

**City of Menahga
Regular Meeting City Council Minutes
Tuesday, November 12, 2019**

A. Call to Order

The Menahga City Council Held a Regular Meeting Tuesday, November 12, 2019. Mayor Liimatta called the meeting to order at 6:00 pm.

B. Roll Call

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

Tim Ellingson	Robyn Keranen	Art Huebner
Karol Andreasen	Mayor Joan Liimatta	

C. Pledge of Allegiance

D. Approval/Amendment of Agenda

1. Approval of Minutes
 - a. July 9, 2019
 - Administrator Kreklau stated he was misinformed on the audit extension, upon the auditor suggestion the employee changed it.
 - Change Karjala to Andreasen in motion to adjourn
 - b. July 26, 2019
 - c. September 10, 2019
 - d. September 17, 2019
 - Mayor Liimatta stated she was to be included as a contact with Kristi Hastings, Labor Attorney, Pembleton Law in the motion hiring her.
 - e. September 24, 2019
 - f. October 8, 2019
 - Spelling of phase on page 2
 - Motion on page 3 regarding reviews done by consensus.

Main Motion: To approve the minutes as read, reported, and corrected

Moved by:	Ellingson
Seconded by:	Andreasen
Action:	Motion carried by 4-1 voice vote
In favor:	Ellingson, Andreasen, Liimatta, Keranen
Opposed:	Huebner

E. Communication and Appearance Requests

1. None

J. Public Hearings

1. Small Cities Development Update – Ed Zimny
 - 3 residential projects completed
 - Balance of funds remaining \$65,820 for residential could be used for 3 possibly could squeeze a 4th depending on costs

- Could open a Plan B target with a letter from the city. We could advertise for applications, get bids and be ready to start next spring.
- Commercial – we had funding for 3 projects. We have one on the way. Owner had trouble getting contractors so, we are getting that one rebid over the winter and have projects ready for next spring.
- Commercial balance of funds are \$54,943. Enough to do one or possibly 2 projects.
- Part of the grant is to have 2nd public hearing to allow public input.
- Mayor asked for public input – there was no public input
- Mayor called for a motion to proceed with phase 2
- Councilmember Andreasen asked what happens to the unused funds.
 1. Mr. Zimny – this grant is running all through next year and through September 2021 after that the remaining funds will be returned to the state.
- Andreasen – does it stipulate for size
 1. Mr. Zimny – structural, accessibility issues, store front, etc.
- Mayor called for a motion to proceed with phase 2

Main Motion: To proceed with phase 2 of the Small Cities Grant

Moved by:	Andreasen
Seconded by:	Keranen
Action:	Motion carried by unanimous voice vote
In favor:	Ellingson, Andreasen, Liimatta, Keranen, Huebner
Opposed:	None

K. Unfinished Business

1. Cemetery Projects Update – Jon Olson, Apex Engineering
 - Started planning back in May 2018 – original project 3 acres, with water hydrants, and roads – brought back plan in August 2018
 - Brought bids in October 2018 – good numbers, but higher than city planned
 - Started scaling back plan. Contractor agreed to use same numbers as originally quoted.
 - City decided to work on only the Veteran’s portion
 - Completed road improvements and done with monument markers
 - Final plat – all traditional size
 - Costs – larger scale project \$125,000 – final project Veteran’s section around \$34,000 final cost.
 - We are recommending you approve plat as presented

Main Motion: To approve plat for Veteran’s 3rd Addition

Moved by:	Huebner
Seconded by:	Keranen
Action:	Motion carried by unanimous voice vote
In favor:	Ellingson, Andreasen, Liimatta, Keranen, Huebner
Opposed:	None

L. New Business

1. Ehler's Presentation Todd Hagen, Ryan Miles

- They are Municipal Financial Advisors not accountants – they leave the accounting to Ablo Eick & Meyers and other accounting firms such as them
- We have helped to issue bonds
- S&P rating was downgraded to BBB+
- "Menahga lacks long term financial plans," S&P
- Recommend long term financial plan for the General Fund
- Create a "roadmap" for the council and staff
- Good idea to update plans every other year
- This will be a good tool to get back in the A rating, this will also help with audits
- We have been managing a portion of your General Fund Investments and the 2017 Bond issuance
- Our strategy is safety – the funds we invest are safe according to state statute – We can only invest according to State Statute 118A
- Making sure the funds are liquid when you need them
- Overall yield – try to maximize rate of return in a safe way
- Can help plan for other future projects
- Councilmember Andreasen – do you charge a flat rate or a percentage
 1. Mr. Miles – we cannot charge a flat rate due to FCC regulations we charge under an asset advisory fee. From November to November we charged the city \$3,800 we generated over \$37,000 of interest which ends up being a profit of \$33,000 after all the fees.
- Benefit to the city to develop an investment policy, funds policy, cash flow forecast, and providing investment recommendations

F. Public Input

1. Jensine Kurtti

- Asked if the width of the street between her property and Lumber Yard had been determined
 1. Councilmember Huebner answered the street is 60 feet wide
- If it is only 60 feet instead of 80 feet the property owners on each side should split the 20 feet
- Handed out emails from Ryan Odden and Lee Brekke, both of Wadena County
- Would like things to be clarified

G. Reports by Departments and Liaison Groups

1. Laura Ahlf, Greenwood Connections Administrator

- a. Census is 56 of 60 beds
- b. Construction – last hallway is spit in half – not many workers showing up – concerned it will fall behind

Main Motion: To accept report by Administrator Laura Ahlf

Moved by: | Andreasen

Seconded by:	Ellingson
Action:	Motion carried by 4 voice vote – Keranen abstained
In favor:	Ellingson, Andreasen, Liimatta, Huebner
Opposed:	None

2. Ron Yliniemi, Public Works
 - a. MN Pollution Control – report – shows noncompliance/compliance
 - All of the noncompliance came before me
 - Under advisory part – calibrate testing meters and take pond samples from the side for pre-discharge make sure to go down 12 inches from the top surface
 - b. Update contact information for MN Pollution Control
 - c. Sewer Chewer – problems with the “flushable” wipes

Main Motion: To approve purchase of channel chewer from MN Pump \$36,536.88 – transferring out of E 101-49200-991, Capital Equipment Fund.

Moved by:	Keranen
Seconded by:	Huebner
Action:	Motion carried by a unanimous voice vote
In favor:	Ellingson, Andreasen, Liimatta, Huebner, Keranen
Opposed:	None

Main Motion: To approve Les’ Electric to hook up 3-phase to channel chewer in the amount of \$1,900 coming out of E 602-49450-220, Repair and Maintenance

Moved by:	Huebner
Seconded by:	Andreasen
Action:	Motion carried by a unanimous voice vote
In favor:	Ellingson, Andreasen, Liimatta, Huebner, Keranen
Opposed:	None

3. Adam Gunderson, Police Chief
 - a. Night pistol, shotgun, rifle Night Shoot qualification
 - b. Taser recertification
 - c. Squad maintenance on 4803 – timing issue
 - d. 143 calls for the month of October
 - e. 4802 car is reaching its end of life for Police use. Currently over 100,000 miles
 - f. Requesting \$55,000 plus or minus a few thousand
 - New car and all of the equipment is roughly \$54,000
 - Plus or minus \$2,000
 - g. We have approximately \$200,000 left over in the budget because there was not much spent earlier this year, not having a chief
 - h. Mayor asked about leasing a car
 - Chief Gunderson stated we are not a big enough entity to be able to lease due to there being a minimum number of vehicles
 - i. Mayor wants to look more at leasing before approving the purchase of a new squad.

- j. Chief Gunderson is working with the County Attorney to find out which vehicles in impound due to forfeiture can be sold

Main Motion: To approve purchase of a new squad car

Moved by:	Huebner
Seconded by:	Keranen
Action:	Motion carried by a 4-1 voice vote
In favor:	Ellingson, Andreasen, Huebner, Keranen
Opposed:	Liimatta

Main Motion: To accept report by Police Chief Gunderson

Moved by:	Huebner
Seconded by:	Andreasen
Action:	Motion carried by a unanimous voice vote
In favor:	Ellingson, Andreasen, Liimatta, Huebner, Keranen
Opposed:	None

- 4. Curt Kreklau, City Administrator
 - a. Initial meeting with the Business Retention Expansion program, met with Children’s First Addition. They paid for a study – there is a need for 240 – 500 spots for daycare.
 - b. MPCA – Waste water treatment training, we hosted at the learning center
 - c. LELS Union – we will discuss that in the closed session
 - d. Turn Liquor ordinance over to the city attorney
 - e. Special Meeting penciled in on December 16, 2019 at 5pm to discuss Union negotiations

Main Motion: To accept report by Administrator, Curt Kreklau

Moved by:	Huebner
Seconded by:	Andreasen
Action:	Motion carried by a unanimous voice vote
In favor:	Ellingson, Andreasen, Liimatta, Huebner, Keranen
Opposed:	None

I. Notices and Communications

K. Unfinished Business

- 2. Exit Interviews
 - a. Mayor Liimatta stated Standard & Poor’s wants to know why people left
 - b. Councilmember Keranen stated she was uncomfortable with this
 - c. Councilmember Ellingson asked why we wouldn’t want to know. Why don’t we want to find out why people left?
 - d. Greenwood Connections Administrator, Laura Ahlf stated exit interviews are a good practice

- e. Administrator Kreklau – stated this far after the fact can be a huge liability from an HR perspective
- f. Councilmember Huebner – stated this has already been voted on before and voted down
- g. Councilmember Keranen – said she would be more comfortable with an investigation done by the city attorney then an exit interview. Along with the acts from January.
- h. Councilmember Huebner – said exit interviews are supposed to be done at the time employee leaves
- i. Mayor Liimatta – said she wants an interview from Janette Bower’s departure through Frank Thelin done by our city attorney unless it is a conflict of interest for him

Main Motion: To approve city attorney to initiate an investigation into prior employee departure from Janette Bower through Frank Thelin to be completed within 45 days.

Moved by:	Ellingson
Seconded by:	Andreasen
Action:	Motion passed by unanimous voice vote
In favor:	Ellingson, Andreasen, Liimatta, Keranen, Huebner
Opposed:	None

Main Motion: To approve conducting exit interviews in a timely fashion stated in the League of Minnesota Cities’ Handbook when an employee departs.

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

- Tabled until the November 26, 2019 meeting

L. New Business

- 2. CSAH 17 Project Approval

Main Motion: To approve resolution for CSAH 17 Project with date change to November 12, 2019.

Moved by:	Ellingson
Seconded by:	Andreasen
Action:	Motion passed by unanimous voice vote
In favor:	Ellingson, Andreasen, Liimatta, Keranen, Huebner
Opposed:	None

- 3. CGMC Dues

- We have not been a member so by consensus we will not be becoming members

- 4. Administration Department Computers

Main Motion: To approve a maximum on \$3,000 for new computers for the

Administration office as described by Administrator Kreklau– One tower and two laptops

Moved by:	Ellingson
Seconded by:	Keranen
Action:	Motion passed by unanimous voice vote
In favor:	Ellingson, Andreasen, Liimatta, Keranen, Huebner
Opposed:	None

6. Frisbee Golf Invoice

Main Motion: To pay \$982.19 invoices for the Frisbee Golf, need documentation for the \$150.56 before allowed to pay.

Moved by:	Keranen
Seconded by:	Andreasen
Action:	Motion passed by unanimous voice vote
In favor:	Ellingson, Andreasen, Liimatta, Keranen, Huebner
Opposed:	None

7. Schedule Budget Work Sessions (3)

- a. Sewer & Water – November 19, 2019, 4:00pm
- b. Liquor Store and Work Session– November 26, 2019, 4:00pm


O. Consideration of Bills


Main Motion: To accept financials as given

Moved by:	Ellingson
Seconded by:	Keranen
Action:	Motion passed by unanimous voice vote
In favor:	Ellingson, Andreasen, Liimatta, Keranen, Huebner
Opposed:	None

P. Adjourn

- Recessed at 9:46 pm until Tuesday, November 19, 2019 at 4:00 pm to discuss closed door meetings and water sewer budget.


Curtis Kreklau Jr, City Administrator


Joan Liimatta, Mayor