

**City of Menahga
Regular City Council Minutes
Tuesday, October 12, 2021**

1. Call to Order

The Menahga City Council held their Regular Monthly Meeting on Tuesday, October 12, 2021.

Mayor Liz 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 Durwin Tomperi Art Huebner
Dan Warmbold Robyn Keranen

3. Pledge of Allegiance

4. Approval of Agenda

Main Motion: To approve the agenda with the following amendments: Add 4a-Audit Adjustment Completion, 4b-Bank and Cash Reconciliation Request, 4c-Banyon "Read Only" Access for Temporary Administrative Support Technician, 4d-Cost Containment and Reduction for 2021 and 2022 Budgets, 4e-Police Dept. Cost Containment and Reduction Analysis Request, 4f-Cost Containment and Reduction for 2022 Budget-Sheriff Dept. Request, 4g-Discussion Council Duties and Powers, 4h-City Bond Review-S&P, 4i-City Accounting Software, 4j-Union Correspondence, 4k-Retro Pay for Deputy Clerk and City Secretary, 4l-Jake Brake Information.

Moved by:	Keranen
Seconded by:	Huebner
Action:	Motion carried by a 5-0 voice vote
In favor:	Olson, Tomperi, Warmbold, Keranen, Huebner
Opposed:	none

5. Notices and Communications:

- **Menahga Gateway Lion’s Club Correspondence-removed correspondence not attached.**
- **Thankful Family Correspondence-removed correspondence not attached.**

6. Public Forum and Correspondence:

- **Joan Liimatta-suggested that more than one person have knowledge of how to set up Go To Meeting.**
- **John Christensen-asking about the city adjusting the special assessments on properties.**

7. Consent Agenda

a. Minutes to Approve – September 13, 2021 Regular Meeting and September 27, 2021 Special Meeting/Work Session. (Prepared by the Mayor in the absence of the City Administrator and Deputy Clerk)

Main Motion: To approve the September 13, 2021 Regular Meeting and September 27, 2021 Special Meeting/Work Session Minutes.

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

8. Notice and Communications

9. Public Hearings - None.

10. Acknowledgment and receipt of board/commission minutes

a. Greenwood Connections Board Minutes:

- Nursing Home census was 90% for September 2021
- Director of Nursing hired-Patricia Anderson
- Received a donation from the Gordon and Sally Brevig Trust for \$320,380.16.
- Health insurance increase of 9% for 2022.

- Reported that as of August, 2021, the profit for Greenwood Connections was \$13,115.25.

Main Motion: To approve the Greenwood Connections Board Report and Minutes as presented by Laura Ahlf.

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

11.Unfinished Business

- **Liquor Store Profit and Loss Report-removed as no information**

12. New Business

a. Liquor License renewals

- 1. Orton's**
- 2. VFW Post 6206**

Main Motion: To approve the license renewals for Orton's and VFW 6206.

Moved by:	Tomperi
Seconded by:	Warmbold
Action:	Motion carried by 4-1 voice vote.
In favor:	Tomperi, Warmbold, Keranen, Olson
Opposed:	Huebner

b. Administrative Items

- 1. Set Meeting date for amending 2021 Budget based on City Auditor's Report on the 2020 General Fund Balance Reduction from \$393,535 at year-end 12/31/2019 down to \$96,863 as of year ending 12/31/2020. By consensus the meeting dates were set for October 22, 2021 from 10:00am to Noon with department heads, and October 29, 2021 from 10:00 am to Noon for council members.**

2. **Set Meeting date for amending 2022 Proposed Budget and Final Levy. By consensus the meeting dates were set for November 5, 2021 from 10:00 am to Noon with department heads, and November 12, 2021 from 10:00 am to Noon for council members.**
3. **Set Public Hearing for discussing Liquor Store losses in 2019 and 2020. By consensus the meeting date was set for November 29, 2021 prior to the Work Session.**
4. **Mayor's request for Sergeant-at-arms. Designating that the Police Officer on duty at the time of each City Council Meeting.**

Main Motion: ***UNCLEAR*******

Moved by:	XXXXXXX
Seconded by:	XXXXXXX
Action:	XXXXXXX.
In favor:	XXXXXXX
Opposed:	XXXXXXX

4 a. Audit Adjustment Completion per Council Action Request Form

Main Motion: To direct the City Administrator and Deputy Clerk complete the 57 Audit Adjustments on or before October 19, 2021, as provided in the 2020 Audit by the City Auditor, in order to reconcile all accounts and bank and cash balances. That the appropriate Banyon report be forwarded to the City Auditor for his review and verification that the entries were accurately completed.

Moved by:	Olson
Seconded by:	Tomperi
Action:	Motion carried by a 3-2 voice vote.
In favor:	Tomperi, Warmbold, Olson
Opposed:	Huebner, Keranen

4 b. Bank and Cash Reconciliation Request per Council Action Request Form

Main Motion: To direct the City Administrator and Deputy Clerk provide a Bank and Cash Reconciliation for September, 2021, by the October 25, 2021 Work Session/Special Meeting.

Moved by:	Olson
Seconded by:	Warmbold
Action:	Motion carried by a 3-2 voice vote.
In favor:	Tomperi, Warmbold, Olson
Opposed:	Huebner, Keranen

4 c. Banyon "Read Only" access for Temporary Administrative Support Technician per Council Action Request Form

Main Motion: To direct the City Administrator to set up a User ID in Banyon for the Temporary Administrative Support Technician as a "Read Only" use, as soon as is possible.

Moved by:	Tomperi
Seconded by:	Warmbold
Action:	Motion carried by a 3-2 voice vote.
In favor:	Tomperi, Warmbold, Olson
Opposed:	Huebner, Keranen

4 d. Cost Containment and Reduction for 2021 and 2022 Budgets per Council Action Request Form.

Main Motion: To direct the City Administration and Temporary Administrative Support Tech, as part of the cost containment and reduction initiative, to work with all department heads/supervisors to bring cost containment and reduction ideas for both the Amended 2021 budget and the 2022 proposed budget, to the first budget meeting scheduled by the city council on 10/22/2021.

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

4 e. Police Dept. Cost Containment and Reduction Analysis Request per Council Action Request Form.

Main Motion: To direct the City Administration and Temporary Administrative Support Tech, as part of the cost containment and reduction initiative, to work with the Chief of Police to prepare a detailed operational analysis of the cost to run and maintain the Menahga Police Department in 2020 and, report any additional increased operational costs incurred in 2021, not included as part of running the department in 2020, and report the analysis at the Work Session scheduled for 10/25/2021.

Moved by:	Tomperi
Seconded by:	Warmbold
Action:	Motion carried by a 3-2 voice vote.
In favor:	Tomperi, Warmbold, Olson
Opposed:	Huebner, Keranen

4 f. Cost Containment and Reduction for 2022 Budget – Sheriff Dept. Request per Council Action Request Form.

Main Motion: To direct the City Administration and Temporary Administrative Support Tech, as part of the cost containment and reduction initiative, to obtain information from Wadena County Sheriff Mike Carr, including the framework and cost to provide police protection to the City of Menahga for the 2022 fiscal year, if received.

Moved by:	Tomperi
Seconded by:	Warmbold
Action:	Motion carried by a 3-2 voice vote.
In favor:	Tomperi, Warmbold, Olson
Opposed:	Huebner, Keranen

4 g. Discussion for Council duties and powers.

Council member Huebner read portions of Chapter 3 of the Minnesota Mayors Handbook. Various points were made such as a Mayor's role is to preside over meeting to facilitate discussion and preserve order. In addition, a mayor has the same power as any other council member and should strive to be fair and impartial.

NO ACTION TAKEN

4 h. City Bond Review

Council member Huebner addressed portions of the S&P Global Rating's review of the City of Menahga from August 2019. Points that were made in the report were that the city's credit rating had been downgraded from an "A" to a "BBB+" by their agency. That in 2018 and 2017 there was deficits in expenditures of 5% and 6.4%. The report pointed out that they felt that the current management does not have the insight into what was causing the deteriorating operating performance. The report then stated that there was apparent difficulty between council members.

NO ACTION TAKEN

4 i. City Accounting Software

Council member Huebner presented email correspondence between Deputy Clerk Tanya Edwards and City Administrator Curt Kreklau Jr. in regard to the Banyon software system. Huebner noted on the emails that he had demanded the emails be entered into minutes and they were not.

Main Motion: To cease using Banyon software and use Asyst Software.

Moved by:	Huebner
Seconded by:	Keranen
Action:	Motion failed by a 2-3 voice vote.
In favor:	Huebner, Keranen
Opposed:	Tomperi, Olson, Warmbold

4 j. Union Correspondence.

Council member Huebner presented an email correspondence between City Administrator Curt Kreklau Jr. and Vice President Les Kundo of the Teamsters General Local Union no. 346. This email addressed interactions between the city employees and some members of the city council. It basically stated that the City Administrator was the "Boss" of the employees, not individual council members.

NO ACTION TAKEN

4 k. Retro Pay for City Administrator, Deputy Clerk and City Secretary.

Main Motion: To give our City Administrator a 12-1/2% raise retro back to June when a satisfactory review was achieved.

Moved by:	Huebner
Seconded by:	Keranen
Action:	Motion failed by a 2-3 voice vote.
In favor:	Huebner, Keranen
Opposed:	Tomperi, Olson, Warmbold

Main Motion: To give our City Secretary and Deputy Clerk retro pay back till June of 2 hours each for each day at 1/2 the Administrators hourly pay.

Moved by:	Keranen
Seconded by:	Huebner
Action:	Motion failed by a 2-3 voice vote.
In favor:	Huebner, Keranen
Opposed:	Tomperi, Olson, Warmbold

4 L. Jake Brake discussion

Police Chief Adam Gunderson brought forward a MNDOT application form for ordering signs on their highways at a cost of \$2897.85. Item was tabled until the 10/25/2021 Work Session.

5. Temporary Administrative Support Technician Activity Report.

Jensine Kurtti reported that since she was hired on October 1, 2021 she had worked a total of 32 hours through October 15, 2021. She had spent 3 days going through old City Council minutes starting back with April 24, 1978 (no minutes found for that meeting) and ending with 10/12/1992. The reason for the 1978 date was because that was the date that the city adopted the Menahga City Ordinance and City Comprehensive Plan and therefore the Zoning Ordinance. She had met with the Menahga Planning and Zoning Committee and resigned her position as Ex-Officio member, since she was now the person responsible for clerking their meetings. The P&Z Meeting had went very well, and the commission was able to find where two businesses (Subway (Schindeldecker) and Greener Tomorrows-Ron Olson) previously reported to be Non-Conforming by City Administrator Curt Kreklau, Jr. had went through the proper channels to rezone before starting their businesses. Subway/Schindeldecker had been rezoned from R-2 to CB on 4-12-1999 and Greener Tomorrows-Ron Olson went from R-2 to C-1 on 4-9-1990. The Planning Commission had made copies of the minutes available to all council members. The P&Z had also reviewed other council actions and identified some actions had not been recorded with the county. The commission would be working on them in their future meetings, as Planning & Zoning minutes were located for them to review, saying it was a work in progress. Kurtti had also resigned her position as Blueberry Township Fire Representative and assured the council that once the accurate expenses of the Fire Department were established, it was just a matter of dividing up the expenses and what would be charged to each entity.

13. Consideration of Bills

a. Approval of Bills - EFT.1 – removed as no supporting data. EFT.2 – removed as no supported data and Batch #October, 2021 payments of \$109,900.81 and Batch #10/21/2021 in the amount of \$4,334.60 and Batch # 10/21/2021 in the amount of \$ 23.00 for a grand total of \$ 114,258.41.

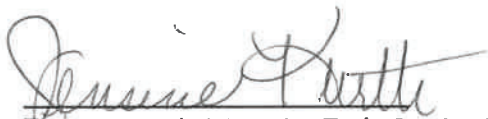
Main Motion: To approve payment of all bills in the total amount of \$114,258.41.

Moved by:	Tomperi
Seconded by:	Warmbold
Action:	Motion carried on a 3-2 voice vote
In favor:	Tomperi, Warmbold, Olson
Opposed:	Huebner, Keranen

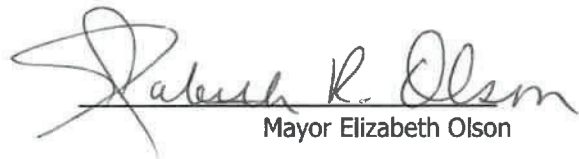
17. Adjournment

Main Motion: To adjourn at 7:43 pm.

Moved by:	Huebner
Seconded by:	Warmbold
Action:	Motion carried by a unanimous voice vote
In favor:	Tomperi, Warmbold, Huebner, Keranen, Olson
Opposed:	None.



Temporary Administrative Tech, Jensine Kurtti



Mayor Elizabeth Olson