

**City of Mantorville
City Council Minutes
April 11, 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
Fire Chief Steve Fairchild
Public Works Lead Joe Adams
Public Works Wade Schroeder

2. Pledge of Allegiance

Everyone stood and recited the Pledge of Allegiance.

3. Changes to the Agenda

Request to add Tabled Item from March 28, 2022 Council Meeting:
10A. RV Campground Request for Stagecoach Days

Council approved the addition of Item 10A and approved the agenda, as amended.

4. Consent Agenda

- A. Accounts Payable Claims List for April 11, 2022
- B. Parks & Recreation Board Meeting Minutes, November 30, 2021
- C. Chamber of Commerce Meeting Minutes, March 2, 2022
- D. Notice of Local Board of Appeal and Equalization Meeting, April 25, 2022
- E. Resolution No. 2022-16 Approving the Appointment of Head Judges and Election Judges for the 2022 Special Election, State Primary, and General Election
- F. Rental License for 715 West 7th Street

Motion was made by Councilmember Ingalls and seconded by Councilmember Keller 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:

- Bill Reding asked about the trees on his property that need to be removed and about his driveway.
 - Public Works Lead Adams said the Park Board approved the contractor and then Council needs to approve.
 - Adams said he has a meeting with the City Engineer on Wednesday and will get back to Mr. Reding after that.
- Greg Rud, 508 Clay Street, said they are adding on to the house and will be requesting a public hearing. They will meet with the Mantorville Restoration Association for their approval tomorrow night. A variance is needed for five feet from the alley right-of-way to the structure. The building on Clay Street will be Martha Vrieze's business, Thrivent Financial. Mr. Rud asked the City Clerk to send him the list of neighboring properties who will receive the notice of public hearing so he can talk with the neighbors about his plans. City Clerk Buecksler will email this list to Mr. Rud tomorrow.

7. **Public Safety Update**

A. Mantorville Fire Department General Meeting Minutes, April 6, 2022

Fire Chief Fairchild said we need to make a decision on the shed soon. Mayor Bradford suggested he work with the Park Board and get on their next agenda for April 26th.

B. Dodge County Sheriff's Report, Mantorville, March 2022

8. **Public Hearings**

There were no public hearings.

9. **Old Business/New Business**

A. Mantorville Saloon Request for Loan from Economic Development Authority

The Economic Development Authority (EDA) received an application for a business subsidy from the Revolving Loan Fund from Scott and Koreen Seim of Seim Properties dba Saloon 2. The request was for \$40,000 to remodel and update the existing commercial kitchen at their newly acquired property of 509 North Main Street and bring it up to code, per the Minnesota State Health Inspector. They have been given 12 months to do so.

The improvements would include a new hood/vent, 36" range and 24" flat top griddle, double-basket deep fryer, and two stainless steel storage cabinets, along with the labor for the installation of the hood/vent.

EDA Commissioners reviewed the application at their April 5, 2022 regular meeting and determined that providing funding to Seim Properties would be in the best interest of their business plan for the property to expand their restaurant options and banquet venue which will, in turn, attract more visitors to the city of Mantorville and neighboring businesses.

The term of the loan would be over seven (7) years at 2% below the Prime Rate with pre-payment benefits available to the borrower. The guiding terms of the Revolving Loan Fund require that the applicant invest a minimum of 10% equity into the proposed project.

Motion was made by Councilmember Ingalls and seconded by Councilmember Hoaglund to approve the business subsidy for Seim Properties dba Saloon 2 of \$35,000 to update and remodel their commercial kitchen.

Vote: 5 ayes / 0 nays. Motion carried.

B. Accept Resignation from Assistant City Clerk

A letter of resignation was received April 4, 2022 from Shelley Kispert, Assistant City Clerk. Shelley was hired on a temporary basis in December 2021 while Shelly Jensen-Germundson was out on leave. With the passing of Shelly Jensen-Germundson, Shelley Kispert was hired permanently as part-time Assistant City Clerk on January 24, 2022. In her short time here, she has proven to be a great asset to the City, and Staff have enjoyed working with her. We will miss Shelley and wish her the best in her future endeavors. Her last day with the City will be April 13, 2022.

Motion was made by Councilmember Kinney and seconded by Councilmember Ingalls to accept the letter of resignation from Shelley Kispert.

Vote: 5 ayes / 0 nays. Motion carried.

C. Request to Change Assistant City Clerk Position from Part-Time Back to Full-Time Status

In January 2022, Council approved the change in the Assistant City Clerk position from full-time to two job-share positions at 20 hours per week each. Shelley Kispert was hired on January 24, 2022 and Gretchen Lohrbach was hired on March 2, 2022 to fill these positions. With the resignation of Shelley Kispert, Gretchen Lohrbach was offered the full-time position of Assistant City Clerk. She accepted the full-time position, which includes a benefits package including medical, dental, life insurance, etc., which was already approved in the City's 2022 budget.

Motion was made by Councilmember Ingalls and seconded by Councilmember Keller to change the Assistant City Clerk position to full-time and approve the hiring of Gretchen Lohrbach as full-time Assistant City Clerk, both effective April 11, 2022.

Vote: 5 ayes / 0 nays. Motion carried.

D. Seasonal Parks Position

Staff requested formal approval to bring back Brad Suhr to the Seasonal Parks position. This position is budgeted for 600 hours per year. The pay rate in 2021 was \$14.06 per hour. However, in December 2021 and January 2022, Brad was hired at \$15.00 per hour to help with duties in the office at City Hall after the passing of Shelly Jensen-Germundson. He was a great asset during this difficult time.

The 2022 budget was based on up to a 4% increase. Added with 3% for COLA, the new rate for 2022 would equal \$15.05 per hour. The Personnel Committee approved this rate in February 2022, but it has not been brought to Council for formal approval until tonight. Brad has done an excellent job for the City since 2020.

Motion was made by Councilmember Hoaglund and seconded by Councilmember Kinney to hire Brad Suhr as Seasonal Parks at \$15.05 per hour.

Mayor Bradford asked if the wage should be higher than \$15.05.

Councilmember Hoaglund made an amendment to his motion to raise the wage to \$16.05 per hour. Councilmember Ingalls seconded this motion.

Vote: 5 ayes / 0 nays. Motion carried to hire Brad Suhr at \$16.05 per hour.

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.*

A. RV Campground Request for Stagecoach Days

Motion was made by Councilmember Keller and seconded by Councilmember Hoaglund to pull this item from the table.

Vote: 4 ayes / 1 nay – Councilmember Ingalls. Motion carried.

Staff has been waiting to receive more details from the Mantorville Restoration Association. The request is to waive the fee for an RV spot in the campground during Stagecoach Days.

Motion was made by Councilmember Ingalls and seconded by Councilmember Keller to deny the request.

Vote: 3 ayes / 1 nay – Councilmember Ingalls / 1 abstained – Councilmember Kinney.

Motion carried.

11. Reports

A. Public Works Report

- 1) Public Works Lead Adams said the Park Board approved the design for placement of a memory bench in Riverside Park. There is an empty spot on the left side of the playground, which is a good location for it on a concrete pad.

Motion was made by Councilmember Ingalls and seconded by Councilmember Hoaglund to approve the bench and location.

Vote: 5 ayes / 0 nays. Motion carried.

- 2) Adams would like to move forward on Park Board projects and order items within their budget:

- Water fountain, ADA accessible by south side of bathrooms \$3,100
- Concrete pad
- Sign – Riverside Park by rink \$1,568
- \$5,000 for Dennison Park in account
- Rock at ball fields

Motion was made by Councilmember Ingalls and seconded by Councilmember Kinney to approve these five items under the Park Board budget.

Vote: 5 ayes / 0 nays. Motion carried.

- 3) The power pole in Riverside Park (eliminating the meter) was discussed. Costs went up from \$5,290 to \$7,650.

Adams said the pole is bad and needs to be fixed. Councilmember Hoaglund said the pole is owned by the City. Plan was to remove the meter, put up a panel, and cut the pole in half (the rotten part).

Council discussed where the power would come from and how much power is needed. It could just run off the 200-amp pole. Councilmember Ingalls is concerned we may not have enough power for Marigold Days and other events if we cut back power. Councilmember Hoaglund said, when they come through with Highway 57, Xcel Energy will want the pole replaced or drop the wire. He suggested we put this on hold for a year. Councilmember Ingalls said we could turn off the 100-amp pole or turn off 100 amps on the 200-amp pole, for a total of 200 amps.

Council tabled this item.

4) Tree bids received include:

Olson	\$19,620
Boyum	\$21,200
Carrs	\$12,495 (Staff recommendation)

Bids are for:

1 tree at 508 Clay Street
1 tree at 111 7th Street West
2 trees at 220 6th Street West (need crane to remove)

Motion was made by Councilmember Ingalls and seconded by Councilmember Kinney to approve hiring Carrs for \$12,495.00 to remove the trees listed above.

Vote: 5 ayes / 0 nays. Motion carried.

B. City Clerk Report

- 1) Reminder: City Council Work Session April 18, 2022 at 6:30 pm to discuss Planning and Zoning Commission
- 2) Reminder: City of Mantorville Local Board of Appeal and Equalization Meeting is Scheduled for April 25, 2022 at 6:00 pm – note the start time is earlier than usual
- 3) Electronic Storage

City Clerk Buecksler discussed electronic storage with Mel Reeder, Chief Information Officer for the League of Minnesota Cities. Ms. Reeder is working on a program where Cities can purchase a Laserfiche/electronic storage license through the State, but it could be a couple years out. She has looked at many records retention programs, and Laserfiche is the most widely used by Cities.

Mantorville received a quote from OPG-3/Laserfiche for \$600.00 per user per year. This amount can be paid from American Rescue Plan Act (ARPA) funds.

We need to get started scanning files before we have no more room to store paper files. We are not storing files in the basement. Files are currently stored in the City Clerk's office; others are stored at the treatment plant.

Looking for approval to purchase Laserfiche for the City Clerk and Assistant City Clerk at approximately \$1,200.00 per year from ARPA funds.

Motion was made by Councilmember Kinney and seconded by Councilmember Keller to approve ordering Laserfiche for \$1,200.00 per year.

Councilmember Ingalls had some questions on portability and other fees we may incur and requested that he and the City Clerk look at it more closely.

Motion was made by Councilmember Hoaglund and seconded by Councilmember Keller to table this item.

Vote: 4 ayes / 1 nay – Councilmember Kinney. Motion carried.

C. Consultant Report

Prosecuting Attorney Dave Jacobsen will be here to present to Council on April 25th.

D. Committee Reports

- 1) Chamber – Easter Egg Hunt Spring Fling coming up. There will be samples provided by the Hubbell House for Bunny Cake at the Easter Egg Hunt.
- 2) Economic Development Authority – Discussed Stagecoach Days and the Mantorville Saloon loan. And utilizing sponsorships to make Stagecoach Days and more self-sustaining, similar to Marigold Days. The comedian fundraiser event last Friday was a success.
- 3) Fire Department – the Fire Department is waiting very patiently on a decision on the shed.
- 4) Infrastructure
- 5) Kasson Mantorville Joint Powers
- 6) Mantorville Restoration Association
- 7) Park and Recreation Board – New member Matt Wohlenhaus needs approval from Council.

Motion was made by Councilmember Kinney and seconded by Councilmember Hoaglund to appoint Matt Wohlenhaus to the Parks & Recreation Committee.

Vote: 5 ayes / 0 nays. Motion carried.

- 8) Personnel
- 9) Relief
- 10) Township

E. Councilmember Reports

Councilmember Hoaglund:

We need to make a decision on the shed for the Fire Department by the next meeting. It's not fair to keep the Fire Department waiting. I would vote to let them have it as is with some contingencies. As a Council, we need to deal with this.

Mayor Bradford said we want to be pure we don't pull from the Park Board.

Councilmember Kinney said it's not so much the building, but the campsites.

Councilmember Keller said that Councilmember Kinney could put together a recommendation from the Park Board for Council. The Park Board meets April 26th.

Mayor Bradford recommended waiting for the Park Board's recommendation. Pencil in a Special Council Session for April 27th.

Council decision was that the Fire Department can present their plan to the Park Board and to the City Council. If it blocks access for campsites, it's one discussion.

Or if it doesn't, we have another answer, and it gives the Park Board the ability to talk with the Fire Department about it.

Mayor Bradford and City Clerk Buecksler will work together to find out about the Park Board discussion and whether Council needs to meet on April 27th.

F. Mayor's Report

Mayor Bradford wanted everyone to know that he is running for Mayor and that is all he is running for.

12. Executive Session

There was no executive session.

13. Adjourn

Motion was made by Councilmember Keller and seconded by Councilmember Ingalls to adjourn the meeting at 8:08 p.m.

Vote: 5 ayes / 0 nays. Meeting adjourned.

Respectfully Submitted,



Shirley R Buecksler
City Clerk-Treasurer