

**City of Menahga
Regular City Council Minutes
Tuesday, January 12, 2021**

1. Mayor and Council Member Oaths of Office

2. Call to Order

The Menahga City Council held a Regular Meeting Tuesday, January 12, 2021. Mayor Elizabeth Olson Called the Meeting to order at 6:00 pm.

a. Pledge of Allegiance

3. Roll Call

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

Elizabeth Olson Durwin Tomperi Dan Warmbold
Robyn Keranen Art Huebner

4. Approval/Amendment of Agenda

Main Motion: To approve the Agenda

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

5. Special Order of Business

a. Vice-Mayor Appointment

Main Motion: To approve the appointment of Durwin Tomperi as Vice Mayor

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

b. Planning Commission Appointment

Main Motion: To approve the appointment of Art Huebner to the Planning Commission for 2021

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

c. Nursing Home/Greenwood Connections Appointment

Main Motion: To approve Elizabeth Olson and Robyn Keranen to the Green Pine Acres Nursing Home Board for 2021

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

d. Fire Subcommittee Appointment

Main Motion: To approve Elizabeth Olson and Dan Warmbold to the Fire Relief Committee for 2021

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

Main Motion: To approve Durwin Tomperi and Dan Warmbold to the Fire Contract Subcommittee for 2021

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

e. Work Session Discussion/Action

Main Motion: To adopt Work Session Model for 2021

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

Main Motion: To approve setting Regular Menahga City Council Meetings for the second Monday of every month

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

Main Motion: To approve setting Work Sessions two weeks prior to the Regular Meeting every month

Moved by:	Warmbold
Seconded by:	Huebner
Action:	Motion carried by a unanimous voice vote
In favor:	Huebner, Keranen, Olson, Tomperi, Warmbold

Opposed: None

Main Motion: To rescind motion to setting Regular Menahga City Council Meetings for the second Monday of every month

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

Main Motion: To approve setting a Public Hearing to change Ordinance

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

6. Consent Agenda

7. Approval of Minutes

- a. October 27, 2020 – Special Meeting
- b. November 17, 2020 – Continuance
- c. December 8, 2020 – Truth in Taxation Meeting
- d. December 8, 2020 – Regular Meeting

Main Motion: To approve the following minutes as presented: October 27, 2020, November 17, 2020, December 8, 2020 (Truth in Taxation), December 8, 2020

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

8. Notices and Communications

9. Public Forum and Correspondence

10. Public Hearings

11. Acknowledgement of receipt of board/commission minutes

- a. Greenwood Connections Board Minutes

Main Motion: To accept the Greenwood Connections January 2021 Board Minutes

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

12. Board/commission/committee reports

13. Staff Reports

- a. Greenwood Connections Administrator – Laura Ahlf
 - Administrator Ahlf asked if the Council would like her to come to the Work Sessions
 - Council asked if she was willing to try to come to the Work Session
 - Census was 57
 - Stopped taking COVID positive residents and closed COVID unit
 - November was a positive month
 - Building project was waiting on a heater
 - Had first round of COVID vaccines have been done
 - Allowing visitors into the facility depends on positivity rate of the county and staff members
- b. Northbound Spirits Manager
- c. Public Works Director
- d. Police Chief – Chief Adam Gunderson
 - 2020 Yearly total of Calls for Service: 1,460
 - December 2020: 97 Calls for Service
- e. Fire Department – Dave Kicker
 - 3 calls: Landing Zone, Mutual Aid, fire in town
 - Need to have township meeting in January for Fire Contracts
 - Get together in a week or so to meet before meeting with townships
 - Schedule Township meeting for Tuesday, January 26, 2021 6:30 pm
- f. City Administrator – Curt Kreklau Jr.
 - Former Council passed a Resolution to change the meeting date and it is set in ordinance. To change must have a Public Hearing can set one before February 9, 2021 Regular Meeting.
 - IT report – everything is healthy and functioning
 - About Newly Elected Officials Training – We will get everything set up tomorrow

14. New Business

- a. Approval of 2021 Official Depositories

Main Motion: To approve Community First Bank of Menahga and Sebeka, TruStar Federal Credit Union, the 4-M Fund, Ameritrade Financial, and Ehlers as the 2021 Official Depositories

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

- b. Approval of 2021 Signers for Bank Accounts
 - Resolution No. 2021-001

Main Motion: To approve Resolution No. 2021-001

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

CITY OF MENAHGA, MINNESOTA
Resolution No. 2021-001

A Resolution of the Menahga City Council Designating Authorized Signatures for Check Signing Privileges and access to City Safety Deposit Boxes.

WHEREAS, it is the City Council's desire to have two signatures on each check; and WHEREAS,

Elizabeth Olson was elected as Mayor of the City of Menahga on November 3, 2020; and

WHEREAS, Durwin Tomperi was appointed by the City Council to serve as the Vice-Mayor on January 12, 2021; and

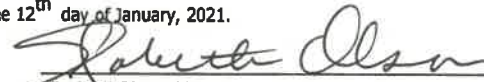
WHEREAS, Curtis Kreklau Jr. was appointed by the council to serve as City Administrator June 3, 2019; and

WHEREAS, Tanya Edwards was appointed by the Council to serve as Deputy Clerk on May 13, 2019.

NOW, THEREFORE BE IT resolved by the Menahga City Council that effective January 12, 2021, two of the following signatures will be placed on each check:

1. Elizabeth Olson
2. Durwin Tomperi
3. Curtis Kreklau Jr.
4. Tanya Edwards

Adopted by the City Council of the City of Menahga, Minnesota, this the 12th day of January, 2021.


Elizabeth Olson, Mayor

Curt Kreklau, Jr., Administrator

c. Approval of 2021 Criminal and Civil Legal Counsel

Main Motion: To approve Ramstad, Skoyles, & Winters as 2021 Criminal Legal Counsel

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

Main Motion: To approve Pemberton Law as 2021 Civil Legal Counsel

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

- d. Approval of 2021 Fee Schedule
- Resolution No. 2021-002

Main Motion: To approve Resolution No. 2021-002

Moved by:	Keranen
Seconded by:	Huebner

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


CITY OF MENAHGA, MINNESOTA
Resolution No. 2021-002

A Resolution of the Menahga City Council Adopting the City of Menahga Fee Schedule for the fiscal year beginning January 1, 2021 and ending December 31, 2021

NOW, THEREFORE BE IT resolved by the Menahga City Council that the City of Menahga adopts the attached fee schedule for a period of one year, beginning on January 1, 2021 and ending December 31, 2021.

Adopted by the City Council of the City of Menahga, Minnesota, this the 12th day of January, 2021.

Curt Kreklau, Jr., Administrator


Elizabeth Olson, Mayor

e. Approval of 2021 Official Newspaper

Main Motion: To approve Menahga Sebeka Review Messenger as the 2021 Official Newspaper

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

f. 2022 Official Polling Place

Main Motion: To approve Resolution No. 2021-03

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

CITY OF MENAHGA, MINNESOTA
Resolution No. 2021-003

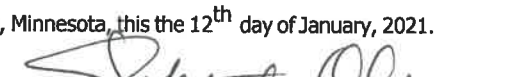
A Resolution of the Menahga City Council Specifying 2022 Polling Place

WHEREAS, the City of Menahga is required by Minnesota Statute Minn. Stat. § 204B.16, subd. 1., to designate the polling place for the following year's election:

NOW, THEREFORE BE IT resolved by the Menahga City Council that the polling place for 2022 will be the Menahga City Hall, located at 115 2nd St NE, Menahga, MN.

Adopted by the City Council of the City of Menahga, Minnesota, this the 12th day of January, 2021.

Curt Kreklau, Jr., Administrator


Elizabeth Olson, Mayor

g. Approve Request for Proposal for Auditor Years 2020, 2021, 2022

Main Motion: To approve Request for Proposal for Auditor for Years 2020, 2021, 2022

Moved by: Tomperi
Seconded by: Huebner
Action: Motion carried by a unanimous voice vote

In favor: Huebner, Keranen, Olson, Tomperi, Warmbold
Opposed: None

h. Approve Request for Proposal for City Engineer

Main Motion: To approve Request for Proposal for City Engineer

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

i. Approve Request for Financial Advisor

Main Motion: To approve Request for Proposal for Financial Advisor

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

j. Authority to contact the City Attorney

Main Motion: The City Administrator and Mayor shall have the authority to contact and seek advice from the City's legal counsel on behalf of the council. Council members, other than the mayor, may contact and seek advice from the City's legal counsel only after obtaining written permission from the Administrator, Mayor, or majority approval from the Council.

It shall be the responsibility of the Administrator and / or the Mayor to report monthly to the full council regarding matters for which legal counsel was consulted.

It shall be the responsibility of each Council Member to pay legal fees, if any, of an attorney they consult regarding matters of the City unless permission has been given by the Administrator, Mayor, or the majority of the Council has given approval for the consultation.

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

k. Re-opening City Hall

Main Motion: The Menahga City Council orders the City Administrator to re-open City Hall to the general public to allow access to conduct business and collect information as needed and is directed to follow Governor Tim Walz's Emergency Executive Order 21-01 dated

January 6, 2021.

The City Administrator will continue to monitor COVID-19 Disease spread, State and CDC recommendations, and the impact of the required measures, and as needed, may revisit, extend, expand, or modify the Order to protect the public's health and safety. Any action to modify this Order needs City Council approval.

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

i. Financial Directives

Main Motion: To approve providing financial information to the Council on all Investments and Cash Accounts and whether dedicated or non-dedicated funds; Reports each month on all Department Budgets, Expenditures To-Date, and remaining balances in detail. A Report on budgeted revenues and received to-date and remaining balances in detail, including, but not limited to the above.

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

m. Inventory List

Main Motion: To approve request for an inventory list by department to be completed by work session

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

- n. CARES Act Final Report in the amount of \$77,519.
- o. MN Auditor's Report on the Municipal Liquor Store

15. Unfinished Business

a. Hiring Temporary Help

Main Motion: To approve Administrator hiring candidate Cassandra Newman at \$15.50 per hour for minimum three months pending favorable background check.

Moved by:	Keranen
Seconded by:	Huebner
Action:	Motion carried by a 4-1 voice vote
In favor:	Keranen, Huebner, Tomperi, Warmbold

Opposed: Olson
b. 2020 Utility Write Off

Main Motion: To approve writing off \$542.34 from inactive utility accounts

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

16. Consideration of Bills

a. December 2020

Main Motion: To approve Payment of \$389,020.25 for Dec 2020 Bills

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

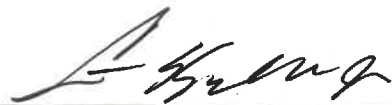
Main Motion: To approve Payment of \$1,709,312.12 for January 2021 Bills and Bonds

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

17. Adjournment

Main Motion: To approve Adjournment at 9:16 pm

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


Curtis Kreklau Jr., Administrator


Elizabeth Olson, Mayor