

**City of Menahga**  
**Special Meeting/Work Session City Council Minutes**  
**Monday, August 28, 2023**

**A. Call to Order**

The Menahga City Council held a Special Meeting/Work Session Meeting Monday, August 28, 2023.

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

**B. Roll Call**

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

Mayor Elizabeth Olson

Durwin Tomperi

Mike Netland

Dan Warmbold

Absent: Jody Bjornson

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

Consultant – Betty Thomsen

**C. Pledge of Allegiance**

**D. Department Reports**

- **Police Department – Chief Amy Lane**

- 1. Monthly Report**

Chief Lane reported that there were 132 calls from July 27<sup>th</sup> to August 24<sup>th</sup>. Six (6) citations were written during that time. Other items discussed were the possibility of the City adopting a Cannabis Ordinance, and once the Administrative Tickets are put in place for Nuisance Violations, the need for two Appeal Judges, should someone choose to appeal the ticket.

- 2. Narcan Requirements**

Chief Lane reported that as of August 1, 2023 the Police Department is required to carry Naloxone in their squads. Region Five EMS has provided 10 doses free of charge to the department. The City must also adopt a Policy on the use of Naloxone.

- 3. Body Cameras**

The Police Department received a donation of \$4,000 from the Menahga VFW Post 6206 for the purchase of Body Cameras for the Menahga Police Department. Chief Lane provided the Council with the Minnesota State Statute

626.8473 which outlines the process that the City must develop and adopt prior to the Police Department placing the Body Cameras into service. It requires the adoption of a Policy and the scheduling of a Public Hearing for public comment on the matter. Administrative staff will move forward to meet the requirements.

- **Public Works - Ronald Yliniemi, Director**

- 1. Monthly Report**

Ron Yliniemi reported that the finishing touches were being done on the new water tower. The antennas have been moved from the old tower to the new one and it will be filled with water the week of September 5<sup>th</sup>. Water quality tests will then be completed prior to the switch being made from the old to the new water tower.

Yliniemi reported that the city had received a memo from the Minnesota Dept. of Health on PFAS (Perfluoroalkyl Substances). These are the "Forever Chemicals" that may show up in the ground water supply. The memo showed that no PFAS compounds were detected in Menahga's water samples.

Yliniemi stated that the Miles for Michael event will be held on September 16<sup>th</sup> and be routed through the Menahga Cemetery. He assured them that all the necessary gates will be unlocked.

- 2. Breakaway Mailbox Requirements**

Yliniemi made the Council aware of the fact that many of the City residents have chosen to have mailboxes installed in front of their homes. In December of 2022, the City provided a letter and information to the Menahga Post Office on what type of box (break away) must be installed. However, the Post Office had not been giving that information to the residents and some non-conforming boxes have been placed in the road right-of-way. The problem comes during snow removal when the snowplows go by, and the flying snow may damage mailboxes. It was suggested that the City Public Works employees should advise the individuals that their boxes are non-conforming, and should they be damaged during snow removal, the City has no responsibility to repair them.

- 3. Payloader Tires**

Yliniemi reported that the Payloader needs four (4) new tires. He checked two companies, and the best pricing was received from Steve's Tire in Park Rapids at a total cost of \$9,940 for the four (4) tires and installation.

Note: Mike Netland stepped out of the meeting at 6:19 p.m.

- **Liquor Store – Heather Shepersky**

- 1. Monthly Report**

Heather Shepersky answered questions from the Council regarding the operations of the Liquor Store. She explained to the Council where some of the expenses are being coded, so that the financial information was clarified. Shepersky stated that business is starting to slow down. She is looking forward to the new Point of Sale System to be installed.

- **Park/Beach/Mowing/Building Maintenance – Ralph Cox**

- 1. Electrical at City Hall**

Ralph Cox received a quote of \$950 from Bergstrom Electric for the installation of outside outlets on City Hall. These outlets will be switched individually inside the building and will be used for heat tape on the building and downspouts so that ice buildup on the roof can be eliminated.

Note: Mike Netland returned to the meeting at 6:24 p.m.

- 2. Garage Door Repair**

Cox reported that the garage door spring on the Public Works Maintenance Shed was in dire need of being replaced. It had been broken for some time and Warner Garage Door had made a temporary fix to the spring but stated that it needed to be replaced. Cox will contact Warner Garage Door and get it fixed as soon as possible since it is a safety issue.

- 3. Long-Term Campsites**

Ralph Cox asked the City if they would consider long-term campsite pricing. He had been contacted by an individual that would like to use the Menahga Campground for their workers during potato harvest. The Council felt that it should be considered and asked Cox to come back with recommendations.

- **Fire – Dave Kicker**

- 1. Monthly Report**

Chief Kicker reported that there had been five (5) calls in the last month. The Department received a \$2,500 DNR 50/50 Grant that will be used to buy new

fire hose. Kicker had also been notified that the Grain Bin Kit Award that the Department had received will be implemented soon. Both items will be brought before the Council on September 11<sup>th</sup> to provide for the necessary donation Resolution.

- **Administration – Jensine Kurtti**

- 1. Monthly Report**

Kurtti provided the Council with a Bank Reconciliation, Check Reconciliation, Profit and Loss Summary, and an investment portfolio pledged securities list from Community First Bank. A few questions as to outstanding checks that dated back to 2021 were addressed. Kurtti will have Alvina Kyta research the matter. Netland would like to see a snapshot of the Greenwood Connections (GWC) and City of Menahga investments in relations to the pledged securities. GWC Administrator Laura Ahlf spoke on behalf of GWC investments. Kurtti admitted that she is not familiar with the City’s investments but will check into the matter.

- 2. Miles for Michael**

Nathen and Angie Erickson provided the City Council with a map and MNDOT Special Event on Trunk Highway Right-of- Way Permit for the “Miles for Michael” event. It is scheduled for September 16<sup>th</sup> in memory of their late son, Michael.

- 3. Resolution 2023-32 Get Hooked on Fishing – Gary Ryhti**

The family of Gary Ryhti wished to donate \$560.00 to the Menahga Get Hooked on Fishing Program in remembrance of Gary Ryhti.

**Main Motion: To approve Resolution 2023-32 accepting the donation of \$560.00 from the Gary Ryhti family.**

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

- 4. Public Hearing Opiod Settlement – Wadena County**

The City of Menahga received a notice from County Coordinator Ryan Odden, notifying the City of a Public Hearing that is to be held on September 12, 2023.

This hearing is regarding the distribution of the Opioid Settlement Dollars. Kurtti will check with the County and see what is required of the City and, if any other action is required.

### **5. Advertising Pricing – Fargo Forum and Star Tribune**

Kurtti provided the Council with information on advertising for the position of City Clerk/Treasurer, and costs for both the Star Tribune and Fargo Forum. After discussion it was decided by consensus that the City will go with a package from the Forum of an on-line and print ads at a cost of \$1,330.00 and, on-line ads with the Star Tribune for a cost of \$600.00.

### **6. ECPN – Betty Thomsen**

Consultant Thomsen came before the Council with some information that she had researched regarding the Greenwood Connections (GWC) ECPN payments and the City of Menahga's method of reimbursements and receipting for those payments. Participation in ECPN has been used by GWC for several years, and it was Thomsen's concern on how the payments were being handled in the City's accounting system. Thomsen's recommendation is that the City receive rent/lease payments from the GWC and treat it as such in the accounting system. The Council agreed with Thomsen and by consensus, that a rent/lease payment is how the City should move forward with accounting for the ECPN payments. She also suggested that a Lease Agreement be drawn up between GWC and the City of Menahga.

### **7. Administrative Staff Hiring**

Kurtti informed the Council that she had just received Deputy Clerk Dustyne Hewitt's resignation that morning, with Hewitt's last day being September 15, 2023. Kurtti said that she had spoken with Former Deputy Clerk Alvina Kytta who has agreed to step in to temporarily fill the position until a new employee can be hired.

Kurtti then reported that Mayor Olson, Betty Thomsen, and herself had conducted an interview for the Administrative Clerk position. The interview panel met with Diane Vry and was very impressed by her resume and qualifications for the position and felt that Vry will be a very good fit with the City.

**Main Motion: To approve the hiring of Diane Vry for the position of Administrative Clerk. Start date for training shall be September 14, 2023, and regular full-time hours starting on September 18, 2023, subject to the receipt of a successful background check.**

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

**E. New Business – None**

**F. Unfinished Business – None**

**G. Consideration of Bills**

**a. Batch #082823PAY - \$78,879.29 and Batch #UBPOSTAGE - \$286.08 for a total \$79,165.37.**

Jensine Kurtti made a statement to the council regarding questions that arose at the August 14<sup>th</sup> meeting about the invoice amounts not matching what was paid. Deputy Clerk Dustyne Hewitt was asked to explain the discrepancies. At that meeting Hewitt did not have a clear explanation. Kurtti wanted to clarify that the problem was not in the calculations, but how the invoices were copied. When Hewitt copied the invoices, she did not copy the bottom where the totals were located, so it appeared that the amounts did not match. Kurtti assured the council that the payments were made correctly.

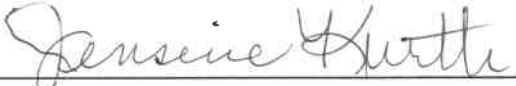
**Main Motion: To approve Batch #082823PAY - \$78,879.29 and Batch #UBPOSTAGE - \$286.08 for a total \$79,165.37.**

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

## H. Adjournment

### Main Motion: To adjourn at 7:19pm

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



Interim City Clerk/Treasurer Jensine Kurtti

Mayor Elizabeth Olson

