



Trail to the Past. Road to the Future.

Mantorville CITY COUNCIL Minutes Special Session

Location: MUNICIPAL COUNCIL CHAMBERS

Date: Wednesday, December 18th, 2024

1. Call to Order

Mayor Bradford called the meeting to order at 6:00 PM

Present: Mayor Chuck Bradford

Councilmembers: Henry Blair
Lyle Hoaglund
Jeffrey Ingalls
Lynnette Nash

Others Present: Gretchen Lohrbach
Counsel – Scott Riggs

2. Pledge of Allegiance

Everyone stood and recited the pledge of allegiance.

3. Executive Session

Per a motion by councilmember Ingalls seconded by Nash, and unanimously (5 / 0) approved, the meeting proceeded into a closed executive session at 6:01 PM pursuant to Minnesota Statutes, Section 13D.05, subdivision 3(a), to evaluate the performance of an individual subject to the City Council's authority, Ms. Gretchen Lohrbach. It is noted that no members of the public were present, so no one was asked to leave.

Motion to continue the closed session by councilmember Ingalls, seconded by Nash, to continue the executive session on December 30, 2024 at 4 PM. The motion carried unanimously (5/0).

Henry Blair left the session due to a personal commitment at 7:28 PM.

Motion to reopen the session by councilmember Ingalls, seconded by Hoaglund and carried unanimously (4/0). Councilmember Ingalls announced outside chambers that the open meeting would resume; no members of the public were present.

4. Open Session resumed at 7:35 PM

Motion to approve the minutes by Hoaglund and seconded by Ingalls to approve the December 9th meeting minutes as posted. Motion carried unanimously (4/0).

Bradford updated the council on the morning's Joint Ventures meeting in the high school in Kasson. Tom Monson presented a request to Joint Ventures for \$10K in funding for the bandshell. \$3,000 was ultimately approved by the joint ventures committee. It was Ingalls' first attendance of the meeting and Bradford's last. The next meeting is scheduled for Tuesday, March 11th at 7:30 AM. Nash updated the council on the decorations committee. The holiday decorations have not arrived, so they will likely not be up for this year. No update on the electricity for the poles.

Bradford update the council on the process to bring in temporary help from Express Temporary Services to fill the assistant gap. The previously approved candidate resigned after 3 days.

Hoaglund asked about the job description. Gretchen Lohrbach and Bradford confirmed we do have a current job description.

Ingalls discussed the mutual aid agreement with Byron to have Byron staff assist with the current staff shortage. It should be recognized that city of Byron is going above and beyond to offer assistance. Cami Reber would be part of the mutual aid, and she is experienced with Mantorville's processes. The reimbursement rate is \$67.54/hour for the Finance Director and \$62.35/hour for the Planning Director.

The potential relationship with Express was discussed.

Nash motioned to approve the Byron mutual aid agreement, seconded by Hoaglund. Motion carried 4/0.

Hoaglund discussed the zoning for the former relay lot. It was noted that it does not need to be rezoned to build residential on the lot, but a variance is required.

Bradford shared that he had in his possession some payments for utilities that would be secured.

Motion to adjourn, seconded by Hoaglund, approved unanimously. Meeting adjourned 8 PM.