



Mayor Joanie Limmatta
Council Member Karol Andreasen
Council Member Tim Ellingson
Council Member Robyn Keranen
Council Member Art Huebner

**City of Menahga
Special City Council Meeting
4:30 pm Thursday, January 9, 2020**

City Council Chambers
115 2nd Street NE
www.cityofmenahga.com

The Menahga City Council will hold a special meeting at 4:30 p.m., January 9, 2020, for the following purpose:

1. Work Sessions
 - 4:30 Liquor Store - Renata Parks
 - 5:00 Public Works - Ronald Yiliniemi
 - 5:30 Administration - Curtis Kreklau Jr.
2. City Policy Regarding the Complaint Process
3. Discussion & Approval of City Attorney Invoice

S.E.L.

Sample

CITY OF MENAHGA LIAISON MEETING

DEPARTMENT: Water/Sewer

MEETING DATE: December 29, 2015/8:30 a.m.

PRESENT: Kim Rasmussen, Pat Foss, Frank Thelin, Char West

DISCUSSION POINTS:

1. Reviewed Water Treatment Plant Rehab Proj. Change Order #3 relating to Well #1 motor and Well #2 motor. Discussed concern and need to inquire why the Project Specs. reflected 7.5 hp motors instead of existing 20 hp. motor for well #1 and 10 hp motor for well #2.
2. Discussed possible removal of old wastewater treatment plant north of the City garage with the possibility of having the Main Lift Station Project contractor do the work.
3. Frank discussed possible need for a larger lift on the grey truck due to now having a larger pump to pull at the new main lift station. Discussion was held on possibly replacing the entire vehicle.
4. Frank presented a Scheduled Pump Maintenance Agreement with MN Pump Works; one inspection for 14 pumps - \$1,102.50 per year.

RECOMMENDATIONS TO COUNCIL:

1. Recommend Liaison Group meet with Ulteig Engineering representatives the following week to discuss why the Project Specs reflected 7.5 hp motors instead of existing 20 hp. motor for well #1 and 10 hp motor for well #2.
2. Recommend Liaison Group discuss removal of old wastewater treatment plant with Ulteig Engineering when in attendance of the meeting the following week.
3. Recommend Utilities Superintendent research the availability of utility trucks with larger lift.
4. Recommend Council approve the Scheduled Pump Maintenance Agreement with MN Pump Works; one inspection for 14 pumps - \$1,102.50 per year for a total three year agreement.

Submitted to Council: 1/11/16

Sample



SCHEDULED PUMP MAINTENANCE AGREEMENT

Date Prepared: 12/17/15
Total Number of Stations: 7
Number of Inspections per Year: 1

Prepared By: AJ Anderson/Jenny Braith
Number of Pumps to be Inspected: 14
Months Service be Performed: Customer Choice

Fee for this Service Agreement: \$1,102.50 per Inspection

Maintenance for pumps. Pump info will be documented at time of service.

Customer Name: City of Menahga
Contact Name: Frank Thelin
Phone Number: 218-564-4557
Cell Phone:
Email:

Pump Model(s):
Serial Number:
Horse Power: (2) 15 HP the rest 10hp or less

TERMS

Any additional repairs (service labor, parts and trip charges) will be performed only after authorization and will be an additional charge. Pumps in dry pit stations shall be inspected in the station, and not removed. **If confined space entry is required, an additional fee of \$150 per station entered shall be charged.**

This agreement price includes all trip charges, overnight stays and service time. A written report of the findings will be supplied to the owner. Prior to all inspections, the owner will be notified of our impending visit.

All unscheduled emergency calls and repairs are in addition to this periodic preventative maintenance agreement.

All parts and labor are subject to the manufacturer's published warranty.

The fee for this maintenance agreement shall be guaranteed for two years and payable when the service is performed and billed. Payment terms are Net 30. **If you would like to elect a three year service agreement at the guaranteed pricing listed above, please check this box.**

Minnesota Pump Works assumes no liability for loss of use or for any direct, indirect or consequential damage of any kind with respect to the use or operation of pumps, any equipment or accessories covered in this agreement.

This agreement shall be effective from its signed date and shall continue in effect until termination by either party upon 30 days prior written notice.

The owner's responsibility will be:

- A) Have a representative available to allow entry to pumps.
- B) Disposal of all waste.

Accepted by: _____ Title: _____ Date: _____

A signed and dated copy of this maintenance agreement must be faxed to (507) 645-7533 or emailed to Minnesota Pump Works at info@minnesotapumpworks.com. The effective date of the maintenance agreement will be the date the form is signed, dated and returned.



City of Menahga
115 2nd Street SE • PO Box C
Menahga, MN 56464
218-564-4557
www.cityofmenahga.com

Complaint Form

Date of Complaint: _____

This complaint is related to (check all that applies):

- | | | | |
|--------------------------|-------------------------------|--------------------------|------------------------|
| <input type="checkbox"/> | City Hall | <input type="checkbox"/> | Neighbor |
| <input type="checkbox"/> | Park/Beach | <input type="checkbox"/> | Water/Sewer Department |
| <input type="checkbox"/> | Streets and Roads | <input type="checkbox"/> | Fire Department |
| <input type="checkbox"/> | Liquor Store | <input type="checkbox"/> | Police |
| <input type="checkbox"/> | Zoning/Land Use | <input type="checkbox"/> | Cemetery |
| <input type="checkbox"/> | Other (please specify): _____ | | |

All personal information will be kept strictly confidential pursuant to Minnesota Statute 13.44.

Name of person filing complaint: _____

Phone number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Please explain your complaint or concern:

Signature of Complainant: _____

Office Use Only

Date Received: _____ Resolved: Yes No Pending: Yes No

Was the Menahga Municipal Code Violated? Yes No If yes, which section: _____

Action taken: _____

Date of action: _____ List how contact was made with complainant: _____

CITY OF MENAUGA CITIZEN COMPLAINT POLICY

POLICY:

When a citizen has a complaint about anything related to activities and responsibilities of the City, they shall file a signed complaint in writing. This form will be provided by the City and may be requested at City Clerk's Office. The form can be dropped off, sent by US Mail, or by e-mail. The complainant's name is not considered public data and will not be publicly noted.

PROCEDURE:

1. The City Clerk/Treasurer will forward a completed form to the proper department/organization or to the City Council for determination of what, if any, action shall be taken.
2. Telephone complaints will not be accepted.
3. Anonymous complaints will not be considered valid and action will not be taken.
4. Once action has been taken, the Council may decline to address the same complaint more than once during a three month period of time.
5. Upon the completion of any said action, the complainant will be notified of action taken.

Policy Approval:

Signed: /s/ Mayor Tom Larson

Date: May 24, 2010

RAMSTAD, SKOYLES & WINTERS, PA

218-847-5853 • Fax 218-847-2408

114 Holmes St W
Detroit Lakes, MN 56501

RECEIVED JAN 06 2020
Statement

A Law Firm Focusing on Real Estate, Business Law, and Estate Planning

PRIVILEGED & CONFIDENTIAL

Account No. 20145.01

RE: General File

City of Menahga
Box C
Manahga, MN 56564

Statement Date: 01/03/2020
Statement No. 14221
Page No. 1

		Previous Balance		\$210.00
			<u>Fees</u>	
12/04/2019	TW	Review liquor ordinances.	Hours 1.30	Amount 260.00
12/05/2019	TW	Email from Curt with contact information on past employees to begin investigation.	0.25	50.00
12/09/2019	TW	Draft Snow Removal Agreement.	2.25	450.00
12/26/2019	TW	Meeting with Joanie about reviewing some information.	0.70	140.00
12/31/2019	TW	Email from Mayor about extending probationary period. Email from Curt asking about slander issues.	0.50	100.00
		For Current Services Rendered	5.00	1,000.00
		Total Current Work		1,000.00
			<u>Payments</u>	
12/27/2019		Payment		-210.00
		Balance Due		<u>\$1,000.00</u>

To ensure proper credit, please include account number and statement date on remittance checks. Thank you.

