

Mayor Elizabeth Olson
Council Member Durwin Tomperi
Council Member Dan Warmbold
Council Member Robyn Keranen
Council Member Art Huebner

**City of Menahga
City Council Special Meeting/
Budget Meeting
Friday, August 26, 2022**

9:30 am

City Council Chambers
115 2nd Street NE
Menahga MN 56464
www.cityofmenahga.com

Agenda

- a. Call to Order
- b. Roll Call
- c. Pledge of Allegiance
- d. 2021 Audit – Dean Birkeland of Carlson SV
- e. Consideration of Public Works Employee from Part-Time to Full-Time
- f. Budget by Department: 2023 Budget
 - 10:00 am – Police Department – Adam Gunderson
 - 10:30 am – Streets – Ron Yliniemi
 - 11:00 am – Fire Department – Dave Kicker
- g. Council discussion on 2023 Budget and City 2023 Levy
- h. New Business
 1. City Administrator Job Description
 2. Advertise for City Administrator Position
 3. Vehicle Sales Update
 4. Deputy Clerk Interview Process
 5. Cemetery and Stewart Burial Discussion
- i. Consideration of Bills
 1. Batch #081222PAY - \$130,975.00 and Batch # 081922PAY - \$4359.35
- j. 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.

City of Menahga 3-Year Revenue Budget Work Sheet

Account Descr	2020 Amt	2021 Amt	YTD Amt	2023	
				Budget	UnderLine
Fund 101 GENERAL FUND					
Dept 00000 Miscellaneous					
R 101-00000-31010 Current Ad Valorem Taxes	\$367,040.05	\$373,313.07	\$207,682.41	\$0.00	
R 101-00000-31020 Delinquent Ad Valorem Taxes	\$0.00	\$0.00	\$10,366.80	\$0.00	
R 101-00000-31030 Current Mobile Home Tax	\$394.62	\$204.09	\$3,077.55	\$300.00	
R 101-00000-31031 Delinquent Mobile Home Tax	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-00000-31051 Forfeited Land & Specials	\$8,649.89	\$0.00	\$0.00	\$0.00	
R 101-00000-31810 WCTA Franchise Fees	\$0.00	\$0.00	\$1,500.00	\$500.00	
R 101-00000-31900 Penalties and Interest DelTax	\$1,416.16	\$7,577.16	\$614.08	\$100.00	
R 101-00000-32110 Alcoholic Beverage License	\$475.00	\$275.00	\$50.00	\$275.00	
R 101-00000-32210 Zoning Permits	\$80.00	\$800.00	\$200.00	\$600.00	
R 101-00000-32240 Dog Licenses	\$35.00	\$35.00	\$65.00	\$55.00	
R 101-00000-33160 Other Federal Grants	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-00000-33170 Other Federal Grants	\$101,031.00	\$0.00	\$0.00	\$0.00	
R 101-00000-33400 State Grants and Aids	\$0.00	\$15,995.50	\$0.00	\$0.00	
R 101-00000-33401 Local Government Aid	\$400,304.00	\$428,545.50	\$0.00	\$428,426.00	
R 101-00000-33409 Market Value Credit	\$369.23	\$343.74	\$0.00	\$330.00	
R 101-00000-33410 State Aid - PERA	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-00000-33411 Spec Assess Penalty/Interest	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-00000-33412 State/Fed Grants	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-00000-33413 MN DOT Const & Maint Roads	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-00000-33416 Police Training Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-00000-33419 Fire Relief Assn.Funds	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-00000-33420 Fire - State Aid	\$1,200.00	\$0.00	\$0.00	\$0.00	
R 101-00000-33421 Police - State Aid	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-00000-33422 Other State Grants	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-00000-33423 DNR Grant - Fire Dept	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-00000-33425 DNR Grant - City	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-00000-33630 Fire Contracts	\$48,374.50	\$54,755.50	\$0.00	\$0.00	
R 101-00000-34104 Nursing Home-In Lieu of Taxes	\$25,000.00	\$25,000.00	\$0.00	\$25,000.00	
R 101-00000-34206 Fire Call Charges	\$3,724.00	\$1,595.00	\$0.00	\$0.00	
R 101-00000-34720 Swimming Lesson Fees	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-00000-34780 Park Fees	\$351.64	\$2,951.89	\$0.00	\$0.00	
R 101-00000-34785 Dump Station Fees	\$60.00	\$2,518.79	\$2,280.57	\$0.00	
R 101-00000-34800 Snow Plow/Grade/Sweeping	\$0.00	\$0.00	\$582.00	\$0.00	
R 101-00000-34955 Miscellaneous Receipts	\$1,655.04	\$1,800.59	\$627.36	\$0.00	
R 101-00000-34956 Sale of Land & Property	\$34,681.66	\$1,150.00	\$0.00	\$0.00	
R 101-00000-34960 Head Start Improve Revenue	\$0.00	\$0.00	\$0.00	\$0.00	

City of Menahga 3-Year Revenue Budget Work Sheet

Account Descr	2020 Amt		2021 Amt		2022		2023	
					YTD Amt	Budget	UnderLine	
R 101-00000-35101 Fines & Forfeitures	\$3,600.46	\$0.00	\$0.00	\$8,674.85	\$450.00			
R 101-00000-35104 Dog Pound Fines	\$0.00	\$200.00	\$0.00	\$0.00	\$50.00			
R 101-00000-36200 Interest Earnings	\$797.94	\$483.38	\$0.00	\$172.06	\$0.00			
R 101-00000-36206 Fire Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
R 101-00000-36210 General Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
R 101-00000-36211 Fire Equipment Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
R 101-00000-36212 ATM User Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
R 101-00000-36227 Beach Improv. Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
R 101-00000-36228 Police Forfeiture Money	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
R 101-00000-36230 Contributions and Donations	\$0.00	\$0.00	\$0.00	\$3,649.34	\$0.00			
R 101-00000-36231 Police Open Car Doors	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
R 101-00000-36233 ECPN Reimbursement	\$88,091.00	\$116,400.00	\$0.00	\$58,200.00	\$117,504.00			
R 101-00000-36234 Refunds - Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
R 101-00000-36235 Refunds & Reimbursements	\$29,638.47	\$3,708.94	\$0.00	\$2,539.39	\$19,258.56			
R 101-00000-36236 Insurance Proceeds	\$10,093.98	\$0.00	\$0.00	\$5,399.23	\$0.00			
R 101-00000-36237 LMC Insurance Dividends	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
R 101-00000-36238 Dividends/Patronage	\$2,232.25	\$13,717.41	\$0.00	\$1,423.98	\$0.00			
R 101-00000-39101 Sales of General Fixed Assets	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
R 101-00000-39202 Transfer from Water Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
R 101-00000-39203 Transfer from Sewer Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
R 101-00000-39204 Transfer from Liquor Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
R 101-00000-39205 Transfer from Fire Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
R 101-00000-39310 Bond Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
R 101-00000-39331 Capital Lease Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
R 101-00000-99000 Transfer In	\$0.00	\$0.00	\$0.00	\$0.00	\$95,000.00			
Dept 00000 Miscellaneous	\$1,129,295.89	\$1,070,370.56	\$307,104.62	\$687,848.56				
Dept 41410 Elections								
R 101-41410-33620 Other County Grants/Aid	\$2,346.63	\$0.00	\$0.00	\$0.00	\$0.00			
Dept 41410 Elections	\$2,346.63	\$0.00	\$0.00	\$0.00	\$0.00			
Dept 41500 Contractual Services								
R 101-41500-36235 Refunds & Reimbursements	\$0.00	\$2,246.77	\$0.00	\$0.00	\$0.00			
Dept 41500 Contractual Services	\$0.00	\$2,246.77	\$0.00	\$0.00	\$0.00			
Dept 42110 Police Department								
R 101-42110-33100 Federal Grants and Aids	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
R 101-42110-33400 State Grants and Aids	\$0.00	\$22,981.42	\$0.00	\$0.00	\$0.00			
R 101-42110-33421 Police - State Aid	\$23,326.60	\$0.00	\$0.00	\$0.00	\$22,000.00			
R 101-42110-35100 Court Fines	\$390.04	\$3,355.21	\$37.13	\$50.00	\$50.00			

City of Menahga 3-Year Revenue Budget Work Sheet

Account Descr	2020 Amt	2021 Amt	YTD Amt	2023 Budget	UnderLine
R 101-42110-35105 Administrative Citations	\$120.00	\$40.00	\$40.00	\$0.00	
Dept 42110 Police Department	\$23,836.64	\$26,376.63	\$77.13	\$22,050.00	
Dept 42115 Police Forfeitures					
R 101-42115-33421 Police - State Aid	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-42115-36228 Police Forfeiture Money	\$0.00	\$0.00	\$0.00	\$0.00	
Dept 42115 Police Forfeitures	\$0.00	\$0.00	\$0.00	\$0.00	
Dept 42120 Hooked on Fishing					
R 101-42120-36230 Contributions and Donations	\$0.00	\$0.00	\$0.00	\$0.00	
Dept 42120 Hooked on Fishing	\$0.00	\$0.00	\$0.00	\$0.00	
Dept 42200 Fire Department					
R 101-42200-33400 State Grants and Aids	\$10,410.00	\$25,162.15	\$0.00	\$20,000.00	
R 101-42200-33420 Fire - State Aid	\$12,468.10	\$600.00	\$0.00	\$13,000.00	
R 101-42200-33422 Other State Grants	\$2,752.19	\$0.00	\$0.00	\$0.00	
R 101-42200-33630 Fire Contracts	\$0.00	\$0.00	\$47,158.76	\$60,565.00	
R 101-42200-34206 Fire Call Charges	\$0.00	\$13,014.00	\$8,604.00	\$1,000.00	
R 101-42200-36200 Interest Earnings	\$1,852.23	\$1,080.10	\$0.00	\$0.00	
R 101-42200-36230 Contributions and Donations	\$0.00	\$0.00	\$4,700.00	\$0.00	
R 101-42200-36235 Refunds & Reimbursements	\$181,328.75	\$7,793.80	\$4,548.67	\$3,000.00	
R 101-42200-70500 Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-42200-99000 Transfer In	\$0.00	\$0.00	\$0.00	\$0.00	
Dept 42200 Fire Department	\$208,811.27	\$47,650.05	\$65,011.43	\$97,565.00	
Dept 43100 Street Department					
R 101-43100-34207 Salt/Sand Mixture Sale	\$45.00	\$0.00	\$54.38	\$50.00	
R 101-43100-34800 Snow Plow/Grade/Sweeping	\$600.00	\$300.00	\$0.00	\$100.00	
R 101-43100-34956 Sale of Land & Property	\$0.00	\$2,750.00	\$0.00	\$0.00	
R 101-43100-36235 Refunds & Reimbursements	\$0.00	\$1,336.70	\$0.00	\$0.00	
R 101-43100-70500 Capital Outlay	\$0.00	\$27,509.60	\$0.00	\$0.00	
Dept 43100 Street Department	\$645.00	\$31,896.30	\$54.38	\$150.00	
Dept 45200 City Park					
R 101-45200-31300 General Sales and Use Tax	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-45200-34780 Park Fees	\$6,455.35	\$11,963.66	\$9,651.36	\$26,000.00	
Dept 45200 City Park	\$6,455.35	\$11,963.66	\$9,651.36	\$26,000.00	
Fund 101 GENERAL FUND	\$1,371,390.78	\$1,190,503.97	\$381,898.92	\$833,613.56	

REVENUES – proposed for 2023

Not much that really needs further explanation for most of the line items.

Dept 101 General Fund

R101-00000-36233 ECPN Reimbursement = \$117,504.00. This is the equitable cost sharing for the city owned nursing home. This shows up the expenditure side as well. It is a wash.

R101-00000-36235 Refunds & Reimbursements = \$19,258.56. The expenditures to date in this line item relate to the IRS refund for which we were not entitled to. The amount proposed for next year reflects the health insurance coverage for a retired employee and his spouse. The city can get reimbursed for this through PERA, however, Alvina has found that the city has not submitted the paperwork for the past couple years to retrieve these dollars. This appears on the expenditure side as well. It should be a wash for the city every year, provided that the reimbursement is sought from PERA.

R101-00000-99000 Transfer In = \$95,000.00. Transfer from Liquor Store of \$60,000.00, transfer from Water Fund of \$15,000.00 and transfer from sewer fund of \$20,000.00.

Dept 42200 Fire Department

R101-42200-33630 Fire Contracts = \$60,565.00. This is the total to be received from the township contracts, of which a portion of that shows up as an expenditure transferring the equipment portion of the contract to the fire equipment fund.

R101-42200-36235 Refunds & Reimbursements = \$3,000.00. This is also a wash as training on the expenditure side of the budget is reimbursed by the State.

City of Menahga 3-Year Revenue Budget Work Sheet

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				Budget	UnderLine
Fund 101 GENERAL FUND					
Dept 00000 Miscellaneous					
R 101-00000-31010 Current Ad Valorem Taxes	\$367,040.05	\$373,313.07	\$207,682.41	\$0.00	
R 101-00000-31020 Delinquent Ad Valorem Taxes	\$0.00	\$0.00	\$10,366.80	\$0.00	
R 101-00000-31030 Current Mobile Home Tax	\$394.62	\$204.09	\$3,077.55	\$300.00	
R 101-00000-31031 Delinquent Mobile Home Tax	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-00000-31051 Forfeited Land & Specials	\$8,649.89	\$0.00	\$0.00	\$0.00	
R 101-00000-31810 WCTA Franchise Fees	\$0.00	\$0.00	\$1,500.00	\$500.00	
R 101-00000-31900 Penalties and Interest DelTax	\$1,416.16	\$7,577.16	\$614.08	\$100.00	
R 101-00000-32110 Alcoholic Beverage License	\$475.00	\$275.00	\$50.00	\$275.00	
R 101-00000-32210 Zoning Permits	\$80.00	\$800.00	\$200.00	\$600.00	
R 101-00000-32240 Dog Licenses	\$35.00	\$35.00	\$65.00	\$55.00	
R 101-00000-33160 Other Federal Grants	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-00000-33170 Other Federal Grants	\$101,031.00	\$0.00	\$0.00	\$0.00	
R 101-00000-33400 State Grants and Aids	\$0.00	\$15,995.50	\$0.00	\$0.00	
R 101-00000-33401 Local Government Aid	\$400,304.00	\$428,545.50	\$0.00	\$428,426.00	
R 101-00000-33409 Market Value Credit	\$369.23	\$343.74	\$0.00	\$330.00	
R 101-00000-33410 State Aid - PERA	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-00000-33411 Spec Assess Penalty/Interest	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-00000-33412 State/Fed Grants	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-00000-33413 MN DOT Const & Maint Roads	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-00000-33416 Police Training Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-00000-33419 Fire Relief Assn.Funds	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-00000-33420 Fire - State Aid	\$1,200.00	\$0.00	\$0.00	\$0.00	
R 101-00000-33421 Police - State Aid	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-00000-33422 Other State Grants	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-00000-33423 DNR Grant - Fire Dept	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-00000-33425 DNR Grant - City	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-00000-33630 Fire Contracts	\$48,374.50	\$54,755.50	\$0.00	\$0.00	
R 101-00000-34104 Nursing Home-In Lieu of Taxes	\$25,000.00	\$25,000.00	\$0.00	\$25,000.00	
R 101-00000-34206 Fire Call Charges	\$3,724.00	\$1,595.00	\$0.00	\$0.00	
R 101-00000-34720 Swimming Lesson Fees	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-00000-34780 Park Fees	\$351.64	\$21,951.89	\$2,280.57	\$0.00	
R 101-00000-34785 Dump Station Fees	\$60.00	\$2,518.79	\$582.00	\$0.00	
R 101-00000-34800 Snow Plow/Grade/Sweeping	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-00000-34955 Miscellaneous Receipts	\$1,655.04	\$1,800.59	\$627.36	\$0.00	
R 101-00000-34956 Sale of Land & Property	\$34,681.66	\$1,150.00	\$0.00	\$0.00	
R 101-00000-34960 Head Start Improve Revenue	\$0.00	\$0.00	\$0.00	\$0.00	

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R 101-00000-35101 Fines & Forfeitures	\$3,600.46	\$0.00	\$8,674.85	\$450.00	
R 101-00000-35104 Dog Pound Fines	\$0.00	\$200.00	\$0.00	\$50.00	
R 101-00000-36200 Interest Earnings	\$797.94	\$483.38	\$172.06	\$0.00	
R 101-00000-36206 Fire Interest	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-00000-36210 General Interest	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-00000-36211 Fire Equipment Interest	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-00000-36212 ATM User Fees	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-00000-36227 Beach Improv. Donations	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-00000-36228 Police Forfeiture Money	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-00000-36230 Contributions and Donations	\$0.00	\$0.00	\$3,649.34	\$0.00	
R 101-00000-36231 Police Open Car Doors	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-00000-36233 ECPN Reimbursement	\$88,091.00	\$116,400.00	\$58,200.00	\$117,504.00	
R 101-00000-36234 Refunds - Insurance	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-00000-36235 Refunds & Reimbursements	\$29,638.47	\$3,708.94	\$2,539.39	\$19,258.56	
R 101-00000-36236 Insurance Proceeds	\$10,093.98	\$0.00	\$5,399.23	\$0.00	
R 101-00000-36237 LMC Insurance Dividends	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-00000-36238 Dividends/Patronage	\$2,232.25	\$13,717.41	\$1,423.98	\$0.00	
R 101-00000-39101 Sales of General Fixed Assets	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-00000-39202 Transfer from Water Fund	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-00000-39203 Transfer from Sewer Fund	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-00000-39204 Transfer from Liquor Fund	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-00000-39205 Transfer from Fire Equipment	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-00000-39310 Bond Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-00000-39331 Capital Lease Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-00000-99000 Transfer In	\$0.00	\$0.00	\$0.00	\$95,000.00	
Dept 00000 Miscellaneous	\$1,129,295.89	\$1,070,370.56	\$307,104.62	\$687,848.56	
Dept 41410 Elections					
R 101-41410-33620 Other County Grants/Aid	\$2,346.63	\$0.00	\$0.00	\$0.00	
Dept 41410 Elections	\$2,346.63	\$0.00	\$0.00	\$0.00	
Dept 41500 Contractual Services					
R 101-41500-36235 Refunds & Reimbursements	\$0.00	\$2,246.77	\$0.00	\$0.00	
Dept 41500 Contractual Services	\$0.00	\$2,246.77	\$0.00	\$0.00	
Dept 42110 Police Department					
R 101-42110-33100 Federal Grants and Aids	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-42110-33400 State Grants and Aids	\$0.00	\$22,981.42	\$0.00	\$0.00	
R 101-42110-33421 Police - State Aid	\$23,326.60	\$0.00	\$0.00	\$22,000.00	
R 101-42110-35100 Court Fines	\$390.04	\$3,355.21	\$37.13	\$50.00	

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Dept 42115 Police Forfeitures					
R 101-42115-33421 Police - State Aid	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-42115-36228 Police Forfeiture Money	\$0.00	\$0.00	\$0.00	\$0.00	
Dept 42115 Police Forfeitures	\$0.00	\$0.00	\$0.00	\$0.00	
Dept 42120 Hooked on Fishing					
R 101-42120-36230 Contributions and Donations	\$0.00	\$0.00	\$0.00	\$0.00	
Dept 42120 Hooked on Fishing	\$0.00	\$0.00	\$0.00	\$0.00	
Dept 42200 Fire Department					
R 101-42200-33400 State Grants and Aids	\$10,410.00	\$25,162.15	\$0.00	\$20,000.00	
R 101-42200-33420 Fire - State Aid	\$12,468.10	\$600.00	\$0.00	\$13,000.00	
R 101-42200-33422 Other State Grants	\$2,752.19	\$0.00	\$0.00	\$0.00	
R 101-42200-33630 Fire Contracts	\$0.00	\$0.00	\$47,158.76	\$60,565.00	
R 101-42200-34206 Fire Call Charges	\$0.00	\$13,014.00	\$8,604.00	\$1,000.00	
R 101-42200-36200 Interest Earnings	\$1,852.23	\$1,080.10	\$0.00	\$0.00	
R 101-42200-36230 Contributions and Donations	\$0.00	\$0.00	\$4,700.00	\$0.00	
R 101-42200-36235 Refunds & Reimbursements	\$181,328.75	\$7,793.80	\$4,548.67	\$3,000.00	
R 101-42200-70500 Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-42200-99000 Transfer In	\$0.00	\$0.00	\$0.00	\$0.00	
Dept 42200 Fire Department	\$208,811.27	\$47,650.05	\$65,011.43	\$97,565.00	
Dept 43100 Street Department					
R 101-43100-34207 Salt/Sand Mixture Sale	\$45.00	\$0.00	\$54.38	\$50.00	
R 101-43100-34800 Snow Plow/Grade/Sweeping	\$600.00	\$300.00	\$0.00	\$100.00	
R 101-43100-34956 Sale of Land & Property	\$0.00	\$2,750.00	\$0.00	\$0.00	
R 101-43100-36235 Refunds & Reimbursements	\$0.00	\$1,336.70	\$0.00	\$0.00	
R 101-43100-70500 Capital Outlay	\$0.00	\$27,509.60	\$0.00	\$0.00	
Dept 43100 Street Department	\$645.00	\$31,896.30	\$54.38	\$150.00	
Dept 45200 City Park					
R 101-45200-31300 General Sales and Use Tax	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-45200-34780 Park Fees	\$6,455.35	\$11,963.66	\$9,651.36	\$26,000.00	
Dept 45200 City Park	\$6,455.35	\$11,963.66	\$9,651.36	\$26,000.00	
Fund 101 GENERAL FUND	\$1,371,390.78	\$1,190,503.97	\$381,898.92	\$833,613.56	

EXPENDITURES

Dept 41000 General Government

E101-41000-158 PERA Initiated Health = \$19,258.56 This is the cost of health insurance coverage for a previous employee and his spouse. This is reimbursed through PERA. It was discovered that the city had not sought reimbursement for the past three years and a request for this reimbursement has been sent.

E101-4100-362 Property Insurance = \$5580.00. This figure is based off the actual cost paid in 2022 with a 2% increase.

E101-41000-433 Dues & Subscriptions = \$1689.12. This is the membership dues for the League of MN Cities and it reflects a 3.5% increase which the League informed the city would the increase for 2023.

Dept 41110 Mayor & Council

E101-41110-331 Travel & Conference = \$3,000. Mayor Olson did attend the League Conference in 2022 as she reported at a recent council meeting. This dollar amount would allow for 2, possibly 3 council members to attend that session in 2023, or other conferences/training.

E101-41110-433 Dues & Subscriptions = \$753.00. Dues for 2023 membership in the MN Association of Small Cities.

Dept 41400 City Administration

Salaries and associated costs encompass the positions of the Administrator, 60% of the Administrative Secretary, Deputy Clerk and 200 hours for a part-time/temporary Administrative Assistant.

E101-41400-331 Travel & Conference = \$3,000. With a new administrator on board it is highly likely, now that things are back in order, that individual will be able to meet and confer with other agencies, etc., in search of funding opportunities for the city. The city would greatly benefit from a Small Cities Housing Rehab Grant, and with the change in the mindset of the legislatures there may be opportunities to seek funding for infrastructure as well through this process.

Insurance costs are based off of the actual costs for 2022 plus 2%.

E101-41400-433 Dues & Subscriptions = \$725.00 This accounts for participation in the Initiative Fund.

Dept 41500 Contractual Services

E101-45100-301 Contractual Services = \$26,000 - audit

E101-45100-309 Computer Support Services = \$6,741.92. This is the combination of \$2075.00 for Banyon Support and \$4666.92 WCTA support.

Dept 42110 Police Department

E101-42110-101 Salaries = \$202,009.26. This figure accounts for 2,080 hours X 3 officers, plus additional hours as based on previous figures as follows: Chief = 98.5 additional hours; Police Officer = 79.25 overtime hours for one officer and 94 OT hours for the other officer. It also includes 2,352 hours of on call time that is paid at the rate of \$3.30/hour.

E101-42110-103 Part-time Salaries= \$20,000.00. This is the figure that Chief Gunderson assigned and at \$18.84/hr paid to PT police officers that provides for 1,061.5 hours.

E101-42110-136 Employer Paid Dental = \$978.53. This includes 50% of the cost of dental insurance for the two officers and 100% of the cost of family dental for the Chief.

E101-42110-321 Telephone/Fax = \$4,555.80 this is based off of the actual costs. (The Chief had submitted a figure of \$4,000 for this line item).

E101-42110-304 Legal Services = \$13,630.00. Includes the \$12,000.00 that the Chief submitted plus \$1,630.00 for the CCY program

Insurance budgeted is based on the actual plus a 2% increase.

E101-42110-437 Licenses & Permits = \$1,460.00. This figure includes \$540 for Mobile Field Reporting, \$325.00 X 2 officers for holding a POST license and \$270.00 cost of POST for three officers.

Dept 42200 Fire Department

E10142200-430 Miscellaneous Expense = \$150.00. This for the Community Safety Net Program that the city agreed to participate in this. Put a dollar amount in for next.

E101-42200-990 Transfer to Fire Equipment = \$56,516.00. The City pays \$30,344.80 and the townships pay \$26,276.00. The revenues reflect the receipt side of the township's portion and for the city it is an expense.

Dept 43100 Street Department

Salaries and associated benefits account for 25% of the public works director and one other employee, and 20% of the PT employee.

Insurance budgeted is based on the actual plus a 2% increase.

E101-43000-131 = \$9,755.40. This reflects 25% of the costs, based on what the city contributes towards employee's health insurance coverage – was is 100% of single health insurance coverage for 100% of family health insurance for the director.

E101-43100-220 Repair and Maintenance = \$4,900.00 (2 front tires for the Dodge Ram - \$600; Sweeper brushes and blades for the skidster -\$800; Hoses (Titan) \$2,500 and hoses from Napa \$400; and DOT inspections with oil changes 2 @\$300 = \$600)

E101-43100-221 Street and Road Repair - \$9,400 (Chloride)

E101-43100-321 Telephone/FAX = \$1,315.56. This is based off of the actual bills.

Insurance budgeted is based on the actual plus a 2% increase.

E101-43100-500 Capital Outlay = \$23,000.00. Replace Ranger - \$5,000; replace 2009 Crown Vic - \$6,000) and \$12,000 for the repair of the roof on the PW building.

The water/sewer funds have \$5,000, \$6,000 & \$12,000 in expenditures to be used for the replacement of these two vehicles and the roof repair.

E010-43100-990 Transfer Out - \$22,700.00. This is for future capital outlay expenditures. Tires for the payloader - \$2,000 for the budget for 2023 & 2024; Replacement of the 2007 Chevy - budget \$2,700 for the years 2023, 2024 & 2025; Replacment of the Plow Truck/skidster & other Equip – budget \$10,000 for the years 2023, 2024 & 2025; and Replacement of the 2019 Ram \$8,000 over the next ten years starting in 2023-2033. The same amounts would also be budgeted in the water and sewer funds.

Dept 45120 City Beach

101-45120-500 Capital Outlay = \$2,500.00. Pushing up sand at the beach and Ranger

Dept 45200 City Park

E101-45200-101 Salaries = \$25,974.03. Calculated into this amount is the salary for the summer mower, 216 hours @15.00/hr; 179 hrs of street dept employees and 976 hours for the Campground manager @\$19.00/hr.

E101-45200-131 Employer paid health = \$975.53. This reflects 2.5% of the cost of the health insurance for the two street employees.

E101-45200-132 HSA = \$87.50 – reflect the 2.5% of the HSA for the two street employees.

E101-45200-134 Employer Paid Life Insurance = \$3.60 – reflects the 2.5% of the cost for the two street employees.

E101-45200-600 & 610 – relate to the repayment of the loan for the bathrooms.

City of Menahga 3-Year Expenditures Budget Work Sheet

Account Descr	2020 Amt	2021 Amt	2022 YTD Amt	2023 Budget	UnderLine
Fund 101 GENERAL FUND					
Dept 00000 Miscellaneous					
E 101-00000-344 NSF Check	\$0.00	\$148.14	\$0.00	\$0.00	
E 101-00000-422 Fire Truck Lease	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-00000-430 Miscellaneous Expense	\$9,141.54	\$69.53	\$0.00	\$0.00	
E 101-00000-990 Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	
Dept 00000 Miscellaneous	\$9,141.54	\$217.67	\$0.00	\$0.00	
Dept 41000 General Government					
E 101-41000-101 Salaries	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41000-121 PERA	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41000-131 Employer Paid Health	-\$3,066.58	\$25.50	\$7,384.92	\$0.00	
E 101-41000-134 Employer Paid Life	\$161.70	\$0.00	\$0.00	\$0.00	
E 101-41000-158 PERA Initiated Health	\$30,651.63	\$20,708.54	\$1,765.92	\$19,258.56	
E 101-41000-226 Sign Repair Materials	\$1,500.00	\$0.00	\$0.00	\$0.00	
E 101-41000-310 Other Professional Services	\$7,780.00	\$586.46	\$0.00	\$0.00	
E 101-41000-361 General Liability Ins	\$2,746.00	\$0.00	\$21,910.66	\$0.00	
E 101-41000-362 Property Insurance	\$946.50	\$5,156.74	\$5,470.66	\$5,580.00	
E 101-41000-433 Dues and Subscriptions	\$1,573.00	\$1,665.99	\$5.37	\$1,689.12	
E 101-41000-999 CoVid-19	\$444.29	\$0.00	\$0.00	\$0.00	
Dept 41000 General Government	\$42,736.54	\$28,143.23	\$36,537.53	\$26,527.68	
Dept 41110 Mayor and Council					
E 101-41110-101 Salaries	\$11,790.00	\$14,721.67	\$2,985.70	\$12,500.00	
E 101-41110-105 Unemployment	\$162.34	\$0.00	\$0.00	\$0.00	
E 101-41110-122 Social Security	\$730.98	\$912.76	\$185.14	\$775.00	
E 101-41110-128 Medicare	\$170.96	\$213.46	\$43.30	\$181.25	
E 101-41110-131 Employer Paid Health	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41110-134 Employer Paid Life	\$111.00	\$0.00	\$0.00	\$0.00	
E 101-41110-331 Travel & Conference	\$46.98	\$624.00	\$1,259.26	\$1,300.00	
E 101-41110-350 Printing & Publishing	\$0.00	\$68.25	\$0.00	\$70.00	
E 101-41110-361 General Liability Ins	\$379.35	\$751.55	\$800.00	\$816.00	
E 101-41110-367 Workers Compensation	\$381.00	\$106.00	\$627.98	\$640.53	
E 101-41110-430 Miscellaneous Expense	\$0.00	\$1,059.15	\$0.00	\$0.00	
E 101-41110-433 Dues and Subscriptions	\$30.00	\$40.74	\$0.00	\$753.00	
E 101-41110-990 Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41110-999 CoVid-19	\$540.00	\$0.00	\$0.00	\$0.00	
Dept 41110 Mayor and Council	\$14,342.61	\$18,497.58	\$5,901.38	\$17,035.78	

City of Menahga 3-Year Expenditures Budget Work Sheet

Account Descr	2020 Amt	2021 Amt	2022 YTD Amt	2023 Budget	UnderLine
Dept 41200 Planning Commission					
E 101-41200-101 Salaries	\$1,120.00	\$2,576.64	\$2,985.64	\$2,100.00	
E 101-41200-122 Social Security	\$0.00	\$159.73	\$185.06	\$130.20	
E 101-41200-128 Medicare	\$0.00	\$37.36	\$43.26	\$30.45	
E 101-41200-131 Employer Paid Health	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41200-134 Employer Paid Life	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41200-331 Travel & Conference	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41200-340 Advertising	\$110.25	\$0.00	\$0.00	\$0.00	
E 101-41200-361 General Liability Ins	\$0.00	\$601.24	\$0.00	\$0.00	
E 101-41200-367 Workers Compensation	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41200-430 Miscellaneous Expense	\$0.00	\$0.00	\$46.00	\$0.00	
E 101-41200-433 Dues and Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41200-990 Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	
Dept 41200 Planning Commission	\$1,230.25	\$3,374.97	\$3,259.96	\$2,260.65	
Dept 41400 City Administration					
E 101-41400-101 Salaries	\$158,546.63	\$186,802.45	\$118,457.22	\$175,683.04	
E 101-41400-102 Admin Salary In	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41400-105 Unemployment	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41400-121 PERA	\$12,310.65	\$12,230.19	\$3,599.80	\$13,176.25	
E 101-41400-122 Social Security	\$9,010.13	\$10,402.50	\$7,257.93	\$10,892.35	
E 101-41400-128 Medicare	\$2,204.91	\$2,619.45	\$1,713.88	\$2,547.40	
E 101-41400-131 Employer Paid Health	\$39,755.49	\$44,214.02	\$3,905.21	\$36,703.68	
E 101-41400-132 Employer Paid HSA	\$0.00	\$0.00	\$2,688.75	\$4,550.00	
E 101-41400-134 Employer Paid Life	\$183.15	\$18.00	\$56.85	\$187.20	
E 101-41400-135 Employer Paid Annuity	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41400-136 Employer Paid Dental	\$0.00	\$0.00	\$0.00	\$831.21	
E 101-41400-200 Office Supplies	\$6,515.12	\$815.90	\$2,899.17	\$2,000.00	
E 101-41400-210 Operating Supplies	\$7,410.03	\$6,437.78	\$316.25	\$0.00	
E 101-41400-220 Repair & Maintenance	\$420.59	\$114.67	\$0.00	\$0.00	
E 101-41400-305 Professional Services	\$6,156.35	\$7,722.86	\$0.00	\$0.00	
E 101-41400-313 Economic Development	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41400-321 Telephone/Fax	\$2,915.73	\$1,155.10	\$2,535.81	\$4,706.40	
E 101-41400-322 Postage	\$400.90	\$988.83	\$751.95	\$0.00	
E 101-41400-325 Internet	\$0.00	\$286.50	\$0.00	\$0.00	
E 101-41400-331 Travel & Conference	\$310.76	\$795.44	\$26.91	\$3,000.00	
E 101-41400-350 Printing & Publishing	\$5,932.66	\$6,362.03	\$5,566.88	\$4,400.64	
E 101-41400-361 General Liability Ins	\$1,935.07	\$450.93	\$500.00	\$510.00	
E 101-41400-367 Workers Compensation	\$849.50	\$2,509.00	\$2,095.81	\$2,138.00	

City of Menahga 3-Year Expenditures Budget Work Sheet

Account Descr	2020 Amt	2021 Amt	2022 YTD Amt	2023 Budget	UnderLine
E 101-41400-430 Miscellaneous Expense	\$0.00	\$62.22	\$700.09	\$0.00	
E 101-41400-433 Dues and Subscriptions	\$799.00	\$1,322.37	\$1,706.83	\$725.00	
E 101-41400-500 Capital Outlay	\$8,763.00	\$0.00	\$0.00	\$0.00	
E 101-41400-990 Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41400-999 CoVid-19	\$36,126.59	\$0.00	\$0.00	\$0.00	
Dept 41400 City Administration	\$300,546.26	\$285,310.24	\$154,779.34	\$262,051.17	
Dept 41410 Elections					
E 101-41410-101 Salaries	\$2,659.00	\$0.00	\$0.00	\$0.00	
E 101-41410-122 Social Security	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41410-128 Medicare	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41410-331 Travel & Conference	\$147.78	\$0.00	\$0.00	\$0.00	
E 101-41410-350 Printing & Publishing	\$681.00	\$0.00	\$0.00	\$0.00	
E 101-41410-430 Miscellaneous Expense	\$815.50	\$0.00	\$0.00	\$0.00	
E 101-41410-500 Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41410-990 Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41410-999 CoVid-19	\$3,457.81	\$0.00	\$0.00	\$0.00	
Dept 41410 Elections	\$7,761.09	\$0.00	\$0.00	\$0.00	
Dept 41500 Contractual Services					
E 101-41500-301 Auditing Services	\$5,669.90	\$49,746.72	\$12,500.00	\$12,500.00	
E 101-41500-304 Legal Services	\$37,974.65	\$22,251.76	\$65,917.64	\$0.00	
E 101-41500-305 Professional Services	\$6,990.98	\$2,887.50	\$1,275.00	\$0.00	
E 101-41500-306 Personnel Medical Testing	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41500-309 Computer Support Services	\$0.00	\$4,456.45	\$6,013.00	\$6,741.92	
E 101-41500-430 Miscellaneous Expense	\$37.99	\$0.00	\$0.00	\$0.00	
E 101-41500-435 Building Inspection Fees	\$0.00	\$0.00	\$0.00	\$0.00	
Dept 41500 Contractual Services	\$50,673.52	\$79,342.43	\$85,705.64	\$19,241.92	
Dept 41940 Government Buildings					
E 101-41940-210 Operating Supplies	\$64.30	\$1,514.41	\$23.96	\$0.00	
E 101-41940-220 Repair & Maintenance	\$7,093.86	\$19,496.98	\$2,094.45	\$0.00	
E 101-41940-305 Professional Services	\$0.00	\$2,636.06	\$2,689.65	\$0.00	
E 101-41940-321 Telephone/Fax	\$736.12	\$3,345.41	\$279.00	\$0.00	
E 101-41940-325 Internet	\$14,682.72	\$11,087.69	\$44.04	\$0.00	
E 101-41940-362 Property Insurance	\$2,556.25	\$8,596.00	\$3,500.00	\$3,570.00	
E 101-41940-381 Electric Utilities	\$5,948.07	\$6,884.97	\$6,009.30	\$7,453.32	
E 101-41940-382 Water/Sewer Utilities	\$2,092.66	\$2,032.32	\$1,350.26	\$0.00	
E 101-41940-383 Gas Utilities	\$3,003.50	\$3,393.91	\$3,989.34	\$0.00	
E 101-41940-384 Garbage Services	\$1,255.78	\$584.73	\$503.17	\$0.00	

City of Menahga 3-Year Expenditures Budget Work Sheet

Account Descr	2020 Amt	2021 Amt	2022 YTD Amt	2023 Budget	UnderLine
E 101-41940-386 Cleaning Services	\$633.60	\$843.20	\$758.84	\$0.00	
E 101-41940-419 Equipment Lease	\$2,941.04	\$5,604.21	\$1,125.85	\$0.00	
E 101-41940-430 Miscellaneous Expense	\$247.20	\$68.96	\$0.00	\$0.00	
E 101-41940-433 Dues and Subscriptions	\$215.00	\$27.24	\$0.00	\$0.00	
E 101-41940-435 Building Inspection Fees	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41940-437 Licenses & Permits	\$10.00	\$10.00	\$0.00	\$0.00	
E 101-41940-500 Capital Outlay	\$5,449.96	\$0.00	\$3,034.90	\$0.00	
E 101-41940-580 Other Equipment	\$562.33	\$0.00	\$0.00	\$0.00	
E 101-41940-999 Covid-19	\$761.07	\$0.00	\$0.00	\$0.00	
Dept 41940 Government Buildings	\$48,253.46	\$66,126.09	\$25,402.76	\$11,023.32	
Dept 42110 Police Department					
E 101-42110-101 Salaries	\$186,277.56	\$189,021.42	\$121,849.84	\$202,009.26	
E 101-42110-103 Part-time Salaries	\$6,758.16	\$7,494.70	\$2,026.60	\$20,000.00	
E 101-42110-104 Admin Salaries	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-42110-121 PERA	\$33,545.09	\$28,406.48	\$21,594.14	\$39,295.63	
E 101-42110-122 Social Security	\$292.91	\$174.30	\$48.35	\$0.00	
E 101-42110-128 Medicare	\$2,689.93	\$2,804.54	\$1,771.69	\$3,219.13	
E 101-42110-131 Employer Paid Health	\$13,340.57	\$14,546.36	\$5,737.18	\$3,500.00	
E 101-42110-132 Employer Paid HSA	\$0.00	\$0.00	\$1,909.36	\$10,470.36	
E 101-42110-134 Employer Paid Life	\$133.20	\$150.60	\$189.45	\$216.00	
E 101-42110-135 Employer Paid Annuity	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-42110-136 Employer Paid Dental	\$0.00	\$0.00	\$0.00	\$978.53	
E 101-42110-200 Office Supplies	\$337.98	\$0.00	\$154.56	\$2,000.00	
E 101-42110-208 Training and Instruction	\$3,327.73	\$0.00	\$510.00	\$5,000.00	
E 101-42110-210 Operating Supplies	\$17,832.73	\$5,056.46	\$3,101.55	\$4,000.00	
E 101-42110-212 Motor Fuels & Lubricants	\$7,166.29	\$11,741.19	\$7,522.13	\$8,000.00	
E 101-42110-217 Uniform Allowance	\$1,250.08	\$3,380.86	\$3,393.11	\$5,000.00	
E 101-42110-220 Repair & Maintenance	\$4,841.82	\$3,221.99	\$8,481.95	\$6,000.00	
E 101-42110-304 Legal Services	\$11,711.86	\$11,361.08	\$6,593.18	\$12,000.00	
E 101-42110-305 Professional Services	\$0.00	\$1,786.54	\$2,450.00	\$2,000.00	
E 101-42110-321 Telephone/Fax	\$3,095.63	\$3,629.09	\$1,991.27	\$4,555.80	
E 101-42110-322 Postage	\$625.85	\$189.25	\$123.54	\$800.00	
E 101-42110-331 Travel & Conference	\$49.11	\$368.28	\$496.31	\$4,000.00	
E 101-42110-350 Printing & Publishing	\$0.00	\$0.00	\$0.00	\$200.00	
E 101-42110-361 General Liability Ins	\$5,974.02	\$8,004.86	\$10,342.00	\$10,548.00	
E 101-42110-362 Property Insurance	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-42110-363 Automotive Insurance	\$2,624.50	\$5,214.00	\$5,210.00	\$5,314.20	
E 101-42110-367 Workers Compensation	\$0.00	\$30,378.00	\$23,539.92	\$24,010.72	

City of Menahga 3-Year Expenditures Budget Work Sheet

Account Descr	2020 Amt	2021 Amt	2022 YTD Amt	2023 Budget	UnderLine
E 101-42110-417 Animal Control Costs	\$0.00	\$0.00	\$0.00	\$150.00	
E 101-42110-418 Squad Car Lease	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-42110-421 Squad Car Equipment	\$11,192.71	\$303.75	\$59.06	\$10,000.00	
E 101-42110-433 Dues and Subscriptions	\$1,908.17	\$759.72	\$420.00	\$2,000.00	
E 101-42110-437 Licenses & Permits	\$832.24	\$180.00	\$1,010.00	\$1,460.00	
E 101-42110-500 Capital Outlay	\$74,128.73	\$0.00	\$0.00	\$30,000.00	
E 101-42110-580 Other Equipment	\$3,550.33	\$0.00	\$451.95	\$5,000.00	
E 101-42110-990 Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-42110-999 Covid-19	\$3,814.36	\$0.00	\$0.00	\$0.00	
Dept 42110 Police Department	\$397,301.56	\$328,173.47	\$230,977.14	\$421,727.63	
Dept 42115 Police Forfeitures					
E 101-42115-500 Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-42115-580 Other Equipment	\$1,700.00	\$0.00	\$0.00	\$0.00	
Dept 42115 Police Forfeitures	\$1,700.00	\$0.00	\$0.00	\$0.00	
Dept 42120 Hooked on Fishing					
E 101-42120-210 Operating Supplies	\$159.95	\$14.01	\$0.00	\$0.00	
Dept 42120 Hooked on Fishing	\$159.95	\$14.01	\$0.00	\$0.00	
Dept 42200 Fire Department					
E 101-42200-101 Salaries	\$14,050.00	\$15,831.62	\$0.00	\$15,370.00	
E 101-42200-104 Admin Salaries	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-42200-122 Social Security	\$0.00	\$907.37	\$0.00	\$952.94	
E 101-42200-124 Fire Relief Annual Contrib	\$3,000.00	\$3,000.00	\$0.00	\$16,000.00	
E 101-42200-128 Medicare	\$0.00	\$229.56	\$0.00	\$222.86	
E 101-42200-208 Training and Instruction	\$4,320.00	\$4,250.00	\$1,900.00	\$3,000.00	
E 101-42200-210 Operating Supplies	\$4,297.33	\$3,162.87	\$69.46	\$6,000.00	
E 101-42200-212 Motor Fuels & Lubricants	\$2,111.08	\$3,216.86	\$1,626.29	\$5,000.00	
E 101-42200-220 Repair & Maintenance	\$19,249.32	\$10,809.27	\$10,559.38	\$10,000.00	
E 101-42200-225 Safety Equipment	\$2,495.10	\$2,789.91	\$1,231.86	\$1,000.00	
E 101-42200-305 Professional Services	\$5,800.00	\$5,000.00	\$650.00	\$0.00	
E 101-42200-306 Personnel Medical Testing	\$1,420.00	\$0.00	\$0.00	\$2,000.00	
E 101-42200-321 Telephone/Fax	\$438.88	\$480.13	\$0.00	\$1,042.20	
E 101-42200-331 Travel & Conference	\$1,650.80	\$0.00	\$0.00	\$3,000.00	
E 101-42200-350 Printing & Publishing	\$0.00	\$70.65	\$77.00	\$500.00	
E 101-42200-361 General Liability Ins	\$1,668.70	\$3,457.13	\$3,000.00	\$3,060.00	
E 101-42200-362 Property Insurance	\$904.00	\$0.00	\$500.00	\$510.00	
E 101-42200-363 Automotive Insurance	\$1,111.50	\$2,754.00	\$1,545.00	\$1,575.90	
E 101-42200-367 Workers Compensation	\$3,052.50	\$6,589.00	\$5,503.79	\$5,613.86	

City of Menahga 3-Year Expenditures Budget Work Sheet

Account Descr	2020 Amt	2021 Amt	2022 YTD Amt	2023 Budget	UnderLine
E 101-42200-411 Fire Relief State Aid	\$15,220.29	\$18,330.95	\$0.00	\$0.00	
E 101-42200-422 Fire Truck Lease	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-42200-430 Miscellaneous Expense	\$0.00	\$3,211.54	\$150.00	\$150.00	
E 101-42200-433 Dues and Subscriptions	\$1,270.00	\$336.00	\$385.00	\$1,000.00	
E 101-42200-437 Licenses & Permits	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-42200-438 Building Addition	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-42200-500 Capital Outlay	\$281,368.00	\$8,528.68	\$4,089.25	\$10,000.00	
E 101-42200-990 Transfer Out	\$0.00	\$0.00	\$0.00	\$57,120.08	
E 101-42200-992 Transfer Out - Fire Equip. Fu	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-42200-999 Covid-19	\$287.96	\$0.00	\$0.00	\$0.00	
Dept 42200 Fire Department	\$363,715.46	\$92,955.54	\$31,805.58	\$143,117.84	
Dept 42300 Disaster Event	\$0.00	\$850.00	\$0.00	\$0.00	
E 101-42300-208 Training and Instruction	\$0.00	\$850.00	\$0.00	\$0.00	
Dept 42300 Disaster Event	\$0.00	\$850.00	\$0.00	\$0.00	
Dept 43100 Street Department	\$36,022.53	\$40,317.97	\$18,437.92	\$31,966.60	
E 101-43100-101 Salaries	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-43100-103 Part-time Salaries	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-43100-104 Admin Salaries	\$2,391.77	\$2,656.40	\$1,382.85	\$2,397.50	
E 101-43100-121 PERA	\$2,124.37	\$2,459.91	\$1,134.01	\$1,981.93	
E 101-43100-122 Social Security	\$496.95	\$575.24	\$265.22	\$463.52	
E 101-43100-128 Medicare	\$10,164.00	\$11,675.03	\$3,094.96	\$9,755.40	
E 101-43100-131 Employer Paid Health	\$0.00	\$0.00	\$12.75	\$875.00	
E 101-43100-132 Employer Paid HSA	\$61.05	\$0.00	\$4.00	\$72.00	
E 101-43100-134 Employer Paid Life	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-43100-135 Employer Paid Annuity	\$0.00	\$0.00	\$0.00	\$198.62	
E 101-43100-136 Employer Paid Dental	\$11,072.47	\$8,571.53	\$144.01	\$7,500.00	
E 101-43100-210 Operating Supplies	\$11,092.85	\$10,522.35	\$6,275.02	\$10,000.00	
E 101-43100-212 Motor Fuels & Lubricants	\$396.82	\$140.37	\$0.00	\$600.00	
E 101-43100-217 Uniform Allowance	\$37,440.96	\$16,682.77	\$11,624.70	\$2,400.00	
E 101-43100-220 Repair & Maintenance	\$11,992.11	\$18,941.20	\$12,235.08	\$9,400.00	
E 101-43100-221 Street & Road Repair	\$134.94	\$0.00	\$455.73	\$0.00	
E 101-43100-225 Safety Equipment	\$804.53	\$1,020.31	\$552.54	\$1,315.56	
E 101-43100-321 Telephone/Fax	\$169.42	\$0.00	\$0.00	\$1,000.00	
E 101-43100-331 Travel & Conference	\$231.00	\$224.16	\$0.00	\$500.00	
E 101-43100-340 Advertising	\$94.50	\$297.25	\$203.50	\$0.00	
E 101-43100-350 Printing & Publishing	\$1,402.50	\$400.64	\$1,000.00	\$1,020.00	
E 101-43100-361 General Liability Ins	\$1,251.66	\$3,642.00	\$3,000.00	\$3,060.00	
E 101-43100-362 Property Insurance					

City of Menahga 3-Year Expenditures Budget Work Sheet

Account Descr	2020 Amt	2021 Amt	2022 YTD Amt	2023 Budget	UnderLine
E 101-43100-363 Automotive Insurance	\$1,157.32	\$1,094.75	\$1,432.66	\$1,461.31	
E 101-43100-367 Workers Compensation	\$1,710.50	\$3,263.34	\$2,733.67	\$2,788.39	
E 101-43100-381 Electric Utilities	\$2,459.11	\$3,019.02	\$1,936.72	\$2,945.04	
E 101-43100-382 Water/Sewer Utilities	\$657.63	\$627.98	\$445.45	\$650.00	
E 101-43100-383 Gas Utilities	\$2,963.88	\$5,711.09	\$6,362.91	\$5,700.00	
E 101-43100-384 Garbage Services	\$1,093.31	\$1,007.50	\$503.17	\$1,100.00	
E 101-43100-433 Dues and Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-43100-437 Licenses & Permits	\$3,767.59	\$10.00	\$77.00	\$500.00	
E 101-43100-500 Capital Outlay	\$5,000.00	\$30,684.60	\$5,000.00	\$23,000.00	
E 101-43100-560 Head Start Expenses	\$0.00	\$0.00	\$447.96	\$0.00	
E 101-43100-600 Principal	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-43100-610 Interest	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-43100-990 Transfer Out	\$0.00	\$0.00	\$0.00	\$22,700.00	
E 101-43100-999 CoVid-19	\$3,850.87	\$0.00	\$0.00	\$0.00	
Dept 43100 Street Department	\$150,004.64	\$163,545.41	\$78,761.83	\$145,350.87	
Dept 43160 Street Lighting					
E 101-43160-220 Repair & Maintenance	\$957.24	\$0.00	\$470.15	\$500.00	
E 101-43160-381 Electric Utilities	\$14,938.47	\$12,032.53	\$13,058.83	\$21,221.64	
E 101-43160-500 Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	
Dept 43160 Street Lighting	\$15,895.71	\$12,032.53	\$13,528.98	\$21,721.64	
Dept 43170 Seal Coat - Capital Outlay					
E 101-43170-221 Street & Road Repair	\$0.00	\$0.00	\$0.00	\$15,000.00	
E 101-43170-303 Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-43170-990 Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	
Dept 43170 Seal Coat - Capital Outlay	\$0.00	\$0.00	\$0.00	\$15,000.00	
Dept 45120 City Beach					
E 101-45120-101 Salaries	\$12,146.33	\$9,612.85	\$3,947.25	\$4,190.03	
E 101-45120-103 Part-time Salaries	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-45120-105 Unemployment	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-45120-121 PERA	\$906.92	\$604.47	\$296.04	\$314.25	
E 101-45120-122 Social Security	\$743.73	\$591.87	\$243.19	\$259.78	
E 101-45120-128 Medicare	\$173.94	\$138.38	\$56.88	\$60.76	
E 101-45120-131 Employer Paid Health	\$74.86	\$44.54	\$19.25	\$0.00	
E 101-45120-132 Employer Paid HSA	\$0.00	\$0.00	\$0.00	\$87.50	
E 101-45120-134 Employer Paid Life	\$0.00	\$0.00	\$0.00	\$3.60	
E 101-45120-136 Employer Paid Dental	\$0.00	\$0.00	\$0.00	\$19.85	
E 101-45120-210 Operating Supplies	\$34.99	\$385.03	\$476.76	\$600.00	

City of Menahga 3-Year Expenditures Budget Work Sheet

Account Descr	2020 Amt	2021 Amt	YTD Amt	2023	
				Budget	UnderLine
E 101-45120-220 Repair & Maintenance	\$12,944.25	\$833.75	\$17.16	\$1,000.00	
E 101-45120-305 Professional Services	\$89.20	\$0.00	\$0.00	\$0.00	
E 101-45120-325 Internet	\$367.01	\$464.16	\$254.46	\$508.92	
E 101-45120-331 Travel & Conference	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-45120-350 Printing & Publishing	\$341.25	\$0.00	\$0.00	\$0.00	
E 101-45120-362 Property Insurance	\$1,262.50	\$2,615.00	\$2,000.00	\$2,040.00	
E 101-45120-367 Workers Compensation	\$714.00	\$0.00	\$607.48	\$619.63	
E 101-45120-382 Water/Sewer Utilities	\$179.85	\$398.59	\$0.00	\$0.00	
E 101-45120-384 Garbage Services	\$375.22	\$379.78	\$406.20	\$400.00	
E 101-45120-420 Depreciation Expense	\$0.00	\$0.00	\$0.00	\$400.00	
E 101-45120-433 Dues and Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-45120-500 Capital Outlay	\$0.00	\$2,133.23	\$0.00	\$2,500.00	
E 101-45120-990 Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-45120-999 Covid-19	\$0.00	\$0.00	\$0.00	\$0.00	
Dept 45120 City Beach	\$30,354.05	\$18,201.65	\$8,324.67	\$13,004.32	
Dept 45200 City Park					
E 101-45200-101 Salaries	\$23,910.53	\$21,752.28	\$10,644.89	\$25,974.03	
E 101-45200-103 Part-time Salaries	\$6,957.54	\$8,729.77	\$8,806.86	\$0.00	
E 101-45200-111 Other	\$0.00	\$0.00	\$15.00	\$0.00	
E 101-45200-121 PERA	\$2,194.84	\$2,047.70	\$1,251.32	\$1,948.05	
E 101-45200-122 Social Security	\$1,843.30	\$1,857.84	\$1,202.83	\$1,610.39	
E 101-45200-128 Medicare	\$431.14	\$434.50	\$281.32	\$376.63	
E 101-45200-131 Employer Paid Health	\$137.74	\$102.31	\$38.63	\$975.53	
E 101-45200-132 Employer Paid HSA	\$0.00	\$0.00	\$0.00	\$87.50	
E 101-45200-134 Employer Paid Life	\$0.00	\$0.00	\$0.00	\$3.60	
E 101-45200-135 Employer Paid Annuity	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-45200-136 Employer Paid Dental	\$0.00	\$0.00	\$0.00	\$19.85	
E 101-45200-155 Sales Tax	\$1,359.00	\$0.00	\$0.00	\$0.00	
E 101-45200-210 Operating Supplies	\$1,542.62	\$3,257.82	\$1,660.31	\$2,000.00	
E 101-45200-212 Motor Fuels & Lubricants	\$893.12	\$939.73	\$582.86	\$1,000.00	
E 101-45200-220 Repair & Maintenance	\$2,398.17	\$3,353.59	\$656.01	\$2,500.00	
E 101-45200-225 Safety Equipment	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-45200-321 Telephone/Fax	\$0.00	\$0.00	\$7.34	\$419.40	
E 101-45200-325 Internet	\$120.96	\$395.16	\$209.70	\$0.00	
E 101-45200-331 Travel & Conference	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-45200-350 Printing & Publishing	\$880.00	\$660.00	\$1,004.00	\$500.00	
E 101-45200-361 General Liability Ins	\$644.50	\$150.31	\$700.00	\$714.00	
E 101-45200-362 Property Insurance	\$3,382.25	\$5,473.75	\$300.00	\$306.00	

City of Menahga 3-Year Expenditures Budget Work Sheet

Account Descr	2020 Amt	2021 Amt	2022 YTD Amt	2023 Budget	UnderLine
E 101-45200-367 Workers Compensation	\$6,391.00	\$8,399.00	\$7,015.66	\$7,155.97	
E 101-45200-381 Electric Utilities	\$3,186.40	\$6,283.45	\$3,292.79	\$6,496.68	
E 101-45200-382 Water/Sewer Utilities	\$215.30	\$424.57	\$0.00	\$0.00	
E 101-45200-384 Garbage Services	\$500.09	\$1,038.12	\$474.79	\$0.00	
E 101-45200-420 Depreciation Expense	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-45200-430 Miscellaneous Expense	\$221.53	\$1,263.17	\$583.49	\$0.00	
E 101-45200-433 Dues and Subscriptions	\$648.17	\$1,195.51	\$282.80	\$0.00	
E 101-45200-437 Licenses & Permits	\$147.00	\$175.00	\$0.00	\$0.00	
E 101-45200-500 Capital Outlay	\$0.00	\$2,133.22	\$0.00	\$0.00	
E 101-45200-530 Improvements Other Than B	\$0.00	\$0.00	\$4,000.00	\$0.00	
E 101-45200-600 Principal	\$0.00	\$0.00	\$0.00	\$7,024.12	
E 101-45200-610 Interest	\$0.00	\$0.00	\$811.07	\$1,529.18	
E 101-45200-990 Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-45200-999 CoVid-19	\$1,014.79	\$0.00	\$0.00	\$0.00	
Dept 45200 City Park	\$59,019.99	\$70,066.80	\$43,821.67	\$60,640.93	
Dept 49200 Unallocated Expenses					
E 101-49200-105 Unemployment	\$4,795.66	\$4,239.66	\$992.87	\$0.00	
E 101-49200-302 Construction Expense	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-49200-361 General Liability Ins	\$7,373.67	-\$5,479.03	\$0.00	\$0.00	
E 101-49200-362 Property Insurance	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-49200-363 Automotive Insurance	\$3,308.00	\$229.00	\$300.00	\$0.00	
E 101-49200-365 Errors & Omissions Ins	\$0.00	-\$720.00	\$991.34	\$0.00	
E 101-49200-366 Volunteer Insurance	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-49200-367 Workers Compensation	\$12,613.89	\$1,893.00	\$0.00	\$0.00	
E 101-49200-368 City Pd Tax & Assessment	\$1,682.92	\$1,661.00	\$1,285.00	\$0.00	
E 101-49200-439 ECPN State Payment	\$82,234.96	\$123,304.37	\$68,537.07	\$117,504.00	
E 101-49200-441 GPA PERA Rate Aid	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-49200-614 Penalty	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-49200-990 Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-49200-991 Transfer Out - Cap Eq Fund	\$40,000.00	\$0.00	\$0.00	\$0.00	
E 101-49200-992 Transfer Out - Fire Equip. Fu	\$0.00	\$0.00	\$0.00	\$0.00	
Dept 49200 Unallocated Expenses	\$152,009.10	\$125,128.00	\$72,106.28	\$117,504.00	
Dept 49500 Cemetery					
E 101-49500-220 Repair & Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-49500-362 Property Insurance	\$164.00	\$0.00	\$0.00	\$0.00	
E 101-49500-430 Miscellaneous Expense	\$250.00	\$1.15	\$0.00	\$0.00	
Dept 49500 Cemetery	\$414.00	\$1.15	\$0.00	\$0.00	

City of Menahga 3-Year Expenditures Budget Work Sheet

Account Descr	2020 Amt	2021 Amt	2022 YTD Amt	2023 Budget	UnderLine
Dept 49750 Liquor Store Off-Sale					
E 101-49750-155 Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dept 49750 Liquor Store Off-Sale	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dept 49760 Liquor Store On-Sale					
E 101-49760-155 Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dept 49760 Liquor Store On-Sale	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fund 101 GENERAL FUND	\$1,645,259.73	\$1,291,980.77	\$790,912.76	\$1,276,207.75	\$1,276,207.75

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: Job Description - City Administrator/Clerk/Treasurer

Date of Meeting: August 26, 2022 **Total time requested:**

Department Requesting Action: Administration

Presenting at Meeting: Betty J Thomsen

Background Supporting Documentation Enclosed

A draft of the job description for the position of the City Administrator/Clerk/Treasurer is included in your packets.

Options Supporting Documentation Enclosed

Recommendations The Menahga City Council approves the following by Motion:

To approve the job description for the position of City Administrator/Clerk/Treasurer.

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

**JOB DESCRIPTION
CITY ADMINISTRATOR
APPROVED:**

POSITION TITLE: CITY ADMINISTRATOR
DEPARTMENT: ADMINISTRATION
ACCOUNTABLE TO: CITY COUNCIL
STATUS: FULL TIME
SUPERVISES: DEPARTMENT HEADS AND ALL
SUBORDINATE POSITIONS

PRIMARY OBJECTIVE OF THE POSITION: Performs administrative duties from a managerial position overseeing all affairs of the city. Responsible for leadership and technical support for the city's economic development activities.

QUALIFICATIONS, KNOWLEDGE, ABILITIES AND SKILLS

- A. Preferably a combination of a bachelor's degree in Business or Public Administration and two years of progressively responsible related experience in municipal government.
- B. Organized, linear thinker, handles details well and is happy doing so.
- C. Ability to focus on the big picture with the City Council, staff, and the public through positive action and interaction.
- D. Interested in a long term tenure in a position in order to accomplish long-term goals.
- E. Understands the political implications of issues and actions.
- F. Good listening and effective communication skills, both oral and written.
- G. Strong experience in budgeting at the policy and management level.
- H. Ability to communicate the importance of excellent and responsive service through handling of everyday issues and requests for service.
- I. Negotiation style that is up front, fair and tough at the same time.
- J. Attentive to the needs of the City Council, city staff and the public and formulating a plan for improvements.
- K. Comfortable with technology and its advantages to the city while not seduced by it. Knowledge of computers and modern office practices.
- L. Ability to deal with people in a pleasant, down-to-earth and level-headed manner.
- M. Ability to accept responsibility and accountability for actions and expects the same of the staff.
- N. Ability to develop and manage a meaningful work and evaluation process.

City Administrator
Job Description
Page Two

- O. Ability to work with a wide variety of people in the city's visioning process and connect that process to the city's mission, work plans and evaluation procedures.
- P. Ability to act as a facilitator in group situations.
- Q. Well-developed, broad perspective guided by an ethical and moral compass that looks to larger implications of everyday decisions.
- R. Ability to use good judgment skills, including willingness to employ intuition.
- S. Considerable knowledge of City code and other legal requirements.
- T. Employs and demonstrates enthusiasm for the position.
- U. Considerable knowledge of local governmental record keeping requirements practices and procedures.
- V. Considerable knowledge of local governmental accounting, requirements, practices and procedures.
- W. Knowledge of the functions, organizations, staffing and operating procedures of the City Council.
- X. Ability to plan, assign, delegate and direct the work of others.
- Y. Ability to establish and maintain effective working relationships.
- Z. Courage to face and resolve difficult issues.
- A-1. Represents the City at public events when requested.
- A-2. Maintains a positive working relationship with the members of the City Council.
- A-3. Maintains a positive image of the City Council in the eyes of the city staff and the public.
- A-4. Knowledge of economic and community development program.
- A-5. Knowledge of economic development principles.
- A-6. Knowledge of financial and other resources available to support economic growth and community improvements.
- A-7. Ability to prepare and present economic development reports in a clear, objective and professional manner.
- A-8. Represent the city at public meetings and conferences with other public or private agencies and organizations with respect to economic development activities.

WORK PERFORMANCE/AREA OF RESPONSIBILITY

- A. Assists City Council in visioning and establishing long-term goals and objectives.
- B. Manages personnel and personnel policy.
- C. Manages capital projects and capital equipment purchases.
- D. Facilitates department heads in performance of their positions.
- E. Assists commissions and committees of the City Council.
- F. Provides information to the general public on city operations.

City Administrator
Job Description
Page Three

- G. Maintains investment portfolio.
- H. Prepares and monitors budgets.
- I. Advises and makes recommendations to City Council on policy and management.
- J. Executes official documents and papers.
- K. Assists financial advisors on City bond issues and coordinates or assists with refinancing of bonds.
- L. Coordinates with consultants the establishment of TIF Districts.
- M. Coordinates with insurance agent on City's insurance packet.
- N. Attends continuing education courses pertinent to the position.
- O. Conducts employee evaluations.
- P. Represent the city at public meetings and conferences with other public or private agencies and organizations with respect to economic development activities.
- Q. Administer Economic and Community Development
 - 1. Administers the daily operations of Economic Development, managing community and economic development policy, goals and objectives.
 - 2. Manage economic development loan application process.
 - 3. Networks with area business assistance providers and economic development professionals in Northwestern Minnesota to leverage maximum resources for clients.
 - 4. Drafts grant applications and administers grants and programs through to their completion.
- R. Assures that all audit paperwork is completed and ready for audit.
- S. Serves as the City's Zoning Administrator, Secretary of the Planning Commission.
- T. Serves as a Trustee on the Fire Relief Association Board.
- U. Participates in all City Council meetings.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to: use hands to finger keyboard operations, sit, talk or hear 2/3 or more of the time. The employee is required to stand, and walk up to 1/3 of the time. The employee is required to reach with hands and arms up to 1/3 of the time.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust to focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

City Administrator

Job Description

Page Four

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is exposed to outdoor weather conditions when traveling on city business.

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: Advertisement for City Administrator/Clerk/Treasurer

Date of Meeting: August 26, 2022 **Total time requested:**

Department Requesting Action: Administration

Presenting at Meeting: Betty J Thomsen

Background Supporting Documentation Enclosed

Help Wanted ad for the position of City Administrator/Clerk/Treasurer is included in your packets.

The ad will be placed in the Review Messenger, the city's official newspaper, PR Enterprise, League of MN Cities and the MCFOA. There is no charge for placement of the ad with the League or the MCFOA.

Options Supporting Documentation Enclosed

Recommendations The Menahga City Council approves the following by Motion:

To approve the ad for the position of City Administrator/Clerk/Treasurer with advertising to begin immediately.

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

HELP WANTED

Administrator/Clerk/Treasurer Position

The City of Menahga, MN (2020 pop. Est. 1340) is seeking an Administrator/Clerk/Treasurer. Under policy direction, serves as Chief Executive and Administrative Officer in the management of the City's overall operations. Qualifications include a combination substantially equivalent to training in public administration or related fields and progressively responsible administration experience in local government and zoning experience. Preferably a Bachelor's degree in Public Administration or related field with a minimum of three years of administration experience, Banyon Data Systems Software experience is desired, but not required. Salary is negotiable with insurance packages. **Applications will be accepted until 4:30 p.m. September 15, 2022** at 115 2nd St. NE, PO Box C, Menahga MN 56464; fax (218)564-4612; email: depclerk@wcta.net or cmegahga@wcta.net. Application, job notice and job description are available on the City of Menahga website: cityofmenahga.com, or by calling City Hall at (218)564-4557.

The City of Menahga is an Equal Opportunity Employer

Council Action Request Form



CITY OF MENAHGA
"The Gateway to the Peace"

115 2nd St NE - PO Box C
 Menahga, MN 56464
 218-564-4557
 www.cityofmenahga.com

Action Requested

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

Regarding: Vehicle Sales Update

Date of Meeting: August 26, 2022 **Total time requested:**

Department Requesting Action: Administration

Presenting at Meeting: Betty J Thomsen

Background Supporting Documentation Enclosed

We received a total of \$5,811.00 for the vehicles sold plus \$152.00 for the sale of two white boards for a total of \$5,963.00.

As the city did not have the titles for the vehicles, those who purchased the vehicles could not get them licensed. Chief Gunderson has now taken care of the paperwork to obtain the titles.

Once the titles are received, either the Mayor, City Administrator or the Deputy Clerk will have to sign off on the titles as the authorized signatories of the City.

Options Supporting Documentation Enclosed

Recommendations The Menahga City Council approves the following by Motion:

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

2001 Jeep Grand Cherokee: Tim Matteson - \$300, Seth Hewitt - \$500, Terry Millbrandt - \$101.58, **Ron Yliniemi - \$1,200.**

1993 Mercedes: Tim Matteson - \$200 and Terry Millbrandt \$101.58.

1997 Ford Expedition (advertised as a 1991): Tim Matteson - \$300.

1991 Pontiac Grand Am: Tim Matteson - \$200 and Seth Hewitt \$121

2013 Ford Explorer (Old Squad): Tim Matteson - \$800, **Joan Liimatta - \$3111** and Jennifer Phillips - \$1500.

2001 Pontiac Bonneville: Tim Matteson - \$400, Seth Hewitt - \$205, Terry Millbrandt - \$101.58, **Jennifer Phillips - \$500**, Ron Yliniemi - \$500 (due to a tie, Yliniemi was present and bowed out, so Phillips was awarded the high bid).

2004 Ford F150 or noted inaccurately, as a Chevy Venture: Tim Matteson - \$300.

Smart Board #1: Dustyne Hewitt - \$31 and **Melissa A&M Academy (Melissa Gunderson) - \$101.**

Smart Board # 3: Melissa A&M Academy (Melissa Gunderson) - \$51.

\$5,963⁰⁰

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 type="checkbox"/> Action/Motion <input checked="" 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: Stewart Burial

Date of Meeting: August 26 2022 **Total time requested:**

Department Requesting Action: Administration

Presenting at Meeting: Betty J Thomsen

Background Supporting Documentation Enclosed

We did have a most unfortunate situation that occurred in that an individual was buried at our cemetery. When the headstone was placed, the family noticed that the male had been buried on the right hand side of the two plots which did not coincide with the name on the headstone. A claim was filed with our insurance company and out of respect for the family, Jensine met with the widow several times and we also attempted to reach an agreement with the funeral home director who usually reviews the map and visits the site but in this case did not.

Options Supporting Documentation Enclosed

Our insurance company has paid this claim in full. Because there is nothing in the by-laws, no state statute governing or funeral law governing the placement of a male and female in a double lot, it is a preference of the family and should be dictated by the funeral home director and family. On our cemetery map we do have a note in the corner that depicts that the male is on the south side and female on the north side. This is on the main page only - not on all the map pages. In light of this situation (and there are burials that are opposite of this) we ask that for simplicity sake that this decision, from this point forward be made between the family and the funeral home director and we will remove that note from our map.

Recommendations The Menahga City Council approves the following by Motion:

To approve that in the future the placement of a grave at the city cemetery be a decision that is made between the family and the funeral home director as there no laws governing this, nor should the city govern it.

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

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 26, 2022

Total time requested:

Department Requesting Action: Administration

Presenting at Meeting: Betty J Thomsen

Background Supporting Documentation Enclosed

Batch #081222PAY-\$130,975.00 and Batch #081922PAY - \$4,359.35
 For a total of \$135,334.35

Options Supporting Documentation Enclosed

Recommendations The Menahga City Council approves the following by Motion:

To approve the payment of the bills as follows: Batch #081222PAY-\$130,975.00 and Batch #081922PAY - \$4,359.3. For a total of \$135,334.35

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

08/12/22 1:44 PM

Page 1

*Claim Register©

081222PAY

August 2022

Claim Type

Claim#	50 SECURITY BANK & TRUST CO.	Ck# 062157	8/12/2022		
Cash Payment Invoice	E 602-49450-600 Principal	Sewer Revenue & Refund Bond 2015A		\$130,000.00	
Cash Payment Invoice	E 602-49450-610 Interest	Sewer Revenue & Refund Bond 2015A		\$975.00	
Transaction Date	8/12/2022	Due 0 GENERAL CHECKIN 10100		Total	\$130,975.00
	Claim Type			Total	\$130,975.00

Pre-Written Checks	\$130,975.00
Checks to be Generated by the Compute	\$0.00
Total	\$130,975.00

Elizabeth Olson, Mayor

Durwin Tomperi, Council Member

Arthur Huebner, Council Member

Robyn Keranen, Council Member

Daniel Warmbold, Council Member

City of Menahga

08/22/22 9:42 AM

Page 1

*Claim Register©

081922PAY

August 2022

Claim Type

Claim#	1 NAPA Central - West Fargo	Ck# 062164	8/19/2022		
Cash Payment	E 101-42200-220 Repair & Maintenance	Car Wash			\$16.48
	Invoice 543594				
Cash Payment	E 101-42200-220 Repair & Maintenance	Blow gun & adap plug			\$33.08
	Invoice 543705				
Cash Payment	E 101-42200-220 Repair & Maintenance	Battery Maint Charger			\$32.99
	Invoice 544544				
Transaction Date	8/19/2022	Due 0	GENERAL CHECKIN	10100	Total \$82.55
Claim#	2 PERA	Ck# 062165	8/19/2022		
Cash Payment	G 750-21704 PERA	Kurtti - PERA			\$494.30
	Invoice 6238-02				
Cash Payment	E 101-41400-121 PERA	Kurtti - PERA			\$2,664.06
	Invoice 6238-02				
Transaction Date	8/19/2022	Due 0	GENERAL CHECKIN	10100	Total \$3,158.36
Claim#	3 KUMPULA, RALPH	Ck# 062162	8/19/2022		
Cash Payment	E 760-00000-210 Operating Supplies	SOSL Expense Reimbursement Bug Bombs			\$27.90
	Invoice				
Cash Payment	E 760-00000-215 Entertainment	SOSL Expense Reimbursement Water/food/Beverages			\$54.22
	Invoice				
Transaction Date	8/19/2022	Due 0	GENERAL CHECKIN	10100	Total \$82.12
Claim#	4 GRAINGER	Ck# 062160	8/19/2022		
Cash Payment	E 101-45120-220 Repair & Maintenance	Beach Changing Station			\$192.43
	Invoice 9390729680				
Transaction Date	8/19/2022	Due 0	GENERAL CHECKIN	10100	Total \$192.43
Claim#	5 MINNESOTA ENERGY RESOURCES	Ck# 062163	8/19/2022		
Cash Payment	E 101-41940-383 Gas Utilities	City Hall			\$45.00
	Invoice August Gas				
Cash Payment	E 609-49760-383 Gas Utilities	Liquor Store			\$9.67
	Invoice August Gas				
Cash Payment	E 609-49750-383 Gas Utilities	Liquor Store			\$9.66
	Invoice August Gas				
Cash Payment	E 101-41940-383 Gas Utilities	City Shop			\$22.45
	Invoice August Gas				
Transaction Date	8/19/2022	Due 0	GENERAL CHECKIN	10100	Total \$86.78
Claim#	6 TODD-WADENA ELECTRIC COOP	Ck# 062169	8/19/2022		
Cash Payment	E 101-43100-381 Electric Utilities	August Streets			\$24.37
	Invoice				
Cash Payment	E 601-49400-381 Electric Utilities	August Pond Bldg			\$24.00
	Invoice				
Cash Payment	E 602-49450-381 Electric Utilities	August sewer Pond			\$68.07
	Invoice				
Transaction Date	8/19/2022	Due 0	GENERAL CHECKIN	10100	Total \$116.44
Claim#	7 RALPH KUMPALA	Ck# 062167	8/19/2022		
Cash Payment	E 760-00000-210 Operating Supplies	Porta Pottys L&B			\$1,000.00
	Invoice				

VOID
SHOULD HAVE BEEN L+B

City of Menahga

08/22/22 9:42 AM

Page 2

*Claim Register©

081922PAY

August 2022

Transaction Date	8/19/2022	Due 0	GENERAL CHECKIN	10100	Total	\$1,000.00
Claim#	8 GURSTEL LAW FIRM, P.C.		Ck# 062161	8/19/2022		
Cash Payment	G 750-21711 Garnishment 1		File # 1378127			\$329.80
Invoice						
Transaction Date	8/19/2022	Due 0	GENERAL CHECKIN	10100	Total	\$329.80
Claim#	9 GOPHER STATE ONE-CALL		Ck# 062159	8/19/2022		
Cash Payment	E 601-49400-305 Professional Services		Gopher One Calls			\$3.38
Invoice						
Cash Payment	E 602-49450-305 Professional Services		Gopher One Calls			\$3.37
Invoice						
Transaction Date	8/19/2022	Due 0	GENERAL CHECKIN	10100	Total	\$6.75
Claim#	10 TASC		Ck# 062168	8/19/2022		
Cash Payment	E 101-42110-132 Employer Paid HSA		4104-8419-4946			\$108.36
Invoice	2396046					
Transaction Date	8/19/2022	Due 0	GENERAL CHECKIN	10100	Total	\$108.36
Claim#	12 POSTMASTER		Ck# 062166	8/19/2022		
Cash Payment	E 601-49400-322 Postage		August Utility Bills			\$97.88
Invoice						
Cash Payment	E 602-49450-322 Postage		August Utility Bills			\$97.88
Invoice						
Transaction Date	8/19/2022	Due 0	GENERAL CHECKIN	10100	Total	\$195.76
	Claim Type				Total	\$5,359.35

<1000.00>
4359.35



TASC
2302 International Lane
Madison WI 53704

www.tasconline.com

Alvina Kytta
City of Menahga
PO Box C
115 2nd St NE
Menahga MN 56464

Invoice

Date 5/17/2022
Invoice # IN2396046
Terms Due Upon Receipt
PO #
TASC ID 4104-8419-4946

FSA Plan



If you have any questions regarding this invoice, contact Customer Care at 1-800-422-4661 or submit an online service request (from MyTASC, click Contact Us). Please be prepared to enter your TASC ID when calling. We appreciate your business and prompt attention to this matter.

Item	Comment	Quantity	Frequency	Rate	Amount
Per Participant Fee	7/1/2022 - 9/30/2022	1	3	36.12	108.36
Total					108.36
Amount Due					\$108.36

101-42110-132



Universal Benefit Account OFFERING(S): DependentCareFSA, LimitedPurposeFSA, MedicalFSA

Return remittance stub with payment.

NOTE: Failure to pay your invoice in a timely manner may result in a suspension of benefits or cancellation of your Plan and loss of benefits.

Amount Enclosed \$
Date 5/17/2022
Invoice # IN2396046
TASC ID 4104-8419-4946
Terms Due Upon Receipt
Total Due \$108.36

Make check payable to:

TASC
Client Invoices
PO Box 88278
Milwaukee, WI 53288-0001

IN2396046

Gopher State One Call
 7223 Parkway Drive, Suite 210
 Hanover, MD 21076
 (410) 712-0082

Invoice No.	2050585
Invoice Date	05/31/2022
Month of Service	May 2022
Account #	MN00533
PO #	

CITY OF MENA HGA
 ACCOUNTS PAYABLE
 P.O. BOX C
 MENA HGA, MN 56464

Current Costs associated with your participation in GOPHER STATE ONE CALL.

Description	Amount
CMNHGA01 Fax Tickets: 19 at \$1.35	\$25.65
CMNHGA01 total billable tickets 19	
TOTAL:	\$25.65

Pay 6.75

use credits

*(17.55)
 (1.35)

 (18.90)*

*601-49400-305 3.38
 602-49450-305 3.37*

 **ENTERED**

REMITTANCE COPY

Company Name:	CITY OF MENA HGA
Account Number:	MN00533
Invoice Number:	2050585
Invoice Date:	05/31/2022
Amount Due:	\$25.65 <i>6.75</i>

Please remit to: Gopher State One Call
 7223 Parkway Drive, Suite 210
 Hanover, MD 21076-1317

EFT INFORMATION:
 Capital One Bank
 Account# 1361079597
 Routing# 255071981
 Please send remittance advice to:
 jenniejamison@gopherstateonecall.org

LEE HENDRICKSON
 218-564-5731
 Cell: 218-639-2198



L&B
EXCAVATING, INC.
 SEPTIC DESIGN & INSTALLATION


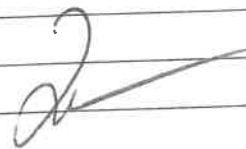
P.O. Box 185
 Menahga, MN 56464
 MPCA # 1158

8/1/22

Saves of Spirit Lake

OK to pay
 Reph/Amgals

A finance charge of 1.5% per month (18% per annum) will be charged on all accounts over 30 days.

7/1	(2) Park Pots			200 00
7/8	(2) Park Pots			200 00
7/15	(2) Park Pots			200 00
7/22	(2) Park Pots			200 00
7/29	(2) Park Pots			200 00
				<u>1000 00</u>
 ENTERED Total				
Thanks				
				
760-00000-210				

Thank You



Todd-Wadena
ELECTRIC COOPERATIVE
PO BOX 431
WADENA MN 56482-0431

Telephone: (218) 631-3120 or (800) 321-8932
Fax: (218)-631-4188
E-mail: todd-wad@toddwadena.coop
Office Hours Mon - Fri: 7:00 a.m. to 3:30 p.m. **see back
Visit us at www.toddwadena.coop

1411 1 AV 0.455
CITY OF MENAHGA
PO BOX C
MENAHA MN 56464-0453

5 1411
C-6

Account # 9960002	
Statement Date 08/05/2022	Due Date 08/25/2022

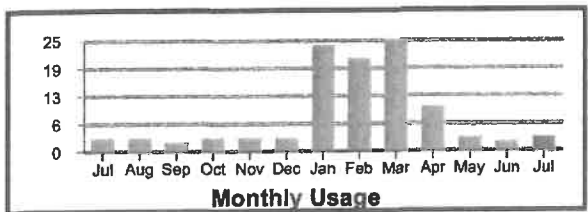
Billing Summary	
Balance Prior To This Billing:	23.25
Check Payment 07/28/22	23.25 CR
Balance Forward	0.00
Late Payment Fee	1.00
Total Current Charges	23.37
Total Amount Due 08/25/22	24.37

101-43100-381



*** Pay online through Smart Hub at www.toddwadena.coop or automated Secure Pay at 877-999-3398. ***

Acct. 9960002	Service Add. 115 2ND ST NE	Desc.	Rate: General Service				
Meter	From	To	Days	Reading	Previous Rdg	Usage	
108162	07/01/2022	08/01/2022	31	783	780	3	



Detail of Charges:	
Basic Charge	\$23.00
Energy Charge (3 kWh @ 0.114 per kWh)	\$0.34
Power Cost Adj (3 kWh @ 0.01156 per kWh)	\$0.03
Total Electric Charges - Meter 108162	\$23.37
Total This Service	\$23.37



Please Return This Stub With Your Payment

Tear Stub Along This Dotted Line ▲

Please indicate any change of phone numbers or e-mail address.
This information is important when reporting an outage.

CITY OF MENAHGA

Home: _____
Work: (218) 564-4557
Cell: _____
Primary E-mail: _____

Account #: 9960002

\$24.37
Due By 08/25/2022

\$25.37
Due After 08/25/2022

Your payment and any returned items may be processed electronically.





Todd-Wadena
ELECTRIC COOPERATIVE
PO BOX 431
WADENA MN 56482-0431

Telephone: (218) 631-3120 or (800) 321-8932
Fax: (218)-631-4188
E-mail: todd-wad@toddwadena.coop
Office Hours Mon - Fri: 7:00 a.m. to 3:30 p.m. **see back
Visit us at www.toddwadena.coop

CITY OF MENAHGA
PO BOX C
MENAHA MN 56464-0000

Account # 9960003	
Statement Date 08/05/2022	Due Date 08/25/2022
Billing Summary	
Balance Prior To This Billing:	23.00
Check Payment 07/28/22	23.00 CR
Balance Forward	0.00
Late Payment Fee	1.00
Total Current Charges	23.00
Total Amount Due 08/25/22	24.00

601-49400-381

*** Pay online through Smart Hub at www.toddwadena.coop or automated Secure Pay at 877-999-3398. ***

Acct. 9960003		Service Add. 139TH AVE SOUTH OF 35368 MAINT. BUILD		Desc. Maintenance Building		Rate: General Service	
Meter	From	To	Days	Reading	Previous Rdg	Usage	
103908	07/01/2022	08/01/2022	31	201	201	0	

Detail of Charges:	
Basic Charge	\$23.00
Total Electric Charges - Meter 103908	\$23.00
Total This Service	\$23.00



Please Return This Stub With Your Payment

Tear Stub Along This Dotted Line ▲

Please indicate any change of phone numbers or e-mail address.
This information is important when reporting an outage.

CITY OF MENAHGA

Home: _____
Work: (218) 564-4557
Cell: _____
Primary E-mail: _____

Account #:
9960003

\$24.00
Due By 08/25/2022

\$25.00
Due After 08/25/2022

Your payment and any returned items may be processed electronically.





Todd-Wadena

ELECTRIC COOPERATIVE

PO BOX 431
WADENA MN 56482-0431

Telephone: (218) 631-3120 or (800) 321-8932
 Fax: (218)-631-4188
 E-mail: todd-wad@toddwadena.coop
 Office Hours Mon - Fri: 7:00 a.m. to 3:30 p.m. **see back
 Visit us at www.toddwadena.coop

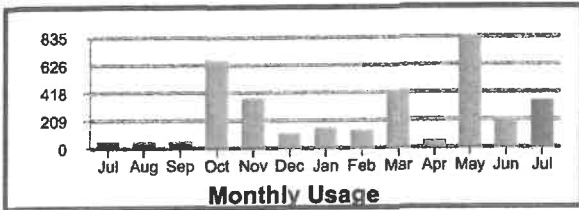
CITY OF MENAHGA
 PO BOX C
 MENAHGA MN 56464-0000

Account # 9960004	
Statement Date 08/05/2022	Due Date 08/25/2022
Billing Summary	
Balance Prior To This Billing:	50.74
Check Payment 07/28/22	50.74 CR
Balance Forward	0.00
Late Payment Fee	1.00
Total Current Charges	67.07
Total Amount Due 08/25/22	68.07

602-49450-381

*** Pay online through Smart Hub at www.toddwadena.coop or automated Secure Pay at 877-999-3398. ***

Acct. 9960004		Service Add. 139TH AVE SOUTH OF 35368 WATER TREATMENT			Desc. Lift Station Rate: General Service		
Meter	From	To	Days	Reading	Previous Rdg	Usage	
108161	07/01/2022	08/01/2022	31	20360	20009	351	



Detail of Charges:	
Basic Charge	\$23.00
Energy Charge (351 kWh @ 0.114 per kWh)	\$40.01
Power Cost Adj (351 kWh @ 0.01156 per kWh)	\$4.06
Total Electric Charges - Meter 108161	\$67.07
Total This Service	\$67.07



Please Return This Stub With Your Payment

Tear Stub Along This Dotted Line

Please indicate any change of phone numbers or e-mail address.
 This information is important when reporting an outage.

CITY OF MENAHGA

Home: _____
 Work: (218) 564-4557
 Cell: _____
 Primary E-mail: _____

Account #: 9960004

\$68.07
Due By 08/25/2022

\$69.09
Due After 08/25/2022

Your payment and any returned items may be processed electronically.





www.minnesotaenergyresources.com

Table with 5 columns: Bill Date, Account Number, Next Meter Read Date, Amount Due, Payment Due Date. Row 1: 08/04/2022, 0507148171-00001, 09/02/2022, \$45.00, 08/26/2022

Customer Name: MENAHGA CITY HALL
Service Address: 115 NE 2ND ST, MENAHGA MN 56464

Activity Since Last Bill

Table with 2 columns: Date, Amount. Includes Previous Balance (\$55.08), Payment (-\$55.08), Balance (\$0.00), Total Current Charges (\$45.00), Total Current Balance (\$45.00). Handwritten number 101-41940-383 is present.

Gas Service

C&I Firm - Class 2 CON-FM-C2

Table with 2 columns: Description, Value. Includes Meter NGM917139, Actual Reading 08/03/2022 (2745), Actual Reading 07/05/2022 (-2745), Meter Constant (0), Total Gas Use (0 CCF), and conversion: 0 CCF x 1.037 BTU = 0 Therms.

Local Distribution Service

Table with 2 columns: Description, Value. Includes Monthly Customer Charge (29 Days at \$45.00000) and Gas Service Total (\$45.00).

Messages

The service for your account is showing zero energy use. Please call us if you feel this is inaccurate, or if you want to stop service.

View your bill online anytime in My Account. Visit our website to sign up.

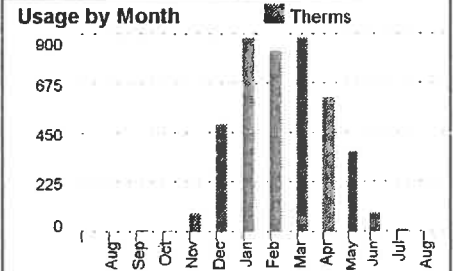
Even out your energy bills! Enroll in Budget Billing by paying exactly \$310.00, rather than the amount due shown. This will then be your monthly Budget amount. Every six months, your account will be reviewed and your payment may be adjusted to better reflect your actual use.

We continue to closely monitor the situation surrounding COVID-19. As an essential service provider, we are committed to the safety of our employees and customers while providing the energy you depend on. Visit minnesotaenergyresources.com to learn more.

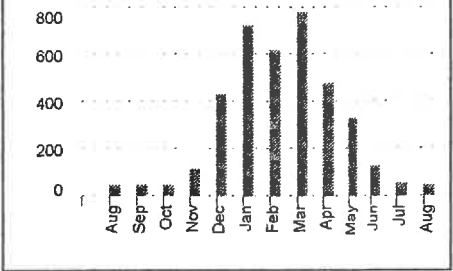
Account Summary
Bill Period: 07/05/2022 to 08/02/2022

Table with 4 columns: Category, Aug 2022, Jul 2022, Aug 2021. Includes Billing Days, Avg Temp, Heating Deg Days, Cooling Deg Days, Therms Used, Avg Therms / Day.

Graphs



Charges by Month



ACCOUNT NUMBER: 0507148171-00001 INVOICE: 4240016254 Page 1 of 1 WEC_AFP_MERC_Oul 6311 (18)

Please return this stub with your payment.



ACCOUNT NUMBER: 0507148171-00001

000005011 01 AV 0.455 000638273466233 P Y
MENAHGA CITY HALL
PO BOX C
MENAHGA MN 56464-0453

Amount Due By 08/26/2022 \$45.00
A 1.5% late fee will be charged on unpaid balances over \$10
Please write your account number on your check
Amount Enclosed: 45.00

I want to support the HeatShare program, which helps pay energy expenses for those in need. I've circled my monthly gift amount below.
\$1 \$5 \$10 \$20 Other



Minnesota Energy Resources
PO Box 6040
Carol Stream IL 60197-6040

0450507148171000013 5000004500



www.minnesotaenergyresources.com

Bill Date	Account Number	Next Meter Read Date	Amount Due	Payment Due Date
08/04/2022	0503920771-00001	09/02/2022	\$19.33	08/26/2022

Customer Name: MENA HGA LIQUOR STORE
Service Address: 13 NE 1ST ST
MENA HGA MN 56464

Account Summary			
Bill Period: 07/06/2022 to 08/03/2022			
	Aug 2022	Jul 2022	Aug 2021
Billing Days	29	33	30
Avg Temp	68°F	64°F	71°F
Heating Deg Days	19	96	11
Cooling Deg Days	120	70	192
Therms Used	0	0	0
Avg Therms / Day	0	0	0

Activity Since Last Bill

07/06/2022	Previous Balance		
08/01/2022	Payment		
	Balance		
	Total Current Charges	\$19.33	
	Total Current Balance	\$19.33	

Handwritten notes: 609-49760-383 9.67
609-49750-383 9.66

Gas Service

C&I Firm - Class 1 CON-FM-C1

Meter 20158787

Actual Reading 08/03/2022	1574
Actual Reading 07/05/2022	-1574
	0
Meter Constant	x 1.1137
Total Gas Use	0 CCF

0 CCF x 1.037 BTU = 0 Therms

Local Distribution Service

Monthly Customer Charge 29 Days at \$18.00000 \$18.00

Taxes

County Tax Wadena 0.5% of \$18.00 \$0.09
State Tax 6.875% of \$18.00 \$1.24

Subtotal: \$19.33

Gas Service Total: \$19.33

Messages

The service for your account is showing zero energy use. Please call us if you feel this is inaccurate, or if you want to stop service.

View your bill online anytime in My Account. Visit our website to sign up.

We continue to closely monitor the situation surrounding COVID-19. As an essential service provider, we are committed to the safety of our employees and customers while providing the energy you depend on. Visit minnesotaenergyresources.com to learn more.



ACCOUNT NUMBER: 0503920771-00001

INVOICE: 4240660259

Page 1 of 1

4807

{18}

Please return this stub with your payment.



ACCOUNT NUMBER: 0503920771-00001

000005007 01 AV 0.455 000638273466229 P Y
MENA HGA LIQUOR STORE
PO BOX C
MENA HGA MN 56464-0453

Amount Due By 08/26/2022 \$19.33
A 1.5% late fee will be charged on unpaid balances over \$10
Please write your account number on your check
Amount Enclosed
19.33

I want to support the HeatShare program, which helps pay energy expenses for those in need. I've circled my monthly gift amount below.
\$1 \$5 \$10 \$20 Other _____



Minnesota Energy Resources
PO Box 6040
Carol Stream IL 60197-6040

0450503920771000013 1000001933



Table with 5 columns: Bill Date, Account Number, Next Meter Read Date, Amount Due, Payment Due Date. Row 1: 08/04/2022, 0621680603-00001, 09/02/2022, \$22.45, 08/26/2022

Customer Name: CITY OF MENA HGA
Service Address: 120 NE 1ST ST, MENA HGA MN 56464

Activity Since Last Bill:
07/06/2022 Previous Balance \$23.09
08/01/2022 Payment -\$23.09
Balance \$0.00
Total Current Charges \$22.45
Total Current Balance \$22.45

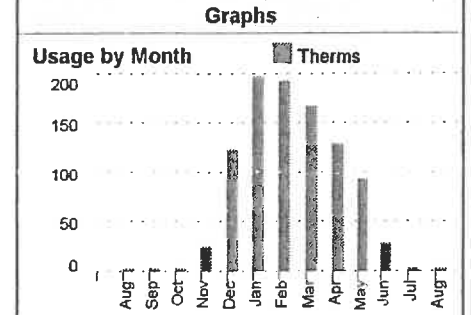
Handwritten: 101-41940-383

Account Summary table with columns: Aug 2022, Jul 2022, Aug 2021. Rows: Billing Days, Avg Temp, Heating Deg Days, Cooling Deg Days, Therms Used, Avg Therms / Day.

Gas Service

C&I Firm - Class 1 CON-FM-C1

Meter NGM20844
Actual Reading 08/04/2022: 7742
Actual Reading 07/06/2022: -7739
Meter Constant: 3
Total Gas Use: 2.98 CCF
3 CCF x 1.037 BTU = 3.1 Therms



Local Distribution Service

Monthly Customer Charge: 29 Days at \$18.00000 = \$18.00
Distribution Charge: 3.1 Therms at \$0.22251 = \$0.69

Gas Supply Service

Base Gas Cost: 3.1 Therms at \$0.362730 = \$1.12
Purchased Gas Adjustment: 3.1 Therms at \$0.315620 (26/29 Days) = \$0.88
Purchased Gas Adjustment: 3.1 Therms at \$0.518250 (3/29 Days) = \$0.16

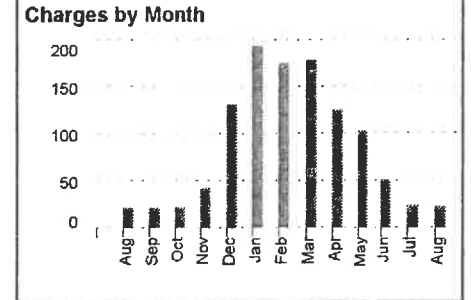
Other Service Charges/Credits

Affordability Surcharge: 3.1 Therms at \$0.009050 (26/29 Days) = \$0.03
Infrastructure Rider: 3.1 Therms at \$0.010760 = \$0.03

Taxes

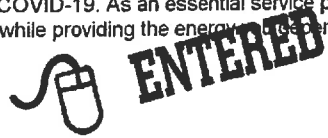
County Tax Wadena: 0.5% of \$20.91 = \$0.10
State Tax: 6.875% of \$20.91 = \$1.44

Subtotal: \$22.45
Gas Service Total: \$22.45



Messages

View your bill online anytime in My Account. Visit our website to sign up.
Even out your energy bills! Enroll in Budget Billing by paying exactly \$89.00, rather than the amount due shown.
We continue to closely monitor the situation surrounding COVID-19. As an essential service provider, we are committed to the safety of our employees and customers while providing the energy you depend on.



ACCOUNT NUMBER: 0621680603-00001 INVOICE: 4241424913 Page 1 of 1 WEC_AFP_MERC_Out 1238 {18}

Please return this stub with your payment.



ACCOUNT NUMBER: 0621680603-00001

000005000 01 AV 0.455 000638273466222 P Y
CITY OF MENA HGA
PO BOX C
MENA HGA MN 56464-0453

Amount Due By 08/26/2022 \$22.45
A 1.5% late fee will be charged on unpaid balances over \$10
Please write your account number on your check
Amount Enclosed: 22.45

I want to support the HeatShare program, which helps pay energy expenses for those in need. I've circled my monthly gift amount below.
\$1 \$5 \$10 \$20 Other



Minnesota Energy Resources
PO Box 6040
Carol Stream IL 60197-6040

0450621680603000014 9000002245



3825 12TH AVE. N.
FARGO, ND 58102-2906
www.grainger.com

GRAINGER ACCOUNT NUMBER 806559225
INVOICE NUMBER 9390729680
INVOICE DATE 07/27/2022
DUE DATE 08/26/2022
AMOUNT DUE 192.43

PO NUMBER: WEB1943159123
CALLER: RONALD YLINIEMI
CUSTOMER PHONE: (218) 564-4557
ORDER NUMBER: 1452093277
INCO TERMS: FOB DESTINATION

BILL TO
MDG2022 00005057 1 MB 0485

CITY OF MENA HGA
PO BOX C
MENA HGA, MN 56464-0453



Pay invoices online at:
www.grainger.com/invoicing
Sign up for paperless invoicing at:
www.grainger.com/paperlessinvoicing

THANK YOU!

FEI NUMBER 36-1150280

FOR ANY QUESTIONS ABOUT THIS INVOICE OR ACCOUNT CALL 1-800-472-4643

PO LINE #	ITEM #	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
000001	35MG24	The following items were for: CITY OF MENA HGA 115 2ND STREET N E MENA HGA MN 56464-3219 CHANGING STATION,HORIZONTAL,15 X 34 IN MANUFACTURER # 100-EH-SC Delivery# 6558572770 Date: 07/27/2022 Carrier: FDX GROUND No. of pkgs: 1 Wt: 17.90 Trk#: 578028137070 SHIPPED FROM: DC MINOOKA, IL - 005 701 GRAINGER WAY MINOOKA IL 60447-9998 <i>RJ Beach Repair + Maintenance</i> <i>101-45120-220</i>	1	192.43	192.43

ENTERED

INVOICE SUB TOTAL 192.43

THIS PURCHASE IS GOVERNED EXCLUSIVELY BY GRAINGER'S TERMS OF SALE, INCLUDING: (I) DISPUTE RESOLUTION REMEDIES, AND (II) CERTAIN WARRANTY AND DAMAGES LIMITATIONS AND DISCLAIMERS IN EFFECT AT THE TIME OF THE ORDER, WHICH ARE INCORPORATED BY REFERENCE HEREIN. GRAINGER'S TERMS OF SALE ARE AVAILABLE AT WWW.GRAINGER.COM. PRODUCT RETURN INSTRUCTIONS ARE AVAILABLE AT WWW.GRAINGER.COM/RETURNS.

These items are sold for domestic consumption. If exported, purchaser assumes full responsibility for compliance with US export controls. Diversion contrary to US law prohibited.

PAY THIS INVOICE; PAYMENT TERMS NET 30 DAYS AFTER INVOICE DATE IN U.S. DOLLARS.

AMOUNT DUE 192.43

PLEASE DETACH THIS PORTION AND RETURN WITH YOUR PAYMENT.

BILL TO:
CITY OF MENA HGA
PO BOX C
MENA HGA, MN 56464-0453

REMIT TO:
GRAINGER
DEPT. 806559225
PALATINE, IL 60038-0001



806559225939072968010000192431000000010000000100000022082671

X

ACCOUNT NUMBER
806559225

DATE
07/27/2022

INVOICE NUMBER
9390729680

AMOUNT DUE
192.43

FOR COMMENTS OR CHANGE OF ADDRESS, ENTER INFORMATION ON REVERSE SIDE.

x V:
T:
07:
Inv
Appr
CHASI
AID:
TVR:
TSI: E

SOSL
Bug Bomb

07-01-22

02*12.99 TX 1
*12.99 ST
*0.96 TX 1

*13.95 TL
*13.95 CA
*0.00 CG

000-0055 2

* 2-18
Ralph Kumpula

SOSL
Bug Bomb
for 7/15/22
concert

07-15-22

02*12.99 TX 1
*12.99 ST
*0.96 TX 1

*13.95 TL
*13.95 CA
*0.00 CG

000-0037 1

10-43
Ralph Kumpula

id: Chip
3.95
3:09:29
07896C

Kalwila ~~Kalwila~~ ~~Ralph Kumpula~~ ~~Ralph Kumpula~~

13 Aspen Ave NW
Menahga, MN 56464
(218) 564-3466

Jul 25, 2022
1:44 PM
SOSL

Ticket: Band *Rock of Ages*
Authorization: 02661C
Receipt: FKX5

CHASE VISA
AID A0 00 00 00 03 10 10

Breakfastarian x 1 \$6.75
Dine in
Scrambler x 1 \$7.25
Veggie, Dine In, Sour Cream,
Salsa
Brew of the Day x 2 \$5.50
(\$2.75 each)
Dine in, Dine In

Subtotal \$19.50
Sales Tax \$1.03

76 (Chip) \$20.53
Kumpula \$20.53

13.95
13.95
20.53

48.43
This page

Payable to Ralph Kumpula

 ENTERED

760-00000-210 27.90 Bug bombs
760-00000-215 54.22 water/food/Beverages
82.12 Total



PERA ID: 6238-02
BILLING DATE: 07/29/2022
REQUESTED DUE DATE: 08/28/2022

ALVINA KYTTA DEPUTY CLERK
CITY OF MENAHPA
PO BOX C
115 2ND ST NE
MENAHPA MN 56464

OMITTED DEDUCTION BILLING STATEMENT

(Employer Paid)

(PERA Use Only)

Member Name, SS# Number	Omitted Deduction Period	Member Portion	Employer Liability			Amount Paid	Balance	Inv. #, Initial Bill	OD Type
			Employee	Employer	Interest				
KURTTI, JENSINE xxx- xx-5716	10/01/2021 - 07/16/2022	494.30	931.34	1644.98	87.74	0.00	3158.36	161028	Regular
Totals	750-21704	494.30	931.34	1644.98	87.74	0.00	3158.36	101-41400-121	2,664.06

AMOUNT TO REMIT TO PERA: \$ 3158.36

Make check payable to *Public Employees Retirement Association*

(RESERVED FOR PERA OFFICE USE ONLY)

Authorized Signature <i>Alvina J. Kytta</i>	Telephone Number 218-564-4557
--	----------------------------------

Payment Amount	Check No.	Date
----------------	-----------	------

QUESTIONS: If you have any questions about omitted deduction determinations or billings, please send an e-mail to eligibility@mnpera.org, or call the PERA office at 651-296-3636 or toll free at 1-888-892-7372 and select option 3.

PLEASE READ THE FOLLOWING PAGES FOR PAYMENT INFORMATION
KEEP ONE COPY - RETURN ONE COPY WITH PAYMENT



400007505
 NAPA Central - Menahga
 P.O. BOX 277
 MENAHGA, MN 56464-0277
 (218) 564-4103

Time: 17:08
 Invoice Number 544544
 Date: 07/22/2022
 Page: 1/1



25839
 MENAHGA FIRE DEPT.
 JUSTIN DAY TREASURER
 PO BOX C
 MENAHGA, MN 56464-0000

Employee: 16, Brent
 Sales Rep: 0, Salesman
 Accounting Day: 18

Part Number	Line	Description	Quantity	Price	Net	Total
1002	SOR	BATTERY MAINT CHARGER Above Item on Sale	1.00	84.56	32.9900	32.99

101-42200-220

Delivery:
 Attention:
 Tax Exemption:
 PO#:
 Terms: NET 10TH

Subtotal 32.99
 TAXTABLE 6 7.3750% 0.00
Total 32.99
 Charge Sale 32.99

MFD
 Customer Signature
 ALL GOODS RETURNED MUST BE ACCOMPANIED BY THIS INVOICE
 NO RETURN ON INSTALLED ELECTRICAL PARTS
 Ref By: _____ Ver By: _____

CUSTOMER COPY



AUTO PARTS

STORE

400007505
NAPA Central - Menahga
P.O. BOX 277
MENAHA, MN 56464-0277
(218) 564-4103

Time: 11:09
Date: 07/09/2022
Page: 1/1

Invoice Number 543705

SOLD TO

25839
MENAHA FIRE DEPT.
JUSTIN DAY TREASURER
PO BOX C
MENAHA, MN 56464-0000

Employee: 16 , Brent
Sales Rep: 0 , Salesman
Accounting Day: 7

Part Number	Line	Description	Quantity	Price	Net	Total
90605	NTH	ADAP PLG	1.00	6.68	4.5900	4.59
90490	NTH	BLOW GUN	1.00	45.10	28.4900	28.49
<i>101-42200-220</i>						

Delivery:
Attention:
Tax Exemption:
PO#:
Terms: NET 10TH



ENTERED

Subtotal 33.08
TAXTABLE 6 7.3750% 0.00

Total 33.08
Charge Sale 33.08

Customer Signature
ALL GOODS RETURNED MUST BE ACCOMPANIED BY THIS INVOICE
NO RETURN ON INSTALLED
ELECTRICAL PARTS
Ref By _____ Ver By _____

DAVE KRICHTER
CUSTOMER COPY



AUTO PARTS

STORE

400007505
NAPA Central - Menahga
P.O. BOX 277
MENAHA, MN 56464-0277
(218) 564-4103

Time: 16:48
Date: 07/07/2022
Page: 1/1

Invoice Number 543594

SOLD TO

25839
MENAHA FIRE DEPT.
JUSTIN DAY TREASURER
PO BOX C
MENAHA, MN 56464-0000

Employee: 16 , Brent
Sales Rep: 0 , Salesman
Accounting Day: 5

Part Number	Line	Description	Quantity	Price	Net	Total
WC107G	BC	WSTLY CAR WASH 64OZ	1.00	13.94	7.9900	7.99
T146R4PK	TW	F21 CAR WASH 64OZ	1.00	14.28	8.4900	8.49
<i>101-42200-220</i>						

Delivery:
Attention:
Tax Exemption:
PO#:
Terms: NET 10TH



ENTERED

Subtotal 16.48
TAXTABLE 6 7.3750% 0.00

Total 16.48
Charge Sale 16.48

Customer Signature
ALL GOODS RETURNED MUST BE ACCOMPANIED BY THIS INVOICE
NO RETURN ON INSTALLED
ELECTRICAL PARTS
Ref By _____ Ver By _____

DAVE KRICHTER
CUSTOMER COPY