

City of Menahga
Special City Council Meeting/Work Session Minutes
6 pm, Monday, February 22, 2021

A. Call to Order

The Menahga City Council held a Special Meeting/Work Session, Tuesday, February 22, 2021. Mayor Elizabeth Olson called the meeting to order at 6:00 pm.

B. Pledge of Allegiance

C. Roll Call

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

Mayor Elizabeth Olson	Durwin Tomperi	Art Huebner
Robyn Keranen	Dan Warmbold	

Council Member Huebner questioned the legality of this meeting.

Mayor Olson called Council Member Huebner out of order.

D. Katie Heppner – Rural Housing Study Presentation

1. Invited someone from Menahga to be on the Housing Taskforce.
2. Meetings to be in March 2021

E. Ulteig Engineer – Brian Hiles – Water Tower

1. Asked about style of the water tower provided 2 styles
2. Talked about school having a contest for design
3. Timeline

F. Staff/Departmental Reports and Discussion

A. Renata Parks – Northbound Spirits Manager

1. Spread Sheet

B. Ronald Yliniemi – Public Works Director

1. Freeze run started February 8, 2021
2. Working on inventories
3. Purchase old squad car from Police Department
4. Shop roof ridge vent quotes
5. ADA compliant picnic table pricing

C. Chief Adam Gunderson – Police Department

1. Abatement
2. Cars being left over night at the beach – requested park closed signs

3. Bringing in the simulator for council

D. Chief Dave Kicker – Fire Department

1. Grants
2. Asked what council's expectations were regarding what to present
3. Wants to add Keaton Schoon to the roster at the March meeting
4. Calls
 - a. Had a house fire – Mutual aid with Sebeka
 - b. Carbon Monoxide call
 - c. Landing zone
5. Asked if anyone had heard anything on the Fire Contracts
6. Asked if he needed to attend the Regular Meeting

E. Curt Kreklau Jr. – City Administrator

- 1. Work Session Vs. Special Meetings**
- 2. Forensic Accountant Discussion**
- 3. Actual overtime hours worked**
- 4. Timecard Options**
- 5. Motion regarding the City Attorney and Chain of Command**
- 6. City Council By-Laws review/discussion on the following (please include these specific pages):**

Items below all from the 2012 Council Approved "Minnesota Mayor's Handbook"*

i. Page 5 C. Designation of a Sergeant-at-Arms;

C. Designation of a sergeant-at-arms. The presiding officer may request that local law enforcement designate a member to serve as a sergeant-at-arms at council meetings. The sergeant-at-arms shall carry out all orders or instructions given by the presiding officer for the purpose of maintaining order and decorum at the meeting.

ii. Pages 6 & 7 paragraph VIII – Decorum of Council Members;

A. Aspirational statement: All council members shall assist the presiding officer in preserving order and decorum and in providing for the efficient operation of the meeting.

B. Aspirational statement: No council member shall engage in conduct which delays or interrupts the proceedings or which hinders honest, respectful discussion and debate.

C. Aspirational statement: City council meetings shall be conducted in a courteous manner that recognizes the validity of differing points of view and promotes the ideal of democratic discussion and debate free of insult, slander, and personal attacks and threats.

D. To effectuate these aspirational goals, city council members shall conduct themselves at council meetings in a manner consistent with the following:

1. No council member shall engage in private conversation or pass private messages while in the chamber in a manner so as to interrupt the proceedings of the council.

2. No council member shall leave his or her seat or make any noise of disturbance while a vote is being taken and until the result of the vote is announced.
3. No council member shall use profane or obscene words or unparliamentary language or use language that threatens harm or violence toward another person during a council meeting.
4. No councilmember shall speak on any subject other than the subject in debate.
5. No council member shall speak without being recognized by the chair; nor shall any council member interrupt the speech of another council member.
6. No councilmember shall disobey the City Council Rules of Order and Procedure adopted in VII or decision of the presiding officer on questions of order or practice or upon the interpretation of the rules of council.
7. No council member shall engage in disorderly conduct that disturbs or disrupts the orderly conduct of any meeting.

iii. Page 9 – Agenda

XII. Agenda. An agenda will be prepared for all regular council meetings by the city clerk/administrator. Agenda items may be placed by city council members and city staff. Members of the public wishing to place items on the agenda shall be directed to the public comment forum provided at the city council meeting. When a special meeting is called, the agenda must be included in the requested for the meeting and in the publication of the notice of the meeting pursuant to Minn. Stat. § 13D.04, subd. 2.

- A. All requests to place an item on the agenda must be received by the city clerk/administrator by 11 a.m. 7 days prior to the next city council meeting.
- B. All requests to place an item on the agenda must be on the form prescribed by the city. The form should be completed with the goal of clearly describing the subject matter to be considered by the council and any action requested or required. Supporting information may be attached to the form as necessary.
- C. All requests to place an item on the agenda by the city staff must be reviewed by the city administrator/clerk.
- D. The agenda, along with informational materials, will be mailed or delivered to all city council members and the city attorney at least 6 days prior to the next council meeting.

iv. Page 11 B & C – Previous Minutes discussion

- B.
- C. At the next regular meeting, approval of the previous meeting's minutes shall be considered by council.
 1. The meeting minutes do not need to be read aloud.
 2. The presiding officer shall call for any additions or corrections.
 3. If there is no objection to an addition or correction, it will be made without a vote of the city council.
 4. If there is an objection, the city council shall vote upon the addition or correction by roll call vote.

5. Council shall take formal action by vote to approve minutes as distributed or as amended.

v. Page 34 – Robert’s Rules on – “Call the Question” discussion

- d. When debate appears to be lengthy but unproductive, council members can make a motion to limit the time for debate. Sometimes setting a deadline for making a decision can be helpful.
- e. When debate has continued for at least 20 minutes or everyone on council has an opportunity to speak, a council member may make a motion to “call the question.” If approved, the main motion must be voted upon instantly.

Administrator Kreklau invited each of the council members to make an appointment to come in and chat with him for 10 minutes regarding the accounting system.

G. Specific Agenda Items

A. None

CITY OF MENAHGA

Dated: February 22nd, 2021

PROPOSED PLAN OF ACTION/TIME-LINE DISCUSSION FOR THE COUNCIL IN ORDER TO FOLLOW THE DIRECTIVE OF THE FEBRUARY 4TH 2021 SPECIAL MEETING MOTION, WHICH MOTION AS IS FOLLOWS:

Motion: To require that all financial information included in the Banyon Software be accurate financial data for the 2020 calendar year and continuing, to be completed by the City Administrator, Deputy Clerk, and Secretary on or before February 22nd, 2021;

And, indirect the City Administrator to contract Banyon’s Technical Support in order to accomplish the above directive, and report back to the Council when and how the software malfunctioned or was corrupted;

And, that the invoice for the technical and other support for Banyon be paid;

And, that all work on the new Asyst Software system cease until all data contained in the Banyon Software is accurate and complete;

And, place a moratorium on all unnecessary purchases and payroll overtime until the City of Menahga’s finances are determined to be accurate and complete;

And, that corrected and complete data be reviewed, on February 22, 2021, or as soon thereafter by retired City Administrator Char West, retired Deputy Clerk Alvina Kytta, together with our City Auditor, Dean Birkeland, or any other necessary individuals with expertise with the Banyon Software and Menahga’s finances, to verify the data is accurate and complete;

And, that the City of Menahga retain the auditing services of Carlson SV CPA’s & Advisors for the 2020 Audit. (Motion passed 4-1)

1. February 23rd, 2021 – City Office Staff to send Dean Birkeland, City Auditor via the Auditor’s portal:

- 1) Opening Balances from Banyon as of January 1, 2021.
- 2) December 31, 2020 Bank Reconciliation for all cash, cash equivalents and investments to include all supporting documents
- 3) Trial Balance(TB) Report as of 12/31/2020;
- 4) Bank and Investment Balances;
- 5) Any other documentation or reports the staff feels necessary to send to the Auditor;

2. **February 23rd or 24th, 2021** – Auditor to report back on or about February 23rd or 24th, 2021, if the data is accurate and complete;
3. **February 23rd, 2021** – Banyon to report any problems with their software, including how it was or should be solved;
4. **February 24th, 2021** – Depending on the accuracy and completeness of the finances, then the Council may hire a Forensic Accountant and the retired staff as noted in the above Motion, if necessary (FYI – the expense for the Forensic Account could be up to up to \$5,000).
5. **February 25th-March 8th, 2021** – If necessary, schedule a Special Meeting to address job performances of City Staff, whether closed or open.
6. **February 22nd, 2021:** Any other suggestions or comments from the Council members in order to follow directives of the Motion?

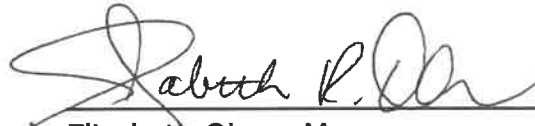
H. Adjournment

Main Motion: To adjourn at 8:27 pm.

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



Curtis Kreklau Jr., Administrator



Elizabeth Olson, Mayor