

**City of Menahga**  
**Special Meeting/Work Session City Council Minutes**  
**Monday, January 29, 2024**

**1. Call to Order**

The Menahga City Council held a Special Meeting/Work Session Meeting Monday, January 29, 2024.

Mayor Elizabeth Olson called the meeting to order at 6:00 pm.

**2. Roll Call**

Comprising a quorum of the Council, the following members were present:

Mayor Elizabeth Olson	Mike Netland	Dan Warmbold
Jody Bjornson	Durwin Tomperi	

Office Staff present: Consultant – Betty Thomsen

**3. Pledge of Allegiance**

**4. Approval of Agenda - None**

**5. Department Reports**

- **Police Department – Chief Amy Lane**

- 1. Monthly Report**

Chief Lane reported that there were 300 calls from November 22, 2023, to January 25, 2024. Thirteen (13) citations were written, as well as three (3) arrests for a Warrant and POR Violations were issued during that time period. Lane reported the mileage on each of the squads and that the 2016 Squad was back on the road. She reported that she is working on a USDA Grant to possibly pay for a new squad car. Discussed how the Police Department was handling the duties/hours without the third officer. She indicated that she was

aware of the Public Safety Aid that was given to the City but hoped that this amount could be used to increase the per hour wage presently in place in the Union Contract, and to hire a part-time officer in the future.

Lane reported that she was happy to report that the Department passed the POST Board Audit conducted on January 17, 2024, which Audit occurs every three (3) years. She also requested to destroy case and old files from 1980 - 2015 per the Records Retention Policy. Consultant Thomsen reported that a Council Resolution was necessary providing a listing of the files being destroyed. Mayor Olson publicly thanked Officer Huotari for his assistance at the Menahga C & C Family Fishing Derby on Saturday, January 27, 2024.

- **Public Works - Ronald Yliniemi, Director**

- 1. Monthly Report**

Ron Yliniemi did not provide a written monthly report to the Council but reported the following: The temperature of the water coming out of the hydrants is between 40-42 degrees; The roads were scraped clean on Thursday, January 25th; The department had received the Pollution Control Report on the Main Lift Stations; Gary Parvi is working on the computer regarding the lead and copper reporting; The School rink has been flooded with instructions being provided to the School personnel;; and, The department helped with the boat landing ice and snow removal for the Fishing Derby. Discussion followed regarding the incorrect name on the title of the car being used by the department, which Yliniemi reported he would see that it was changed.

- **Liquor Store – Heather Shepersky - Absent**

- 1. Monthly Report**

Heather Shepersky was absent but did provide the Council with the November and December 2023 Monthly Sales Reports, which indicated year-to-date profits for both on and off-sale.

- **Fire Department – Dave Kicker - Absent**

**1. Monthly Report** – No report was provided by Chief Kicker, nor did he contact Consultant Thomsen to report that he would be absent. The Council asked that Consultant Thomsen reach out to Chief Kicker to make sure that he provides reports and attends the City Council Special Meeting/Work Sessions in the future.

- **Administration – Betty J Thomsen**

- a. Set date for budget meeting for the Enterprise Funds**

It was the consensus of the Council that March 8th, 2024, at 1:00 p.m. be set for the Enterprise Funds Budget Meeting.

- b. Personnel Policy - Review for adoption at the February 12, 2024, Council Meeting**

Thomas reported that a draft of the Personnel Policy was included in the packet which included all of the recommendations by the City Attorneys and LMC, including the format. She stated there were areas in red on page 21 and other highlighted areas that need to be addressed, with changes being discussed at the February 12 meeting and possible approval at the February 26th Special Meeting/Work Session.

- c. Billings for Campground**

Consultant Thomsen reported that the new campground rates put into place in 2023 were not provided on the website, which constituted a loss of revenue for the City. She gave a couple of examples of the lost revenue due to this fact, but assured the Council that the correct rates would be in place for the 2024 camping season.

## **6. Resolution #2024-03 Approving the Zoning Request**

The Planning and Zoning Commission recommended the re-zoning request made by Gary Schaefer for Parcel #17-580-0060 from Industrial to R-1 Residential.

**Main Motion: To adopt Resolution #2024-03 approving the Rezoning Request.**

Moved by:	Tomperi
Seconded by:	Warmbold
Action:	Motion carried by a 5-0 voice vote
In favor:	Olson, Warmbold, Netland, Bjornson, Tomperi
Opposed:	None

**a. Approve Rezoning Summary for Publication**

**Main Motion: To approve the Zoning Amendment Summary and direct staff to have it published.**

Moved by:	Netland
Seconded by:	Bjornson
Action:	Motion carried by a 5-0 voice vote
In favor:	Olson, Warmbold, Netland, Bjornson, Tomperi
Opposed:	None

**7. Resolution #2024-04 to Conduct Local Board-of-Review**

Consultant Thomsen reported that the City has been unable to conduct its' own local Board-of-Review for the past two (2) years, requiring it to be conducted by the County Assessor. This was due to the absence at the meeting of the only two certified Council Members Art Huebner and Robyn Keranen in April of 2022. This year the City has the opportunity to get back the local control of this meeting due to Michael Netland and Elizabeth Olson completing the training. Minnesota Statute Section 274.014 provides that the City must adopt Resolution #2024-04 and submit it to Lee Brekke, Wadena County Assessor, in order to conduct this meeting by the Menahga City Council.

**Main Motion: To adopt Resolution #2024-04 to conduct local Board-of-Review and to have staff submit the adopted Resolution to Lee Brekke, County Assessor.**

Moved by:	Tomperi
Seconded by:	Bjornson
Action:	Motion carried by a 5-0 voice vote
In favor:	Olson, Warmbold, Netland, Bjornson, Tomperi
Opposed:	None

**8. Pay Equity**

Thomsen reported that Laura, Ethan (Flaherty & Hood) and she worked on this joint project and asked for Council approval, which report is due to the Minnesota Management and Budget (MMB) by January 31, 2024.

**Main Motion: To approve the Pay Equity Implementation Report and authorize the Mayor to sign the report and have staff follow through with submission of the report to MMB.**

Moved by:	Bjornson
Seconded by:	Warmbold
Action:	Motion carried by a 5-0 voice vote
In favor:	Olson, Warmbold, Netland, Bjornson, Tomperi
Opposed:	None

## 9. Election Judges

Head Election Judge Diane Vry is requesting the Council approve the following Election Judges for 2024 at a rate of \$15.00/hr., together with compensation for travel and training time: Larry Murphy, Annamae Holzworth, Carol Ann Cleveland and Glenda Komulainen.

**Main Motion: To hire Larry Murphy, Annamae Holzworth, Carol Ann Cleveland and Glenda Komulainen as the 2024 election judges at a rate of \$15.00/hour, this rate of pay will be paid for mandatory Training and they will receive reimbursement for their mileage.**

Seconded by:	Tomperi
Action:	Motion carried by a 5-0 voice vote
In favor:	Olson, Warmbold, Netland, Bjornson, Tomperi
Opposed:	None

## 10. Consideration of Bills

**Batch #011824 PAY - \$319. 26;  
 Batch #012424 PAY - \$730.46;  
 Batch #123123PAY2 - \$4,654.90; and  
 Batch #012924PAY - \$90,594.09.**

**Main Motion: To approve the bills as follows: Batch #011824 PAY - \$319.26; Batch #012424PAY - \$730.46; Batch 123123PAY2 - \$4,654.90 and Batch #012924PAY - \$90,594.09 for a total of \$96,298.71.**

Moved by:	Netland
Seconded by:	Warmbold
Action:	Motion carried by a 5-0 voice vote
In favor:	Olson, Warmbold, Netland, Bjornson, Tomperi
Opposed:	None

## **11. Adjournment**

**Main Motion: To adjourn at 6:43 pm**

Moved by:	Netland
Seconded by:	Warmbold
Action:	Motion carried by a 5-0 voice vote
In favor:	Olson, Warmbold, Netland, Bjornson, Tomperi
Opposed:	None

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Alvina Kytta, Acting City Clerk/Treasurer

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Elizabeth Olson, Mayor