

**City of Mantorville
City Council Minutes
November 8, 2021**

1. Call to Order

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

Present: Mayor Chuck Bradford
Councilmembers Lyle Hoaglund, Jeffrey Ingalls,
Kent Keller, and Bill Kinney

Absent: None

Others Present: City Clerk-Treasurer Shirley Buecksler
Public Works Lead Joe Adams
Public Works Wade Schroeder
Assistant City Clerk Shelly Jensen-Germundson
Fire Chief JJ Williams
Assistant Fire Chief Steve Fairchild

2. Pledge of Allegiance

Everyone stood and recited the Pledge of Allegiance.

3. Adopt the Agenda

City Clerk Buecksler requested that Resolution No. 2021-31, Approving Officer Positions for the Mantorville Fire and Rescue Department, be added to Item 8(a) and that Item 8(a) be moved to follow Item 4. Council adopted the agenda, as amended.

4. Consent Agenda

- A. City Council Meeting Minutes of October 25, 2021
- B. Warrant List for November 8, 2021
- C. Dodge County Sheriff's Office October Report for Mantorville
- D. Mantorville Fire Department General Meeting Minutes of November 3, 2021

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

Vote: 5 ayes / 0 nays. Motion carried.

8. Old Business/New Business

- A. Fire Department Officer Recommendations

Fire Chief Williams provided a brief history of the Mantorville Fire Department. He has been with the Department for over 20 years and has served as Chief for the past 10 to 12 years. Although he has moved further away, he will continue working nearby,

allowing him to respond to calls during the day, but it's time for some changes in our Fire Department leadership.

At the Department's November 3rd meeting, Steve Fairchild was selected as Fire Chief, Travis Bebee as Assistant Chief, and a new position of Deputy Chief was created, which JJ Williams was selected to fill. The Deputy Chief position is intended to assist and guide a new Chief and Assistant Chief manage the duties of the Department. Assistant Officer positions were also created to help newer Firefighters gain experience as Officers. The added dollars for the Assistant positions will come out of the points earned for our salaries and will not change anything in the Fire Department budget. It drops the value per point minimally. Chief Williams said he thinks this will be a very good set-up for our Department right now and recommended that the Council approve the resolution that was drafted for their consideration. This plan will address the gap situation. There are some members on the Department who have served 40 years. However, as he and Assistant Chief Fairchild looked through the roster, there is a large gap between Officers who have served many years and members who are new or have only served a few years on the Department. The younger members need more experience and training before stepping into an Officer position, in order to feel confident in their responsibilities.

Chief Williams said the added dollars attached to the Assistant Officer positions will come out of the amount allocated to their salaries and doesn't change anything within their budget. What it does is drop the value of the points, which their pay system is based upon. Their pay system is set up on points. Each Firefighter earns points for every meeting or training they attend or call they respond to and, at the end of the year, these points are totaled up and divided by how much money there is available, which gives the value to each point. This is how a Firefighter gets paid. It's a good set-up right now. Future administrations will figure out what works best for the Department. What we've brought to you in our recommendations for Officers and the resolution to add the Deputy Chief and the Assistant roles is a good set-up for our Department right now.

Councilmember Ingalls asked what changes will be done to train Assistants? Chief Williams said it takes a year as a training Officer to get oriented, so we changed those positions to two years a while back. The Assistant will work alongside the Officer and will fill in for the Officer when they're not available, which will help them gain valuable experience.

Assistant Chief Fairchild said one of the things we talked about in the Assistant role is that the Assistant will work directly with the Officer for one year, then they will switch roles for the second year and take on the lead position to get their feet wet and feel comfortable. At six months, if they're not comfortable in what they're doing, they may choose to try another position. We can move them to something else so that they become as comfortable as possible. In two years from now, when we have Officer selections, we want them to be 'wanting' to do it, rather than us asking them to do it. It's one of the things I have always said, that being an Officer on the Mantorville Fire

Department is more of an honor than to simply be asked to do it. We want to fill them with experience and get them involved and excited about the Officer positions so that, when it is time for the to be selected to an Officer position, they will be ready. They will gain additional experience and be in front of people more, not just sitting in the back watching.

Councilmember Hoaglund asked if they are going to have an Officer selection. Chief Williams said they selected Officers last week. What we have brought forward to Council tonight are our recommendations for approval.

Chief Williams said he announced last Wednesday that he would be stepping down from his term as Fire Chief effective December 31, 2021.

Councilmember Hoaglund thanked Chief Williams for his service of more than a decade as Fire Chief for Mantorville. Everyone applauded. Chief Williams said I have been happy to serve and the Department has been very important to me. It's also very important to Steve Fairchild, and I trust that he is going to carry on very well as your next Fire Chief. Thank you, as well as past City Councils, for this opportunity.

Councilmember Kinney said this is a very forward-thinking plan. You looked at your personnel and this is basically an apprenticeship for all of those positions, and it's fantastic. It will make our Fire Department stronger in the long term. I commend both of you for having the foresight to do that. Thank you for your service.

Motion was made by Councilmember Ingalls and seconded by Councilmember Kinney to approve the Mantorville Fire Department Officer recommendations, as presented.

Vote: 5 ayes / 0 nays. Motion carried.

5. Proclamations, Presentations and Recognitions

A. Recognizing WHKS as Recipient of the 2021 Premier Award for Client Satisfaction

Council congratulated WHKS on their 2021 Premier Award for Client Satisfaction.

6. Public Concerns

The following citizens addressed the Council:

- Bill Reding, 220 6th Street, addressed the Council in regards to the Walnut Street construction and said:
 - The entrance to my driveway was raised to a 16-degree slope that a vehicle will bottom out on.
 - There is two feet of gravel on each side of the road.
 - My neighbor cannot bring his camper into his driveway without bottoming out.
 - The way the ground slopes now, there will be water on my property.
 - Basements will be flooded. Neighbors are buying pumps to be prepared.
 - Who pulls up the netting?

- The City needs to fix our driveways.
 - Mayor Bradford said the last he spoke with the City Engineer, he said the grading and some items were not yet finished. If it's called complete, Joe Adams and I will look at it and see how bad it is. I need to talk with the Engineer but I will come out tomorrow and look.
 - Joe Adams said this is the first he has heard about the driveway issue. Snow Contracting is out there now putting two inches of dirt on top of the gravel. This was an oversight by the Contractor.
 - Mayor Bradford said we went back and addressed those items on 3rd Street. I will look at the driveway tomorrow, as well as the street. I will talk with the City Engineer on any items we need to address. Councilmember Hoaglund said he would go there tomorrow, also.
 - Mayor Bradford encouraged all Councilmembers to go look, individually. The City Engineer and I will get our findings to the City Clerk for her to email to you.
- Mr. Reding said every Councilmember needs to read the Storm Drain Plan from 2008. He asked the City Clerk to have it available for the meeting.
 - Mayor Bradford said he has the printed copy and asked Mr. Reding if he wanted it. Mr. Reding said no, he just wants everyone to read it.
 - City Clerk Buecksler will email it to the full Council tomorrow.
 - Mayor Bradford said we have worked that plan starting at the river but if a section was upgraded to be done first, it made sense to do that first.

7. Public Hearings

There were no Public Hearings.

9. Reports

A. Public Works Report

- 1) Seeking Council approval to accept the SHIP grant for a bench and picnic tables.
- 2) Seeking approval to accept a donation from the Friends of Mantorville for \$1,000.00.

Motion was made by Councilmember Ingalls and seconded by Councilmember Keller to approve the SHIP grant and accept the donation from the Friends of Mantorville for \$1,000.00.

Vote: 5 ayes / 0 nays. Motion carried.

- 3) Seeking approval for removal of an Oak tree branch that is over the wires at 21 Blanch. The tree is on the boulevard. The cost is \$440.00 to remove the large limb.
- 4) Seeking approval for removal of a dead Elm tree at 811 East Street. The cost is \$400.00.
- 5) Seeking approval for grinding of two stumps at the campground at a total cost of \$500.00.

The cost to remove all trees and stumps is \$1,340.00. Joe Adams said there is money in the budget to do this work before the end of the year. This cost includes all clean-up and seeding.

Council discussed purchasing a grinder and will bring this back later for further discussion.

Motion was made by Councilmember Ingalls and seconded by Councilmember Hoaglund to approve \$1,340.00 for removal of trees and grinding of stumps as listed above.

Vote: 5 ayes / 0 nays. Motion carried.

- 6) Rochester Service will be sweeping streets by the end of this week.
- 7) There was a main break at 515 Walnut Street today. Residents were without water for 3 ½ to 4 hours. The rock underground is wearing holes in the poly pipe. The main break was in a utility easement, so the work did not affect the street.
- 8) Joe Adams received a complaint that construction vehicles were destroying 5th Street between West Street and Walnut Street. Mostly what they saw was tar tracked onto to road from construction vehicles, not the road getting destroyed. It will be swept soon.

B. City Clerk Report

- 1) Mark and Ann Torkelson provided a plan, per Council's request, on how they will take care of the weeds on their property at 720 County Road 12. A copy was printed for Council prior to the meeting.
 - o Councilmember Ingalls said the Torkelson's did what Council asked them to do.
 - o Councilmember Keller said we will see what they do next summer.
 - o Mayor Bradford said we have this from them, and this is a good thing.
 - o Council directed the City Clerk to forward a copy to Dan Trapp.
- 2) Reminder that Mike Bubany of David Drown & Associates will be at the next Council meeting to discuss financing for 2022 street projects.

C. Consultant Report

City Clerk Buecksler again congratulated WHKS on their Client Satisfaction award and said City Engineer Tim Hruska is great to work with.

D. Committee Reports

- 1) Chamber
 - The Chamber met and were pleased with the Fall Festival turnout. They will be adding a third wagon next year. We had excellent crowds and excellent weather. The Chamber is now planning for Olde Fashioned Christmas.
- 2) Economic Development Authority
- 3) Finance/Budget
- 4) Fire Department

- Councilmember Hoaglund said he was out of town for the last Fire Department meeting. He said the Fire Department is an important part of City government. He suggested that a Fire Department Officer attend a Council meeting once a month. He will bring this up at the next Fire Department meeting.

- Mayor Bradford said this is a good idea, but he believes a Councilmember should still attend Fire Department meetings, as well.

5) Infrastructure

6) Kasson Mantorville Joint Powers

7) Mantorville Restoration Association

- Meeting tomorrow night.

8) Park and Recreation Board

- The Board is working out the transition to a new Chairperson. They are also looking into purchasing equipment for Dennison Park.

9) Personnel

10) Relief

11) Township

- Mantorville Township's population result from the 2020 Census is 1,879. They approved two building permits for new homes. One for \$800K and the other for \$1M. Both permits were for properties east of the Hubbell House.

E. Councilmember Reports

No reports.

F. Mayor's Report

No report.

10. Tabled Items

A. Lighting at Park/Basketball Court (tabled 10.11.21)

Council asked Joe Adams about this item. He said he is still waiting on more information and bids. This item was left on the table.

11. Executive Session

Motion was made by Councilmember Hoaglund and seconded by Councilmember Kinney to close the meeting at 7:30 p.m. per Minnesota Statute 13D.05, Subd. 3.

Vote: 5 ayes / 0 nays. Motion carried.

Council discussed:

A. Annual Performance Evaluation of Public Works Lead Joe Adams

B. Six-Month Probation Performance Evaluation of City Clerk-Treasurer Shirley Buecksler

Motion was made by Councilmember Ingalls and seconded by Councilmember Keller to reopen the meeting at 7:54 p.m.

Vote: 5 ayes / 0 nays. Motion carried.

Motion was made by Councilmember Keller and seconded by Councilmember Ingalls to award a 4% performance increase (retroactive to August 31, 2015) and a 3% COLA increase (effective January 1, 2022) to Joe Adams for a total increase of 7% and to pay out a total of 67.89 PTO hours that the payroll system did not accrue correctly in 2020 and 2021.

Current hourly rate $\$23.84 \times 4\% = \24.79 retroactive to August 31, 2015; $\$24.79 \times 3\% = \25.53 effective January 1, 2022.

Vote: 5 ayes / 0 nays. Motion carried.

Motion was made by Councilmember Ingalls and seconded by Councilmember Keller to award a 4% performance increase (effective immediately) and a 3% COLA increase (effective January 1, 2022) to Shirley Buecksler for a total increase of 7%.

Current salary converted to hourly rate $\$33.65 \times 4\% = \35.00 effective November 8, 2021; $\$35.00 \times 3\% = \36.05 effective January 1, 2022.

Vote: 5 ayes / 0 nays. Motion carried.

12. Adjourn

Motion was made by Councilmember Ingalls and seconded by Councilmember Kinney to adjourn the meeting at 7:35 p.m.

Vote: 5 ayes / 0 nays. Meeting adjourned.

Respectfully Submitted,



Shirley R Buecksler
City Clerk-Treasurer