City of Mantorville
Regular City Council Minutes
September 14, 2026

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 – needed to leave the meeting at 9:00pm
Jerrod Kappers

Others Present: City Clerk/Treasurer Gretchen Lohrbach
Public Works lead Joe Adams
Public Works Wade Schroeder
Fire Chief Paul Lushinsky
First Responder Troy Stafford
City Financial Advisor Mike Bubany

2. Pledge of Allegiance

Everyone stood and recited the Pledge of Allegiance.

3. Changes to the Agenda

Agenda approved as presented.

4. Consent Agenda

A. Accounts Payable (warrant list) for 9.14.26
B. Park Board Meeting minutes 7.28.26

C. County Commissioners Meeting minutes 7.28.26
D. County Commissioners Meeting minutes 8.11.26
E. Fire Department Member minutes September 2026
F. Sheriff's Report August 2026
G. Council Meeting Minutes 7.13.26
H. Council Meeting Minutes 8.10.26
I. Approval for payment #5 to Winona Mechanical Inc. for CSAH 15 Lift Station
J. County Commissioners Meeting Minutes 8.25.26
K. MN Dept. of Health Lead/Copper Tap Water Report

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

Motion carried: 5 ayes / 0 nays

5. Proclamations, Presentations and Recognitions

Mike Bubany with David Drown and Associates (remote by telephone) was present to discuss the preliminary budget for 2027 and bonding for the 2026 lift station. He advised that direct placement is a little higher interest, but the issuing expenses are lower compared to a public bond sale. Sewer revenues will see an increase to support this.

Councilmember Potter moves and Councilmember Nash seconded to approve Resolution 2026-22 Providing for the Issuance and Sale of a $756,000 General Obligation Sewer Revenue Note, Series 2026A and Pledging Net Revenues for the Security and Payment Therof.

Motion carried: 5 ayes / 0 nays

6. Public Concerns

No items.

7. Public Safety Update

A. The Fire Department would like to add an Emergency Medical Responder Only position to the City's Personnel Policy to meet the tremendous need for this type of volunteer. They will not go to fires. They will receive 50% of the PERA retirement contribution. The Fire Department already has two applicants interested in this type of position.

Councilmember Potter moved and Councilmember Kappers seconded to approve the addition of this position to the City's Personnel Policy.

Motion carried: 5 ayes / 0 nays

The new fenders have arrived for the new grass rig. Regarding new trucks, Councilmember Kappers asked about the plan for obtaining new trucks and that trucks often have a waiting period of 18-24 months.

Fire Chief Paul Lushinsky said the Tanker #1, 1989, would be the next to replace approximately 3-4 years from now. No major repairs usually occur on the trucks. They will have a better budget understanding come 2028 because pull tab revenue with the MRA will be better established. They will have one deposit from them this year, and then two every year after.
Council directed staff to look into what we should be putting away for this type of expense. City Clerk Lohrbach will connect with City Financial Advisor Mike Bubany to discuss this.

B. The Dodge County Sheriff's Contract for year 2027 was discussed and they always try to keep the increase under 3% for us for our budgeting purposes.

Councilmember Potter moved and Councilmember Nash seconded to approve the Dodge County Sheriff's contract for year 2027.

Motion carried: 5 ayes / 0 nays

C. MnDOT was given a safety grant to install radar speed limit signs and the City can be a recipient for signs on the North and South sides of Hwy 57 entering the City.

Councilmember Potter moved and Councilmember Kappers seconded to accept the radar speed limit signs from the Minnesota Department of Transportation.

Motion carried: 5 ayes / 0 nays

8. Public Hearings

No items.

9. New Business

A. Councilmember Kappers moved and Councilmember Potter seconded to approve Resolution 2026-21 Accepting Donation of a Pickleball Court at Slingerland Park from Friends of Mantorville.

Motion carried: 5 ayes / 0 nays

B. Mayor Ingalls would like to divide up the budget line by line meeting items so the City can better look at them. One night can be streets, another sewer, and so on. The City can have a second special meeting in October and November. Council agrees this is a good idea.

Councilmember Potter moved and Councilmember Kappers seconded to approve Resolution 2026-24 Adopting the Proposed Property Tax Levy Collectible in the Year 2027, setting the preliminary amount at 9.9%.

Motion carried: 5 ayes / 0 nays

The preliminary levy is always set high, because the City can decide in December to lower it, but is not allowed to raise it from the 9.9%.

10. Old Business

A. The possible fall-in from the creek rushing under the building at 101 5th Street East was discussed. The City Attorney is serving papers and the property owner will need to respond to the letters served and will have 30 days to respond to the summons from the Secretary of State.

Mayor Ingalls would like the possible building fall-in added as a line item to the agenda.

B. Owner of the residence at 401 Walnut Street continues to work on their property and they are trying to get more quotes for their porch repair. Council would like to see a plan for this.

C. Council asked if Construction Management Services Inspects the buildings to make sure the resident is following the plans that were submitted to the City and directed staff to look into this, also to send out the contract for CMS to the Council. Staff was also directed to send Council the other consultant contracts as well.

Councilmember Potter moved and Councilmember Nash seconded to keep this item on the table for now.

Motion carried: 5 ayes / 0 nays

11. Tabled Items

A. Ordinance 2026-04, An Ordinance Repealing and Replacing Section 96.13 of the Mantorville City Code Regarding Permits for Open Burning

B. Resolution 2026-15 Authorizing Publication of Ordinance 2026-04 by Title and Summary

C. Streetlight on HWY 57 across from Casey's

D. Amended Personnel Policy for 2026

No items were pulled from the table.

12. Reports

A. Public Works Report

1) Councilmember Nash moved and Councilmember Potter seconded to approve a pay increase of $0.50 per hour for Luellen Lewins following her 90-day review. She will receive retroactive pay for all the days worked after her 90 days.

2) Public Works lead Joe Adams asked for bids for snow removal for this year and they are due October 9th. He will have information for Council on October 12th so that they can make a decision.

3) A watermain near the Post Office broke and needed to be repaired.

4) Jim Olive would like to donate time and equipment to clean up the rock by the City Brush Dump so that it looks nice.

   Councilmember Potter moved and Councilmember Boyum seconded to approve the clean-up donation from Jim Olive.

   Motion carried: 5 ayes / 0nays

B. City Clerk Report

1) City Clerk Lohrbach continues to work on updating the City's preliminary budget numbers as she receives cost estimates for services and items in year 2027.

2) Deputy City Clerk Siewert is continuing to gather information for the ADA approved website. She is consulting with one of the companies that do this and her contact person is currently out of the office, but she will touch base with her when she is back.

C. Consultant Report

No items.

D. Committee Reports

1) Mantorville Chamber of Commerce

    - The cookie tins are in for the Christmas Cookies at the Christmastime event in December. They are $25 early and $30 the day of. The Haunted Hustle is on again for Fall Festival and there will be a wagon ride, a pumpkin roll, and a Bloody Mary Bar at the Hubbell House

2) Economic Development Authority

    - $298 was reimbursed to the Mantorville Art Guild for Mantorville advertising in Today Magazine.
    - Assistance up to $1,000 for the Welcome Center's furnace was approved at the last meeting.

3) Finance/Budget – No items.

4) Fire Department

    - Councilmember Kappers said there had been some problems with the radios. Councilmember Nash said this could be caused by not shutting the radios off first before they are connected to charge.

      Councilmember Kappers also said that the water getting in on the floor when it rains was discussed. Public Works lead Adams will meet with Fire Chief Lushinsky to check the concrete or if the gaskets on the doors need replacing.

5) Infrastructure
    - Need to set a date for a meeting before the October budget meeting.

6) Planning and Zoning – No Items

7) Kasson Mantorville Joint Powers

    - November 12th is their next meeting.

8) Historical Preservation Committee

    - Councilmember Nash may try and connect with Michael Coop, who works with advising Historical Preservation Committees. City Clerk Lohrbach continues to work on ordinances for this.

9) Decorations

- The flowers in the decorative pots along HWY 57 at the corners of 5th Street sit too low so they are unable to be seen very well. Perhaps there could be a way to raise them up a bit.

10) Park Board

- Discussed 2027 Preliminary Budget. The next meeting is Tuesday September 29th.

11) Personnel

- Meets tonight after Council's regular meeting.

12) Fire Department Relief – No Items

13) Township – No Items

E. Councilmember Reports

- Regarding Virgil Andrist's passing, Councilmember Potter would like to acknowledge to Council, Citizen's in attendance, and on the record how much Andrist cared about this community.

- Councilmember also suggested cars parking on only one side of the street at events like Marigold Days so that the streets don't become so narrow that only one car can fit traversing the street at a time.

- There is also a semi that repeatedly parks on the South side of 5th Street by 421 Clay St. and it is taking up parking spaces needed by visitors to town for the melodramas and such. Council directed staff to look into our ordinances on this and what can be done to remedy the situation.

- Councilmember Potter had to leave and excited the meeting at 9:00pm.

- Councilmember Kappers wants to be certain that Council can have something in place that has so that we can follow through on all requests such as residents being asked to clean up their yards.

- Councilmember Kappers also suggested the possibility of the City having one refuse company so that it could potentially reduce the cost for everybody. It could make roads safer because there would only be one truck and would reduce wear and tear on our roads.

Mayor Ingalls said it would probably require an ordinance change to only allow a certain amount of companies to collect waste in town and also said we need better signage about the weight limits on our roads. Council directed staff to consult with the City Attorney about how we could do this and what other communities do.

- Councilmember Nash asked for clarification on the Riverside play border that is on the preliminary park budget list for 2027. Adams said it is a wooden barrier all the way around it that has rotted out and should be replaced with plastic, which is not cheap, but needs to be done.

F. Mayor's Report

- There will be a meeting on the 23rd at the Dodge County Administration Building regarding the roundabout to be put in going North past the Mantorville City limits.

- The possibility of WiFi at Riverside Park was discussed and Todd Kieffer from CEDA is working on a grant for this and Kmtel has a grant available as well that would reimburse the City for its portion to be paid.

- Noah Baumgarten is the new Dodge County Engineer. Mayor Ingalls is going to connect with him for a lunch meeting.

- Formal reviews for all staff members should be scheduled. Councilmember Kappers and Mayor Ingalls will bring a form for evaluations to the October meeting.

- The Personnel Policy needs further amending to the drug and alcohol policy and language regarding THC because it is a legal drug now.

- The CEDA picnic at Riverside Park was nice and a great way to say "Hi" to some folks.

- Council needs an update on the dump station by the campground. Deputy City Clerk Wendy Siewert is working on a variance for it with the State.

- Special thanks to those who helped to pick up after Marigold Days weekend and a special thank you to the Fire Department. It was great to see Don Hofstad recognized as a GEM of Mantorville. We had nice weather and it was a really good Marigold Days weekend.

- Also, the Mayor mentioned that Virgil Andrist's passing was a big loss for this community.

13. <u>Adjourn</u>

Motion was made by Councilmember Kappers and seconded by Councilmember Boyum to adjourn the meeting at 9:30pm.

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