



Mayor Elizabeth Olson  
Council Member Durwin Tomperi  
Council Member Dan Warmbold  
Council Member Mike Netland  
Council Member Jody Bjornson

**City of Menahga**  
**Regular City Council Meeting**  
**Monday April 8, 2024**  
City Council Chambers  
115 2<sup>nd</sup> Street NE  
Menahga MN 56464  
[www.cityofmenahga.com](http://www.cityofmenahga.com)

## **Agenda**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Communication and Appearance Request
  - a. Menahga Bible Reading Marathon – Marla Niemela
6. Public Forum and Correspondence (Must sign in).
7. Consent Agenda -
  - a. March 11, 2024 Regular Council Meeting Minutes
  - b. March 25, 2024 Special Meeting/Work Session Minutes
8. Public Hearings
9. Acknowledgement of Receipt of Commission Minutes - None
10. New Business
  - a. Proclamation Motorcycle Awareness Month
  - b. Community Outreach & Senior Advocate Website
  - c. Resolution 2024-13 Accepting Donation Police Dept.
  - d. MN Power Street Light
  - e. WCTA Camera Upgrade Discussion
  - f. Process to Review Applications
  - g. Duties of the Council Information and Discussion
  - h. Packet Information Discussion
11. Unfinished Business
  - a.

## 12. Consideration of Bills

- a. Batch #032624PAY- \$20,495.00
- b. Batch #033124EFT- \$46,449.43
- c. Batch #040824PAY - \$96,677.92

## 13. Adjournment

Comments from visitors must be informational in nature and not exceed five (5) minutes per issue. The City Council cannot engage in a discussion or debate in those five minutes but will take the information and find answers if that is appropriate. As part of the City Council protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public council meeting.

We ask that once the meeting is over, that everyone leave the building so that it can be locked.

Anyone wishing to speak, must be recognized by the presiding officer.

### **Reminder:**

- **Board of Review April 19, 2024 – 9 am**
- **Work Session/Special Meeting April 29, 2024 – 6 pm**

Dear City Council of Menasha, 3-20-24

I am sending all the information for a Bible Reading Marathon to have in the city of Menasha this summer.

Looking at in August.

Please will you look at all the information and please could we have your approval to have our 2nd one in 2024.

We read last year at the Churches outside. And anybody with Menasha address read outside but there home.

I want your approval and the whole city to know. For the safety of our readers and also that we could sit anywhere within the city limits to read out loud the Bible.

You can call me  
Mark Niemeis  
at 837 6719

Or if you want a lot of information call Bonnie Koediger the founder of the Bible Reading Marathon.

Thank you  
Mark Niemeis



## U2 Can B Used By God

Founders Bonnie and Jess Roediger Mission for the Bible Reading Marathon is to increased the Body of believers in Christ, nurturing unity by declaring and exalting God's Word to fill the needs of people in all nations. 1 Timothy 4:13 "Until I come, pay attention to the public reading of the Scriptures."

The Vision: Changing the spiritual atmosphere through God's Word... Isaiah 55:11 " So shall My Word be that goes forth from My mouth; It shall not return to Me void, But it shall accomplish what I please, And it shall prosper in the thing for which I sent it"

A reading marathon consists of people or groups of people reading thru the Bible, starting at Genesis until ending at the end of Revelation.

The Bible reading marathon is in many towns through out the summer. The goal is to start one in Menahga. Check out [www.BibleReadingMarathon.org](http://www.BibleReadingMarathon.org) for more information or talk to Marla Niemela for Menahga local information or questions.



U 2 Can B Used By God

## ***Bible Reading Marathon (BRM)***

**Bible Reading Ministry International (BRMI)**

### **Why- and How-to Kit**

**All the WHY'S and HOW'S You Need to Know to  
Conduct A Bible Reading Marathon and WHY it's  
Important to Continue Annually**

**For additional information, contact: Bonnie and Jesse Roediger, Founders, Bible Reading  
Ministry International, 9973 Hwy 21 N, Berryville, R 72616 870-350-0865 or 870-350-0866  
[www.BibleReadingMarathon.org](http://www.BibleReadingMarathon.org)**

***If our mission resonates with you, please consider supporting our work financially with  
a tax-deductible donation.***

# Why Bible Reading Marathon?

**Our Mission:** Increase the Body of believers in Christ, nurturing unity by declaring and exalting God's Word to fill the needs of people in all nations.

**1 Timothy 4:13** Until I come, pay attention to the public reading of the Scriptures.

**Our Vision:** Changing the spiritual atmosphere through God's Word.....

**Isaiah 55:11** So shall My word be that goes forth from My mouth; it shall **not return to Me void**, But it shall accomplish what I please, And it shall prosper in the thing for which I sent it.

*"All scripture is given by inspiration of God, and is profitable. That the man of God may be perfect, thoroughly furnished unto all good works" II Timothy 3:16-17*

A Bible Reading Marathon consists of people or groups of people coming together to read for 15-minute increments or more from the Bible. This reading will start at Genesis and continue through the Bible until ending at the end of Revelation. This can take approximately 90 hours reading around the clock or for several days depending on the length of time read each day. Not all participants stay after their reading to listen, but all who can are encouraged to listen for as short or long as their schedule allows. Isaiah 55:11 states God's Word goes forth and does not return void but **accomplishes His purpose and plan**. You are a part of getting His Word out!

A Bible Reading Marathon is a **successful way of honoring the Lord publicly** and to **help in uniting your community** to openly proclaim the only inspired Guide to prepare us to fulfill God's Will. A Bible Reading Marathon is an **act of worship** because God "has esteemed His Word even above His Name" (Psalms 138:2)

Any person, any age, can participate, by following their heart and praying for guidance. Volunteers "**Can be Used of God**" to magnify His Word - a Bible Reading Marathon is a way the Holy Spirit can witness to those who read, and bless others as they listen. The Marathon provides an opportunity to join people in reading all of God's Word publicly and awaken an interest in many others of their need of reading the **entire Bible** throughout the year.

**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 16<sup>th</sup> 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 1<sup>st</sup> 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

**l. 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 25<sup>th</sup> 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 will 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



**City of Menahga**  
**Special Meeting/Work Session City Council Minutes**  
**Monday, March 25, 2024**

**a. Call to Order**

The Menahga City Council held a Special Meeting/Work Session Meeting Monday, March 25, 2024.

Mayor Elizabeth Olson called the meeting to order at 6:00 pm.

**b. Roll Call**

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

Mayor Elizabeth Olson

Durwin Tomperi

Mike Netland

Jody Bjornson

Dan Warmbold

**c. Pledge of Allegiance**

**d. Employee Recognition**

The City Council implemented an Employee Recognition Program which was discussed and acted on at the February 26, 2024 Work Session Meeting. The City voted to formally recognize the City employees for their dedication and service with Certificates being given to all employees with five (5) or more years of continuous service and would be provided a Certificate of Appreciation that would be given in 5-year increments. This recognition shall be a yearly award moving forward. Twenty-two (22) employees (Fire Dept., Police Dept., Liquor Store, and Public Works) received the Certificate of Appreciation, which were handed out by Mayor Olson and congratulated by all the Council members, in alphabetical order as follows: **Fire Department** - Thomas Becker - 10; Justen Berttunen - 5; Randy Berttunen - 35 plus; Terry Berttunen - 35; Zachary Berttunen - 5 plus; James Day - 25 plus; Aaron Hillukka - 15 plus; Travis Hunter - 10; Eli Jettmann - 10 plus; Tegan Kako - 5 plus; David Kicker - 25 plus; Troy Mayer - 20; Quade Mayer - 20; Keith Waaraniemi - 5; Robert Weaver - 5 plus; Joshua Whirley - 10 plus; and Brady Wikman 5 plus years. **Liquor Store** - Scott Nordback - 5 plus; and Rachael Pietila - 10 plus years; **Public Works** - Ralph Cox, Jr. - 5 plus; and Ron Yliniemi - 5 plus years; **Police Department** - Derek Huotari - 5 plus years. Congratulations to all the recipients.

**e. Department Reports**

- **Police – Amy Lane**

## 1. Monthly Report

Chief Lane reported that the department had 186 calls from February 22<sup>nd</sup> to March 21<sup>st</sup>. Lane stated that it was a remarkably busy month. Lane stated that she had applied for two grants for \$5000 each and had sent out twenty-five letters asking for donations for the department's equipment fund, she had received \$300.

Lane discussed her exempt status as a salaried Police Chief which she stated only applied if she had two full-time officers, and since Joe White is part-time, she would be eligible to receive overtime. Lane asked if Joe White could return to full-time as 2024 funding was available with the State Aid money that the City had received. The Council discussed the matter and agreed to hire Joe White full-time as of May 1, 2024.

Lane mentioned that there are used squad cars available through Chicago Motors in the \$20,000 to \$25,000 range. The Council felt that there were monies available for both a used squad and Officer White from the State Aid monies. Mike Netland voiced concern over what happens for the 2025 budget and beyond.

**Main Motion: To approve Chief Lane to purchase a used squad car from Chicago Motors not to exceed \$25,000.**

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

**Main Motion: To approve the hiring of Officer Joe White as a Full-Time Officer effective May 1, 2024.**

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

- **Public Works/Streets - Ronald Yliniemi**

1. Monthly Report

Ron Yliniemi provided the Council with a copy of the Monthly Public Utilities Report for February 2024. This report showed the lab results and total flow, the City's water tested out below the minimum requirements.

The use of fluoride was discussed and whether the City should be adding it to the water. A Minnesota Department of Health Drinking Water Standards for Contaminants was provided.

A report showing the water tower paint was provided showing the results of the water tower paint inspection.

Yliniemi reported that the pier will be turned straight the beginning to mid-April and that he was waiting for the frost to come out of the gravel roadways before grading and chloride being applied.

Yliniemi discussed the need for implementing a procedure to shut-off water customers for non-payment. Currently the City does not shut-off water customers but send past due bills to Wadena County for collection with the landowner's property taxes. The Council asked that a policy be written up and brought back for approval.

Yliniemi also asked if he could look for a used pickup for the Water & Sewer Department. Yliniemi stated that there was money in the 2024 Budget for the purchase. The Council asked him to get more information and bring it back for consideration.

- **Liquor Store – Heather Shepersky**

1. Monthly Report – Heather Shepersky was not available, but the Council felt they had adequate information in the reports she provided.

- **Greenwood Connections – Laura Ahlf**

1. Monthly Report

Administrator Laura Ahlf provided the Council with her monthly report with a net profit for the year through February 2024 of \$137,246.18. Ahlf stated that \$40,000 of the net income was from interest received on a CD. Ahlf reported the census today was sixty, with a census of 82% for January and 84% for February.

Ahlf mentioned that 2025 will be the 60<sup>th</sup> Anniversary for the facility and they are planning for the event.

Ahlf asked if anything had been done with a lease agreement for GWC. Interim City Clerk Jensine Kurtti stated that she was not aware of it as she was gone but would check on it and report back.

Ahlf had not been able to get a second quote for the Woodside Manor Sprinkler System.

The updating of the City Ordinance for GWC was discussed and a meeting will be held on April 5<sup>th</sup> to review and discuss any necessary changes, if needed.

**Main Motion: To approve the Monthly Report and Financials, as presented by GWC Administrator Laura Ahlf.**

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

- **Park/Beach/Mowing/Bldg Maintenance - Ralph Cox**

1. Succession Planning

Ralph Cox had submitted a letter to the Council regarding the staffing of the City Campground once he retires at the end of the 2024 camping season. Cox felt that Public Works Employee Soukup would be a good fit, as he fills in for Cox when he takes time off. The Council will consider this when they are required to fill the position.

2. Extended Stay Rates at Campground

Ralph Cox would like to offer rates for 2-week, 3-week, and monthly rates. Currently the city only has daily and weekly rates. The Council asked Cox to meet with City Staff and come back with a proposal for them to consider.

Cox was also asked about getting the concrete sidewalk at the Liquor Store completed before June 15<sup>th</sup>. Cox assured the Council that it would be taken care of.

- **Fire – Dave Kicker**

1. Monthly Report – Chief Kicker did not attend.

Assistant Chief Jim Day presented the Council with Fire Dept. calls for February and March. When asked a question about the calls, Day realized that they needed to update the sheets and would provide a corrected sheet.

Day mentioned some maintenance issues in the fire hall that he felt needed to be addressed whereby Ralph Cox agreed he would address the issues.

Day wanted to know when the Fire Dept. Budget Meeting will be held. He was told May 10<sup>th</sup> at 1 pm was the first 2025 Council Budget Meeting.

Day mentioned that the Fire Dept. would like to build an addition to the Fire Hall. Day asked when the Fire Contract's with the Townships will be completed, and he stated that they will have to change.

Day wondered about the computer server room and if it will be blocked off so that the firemen can use it for their pancake feed in October. Kurtti stated that she had

spoken with Travis Floyd from WCTA, and they will come up with a way of securing the area.

- **Administration – Jensine Kurtti**

1. Monthly Report – February Budget YTD Rev-Exp, Check Reconciliation, Cash Investments

Kurtti provided the monthly financials to the Council.

2. Catholic Charities Central MN Foster Grandparents Program regarding the National Service Recognition Day: April 2, 2024.

3. Security Cameras for City Hall Front Parking Lot

Kurtti brought forward the question of whether the city should have another security camera installed at the City Hall front parking lot. Currently only the entry portion is covered. The council asked Kurtti to contact WCTA and bring back the information.

4. West Central Telephone Community Cameras

WCTA has offered to install community cameras in Menahga. The proposed locations would be Spirit Lake and a Downtown view. Other communities that have them installed are Wolf Lake and Staples Dower Lake. The Council felt it would be a good way to promote the community. There will be minimal, if any, cost to the City.

**Main Motion: To approve the installation of community cameras in Menahga, as requested by WCTA.**

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

**f. New Business**

1. Re-assessment of Special Assessment Discussion

The City had several City parcels that were tax-forfeited, and Wadena County then placed the outstanding special assessments in deferred assessment status. The next step was that the special assessments were cancelled when they were sent to the State of Minnesota to be auctioned and placed for sale. Minnesota Statute 429.071 allows the City to reassess the parcels for the special assessments by

having a reassessment hearing in the same manner as the original special assessment hearing. This reassessment was not done prior to or at the time these tax-forfeited properties were returned to private ownership. After the discovery that these special assessments (total of \$86,923.57) were still in a "deferred status" with Wadena County, the City would have to decide how to proceed.

The parcels effected are as follows: #17-610-0100 for \$1,877.99; #17-620-0270 for \$1,996.68; #17-630-0090 for \$11,580.95; #17-630-0100 for \$11,580.95; #17-022-1100(1) for \$12,532.46; #17-022-1100(2) for \$9,190.48; #17-460-0080 for \$4,956.04; #17-720-0010 for \$5,534.67; #17-720-0020 for \$5,534.67, #17-720-0030 for \$5,534.67; #17-720-0040 for \$5,534.67; #17-720-0050 for \$5,534.67; #17-720-0060 for \$5,534.67; for a total of \$86,923.57.

NOTE: On November 27, 2023, a reassessment hearing was held, after the property owners addressed their concerns, the reassessment failed at the Council level.

The City Attorney was then asked how the City could proceed with the City Attorney informing the Council that the City had three options:

Option One – Do not try and recover any monies from the deferred assessments, write them off. Option Two – Have a reassessment hearing involving the City Engineer and City Attorney. Option Three – Negotiate an amount with the affected parties. The Council discussed that due to the unknown cost of litigation with the property owners, it decided to go with Option One and write them off.

**Main Motion: To approve Option One (Do not try and recover any monies from the deferred assessments, write them off).**

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

**2. Transfers from Departments to General Fund 2023**

Interim Deputy Clerk Alvina Kytta is asking for approval to make the following transfers from the Liquor Store and Water & Sewer Departments to the City's General Fund for 2023. The total transfers will be \$90,000, which will come from the Liquor Store (off-sale) \$32,500, and \$32,500 (on-sale). Water \$15,000 and Sewer \$10,000. The Liquor Store contributes to the General Fund regularly, and the Water and Sewer transfers are to cover the administrative costs associated with the department.

**Main Motion: To approve the transfers from the Liquor Store (\$65,000) and the Water (\$15,000) & Sewer (\$10,000) Departments to the City's General Fund for 2023.**

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

**3. Personnel Representatives Compensation Review and Recommendation**

At the March 11, 2024 Council Meeting, Council Member Durwin Tomperi suggested that the Personnel Representatives (Liz Olson and Mike Netland) review the Interim Clerk/Treasurer's compensation and come back with a recommendation to the full Council. At that meeting Council member Jody Bjornson suggested that an Employee Evaluation may be needed for Interim Employees.

The Council was provided with the 2024 pay scale for the Clerk/Treasurer position maximum of \$48.68/hour and full benefits. The Personnel Representatives considered that the previous temporary employees in that position were paid at a rate of \$45-\$55/hour. Kurtti is currently receiving \$35/hour and has no health benefits. The recommendation was to pay Kurtti \$45/hour, with paid holidays, as well as reinstating the duties of Responsible Authority, Zoning Administrator, authorized signer on all accounts effective 3-11-24. NOTE: (Deputy Clerk Kytta's compensation is \$36/hour and no benefits). The recommendation was to provide paid holidays to Kytta as well. The Personnel Policy does not provide for Evaluations for Interim positions with the City. Also, attached were the Minutes from July 31, 2023 when Jensine Kurtti was approved for the Interim City Clerk/Treasurer position. At that time, Kurtti's wage was approved at \$35/hour based on Kurtti and Consultant Betty Thomsen performing all duties listed on the Clerk/Treasurer job description.

**Main Motion: To approve the Interim Clerk/Treasurer wage at \$45/hour effective 3-11-24 and reinstating all prior duties, including but not limited to Responsible Authority, Zoning Administrator, authorized signer on all accounts and necessary documents, and to include the benefit of paid holidays. Recommended a benefit of paid holidays for Interim Deputy Clerk Alvina Kytta and to deny employee evaluations for Interim positions.**

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

**g. Consideration of Bills**

The Council was provided with the actual invoices for Batch #031924PAY and Batch #032524PAY. No questions were asked.

**Main Motion: To approve Batch #031924PAY - \$1,840.41 and Batch #032524PAY - \$57,943.23 for a total of \$59,783.64.**

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

**h. Adjournment**

**Main Motion: To adjourn at 8:04 pm**

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

\_\_\_\_\_  
Jensine Kurtti, Interim Clerk/Treasurer

\_\_\_\_\_  
Mayor Elizabeth Olson



THE CITY OF MENAHGA, MINNESOTA

*Proclamation by the Mayor*

WHEREAS: Motorcycles provide fuel efficient transportation for commuting, touring, and relaxation; and

WHEREAS: Motorcycles relieve congestion and reduce wear on our roadways; and

WHEREAS: Increased awareness of motorcyclists by motorists can reduce the number of crashes on our roadways; and

WHEREAS: Observance of Motorcycling Awareness Month calls attention to the promotion of safe motorcycle operation, motorcycle rider training, and improved motorcycle licensing efforts; therefore;

Be it resolved that I, Elizabeth R. Olson, Mayor of the City of Menahga, Minnesota,

Do hereby proclaim:

*The Month of May, 2024 as:*

*Motorcycle Awareness Month*

*Dated this 8th day of April, 2024.*

*Signed:* \_\_\_\_\_

*Elizabeth R. Olson, Mayor*



## City Clerk-Treasurer

---

**From:** Darlene Smith <darlene@caring.com>  
**Sent:** Friday, March 22, 2024 4:11 PM  
**To:** City Clerk-Treasurer  
**Subject:** Re: Comprehensive Guides to Memory Care & Assisted Living Facilities in Minnesota

Hi Jensine,

I wanted to follow up with you to see if you had the chance to review my previous email and the resources included. Please let me know if you have any questions or any feedback. I look forward to hearing from you!

Sincerely,

Darlene Smith  
Community Outreach and Senior Advocate



*Caring.com is a leading senior care resource for family caregivers seeking information and support as they care for aging parents, spouses and other loved ones. We have been featured by AARP, The Administration for Community Living, The National Legal Resource Center, and Forbes, as well as referenced by many governmental agencies and organizations across the Internet.*

*If you do not wish to receive future emails, please reply to this email with "REMOVE". Your email address will be removed from our database within 7-10 business days.*

On Thu, Mar 14, 2024 at 11:31 PM Darlene Smith <darlene@caring.com> wrote:

Hi Jensine,

Diane suggested that you're the best person to speak with about adding our resources to your website.

I hope this email finds you thriving and enjoying your week! While exploring your website, I was impressed by the wealth of resources and valuable information you provide for seniors and their families. In the spirit of collaboration, I'd like to share our unique resources designed to support older adults in Minnesota, whether they're experiencing Alzheimer's or dementia symptoms or seeking assisted living options.

Finding the right care facility can be an overwhelming process for families. Recognizing this, we've created two comprehensive, user-friendly guides to help caregivers and families in Minnesota make informed decisions when choosing either a memory care or assisted living facility.

Our guides offer objective, up-to-date information on facilities tailored to the needs of older adults with progressive cognitive disorders, as well as those requiring assisted living support. These communities, managed by skilled professionals, ensure a safe and nurturing environment for seniors in various stages

of life.

**Explore our invaluable resources here:**

- Assisted Living in Minnesota: <https://www.caring.com/senior-living/assisted-living/minnesota>
- Memory Care in Minnesota: <https://www.caring.com/senior-living/memory-care-facilities/minnesota>

We would be honored if you could feature our resources on your page

[https://www.cityofmenahga.com/index.asp?SEC=DA86605F-2121-4730-B2F8-F42C3F8E1DE4&Type=B\\_LIST%20%20](https://www.cityofmenahga.com/index.asp?SEC=DA86605F-2121-4730-B2F8-F42C3F8E1DE4&Type=B_LIST%20%20) or any other relevant section. By doing so, you'll provide

essential guidance to seniors and their families in your community, empowering them to make well-informed decisions.

If I've inadvertently reached the wrong person, or if you have any suggestions or feedback regarding our resource guides, please don't hesitate to let me know. Your insights are deeply valued!

Together, we can make a positive impact on the lives of seniors and their families in Minnesota. I eagerly await your response and look forward to exploring ways we can support each other in this vital mission.

Warm regards,

Darlene Smith

Community Outreach and Senior Advocate



*Caring.com is a leading senior care resource for family caregivers seeking information and support as they care for aging parents, spouses and other loved ones. We have been featured by AARP, The Administration for Community Living, The National Legal Resource Center, and Forbes, as well as referenced by many governmental agencies and organizations across the Internet.*

*If you do not wish to receive future emails, please reply to this email with "REMOVE". Your email address will be removed from our database within 7-10 business days.*

# Council Action Request Form



### Action Requested

<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Informational Item <input type="checkbox"/> Consent Agenda Items	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other _____
--	--

**Regarding:** Resolution 2024-13 Police Dept. Donations

**Date of Meeting:** April 8, 2024      **Total time requested:**

**Department Requesting Action:** Administration

**Presenting at Meeting:** Laura Ahlf

**Background**  Supporting Documentation Enclosed

The City has received two donations for the Menahga Police Dept. for equipment. These donations were from K.L.N. Enterprises for \$200 and Todd-Wadena Electric for \$100.

**Options**  Supporting Documentation Enclosed

**Recommendations**  The Menahga City Council approves the following by Motion:

To approve Resolution 2024-13 accepting the generous donations from K.L.N. Enterprises for \$200 and Todd-Wadena Electric for \$100 for total of \$300.

<b>Financial Implications:</b> \$300.00	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Opposed
Motion:	<input type="checkbox"/> Olson	<input type="checkbox"/> Olson
Second:	<input type="checkbox"/> Tomperi	<input type="checkbox"/> Tomperi
<input type="checkbox"/> Passed	<input type="checkbox"/> Bjornson	<input type="checkbox"/> Bjornson
<input type="checkbox"/> Failed	<input type="checkbox"/> Netland	<input type="checkbox"/> Netland
<input type="checkbox"/> Tabled	<input type="checkbox"/> Warmbold	<input type="checkbox"/> Warmbold

**Signatures**



Agenda Date: April 8, 2024

Action:

Vote:

Yes:

No:

CITY OF MENAHGA, MINNESOTA

**Resolution No. 2024-13**

**A Resolution of the City Council of the City of Menahga, Minnesota,  
Accepting Donations for the Menahga Police Department**

WHEREAS, the City Council of the City of Menahga, Minnesota does hereby recognize that the following businesses wish to make a donation to the Menahga Police Department in the amount of \$200.00 from K.L.N. Enterprises and Todd-Wadena Electric in the amount of \$100.00;

NOW, THEREFORE BE IT resolved by the City Council of the City of Menahga, Minnesota that the City does hereby accept the donation from K.L.N. Enterprises and Todd-Wadena Electric in the amount of \$300.00 for the Menahga Police Department.

Adopted by the City Council of the City of Menahga, Minnesota this 8th day of April, 2024.

\_\_\_\_\_  
Elizabeth Olson, Mayor

\_\_\_\_\_  
Jensine Kurtti, Interim City Clerk/Treasurer





PLEASE DETACH AND RETAIN



P.O. Box 431  
550 Ash Ave NE  
Wadena, MN 56482  
218-631-3120  
www.toddwadens.coop

No. 202350  
Date: 03/22/2024

DATE	INVOICE	DESCRIPTION	GROSS	NET
03/18/2024	20240318131612	donation	100.00	100.00
Totals:			100.00	100.00

*466 Equipment*

THIS CHECK IS VOID WITHOUT A COLORED BACKGROUND AND WATERMARK/LINES ON THE BACK - HOLD AT ANGLE TO VIEW

Todd-Wadena  
ELECTRIC COOPERATIVE

P.O. Box 431  
550 Ash Ave NE  
Wadena, MN 56482  
218-631-3120  
www.toddwadens.coop

No. 202350

75423831910

Wadena State Bank  
Wadena, MN 56482

ONE HUNDRED AND NO / 100\*\*\*\*\*

PAY TO THE ORDER OF  
MENAHA POLICE DEPARTMENT  
115 2ND STREET NE  
MENAHA MN 56464

Valid after 90 days

DATE	CHECK NO.	AMOUNT
03/22/2024	202350	\$*****100.00

*D. T. Carlisle*  
*Alma Gramm-Meek*

SIGNATURE HAS A COLORED BACKGROUND; BORDER CONTAINS MICROPATTERN

K.L.N. ENTERPRISES, INC., PO BOX 230, PERHAM, MINNESOTA 56573

VENDOR NUMBER		VENDOR NAME			CHECK DATE
54762		MENA HGA POLICE DEPARTMENT			3/7/24
INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT	TERMS DISCOUNT	AMOUNT PAID	MEMO INFORMATION
030424	3/4/24	200.00	0.00	200.00	Squad Car
REMITTANCE ADVICE	GROSS TOTAL	200.00	DISCOUNT TOTAL	0.00	NET TOTAL
					200.00

THE FRONT OF THIS DOCUMENT HAS A COLORED BACKGROUND OR WHITE PAPER

**K.L.N. Enterprises, Inc.**  
 P.O. Box 230  
 Perham, MN 56573



UNITED COMMUNITY BANK  
 155 2nd St. SW Pk. 218-246-5700  
 Perham, MN 56573-0249  
 102 W. Main Pk. 218-334-5501  
 Perham, MN 56544  
 76-1007/912

040683

DATE

3/7/24

AMOUNT

\$200.00

**PAY**  
 Two hundred Dollars

TO THE ORDER OF  
 MENA HGA POLICE DEPARTMENT  
 ATTN: AMY LANE  
 115 2ND STREET NE  
 MENA HGA, MN 56464



*[Handwritten Signature]*  
 AUTHORIZED SIGNATURE

# Council Action Request Form



**CITY OF MENAHGA**  
*"The Gateway to the Pine"*

115 2nd St NE - PO Box C  
 Menahga, MN 56464  
 218-564-4557  
 www.cityofmenahga.com

### Action Requested

<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Informational Item <input type="checkbox"/> Consent Agenda Items	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other _____
--	--

**Regarding:** MN Power Street Light

**Date of Meeting:** April 8, 2024      **Total time requested:**

**Department Requesting Action:** Administration

**Presenting at Meeting:** Laura Ahlf

**Background**  Supporting Documentation Enclosed

The City was asked to consider the placement of a street light at the corner of Larch Ave. and First St. NW. Public Works Director Ron Yliniemi was asked to find out the cost of installation. Attached is the information from Minnesota Power.

**Options**  Supporting Documentation Enclosed

**Recommendations**  The Menahga City Council approves the following by Motion:

To approve the installation of a street light at the corner of Larch Ave. and First St. NW at a cost of \$220. There will also be the normal monthly fee for street light service.

**Financial Implications:** \$      **Comments**

**Funding Source:**  
 Budgeted:  Yes  No

Action	Voting in Favor	Voting Opposed
Motion:	<input type="checkbox"/> Olson	<input type="checkbox"/> Olson
Second:	<input type="checkbox"/> Tomperi	<input type="checkbox"/> Tomperi
<input type="checkbox"/> Passed	<input type="checkbox"/> Bjornson	<input type="checkbox"/> Bjornson
<input type="checkbox"/> Failed	<input type="checkbox"/> Netland	<input type="checkbox"/> Netland
<input type="checkbox"/> Tabled	<input type="checkbox"/> Warmbold	<input type="checkbox"/> Warmbold

**Signatures**



© **minnesota power** / 30 west superior street / duluth, minnesota 55802-2093 / 218-722-5642 / www.mnpower.com

TO: Ronald Yliniemi(City of Menahga)  
FROM: Minnesota Power  
DATE: 3.29.24  
SUBJECT: Invoice  
WORK ORDER # 4969454  
Estimated Cost: \$220.00

Dear Randy,

The following cost calculation has been prepared for you regarding the installation of electric utilities from our nearest existing facilities to serve the corner of Larch Ave and First ST NW with a street light. The cost to do this will be \$1,620- \$1,400 street light credit= **\$220**  
Minnesota Power requires payment of the total amount before construction and installation process will begin.

All correspondence and payments must reference the new service address and the associated Work Order #.

Send payment to:

Minnesota Power  
PO Box 77065  
Minneapolis, MN 55480-7765

This cost was created under the assumption of normal soil, weather, and environmental conditions and is subject to change based upon any unforeseen circumstances that may occur during the installation process. Estimate costs provide in this letter are good for 90 days. If you have any questions contact Minnesota Power.

Regards,

Minnesota Power Distribution  
(218) 355-2644  
newconstruction@mnpower.com

## City Clerk-Treasurer

---

**From:** Ethan Puttonen <ethanp@wcta.net>  
**Sent:** Wednesday, March 27, 2024 4:06 PM  
**To:** City Clerk-Treasurer  
**Subject:** Camera upgrades  
**Attachments:** Upgrade NVR 2024\_V1.pdf; Camera System Upgrade Northbound\_V1.pdf

Jensine,

Attached are the quotes to change out the camera NVRs at both city hall and Northbound Spirits. A few positives of this upgrade are that camera resolution is higher, current support and software updates are available, and both systems will be using the same platform. The camera system at city hall was purchased and all existing cameras will work on the new NVR and not required to upgrade cameras at this time. The cameras at Northbound Spirits are leased and are old enough that an upgrade on both cameras and NVR would be beneficial. Lease at northbound spirits is currently \$308.35. The new Lease will be lower at \$239.25. If you would like to change out all the cameras at City hall and move to a lease, that would also be an option that we could discuss if you were interested.

Please let me know if you have any further questions or would like to go over anything further.

Thank you,

Ethan



**Ethan Puttonen**  
Plant Supervisor

[Ethanp@wcta.net](mailto:ethanp@wcta.net) | [www.wcta.net](http://www.wcta.net)

**Direct:** 218-837-1167 **Wireless:** 218-639-0661

308 Frontage Road | PO Box 304 | Sebeka, MN 56477





# Single Source Solution Provider for all your Communication Needs

**Service Provider**

Phone (218) 837-5151  
 Prepared By Ethan Puttönen  
 Company Address 308 Frontage Rd  
 PO Box 304  
 Sebeka, MN 56477  
 Email ethanp@wcta.net  
 Created Date 3/27/2024

**Customer**

Account Name CITY OF MENAHGA  
 Contact KURTTI JENSINE  
 Physical Address 12 1ST ST NE  
 City, State and Zip Menaha, MN 56464

**Details**

**Project Description** This quote is to change out the current leased cameras and NVR at Northbound Spirits. \*Lease requires three-year commitment.

Product Description	Quantity	Sales Price	MRC	NRC
10TB Hard Drive	2.00	\$8.50	\$17.00	\$0.00
24 Port PoE+ Ethernet Switch	1.00	\$15.00	\$15.00	\$0.00
Camera Installation	1.00	\$800.00	\$0.00	\$800.00
8 Port PoE+ Ethernet Switch	1.00	\$7.00	\$7.00	\$0.00
Vitek 32 Channel NVR W/ Analytics	1.00	\$26.00	\$26.00	\$0.00
Vitek 8 Megapixel Outdoor Bullet W/ Motorized Lens	7.00	\$7.75	\$54.25	\$0.00
Vitek 4 Megapixel Indoor Dome W/ Analytics	20.00	\$6.00	\$120.00	\$0.00
Wire, Jacks, Plates, Cords, Etc	1.00	\$150.00	\$0.00	\$150.00

**Total for Proposed System**

Total NRC \$950.00  
 Total MRC \$239.25

\*NRC is a Non-Recurring Charge or one-time fee; MRC is a Monthly Recurring Charge and will be billed automatically each month.

*Warranty: 12 months on all parts and labor. Any additional labor will be at the rate of \$80 per hour. Offer expires after 60 days. If you have any questions concerning this quote, contact us at 218-837-5151. Warranty does not include physical or lightning damage. Prices do not include tax.*

Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_



Single Source  
Solution Provider for all  
your Communication Needs

**Service Provider**

Phone (218) 837-5151  
Prepared By Ethan Puttonen  
Company Address 308 Frontage Rd  
PO Box 304  
Sebeka, MN 56477  
Email ethanp@wcta.net  
Created Date 3/27/2024

**Customer**

Account Name CITY OF MENAHGA  
Contact KURTTI JENSINE  
Physical Address 115 2ND ST NE  
City, State and Zip 56464

**Details**

**Project Description** This quote is for adding a camera to cover the front parking area and also change out the current NVR with an updated Vitek 32 channel NVR.

Product Description	Quantity	Sales Price	MRC	NRC
Camera Installation	1.00	\$320.00	\$0.00	\$320.00
Vitek 32 Channel NVR W/ Analytics	1.00	\$1,050.00	\$0.00	\$1,050.00
Vitek 8 Megapixel Outdoor Bullet W/ Motorized Lens	1.00	\$310.00	\$0.00	\$310.00
Wire, Jacks, Plates, Cords, Etc	1.00	\$45.00	\$0.00	\$45.00

**Total for Proposed System**

Total NRC \$1,725.00  
Total MRC \$0.00

\*NRC is a Non-Recurring Charge or one-time fee; MRC is a Monthly Recurring Charge and will be billed automatically each month.

*Warranty: 12 months on all parts and labor. Any additional labor will be at the rate of \$80 per hour. Offer expires after 60 days. If you have any questions concerning this quote, contact us at 218-837-5151. Warranty does not include physical or lightning damage. Prices do not include tax.*

Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_



# Statement of Values Menahga City Council

## Preamble

The proper operation of democratic government requires that decision-makers be independent, impartial, and accountable to the people they serve. The City of Menahga has adopted this Statement of Values to promote and maintain the highest standards of personal and professional conduct in the City's government. All elected and appointed officials, are required to subscribe to this statement, understand how it applies to their specific responsibilities, and practice its core values in their work. Because we seek public confidence in the city's services and public trust of its decision-makers, our decisions and our work must meet the most demanding ethical standards and demonstrate the highest levels of achievement in following this statement.

## **Our Values**

As a representative of the City of Menahga:

- **I serve the public interest.**
  - I provide courteous, equitable, and prompt service to everyone,
  - I am attuned to and care about the needs and issues of citizens, public officials and city workers
  - I am interested, engaged and responsive in my interactions with constituents
  - I recognize and support the public's right to know the public's business
  
- **I fulfill the duties and responsibilities of holding public office.**
  - I observe the highest standards of integrity in my official acts and undertake my responsibilities for the benefit of the greater public good.
  - I faithfully discharge the duties of my office regardless of my personal considerations, recognizing that the public interest in my primary concern.
  - I uphold the Constitution of the United States and the Constitutions of the state of Minnesota and carry out impartially the laws of the nation, state, and municipality any thus foster respect for all government.
  - I comply with both the letter and the spirit of the laws and policies affecting operations of the City.

- I recognize my obligation to implement the adopted goals and objectives of the city in good faith, regardless of my personal views.
  - I conduct myself in both my official and personal actions in a manner that is above reproach.
  - I do not use my position to secure for myself or others special privileges or exemptions that are different from those available to the general public.
  - I understand and abide by the respective roles and responsibilities of elected and appointed officials and city staff and will not undermine them in their work.
  - I am independent, impartial, and fair in my judgment and actions.
- **I am ethical.**
    - I am trustworthy, acting with the utmost integrity and moral courage.
    - I am truthful, do what I say I will do, and am reliable.
    - I am accountable for my actions and behavior and accept responsibility for my decisions.
    - I make impartial decisions, free of influence from unlawful gifts, narrow political interests, and financial and other personnel interests that impair my independence of judgment or action.
    - I am fair, distributing benefits and burdens according to consistent and equitable criteria.
    - I oppose all forms of harassment and unlawful discrimination.
    - I extend equal opportunities and due process to all parties in matters under consideration.
    - I show respect for confidences and confidential information.
    - I avoid giving the appearance of impropriety and of using my position for personal gain.
- **I am professional.**
    - I apply my knowledge and expertise to my assigned activities and to the interpersonal relationships that are part of my job in a consistent, confident competent, and productive manner
    - I approach my elected position and related relationships with a positive attitude, contributing a supportive, respectful, and non-threatening environment.
    - I keep my professional knowledge and skills current and growing.
    - I am respectful of all city staff, fellow councilmembers, officials, volunteers and others who participate in the City's government.
    -

- **I am fiscally responsible.**
  - I make decisions after prudent consideration of their financial impact, taking into account the long-term financial needs of the city, especially its financial stability.
  - I demonstrate concern for the proper use of city assets (e.g., personnel, time, property, equipment, funds), follow the established procedures, and do not use public resources for personal gain.
  - I make decisions that seek to preserve the financial capacity of the City to provide programs and services for City residents.
  - I provide full disclosure of any potential financial or other private conflict of interest. I abstain from participating in the discussion and vote on these matters.
  - I prevent misuse of public funds by establishing, maintaining, and following strong fiscal and management controls.
  - I report any misuse of public funds of which I am aware.
- **I am conscientious.**
  - I act in an efficient manner, making decisions and recommendations based upon research and facts, taking into consideration short-and long-term goals.
  - I am respectful of established City processes and guidelines.
  - I prepare for all meetings by reviewing any materials provided ahead of time. When I have materials to contribute, I make sure all others involved have ample time to review these materials prior to the meeting by providing them to the City Clerk/Treasurer by noon the Wednesday before the meeting.
- **I communicate effectively.**
  - I convey the City's care for and commitment to its citizens.
  - I communicate in various ways that I am approachable, open-minded, and willing to participate in dialogue.
  - I engage in effective two-way communication by listening carefully, asking questions, and responding appropriately, which adds value to conversations.
  - I do not interfere with the orderly conduct of meetings by interrupting others or making personal comments not germane to the business at hand.
  - I encourage and facilitate citizen involvement in policy decision-making.
  - I am respectful in disagreements and contribute constructively to discussions on the issue(s).

- **I am collaborative.**
  - I act in a cooperative manner with groups and other individuals, working together in a spirit of tolerance and understanding to accomplish common goals.
  - I share information with others in a timely manner so that, together, we can make informed decisions.
  - I work toward consensus building and gain value from diverse opinions.
  - I accomplished the goals and responsibilities of my individual position, while respecting my roles as a member of a team.
- **I am forward thinking.**
  - I promise intelligent, proactive, and thought innovation in order to advance the City's policy agenda and provide City services while considering the broader regional, statewide, national, and international implications of the City's decisions and issues.
  - I maintain consistent standards, but am also sensitive to the need for compromise, creative problem solving, and making improvements when appropriate.
  - I am open to new ideas and processes, adopting them as they conserve resources and provide efficient and effective service.

- I fulfill the duties and responsibilities of a public employee of the city, or volunteer or paid-volunteer
- I fulfill the duties and responsibilities of an appointed public official
- I am ethical
- I am professional
- I am fiscally responsible
- I communicate effectively
- I am collaborative
- I am forward thinking

## Appendix G: Sample Code of Conduct

Created by the League of Minnesota Cities Ethics Advisory Panel – October 2009; Revised December 2017

### \_\_\_\_.01. Purpose.

The City Council of the City of \_\_\_\_\_ determines that a code of conduct for its members, as well as the members of the various boards and commissions of the City of \_\_\_\_\_, is essential for the public affairs of the city. By eliminating conflicts of interest and providing standards for conduct in city matters, the City Council hopes to promote the faith and confidence of the citizens of \_\_\_\_\_ in their government and to encourage its citizens to serve on its council and commissions.

### \_\_\_\_.02. Standards of conduct.

Subd. 1. No member of the City Council or a city board or commission may knowingly:

- a. Violate the Open Meeting Law.
- b. Participate in a matter that affects the person's financial interests or those of a business with which the person is associated, unless the effect on the person or business is no greater than on other members of the same business classification, profession, or occupation.
- c. Use the person's public position to secure special privileges or exemptions for the person or for others.
- d. Use the person's public position to solicit personal gifts or favors.
- e. Use the person's public position for personal gain.
- f. Except as specifically permitted pursuant to Minn. Stat. 471.895, accept or receive any gift of substance, whether in the form of money, services, loan, travel, entertainment, hospitality, promise, or any other form, under circumstances in which it could be reasonably expected to influence the person, the person's performance of official action, or be intended as a reward for the person's official action.
- g. Disclose to the public, or use for the person's or another person's personal gain, information that was gained by reason of the person's public position if the information was not public data or was discussed at a closed session of the City Council.
- h. Disclose information that was received, discussed, or decided in conference with the city's legal counsel that is protected by the attorney-client privilege unless a majority of the City Council has authorized the disclosure.
- i. *Represent private interests before the City Council or any city committee, board, commission, or agency. (optional)*

Subd. 2. Except as prohibited by the provisions of Minn. Stat. § 471.87, there is no violation of subdivision 1 b. of this section for a matter that comes before the council, board, or commission if the member of the council, board, or commission publicly discloses the circumstances that



would violate these standards and refrains from participating in the discussion and vote on the matter. Nothing herein shall be construed to prohibit a contract with a member of the City Council under the circumstances described under Minn. Stat. § 471.88, if proper statutory procedures are followed.

### **\_\_\_.03. Complaint, hearing.**

Any person may file a written complaint with the city clerk alleging a violation of the standards of conduct in section \_\_.02. The complaint must contain supporting facts for the allegation.

The City Council may hold a hearing after receiving the written complaint or upon the council's own volition. A hearing must be held only if the City Council determines:

- 1) upon advice of the city attorney, designee, or other attorney appointed by the council, that the factual allegations state a sufficient claim of a violation of these standards or rise to the level of a legally recognized conflict of interest, and
- 2) that the complaint has been lodged in good faith and not for impermissible purposes such as delay.

The City Council's determination must be made within 30 days of the filing of the allegation with the city clerk. If the council determines that there is an adequate justification for holding a hearing, the hearing must be held within 30 days of the City Council's determination.

At the hearing, the person accused must have the opportunity to be heard. If, after the hearing, the council finds that a violation of a standard has occurred or does exist, the council may censure the person, refer the matter for criminal prosecution, request an official not to participate in a decision, or remove an appointed member of an advisory board or commission from office.





Payments

Current Period: March 2024

Payments Batch 032624PAY \$20,495.00

Refer	<u>0 CHICAGO MOTORS INC</u>	<u>Ck# 064073 3/26/2024</u>	
Cash Payment	E 406-42110-500 Capital Outlay	2016 Ford Explorer PD AWD	\$20,495.00
Invoice	I240326387 3/26/2024		
Transaction Date	3/26/2024	GENERAL CHECKIN 10100	<b>Total</b> \$20,495.00

Fund Summary

	10100 GENERAL CHECKING	
406 CAPITAL PROJECTS-EQUIPMENT		\$20,495.00
		<u>\$20,495.00</u>

Pre-Written Checks	\$20,495.00
Checks to be Generated by the Computer	\$0.00
<b>Total</b>	<u>\$20,495.00</u>



CITY OF MENAUGA

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Payments

Current Period: March 2024

Payments Batch 033124EFT		\$46,449.43	
Refer	0 AUTHORIZE.NET	Ck# 002110E 3/29/2024	
Cash Payment	E 101-45200-430 Miscellaneous Expense	Credit Card Processing Service	\$21.85
Invoice	3/4/2024		
Transaction Date	3/28/2024	GENERAL CHECKIN 10100	Total \$21.85
Refer	0 CHORD PAYMENT TECHNOLOGIE	Ck# 002111E 3/4/2024	
Cash Payment	E 609-49750-260 Credit Card Fees	Liquor Store Credit Card Processing Fees	\$867.24
Invoice			
Cash Payment	E 609-49760-260 Credit Card Fees	Liquor Store Credit Card Processing Fees	\$191.94
Invoice			
Transaction Date	3/28/2024	GENERAL CHECKIN 10100	Total \$1,059.18
Refer	0 Clover MarketPlace, LLC	Ck# 002116E 3/12/2024	
Cash Payment	E 609-49750-309 Computer Support Servi	March Counter Service charge	\$47.15
Invoice			
Cash Payment	E 609-49760-309 Computer Support Servi	March Counter Service charge	\$47.15
Invoice			
Transaction Date	3/28/2024	GENERAL CHECKIN 10100	Total \$94.30
Refer	0 COLONIAL LIFE PROCESSING CTR	Ck# 002118E 3/13/2024	
Cash Payment	G 750-21707 Colonial Life	February Payroll Deductions	\$46.24
Invoice			
Transaction Date	3/28/2024	GENERAL CHECKIN 10100	Total \$46.24
Refer	0 DELTA DENTAL	Ck# 002114E 3/6/2024	
Cash Payment	G 750-21717 Dental Insurance	March Dental Bill	\$422.28
Invoice	CNS0001478053 3/1/2024		
Transaction Date	3/28/2024	GENERAL CHECKIN 10100	Total \$422.28
Refer	0 ELIOT	Ck# 002109E 3/29/2024	
Cash Payment	E 101-45200-430 Miscellaneous Expense	Campground CC Fees	\$80.86
Invoice	3/1/2024		
Transaction Date	3/28/2024	GENERAL CHECKIN 10100	Total \$80.86
Refer	0 HEALTH PARTNERS	Ck# 002119E 3/13/2024	
Cash Payment	E 101-42110-131 Employer Paid Health	April Insurance coverage	\$1,388.31
Invoice	065290998353 3/8/2024		
Cash Payment	G 750-21706 Hospitalization/Medical Ins	April Insurance coverage AL	\$694.47
Invoice	065290998353 3/8/2024		
Cash Payment	E 609-49760-131 Employer Paid Health	April Insurance coverage	\$803.21
Invoice	065290998353 3/8/2024		
Cash Payment	E 609-49750-131 Employer Paid Health	April Insurance coverage	\$803.21
Invoice	065290998353 3/8/2024		
Cash Payment	E 601-49400-131 Employer Paid Health	April Insurance coverage	\$861.06
Invoice	065290998353 3/8/2024		
Cash Payment	E 602-49450-131 Employer Paid Health	April Insurance coverage	\$861.06
Invoice	065290998353 3/8/2024		
Cash Payment	E 101-43100-131 Employer Paid Health	April Insurance coverage	\$861.07
Invoice	065290998353 3/8/2024		
Cash Payment	G 750-21706 Hospitalization/Medical Ins	April Insurance coverage RY	\$188.42
Invoice	065290998353 3/8/2024		
Cash Payment	E 101-41000-131 Employer Paid Health	April Insurance coverage	\$1,584.13
Invoice	065290998353 3/8/2024		

Payments

Current Period: March 2024

Cash Payment	E 101-41400-131 Employer Paid Health	April Insurance coverage	\$853.19
Invoice	065290998353	3/8/2024	
Transaction Date	3/28/2024	GENERAL CHECKIN 10100	<b>Total</b> \$8,898.13
Refer	<u>5 INTERNAL REVENUE SERVICE</u>		<u>Ck# 002125E 3/27/2024</u>
Cash Payment	G 750-21703 Social Sec Tax Withholding	Payroll #7 & 7.01	\$2,614.84
Invoice			
Cash Payment	G 750-21709 Medicare	Payroll #7 & 7.01	\$794.66
Invoice			
Cash Payment	G 750-21701 Federal Withholding	Payroll #7 & 7.01	\$1,981.68
Invoice			
Transaction Date	3/28/2024	GENERAL CHECKIN 10100	<b>Total</b> \$5,391.18
Refer	<u>0 INTERNAL REVENUE SERVICE</u>		<u>Ck# 002117E 3/12/2024</u>
Cash Payment	G 750-21703 Social Sec Tax Withholding	Payroll #6 3/13/24	\$2,190.64
Invoice			
Cash Payment	G 750-21709 Medicare	Payroll #6 3/13/24	\$689.24
Invoice			
Cash Payment	G 750-21701 Federal Withholding	Payroll #6 3/13/24	\$1,699.41
Invoice			
Transaction Date	3/28/2024	GENERAL CHECKIN 10100	<b>Total</b> \$4,579.29
Refer	<u>7 MINNESOTA ENERGY RESOURCE</u>		<u>Ck# 002127E 3/27/2024</u>
Cash Payment	E 101-41940-383 Gas Utilities	City Hall Acct 0507148171-00001	\$475.76
Invoice			
Cash Payment	E 609-49750-383 Gas Utilities	Liq Store Acct 0503920771-00001	\$93.62
Invoice			
Cash Payment	E 609-49760-383 Gas Utilities	Liq Store Acct 0503920771-00001	\$93.61
Invoice			
Cash Payment	E 101-41940-383 Gas Utilities	City Shop Acct 0621680603-00001	\$104.61
Invoice			
Transaction Date	3/28/2024	GENERAL CHECKIN 10100	<b>Total</b> \$767.60
Refer	<u>949751 MINNESOTA REVENUE</u>		<u>Ck# 002120E 3/12/2024</u>
Cash Payment	G 750-21702 State Withholding	Payroll #6 3/13/24	\$1,036.55
Invoice			
Transaction Date	3/28/2024	GENERAL CHECKIN 10100	<b>Total</b> \$1,036.55
Refer	<u>2 MINNESOTA REVENUE</u>		<u>Ck# 002122E 3/20/2024</u>
Cash Payment	G 609-20800 Due to Other Governments	February Sales Tax	\$6,754.00
Invoice			
Cash Payment	G 601-20800 Due to Other Governments	February Sales Tax	\$353.00
Invoice			
Cash Payment	G 101-20800 Due to Other Governments	+	\$6.00
Invoice			
Transaction Date	3/28/2024	GENERAL CHECKIN 10100	<b>Total</b> \$7,113.00
Refer	<u>8 MINNESOTA REVENUE</u>		<u>Ck# 002128E 3/27/2024</u>
Cash Payment	G 750-21702 State Withholding	Payroll #7 & 7.01 3/27/24	\$1,176.33
Invoice			
Transaction Date	3/28/2024	GENERAL CHECKIN 10100	<b>Total</b> \$1,176.33
Refer	<u>1 PERA</u>		<u>Ck# 002121E 3/13/2024</u>
Cash Payment	G 750-21704 PERA	Payroll #6 3/13/24	\$4,175.04
Invoice			
Transaction Date	3/28/2024	GENERAL CHECKIN 10100	<b>Total</b> \$4,175.04

CITY OF MENAUGA

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Payments

Current Period: March 2024

Refer	9 PERA	Ck# 002129E 3/27/2024		
Cash Payment	G 750-21704 PERA	Payroll #7 & 7.01 3/27/24		\$4,582.20
Invoice				
Transaction Date	3/28/2024	GENERAL CHECKIN 10100	Total	\$4,582.20
Refer	0 RESNEXUS	Ck# 002112E 3/4/2024		
Cash Payment	E 101-45200-430 Miscellaneous Expense	Campground Reservation System		\$69.00
Invoice 528456	3/3/2024			
Transaction Date	3/28/2024	GENERAL CHECKIN 10100	Total	\$69.00
Refer	0 VERIZON CONNECT FLEET USA L	Ck# 002113E 3/29/2024		
Cash Payment	E 101-42110-321 Telephone/Fax/Internet	February Service		\$56.85
Invoice 386000053038	2/1/2024			
Cash Payment	E 101-43100-321 Telephone/Fax/Internet	February Service		\$37.90
Invoice 386000053038	2/1/2024			
Cash Payment	E 101-45200-321 Telephone/Fax/Internet	February Service		\$18.95
Invoice 386000053038	2/1/2024			
Cash Payment	E 601-49400-321 Telephone/Fax/Internet	February Service		\$18.95
Invoice 386000053038	2/1/2024			
Cash Payment	E 602-49450-321 Telephone/Fax/Internet	February Service		\$18.95
Invoice 386000053038	2/1/2024			
Transaction Date	3/28/2024	GENERAL CHECKIN 10100	Total	\$151.60
Refer	6 VERIZON WIRELESS	Ck# 002126E 3/29/2024		
Cash Payment	E 101-42110-321 Telephone/Fax/Internet	March billing		\$243.75
Invoice 9958359634	6/4/2024			
Cash Payment	E 101-41400-321 Telephone/Fax/Internet	March billing		\$92.48
Invoice 9958359634	6/4/2024			
Cash Payment	E 601-49400-321 Telephone/Fax/Internet	March billing		\$41.24
Invoice 9958359634	6/4/2024			
Cash Payment	E 602-49450-321 Telephone/Fax/Internet	March billing		\$41.24
Invoice 9958359634	6/4/2024			
Cash Payment	E 101-43100-321 Telephone/Fax/Internet	March billing		\$41.24
Invoice 9958359634	6/4/2024			
Cash Payment	E 101-42200-321 Telephone/Fax/Internet	March billing		\$40.01
Invoice 9958359634	6/4/2024			
Transaction Date	3/28/2024	GENERAL CHECKIN 10100	Total	\$499.96
Refer	3 WEST CENTRAL TELEPHONE	Ck# 002123E 3/20/2024		
Cash Payment	E 406-00000-500 Capital Outlay	3 Computers/1 Laptop Upgrade Admin		\$3,671.00
Invoice	3/1/2024			
Cash Payment	E 601-49400-321 Telephone/Fax/Internet	March Telephone		\$61.19
Invoice	3/1/2024			
Cash Payment	E 602-49450-321 Telephone/Fax/Internet	March Telephone		\$20.39
Invoice	3/1/2024			
Cash Payment	E 101-42110-321 Telephone/Fax/Internet	March Telephone		\$121.25
Invoice	3/1/2024			
Cash Payment	E 101-42200-321 Telephone/Fax/Internet	March Telephone		\$46.91
Invoice	3/1/2024			
Cash Payment	E 101-43100-321 Telephone/Fax/Internet	March Telephone		\$46.38
Invoice	3/1/2024			
Cash Payment	E 101-41500-309 Computer Support Servi	March Telephone		\$340.00
Invoice	3/1/2024			
Cash Payment	E 101-41400-321 Telephone/Fax/Internet	March Telephone		\$671.51
Invoice	3/1/2024			

Payments

Current Period: March 2024

Cash Payment	E 101-45120-325	Internet	March Telephone	\$42.41
Invoice	3/1/2024			
Cash Payment	E 101-45200-325	Internet	March Telephone	\$34.95
Invoice	3/1/2024			
Transaction Date	3/28/2024	GENERAL CHECKIN 10100	<b>Total</b>	\$5,055.99
Refer	4 WEST CENTRAL TELEPHONE		Ck# 002124E 3/20/2024	
Cash Payment	E 609-49750-321	Telephone/Fax/Internet	Liquor Store March	\$47.98
Invoice				
Cash Payment	E 609-49750-419	Equipment Lease	Liquor Store March	\$205.22
Invoice				
Cash Payment	E 609-49760-321	Telephone/Fax/Internet	Liquor Store March	\$47.98
Invoice				
Cash Payment	E 609-49760-385	Cable Utilities	Liquor Store March	\$147.33
Invoice				
Cash Payment	E 609-49760-419	Equipment Lease	Liquor Store March	\$205.22
Invoice				
Transaction Date	3/28/2024	GENERAL CHECKIN 10100	<b>Total</b>	\$653.73
Refer	0 WEX BANK		Ck# 002115E 3/7/2024	
Cash Payment	E 101-42110-212	Motor Fuels & Lubricant	January Gas Charges	\$575.12
Invoice				
Transaction Date	3/28/2024	GENERAL CHECKIN 10100	<b>Total</b>	\$575.12

Fund Summary

	10100 GENERAL CHECKING
101 GENERAL FUND	\$7,854.49
406 CAPITAL PROJECTS-EQUIPMENT	\$3,671.00
601 WATER FUND	\$1,335.44
602 SEWER FUND	\$941.64
609 MUNICIPAL LIQUOR FUND	\$10,354.86
750 PAYROLL CLEARING FUND	\$22,292.00
	<u>\$46,449.43</u>

Pre-Written Checks	\$46,449.43
Checks to be Generated by the Computer	\$0.00
<b>Total</b>	<u>\$46,449.43</u>

Payments

Current Period: March 2024

Payments Batch 040824PAY

\$96,677.92

Refer	10 ASCAP	-		
Cash Payment	E 760-00000-215 Entertainment	2024-2025 License		\$438.08
Invoice				
Transaction Date	4/4/2024	GENERAL CHECKIN 10100	<b>Total</b>	\$438.08
Refer	11 BEVERAGE WHOLESALE	-		
Cash Payment	E 609-49750-252 Beer Purchases	Beer		\$1,268.95
Invoice 320601	3/29/2024			
Cash Payment	E 609-49750-252 Beer Purchases	Returns		-\$145.50
Invoice 320601	3/29/2024			
Cash Payment	E 609-49760-252 Beer Purchases	Beer		\$107.00
Invoice 320601	3/29/2024			
Cash Payment	E 609-49750-252 Beer Purchases	Beer		\$498.70
Invoice 319680	3/22/2024			
Cash Payment	E 609-49760-252 Beer Purchases	Credits		-\$30.00
Invoice 319680	3/22/2024			
Transaction Date	4/4/2024	GENERAL CHECKIN 10100	<b>Total</b>	\$1,699.15
Refer	12 BOND TRUST SERVICES	-		
Cash Payment	E 316-00000-620 Fiscal Agent Fees	Paying Agent fee/Term Bond Fee		\$575.00
Invoice 85126	2/1/2024			
Cash Payment	E 317-00000-620 Fiscal Agent Fees	Paying Agent Fee/Term Bond Fee		\$575.00
Invoice 85127	2/1/2024			
Cash Payment	E 310-00000-620 Fiscal Agent Fees	Paying Agent Fee/Term Bond Fee		\$475.00
Invoice 85128	2/1/2024			
Transaction Date	4/4/2024	GENERAL CHECKIN 10100	<b>Total</b>	\$1,625.00
Refer	13 BREAKTHRU BEVERAGE	-		
Cash Payment	E 609-49750-251 Liquor Purchases	Liquor		\$1,421.00
Invoice 115009560	3/27/2024			
Cash Payment	E 609-49750-333 Freight	Service Fee		\$27.75
Invoice 115009560	3/27/2024			
Transaction Date	4/4/2024	GENERAL CHECKIN 10100	<b>Total</b>	\$1,448.75
Refer	14 CARDMEMBER SERVICES (TRUST	-		
Cash Payment	E 101-42110-200 Office Supplies	Amazon - Printer ink		\$74.67
Invoice	2/22/2024			
Cash Payment	E 609-49750-210 Operating Supplies	Amazon - Thermal tape for POS System		\$27.91
Invoice	2/24/2024			
Cash Payment	E 609-49760-210 Operating Supplies	Amazon - Thermal tape for POS System		\$27.91
Invoice	2/24/2024			
Cash Payment	E 101-42110-200 Office Supplies	Amazon - Batteries		\$28.74
Invoice	2/27/2024			
Cash Payment	E 601-49400-331 Travel & Conference	LMC - Safety Loss Workshop x3		\$60.00
Invoice 402039	3/14/2024			
Transaction Date	4/4/2024	GENERAL CHECKIN 10100	<b>Total</b>	\$219.23
Refer	15 CINTAS	-		
Cash Payment	E 609-49750-210 Operating Supplies	Menahga Liquors - Cleaning Supplies		\$82.56
Invoice 4187651583	3/27/2024			
Cash Payment	E 609-49760-210 Operating Supplies	Menahga Liquors - Cleaning Supplies		\$82.56
Invoice 4187651583	3/27/2024			
Transaction Date	4/4/2024	GENERAL CHECKIN 10100	<b>Total</b>	\$165.12

Payments

Current Period: March 2024

Refer	16 CINTAS		-	
Cash Payment	G 750-21722 Uniform Deduction	Menahga Public Works Uniforms		\$51.21
Invoice	4186935765	3/20/2024		
Transaction Date	4/4/2024	GENERAL CHECKIN 10100	Total	\$51.21
Refer	17 CITY OF MENAHGA - FD #885379		-	
Cash Payment	E 101-42200-992 Transfer Out - Fire Equi	Transfer from 4M to Fire Equip Fund		\$1,706.28
Invoice		4/4/2024		
Cash Payment	E 101-49200-992 Transfer Out - Fire Equi	Transfer City Portion 54%		\$31,462.00
Invoice		4/4/2024		
Cash Payment	E 101-42200-992 Transfer Out - Fire Equi	Transfer Township Portion 46%		\$19,826.00
Invoice		4/4/2024		
Transaction Date	4/4/2024	GENERAL CHECKIN 10100	Total	\$52,994.28
Refer	18 COAST TO COAST SOLUTIONS		-	
Cash Payment	E 101-42110-210 Operating Supplies	Community Partnership Grant Supplies		\$142.11
Invoice	IVC0112168	3/18/2024		
Transaction Date	4/4/2024	GENERAL CHECKIN 10100	Total	\$142.11
Refer	19 CULLIGAN OF WADENA		-	
Cash Payment	E 609-49750-305 Professional Services	April Rental Service		\$27.57
Invoice	267X00122103	3/31/2024		
Cash Payment	E 609-49760-305 Professional Services	April Rental Service		\$27.58
Invoice	267X00122103	3/31/2024		
Transaction Date	4/4/2024	GENERAL CHECKIN 10100	Total	\$55.15
Refer	20 DAHLHEIMER BEVERAGE BRAINE		-	
Cash Payment	E 609-49750-252 Beer Purchases	Beer		\$1,178.25
Invoice	2143451	3/27/2024		
Cash Payment	E 609-49750-254 Snack, Ice, Soda Purch	Soda		\$234.00
Invoice	2143451	3/27/2024		
Cash Payment	E 609-49760-252 Beer Purchases	Beer		\$99.00
Invoice	2143451	3/27/2024		
Cash Payment	E 609-49760-252 Beer Purchases	Keg Return		-\$30.00
Invoice	2143451	3/27/2024		
Cash Payment	E 609-49750-252 Beer Purchases	Credits		-\$84.70
Invoice	2146589	3/26/2024		
Transaction Date	4/4/2024	GENERAL CHECKIN 10100	Total	\$1,396.55
Refer	21 DEPARTMENT OF HUMAN SERVIC		-	
Cash Payment	E 101-49200-439 ECPN State Payment	May ECPN Payment		\$10,599.00
Invoice	788786	4/1/2024		
Transaction Date	4/4/2024	GENERAL CHECKIN 10100	Total	\$10,599.00
Refer	22 D-S BEVERAGES INC		-	
Cash Payment	E 609-49750-252 Beer Purchases	Beer		\$2,581.95
Invoice	774027	3/27/2024		
Cash Payment	E 609-49750-252 Beer Purchases	Breakage		-\$20.95
Invoice	774027	3/27/2024		
Transaction Date	4/4/2024	GENERAL CHECKIN 10100	Total	\$2,561.00
Refer	24 F.I.R.E.		-	
Cash Payment	E 101-42200-208 Training and Instruction	Confined Space Trailer SCBA Confidence		\$1,200.00
Invoice	6777	4/1/2024		
Transaction Date	4/4/2024	GENERAL CHECKIN 10100	Total	\$1,200.00
Refer	14 FERGUSON ENT #3326 #3325		-	



Payments

Current Period: March 2024

Cash Payment	E 601-49400-210	Operating Supplies	HYD BAG ORAN BLACK LTR	\$188.67
Invoice	0258290	3/20/2024		
Transaction Date	4/4/2024		GENERAL CHECKIN 10100	<b>Total</b> \$188.67
Refer	25 GRANITE CITY JOBBING CO.			
Cash Payment	E 609-49750-256	Tobacco Products For R	Tobacco	\$164.84
Invoice	378887	3/21/2024		
Cash Payment	E 609-49750-254	Snack, Ice, Soda Purch	Snacks	\$33.96
Invoice	378887	3/21/2024		
Cash Payment	E 609-49750-333	Freight	Delivery	\$5.00
Invoice	378887	3/21/2024		
Cash Payment	E 609-49760-256	Tobacco Products For R	Tobacco	\$164.83
Invoice	378887	3/21/2024		
Cash Payment	E 609-49760-254	Snack, Ice, Soda Purch	Snacks	\$52.03
Invoice	378887	3/21/2024		
Cash Payment	E 609-49760-210	Operating Supplies	Bar Supplies	\$39.82
Invoice	378887	3/21/2024		
Cash Payment	E 609-49760-333	Freight	Delivery	\$5.00
Invoice	378887	3/21/2024		
Transaction Date	4/4/2024		GENERAL CHECKIN 10100	<b>Total</b> \$465.48
Refer	26 HAWKINS, INC.			
Cash Payment	E 601-49400-210	Operating Supplies	Azone; LPC-4; Freight	\$1,471.00
Invoice	6716926	3/22/2024		
Transaction Date	4/4/2024		GENERAL CHECKIN 10100	<b>Total</b> \$1,471.00
Refer	27 JOHNSON BROTHERS LIQUOR			
Cash Payment	E 609-49750-251	Liquor Purchases	Liquor	\$2,064.00
Invoice	2508275	3/27/2024		
Cash Payment	E 609-49750-254	Snack, Ice, Soda Purch	Mix	\$37.00
Invoice	2508275	3/27/2024		
Cash Payment	E 609-49750-333	Freight	Delivery	\$43.60
Invoice	2508275	3/27/2024		
Transaction Date	4/4/2024		GENERAL CHECKIN 10100	<b>Total</b> \$2,144.60
Refer	28 LAKE COUNTRY FOODS			
Cash Payment	E 609-49760-210	Operating Supplies	Bar Supplies	\$118.64
Invoice		3/31/2024		
Transaction Date	4/4/2024		GENERAL CHECKIN 10100	<b>Total</b> \$118.64
Refer	25 LEADERS DISTRIBUTING			
Cash Payment	E 101-42200-220	Repair & Maintenance	Wolf Lake Wolf Pack Donations -	\$289.35
Invoice	INV14357	3/23/2024		
Transaction Date	4/4/2024		GENERAL CHECKIN 10100	<b>Total</b> \$289.35
Refer	29 MINNESOTA POWER			
Cash Payment	E 602-49450-381	Electric Utilities	10th & Elm	\$45.45
Invoice	371420000-0324	3/27/2024		
Cash Payment	E 602-49450-381	Electric Utilities	Blueberry Lift Station	\$31.95
Invoice	2926910000-032	3/27/2024		
Cash Payment	E 101-45200-381	Electric Utilities	1st St NE Park	\$22.64
Invoice	0551018411-032	3/27/2024		
Cash Payment	E 101-45200-381	Electric Utilities	Village Park	\$30.63
Invoice	05590118421-03	3/27/2024		
Cash Payment	E 101-43100-381	Electric Utilities	Garage	\$112.48
Invoice	0568018411-032	3/27/2024		

Payments

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Cash Payment	E 602-49450-381	Electric Utilities	Lift Station #5	\$259.92
Invoice	0668018411-032	3/27/2024		
Cash Payment	E 602-49450-381	Electric Utilities	Nursing Home Lift Station	\$35.26
Invoice	0763118421-032	3/27/2024		
Cash Payment	E 602-49450-381	Electric Utilities	Lift Station - Beach	\$142.14
Invoice	0026018421-032	3/27/2024		
Cash Payment	E 101-43100-560	Learning Center Expens	Learning Center (Head Start)	\$97.09
Invoice	0816330561-032	3/27/2024		
Cash Payment	E 602-49450-381	Electric Utilities	2nd St Lift Station	\$26.53
Invoice	0926910000-032	3/27/2024		
Cash Payment	E 101-41940-381	Electric Utilities	Fire Hall	\$558.93
Invoice	0078018411-032	3/27/2024		
Cash Payment	E 609-49750-381	Electric Utilities	Liquor Store Off Sale	\$553.85
Invoice	0082018421-032	3/27/2024		
Cash Payment	E 609-49760-381	Electric Utilities	Liquor Store On Sale	\$553.84
Invoice	0082018421-032	3/27/2024		
Cash Payment	E 101-45200-381	Electric Utilities	Park @ 825 Aspen	\$23.54
Invoice	0159018421-032	3/27/2024		
Cash Payment	E 601-49400-381	Electric Utilities	Water Plant	\$2,174.28
Invoice	0178018411-032	3/27/2024		
Cash Payment	E 602-49450-381	Electric Utilities	Lift Station #1	\$33.05
Invoice	0363118411-032	3/27/2024		
Cash Payment	E 602-49450-381	Electric Utilities	Lift Station #2	\$25.98
Invoice	0496028411-032	3/27/2024		
Cash Payment	E 101-41940-381	Electric Utilities	Power pole at Beach	\$22.64
Invoice	9184583185-032	3/27/2024		
Cash Payment	E 101-41940-381	Electric Utilities	Fire Hall Pumping	\$430.91
Invoice	1051018411-032	3/27/2024		
Cash Payment	E 101-43160-381	Electric Utilities	Street Lighting	\$675.19
Invoice	1699020000-032	3/27/2024		
Cash Payment	E 101-43160-381	Electric Utilities	Street Lighting	\$693.03
Invoice	0542018421-032	3/27/2024		
Cash Payment	E 101-43160-381	Electric Utilities	Street Lighting	\$45.15
Invoice	9473120000-032	3/27/2024		
Cash Payment	E 101-43160-381	Electric Utilities	Street Lighting	\$645.49
Invoice	8850020000-032	3/27/2024		
Cash Payment	E 101-45200-381	Electric Utilities	St Urho Park	\$26.17
Invoice	7442677546-032	3/27/2024		
Cash Payment	E 101-45200-381	Electric Utilities	Lighting @ Tennis Court	\$21.08
Invoice	9766000000-032	3/27/2024		
Transaction Date	4/4/2024		GENERAL CHECKIN 10100	Total \$7,287.22
Refer	10 NAPA CENTRAL - MN			
Cash Payment	E 101-45120-220	Repair & Maintenance	Ford Ranger Taillight	\$32.29
Invoice	573304	3/5/2024		
Cash Payment	E 101-45200-220	Repair & Maintenance	Ford Ranger Taillight	\$32.29
Invoice	573304	3/5/2024		
Cash Payment	E 101-42110-220	Repair & Maintenance	2016 Ford Explorer side beams	\$47.98
Invoice	573444	3/7/2024		
Cash Payment	E 101-42110-210	Operating Supplies	Boospac	\$179.00
Invoice	573599	3/11/2024		
Cash Payment	E 101-42110-212	Motor Fuels & Lubricant	2020 Tahoe - dexcool	\$38.58
Invoice	573651	3/11/2024		

Payments

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Cash Payment	E 101-43100-220	Repair & Maintenance	Freightliner - coupling	\$24.99
Invoice	574283	3/26/2024		
Cash Payment	E 101-42110-220	Repair & Maintenance	Dexcool	\$38.58
Invoice	574328	3/26/2024		
Transaction Date	4/4/2024		GENERAL CHECKIN 10100	<b>Total</b> \$393.71
Refer	11	NETLAND, MICHAEL		
Cash Payment	E 101-41110-331	Travel & Conference	Travel Land Use 201 Seminar - Staples	\$54.37
Invoice		4/3/2023		
Transaction Date	4/4/2024		GENERAL CHECKIN 10100	<b>Total</b> \$54.37
Refer	12	NORTHLAND FIRE PROTECTION		
Cash Payment	E 101-43100-220	Repair & Maintenance	City Garage Extinguisher Maint	\$414.20
Invoice	57482	3/22/2024		
Cash Payment	E 101-42200-220	Repair & Maintenance	Fire Department Extinguisher Maint	\$676.45
Invoice	57466	3/22/2024		
Cash Payment	E 609-49750-220	Repair & Maintenance	Liquor Store Fire Extinguisher Maint	\$166.19
Invoice	57467	3/22/2024		
Cash Payment	E 609-49760-220	Repair & Maintenance	Liquor Store Fire Extinguisher Maint	\$166.18
Invoice	57467	3/22/2024		
Cash Payment	E 101-42110-220	Repair & Maintenance	Police Department Extinguisher Maint	\$221.70
Invoice	57468	3/22/2024		
Cash Payment	E 101-41940-220	Repair & Maintenance	First Responders Extinguisher Maint	\$138.85
Invoice	57469	3/22/2024		
Cash Payment	E 101-41940-220	Repair & Maintenance	City Hall Extinguisher Maint	\$512.06
Invoice	57470	3/22/2024		
Transaction Date	4/4/2024		GENERAL CHECKIN 10100	<b>Total</b> \$2,295.63
Refer	13	PHILLIPS WINE & SPIRITS		
Cash Payment	E 609-49750-251	Liquor Purchases	Liquor	\$1,987.95
Invoice	6758011	3/27/2024		
Cash Payment	E 609-49750-333	Freight	Delivery	\$32.88
Invoice	6758011	3/27/2024		
Transaction Date	4/4/2024		GENERAL CHECKIN 10100	<b>Total</b> \$2,020.83
Refer	15	POSTMASTER		
Cash Payment	E 101-41400-322	Postage	6 Rolls postage stamps	\$408.00
Invoice				
Transaction Date	4/4/2024		GENERAL CHECKIN 10100	<b>Total</b> \$408.00
Refer	18	S.C.D. TAP BEER LINE CLEANING		
Cash Payment	E 609-49760-210	Operating Supplies	6 Lines Cleaned	\$42.00
Invoice	7918	3/28/2024		
Transaction Date	4/4/2024		GENERAL CHECKIN 10100	<b>Total</b> \$42.00
Refer	16	SOURCEWELL		
Cash Payment	E 101-41200-101	Salaries	P&Z February Services	\$508.75
Invoice	INV00002752	3/22/2024		
Transaction Date	4/4/2024		GENERAL CHECKIN 10100	<b>Total</b> \$508.75
Refer	17	SOUTHERN GLAZERS OF MN		
Cash Payment	E 609-49750-251	Liquor Purchases	Liquor	\$1,867.55
Invoice	2462328	3/29/2024		
Cash Payment	E 609-49750-333	Freight	Delivery	\$32.44
Invoice	2462328	3/29/2024		
Transaction Date	4/4/2024		GENERAL CHECKIN 10100	<b>Total</b> \$1,899.99

Payments

Current Period: March 2024

Refer	19 SPIRIT LAKE LUMBER			
Cash Payment	E 101-45200-220	Repair & Maintenance	Account 20025 Hook & Lock Disc	\$13.98
Invoice	74876	3/12/2024		
Cash Payment	E 101-45200-220	Repair & Maintenance	Hook & Lock Disc	\$20.97
Invoice	74898	3/19/2024		
Transaction Date	4/4/2024		GENERAL CHECKIN 10100	<b>Total</b> \$34.95
Refer	20 ULINE			
Cash Payment	E 101-45120-210	Operating Supplies	Paper towels, tissue, golves	\$535.16
Invoice	175900703	3/20/2024		
Cash Payment	E 101-45200-210	Operating Supplies	Paper towels, tissue, golves	\$535.16
Invoice	175900703	3/20/2024		
Transaction Date	4/4/2024		GENERAL CHECKIN 10100	<b>Total</b> \$1,070.32
Refer	21 VRY, DIANE			
Cash Payment	E 101-41400-331	Travel & Conference	Travel to MCFOA Conference & Meal St Cloud	\$145.19
Invoice				
Transaction Date	4/4/2024		GENERAL CHECKIN 10100	<b>Total</b> \$145.19
Refer	22 WADENA COUNTY ATTORNEY			
Cash Payment	E 101-41500-304	Legal Services	February Services	\$700.00
Invoice	2024-03	4/1/2024		
Transaction Date	4/4/2024		GENERAL CHECKIN 10100	<b>Total</b> \$700.00
Refer	23 WADENA COUNTY DAC			
Cash Payment	E 101-41940-386	Cleaning Services	February Hours	\$118.40
Invoice	24013	2/28/2024		
Transaction Date	4/4/2024		GENERAL CHECKIN 10100	<b>Total</b> \$118.40
Refer	24 WARNER GARAGE DOOR INC			
Cash Payment	E 101-41940-220	Repair & Maintenance	Service Call 3 button wall control	\$166.20
Invoice	24137	3/25/2024		
Cash Payment	E 101-41940-220	Repair & Maintenance	Service Call External Antenna kit	\$259.99
Invoice	24191	3/28/2024		
Transaction Date	4/4/2024		GENERAL CHECKIN 10100	<b>Total</b> \$426.19

Fund Summary

	10100 GENERAL CHECKING
101 GENERAL FUND	\$74,556.26
310 2012a NURSING HOME DEBT FUND	\$475.00
316 2013 STREET & UTILITY IMPROVEM	\$575.00
317 2015B Imp. Refunding GO Bond	\$575.00
601 WATER FUND	\$3,893.95
602 SEWER FUND	\$600.28
609 MUNICIPAL LIQUOR FUND	\$15,513.14
750 PAYROLL CLEARING FUND	\$51.21
760 SOUNDS OF SPIRIT LAKE	\$438.08
	<b>\$96,677.92</b>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$96,677.92
<b>Total</b>	<b>\$96,677.92</b>

# Council Action Request Form



**CITY OF MENAHGA**  
*"The Gateway to the Pines"*

115 2nd St NE - PO Box C  
 Menahga, MN 56464  
 218-564-4557  
 www.cityofmenahga.com

### Action Requested

<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Informational Item <input type="checkbox"/> Consent Agenda Items	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other _____
--	--

<b>Regarding:</b> <b>Consideration of Bills</b>	
<b>Date of Meeting:</b> April 8, 2024	<b>Total time requested:</b>
<b>Department Requesting Action:</b> Administration	
<b>Presenting at Meeting:</b>	
<b>Background</b> <input type="checkbox"/> Supporting Documentation Enclosed	
The following batches of bills and the receipts have been sent to the council members for their consideration:  Batch #032624PAY - \$20,495.00 Batch #033124EFT - \$46,449.43 Batch #040824PAY - \$96,677.92 For a total of \$163,622.35	
<b>Options</b> <input type="checkbox"/> Supporting Documentation Enclosed	
<b>Recommendations</b> <input checked="" type="checkbox"/> The Menahga City Council approves the following by Motion:  To approve Batch #032624PAY - \$20,495.00; Batch #033124EFT - \$46,449.43; Batch #040824PAY - \$96,677.92    For a total of \$163,622.35	
<b>Financial Implications:</b> \$ 163,622.35	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Opposed
Motion:	<input type="checkbox"/> Olson	<input type="checkbox"/> Olson
Second:	<input type="checkbox"/> Tomperi	<input type="checkbox"/> Tomperi
<input type="checkbox"/> Passed	<input type="checkbox"/> Bjornson	<input type="checkbox"/> Bjornson
<input type="checkbox"/> Failed	<input type="checkbox"/> Netland	<input type="checkbox"/> Netland
<input type="checkbox"/> Tabled	<input type="checkbox"/> Warmbold	<input type="checkbox"/> Warmbold

**Signatures**

