City of Mantorville
Regular City Council Minutes
October 12, 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
Jerrod Kappers

Others Present: City Clerk/Treasurer Gretchen Lohrbach
Public Works lead Joe Adams
Public Works Wade Schroeder
First Responder Troy Stafford
Assistant Fire Chief Ryan Jech
K-M Schools Superintendent Beth Giese

2. Pledge of Allegiance

Everyone stood and recited the Pledge of Allegiance.

3. Changes to the Agenda

First Responder Troy Stafford and Assistant Fire Chief Ryan Jech added as item 7 – Public Safety Update.

4. Consent Agenda

A. Accounts Payable (warrant lists) for 10.12.26
B. Park Board Meeting minutes 8.25.26
C. County Commissioners Meeting minutes 9.28.26
D. Council Meeting Minutes 9.14.26

E. Sheriff's Report September 2026

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

A. Eagle Scout Brady was present and Council thanked him for and formally accepted his donation of a pickle ball paddle storage box for the Slingerland Park Pickle Ball Courts.

B. Kasson-Mantorville Superintendent Beth Giese was present to talk about and answer questions regarding the School District Levy proposed to be voted on at the November 3, 2026 election.

The district currently has bonds for projects, but the levy would just be for learning. We are currently the only City in the area without a learning levy. 72% of Minnesota school districts currently have voter-approved operating levies.

6. Public Concerns

No items.

7. Public Safety Update

A. Ryan Jech and Troy Stafford from the Mantorville Fire Department were present to address Council. The Fire Department had two EMR only candidates, Jill Lucas and Wesley Nigon. The background check is back for Jill Lucas, but they are still waiting on Wesley Nigon's. They would like approval for both members; Wesley's contingent on his finished background check. These positions will help address daytime call coverage.

Councilmember Kappers moved and Councilmember Potter seconded to approve both candidates, Wesley Nigon contingent on a finished background check.

Motion carried: 5 ayes / 0 nays

B. City Clerk Gretchen Lohrbach said the windshield on one of the tanker trucks needs to be repaired and the City's insurance is aware of this.

C. Clerk Lohrbach said that Sheriff Scott Rose will be available for the November 9th meeting to answer any questions regarding the 2027 Sheriff Contract.

8. Public Hearing

A. A Public hearing to consider (i) a preliminary plat application to subdivide the property located at 421 Clay Street, Mantorville, Minnesota (PID No. 25.100.0184) into four lots; and (ii) a conditional use permit application for the same property to accommodate a planned unit development with one detached single-family dwelling on each of the four lots. Anyone desiring to be heard regarding the applications may speak during the public hearing. 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. More information can be obtained regarding the applications by contacting staff at City Hall. 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 approve the applications.

Councilmember Nash moved and Councilmember Potter seconded to close the regular meeting at 6:55pm for the Public Hearing.

Motion carried: 5 ayes / 0 nays

Councilmember Nash moved and Councilmember Potter seconded to open the Public Hearing at 6:55pm.

Motion carried: 5 ayes / 0 nays

City Engineer Scott Huneke with WHKS recommends approving the Preliminary Plat and Conditional Use Permit for the Property at 421 Clay Street. There are some revisions necessary from his letter before the Final Plat can be approved. There are drainage and flood plain issues to be addressed and the DNR is not concerned, but a flood plain building permit will be required.

Ryan Shoenfelder – WSE Massey – said they were hired to prepare these plans after the zone change at a previous Public Hearing for this property. They are currently in the process of making the revisions based on Huneke's letter.

The sidewalk along the North side of the property has a sidewalk that Huneke suggested be replaced.

Travis Seeger said that if the sidewalk needs to be replaced, they would most likely take it out and plant grass there. He also wants to determine what part of the water and sewer connections the City would help with.

Councilmember Potter would like to see the sidewalk along the North side remain because of people parking there for events such as the theatre and to prevent little kids from being in the street.

Renee Dina at 121 5th Street asked if stormwater runoff could potentially flood her carriage house. Huneke said that this shouldn't happen as there would be no change on that side of the alley.

Mary Lee Lambert at 401 Clay Street said that flooding does come up from the river and in 2019 it also came down from North of town and that was the worst they had ever seen, so you'd just need to be ready for that. She also said that no one really uses the sidewalk, so if that was a way to ease their costs by not replacing it, to let them do that.

Mary Ayshford asked why the property, form an economic development standpoint, is not being used to promote business in Mantorville. Councilmember Nash said that Mantorville has been waiting for 20 years for a business to do it, but until now, no one has moved forward for a project here.

Alexa Nash at 402 West Street suggested that maybe the sidewalk could be taken out and the savings from not having to redo it could be used to improve the parking slots there.

Shoenfelder said they wouldn't have to disturb the sidewalk, but what will actually be done with the sidewalk will need to be put into the development agreement and that will need to be brought forward with the final plat.

Travis Seeger said that the Southern-most lot is a pre-sold and then the immediate house to the North of that will be the first two homes that they are planning to do this fall, and then do the other two in the spring or early summer.

Councilmember Nash moved and Councilmember Potter seconded to close the Public Hearing at 7:35pm.

Motion Carried: 5 ayes / 0 nays

Councilmember Potter moved and Councilmember Boyum seconded to re-open the regular meeting at 7:35pm.

Motion carried: 5 ayes / 0 nays

B. Resolution 2026-25 Approving a Conditional Use Permit for the Three Cord Cottages Planned Unit Development.

Councilmember Potter moved and Councilmember Kappers seconded to approve Resolution 2026-25.

Motion carried: 5 ayes / 0 nays

C. Resolution 2026-26 Approving the Preliminary Plat for Three Cord Cottages within the City of Mantorville.

Councilmember Potter moved and Councilmember Boyum seconded to approve Resolution 2026-26.
Motion carried: 5 ayes / 0 nays

9. New Business

A. Tanya Young with Ready Set Learn was present to introduce herself and answer questions about their move into the Old Senior Center at 601 Clay Street. They took over the building mid-September and moved in a week ago. They are an official non-profit that provides backpacks and school supplies and has helped 420 kids in the last year. The Salvation Army will be renting from them and helping with getting kids tennis shoes, a clothing closet, hygiene products, and a mattress program for families displaced by fires or floods. They will be getting everything going by the middle of November.

Tanya would like approval to add her logo to the sign that is currently at the Old Senior Center and would not be changing the footprint of the sign at all.

Councilmember Potter moved and Councilmember Boyum seconded to approve a logo change for the sign.

Motion carried: 5 ayes / 0 nays

B. Mary Ayshford, Melanie Dobson, and Mary Lee Lambert were present to discuss marketing in Mantorville. Ayshford prepared a budget for a Marketing Manager for the town. They met with the EDA on September 21st and it was suggested that they come to Council with it. Councilmember Potter wants to know what types of changes will be happening downtown so that we are giving people something to come and see each time that is different. Ayshford mentioned all the history in Mantorville and in Wasioja also. Brian Hindal said the new CEDA person after Todd Kieffer retires will have a marketing back ground. He also said we should contact Carleton College because we could maybe have an intern from their Marketing Department as a volunteer for credit. The EDA could help with costs for booklets and advertising. Mayor Ingalls said grants could be researched for this type of thing also.

C. The Mantorville Chamber requested Street closures for Fall Festival that is happening on October 24th for the Wagon rides, Park activities, and the pumpkin roll and bowling. There would be closures on Clay Street from 4th Street to 6th Street from 10:00am – 3:00pm.

Councilmember Potter moved and Councilmember Boyum seconded to approve the Street closures along Clay Street for Fall Festival.

Motion carried: 5 ayes / 0 nays

D. Line by Line items for Core Administration and Professional services of the Preliminary 2027 General Budget were gone over. Several revenue items were discussed and City Clerk Lohrbach will get more up to date numbers for actual amounts where necessary and tax capacity information for the Special Line by Line Meeting on October 26th.

10. Adjourn

Motion was made by Councilmember Potter and seconded by Councilmember Boyum to adjourn the meeting at 9:50pm. Meeting will be picked up where left off at the Special Line by Line meeting on October 26th.

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