

**City of Mantorville
City Council Minutes
January 10, 2022**

1. Call to Order

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

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

Absent: Councilmember Lyle Hoaglund (excused absence)

Others Present: City Clerk-Treasurer Shirley Buecksler
Fire Chief Steve Fairchild
Angie Jarrett, Director – Dodge Center Ambulance Service

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. Designation of Councilmember Jeffrey Ingalls as Deputy Mayor for 2022
- B. City Council Bylaws, Code of Ethics and Conduct
- C. Resolution No. 2022-01 Designating Official Depositories for the City of Mantorville, Minnesota
- D. Resolution No. 2022-02 Approving Non-Waiver of Statutory Tort Liability Limits
- E. Appointment of David Drown Associates, Inc. as Fiscal Consultant for 2022
- F. Resolution No. 2022-03 Approving City Designations for Consultants for 2022:
 - 1) City Attorney: Scott Riggs, Kennedy & Graven, Chartered
 - 2) City Prosecutor: David Jacobsen, Jacobsen Law Firm
 - 3) City Engineer: Tim Hruska, WHKS & Company
 - 4) City Auditor: Smith Schafer & Associates
 - 5) Building Inspector: Construction Management Services (CMS)
 - 6) City Insurance Agent: Lynn Boynton, Insurance Brokers of Minnesota
- G. Designation of Dodge County Independent as the Official Newspaper for 2022
- H. Council Committee Appointments for 2022:
 - 1) Deputy Mayor: Councilmember Ingalls
 - 2) Finance/Budget: Mayor Bradford and Councilmember Keller
 - 3) Personnel: Mayor Bradford and Councilmember Ingalls
 - 4) Economic Development Authority: Mayor Bradford and Councilmember Ingalls
 - 5) Chamber: Councilmembers Hoaglund and Kinney
 - 6) Fire Department and Relief: Councilmembers Ingalls and Hoaglund (backup)
 - 7) Planning: Mayor Bradford and Councilmember Kinney

- 8) Infrastructure: Mayor Bradford and Councilmember Kinney
- 9) Joint Powers: Mayor Bradford and Councilmember Kinney (backup)
- 10) Mantorville Restoration Association: Councilmembers Hoaglund and Kinney
- 11) Park Board: Councilmembers Hoaglund and Kinney
- 12) Township: Councilmembers Hoaglund and Keller (backup)
- 13) COVID-19: Mayor Bradford
- 14) Coalition of Governments (COG): Mayor Bradford and Councilmember Hoaglund
- 15) Highway 57: Mayor Bradford and Councilmember Hoaglund
- I. Accounts Payable Claims List for December 29, 2021
- J. Accounts Payable Claims List for January 10, 2022
- K. Resolution No. 2022-04 Approving an Application to Conduct Bingo at Mantorville Saloon, 501 Main Street North, Mantorville, Minnesota – Pheasants Forever Dodge County, Chapter 776, March 19, 2022
- L. Dodge County Sheriff's Office Mantorville Report for December 2021
- M. Dodge County Board of Commissioner's Meeting Minutes of November 23, 2021
- N. Dodge County Board of Commissioner's Meeting Minutes of December 14, 2021
- O. Rental License Renewals:

Rental Property Address	Owner
606 Washington Street	Amber Fjerstad
616 West Street	Amber Fjerstad
#11 Elliott's Court	Burt Kleckley
81 County Road 21	ELM Care, Inc.; Eugene Miller
601 Monroe Street	Karl Heublein
817 and 817 ½ West Street	Kathryn Overson
821 and 821 ½ West Street	Kathryn Overson
102 Main Street North	Legacy Property Investors, LLC
600 Washington Street Lot 8	Legacy Property Investors, LLC
600 Washington Street Lot 12	Legacy Property Investors, LLC
605 Clay Street	Marigold Manner; Sonja & Aaron Thompson

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

Vote: 4 ayes / 0 nays. Motion carried.

5. Proclamations, Presentations and Recognitions

- A. Dodge Center Ambulance – Presentation by Angie Jarrett, Ambulance Director

Ms. Jarrett introduced herself and said she has been the Ambulance Director for Dodge Center Ambulance since 2019. Their service areas were set in the 1970s by the State of Minnesota and cannot be changed. In 2005, they received 500 calls annually but, currently, their calls are over 1,000 calls per year. They have two stations – one in Dodge Center and one in Kasson. Call volumes are on the rise, and they are seeing an aging population. Dodge County is growing, and Mantorville is growing the fastest. Dodge Center Ambulance is part of an Auto Launch program to deploy responders as

needed. They rely heavily on grants and received CARES Act funding last year. The City of Dodge Center holds their licenses, so they are under the Dodge Center budget.

Mayor Bradford and Council thanked Ms. Jarrett for presenting tonight on the Dodge Center Ambulance Service.

6. Public Concerns

No one addressed the Council.

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 said an Officer will attend the first Council meeting of each month, which may be either himself, Assistant Fire Chief Bebee, or Deputy Chief Williams. The Department had 83 medical calls last year, but they usually have between 100 and 125 each year.

8. Public Hearings

There were no public hearings.

9. Old Business/New Business

- A. Pay Equity Report

According to the State of Minnesota, Management and Budget, Pay Equity is a method of eliminating discrimination against women who are paid less than men for jobs requiring comparable levels of expertise. This goes beyond the familiar idea of equal pay for equal work where men and women with the same jobs must be paid equally. A policy to establish pay equity usually means: 1) that all jobs will be evaluated and given points according to the level of knowledge and responsibility required to do the job; and 2) that salary adjustments will be made if it is discovered that women are consistently paid less than men for jobs with similar points. State law requires all public jurisdictions to eliminate any gender-based inequities in compensation and submit reports to Minnesota Management and Budget.

The City Clerk is working on the Pay Equity Report, which will be brought to Council for review at the next meeting. The report is due to the State by January 31st.

- B. Assistant City Clerk Position; Review of Job Description, Pay Scale and Approval to Post

Council approved posting the Assistant City Clerk as two part-time job-share positions working 20 hours each, starting at \$17.00 to \$18.00 per hour.

C. First Reading of an Ordinance Adopting the City's Master Fee Schedule for 2022

Council held the first reading of Ordinance No. 2022-01 Adopting the City's Master Fee Schedule for 2022. A public hearing and final reading of the ordinance is scheduled for January 24, 2022.

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.*

No tabled items.

11. Reports

A. Public Works Report

B. City Clerk Report

- 1) Resident at 605 Clay Street #2 submitted a payment on November 30, 2021 for his utility bill, in the amount of \$109.41. At that time, he asked the Assistant City Clerk to hold onto the check and not process his payment for one week. Unfortunately, our Assistant City Clerk passed away shortly thereafter and there were no other notes. On December 27, 2021, the City applied the payment of \$109.41 to the account. The resident is requesting that this payment be refunded, because he is trying to get onto the water assistance program.

Council discussed and denied the request for refund.

C. Consultant Report

D. Committee Reports

- 1) Chamber
- 2) Economic Development Authority – at their last meeting, the EDA conducted a Strengths, Weaknesses, Opportunities, Threats (SWOT) exercise; Mayor Bradford reached out to Realtor John Buckingham regarding commercial and residential property availabilities in Mantorville.
- 3) Finance/Budget
- 4) Fire Department
- 5) Infrastructure
- 6) Kasson Mantorville Joint Powers
- 7) Mantorville Restoration Association
- 8) Park and Recreation Board
- 9) Personnel
- 10) Relief
- 11) Township

E. Councilmember Reports

No reports.

F. Mayor's Report
No report.

12. Executive Session

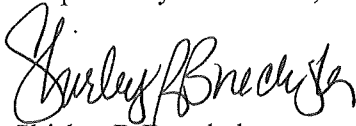
There was no executive session.

13. Adjourn

Motion was made by Councilmember Keller and seconded by Councilmember Ingalls to adjourn the meeting at 8:00 p.m.

Vote: 4 ayes / 0 nays. Meeting adjourned.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Shirley R Buecksler".

Shirley R Buecksler
City Clerk-Treasurer