



Mayor Elizabeth Olson
 Council Member Durwin Tomperi
 Council Member Dan Warmbold
 Council Member Robyn Keranen
 Council Member Art Huebner

City of Menahga
Special City Council Meeting
6 pm Monday, February 22, 2021
 City Council Chambers
 115 2nd Street NE
www.cityofmenahga.com

City Council Special Meeting - Work Session
 Mon, Feb 22, 2021 6:00 PM - 10:00 PM (CST)
 Please join my meeting from your computer, tablet or smartphone.
<https://global.gotomeeting.com/join/594649045>

You can also dial in using your phone.
 (For supported devices, tap a one-touch number below to join instantly.)
 United States (Toll Free): 1 877 309 2073
 - One-touch: tel:+18773092073,,594649045#
 United States: +1 (646) 749-3129
 - One-touch: tel:+16467493129,,594649045#
 Access Code: 594-649-045

Special Meeting/Work Session Agenda

- A. Call to Order**
- B. Pledge of Allegiance**
- C. Roll Call**
- D. Katie Heppner – Rural Housing Study Presentation**
- E. Ulteig Engineering – Brian Hiles – Water Tower**
- F. Staff/Departmental Reports and Discussion**

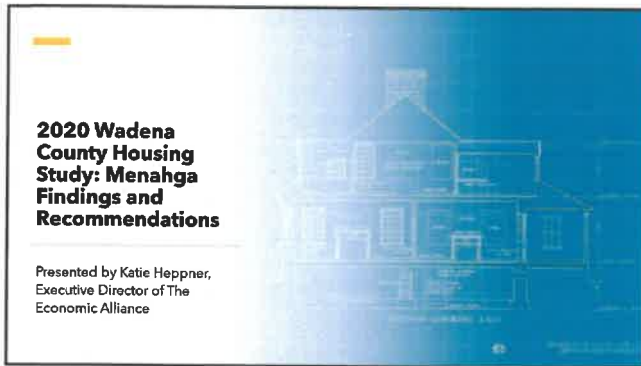
Renata Parks – Northbound Spirits Manager
 Ronald Yliniemi – Public Works Director
 Chief Adam Gunderson – Police Department
 Chief Dave Kicker – Fire Department
 Curt Kreklau Jr. – City Administrator

- 1. Work Session Vs. Special Meeting
- 2. Forensic Accountant discussion
- 3. Actual overtime hours worked
- 4. Time Card Options
- 5. Motion regarding the City Attorney and Chain of Command
- 6. City Council By-Laws review/Discussion on the following (please include these specific pages):
 - i. Page 5 C. Designation of a Sergeant-at-arms;
 - ii. Pages 6 & 7 paragraph VIII - Decorum of Council Members;
 - iii. Page 9 - Agenda
 - iv. Page 11 C. - Previous Minutes discussion
 - v. Page 34 - Robert's Rules on - "Call the Question" discussion

G. Specific Agenda Items

None

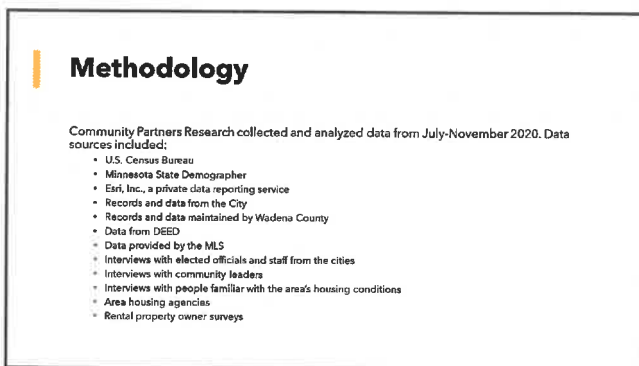
H. Adjournment



1



2



3



List of Sections

- Introduction
- Demographic and Projection Data
- Existing Housing Data
- American Community Survey Rental Housing Data
- Rental Housing Inventory
- Employment and Local Economic Trends Analysis
- Findings and Recommendations

4

Findings and Recommendations

HOME OWNERSHIP RECOMMENDATIONS RENTAL HOUSING RECOMMENDATIONS HOUSING REHABILITATION AND PRESERVATION OTHER INITIATIVES

5

Home Ownership Recommendations

1. Projected Annual Demand for Three to Five Owner-occupancy Units Annually

Findings:

- ✓The City of Menahga has had a long-term pattern of both population and household growth. Since 2010, the City has been averaging annual growth of approximately 3 households per year.
- ✓Going forward, the household growth projects used for this Study expect some continued demand for owner-occupancy housing construction into 2025.
- ✓The City has a potential growth of approximately 25 additional households in Menahga over a 5-year period.

Recommendation:

With an estimate that 60% to 70% of the near-term demand will be for home ownership, a realistic goal is to see 18-25 new single family houses constructed by 2025.

Annual demand should be for 2-3 moderate to higher-priced units per year.

Some additional demand from the affordable, entry-level segment should be for 1 or 2 units annually.

6

Home Ownership Recommendations

2. Promote the Lot Options in the City/Determine Lot Availability

Findings:

- ✓ There is conflicting information on the inventory of residential lots.
- ✓ Based on reporting from the City, there are at least 5 different subdivisions in Menahga that each have 5 or more vacant lots available in 2020.
- ✓ As many as 54 lots could exist in these subdivisions, however few were actively listed for sale.
- ✓ According to community interviews, many of the vacant lots are privately owned and not available for home building.

Recommendation:

Proceed with the assumption that there is an adequate lot supply to allow for near-term home construction.

There should be an inventory list created of vacant lots, identifying those that are available for home construction, along with contact information for the property owner. If this shows that a shortage does exist, then plans for future land development could be considered.

New lot development should not proceed unless funding can be secured to keep the end lot sales prices competitive with the local market.

7

Home Ownership Recommendations

3. Additional Strategies to Encourage Lot Sales and New Construction

Recommendation:

Strategies to promote lot sales and housing development:

Competitive pricing

User-Friendly: Have an inventory of vacant lots that can be readily available to builders and city regulations that are fair and reasonable

Lot availability for twin home/town home development

Range of house prices

Marketing: Develop a comprehensive marketing strategy to sell available lots. This includes marketing the attractiveness of the community as a place to live.

Manufactured/Modular homes: These can provide affordable housing opportunities for moderate income households.

8

Home Ownership Recommendations

4. Consider the Creation of Housing Construction Incentives

Findings:

- ✓ Although both 2019 and 2020 have been above the long-term average, since 2008 the City has been averaging fewer than 2 new single family housing starts per year.
- ✓ Going forward there may be proactive efforts needed to attract a larger market share.
- ✓ If the projected demand of 3-5 new houses per year is not being achieved, the City may wish to consider offering construction incentives.

Recommendation:

A past successful approach used by other communities is to offer some type of financial assistance for new construction, including a waiver of municipal fees for building permits or water/sewer connections. If allowable, some cities have used property tax abatement or tax increment financing programs to pay for improvement costs. Others have used a direct cash incentive, such as a down payment assistance program.

The City Attorney may need to be consulted before any incentives are offered to be sure that they meet a "public purpose" test.

9

Home Ownership Recommendations

3. Explore Options for Affordable New Construction Partnerships

Findings:

✓ The projects for this study do expect some demand for affordable home construction, but this demand will probably be for only 1 or 2 homes per year.

Recommendation:

To generate more affordable new home construction, some communities have teamed with nonprofit groups to build new homes.

Example: The City of Frazee worked with Midwest MN Community Development Corporation (MMCDC) to construct 4 houses on a redevelopment parcel.

The difficulty with this approach is securing adequate funding for the development subsidy that may be needed. The houses in Frazee needed approximately \$46,000 each in cost write downs.

Based on actual market evidence, a realistic goal would be to construct 1 affordable house per year.

10

Home Ownership Recommendations

6. Promote the Affordable Existing Housing Stock in the City

Findings:

- ✓ Both in 2018 and 2019, the annual median home sale price was above \$105,000 in Menahga.
- ✓ According to the ACS, the median value for an owner-occupied home in Menahga was ~\$95,000 in 2018, compared to \$135,000 in Park Rapids and \$100,300 in Wadena.
- ✓ Lower-valued existing homes can represent a very attractive ownership option for potential home buyers in the larger region.

Recommendation:

It is in the City's best long-term interest to maintain and improve the older housing stock to attract more homeowners and maintain the rate of home ownership.

Programs and assistance that can be offered to improve the quality and condition of older houses will make the affordable housing stock more appealing to potential home buyers.

In the past, housing agencies have offered special financing options that combined the home mortgage and rehabilitation assistance into a single loan.

11

Home Ownership Recommendations

7. Utilize and Promote all Programs that Assist with Home Ownership

Findings:

- ✓ Approximately 2/3 of all households living in Menahga are homeowners.
- ✓ Although the City's median home value is around \$100,000, there are lower valued homes in the community that are very affordable for first time home buyers.

Recommendation:

The City, area financial institutions, and regional housing agencies should utilize all available assistance programs to promote home ownership.

The community could explore the possibility of obtaining specific program set-asides for use in the community.

Funding sources for home ownership programs may include MHA, USDA Rural Development, the Greater Minnesota Housing Fund, and the Small Cities Development Program.

12

Home Ownership Recommendations

B. Consider the Development of a Purchase/Rehabilitation Program

Findings:

- ✓ The estimated median year of construction for all owner-occupancy houses in Menahga is 1975.
- ✓ Approximately 28% of the single family homes in the City are more than 60 years old.
- ✓ As some of the lower valued homes come up for sale, they may not be attractive options for potential home buyers because of the amount of maintenance and repair work that is required.

Recommendation:

A regional housing agency could assist by purchasing a home that needs repair, rehabilitate and then resell the home to an eligible buyer.

A program could also be developed to provide mortgage funds directly to households for the purchase and rehabilitation of existing substandard homes.

The Minnesota Housing Finance Agency, the SCDP Program, and the Federal Home Loan Bank are potential funding sources.

13

Rental Housing Recommendations

1. Promote the Production of 12 to 16 Units of Market Rate Rental Housing

Findings:

- ✓ High quality market rate rental housing production has been successful in Menahga. In 2013, Pleasant Pines Acres was constructed, adding 16 units to the community.
- ✓ According to the ACS income data for Wadena County, approximately 54% of all renter households had an annual income below \$35,000 in 2018. For these households, a monthly gross rent payment of \$275 or less is considered to be affordable.
- ✓ Fewer than half of all existing renter households in the County can afford the rates being charged in the newer market rate projects that have been constructed in recent year.

Recommendation:

Although different rental styles could be used to meet this goal, including a small apartment project, the success of past town house-style projects would support this type of future development in Menahga.

The first option to develop market rate rental housing would be to encourage the private sector to construct this housing.

If private-sector activity does not occur, the City or a regional housing agency could utilize essential function bonds or similar funding sources to construct market rate rental housing.

14

Rental Housing Recommendations

2. Monitor the Supply and Demand for Income-restricted Rental Housing

Findings:

- ✓ There are potentially between 60 to 66 households in Menahga that have access to some form of assisted housing in 2020. This may represent more than 30% of all rental opportunities in the City.
- ✓ The 2018 ACS reported that approximately 55% of all renter households in Menahga were applying 30% or more of their income for housing, and most of these were applying 35% or more. These households also tended to have lower incomes, and would generally be eligible for subsidized housing.

Recommendation:

Menahga should monitor the existing supply of tax credit and subsidized rental housing.

At this time, it would not be practical to pursue the development of additional income-restricted housing in the City.

A more realistic approach to providing affordable housing is to expand the local use of tenant-based vouchers through the Wadena HRA.

15

Rental Housing Recommendations

3. Monitor Demand for Specialized Senior Housing/Explore the Development of Memory Care

Findings:

- ✓ Menahga has a diverse set of housing options for seniors as they move through the aging cycle.
- ✓ The two senior segments that appear to be under supplied in Wadena County are light services/congregate housing and housing dedicated to people with memory loss.
- ✓ The County's population of older seniors, age 75+ is expected to increase by 11-12% over the next 5 years.

Recommendation:

A dedicated memory care facility with 10 to 12 beds would expand housing options for area seniors.

A very minor expansion of assisted living and light services housing units could be justified – an expansion of less than 10 units/rooms is indicated.

As a result, it is recommended that the City monitor the need for additional senior housing.

16

Housing Rehabilitation Recommendations

1. Promote Rental Housing Rehabilitation Programs

Findings:

- ✓ Much of the conventional market rate rental stock in Menahga exists in smaller structures, including single family houses and mobile homes offered for rental use.
- ✓ Based on ACS estimates, approximately 27% of all rental units in the City were constructed prior to 1960.
- ✓ Menahga's recent SCDP funding did not include rental rehabilitation activity.

Recommendation:

Menahga should promote the rehabilitation of older rental housing.

Working with regional housing agencies, the City should seek funds to rehabilitate rental units.

17

Housing Rehabilitation Recommendations

2. Continue to Promote Owner-occupied Housing Rehabilitation

Findings:

- ✓ 33 houses in Menahga were rated as needing major repair, and 8 houses rated as dilapidated (beyond repair).
- ✓ According to the ACS, the median year of construction for owner occupancy units is 1975.
- ✓ Approximately 28% of the City's owner houses were constructed before 1960.

Recommendation:

The Small Cities Development Program is the best funding source that can be used for a larger-scale rehabilitation effort. At the time of the Study, some funds remained in Menahga for owner-occupancy rehab.

Future grant applications are encouraged, along with promotion of other programs and funding sources to assist with the repair of single-family homes.

18

Housing Rehabilitation Recommendations

3. Demolish Dilapidated Structures

Findings:

- ✓ 8 houses in Menahga were rated as dilapidated and possibly too deteriorated to rehabilitate.

Recommendation:

The City should continue to work with property owners to demolish or repair dilapidated structures.

19

Housing Rehabilitation Recommendations

4. Consider Programs to Improve the Condition and Quality of Mobile Homes

Findings:

- ✓ The housing condition survey did not view and rate mobile homes in Menahga. However, secondary data sources indicate that some of the mobile homes in the City are in need of improvement.
- ✓ According to the ACS, most of the mobile homes have a date of construction prior to 1980.

Recommendation:

Addressing the issues created by substandard mobile homes is not easily solved.

Some communities have rehabilitated older units, but this is difficult to accomplish because of the type of construction of mobile homes and it is rarely cost effective.

Cities have also established programs that provide for the purchase and removal of substandard mobile home units, provided a newer unit is purchased to replace it. This approach can be expensive, especially if there are many homes in poor condition.

20

Housing Rehabilitation Recommendations

5. Strategies for Downtown Housing and Redevelopment

Findings:

- ✓ Downtown Menahga has a mix of buildings that provide commercial and housing options.

Recommendation:

The following actions should be taken for downtown Menahga:

1. Interview downtown property owners to develop a database and to determine their future plans.
2. Develop an overall plan for the downtown (potential new businesses, address parking needs, develop an overall theme, etc.)
3. Develop a plan for each downtown property and each downtown block.
4. Identify funding sources.

21

Other Initiatives and Issues

1. Create a Housing Plan and Coordination Among Housing Agencies

Findings:

- ✓ The City does not have designated staff to work on housing programs and issues.
- ✓ The City may need resources to plan and implement some of the housing recommendations advanced in this Study.

Recommendation:

The City is fortunate to have access to several agencies that can address housing needs including the Wadena HRA, Midwest Minnesota Community Development Corporation (MMCDC), Central MN Housing Partnership (CMHP), and Mahube-Otwa Community Action.

It will be important for Menahga to look for opportunities to work cooperatively with other surrounding cities to address housing issues.

22

Other Initiatives and Issues

2. Develop Community Marketing Programs and Strategies

Findings:

- ✓ A community that invests in active marketing may have an advantage in attracting home buyers and new construction.
- ✓ Attracting interest from a potential home buyer may sometimes be limited by a lack of information and awareness of financing and incentive programs, homes and lots that are available for sale, a list of local builders, etc.

Recommendation:

The City of Menahga can work to develop a marketing strategy to promote the City as a desirable place to live.

23



Next Steps

- A Housing Task Force is being formed to actively pursue the recommendations found in this Study across Wadena County.
- If you are interested in serving, please email Katie Heppner at wcada@wcta.net.
- The first meeting of the task force will take place in March 2021.

24

Questions?

Contact: Katie Heppner
Executive Director
The Economic Alliance
C: 218-929-3015
wceda@wcta.net
www.thealliancemn.org



Curt Kreklau

From: Brian Hiles <Brian.Hiles@Ulteig.com>
Sent: Friday, February 12, 2021 12:08 PM
To: City of Menahga
Subject: Water tower

Hey Curt. Just following up on the meeting from Tuesday night. We will need to get a meeting scheduled to get some design elements decided and to get council and staff thinking about how the tower painting should look.

For the size of tank we are looking at in Menahga there are two main styles:

SPHEROID

HYDROCONE



We can design the project with one style or the other or both allowed, we just need to know the City's preference. Nowadays we can have just about anything painted on the tower, the key is to make it visible from

distances. Also darker colors on the bottom 1/3 of the tank are best for hiding dirt and debris that tends to build up in this area. For tower painting examples you can go to: [https://www.tnemec.com/projects/?industry\[\]=23](https://www.tnemec.com/projects/?industry[]=23) Tnemec is a paint supplier and they would be bidding on this project.

I will be scheduling the soil borings for the tower next week and I'll let you know when the Geotech guys will be there.

Let me know if you have any questions.

Brian



Brian Hiles, PE

Senior Engineer

1345 Highway 10 West • Detroit Lakes, MN 56501

Direct: [\(320\) 289-5257](tel:3202895257) • Mobile: [\(320\) 491-6173](tel:3204916173)

We listen. We solve.®

ulteig.com | [Facebook](#) | [Twitter](#) | [LinkedIn](#) | [YouTube](#) | [Capabilities Brochure](#)

CONFIDENTIAL COMMUNICATION: Emails from this individual typically contain confidential and privileged material and are for the sole use of the intended recipient. Use or distribution by an unintended recipient is prohibited and may be a violation of the law. If you believe that you received this in error, please do not read the body of this email. Please inform the sender that you have deleted the email and any copies. Thank you.

Departmental Work Session Report

Department: Public Works

Date: 2/22/2021

	Comments	Next Steps/Due Date(s)
Informational	City wide freeze run started. 2/8/2021	
Financial		
Ongoing Items/Status Updates	Working on inventory Water Tower Project information Ask if old squad car can be bought for public works to replace Ranger.	
Action Items	Fix shop roof, have quotes. Handicap Accessible picnic table by Pier	
Other		



1036 Aspen Ave SE • Menahga, MN 56464 • Phone: 218-564-7704 • Fax: 218-564-7804

Menahga City

Menahga, MN

Print-date: 2-11-2021

- Install Universal Ridge vent under Existing Ridge Cap
- Remove ridge cap
- Install uni-vent under ridge cap
- Install new screws into ridge cap

Price Breakdown

Materials and Labor

Group Price: \$2,219.35

Total Price: \$2,219.35

Dates: Build dates are an estimate only and may be delayed due to weather, injuries, breakdowns, etc.

Price: Quotes are subject to review after 30 days.

Changes: Any changes to above specifications incurring extra charges will only be executed under written order. Change orders are a flat fee of \$250.00.

Deposit: Customer deposit on job is 20% plus sales tax.

Signature

Print Name:

Date:

CoBUILT

CONSTRUCTION SERVICES

February 17, 2021

City of Menahga
Ron Yliniemi – Utilities Director
115 2nd St. NE
Menahga, MN 56464

Project: City of Menahga Shop Garage Ridge Venting

We would like to thank you for the opportunity to provide you with a proposal for your upcoming project. The scope of work below includes all labor, material and other items needed to complete the scope of work as detailed herein:

General Requirements

- Provide cleaning as necessary to keep job site safe and looking neat.
- Provide Supervision and Project Management to complete the scope of work included in this proposal.

Scope of Work

- Remove approximately 130 LF of existing ridge cap from building. Salvage for reinstallation.
- Provide and install approximately 130 LF of ridge venting
- Reinstall ridge cap with new fasteners

Exclusions

- Permits, Performance or Payment Bonds

Total Investment: \$3,980 (Three Thousand Nine Hundred Eighty Dollars)

Thank You,



Nick Ylitalo
President
Email: nick.ylitalo@cobuiltcs.com
Phone: (218) 252 5971

Acceptance

Billing to be done monthly with net payment made on all billings within 15 days, and 1-1/2% service charge on all overdue payments. Prices in this proposal are guaranteed for (30) days. The terms, price, and specifications on all pages of this proposal are hereby accepted and the work authorized.

Signature

Date



Home | Product SKU # 1ZK5612-CD

BarcoBoard Walk-Thru Picnic Table/ ADA 1 Chair/ 8' Table/Cedar

Usually Ships In 3-4 Weeks

AS LOW AS
\$838.85
SAVE 20% (1049)



PRODUCT OVERVIEW



★★★★★ 2 REVIEWS

- 50 Years Guaranteed Against Breakage
- Accessible
- Eco Friendly

Product Details

DESCRIPTION

Convenient walk-thru design accommodates 1 wheelchair.

- Tabletop & Seats: Plastic - injection molded, ribbed & reinforced
- Tabletop Length: 8 ft.
- Frame: Recycled plastic
- Stainless steel assembly hardware included
- 50-year guarantee
- 8' table seats up to 8 people comfortably
- Maintenance-free

- Simple assembly
- Low-cost outdoor seating solution

NOTE: All 8 ft. picnic tables ship on oversized pallets. If you do not have access to a fork lift and/or loading dock at your facility - please contact customer service to further assist with a custom shipping solution for delivery. Due to the size of this product, Liftgates cannot be used to move this product on and off the delivery truck.

DOCUMENTS AND INSTRUCTIONS

- [Assembly Instructions \[Size: 978.9 KB\]](#)
- [Specifications \[Size: 121.8 KB\]](#)

SPECIFICATIONS

SKU	1ZK5612
Model Name	8' Table
Material	Plastic
Mount Type	Portable
Shape	Rectangular
Seats	7
Seat Dimensions	72" L x 9.5" W x 20" H
TableTop Dimensions	96" L x 29" W x 33" H
Footprint Dimensions	96" L x 29" W x 33" H
Height	33"
Weight	220.000000

DELIVERY INFORMATION

NOTE: Products that are 8 ft. in length or longer ship on oversized pallets. If you are ordering an item that has 8 ft. components or longer, and you do not have access to a fork lift and/or loading dock at your facility, please contact customer service to further assist with a custom shipping solution for delivery. Due to the size of these products, a lift gate cannot be used to move these products on and off the delivery truck.



TreeTop Products
222 State St. Batavia, IL 60510



[Transaction Security](#)

[Privacy Policy](#)

[Site Map](#)

Copyright © 2019 TreeTop Products

© 2019 Copyright Picnic Tables, All rights reserved.

Departmental Work Session Report

Department: Administration

Date: 02-22-21

	Comments	Next Steps/Due Date(s)
Informational	<ul style="list-style-type: none"> • Financial Services RFPs • ATM Update (3-4 weeks) • Sourcewell Intern Program • Time Clock Options 	
Financial	<ul style="list-style-type: none"> • Financial documents to be sent to our City Auditor from the City staff on February 23, 2021 via their portal: • Opening Balances from Banyon as of January 1, 2020 • December 31, 2020 bank reconciliation for all cash and investment accounts to include all supporting documents, i.e., bank statements, investment statements, outstanding checks, deposits in transit, etc. • Trial Balance Report as of 12/31/2020; • Other documents to submit to our City Auditor. • Bank Balances • Investment Balances 	
Ongoing Items/Status Updates	<ul style="list-style-type: none"> • Banyon Update • Forensic Accountant Discussion • Overtime Last Two Weeks • Work Assignments/Necessary Overtime • Motion Regarding the City Attorney contact discussion and Chain of Command 	
Action Items	<ul style="list-style-type: none"> • None 	
Other	<ul style="list-style-type: none"> • Work Session vs. Special Meeting • City Council By-Laws review/Discussion on the following (please include these specific pages): • Page 5 C. Designation of a Sergeant-at-arms; • Pages 6 & 7 paragraph VIII - Decorum of Council Members; • Page 9 - Agenda • Page 11 C. - Previous Minutes discussion • Page 34 - Robert's Rules on - "Call the Question" discussion 	



February 17, 2021

Curt Kreklau
City Administrator
City of Menahga
115 2nd Street NE
Menahga, MN 56454

Re: Municipal Advisor Proposal

Curt,

Attached please find AMKO Advisors' proposal to act as the City of Menahga's Municipal Advisor, per your email dated February 11, 2021.

AMKO Advisors' primary focus is on Upper Midwest communities and we have been very successful for many years in providing outstanding solutions to communities like Menahga. We offer a wide array of services and we are confident that, with our expertise with all financial products and services, along with our focus on relationship-building, we will exceed the expectations of the City with respect to any type of project, analysis or financing event.

Thank you for the opportunity to provide you with the following proposal and we look forward to your favorable response.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mark Deraney', with a long, sweeping underline.

Mark Deraney
Vice President/Advisor

Enclosure



PROPOSAL TO

City of Menahga
Wadena County, Minnesota

Municipal Advisory Services



AMKO Advisors, LLC
4201 38th St. S.W. Ste. 207
Fargo, ND 58104
Toll Free: 1-844-733-2656; Main: 1-701-540-6821
www.amkoadvisors.com
MSRB #K0852 / SEC #867-00428



OVERVIEW

AMKO Advisors is pleased to present this proposal to the City of Menahga in providing independent municipal advisory services.

AMKO Advisors, "AMKO", is an independent, registered municipal advising firm with many years of experience in advising municipal clients toward obtaining the best possible financing options. As an independent municipal advisor, AMKO Advisors, has at its disposal, and regularly utilizes, a wide variety of financing options, from competitively bid capital market tax-exempt bonds, to negotiated bonds and bank placements. AMKO maintains a fiduciary responsibility to its clients, ensuring it negotiates, analyzes and presents the most cost-effective options to its clients. Our goal is to exceed the client's expectations. In addition, AMKO assists its clients in maintaining its post-issuance compliance requirements on its outstanding bond issuances.

AMKO is headquartered in Fargo, ND, and is proud of its service to primarily smaller, and oftentimes underserved, municipalities in many areas of the United States, including, but not limited to Minnesota, North Dakota, South Dakota, Montana, Colorado, Texas and Wisconsin. AMKO is committed to sustained, controlled growth, excellence in execution, support for all client financial needs, building long-term relationships and delivering an outstanding client experience at all times.

At the core of a Municipal Advising relationship, the focus tends to be on assistance with issuing and managing debt, such as refunding existing bonds to take advantage of lower market interest rates, bonding associated with new projects, along with other financial analyses associated with proposed client initiatives. However, AMKO realizes that its clients need more than just support for debt. To support all of its clients' financially-oriented needs, AMKO's principals utilize their years of experience in financial services, along with several partnerships to deliver services such as capital/appropriations leasing, payment processing (e.g. credit card acceptance for utility payments), continuing disclosure processing, paying agent services, community rate studies (e.g. water rate studies) and all types of analytical support.

AMKO is positioned very strongly to support the City of Menahga as its Municipal Advisor. If selected by the City, AMKO will utilize all of our market resources, our experience and our expertise to provide any and all financial services needed by the City with a personable, relationship-driven approach that we feel will exceed any advisor in the business.

[Remainder of page intentionally left blank]



TEAM/EXPERIENCE

AMKO Advisors has many years of experience in assisting municipal entities with their long-term and short-term financing needs. AMKO maintains offices in North Dakota, Minnesota and Colorado. AMKO is client-focused and will leverage all its resources to provide the most effective solutions possible to the City, with a personal touch.



Harold Lance has played a role in helping a variety of industries or individuals accomplish their short and long-term goals for the last 30 years. He joined AMKO Advisors in July of 2020 as an Account Executive. His primary role is to build lasting relationships with communities, and the people within them, by understanding their needs and providing efficient and effective solutions. Harold is in the process of preparing for the Municipal Securities Rulemaking Board’s (MSRB) Series 50 professional qualification of Municipal Advisor Representative.



Mark Deraney, Vice President/Advisor, has more than 35 years of experience in financial services. He has a long, successful history in senior-level leadership, finance, lending, operations and customer service. Mark obtained a Bachelor of Business Administration degree, with a major in Banking and Finance, from the University of North Dakota and is currently AMKO’s Chief Operations Officer, focusing on excellence in execution and delivering an outstanding client experience. Mark holds the MSRB’s Series 50 professional qualification, as Municipal Advisor and maintains continuing education, as required by the MSRB and the Securities Exchange Commission (SEC). Mark is also working toward completing the MSRB’s newly created Series 54 professional qualification of Municipal Advisory Principal.



Brian Osowski, President/Senior Advisor and Chief Executive Officer, has more than 25 years of experience in financial services, 15 of which have been in support of municipal financing. He has a strong history of senior-level leadership in a variety of financial services, including municipal taxable and tax-exempt financing, business banking, other lending areas and customer service. Brian has a Bachelor of Business Administration degree, with a Major in Accounting, from the University of North Dakota and has a diverse background that allows him to focus on the needs of his clients. Brian holds the MSRB’s Series 50 professional qualification, as Municipal Advisor and maintains continuing education, as required by the MSRB and the SEC. Brian is also working toward completing the MSRB’s newly created Series 54 professional qualification of Municipal Advisory Principal. Brian sits on the Board of Directors for the National Association of Municipal Advisors (NAMA).

AMKO Advisors will utilize all of its resources, along with many partnerships with bond attorneys, underwriters, banks and other financial services providers, to deliver all types of financial services needed by the City of Menahga’s and exceed the City’s expectations.



AMKO CLIENTS

The following is a list of selected clients where AMKO Advisors was the municipal advisor that met all or some of the typical need. These examples include assisting in the business analytics where revenues were needed to maintain a debt service coverage ratio, properly structuring of refunding bonds to create substantial interest savings, bonding for new projects, continuing disclosure processing, water rate studies and capital/appropriations leasing. In some situations, AMKO Advisors also assisted with the presentation to credit rating agencies to help ensure the best credit rating possible. Finally, with respect to bond structures, AMKO Advisors has recommended and utilized competitive public offerings, negotiated sales and direct bank placements, depending upon the particular client and bond dynamics, to ensure the most advantageous true interest cost.

- ***City of Forada, MN: General Obligation Wastewater Revenue Refunding Bonds, Series 2020.***
Recognized the opportunity for the City to refund its USDA Wastewater Revenue Bonds and saved the City over \$500,000 through a competitive public offering. In addition, the Bond, AMKO acts as the City's Dissemination Agent, which provides support for the City's annual continuing disclosure requirements. The City was elated by the savings and the service provided by AMKO and agreed to act as a reference at any time.
- ***City of Northwood, ND: Water Rate Study.***
Provided analysis and advice to the City in determining its water rates to ensure sufficiency of revenues to cover debt and day-to-day system maintenance for the growing community.
- ***City of Gary, MN: General Obligation Water Revenue Refunding Bonds, Series 2020.***
Identified an opportunity to refund the City's outstanding USDA Water Revenue Bonds and saved the City nearly \$200,000 in interest expense. This issue was a competitive public offering.
- ***Farwell-Kensington Sanitary District, Kensington, MN: General Obligation Wastewater Revenue Refunding Bonds, Series 2020.***
Utilized a negotiated bond sale to help the District save over \$160,000 in interest expense. For the District's ongoing accounting, they requested a breakdown of the Bonds for water and sewer purposes, which AMKO easily and quickly accommodated, which is often not the case with other Municipal Advisors.
- ***City of Pembina, ND: \$200,000 Capital/Appropriation Lease.***
Through AMKO Capital, an affiliate of AMKO Advisors, we have created a capital/appropriation leasing program to assist municipalities with equipment purchases. In this case, the City accepted AMKO Capital's recommendation for a lease for a fire truck in the amount of \$200,000.
- ***Park District of the City of Minot, ND: General Obligation Park Facilities Bonds, Series 2020A.***
The Park District of the City of Minot has been a client of AMKO Advisors for more than seven years. This is one example of a new project for purposes of upgrading various park facilities, all funded via a rated, competitive public bond offering.



- **City of Watson, MN: General Obligation Sewer Revenue Refunding Bond, Series 2020.**
The City of Watson, MN had two outstanding USDA Revenue Bonds, one water revenue and one sewer revenue. AMKO provided an analysis and detailed proposal that recommended refunding only one of those Bonds to maximize the City's interest savings. In addition, the bonds were considered for public offering, but AMKO's relationship with a bank created an opportunity to consider a direct bank placement, which ended up providing the City with an additional savings. The public offering would have provided a solid \$200,000 savings, but AMKO's final recommendation was to utilize the bank placement, which saved the City approximately \$300,000 instead.

- **City of Finley, ND: Payment Processing.**
Through the course of working with the City of Finley, ND on another project, AMKO identified that the City was not accepting credit cards for utility payments through their website. AMKO suggested adding this function, which is offered through partner, Heartland Payment Systems, and within about 3 weeks, the City was accepting payments through its website, with no cost to the City.

- **City of New Salem, ND: Loan Anticipation Temporary Revenue Bond, Series 2020.**
AMKO has maintained a long-standing relationship with the City of New Salem, ND. In 2019 and 2020, AMKO was asked to assist the City in obtaining interim financing to temporarily fund a \$5 million street repair project, which carried final funding via the Bank of ND and the USDA. AMKO worked with one of its bank partners to create the temporary financing at a low interest rate and with a multiple advance structure to help keep the City's interest cost as low as possible. AMKO has been asked to assist with a similar project for 2021 and that project is currently in process.

The examples on this and the previous page have been provided to share AMKO's breadth of capabilities and services. Additional examples can be provided, as necessary. AMKO takes pride in advising its clients through every aspect of every project and/or bond issuance, to help ensure the most successful analysis and financing. AMKO not only thoroughly understands the bond sale process, but also understands the business aspects of the entities with which it works. This helps provide a clear understanding of the project to City Officials and/or potential investors. This knowledge, in addition to our intense desire to provide the best customer experience in the industry, is why AMKO Advisors is best-qualified to serve as the City of Menahga's Municipal Advisor.

[Remainder of page intentionally left blank]



ADVISING FEE STRUCTURE PROPOSAL

Financing Transaction Fees: The following table provides AMKO’s proposed compensation rates for financing (bond) transactions, which would be billed at closing.

Bond Size (Par Amount)	Advising Fee
Less than or equal to \$500,000	\$10,000
\$500,001 to \$1,000,000	\$20,000
\$1,000,001 to \$3,000,000	\$30,000
\$3,000,001 to \$5,000,000	\$40,000
Greater than \$5,000,000	\$50,000

Interim financing may be subject to a reduced fee, depending on the time and complexity of the transaction and the specific services provided.

Hourly Project Fees: For general municipal advisory projects, AMKO will charge an hourly fee \$150.00 per hour. Time will be billed at a minimum of 1/10th of an hour. Tasks that are billable will be related to time spent on the following:

1. Phone calls relating to municipal advisory work*
2. Meetings with, or on behalf of, the City
3. Travel
4. Dissemination of Continuing Disclosure Requirements
5. Business analytics
6. Preparation of analyses, documents, research and negotiations

**Only phone calls with a duration longer than 18 minutes or 3/10th of an hour will be billed.*

If any of the above charges relate to a future bond issuance, the charges incurred or accrued will be deducted from the bond issue fee.

In the event that the City requests that AMKO perform a significant special project (e.g. water rate study), fees will be negotiated in advance of the project, generally based upon the aforementioned hourly rates. No such fee will be charged to the City without first entering into a written addendum or memorandum documenting the requested service and expected fees.

TERM OF AN AGREEMENT

If the City selects AMKO Advisors as its Municipal Advisor, we will create an agreement, for which we propose a two-year term with automatic renewals for additional 2-year terms, unless canceled by either party.



REFERENCES

AMKO Advisors is pleased to offer the following references. Additional references are available upon request.

Ms. Nicole Koenen
City Clerk/Treasurer, City of Watson, MN
cityofwatson@farmerstel.net
1-320-269-8543

Ms. Karla Nelson
City Clerk, City of Storden, MN
karla.nelson@cityofstorden.com
1-507-445-3139

Mr. Ron Merritt
Executive Director, Park District of the City of Minot, ND
ron@minotparks.com
1-701-857-4136

Ms. Jo Kløver
City Clerk/Treasurer, City of Forada, MN
cityofforada@gmail.com
1-320-219-9036

CONFLICTS OF INTEREST DISCLOSURE

AMKO Advisors is not aware of any conflicts of interest associated with the City of Menahga at this time.

SUMMARY

AMKO Advisors would be honored to be the City of Menahga's independent Municipal Advisor. AMKO Advisors has the knowledge and proven experience to be the right advisors for the City. We are proud of the fact that the knowledge upon which AMKO was developed came largely from an Upper Midwest team with Upper Midwest education and experience. AMKO understands and focuses on the smaller communities and other municipalities in Minnesota, North Dakota and other states. Working with the City of Menahga would fit perfectly within our niche and we are confident that the variety of services we provide, along with our overall experience and expertise will provide unique value to the City.

February 12, 2021

Curt Kreklau
City Administrator
City of Menahga
115 2nd Street NE
Menahga, MN 55464

RE: Proposal for a Long-Term Financial Management Plan and Utility Rate Study

Dear Curt,

Thank you for the opportunity to work with the City to update your long-term financial plans. We have worked together over the years to develop both a customized Debt Study in 2015 and a Utility Rate Study last updated in 2016. Ehlers proposes to assist the City by updating and expanding these plans to ensure the City can maintain and restore its general fund balance, finance priority projects and maintain operations. We will incorporate all funds that receive support from property taxes. In this way, the City will be able to confidently build reserves and fund capital projects with an understanding of how those investments fit into the context of the City's finances as a whole.

The proposed Financial Management Plan/Debt Study and the Utility Rate Study can be completed simultaneously or sequentially, at your option. The analyses are described more fully below and detailed scopes of work are attached as appendices.

Financial Management Plan and Debt Study

A Financial Management Plan ("FMP") is a long-term budget and capital improvement plan with a funding strategy, developed through facilitated discussion with the Council. It will fully incorporate an update to the Debt Study and expand that study to address the total tax impacts of the City's operations and capital projects.

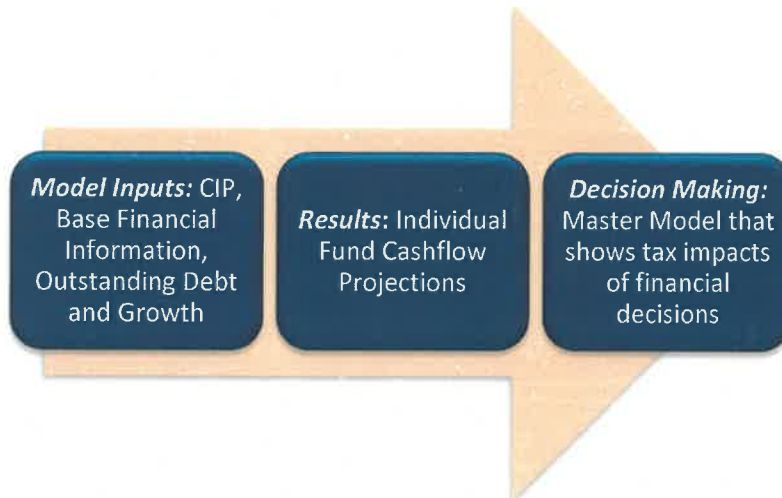
This comprehensive fiscal plan will integrate the City's:

- Existing Debt
- Capital Improvement Plans
- Capital Equipment Needs
- Future Debt

- Tax Base Growth
- Future Operating Expenses, including staffing needs
- Alternative Revenue Sources

As part of developing the FMP, Ehlers will engage the Council in facilitated discussions to develop consensus. By understanding the financial impacts of decisions, the Council can establish spending priorities and develop consensus about an acceptable level of property taxes and other revenues. The FMP will provide the Council and the public with a full understanding of how decisions that are made now will affect constituents in the future.

Ehlers will build a customized Excel model for the City of Menahga with cashflow projections for each fund that roll up into a summary cashflow.



This FMP will include all tax supported funds, show operating and debt levies, and forecast the tax impacts of the City's capital improvement plans in the context of general operations of the City. We propose including the following funds:

- General Fund
- Capital Projects Fund including the Capital Equipment Fund
- Debt Service Funds

A more detailed description of the FMP is attached in [Appendix A](#).

Utility Rate Study

We understand the City is seeking to ensure that utility charges will remain both affordable and adequate to support operations, outstanding debt and planned improvements. The Menahga Utility Rate Study (“URS”) will provide an opportunity to determine:

- Options for setting rates so that, over time, the City will have sufficient funds for capital improvements;
- Appropriate level of positive cash balances and how to maintain them; and
- Utility rates that position the City to efficiently and effectively deliver water and sanitary sewer.

We recommend reviewing the City’s billing records and water consumption data as part of this update as we have been relying on consumption data from 2014 in prior updates. A scope of work for the rate study is attached in [Appendix B](#).

Project Team

The Project Manager for the FMP and URS will be Todd Hagen assisted by Elizabeth Diaz and Jeanne Vogt. Todd will attend the Council meetings to present the FMP and URS, as well as attend meetings with the City staff, and oversee the projects. Elizabeth and Jeanne will complete the numerical analysis.

Proposed Cost

Ehlers will perform the Financial Management Plan and Utility Rate Study for the following not-to-exceed costs:

FMP and Debt Study	\$17,000
--------------------	----------

Utility Rate Study	\$20,000
--------------------	----------

The FMP and URS projects will be billed hourly, **for actual hours worked, and the final costs may be less.** Ehlers will invoice monthly for work completed in the prior month. Ehlers is committed to delivering value in our work.

Project Schedule

The FMP and URS can typically be completed within twelve weeks, depending on the availability of capital improvement plans and Council workshop and meeting schedules.

Integrated Financial Approach

Ehlers delivers strategic, yet practical fiscal guidance – with an emphasis on transparency and diligent processes – to help the City achieve both its immediate and long-term financial goals.

We appreciate your consideration of our proposal and look forward to further discussing how Ehlers can help the City meet its financial planning goals.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Todd Hagen". The signature is fluid and cursive, with a large loop at the beginning and a horizontal line extending to the right.

Todd Hagen
Senior Municipal Advisor

Appendix A

Scope of Work for Financial Management Plan and Debt Study

The FMP will be completed in the following steps.

- Step 1. **Review Menahga's current financial position.**
- Step 2. **Aggregate and outline all future capital needs and program requests** from multiple departments. A comprehensive list of major capital items and operational needs will be developed with the staff.
- Step 3. **Review outstanding debt.** Ensure there will be adequate funds to make annual payments and make recommendations for adjusting the debt levy, as appropriate.
- Step 4. **Review existing financial policies**, such as the General Fund Balance policy.
- Step 5. **Assist in identifying other policy issues to be discussed and establish a framework for the discussion.**
- Step 6. **Evaluate the impact of growth on the tax base and the need to expand services.** New development, both residential and commercial, can have a significant impact on the City's tax base. These changes in the tax base will be included in the FMP model.
- Step 7. **Create the FMP Base Model** that shows the impact of including all capital requests.
- Step 8. **Evaluate multiple sources for funding city obligations.**
- Step 9. **Analyze options** to best meet the City's needs. Options might include varying the timing of the capital projects, changing the special assessment policy, or modeling alternative revenue sources. The financial impact of up to two options will be shown.
- Step 10. **Prepare an affordable, comprehensive financial plan** that helps the City fund its capital and operating priorities.

Staff and Council Meetings

Ehlers' Scope of Work anticipates two meetings or teleconferences with staff and two meetings with the City Council. During the initial meeting, we will discuss policy issues in order to prepare a baseline model of the City's financial condition that incorporates existing operations plus all proposed capital expenditures. This baseline model will show financial impacts related to debt coverage, fund balances, tax impacts and apparent trends. This is the starting place for the conversation with Council where we show the financial impact of accomplishing all of the City's goals and determine if priorities need to be set between competing funding demands.

Based on staff and Council direction, we will then refine the FMP with up to two options that alter the timing of capital projects and alternative revenue sources. Based on this feedback, we will develop a fiscal strategy and also make recommendations on additional or revised policies at a second Council meeting or work session.

FMP Project Deliverables

The FMP will deliver an affordable, comprehensive financial plan covering the next ten years that has been discussed and agreed upon by the City Council. The FMP plan includes:

- Annual projected budget numbers for each of the next 10 years
- Inclusion of all capital improvements identified by the City
- Inventory of current and potential financial resources (revenues)
- Expected changes in the tax base from residential and commercial development
- Planning tool that provides:
 - Options and assumptions for the impacts of each project in each year
 - Analysis of the financial impact of up to two options
 - Projection of necessary debt levy for the next ten years to meet outstanding bond obligations
 - Developing a framework to review future capital projects and keep the plan updated
- Facilitated Council discussion to reach consensus on priority projects
- Power Point presentations to Council

Upon completion of the project, Ehlers will provide the Excel model to the City so that future updates to the plan can be done "in-house" if desired.

Appendix B

Scope of Work for Utility Rate Study

Ehlers proposes to take the following steps in completing the Utility Rate Study. Our approach is flexible and has proven to deliver the information, recommendations and facilitated discussion essential to setting utility rates with confidence and accuracy.

Step 1. Solicit feedback on concrete objectives that the City wants to achieve with the study. At our initial meeting, Ehlers will work with staff to make sure we fully understand the utility's financial situation, including outstanding and planned capital projects and debt issuance, the City's short and long-term goals, and future estimates of land use and growth.

Step 2. Gather data from City staff
Rate studies are a team effort. Ehlers will work with you to ensure that we receive the necessary data for the study.

Step 3. Complete a review of the City's Capital Improvement Plan

- We will use information from City staff and consulting engineers, if applicable, to compile a detailed Capital Improvement Plan for the water and sanitary sewer utilities.
- We will ensure all utility related costs, such as equipment and capital improvement projects are included in the Capital Improvement Plan.

Step 4. Complete rate study and financial plan
This step will focus on providing up to two options each for water and sanitary sewer rates for residential and commercial customers. Ehlers will:

- Assemble and review existing historical utility system operating data
- Develop a pro forma cash flow statement showing projected usage, total operating revenues and total expenses, including operations and maintenance costs, depreciation, department servicing, net operating income, capital improvements, debt, etc. to test adequacy of existing and proposed rates
- Review utility rates and user charges to determine if the rates and charges are sufficient to pay for operations and capital improvements

- Review rate structures and offer up to two options for new rate structures
- Identify any additional issues, such as:
 - ✓ The use of debt vs. cash to pay for future capital improvements, with the emphasis on financing capital improvements with cash.
 - ✓ Minimum cash balance for the utility funds
 - ✓ The portion of costs to recover through a fixed or minimum charge
 - ✓ Address city identified issues
- Develop rate recommendations - we will develop up to two options for water, sanitary sewer and storm sewer rates.

Step 5. Review preliminary findings with City staff

- Review preliminary findings and seek direction for any revisions.
- Facilitate discussion to prioritize projects, if necessary, and develop around proposed charges.

Step 6. Recommendations

The rate analysis will give recommendations for the staff and Council to consider. The recommendations will be customized for City of Menahga and will address rate structures, annual adjustments to rates, cash balance policies, and the timing of capital improvements.

Step 7. Presentation to Council and the Community

The rate analysis will include up to two City Council workshops or meetings.

Utility Rate Study Project Deliverables

Upon completion, the City will have:

1. The results in either an Executive Summary or Power Point format outlining rate-setting recommendations for the City to consider; and
2. Pro-forma cashflow projection for each utility fund in the form of Excel spreadsheets.

All deliverables will be provided in electronic format whenever possible so that if the City chooses, it can update projections and spreadsheets internally in future years.

Curt Kreklau

From: Sourcewell <reply@email.sourcewell-mn.gov>
Sent: Tuesday, February 16, 2021 1:01 PM
To: cmenahga@wcta.net
Subject: Could your entity benefit from an intern?

[View this email in your browser](#)

Sourcewell 



E-newsletter — February 2021

Seven reasons to hire an intern

Summer feels light-years away, but college students will soon be on the hunt for internships. Here are seven reasons you should jump at the chance to hire one.

1. **Pay your intern with our help.** Sourcewell will reimburse your entity up to \$12/hour for 640 hours over the duration of the internship.
2. **Gain a fresh, creative perspective for solving issues.** Sometimes the best problem solvers are those furthest from the issue. College students are also likely eager to



apply what they've learned in class to real-world scenarios.

3. **Reduce employee workload.** Have an intern tackle simpler, short-term tasks and projects, giving your staff a chance to focus on long-term strategy or creative initiatives.
4. **Shape future community leaders.** You and your staff can mentor those who are just getting started in the workforce.
5. **Tap into new tools, trends, and techniques.** Interns are studying the latest and greatest — be it software, media, or emerging best practices — and can give your entity refreshing insight.
6. **Increase productivity.** Interns are often eager to take on new tasks and gain real-world experience. They've been known to tackle assignments with gusto.
7. **Boost our local workforce.** Keep trained and talented individuals in our region; internships are a great way to find future employees.

[Read the fine print & request the paperwork >](#)



It's time to shine

You have your idea. You have your team. Now you need some money. **Community Impact Funding** could fit the bill.

Use these six tips to make your application shine.

Community Impact Funding (formerly known as Innovation Funding), is a program that supports projects that might not otherwise get off the ground. Any local government or 501(c)(3) nonprofit in our five-county region can apply.

[Learn more & apply for 2021 funding >](#)

Contact



Charitie Herbst
Manager of Community
Solutions
218-895-4166
[Email Charitie >](#)

Retail Store Supplies > Time Clocks & Cards > Time Clocks & Cards > Time Clock Systems > Lathem® Time Clocks

Lathem Contactless Touch-Free Wi-Fi Digital Time Clock System

Item #: 901-2722387 Model #: PC700-WEB Brand: Lathem



1X 1 QPoints for every dollar spent on this product.

\$299.99 Each

Delivery Date: Go

Estimated Arrival: Feb 19 - Feb 22

[Parcel](#)

More savings! More gifts! More...
with Quill.com

Accessories



Lathem Proximity Cards, 15/Pack (RF-BADGE)

\$50.99

Pack This item ships FREE *

Qty Add to Cart

This item ships FREE *
Qty Add to Cart

This item ships FREE *
Qty Add to Cart

This item ships FREE *
Qty Add to Cart

This item ships F
Qty Add to

This item ships FREE *
Qty Add to Cart

Reviews

BE THE FIRST TO WRITE A REVIEW

There are no reviews for this item.



Thank you for voting us
America's Best Customer Service 2021
Office Supply Category — Two Years Running.

[\(/search\)](#)

Payclock Time Clock Software Prices & Plans Comparison

[Sign up Now \(/buy-now/type/new\)](/buy-now/type/new)[Request a Quote \(/payclock-online/request-a-quote\)](/payclock-online/request-a-quote)

[Payclock Online / Plans & Prices \(https://www.lathem.com/payclock-online/plans-prices\)](https://www.lathem.com/payclock-online/plans-prices)

PayClock Online

PayClock Online (</payclock-online/payclock-online-time-clock-software>) empowers businesses to manage employee time and attendance anytime, anywhere with just an Internet connection. Payroll administrators can quickly process labor hours for payroll, when it is most convenient. Powerful online portals and mobile features for both supervisors and employees are included at no additional charge. It's easy to set up office-based or remote workers to clock-in/clock-out from their computers, mobile devices, and even Lathem time clocks (</payclock-online/remote-employee-time-tracking>), while enabling employees and managers to have unique permissions to view time records and paid time off information on the web.

Need a new employee time clock?

These Lathem Clocks (</time-clocks/automated-time-clocks>) work great with PayClock Online

[\(/search\)](#)

Compare PayClock Online Features & Plans

Features	Standard Edition	Enterprise Edition
Employee Capacity	10,25,50,75,100,150	Unlimited
Department Capacity	100	Unlimited
Reports	49 Standard Reports	49 Standard Reports
Payroll Exports	28 Standard Formats	28 Standard Formats
Calculate Worked Hours	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mobile Smartphone PayClock App	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Track Benefit Time Accruals	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Employee Request Time Off	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Supervisor Time Off Request Approval	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Employee Scheduling	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Multi-Location	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Multi-User Access	Fixed Profiles	Custom Access Profiles
Break Rules	Floating, Auto Detect	Fixed, Floating, Auto Detect
Premium Time		<input checked="" type="checkbox"/>
Shift Differentials		<input checked="" type="checkbox"/>
Holiday Calendars		<input checked="" type="checkbox"/>
Custom Pay Codes		<input checked="" type="checkbox"/>
Custom Rounding Rules		<input checked="" type="checkbox"/>

All plans include:

(/search)

Unlimited Support
without any setup fees

Free Mobile App
mobile smartphone app for employees and supervisors

Pay as you Go
with no long term commitment

Unlimited Admin Users
no per use access fees

Easy Exporting
to standard payroll formats

PayClock Online Pricing

Standard

Starts at \$30 / month for 10 or less employees

Pay yearly and save!

(/search)

Employees	Monthly Plan	Annual Plan
Up to 10	\$30	\$300
Up to 25	\$45	\$450
Up to 50	\$55	\$550
Up to 75	\$80	\$800
Up to 100	\$110	\$1,100
Up to 150	\$160	\$1,600

*hardware support plan is required when using time clock terminals with PayClock Online

Sign up Now (/buy-now/type/new)

Enterprise

\$2.00 / employee / month - \$40 month minimum

Pay yearly and the more employees,
the more you save!

Employees	Monthly Plan	Annual Plan
Up to 10	\$2 per employee	\$400
Up to 25	\$2 per employee	\$600
Up to 50	\$2 per employee	\$700
Up to 75	\$2 per employee	\$1,000
Up to 100	\$2 per employee	\$1,500
Up to 150	\$2 per employee	\$2,000
Over 150+	\$2 per employee	Get a Quote (/payclock-online/get-a-payclock-online-quote)

*hardware support plan is required when using time clock terminals with PayClock Online

[Sign up Now \(/buy-now/type/new\)](#)

[\(/search\)](#)

Hardware Support Price per Device

PayClock Online requires the purchase of hardware support for each connected time clock. This provides online time clock communication services, unlimited support, troubleshooting, and lifetime clock replacement for as long as you remain a subscriber.

**Please note that hardware support begins billing when clock(s) become active in your account. Hardware support on annual plans may arrive as a separate invoice if clock are added after your initial bill, but will be pro-rated to match the remainder of your subscription.*

CT74



\$7/mo or \$84/yr

CT72



\$6/mo or \$72/yr

CT70

(/search)



\$5/mo or \$60/yr

PC700/PC600



\$4/mo or \$48/yr

FR700



\$10/mo or \$120/yr

FR650

(/search)



\$7/mo or \$84/yr

Lathem Customer Loyalty Pricing

Special upgrade pricing available for PayClock desktop and Lathem time clock customers.

[Contact Us \(/payclock-online/get-a-payclock-online-quote\)](/payclock-online/get-a-payclock-online-quote)

PayClock Online FAQs

Lathem solutions consultants are available to answer your questions, provide you a custom quote, and help you get started today. Call today at 404-691-0400

Will PayClock Online work with my existing Lathem time clocks?

PayClock Online supports the following Lathem automated time clock models for employees to can clock in and out: PC600; PC700; CloudTouch Series: (CT70, CT72 and CT74); and FaceIN biometric time clocks. Legacy model time clocks: the PC50, PC60, PC100, PC400 and TS100 are not supported. We are offering a very special trade up offer on our newest ethernet or WiFi time clocks when you trade in your existing legacy Lathem time clocks.

Your employees also have the ability to track their time and clock in and clock out using web enabled devices like smartphones, tablets, PC and laptop computers.

[\(/search\)](#)

Can I set up multiple locations?

Will I be able to transfer my existing PayClock desktop software employee data into PayClock Online?

Can reports be exported to Excel?

Can we export to our payroll software?

Can access rights be set up for each type of user?

Can employees access their timecard?

Can employees clock in and out on a smartphone?

Can custom pay codes be set up?

Can supervisors be set up to view just their employees?

How many users can be logged into the software at the same time?

Does PayClock Online work with Apple Macintosh computers?

How does each PayClock edition count "active" employees?

Time Clocks [\(/time-clocks/automated-time-clocks\)](#)



[\(/time-clocks/automated-time-clocks\)](#)

See our PayClock Online compatible time clocks [\(/time-clocks/automated-time-clocks\)](#)

Time Tracking

Scheduling

Pricing

Accountants

More

Try Free

Sign

50+ users? Call for discount pricing!

877-874-3407

\$10 per user, per mo.
+ \$40 base fee per mo.

\$8 per user, per mo.
+ \$20 base fee per mo.

Try free for 14 days

Try free for 14 days

No credit card required

No credit card required

One free admin

Track time on any device

Mobile app with GPS

Streamlined payroll and invoicing

QuickBooks integration

Job and shift scheduling

Real-time reports

See who's working

Time-off management

Alerts and notifications

Photo attachments

Time clock kiosk with facial recognition

Unlimited live customer support



Track project progress to plan



Project estimates vs actuals reporting



Project activity feed



Timesheet signatures



Geofencing



TimeClock Plus
 PO Box 913377
 Denver, CO 80291-3377
 325 223-9500 800 749-8463
 sales@timeclockplus.com

Quote	Customer	Quote Date
505503	319670	02/17/2021

CUSTOMER
City of Menahga 115 2nd St NE Menahga, MN 56464-3316

Rep	Entry	Method of Shipment	Method of Payment
BENW	BOWENS	N/A	Pre-Paid

Stock No.	Ordered	Description	Unit Cost	Total
(3 Yr. Contract) TCP Cloud Software Paid Annually: (\$580.00)				
3002-101	1	Essentials Plan	0.00	0.00
3002-131	20	Essentials Employee License	25.00	500.00
3002-5401	20	Mobile	4.00	80.00
One Time Implementation Fee: (\$600.00)				
3004-306	4	Implementation Services (Per Hour)	165.00	660.00
		↳ Implementation Services (Per Hour) Discount	(15.00)	(60.00)
		STATE TAX TBD		
Valid for 7 days. Expires 02/24/2021.				



Product Total: 1,240.00
 Discount: (60.00)
 Subtotal: 1,180.00
 S & H: 0.00
 Total: 1,180.00

CITY OF MENAHGA

CASH ACCOUNTS: These accounts are the ones that we reconcile the Bank Statement to...

Balance Sheet Asset Codes: City of Menahga General Ledger Accounts

- 10100 (All Funds Cash)
- 10102 (Sinking Fund – Street Lighting) Money set aside for specific purpose
- 10103 (Sinking Fund – Head Start Improvement) Money set aside for Head Start Building
- 10104 (Sinking Fund – Police Dept) Money set aside for Police Dept
- 10105 (Sinking Fund – Seal Coat) Money set aside for Seal coating
- 10106 (Sinking Fund – Water/Sewer Debt Saving) Money set aside for Debt Savings
- 10107 (Sinking Fund – Well Head Protection) Money set aside for Wellhead protection
- 10108 (Sinking Fund – Water/Sewer Construction) Money set aside for W/S Construction

*****The total of all the above accounts is to be used to equal the following Bank Account Balances*****

BANK ACCOUNTS: First National State Bank of Menahga & Sebeka AND 4M Fund

- Checking Account #960021
- Savings Account #309880
- Money Market Account #881441
- CD #41759
- CD #41793
- CD #41818
- CD #41853
- CD #42567
- 4 M Account

INVESTMENT ACCOUNTS:=====

BANK ACCOUNTS (First National Bank)

- CD #31474
- CD #31593

City of Menahga GL Codes

Fund – Object Totals of these equal the 2 CD's
601-04000; 601-04100; 601-04200; 601-04500
312-04000; 226-04000

MM #881490 equals	101-01153	General Investment
MM #881508 equals	101-01151	Fire Dept Equip
MM #881516 equals	226-01154	Econ Dev. Revolving Loan
MM #881524 equals	101-01152	Fire Dept City
MM #881532 equals	406-04000	Cap. Equip. FUND Investment

City of Menahga

2/18/2021 2:35 PM

Register: City of Menahga #**9880

From 01/01/2020 through 02/18/2021

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Ref.</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Decrease</u>	<u>C</u>	<u>Increase</u>	<u>Balance</u>
01/01/2020	120	Balance	Opening Balance	Op			745.60	745.60
12/31/2020	121	Community First Bank	Interest Earned				0.48	746.08

City of Menahga

2/18/2021 12:37 PM

Register: General Fund #881490

From 12/31/2019 through 02/18/2021

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Ref.</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Decrease</u>	<u>C</u>	<u>Increase</u>	<u>Balance</u>
01/01/2020	70	Balance	Balance				30,918.99	30,918.99
02/28/2020	71	Community First Bank	Interest Earned				10.67	30,929.66
03/31/2020	72	Community First Bank	Interest Earned				11.27	30,940.93
04/30/2020	73	Community First Bank	Interest Earned				7.88	30,948.81
05/29/2020	74	Community First Bank	Interest Earned				6.15	30,954.96
06/30/2020	75	Community First Bank	Interest Earned				6.78	30,961.74
07/31/2020	76	Community First Bank	Interest Earned				6.57	30,968.31
08/31/2020	77	Community First Bank	Interest Earned				6.58	30,974.89
09/30/2020	78	Community First Bank	Interest Earned				6.36	30,981.25
10/30/2020	79	Community First Bank	Interest Earned				6.37	30,987.62
11/30/2020	80	Community First Bank	Interest Earned				6.58	30,994.20
12/31/2020	81	Community First Bank	Interest Earned				5.52	30,999.72

City of Menahga

2/18/2021 12:39 PM

Register: Economic Development #881516

From 01/01/2020 through 02/18/2021

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Ref.</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Decrease</u>	<u>C</u>	<u>Increase</u>	<u>Balance</u>
01/01/2020	46	Balance	Balance				89,830.67	89,830.67
02/28/2020	47	Community First Bank	Interest Earned				62.02	89,892.69
03/31/2020	48	Community First Bank	Interest Earned				70.93	89,963.62
04/30/2020	49	Community First Bank	Interest Earned				59.89	90,023.51
05/29/2020	50	Community First Bank	Interest Earned				53.64	90,077.15
06/30/2020	51	Community First Bank	Interest Earned				59.23	90,136.38
07/31/2020	52	Community First Bank	Interest Earned				57.42	90,193.80
08/31/2020	53	Community First Bank	Interest Earned				57.45	90,251.25
09/30/2020	54	Community First Bank	Interest Earned				55.63	90,306.88
10/30/2020	55	Community First Bank	Interest Earned				55.67	90,362.55
11/30/2020	56	Community First Bank	Interest Earned				57.56	90,420.11
12/31/2020	57	Community First Bank	Interest Earned				29.73	90,449.84

City of Menahga

2/18/2021 12:38 PM

Register: General Fund Equipment #881532

From 01/01/2020 through 02/18/2021

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Ref.</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Decrease</u>	<u>C</u>	<u>Increase</u>	<u>Balance</u>
01/01/2020	34	Balance	Balance				30,314.86	30,314.86
02/28/2020	35	Community First Bank	Interest Earned				10.46	30,325.32
03/31/2020	36	Community First Bank	Interest Earned				11.05	30,336.37
04/30/2020	37	Community First Bank	Interest Earned				7.73	30,344.10
05/29/2020	38	Community First Bank	Interest Earned				6.03	30,350.13
06/30/2020	39	Community First Bank	Interest Earned				6.65	30,356.78
07/31/2020	40	Community First Bank	Interest Earned				6.45	30,363.23
08/31/2020	41	Community First Bank	Interest Earned				6.45	30,369.68
09/30/2020	42	Community First Bank	Interest Earned				6.24	30,375.92
10/30/2020	43	Community First Bank	Interest Earned				6.24	30,382.16
11/30/2020	44	Community First Bank	Interest Earned				6.45	30,388.61
12/31/2020	45	Community First Bank	Interest Earned				5.41	30,394.02

City of Menahga

2/18/2021 12:39 PM

Register: City of Menahga #881441

From 01/01/2020 through 02/18/2021

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Ref.</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Decrease</u>	<u>C</u>	<u>Increase</u>	<u>Balance</u>
01/01/2020	58	Balance	Balance				2,880.75	2,880.75
02/28/2020	59	Community First Bank	Interest Earned				0.77	2,881.52
03/31/2020	60	Community First Bank	Interest Earned				0.71	2,882.23
04/30/2020	61	Community First Bank	Interest Earned				0.38	2,882.61
05/29/2020	62	Community First Bank	Interest Earned				0.23	2,882.84
06/30/2020	63	Community First Bank	Interest Earned				0.25	2,883.09
07/31/2020	64	Community First Bank	Interest Earned				0.24	2,883.33
08/31/2020	65	Community First Bank	Interest Earned				0.24	2,883.57
09/30/2020	66	Community First Bank	Interest Earned				0.24	2,883.81
10/30/2020	67	Community First Bank	Interest Earned				0.24	2,884.05
11/30/2020	68	Community First Bank	Interest Earned				0.24	2,884.29
12/31/2020	69	Community First Bank	Interest Earned				0.24	2,884.53

City of Menahga

2/18/2021 2:25 PM

Register: Fire Fund Equipment #881508

From 01/01/2020 through 02/18/2021

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Ref.</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Decrease</u>	<u>C</u>	<u>Increase</u>	<u>Balance</u>
01/31/2020	2	Community First Bank	Interest Earned	January			257.50	275,881.72
02/28/2020	3	Community First Bank	Interest Earned	February			232.80	276,114.52
03/27/2020	4	City of Menahga	Fire Truck downpayment		87,206.00			188,908.52
03/31/2020	5	Community First Bank	Interest Earned	March			253.14	189,161.66
04/30/2020	6	Community First Bank	Interest Earned	April			143.04	189,304.70
05/29/2020	7	Community First Bank	Interest Earned	May			120.33	189,425.03
06/30/2020	8	Community First Bank	Interest Earned	June			132.86	189,557.89
07/20/2020	9	City of Menahga	Shell River Township	Fire Contract			12,846.00	202,403.89
07/20/2020	10	City of Menahga	Blueberry Township	Fire Contract - ...			2,800.25	205,204.14
07/20/2020	11	City of Menahga	Blueberry Township	Fire Contract - ...			2,800.25	208,004.39
07/20/2020	12	City of Menahga	Blueberry Township	Fire Contract - ...			2,800.25	210,804.64
07/20/2020	13	City of Menahga	Blueberry Township	Fire Contract - ...			2,800.25	213,604.89
07/20/2020	14	City of Menahga	Waaraniemi - Fire Call	Fire Call			500.00	214,104.89
07/20/2020	15	City of Menahga	Walkama	Fire Call			500.00	214,604.89
07/31/2020	16	Community First Bank	Interest Earned	July			135.38	214,740.27
08/31/2020	17	Community First Bank	Interest Earned	August			145.91	214,886.18
09/14/2020	18	City of Menahga	Fire Truck purchase	Fire Truck	182,686.00			32,200.18
09/30/2020	19	Community First Bank	Interest Earned	September			64.98	32,265.16
10/30/2020	20	Community First Bank	Interest Earned	October			6.63	32,271.79
11/30/2020	21	Community First Bank	Interest Earned	November			6.85	32,278.64
12/01/2020	22	City of Menahga	Fire Truck reimbursem...	Lease reimburs...			181,000.00	213,278.64
12/03/2020	31	Great Plains Fire	Grant for Hose		8,276.00			205,002.64
12/15/2020	25	City of Menahga	Blueberry Township	August			2,800.25	207,802.89
12/15/2020	26	City of Menahga	Blueberry Township	September			2,800.25	210,603.14
12/15/2020	27	City of Menahga	Blueberry Township	October			2,800.25	213,403.39
12/15/2020	28	City of Menahga	Blueberry Township	Fire Contract			9,156.00	222,559.39
12/15/2020	29	City of Menahga	Marjama	Fire Call			500.00	223,059.39
12/15/2020	30	City of Menahga	Patterson	Fire Call			899.00	223,958.39
12/15/2020	33	City of Menahga	Huntersville Township	Partial Contract...			3,970.50	227,928.89
12/31/2020	32	Community First Bank	Interest Earned	December			95.31	228,024.20

City of Menahga

2/18/2021 2:21 PM

Register: ATM # 298729

From 01/01/2020 through 02/18/2021

Sorted by: Date, Type, Number/Ref

Date	Ref.	Payee	Account	Memo	Decrease	C	Increase	Balance
01/10/2020	82		Opening Bal Equity	Account Openi...		X	9,390.00	9,390.00
01/22/2020	83	Withdrawal	Withdrawal to Load		5,000.00			4,390.00
01/31/2020	85	Credits	ATM Users				13,491.60	17,881.60
02/05/2020	84	Withdrawal	Withdrawal to Load		5,000.00			12,881.60
02/14/2020	86	Community First Bank	Interest Earned				2.29	12,883.89
02/19/2020	87	Withdrawal	Withdrawal to Load		5,000.00			7,883.89
03/06/2020	88	Withdrawal	Withdrawal to Load		5,000.00			2,883.89
03/13/2020	89	Community First Bank	Interest Earned				1.57	2,885.46
03/13/2020	90	Credits	ATM Users				9,165.20	12,050.66
04/10/2020	91	Credits	ATM Users				4,178.70	16,229.36
04/10/2020	92	Community First Bank	Interest Earned				2.40	16,231.76
05/08/2020	93	Community First Bank	Interest Earned				1.33	16,233.09
06/10/2020	94	Withdrawal	Withdrawal to Load		5,000.00			11,233.09
06/12/2020	95	Credits	ATM Users				600.00	11,833.09
06/12/2020	96	Community First Bank	Interest Earned				1.52	11,834.61
06/23/2020	97	Withdrawal	Withdrawal to Load		5,000.00			6,834.61
07/02/2020	98	Withdrawal	Withdrawal to Load		5,000.00			1,834.61
07/10/2020	99	Credits	ATM Users				11,194.90	13,029.51
07/10/2020	100	Community First Bank	Interest Earned				0.97	13,030.48
07/15/2020	101	Withdrawal	Withdrawal to Load		5,000.00			8,030.48
07/22/2020	102	Withdrawal	Withdrawal to Load		5,000.00			3,030.48
08/04/2020	103	Withdrawal	Withdrawal to Load		5,000.00			-1,969.52
08/13/2020	104	Withdrawal	Withdrawal to Load		5,000.00			-6,969.52
08/14/2020	105	Credits	ATM Users				16,650.50	9,680.98
08/14/2020	111	Community First Bank	Interest Earned				1.17	9,682.15
08/26/2020	106	Withdrawal	Withdrawal to Load		5,000.00			4,682.15
09/04/2020	107	Withdrawal	Withdrawal to Load		5,000.00			-317.85
09/11/2020	108	Withdrawal	Withdrawal to Load		2,000.00			-2,317.85
09/11/2020	109	Credits	ATM Users				13,407.20	11,089.35
09/11/2020	110	Community First Bank	Interest Earned				0.89	11,090.24
09/25/2020	112	Withdrawal	Withdrawal to Load		5,000.00			6,090.24
10/09/2020	113	Credits	ATM Users				8,914.30	15,004.54
10/09/2020	114	Community First Bank	Interest Earned				1.06	15,005.60
10/26/2020	115	Withdrawal	Withdrawal to Load		5,000.00			10,005.60
11/13/2020	116	Credits	ATM Users				6,640.90	16,646.50
11/13/2020	117	Community First Bank	Interest Earned				1.47	16,647.97
12/11/2020	118	Credits	ATM Users				24.30	16,672.27
12/11/2020	119	Community First Bank	Interest Earned				1.25	16,673.52

City of Menahga

02/18/21 11:29 AM

Page 1

Employee Pays and Hours Worked Detail

Employee Name	SSN	Pay Period	Pay Control Description	Hours	Amount
Edwards, Tanya		4	01 Regular Pay	80	\$1,691.20
Gunderson, Adam		4	01 Regular Pay	86	\$3,753.04
HUOTARI, DEREK M.		4	01 Regular Pay	59	\$1,184.13
		4	03 Call Time	31	\$102.30
		4	04 PTO Time	21	\$421.47
Employee Name HUOTARI, DEREK M.				111	\$1,707.90
KOMULAINEN, THEODORE J.		4	01 Regular Pay	80	\$1,658.40
		4	03 Call Time	123.02	\$405.97
Employee Name KOMULAINEN, THEODORE J.				203.02	\$2,064.37
Kreklau, Curtis Jr.		4	01 Regular Pay	80	\$2,545.60
Krey, Andrew		4	01 Regular Pay	14	\$263.76
		4	03 Call Time	22	\$72.60
Employee Name Krey, Andrew				36	\$336.36
NEWMAN, CASSANDRA		4	01 Regular Pay	80	\$1,240.00
NORDBACK, SCOTT J.		4	01 Regular Pay	76.75	\$861.14
PACHEL, AMANDA E		4	01 Regular Pay	75	\$1,272.00
		4	02 Overtime	1	\$25.44
		4	04 PTO Time	5	\$84.80
Employee Name PACHEL, AMANDA E				81	\$1,382.24
PARKS, RENATA L		4	01 Regular Pay	80	\$1,804.00
PARVI, GARY D.		4	01 Regular Pay	72.39	\$1,511.50
		4	02 Overtime	8	\$167.04
		4	03 Call Time	27	\$89.10
Employee Name PARVI, GARY D.				107.39	\$1,767.64
PIETILA, RACHAEL E		4	01 Regular Pay	69.45	\$889.65
Shepersky, Heather		4	01 Regular Pay	44.08	\$448.29
WAARANIEMI, KEITH D.		4	01 Regular Pay	45.5	\$925.93
		4	03 Call Time	14	\$46.20
		4	04 PTO Time	34.5	\$702.08

Employee Pays and Hours Worked Detail

Employee Name	SSN	Pay Period	Pay Control Description	Hours	Amount
Employee Name WAARANIEMI, KEITH D.				94	\$1,674.21
YLINIEMI, RONALD O.		4	01 Regular Pay	72.14	\$1,864.82
		4	02 Overtime	4.58	\$177.59
		4	03 Call Time	93.42	\$308.29
Employee Name YLINIEMI, RONALD O.				170.14	\$2,350.70
				1398.83	\$24,516.34

MINNESOTA MAYORS HANDBOOK

adjourn or continue the meeting to another time or suspend the meeting for a specified time.

- C. ***Designation of a sergeant-at-arms.*** The presiding officer may request that local law enforcement designate a member to serve as a sergeant-at-arms at city council meetings. The sergeant-at-arms shall carry out all orders or instructions given by the presiding officer for the purpose of maintaining order and decorum at the meetings.
- D. ***Motions and voting.*** The presiding officer may make motions, second motions, speak on any questions, and vote on any matter properly before the council.
- E. ***Absences of the presiding officer.*** In absence of the mayor, the acting mayor shall preside. In the absence of both the mayor and the acting mayor, the city clerk/administrator shall call the meeting to order. The first order of business shall be to select a presiding officer for the meeting from the members present the city clerk/administrator shall preside until the council members present choose a member to act as presiding officer.
- F. ***Appeals of rulings of the presiding officer.*** Any member of the council may appeal to the full council a ruling on order or procedure made by the presiding officer.
1. ***Procedure for appeals.*** An appeal is made by motion. No second is needed for the motion. The member making the motion may speak once solely on the question involved, and the presiding officer may speak once solely to explain his or her ruling, but no other council member may participate in the discussion.

MINNESOTA MAYORS HANDBOOK

2. Once both the maker of the motion and the presiding officer have spoken, the matter must be voted upon by the council as a whole.

3. The appeal shall be sustained if it is approved by a majority of the members present, exclusive of the presiding officer.

G. **Temporary designation of a presiding officer.** The presiding officer may choose to designate a temporary presiding officer before participating in debate on a given matter. In the alternative, the council may by majority vote designate a temporary presiding officer to preside over the debate on a given matter. The presiding officer shall resume presiding as soon as action on the matter is concluded.

VII. **RULES OF ORDER AND PROCEDURE.** The proceedings of the city council shall be conducted in accordance with the Minnesota Mayors Association Rules of Order for City Councils.

VIII. **DECORUM OF COUNCIL MEMBERS.**

A. **Aspirational statement:** All council members shall assist the presiding officer in preserving order and decorum and in providing for the efficient operation of the meeting.

B. **Aspirational statement:** No council member shall engage in conduct which delays or interrupts the proceedings or which hinders honest, respectful discussion and debate.

C. **Aspirational statement:** City council meetings shall be conducted in a courteous manner that recognizes the validity of differing points of view and promotes the ideal of democratic discussion and debate free of insult, slander, and personal attacks and threats.

MINNESOTA MAYORS HANDBOOK

- F. Public hearings (when scheduled).
 - G. Acknowledgement of receipt of board/commission minutes (if any).
 - H. Board/commission/committee reports (if any).
 - I. Staff reports (if any).
 - J. New business.
 - K. Unfinished business.
 - L. Consideration of bills.
 - M. Adjournment.
- XII. **AGENDA.** An agenda will be prepared for all regular council meetings by the city clerk/administrator. Agenda items may be placed by city council members and city staff. Members of the public wishing to place items on the agenda shall be directed to the public comment forum provided at the city council meeting. When a special meeting is called, the agenda must be included in the request for the meeting and in the publication of the notice of the meeting pursuant to Minn. Stat. § 13D.04, subd. 2.
- A. All requests to place an item on the agenda must be received by the city clerk/administrator by 11 a.m. 7 days prior to the next city council meeting.
 - B. All requests to place an item on the agenda must be on the form prescribed by the city. The form should be completed with the goal of clearly describing the subject matter to be considered by the council and any action requested or required. Supporting information may be attached to the form as necessary.
 - C. All requests to place an item on the agenda by the city staff must be reviewed by the city administrator/clerk.
 - D. The agenda, along with information materials, will be mailed or delivered to all city council members and the city attorney at least 6 days prior to the next council meeting.

MINNESOTA MAYORS HANDBOOK

- approval and disapproval, on all land use and licensing matters.
12. Listing of all bills allowed or approved for payment, noting the recipient, purpose, and amount.
 13. Approval of hourly rates paid for services provided, mileage rates, meal reimbursement amounts, and per diem amounts.
 14. List of all transfers of funds.
 15. Authorizations and directions to invest excess funds, and information on investment redemptions and maturities.
 16. Approval of minutes of the previous meeting, with any corrections.
 17. Identity of parties whom contracts were awarded.
 18. Abstentions from voting due to a conflict, and the member's name and reason for abstention.
 19. Appointments of representatives to committees or outside organizations.
 20. Name and brief summary of subject matter of citizens appearing before council during public comment period.
- B. The minutes of each meeting shall be typed and signed by the clerk/administrator. Copies of the minutes shall be included in the agenda for the next city council meeting.
- C. At the next regular meeting, approval of the previous meeting's minutes shall be considered by council.
1. The meeting minutes do not need to be read aloud.
 2. The presiding officer shall call for any additions or corrections.
 3. If there is no objection to an addition or correction, it will be made without a vote of the city council.
 4. If there is an objection, the city council shall vote upon the addition or correction by roll call vote.

Problem Solving Hints

Council Handout

For use with Minnesota Mayors Association *Rules of Order for City Councils*

Problem one: Meetings are taking too long.

Potential solutions:

- a. The presiding officer should follow the agenda and limit discussion and debate to the current agenda item. Council members who speak on topics not related to the current agenda can be called to order by the presiding officer.
- b. The presiding officer should not open discussion and debate on agenda item until after an actual motion for action has been made. This clarifies the discussion and makes the process more efficient. A line can be added to the council agenda for each item with staff's proposed motion language.
- c. The presiding officer should utilize the time limits established in Rule 5a. When individual council members notice that the time limits are not being observed, they can make a motion to have the presiding officer call for order.
- d. When debate appears to be lengthy but unproductive, council members can make a motion to limit the time for debate. Sometimes setting a deadline for making a decision can be helpful.
- e. When debate has continued for at least 20 minutes or everyone on council has an opportunity to speak, a council member may make a motion to "call the question." If approved, the main motion must be voted upon instantly.