

Mayor Elizabeth Olson
Council Member Durwin Tomperi
Council Member Dan Warmbold
Council Member Mike Netland
Council Member Jody Bjornson

City of Menahga
Regular City Council Meeting
Monday December 09, 2024
6:00 pm // *After Truth in Taxation*
City Council Chambers
115 2nd Street NE
Menahga MN 56464
www.cityofmenahga.com

Agenda

1. Call to Order
2. Roll Call
2. Pledge of Allegiance
4. Approval of Agenda
5. Communication and Appearance Request
 - a. None
6. Public Forum and Correspondence (Must sign in).
7. Consent Agenda -
 - a. November 8, 2024 Budget-Special Meeting
 - b. November 12, 2024 Council Meeting
 - c. November 25, 2024 Work Session Minutes
8. Public Hearings
9. Acknowledgement of Receipt of Commission Minutes
 - a. November 21, 2024 Planning and Zoning Minutes
10. New Business
 - a. Resolution Deferred Assessments
 - b. Resolution Set Levy
 - c. Resolution Set budget
 - d. Fire Contracts approval
 - e. Resolution adopt Land Use ordinance 151 and zoning map
 - f. Resolution adopting Menahga Shoreland Standard map
 - g. Summary of publication to the Review Messenger
 - h. Resolution 2025 Pay Scale and Employee Step Movement Action Memo
 - i. Discuss agenda for 23 December meeting
 - j. GWC Legal Bills discussion

- k. Action Memo for Planning Commission re-appointing Conny S. and Bryan M.
- l. GWC Board appointments for 2025
- m. Resolution to certify delinquent water bills to the county
- n. City insurance contributions
- o. Additional compensation for Admin Clerk – Additional duties/responsibilities
- p. Bret Kilpela – Requesting permanent driveway access
- q. Resolution 2024-50 Donation from C&C to SOSL
- r. December 20, 26, 27 limited coverage at city

11. Unfinished Business

- a. None

12. Consideration of Bills

- a. Batch #1130244PEFT- \$ 78,879.54
- b. Batch #120924PAY - TDB

13. Adjournment

Comments from visitors must be informational in nature and not exceed five (5) minutes per issue. The City Council cannot engage in a discussion or debate in those five minutes but will take the information and find answers if that is appropriate. As part of the City Council protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public council meeting.

We ask that once the meeting is over, that everyone leave the building so that it can be locked.

Anyone wishing to speak, must be recognized by the presiding officer.

Reminder:

- **Planning & Zoning Commission - December 12, 2024 – 6 pm**
- **Work Session/Special Meeting – December 23, 2024 – 6 pm**

**City of Menahga
Budget Meeting City Council Minutes
November 8, 2024**

a. Call to Order

The Menahga City Council held an Enterprise Budget/Special Meeting on Friday, November 8th, 2024.

Mayor Elizabeth Olson called the meeting to order at 11:00 am.

b. Roll Call

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

Mayor Elizabeth Olson

Mike Netland

Dan Warmbold

Jody Bjornson

Durwin Tomperi - Absent

Office Staff present: City Clerk/Treasurer Brett Gagnonpalick, Deputy Clerk Melanie Schermerhorn

c. Pledge of Allegiance.

d. Employee Health Insurance and Benefits

Discussion began with Laura Ahlf and Liz Olson talking about flex accounts. Olson stated that having a flex account saves the employee money due to the fact that the health insurance deduction reduces the taxable gross or is deducted prior to being taxed. This includes the Social Security and Medicare taxes. Tomperi stated that the private sector is being hammered by the increase in health insurance costs as well as other governmental units, including the School District.

Ahlf stated she wished to clear the record regarding a newspaper article which reported that Olson did not recall a previous conversation with the Health Insurance Agent Bill Singer in September of 2023, regarding the topic of

including the City Staff with the GWC staff under one health insurance plan. Ahlf did provide an email received noting that some communication had taken place.

Ahlf explained her employee insurance plans, and the nuance that goes into them, with the Assisted Living not being reimbursed as is the Nursing Home.

The Council did make the determination that while GWC and the City are separate, both entities of the City should have equitable coverage and contributions. Netland argued that not being equitable could cause some issues. Discussion continued regarding combining the City and GWC health insurance plans, which will be explored in the future. Ahlf did report that the City and GWC have never shared insurance plans. The only thing the two entities had in common were using the same insurance agent. In the future, the City and GWC shall have a combined conversation to see if it would be feasible. This discussion was that it should occur in late August or September.

Schermerhorn states that the GWC Connection insurance would be cheaper for some of the City Employees and more expensive for others. Each employee receives a different premium due to their age.

Main Motion: To approve the GWC Employee Insurance Plans and level of contribution as recommended by Ahlf of \$1,200/month for family, \$1,000/month for Employee plus 1, and \$950/month for single remaining the same.

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

Gagnonpalick requested to table the City insurance plans discussion until after the Enterprise Budget discussion.

e. Budget by Department: 2025 Budget

- **Liquor Store - Heather Shepersky**

The budgeted amounts for 2025 will be lower than in 2024. As 2024 was a lower-than-expected year for revenues, that trend is expected to continue.

- **Campground/Park – Bryan Soukup**

Soukup's intention is to continue the campground's momentum. It was highlighted by the Council that the City is deficit spending with the Campground. The break-even analysis for 2025 would be to set the price at \$52.80 per night. In contrast, the City completely subsidizes the City beach in which no income is generated.

Tomperi discussed having someone at the campground 24/7 to work it as is being done in Akeley, which campground has reported a large revenue amount at the end of the season. The Council believes it would be a good idea with more research being warranted.

- **Water / Sewer – Ron Yliniemi**

Yliniemi and Gagnonpalick did a line-by-line review of the water/sewer budget. Yliniemi had a couple adjustments, but nothing significant.

There were pillars installed around the generator that was installed outside the water plant.

The subject of uniforms was brought up, and Tomperi mentioned that this discussion had taken place in the past, and that the conversation has the potential to open a "can of worms" as it would set the precedent that anyone could then ask for it. The amount cannot be zero per the Union contract, where they are allotted, certain items attached to a dollar amount, which is \$200.00 per year.

The topic of fluorosilicic acid was brought up. As the water that comes out of the ground already has natural fluoride in it. The question was asked why there was a need to feed it.

Sewer had a large expenditure under professional services, as part of jetting and filming the sewer lines.

The topic of meters was brought up by Olson. Yliniemi reported there are still two homes who refuse to let the Public Works employees in to switch out their meters.

Yliniemi was asked about the possibility of installing antennas to make reading the meters easier. Two (2) would be required, one (1) on top of the water tower, and the other at the south edge of town.

f. Council Discussion – City Contributions

The Council asked the Deputy Clerk to generate contribution numbers for \$950/month, \$1,000/month, and \$1,200/month as is contributed to the GWC employees. She stated that she believes there is sufficient flexibility in the budget to move around amounts to make those numbers work.

g. Adjournment

Main Motion: To adjourn the meeting at 1:16 p.m.

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

City Clerk/Treasurer Brett Gagnonpalick

Mayor Elizabeth Olson

**City of Menahga
Regular City Council Minutes
November 12, 2024**

1. Call to Order

The Menahga City Council held their Regular Monthly Meeting on Monday October 15, 2024.

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

2. Roll Call

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

Mayor Elizabeth Olson	Mike Netland	Dan Warmbold
Jody Bjornson	Durwin Tomperi	

City Office Staff present: City Clerk/Treasurer Brett Gagnonpalick

3. Pledge of Allegiance

4. Approval of Agenda

Gagnonpalick requested to remove "Unpaid Utilities Assessed to Wadena County" under New Business 10.g. and add to 11.c. Unfinished Business – "Schedule an Enterprise Fund Budget Meeting".

Main Motion: To remove "New Business 10.g. Unpaid Utilities assessed to Wadena County" and add "Schedule Enterprise Budget Meeting to 11.c. Unfinished Business".

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

Bjornson requested and moved to add a "Closed Session per MN Statute 13.05D.", to the Agenda, which Motion failed due to the lack of a second.

5. Communication Appearance Request - None

6. Consent Agenda

- **October 15, 2024 Regular City Council Meeting Minutes**
- **October 28, 2024 Special Meeting/Work Session**

Main Motion: To approve the October 15, 2024 Regular City Council Meeting Minutes and October 28, 2024 Special Meeting/Work Session Minutes.

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

8. Public Hearing – None

9. Acknowledgment of receipt of Commission Minutes – None

10. New Business

a. Resolution 2024-37 Canvas City Election 2024

(A Resolution with corrected vote count was provided to the council members).

Main Motion: To adopt Resolution 2024-37 and certify the election results from the 2024 General Election as follows: Mayor – Jody Bjornson – 452 votes; Tim Ellingson – 279 votes and Write-ins – 3 Votes. Council Member 4-year term: Durwin Tomperi – 376 Votes; Keith Waaraniemi – 480 Votes; James Krasky – 265 votes and Write-ins – 15 votes.

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

b. Chaplain Policy Approval

Gagnonpalick reported that the City of Menahga Volunteer Chaplain Policy/Handbook had been reviewed by the City Attorney and does cement the Menahga’s Fire Department Chaplain Program.

Main Motion: To adopt the City of Menahga Volunteer Chaplain Policy/Handbook.

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

c. City of Menahga Purchase Policy

Olson reported that there is an existing City Purchase Policy in place. It was required for the S&P audit. Gagnonpalick stated he could not locate the Policy. Tomperi appreciates the initiative. The Council stated the Policy should be changed to “City of Menahga Purchase Directive” to give the City Clerk/Treasurer authority to enforce good purchasing practices.

Main Motion: To adopt the City of Menahga Purchase Directive as presented.

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

d. Resolution 2024-38 Accepting donation from the Wolf Lake Wolf Pack

Main Motion: To adopt Resolution 2024-38 accepting a \$3,000 donation from the Wolf Lake Wolf Pack to the Menahga Fire Department to be used towards the acquisition of the Jaws of Life.

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

e. City of Menahga, Minnesota Government Data Practices Act (MGDPA) Policy – Tabled pending City Attorney review.

f. 2024 Audit proposal – CarlsonSV LLC

An RFP will be generated next FY. Menahga is in a healthy enough standing now to request new auditors.

Main Motion: To approve CarlsonSV LLP’s proposal to audit the City for the fiscal year 2024, at an estimated cost of \$24,900.

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

g. Unpaid Utilities Assessed to Wadena County – Removed and moved to the 12/9/2024 Meeting.

h. Resolution 2024-40 Accepting donation from Menahga C&C

This donation will go in support of the Menahga City Campground Disc Golf course.

Main Motion: To adopt Resolution 2024-40 accepting a donation in the amount of \$2,000 to support the expansion of the City Disc Golf Course.

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

11. Unfinished Business

a. Resolution 2024-39 GWC board compensation for 2024

Main Motion: To adopt Resolution 2024-39 as revised by the Council, authorizing and setting compensation for the GWC Board Members at \$75/meeting including for each ad hoc Committee Meeting effective January 1, 2024.

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

b. Set date for Deputy Clerk Evaluation

The date for the Deputy Clerk Evaluation was set for the November 25, 2024 Work Session. Due to the delay in the completion of the Audit and Summary, the probationary period was extended 30 days or until December 13, 2024.

Bjornson reported that the City didn't do their job to evaluate their employee at the appropriate time.

Tomperi reports that the City must do their due diligence.

Main Motion: To extend the probationary period for 30 days or until December 13, 2024, to allow for the completion of the audit including the summary.

Moved by:	Tomperi
Seconded	Warmbold
Action:	Motion carried by a 4-1 voice vote
In favor:	Olson, Tomperi, Netland, Warmbold
Opposed:	Bjornson

c. Set date to finalize the Enterprise Budget and Approve Employee Insurance.

The discussion will take place during the November 25, 2024 Work Session.

12. Consideration of Bills

The Council Members were provided with the actual invoices for the following batches:

- a. Batch #103124eft - \$66,049.91
- b. Batch #111224checks - \$40,082.42

Council discussion followed regarding the following: Late fees being paid of \$35.18 on the Marco Invoice; Credit Card invoices being paid go back to August and September; and the Marjon Printers Pancake Feed ad is a Fire Relief expense and not a Fire Department expense.

Main Motion: To approve the payment of the following: Batch #103124eft - \$66,049.91 and Batch #111224checks - \$40,082.42 for a total of \$106,132.33.

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

13. Adjournment

Main Motion: To adjourn at 6:52 p.m.

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

City Clerk/Treasurer, Brett Gagnonpalick

Mayor, Elizabeth Olson

**City of Menahga
Special Meeting/Work Session City Council Minutes
Monday, November 25th, 2024**

a. Call to Order

The Menahga City Council held a Special Meeting/Work Session on Monday, November 25, 2024.

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

b. Roll Call

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

Mayor Elizabeth Olson	Dan Warmbold - Absent	Mike Netland
Jody Bjornson	Durwin Tomperi	

Administrative staff: Clerk/Treasurer Brett Gagnonpalick and Deputy Clerk Melanie Schermerhorn

c. Pledge of Allegiance

d. Department Reports

• Liquor Store Manager, Heather Shepersky –

1. Monthly Report - Heather stated that it was a good month. Bjornson pointed out that the spreadsheet math was wrong between the totals of YTD On-sale and YTD Off-sale. Shepersky will investigate it. Tomperi pointed out the over and under columns have some big swings in them. Shepersky explained how the system works, which typically evens out. Olson brought up having excess inventory that the Liquor Store has indicated they want to get rid of. Gagnonpalick said he has the master list, and it is sizable.

• Police Department – Chief Amy Lane

1. Monthly Report – Lane reported 167 calls from October 22nd to November 20th. Lane went over the stats for the council. Tomperi asked

about the new squad computers and Lane reported that they are all functioning. Lane reports no miscellaneous information. Bjornson asked if there any injuries related to the incident involving a school bus. Lane reported nothing significant to report.

- **Public Works/Streets – Ron Yliniemi.**

1. **Monthly Report** – Yliniemi reported the flow-meter calibrations are complete in the water plant, to include the flow meter to the main lift station. Holiday shifts will fall to Parvi for Thanksgiving, Yliniemi for Christmas, and Soukup for New Year’s coverage. All the lawnmowers have been winterized for the season and put away. For the service line inventory, only two pipes are cast iron, and letters were sent out. Yliniemi is in contact with Chris Thorson about the different projects, and when that timeline is going to work with Menahga. This will be reflected on the 5-Year Capital Improvement Plan. The main lift station pump that services the drainage ponds broke. There is a loner in place temporarily, with the permanent fix to be completed soon.

Discussion about the excess property took place. The items that are being excessed don’t serve the City.

Main Motion: To adopt Resolution 2024-41 – Sale of excess property from the Public Works department as presented.

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

- **Fire Department – Chief Dave Kicker.**

1. **Monthly Report** – Kicker reported a total of 64 calls for the year through 11/14/21. He stated that the Jaws of Life are in and ready for use. The distributor is coming in to train the fire department members on them. These jaws are battery powered and easy to maneuver with. Netland asked how much additional funding the Department received. Kicker said they received 3k from Wolf Lake Wolf Pack Baseball club. The old jaws will be sold in the future. Kicker mentioned that there are buyers for them.

Kicker brought up the Township Contract Meetings. Bjornson stated that the Contracts will be up for a vote at the December 9th Council meeting.

Kicker reported he is stepping down as Fire Chief in January, 2025. A successor has not been named. The Council thanked him for his many years of service. Kicker stated he will continue to stay on as a member of the Fire Department.

Greenwood Connections Administrator – Laura Ahlf

1. Monthly Report –

Olson started the conversation by apologizing to Ahlf regarding the City/GWC insurance matter.

Ahlf reported that the census was 54%.

Ahlf did a budget without ECPN. The GWC board voted to keep ECPN in the budget. Ahlf made the corrections.

Ahlf stated that the budget included a 3% wage increase.

ESST was brought up, and Ahlf is going to keep it all in one PTO bucket for eligible employees. Those under the requirement threshold for PTO will accrue ESST.

Main Motion: To approve the monthly report and financial, as presented by GWC Administrator Laura Ahlf.

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

Main Motion: To increase GWC wages by 3% as of January 1, 2025, for a total of \$210,982.

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

Main Motion: To approve the GWC performance incentive \$.50 cents per hour for an estimated amount of \$87,700.

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

2. Window Project

GWC has a window project to replace the old windows in the facility. Ahlf brought forward several bids for the Council to vote on. The Council discussed the merits of each of the bids.

Main Motion: To approve CoBuilt Construction Services for \$97,300 for the GWC window replacement project.

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

• Park/Beach/Mowing/Building Maintenance – Bryan Soukup

1. Monthly Report –

Soukup said October brought in 8k, and November slowed down to only \$300.00. Soukup will continue to do off season maintenance on the campground, to include repainting signs, removing some trees, and finishing the RV Dump site clean up.

Bjornson asked about giving the St. Urho a good maintenance treatment. Soukup said it is in the works, but they require the supplies.

- **City Administration, City Clerk/Treasurer, Brett Gagnonpalick**

- 1. Monthly Report – October Budget YTD Rev-Exp, Check Reconciliation, Cash, and Investments – FYI.**

- 2. Candidate Search for Deputy Clerk**

The application for Deputy Clerk is out on Hireclick and is set to close December 18th. Applications will be reviewed and passed to the Council for tentative interviews. Gagnonpalick asks the Council to reach out to any tenable applicants and encourage them to apply.

- 3. Limited Staffing over Christmas**

December 20th, 26th, and 27th staff will be out of the office. The Council will check with Alvina to see if she could fill in those days. The Council states that City Hall should not be closed to its residents.

- 4. Chapter 151 Update summary**

The council was provided with a Summary from the Planning and Zoning Public Hearing for the Land Use Ordinance 151. It was the consensus of the Council that Jensine Kurtti sees this Ordinance through to its conclusion.

- 5. New Business**

- 1. Interim Employee discussion, rehire Alvina Kytta effective 2 December.**

Main Motion: To hire retired Deputy Clerk Alvina Kytta to assist and/or train the Acting Deputy Clerk Vry until a full-time employee is hired.

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

Main Motion: Due to the resignation of the Deputy Clerk, approve the removal of Melanie Schermerhorn as a signatory at the Community First bank, and any other financial institutions and direct the Clerk/Treasurer to collect any and all logins and passwords associated with the position from the outgoing Deputy Clerk.

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

2. Raise for Officer White

A document was vetted and approved by our City Attorney.

Main Motion: To accept a raise for Officer White to Step 6 at \$25.32 per hour, Effective November 18th, 2024.

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

3. Letter to the Editor correction.

In reference to a recent newspaper Letter to the Editor by Council Member Bjornson, Gagnonpalick reported that the only accounts being certified to the County are those that are delinquent for the 2024 calendar year and will be approved at the December 9, 2024 and not November 25, 2024. Affected accounts have all been sent a Notice.

6. Consideration of Bills

The Council was provided with the actual invoices for Batch #112524checks - \$108,959.69.

Main Motion: To approve Batch #112524 checks in the total amount of \$108,959.69.

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

Fire Chief Dave Kicker provided Deputy Clerk Schermerhorn with a spreadsheet showing employee meetings and fire calls for 2024. The firefighters are paid annually in November for their December meeting.

Main Motion: To approve payment of \$16,891.42 for the 2024 Firemen compensation

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

7. Budget Discussion

a. Levy Discussion

A clerical issue was found on the Bond Payment portion of the proposed levy. This issue created a 24% increase in the levy on the City's portion of the Mayor's Proposed Tax Statement. This figure was incorrect, and with the corrected information, the proposed increase is 2.2% actual. The corrected amount will be presented at the December 9, 2024 Truth and Taxation Meeting.

b. Premium Plan / FSA

The City has a pretax health and dental plan. Gagnonpalick provided documents to the Council that match what GWC is proposing to their employees. Schermerhorn stated that all proposed contributions can be covered by the City by moving some funding around. Gagnonpalick will send a change log for the proposed changes.

c. Liquor/Campground/Water/Sewer

Changes from the previous budget meeting were made and reflect the current information presented to the Council.

The Work Session/Special Meeting is scheduled for December 23, 2024 at 6:00 p.m. The Meeting will be used to pay bills and provide the monthly reports by the Department Heads and GWC Administrator.

8. Meeting Adjournment

Main Motion: To adjourn the meeting at 7:38 p.m.

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

Clerk/Treasurer Brett Gagnonpalick

Mayor Elizabeth Olson

**City of Menahga
Planning & Zoning Minutes
Thursday, November 21, 2024**

A. Call to Order

The Menahga Planning and Zoning Commission held their Regular Monthly Meeting on Thursday, November 21, 2024.

Chairman Larry Murphy called the meeting to order at 6:00 pm.

B. Roll Call

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

Larry Murphy, Mike Netland, Brian Madsen and Connie Steiner.

Also, present was City Clerk/Treasurer Brett Gagnonpalick and Administrative Assistant Jensine Kurtti.

C. Pledge of Allegiance

D. Approval of the Agenda

Main Motion: To approve the agenda as presented.

Moved by:	Madsen
Seconded by:	Steiner
Action:	Motion carried by a 4-0 vote
In favor:	Murphy, Netland, Madsen, Steiner
Opposed:	None.

E. Approval of Minutes

The minutes from October 3, 2024 Regular Meeting were presented.

Main Motion: To approve the minutes from October 3, 2024 Regular Meeting as presented.

Moved by:	Steiner
Seconded by:	Madsen
Action:	Motion carried by a 4-0 vote
In favor:	Murphy, Netland, Madsen, Steiner
Opposed:	None.

F. Public Hearing – Ordinance Chapter 151

Chairman Larry Murphy called the Public Hearing to order at 6:02 pm, no one was present at the hearing. Brett Gagnonpalick stated that he had not received any written correspondence on the matter. Murphy then closed the Public Hearing at 6:03 pm.

The commission then reviewed the ordinance. Jensine Kurtti stated that the Zoning Map definition would need to be changed for the R-1 District as it was 1 to 4 dwellings and needed to be 1 or 2 dwellings. Kurtti said that a change had been recommended by Jay Michels of Emmons and Olivier and City Engineer Chris Thorson, that the verbiage on page 49 should state 10-year storm event and not 5-year storm event, that was in the proposed draft ordinance.

Kurtti also stated that a definition for Cannabis had been added on page 4. The definition stated that it would be "As defined by the State of Minnesota". Kurtti said that the cannabis rules are still be formed and she had not found a clear definition. Brett Gagnonpalick spoke on the matter, as he had attended a meeting on cannabis issues. He said that most cities are adopting a separate ordinance to deal with cannabis, and he would be working on one for Menahga.

Main Motion: To approve the updated Menahga Municipal Code Chapter 151: Land Usage and Zoning Map, which will repeal and replace Menahga Municipal Code Chapter 151 section 151.01 to 151.56 in its entirety, and the Zoning Map will replace all previous maps. Direct Gagnonpalick to draft a resolution for approval and present to the Menahga City Council for their consideration, at their December 9, 2024 Regular City Council Meeting.

Move	Netland
Seconded by:	Madsen
Action:	Motion carried by a 4-0 vote
In favor:	Netland, Madsen, Murphy, Steiner
Opposed:	None.

G. New Business

- 1. Bret Kilpela – Permanent Road Easement 5th Lane NW and Larch Ave.

Brett Gagnonpalick withdrew the item, stating he would forward to council.

- 2. P&Z Member Appointment Discussion

The P&Z Commission terms of Brian Madsen and Connie Steiner will end on 12-31-24. Both Madsen and Steiner agreed to another three-year term.

Main Motion: To recommend that the City Council approve Brian Madsen and Connie Steiner for three-year terms on the Planning Commission.

Moved by:	Netland
Seconded by:	Murphy
Action:	Motion carried by a 4-0 vote
In favor:	Murphy, Netland, Madsen, Steiner
Opposed:	None.

H. Old Business

1. Issued Land Use Permits

Jensine Kurtti provided a list of permits that had been given in 2024.

2. Emmons and Olivier Update

Jensine Kurtti informed the commission that she had spoken with Jay Michels and his crew is currently working on completing their evaluation and hopefully will be ready to be approved in December 2024. Kurtti feels it should be completed before she leaves.

The next meeting will be held on December 12, 2024 at 6 pm.

I. Adjournment

Main Motion: To adjourn the meeting at 6:26 pm.

Moved by:	Netland
Seconded by:	Steiner
Action:	Motion carried by a 4-0 vote
In favor:	Netland, Madsen, Murphy, Steiner
Opposed:	None.

Administrative Assistant Jensine Kurtti

Chairman, Larry Murphy

CITY OF MENAHGA, MINNESOTA

Resolution No. 2024-43

**A Resolution of the City Council of the City of Menahga, Minnesota,
Menahga City Council Certifying the 2024 Deferred Assessment**

WHEREAS, Minnesota Statute 435.193 allows the City of Menahga to defer assessment for seniors, disabled, or military persons; and

WHEREAS, the following person(s) meet the qualifications for deferment:

- 17-330-0650 – Mary Montoya/Michael Ress - \$6,230.00

NOW, THEREFORE BE IT resolved by the Menahga City Council that the property is certified to the County of Wadena as deferred for 2024.

Adopted by the City Council of the City of Menahga, Minnesota this the 9th day of December, 2024.

Elizabeth Olson, Mayor

Brett Gagnonpalick City Clerk/Treasurer

CITY OF MENAHGA, MINNESOTA

Resolution No. 2024-44

A Resolution of the Menahga City Council Adopting the Final 2025 Tax Levy

WHEREAS, the City of Menahga is required by Minnesota Statute 275.065 Subdivision 1, "to certify to the County Auditor the final property tax levy payable in the following year".

NOW, THEREFORE BE IT resolved by the City Council of the City of Menahga that the following sums of money be levied for the current year, collectible in 2025, upon the taxable property in the City of Menahga for the following purposes:

General Fund	\$443,461.00
Debt Funds:	
2013B G. O. Improvement Bonds	\$ 6,993.17
2015B G. O. Improvement Bonds	\$66,898.13
2020A G. O. Improvement Bonds	<u>\$61,846.02</u>
	\$579,198.32

The City Clerk/Treasurer is instructed to transmit a copy of this resolution to the Wadena County Auditor.

Adopted by the City Council of the City of Menahga, Minnesota, this 9th day of December 2024.

Elizabeth Olson, Mayor

Brett Gagnonpalick, Clerk/Treasurer

City of Menahga, Minnesota

Resolution No. 2024-44

CITY OF MENAHGA, MINNESOTA

Resolution No. 2024-45

A Resolution of the Menahga City Council Adopting the General Fund Budget for 2025

WHEREAS, the City of Menahga conducted its Truth-in-Taxation Hearing on December 09, 2024 at 6:00 pm in the City Council Chambers,

NOW, THEREFORE BE IT resolved by the City Council of the City of Menahga does hereby adopt the General Fund Budget for 2025 as follows:

General Fund Revenues	\$1,491,183.30
General Fund Expenditures	\$1,491,183.30

BE IT FURTHER RESOLVED that the City Clerk/Treasurer is hereby directed to enter the 2025 budget into the Banyon Accounting System.

Adopted by the City Council of the City of Menahga, Minnesota, this 9th day of December 2024.

Elizabeth Olson, Mayor

City Clerk/Treasurer
Brett Gagnonpalick

Council Action Request Form



CITY OF MENAHGA

"The Gateway to the Plateau"

115 2nd St NE - PO Box C
Menahga, MN 56464
218-564-4557
www.cityofmenahga.com

Action Requested

<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Informational Item <input type="checkbox"/> Consent Agenda Items	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other _____
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Regarding: Fire Contracts

Date of Meeting: Dec 09, 2024 **Total time requested:**

Department Requesting Action: Admin

Presenting at Meeting: City Clerk on behalf of Fire Chief Dave Kicker

Background Supporting Documentation Enclosed

The City of Menahga annually renews contracts with surrounding townships to provide fire protection services. These agreements outline the terms, responsibilities, and financial contributions of each township toward maintaining and operating the fire department. The proposed contracts for [insert year] have been reviewed and remain consistent with past agreements, ensuring equitable cost-sharing and continued collaboration. Approval of the fire protection contracts is recommended to uphold these vital partnerships and maintain reliable fire coverage for all serviced areas.

Options Supporting Documentation Enclosed

Recommendations The Menahga City Council approves the following by Motion:

To approve the Fire contracts, as written, for the amounts specified in the contracts.

Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Opposed
Motion:	<input type="checkbox"/> Olson	<input type="checkbox"/> Olson
Second:	<input type="checkbox"/> Tomperi	<input type="checkbox"/> Tomperi
<input type="checkbox"/> Passed	<input type="checkbox"/> Bjornson	<input type="checkbox"/> Bjornson
<input type="checkbox"/> Failed	<input type="checkbox"/> Netland	<input type="checkbox"/> Netland
<input type="checkbox"/> Tabled	<input type="checkbox"/> Warmbold	<input type="checkbox"/> Warmbold

Signatures



Fire Contract 2025

The effective date of this contract between the City of Menahga ("city") and Blueberry Township ("town") is January 1st, 2025

In consideration of the mutual promises and agreements hereinafter set forth, the parties hereby agree as follows:

1. Fire Service:

- a. **Allocation of Resources.** The parties understand the fire department officer in charge of the particular scene shall exercise judgment to determine, in consideration of all the established policies, guidelines, procedures, and practices, how best to allocate the available resources of the fire department under the circumstances of a given situation. Failure to provide fire services because of poor weather conditions or other conditions beyond the control of City shall not be deemed a breach of this contract.
- b. **No Guarantee.** The parties understand and agree City will endeavor to reasonably provide the services indicated above given the circumstances, but City makes no guarantees that the services it actually provides in a given situation will meet any particular criteria or standard. The City and its officers, employees and volunteer shall not be liable to the Town or any other person for failure to furnish assistance under this agreement or for recalling assistance.

2. Hazardous Material:

- a. The fire service shall not cover clean up, containment or neutralization of any hazardous materials or petroleum products. Charges for equipment, personnel and supplies will be invoiced directly to the owner of the affected property at actual cost, as soon as practicable after the response to such emergency is complete and shall be due and payable to City within 30 days of the invoice
- b. Town shall indemnify and hold City harmless from any and all claims resulting from hazardous material or petroleum responses and procedures.

3. Payment:

- a. Town Agrees to pay City on or before 30 days of the effective date of this contract and on the anniversary of this contract.
- b. The contract payment is due by 31 January 2025, unless other arrangements have been made.
- c. The payment for the Town's contract for the 2025 year is **\$27,529**.



Fire Contract 2025

The effective date of this contract between the City of Menahga ("city") and Huntersville Township ("town") is January 1st, 2025

In consideration of the mutual promises and agreements hereinafter set forth, the parties hereby agree as follows:

1. Fire Service:

- a. **Allocation of Resources.** The parties understand the fire department officer in charge of the particular scene shall exercise judgment to determine, in consideration of all the established policies, guidelines, procedures, and practices, how best to allocate the available resources of the fire department under the circumstances of a given situation. Failure to provide fire services because of poor weather conditions or other conditions beyond the control of City shall not be deemed a breach of this contract.
- b. **No Guarantee.** The parties understand and agree City will endeavor to reasonably provide the services indicated above given the circumstances, but City makes no guarantees that the services it actually provides in a given situation will meet any particular criteria or standard. The City and its officers, employees and volunteer shall not be liable to the Town or any other person for failure to furnish assistance under this agreement or for recalling assistance.

2. Hazardous Material:

- a. The fire service shall not cover clean up, containment or neutralization of any hazardous materials or petroleum products. Charges for equipment, personnel and supplies will be invoiced directly to the owner of the affected property at actual cost, as soon as practicable after the response to such emergency is complete and shall be due and payable to City within 30 days of the invoice
- b. Town shall indemnify and hold City harmless from any and all claims resulting from hazardous material or petroleum responses and procedures.

3. Payment:

- a. Town Agrees to pay City on or before 30 days of the effective date of this contract and on the anniversary of this contract.
- b. The contract payment is due by 31 January 2025, unless other arrangements have been made.
- c. The payment for the Town's contract for the 2025 year is **\$14,028**.



Fire Contract 2025

The effective date of this contract between the City of Menahga ("city") and Shell River Township ("town") is January 1st, 2025

In consideration of the mutual promises and agreements hereinafter set forth, the parties hereby agree as follows:

1. Fire Service:

- a. **Allocation of Resources.** The parties understand the fire department officer in charge of the particular scene shall exercise judgment to determine, in consideration of all the established policies, guidelines, procedures, and practices, how best to allocate the available resources of the fire department under the circumstances of a given situation. Failure to provide fire services because of poor weather conditions or other conditions beyond the control of City shall not be deemed a breach of this contract.
- b. **No Guarantee.** The parties understand and agree City will endeavor to reasonably provide the services indicated above given the circumstances, but City makes no guarantees that the services it actually provides in a given situation will meet any particular criteria or standard. The City and its officers, employees and volunteer shall not be liable to the Town or any other person for failure to furnish assistance under this agreement or for recalling assistance.

2. Hazardous Material:

- a. The fire service shall not cover clean up, containment or neutralization of any hazardous materials or petroleum products. Charges for equipment, personnel and supplies will be invoiced directly to the owner of the affected property at actual cost, as soon as practicable after the response to such emergency is complete and shall be due and payable to City within 30 days of the invoice
- b. Town shall indemnify and hold City harmless from any and all claims resulting from hazardous material or petroleum responses and procedures.

3. Payment:

- a. Town Agrees to pay City on or before 30 days of the effective date of this contract and on the anniversary of this contract.
- b. The contract payment is due by 31 January 2025, unless other arrangements have been made.
- c. The payment for the Town's contract for the 2025 year is **\$10,905**.



4. Annual Meeting of Parties

- a. Town and City may hold at least one joint meeting annually, during the term of this contract to discuss issues either party deems relevant to this contract. The meeting shall be held separately from any regular Town or City meeting.

5. Service Territory: City shall provide fire services herein to the entire Township and this shall constitute the Town's Service Territory.

6. Term: This contract shall commence on the effective date indicated above and shall expire one year from that date unless terminated earlier as provided herein.

7. Ownership: City owns buildings and equipment associated with the Fire Department and the amounts paid by Town does not give rise to any ownership, interest in, or responsibility toward those items.

8. City's Responsibilities: In addition to any other described obligations, City shall:

- a. Authorize and direct the City fire department to provide the fire services described herein to Town's service territory;
- b. Develop a detailed annual operational budget for the fire department for each year during the term of this contract by the anniversary date and present it to Town along with sufficient information to explain the items included in the budget figures;
- c. Upon Town's request, provide Town access to financial and cost data related to the fire department for three years prior to the current service year;
- d. Disclose to town any proposed action City or the fire department intends to take that can reasonably be expected to affect the Insurance Services Office Fire Protection Grade in the Service Territory or City's ability to provide the fire services indicated above; and
- e. Promptly disclose to Town any information City can reasonably anticipate will directly affect its ability to perform its obligations under this contract.

9. Town's Responsibilities: In addition to any other obligations described herein, Town shall:

- a. Promptly pay City the Payment Amount as indicated above for the year of service, or a prorated share of the Payment Amount for the length of service actually provided if the contract is terminated early;
- b. Present a budget and levy proposal to the town electors at each annual town meeting during the term of this contract seeking authority to levy funds as needed to pay the "Payment Amount;" and
- c. Promptly disclose to City any information Town can reasonably anticipate will directly affect its ability to perform its obligations under this contract.

It is understood and agreed Town shall have no responsibility whatsoever toward the firefighters or other emergency personnel including any employment related issues such as training, supervision, performance reviews, discipline, compensation, benefits, insurance



coverages, compliance with any employment related federal, state, and local laws and rules such as OSHA, ERISA, RLSA, FMLA, or any other employment related issues. It is further agreed Town has no responsibility, beyond paying the agreed upon Payment Amount, for acquiring, operating, maintaining, housing, or replacing equipment as needed to provide the fire services described herein.

10. Insurance Requirements:

- a. City shall maintain general liability insurance for its services and shall include Town as an additional insured for the term of this contract and any extensions.
- b. The City shall maintain insurance equal to or greater than the maximum liability applicable to municipalities as set forth in Minnesota Statutes, Section 466.04, subd. 1, as amended.
- c. City shall also maintain inland marine, automobile, and property insurance coverage, and upon request, provide proof of such insurance coverages and the endorsement naming the Town as an additional insured.

11. No Waiver: Nothing herein shall be construed to waive or limit any immunity from, or limitation on, liability available to either party, whether set forth in Minnesota Statute 466 or otherwise.

12. Termination: This contract may be terminated at any time during its term by mutual agreement of the parties.

- a. Either party may unilaterally terminate this agreement by personally serving a 120 day written notice of termination to the other party.
- b. This agreement shall terminate 120 days from the date of personal service of the written termination notice unless the party serving the notice withdraw the notice in writing before it is effective.
- c. If Town fails to pay for the service according to the schedule established herein, City may terminate this agreement 60 days from the date of personal service of written termination notice.
- d. Notice to City shall be served to the City Clerk/Treasurer and notice to Town shall be served to the Town Clerk.
- e. In the event the contract is terminated, and Town has made the agreed upon contract payment, City shall reimburse to town a prorated amount equal to the months remaining on the contract.

13. Indemnification: City agrees to defend and indemnify Town against any claims brought or actions filed against Town or any officer, employee, or volunteer of Town for injury to, death of, or damage to the property of any third person or persons, arising from City's performance under this contract for services. Under no circumstances, however, shall City be required to pay on behalf of itself and Town, any amounts in excess of the limits on liability established in Minnesota Statutes, Chapter 466 applicable to any one party.



- a. The limits of liability for Town and City may not be added together to determine the maximum amount of liability for City. The intent of this subdivision is to impose on City a limited duty to defend and indemnify Town for claims arising out of the performance of this contract subject to the limits of liability under Minnesota Statutes, Chapter 466. The purpose of creating this duty to defend and indemnify is to simplify the defense of claims by eliminating conflicts between the parties and to permit liability claims against both parties from a single occurrence to be defended by a single attorney.

14. Service Contract. This is a service contract. The parties do not intend to undertake or create, and nothing herein shall be construed as creating, a joint powers agreement, joint venture, or joint enterprise between the parties.

15. Minnesota Law Governs. This contract shall be governed by and construed in accordance with the internal laws of the State of Minnesota. All proceedings related to this contract shall be venued in the State of Minnesota.

16. Severability. The provisions of this contract shall be deemed severable. If any part of this contract is rendered void, invalid, or otherwise unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this contract.

City of Menahga

Shell River Township

Mayor

Chairperson

Printed Name

Printed Name

Date

Date

City Clerk/Treasurer

Town Clerk

CITY OF MENAHGA, MINNESOTA

Resolution No. 2024-46

**A Resolution of the City Council of the City of Menahga, Minnesota,
Approve Adoption of Menahga Chapter 151 Land Use Ordinance**

WHEREAS, the City Council of the City of Menahga, Minnesota, has designated, as one of the duties of the Planning and Zoning Commission, the responsibility to update the City's Municipal Code;

WHEREAS, Chapter 151 - Land Use, and the accompanying Zoning Map were determined to be in need of updating;

WHEREAS, the Menahga Planning and Zoning Commission held a Public Hearing on November 21, 2024, for the purpose of hearing public concerns and making final recommendations and revisions;

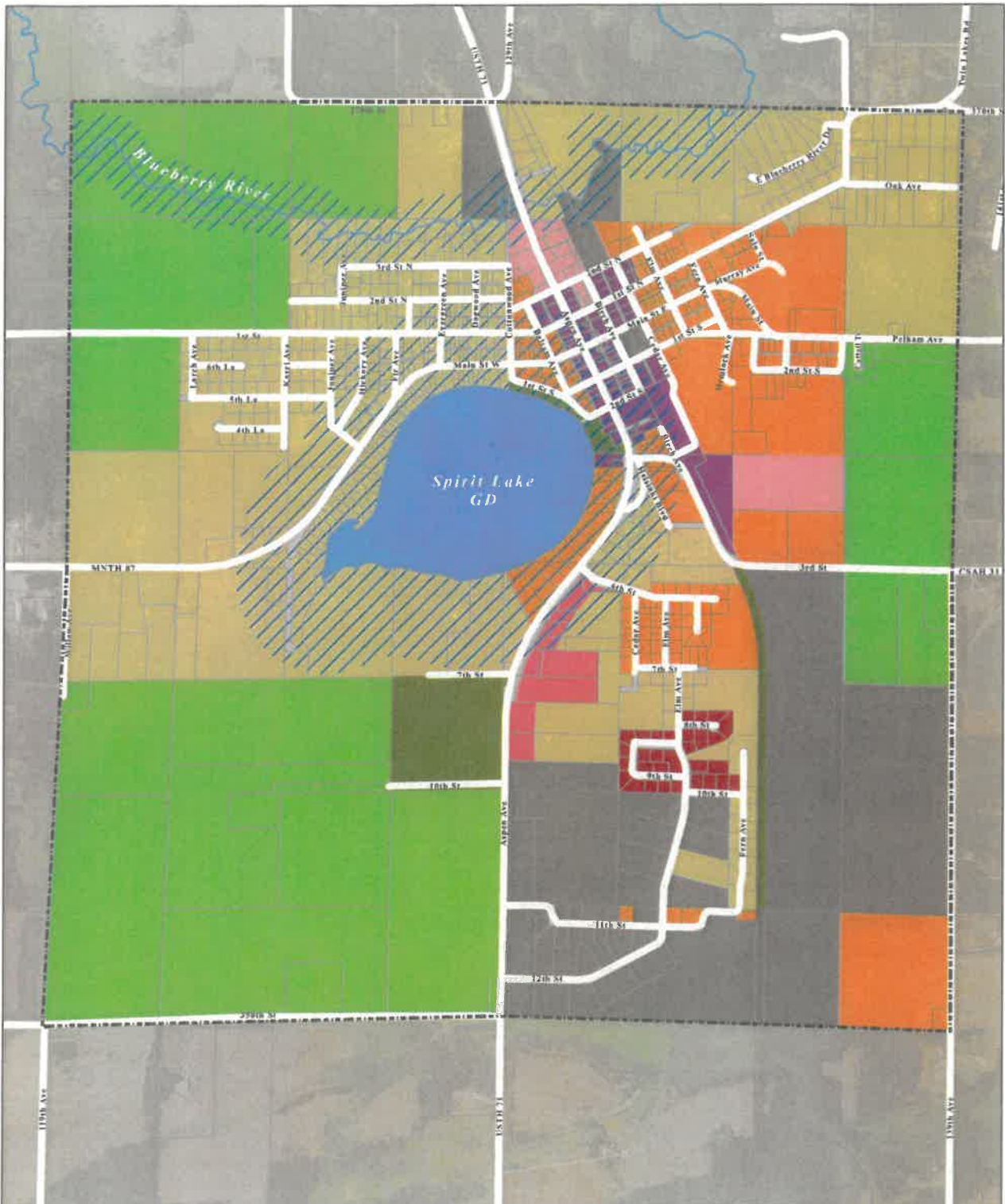
WHEREAS, after reviewing the proposed document and Zoning Map, the Planning and Zoning Commission recommended the adoption of Chapter 151 - Land Use and the updated Zoning Map on November 21, 2024;

NOW, THEREFORE, BE IT RESOLVED, that the Menahga City Council has reviewed the proposed Chapter 151 - Land Use and the updated Zoning Map on December 9, 2024, and does hereby approve their adoption.

Adopted by the City Council of the City of Menahga, Minnesota, this the 9th day of December, 2024.

Elizabeth Olson, Mayor

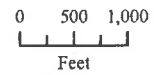
Brett Gagnonpalick, City Clerk/Treasurer



City of Menahga
"The Gateway to the Pines"

ZONING

December 2024



- | | | |
|-------------------------|---------------------------------|-----------------|
| Shoreland District | R-R, Rural Residential | City Boundary |
| C-1, Commercial | R-1, 1-2 Family Residence | Parcel Boundary |
| C-2, Highway Commercial | R-2, Multi-Family Residence | |
| C-B, Central Business | MH, Manufactured Home Residence | |
| I, Industrial | CU, Community Use | |

CITY OF MENAHGA, MINNESOTA

Resolution No. 2024-47

**A Resolution of the City Council of the City of Menahga, Minnesota,
Approve Adoption of Menahga City Shoreland Standard Map**

WHEREAS, the City of Menahga recognizes the importance of preserving and managing shoreland areas to protect water quality, wildlife habitats, and the natural environment;

WHEREAS, the City contracted with Jay Michels, Emmons & Olivier Resources, Inc. to conduct a comprehensive assessment of the city's shoreland areas and evaluate the environmental makeup of the ground to establish tailored shoreland standards;

WHEREAS, Emmons & Olivier Resources, Inc. provided detailed findings and recommendations for best practices in shoreland management that align with state and local guidelines;

WHEREAS, the proposed shoreland standard map is designed to promote responsible land use, mitigate erosion, and ensure the sustainable use of shoreland areas within the City of Menahga;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Menahga hereby adopts the shoreland standard map as outlined in the findings and recommendations provided by Emmons & Olivier Resources, Inc.;

BE IT FURTHER RESOLVED, that the City Council directs staff to implement these standards as a framework for managing shoreland development, preservation, and activities, ensuring compliance with local and state requirements.

Adopted by the City Council of the City of Menahga, Minnesota, this the 9th day of December, 2024.

Elizabeth Olson, Mayor

Brett Gagnonpalick, City Clerk/Treasurer

Project Name | Menahga Shoreland Ordinance Assistance

Date | 12/6/2024

To / Contact info | Jensine Kurtti <jkurtti@cityofmenahga.com>

From / Contact info | Jay Michels, EOR <jmichels@eorinc.com>
Alexander Furneaux, EOR <afurneaux@eorinc.com>

Regarding | Shoreland Standard Impervious Area Provisions

Background

The City of Menahga is in the process of updating its zoning ordinance. An updated version of the Zoning Ordinance is proposed for a City Council decision on December 9th, 2024. At the request of City staff, Emmons and Olivier Resources Inc (EOR) were retained to provide additional ordinance development support and advice.

Purpose and Intent

Impervious area requirements are intended to minimize the amount of surface runoff being contributed to Spirit Lake within the Shoreland District. Properties within 200ft of the Official High Water Level (OHWL) were assigned a maximum impervious area of 30%, while properties between 201ft to 1000ft from the OHWL were assigned a maximum impervious area of 50%. Lower impervious areas allow for greater infiltration of water mitigating runoff that can transport nutrients, sediments, and pollutants into the lake degrading its quality.

Special Provisions

The following special provisions are proposed for inclusion in the Zoning Ordinance aligning with the areas defined as "Special Provision Parcels" in the Impervious Area Requirements map.

New Development Provisions

Several large parcels on the south side of Spirit Lake have the potential for intensification of the land and/or subdivision at some point in the future. Intensification of the land or subdivision should be reviewed with special consideration for shoreland impacts on the lake that may differ from existing lots on the lake with smaller frontages.

Technical Exemption

Several parcels on the east side of Spirit Lake (fronting 2nd St SE and Highway 71/Aspen Ave) were identified for a technical exemption from the impervious area requirements due to the topography of these sites. Notably these properties form a bowl that does not contribute runoff to Spirit Lake but rather results in pooling of water on-site.

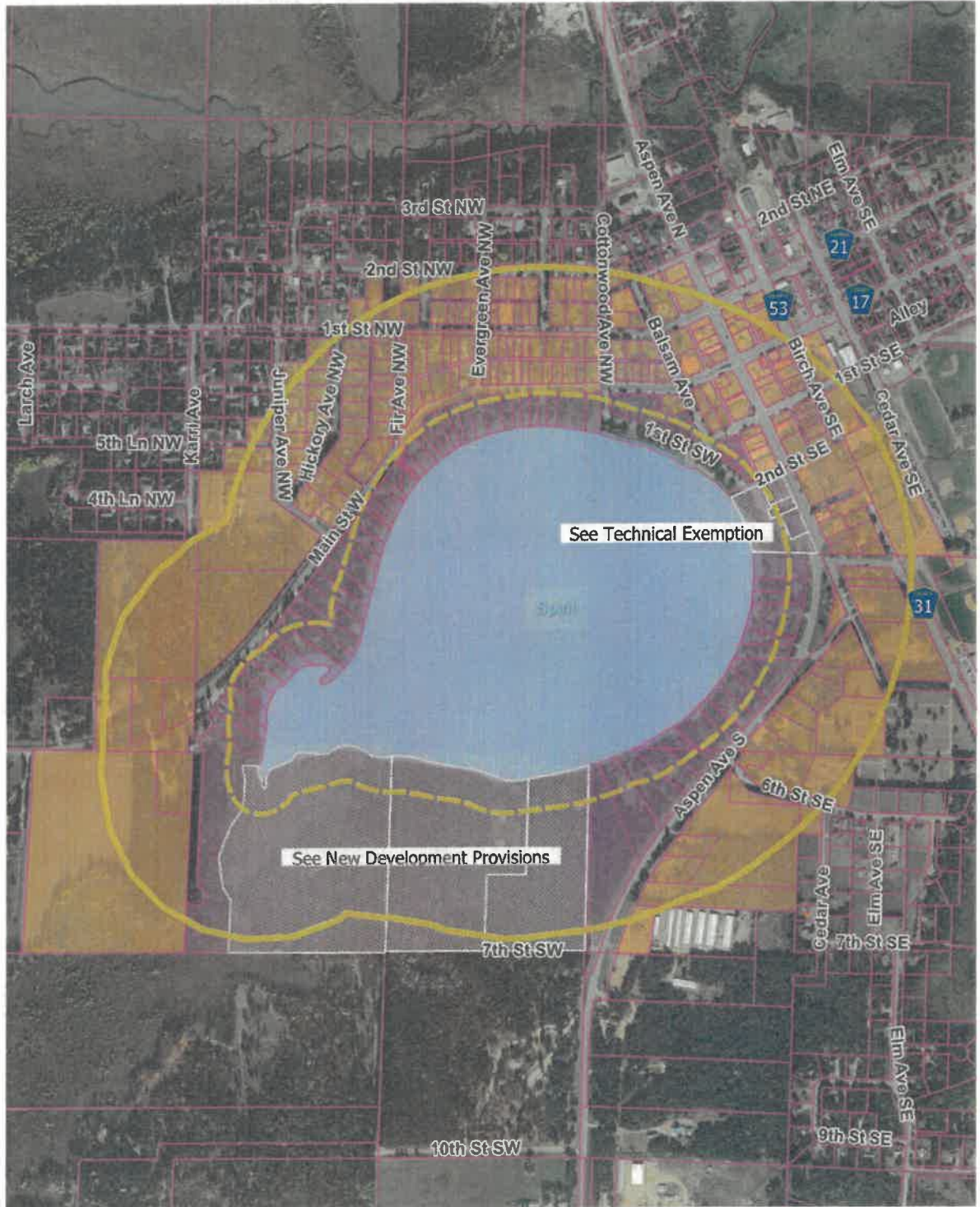
Recommended Shoreland Standard Provisions


The following language is recommended to include in the Shoreland Standard:

1. Within the Shoreland District, properties shall have a maximum impervious area coverage based on their proximity to the Official High Water Level as follows:
 - a. Impervious Surface Coverage OHWL to 200' from OHWL 30%
 - b. Impervious Surface Coverage 201'-1000' from OWHL 50%


2. **Special Provision Parcels.** These parcels, identified in Shoreland Standard Impervious Area Requirements map, shall be subject to special provisions given their unique topographic and lot conditions.
 - a. **New Development Provisions.** Intensification or subdivision of these properties shall determine impervious area requirements through the Planned Unit Developments process included in the Zoning Ordinance § 151.45.
 - b. **Technical Exemption.** These properties are exempt from the Shoreland District impervious area requirements.

Date: 2024-12-06 10:51:59.273 Author: Alexander Turneau Layout: RM_P_6x9ppt Document Path: X:\Clients\Municipal\201_City of Menahga\000_Ordinance Assistance\09_GIS\GIS\Menahga Shoreland.dwg






- 1000ft OHWL Buffer (Shoreland District)
- 200ft OHWL Buffer
- 30% Impervious Requirement
- 50% Impervious Requirement
- Special Provision Parcels



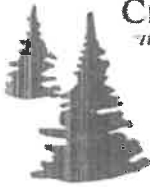
Menahga Shoreland Standard

Impervious Area Requirements

0 250 500 ft



Council Action Request Form



CITY OF MENAHGA
"The Gateway to the Pine"

115 2nd St NE - PO Box C
 Menahga, MN 56464
 218-564-4557
 www.cityofmenahga.com

Action Requested

<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Informational Item <input type="checkbox"/> Consent Agenda Items	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other _____
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Regarding: Summary Publication Ch. 151

Date of Meeting: December 9, 2024 **Total time requested:**

Department Requesting Action: Administration

Presenting at Meeting: City Clerk

Background Supporting Documentation Enclosed

The advertisement for the summary of Ordinance Chapter 151 will go out to the paper on be on the 18 December 2024 edition of the Review Messenger. The ordinances are online at the city website, and a copy is available from the City Clerk.

Options Supporting Documentation Enclosed

Recommendations The Menahga City Council approves the following by Motion:

To approve the summary publication of chapters 151.

Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Opposed
Motion:	<input type="checkbox"/> Olson	<input type="checkbox"/> Olson
Second:	<input type="checkbox"/> Tomperi	<input type="checkbox"/> Tomperi
<input type="checkbox"/> Passed	<input type="checkbox"/> Bjornson	<input type="checkbox"/> Bjornson
<input type="checkbox"/> Failed	<input type="checkbox"/> Netland	<input type="checkbox"/> Netland
<input type="checkbox"/> Tabled	<input type="checkbox"/> Warmbold	<input type="checkbox"/> Warmbold

Signatures

CITY OF MENAHGA SUMMARIZED ORDINANCE CHAPTER 151

The City of Menahga has amended the City Ordinance Chapter 151 – Land Usage. This ordinance repeals and replaces the City of Menahga Ordinance Chapter 151.01 to 151.56 in its entirety. A copy of the Official Zoning Map is included, which will replace all previous City of Menahga Zoning Maps.

The Zoning Map and ordinance amendments become effective with this publication. This is a summarized ordinance; the full ordinance is available at the Menahga City Hall and on the City website at www.cityofmenahga.com.

Brett Gagnonpalick, City Clerk/Treasurer

12/18c

CITY OF MENAHGA, MINNESOTA

Resolution No. 2024-49

**A Resolution of the City Council of the City of Menahga, Minnesota,
Adopting the 2025 Pay Scale for City Employees**

WHEREAS, the City of Menahga, Minnesota, is committed to maintaining a competitive and equitable pay structure for its employees;

WHEREAS, the City has conducted a review of its pay scale to ensure alignment with current market trends, budget considerations, and the responsibilities of each position;

WHEREAS, the proposed 2025 pay scale reflects adjustments for cost of living, position responsibilities, and employee retention goals;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Menahga, Minnesota, that the attached 2025 pay scale, labeled as Attachment A, is hereby adopted and shall take effect on January 1, 2025.

BE IT FURTHER RESOLVED, that the City Clerk is directed to implement the 2025 pay scale and ensure all relevant payroll adjustments are made in accordance with this resolution.

Adopted by the City Council of the City of Menahga, Minnesota, this the 9th day of December, 2024.

Elizabeth Olson, Mayor

Brett Gagnonpalick, City Clerk/Treasurer

15 Steps

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12	Column 13	Column 14	Column 15
ADMIN SEC	\$12.81	\$13.32	\$13.84	\$14.35	\$14.86	\$15.37	\$15.89	\$16.40	\$16.91	\$17.42	\$17.94	\$18.45	\$18.96	\$19.47	\$19.99
BARTENDER	\$12.81	\$13.32	\$13.84	\$14.35	\$14.86	\$15.37	\$15.89	\$16.40	\$16.91	\$17.42	\$17.94	\$18.45	\$18.96	\$19.47	\$19.99
ASST LIQUOR MGR	\$15.37	\$15.89	\$16.40	\$16.91	\$17.42	\$17.94	\$18.45	\$18.96	\$19.47	\$19.99	\$20.50	\$21.01	\$21.52	\$22.04	\$22.55
ADMIN CLERK	\$19.23	\$19.74	\$20.25	\$20.76	\$21.28	\$21.79	\$22.30	\$22.81	\$23.33	\$23.84	\$24.35	\$24.86	\$25.38	\$25.89	\$26.40
LIQUOR MGR	\$23.06	\$23.57	\$24.08	\$24.60	\$25.11	\$25.62	\$26.13	\$26.65	\$27.16	\$27.67	\$28.18	\$28.70	\$29.21	\$29.72	\$30.23
PUBLIC WORKS DIR.	\$26.65	\$27.16	\$27.67	\$28.18	\$28.70	\$29.21	\$29.72	\$30.23	\$30.75	\$31.26	\$31.77	\$32.28	\$32.80	\$33.31	\$33.82
CHIEF OF POLICE	\$29.98	\$31.00	\$32.03	\$33.05	\$34.08	\$35.10	\$36.13	\$37.15	\$38.18	\$39.20	\$40.23	\$41.25	\$42.28	\$43.30	\$44.33
CITY CLERK/TREAS.	\$34.33	\$35.36	\$36.38	\$37.41	\$38.43	\$39.46	\$40.48	\$41.51	\$42.53	\$43.56	\$44.58	\$45.61	\$46.63	\$47.66	\$48.68

8 Steps

	1	2	3	4	5	6	7	8
PUBLIC WORKS	\$21.70	\$22.43	\$23.15	\$23.87	\$24.60	\$25.32	\$26.05	\$26.77
DEPUTY CLERK	\$21.70	\$22.43	\$23.15	\$23.87	\$24.60	\$25.32	\$26.05	\$26.77
POLICE OFFICER	\$21.70	\$22.43	\$23.15	\$23.87	\$24.60	\$25.32	\$26.05	\$26.77
PUBLIC WORKS	\$3.30							

on call-weekends only per Personnel Policy

Approved 11-27-23

MEMORANDUM

To: The Honorable Elizabeth Olson
City of Menahga City Council Members

CC: Betty Thomsen, Management Consultant, City of Menahga

From: Ethan Rundquist, Compensation Analyst
Nico Lisle, Attorney

Date: January 29, 2024

Re: City of St. Joseph Pay Equity Implementation Report

The City of Menahga Council will be considering for approval at its meeting the above-report. This memorandum provides more background on the report.

1. Procedure

Minnesota’s pay equity law requires Minnesota local governments to “establish equitable compensation relationships” among its employees. The purpose of the law is “to eliminate sex-based salary disparities in public employment in this state.” The law requires Minnesota Management and Budget (MMB) to determine whether local governments have achieved pay equity based on implementation reports submitted to MMB by local governments.

Flaherty & Hood, P.A. prepared and provided to the City’s management a completed Pay Equity Implementation Report which is attached hereto along with other documents. The City’s implementation report we ran established that the City achieved pay equity compliance based on the City’s base pay ranges and State Job Match job evaluation system points. The City is required to submit the report by January 31, 2024 to MMB.

2. Future Course of Action

We are recommending that the City of Menahga’s City Council make a motion at its January 29, 2024 meeting to:

1. Approve the Pay Equity Implementation Report.
2. Authorize the Mayor to sign the report.
3. Submit the completed report to MMB.

Flaherty and Hood will, thereafter, report to MMB. MMB will, then, notify the City of its compliance with the pay equity law.

Compliance Report

Jurisdiction: Menahga

Report Year: 2024

Case: 1 - 2023 DATA (Private (Jur Only))

PO Box C
Menahga, MN 56464

Contact: Alvina J. Kytta

Phone: (218) 564-4557

E-Mail: depclerk@cityofmenahga.com

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	10	27	0	37
# Employees	14	132	0	146
Avg. Max Monthly Pay per employee	4314.63	4573.24		4548.44

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 1080 *

	Male Classes	Female Classes
a. # At or above Predicted Pay	6	26
b. # Below Predicted Pay	4	1
c. TOTAL	10	27
d. % Below Predicted Pay (b divided by c = d)	40.00	3.70

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 144	Value of T = -1.156
-------------------------------	---------------------

a. Avg. diff. in pay from predicted pay for male jobs = 27

b. Avg. diff. in pay from predicted pay for female jobs = 1494

III. SALARY RANGE TEST = 89.89 (Result is A divided by B)

A. Avg. # of years to max salary for male jobs = 13.25

B. Avg. # of years to max salary for female jobs = 14.74

IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

A. % of male classes receiving ESP = 0.00 *

B. % of female classes receiving ESP = 0.00

*(If 20% or less, test result will be 0.00)



Predicted Pay Report for: Menahga

Case: 2023 DATA

Job Nbr	Job Title	Nbr Males	Nbr Females	Non-Binary	Total Nbr	Job Type	Job Points	Max Mo Salary	Predicted Pay	Pay Difference
29	Chief-of-Police	0	1	0	1	Female	362	7495.2300	890.0354	6605.1946
23	Clinical Director AL	0	1	0	1	Female	404	7678.6700	-1839.4090	9518.0790
26	Clerk/Treasurer	0	1	0	1	Female	514	8231.7500	2856.0335	5375.7165
24	Director Of Nursing	0	1	0	1	Female	516	9074.0000	2834.4865	6239.5135
25	Administrator	0	1	0	1	Female	994	11206.0000	-40195.1353	51401.1353

Job Number Count: 37

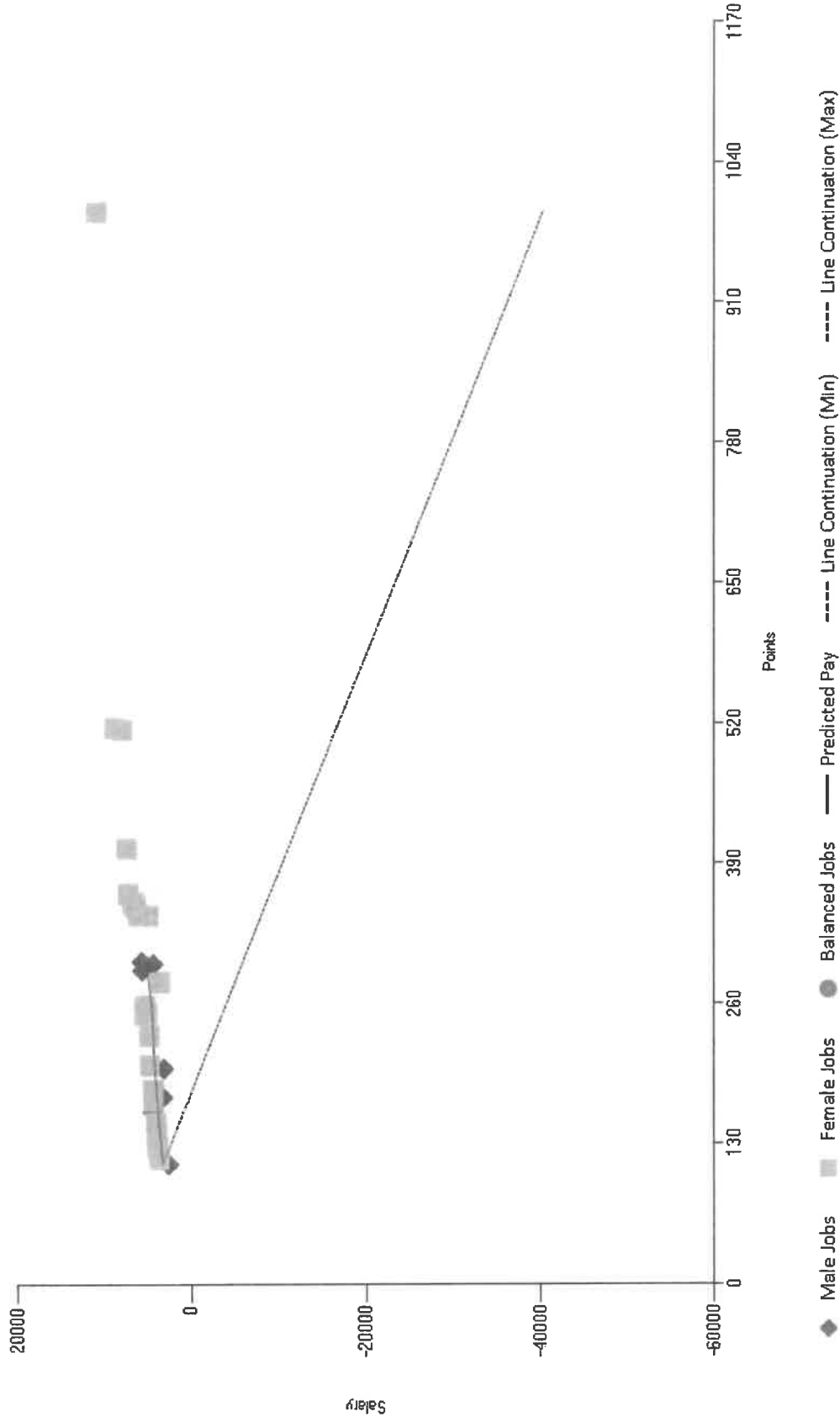


Predicted Pay Report for: Menahga Case: 2023 DATA

Job Nbr	Job Title	Nbr Males	Nbr Females	Non-Binary	Total Nbr	Job Type	Job Points	Max Mo Salary	Predicted Pay	Pay Difference
34	PT-Summer Mower	1	0	0	1	Male	111	2686.1500	3375.0684	-688.9184
4	Home Health Aides	0	7	0	7	Female	116	3752.6700	3430.1608	322.5092
1	Dietary Aides	0	16	0	16	Female	116	3752.6700	3430.1608	322.5092
2	Housekeeping Aides	0	7	0	7	Female	116	3752.6700	3430.1608	322.5092
3	Maintenance	1	0	0	1	Male	116	3752.6700	3430.1608	322.5092
7	Cook	0	4	0	4	Female	125	3960.6700	3529.6198	431.0502
8	Accounts Payable/Recept.	0	1	0	1	Female	125	3960.6700	3529.6198	431.0502
5	Nursing Assistants	8	37	0	45	Female	129	4064.6700	3573.4987	491.1713
6	Trained Medication Aides	3	11	0	14	Female	138	4090.6700	3672.9577	417.7123
9	Medical Records	0	1	0	1	Female	138	4108.0000	3672.9577	435.0423
18	Kitchen Supervisor	0	1	0	1	Female	148	4151.3300	3783.6302	367.6998
10	Licensed Maintenance	2	0	0	2	Male	148	4220.6700	3783.6302	437.0398
11	Hsk/Lnd Supervisor	0	1	0	1	Female	150	4229.3300	3805.5696	423.7604
32	Utility Maintenance Wrk	2	0	0	2	Male	160	4613.2500	3915.7546	697.4954
28	Admin Assistant Sec	0	1	0	1	Female	170	4464.2100	4026.4270	437.7830
37	Liquor Store Clerk	2	0	0	2	Male	173	3379.3500	4059.5800	-680.2300
27	Deputy Clerk	0	1	0	1	Female	180	4526.6000	4136.6119	389.9881
33	Campgrounds Mgr	1	0	0	1	Male	200	3292.7000	4339.4491	-1046.7491
12	Accounts Rec/Payroll	0	2	0	2	Female	203	4922.6700	4502.6703	419.9997
16	Activities Director	0	1	0	1	Female	230	4992.0000	4608.0887	383.9113
20	LPN	0	7	0	7	Female	250	5286.6700	4561.2554	725.4146
15	Licensed Social Worker	0	1	0	1	Female	250	5564.0000	4561.2554	1002.7446
14	Dietary Manager	0	1	0	1	Female	258	5520.6700	4688.4812	832.1888
13	Housing Manager	1	0	0	1	Male	258	5520.6700	4688.4812	832.1888
36	Assistant Liquor Store Mgr	0	1	0	1	Female	280	3812.6000	5031.1338	-1218.5338
31	Public Works Director	1	0	0	1	Male	291	5805.5500	5221.5262	584.0238
30	Police Officer	2	0	0	2	Male	297	4526.6000	5158.2902	-631.6902
17	Maintenance Director	1	0	0	1	Male	299	5867.3300	5136.7432	730.5868
19	Business Office Manager	0	1	0	1	Female	342	6274.6700	4680.5076	1594.1624
35	Liquor Store Manager	0	1	0	1	Female	342	5112.3500	4680.5076	431.8424
21	RN	1	6	0	7	Female	350	6586.6700	1670.6967	4915.9733
22	Unit Manager RN	0	6	0	6	Female	353	6950.6700	1475.5314	5475.1386

Predicted Pay Report for: Menahga

Case: 2023 DATA



Council Action Request Form



CITY OF MENAHGA
"The Gateway to the Pine"

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 Menahga, MN 56464
 218-564-4557
 www.cityofmenahga.com

Action Requested

<input checked="" type="checkbox"/> Action/Motion	<input type="checkbox"/> Report
<input type="checkbox"/> Discussion	<input type="checkbox"/> Resolution
<input type="checkbox"/> Informational Item	<input type="checkbox"/> Other _____
<input type="checkbox"/> Consent Agenda Items	

Regarding: Employee movement to new pay chart		
Date of Meeting: Dec 09, 2024	Total time requested:	
Department Requesting Action: Admin		
Presenting at Meeting:		
Background <input type="checkbox"/> Supporting Documentation Enclosed		
<p>In accordance with the approved 2025 pay scale, employees will maintain their current step level on the new pay scale. For example, if an employee is currently at step 8 on the old pay chart, they will be placed at step 8 on the new pay chart. This adjustment ensures that employees' pay reflects the change while maintaining their position on the pay scale in accordance with the updated chart.</p>		
Options <input checked="" type="checkbox"/> Supporting Documentation Enclosed		
<p>Recommendations <input type="checkbox"/> The Menahga City Council approves the following by Motion: To approve that employees will maintain their current step level on the 2025 pay scale, with the adjustment taking effect on January 1, 2025.</p>		
Financial Implications: \$	Comments	
Funding Source:		
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Action	Voting in Favor	Voting Opposed
Motion:	<input type="checkbox"/> Olson	<input type="checkbox"/> Olson
Second:	<input type="checkbox"/> Tomperi	<input type="checkbox"/> Tomperi
<input type="checkbox"/> Passed	<input type="checkbox"/> Bjornson	<input type="checkbox"/> Bjornson
<input type="checkbox"/> Failed	<input type="checkbox"/> Netland	<input type="checkbox"/> Netland
<input type="checkbox"/> Tabled	<input type="checkbox"/> Warmbold	<input type="checkbox"/> Warmbold
Signatures		

Council Action Request Form



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Action Requested

<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Informational Item <input type="checkbox"/> Consent Agenda Items	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other _____
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Regarding: GWC Legal Billing

Date of Meeting: December 09, 2024 **Total time requested:**

Department Requesting Action: Fire Department

Presenting at Meeting: Mike Netland

Background Supporting Documentation Enclosed

All legal bills currently come to the city for invoicing. Some of those bills are for GWC. They all come out of the same funding code. To differentiate the use of the legal bills, and for additional transparency, two courses of action are proposed:
 Desired course of action: Direct GWC to open their own account with the City Attorney.
 Secondary course of action: Generate a new funding line in Banyon to track GWC invoicing.

Options Supporting Documentation Enclosed

Recommendations The Menahga City Council approves the following by Motion:

To Approve / Direct

Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Opposed
Motion:	<input type="checkbox"/> Olson	<input type="checkbox"/> Olson
Second:	<input type="checkbox"/> Tomperi	<input type="checkbox"/> Tomperi
<input type="checkbox"/> Passed	<input type="checkbox"/> Bjornson	<input type="checkbox"/> Bjornson
<input type="checkbox"/> Failed	<input type="checkbox"/> Netland	<input type="checkbox"/> Netland
<input type="checkbox"/> Tabled	<input type="checkbox"/> Warmbold	<input type="checkbox"/> Warmbold

Signatures

Desired Course of Action: Direct GWC to Open Their Own Account with the City Attorney

- **What it Achieves:**

- Separates legal billing for GWC from the city's general legal expenses, ensuring clearer financial accountability.
- Removes the administrative burden on the city to manage GWC-specific legal invoices.
- Provides GWC with direct oversight and responsibility for their legal costs.

- **Steps to Implement:**

1. Notify the **City Attorney** about the proposed change and ensure they are prepared to establish a separate account for GWC.
2. Inform GWC of their responsibility to manage their legal invoices and coordinate directly with the City Attorney.
3. Provide a transition timeline (e.g., 30-60 days) for the new arrangement to take effect.

- **Benefits:**

- Increases transparency and reduces the risk of misallocating funds.
- Encourages fiscal responsibility within GWC by making them directly accountable for legal costs.
- Simplifies tracking and reporting for the city's general legal expenses.

- **Challenges:**

- GWC must have the administrative capacity and funds to manage their account.
- Coordination with the City Attorney may require additional communication to ensure no disruption in legal services.

Secondary Course of Action: Generate a New Funding Line in Banyon to Track GWC Invoicing

- **What it Achieves:**

- Keeps legal invoicing centralized within the city's system while allowing for a clear distinction between GWC's expenses and other city legal costs.
- Maintains the current invoicing process, avoiding disruption for GWC and the City Attorney.

- **Steps to Implement:**

1. Work with the **Finance Department** to create a new funding line in **Banyon** specifically for GWC-related legal expenses.

2. Train staff to assign GWC invoices to the new line during the payment process.
 3. Develop periodic reporting to ensure transparency and accuracy in allocating legal costs.
- **Benefits:**
 - Provides a straightforward way to separate and track GWC legal expenses without requiring them to establish their own account.
 - Retains control over invoicing and payment, ensuring consistency and oversight.
 - Improves clarity in budget reporting and audit processes.
 - **Challenges:**
 - Adds complexity to the city's financial management by introducing an additional funding line.
 - Requires consistent administrative effort to properly categorize invoices.

Council Action Request Form



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Action Requested

<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Informational Item <input type="checkbox"/> Consent Agenda Items	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other _____
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Regarding: Reappointment of Planning and Zoning Commission Members

Date of Meeting: December 09, 2024 **Total time requested:**

Department Requesting Action: Fire Department

Presenting at Meeting: Mike Netland

Background Supporting Documentation Enclosed

Connie Steiner and Brian Madsen have elected to continue serving on the Planning and Zoning Commission for an additional three-year term. Both members have demonstrated a strong commitment to the commission's work and have provided valuable contributions to the city's planning and zoning efforts. Their reappointment ensures continuity and preserves the institutional knowledge necessary to support ongoing and future initiatives. Approval of their extended terms is recommended.

Options Supporting Documentation Enclosed

Recommendations The Menahga City Council approves the following by Motion:

To appoint Connie Steiner and Brian Madsen to the planning commission for another three year term expiring on 31 December 2027.

Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Opposed
Motion:	<input type="checkbox"/> Olson	<input type="checkbox"/> Olson
Second:	<input type="checkbox"/> Tomperi	<input type="checkbox"/> Tomperi
<input type="checkbox"/> Passed	<input type="checkbox"/> Bjornson	<input type="checkbox"/> Bjornson
<input type="checkbox"/> Failed	<input type="checkbox"/> Netland	<input type="checkbox"/> Netland
<input type="checkbox"/> Tabled	<input type="checkbox"/> Warmbold	<input type="checkbox"/> Warmbold

Signatures

CITY OF MENAHGA, MINNESOTA

Resolution No. 2024-48

**A Resolution of the City Council of the City of Menahga, Minnesota,
Certifying Delinquent Utility Accounts to Property Taxes**

WHEREAS, the City of Menahga, Minnesota, provides utility services to properties within its jurisdiction;

WHEREAS, Minnesota Statutes Section 444.075 allows the City to certify unpaid utility charges to the County Auditor for collection with property taxes;

WHEREAS, the City has made reasonable efforts to collect delinquent utility accounts and has provided the required notice to property owners of the intent to certify unpaid amounts;

WHEREAS, the properties listed below have unpaid utility charges that remain delinquent as of November 2023, and it is in the City's interest to ensure these charges are collected in accordance with state law;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Menahga, Minnesota, that the delinquent utility charges listed in Attachment A are hereby certified to the Wadena County Auditor for collection with property taxes payable in 2025:

BE IT FURTHER RESOLVED, that the City Clerk is directed to forward a certified copy of this resolution to the Wadena County Auditor for implementation.

Adopted by the City Council of the City of Menahga, Minnesota, this the 9th day of December, 2024.

Elizabeth Olson, Mayor

Brett Gagnonpalick, City Clerk/Treasurer

Attachment A

2024 UTILITY BILL PROPOSED
ASSESSMENTS TO TAXES

Balance	Account
\$259.87	01-00000900-00-4
\$192.34	01-00000710-00-3
\$100.39	01-00005010-00-9
\$155.79	00-00006750-06-6
\$35.91	00-00000950-02-4
\$354.31	01-00007105-02-2
\$604.01	01-00002290-00-0
\$2,025.00	01-00003315-06-5
\$658.16	01-00004940-00-2
\$4,639.57	01-00000631-00-3
\$78.92	00-00006500-01-2
\$78.79	00-00006500-02-5
\$962.05	01-00005760-02-9
\$183.34	01-00000460-00-7
\$214.98	01-00000790-00-7
\$127.87	00-00006620-03-1
\$2,329.18	02-00007050-01-3
\$1,437.29	01-00006810-00-4
\$902.93	01-00002680-01-8
\$167.87	01-00006760-00-2
\$1,535.08	01-00006900-00-8
\$2,029.83	01-00004670-01-3
\$425.69	01-00000470-00-0
\$485.62	01-00000860-03-4
\$1,141.85	01-00005740-02-3
\$896.27	01-00004750-00-1
\$771.16	02-00005793-03-5
\$7,166.15	01-00000241-00-8

\$29,960.22

TOTAL

Council Action Request Form



CITY OF MENAHGA

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218-564-4557
www.cityofmenahga.com

Action Requested

<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Informational Item <input type="checkbox"/> Consent Agenda Items	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other _____
--	--

Regarding: City Contribution Selection Option 1

Date of Meeting: Dec 09, 2024 **Total time requested:**

Department Requesting Action: Admin

Presenting at Meeting:

Background Supporting Documentation Enclosed

Option 1: 100% Single Coverage and \$1,200 Family Contribution
 The proposed employer contribution for health insurance includes covering 100% of the premium for single coverage and contributing \$1,200 monthly toward family coverage. This approach ensures that all employees, regardless of age, have access to fully covered single health insurance. Given our small group size and the age-based premium structure determined by our insurance provider, this option addresses the disparity in costs across employees while maintaining compliance with the Affordable Care Act's affordability standards.

Options Supporting Documentation Enclosed

Recommendations The Menahga City Council approves the following by Motion:

To approve city contributions to health care at 100% single employee and \$1200.00 for family.

Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Opposed
Motion:	<input type="checkbox"/> Olson	<input type="checkbox"/> Olson
Second:	<input type="checkbox"/> Tomperi	<input type="checkbox"/> Tomperi
<input type="checkbox"/> Passed	<input type="checkbox"/> Bjornson	<input type="checkbox"/> Bjornson
<input type="checkbox"/> Failed	<input type="checkbox"/> Netland	<input type="checkbox"/> Netland
<input type="checkbox"/> Tabled	<input type="checkbox"/> Warmbold	<input type="checkbox"/> Warmbold

Signatures

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Action Requested

<input checked="" type="checkbox"/> Action/Motion	<input type="checkbox"/> Report
<input type="checkbox"/> Discussion	<input type="checkbox"/> Resolution
<input type="checkbox"/> Informational Item	<input type="checkbox"/> Other _____
<input type="checkbox"/> Consent Agenda Items	

Regarding: City Contribution Selection Option 2		
Date of Meeting: Dec 09, 2024	Total time requested:	
Department Requesting Action: Admin		
Presenting at Meeting:		
Background <input type="checkbox"/> Supporting Documentation Enclosed		
Option 2: \$1,000 Single Coverage and \$1,200 Family Contribution Providing a fixed \$1,000 contribution for single health coverage offers a predictable, controlled approach to managing employer costs. This model caps the city's liability, ensuring financial stability regardless of rising insurance premiums. For employees whose premiums are less than \$1,000, the city saves money. It also provides a consistent framework that applies equally across the workforce, avoiding the perception of favoritism. While it may not fully cover the cost for every individual, this approach allows the city to offer meaningful support while maintaining budget flexibility for other priorities.		
Options <input type="checkbox"/> Supporting Documentation Enclosed		
Recommendations <input type="checkbox"/> The Menahga City Council approves the following by Motion: To approve city contributions to health care at \$1000.00 single employee and \$1200.00 for family.		
Financial Implications: \$	Comments	
Funding Source:		
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Action	Voting in Favor	Voting Opposed
Motion:	<input type="checkbox"/> Olson	<input type="checkbox"/> Olson
Second:	<input type="checkbox"/> Tomperi	<input type="checkbox"/> Tomperi
<input type="checkbox"/> Passed	<input type="checkbox"/> Bjornson	<input type="checkbox"/> Bjornson
<input type="checkbox"/> Failed	<input type="checkbox"/> Netland	<input type="checkbox"/> Netland
<input type="checkbox"/> Tabled	<input type="checkbox"/> Warmbold	<input type="checkbox"/> Warmbold
Signatures		

Change Log for Potential Funding Sources to Offset Increased Contributions

The following outlines the maximum amounts that may be reallocated from specific funding codes to offset increased contributions. These figures represent the upper limits of potential reallocation and do not constitute a mandatory requirement for movement of funds:

- **101-41400-101:** Admin Salaries – Up to \$20,000
- **101-41940-500:** Government Buildings – Up to \$5,000
- **101-43100-101:** Street Department Salaries – Up to \$10,000
- **101-45120-103:** Lifeguards – Up to \$5,000
- **601-49400-500:** Admin Salaries – On Sale/Off Sale – Up to \$5,000 (each)
- **609-49750-103:** Admin Salaries – Water/Sewer – Up to \$3,000 (each)

These amounts are proposed as guidelines for potential adjustments and are subject to further discussion and approval as needed

2025

2025 Current Proposed
Costs (Figured by maximum City) Costs (Figured by maximum City)

2025 Budget contribution \$950 contribution \$1425 contribution \$1000 contribution \$1200

We are completely reimbursed by this from PSOB

Employer Paid Health						
101-41000-131 Gen Gov	\$ 19,500.00	\$ 25,201.08	\$ 25,201.08	\$ 25,201.08	\$ 25,201.08	\$ 25,201.08
101-41400-131 Admin	\$ 27,000.00	\$ 34,200.00	\$ 51,300.00	\$ 36,000.00	\$ 43,200.00	\$ 43,200.00
101-42110-131 Police	\$ 27,000.00	\$ 34,200.00	\$ 51,300.00	\$ 36,000.00	\$ 43,200.00	\$ 43,200.00
101-43100-131 Streets	\$ 9,000.00	\$ 3,800.04	\$ 5,700.00	\$ 3,999.96	\$ 4,800.00	\$ 4,800.00
101-45120-131 Beach	\$ 1,300.00	\$ 3,800.04	\$ 5,700.00	\$ 3,999.96	\$ 4,800.00	\$ 4,800.00
101-45200-131 Park	\$ 1,000.00	\$ 3,800.04	\$ 5,700.00	\$ 3,999.96	\$ 4,800.00	\$ 4,800.00
601-49400-131 Water	\$ 13,000.00	\$ 11,400.00	\$ 17,100.00	\$ 12,000.00	\$ 14,400.00	\$ 14,400.00
602-49450-131 Sewer	\$ 13,000.00	\$ 11,400.00	\$ 17,100.00	\$ 12,000.00	\$ 14,400.00	\$ 14,400.00
609-49750-131 Off Sale	\$ 13,000.00	\$ 17,100.00	\$ 25,650.00	\$ 18,000.00	\$ 21,600.00	\$ 21,600.00
609-49760-131 On Sale	\$ 13,000.00	\$ 17,100.00	\$ 25,650.00	\$ 18,000.00	\$ 21,600.00	\$ 21,600.00
Totals	\$ 136,800.00	\$ 162,001.20	\$ 230,401.08	\$ 169,200.96	\$ 198,001.08	\$ 198,001.08

Employer Paid HSA			
101-41000-132 Gen Gov	\$ -	\$ -	\$ -
101-41400-132 Admin	\$ 5,400.00	\$ 5,250.00	\$ 3,750.00
101-42110-132 Police	\$ 5,400.00	\$ 5,250.00	\$ 3,750.00
101-43100-132 Streets	\$ 1,600.00	\$ 583.33	\$ 416.67
101-45120-132 Beach	\$ 290.00	\$ 583.33	\$ 416.67
101-45200-132 Park	\$ 250.00	\$ 583.33	\$ 416.67
601-49400-132 Water	\$ 2,700.00	\$ 1,750.00	\$ 1,250.00
602-49450-132 Sewer	\$ 2,700.00	\$ 1,750.00	\$ 1,250.00
609-49750-132 Off Sale	\$ 2,700.00	\$ 2,625.00	\$ 1,875.00
609-49760-132 On Sale	\$ 2,700.00	\$ 2,625.00	\$ 1,875.00
Totals	\$ 23,740.00	\$ 20,999.99	\$ 15,000.01

\$30K benefit if we enroll in ST/LT disability.

Employer Paid Life	2025 Budget	City Contribution	
		100%	100%
101-41000-134 Gen Gov	\$ -	\$ -	\$ -
101-41400-134 Admin	\$ 300.00	\$ 216.36	\$ 216.36
101-42110-134 Police	\$ 220.00	\$ 216.36	\$ 216.36
101-43100-134 Streets	\$ 30.00	\$ 24.12	\$ 24.12
101-45120-134 Beach	\$ 10.00	\$ 24.00	\$ 24.00
101-45200-134 Park	\$ 10.00	\$ 24.00	\$ 24.00
601-49400-134 Water	\$ 110.00	\$ 72.00	\$ 72.00
602-49450-134 Sewer	\$ 110.00	\$ 72.24	\$ 72.24
609-49750-134 Off Sale	\$ 110.00	\$ 108.00	\$ 108.00
609-49760-134 On Sale	\$ 110.00	\$ 108.36	\$ 108.36
Totals	\$ 1,010.00	\$ 865.44	\$ 865.44

Employer Paid Dental	2025 Budget	City Contribution	
		50%	50%
101-41000-136 Gen Gov	\$ -	\$ -	\$ -
101-41400-136 Admin	\$ 755.00	\$ 759.96	\$ 759.96
101-42110-136 Police	\$ 1,100.00	\$ 1,086.36	\$ 1,086.36
101-43100-136 Streets	\$ 250.00	\$ 302.40	\$ 302.40
101-45120-136 Beach	\$ 40.00	\$ 302.40	\$ 302.40
101-45200-136 Park	\$ 35.00	\$ 302.40	\$ 302.40
601-49400-136 Water	\$ 1,050.00	\$ 580.20	\$ 580.20
602-49450-136 Sewer	\$ 1,050.00	\$ 580.20	\$ 580.20
609-49750-136 Off Sale	\$ 375.00	\$ 380.16	\$ 380.16
609-49760-136 On Sale	\$ 375.00	\$ 380.16	\$ 380.16
Totals	\$ 5,030.00	\$ 4,674.24	\$ 4,674.24

Employer Paid Short Term/Long Term Disability	2025 Budget	City Contribution
101-41000 Gen Gov	\$ -	100%

101-41400 Admin	\$	-	\$	1,216.80
101-42110 Police	\$	-	\$	1,216.80
101-43100 Streets	\$	-	\$	135.24
101-45120 Beach	\$	-	\$	135.24
101-45200 Park	\$	-	\$	135.24
601-49400 Water	\$	-	\$	405.60
602-49450 Sewer	\$	-	\$	405.60
609-49750 Off Sale	\$	-	\$	608.40
609-49760 On Sale	\$	-	\$	608.40
Totals	\$	-	\$	4,867.32

City

Employer Paid Vision for EMP	2025 Budget	Contribution	100%
101-41000 Gen Gov	\$	-	\$
101-41400 Admin	\$	265.68	\$
101-42110 Police	\$	265.68	\$
101-43100 Streets	\$	29.52	\$
101-45120 Beach	\$	29.52	\$
101-45200 Park	\$	29.52	\$
601-49400 Water	\$	88.56	\$
602-49450 Sewer	\$	88.56	\$
609-49750 Off Sale	\$	132.84	\$
609-49760 On Sale	\$	132.84	\$
Totals	\$	-	\$
			1,062.72

Council Action Request Form



CITY OF MENAHGA

"The Gateway to the Pines"

115 2nd St NE - PO Box C
Menahga, MN 56464
218-564-4557
www.cityofmenahga.com

Action Requested

<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Informational Item <input type="checkbox"/> Consent Agenda Items	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other _____
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Regarding: City Admin Clerk Additional Duties and Responsibilities

Date of Meeting: Dec 09, 2024 **Total time requested:**

Department Requesting Action: Admin

Presenting at Meeting:

Background Supporting Documentation Enclosed

The City Clerk/Treasurer recommends a temporary increase in compensation for the Admin Clerk, who has been assuming additional responsibilities associated with the vacant Deputy Clerk position. These duties are critical to the ongoing operations of municipal administration. It is proposed that her hourly wage be increased by \$3.00 per hour for the duration of this temporary assignment. Once a new Deputy Clerk is hired and has completed a two-week training period, her compensation will revert back to her previous rate. This adjustment is intended to recognize her efforts during this transitional period and ensure continued efficiency in city operations.

Options Supporting Documentation Enclosed

Recommendations The Menahga City Council approves the following by Motion:

To approve a temporary \$3.00 per hour increase in compensation for the Admin Clerk, effective 9 December, until a new Deputy Clerk is hired and has completed a two-week training period, at which point her compensation will revert to the previous rate.

Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Opposed
Motion:	<input type="checkbox"/> Olson	<input type="checkbox"/> Olson
Second:	<input type="checkbox"/> Tomperi	<input type="checkbox"/> Tomperi
<input type="checkbox"/> Passed	<input type="checkbox"/> Bjornson	<input type="checkbox"/> Bjornson
<input type="checkbox"/> Failed	<input type="checkbox"/> Netland	<input type="checkbox"/> Netland
<input type="checkbox"/> Tabled	<input type="checkbox"/> Warmbold	<input type="checkbox"/> Warmbold

Signatures

Council Action Request Form



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Action Requested

<input checked="" type="checkbox"/> Action/Motion	<input type="checkbox"/> Report
<input type="checkbox"/> Discussion	<input type="checkbox"/> Resolution
<input type="checkbox"/> Informational Item	<input type="checkbox"/> Other _____
<input type="checkbox"/> Consent Agenda Items	

Regarding: 5th and Larch Request for Permanent Driveway Access

Date of Meeting: Dec 09, 2024 **Total time requested:**

Department Requesting Action: Admin

Presenting at Meeting:

Background Supporting Documentation Enclosed

The City Council has approved temporary access to parcel #17-021-3020 along the deeded right-of-way for a period of one year. The property owner has requested a permanent easement for the construction of a personal driveway, limited to the city's deeded right-of-way, for access from the corner of Larch Avenue and 5th Lane NW. The property owner will be responsible for constructing and maintaining the driveway to city specifications for the portion within the city's deeded right-of-way. The property owner will bear all associated costs, including grading and gravel installation, and must comply with city standards. Permanent access is contingent upon the submission of a formal right-of-way easement request to finalize the agreement.

Options Supporting Documentation Enclosed

Recommendations The Menahga City Council approves the following by Motion:

To approve permanent access to parcel #17-021-3020 along the deeded right-of-way for the purpose of constructing a personal driveway, contingent upon the property owner adhering to the City's road specifications for the portion within the city's deeded right-of-way, including grading and gravel installation. The property owner will be responsible for all associated costs. Permanent access is contingent upon the submission of a formal right-of-way easement request to finalize the agreement.

Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Opposed
Motion:	<input type="checkbox"/> Olson	<input type="checkbox"/> Olson
Second:	<input type="checkbox"/> Tomperi	<input type="checkbox"/> Tomperi
<input type="checkbox"/> Passed	<input type="checkbox"/> Bjornson	<input type="checkbox"/> Bjornson
<input type="checkbox"/> Failed	<input type="checkbox"/> Netland	<input type="checkbox"/> Netland
<input type="checkbox"/> Tabled	<input type="checkbox"/> Warmbold	<input type="checkbox"/> Warmbold

Signatures

City Clerk-Treasurer

From: Bret Kilpela [REDACTED]
Sent: Tuesday, November 12, 2024 5:08 PM
To: City Clerk-Treasurer
Subject: Driveway Easement
Attachments: Image A.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Brett,

I am writing to request a permanent driveway easement off of the corner of Larch Ave and 5th Ln NW to the west along the city's deeded row to our property.

I am wanting to put a personal driveway in there to access our property as we plan to build a single family home in the spring on this property. The proposed driveway would be accessed from the corner of Larch Avenue and 5th Lane NW.

I have attached some images of the proposed driveway location.

We would plan to build and maintain the driveway along the city's deeded row.

I would appreciate the Committee's consideration of this request for a right of way easement. Should you require any additional information or wish to discuss the matter further, please feel free to contact me at [REDACTED]

Thank you for your time and attention to this request.

Sincerely,
Bret Kilpela

100 ft
1371 ft elevation

LINDA M



WARNER/
DALE
ROGER
& JAYNE
ANN

HENRY/
MICHAEL
C &
CHRISTINE
R



Proposed driveway



1400 ft



Main Motion: To approve the monthly report and financials, with the exception of the Bi-Laws and Ordinance, as presented by GWC Administrator Laura Ahlf.

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

- **City Park Manager, Ralph Cox** – Cox reported that the campground revenues are up from this time last year and it is continuing to be busy. He submitted the Oak Wilt report , which found that there is no oak wilt in Menahga.

- **City Administration, City Clerk/Treasurer, Brett Gagnonpalick**

1. Monthly Report – June Budget YTD Revenue-Expenditure, Check Reconciliation, Cash and Investments – FYI.

2. Charge off Water Bills

The City has been sending bills to two individuals that longer reside in Menahga, with one that has passed away and the other person did not leave a forwarding address with the City or post office. We would ask that the following accounts be charged off, as we mail these bills every month and they come back undelivered.

Account # 01-00000240-00-7 - Joshua Keith for \$4.22; and
Account # 00-00002740-01-2 - Wayne Maaninga for \$40.95

Main Motion: To approve the charge off of two utility accounts, for Wayne Maaninga for \$40.95 and Joshua Keith for \$4.22, for a total of \$45.17.

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

3. Crandall - Fifth Street Driveway Access - from Larch and 5th Lane NW

The approximate 40-acre parcel (#17-021-3020) that is owned by the Crandall family will be going up for sale. There will be a 6-acre parcel

that will be sold to a family member on the NE corner, and the remaining land will be sold. The question that came to the City was if the new owners could access the property from the deeded right-of-way which is west of the intersection of Larch and 5th Lane NW. It was explained to the individual that if the City agreed to allow the temporary access, the cost of clearing the trees and building the road to the City's specifications to the property line of parcel, would be their responsibility. The individual that contacted the City has future plans of subdividing this parcel, which would result in a system of City Streets. Their plan is to have the street run from 1st NW to 5th Lane NW in the final plat.

Main Motion: To allow a temporary access road to parcel #17-021-3020, for the new owners of the 34-acre parcel which is for sale, not to exceed 1 year of the temporary access road.

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

4. Campground Manager Replacement Discussion

Ralph Cox will be leaving the City for personal reasons and has requested the City Clerk/Treasurer to replace him with Brian Soukup, to take over the role as Campground and Building Maintenance Manager from 15 April – 15 October. The City will formulate a plan that will best serve the needs of the community.

e. New Business

1. Propane Contract Pre-Pay

The City utility shop in the past has entered into a pre-pay contract for the propane for the main City shop building. Lakes Community Cooperative has provided the City with the proposed rate for the 2024-2025 season. The per gallon rate is \$1.60 and must be paid in full by August 16, 2024.

CITY OF MENAHGA, MINNESOTA

Resolution No. 2024-50

**A Resolution of the City Council of the City of Menahga, Minnesota,
Accepting a Donation to the Sounds of Spirit Lake**

WHEREAS, the City of Menahga Civic and Commerce Association has generously offered a donation of \$2,500 to the Sounds of Spirit Lake; and

WHEREAS, the donation will be used to support the ongoing activities and events of the Sounds of Spirit Lake; and

WHEREAS, the City Council acknowledges and appreciates the support provided by the Menahga Civic and Commerce Association to enhance community events.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Menahga, Minnesota, that the donation of \$2,500 from the City of Menahga Civic and Commerce Association to the Sounds of Spirit Lake is hereby accepted and acknowledged.

Adopted by the City Council of the City of Menahga, Minnesota, this the 9th day of December, 2024.

Elizabeth Olson, Mayor

Brett Gagnonpalick, City Clerk/Treasurer

Council Action Request Form



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Action Requested

<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Informational Item <input type="checkbox"/> Consent Agenda Items	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other _____
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Regarding: Consideration of Bills

Date of Meeting: Dec 09, 2024 **Total time requested:**

Department Requesting Action: Administration

Presenting at Meeting:

Background Supporting Documentation Enclosed

The invoice copies were sent to the City Council for the following batches:
 a. Batch #1130244PEFT- \$ 78,879.54
 b. Batch #120924PAY - TDB

Total \$ _____

Options Supporting Documentation Enclosed

Recommendations The Menahga City Council approves the following by Motion:

To approve Batch #1130244PEFT- \$ 78,879.54 and Batch #120924PAY \$ _____
 for a total of \$ _____.

Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Opposed
Motion:	<input type="checkbox"/> Olson	<input type="checkbox"/> Olson
Second:	<input type="checkbox"/> Tomperi	<input type="checkbox"/> Tomperi
<input type="checkbox"/> Passed	<input type="checkbox"/> Bjornson	<input type="checkbox"/> Bjornson
<input type="checkbox"/> Failed	<input type="checkbox"/> Netland	<input type="checkbox"/> Netland
<input type="checkbox"/> Tabled	<input type="checkbox"/> Warmbold	<input type="checkbox"/> Warmbold

Signatures