



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 June 10, 2024**

6:00 pm

City Council Chambers

115 2nd Street NE

Menahga MN 56464

www.cityofmenahga.com

Agenda

NOTICE: A walk through of the City Maintenance Shop will be conducted by the City Council after the meeting. The public may attend if they wish.

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Communication and Appearance Request - None
6. Public Forum and Correspondence (Must sign in).
7. Consent Agenda -
 - a. May 10, 2024 Budget/Evaluation Meeting
 - b. May 13, 2024 Regular Council Meeting Minutes
 - c. May 28, 2024 Special Meeting/Work Session Minutes
8. Public Hearings
9. Acknowledgement of Receipt of Commission Minutes - None
10. New Business
 - a. Sewer Adjustment - Monroe
 - b. State Demographer Information - FYI
 - c. Special Assessment Policy
 - d.
 - e.

11. Unfinished Business

- a. Sale of Railroad Right-of-Way Update
- b. Employee Evaluation Form
- c.
- d.

12. Consideration of Bills

- a. Batch #053024truck- \$29,562.63
- b. Batch #052824EFT- \$49,324.33
- c. Batch #061024checks - \$160,530.99

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:

- **Fire Relief Assn - June 17, 2024 – 6:30 pm**
- **Planning & Zoning Commission - June 20, 2024 – 6 pm**
- **Budget Meeting - June 21, 2024 – 2 pm**
- **Work Session/Special Meeting - June 24, 2024 – 6 pm**

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

**City of Menahga
Regular City Council Minutes
May 13, 2024**

1. Call to Order

The Menahga City Council held their Regular Monthly Meeting on Monday May 13, 2024.

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

2. Roll Call

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

Mayor Elizabeth Olson Mike Netland Dan Warmbold

Jody Bjornson Durwin Tomperi - via electronic means

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

3. Pledge of Allegiance

4. Approval of Agenda

To approve adding 10 n. – Dept. Head Evaluations by City Clerk/Treasurer.

Main Motion: To approve the agenda as amended.

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

5. Communication Appearance Request - None.

6. Public Forum and Correspondence

a. Corrine Neisess:

- The water bill did not come to her. Wants to know how the estimate was arrived at. Requests a proper explanation.

b. Maxine Thompson (and Kenneth):

- She wants to know when the new meters were installed. Why did it take so long to get the corrected bill? Wondering why the Council thinks she should pay her outstanding bill. She wants to know who reads the meters now.

c. Joan Gravely:

- Joan wants to know how the eighty-three people were assessed for their bills.

d. Jeff Schindeldecker:

- Jeff reported that he was the ringleader of this water/sewer back billing. He thinks it is weird that you pay your bill, and then get another bill. Jeff believes that the decimal points were off. Jeff stated that after viewing another resident's bill, it was obvious to him that it was inaccurate as he questioned the hygiene of this resident using only 80 gallons of water during that billing cycle.

e. Dennis Anderson:

- Dennis passed stating he was there on behalf of his daughter.

f. James Kraskey:

- James wants to know who is liable. People or City? Is it the meter reading or the entering the of the numbers here at City Hall. Nobody reads their own meter. He claims to not know how to read the meters. He is paying more for water than for power.

g. Brian Pettow:

- Brian Pettow owns Menahga Marine & Rental. He asked why the City is requiring him to provide a road through his property.

h. Jon Rippentrop:

- Claims the water is not drinkable without filtration. [no asks, simply conjecture and frustration]

i. Grant Skoog:

- [The lawyer] Claims it is a lack of transparency. [Made some very strange claims about the City]. Requests the City have an informational night to explain everything in detail, with a question-

and-answer session.

j. Dan Rippentrop:

- Dan wants to know when Public Works replaced the water meters. He talked about tracking the numbers at the nursing home. He does not believe the meters were wrong. (Note: There was no discrepancy in the nursing home meter readings). Dan is scared we are going to randomly charge him for a water bill in the future. Dan did not have his own water bill issue.

Clerk/Treasurer's comment: All of the above individual residents were sent letters with the back billing, which requested that they come into the City Hall Office to receive an explanation on their bills, which only a few had taken advantage of this request.

7. Consent Agenda

Minutes to Approve:

- a. April 8, 2024 – Regular Council Meeting Minutes**
- b. April 19, 2024 – Board of Review and Interviews**
- c. April 23, 2024 – Interview Deputy Clerk Minutes**
- d. April 29, 2024 – Special Meeting/Work Session Minutes**

Main Motion: To approve the Regular City Council Meeting Minutes of April 8, 2024, April 19, 2024 Board of Review and Interview, April 23, 2024 Interview Deputy Clerk, and the April 29, 2024 Special Meeting/Work Session Meeting Minutes.

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

8. Public Hearing – None.

9. Acknowledgment of receipt of Commission Minutes

a. Planning and Zoning – FYI

April 4, 2024 Regular Meeting, April 9, 2024 Work Session, April 24, 2024 Work Session, May 2, 2024 Regular Meeting and May 7, 2024 Work Session.

Bjornson asks about Brian Pettow’s property in regard to the new Zoning Ordinance. Netland says [Pettow] can fill out a variance request. Bjornson is having a hard time accepting that Pettow is being required to pay for a road into his property. Netland rebuts with stating that we are merely following our policy. Kurtti explains that there must be an access point [Pettow wants to split his parcel, therefore causing a landlocked scenario within the property],whereby they must have an access road. Netland again emphasizes filling out the variance request.

10. New Business

a. Work Session Date Change to May 28, 2024.

Main Motion: To approve the date change from May 27th, Memorial Day Holiday day, to Tuesday, May 28th, 2024.

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

b. Northbound Spirits Liquor License On-Premises Parking Lot July 12th & 13th, 2024

Main Motion: To approve the application for Northbound Spirits for a temporary permit for July 12th and July 13th.

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

c. National Police Week Proclamation May 12th - May 18th, 2024

Main Motion: To proclaim May 15th as Peace Officer Memorial Day and proclaim May 12-18, 2024 as Menahga Police Week.

Moved by:	Warmbold
Seconded:	Bjornson
Action:	Motion carried on a 5-0 voice vote
In favor:	Tomperi, Netland, Olson, Warmbold, Bjornson

Opposed: | None

d. Resolution 2024-16 Donation for Hooked on Fishing

Main Motion: To approve Resolution 2024-16 accepting generous donations from Spirit Lake Lumber in the amount of \$50 and Community First Bank in the amount of \$200 for a total of \$250.00 for the Hooked on Fishing Program.

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

e. Resolution 2024-17 Donation to Police Dept.

Main Motion: To approve resolution 2024-17, accepting the generous Donation of \$1,000 from Mid-Minnesota Federal Credit Union for the Menahga City Police Department.

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

f. Resolution 2024-18 Donation to Sounds of Spirit Lake

Main Motion: To approve resolution 2024-18, accepting the following donations from Steve Ollanketo - \$50, the Menahga Civic and Commerce Association - \$2,000, Chocker's Bakery - \$100, Menahga Insurance Center LLC - \$150, Chick Bee Farms LLC - \$20, The Cotty - \$100 and Jan's Attitude - \$400, for a total amount of \$2,820.00.

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

g. Purchase Trees for St. Urho Park

Main Motion: To approve the purchase of trees for St. Urho Park from Greener Tomorrows at a cost of \$740.00.

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

h. Land Use Ordinance 151 – Council Final Review at May Work Session

Bjornson is asking for the old copy so he can compare and contrast the changes. Kurtti informs Bjornson that copies are located on the City website, but that she would provide a copy to all Council Members.

i. Deputy Clerk Melanie Schermerhorn Authorized Signer

Main Motion: To approve Melanie Schermerhorn as an authorized signer for the City of Menahga, on all accounts required by the position of Deputy Clerk.

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

j. VFW Post 6206 License Enclosed Beer Garden for July 12th-14th 2024

Main Motion: To approve the application for the Guy L. McDermit VFW Post 6206 for a temporary permit for July 12th through July 14th, 2024.

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

k. Sand Creek Employee Assistance Program (EAP)

Main Motion: To approve the Employee Assistance Plan (EAP) Agreement with Sand Creek for one year at a cost of \$1,725.00 and, authorize Brett Gagnonpalick to contact Sand Creek.

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

Kurtti explains that this is necessary so that the City can receive reimbursement on insurance that is being paid.

I. Black Diamond Concrete Additional Sidewalk at Liquor Store

Main Motion: To approve the proposed quote from Black Diamond Concrete at a cost of \$3,780.00.

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

Kurtti explained to the council where the funding would be coming from. There is a TIF fund that is solely used for infrastructure (sidewalks and alley way) projects.

m. Administrative Office Personnel Budget

Bjornson wanted to ensure that the City will not go over budget in regards personnel salary funding. Given the data that was presented, the City Clerk/Treasurer reported there would not be any issues.

n. Dept. Heads Evaluations by City Clerk/Treasurer

Main Motion: To approve the City Clerk/Treasurer (Brett Gagnonpalick) to perform the evaluations for the Public Works Director, Liquor Store Manager, Police Chief, Deputy Clerk and Administrative Clerk.

Moved by:	Netland
Seconded:	Tomperi
Action:	Motion carried on a 5-0 voice vote
In favor:	Tomperi, Netland, Olson, Warmbold, Bjornson

Opposed: | None

11. Unfinished Business

a. Railroad Right-of-Way Sale – Duane Hillukka

Bjornson disagreed with the idea of denying the motion to not sell, and agreed that the City should sell. Warmbold agreed with Bjornson. Netland [Planning and Zoning Commission Member] explained the reasoning behind why the City should retain ownership of the property [#R170274020]. For the little bit of funding we [the City of Menahga] would receive from the sale, the City may be better served in its ownership, should the City expand in the future. The Planning and Zoning commission voted unanimously for the City to retain ownership of the property.

Tomperi stated that he walked the property and saw no reason to hold onto the property. With the proper easements [Road and Utilities] a deal could be made between the City and Hillukka.

Bjornson dropped the motion to sell the property, with easement caveats. Further discussion between the Council on the details ensued.

Olson recommended tabling this Agenda item.

Tomperi suggested that Hillukka bring information back to the Council. The motion was dropped and this agenda item was tabled for later discussion.

b. Minnesota Pump Agreement

Tomperi had some questions and was confused about the paper quote from Minnesota Pump Works. Gagnonpalick will reach out to Public Works and gain fidelity on the subject. Olson recommended this item be tabled, which the Council agreed.

c. Maintenance Shop Roof Repair

More discussion ensued about the repair quotes. Tomperi warned about the issue of rotting lumber due to the holes in the roof, and their use in the future construction. The roof repair agenda item/motion was tabled.

Gagnonpalick will instruct the Public Works Director to redo the quotes.

d. Lease Agreement - Security Cameras with WCTA

Main Motion: To approve the proposed lease agreement with WCTA for the City Hall - one-time fee of \$950 and 163.50/month thereafter, and the Liquor Store - one-time fee of \$950 with a \$239.25 monthly fee thereafter.

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

e. Approve Fee Schedule - Extended Stay Campground Rates/Zoning Permit Fees

Main Motion: To approve the updated Fee Schedule for the multi-week campground rates and zoning permit fees for platting and accessory buildings.

Moved by:	Bjornson
Seconded:	Warmbold
Action:	Motion carried on a 5-0 voice vote
In favor:	Tomperi, Netland, Olson, Warmbold, Bjornson
Opposed:	Bjornson

Kurtti explains that the proposal [brought in by Cox] for the adjusted campground fees are part of the fee schedule change.

Kurtti explained to the Council that there were two fees for the same thing. Under Subdivision and Platting, it required separate payments of \$400.00 and \$100.00. The correction to fee schedule condensed those two into a single \$500.00 payment.

Kurtti notified the Council that there was a change to the accessory structure square footage requirement from 120 sq ft to 200 sq ft. No charge on this.

12. Consideration of Bills

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

- a. Batch #050324PAY - \$7,588.66
- b. Batch #043024EFT - \$55,906.45
- c. Batch #050624PAY – Zero (did not purchase)

d. Batch #051324PAY - \$47,975.28

Main Motion: To approve the payment of the following: Batch #050324PAY – \$7,588.66, Batch #043024EFT - \$55,906.45, Batch #050624PAY – 0.00, and Batch #051324PAY- \$47,975.28 for a total amount of \$111,470.39.

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 7:08 pm.

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

City Clerk/Treasurer, Brett Gagnonpalick

Mayor, Elizabeth Olson

City of Menahga
Special Meeting/Work Session City Council Minutes
Tuesday, May 28, 2024

a. Call to Order

The Menahga City Council held a Special Meeting/Work Session Meeting Tuesday, May 28, 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	Dan Warmbold	Mike Netland
Jody Bjornson	via electronic means - Durwin Tomperi	

Administrative staff: Jensine Kurtti – Brett Gagnonpalick - Absent

c. Pledge of Allegiance

d. Police – Amy Lane

1. Monthly Report

Chief Lane reported that the department had 226 calls between April 24th and May 22nd. Several speeding tickets [administrative] and one 5th degree assault.

New Squad update: Still waiting for the equipment to be put into it. There are 6 squads ahead of it. Otherwise, nothing significant to report on.

Olson asked Lane about the two accidents occurring at the intersections of State Hwy 87 and U.S. Hwy 71 in Menahga. Lane commented that that intersection is horrible. Apparently, someone must die in order to get a stop light [quoting]. Lane stated there is some confusion with drivers regarding the temporary crosswalk sign which is placed in that area. She will discuss this matter with PW Director Yliniemi.

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

1. Monthly Report

Ron Yliniemi started his monologue with an update about the boat landing on Spirit Lake with regards to removing rocks. They got the payloader out there to move it. They are moving the dock to account for water levels.

Yliniemi stated that they have a lot of tires and asked the Council what to do. [Gagnonpalick, listening to the recording, will address this travesty].

Yliniemi mentioned that he has had the scrap steel being removed as well from the workshop area. He invited the Council to do a walkthrough.

Yliniemi stated that roads had been graded and chloride applied, but that the weather has created a lot of potholes. Additional grading will be required. Olson inquired about a road being repaired as you are exiting the alleyway by the Lutheran Church onto State Hwy. #87. Yliniemi stated he would check it out.

Hydrant flushing has been completed today, May 28, 2024.

Catch basins, store sewer, and lift stations were cleaned. There was quite a bit of sand that had been washed down into the ponds. Yliniemi stated that sweeping the roads as soon as the snow has melted helps.

Pond discharge is still in progress. They are working on crosswalks being painted. He is looking into stencils to add and maintain crosswalks.

Update on the speed bumps – putting them out there along the lake.

Fishing pier, there is an addition to it, but they need to do maintenance on the main part of the pier first.

Gagnonpalick [notes read by Kurtti] had remarks that stated he wants a solution to the shop roof.

Yliniemi is talking about water meters, Neptune 360, and Banyon. Netland asked if the meters are tested prior to installation. Yliniemi said they come calibrated. Bjornson was confused. Yliniemi said that Neptune 360 went to 8 digits on the readers vs. the previous system that had 7. This results in some decimal points being moved.

Tomperi inquired of Yliniemi if he is inspecting the new meters when they are installed and if it is documented. Yliniemi states that Administrative Assistant Vry is informed and maintains the information. He is pleased with the new meters because they can pull a data log and give good information for total usage.

Netland inquires about the swimming raft not being out there [City Beach]. Yliniemi states that with no life guards to keep the horseplay at a minimum, they have not placed it back in the water. Kurtti says it's a liability issue. Netland says it could weighted down on all sides to prevent it from lifting up and flipping over. [No real solution found].

Yliniemi had some documentation for future plans.

- **Liquor Store – Heather Shepersky**

1. Monthly Report – Heather Shepersky reported that she doesn't have a whole lot [for the council], business as usual, and had a decent previous weekend. Still on track with last year. She likes the new sidewalk.

Warmbold mentioned that there is a hole in the tar and inquired as to who is going to fix that before someone steps on it.

Yliniemi chimed in and stated he has a patch for it.

Bjornson asked if Shepersky is ready for the Midsummer festivities. Shepersky stated she is ready. Off- sale is consistent.

- **Greenwood Connections – Laura Ahlf**

1. Monthly Report – Laura led off her conversation with a good census for the month of April, and May at 87%. She didn't have the numbers for today. She talked about some requirements coming in the future for salaries. She mentioned that Registered Nurses may be required to be on staff 24/7. This won't affect Greenwood for a few years.

GWC had a Federal Survey which surveyors came from Chicago and their purpose was to make sure the State surveyors were doing their job. They found 7 minor deficiencies but left with good remarks about the facility. The case mix auditor said they also do very good. Ahlf says that the organization has had several inspection in the last month.

Ahlf inquired about the joint board [GWC board of directors and Menahga City Council] and its location. Netland said it should be held in City Hall, citing more room here. Kurtti and Ahlf discussed dates.

Ahlf talked about getting a bus and informed the Council about her thoughts on it. She has funding for it. Netland asked if she received competitive bids. Ahlf says she did which were from Northern Bus and United Bus. Netland asked about a wheelchair lift. The bus would not have one. GWC would use the van for these cases.

Ahlf stated that GWC is looking to use a new evaluation form.

Ahlf stated that they had a lot of discharges.

Netland asks about the year- to-date from the same time period last year. Ahlf directed the Council to the last census in which April and May were about the same as last year. Netland asked if they can show the profit differences from the prior to the current year on the reports. Ahlf says she will look into providing this type of reporting.

Netland inquired about the possibility of an addition to the nursing home for assisted living residents. Ahlf says it's been looked into in the past, but nothing has been done to-date.

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

The evaluation of Laura Ahlf was discussed. All completed evaluation forms are to be submitted to Mayor Olson by June 10th, 2024, to complete a summary, with the Evaluation to be completed by the City Council at the Special Meeting/Work Session on June 24th, 2024. (Evaluations may be dropped off at City Hall or handed in at the June 10th, 2024 Meeting).

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

- **Fire – Dave Kicker**

1. Monthly Report – Kicker reported two grass fires, two City car crashes, mutual aid in Park Rapids and Wolf Lake which consisted of structure fires.

Kicker acknowledges he needs to fix his formula for the year-to-date numbers.

Kicker reports nothing significant to report.

Kicker commented on the Hooked-on-Fishing event. It was successful. He mentioned he is always looking for more boats and volunteers to help.

- **Administration – Jensine Kurtti for Brett Gagnonpalick**

1. **Monthly Report** – April Budget YTD Rev-Exp, Check Reconciliation, Cash Investments was provided to the Council.

Kurtti provided the monthly financials to the Council.

Bjornson commented that 50% of the legal budget had been expended.

2. **Sale of Railroad Right-of-Way discussion**

More information on assessed value, etc., is required to move on. Gagnonpalick is working on this and will have data for the June 10, 2024 Regular Council Meeting.

3. **MN Pump Works Agreement**

Main Motion: To approve the Annual Pump Maintenance Agreement with Minnesota Pump Works for \$1,485.00 to inspect the 17 pumps in the City.

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

4. LMCIT Municipal Liability Insurance

Main Motion: To approve the quote from First National Insurance Agency for the 2024/2025 Policy year in the amount of \$75,693.

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

5. Revised Performance Evaluation - Tabled pending further explanation.

6. Land Use Ordinance 151 Discussion/Setback Decision

Main Motion: To approve the rear yard setback in the R-1 and R-2 Districts to 10 feet until the new Land Use Chapter 151 Ordinance is finalized.

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

e. New Business

1. Resolution 2024-19 Hooked on Fishing

Main Motion: To approve Resolution No. 2024-19, accepting generous Donations from: VFW Post 6206 - \$2,000.00; APQ Engineering - \$400.00; Pinoniemi Chiropractic - \$100.00; TruStar Federal Credit Union - \$50.00; and Gateway Lions - \$500.00, for a Total amount of \$3,050.00 for the Hooked on Fishing Program.

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

2. CCY 2025 Sponsorship

Main Motion: To approve the request from Todd County Community Concern for Youth (CCY) for sponsorship from the City of Menahga in the amount of \$1,729.00 for 2025.

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

3. Resolution 2024-20 Sounds of Spirit Lake

Main Motion: To approve Resolution No. 2024-20, accepting generous donations from: Pinoniemi Chiropractic - \$200.00; Shell Sport & Bait - \$ 400.00; Spirit Lake WQA - \$200.00; VFW Post 6206 - \$1,500.00; and Gateway Lions - \$1,000.00, for a total amount of \$3,300.00 for the Sounds of Spirit Lake Program.

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

4. Twin lake Property Group Address Change

Main Motion: To approve the request for Twin Lakes Property Group to identify their two buildings as Building A and Building B.

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

g. Consideration of Bills

The Council was provided with the actual invoices for Batch #052024PAY and Batch #052824PAY. No questions were asked.

Main Motion: To approve Batch #052024PAY - \$170,20 and Batch #052824PAY - \$52,961.69 for a total of \$53,131.89.

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

h. Adjournment

Main Motion: To adjourn at 7:15 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

Clerk/Treasurer Brett Gagnonpalick

Mayor Elizabeth Olson

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: Sewer Charge Adjustment - Monroe

Date of Meeting: June 10, 2024 **Total time requested:**

Department Requesting Action: Administration

Presenting at Meeting:

Background Supporting Documentation Enclosed

Francis Monroe who lives at 420 SE 1st Street, had her outside water spigot left on by mistake. This resulted in the billed usage of 16,200 gallons for the month, her average usage is 295 gallons a month. Ron Yliniemi and Diane Vry felt that since the water did not go down the city sewer, that she should be charged for the water portion of the bill, but not the sewer portion. This would result in an adjustment to her bill of \$62.34. This type of adjustment has been done in the past in these type of situations.

Options Supporting Documentation Enclosed

Recommendations The Menahga City Council approves the following by Motion:

To approve/deny the adjustment to Francis Monroe's account (01-00004640-001) for \$62.34 for the sewer charge on her account.

Financial Implications: \$	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

Request for Sewer Adjustment

Today's Date: 5-24-24 Date(s) of Occurrence: 5-2-24

Name: Francis Monroe Account Number: 01-00004640-001

Address of occurrence: 420 SE 1st St

Menahga, MO 64464

Phone number: 218-564-4504 Email: NA

Description of occurrence: Outside Water Spigot left on.

How was discovery made:

Noticed when getting the mail that the Spigot was on.

Suggested Adjustment amount: 62.34

Amount Billed: 80.04 Average usage: 295 gal \$17.70
16,200 gallons

Approved/Denied (circle one)

Date of approval: _____ Date of adjustment: _____

DATE: June 1, 2024
TO: Laura Ahlf, Temporary City
City of Menahga
FROM: Susan Brower
Minnesota State Demographer
SUBJECT: 2023 Population and Household Estimates

Your April 1, 2023 population estimate is 1,375.

Your April 1, 2023 household estimate is 577.

If you have any questions or comments about these estimates, please contact the State Demographic Center, 203 Administration Building, 50 Sherburne Avenue, St. Paul, MN 55155, phone (651) 201-2473 or send an e-mail to local.estimate@state.mn.us. All challenges must be submitted in writing. Please refer to the enclosed sheet for details.

HOW TO CHALLENGE THE POPULATION AND HOUSEHOLD ESTIMATES FROM THE STATE DEMOGRAPHER

The legal responsibilities of the State Demographer with respect to local population estimates dictate that we be able to defend any revisions to the estimates. Consequently, we need documentation for our files. Cited below are types of information we will accept with a challenge to our estimates. You may select whichever approach is most appropriate for your situation. However, the more information you can provide the better. No challenges will be accepted after June 24.

1. You may send us the number of active residential utility accounts in April 2022 and April 2023. We would prefer electrical accounts, but water and sewer accounts are acceptable. Please summarize your data. We don't need a list of all utility customers. Summary data for intervening years are helpful. Utility data are much more useful when provided together with building permit data (see #2 below).
2. Another approach is to provide the number of housing units added and lost by calendar year for the years beginning with 2020. Building and demolition permits are a good source of such information. Be sure to include mobile homes and apartments, and indicate whether any of the apartments were for the elderly. Please try to be as specific as possible about the type of unit involved (single-family, apartment, mobile home, etc.).
3. An actual count of persons or households may be accepted, but places with more than 100 people must contact the State Demographer before proceeding with a count. The count you submit should be for 2024. We will interpolate a number for 2023. You must provide the following information:
 - a. List the house number and street name of each housing unit in your city or township. If there is more than one unit at an address, please list each unit and provide an apartment number.
 - b. Indicate whether the unit is occupied or vacant. If the unit is occupied, indicate the number of residents. Only year-round residents should be counted. Young people away at college or in the military, elderly persons who have moved to a nursing home in another town and seasonal (summer) residents should not be counted.
 - c. Group quarters such as nursing homes, dormitories, jails and group homes should not be counted as housing units. Give us the name and address of the facility and the number of residents.
 - d. After you have listed each housing unit, you must summarize your data and give us the total number of residents, the total number of vacant units and the total number of occupied units.
 - e. Please indicate when the count was completed.

Any additional information you can provide about your community will be appreciated. Changes in vacancy rates, the conversion of summer homes to year-round use, and changes in employment opportunities are the types of things we like to hear about when we are evaluating an estimate. One final request--when you write to us, please provide your mailing address and a telephone number or e-mail address where you can be reached during the day.

Thank you.

Agenda Date: June 10, 2024

Action: Approved

Vote:

Yes:

No:

CITY OF MENAHGA, MINNESOTA

Resolution No. 2024-21

A Resolution of the City Council of the City of Menahga, Minnesota,

Special Assessment Policy

WHEREAS, the Menahga City Council of the City of Menahga, MN. has the authority to adopt policies for the City of Menahga, and;

WHEREAS, the current Special Assessment Policy was approved on September 10, 2012 and the City Council has found the current policy does not address all the situations that may occur regarding the special assessment methods that are charged within the City of Menahga, and;

WHEREAS, the amount charged for special assessments are the funds that are used to pay the outstanding bond payments for the improvement, and must not be reduced once the special assessment has been calculated, due to a shortfall in funds, and;

WHEREAS, if a property with unpaid special assessments becomes tax-forfeited and becomes property of the State, the City Council will immediately initiate a Special Assessment Hearing pursuant to MN Statute 429.071 subd. 4 to reassess the unpaid special assessments to the property, so there will not be a financial loss to the City, and;

BE IT RESOLVED that the Menahga City Council hereby approves the Special Assessment Policy, as presented, with an effective date of June 10, 2024. This policy repeals and replaces the Special Assessment Policy dated September 10, 2012.

Adopted by the City Council of the City of Menahga, Minnesota this the 10th day of June, 2024.

Elizabeth Olson, Mayor

City Clerk/Treasurer Brett Gagnonpalick

CITY OF MENAHGA

SPECIAL ASSESSMENT POLICY

Approved _____

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SPECIAL ASSESSMENT POLICY

1.0 PURPOSE:

It is the intent and purpose of this policy to provide for and insure consistent, uniform, lawful and practical, to the extent possible, fair and equitable treatment, in the assessment process of the cost of various public improvements as constructed and installed by the City of Menahga. M.S. Chapter 429 provides that all or a part of the cost of public improvements may be assessed against benefiting properties.

2.0 GENERAL STATEMENT OF POLICY

The City Council of the City of Menahga declares that this assessment policy is the policy that the City of Menahga is dedicated to follow as nearly as possible and practical, and all improvement costs shall, whenever possible, be assessed against benefited property as per this policy. No improvements shall be made outside the City limits unless a signed petition for annexation of the property has been agreed to by the City, or the city has entered into a developer's agreement that includes the annexation.

3.0 SCOPE AND LIMITS

This assessment policy is designed to serve as a general guide for a systematic assessment process for the City Council in allocating benefits to properties for the purpose of defraying the cost of installing public improvements.

The Council reserves the right to vary from this policy if the policy acts to create obvious inequities, or where the assignment of special benefit to a particular property is difficult because of an extreme and unusual situation, or if such variance is deemed to be in the best interest of the City of Menahga.

Public improvements include those improvements defined by M.S. 429.021 (this list is not to be construed as all inclusive);

- Streets, sidewalks, pavement, curbs and gutters including the beautification thereof, i.e., boulevard trees, retaining walls, street lights
- Storm and sanitary sewer systems
- Waterworks systems
- Parking Lots
- Dikes and other flood control works
- Parks, playgrounds and recreational facilities

- Nuisance abatement

4.0 DEFINITIONS:

Definitions adopted in M.S. 429.011 shall be used under this policy and, in addition, the following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Alleys. A public or private right-of-way primarily designed to serve as secondary access to the side or rear of those properties whose principal frontage is on a street.

Boulevard Trees. Any tree which exists in an area of public right-of-way between the edge of the public roadway, whether curbed or not, and the private property line.

Curb & Gutter. An improved facility located in the public right-of-way as part of the street, typically constructed of concrete, for drainage and traffic control purposes.

Deferred Assessment. The City Council may elect to choose not to collect payment of an assessment, until a specified time or event as provided in law.

Frontage Road. A road that runs along highways or other arterial streets that allows for access to commercial or industrial properties.

Governing Body. The City Council is the governing body of the City of Menahga having general legislative powers.

Improvement. Any type of improvement made under the authority granted by Minn. Stat. Sec. 429.021.

Service Line. The pipe that runs from the inside of the house to the main, for both water and sewer.

Sewer System. Means sewage treatment works, disposal systems, collection systems, and other facilities for disposing of sewage, industrial waste or other wastes.

Sewer System Improvement. “Sewer System Improvement” shall include acquisition, development, construction, reconstruction, extension and maintenance of sanitary sewer systems, including outlets, holding areas and ponds, treatment plants, pumps, lift stations, service connections, and other appurtenances of a sewer system.

Special Assessment. Special assessments are an indirect form of taxation, a compulsory levy charge on selected properties for a particular improvement or service that benefits the owners of the selected properties.

Storm Sewer System. Storm Sewer Systems means mains, holding areas and ponds, and other appurtenances and related facilities for the collection and disposal of storm water. All storm sewer pumping stations, culverts, ditches, street grading, and any other improvement that facilitates the drainage.

Storm Sewer System Improvements. “Storm Sewer System Improvements” shall include acquisition, development, construction, reconstruction, extension and maintenance of storm sewer systems, including outlets, holding areas and other appurtenances of a storm sewer system.

Streets, Alleys and Sidewalk Improvements. Acquisition, opening, widening of any street or alley and improvement of streets, alleys and sidewalks by constructing, reconstructing and maintaining sidewalks, pavements, gutters, curbs and vehicle parking strips of any material or by grading, graveling, oiling, or otherwise improving them.

Street Lights. An improved facility located in the public right of way, typically a unit consisting of a light fixture, lamps, standards and wiring, installed for illumination of the street, sidewalk, and adjacent structures. Street lights may be decorative in nature.

Waterworks Systems. “Waterworks Systems” means water mains, valves, hydrants, service connections, wells, pumps, reservoirs, tanks, treatment plants and other appurtenances of a waterworks system.

5.0 SPECIAL ASSESSMENT PROCEDURE

A) GENERAL - The City shall follow the procedures set forth in MN Statutes Chapter 429. Referral to the statutes is essential in determining publication and notice requirements. In assessing property, the City will follow the steps as outlined below.

B) INITIATION OF PROCEDURES

A. By Petition: A petition for improvement, bearing the signature of at least thirty-five percent (35%) of the property owners of the frontage of the property bordering the improvements being requested. When a petition is signed by one hundred percent (100%) of the property owners affected by an improvement, the Council may order said improvement without holding an improvement hearing. This can be accomplished by special resolution.

By Council Action: If the Council determines that an improvement is in the best interest of the city, it can, without petition, order an improvement. If the Council acts on its own initiative, a super majority is required to initiate the proceedings. A super majority is 4/5.

C) PREPARATION OF A REPORT

The City Council shall order a Feasibility Report from the City Engineer, which reviews such factors as the need for the project, the availability of City funds, an estimate of the total project cost, project feasibility/necessity and other information necessary for the Council to make a decision.

D) PUBLIC HEARING

The City shall publish notice of a public hearing (exception being that they have received the 100% signed petition), in the official newspaper. A notice shall be mailed to each affected property owner prior to the hearing advising them of the date of the hearing, the proposed improvements and estimated costs.

E) ORDER THE IMPROVEMENT AND PREPARATION OF PLANS

If improvement proceedings are initiated by petition, the Council needs a simple majority to pass a resolution for improvement. If the Council initiated the proceedings, it will require a four-fifths (4/5) super majority to adopt the improvement resolution. The Council will then direct the City Engineer to prepare plans and specifications, followed by a call for bids.

F) PREPARATION OF PROPOSED ASSESSMENT ROLL

The City Clerk/Treasurer in conjunction with the City Engineer shall prepare the assessment roll. The assessment roll is to be prepared for each project involving assessment to benefited properties and is to include parcel descriptions and estimated assessment cost.

G) PUBLIC HEARING OF THE PROPOSED ASSESSMENT

The City Council will take this opportunity to hear the concerns of the affected property owners. The City must publish notice of the hearing, including the total cost of the improvement, in the official City newspaper prior to the hearing date. A notice will also be mailed to each affected property owner, including the amount of the special assessment against their parcel(s), possible prepayment provisions, the interest rate on the assessments, if they are to be paid in installments, and senior and disabled citizen deferment options.

H) APPROVAL AND CERTIFICATION OF ASSESSMENT ROLLS

Following the hearing, the assessment roll shall be officially adopted by the Council and certified to the County Auditor. All adjustments to the roll shall be made by contacting the City Clerk/Treasurer prior to the hearing, or by the Council at the time of the hearing. The assessments will be levied in equal annual principal installments with interest set by the City Council on the unpaid balance.

I) PREPAYMENTS

The City shall certify the assessment roll with each installment, including interest, to the County Auditor for collection after the adoption of the assessments. The assessments and interest thereon shall be collected and paid over in the same manner as other municipal taxes. Prior to the certification of the assessment to the County Auditor, the owner of any property assessed may, pay the whole of the assessment on such property, with interest accrued to the date of the payment, to the City, except no interest shall be charged if the entire assessment is paid within 30 days from the adoption thereof; and, except as hereinafter provided, the owner may at any time prior to November 30 of any year, prepay to the City the whole or partial payment assessment remaining due with interest accrued to December 31 of the year in which said prepayment is made. The City shall accept partial payment of assessments prior to the certification of the assessment or the first installment thereof to the County Auditor.

J) HARDSHIP DEFERRED ASSESSMENTS

It is the policy of the city to not defer assessments except in cases where hardship to senior citizens 65 years of age or older or person retired by

virtue of a permanent and total disability would result. Deferred Payment of Special Assessment Policy, Exhibit A is hereinafter a part of this policy.

K) DEFERRED ASSESSMENTS IN NEW DEVELOPMENTS

Deferred assessments in new developments shall be as defined in A Developer's Agreement as prepared by the City Attorney. The agreement will include accrued interest charges.

L) SUPPLEMENTAL ASSESSMENTS & REASSESSMENT

The City Council may make supplemental assessments and reassessments as provided for under MN State Statute 429, Section 429.071, subdivisions 1, 2, 3, & 4. (Addendum #1 - MN Statute 429.071 is included as part of this policy).

M) FUTURE CONNECTION CHARGES

Future connection charges may be requested for sanitary sewer and water assessments only and are intended to allow for planned and orderly development of large tracts of property that can be legally subdivided in accordance with the subdivision ordinance. Only property that is currently homesteaded or directly connected to a parcel homesteaded by the same owner is eligible for future connection charges. The owner of the property must request in writing the transfer of assessments to future connection charges. The City must receive the request within fourteen (14) days of the final assessment hearing. Unless otherwise stated by the Council, simple interest will accrue on future connection charges at a rate of 3% per year or the 9th Federal Reserve District Consumer Price Index, whichever is greater. The schedule for payment of future connection charges is as follows:

1. Parcels less than one hundred (100) feet in width that cannot be further subdivided – Payment of all connection charges is due in full when the lot, either vacant or occupied, is sold or ownership is transferred.
2. Parcels one hundred (100) feet or more in width that can be further subdivided – Payment of all future connection charges is due in full when any portion of the parcel, either vacant or occupied, is split or subdivided.

6.0 METHODS OF ASSESSMENT

Adjusted Front Footage Method of Assessment (STREET/SIDEWALK)

The cost per adjusted front foot method of assessment shall be based on the quotient of the “assessable cost” divided by the total assessable frontage receiving special benefit from the improvement. For the purpose of determining the “assessable frontage” all properties, including governmental agencies, churches, schools, and railroads, shall have their frontages included in such calculation.

The actual physical dimensions of a parcel abutting an improvement (i.e., street, sewer, water, etc.) shall not be construed as the frontage utilized to calculate the assessment for a particular parcel. Rather, an “adjusted front footage” will be determined. The purpose of this method is to equalize assessment calculations for lots of similar size. Individual parcels by their very nature differ considerably in shape and area. The following procedure will be determined by the specified configuration of the parcel. All measurements will be scaled from available plats and county maps.

A. Rectangular Lots.

Rectangular lots – the frontage shall be calculated at the building set back from the side of the lot abutting the improvement.

B. Triangular Lots. The frontage shall be calculated by averaging the width of the front and back lot lines. This method shall only be used when the difference between the front and rear lot widths exceeds 50’. The measurement at the back lot width shall not exceed a maximum distance in depth of 150’.

C. Cul-de-sac lots. The frontage shall be calculated at the building set back. If lots are similar in size and configuration, a common lot width may be assigned based upon an evaluation of typical lots within the project.

D. Lots Located Along a Curve. The frontage shall be calculated at the building setback from the side of the lot abutting the improvement.

E. Irregular Shaped Lots. The frontage shall be calculated at the building setback from the side of the lot abutting the improvement.

F. Interior lots greater than 150 feet (zoned residential) or 200 feet (zoned commercial, industrial, or multi-family) in depth which abuts two parallel streets. The “frontage” for a surface improvement will be calculated independently for each frontage, unless City regulations prohibit the use of the lot for anything but a single-family residence, in which case the average width is the total “frontage”.

G. Large Parcels. For large platted or unplatted lots, only the abutting 150 feet in depth shall be assessable for direct special benefit from the installation of watermain and/or sanitary sewer.

- H. Corner Lots – Residential and Commercial. For the purposes of calculating front footage on a corner lot for water and sewer improvements, front footage shall be calculated at the building set back along the short side of a corner lot, regardless of which side of the lot the water and sewer lines are placed on. For the purpose of calculating front footage on a corner lot for street improvements the short side will be assessed the actual front footage. The long side will be assessed one-half the actual side footage or seventy-five (75) feet whichever is greater.
- I. Flag Lots. The frontage for an improvement shall be calculated in one two ways depending on the length of the access: Access exceeds 150' in length or access is less than 150' in length. Refer to Exhibit B.
- J. Double Frontage Lots. If a parcel other than a corner lot has frontage on two streets and is capable of being subdivided, the frontage shall be calculated at the building set back from the side of the lot abutting the improvement. Because the lot is capable of being subdivided, both sides of the lot are eligible to receive assessments. If a parcel, other than a corner lot, has frontage on two streets and is not capable of being subdivided, the frontage shall be calculated at the building set back from the side of the lot abutting the improvements. If the frontage at the building set back differs from side to side the average of the frontages will apply to the assessment calculation.
- K. Three-Sided Frontage Lots. Parcels with frontage on three sides shall be Assessed in the same manner as a corner lot. When other corner lots are present, the three-sided lot shall receive the same frontage as the largest corner lot assessment in the project. If there are no corner lots located on the project, the three-sided lot shall be assigned a frontage equal to two times the minimum allowable frontage allowed by the zoning ordinance, which is 75'.
- L. Large Tracts of Residential Property. Residential properties with large amounts of frontage that are eligible for future connection charges in accordance with Section 5.0, paragraph M may be assigned an adjusted frontage as follows:
1. Sanitary Sewer and Watermain, if requested by the property owner and granted by the City, the initial lot width assessed will be equal to the largest frontage calculated using one of the following two methods:
 - a. The minimum lot width allowed by ordinance (75').

- b. The lot width determined by drawing perpendicular lot lines to the right-of-way at the side yard set back for the existing structures on the property.
2. Roadway and Storm Sewer assessments are not eligible for future connection charges, the entire frontage will be assessed with the project.

All footage calculations will be measured from the plats, section maps, or property base drawings will be rounded to the nearest foot.

1) Area Method of Assessment (STORM SEWER)

The area method of assessment shall be based on the number of square feet or acres within the boundaries of the appropriate property lines of the areas receiving special benefit from the project. The assessment rate (i.e., cost per square foot) shall be calculated by dividing the total assessable cost by the total assessable area. On large lots, the City Engineer (with council approval) may determine that only a portion of the lot(s) receives the special benefit and may select a lot depth for the calculations equal to the special benefit received.

All properties included in the area receiving special benefit, including other governmental areas, churches, etc., shall be assessable. The following items may not be included in area calculations: Public right-of-way, and natural waterways, swamps and lakes and other wetlands designated by the Minnesota Department of Natural Resources or the City. The City Engineer will make a recommendation on the boundaries or parameters of the area receiving special benefit.

7.0 SERVICE LIFE OF IMPROVEMENTS

A. Surface Improvements:

- 1) Grading and base construction – 20 years
- 2) Sidewalks – 20 years
- 3) Concrete curb or curb and gutter – 20 years
- 4) Streets – 20 years (High type residential, or collector, bituminous street pavement hot mix)
- 5) Bituminous Overlay – 10 years
- 6) Alleys, residential, collector, or arterial street pavement (bituminous or Portland cement concrete) – 20 years
- 7) Street lighting – 15 years

B. SUBSURFACE IMPROVEMENTS

- 1) Watermains – 40 years
- 2) Sanitary sewers – 40 years
- 3) Storm sewers - 40 years
- 4) Sewer and water service – 40 years

When any existing improvement is ordered to be renewed or replaced, before the life expectancy of the improvement has expired as defined above, the costs shall be prorated based on the life of which the improvement served as defined in this policy, provided the City has adequate funds available.

8.0 ELIGIBLE COST FOR ASSESSMENT PROCEEDINGS

When an improvement is constructed which is of special benefit to properties within the project area, it is the intent of the City Council that special assessments be levied against the benefited properties within that area to the extent that the project benefits the properties.

In the event that City staff or the City Engineer have questions as to whether or not the proposed assessments meet the special benefits to the properties in question, the City Council may, at its discretion, order benefit appraisals as deemed necessary to support the proposed assessments.

The City Council will determine the “assessable cost” of the improvement by adding:

- The total final construction costs;
- The cost of the labor and materials furnished by the City if not contained in contract costs;
- The cost of engineering, legal, fiscal, permitting, and administrative services provided by City staff or other parties;
- The cost of acquiring property or right-of-way required by the improvement
- Interest costs incurred by the City between the time money is borrowed for the improvement and special assessments are levied for collection.
- Bond sale expenses, including any bond counsel and consultant fees, and printing costs.
- Any other costs, which, in the opinion of the City Council, should be included as part of the total project cost.

In computing the assessable cost, any grant funds or assistance from the Federal, State, or County government received will be deducted from the total cost as determined by the calculations as stated above.

The term of assessments shall be determined by the Council for each separate project. The maximum term of any assessment shall be in accordance with the term of repayment of the outstanding debt to which the designated assessment is applied. The Menahga City Council may, at its discretion, designate a shorter term.

9.0 SURFACE IMPROVEMENTS

Surface improvements shall normally include all improvements visible on or above the ground within the right-of-way and include, but are not limited to trees, sidewalks, signage, street and accessory improvements such as parking lots, parks and playgrounds.

A. Recommended Standards for Surface Improvements:

In all streets, prior to street construction, surfacing, or resurfacing, utilities and utility services lines shall be installed to serve each known or assumed building location to the extent possible. Concrete curbing or curb and gutter, along with storm sewer, as appropriate, may be installed at the same time as street surfacing.

The following are recommended standards for surface improvements. Final project design aspects for surface improvements may vary based on the City Council approved preliminary engineer report from the City Engineer.

1. Arterial streets – shall be of 9-ton design, urban, and a minimum width of 44 feet, measured between faces of curbs, along with storm sewer, as appropriate, may be installed at the same time as street surfacing at the discretion of the council.
2. Collector streets – in commercial or industrial areas shall be 9-ton, urban and have a minimum road surface width of 44 feet, measured between faces of curbs, the right-of-way width shall be 80 feet.
3. Residential areas must be of 7-ton design and have a minimum road surface width of 36 feet, as measured from faces of curbs, right-of-way width of 66 feet. Sidewalks may be provided on all residential streets.
4. Rural Streets – shall be of a 5-ton design and bituminous surface at least 24 feet wide with adequate shoulders to accommodate projected usage.

5. Alleys in new residential developments – shall be of 5-ton design and at least 30 feet in width. In commercial or industrial service areas, alleys shall be constructed to a 7-ton or a 9-ton design, and the width shall be based on the anticipated usage of the alley in question.
6. Sidewalks - shall be of concrete construction and shall be a minimum of five feet (5) and comply with ADA standards.

B. Assessment of Surface Improvements:

1. New Construction – One hundred percent (100%) of the cost to construct new streets, with the standards established in Section 8.0, shall be assessed to the properties abutting the improvement which receive special benefit therefrom. In the event the municipality constructs or develops roads in a newly platted area, the City Clerk/Treasurer shall keep a record of such expenditures and, when the area is improved by the construction of curb, gutter and paving, the cost of constructing the original street shall be included in and considered a part of the overall cost of the project and assessed back against the benefited property. Oversizing costs which are incurred in excess of the standards as set forth in this policy, may be paid by: (1) State funds, (2) larger assessment rates to other benefited properties, (3) general obligation funds, or (4) any other method or combination of methods authorized by the City Council.
2. Reconstruction and Overlays - If the condition of an existing street has deteriorated to the point where the city incurs excessive maintenance costs, or a majority of the abutting property residents petition an improvement, or the street is being reconstructed due to the construction of underground utilities, the City Council may order a public hearing on proposed improvements for that street. If the City Council, following the public hearing decides that improvements are necessary it may elect to completely reconstruct the street and assess fifty percent (50%) of the cost of the improvements against abutting property owners. Seal coating is considered to be part of the City's general maintenance and will be funded with city funds as budgeted.
3. Reclamation - As an alternate to 2, the City may reclaim and pave the street in accordance with the recommendation of the City Engineer. In this event, the City shall assume fifty percent (50%) of the total cost of such improvement, with the remaining fifty percent (50%) to be assessed to the abutting property owners.
4. Overlay - As an alternate to 2, the City may resurface, or “overlay” the street in accordance with the recommendation of the City

Engineer. In this event, the City shall assume fifty percent (50%) of the total cost of such minor improvement, with the remaining fifty percent (50%) to be assessed to the abutting property owners.

5. Gravel Streets - One hundred percent (100%) of the cost for paving unpaved streets and installing curb and gutter in accordance with the standards established in Section 8.0 shall be assessed to the properties abutting the improvement which receive special benefit therefrom.
6. Frontage Roads - Frontage roads along highways or other arterial streets are deemed to be of benefit to commercial or industrial properties, the entire costs of any improvement on such frontage roads shall be assessable to the benefited properties, even if only those properties on one side of such frontage roads are benefited.
7. Seal Coats - No portion of the cost of applying seal coats shall be assessed.
8. Alleys - One hundred percent (100%) of the cost to either upgrade existing gravel alleys by adding pavement or reconstruction of existing paved alleys in accordance with the standards set forth in Section 8.0 shall be assessed to all lots abutting on the alley in the block being improved.
9. Sidewalks - shall be assessed on the adjusted front footage method to all properties receiving special benefit from the project. The assessable portion of the total project cost shall be determined as follows:
 - A. New Sidewalks - One hundred percent (100%) of the cost to install new sidewalks will be assessed to the properties abutting the improvement.
 - B. Replacement Sidewalks - will be assessed one hundred percent (100%) to the abutting property owner.
10. Boulevard Trees - installed as part of new street construction or in reconstructing existing streets shall be included as part of the overall street improvement project costs included in the assessment calculations.
11. Street Lights - for new street lights installed as part of the new construction of streets, or relocated as part of a street reconstruction project, are included in the overall lighting improvement project costs and shall be assessed to properties receiving special benefit therefrom pursuant to the adjusted front footage method. In new subdivisions, the City may require the developer to finance street light improvements rather than assessing the cost.

12. Curb/Gutter – shall be one hundred percent (100%) assessed based on the front footage of the benefited properties.
13. Other Improvements - Based on the City Council determination, any other improvements may be fully assessed or assessed in part.

10.0 SUBSURFACE IMPROVEMENTS

Subsurface improvements shall include water distribution, sanitary sewer, and storm sewer infrastructure.

A. Recommended Standards for Subsurface Improvement:

Subsurface improvements shall be made to serve current and projected land use. All installations shall conform to the minimum standards therefore as established by those state and/or federal agencies having jurisdiction over the proposed installations.

1. All sanitary sewers shall be constructed per the engineer's design.
2. All watermains shall be constructed per the engineer's design.
3. Service lines to each known, assumed, or potential building location shall be installed in conjunction with the construction of the mains.
4. Service lines are the responsibility of the property owner from the curb stop and the sanitary sewer clean out.
5. Main lines are the publicly owned and maintained lines or facilities such as trunk lines, interceptors, mains and laterals.
6. On new developments water and sewer lines are stubbed to the property and the cost assessed to the property owner.
7. All utilities and utility service lines shall be installed to all planned service locations prior to the construction or completion of "surface improvements" and sub-surface improvements shall be made to serve current and projected land use.

1) Assessment of Sanitary Sewer, Storm Sewer and Watermain - Mains and Laterals

- A. New Construction – All water and sanitary sewer facilities, which represent new service to areas previously without City utility service, shall be assessed at the rate of one hundred percent (100%) of the cost of installation against benefited property.
- B. Reconstruction – If at the end of 40 years the condition of the utilities has deteriorated to where replacement is recommended by the City Engineer or surface improvements are proposed, the City Council may order a public hearing on proposed utility improvements for that street.

If the City Council, following the hearing, decides that utility improvements are necessary, it may elect to completely reconstruct the sanitary sewer and watermains and assess one hundred percent (100%) of the cost of such improvement against the benefited abutting property owners.

Assessment of Sanitary Sewer - Is assessed on the front footage calculation to the benefited properties.

- Lateral benefit from major trunk sewers or interceptors is assessed to the properties benefited by the sewer.
- Individual service lines installed directly to specified properties are fully assessed directly to the benefited properties.
- Oversizing costs due to larger mains and larger appurtenances will be paid for by the benefited property(ies). Oversizing will be as determined by the City Engineer.
- Pumping Stations and Forcemain - One hundred percent (100%) of the cost to install sanitary sewer pumping stations and forcemains required for new development shall be assessed on a square foot or per lot basis to all properties within the service area that receive special benefit therefrom. Costs incurred in rehabilitating or replacing sanitary sewer pumping stations shall not be assessed.
- Reconstruction of Sanitary Sewer – the replacement of existing sanitary sewer lines before its identified life expectancy of 40 years, the special assessments to benefiting properties shall be prorated over the useful life expectancy of 40 years, with the remaining cost paid for by other funding sources identified by the City Council as per the budget.

Assessment of Watermain - Is assessed at one hundred percent (100%) of the cost to install watermains, including hydrants, valves, fittings and appurtenances, to areas previously without service or to replace existing infrastructure to benefited properties on an adjusted front footage basis. The City shall loop all dead end watermains when the option is available and the costs for looping shall be assessed.

- Service lines installed to individual properties shall be fully assessed one hundred percent (100%) to the benefited property.
- Any existing service lines found to be defective as part of the project are assessed directly to the property.

- Oversizing costs due to larger mains and larger appurtenances will be paid for by the benefited property(ies). Oversizing will be as determined by the City Engineer.
- **Reconstruction of Watermain** - The replacement of existing watermain lines, before its identified life expectancy of 40 years, the special assessments to benefiting properties shall be prorated over the useful life expectancy of 40 years, with the remaining cost paid for by other funding sources identified by the City Council as per the budget.

Assessment of Storm Sewer

- A. Storm Sewer Improvements - include all storm sewer piping, storm sewer pumping stations, culverts, ditches, stormwater treatment facilities, and any other improvement, which will facilitate the drainage.
- Storm Water Assessment rate (cost per square foot) shall be calculated by dividing the total assessable cost by the total assessable area.
 - On large lots, the City Engineer and, either/or a third party designated by the City Council, may determine that only a portion of the lots receive the benefit and may select a lot depth for the calculations equal to the benefit received and present it to the City Council for approval.
 - All properties included in the benefited area, including other governmental areas, churches, etc., will be assessed.
 - The following items may not be included in area calculations: public right-of-ways, and natural waterways, swamps and lakes and other wetlands designated by the Minnesota Department of Natural Resources or the City Council.
 - The City Engineer and, either/or a third party designated by the City Council, will make a recommendation on the boundaries or parameters of the benefited area in the feasibility report.
 - Ninety Percent (90%) of the cost to install storm sewers shall be assessed to the properties receiving special benefit from the project.
- B. **Storm Sewer Replacement** - Ninety Percent (90%) of the cost to replace storm sewers shall be assessed to the properties receiving special benefit from the project.

Area Method of Assessment of Storm Sewer

The area method of assessment shall be based on the number of square feet or acres within the boundaries of the appropriate property lines of the areas

receiving special benefit from the project. The assessment rate (i.e., cost per square foot) shall be calculated by dividing the total assessable cost by the total assessable area. On large lots, the City Engineer and, either/or a third party designated by the City Council may determine that only a portion of the lot(s) receives the special benefit and may select a lot depth for the calculations equal to the special benefit received and bring it to the City Council for their approval.

All properties included in the area receiving special benefit, including other governmental areas, churches, etc., shall be assessable. The following items may not be included in area calculations: Public right-of-way, and natural waterways, swamps and lakes and other wetlands designated by the Minnesota Department of Natural Resources or the City. The City Engineer and/or a third party designated by the City Council will make a recommendation on the boundaries or parameters of the area receiving special benefit.

11.0 CITY SHARE

The Menahga City Council may, at its discretion, finance its share of any such improvements in one or more of the following methods:

- Pay all portions of reconstruction costs with ad valorem City tax funds, reserves or such other funds, which may be appropriate and available to the City.
- Pay all or portions of the project cost through special assessments of all properties which have contributed to the inadequacy of the original project and/or which are benefited by the project.
- Increase user rates and require payment from the utility revenues generated to offset the bonded financial debt.
- Levy an ad valorem tax to pay all or a portion of the City's share of any project or use such other funds as may be available to the City of Menahga.

DEFERRED PAYMENT OF SPECIAL ASSESSMENT POLICY

Section 1. "Special Assessment Deferral"

Special Assessment Deferral. Pursuant to Minnesota Statutes 435.193 through 435.195 senior citizens and retired disabled homeowners may defer special assessments levied against homestead property owned by the applicant if the criteria set forth in this policy are met by the applicant.

Deferred Amount. Only the principal payments are deferred. Interest on deferred assessments will still be due and payable each year with the regular property tax payments for the parcel. The interest rate shall be 2% higher than the City is paying from the lending source.

Section 2. "Eligibility"

Eligibility. Any person 65 years of age or older, or totally and permanently disabled (as determined by the Social Security Administration) may defer special assessments levied against real property for public improvements if the following conditions are met:

A. Ownership. The applicant must be the free and simple owner of the property or must be a contract vendee for fee simple ownership, or the resident trustee when the property is held in the name of a of a trust. An applicant must provide either a recorded deed or contract for deed with the application to establish a qualified ownership interest as required here.

B. Homestead. The property must be the applicant's principal place of domicile and classified on the City's and County's real estate tax rolls as the applicant's homestead.

C. Income. The income threshold for eligibility of those applicants 65 years of age and older or disabled will be established as 2 (two) times the most recent U.S. Census Bureau Poverty Threshold compilations. Income eligibility would be determined by the submittal of the most recent federal tax filing form.

The applicant's net income and net income of all other joint tenants, tenants in common or contract vendedes in title to the property will be considered.

Section 3. "Termination of Deferral Status"

Termination of Deferral Status. Special Assessment payments deferred pursuant to the eligibility requirements set forth by this policy shall become payable effective upon the occurrence of one of the following events:

A. Sale of Property: The subject property is sold, transferred, subdivided, or in any way conveyed to another by the fee owner qualified for deferral status.

B. Death of Owner. The death of the fee owner qualified for deferral status unless a surviving joint tenant, tenant in common, or contract vendee is eligible for the deferral benefit provided hereunder.

C. Non-Homestead Property. The subject property loses its homestead status for any reason.

D. No Hardship. The City Council determines that there would be no hardship to require an immediate or partial payment of the deferred special assessment.

Section 4. "Filing for Deferral Status"

Filing for Deferral Status. An eligible applicant must file an application 60 days after the assessment is adopted by the City Council or by December 1st of each year, preceding the year for which deferral status is requested in order to implement the deferral program for said year.

All deferral applications must be complete and made on forms approved by the City Council and submitted to the City Clerk/Treasurer.

Section 5. "Forms to be completed in their entirety by the applicant."

Form A. Authorization for Deferral of Special Assessment Pursuant to MN Statute Section 435.194 (Applicant completes top portion and City completes the bottom portion).

Form B. Deferred Assessment Application Form

Form C. Income Sources

Section 6. "Form for County Recorder/County Auditor"

Form C. The County Recorder and County Auditor complete this form and return it to the City.

Section 7. This policy is effective as of _____ 2024 and replaces Resolution No. 1214-2009 in its entirety.

Mayor, City of Menahga

Date

CITY OF MENAHGA DEFERRED ASSESSMENT PROCEDURES

- Deferred Assessment Application form is provided to applicant/property owner by the City Clerk/Treasurer Office.
- Applicant fills out the application form and provides the relevant information to document qualification for deferred assessment. Applicant then returns form(s) to City Clerk/Treasurer.
- City Clerk/Treasurer reviews the application and qualification with the City Council. If approved by the City Council, City Clerk/Treasurer then signs off on application form.
- The approved application is forwarded to the Wadena County Recorder's office for recording.
- At such time the property no longer qualifies for the deferred assessment (upon a transfer of the property, loss of homestead status, or death), the County Auditor/Recorder's office will notify the City of the termination of the deferral status, and property owner to the City Clerk/Treasurer office to pay the outstanding deferred assessment amount.

SPECIAL ASSESSMENT DEFERRAL INCOME QUALIFICATIONS AND INFORMATION

Special assessments are levied against property for collection of costs of public improvements such as sewer, water, curb/gutter, sidewalks, and streets. These assessments are normally spread over several years with principal and interest collected with each year's property taxes.

The City Council has adopted a policy which will allow deferral of special assessments payments for senior citizens when those payments would constitute a financial hardship. If you think you qualify, you must complete the attached forms and submit them to the City Clerk/Treasurer by December 1st of each year. The City Clerk/Treasurer will review your request and present it to the City Council for approval and will notify you in writing of the decision.

Applicants may also apply for a deferment, no later than 90 days after the assessment is adopted by the City Council.

QUALIFICATIONS

- You must be 65 years of age or older.
- The property must be your homestead.
- Your assets and income must fall within the parameters as identified by the most recent U.S. Census Bureau Poverty Threshold compilations x 2.
- The HHS Poverty Guidelines for the current year _____ are included in this packet of information.

Total Assets, not including homestead property, must be \$50,000 or less.

DEFERRED ASSESSMENT APPLICATION FORM
(Form B)

Pursuant to Minnesota States 435.193 through 435.195, a homesteaded property owned by a person 65 years of age or older, or a person retired by virtue of a permanent physical disability is eligible for deferral of that assessment provided that the standards established by the Menahga City Council are met.

Property Owner Name _____
Property Address _____
Property Legal Description Pin Number _____

Property Owner Age _____ Phone Number _____

(Verified by Driver's License, Birth Certificate or other documentation)

Household Income _____ Assessment Project _____
(Please provide a copy of most recent year federal income tax return)

Assessment Amount _____

For persons claiming eligibility by virtue of permanent physical disability, documentation must be provided with the application. Documentation may consist of a medical doctor's written statement, social security disability certification, or other verifying documentation.

PROPERTY OWNER SIGNATURE

DATE

CITY CLERK/TREASURER

DATE

Deferred Assessment household income eligibility is based upon the most current publication of the U.S. Census Bureau Poverty Threshold Guidelines, copy of which is attached to this application form.

AUTHORIZATION FOR DEFERRAL OF SPECIAL
ASSESSMENT PURSUANT TO MINNESOTA
STATUTES, SECTION 435.194 (Form A)

State of Minnesota
County of Wadena

Date: _____

I, the undersigned declare under penalties of perjury:

- That I reside at _____

- That I am the owner of the property legally described as _____

- And identified by Property Identification Number _____

PROPERTY OWNER SIGNATURE

I, _____ of the City of Menahga in Wadena County, State of Minnesota do hereby certify that the application of _____, above named, has been duly reviewed in accordance with the deferred assessment policies of the City of Menahga was duly approved on _____.

That in accordance with approval granted, the special assessments on the above-described property in the amount of \$ _____ should be deferred until such time as it is deemed the applicant no longer qualifies or the property loses its eligibility. Interest at the annual rate of _____ % shall be due and payable each year with the regular property tax payments for the parcel.

City Clerk/Treasurer

Date

INCOME SOURCES (Form C)

Name: _____

Homestead Address: _____

Property Identification Number PIN: _____

I, (We), the undersigned declare under penalties of perjury, the following information is given to the City of Menahga is true and accurate, and this information will be used in evaluating my (our) property in accordance with the established policies of the City of Menahga with regard to deferral of special assessments.

THE FOLLOWING INFORMATION WILL BE KEPT

CONFIDENTIAL: 1. I am not less than 65 years of age, or I am permanently disabled as determined by the Social Security Administration.

1. My Birth Date: _____

2. My marital status is: ()Single ()Married

3. List the amount of money you and your spouse, if married receive each month from any of the following sources:

<u>TYPE OF INCOME</u>	<u>HUSBAND</u>	<u>WIFE</u>
Wages, Salaries, Commissions, Bonuses, Tips	\$ _____	\$ _____
Social Security	\$ _____	\$ _____
Veteran's Benefits	\$ _____	\$ _____
Other Retirement or Pension Benefits	\$ _____	\$ _____
Money From Renters	\$ _____	\$ _____
Unemployment Insurance	\$ _____	\$ _____
Workers Compensation	\$ _____	\$ _____
Disability Insurance Benefits	\$ _____	\$ _____
Stock Dividends	\$ _____	\$ _____
Interest Income	\$ _____	\$ _____
Income Received from Other Individuals	\$ _____	\$ _____
Cash Public Assistant	\$ _____	\$ _____
Gains from the Sale or Exchange of Property	\$ _____	\$ _____
Income from Businesses or Trusts	\$ _____	\$ _____
All Other Income from Any Source	\$ _____	\$ _____
Recent Federal Filing Form if applicable	\$ _____	\$ _____

4. List any real estate you or your spouse own or are buying other than your home, if any:

5. Estimated market value from your real estate tax statement: _____

6. If you have not made all of the payments on your home, list your monthly payment: _____

7. List your current year's property tax amount _____

8. List all of your assets:

Cash on hand

\$ _____

Savings Accounts (sole, trust or joint)

\$ _____

Stocks, Bonds or Securities

\$ _____

Life Insurance

\$ _____

Any Other Assets

\$ _____

9. List any special monthly expenses you might have (i.e., medical, diet, utilities, work expense).

10. If you wish to, describe the reason it is a hardship for you to pay the special assessments against your property. _____

Verification documents may be required for all information you provide.

Signature of Applicant

Date

Signature of Applicant

Date

OFFICE OF THE COUNTY RECORDER
STATE OF MINNESOTA
COUNTY OF WADENA

I hereby certify that the within Authorization was filed in this office, recorded on the _____ day of _____ at _____ o'clock, was duly recorded in Book _____ on page _____ .

County Recorder

Date Received

County Auditor

OR

The above order terminated this Reason(s) _____

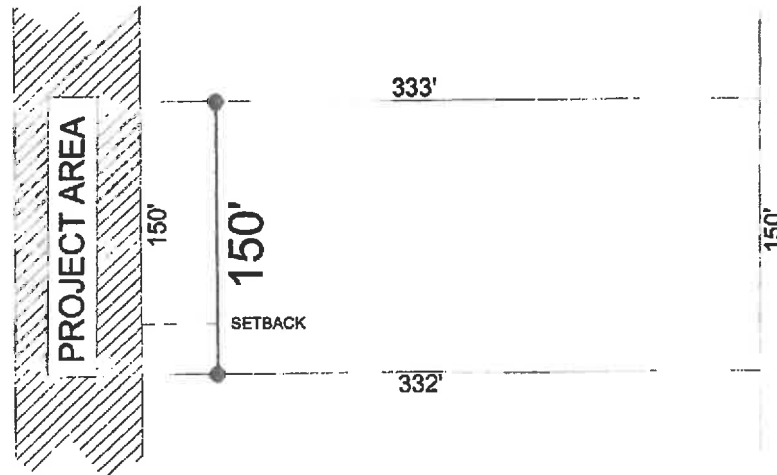
County Auditor

EXHIBIT B

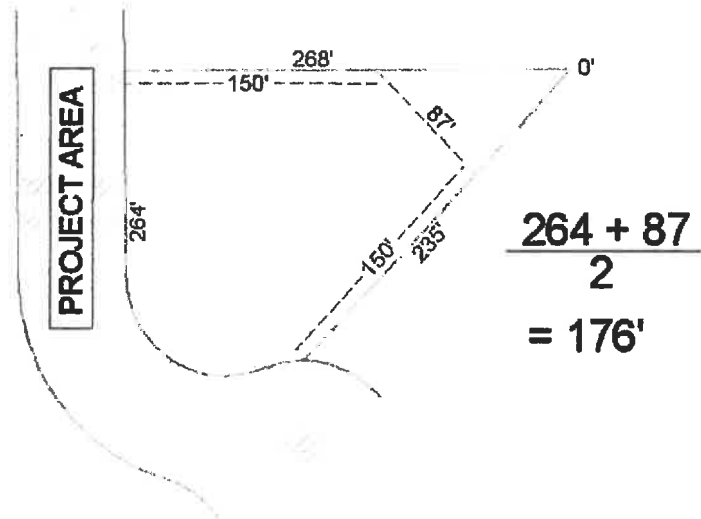
METHODS OF ASSESSMENT – FRONTAGE ASSESSMENT

Front footage assessment amounts shall be determined by the Council in accordance with the procedures outlined in Section 6.0. For the purpose of special assessments using frontage as the basis for the assessments, the following definitions shall apply:

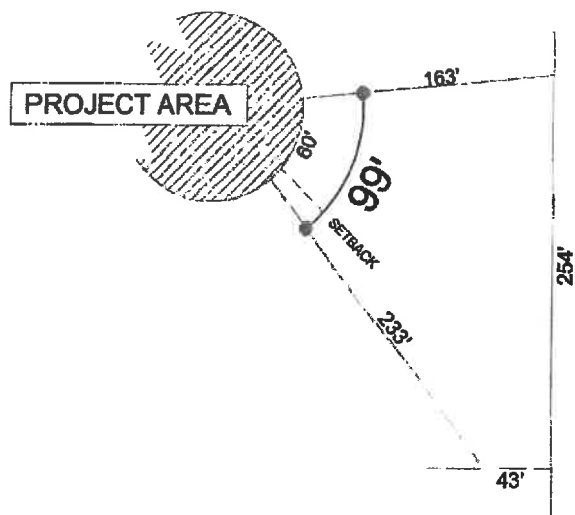
1. **Rectangular Lots** – The frontage shall be calculated at the building set back from the side of the lot abutting the improvement.



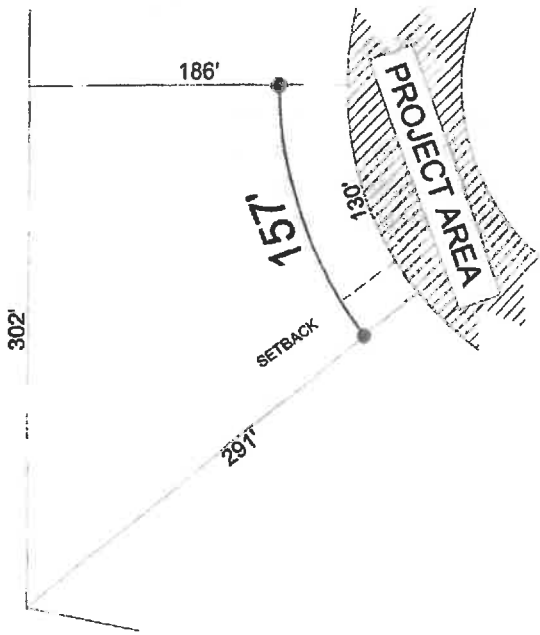
2. **Triangular Lots** - The frontage shall be calculated by averaging the width of the front and back lot lines. This method shall only be used when the difference between the front and rear lot widths exceeds 50'. The measurement at the back lot width shall not exceed a maximum distance in depth of 150'.



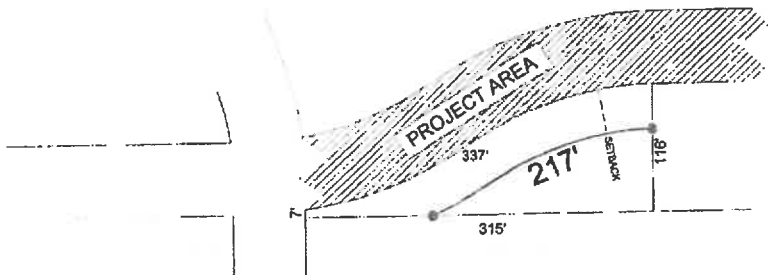
3. **Cul-de-sac Lots** - The frontage shall be calculated at the building set back. If lots are similar in size and configuration, a common lot width may be assigned based upon an evaluation of typical lots within the project.



4. **Lots Located Along a Curve** – The frontage shall be calculated at the building setback from the side of the lot abutting the improvement.



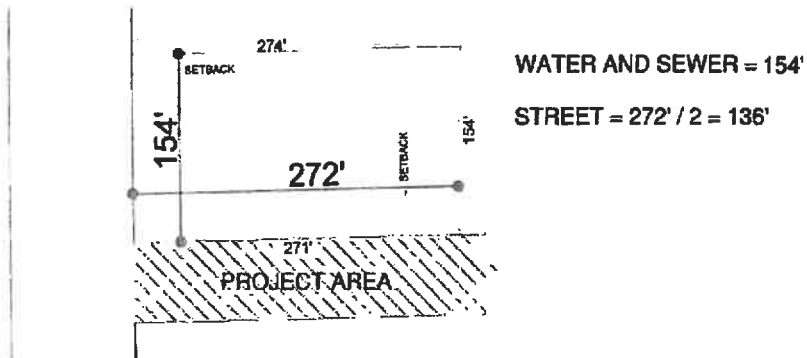
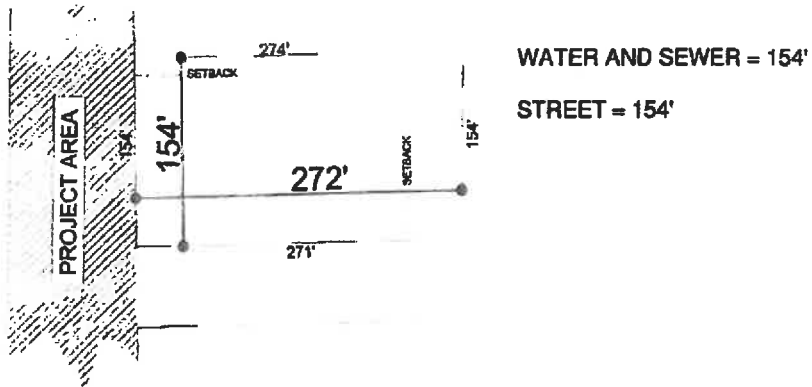
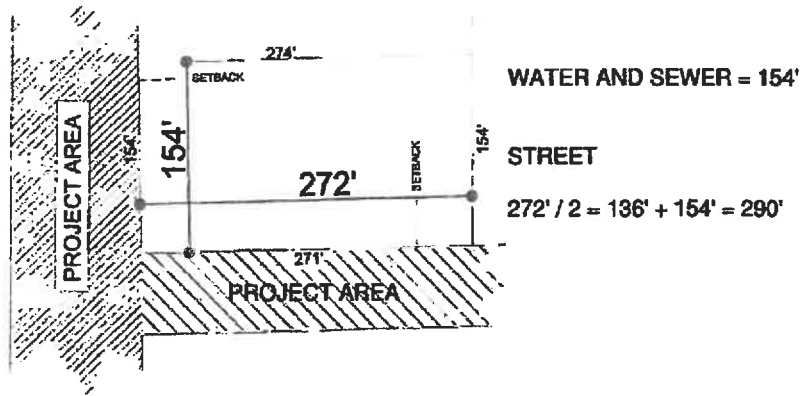
5. **Irregular Shaped Lots** – The frontage shall be calculated at the building setback from the side of the lot abutting the improvement.



6. Corner Lots – Residential and Commercial Properties

For the purposes of calculating front footage on a corner lot for water and sewer improvements, front footage shall be calculated at the building set back along the short side of a corner lot, regardless of which side of the lot the water and sewer lines are placed on.

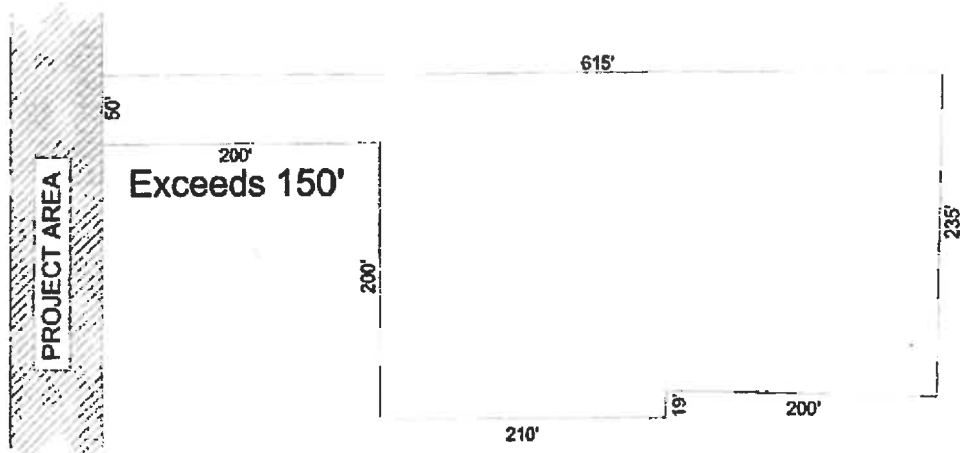
For the purposes of calculating front footage on a corner lot for street improvements the short side will be assessed the actual front footage. The long side will be assessed one-half the actual side footage or seventy-five (75) feet whichever is greater.



7. **Flag Lots** – The frontage for an improvement shall be calculated in one of two ways depending on the length of the access.

a. Access Exceeds 150' in Length

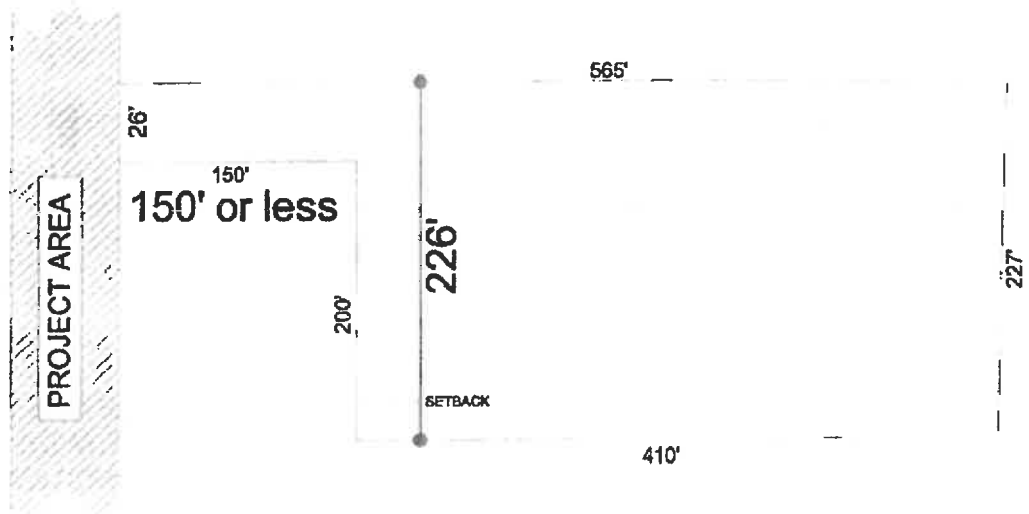
When the length of the access exceeds 150' as measured along the shortest side of the access, the frontage shall be adjusted to 75'. This corresponds to the minimum frontage allowed by ordinance along a public roadway.



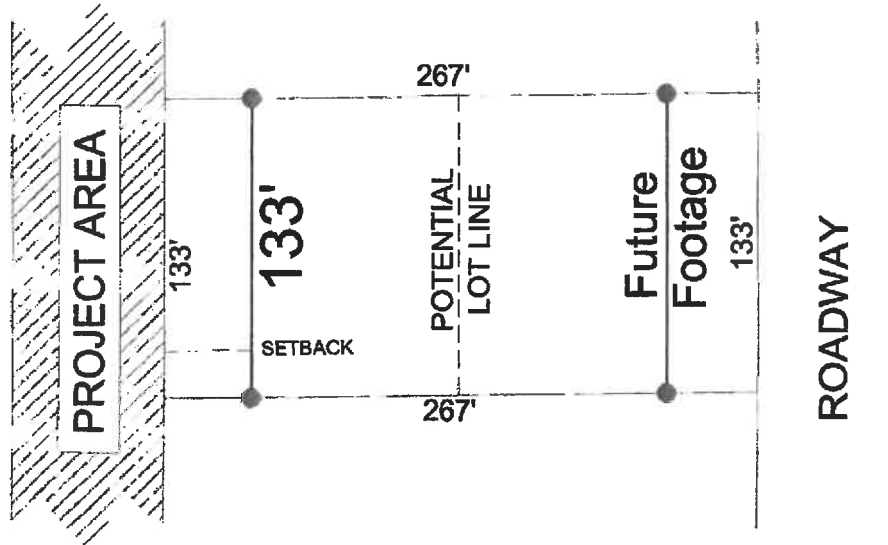
ADJUSTED FOOTAGE = 75'

b. Access Less than 150' in Length

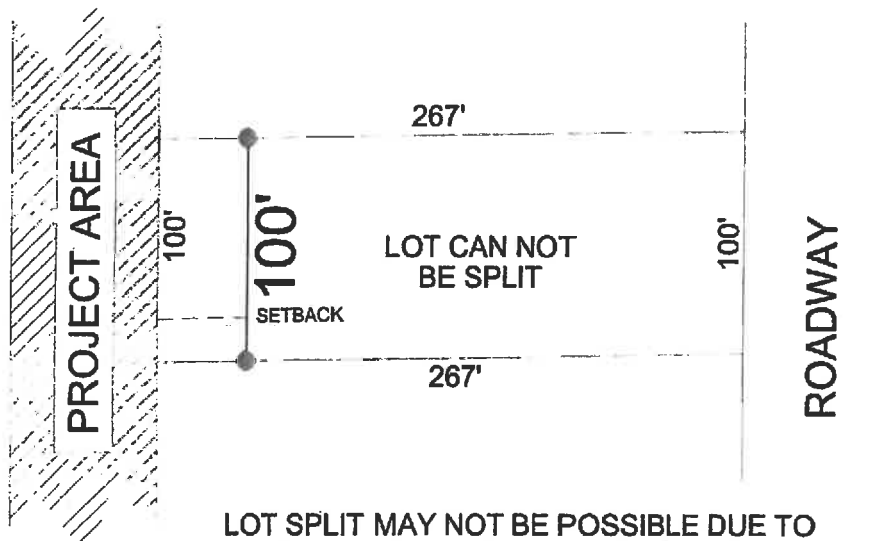
When the length of the access is less than 150' as measured along the shortest side of the access, the frontage shall be calculated at the building set back from the access terminus.



8. **Double Frontage Lots** – If a parcel, other than a corner lot, has frontage on two streets and is capable of being subdivided, the frontage shall be calculated at the building set back from the side of the lot abutting the improvement. Because the lot is capable of being subdivided, both sides of the lot are eligible to receive assessments.

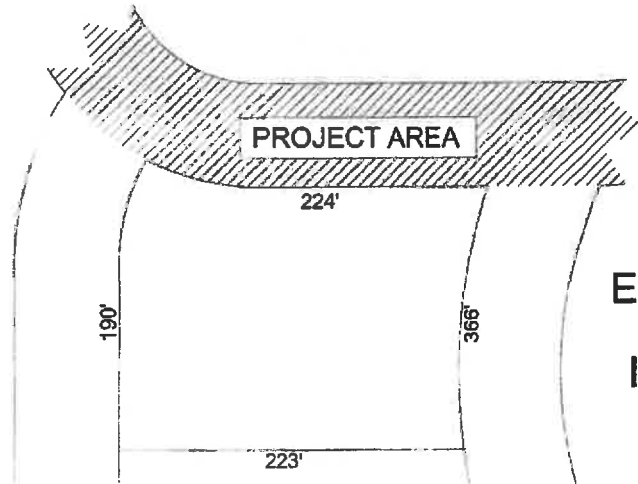


If a parcel, other than a corner lot, has frontage on two streets and is not capable of being subdivided, the frontage shall be calculated at the building set back from the side of lot abutting the improvements. If the frontage at the building set back differs from side to side the average of the frontages will apply to the assessment calculation.



LOT SPLIT MAY NOT BE POSSIBLE DUE TO EXISTING HOME LOCATION, WETLANDS OR OTHER UNDEVELOPABLE CONDITIONS

9. **Three-Sided Frontage Lots** – Parcels with frontage on three sides shall be assessed in the same manner as a corner lot. When other corner lots are present, the three-sided lot shall receive the same frontage as the largest corner lot assessment in the project. If there are no corner lots located on the project, the three-sided lot shall be assigned a frontage equal to two times the minimum allowable frontage allowed by the zoning ordinance, which is 75'.



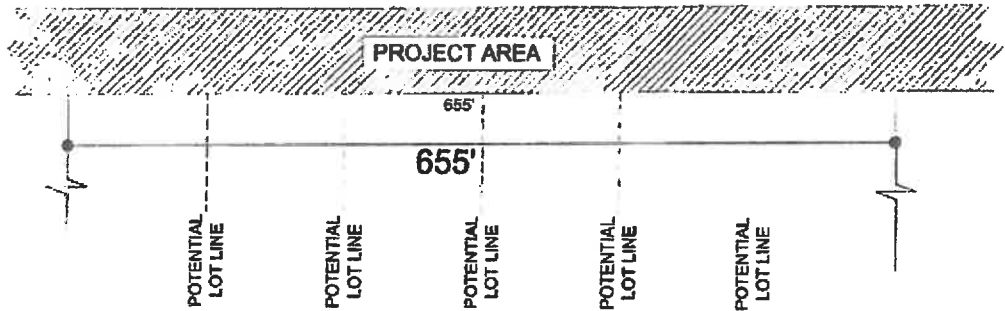
**EQUAL TO LARGEST
CORNER LOT
IN PROJECT AREA**

10. **Large Tracts of Residential Property** – Residential properties with large amounts of frontage that are eligible for future connection charges in accordance with Section 5.0, paragraph L may be assigned an adjusted frontage as follows:

a. Sanitary Sewer and Watermain

If future connection charges are requested by the property owner and granted by the City, the initial lot width assessed will be equal to largest frontage calculated using one of the following two methods:

1. The minimum lot width allowed by ordinance.
2. The lot width determined by drawing perpendicular lot lines to the right-of-way at the side yard set back for the existing structures on the property.

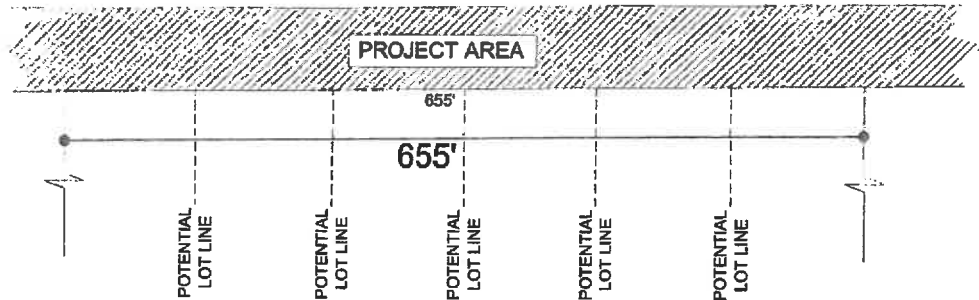


UNIT BASIS: 1 E.R.U.
5 Future Connection Charges

FOOTAGE BASIS: 75' (RESIDENTIAL)
655' Future Connection Charges

b. Roadway and Storm Sewer

Roadway and storm sewer assessments are not eligible for future connection charges and the entire frontage will be assessed with the project.



All footage calculations will be measured from the plat, section maps or property base drawings and will be rounded to the nearest foot.

ADDENDUM #1
429.071 Supplemental Assessments
& Reassessments

429.071 SUPPLEMENTAL ASSESSMENTS; REASSESSMENT.

Subdivision 1. **Supplemental assessments.** The council may make supplemental assessments to correct omissions, errors, or mistakes in the assessment relating to the total cost of the improvement or any other particular. A supplemental assessment shall be preceded by personal or mailed notice to the owner of each parcel included in the supplemental assessment and a hearing as provided for the original assessment.

Subd. 2. **Reassessment.** When an assessment is, for any reason whatever, set aside by a court of competent jurisdiction as to any parcel or parcels of land, or in event the council finds that the assessment or any part thereof is excessive or determines on advice of the municipal attorney that the assessment or proposed assessment or any part thereof is or may be invalid for any reason, the council may, upon notice and hearing as provided for the original assessment, make a reassessment or a new assessment as to such parcel or parcels.

Subd. 3. **Reapportionment upon land division.** When a tract of land against which a special assessment has been levied is thereafter divided or subdivided by plat or otherwise, the council may, on application of the owner of any part of the tract or on its own motion equitably apportion among the various lots or parcels in the tract all the installments of the assessment against the tract remaining unpaid and not then due if it determines that such apportionment will not materially impair collection of the unpaid balance of the original assessment against the tract. The council may, and if the special assessment has been pledged to the payment of improvement warrants shall, require the owner or owners, as a condition of such apportionment, to furnish a satisfactory surety bond fully protecting the municipality against any loss resulting from failure to pay any part other reapportionment assessment when due. Notice of such apportionment and of the right to appeal shall be mailed to or personally served upon all owners of any part of the tract. Within 30 days after the mailing or service of the notice of such apportionment any such owner may appeal as provided in section 429.081.

Subd. 4. **Reassessment, tax-forfeited land.** When a parcel of tax-forfeited land is returned to private ownership and the parcel is benefited by an improvement for which special assessments were canceled because of the forfeiture, the municipality that made the improvement may, upon notice and hearing as provided for the original assessment, make a reassessment or a new assessment as to the parcel in an amount equal to the amount remaining unpaid on the original assessment.

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: Employee Evaluation Form

Date of Meeting: June 10, 2024 **Total time requested:**

Department Requesting Action: Administration

Presenting at Meeting:

Background Supporting Documentation Enclosed

City Clerk/Treasurer Brett Gagnonpalick would like to implement a new evaluation form for reviewing the city employees. Brett feels that this form will be beneficial in evaluating employees.

Options Supporting Documentation Enclosed

Recommendations The Menahga City Council approves the following by Motion:

To approve/deny the new Performance Evaluation Form that was developed by Gagnonpalick for employee reviews.

Financial Implications: \$	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

City of Menahga Employee Performance and Evaluation Form

Version 1.0 Dated May 13, 2024, City Council Approved [INSERT DATE]:

**SEE PRIVACY ACT
STATEMENT IN Section
13.43 Subdivisions 4**

PART I - ADMINISTRATIVE DATA

a. NAME (Last, First, Middle Initial)		b. EMPLOYEE NUMBER	c. EMPLOYMENT DATE	d. POSITION TITLE
f. EMPLOYMENT ADDRESS			i. REASON FOR SUBMISSION: (Annual, Change of Position, Etc.)	
j. PERIOD COVERED		k. Part or Full Time	n. RATED EMPLOYEE'S E-MAIL ADDRESS:	
FROM	THRU			
YEAR MONTH DAY	YEAR MONTH DAY			

PART II - AUTHENTICATION

a1. NAME OF RATER (Last, First, Middle Initial)		a2. EMPLOYEE NUMBER	a3. RATER'S SIGNATURE	a4. DATE (YYYYMMDD)
a5. TITLE	ORGANIZATION	RELATION TO EMPLOYEE		a6. RATER'S EMAIL ADDRESS
b1. NAME OF SENIOR RATER (Last, First, Middle Initial)		b2. EMPLOYEE NUMBER	b3. SENIOR RATER'S SIGNATURE	b4. DATE (YYYYMMDD)
b5. TITLE	ORGANIZATION	RELATION TO EMPLOYEE		b6. SENIOR RATER'S EMAIL ADDRESS
d1. COUNSELING DATES	INITIAL	LATER	LATER	LATER
			d2. RATED NCO'S SIGNATURE	d3. DATE (YYYYMMDD)

PART III - DUTY DESCRIPTION (Employee)

a. PRINCIPAL DUTY TITLE
City Clerk/Treasurer

c. DAILY DUTIES AND SCOPE (To include, as appropriate, people, equipment, facilities, and dollars)
 Pull from job description as a cheat sheet, but understand that this is for a single employee evaluation. Tell me what they do.
 Example: Brett is responsible for interlocking with the City of Menahga City Council; Responsible for the supervision of 4 heads of sections, monitors and safeguards the City's budget valued at over 1.8 million dollars.

d. AREAS OF SPECIAL EMPHASIS
 A list of tasks and/or duties, separated by semicolons, and ending with a period. Include the most important items that applied at any time during the rating period. ;Pumping station daily inspection; etc.

e. APPOINTED DUTIES
 Duties appointed to the employee not normally included in the duty description, ensure to cover within blocks D-H (ending in a period).

PART IV - PERFORMANCE EVALUATION, PROFESSIONALISM, ATTRIBUTES, AND COMPETENCIES <i>(Rater)</i>									
<p>d. PRESENCE: (Professional bearing, Confidence, Resilience)</p> <table style="width:100%; text-align: center;"> <tr> <td>FAR EXCEEDED STANDARD</td> <td>EXCEEDED STANDARD</td> <td>MET STANDARD</td> <td>DID NOT MEET STANDARD</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	FAR EXCEEDED STANDARD	EXCEEDED STANDARD	MET STANDARD	DID NOT MEET STANDARD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>COMMENTS:</p> <p>(2) Bullets should answer 2 of the following; "What did they do/how did they do it/what was the impact?/ results"</p>
FAR EXCEEDED STANDARD	EXCEEDED STANDARD	MET STANDARD	DID NOT MEET STANDARD						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
<p>e. INTELLECT: (Mental agility, Sound judgement, Innovation, Interpersonal tact, Expertise)</p> <table style="width:100%; text-align: center;"> <tr> <td>FAR EXCEEDED STANDARD</td> <td>EXCEEDED STANDARD</td> <td>MET STANDARD</td> <td>DID NOT MEET STANDARD</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	FAR EXCEEDED STANDARD	EXCEEDED STANDARD	MET STANDARD	DID NOT MEET STANDARD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>COMMENTS:</p> <p>(3) Start with action words (verbs) or possessive pronouns (his or her); personal pronouns (he or she) may be used; use past tense when addressing how the Ratee performed and his or her contributions made during the rating period.</p>
FAR EXCEEDED STANDARD	EXCEEDED STANDARD	MET STANDARD	DID NOT MEET STANDARD						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
<p>f. LEADS: (Leads others, Builds trust, Extends influence beyond the organization, Leads by example, Communicates)</p> <table style="width:100%; text-align: center;"> <tr> <td>FAR EXCEEDED STANDARD</td> <td>EXCEEDED STANDARD</td> <td>MET STANDARD</td> <td>DID NOT MEET STANDARD</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	FAR EXCEEDED STANDARD	EXCEEDED STANDARD	MET STANDARD	DID NOT MEET STANDARD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>COMMENTS:</p> <p>(4) Be double-spaced between bullets. (5) Be preceded by a small letter "o" to designate the start of the comment. Each bullet comment must start with a small letter unless it is a proper noun (name) that is usually capitalized.</p>
FAR EXCEEDED STANDARD	EXCEEDED STANDARD	MET STANDARD	DID NOT MEET STANDARD						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
<p>g. DEVELOPS: (Creates a positive workplace environment, Fosters esprit de corps, Prepares self, Develops others, Stewards the profession)</p> <table style="width:100%; text-align: center;"> <tr> <td>FAR EXCEEDED STANDARD</td> <td>EXCEEDED STANDARD</td> <td>MET STANDARD</td> <td>DID NOT MEET STANDARD</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	FAR EXCEEDED STANDARD	EXCEEDED STANDARD	MET STANDARD	DID NOT MEET STANDARD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>COMMENTS:</p> <p>(6) Support the box checked by rating officials.</p>
FAR EXCEEDED STANDARD	EXCEEDED STANDARD	MET STANDARD	DID NOT MEET STANDARD						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
<p>h. ACHIEVES: (Gets results)</p> <table style="width:100%; text-align: center;"> <tr> <td>FAR EXCEEDED STANDARD</td> <td>EXCEEDED STANDARD</td> <td>MET STANDARD</td> <td>DID NOT MEET STANDARD</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	FAR EXCEEDED STANDARD	EXCEEDED STANDARD	MET STANDARD	DID NOT MEET STANDARD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>COMMENTS:</p> <p>(7) Use a specific example only once; therefore, the rater must decide under which attribute and/or competencies to place it fits best.</p>
FAR EXCEEDED STANDARD	EXCEEDED STANDARD	MET STANDARD	DID NOT MEET STANDARD						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

RATER OVERALL PERFORMANCE

i. Narrative summary of the Rated employee's overall performance.

The summary should include your enthusiasm (or lack thereof) of the rated employee. This should clearly reflect your choices above. Three sentences minimum and the use of past tense is necessary.

Employee X demonstrated great initiative by completing a [project] left in shambles. Employee X clearly has a passion for his profession and is evident in his daily work routine. [Cite Example]. Employee X excelled at time management, products requested to the Administrative staff are delivered accurately and with brevity.

PART V - CITY COUNCIL OVERALL POTENTIAL AND RATING

<p>a. Select one box representing Rated Employee's potential compared to others in the same grade whom you have rated in your career.</p> <p><input type="checkbox"/> MOST QUALIFIED</p> <p><input type="checkbox"/> HIGHLY QUALIFIED</p> <p><input type="checkbox"/> QUALIFIED</p> <p><input type="checkbox"/> NOT QUALIFIED</p>	<p>b. COMMENTS:</p> <p>Assessment of Overall Potential: MOST QUALIFIED: Displays level of performance necessary to excel in any situation HIGHLY QUALIFIED: strong potential QUALIFIED: capable of success NOT QUALIFIED: not recommended for promotion</p> <p style="text-align: right;">Strong Comments Contain</p> <ul style="list-style-type: none"> - Senior rater professional opinion - Use narrative to capture the rater's enthusiasm (or lack of) for the Employee; this reinforces the box checks -
---	---

List possible training opportunities or professional development that the rated employee would eligible for.

City of Menahga Employee Performance and Evaluation Form

Version 1.0 Dated May 13, 2024, City Council Adopted [INSERT DATE]:

**SEE PRIVACY ACT STATEMENT
IN Section 13.43 Subdivisions 4**

PART I - ADMINISTRATIVE DATA

a. NAME <i>(Last, First, Middle Initial)</i> Name		b. EMPLOYEE NUMBER Number	c. EMPLOYMENT DATE	d. POSITION TITLE	
f. EMPLOYMENT ADDRESS			i. REASON FOR SUBMISSION: (Annual, Change of Position, Etc.) Choose an item.		
j. PERIOD COVERED		k. Part or Full Time Full	n. RATED EMPLOYEE'S E-MAIL ADDRESS:		
FROM	THRU				
YEAR MONTH DAY Click or tap	YEAR MONTH DAY Click or tap to				

PART II - AUTHENTICATION

a1. NAME OF RATER <i>(Last, First, Middle Initial)</i>		a2. EMPLOYEE NUMBER	a3. RATER'S SIGNATURE	a4. DATE (YYYYMMDD)
a5. TITLE	ORGANIZATION City of Menahga	RELATION TO EMPLOYEE Supervisor		a6. RATER'S EMAIL ADDRESS
b1. NAME OF SENIOR RATER <i>(Last, First, Middle Initial)</i>		b2. EMPLOYEE NUMBER	b3. SENIOR RATER'S SIGNATURE	b4. DATE (YYYYMMDD)
b5. TITLE	ORGANIZATION City of Menahga	RELATION TO EMPLOYEE Council Member		b6. SENIOR RATER'S EMAIL ADDRESS
d1. COUNSELING DATES	INITIAL	LATER	LATER	LATER
d2. RATED EMPLOYEE'S SIGNATURE				d3. DATE (YYYYMMDD)

PART III - DUTY DESCRIPTION *(Employee)*

a. PRINCIPAL DUTY TITLE
c. DAILY DUTIES AND SCOPE <i>(To include, as appropriate, people, equipment, facilities, and dollars)</i>
d. AREAS OF SPECIAL EMPHASIS
e. APPOINTED DUTIES

CITY OF MENAHGA DEVELOPMENTAL COUNSELING FORM

For Official Use Only

PART I - ADMINISTRATIVE DATA

Name (Last, First, MI)

Title/Position

Date of Counseling

Organization

Name and Title of Counselor

PART II - BACKGROUND INFORMATION

Purpose of Counseling: (Supervisor states the reason for the counseling, e.g. Performance/Professional or Event-Oriented counseling, and includes the leader's facts and observations prior to the counseling.)

PART III - SUMMARY OF COUNSELING

Complete this section during or immediately subsequent to counseling.

Key Points of Discussion:

OTHER INSTRUCTIONS

This form will be destroyed upon: reassignment (*other than rehabilitative transfers*), separation, or upon retirement.

Plan of Action (Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). The actions must be specific enough to modify or maintain the subordinate's behavior and include a specified time line for implementation and assessment (Part IV below)

Session Closing: (The supervisor summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees/disagrees and provides remarks if appropriate.)

Individual counseled: I agree disagree with the information above. Individual counseled remarks:

Signature of Individual Counseled:

Date:

Leader Responsibilities: (Leader's responsibilities in implementing the plan of action.)

Signature of Counselor:

Date:

PART IV - ASSESSMENT OF THE PLAN OF ACTION

Assessment: (Did the plan of action achieve the desired results? This section is completed by both the leader and the individual counseled and provides useful information for follow-up counseling.)

Counselor:

Individual Counseled:

Date of Assessment:

Note: Both the counselor and the individual counseled should retain a record of the counseling.

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 _____
--	--

Regarding: Consideration of Bills

Date of Meeting: June 10, 2024 **Total time requested:**

Department Requesting Action: Administration

Presenting at Meeting: Brett Gagnonpalick

Background Supporting Documentation Enclosed

The City Council was provided with copies of the invoices for Batch #053024truck - \$29,562.63, Batch #052824EFT - \$49,324.33, and Batch #061024checks - \$160,530.99 for a total of \$239,417.95.

Options Supporting Documentation Enclosed

Recommendations The Menahga City Council approves the following by Motion:

To approve Batch #053024truck - \$29,562.63, Batch #052824EFT - \$49,324.33, and Batch #061024checks - \$160,530.99 for a total of \$239,417.95

Financial Implications: \$239,417.95 **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

CITY OF MENAUGA

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Payments

Current Period: May 2024

Payments Batch 052824EFT \$49,324.33

Refer	180 AUTHORIZE.NET	Ck# 002172E 5/22/2024	
Cash Payment	E 101-45200-430 Miscellaneous Expense	Credit Card Processor	\$22.65 ✓
Invoice	April 2024	5/2/2024	
Transaction Date	5/22/2024	GENERAL CHECKIN 10100	Total \$22.65
Refer	164 CHORD PAYMENT TECHNOLOGIE	Ck# 002156E 5/22/2024	
Cash Payment	E 609-49750-260 Credit Card Fees	LS Off Sale Credit Card Fees	\$1,001.25
Invoice		5/2/2024	
Cash Payment	E 609-49760-260 Credit Card Fees	LS On Sale Credit Card Fees	\$253.36
Invoice		5/2/2024	
Transaction Date	5/22/2024	GENERAL CHECKIN 10100	Total \$1,254.61 ✓
Refer	162 Clover MarketPlace, LLC	Ck# 002154E 5/22/2024	
Cash Payment	E 609-49750-309 Computer Support Servi	LS Off Sale Monthly Charge Counter Serv Rest	\$55.20
Invoice	May 2024	5/10/2024	
Cash Payment	E 609-49760-309 Computer Support Servi	LS On Sale Monthly Charge Counter Serv Rest	\$55.21
Invoice	May 2024	5/10/2024	
Transaction Date	5/22/2024	GENERAL CHECKIN 10100	Total \$110.41 ✓
Refer	163 COLONIAL LIFE PROCESSING CTR	Ck# 002155E 5/22/2024	
Cash Payment	G 750-21707 Colonial Life	Ronald Yliniemi Premium	\$46.24
Invoice	47488280411329	5/10/2024	
Transaction Date	5/22/2024	GENERAL CHECKIN 10100	Total \$46.24 ✓
Refer	165 DELTA DENTAL	Ck# 002157E 5/22/2024	
Cash Payment	G 750-21717 Dental Insurance	May Dental Premium	\$730.32
Invoice	CNS0001531706	5/5/2024	
Transaction Date	5/22/2024	GENERAL CHECKIN 10100	Total \$730.32 ✓
Refer	181 ELIOT	Ck# 002173E 5/22/2024	
Cash Payment	E 101-45200-430 Miscellaneous Expense	Campground credit card processor	\$101.19
Invoice	April 2024	5/2/2024	
Transaction Date	5/22/2024	GENERAL CHECKIN 10100	Total \$101.19 ✓
Refer	166 HEALTH PARTNERS	Ck# 002158E 5/22/2024	
Cash Payment	E 101-42110-131 Employer Paid Health	PD Employer Paid	\$1,388.31
Invoice	065298723436	5/9/2024	
Cash Payment	G 750-21706 Hospitalization/Medical Ins	PD Employee Pay	\$694.47
Invoice	065298723436	5/9/2024	
Cash Payment	E 609-49760-131 Employer Paid Health	LS Off Sale	\$803.21
Invoice	065298723436	5/9/2024	
Cash Payment	E 609-49750-131 Employer Paid Health	LS On Sale	\$803.21
Invoice	065298723436	5/9/2024	
Cash Payment	E 601-49400-131 Employer Paid Health	Water Dept	\$861.06
Invoice	065298723436	5/9/2024	
Cash Payment	E 602-49450-131 Employer Paid Health	Sewer Dept	\$861.06
Invoice	065298723436	5/9/2024	
Cash Payment	E 101-43100-131 Employer Paid Health	Street Dept Employer Paid	\$861.06
Invoice	065298723436	5/9/2024	
Cash Payment	G 750-21706 Hospitalization/Medical Ins	Street Dept Employee Paid	\$188.42
Invoice	065298723436	5/9/2024	
Cash Payment	E 101-41000-131 Employer Paid Health	Other	\$1,584.13
Invoice	065298723436	5/9/2024	

CITY OF MENAHGA

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Payments

Current Period: May 2024

Cash Payment	E 101-41400-131	Employer Paid Health	Admin	\$853.20
Invoice	065298723436	5/9/2024		
Transaction Date	5/22/2024	GENERAL CHECKIN 10100	Total	\$8,898.13 ✓
Refer	167	INTERNAL REVENUE SERVICE	Ck# 002159E 5/22/2024	
Cash Payment	G 750-21703	Social Sec Tax Withholding	Payroll 10	\$2,898.26
Invoice		5/7/2024		
Cash Payment	G 750-21709	Medicare	Payroll 10	\$870.48
Invoice		5/7/2024		
Cash Payment	G 750-21701	Federal Withholding	Payroll 10	\$2,245.58
Invoice		5/7/2024		
Transaction Date	5/22/2024	GENERAL CHECKIN 10100	Total	\$6,014.32 ✓
Refer	168	INTERNAL REVENUE SERVICE	Ck# 002160E 5/22/2024	
Cash Payment	G 750-21703	Social Sec Tax Withholding	Payroll 11	\$3,262.34
Invoice		5/22/2024		
Cash Payment	G 750-21709	Medicare	Payroll 11	\$958.72
Invoice		5/22/2024		
Cash Payment	G 750-21701	Federal Withholding	Payroll 11	\$2,579.03
Invoice		5/22/2024		
Transaction Date	5/22/2024	GENERAL CHECKIN 10100	Total	\$6,800.09 ✓
Refer	182	MINNESOTA ENERGY RESOURCE	Ck# 002174E 5/28/2024	
Cash Payment	E 101-41940-383	Gas Utilities	City of Menahga Gas Bill	\$40.88 ✓
Invoice May Bill		5/28/2024		
Cash Payment	E 609-49750-383	Gas Utilities	LS Off Sale Gas Bill	\$21.33 ✓
Invoice May Bill		5/28/2024		
Cash Payment	E 609-49760-383	Gas Utilities	LS On Sale Gas Bill	\$21.32 ✓
Invoice May Bill		5/28/2024		
Cash Payment	E 101-41940-383	Gas Utilities	City Hall Gas Bill	\$131.28 ✓
Invoice May Bill		5/28/2024		
Transaction Date	5/22/2024	GENERAL CHECKIN 10100	Total	\$214.81
Refer	171	MINNESOTA REVENUE	Ck# 002163E 5/22/2024	
Cash Payment	G 601-20800	Due to Other Governments	Sales & Use Tax Loc 3	\$338.00
Invoice	2-102-795-104	5/15/2024		
Cash Payment	G 609-20800	Due to Other Governments	Sales & Use Tax Loc 1	\$7,819.00
Invoice	2-102-795-104	5/15/2024		
Transaction Date	5/22/2024	GENERAL CHECKIN 10100	Total	\$8,157.00 ✓
Refer	169	MINNESOTA REVENUE	Ck# 002161E 5/22/2024	
Cash Payment	G 750-21702	State Withholding	Payroll 10	\$1,302.71
Invoice		5/7/2024		
Transaction Date	5/22/2024	GENERAL CHECKIN 10100	Total	\$1,302.71 ✓
Refer	170	MINNESOTA REVENUE	Ck# 002162E 5/22/2024	
Cash Payment	G 750-21702	State Withholding	Payroll 11	\$1,456.68
Invoice		5/20/2024		
Transaction Date	5/22/2024	GENERAL CHECKIN 10100	Total	\$1,456.68 ✓
Refer	172	PERA	Ck# 002164E 5/22/2024	
Cash Payment	G 750-21704	PERA	Payroll 10	\$5,022.35
Invoice	SOMPER000748810	5/8/2024		
Transaction Date	5/22/2024	GENERAL CHECKIN 10100	Total	\$5,022.35 ✓
Refer	173	PERA	Ck# 002165E 5/22/2024	

CITY OF MENAHGA

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Payments

Current Period: May 2024

Cash Payment	G 750-21704 PERA	Payroll 11	\$5,378.76
Invoice	SOMPER000750600	5/22/2024	
Transaction Date	5/22/2024	GENERAL CHECKIN 10100	Total \$5,378.76 ✓
Refer	179 RESNEXUS	<u>Ck# 002171E 5/22/2024</u>	
Cash Payment	E 101-45200-430 Miscellaneous Expense	Campground Reservation System	\$69.00 ✓
Invoice	543382	5/2/2024	
Transaction Date	5/22/2024	GENERAL CHECKIN 10100	Total \$69.00
Refer	174 SWIPECLOCK, LLC	<u>Ck# 002166E 5/22/2024</u>	
Cash Payment	E 101-41400-433 Dues and Subscriptions	March Swipeclock Sub	\$105.00
Invoice	1107739-258843	5/10/2024	
Cash Payment	E 101-41400-433 Dues and Subscriptions	April Swipeclock Sub	\$105.00
Invoice	1107739-260080	5/10/2024	
Transaction Date	5/22/2024	GENERAL CHECKIN 10100	Total \$210.00 ✓
Refer	178 VERIZON CONNECT FLEET USA L	<u>Ck# 002170E 5/22/2024</u>	
Cash Payment	E 101-42110-321 Telephone/Fax/Internet	GPS Tracking	\$56.85
Invoice	616000055973	5/2/2024	
Cash Payment	E 101-43100-321 Telephone/Fax/Internet	GPS Tracking	\$37.90
Invoice	616000055973	5/2/2024	
Cash Payment	E 101-45200-321 Telephone/Fax/Internet	GPS Tracking	\$18.95
Invoice	616000055973	5/2/2024	
Cash Payment	E 601-49400-321 Telephone/Fax/Internet	GPS Tracking	\$18.95
Invoice	616000055973	5/2/2024	
Cash Payment	E 602-49450-321 Telephone/Fax/Internet	GPS Tracking	\$18.95
Invoice	616000055973	5/2/2024	
Transaction Date	5/22/2024	GENERAL CHECKIN 10100	Total \$151.60 ✓
Refer	165 VERIZON WIRELESS	<u>Ck# 002175E 5/28/2024</u>	
Cash Payment	E 101-42110-321 Telephone/Fax/Internet	PD Cell phone	\$190.41
Invoice	May Bill	5/27/2024	
Cash Payment	E 101-41400-321 Telephone/Fax/Internet	Admin Cell Phone	\$32.66
Invoice	May Bill	5/27/2024	
Cash Payment	E 601-49400-321 Telephone/Fax/Internet	Water Cell Phone	\$41.22
Invoice	May Bill	5/27/2024	
Cash Payment	E 602-49450-321 Telephone/Fax/Internet	Sewer Cell Phone	\$41.22
Invoice	May Bill	5/27/2024	
Cash Payment	E 101-43100-321 Telephone/Fax/Internet	Streets Cell Phone	\$41.22
Invoice	May Bill	5/27/2024	
Cash Payment	E 101-42200-321 Telephone/Fax/Internet	Fire Cell Phone	\$40.01
Invoice	May Bill	5/27/2024	
Transaction Date	5/28/2024	GENERAL CHECKIN 10100	Total \$386.74 ✓
Refer	176 WEST CENTRAL TELEPHONE	<u>Ck# 002168E 5/22/2024</u>	
Cash Payment	E 601-49400-321 Telephone/Fax/Internet	Water Dept Phone Bill	\$61.30
Invoice	May 2024	5/20/2024	
Cash Payment	E 602-49450-321 Telephone/Fax/Internet	Sewer Dept Phone Bill	\$20.29
Invoice	May 2024	5/20/2024	
Cash Payment	E 101-42110-321 Telephone/Fax/Internet	Police Dept Phone Bill	\$112.36
Invoice	May 2024	5/20/2024	
Cash Payment	E 101-42200-321 Telephone/Fax/Internet	Fire Dept Phone Bill	\$47.83
Invoice	May 2024	5/20/2024	
Cash Payment	E 101-43100-321 Telephone/Fax/Internet	Street Dept Phone Bill	\$45.85
Invoice	May 2024	5/20/2024	

Payments

Current Period: May 2024

Cash Payment	E 101-41500-309	Computer Support Servi	Contract		\$340.00
Invoice May 2024		5/20/2024			
Cash Payment	E 101-41400-321	Telephone/Fax/Internet	Admin Phone Bill		\$688.51
Invoice May 2024		5/20/2024			
Cash Payment	E 101-45120-325	Internet	Beach WiFi		\$42.41
Invoice May 2024		5/20/2024			
Cash Payment	E 101-45200-325	Internet	Park WiFi		\$34.95
Invoice May 2024		5/20/2024			
Transaction Date	5/22/2024		GENERAL CHECKIN 10100	Total	\$1,393.50 ✓
Refer	177 WEST CENTRAL TELEPHONE		Ck# 002169E 5/22/2024		
Cash Payment	E 609-49750-321	Telephone/Fax/Internet	LS Off Sale Phone Bill		\$49.10
Invoice May 2024		5/20/2024			
Cash Payment	E 609-49750-419	Equipment Lease	LS Off Sale Equip Lease		\$174.62
Invoice May 2024		5/20/2024			
Cash Payment	E 609-49760-321	Telephone/Fax/Internet	LS On Sale Phone Bill		\$49.09
Invoice May 2024		5/20/2024			
Cash Payment	E 609-49760-385	Cable Utilities	LS On Sale Cable Bill		\$152.56
Invoice May 2024		5/20/2024			
Cash Payment	E 609-49760-419	Equipment Lease	LS on sale equip lease		\$174.61
Invoice May 2024		5/20/2024			
Transaction Date	5/22/2024		GENERAL CHECKIN 10100	Total	\$599.98 ✓
Refer	175 WEX BANK		Ck# 002167E 5/22/2024		
Cash Payment	E 101-42110-212	Motor Fuels & Lubricant	Police Dept		\$807.57
Invoice 96334984		5/8/2024			
Cash Payment	E 101-42200-212	Motor Fuels & Lubricant	Fire Dept		\$195.67
Invoice 96334984		5/8/2024			
Transaction Date	5/22/2024		GENERAL CHECKIN 10100	Total	\$1,003.24 ✓

Fund Summary

	10100 GENERAL CHECKING
101 GENERAL FUND	\$7,994.85
601 WATER FUND	\$1,320.53
602 SEWER FUND	\$941.52
609 MUNICIPAL LIQUOR FUND	\$11,433.07
750 PAYROLL CLEARING FUND	\$27,634.36
	<u>\$49,324.33</u>

Pre-Written Checks	\$49,324.33
Checks to be Generated by the Computer	\$0.00
Total	<u>\$49,324.33</u>

Payments

Current Period: May 2024

Payments Batch 053024truck				\$29,562.63
Refer	166 <i>SUNNYBROOK AUTO SALES</i>	<u>Ck# 064247</u>	<u>5/30/2024</u>	
Cash Payment	E 601-49400-500 Capital Outlay	2018 Dodge Ram purchase		\$14,781.31
Invoice	5/30/2024			
Cash Payment	E 602-49450-500 Capital Outlay	2018 Dodge Ram Purchase		\$14,781.32
Invoice	5/30/2024			
Transaction Date	5/30/2024	GENERAL CHECKIN 10100	Total	\$29,562.63

Fund Summary

	10100 GENERAL CHECKING	
601 WATER FUND		\$14,781.31
602 SEWER FUND		\$14,781.32
		<u>\$29,562.63</u>

Pre-Written Checks	\$29,562.63
Checks to be Generated by the Computer	\$0.00
Total	<u>\$29,562.63</u>

Payments

Current Period: June 2024

Payments Batch 061024checks		\$160,530.99	
Refer	168 BERNICKS	-	
Cash Payment	E 609-49750-254 Snack, Ice, Soda Purch	LS Off sale soda purchase	\$107.90
Invoice	20056505 5/16/2024		
Cash Payment	E 609-49750-252 Beer Purchases	LS Off sale beer purchase	\$447.90
Invoice	20058041 5/29/2024		
Cash Payment	E 609-49750-254 Snack, Ice, Soda Purch	LS off sale soda purchase	\$86.95
Invoice	20058042 5/29/2024		
Transaction Date	6/4/2024	GENERAL CHECKIN 10100	Total \$642.75
Refer	167 BEVERAGE WHOLESALE	-	
Cash Payment	E 609-49750-252 Beer Purchases	LS Off sale beer purchase	\$819.70
Invoice	330496 5/31/2024		
Cash Payment	E 609-49760-252 Beer Purchases	LS On sale beer purchase	\$107.00
Invoice	330496 5/31/2024		
Cash Payment	E 609-49760-252 Beer Purchases	LS On Sale beer refund	-\$60.00
Invoice	330496 5/31/2024		
Cash Payment	E 609-49750-252 Beer Purchases	LS Off sale beer purchase	\$1,288.70
Invoice	329410 5/24/2024		
Transaction Date	6/4/2024	GENERAL CHECKIN 10100	Total \$2,155.40
Refer	169 BLACK DIAMOND CONCRETE	-	
Cash Payment	E 228-00000-305 Professional Services	LS sidewalk replacement	\$16,615.00
Invoice	1364 5/28/2024		
Transaction Date	6/4/2024	GENERAL CHECKIN 10100	Total \$16,615.00
Refer	170 BREAKTHRU BEVERAGE	-	
Cash Payment	E 609-49750-251 Liquor Purchases	LS Off sale liquor purchase	\$562.50
Invoice	115928359 5/23/2024		
Cash Payment	E 609-49750-254 Snack, Ice, Soda Purch	LS off sale soda purchase	\$25.60
Invoice	115928359 5/23/2024		
Cash Payment	E 609-49750-333 Freight	LS off sale freight	\$11.41
Invoice	115928359 5/23/2024		
Transaction Date	6/4/2024	GENERAL CHECKIN 10100	Total \$599.51
Refer	204 CINTAS	-	
Cash Payment	E 609-49750-210 Operating Supplies	LS off sale supplies	\$97.12
Invoice	4193399564 5/22/2024		
Cash Payment	E 609-49760-210 Operating Supplies	LS on sale supplies	\$97.13
Invoice	4193399564 5/22/2024		
Transaction Date	6/5/2024	GENERAL CHECKIN 10100	Total \$194.25
Refer	171 CINTAS	-	
Cash Payment	G 750-21722 Uniform Deduction	Public Works Laundry Service	\$51.21
Invoice	4191248325 5/1/2024		
Cash Payment	G 750-21722 Uniform Deduction	Public Works Laundry Service	\$51.21
Invoice	4191961086 5/8/2024		
Cash Payment	G 750-21722 Uniform Deduction	Public Works Laundry Service	\$51.21
Invoice	4192679197 5/15/2024		
Cash Payment	E 101-43100-210 Operating Supplies	Public Works Towels	\$6.95
Invoice	4192679197 5/15/2024		
Transaction Date	6/4/2024	GENERAL CHECKIN 10100	Total \$160.58
Refer	179 CULLIGAN OF WADENA	-	

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Payments

Current Period: June 2024

Cash Payment	E 609-49750-305	Professional Services		\$27.58
Invoice	267X00127409	5/31/2024		
Cash Payment	E 609-49760-305	Professional Services		\$27.57
Invoice	267X00127409	5/31/2024		
Transaction Date	6/4/2024	GENERAL CHECKIN 10100	Total	\$55.15
Refer	195 CWIKLA ACE HARDWARE			
Cash Payment	E 101-42110-210	Operating Supplies	Key cut	\$14.97
Invoice	1596294	5/9/2024		
Transaction Date	6/5/2024	GENERAL CHECKIN 10100	Total	\$14.97
Refer	172 DACOTAH PAPER CO.			
Cash Payment	E 609-49760-210	Operating Supplies	LS on sale glasses, food tray, toilet tissue	\$113.94
Invoice	99726	5/21/2024		
Transaction Date	6/4/2024	GENERAL CHECKIN 10100	Total	\$113.94
Refer	173 DAHLHEIMER BEVERAGE BRAINE			
Cash Payment	E 609-49750-252	Beer Purchases	LS Off sale beer purchase	\$1,873.40
Invoice	2194944	5/30/2024		
Cash Payment	E 609-49750-254	Snack, Ice, Soda Purch	LS Off sale soda purchase	\$279.35
Invoice	2194944	5/30/2024		
Cash Payment	E 609-49760-252	Beer Purchases	LS On sale beer purchase	\$99.00
Invoice	2194944	5/30/2024		
Cash Payment	E 609-49760-252	Beer Purchases	LS On sale beer refund	-\$60.00
Invoice	2194944	5/30/2024		
Cash Payment	E 609-49750-252	Beer Purchases	LS Off Sale beer purchase	\$4,373.25
Invoice	2190381	5/22/2024		
Cash Payment	E 609-49750-254	Snack, Ice, Soda Purch	LS Off sale soda purchase	\$30.75
Invoice	2190381	5/22/2024		
Cash Payment	E 609-49750-252	Beer Purchases	LS Off sale beer refund	-\$16.80
Invoice	2190381	5/22/2024		
Cash Payment	E 609-49760-252	Beer Purchases	LS On sale beer purchase	\$198.00
Invoice	2190381	5/22/2024		
Cash Payment	E 609-49760-210	Operating Supplies	LS On sale supplies	\$109.90
Invoice	2190381	5/22/2024		
Transaction Date	6/4/2024	GENERAL CHECKIN 10100	Total	\$6,886.85
Refer	174 D-S BEVERAGES INC			
Cash Payment	E 609-49750-252	Beer Purchases	LS Off sale beer purchase	\$6,162.00
Invoice	789748	5/29/2024		
Cash Payment	E 609-49750-254	Snack, Ice, Soda Purch	LS Off sale soda purchase	\$26.50
Invoice	789748	5/29/2024		
Cash Payment	E 609-49750-251	Liquor Purchases	LS Off sale liquor purchase	\$42.00
Invoice	788084	5/22/2024		
Cash Payment	E 609-49750-252	Beer Purchases	LS off sale beer purchase	\$2,592.85
Invoice	788084	5/22/2024		
Cash Payment	E 609-49760-252	Beer Purchases	LS On sale beer purchase	\$219.00
Invoice	788084	5/22/2024		
Cash Payment	E 609-49760-252	Beer Purchases	LS On sale beer refund	-\$60.00
Invoice	788084	5/22/2024		
Transaction Date	6/4/2024	GENERAL CHECKIN 10100	Total	\$8,982.35
Refer	175 FERGUSON WATERWORKS #2516			
Cash Payment	E 601-49400-210	Operating Supplies	MRX920 V3 Roof Mnt Antenna Base X	\$171.87
Invoice	0491498	5/16/2024		

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Current Period: June 2024

Cash Payment	E 601-49400-210	Operating Supplies	Red PVC DSCHRG Hose 6	\$348.90
Invoice	0491262	5/20/2024		
Transaction Date	6/4/2024		GENERAL CHECKIN 10100	Total \$520.77
Refer	176	GIOVANNI S		
Cash Payment	E 609-49760-254	Snack, Ice, Soda Purch	LS On sale pizza purchase	\$436.40
Invoice	0405232413	5/23/2024		
Transaction Date	6/4/2024		GENERAL CHECKIN 10100	Total \$436.40
Refer	177	GRANITE CITY JOBBING CO.		
Cash Payment	E 609-49750-256	Tobacco Products For R	LS Off sale tobacco purchase	\$111.29
Invoice	391822	5/30/2024		
Cash Payment	E 609-49750-254	Snack, Ice, Soda Purch	LS off sale soda purchase	\$67.92
Invoice	391822	5/30/2024		
Cash Payment	E 609-49750-333	Freight	LS off sale freight	\$5.00
Invoice	391822	5/30/2024		
Cash Payment	E 609-49760-256	Tobacco Products For R	LS on sale tobacco purchase	\$111.29
Invoice	391822	5/30/2024		
Cash Payment	E 609-49760-254	Snack, Ice, Soda Purch	LS on sale soda purchase	\$110.76
Invoice	391822	5/30/2024		
Cash Payment	E 609-49760-210	Operating Supplies	LS on sale supplies	\$22.96
Invoice	391822	5/30/2024		
Cash Payment	E 609-49760-333	Freight	LS on sale freight	\$5.00
Invoice	391822	5/30/2024		
Cash Payment	E 609-49760-254	Snack, Ice, Soda Purch	LS on sale snack refund	-\$5.80
Invoice	390007	5/23/2024		
Transaction Date	6/4/2024		GENERAL CHECKIN 10100	Total \$428.42
Refer	178	GREAT PLAINS FIRE		
Cash Payment	E 101-42200-220	Repair & Maintenance	2.5" NH female x 1.5" NH make	\$211.15
Invoice	8124	3/11/2024		
Transaction Date	6/4/2024		GENERAL CHECKIN 10100	Total \$211.15
Refer	180	GREENER TOMORROWS		
Cash Payment	E 101-45200-210	Operating Supplies	Annuals for city streets	\$617.24
Invoice		5/29/2024		
Cash Payment	E 416-00000-403	Improvements Other Th	Trees	\$717.00
Invoice		5/7/2024		
Cash Payment	E 101-45200-210	Operating Supplies	balance left after Engery grant exhausted	\$23.00
Invoice		5/7/2024		
Transaction Date	6/5/2024		GENERAL CHECKIN 10100	Total \$1,357.24
Refer	181	HAAS PRINTING, INC		
Cash Payment	E 760-00000-210	Operating Supplies	Posters	\$250.00
Invoice	91726	6/3/2024		
Transaction Date	6/5/2024		GENERAL CHECKIN 10100	Total \$250.00
Refer	182	HEGGIES PIZZA		
Cash Payment	E 609-49760-254	Snack, Ice, Soda Purch	LS on sale pizza purchase	\$418.80
Invoice	1011976017	5/29/2024		
Transaction Date	6/5/2024		GENERAL CHECKIN 10100	Total \$418.80
Refer	184	JOHNSON BROTHERS LIQUOR		
Cash Payment	E 609-49750-251	Liquor Purchases	LS off sale liquor purchase	\$1,458.70
Invoice	2543363	5/21/2024		

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Payments

Current Period: June 2024

Cash Payment	E 609-49750-333	Freight	LS off sale freight	\$32.70
Invoice	2543363	5/21/2024		
Transaction Date	6/5/2024		GENERAL CHECKIN 10100	Total \$1,491.40
Refer	185 KENMARK SCREEN PRINTERS			
Cash Payment	E 760-00000-210	Operating Supplies	SOSL Tshirts	\$130.00
Invoice		5/29/2024		
Transaction Date	6/5/2024		GENERAL CHECKIN 10100	Total \$130.00
Refer	194 LAKE COUNTRY FOODS			
Cash Payment	E 755-42120-210	Operating Supplies	Hooked on Fishing Food supplies	\$49.30
Invoice	0036	5/17/2024		
Cash Payment	E 609-49760-210	Operating Supplies	LS on sale food supplies	\$11.38
Invoice	May 2024	5/30/2024		
Transaction Date	6/5/2024		GENERAL CHECKIN 10100	Total \$60.68
Refer	186 LEAGUE OF MN CITIES INSUR TR			
Cash Payment	E 101-41110-367	Workers Compensation	Mayor/Council WC Premium	\$436.97
Invoice	WC 1003660_Q-8	7/1/2024		
Cash Payment	E 101-41400-367	Workers Compensation	City Admin WC Premium	\$1,500.06
Invoice	WC 1003660_Q-8	7/1/2024		
Cash Payment	E 101-42110-367	Workers Compensation	Police WC Premium	\$11,594.82
Invoice	WC 1003660_Q-8	7/1/2024		
Cash Payment	E 101-42200-367	Workers Compensation	Fire WC Premium	\$2,898.38
Invoice	WC 1003660_Q-8	7/1/2024		
Cash Payment	E 101-43100-367	Workers Compensation	Street WC Premium	\$724.59
Invoice	WC 1003660_Q-8	7/1/2024		
Cash Payment	E 101-45120-367	Workers Compensation	Beach WC Premium	\$300.01
Invoice	WC 1003660_Q-8	7/1/2024		
Cash Payment	E 101-45200-367	Workers Compensation	Park WC Premium	\$1,739.42
Invoice	WC 1003660_Q-8	7/1/2024		
Cash Payment	E 601-49400-367	Workers Compensation	Water WC Premium	\$3,381.66
Invoice	WC 1003660_Q-8	7/1/2024		
Cash Payment	E 602-49450-367	Workers Compensation	Sewer WC Premium	\$2,706.63
Invoice	WC 1003660_Q-8	7/1/2024		
Cash Payment	E 609-49750-367	Workers Compensation	LS Off Sale WC Premium	\$2,349.23
Invoice	WC 1003660_Q-8	7/1/2024		
Cash Payment	E 609-49760-367	Workers Compensation	LS On Sale WC Premium	\$2,349.23
Invoice	WC 1003660_Q-8	7/1/2024		
Transaction Date	6/5/2024		GENERAL CHECKIN 10100	Total \$29,981.00
Refer	187 LEAGUE OF MN CITIES INSUR TR			
Cash Payment	E 101-42200-363	Automotive Insurance	Auto Fire	\$1,609.00
Invoice		7/7/2024		
Cash Payment	E 101-43100-363	Automotive Insurance	Auto Streets	\$1,485.00
Invoice		7/7/2024		
Cash Payment	E 101-42110-363	Automotive Insurance	Auto Police	\$4,016.00
Invoice		7/7/2024		
Cash Payment	E 101-49200-363	Automotive Insurance	Unallocated Auto	\$310.00
Invoice		7/7/2024		
Cash Payment	E 101-49200-365	Errors & Omissions Ins	Unallocated E&O	\$999.34
Invoice		7/7/2024		
Cash Payment	E 101-41000-361	General Liability Ins	Gen Govt Liability	\$17,213.00
Invoice		7/7/2024		

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Payments

Current Period: June 2024

Cash Payment Invoice	E 101-41110-361	General Liability Ins	Mayor/Council Liability	\$824.00
		7/7/2024		
Cash Payment Invoice	E 101-41400-361	General Liability Ins	City Admin Liability	\$515.00
		7/7/2024		
Cash Payment Invoice	E 101-42110-361	General Liability Ins	Police Liability	\$6,721.00
		7/7/2024		
Cash Payment Invoice	E 101-42200-361	General Liability Ins	Fire Liability	\$1,810.00
		7/7/2024		
Cash Payment Invoice	E 101-43100-361	General Liability Ins	Streets Liability	\$1,000.00
		7/7/2024		
Cash Payment Invoice	E 101-45200-361	General Liability Ins	Parks Liability	\$700.00
		7/7/2024		
Cash Payment Invoice	E 101-41000-362	Property Insurance	Gen Govt Property	\$6,350.00
		7/7/2024		
Cash Payment Invoice	E 101-41940-362	Property Insurance	Govt Building Property	\$5,000.00
		7/7/2024		
Cash Payment Invoice	E 101-42200-362	Property Insurance	Fire Property	\$515.00
		7/7/2024		
Cash Payment Invoice	E 101-43100-362	Property Insurance	Streets Property	\$1,240.00
		7/7/2024		
Cash Payment Invoice	E 101-45120-362	Property Insurance	Beach Property	\$1,220.00
		7/7/2024		
Cash Payment Invoice	E 101-45200-362	Property Insurance	Parks Property	\$3,503.00
		7/7/2024		
Cash Payment Invoice	E 601-49400-361	General Liability Ins	Water Liability	\$450.00
		7/7/2024		
Cash Payment Invoice	E 601-49400-362	Property Insurance	Water Property	\$5,607.00
		7/7/2024		
Cash Payment Invoice	E 601-49400-363	Automotive Insurance	Auto Water	\$92.33
		7/7/2024		
Cash Payment Invoice	E 602-49450-361	General Liability Ins	Sewer Liability	\$450.00
		7/7/2024		
Cash Payment Invoice	E 602-49450-362	Property Insurance	Sewer Property	\$8,838.00
		7/7/2024		
Cash Payment Invoice	E 602-49450-363	Automotive Insurance	Auto Sewer	\$104.33
		7/7/2024		
Cash Payment Invoice	E 602-49450-365	Errors & Omissions Ins	Sewer E&O	\$1,171.00
		7/7/2024		
Cash Payment Invoice	E 609-49750-361	General Liability Ins	LS Off sale Liability	\$370.00
		7/7/2024		
Cash Payment Invoice	E 609-49760-361	General Liability Ins	LS On sale Liability	\$370.00
		7/7/2024		
Cash Payment Invoice	E 609-49750-362	Property Insurance	LS Off Sale property	\$1,355.00
		7/7/2024		
Cash Payment Invoice	E 609-49760-362	Property Insurance	LS on sale property	\$1,355.00
		7/7/2024		
Cash Payment Invoice	E 609-49750-365	Errors & Omissions Ins	LS Off sale E&O	\$250.00
		7/7/2024		
Cash Payment Invoice	E 609-49760-365	Errors & Omissions Ins	LS On sale E&O	\$250.00
		7/7/2024		
Transaction Date	6/5/2024		GENERAL CHECKIN 10100	Total \$75,693.00

Refer 193 MACQUEEN EQUIPMENT, LLC

Payments

Current Period: June 2024

Cash Payment	E 101-43100-220	Repair & Maintenance	Strip Broom	\$550.30
Invoice	P58064	5/29/2024		
Transaction Date	6/5/2024		GENERAL CHECKIN 10100	Total \$550.30
Refer	190 MINNESOTA DEPT OF HEALTH			
Cash Payment	R 601-00000-37170	State Test Fee	Community Water Supply Service Connection Fee	\$1,380.24
Invoice	2nd Qtr 2024	6/30/2024		
Transaction Date	6/5/2024		GENERAL CHECKIN 10100	Total \$1,380.24
Refer	203 NAPA CENTRAL - MN			
Cash Payment	E 101-42200-220	Repair & Maintenance	Air brake tubing and couplings	\$31.01
Invoice	577327	5/21/2024		
Cash Payment	E 601-49400-212	Motor Fuels & Lubricant	Dexcool RTU 1 gal	\$9.99
Invoice	576586	5/9/2024		
Cash Payment	E 101-42110-210	Operating Supplies	Armor all	\$14.68
Invoice	577539	5/24/2024		
Cash Payment	E 601-49400-220	Repair & Maintenance	heater hose and clamps	\$54.26
Invoice	577666	5/29/2024		
Cash Payment	E 601-49400-220	Repair & Maintenance	2007 chev door handle	\$105.99
Invoice	577668	5/29/2024		
Cash Payment	E 601-49400-220	Repair & Maintenance	return of hose&clamp and handle	-\$93.32
Invoice	577679	5/29/2024		
Cash Payment	E 601-49400-212	Motor Fuels & Lubricant	Zerex Extreme Gal	\$12.99
Invoice	577666	5/29/2024		
Transaction Date	6/5/2024		GENERAL CHECKIN 10100	Total \$135.60
Refer	188 NORTH CENTRAL ALIGNMENT & TI			
Cash Payment	E 101-42110-220	Repair & Maintenance	Alignment/balance 2020 Chev Tahoe	\$149.95
Invoice	47668	5/22/2024		
Transaction Date	6/5/2024		GENERAL CHECKIN 10100	Total \$149.95
Refer	189 OK Tire Store & Service			
Cash Payment	E 101-42110-421	Squad Car Equipment	4-265/60R17 Firehawk tires	\$649.80
Invoice	371208	5/23/2024		
Transaction Date	6/5/2024		GENERAL CHECKIN 10100	Total \$649.80
Refer	202 PEDERSON OIL SERVICES, INC.			
Cash Payment	E 101-43100-212	Motor Fuels & Lubricant	Fuel purchase	\$1,013.57
Invoice	34189	5/28/2024		
Cash Payment	E 601-49400-212	Motor Fuels & Lubricant	Fuel purchase	\$1,013.57
Invoice	34189	5/28/2024		
Cash Payment	E 602-49450-212	Motor Fuels & Lubricant	Fuel purchase	\$1,013.57
Invoice	34189	5/28/2024		
Transaction Date	6/5/2024		GENERAL CHECKIN 10100	Total \$3,040.71
Refer	191 PHILLIPS WINE & SPIRITS			
Cash Payment	E 609-49750-251	Liquor Purchases	LS off sale liquor purchase	\$1,421.45
Invoice	6785558	5/21/2024		
Cash Payment	E 609-49750-254	Snack, Ice, Soda Purch	LS off sale soda purchase	\$207.50
Invoice	6785558	5/21/2024		
Cash Payment	E 609-49750-333	Freight	LS off sale freight	\$30.84
Invoice	6785558	5/21/2024		
Transaction Date	6/5/2024		GENERAL CHECKIN 10100	Total \$1,659.79
Refer	192 SOUTHERN GLAZERS OF MN			

Payments

Current Period: June 2024

Cash Payment	E 609-49750-251	Liquor Purchases	LS off sale liquor purchase	\$1,977.37
Invoice	2483996	5/24/2024		
Cash Payment	E 609-49750-333	Freight	LS off sale freight	\$26.34
Invoice	2483996	5/24/2024		
Transaction Date	6/5/2024	GENERAL CHECKIN 10100	Total	\$2,003.71
Refer	201 SPIRIT LAKE LUMBER			
Cash Payment	E 607-49500-220	Repair & Maintenance	Lath for marking gravesites	\$60.77
Invoice	75180	5/10/2024		
Cash Payment	E 101-45200-210	Operating Supplies	Hook&lock disc for picnic tables	\$15.18
Invoice	75166	5/9/2024		
Cash Payment	E 101-45200-210	Operating Supplies	Hook&lock disc for picnic tables	\$7.59
Invoice	75108	4/30/2024		
Transaction Date	6/5/2024	GENERAL CHECKIN 10100	Total	\$83.54
Refer	197 STREICHERS			
Cash Payment	E 101-42110-217	Uniform Allowance	Ballistic vest	\$1,636.39
Invoice	I1701492	5/29/2024		
Transaction Date	6/5/2024	GENERAL CHECKIN 10100	Total	\$1,636.39
Refer	198 TEAMSTERS LOCAL UNION 346			
Cash Payment	G 750-21720	Teamsters Union 346	Parvi, Gary Dues	\$69.00
Invoice	05-2024	6/28/2024		
Cash Payment	G 750-21720	Teamsters Union 346	Soukup, Bryan Dues	\$69.00
Invoice	05-2024	6/28/2024		
Transaction Date	6/5/2024	GENERAL CHECKIN 10100	Total	\$138.00
Refer	183 The Home City Ice Company Inc			
Cash Payment	E 609-49750-254	Snack, Ice, Soda Purch	LS off sale ice purchase	\$120.40
Invoice	7473240310	5/23/2024		
Transaction Date	6/5/2024	GENERAL CHECKIN 10100	Total	\$120.40
Refer	196 VIKING COCA-COLA BOTTLING			
Cash Payment	E 609-49750-254	Snack, Ice, Soda Purch	LS off sale soda purchase	\$144.55
Invoice	3440706	5/23/2024		
Transaction Date	6/5/2024	GENERAL CHECKIN 10100	Total	\$144.55
Refer	199 WADENA COUNTY DAC			
Cash Payment	E 101-41940-386	Cleaning Services	Cleaning Services	\$118.40
Invoice	24153	4/30/2024		
Transaction Date	6/5/2024	GENERAL CHECKIN 10100	Total	\$118.40
Refer	200 WARNICKS JANITORIAL SERVICE			
Cash Payment	E 609-49760-386	Cleaning Services	LS on sale time stripping/refinishing	\$1,320.00
Invoice	16347	5/12/2024		
Transaction Date	6/5/2024	GENERAL CHECKIN 10100	Total	\$1,320.00

Payments

Current Period: June 2024

Fund Summary

	10100 GENERAL CHECKING
101 GENERAL FUND	\$79,284.77
228 TIF DISTRICT PEDRO	\$16,615.00
416 Region 5 Energy Initiative	\$717.00
601 WATER FUND	\$12,535.48
602 SEWER FUND	\$14,283.53
607 CEMETERY FUND	\$60.77
609 MUNICIPAL LIQUOR FUND	\$36,313.51
750 PAYROLL CLEARING FUND	\$291.63
755 GET HOOKED ON FISHING	\$49.30
760 SOUNDS OF SPIRIT LAKE	\$380.00
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	\$160,530.99

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$160,530.99
Total	<hr/>
	\$160,530.99