

**City of Menahga
Emergency City Council Minutes
Friday, October 22, 2021**

10:00 am

1. Call to Order

The Menahga City Council held an Emergency Meeting Friday, October 22, 2021, at 10:00 am.

Mayor Liz Olson called the Emergency Meeting to order at 10:01 am. The purpose of the meeting was for City administration organizational items; defining duties in the absence of the City Administrator/Clerk/Treasurer and assigning duties temporarily until the issue is resolved. The continuance of Go-To-Meeting for public meetings will be discussed.

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. Action Items

1. Go-To-Meeting

Main Motion: That the use of the Go-To-Meeting technology for videotaping and voice recording for all future meetings of the City of Menahga be suspended at this time.

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

2. Assigning Duties to Temporary City Administrative Support Tech.

Main Motion: During the absence of a City Administrator, the following duties shall be assigned to the Temporary Administrative Support Tech: Develop, review and provide information to the City Council; serves as a liaison with various external organizations and agencies; attends public meetings and makes presentations; evaluates potential economic development and other projects, programs and services to determine feasibility and community impact; makes recommendations to the City Council; serves as the City's Zoning Administrator, Secretary of the Planning and Zoning Committee and issuing Building Permits and participates in Work Session/Special Meetings, and other duties as necessary, and allowing additional hours necessary to achieve this directive.

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

3. City Administrator Temporary Vacancy Protocol

Main Motion: Due to the temporary vacancy of the City Administrator and directives by the City Attorney, the following protocol will be established, such as changing all locks on all City buildings, removal from Bank signature card, suspension of all passwords, suspension of access to all City Accounts and any other items necessary. Redirecting City Administrator E-Mails to Temporary Administrative Support Tech for review and assignment.

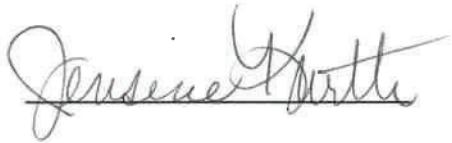
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| Moved by: | Tomperi |
| Seconded by: | Warmbold |
| Action: | Motion carried by a 3-2 voice vote |
| In favor: | Warmbold, Tomperi, Olson |
| Opposed: | Huebner, Keranen |

Discussion was held on how to advertise for a temporary individual to perform the duties of the City Administrator. By a majority consensus of Robyn Keranen, Dan Warmbold, Durwin Tomperi and Liz Olson (Art Huebner opposed), Jensine Kurtti will contact various outside sources to find an individual to temporarily perform the necessary administrative duties in the absence of the City Administrator.

17. Adjournment

Main Motion: To adjourn at 10:32 am

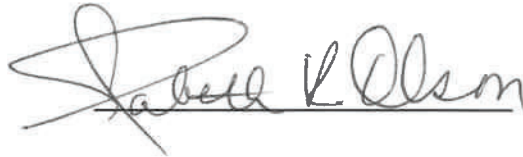
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| Moved by: | Warmbold |
| Seconded by: | Tomperi |
| Action: | Motion carried by a unanimous voice vote |
| In favor: | Tomperi, Warmbold, Huebner, Keranen, Olson |
| Opposed: | None. |



Acting Clerk,

Temporary Administrative Support Tech.

Jensine Kurtti



Mayor Elizabeth Olson