

**City of Menahga
Special Meeting/Work Session City Council Minutes
Monday, February 26, 2024**

1. Call to Order

The Menahga City Council held a Special Meeting/Work Session Meeting Monday, February 26, 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
 Durwin Tomperi

Jody Bjornson - Absent

Office Staff present: Consultant – Betty Thomsen

3. Pledge of Allegiance

4. Motion to Close the Meeting - Mayor Olson's opening statement, prior to closing the meeting, included that this item was the evaluation of a City of Menahga employee under Minnesota Statutes, Section 13D.05, Subdivision 3(a). The employee is Police Chief Amy Lane.

Main Motion: To close the Meeting at 6:05 p.m.

Moved by:	Netland
Seconded by:	Tomperi
Action:	Motion carried by a 4-0 voice vote
In favor:	Olson, Warmbold, Netland, Tomperi
Opposed:	None

5. Motion to close the Closed Meeting

Main Motion: To close the Closed Meeting at 6:27 p.m.

Moved by:	Netland
Seconded by:	Tomperi
Action:	Motion carried by a 4-0 voice vote
In favor:	Olson, Warmbold, Netland, Tomperi
Opposed:	None

6. Reconvene - Call Work Session Meeting to Order

Main Motion: To reopen the Special Meeting/Work Session at 6:27 p.m.

Moved by:	Tomperi
Seconded by:	Netland
Action:	Motion carried by a 4-0 voice vote
In favor:	Olson, Warmbold, Netland, Tomperi
Opposed:	None

A summary of the conclusion of the evaluation of Police Chief Lane was provided as follows:

In all categories, Police Chief Lane has met or exceeded the expectations of those who have evaluated her, and which shall include the next step pay increase retroactive to February 15, 2024.

Main Motion: To accept the Evaluation Summary of Police Chief Lane as provided.

Moved by:	Tomperi
Seconded by:	Netland
Action:	Motion carried by a 4-0 voice vote
In favor:	Olson, Warmbold, Netland, Tomperi
Opposed:	None

7. Department Reports

- **Police Department – Chief Amy Lane**

1. Monthly Report

Chief Lane reported that there were 155 calls from January 25, 2024 to February 22, 2024. One (1) Disorderly Conduct Citation and Two (2) arrests - 1

DAC and 1 IPS. Lane reported the mileage on each of the squads and that based on additional repairs on the 2016 Squad, it will be parked. She stated that Officer White had completed all mandated training and is back in compliance. She asked if it would be possible to move him to F/T status on April 1, 2024. Discussion followed on where the funds would come from to pay a full-time Police Officer, since an estimate was provided totaling \$45,402.85 for wages and benefits from April - December, 2024. The consensus was that Officer White be kept at less than thirty (30) hours per week so that benefits would not be incurred. That the Council would re-address this issue after the 2025 Budget Meeting. Lane reported that the computers need updating in the squad cars and that she would continue to work on grants for the needs of the Police Department.

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

- 1. Monthly Report**

Ron Yliniemi provided a written monthly report to the Council as follows: The DNR Report was completed as well as the Water Conservation Report; That he is working on a 10-year extension of the Wellhead Protection Plan; Inventories are being finished up; Is verifying what needs to be retained as far as the pump maintenance sheets for all the past years; The State inspected the new Water Tower and found a leaking pipe which will be looked into by Maguire Iron on February 27, 2024; That he will make sure Engineer Chris T. provides the final reports on the Water Tower; Has completed the quarterly maintenance in the Water Plant; Discussed the vehicle log sheets; Reported that twenty-eight (28) homes may be tested for Lead & Copper; And, that the P/W Department is completing the oil changes and brake repairs to the equipment.

- a. Spirit Lake Retention Pond Maintenance Schedule 2024**

Yliniemi reported that the Public Works Department did go around the area with the brush cutter in the Fall to prevent trees from sprouting up and stated that they will continue to do so. He stated that he did have the design information when the Pond was first constructed and would provide it to the Council.

- b. Culvert Question located near Redeemer Lutheran Church**

Yliniemi reported that he had contacted the Baxter MNDOT Office regarding the culvert question and when he receives any information back from them, will report back to the Council and Vernon Kath, the individual inquiring about it at the February 2024 Regular Meeting.

- **Liquor Store – Heather Shepersky**

- 1. Monthly Report**

Heather Shepersky provided the Council with the January Monthly Sales Reports. She reported that the lack of snow and ice has hindered snowmobile and ice fishing individual traffic to the Liquor Store. She stated that the POS System/equipment is working fine, and credit cards are being charged the appropriate usage fee. The next special event at the Liquor Store will be the St. Urho's Days Celebration in March.

- **Fire Department – Dave Kicker - Absent (Jim Day, Ass't Fire Chief attended)**

- 1. Monthly Report** – Monthly reports for October, November, December, and a Year-End Report was provided for 2023, as well as a monthly report for January, 2024, with January 2024 reporting no fire calls for that month.

Day reported the following: That in February, there was a mutual aid call with Park Rapids on Super Bowl Sunday, grass fire/burn on President's Day, as well as assisting in the location of two missing children on Sunday, February 25, 2024; The Fire Department will be receiving ten (10) used radios donated by McCleod County; The Fire Department has started working on a twenty-five (25) year capital improvement plan for replacement of equipment and asked for assistance from the Council, with Dan W. and Jody B. to assist with the capital improvement plan, prior to it being presented to the full Council; Day requested copies of the old Fire Contract with the Townships with Consultant Thomsen stating she would provide it to him; He requested that the Council provide a cage or enclosure for the City server so the Fire Department could go in and out of the area for its' pancake breakfast in October.

- **Administration – Betty J Thomsen**

- a. Procedure for finalizing the Personnel Policy**

It was the consensus of the Council that April 22nd, 2024 Special Meeting/Work Session be scheduled for discussing and reviewing the Personnel Policy.

- b. Recognition Program**

Thomsen provided a draft Certificate which she requested may be awarded to staff indicating their years of service to the City, i.e., 5, 10 and 20 years and be presented at a City Council Work Session. A final copy will be provided at the March 11, 2024 Regular Council Meeting for approval.

- c. S & P Update**

Consultant Thomsen provided a copy of the previous March 10, 2022 S & P Global Rating Summary and stated that a teleconference call has been requested by S & P Representative Joseph Vodziak, for any new updates of the City from the prior date. Mayor Olson requested that Jensine Kurtti be a part of the call since she participated in the previous call with S & P. New dates for the call shall be obtained from the S & P Representative.

8. Appointment Two Council Members to Work with GWC/GPA on Revising the Ordinance

Main Motion: To approve the appointment of Michael Netland and Durwin Tomperi to work with GWC/GPA on Revising the Ordinance.

Moved by:	Warmbold
Seconded by:	Netland
Action:	Motion carried by a 4-0 voice vote
In favor:	Olson, Warmbold, Netland, Tomperi
Opposed:	None

9. Consideration of Bills

**Batch #021524 PAY - \$1,880.27;
Batch #022124 PAY - \$325.95; and,
Batch #022624PAY - \$56,700.74.**

**Main Motion: To approve the bills as follows: Batch #021524
PAY - \$1,880.27; Batch #02224PAY - \$325.95;
and Batch #022624PAY - \$56,700.74
for a total of \$58,906.96.**

Moved by:	Tomperi
Seconded by:	Warmbold
Action:	Motion carried by a 4-0 voice vote
In favor:	Olson, Warmbold, Netland, Tomperi
Opposed:	None

10. Adjournment

Main Motion: To adjourn at 7:28 pm

Moved by:	Netland
Seconded by:	Warmbold
Action:	Motion carried by a 4-0 voice vote
In favor:	Olson, Warmbold, Netland, Tomperi
Opposed:	None

Alvina Kytta, Acting City Clerk/Treasurer

Elizabeth Olson, Mayor