

City of Menahga
Regular City Council Minutes
Tuesday, April 9, 2019

A. Call to Order

The Menahga City Council held a regular meeting on Tuesday, April 9, 2019. Mayor Liimatta called the meeting to order at 6:00 pm.

B. Roll Call

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

Joanie Liimatta	Tim Ellingson	Larry Karjala
Robyn Keranen	Art Huebner	

Staff present; Greenwood Connections Administrator Laura Ahlf, Chief Deputy Joe Schoon, Public Works Director Ron Yliniemi, Fire Chief Dave Kicker, Interim Administrator Char West.

C. Pledge of Allegiance

D. Approval of Agenda

1. Approval of consent agenda:
 - a. Accept and appropriate donations in the amount of \$500.00 from West Central Telephone Association for the Sounds of Spirit Lake.
 - b. Accept and appropriate donations in the amount of \$275.00 from Ron and Elizabeth Olson for the Sounds of Spirit Lake.

Motion by Karjala, seconded by Ellingson, to approve the Consent Agenda as presented, all in favor, motion carried.

2. Approval of Minutes:
 - a. March 11, 2019 Informational Special Council Meeting Minutes
 - b. March 12, 2019 Regular Council Meeting Minutes
 - c. March 19, 2019 Special Council Meeting Minutes
 - d. March 26, 2019 Special Council Meeting Minutes
 - e. March 28, 2019 Continuance of March 26, 2019 Special Meeting Minutes.

Motion by Ellingson, seconded by Keranen, to approve Council Meeting Minutes as presented, all in favor, motion carried.

E. Communication and Appearance Requests

- a. Menahga Civic & Commerce Treasurer Rick Pinnick requested Council approve the Civic & Commerce's submission of the LG220 Application for Exempt Permit for Lawful Gambling to be held on July 14, 2019.

Motion by Karjala, seconded by Ellingson, to approve the Menahga Civic & Commerce's submission of the LG220 Application for Exempt Permit for Lawful Gambling to be held on July 14, 2019 with no wait time, all in favor, motion carried.

F. Public Input

- Kori Nelson commented on snow removal, campground host, closed meeting procedure and special meeting posting.
- Jessica Welsh commented on utilities department's snow removal and concerns.

G. Reports by Departments

1. Greenwood Connections Administrator – Laura Ahlf, reviewed the April 2, 2019 Greenwood Connections Board Meeting Minutes and recommendations including payment of the March 2019 bills, February 2019 financial report, accepted employee hire/termination/separated report, state inspection, GWC radios and update on building project.

Motion by Ellingson, seconded by Karkala, to approve the Greenwood Connections April 2, 2019 Board meeting minutes and financial statements, as presented, all in favor, motion carried.

2. Menahga Police Department - Chief Deputy Joe Schoon reviewed the March 2019 Menahga Police Department Report.

Motion by Keranen, seconded by Karjala to approve the Menahga Police Department March 2019 report as presented, all in favor, motion carried.

3. Northbound Spirits Liquor Store – No report.

4. Public Works Department – Ron Yliniemi reported
- on Midco Tank Service proposal for the cleaning and inspection of the water plant clear well,
-stop signs and “slow children” signs had been ordered,

-reviewed options for purchasing an enclosed sign to display the Park campground reservations,

-reviewed a Park campground map reflecting the change of nine campsites from reservable to non-reservable,

-reported met with Fire Chief Kicker and Interim Administrator West regarding location for the installation of a new fire hydrant on the north side of Greenwood Connections Nursing Home.

Interim Administrator West added that there were a total of three new hydrants being installed but a price had not been obtained yet; the City had already purchased two of the three hydrants for a cost of a little over \$10,000. GWC Administrator Ahlf and she were in agreement to propose the City paying 50% of the cost and GWC paying the remaining 50%. Estimated total cost around \$30,000.

Motion by Huebner, seconded by Karjala, to approve the proposal from Midco Diving & Marine Services, Inc. for the cleaning and inspection of the Water Plant Clear Well in the amount of \$2,799.00 with a written report in the amount of \$200.00, motion carried unanimously.

Motion by Karjala, seconded by Huebner, to approve the purchase of one new hydrant for an estimated cost of approximately \$4,500.00 for the north side of Greenwood Connections Nursing Home, motion carried unanimously.

Motion by Karjala, seconded by Keranen, to approve the purchase of the new Park reservation display sign from Global Industrial in the amount of \$211.95 and approved the proposed revisions to the campsites as presented, motion carried unanimously.

Motion by Ellingson, seconded by Huebner, to approve Public Work Director Ron Yliniemi's report as presented, all in favor, motion carried.

5. Fire Department – Fire Chief Dave Kicker requested Council approve for the appointment of Logan Schoon to the Menahga Fire Department.

Motion by Karjala, seconded by Keranen, to approve the appointment of Logan Schoon to the Menahga Fire Department, all in favor, motion carried.

Motion by Karjala, seconded by Huebner, to approve Fire Chief Dave Kickers report as presented, all in favor, motion carried.

6. Administration – Interim Administrator Char West reported on the status of;
 - filling vacant positions; Deputy Clerk – written communication informing them they would be contacted soon regarding the schedule for filing the position and requesting their notification if no longer interested;
 - Public Works Laborer – due 4/8/19 and received 8 completed applications;
 - Administrator/Clerk/Treasurer – due 4/8/19 and received 12 completed applications;
 - Chief of Police – communicating with applicant, Council Negotiator Keranen, Sourcewell and AT Group, researching LMC HR information, City Personnel Policy, etc.
 - State Auditor & Department of Revenue uncompleted reports,
 - Board of Review – consulting with County Assessor on City not meeting statutorily required publication date of Meeting,
 - 2019 Budgets & Financial Statement reviewing and entering missing information in financial statements,
 - Working with attorneys to provide City documentation for upcoming American Tower court case.
 - Zoning Administrator – contacting property owners who previously submitted zoning requests,
 - City Council and Department Heads – communication and discussion on current happenings.

Interim Deputy Clerk Alvina Kytta reported working on proofing and adjusting when needed, January through March 31, 2019 cash, entries, withholdings, payables, receivables, reconciling bank statements, working with Auditors on year-end entries, etc.

Motion by Huebner, seconded Karjala, to approve Interim Administrator Char West’s report as presented, all in favor, motion carried.

H. Notices and Communications

1. Wadena County Planning Commission Public Notice – for review only.
2. Menahga City Council Bylaws – for review only.

I. Public Hearings

J. Unfinished Business

1. Interim Administrator West reported that the April 11, 2019 Board of Review statutory publication date had not been met and County Assessor Brekke and the Department of Revenue advised that the meeting could not be held until after the 10 day publication date. Board of Review would need

to meet on April 11th at 1:00 p.m. but then recess and reconvene after the requirement was met.

2. Discussion on scheduling of Deputy Clerk interviews.

Motion by Huebner, seconded by Ellingson, to hold a Special Meeting on April 18, 2019 at 2:00 p.m. for the purpose of interviewing Deputy Clerk applicants, all in favor, motion carried.

3. Interim Administrator West reported that the PTO portion of the Councils previous Chief of Police offer motions had not been included in the previous motions. She also reviewed information from the City Personnel Policy, LMC and the AT Group relating to the Affordable Care Action regulations that did not authorize the City's contribution towards an employee's individual health insurance plan which the Council had previously offer the Chief of Police applicant. West added that she was unsure whether this would affect other benefits.

Council consensus was that their previous discussion had included the PTO offer of 272 hrs. per year (yrs 10 – 19).

Motion by Huebner, seconded by Ellingson, to approve the offer of 272 hrs. per yr. PTO time (yrs. 10 – 19) to top Chief of Police applicant Adam Gunderson, motion carried unanimously.

Council consensus was to table action on the offer to contribute towards the Chief of Police applicant's individual health insurance until the City Attorney was consulted. Council would address the matter during the April 18th Special Meeting.

K. New Business

1. Interim Administrator West reported Wadena County Veterans Service Office Dave Anderson would be submitted a grant application for the Regional Yellow Ribbon Program through Sourcewell that included \$10,000 for the expansion on the Menahga Veterans Cemetery. He requested Council support of the Application.

Motion by Karjala, seconded by Huebner, to approve Resolution #2019-05 Establishing Support for Seeking Funding from Sourcewell for the Regional Yellow Ribbon Program in the amount of \$45,700.00,

Council Member Ellingson commented that the Grant Resolution states that the purpose of the Program was to create awareness for the purpose of connecting service members, veterans and their families. He questioned how the use of the funds to expand the Veterans Cemetery met that criteria.

Karjala, Huebner, Keranen and Liimatta voting aye, Ellingson voting naye, motion carried.

2. The Council reviewed correspondence from Ed Zimny, Program Manager for the Small Cities Grant that the City had been awarded in 2018. The City could provide funds to eligible property owners as a grant with no strings attached or as a deferred loan similar to the small cities deferred loan program.

Motion by Ellingson, seconded by Karjala, to approve the Small Cities Grant Program funds to eligible property owners as a deferred 7 year loan which would reduce 1/7 each year of owner occupancy of the property and after 7 years the grant would be forgiven, motion carried unanimously.

3. The Council reviewed LMC information relating to Fire Relief Association Board structure and the need to appoint two Council Members or one Council Member and one appointed City official, such as the City Administrator.

Motion by Karjala, seconded by Ellingson, to appoint Mayor Liimatta and Council Member Huebner to the Menahga Fire Relief Association Board of Directions, all in favor, motion carried.

L. Consideration of Bills


Council reviewed the financial and payable report with several questions.

Motion by Karjala, seconded by Keranen, to approve the April City financial statements, prepayment of bills and payment of payables as presented, motion carried unanimously.

Council Member Karjala presented his Letter of Resignation from the City Council immediately as it was necessary for personal and medical reasons.

Motion by Ellingson, seconded by Huebner, to accept Council Member Larry Karjala's immediate resignation from the Menahga City Council, all in favor, motion carried.

Motion by Karjala, seconded by Ellingson, to adjourned the April 9, 2019 Regular City Council Meeting at 8:15 p.m., all in favor, motion carried.



Interim City Administrator



Mayor