

City of Menahga
Special Meeting/Work Session City Council Minutes
Monday, September 26, 2022

A. Call to Order

The Menahga City Council held a Special Meeting/Work Session Meeting Monday, September 26, 2022.

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

Mayor Olson made a statement sharing the City's condolences to the Huebner Family, over the passing of Council Member Art Huebner on September 11, 2022.

B. Roll Call

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

Mayor Elizabeth Olson

Durwin Tomperi

Dan Warmbold

Robyn Keranen

Staff present: Temporary City Administrator Laura Ahlf
Temporary Administrative Assistant Jensine Kurtti

C. Pledge of Allegiance

D. Departmental Reports

• **Police Department – Adam Gunderson**

Chief Gunderson presented the department's monthly report. The department had a total of 126 calls from 8/29/22 to 9/20/22. Gunderson was asked about the status of the Vandalism/Hate Crime incidents, to which he replied that an investigation was in progress and he was continuing to conduct interviews.

• **Public Works/Streets – Ron Yliniemi**

Ron Yliniemi presented the Council with his monthly report. He reported that the department was in the process of flushing the City's 120 hydrants and will

be finishing up this week. The Sterling Truck had a DOT inspection, and some repairs will be needed to pass the inspection.

Yliniemi stated that there are 16 water meters left to be repaired. Pro Sweep will be doing the fall street sweeping, and Veit will be cleaning the catch basins and three lift stations.

Yliniemi asked about uniforms for the Public Works Department and the council felt that it should be brought up during a budget meeting.

Yliniemi reported the need for roof replacement on the City Hall building, and that he had one contractor look at it who gave an estimate which was over the \$25,000 threshold. The Council requested that Ron obtain additional quotes for the repair of the roof due to the amount of the repair estimate.

He reported that the Road Grader had been sold to Wadena County, but the funds had not yet been received by the City.

Yliniemi brought forward for Council discussion the topic of sidewalk snow removal. A motion was made by a previous Council back on March 12, 2019, that sidewalks had to be cleared within 12 hours after a snowfall. Yliniemi felt that more time may be needed for landowners to clean their sidewalks. The Council felt that since it had not been enforced at 12 hours, that it should be addressed at a later meeting and come up with a plan moving forward.

- **Campground – Ralph Cox**

Campground Manager Ralph Cox provided the council with a revenue and expenditure work sheet for the year-to-date 2022 season. Alvina Kytta had given a Banyon report on the Campground as to what revenue had been entered in the City's Banyon bookkeeping system. The Banyon report was for a three-year period of 2020, 2021, 2022. These amounts reflected adjustments that were made as Kytta made corrections in 2021 and 2022.

Cox will be painting campsite signs for next year over the winter. He has been cutting down trees at the campground and was asking if he could rent a stump grinder. Public Works Director Ron Yliniemi said that there is money in the 2022 budget to rent the stump grinder yet this fall. The Council asked about seasonal sites for 2023 and Cox said he would try and get a cost estimate for the next meeting.

Ralph discussed numerous cancellations which were received this summer for the campground. He stated that he would work with Administrative Secretary Dustyne Hewitt to provide a timeline and some type of penalty for these cancellations and report back to the Council.

- **Northbound Spirits – Rachael Pietila**

Due to the departure of the Liquor Store Manager Renata Parks on September 9, 2022. Assistant Manager Rachael Pietila has taken over the day-to-day operations. Pietila said that it is “business as usual” for now. Pietila said that she has a couple people that can do some bartending hours, if it is needed. Pietila said that Alvina Kytta and Jensine Kurtti have been taking care of the ATM Machine. The ATM Machine had run out of money over the weekend. On Monday Kytta and Kurtti had filled the machine with an increase in cash. Pietila would like the machine checked on Monday’s and Friday’s, so it does not run out. Council Member Dan Warmbold stated that it should be filled for the weekend. Kurtti agreed to check the machine on Fridays and fill it if needed.

- **Administration – Laura Ahlf**

Laura Ahlf asked the Council if they felt that the application deadline for the City Administrator/Clerk/Treasurer should be extended. Currently the deadline is September 29, 2022, at 4 pm. Ahlf said that only one application had been received. This application came in before the position was posted. The Council felt that it should be extended for another month or so.

Main Motion: To approve extending the City Administrator/Clerk/Treasurer Position advertisement until October 25, 2022, at 4 pm.

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

- **Fire Department – Fire Chief Dave Kicker**

Dave Kicker presented the council with his monthly report. Kicker said that it has been quiet with only two mutual aid calls in September.

Kicker asked for permission to purchase several Milwaukee battery operated tools from Acme Tools for the Fire Department in the amount of \$1,674.97. These tools consisted of a 16” Chain Saw and Kit, together with a free 10” Pole Saw, battery pack and other placement items/accessories. When asked if this dollar amount was included in the Fire Department Budget, Fire Chief Kicker replied, “yes”.

Main Motion: To approve the purchase of Milwaukee battery operated 16" Chain Saw and Kit, a 10" Pole Saw and other accessories quoted by Acme Tools in the amount of \$1,674.97.

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

E. New Business

1. Liquor Store Manager Discussion –

Renata Parks last date of employment with the City of Menahga was on September 9, 2022. Since that date Assistant Manager Rachael Pietila has been performing most of the day-to-day duties of the Liquor Store. Alvina Kytta and Jensine Kurtti have been responsible for the ATM Machine. The council felt that the Manager Position should be advertised now and that Pietila will continue as Assistant Manager until a new Manager is in place. The Council publicly thanked Pietila and her staff for continuing the day-to-day operations of the Liquor Store.

Main Motion: To approve Assistant Manager Rachel Pietila to manage the day-to-day operation of the Liquor Store, until a new Liquor Store Manager is hired. To approve advertising for the Liquor Store Manager Position with applications being accepted until October 25, 2022, at 4 pm.

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

2. Wadena County THC Resolution Discussion

This item was discussed, and it was decided that it will be brought back to council at the October 2022 Regular Meeting for further discussion, once more information is available on the matter.

3. MNDOT Partnership Contract Resolution

Paul Konickson from MNDOT District 2 (Bemidji) had contacted the City of Menahga regarding the MNDOT Partnership Contract. Konickson stated that a resolution must be passed by the council approving the contract. Once the contract is approved, MNDOT can issue Work Orders to the City for reimbursement when the City removes snow from the State Highways of 87 and 71. Konickson explained to Jensine Kurtti how the system is set up and the requirements that are needed to participate. Konickson explained that Menahga is unique in that we have three districts within the City Limits of Menahga. Each of the three districts must be billed separately and each district has a different method of billing.

Main Motion: To adopt Resolution #2022-037 to approve the Master Partnership Contract with the Minnesota Department of Transportation.

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

CITY OF MENAHGA, MINNESOTA

CITY COUNCIL RESOLUTION 2022-037

Master Partnership Contract with Minnesota Department of Transportation

- WHEREAS, The Minnesota Department of Transportation wishes to cooperate closely with local units of government to coordinate the delivery of transportation services and maximize the efficient delivery of such services at all levels of government; and
- WHEREAS, MnDOT and local governments are authorized by Minnesota Statutes sections 471.59, 174.02, and 161.20, to undertake collaborative efforts for the design, construction, maintenance and operation of state and local roads; and
- WHEREAS, The parties wish to be able to respond quickly and efficiently to such opportunities for collaboration, and have determined that having the ability to write “work orders” against a master contract would provide the greatest speed and flexibility in responding to identified needs.

Therefore, be it resolved:

1. That the City Council of Menahga, MN enter into a Master Partnership Contract with the Minnesota Department of Transportation, a copy of which is before the council.
2. That the proper City Council officers are authorized to execute such contract, and any amendments thereto.
3. That the City Public Works Director together with the City Administrator/Clerk/Treasurer is authorized to negotiate work order contracts pursuant to the Master Contract, which work order contracts may provide for payment to or from MnDOT, and that the City of Menahga. Public Works Director/City Administrator may execute such work order contracts on behalf of the City of Menahga without further approval by this Council.

PASSED by the City Council of the City of Menahga on this 26th day of September, 2022.

ATTEST

Temporary City Administrator/Clerk/Treasurer

Mayor

4. Set Liquor License Fee for Sunday Liquor

The City of Menahga was authorized by the voters in the November 6, 2018 Election to allow "Sunday Liquor" within the City of Menahga. This option is allowed for clubs and restaurants in conjunction with the service of food. Since that time, there has not been a license application for this option. The Menahga VFW would like to have Sunday Liquor as part of their 2023 renewal. The proposed cost to be paid for this option to the City is \$100. This will be added to the Fee Schedule, as there never has been a fee established for this option.

Main Motion: To approve the addition to the City of Menahga Fee Schedule for a Sunday Liquor License in the amount of \$100 per license year.

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

5. Greenwood Connections Parking Lot Lighting Approval.

Laura Ahlf presented the council with a quote from Delco Energy LLC for \$27,233.00 to replace the existing lighting in the Woodside Manor Parking Lot and sidewalk areas on the south and north side of the buildings. The cost will be paid for out of Greenwood Connections Funds which were donated to the facility.

Main Motion: To approve the quote from Delco Energy LLC, for \$27,233.00 to replace the existing lighting in the Woodside Manor Parking Lot and sidewalk areas to be paid by Greenwood Connections.

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

F. Unfinished Business

1. Water and Sewer Adjustment/Remove Debt Service

When the Sewer Ponds were constructed in 2007, the process for repayment was to place a Debt Service Fee on all water and sewer accounts. The bond that was taken out to fund the sewer ponds was set up on a 15-year repayment schedule. The last payment was made in September, 2022 so therefore this fee should be removed from the water and sewer bills effective with the October, 2022 billing. Ehler’s Financial was contacted on this matter and they sent the most recent Rate Study that was prepared for the City. The water and sewer rates were calculated according to the Rate Study and will increase so that the City can meet their financial commitments. It was noted that by removing the Debt Service Fee from the bills, that even with the rate increase the bills should be lower for most accounts.

Main Motion: To approve removing the Debt Service Fee that was used to make the bond payments on the sewer ponds and implement the new water and sewer rates effective with the October, 2022 billing.

Moved	Tomperi
Seconded	Warmbold
Action:	Motion carried by a 3-0 voice vote Keranen Abstained
In favor:	Tomperi, Warmbold, Olson
Opposed:	None.

2. Snow Removal Discussion

This item was discussed earlier in the meeting during Public Works. It will be discussed at a later meeting.

G. Consideration of Bills

- **Batch #092022PAY - \$30,476.82 and Batch #092622PAY - \$61,094.19**
- **2. EFT 083122 - \$71,009.94**

A question was asked about Gurstel Law payment. This information was confidential as it is an employee garnishment. Other questions arose from charges for the Police Dept. from Napa, wherein Gunderson stated it was for the traffic sign trailer. Additional questions by the Council related to Lake Country Foods charges in the amount of \$204.97, which explanation was for liquor store supplies and, on the Med Compass charge of \$1,970.00, it was associated with medical exams and fit tests for the Fire Department.

Main Motion: To approve and pay the bills as presented: Batch 092022PAY in the amount of \$30,476.82, Batch #092622PAY in the amount of \$61,094.19 and EFT 083122 in the amount of \$71,009.94 for a total of \$162,580.95

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

H. Adjournment

Main Motion: To adjourn at 7:47 pm.

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

Jensine Kurtti
Temporary Administrative Assistant

Mayor Elizabeth Olson