

**City of Mantorville
City Council Minutes
February 14, 2022**

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
Fire Chief Steve Fairchild
Deputy Fire Chief JJ Williams
City Engineer Tim Hruska, WHKS

2. Pledge of Allegiance

Everyone stood and recited the Pledge of Allegiance.

3. Adopt the Agenda

Council approved the agenda, as presented.

4. Consent Agenda

A. Accounts Payable for February 14, 2022

B. Resolution No. 2022-05 Declaring Items Surplus and Authorizing Sale and/or Disposal
Thereof:

Item Description	Quantity
SCBA composite air bottle 2216 psi	35
SCBA aluminum air bottle 2216 psi	3
SCBA Scott 2.2 harness assembly without air bottle	20
SCBA Scott 2.2 facemasks	31

Discussion on the air packs:

Council asked if the air packs can be sold? Are they used privately for other things? Deputy Chief Williams said the parts are obsolete, so we upgraded. Chief Fairchild added that most Departments have also upgraded. When we tried to trade them in, their value was zero. We don't know of anyone nearby who has them or would be interested in them. Deputy Chief Williams said all of the bottles are outdated and cannot be tested.

- C. Resolution No. 2022-06 Gambling Premises Permit Application for Dodge County Youth Hockey Association, Inc.
- D. Resolution No. 2022-07 Lease for Lawful Gambling Activity for Dodge County Youth Hockey Association, Inc.; and Application to Conduct Off-Site Gambling (Pull-Tabs and E-Tabs) for Dodge County Youth Hockey Association, Inc.
- E. 2021 Mantorville Economic Development Authority Annual Report and Year in Review
- F. Dodge County Board of Commissioners Meeting Minutes of January 11, 2022
- G. Dodge County Board of Commissioners Meeting Minutes of January 25, 2022
- H. Rental License Renewals for 917 and 916 West Street, Owner Robin Maxon, and New Rental License Application for 901 Main Street North, Owner Lyle Hoaglund

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

Vote: 5 ayes / 0 nays. Motion carried.

5. Proclamations, Presentations and Recognitions

There were no proclamations, presentations or recognitions.

6. Public Concerns

The following citizens addressed the Council:

- Greg Rud and Martha Vrieze purchased the property at 508 Clay Street and plan to have their business in one of the buildings and their residence in the other. They are looking to have their business open by Marigold Days weekend with plans for a food drive and fundraiser event.
 - Mayor Bradford and Council welcomed Greg and Martha to Mantorville and to the business community.

7. Public Safety Update

- A. Dodge County Sheriff's Office Call Report of January 2022
- B. Mantorville Fire Department General Meeting Minutes of February 2, 2022

Fire Chief Fairchild stated that, in late 2020 or early 2021, the Fire Department received approval from Council to purchase an air compressor for their trucks so they don't have to wait for the air to pump up when leaving on a call. However, the current electrical panel is full and they will need to install a new electrical box/breaker panel. The quote they received from Leth Electric is \$3,500 and the Fire Department is looking for the City's help with this cost.

Mayor Bradford asked where the money will come from to pay for it. Deputy Chief Williams asked if this is a City cost, being that it is a City building. Public Works Adams said it would have to come out of capital – it is a City cost.

Motion was made by Councilmember Keller and seconded by Councilmember Hoaglund that the \$3,500.00 cost for the electrical box be 1) pulled from the Fire Department budget in 2023 to cover the cost, and 2) that the City reimburse the Fire Department by putting it into the budget in 2023.

Vote: 5 ayes / 0 nays. Motion carried.

8. Public Hearings

- A. Application for Variance from Section 150.069 of the Mantorville City Code to Allow for the Construction of a Single-Family Dwelling with Reduced Setbacks from the Front and Rear Yard Property Lines, Lot 6 Block 21 Mantor Addition – Applicant Mark Gamm for EnviroEase, LLC; Resolution No. 2022-08

Mayor Bradford opened the public hearing at 6:50 pm.

Applicant Mark Gamm addressed the Council. The property fronts 7th Street. He would like to build a house, but the setbacks only allow for a 16-foot-wide dwelling. New frontage causes a practical difficulty. The neighbor is comfortable with the requested setbacks. Build may take three years, in order to take other steps that include finding the floodplain elevation. FEMA is working on new floodplain maps but it could be a year or two until they're complete. The side setbacks are fine. Some other nearby dwellings have setbacks less than 25 feet. The site line shouldn't be an issue, and it should fit in well.

City Engineer Hruska said the setback matches other homes in the area. 7th & Monroe has zero setback to 7th Street. East of Washing Street have minimum setbacks. The applicant understands he has wetland issues.

Councilmember Keller suggested the applicant check the flooding of the creek very carefully.

Councilmember Hoaglund said that waterway was an issue when the neighbor's house was moved in.

Mr. Gamm said there appears to be room based on current floodplain elevations.

Councilmember Keller asked if he envisions filing it in? Mr. Gamm said they cannot fill.

Councilmember Keller asked if he has house plans for 40 feet by 60 feet? Mr. Gamm said yes, that includes the house and garage together.

Hruska said the applicant will have to follow floodplain ordinances. The floodplain and floodway, there are provisions to fill in the floodplain but not the floodway. FEMA is updating it all.

Mr. Gamm said the intent is to stay out of the floodplain. He is asking Council for time to build and hopes to have it build in three to five years, not one to two years.

Councilmember Keller said it would be to Mr. Gamm's advantage to have the neighbor's acknowledgement. Hruska stated that the setbacks to the side yards would meet the five-foot setback. It would fall within the normal guidelines.

Hearing from no one else wishing to speak, Mayor Bradford closed the public hearing.

Motion was made by Councilmember Hoaglund and seconded by Councilmember Ingalls to adopt Resolution No. 2022-08 Granting a Variance for Certain Real Property Located at Lot 6 Block 21 Mantor Addition.

Vote: 5 ayes / 0 nays. Motion carried.

9. Old Business/New Business

A. Mantorville Relief Association Portfolio Summary as of December 31, 2021

B. Personnel Policy Amendments

Fire Chief Fairchild said the Fire Department made changes to Addendum A of the Personnel Policy. These changes were included in the Council's packet, which include the addition of the Deputy Fire Chief, our First Responder Captain is now our EMR Captain, Relief Association is now through PERA, so they don't have a board of trustees since it's through the State so that was removed, new instructions are included for the new masks, as well as other Standard Operating Guidelines amendments.

1) Fire Department, Standard Operating Guidelines

Motion was made by Councilmember Ingalls and seconded by Councilmember Hoaglund to approve the Mantorville Fire Department Standard Operating Guidelines, as presented.

Vote: 5 ayes / 0 nays. Motion carried.

2) Fire Department, Addendum A

Motion was made by Councilmember Ingalls and seconded by Councilmember Hoaglund to approve Mantorville Fire Department Addendum A, as presented.

Vote: 5 ayes / 0 nays. Motion carried.

3) General Policy Changes

Amendments to the General Policy include changes in meal breaks and rest periods, whereas employees who work an 8-hour day will be allowed to combine their two 15-minute paid breaks with their 30-minute unpaid lunch period for a 1-hour lunch

period. Employees must coordinate with other staff to ensure that service to the public and work requirements are not adversely impacted. Employees will not be allowed to use their breaks to adjust work start or stop times, as previously noted in the policy. Annual leave (PTO – Paid Time Off) was also amended to remove the sentence that read, “*No additional accrual will occur above the cap.*” Other corrections to typos and grammatical errors were made.

Motion was made by Councilmember Ingalls and seconded by Councilmember Hoaglund to approve the changes to the General Policy, as presented.

Vote: 5 ayes / 0 nays. Motion carried.

10. Tabled Items – *These are items that the Council has previously discussed and voted to table, take action on, or continue discussion of at a later date. These items may be brought back by the Council for discussion at any future meeting.*

There are no tabled items.

11. Reports

A. Public Works Report

Adams said the dump truck is in and has been inspected and signed off last week. Payment of \$62,055.00 is due to Boyer Truck.

Motion was made by Councilmember Ingalls and seconded by Councilmember Keller to approve payment to Boyer Truck in the amount of \$62,055.00.

Vote: 5 ayes / 0 nays. Motion carried.

B. City Clerk Report

- 1) Ten applications have been received for the Assistant City Clerk position.
- 2) Pay Equity Report was in compliance, so the City is finished with this for this year.
- 3) Council previously approved for Buecksler to attend the MCFOA Conference in St. Cloud March 22-25, 2022. Seeking approval again, now that Shelley Kispert has been here for about three months and Buecksler will be in contact if anything comes up. Council approved.

C. Consultant Report

No report.

D. Committee Reports

- 1) Chamber – Banquet February 24th at the VFW/Mantorville Saloon. Tickets on sale at the Chocolate Shoppe for \$30.00 to the first 30 sold, \$50.00 per ticket thereafter. Social hour at 5:00 pm and dinner at 6:30 pm.
- 2) Economic Development Authority – looking into lower, mid-income and Section 8 housing opportunities. Local residents who could use grant help.
- 3) Finance/Budget

- 4) Fire Department
- 5) Infrastructure
- 6) Kasson Mantorville Joint Powers – meets in two days.
- 7) Mantorville Restoration Association – will take over Stagecoach Days from EDA. Meeting February 23rd at 2:30 pm. They may ask the EDA for financial assistance. We may be able to get creative with funding. Food trucks, dance, costume, fiddle contest planned.
- 8) Park and Recreation Board
- 9) Personnel
- 10) Relief
- 11) Township

E. Councilmember Reports

Councilmember Keller stated that he will be absent for the February 28, 2022 Council meeting.

F. Mayor's Report

No report.

12. Executive Session

13. Adjourn

Motion was made by Councilmember Keller and seconded by Councilmember Ingalls to adjourn the meeting at 7:29 p.m.

Vote: 5 ayes / 0 nays. Meeting adjourned.

Respectfully Submitted,



Shirley R Buecksler
City Clerk-Treasurer