

City of Menahga
Special Meeting/Work Session City Council Minutes
Monday, November 25th, 2024

a. Call to Order

The Menahga City Council held a Special Meeting/Work Session on Monday, November 25, 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 and Deputy Clerk Melanie Schermerhorn

c. Pledge of Allegiance

d. Department Reports

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

1. Monthly Report - Heather stated that it was a good month. Bjornson pointed out that the spreadsheet math was wrong between the totals of YTD On-sale and YTD Off-sale. Shepersky will investigate it. Tomperi pointed out the over and under columns have some big swings in them. Shepersky explained how the system works, which typically evens out. Olson brought up having excess inventory that the Liquor Store has indicated they want to get rid of. Gagnonpalick said he has the master list, and it is sizable.

• **Police Department – Chief Amy Lane**

1. Monthly Report – Lane reported 167 calls from October 22nd to November 20th. Lane went over the stats for the council. Tomperi asked about the new squad computers and Lane reported that they are all

functioning. Lane reports no miscellaneous information. Bjornson asked if there any injuries related to the incident involving a school bus. Lane reported nothing significant to report.

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

1. **Monthly Report** – Yliniemi reported the flow-meter calibrations are complete in the water plant, to include the flow meter to the main lift station. Holiday shifts will fall to Parvi for Thanksgiving, Yliniemi for Christmas, and Soukup for New Year’s coverage. All the lawnmowers have been winterized for the season and put away. For the service line inventory, only two pipes are cast iron, and letters were sent out. Yliniemi is in contact with Chris Thorson about the different projects, and when that timeline is going to work with Menahga. This will be reflected on the 5-Year Capital Improvement Plan. The main lift station pump that services the drainage ponds broke. There is a loner in place temporarily, with the permanent fix to be completed soon.

Discussion about the excess property took place. The items that are being excessed don’t serve the City.

Main Motion: To adopt Resolution 2024-41 – Sale of excess property from the Public Works department as presented.

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

- **Fire Department – Chief Dave Kicker.**

1. **Monthly Report** – Kicker reported a total of 64 calls for the year through 11/14/21. He stated that the Jaws of Life are in and ready for use. The distributor is coming in to train the fire department members on them. These jaws are battery powered and easy to maneuver with. Netland asked how much additional funding the Department received. Kicker said they received 3k from Wolf Lake Wolf Pack Baseball club. The old jaws will be sold in the future. Kicker mentioned that there are buyers for them.

Kicker brought up the Township Contract Meetings. Bjornson stated that the Contracts will be up for a vote at the December 9th Council meeting.

Kicker reported he is stepping down as Fire Chief in January, 2025. A successor has not been named. The Council thanked him for his many years of service. Kicker stated he will continue to stay on as a member of the Fire Department.

Greenwood Connections Administrator – Laura Ahlf

1. Monthly Report –

Olson started the conversation by apologizing to Ahlf regarding the City/GWC insurance matter.

Ahlf reported that the census was 54%.

Ahlf did a budget without ECPN. The GWC board voted to keep ECPN in the budget. Ahlf made the corrections.

Ahlf stated that the budget included a 3% wage increase.

ESST was brought up, and Ahlf is going to keep it all in one PTO bucket for eligible employees. Those under the requirement threshold for PTO will accrue ESST.

Main Motion: To approve the monthly report and financial, as presented by GWC Administrator Laura Ahlf.

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

Main Motion: To increase GWC wages by 3% as of January 1, 2025, for a total of \$210,982.

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

Main Motion: To approve the GWC performance incentive \$.50 cents per hour for an estimated amount of \$87,700.

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

2. Window Project

GWC has a window project to replace the old windows in the facility. Ahlf brought forward several bids for the Council to vote on. The Council discussed the merits of each of the bids.

Main Motion: To approve CoBuilt Construction Services for \$97,300 for the GWC window replacement project.

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

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

- 1. Monthly Report –**

- Soukup said October brought in 8k, and November slowed down to only \$300.00. Soukup will continue to do off season maintenance on the campground, to include repainting signs, removing some trees, and finishing the RV Dump site clean up.

- Bjornson asked about giving the St. Urho a good maintenance treatment. Soukup said it is in the works, but they require the supplies.

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

1. Monthly Report – October Budget YTD Rev-Exp, Check Reconciliation, Cash, and Investments – FYI.

2. Candidate Search for Deputy Clerk

The application for Deputy Clerk is out on Hireclick and is set to close December 18th. Applications will be reviewed and passed to the Council for tentative interviews. Gagnonpalick asks the Council to reach out to any tenable applicants and encourage them to apply.

3. Limited Staffing over Christmas

December 20th, 26th, and 27th staff will be out of the office. The Council will check with Alvina to see if she could fill in those days. The Council states that City Hall should not be closed to its residents.

4. Chapter 151 Update summary

The council was provided with a Summary from the Planning and Zoning Public Hearing for the Land Use Ordinance 151. It was the consensus of the Council that Jensine Kurtti sees this Ordinance through to its conclusion.

5. New Business

1. Interim Employee discussion, rehire Alvina Kytta effective 2 December.

Main Motion: To hire retired Deputy Clerk Alvina Kytta to assist and/or train the Acting Deputy Clerk Vry until a full-time employee is hired.

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

Main Motion: Due to the resignation of the Deputy Clerk, approve the removal of Melanie Schermerhorn as a signatory at the Community First bank, and any other financial institutions and direct the Clerk/Treasurer to collect any

and all logins and passwords associated with the position from the outgoing Deputy Clerk.

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

2. Raise for Officer White

A document was vetted and approved by our City Attorney.

Main Motion: To accept a raise for Officer White to Step 6 at \$25.32 per hour, Effective November 18th, 2024.

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

3. Letter to the Editor correction.

In reference to a recent newspaper Letter to the Editor by Council Member Bjornson, Gagnonpalick reported that the only accounts being certified to the County are those that are delinquent for the 2024 calendar year and will be approved at the December 9, 2024 and not November 25, 2024. Affected accounts have all been sent a Notice.

6. Consideration of Bills

The Council was provided with the actual invoices for Batch #112524checks - \$108,959.69.

A directive was given, by a consensus of the Council, to make sure the Clerk/Treasurer date stamps all received invoices and has signed off on all invoices to signify his review and approval.

Main Motion: To approve Batch #112524 checks in the total amount of \$108,959.69.

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

Fire Chief Dave Kicker provided Deputy Clerk Schermerhorn with a spreadsheet showing employee meetings and fire calls for 2024. The firefighters are paid annually in November for their December meeting.

Main Motion: To approve payment of \$16,891.42 for the 2024 Firemen compensation

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

7. Budget Discussion

a. Levy Discussion

A clerical issue was found on the Bond Payment portion of the proposed levy. This issue created a 24% increase in the levy on the City's portion of the Mayor's Proposed Tax Statement. This figure was incorrect, and with the corrected information, the proposed increase is 2.2% actual. The corrected amount will be presented at the December 9, 2024 Truth and Taxation Meeting.

b. Premium Plan / FSA

The City has a pretax health and dental plan. Gagnopalick provided documents to the Council that match what GWC is proposing to their employees. Schermerhorn stated that all proposed contributions can be covered by the City by moving some funding around. Gagnopalick will send a change log for the proposed changes.

c. Liquor/Campground/Water/Sewer

Changes from the previous budget meeting were made and reflect the current information presented to the Council.

The Work Session/Special Meeting is scheduled for December 23, 2024 at 6:00 p.m. The Meeting will be used to pay bills and provide the monthly reports by the Department Heads and GWC Administrator.

8. Meeting Adjournment

Main Motion: To adjourn the meeting at 7:38 p.m.

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

Clerk/Treasurer Brett Gagnonpalick

Mayor Elizabeth Olson