

Income **May** **June** **July** **August** **September** **October**

Credit Card Deposits 2155.29 1182.21 5697.18

Dump Station Fees 207 355 845.55

Campground Fees/ Cash 535.11 1440.16 2132.45

Pavillion Fees ?

Monthly Total 2897.4 2977.37 8675.18

Year Date To Date Total 2897.4 5874.77 14549.55

AMENDED

Expenses April May June July August September October

shell
CampGround, St. Urho, Beach 31.5 202.19 300.78

shell
Cemetery, Misc Amended 141.23 125.73 84.31

shell
Ponds * Amended 38.85 103.57 28

Misc expenditures/ L&M Fleet 68.42 22.99

Lakes Area Cooperative 51.98
Other Misc Items 50

* Payed for by sewer dept 38.85 131.57

Monthly Totals 100.82 416.41 592.8

Year To Date Totals 100.82 517.33 1110.13

WORK IN PROGRESS

1. Work on trying to finish leveling sites to accommodate larger RV's.
2. Working with Dustyne on booking sites and scheduling open sites and new signage.
3. Update the horseshoe pits.
4. Work with city administration on seasonal sites.
5. Limbing trees at campground, beach, and cemetery. This is ongoing.
6. Continue to improve Disc Golf Course. This is ongoing.
7. Removing rust from shower wall. This is ongoing.
8. Removing paint from the bathroom floor. This is ongoing.
9. Repair and paint picnic tables. This is ongoing.

NORTHBOUND SPIRITS DAILY REPORTS SHEET

DATE: August
thru 8/24/22

Name:

BARTENDER: _____

| ON SALE | DAY TILL | NIGHT TILL | #3 TILL | SPECIAL EVENTS TILL | TOTAL |
|----------------------------------|--------------------|---------------------|-------------|---------------------|---------------------|
| 1. BEER | \$ 1,753.75 | \$ 7,040.00 | \$ - | \$ - | \$ 8,793.75 |
| 2. LIQUOR | \$ 899.50 | \$ 6,593.25 | \$ - | \$ - | \$ 7,492.75 |
| 3. MISCELLANEOUS | \$ 681.00 | \$ 1,253.45 | \$ - | \$ - | \$ 1,934.45 |
| 4. TOBACCO | \$ 24.00 | \$ 60.50 | \$ - | \$ - | \$ 84.50 |
| 5. APPAREL | \$ 25.00 | \$ - | \$ - | \$ - | \$ 25.00 |
| 6. JUKE BOX (Must be negative) | \$ - | \$ (5.00) | \$ - | \$ - | \$ (5.00) |
| 8. TILL TOTAL | \$ 3,383.25 | \$ 14,942.20 | \$ - | \$ - | \$ 18,325.45 |
| 7. CREDIT CARD (Must Be NEG) | \$ (520.75) | \$ (4,018.00) | \$ - | \$ - | \$ (4,538.75) |
| 9. CASH LONG/SHORT | \$ 3.75 | \$ 26.30 | \$ - | \$ - | \$ 30.05 |
| 10. TOTAL ON SALE DEPOSIT | \$ 2,866.25 | \$ 10,950.50 | \$ - | \$ - | \$ 13,816.75 |

| |
|-----------------|
| OFF SALE |
|-----------------|

| | | | | | |
|-------------------------------|-------------|----------------|--------------|-------------------------------------|---------------------|
| OFF SALE TILL TOTAL | \$ | \$ 63,777.46 | | | |
| LESS BAR CHARGES | \$ Must Neg | \$ (3,324.10) | | | |
| LESS CREDIT CARD TOTAL | \$ Must Neg | \$ (33,656.41) | 1126 | | |
| CASH LONG/SHORT | \$ | \$ 11.08 | \$ 26,796.95 | | |
| TOTAL OFF SALE DEPOSIT | | | | | \$ 26,808.03 |
| | | | | SUB-TOTAL | \$ 40,624.78 |
| | | | | VENDING MACHINE | \$ - |
| | | | | CHANGE FUND +/- | \$ - |
| | | | | TOTAL AMOUNT OF CASH DEPOSIT | \$ 40,624.78 |

CHANGE FUND

| | | | | | |
|-----------------|-------------|--|--|--|--|
| DAY TILL | \$ 200.00 | | | | |
| NIGHT TILL | \$ 200.00 | | | | |
| #3 TILL | \$ 200.00 | | | | |
| OFF SALE TILL | \$ 200.00 | | | | |
| CHANGE BOX | \$ 2,000.00 | | | | |
| TOTAL | \$ 2,800.00 | | | | |
| | \$2,800.00 | | | | |
| CHANGE FUND +/- | \$ - | | | | |

NOTES:

| | | | | | |
|--|----------|------------|--|--|--|
| | \$ 3.75 | day till | | | |
| | \$ 26.30 | night till | | | |
| | \$ 11.08 | offsale | | | |
| | \$ - | change box | | | |
| | \$ 41.13 | total | | | |

| Date | Bank Deposit | On Sale Beer | On Sale beer - tax | On Sale Liquor | On Sale Liq - tax | Misc. |
|---------------|--------------------|-------------------|--------------------|-------------------|-------------------|-------------------|
| 08/01/22 | \$1,708.78 | \$ 164.50 | \$149.716 | \$ 96.00 | \$87.372 | \$ 76.50 |
| 08/02/22 | \$1,462.80 | \$ 353.75 | \$321.957 | \$ 263.00 | \$239.363 | \$ 100.50 |
| 08/03/22 | \$1,448.37 | \$ 294.25 | \$267.804 | \$ 153.75 | \$139.932 | \$ 69.25 |
| 08/04/22 | \$1,450.66 | \$ 287.25 | \$261.433 | \$ 255.50 | \$232.537 | \$ 65.45 |
| 08/05/22 | \$3,404.05 | \$ 1,030.75 | \$938.111 | \$ 530.50 | \$482.821 | \$ 207.00 |
| 08/06/22 | \$2,257.06 | \$ 548.25 | \$498.976 | \$ 590.25 | \$537.201 | \$ 92.25 |
| 08/07/22 | \$392.41 | \$ - | \$0.000 | \$ - | \$0.000 | \$ - |
| 08/08/22 | \$1,527.15 | \$ 164.00 | \$149.261 | \$ 105.25 | \$95.791 | \$ 36.50 |
| 08/09/22 | \$1,411.00 | \$ 391.50 | \$356.314 | \$ 256.50 | \$233.447 | \$ 53.25 |
| 08/10/22 | \$1,782.56 | \$ 350.75 | \$319.226 | \$ 215.25 | \$195.904 | \$ 73.50 |
| 08/11/22 | \$1,575.52 | \$ 376.25 | \$342.435 | \$ 272.25 | \$247.782 | \$ 79.25 |
| 08/12/22 | \$2,453.94 | \$ 587.00 | \$534.243 | \$ 530.25 | \$482.594 | \$ 126.75 |
| 08/13/22 | \$3,343.91 | \$ 1,149.25 | \$1,045.961 | \$ 1,353.75 | \$1,232.082 | \$ 143.50 |
| 08/14/22 | \$718.22 | \$ - | \$0.000 | \$ - | \$0.000 | \$ - |
| 08/15/22 | \$1,573.84 | \$ 286.50 | \$260.751 | \$ 222.75 | \$202.730 | \$ 65.50 |
| 08/16/22 | \$1,692.04 | \$ 353.75 | \$321.957 | \$ 253.00 | \$230.262 | \$ 76.00 |
| 08/17/22 | \$1,856.99 | \$ 444.25 | \$404.323 | \$ 405.25 | \$368.828 | \$ 55.50 |
| 08/18/22 | \$1,257.06 | \$ 174.50 | \$158.817 | \$ 168.00 | \$152.901 | \$ 41.75 |
| 08/19/22 | \$2,286.64 | \$ 494.00 | \$449.602 | \$ 425.25 | \$387.031 | \$ 204.50 |
| 08/20/22 | \$1,945.55 | \$ 314.75 | \$286.462 | \$ 500.25 | \$455.290 | \$ 94.25 |
| 08/21/22 | \$651.43 | \$ - | \$0.000 | \$ - | \$0.000 | \$ - |
| 08/22/22 | \$1,700.00 | \$ 393.50 | \$358.134 | \$ 390.25 | \$355.176 | \$ 90.75 |
| 08/23/22 | \$1,487.00 | \$ 401.75 | \$365.643 | \$ 308.25 | \$280.546 | \$ 116.75 |
| 08/24/22 | \$1,237.80 | \$ 233.25 | \$212.287 | \$ 197.50 | \$179.750 | \$ 65.75 |
| 08/25/22 | | | \$0.000 | | \$0.000 | |
| 08/26/22 | | | \$0.000 | | \$0.000 | |
| 08/27/22 | | | \$0.000 | | \$0.000 | |
| 08/28/22 | | | \$0.000 | | \$0.000 | |
| 08/29/22 | | | \$0.000 | | \$0.000 | |
| 08/30/22 | | | \$0.000 | | \$0.000 | |
| 08/31/22 | | | \$0.000 | | \$0.000 | |
| TOTALS | \$40,624.78 | \$8,793.75 | \$8,003.41 | \$7,492.75 | \$6,819.34 | \$1,934.45 |

\$790.34

\$673.41

Monthly Sales Tax Totals

| On Liquor Sales Tax | On General Sales Tax | Off Liquor Sales Tax | Off General Sales Tax | |
|---------------------|----------------------|----------------------|-----------------------|--------------|
| \$1,463.75 | \$132.87 | \$5,219.70 | \$64.000 | \$ 6,880.314 |

| Misc - tax | Tobacco | Juke Box | Apparel | On Sale Long/Short | Change | Credit | Off Sale | Total Long/short |
|------------|---------|----------|---------|--------------------|--------|-------------|----------|------------------|
| \$71.246 | \$0.00 | \$0.00 | \$0.00 | -\$1.00 | \$0.00 | \$829.18 | \$1.45 | \$0.45 |
| \$93.597 | \$24.00 | \$0.00 | \$0.00 | -\$3.00 | \$0.00 | \$895.78 | -\$1.15 | -\$4.15 |
| \$64.494 | \$0.00 | | \$0.00 | \$9.00 | \$0.00 | \$938.00 | \$1.57 | \$10.57 |
| \$60.955 | \$0.00 | \$0.00 | \$0.00 | \$11.05 | \$0.00 | \$1,713.03 | \$0.52 | \$11.57 |
| \$192.782 | \$0.00 | \$0.00 | \$0.00 | \$4.25 | \$0.00 | \$2,849.75 | \$0.08 | \$4.33 |
| \$85.914 | \$0.00 | \$0.00 | \$0.00 | -\$0.50 | \$0.00 | \$2,717.60 | -\$0.08 | -\$0.58 |
| \$0.000 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$357.38 | \$4.73 | \$4.73 |
| \$33.993 | \$12.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,280.16 | \$0.12 | \$0.12 |
| \$49.593 | \$12.00 | \$0.00 | \$15.00 | \$0.00 | \$0.00 | \$1,598.41 | \$0.58 | \$0.58 |
| \$68.452 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,148.69 | -\$1.10 | -\$1.10 |
| \$73.807 | \$0.00 | \$0.00 | \$0.00 | -\$4.00 | \$0.00 | \$1,584.36 | \$0.20 | -\$3.80 |
| \$118.044 | \$0.00 | \$0.00 | \$0.00 | \$4.00 | \$0.00 | \$2,081.55 | \$0.12 | \$4.12 |
| \$133.644 | \$12.00 | \$5.00 | \$0.00 | -\$10.50 | \$0.00 | \$2,421.71 | \$0.12 | -\$10.38 |
| \$0.000 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$647.62 | \$0.05 | \$0.05 |
| \$61.001 | \$0.00 | \$0.00 | \$0.00 | \$1.50 | \$0.00 | \$743.52 | \$0.63 | \$2.13 |
| \$70.780 | \$0.00 | \$0.00 | \$0.00 | \$11.50 | \$0.00 | \$999.18 | -\$6.73 | \$4.77 |
| \$51.688 | \$12.00 | \$0.00 | \$0.00 | -\$1.50 | \$0.00 | \$1,091.42 | \$6.87 | \$5.37 |
| \$38.882 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,387.06 | \$0.18 | \$0.18 |
| \$190.454 | \$0.00 | \$0.00 | \$0.00 | \$1.00 | \$0.00 | \$2,585.63 | \$0.47 | \$1.47 |
| \$87.776 | \$0.00 | \$0.00 | \$10.00 | -\$1.00 | \$0.00 | \$2,235.61 | \$0.23 | -\$0.77 |
| \$0.000 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$595.79 | \$1.76 | \$1.76 |
| \$84.517 | \$0.00 | \$0.00 | \$0.00 | \$8.25 | \$0.00 | \$930.85 | \$0.47 | \$8.72 |
| \$108.731 | \$12.50 | \$0.00 | \$0.00 | \$1.00 | \$0.00 | \$991.47 | -\$0.13 | \$0.87 |
| \$61.234 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,032.66 | \$0.12 | \$0.12 |
| \$0.000 | | | | | | | | \$0.00 |
| \$0.000 | | | | | | | | \$0.00 |
| \$0.000 | | | | | | | | \$0.00 |
| \$0.000 | | | | | | | | \$0.00 |
| \$0.000 | | | | | | | | \$0.00 |
| \$0.000 | | | | | | | | \$0.00 |
| \$0.000 | | | | | | | | \$0.00 |
| \$0.000 | | | | | | | | \$0.00 |
| \$1,801.58 | \$84.50 | \$5.00 | \$25.00 | \$30.05 | \$0.00 | \$33,656.41 | \$11.08 | \$41.13 |

\$132.87
 \$1,463.75
 \$1,596.61

| Vending Machines | Ice | Pizza | GM | Grocery | Total Ice/GM/ GR | Liquor | Tobacco | Wine Sparkling |
|------------------|----------|----------|--------|------------|------------------|-------------|----------|----------------|
| \$0.00 | \$16.75 | \$10.00 | \$0.00 | \$29.97 | \$56.72 | \$437.14 | \$0.00 | \$193.25 |
| \$0.00 | \$25.50 | \$0.00 | \$0.00 | \$20.74 | \$46.24 | \$575.83 | \$31.82 | \$44.49 |
| \$0.00 | \$27.50 | \$3.00 | \$0.00 | \$17.98 | \$48.48 | \$419.74 | \$0.00 | \$58.98 |
| \$0.00 | \$43.00 | \$0.00 | \$0.00 | \$101.25 | \$144.25 | \$753.22 | \$33.63 | \$65.97 |
| \$0.00 | \$114.00 | \$30.50 | \$0.00 | \$128.31 | \$272.81 | \$578.10 | \$12.00 | \$229.69 |
| \$0.00 | \$217.35 | \$24.00 | \$0.00 | \$164.28 | \$405.63 | \$1,067.42 | \$12.00 | \$136.63 |
| \$0.00 | \$9.50 | \$24.00 | \$0.00 | \$6.49 | \$39.99 | \$199.43 | \$12.00 | \$25.48 |
| \$0.00 | \$23.75 | \$0.00 | \$0.00 | \$38.20 | \$61.95 | \$651.25 | \$10.19 | \$108.49 |
| \$0.00 | \$23.75 | \$0.00 | \$0.00 | \$33.10 | \$56.85 | \$635.74 | \$24.00 | \$107.96 |
| \$0.00 | \$29.75 | \$0.00 | \$0.00 | \$31.74 | \$61.49 | \$645.73 | \$12.00 | \$56.98 |
| \$0.00 | \$24.25 | \$0.00 | \$0.00 | \$6.34 | \$30.59 | \$673.56 | \$48.00 | \$111.45 |
| \$0.00 | \$59.25 | \$0.00 | \$0.00 | \$80.59 | \$139.84 | \$765.25 | \$24.00 | \$381.09 |
| \$0.00 | \$68.25 | \$0.00 | \$0.00 | \$56.88 | \$125.13 | \$878.97 | \$21.63 | \$274.25 |
| \$0.00 | \$6.00 | \$8.25 | \$0.00 | \$13.25 | \$27.50 | \$327.79 | \$12.00 | \$12.00 |
| \$0.00 | \$25.50 | \$0.00 | \$0.00 | \$11.14 | \$36.64 | \$485.79 | \$12.00 | \$58.46 |
| \$0.00 | \$4.00 | \$0.00 | \$0.00 | \$30.85 | \$34.85 | \$639.61 | \$24.00 | \$85.73 |
| \$0.00 | \$14.75 | \$0.00 | \$0.00 | \$76.42 | \$91.17 | \$683.77 | \$34.19 | \$294.68 |
| \$0.00 | \$26.25 | \$12.50 | \$0.00 | \$12.92 | \$51.67 | \$497.24 | \$12.00 | \$46.48 |
| \$0.00 | \$29.00 | \$0.00 | \$0.00 | \$87.47 | \$116.47 | \$1,337.93 | \$48.00 | \$137.95 |
| \$0.00 | \$43.25 | \$0.00 | \$0.00 | \$91.90 | \$135.15 | \$922.00 | \$24.00 | \$203.09 |
| \$0.00 | \$27.00 | \$0.00 | \$0.00 | \$47.74 | \$74.74 | \$279.03 | \$0.00 | \$32.99 |
| \$0.00 | \$14.00 | \$0.00 | \$0.00 | \$40.50 | \$54.50 | \$629.20 | \$0.00 | \$40.99 |
| \$0.00 | \$18.25 | \$0.00 | \$0.00 | \$45.50 | \$63.75 | \$573.34 | \$22.19 | \$87.29 |
| \$0.00 | \$16.75 | \$0.00 | \$0.00 | \$9.99 | \$26.74 | \$355.99 | \$48.00 | \$103.23 |
| | | | | | \$0.00 | | | |
| | | | | | \$0.00 | | | |
| | | | | | \$0.00 | | | |
| | | | | | \$0.00 | | | |
| | | | | | \$0.00 | | | |
| | | | | | \$0.00 | | | |
| | | | | | \$0.00 | | | |
| | | | | | \$0.00 | | | |
| \$0.00 | \$907.35 | \$112.25 | \$0.00 | \$1,183.55 | \$2,203.15 | \$15,013.07 | \$477.65 | \$2,897.60 |

Council Action Request Form



Action Requested

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

Regarding: Accept the Audit for the year 2021

Date of Meeting: August 29, 2022 **Total time requested:**

Department Requesting Action: Administration

Presenting at Meeting: Betty J Thomsen

Background Supporting Documentation Enclosed

Options Supporting Documentation Enclosed

Recommendations The Menahga City Council approves the following by Motion:

To accept the audit for the year ending 2021 as presented by Dean Birkeland from the CarlsonSV firm.

Financial Implications: \$ _____ Comments

Funding Source:

Budgeted: Yes No

| Action | Voting in Favor | Voting Opposed |
|---------------------------------|-----------------------------------|-----------------------------------|
| Motion: | <input type="checkbox"/> Olson | <input type="checkbox"/> Olson |
| Second: | <input type="checkbox"/> Tomperi | <input type="checkbox"/> Tomperi |
| <input type="checkbox"/> Passed | <input type="checkbox"/> Huebner | <input type="checkbox"/> Huebner |
| <input type="checkbox"/> Failed | <input type="checkbox"/> Keranen | <input type="checkbox"/> Keranen |
| <input type="checkbox"/> Tabled | <input type="checkbox"/> Warmbold | <input type="checkbox"/> Warmbold |

Signatures

**CITY OF MENAHGA, MINNESOTA
CITY COUNCIL RESOLUTION 2022-033**

**A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF
MENAHGA, MINNESOTA CONDEMNING HATE SPEECH [AND SETTING A
REWARD FOR INFORMATION LEADING TO APPREHENSION OF SUSPECTS]**

- WHEREAS, the City of Menahga recognizes and celebrates the diversity of the Menahga community, including people of all nationalities, races, religions, beliefs, and identities;
- WHEREAS, the City of Menahga is dedicated to creating a safe and welcoming community for all to live, work, and visit;
- WHEREAS, over the past several months, public and private property in the City of Menahga has been vandalized, destroyed, and marked with hateful speech toward members of our community, based on their race, creed, and identity;
- WHEREAS, the serious crimes described above are atrocious acts of cowardice, intended to divide and instill fear in the Menahga community;
- WHEREAS, the felony crimes described above are yet-unsolved, but there are likely people in or connected to the Menahga community who have information that could lead to the identification of those responsible;
- WHEREAS, the City of Menahga wishes to reaffirm its commitment to the well-being and safety of all people, especially the people of the Black, Indigenous, LatinX, Jewish, Muslim, Arab, Asian American, LGBTQI communities, and stand against all hate speech acts that target them.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL THAT:

1. The Mayor and City Council of Menahga strongly condemn all acts of hatred, intolerance, and divisiveness, and commit to addressing any such acts committed in the City of Menahga through strong enforcement of all applicable laws and the promotion of diversity, equity, and inclusion in our community.
2. The Mayor and City Council of Menahga encourage anyone with information that may lead to the identification and apprehension of those responsible for the acts described above to contact the Menahga Police Department or their local law enforcement agency.

PASSED by the City Council of the City of Menahga on this __ day of _____, 2022.

ATTEST

City Clerk

Mayor

City of Menahga MN

Resolution #2022-033 (two pages)

Recent Acts of Vandalism

- Sounds of Spirit Lakes – area by boat landing
July 23rd weekend tipped Porta Potty's and threw furniture in the trees by the boat landing. July 30th weekend tipped Porta Potty's and stacked the picnic tables.
- Beach wall graffiti twice, once with a rainbow and again with a derogatory remark.
- Vandalism in beach bathrooms. Toilet paper in toilet, bust the changing table, feces on the floor.
- Smashed mailboxes on the west and northwest part of the city (late Spring and early Summer).
- Cemetery fence damaged on or about August 16, 2022.
- Derogatory spray paint on Lakes Area Co-op building on August 21, 2022.

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: Duties & Appointment Interim City Administrator

Date of Meeting: August 29, 2022 **Total time requested:**

Department Requesting Action: Administration

Presenting at Meeting: Betty J Thomsen

Background Supporting Documentation Enclosed

After several attempts to find an interim administrator to no avail, Laura Ahlf who is the administrator of Greenwood Connections is willing to work with the city in the capacity of interim administrator until a new administrator is hired. She will be able to give a couple of hours a day to the city.

Options Supporting Documentation Enclosed

Motion that during the absence of the Temporary City Administrator, the duties as provided on the supplemental sheet of information shall be assigned to Laura Ahlf.

Recommendations The Menahga City Council approves the following by Motion:

Motion to appoint Laura Ahlf as the Interim Administrator, effective September 1, 2022, with the duties as outlined in the supplemental sheet of information and that Mayor Olson and Councilmember Durwin Tomperi will work out the financial aspect of this appointment with Laura Ahlf.

| | |
|--|----------|
| 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"/> Huebner | <input type="checkbox"/> Huebner |
| <input type="checkbox"/> Failed | <input type="checkbox"/> Keranen | <input type="checkbox"/> Keranen |
| <input type="checkbox"/> Tabled | <input type="checkbox"/> Warmbold | <input type="checkbox"/> Warmbold |

Signatures

Specific Duties: (Interim City Administrator)

Monitor all aspects of city budget (with assistance from Jensine and Alvina)

Responsible Authority

Oversee All City Personnel

City emails will go directly to Laura and she will either respond to them or will forward to appropriate city personnel

Responsible for holding keys to all city buildings, city equipment & vehicles

Official contact with all city attorneys & city auditors

Communicates with various external organizations and agencies, if the need arises

Review and provide information to the City Council

Serve as liaison with various external organizations and agencies, if the need arises

Attend council meetings and make presentations

Attends meetings for economic development & other community activities/projects

Will be an official signatory of the city, for checks, contracts, etc.

Specific Duties: (Temporary Administrative Assistant Support/Technician)

Secretary of Planning/Zoning

Serves as the Zoning Administrator in conjunction with ^{Jake}Jack Huebsch from Sourcewell

Takes minutes at council meetings and types them up

Assist Interim City Administrator with council packets

Attends meetings for economic development & other community activities & projects

Does research as requested by the City Administrator or the Deputy Clerk

Generates Banyon reports and keys in data as requested

Makes deposits at the bank

Gets the mail, date stamps it and distributes it

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: August 29, 2022

Total time requested:

Department Requesting Action: Administration

Presenting at Meeting: Betty J Thomsen

Background Supporting Documentation Enclosed

Options Supporting Documentation Enclosed

Recommendations The Menahga City Council approves the following by Motion:

To approve the payment of bills, Batch #082922PAY - \$105,920.80 and EFT 073122 - \$60,348.49 for a total of \$166,269.29.

Financial Implications: \$

Comments

Funding Source:

Budgeted: Yes No

| Action | Voting in Favor | Voting Opposed |
|---------------------------------|-----------------------------------|-----------------------------------|
| Motion: | <input type="checkbox"/> Olson | <input type="checkbox"/> Olson |
| Second: | <input type="checkbox"/> Tomperi | <input type="checkbox"/> Tomperi |
| <input type="checkbox"/> Passed | <input type="checkbox"/> Huebner | <input type="checkbox"/> Huebner |
| <input type="checkbox"/> Failed | <input type="checkbox"/> Keranen | <input type="checkbox"/> Keranen |
| <input type="checkbox"/> Tabled | <input type="checkbox"/> Warmbold | <input type="checkbox"/> Warmbold |

Signatures