

**City of Mantorville
Regular City Council Minutes
April 8, 2024**



1. Call to Order

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

Present: Mayor Chuck Bradford

Councilmembers:

Henry Blair
Lyle Hoaglund
Jeffrey Ingalls
Lynnette Nash

Absent: None

Others Present: City Clerk-Treasurer Gretchen Lohrbach
Public Works Lead Joe Adams
Public Works Wade Schroeder
Patrick Michener – SEMMCHRA
Johnathan Buck
Gary Reihl

2. Pledge of Allegiance

Everyone stood and recited the Pledge of Allegiance.

3. Changes to the Agenda

Council approved the agenda, adding Accounts Payable to the Consent Agenda.

4. Consent Agenda

Motion was made by Council Member Ingalls and seconded by Councilmember Hoaglund to approve the Consent Agenda, as presented:

- A. Accounts Payable-Warrant List 4.8.2024
- B. Resolution 2024-11 Approving an Application to Conduct a Raffle at the Mantorville Fire Department for the Mantorville Fire Department Relief Association, September 8, 2024
- C. Council Meeting Minutes 3.25.2024
- D. Fire Department General Meeting Minutes March 2024
- E. County Commissioners Regular Meeting Minutes 3.12.24

Motion Carried: 5 ayes / 0 nays

5. Proclamations, Presentations and Recognitions

Mayor Bradford proclaimed April 26, 2024 Arbor Day in the City of Mantorville

6. Public Concerns – *No Items*

7. Public Safety Update – *No Items*

8. Public Hearings

- A.** Consideration of an application for an amended variance for the property located at Dodge County PID 25.426.1990 to allow a reduced building setback along 7th Street West to accommodate a proposed single-family dwelling and garage. The Mantorville City Code requires a 25-foot building setback along 7th Street West. Although the owner/applicant previously received a setback variance for the property in 2023, the site plan has changed and so a formal amendment is now being requested.

Mayor Bradford opened the Public Meeting at 6:34pm.

Johnathan Buck approached Council and stated that the original site plan had an angular garage requiring a reduced setback of 8 feet along Seventh Street and the new site plan does not. The new site plan has a deck which is requiring the setback along Seventh Street to be reduced, but it is less than the previous variance for an 8 foot setback.

Mayor Bradford asked if anyone else would like to be heard. Seeing not, Mayor Bradford closed the Public Hearing at 6:40pm.

Councilmember Ingalls moved and Councilmember Nash seconded to grant the new Variance, passing Resolution 2024-10 Granting Amended Variance for Certain Real Property Located in the City that will become part of the official records:

Motion carried: 5 ayes / 0 nays

Buck also asked to store his modular home for 3-4 days on the upper part of Mantor Field. It will then be wheeled down the street to his building site.

Councilmember Ingalls moved and Councilmember Nash seconded to approve Buck to use that parking lot for 5 days:

Motion carried: 5 ayes / 0 nays

Public Works Lead Joe Adams asked that it be taped off for safety reasons. Buck will do this.

- B.** Patrick Michener from SEMMCHRA is looking for Council's approval of the final application for the Small Cities Development Program Grant due on April 17, 2024.

Mayor Bradford opened the Public Meeting at 6:44pm.

Late in 2022, the City approved Resolution 2022-45 A Resolution Declaring the City of Mantorville as the Applicant and Partner for the Proposed Mantorville Comprehensive

Small Cities Development Program (SCDP) Rehabilitation Projects Contained in the Community Finance Preliminary Proposal. The City committed \$10,000.00 to this project.

Winter of 2023, SEMMCHRA sent a preliminary application to DEED and now would like approval to submit the final application.

Michner said the program itself is owner occupied rehabilitation for individuals at 8% AY, which is about \$60,000.00 per year. They see a lot of older adults on a fixed income needing siding, doors, windows, etc.

The estimated project cost is \$451,250.00 total with \$10,000.00 coming from the City, \$5,000.00 from SEMMCHRA, and \$5,000.00 coming from Dodge County. The requested SCDP amount is \$431,250.00.

The loans would be 7 years, deferred, and fully forgivable.

Members of Council that are interested in the loan must abstain from voting because of a conflict of interest.

Councilmember Nash asked if there is an age on the house as far as applications for homeowners. Michener said there is not. They have an internal rehab specialist who will go out and identify the needs. Individuals will receive post cards letting them know they may qualify for this loan. When they apply, their income will be verified. Then the inspector will go out and look at the property to see what needs to be done.

Michener said they should hear back about the status of the loan in August or September. They will get policies and procedures in place and bring them to Council for approval.

Councilmember Ingalls asked if we should encourage people to apply. Michener said that they will send postcards to every resident of Mantorville with the income qualifications, owner occupied or not, and it must be real property. The postcards would be sent out in late fall or early winter. If residents are interested or need more information, they can contact SEMMCHRA.

Mayor Bradford asked if there were any further questions. Seeing not, Mayor Bradford closed the Public Hearing at 6:52pm.

Councilmember Blair moved and Councilmember Ingalls seconded to approve the resolution for the final application for the Small Cities Development Program Grant due on April 17, 2024:

Motion carried: 3 ayes / 0 nays

Councilmembers Hoaglund and Nash abstained from this vote.

9. Old Business/New Business

A. New Business – No Items

B. Old Business

- 1) City Clerk Lohrbach said that she contacted K-M School’s Transportation Director, the School board, and Sheriff’s Office about traffic and buses not stopping at the stop sign on the corner of Fourth Street and Clay Street. She received a response from the Transportation Director that the intersection will be discussed with the bus drivers.

Public Works Lead Adams said he and Wade Schroeder had also discussed this with Sheriff’s Deputy Matt Wohlenhaus.

Adams looked into the cost of purchasing lights for the stop signs. There is one that lights up the sides of the stop sign that is \$800.00 each. There is also one that is \$100.00 from Empco-Lite. The ones he saw on Amazon were either really expensive or really cheap, which could be a waste of money. Councilmember Ingalls asked if Adams would reach out to residents nearby who might be affected by the lights and get their feedback. Adams said he would. If residents are okay with it, Council said to purchase two of the \$100.00 lights.

10. Tabled Items

- A. Annual review of Council Bylaws, Policies, and Procedures
- B. Master Fee Schedule
- C. Informational brochures for the HWY 57 Project

11. Reports

A. Public Works Report

1. A bench will be donated in honor of Janis Smith and Adams and Schroeder will install it.

Councilmember Ingalls moved and Councilmember Hoaglund seconded to accept the donation of a bench in honor of Janis Smith:

Motion carried: 5 ayes / 0 nays

2. Mayor Bradford mentioned there is a bench tipped over up at Bergman Park. He will take care of it.

3. Adams said he received three tree bids: Boyum Tree Service-\$1,900.00, Carr’s-\$3,102.45, and Olson Tree Service-\$2,880.00.

Councilmember Hoaglund moved and Councilmember Ingalls seconded to approve the tree removal bid from Boyum:

Motion carried: 5 ayes / 0 nays

4. Adams received two bids for street sweeping: S.L. Contracting-\$2,200.00 and Durst-

\$3,345.00.

Councilmember Ingalls moved and Councilmember Hoaglund seconded to approve the street sweeping bid from S.L. Contracting:

Motion carried: 5 ayes / 0 nays

5. Adams and City Clerk Lohrbach interviewed two candidates for the part-time summer help position. He would like Council to approve Travis Schaefer for the position. Council asked if we do background checks on part-time summer help. This hasn't been done in the past, but City Clerk Lohrbach will begin doing this.

Councilmember Ingalls moved and Councilmember Hoaglund seconded to approve Schaefer, contingent on background check, starting at \$16.75 an hour with it increasing it to \$17.00 after a satisfactory performance evaluation in 30 days:

Motion carried: 5 ayes / 0 nays

6. Adams also said the K-M Community Action Class would like to volunteer. They will help spread mulch in the parks on Thursday and Friday.

B. City Clerk report

- 1) The Local Board of Appeal and Equalization meeting is at 6:00pm, Monday April 22th, before the regular Council meeting. Council member Ingalls and Mayor Bradford are certified for this meeting. There has to be at least one certified member.
- 2) City Clerk Lohrbach received a \$200.00 scholarship for her MCFOA training.
- 3) The HWY 57 Open House is Friday April 12th from 4:30pm-6:30pm. at the Government Service Building. Please enter the South doors.
- 4) The auditors will be in house next week April 17-18,

C. Consultant Report

City Clerk Lohrbach enclosed a brochure in the packet that WHKS has printed and distributed.

D. Committee Reports

- 1) Chamber – Nash said that both Spring Fling and Stagecoach days will happen this year.
- 2) Economic Development Authority – Will Giesen will be stepping in for Laura Qualey. Lindsey Hemker is resigning. 10,000 postcards will be sent out to advertise Mantorville being open during the HWY 57 construction. This will cost approximately \$3,011.00 and is paid for by the grant the Chamber received. MNDOT may be providing 20 hours to answer questions for residents regarding HWY 57; Councilmember Ingalls will reach out to find out for sure. City Clerk Lohrbach will send out press releases that we are still accessible. Mayor Bradford will help her with this.

- 3) Finance/Budget
- 4) Fire Department
- 5) Infrastructure
- 6) Kasson Mantorville Joint Powers
- 7) Mantorville Restoration Association – Will be doing pull tabs at the Mantorville Saloon again beginning May 1st.
- 8) Park Board
- 9) Personnel
- 10) Fire Relief
- 11) Township

E. Councilmember Reports

Nash brought up go carts on Third Street being driven by small children and is worried they could cause an accident. City Clerk Lohrbach will reach out to the Sheriff's Office as these are unlicensed vehicles driven by kids that are too young. Virgil Andrist said that he has seen them also.

Andrist mentioned that Rochester is using little paper dogs stuck in the ground to scare away the geese and it is working. He bought some and they are working for him. He thinks we should try it here. Adams will look into it.

Andrist also said that Adams, Schroeder, and Hindal did a wonderful job and worked really hard taking down the infected trees at the park and thinks they should get a gift card. Council will give each of them 10 \$5.00 City Coins to be used in town.

Nash also mentioned that there may be a Haunted Trolley tour in the fall with Hawk Horvath.

12. Adjourn

Motion was made by Councilmember Ingalls and seconded by Councilmember Blair to adjourn the meeting at 7:42pm

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