

**City of Menahga
Regular City Council Minutes
April 14, 2025**

1. Call to Order

The Menahga City Council held their Regular Monthly Meeting on Monday April 14, 2025.

2. Roll Call

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

- Mayor Jody Bjornson Mike Netland Keith Waaraniemi
Bill Hodge Durwin Tomperi

City Office Staff present: City Clerk/Treasurer Brett Gagnonpalick

3. Pledge of Allegiance

4. Approval of Agenda

Main Motion: To approve the agenda as presented.

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

5. Communication Appearance Request – None

Erika Kjellberg

Erika Kjellberg addressed the council regarding a water meter issue at her rental property. She explained that on February 16th, she discovered water coming out of the meter behind the trailer. The city servicemen replaced the meter, but had to return the next day to install a brand new meter as the refurbished one was not reading correctly.

Kjellberg disputed the charge of \$329.69 for the cost of the meter, arguing that the issue was not due to negligence as they had been running a freeze run, had heat tape installed, and took other precautions to prevent freezing. She noted that in previous years, pipes had frozen without the meter breaking.

The technician also noted that the meter had broken in an unusual way.

After discussion, the council decided to gather more information and put the issue on the agenda for the next meeting. They assured Kjellberg that she would be contacted with their decision after the May 12th meeting.

6. Public Forum and Correspondence (Must Sign in) – None

7. Consent Agenda

The council discussed several corrections to the meeting minutes from March 10th and March 31st. Corrections included attributing statements to the correct council members, clarifying motions, and fixing numerical errors. These errors were noted and corrected.

Main Motion: To approve the consent agenda with corrections.

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

8. Public Hearing – None

9. Acknowledgment of Receipt of Commission Minutes

None

10. New Business

Clerk’s Institute 5-9 May in Brooklyn Center

Brett Gagnonpalick expressed his desire to attend the Clerk's Institute in Brooklyn Center from May 5-9. The council discussed the possibility of sending Diane, the administrative clerk, as well. After deliberation, they decided it would

be best for both Brett and Diane to attend this year, as Kelly, the deputy clerk, was too new in her position for this particular training.

Main Motion: To authorize the City Clerk/Treasurer and Administrative Clerk to attend the 2025 Minnesota Municipal Clerks and Finance Offices Association (MCOFA) Clerk’s Institute in Brooklyn Center, with related expense for registration, lodging, and per diem to be paid from the training budget, in accordance with the city expense policy.

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

Resolution 2025-09 – Accepting donation to Hooked on Fishing

Brett Gagnonpalick read Resolution 2025-09, acknowledging donations for the Hooked on Fishing event. The resolution recognized a \$500 donation from the Lion's Club and a \$200 donation from Community First Bank of Menahga.

Main Motion: To adopt Resolution 2025-09.

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

Approve the pay scale for the full time campground, building maintenance manager, and public works technician

The council discussed the proposed pay scale for the new full-time position. Brett Gagnonpalick explained how he arrived at the pay scale, which falls between the liquor store manager and public works manager on the current pay scale. The council also discussed the possibility of moving to a grade and step system in the future, rather than job-specific pay scales.

Main Motion: To authorize the addition of the Full-Time Campground, Building Maintenance Manager, and Public Works Technician pay scale to the city pay scale.

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

Position Offer to Mr. Brian Soukup

The personnel committee recommended offering the position to Brian Soukup after conducting an internal interview. They praised his performance and ideas for improving the campground.

Main Motion: To approve the recommendation from the Personnel Committee to offer the position of Full-Time Campground, Building Maintenance Manager, and Public Works Technician to Mr. Bryan Soukup, starting at Step 4 of the approve pay scale, effective as of the date of this motion.

Moved by:	Netland
Seconded	Waaraniemi
Action:	Motion carried by a 5-0 voice vote
In favor:	Bjornson, Tomperi, Netland, Hodge, Waaraniemi
Opposed:	none

Approve hiring of an additional Public Works Employee

The council discussed the need for an additional public works employee and reviewed the job description. Brett Gagnonpalick noted that he would make minor amendments to the job description, including changing "city administrator" to "city clerk treasurer."

There was extensive discussion about how this position would be structured, including concerns about union versus non-union status and reporting structure. Councilmembers debated the pros and cons of the hybrid role.

Main Motion: To create a hybrid public works role as presented.

Moved by:	Netland
Seconded	Hodge
Action:	Motion carried by a 5-0 voice vote
In favor:	Bjornson, Tomperi, Netland, Hodge, Waaraniemi
Opposed:	none

Approve hiring of a seasonal swim instructor

Brett Gagnonpalick informed the council that someone had expressed interest in the swim instructor position. The council discussed the potential program structure, including class sizes and scheduling. They also reviewed the job description and qualifications.

Main Motion: To approve the seasonal hire of a swim instructor meeting the qualifications in the job description.

Moved by:	Waaraniemi
Seconded	Tomperi
Action:	Motion carried by a 5-0 voice vote
In favor:	Bjornson, Tomperi, Netland, Hodge, Waaraniemi
Opposed:	none

Department/Committee Reports

Police:

The council briefly discussed the police report, noting the recent polar plunge event that raised funds for Special Olympics.

Liquor Store

The council reviewed the liquor store report, noting healthy year-to-date profits. Mike Netland raised concerns about credit card fee expenses exceeding the collected fees, suggesting a need to review and possibly increase the surcharge.

Public Works

There was no significant report from Public Works.

Greenwood Connection

The council noted that Laura was out of state and unable to attend the meeting. They briefly discussed a potential building project for Greenwood Connections.

Main Motion: To approve the monthly report and financials as presented by Greenwood Connections administrator Laura Ahlf.

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

Fire Department

There was no report from the Fire Department.

Unfinished Business - None

Consideration of Bills, Budget YTD, Investment Report, Bank Securities Pledge

Brett Gagnonpalick presented the invoices for approval:

- a. Batch #041525PAY – \$27,605.21
- b. Batch #041525EFT - \$33,406.00

Main Motion: To approve batch #041525PAY for \$27,605.21, batch 021925EFT for \$33,406.00, for a grand total of \$61,011,21.

Moved by:	Waaraniemi
Seconded	Hodge
Action:	Motion carried on a 5-0 voice vote
In favor:	Bjornson, Tomperi, Netland, Hodge, Waaraniemi
Opposed:	None.

13. Adjournment

The council decided to adjourn the meeting after ensuring all agenda items were addressed, ongoing concerns were noted for follow-up.

Main Motion: To adjourn at 7:30 p.m.

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

City Clerk/Treasurer, Brett Gagnonpalick

Mayor, Jody Bjornson