

**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

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City Clerk/Treasurer, Brett Gagnonpalick

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Mayor, Elizabeth Olson