



## **DRAFT**

### **1. Call to Order**

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

Present: Mayor Jeff Ingalls

Councilmembers:

Lynnette Nash

Kim Boyum

Jim Potter arrived at 7:15pm

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**

No changes

### **4. Consent Agenda**

- A. Council meeting minutes 2.9.26
- B. Commissioners meeting minutes 1.27.26
- C. County Commissioners Meeting Minutes 2.10.26
- D. Fire Department March 2026 meeting minutes
- E. Chamber February 2026 Meeting Minutes
- F. Accounts Payable (warrant list) for 3.9.26

- G. Acceptance of Martha Vrieze Park Board resignation 2.25.26
- H. Mantorville February 2026 Sheriff's Report
- I. Certification of unpaid fire call invoice Maddox Fritz 121 9<sup>th</sup> St W – Resolution 2026-08  
Authorizing the Certification of Unpaid Charges to the Dodge County Auditor
- J. Approval of Garbage Hauler license

Councilmember Potter moved and Councilmember Boyum seconded to approve the consent agenda as presented.

Motion carried: 4 ayes / 0 nays

## **5. Proclamations, Presentations and Recognitions**

### **A. Selection of New Council Member**

Candidate Holly Schmidt withdrew her application.

Council asked questions and heard responses from the remaining 4 candidates.

Paper was distributed to each Councilmember and they voted for two candidates each. City Clerk Lohrbach tallied the votes and Jerrod Kappers and Anthony Meyers had the Most votes.

Finalists then had two more minutes each to answer questions.

Paper was distributed to each Councilmember and they again voted. City Clerk Lohrbach tallied the votes and Jerrod Kappers received the most votes.

Jerrod Kappers was sworn in as the new councilmember at 7:36pm.

## **6. Public Concerns**

- A. Johannes Marsland said that he would like to bring quiet pickleball balls to the next Council meeting so Council can hear what they sound like in case Council would like to open the pickleball court early and require quiet balls for play. His Congregation is willing to donate these balls.

## **7. Public Safety Update**

- A. The fire department grass rig truck and flatbed are ordered and it has begun to be build. They City may have it by the beginning of May. There will most likely be one week where the City does not have a grass rig.

## 8. Public Hearings

- A. Notice is hereby given that the Mantorville City Council will hold a public hearing on Monday, March 9, 2026 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 ordinance amending Mantorville City Code, section 150.073. The proposed ordinance, if adopted, would amend the city's zoning ordinance related to the city's Historic District by replacing all references to the Mantorville Restoration Association (MRA) with references to a separate municipal heritage preservation commission. If adopted, the ordinance will (i) sever the existing relationship between the city and MRA related to property in the Historic District; and (ii) provide that, should the city decide to establish in the future a historic preservation commission under Minn. Stat. 471.193, said commission will assume the responsibilities that are presently delegated to MRA. All interested persons may attend the hearing and provide comments. A copy of the proposed ordinance can be requested or reviewed during business hours at City Hall, 21 5th Street East, Mantorville, MN. If you are unable to attend the meeting, written comments may also be submitted to the City Council prior to the public hearing via email (gretchen@mantorville.com) or dropped off or mailed to City Hall, 21 5th Street East, Mantorville, MN 55955. All written comments submitted prior to the public hearing will be presented to the City Council. Following the public hearing, the City Council will consider and possibly adopt the proposed ordinance. Councilmember Nash moved and Councilmember Boyum seconded to open the Public Hearing at 7:43pm.

Motion carried: 5 ayes / 0 nays

Luke Freund, the current treasurer of the MRA, asked why this is happening now. He said Council does not have to agree or disagree with them, they are just an advisory board.

Council responded that the MRA is not sanctioned by the State of Minnesota. It will protect the City from any liability if the MRA is taken off the ordinance. The City can later form a historical committee and members of the MRA can be on that committee.

Mary Lee Lambert would like a committee in place before the MRA is removed from the ordinance. She would also like a map of the historic district on the City's website.

Councilmember Boyum moved and Councilmember Potter seconded to close the Public Hearing at 8:19pm.

Motion carried: 5 ayes / 0 nays

Councilmember Potter moved and Councilmember Kappers seconded to pass Ordinance No. 2026-01 Amending Section 150.073 of the Code of Ordinances of the City of Mantorville Regarding the Historic District.

Motion carried: 4 ayes / 0 nays, Councilmember Nash abstained

Councilmember Potter moved and Councilmember Boyum seconded to pass Resolution No. 2026-07 Authorizing Publication of Ordinance No. 2026-01 by Title and Summary.

Motion Carried: 4 ayes / 0 nays, Councilmember Nash abstained

- B.** Notice is hereby given that the Mantorville City Council will hold a public hearing on Monday, March 9, 2026 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, related to proposed amendments to the City's master fee schedule. Interested persons may attend the hearing and provide comments. Materials and information regarding the proposed fee schedule revisions, including the proposed ordinance, can be requested from City staff or reviewed during business hours at City Hall, 21 5th Street East, Mantorville, MN. Following the public hearing, the City Council will consider adopting the fee schedule amendments via ordinance.

Councilmember Boyum moved and Councilmember Potter seconded to open the Public Hearing at 8:21pm.

Motion carried: 5 ayes / 0 nays

The fees for food trucks was discussed and Council would like to amend the fee schedule to include \$50.00 each time, not to exceed \$100.00.

Councilmember Potter moved and Councilmember Boyum seconded to closed the Public Hearing at 8:39pm.

Councilmember Potter moved and Councilmember Kappers seconded to approve Ordinance No. 2026-02 Updating the City of Mantorville's Master Fee Schedule amended to include the language for food trucks as "\$100.00 for a 6 month permit, \$250.00 for 12 months. 1 day permit is \$50.00 & not to exceed \$100.00."

Motion carried: 5 ayes / 0 nays

## **9. New Business**

**A.** Layne Noser with the Mantorville Art Guild was present to give an update on their Sunday Concert Series. Last year they had 8-10 good bands. They will now be going to 4-6pm on Sundays. Mayor Ingalls mentioned going to the EDA for funding. Layne said they are also looking for grants.

**B.** Balcome lot split at 620 6<sup>th</sup> Street West.

Councilmember Potter moved and Councilmember Boyum seconded to approve Resolution 2026-10 approving a Lot Split for Certain Real Property Located in Mantorville, Dodge County, Minnesota.

Motion carried: 5 ayes / 0 nays

- C. There was a water leak at the residence of 620 6<sup>th</sup> Street West. Mr. Balcome is requesting an adjustment off his water bill for the sewer charges because the water did not go into the City Sewer. City Clerk Lohrbach said that the bill could be adjusted by \$244.21 in sewer charges if Council approves.

Councilmember Potter moved and Councilmember Boyum seconded to adjust \$244.21 of sewer charges off of Mr. Balcome's water bill.

Motion carried: 5 ayes / 0 nays

- D. Our Construction Management Services contract includes a software charge of \$150.00 per month that the City is not using. This is \$1,800.00 yearly and the City of Mantorville only had \$875.00 in building permits last year. There is a 60 day opt out option available.

Councilmember Nash moved and Councilmember Boyum seconded to opt out of the \$150.00 software agreement.

Motion carried: 5 ayes / 0 nays

- E. Councilmember Boyum moved and Councilmember Potter seconded to allow the Mantorville Chamber of Commerce to use Riverside Park for the Easter Egg Hunt on April 4<sup>th</sup>.

Motion carried: 4 ayes / 0 nays, Councilmember Nash abstained

- F. Councilmember Potter moved and Councilmember Boyum seconded to allow the Mantorville Chamber to store items in the City Hall basement providing they sign a waiver that the City is not liable for the items.

Motion carried: 4 ayes / 0 nays, Councilmember Nash abstained

- G. Councilmember Potter moved and Councilmember Kappers seconded to table the approval of the City's food truck policy until the next meeting.

Motion carried: 5 ayes / 0 nays

## **10. Old Business**

- A. The City Attorney is working on a warrant to grant access to the City's Building Inspector for the property located at 101 5<sup>th</sup> Street East. City Clerk Lohrbach will check with the City Attorney to see where we are with this.

## **11. Tabled Items**

- A. Streetlight on HWY 57 across from Casey's was not pulled from the table.

## **12. Reports**

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

- 1) Public Works Lead Adams received two quotes for spring street sweeping: SL Contracting at \$2,000.00 and Durst Outdoor Services at \$3,345.00.

Councilmember Potter moved and Councilmember Boyum seconded to approve SL Contracting to take care of the spring street sweeping for \$2,000.00.

Motion carried: 5 ayes / 0 nays

- 2) One of the E1 pumps went down on Mantor Drive. It was \$1,069.29 to replace the pressure switch.
- 3) A new valve and meter was put in at City Hall for the well.

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

- 1) Reminder that the Local Board of Appeal and Equalization meeting will be Monday April 20<sup>th</sup> at 6:00pm in Council Chambers.
- 2) Deputy Clerk Wendy Siewert will be attending the MCFOA Municipal Clerk and Financial Officers Institute May 4-8<sup>th</sup> for training.
- 3) City Clerk Lohrbach will have a Preliminary Personnel Policy for Council at the next meeting.
- 4) City Engineer Scott Huneke with WHKS will apply for the Drinking Water Revolving Loan Fund due on Friday.

### **C. Consultant Report**

- 1) The Lead Service Line Replacements in the City will be approximately \$600,000.00. Councilmember Boyum moved and Councilmember Potter seconded to approve Resolution 2026-09 Approving the City's Application for a Loan and/or Grant from the Drinking Water Revolving Fund for Lead Service Line Replacement.

Motion carried: 5 ayes / 0 nays

- 2) Well #3 feasibility Report was presented and the well casing on #2 is offset and a new well is needed. The new well #3# would be located up by the water tower also.

Councilmember Potter moved and Councilmember Boyum seconded to apply for MPFA funding for a new well.

Motion carried: 5 ayes / 0 nays

- 3) The Golf Course would like to be annexed into the City of Mantorville. Councilmember Potter moved and Councilmember Nash seconded to pursue an Orderly Annexation Agreement with Mantorville Township.

Motion carried: 5 ayes / 0 nays

### **D. Committee Reports**

- 1) Mantorville Chamber of Commerce

- The Chamber is changing to seven or eight board members. The County Expo is the last Saturday in March. They have a calendar of 2026 events and are working on walking tour booklets.

- 2) Economic Development Authority

- Will meet next week.

- 3) Finance/Budget – No Items

- 4) Fire Department

- Will be attending the monthly Council meetings.

- 5) Infrastructure – No Items

6) Kasson Mantorville Joint Powers

- The next meeting is April 9<sup>th</sup>.

7) Mantorville Restoration Association

- Much of the meeting focused on the gambling audit they had completed in 2025 and the upcoming ordinance to be discussed in the public hearing by Council on March 9<sup>th</sup>.

8) Park Board

- Meets in March on the last Monday at 6:30pm. They are still looking for one more member.
- Committee assignments for Council will be discussed at the next meeting. For now, Councilmember Kappers will attend the next Park Board meeting with Councilmember Boyum.

9) Fire Relief – No Items

10) Personnel – No Items

11) Township – No Items

**E. Councilmember Reports**

- Councilmember Boyum said that Public Works Lead Adams took her around on a tour to look at the City's infrastructure.
- Councilmember Nash said we should begin planning for National Night Out. She also thanked Public Works Lead Adams for cleaning out the flower pots on the sidewalks along HWY 57.

**F. Mayor's Report**

- The large pothole on 5<sup>th</sup> Street East will be fixed as soon as the ground thaws completely.
- The City will make sure to put the brush pick up on the back of the water bills mailed to residents.

### **13. Adjourn**

Motion was made by Councilmember Nash and seconded by Councilmember Potter to adjourn the meeting at 9:47pm.

Motion carried: 5 ayes / 0 nays. Meeting adjourned.

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Gretchen Lohrbach  
City Clerk-Treasurer