

City of Menahga
City Council Budget/Performance Evaluation
Meeting Minutes
Friday, May 10, 2024 at 1:00 pm

a. Call to Order

The Menahga City Council held a Budget and Performance Evaluation/Special Meeting on Friday, May 10, 2024.

Mayor Elizabeth Olson called the meeting to order at 1:00 pm

b. Roll Call

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

Mayor Elizabeth Olson Mike Netland Dan Warmbold

Jody Bjornson Absent: Durwin Tomperi

Office Staff present: City Clerk/Treasurer Brett Gagnonpalick
Administrative Assistant Jensine Kurtti

c. Pledge of Allegiance.

d. Budget by Department: 2025 Budget

- **Fire Department – Dave Kicker**

- Kicker requested additional funding towards the Fire Relief Fund. No decision was made. The City's budget is \$3,000.00.

- A consensus was reached to increase Personnel Testing to \$2,400.00 from \$2,000.00.
- Telephone/Fax/Internet was set to \$1,000.00. This was based on current spending estimates.
- Capital Outlay: Kicker indicated the next big purchase is the 'main line pumper' water truck and replacing engine 4855. Discussion explored the certification process on the vehicle, which is in compliance. Gagnonpalick requested a copy of the certification.
- A new main line pumper estimated price is \$1.1million. The consensus was that grants, donations, and fundraising must be considered a priority.
- Netland remarked that we need to evaluate how much cash is on hand, what is the total need, in what time frame is it going to be spent, and how much will we have to allocate on the Ad Valorem Tax each year to have the cash on hand to make the purchase.
- Olson stated that we do not have a full picture of the future regarding fire specific revenues.
- Kicker stated that if they do not receive a grant for turn-out gear, it will likely take away from their general reserve funds. Their turnout gear life cycles in 2026.
- Olson asked Gagnonpalick for his thoughts. Gagnonpalick's opinion was to continue to save funding as necessary.
- Netland recommended a hard look at what is on hand, assumptions of what is coming each year in revenue [fire contracts], reasonable assumptions of what grant funding we can receive, what the shortfall is and how much a year do we need to allocate into the Ad Valorem Tax to hit where we are able to write the check when the need is there.
- Kicker stated that an estimated amount to equip for all 25 of his fire staff with new turn out gear is approximately \$125,000.00.
- Kurtti stated that FEMA funded their last acquisition of turn-out gear [last grant issued in 2016].
- Netland recommended a deep dive into capital outlay to project where funding can come from and when we can expect to expend funding. Netland stated the Council would need to look at how much cash is on hand + revenue + expenditure per year to see what can be estimated against the Ad Valorem Tax.
- Discussion ensued amongst the Council to allocate a percentage of different fire revenues to be allocated to the capital fund.
- A decision was made to re-look at the Fire capital outlay funding amount.

- **Police – Amy Lane**

- Gagnonpalick stated that salaries are completely estimated. A hard look into the city salaries will be forthcoming at a later point.
- Lane stated she still employs a single part time employee but has indicated she may let that individual go. The assessment is that the cost / benefit is not worth it to the City.
- Lane stated that the department needs to replace two of their squad computers no later than October 2025. Her plan is to order through the County as they know our systems.
- Lane’s assessment of the two systems being replaced is that they may not last until October 2025.
- Bullet Proof Vest costs have increased to \$1,650.00/vest. The police department has a rotation so as to not incur a large cost in any given fiscal year.
- Travel and Conference was lowered to \$1,000.00 from \$2,000.00.
- Squad Car Equipment budget was set for \$6,000.00. This is in support of two new computers.
- Capital outlay in support of new squads was set at \$10,000.00.
- Other equipment is set at \$500.00.
- Under State Grants and Aids, estimated revenue was set at \$30,000.00 from \$20,000.00.

- **Streets – Ron Yliniemi**

- Uniforms set back to \$200.00.
- Yliniemi discussed grading and chloride treatments for the roads.
- The Capital Outlay discussion revolved around a snowplow and a street sweeper.
- Yliniemi discussed with the Council the estimated life cycle of the two snowplows, street sweeper, and the front-end loader [pay loader]. The consensus reached is that \$20,000.00 will now be placed into the Streets Capital Outlay budget.

Anecdotal: Gagnonpalick will be requesting the Fire and Street Departments for the most recent vehicle inspection sheets for preview and essay.

e. Council discussion on 2025 Budget and City 2025 Levy

Next budget meeting was set for June 21, 2024 at 2pm.

Mayor Olson closed the budget meeting at 3:20 pm.

f. Closed Session for Performance Evaluation of an Individual Subject to City Council Authority under Minnesota State Statute sec. 13D.05, subd. 3(a).

At 3:21 pm, Mayor Olson stated that the Council would be going into a performance evaluation process with an individual subject to City Council's authority under Minnesota State Statute Sec. 13D.05, Subd. 3 (a) - Ronald Yliniemi, and then asked Yliniemi if he wanted the meeting to be open or closed.

Yliniemi stated clearly that he wanted the meeting to be open.

Mayor Olson's opening statement was as follows: The agenda item is the evaluation of a City of Menahga employee under Minnesota Statutes, Section 13D.05, Subdivision 3(a). The employee is Public Works employee Ron Yliniemi. It is our understanding that you [Yliniemi] requested the meeting be open, which Yliniemi stated, "yes".

Mayor Olson reported that Interim City Clerk/Treasurer [Kurtti] had summarized the evaluations submitted by each Council Member.

City Clerk/Treasurer Gagnonpalick then read the summary of the findings verbatim to the Council.

The findings from the performance review identified some issues with Yliniemi regarding leadership and communication.

The Performance Evaluation was completed at 3:38 p.m.

Gagnonpalick indicated his intentions to revamp the employee evaluation process, to include quarterly reviews. Gagnonpalick will present the new process to the Council for approval, at a future date.

g. Adjournment

Main Motion: To adjourn at 3:40 pm.

Moved	Netland
Seconded	Warmbold
Action:	Motion carried by a 4-0 voice vote
In favor:	Warmbold, Olson, Bjornson, Netland
Opposed:	None

City Clerk/Treasurer Brett Gagnonpalick

Mayor Elizabeth Olson