

**City of Menahga
Regular City Council Meeting Minutes
February 12, 2024**

1. Call to Order

The Menahga City Council held their Regular Monthly Meeting on Monday February 12, 2024.

Mayor Elizabeth Olson called the meeting to order at 6:02 p.m.

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 attending via electronic means from 2929 East Main Street, Space 100, Mesa, Arizona 85213

City Office Staff present: Consultant Betty Thomsen was absent.

3. Pledge of Allegiance

4. Approval of Agenda

The following changes were made: Moved 8. a. Duane Hillukka - Possible Sale of City Property and b. Chris Torvinen - Snow Removal to 5. c. and 5. d., respectively; and added to 8. New Business: p. 2025 Budgeting; q. Reporting Schedule to Receive Financials; and r. Part-time Police Officer.

Main Motion: To approve the Agenda as amended.

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

5. Communication Appearance Request

a. Vernon Kath - Street Light, Culvert Cleaning and High-Water Bills.

Mr. Kath indicated that he would like to see a streetlight installed on the corner of First Street North and Larch Avenue as he indicated it is a very dark area. He wondered if this would be beneficial for everyone and asked what the procedure to have a City streetlight installed. He also stated that he mows the lawn for the Redeemer Lutheran Church in the Southgate Addition and reported the culvert in that area should be cleaned as it invariably plugs up and floods the area where he mows. He also asked about his high-water bills and was there something he could do to reduce them. Mayor Olson stated that she would make sure the appropriate people are contacted to respond to his concerns.

b. Nicholas Patson - Law Enforcement - Did not attend the meeting.

c. Duane Hillukka - Possible Sale of City Property

Mr. Hillukka stated he would like to purchase the old railroad property that borders his property on the South side of Menahga in Wadena County, to the area which runs between Schaefer's and Skoog's businesses in the City of Menahga. He stated his sons own land that this property would assist in providing an easement/driveway to their property. He stated he would like to take care of this matter prior to his passing. He also brought up the fact that beavers have done damage to the north line and he would like to get it fixed. He stated he would agree to fair terms and would not object to granting a utility easement back to the City. Mr. Hillukka understood that there would be a process in selling the property if the City so chose to do so.

d. Chris Torvinen - Snow Removal - Did not attend the meeting.

6. Public Forum and Correspondence - None.

7. Consent Agenda –

- a. January 8, 2024 Regular Council Minutes
- b. January 26 2024 Special Meeting Interview
- c. January 29, 2024 Special Meeting Interview
- d. January 29, 2024 Special Meeting/Work Session Minutes

**Main Motion: To approve the following Minutes of:
 January 8, 2024 Regular Council Minutes;
 January 26, 2024 Special Meeting Interview;
 January 29, 2024 Special Meeting Interview; and
 January 29, 2024 Special Meeting/Work Session Minutes.**

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

7a. Acknowledgment/Motion of receipt of Board/Commission Minutes.

a. Greenwood Connections Board Minutes of February 2nd, 2024, and Financial Reports - Laura Ahlf

Greenwood Connections Administrator Laura Ahlf presented her report.

- i. Nursing Home census was 82% for January 2024 and reported that overall, for the 2023 year, the census average was 84%;
- ii. Reported a \$1.5 million CD was coming due and that she would be reinvesting the funds in either the Community First Bank or the 4M Fund;
- iii. Stated that she had received the Pledged Securities from the Community First Bank since the February 2nd meeting;
- iv. Reported the Personnel Handbook had been changed to reflect the information received from the Board;
- v. Would like to purchase a 14-passenger Ford Transit Van to replace the 2007 Ford Van which the DOT would not certify due to the lift;
- vi. Stated the Quality Assurance and Performance Improvement annual review was discussed and the purpose of it.
- vii. Woodside Manner received a very good first Assisted Living Report Card;
- viii. Are changing therapy contracts with the Rehab Visions ending as of March 31st, 2024, and the contract with Blue Stone Therapy beginning April 1st, 2024 which has a lower charge percentage
- ix. Board discussed the By-Laws;
- x. Long-term planning includes replacement of all windows in Woodside Manor and will obtain quotes to start the process; possibly updating the office area; and, the attic dry sprinkler system needs extensive replacement.

Discussion followed regarding the fact that now that the Pay Equity Report has been completed for the City, the Council should act on the pay increase to wages for GWC,

which was presented to the Council in December. (Note: This item was listed on the Agenda as 8.l).

Main Motion: To approve the Greenwood Connections 6% wage increase as presented in December 2023, effective January 1st, 2024.

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

Main Motion: To approve the Greenwood Connections Report and Financials, including the Personnel Handbook as presented by Laura Ahlf.

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

b. Planning Commission Meeting - February 8, 2024 Meeting - Canceled - Informational Only.

8. New Business

a. Duane Hillukka - Possible Sale of City Property - Moved to 5.c.

b. Chris Torvinen - Snow Removal - Moved to 5.d.

c. Competitive Bid Policy - Tabled to 2/26/24 Work Session.

d. Freeze Runs -

After discussion on the information provided, it was the consensus of the Council that Consultant Thomsen, Administrative Clerk Vry and Public Works Director Yliniemi come back to the Council with an appropriate and fair Freeze Run Policy.

e. Approve Job Description for Public Works Director

The Council reviewed the job description provided by Thomsen. Various changes were provided by the Council. It was the consensus of the Council to approve the job description after the changes were completed and a clean copy was provided to the Council.

f. Set the Menahga Board of Review

Lee Brekke, County Assessor stated they had tentatively scheduled the 2023 Board of Review for the City of Menahga for Tuesday, April 9, 2024 at 1:00 p.m. The discussion by the Council was that we approve this date, however, that Mayor Olson should contact Mr. Brekke to see if it could be changed to a Friday to accommodate two of the Council members. The deadline to obtain a date change was 2/15/24.

(Note: Meeting was changed to Friday April 19, 2024, at 9:00 a.m.)

Main Motion: To set Tuesday April 9 2024 at 1:00 p.m. for the Board of Review, unless a Friday date can be obtained, and to direct staff to post and publish the meeting notice 10 days prior to said date.

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

g. Resolution #2024-05 Destruction of Obsolete City Keys

Thomsen reported the City staff had gone through all the keys that were found in various locations within City Hall and asked for authorization for the destruction of said keys by melting them in the furnace at the Public Works shop. Discussion followed that this was not a usual way to destroy keys and the question was asked if they could be destroyed in a different manner. The Council requested that a witness should be part of the process when the keys are destroyed.

Main Motion: To adopt Resolution #2024-05 To Declare the Obsolete Keys are Excess City Property and to Authorize the the Destruction of Obsolete City Keys, in the presence of a witness.

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

h. Resolution #2024-06 Authorize Sounds of Spirit Lake to Fundraise

The Council yearly authorizes fundraising activities for the Sounds of Spirit Lake as the City serves as the fiscal agent/host for the Sounds of Spirit Lake.

Main Motion: To adopt Resolution #2024-06 Authorizing Fundraising for the Sounds of Spirit Lake.

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

i. Resolution #2024-07 - Records Retention

The City has adopted the General Records Retention Schedule for Minnesota Cities as developed by the State Department of Administration, Information Policy Analysis Division and the Minnesota Historical Society Division of Archives and Manuscripts. A list was attached which identifies the records the City staff have identified as having met or in some cases, exceeded the retention schedule. Upon adoption of the Resolution, it will be sent to the appropriate entity and upon notice of their approval, the staff will destroy said records.

Main Motion: To adopt Resolution #2024-07 Authorizing the Destruction of City Records per the Records Retention Schedule for Municipalities as developed by the Minn. State Dept. of Admin., Information Policy Analysis Division, and the Minn. Historical Society Division of Archives and Manuscripts.

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

j. Resolution #2024-08 Accepting Donation from Five Wings Arts Council

The City received a donation in the amount of \$3,900 from the Five Wings Art Council for the Sounds of Spirit Lake.

Main Motion: To adopt Resolution #2024-08 to Accept the Donation from the Five Wings Arts Council for the Sounds of Spirit Lake in the amount of \$3,900.00.

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

k. Resolution #2024-09 Accept Donation from Wolf Pack Snowmobile Club

The City has received a donation from the Wolf pack Snowmobile Club in the amount of \$75.00 for the Menahga Fire Department.

Main Motion: To adopt Resolution #2024-09 to Accept the Donation In the amount of \$75.00 from the Wolf Pack Snowmobile Club for the Menahga Fire Department.

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

I. Approve GWC Wage Increase - See 7.a. for Motion.

m. Deputy Clerk Position - Update

Kytta provided a statement that Whitney Hetherington had declined the position and that both positions (Deputy Clerk and Clerk/Treasurer) had been posted on the League of Minnesota Cities website.

n. Approve Summary for Publication of Ordinance Title XII Traffic Rules

Thomsen provided the proposed summary for publication of the Traffic Rules 70.01 through 70.08 that is required to be published for the change in the Traffic

Ordinance. Upon publication in the official newspaper this becomes effective and law enforcement can begin the enforcement thereof.

Main Motion: To approve the summary of City Ordinance Chapter 70 Traffic Rules for publication in the Review Messenger and to direct staff to move forward with getting this published.

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

o. Set Meeting with Facilitator from Sourcewell - City & GWC

It was the consensus of the Council to defer setting this meeting until Interim Clerk/Treasurer Kurtti returns to Minnesota as it was discussed that she needed to be a part of the process.

p. 2025 Budgeting

Council Member Netland reported he would like to see the Council begin the 2025 budget process in May. It was a consensus of the Council to set May 10th, 2024 @ 1:00 p.m. to start this process with the Department Heads.

q. Reporting Schedule to Receive Financials to Work Session

Council Member Netland reported he thought it would be helpful that all Department Heads and City entities report at the Work Session, including Greenwood Connections.

Main Motion: To direct Laura Ahlf, Administrator of Greenwood Connections, to report at the Work Sessions beginning with the March 25, 2024 Work Session/Special Meeting, for the next three (3) months, at which time it shall be re-evaluated.

Moved by:	Netland
Seconded	Tomperi
Action:	Motion carried on a 4-1 voice vote
In favor:	Tomperi, Netland, Olson, Bjornson
Opposed:	Warmbold

r. Part-time Police Officer

Police Chief Lane provided information that prior Menahga Officer Joe White would like to re-join the City's Police Department as he was impressed with the nice changes that have occurred within the City. He would be willing to come back part-time if the full-time position was not available. Chief Lane asked the Council to approve adding Officer White as a part-time officer so she could begin the process of updating the necessary POST requirements, background check and any other mandatory training. Because it has not been over six (6) months since Officer's White departure from the City, Chief Lane reported it was not necessary for him to complete a Psychological Evaluation. Council Member Netland asked where the funding would come from for this position. Officer Lane offered the City could use the Public Safety Aid received in the amount of \$59,033, instead of it being used for a new squad car. Chief Lane reported that she is planning to apply for a grant for a new squad car. She reported that the graffiti case had been solved.

Main Motion: To hire Officer Joe White as a part-time Police Officer as of February 13, 2024, to enable Chief Lane to begin the necessary paperwork and training for Officer White .

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

9. Unfinished Business

a. Update on Re-assessment of Properties and Timeline for Resolution

This matter was tabled to seek legal guidance on what the City can or can't do legally. The Council directed Consultant Betty Thomsen to obtain this information and report back to the Council.

b. Update on Timeline for Water Bill Issues and Timeline for Resolution

Thomsen reported that Administrative Clerk Vry has been working diligently on auditing each account and her goal is to have everything ready for Council's approval at the March Regular Council Meeting.

c. Update on Clerk/Treasurer Applications and Timeline for Interviews

Discussion followed whereby it was noted that Interim Clerk/Treasurer Kurtti should play a part in the interview process as she would assist in training the new individual. It was also reported that Kurtti did not resign her position, nor did the Council terminate her as she was asked to take the City's laptop with her during her vacation to assist the City during her vacation, should the need arise.

Main Motion: That Interim Clerk/Treasurer Jensine Kurtti shall continue to be retained as the Interim Clerk/Treasurer upon her return from her winter vacation in Arizona. It is anticipated she will resume her Clerk/Treasurer duties in mid-March.

Moved by:	Netland
Seconded	Tomperi
Action:	Motion carried on a 4-1 voice vote
In favor:	Tomperi, Netland, Olson, Warmbold
Opposed:	Bjornson

10. Correspondence/Information - None.

11. Consideration of Bills

- a. Batch #013124 EFT in the amount of \$61,935.04;
- b. Batch #020624PAY in the amount of \$8,098.34;
- c. Batch #021224PAY in the amount of \$36,802.94

**Main Motion: To approve payment of the following bills:
Batch #013124 EFT - \$61,935.04;
Batch #020624PAY - \$8,098.34; and,
Batch #021224PAY - \$36,802.94,
for a total of \$106,836.32.**

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

12. Adjournment

Main Motion: To adjourn at 7: 30 pm.

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

Alvina Kytta, Acting City Clerk/Treasurer

Elizabeth Olson, Mayor