



Chair Larry Murphy  
Connie Steiner  
Mike Netland  
Brian Madsen

**City of Menahga**  
**Planning and Zoning Commission Meeting**  
**6:00 pm Thursday, November 21, 2024**  
City Council Chambers  
115 2<sup>nd</sup> Street NE  
[www.cityofmenahga.com](http://www.cityofmenahga.com)

## **Agenda**

### **A. Call to Order**

### **B. Roll Call**

### **C. Pledge of Allegiance**

### **D. Approve the Agenda**

### **E. Approval of Minutes**

- Minutes of October 3, 2024 Regular Meeting

### **F. Public Hearing**

- Ordinance Chapter 151

### **G. New Business**

1. Bret Kilpela – Permanent Road Easement 5<sup>th</sup> Lane NW and Larch Ave.
2. P&Z Member Appointment Discussion

### **H. Old Business**

1. Issued Land Use Permits
2. Emmons and Olivier Update

### **I. Adjournment**



**City of Menahga  
Planning & Zoning Minutes  
Thursday, October 3, 2024**

**A. Call to Order**

The Menahga Planning and Zoning Commission held their Regular Monthly Meeting on Thursday, October 3, 2024.

Chairman Larry Murphy called the meeting to order at 6:02 pm.

**B. Roll Call**

Comprising a quorum of the commission, the following members were present:

Larry Murphy, Mike Netland, Brian Madsen and Connie Steiner.

Also, present was City Clerk/Treasurer Brett Gagnonpalick and Administrative Assistant Jensine Kurtti.

**C. Pledge of Allegiance**

**D. Approval of the Agenda**

**E. Approval of Minutes**

The minutes from September 12, 2024 Regular Meeting were presented.

**Main Motion: To approve the minutes from September 12, 2024 Regular Meeting as presented.**

Moved by:	Netland
Seconded by:	Steiner
Action:	Motion carried by a 4-0 vote
In favor:	Murphy, Netland, Madsen, Steiner
Opposed:	None.

**F. Public Hearing – Ordinance Chapter 30 and Chapter 31**

Chairman Larry Murphy called the Public Hearing to order at 6:04 pm and asked if anyone in the audience would like to speak. Jan Hillstrom, who was in the audience, stated that she was there to watch. Durwin Tomperi stated that he was there to observe. Jensine Kurtti stated that she had not received any written correspondence on the matter. Murphy then asked for a motion to close the Public Hearing at 6:05 pm.

**Main Motion: To close the Public Hearing at 6:05 pm.**

Moved by:	Madsen
Seconded by:	Steiner
Action:	Motion carried by a 4-0 vote
In favor:	Murphy, Netland, Madsen, Steiner
Opposed:	None.

The commission then reviewed each section of the ordinance and made their comments. Jensine Kurtti gave an overview of what changes had been made from the existing ordinance to the proposed ordinance.

Chapter 30 – City Council. The commission had no comments.

Chapter 31 – Fire Department. The commission had no comments.

Chapter 31 – Police Department. The commission had no comments.

Chapter 31 – Planning Commission. The proposed ordinance stated that a business owner may be a member of the Planning Commission. The draft said business owner and the commission felt that “who need not be a resident of the city” should be added for clarification.

Chapter 31 – Greenwood Connections. Kurtti provided the commission with a copy of the existing ordinance and the proposed ordinance for comparison. Kurtti stated that the Greenwood Connections ordinance was not modified by her, it was prepared by Greenwood Connections Administrator Laura Ahlf. Early in the process Kurtti had been at a few meetings but was not in attendance for the final sessions. Commission Member Mike Netland asked Chairman Larry Murphy if Council Member Durwin Tomperi could speak regarding the ordinance amendment, as both Tomperi and Netland were on the ordinance committee from the Greenwood Connections Board. Murphy stated that Tomperi would be allowed to participate in the discussion.

Kurtti mentioned that the proposed ordinance numbering was not the same as the existing ordinance. It was decided that the order of sections 31.50 ESTABLISHMENT AND AUTHORITY and 31.51 NAME would be switched so that the NAME section would be the 31.50 to reflect the order of the existing ordinance. The first sentence of the proposed language under section 31.50 said “The nursing home, and home for the aged, and related facilities managed and operated by the Board is hereby collectively named Greenwood Connections.” The commission decided that the first sentence should read “The nursing home, and home for the aged, and related facilities owned by the city is hereby collectively named Greenwood Connections.” This was more in line with the verbiage of the existing ordinance.

The Section ESTABLISHMENT AND AUTHORITY (proposed 31.50 was changed to 31.51) to reflect the change of order. This section refers to Minnesota Statute 447.41. The statute was reviewed, and its meaning was discussed. The statute states that “a city or town or any combination of them acting jointly.....” The discussion focused on clarifying the ownership of

Greenwood Connections to state "city owned". The statute also states that "the governing body of the city or town may by ordinance make rules and provide for a managing board as it deems necessary to operate the nursing home or home for the aged". It was decided that the council would have the authority to make rules that would apply to the Greenwood Connections Board for management and operation purposes. The proposed ordinance language was "Greenwood Connections Board ("Board") is hereby established and authorized to manage and operate Greenwood Connections, pursuant to Minn. Stat. 447.41, as amended." The amended language was changed to "Greenwood Connections Board ("Board") is hereby established and authorized to manage and operate Greenwood Connections, subject to the authority of the City Council, as provided in Minn. Stat. 447.41, as amended." The new language was more in line with the existing ordinance.

The commission's consensus was that with those changes in the language to the proposed ordinance was all that was needed. It appeared that under Minnesota Statute 447.41 the City Council would have the authority to develop and adopt management and operation rules for Greenwood Connections if desired.

Chairman Murphy asked for a motion to approve the updated/amended Menahga Municipal Code (Ordinances) Chapter 30 and Chapter 31 to be forwarded on to the City Council for consideration.

**Main Motion: To approve the updated Menahga Municipal Code**

**Chapter 30: City Council and Chapter 31: Departments and Commissions (Fire Department, Police Department, Planning Commission and Greenwood Connections) with noted changes to sections for Planning Commission and Greenwood Connections and direct the City Clerk/Treasurer to draft a resolution adopting the Menahga Municipal Code (Title III Administration) Chapters 30 and 31, which will repeal and replace Menahga Municipal Code Chapter 30 section 30.01 to 30.08 and Chapter 31 section 31.01 to 31.55 in its entirety, and present to the Menahga City Council for their consideration, at their October 15, 2024 Regular City Council Meeting.**

Moved by:	Netland
Seconded by:	Steiner
Action:	Motion carried by a 4-0 vote
In favor:	Netland, Madsen, Murphy, Steiner
Opposed:	None.

**G. New Business – None**

## H. Old Business

### 1. Land Use Ordinance Update

Jensine Kurtti reported that the Land Use Ordinance is ready for public hearing once changes are made to the Shoreland Section by Jay Michels from Emmons and Olivier.

### 2. Issued Land Use Permits

Jensine Kurtti provided a list of permits that had been given in 2024. Since the last meeting 3 permits have been approved, a garage, a lot split and a fence.

### 3. Emmons and Olivier Update

Jensine Kurtti informed the commission that Michels had been in a serious accident but was recuperating and will contact Kurtti once he is feeling better.

The next meeting will be held on November 6, 2024 at 6 pm.

## I. Adjournment

**Main Motion: To adjourn the meeting at 6:46 pm.**

Moved by:	Netland
Seconded by:	Steiner
Action:	Motion carried by a 4-0 vote
In favor:	Netland, Madsen, Murphy, Steiner
Opposed:	None.

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Administrative Assistant Jensine Kurtti

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Chairman, Larry Murphy

## City Clerk-Treasurer

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**From:** Bret Kilpela <bret.kilpela@gmail.com>  
**Sent:** Tuesday, November 12, 2024 5:08 PM  
**To:** City Clerk-Treasurer  
**Subject:** Driveway Easement  
**Attachments:** Image A.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Brett,

I am writing to request a permanent driveway easement off of the corner of Larch Ave and 5th Ln NW to the west along the city's deeded row to our property.

I am wanting to put a personal driveway in there to access our property as we plan to build a single family home in the spring on this property. The proposed driveway would be accessed from the corner of Larch Avenue and 5th Lane NW.

I have attached some images of the proposed driveway location.

We would plan to build and maintain the driveway along the city's deeded row.

I would appreciate the Committee's consideration of this request for a right of way easement. Should you require any additional information or wish to discuss the matter further, please feel free to contact me at 906-231-3090.

Thank you for your time and attention to this request.

Sincerely,  
Bret Kilpela





100 ft  
1371 ft elevation

LINDA M



WARNER/  
DALE  
ROGER  
& JAYNE  
ANN

HENRY/  
MICHAEL  
C &  
CHRISTINE  
R



Proposed driveway

7400 ft





## City Clerk-Treasurer

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**From:** City Clerk-Treasurer  
**Sent:** Wednesday, October 30, 2024 10:25 AM  
**To:** Bret Kilpela  
**Cc:** Ron Yliniemi  
**Subject:** RE: Proposed Driveway  
**Attachments:** 7-29-24 Work Session Minutes-1 Final.pdf

Bret –

Great name by the way –

This is by way the meeting minutes from 29 July –

So the answer is yes – but with some caveats. Please refer to the attached minutes for the full excerpt and motion.

The approximate 40-acre parcel (#17-021-3020) that is owned by the Crandall family will be going up for sale. There will be a 6-acre parcel that will be sold to a family member on the NE corner, and the remaining land will be sold. The question that came to the City was if the new owners could access the property from the deeded right-of-way which is west of the intersection of Larch and 5th Lane NW. It was explained to the individual that if the City agreed to allow the temporary access, the cost of clearing the trees and **building the road to the City's specifications** to the property line of parcel, would be their responsibility. The individual that contacted the City has future plans of subdividing this parcel, which would result in a system of City Streets. Their plan is to have the street run from 1st NW to 5th Lane NW in the final plat.

Motion:

**Main Motion: To allow a temporary access road to parcel #17-021-3020, for the new owners of the 34-acre parcel which is for sale, not to exceed 1 year of the temporary access road.**

V/r

### **Brett Gagnonpalick**

City Clerk/Treasurer

City of Menahga

Com: 218-564-4557

[cmenahga@cityofmenahga.com](mailto:cmenahga@cityofmenahga.com)

<https://www.cityofmenahga.com/>

**From:** Bret Kilpela <bret.kilpela@gmail.com>  
**Sent:** Wednesday, October 30, 2024 9:57 AM  
**To:** City Clerk-Treasurer <cmenahga@cityofmenahga.com>  
**Cc:** Ron Yliniemi <menahgaws@cityofmenahga.com>  
**Subject:** Proposed Driveway

Brett,

I spoke with Ron Yliniemi today about bringing a driveway off of the corner of Larch Ave and 5th LN NW along the city's deeded row. Ron said that wouldn't be an issue if it is a personal driveway. I was contacting you to get confirmation that the city would be fine with me using that access and removing the few trees that would have to be removed for the driveway. I attached some images of the proposed driveway location.

Thanks,

Bret Kilpela  
PH: (906) 231-3090

**Main Motion: To approve the monthly report and financials, with the exception of the Bi-Laws and Ordinance, as presented by GWC Administrator Laura Ahlf.**

Moved by:	Bjornson
Seconded by:	Warmbold
Action:	Motion carried by a 5-0 voice vote
In favor:	Olson, Tomperi, Netland, Bjornson, Warmbold
Opposed:	None

- **City Park Manager, Ralph Cox** – Cox reported that the campground revenues are up from this time last year and it is continuing to be busy. He submitted the Oak Wilt report , which found that there is no oak wilt in Menahga.

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

**1. Monthly Report – June Budget YTD Revenue-Expenditure, Check Reconciliation, Cash and Investments – FYI.**

**2. Charge off Water Bills**

The City has been sending bills to two individuals that longer reside in Menahga, with one that has passed away and the other person did not leave a forwarding address with the City or post office. We would ask that the following accounts be charged off, as we mail these bills every month and they come back undelivered.

Account # 01-00000240-00-7 - Joshua Keith for \$4.22; and  
Account # 00-00002740-01-2 - Wayne Maaninga for \$40.95

**Main Motion: To approve the charge off of two utility accounts, for Wayne Maaninga for \$40.95 and Joshua Keith for \$4.22, for a total of \$45.17.**

Moved by:	Netland
Seconded by:	Tomperi
Action:	Motion carried by a 5-0 voice vote
In favor:	Olson, Tomperi, Netland, Bjornson, Warmbold
Opposed:	None

**3. Crandall - Fifth Street Driveway Access - from Larch and 5<sup>th</sup> Lane NW**

The approximate 40-acre parcel (#17-021-3020) that is owned by the Crandall family will be going up for sale. There will be a 6-acre parcel

that will be sold to a family member on the NE corner, and the remaining land will be sold. The question that came to the City was if the new owners could access the property from the deeded right-of-way which is west of the intersection of Larch and 5<sup>th</sup> Lane NW. It was explained to the individual that if the City agreed to allow the temporary access, the cost of clearing the trees and building the road to the City's specifications to the property line of parcel, would be their responsibility. The individual that contacted the City has future plans of subdividing this parcel, which would result in a system of City Streets. Their plan is to have the street run from 1<sup>st</sup> NW to 5<sup>th</sup> Lane NW in the final plat.

**Main Motion: To allow a temporary access road to parcel #17-021-3020, for the new owners of the 34-acre parcel which is for sale, not to exceed 1 year of the temporary access road.**

Moved by:	Bjornson
Seconded by:	Netland
Action:	Motion carried by a 5-0 voice vote
In favor:	Olson, Tomperi, Netland, Bjornson, Warmbold
Opposed:	None

#### **4. Campground Manager Replacement Discussion**

Ralph Cox will be leaving the City for personal reasons and has requested the City Clerk/Treasurer to replace him with Brian Soukup, to take over the role as Campground and Building Maintenance Manager from 15 April – 15 October. The City will formulate a plan that will best serve the needs of the community.

#### **e. New Business**

##### **1. Propane Contract Pre-Pay**

The City utility shop in the past has entered into a pre-pay contract for the propane for the main City shop building. Lakes Community Cooperative has provided the City with the proposed rate for the 2024-2025 season. The per gallon rate is \$1.60 and must be paid in full by August 16, 2024.

## PLANNING AND ZONING MEMBER TERMS

- Larry Murphy (3-year) – term ending 12-13-2025
- Brian Madsen (3-year) – term ending 12-31-2024
- Connie Steiner (3-year) – term ending 12-31-2024
- Mike Netland (Council 1-year) - term ending 12-31-2024
- Vacancy of Quade Mayer (not filled 3-year) – 12-31-2026





Permit #	Date	Name	Address	Parcel ID	Description	Fee
24-01	3/20/2024	Bolton	521 1st St NW	R17-430-0110	Lot Split 1 parcel into 2 parcels	\$100
24-02	4/23/2024	Haataja	736 4th LN NW	R17-700-0050	new house with attached garage (2,872 sqft)	\$300
24-03	4/25/2024	Pettow	752 Aspen Ave SE	R17-730-0020 & R17-730-0040	Demo 3 buildings.	\$0
24-04	4/30/2024	Hillukka	332 Main Street SW	R17-350-0800	landscaping	\$100
24-05	5/3/2024	Riley	222 1st St. NW	R17-350-0060	fence	\$50
24-06	5/23/2024	Halonen	234 1st St NW	R17-350-0120	structure expansion	\$75
24-07	6/4/2024	Nordstrom	227 Main St NW	R17-350-0220	fence	\$50
24-08	6/6/2024	Ramirez	835 1st St. NE	R17-460-0120	fence	\$50
24-09	6/21/2024	Haataja	34 Juniper NW	R17-540-0110	House	\$300
24-10	7/1/2024	Alderson	118 6th St SE	R17-620-0113	fence	\$50
24-11	7/19/2024	Madsen	52 Juniper NW	R17-540-0050	Driveway	\$50
24-12	7/31/2024	Mortenson	218 Main St. SW	R17-350-0570	fence	\$50
24-13	8/1/2024	Twin Lakes Prop	721 Fern Ave. SE	R17-630-0100	Apartment Building	\$500
24-14	8/14/2024	Lustila	35 12th St. SE	R17-560-0090	Storage Shed	\$100
24-15	8/19/2024	Waaraniemi	423 Aspen SW	R17-390-0080	Room Addition	\$50
24-16	9/26/2024	Crandall	1020 1st St. NW	R17-021-3020	Lot Split 1 parcel into 2 parcels	\$100
24-17	9/26/2024	Kraushaar	836 1st St NE	R17-022-1130	Garage	\$100
24-18	10/1/2024	Ellingson	111 Balsam Ave	R17-310-0020	Fence	\$50
24-19	10/8/2024	Subway/R&R Land	226 Aspen	R17-320-0330	Sign	\$0
24-20	10/11/2024	Shawn Niemila	211 Main St. NE	R17-330-0250	Fence	\$50
24-21	10/28/2024	Carl Peterson	427 Main St. NW	R17-500-0020	Garage Addition	\$75
24-22	10/31/2024	Zachary Hillstrom	DBA 7th St. SE	R17-620-0160	Parcel Split	\$100
24-23	10/31/2024	Jane Kosola	231 1st St. NW	R17-420-0160	Fence	\$50
					<b>Total</b>	<b>\$2,350</b>

