge of Allegiance**

Everyone stood and recited the Pledge of Allegiance.

**3. Changes to the Agenda**

Request from a township resident regarding a horse in the urban expansion area was added as item 9B under New Business.

Discussion of National Night Out added as New Business, item 9C.

**4. Consent Agenda**

Motion was made by Councilmember Nash and seconded by Councilmember Boyum to approve the amended Consent Agenda, as presented:

A. Accounts Payable (Warrant List) for 6.9.25

- B. Council Meeting Minutes 5.12.25
- C. County Commissioners Meeting Minutes 5.13.25
- D. Fire Department June 2025 Member Minutes
- E. Mantorville Sheriff's Report for May 2025

Motion carried: 5 ayes / 0 nays

## 5. Proclamations, Presentations and Recognitions

The Smith Schafer Audit of the City of Mantorville was presented.

- Kali Lentz with Smith Schafer said that we have compliance testing every year and the City does not have more than \$175,000 in Federal Dollars so no further testing is needed.
- The City's loan amounts are pretty normal.
- General Capital was used to make up the deficit in the 2022 street projects, around \$60,000.
- Water had a net loss of \$85,000 and there was a net loss in Sewer of \$33,000.
- The General Fund contained \$232,071 at the end of year 2024.

## 6. Public Concerns

- A. Ms. Faro at 15 5<sup>th</sup> Street East spoke to Council regarding her concerns on her property.
  - The electrical box that was an issue has been repaired.
  - Siding will be difficult to replace at this time because the quotes she received are very high.
  - Council suggested putting boards over the exposed area and painting them to match the rest of the exterior in the meantime. Council granted an extension through October 1<sup>st</sup> to complete this.
  - Ms. Faro also said that the way the water flows from the street on the sidewalk in from of their building is causing their basement to flood. City Engineer Scott Huneke will speak with Public Works Lead Joe Adams and come up with some ideas that could possibly resolve this issue.
- B. Jason Fritz addressed Council regarding issues with his grinder pump located at 129 HWY 57.
  - When he purchased his home, the septic system was out of compliance and he needed to install an E1 grinder pump that then hooks into the City sewer.
  - Last year the pump needed to be fixed for around \$2,000. This year the module went out and needed to be fixed for \$1,000. He would like to know why he is being held responsible for these repairs while other residents receive City water and sewer.

- City Engineer Scott Huneke said that these are pretty robust pumps. Fritz said that there were some electrical problems with it and that his repairman said this rarely happens with this type of pump.
- Fritz said that if it continues to cost him money, he will just go back to a mound septic system.
- A mound septic system will not be allowed in the City since he is already hooked onto the City sewer.
- The life of these pumps is approximately 20 years.
- Fritz would like a decision from Council and for someone to get back to him on this.

## 7. **Public Safety Update**

### A. Fire Department Members Retiring

- Curt Kramer – 20 years of service
- Roger Nolte – 45 years of service

Councilmember Hoaglund motioned and Councilmember Boyum seconded to accept both retirements.

Motion carried: 4 ayes / 0 nays

## 8. **Public Hearings**

A Public Hearing was held related to proposed amendments to the City's master fee schedule.

Councilmember Nash motioned and Councilmember Hoaglund seconded to open the Public Hearing at 7:40pm.

Motion carried: 4 ayes / 0 nays

Council chose to set the food truck license fee at \$25.00 and waive the fee for the Tuesday night music series at the bandshell this year. Council suggested increasing this amount to \$100 next year for all food trucks.

City Clerk Lohrbach had mentioned before that kennels were not allowed in the City. Since then, she found an ordinance that had passed that allows them. It will take some time, but she will go through the City code book and find any other ordinances that could be wrong.

Mayor Ingalls asked for any other comments. Seeing none,

Motion was made by Councilmember Hoaglund and seconded by Councilmember Boyum to close the public hearing at 7:59pm.

Motion carried: 4 ayes / 0 nays

Councilmember Nash motioned and Councilmember Hoaglund seconded to approve the Master Fee Schedule as presented,

Motion carried: 4 ayes / 0 nays

## 9. **New Business**

### A. Property Owner at 129 State HWY 57 grinder pump questions.

Jason Fritz spoke to Council during the Public Concerns portion of the meeting.

### B. Risa Fellows at 60256 HWY 57 is in the Urban Expansion Area of Mantorville Township so she needs approval from Council for her to add a horse to their property. They already have animals at their farm.

Councilmember Nash motioned and Councilmember Boyum seconded to approve the addition of a horse to this property.

Motion carried: 4 ayes / 0 nays

### C. Discussion of National Night Out.

Councilmember Nash motioned and Councilmember Hoaglund seconded to table this discussion until the July 14<sup>th</sup> meeting.

Motion carried: 4 ayes / 0 nays

## 10. **Old Business**

### A. Discussion of 101 5<sup>th</sup> Street East property.

The owner of the property received the letter from the City just recently and has tried to speak with someone at Construction Management Services as directed. He will speak with them next week.

Councilmember Nash motioned and Councilmember Hoaglund seconded to have City Clerk Lohrbach send another letter communicating that the owner needs a timeline for the repairs and plans and needs to be present at the next Council meeting.

Motion carried: 4 ayes / 0 nays

### B. Discussion of 15 5<sup>th</sup> Street East property.

Ms. Faro addressed Council during the Public Concerns portion of the meeting.

C. Councilmember Hoaglund motioned and Councilmember Boyum seconded to approve City Clerk Lohrbach to apply for WEX Fleet Cards for the City of Mantorville.

Motion carried: 4 ayes / 0 nays

## **11. Tabled Items**

### **A. Eagle Meadows Final Plat Approval and Developer Agreement**

Councilmember Boyum motioned and Councilmember Nash seconded to pull this item from the table.

Motion carried: 4 ayes / 0 nays

Because of the lift station being built by Bigelow Homes, Council will reduce the Sewer Access Charge from \$2,000 to \$1,000.

Councilmember Nash motioned and Councilmember Boyum seconded to table this item again for the July 14<sup>th</sup> meeting.

### **B. Street light on HWY 57 across from Casey's.**

Councilmember Hoaglund moved and Councilmember Nash seconded to pull this item from the table.

Motion carried: 4 ayes / 0 nays

Council discussed the possibility of owning the light to reduce costs. A cable could be run to the new light and have it installed.

Public Works Lead Adams and Councilmember Hoaglund can get some quotes.

Councilmember Hoaglund motioned and Councilmember Nash seconded to table this item again.

Motion carried: 4 ayes / 0 nays

## **12. Reports**

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

- 1) They are waiting until the end of the year to work on the repairs for the light underneath the bridge.
- 2) Adams gave Council an updated street repair map. Council discussed assessing properties for curbs and gutters in the future. City Engineer Scott Huneke said the City would need to prove that it is a benefit to them in order to assess for this. Improving sewer and water would count. Councilmember Hoaglund would like to see a five year plan for these types of repairs. Adams and Huneke will work on this for Council.
- 3) They are still waiting for the I & I flows to come down before the sewer dewatering can be done.
- 4) The alley behind the Hubbell House should be finished tomorrow.

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

- 1) The League of Minnesota Cities workman's comp insurance is \$10, 689 this year which is down from \$12,884 last year.
- 2) City Clerk Lohrbach will be gone June 20<sup>th</sup>.
- 3) Mailchimp is \$20 per month for 500 emails and \$45 per month for 1500 emails. Councilmember Nash said we could do a free 14 day trial and see how that works out. Lohrbach will look into this

#### **C. Consultant Report**

No report

#### **D. Committee Reports**

- 1) Chamber
  - Meets Wednesday morning.
- 2) Economic Development Authority
  - July 16<sup>th</sup> is the next meeting and then September 2<sup>nd</sup>. There will be no August meeting. The Fiddle Competition for Stagecoach Days has been cancelled.
- 3) Finance/Budget
- 4) Fire Department
  - There were two retirements (mentioned earlier).
- 5) Infrastructure
  - The HWY 57 braking signs before entering the City will be installed on the Southside maybe this week, the Northside not yet.
- 6) Kasson Mantorville Joint Powers
  - Meets July 13<sup>th</sup>.
- 7) Mantorville Restoration Association
  - Meets Wednesday.
- 8) Park Board
  - Banners were discussed.
- 9) Personnel
  - Wendy Siewert is now the Full Time Deputy City Clerk.
- 10) Fire Relief

11) Township

- Will possibly be overlaying Rolling Hills.

12) Decorations

- Will be meeting soon.

**E. Councilmember Reports**

- Movie night in Kasson happened and went well.
- The Mantorville Saloon had a car show on Thursday.

**F. Mayor's Report**

**13. Executive session**

No Items

**14. Adjourn**

Motion was made by Councilmember Nash and seconded by Councilmember Hoaglund to adjourn the meeting at 9:11 p.m.

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

Approved: July 14, 2025.

Gretchen Lohrbach  
City Clerk-Treasurer