

**City of Menahga**  
**Special Meeting/Work Session City Council Minutes**  
**Monday, October 28th, 2024**

**a. Call to Order**

The Menahga City Council held a Special Meeting/Work Session and Closed Session on Monday, October 28, 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

**c. Pledge of Allegiance**

**d. Department Reports**

- **Liquor Store Manager, Heather Shepersky –**

- 1. Monthly Report** - Heather stated that business is still slow and because the Liquor Store did some large purchases this month in order to keep the prices down, Off-Sale's Profit/Loss was down (\$4,924.58). Heather hopes business will pick up during the hunting season. Tomperi brought up the cement sealant that still needs to be removed. Council Member Bjornson stated he would speak to Terry Berttunen to take care of the overspray. Gagnonpalick inquired about the liquor expenditures.

- **Fire Department – Dave Kicker – Absent**

- 1. Monthly Report** - In Kicker's report, he reported a single vehicle crash in Shell River Township. The Fire Department did receive a \$3,000 donation from the Wolf Lake Wolf Pack. A Resolution will need to be completed for the Council to approve this donation.

- **Police Department, Chief Amy Lane –**

**1. Monthly Report** - Chief Lane provided the crime and violation statistics with 170 calls from 25 September – October 22<sup>nd</sup>. She stated there were no issues with the vehicles.

Lane reported she had given White a six (6) month satisfactory evaluation and asked if White would receive a pay raise. Gagnonpalick stated that because the union controls the positions, we are bound by the contract, which states that raises are given on the anniversary date of their employment. To go outside of that would be a breach of contract and would require the City to bargain. Olson reported that he began full- time employment with the City on April 1<sup>st</sup> 2024. Lane explained his work history and informed the Council that she felt Officer White did deserve a raise. Tomperi asks if Lane will follow up. She stated she will.

Lane informed the Council that the new squad computers are all up and running.

She will complete the grant process for Todd-Wadena Electric and Enbridge. Olson stated she had been contacted about Officer White driving his squad home. Lane stated that his time falls under the Ordinance requirements for driving a squad home. Bjornson stated that the 15-minute response time would be completely out if the officer had to drive in to City Hall, collect his squad, and then respond to a call. Lane reported that Kurtti and she looked at the map and determined it fell under the 15 minutes. Netland agreed with Bjornson's observations that if there is a call, the officer needs to respond. Bjornson also stated that in the winter the vehicle would need to warm up to drive in the first place. Tomperi asked about the maintenance schedule for the vehicles, which Lane stated there is one, and that her officers are responsible for the proper upkeep of their assigned vehicles.

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

**1. Monthly Report** - Yliniemi stated that they had finished the fire hydrant flushing. The secondary discharge pipe was damaged with some drilling. Yliniemi stated that it has been repaired. Tomperi asks which utility was responsible, which he stated was Zenergy.

When Johnson Jetline videoed, they found some troubled areas in Southgate. One of the pictures indicated a 'spade' shovel being buried with it. Yliniemi stated you could see the indent. There were no cracks observed, but some sagging in the pipes which could hamper the flow with dips up to 4 inches. Gagnonpalick asks what the fix was for that. Bjornson stated that there wasn't one. Yliniemi and Bjornson agreed that it wasn't compact enough. A fix would be very challenging and expensive due to the

pipes going under the streets. Olson asked when it was put in with Yliniemi estimating around the 1990's. Yliniemi stated that there is a 3-inch separation of a pipe down on 3<sup>rd</sup> Street. Yliniemi stated that there were roots observed, with the pipes having a depth of 12 feet. Yliniemi states he has an issue with the Street Sweeper. The issue seems to be the fuel. Yliniemi stated that he will request Keith Kurtti to check on it. The irrigation at St. Urho, the Campground and Beach have been winterized. Yliniemi reminded the citizens that they could go to the RMB Lake Sample page to see the water sample results. Tomperi asked about the new generator and reported that due to the cost to the City and its investment, some method to protect it should be completed. Yliniemi stated that he could obtain some concrete pillars around it.

- **Park/Beach/Mowing/Building Maintenance – Bryan Soukup**

- 1. Monthly Report –**

- Soukup reported that the month of September was another good month for the Campground, bringing in just over \$20k in revenue. The month of October brought in just under \$8k, with it being much quieter as the month winds down. Now that the campground and bathrooms had been winterized, he stated that this would be a good time for some projects to be started and finished before the deep freeze drops in. Soukup identified the following projects to work on: Leaks on the water lines for the RV Dump that needs to be fixed; one of the water heaters in the campground bathrooms needs to be examined by a professional; the middle sinks in both bathrooms are not working, and likely need to be replumbed; discussion about leveling off some of the sites ensued for ease of campers in parking, as well as the removal of trees; and, there was a need to work on the picnic tables and signage.

- **Greenwood Connections Administrator – Laura Ahlf – Absent**

- 1. Monthly Report –**

- Bjornson stated that in the GWC minutes, their insurance provider said the City would qualify the same as theirs (GWC). Bjornson asked why our (the City) provider says we cannot? Netland states it is too late in the process for the City to change. Olson reported that she was disappointed with the GWC Minutes indicating that Ahlf said she had communicated with the Mayor last year on this matter. Olson stated that she did not recall having any

communication on the insurance matter or she would have provided the information to the Council. Olson inquired if the City’s insurance plan was approved for 2025? Gagnonpalick stated, “No, nothing has been approved”. Discussion followed where the employer contributions are determined by the Council in January of each year, per the Personnel Policy. With respect to GWC’s insurance renewal information, Netland reported he had emailed Ahlf to see if she would explain the insurance renewal information at a later meeting prior to approval, which she agreed. It was the consensus of the Council that the Budget meeting would be a good forum for this insurance renewal information.

**Main Motion: To approve GWC’s monthly report and financials as presented, removing the health insurance matter, which will be discussed at the Budget Meeting.**

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

Netland brought up the meeting stipend for the GWC Board Meeting of \$75.00/meeting, retroactive to January 1, 2024. Netland reported that he felt that it must be approved separately. Olson was under the impression that it had been approved based on the prior Motion.

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

- 1. Monthly Report – August Budget YTD Rev-Exp, check reconciliation, Cash, and investments – FYI.**

Regarding the Investment report, Olson asked how much interest the City had earned on its investments to date. She reported that when reviewing the document, it was not visible. Gagnonpalick did not know that number off the top of his head but would get back to the Council with the amount.

- 2. WCTA to Switch Antivirus Platforms**

WCTA is moving their Antivirus platform from Avast Business Cloud to FortiClient. Currently the City has 14 Avast Licenses that will be moving to FortiClient. The current pricing for Avast is \$2.79/license with the FortiClient being \$3.95/license. Changing the City’s monthly billing to \$55.03.

**Main Motion: To approve changing the City’s antivirus platform from Avast Business Cloud to FortiClient at a cost of \$55.03/month.**

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

**e. New Business**

**1. Resolution No. 2024-34 To approve adoption of Menahga Chapter 30 – City Council and Chapter 31 -Department and Commissions.**

**Main Motion: To adopt Resolution No. 2024-34, approving Menahga City Ordinance Chapters 30 and 31 – Department and Commissions.**

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

Netland requested that the Council now look at the City By-Laws to reflect any changes necessary regarding the approval of the GWC Ordinance. It was the consensus of the Council to align the City’s By-Laws regarding signing and dissemination of GWC Contracts.

**Main Motion: To approve that all GWC facility contracts/agreements be forwarded to the Clerk/Treasurer after approval by the GWC Board.**

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

## 2. Summary Publication of Ch. 30 and 31.

The Advertisement for the Summary of Ordinance Chapters 30 and 31 will go out to the newspaper and published with the October 30, 2024 edition of the *Review Messenger*. The Ordinances are online at the City website, with a copy being available from the City Clerk.

**Main Motion: To approve the Summary Publication of Ordinance Chapters 30 and 31 and publish it in the October 30, 2024 edition of the *Review Messenger*.**

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

## 3. Resolution 2024-35 appointing Brett Gagnonpalick as the Responsible Authority.

**Main Motion: To approve Resolution 2024-35, appointing Brett Gagnonpalick as the Responsible Authority for the City of Menahga.**

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

## 4. Resolution 2024-36 Repeal Resolution 2024-33 and adopt Resolution 2024-36 Amending the 2024 Budget.

**Main Motion: To adopt Resolution 2024-36, Amending the 2024 Budget.**

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

Gagnonpalick brought up the fact that an audit was sanctioned by the Mayor, to be conducted by a former employee and Kurtti. Tomperi mentioned that the City is

doing their due diligence. Bjornson brought up the fact that it would cost the City \$82.00 an hour for both employees. Tomperi stated that the City has gone through a lot to get to the position where it is currently. It was the consensus of the Council to have the audit conducted by retired Deputy Clerk Alvina Kytta and Administrative Assistant Jensine Kurtti, as was conducted by them in the past when new employees were hired.

**f. Bills and Payments**

The Council was provided with the actual invoices for Batch #102824checks - \$55,827.92

Olson reported that she had not had a chance to call and talk to Melanie about the current invoices that were being paid. She stated there were invoices that dated back to August, including sales tax on one invoice, and that none of the invoices had been pre-approved to pay with the City Clerk/Treasurer’s signature and date received. Gagnonpalick stated that they are now all being signed. Tomperi questioned invoices that contained the same dollar amount being charged repeatedly. It was explained by the Gagnonpalick that it was because the invoice was being paid from various associated accounts.

**Main Motion: To approve Batch #102824checks in the total amount of \$55,827.92.**

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

**g. Closed Session – Evaluation of Performance of an Individual Subject to City Council Authority under MN State Statue sec 13D.05, subd.3(a)**

At 7:03 p.m., Mayor Olson stated that the Council would be going into a performance evaluation process with an individual subject to the City Council’s authority under Minnesota Statutes Sec. 13D.05, Subd. 3(a) – Brett Gagnonpalick, City Clerk/Treasurer, and then asked Gagnonpalick if he wanted the Evaluation to be open or closed. Gagnonpalick stated clearly that he wanted the Evaluation to be “closed”. Mayor Olson then asked the Council to provide for a Motion to close the Special/Work Session Meeting.

**Main Motion: To close the Special/Work Session Meeting at 7:04 p.m.**

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

The Special/Work Session Meeting was closed at 7:04 p.m., and Mayor Olson then asked for a Motion to open the Closed Meeting.

**Main Motion: To open the Closed Evaluation Meeting at 7:05 p.m.**

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

The closed meeting concluded at 8:03 p.m. Mayor Olson asked for a Motion to re-open the Special/Work Session Meeting.

**Main Motion: To reopen the Special/Work Session Meeting at 8:03 p.m.**

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

**Summary of Conclusions of Evaluation of Performance of an Individual Subject to City Council Authority under MN State Statute Section 13D.05, subd.3(a)**

A city employee evaluation was held in closed session on October 28, 2024 by the entire Council. The following evaluation summary of the Menahga City Clerk/Treasurer Brett Gagnonpalick was he met expectations, with identified opportunities for improvement and growth in the areas of municipal government, training, communication, and job duties, as discussed and determined by Brett Gagnonpalick and the City Council.

**Main Motion: To adjourn the session 8:05 pm**

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

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Clerk/Treasurer Brett Gagnonpalick

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Mayor Elizabeth Olson