

**City of Menahga
Regular City Council Minutes
March 11, 2024**

1. Call to Order

The Menahga City Council held their Regular Monthly Meeting on Monday March 11, 2024.

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

2. Roll Call

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

Mayor Elizabeth Olson Mike Netland Durwin Tomperi
Jody Bjornson Dan Warmbold

City Office Staff present: Interim City Clerk/Treasurer Jensine Kurtti

3. Pledge of Allegiance

4. Approval of Agenda

To approve adding 6. Public Forum (which advanced the numbers), add 7c – Approval of March 8, 2024 Special Budget Meeting, add 8a – Planning & Zoning Minutes March 7, 2024, add 9n – Resolution #2024-12 to Adopt Chapter 91 – Animals, add 9o – Appoint Kari Tomperi as an Election Judge, add 9p – Personnel Representatives to Review Compensation for the City Clerk/Treasurer.

Main Motion: To approve the agenda as amended.

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

5. Communication Appearance Request

a. Dave Treinen, Interim C & C President

Interim C&C President Dave Treinen came before the Council regarding the upcoming St. Urho’s Day festivities that will be held in Menahga on March 15 and 16, 2024. Treinen gave an overview of the weekend events and was informed that the City had prepared a Proclamation to proclaim March 16, 2024, and all March 16th for all years to come, as St. Urho’s Day.

Main Motion: To approve the St. Urho’s Day Proclamation as presented and to authorize the Mayor to sign the Proclamation.

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

a. Adam Waite – Speed Bumps on 1st St. SW – Did not attend

6. Public Forum and Correspondence - None

7. Consent Agenda

Minutes to Approve:

- a. February 12, 2024 – Regular Council Meeting Minutes**
- b. February 26, 2024 – Work Session/Special Meeting Minutes**
- c. March 8, 2024 – Special Meeting/Budget Meeting Minutes**

Main Motion: To approve the Regular City Council Meeting Minutes of February 12, 2024, the February 26, 2024 Work Session/Special Meeting Minutes, and March 8, 2024 Special Meeting/Budget Meeting Minutes.

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

8. Acknowledgment of receipt of Commission Minutes.

a. Planning and Zoning Commission Minutes – Informational Only

9. New Business

a. Approve Implementation of Employee Appreciation Program

The City Council was asked by Consultant Betty Thomsen to consider a Staff Appreciation Program for the City. This program would consist of a Certificate for employees that had been with the City for 5, 10, 15, 20, 25, etc. consecutive years. The years of service was verified with Deputy Clerk Alvina Kytta.

Main Motion: To approve the Staff Appreciation Recognition Program and authorize staff to invite the recipients to the March 25, 2024 Special Work Session of the City Council.

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

b. Consideration of Fund Transfer(s) – Tabled

Council member Durwin Tomperi stated that he had discussed the matter with Deputy Clerk Alvina Kytta and she felt that there should be more research prior to the actual transfer of funds.

c. Approval of Letter and list of corrected utility billing statements.

A letter was prepared by Consultant Betty Thomsen and she reported that it had been vetted by the City Attorney to send to all water and sewer customers that have accounts that are affected by previous infractions in their utility bills. The Council thanked Administrative Clerk Vry for her work on this issue.

Main Motion: To approve the letter to residents, and the list of utility users who had previous infractions in their utility bills, as far back as 6 years and to authorize the Interim Clerk/Treasurer to sign the letter.

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

d. Resolution #2024-10 PERA Part-time Peace Officer

Police Officer Joe White has been hired as a part-time officer for the Menahga Police Department, effective March 11, 2024. It is established that he meets all the criteria to be eligible for the Public Employees Police and Fire Plan effective February 16, 2024.

Main Motion: To adopt Resolution #2024-10, Public Employees Retirement Association Police Officer Declaration.

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

e. Consider increasing hours of Officer Joe White

At the February Work Session, Chief Amy Lane requested that the Council consider hiring Office Joe White, which was agreed upon. Chief Lane would now like to increase Officer White’s hours to up to 30 hours, without the benefit of insurance. Funding sources for this position were discussed and will be considered during the budgeting process.

Main Motion: To approve the increase in hours of Officer Joseph White to up to 30 hours per week, without the insurance benefits afforded full-time employees.

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

f. St. Urho’s Day Proclamation – approved under 5a

g. Approve Fire Department Officers

Jim Day from the Menahga Fire Department provided a list of officers for the Menahga Fire Department for 2024. Chief – Dave Kicker, Ass’t Chief – Jim Day, Ass’t Chief Terry Berttunen, Treasurer – Robert Weaver, Secretary – Ken Isaacson, Trustees – Quade Mayer and Randy Berttunen.

Main Motion: To approve the following officers for the Menahga Fire Department for 2024 as follows: Chief - Dave Kicker; Ass't Chief - Terry Berttunen; Ass't Chief - Jim Day; Treasurer - Robert Weaver; Secretary - Ken Isaacson and Trustees - Quade Mayer and Randy Berttunen.

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

h. Approve ESST Policy

The Earned Sick and Safe Time (ESST) Policy was needed to comply with the State of Minnesota law change. This policy complies with all the State requirements.

Main Motion: To approve the ESST Policy, retroactive to 1/1/2024 and to direct staff to submit a copy to Dan Wilson – Law Enforcement Labor Services.

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

i. Cleaning Services Agreement

The Wadena County DAC provides cleaning services to the City of Menahga on a weekly basis. The cleaning services are for the administrative offices and bathrooms, and no longer include the Fire Hall.

Main Motion: To approve the Cleaning Services Agreement as presented and to authorize the execution agreement by the appropriate signatory of the City.

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

j. Results of Communications Meeting with Sourcewell

Liz Olson, Betty Thomsen, Alvina Kytta and Diane Vry met with Heather Bandeen and Jake Huebsch from Sourcewell. The meeting was an attempt to

enhance communications and define what each respective position involved with Planning & Zoning. Council member Bjornson remarked that the letters from Alvina Kytta and Diane Vry felt I was beneficial.

Main Motion: To acknowledge receipt of the outcome of the communications meeting held with Sourcewell which identifies the tasks of each respective position at the City as they pertain to the Planning & Zoning of the City.

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

k. Resolution #2024-11 – Donations

The Sounds of Spirit Lake has received donations from Greener Tomorrows in the amount of \$400 and Betty J. Thomsen in the amount of \$100.

Main Motion: To adopt Resolution #2024-11 accepting donations for the Sounds of Spirit Lake from Greener Tomorrows for \$400 and Betty J. Thomsen for \$100.

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

i. Contract Termination – Betty J. Thomsen

A letter was submitted by Betty Thomsen officially terminating her contract with the City of Menahga. A list of things that she had initiated and completed in her 3-year off/on employment was included. The Council thanked Thomsen for all that she had done for the City.

Main Motion: To acknowledge receipt of the written notice from Betty J. Thomsen to officially terminate her contract with the City of Menahga, effective 3/7/2024, and an update on the status of items she had worked on.

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

m. Letter of Resignation – Ralph Cox

Ralph Cox submitted a Letter of Resignation effective at the end of the 2024 campground season. Cox also submitted a succession plan for that position which the Council will discuss with Cox at the March 25th Work Session.

Main Motion: To acknowledge receipt of the letter of resignation submitted by Ralph Cox, effective at the end of the campground season this year and his succession plan to be discussed at the Work Session.

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

n. Resolution #2024-12 – Chapter 91-Animals

The Menahga Planning and Zoning Commission held a Public Hearing on March 7, 2024 regarding Chapter 91 – Animals. There were no public comments either written or in-person. The P&Z Commission recommended the City Council approve the Chapter 91 Ordinance.

Main Motion: To approve Chapter 91 – Animals Ordinance, as recommended by the Planning & Zoning Commission.

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

o. Appoint Election Judge – Kari Tomperi

Kari Tomperi was called into be an election judge for the Presidential Primary, as one of our appointed election judges could not be at the polls that day. The City Council was requested to ratify the appointment of Tomperi for the March 5, 2024 election and all elections for 2024.

Main Motion: To approve the appointment of Kari Tomperi as a City of Menahga Election Judge for all 2024 elections.

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

p. Direct Personnel Representatives to Review Compensation of Interim Clerk/Treasurer

Council member Durwin Tomperi suggested that the Personnel Representatives review the current compensation of the Interim Clerk/Treasurer and bring their findings back to the City Council for consideration. Bjornson suggested that a performance evaluation could be part of that process. By consensus it was decided that the Personnel Representatives will bring back recommendations to a future meeting.

10. Unfinished Business

a. Approve Job Description for Public Works Director

The job description for the Public Works Director needed updating. This was accomplished by Consultant Betty Thomsen in conjunction with the City Attorney.

Main Motion: To approve the job description for the Public Works Director, as presented.

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

b. Streetlight

Menahga Resident Vernon Kath had requested that a streetlight be placed on the corner of Larch and First St. NW. Public Works Director Ron Yliniemi was directed to obtain information pertaining to cost should the Council elect to have a light installed. Yliniemi reported that there would be a \$29 per month rental plus \$14.95 per month charge for a 4,000 Lumens LED light.

Main Motion: To approve the installation of a streetlight on the corner of Larch and First St. NW. The cost will be \$29 for rental and \$14.95 for the 4,000 Lumens LED light.

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

c. Set Date for Final Review of the Special Assessment Policy

Main Motion: To set March 19, 2024 at 10 am for Council Representatives Liz Olson and Mike Netland to meet with City staff for the final review of the Special Assessment Policy, after which the policy will be presented to full Council for the consideration of approval and adoption.

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

11. Correspondence/Information

A letter was received from the Initiative Foundation thanking the City for their support in 2024. No action needed. Two emails were received from Sourcewell regarding training opportunities on Land Use, these emails will be forwarded to the Planning and Zoning Commission members, asking if they would like to participate. An email on leadership training, any council member wishing to attend shall contact Jensine Kurtti so that they can be registered at a cost of \$20 per participant.

12. Consideration of Bills

The Council members were provided with the actual invoices for the following batches:

- a. Batch #022824PAY - \$71,552.28
- b. Batch #022924EFT - \$39,766.38
- c. Batch #031124PAY - \$29,722.31

The Council did not have any questions on the invoices.

Main Motion: To approve the payment of the following: Batch #022824PAY – \$71,552.28, Batch #031124PAY - \$29,722.31 and Batch #022924EFT- \$39,766.38, for a total amount of \$141,040.97.

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

13. Adjournment

Main Motion: To adjourn at 7:01 pm.

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

Interim City Clerk/Treasurer, Jensine Kurtti

Mayor, Elizabeth Olson