

**MENAHGA CITY COUNCIL REGULAR MEETING**  
**Monday, April 11, 2016**

The Regular Meeting of the Menahga City Council was held in the Council Chambers on Monday, April 11, 2016. The meeting was called to order at 7:00 p.m. by Mayor Pat Foss.

Mayor Foss welcomed newly appointed City Administrator Janette Bower who would be replacing retiring City Administrator Char West as of May 1, 2016.

Also present: Council Members Roger Henstorf, Marty Ahlf, Craig Lawrey and Kim Rasmussen. Staff present: Police Officer Jason Hofer, GWC Administrator Clair Erickson, City Administrator/Clerk/Treasurer Char West and City Administrator/Clerk/Treasurer Janette Bower. Guests present: Mark Hansen, WCEDA Director and Rick Pinnick, Menahga C&C.

**Approval of Minutes:**

**Motion by Henstorf, seconded by Ahlf, to approve the March 14, 2016 Regular Meeting Minutes, motion carried.**

**Motion by Rasmussen, seconded by Lawrey, to approve the March 25, 2016 Special Meeting Minutes, motion carried.**

**Presentations by Guests and Citizens:**

Mark Hansen, WCEDA Director, presented his monthly economic development report on economic development within Menahga and the WCEDA regional area. He invited the Council to the WCEDA Annual Meeting scheduled for April 26<sup>th</sup> at 5:30 p.m. starting at the newly opened My Grandpa's Farm manufacturing business and then to Blueberry Pines Golf Club for the meeting and meal.

Rick Pinnick, Menahga C&C, requested Council approval of the Midsummer Parade Permit Application and parade route.

**Motion by Henstorf, seconded by Ahlf, to approve the Menahga C&C's Parade Permit Application and parade route for July 9, 2016 during the Midsummer Celebration, motion carried.**

**Public Input:** None

Police: Officer Jason Hofer reported that the 2016 Ford Police Interceptor Utility Vehicle had arrived. Council recommendation to add the sale of the 2011 Crown Victory squad car to the April 20, 2016 Special Council Meeting.

Water/Sewer: In the absence of Utilities Superintendent Frank Thelin, Administrator Char West reviewed two quotes for replacement of the electrical service to the Beach Lift Station;

Zenergy	\$1,822.00
Les's Electric	\$1,000.00

**Motion by Henstorf, seconded by Lawrey, to approve the low quote of \$1,000.00 from Les's Electric for the replacement of the electrical service to the Beach Lift Station, motion carried.**

Administrator West reviewed two quotes to upgrade the lighting on the exterior of the City Hall/Fire Hall building;

Zenergy	\$1,962.00
Les's Electric	\$1,700.00

**Motion by Ahlf, seconded by Henstorf, to approve the low quote of \$1,700.00 from Les's Electric to upgrade the lighting on the exterior of the City Hall/Fire Hall building, motion carried.**

Nursing Home: Nursing Home Administrator Clair Erickson reviewed the April 5, 2016 Greenwood Connections Board Meeting Minutes and recommendations; accepted March employee hire/termination/separated report, recommend adjust the 2016 budget to reflect the increased cost for PERA expense that GWC was made aware of after completion of the 2015 final audit.

Mr. Erickson expressed concern over the new PERA liability requirements resulting from GASB 68. He reported Park Rapids Physical Therapy would not be providing services as of April 22<sup>nd</sup> and that he would be hiring Aegis Physical Therapy to provide physical therapy services.

**Motion by Henstorf, seconded by Ahlf, to approve the April 5, 2016, Greenwood Connections Board Meeting Minutes with the addition of the hiring of Aegis Physical Therapy, motion carried.**

**Motion by Rasmussen, seconded by Henstorf, to approve the March 2016 GWC financial reports, motion carried.**

Fire: Fire Chief Dave Kicker presented his monthly fire report and reported that the Essential Health house burn was successful.

Administration: Administrator Char West reviewed the April 5, 2016 Admin Liaison Meeting notes and recommendations:

- 4/11/16 appoint GWC representatives to serve on GWC Administrator “Search Committee”- GWC Board Members Lynn Pinnick and Steve Koehne, two GWC supervisory staff, retiring GWC Administrator Clair Erickson and DOR Danielle Butzin;
- 5/3 or 5/4 Admin Group point out applications and Search Committee review applications meeting minimum qualifications;
- week of 5/9 meeting of Admin Group & Search Committee to finalize interview list, compile interview questions and determine interview schedule;
- between 5/16 and 5/27 interviews to be scheduled.

**Motion by Lawrey, seconded by Henstorf, to approve the April 5, 2016 Admin Liaison Meeting notes and recommendations for filling the GWC Administrator position, motion carried.**

**Notices and Communications:** Acknowledged receipt of the Wadena County Public Hearing Notice to be held on April 21, 2016.

**Unfinished Business:** None

**New Business:**

**Motion by Henstorf, seconded by Lawrey, to accept a \$500.00 donation from the Wevley Funeral Home for the BR&E Sounds of Spirit Lake, motion carried.**

**Motion by Rasmussen, seconded by Lawrey, to approve Application for Payment #9 in the amount of \$150,684.25 from Di-Mar Construction for the completion of the Water Treatment Plant Rehab Project, motion carried.**

**Motion by Rasmussen, seconded by Ahlf, to decline the request by Wadena County to reduce the City’s certified special assessments on tax forfeited properties within the City limits, motion carried.**

**Motion by Henstorf, seconded by Lawrey, to approve the Application for Display of Fireworks submitted by Zambelli Fireworks to be held on July 9, 2016 during the 2016 Midsummer Celebration, motion carried.**

**Motion by Henstorf, seconded by Rasmussen, to authorize Administrator/ Clerk/Treasurer Janette Bower check signing privileges and access to safety deposit boxes #588 and #592 for the City of Menahga as of May 1, 2016, motion carried.**

**Motion by Rasmussen, seconded by Lawrey, to approve the following Public Employees Retirement Association Police Officer Declaration Resolution;**

**\*\*\***

**Motion Carried.**

**Motion by Henstorf, seconded by Ahlf, to authorize the transfer of \$8,706.70 to Fund #412 DNR City Park Project from Fund #101 General Fund (Parks Department) to close out completed DNR Park Project Fund #412 retroactive to December 31, 2016, motion carried.**

**Motion by Henstorf, seconded by Lawrey, to approve holding a Special Council Meeting on Wednesday, April 20, 2016 at 12:30 p.m. for the purpose of receiving proposals for the removal of hazardous materials and the Old Wastewater Treatment Plant and call for bids for the sale of the 2011 Squad Car, motion carried.**

**Motion by Henstorf, seconded by Lawrey, to approve the prepayment of payables in the amount of \$253,899.95 and payment of payables in the amount of \$32,813.19, motion carried.**

**Motion by Henstorf, seconded by Ahlf, to adjourn the Regular Council Meeting at 8:14 p.m., motion carried.**

---

Charleen West, Administrator

---

Patrick Foss, Mayor