

City of Menahga
Special Meeting/Work Session City Council Minutes
Monday, August 30, 2021

1. Call to Order

The Menahga City Council held a Special Meeting/Work Session Meeting Monday, August 30, 2021.

Mayor Liz Olson called the meeting to order at 6:00 pm and reported that she would be responsible to clerk the meeting due to the absence of the City Administrator and Deputy Clerk.

2. Roll Call

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

Mayor Elizabeth Olson	Durwin Tomperi	Art Huebner
Dan Warmbold	Robyn Keranen	

Absent: None.

3. Pledge of Allegiance

- 4. Anne Oldakowski - Soil and Water Conservation Presentation** - Anne reported on the Beach and Pier projects which occurred in 2003 and made recommendations on the maintenance of the areas: Clean out the sediment in the pond and spillway down to original engineered levels; remove the trees on both sides of the berm as they are de-stabilizing the berm and affecting the walkway - trees do compromise the berm; consider interplanting amongst rocks on lake side of berm to further stabilize; and remove the water hemlock plant which is extremely poisonous. Ms. Oldakowski clarified jurisdiction of Spirit Lake properties. She stated the DNR has jurisdiction to the ordinary high water mark. The local government unit (the City of Menahga), has jurisdiction beyond the high water mark.

5. August 9, 2021 Regular Meeting Minutes to approve.

(Note: July 26, 2021 Special Meeting, August 2, 2021 Special Meeting/Work Session, and August 20, 2021 - Special Budget Meeting Minutes were not provided).

Main Motion: To approve the Minutes from Monday, August 9, 2021, Regular

Meeting amending the last name Jacob to Parks on page 1.

Moved by:	Tomperi
Seconded by:	Warmbold
Action:	Motion carried by a 4-1 voice vote
In favor:	Olson, Tomperi, Warmbold, Keranen
Opposed:	Huebner

6. Liquor Store - Renata Parks, Northbound Spirits Manager (Absent)

a. Monthly Numbers - July 2021 and August 2021 Monthly spreadsheets were attached.

b. Action Item - Liquor Store Assistant Manager Offer - Dan Warmbold provided the information on the interview and hiring process which took place on Friday, August 27, 2021 in the Manager's absence.

Main Motion: To offer the Liquor Store Assistant Manager position to Rachael Pietila effective August 31, 2021, starting at Grade 3, Step 11 at \$14.52 per hour, upon her acceptance of the position.

Moved by:	Warmbold
Seconded by:	Tomperi
Action:	Motion carried by a 4-1 voice vote
In favor:	Olson, Tomperi, Warmbold, Keranen
Opposed:	Huebner

A request was made that the Liquor Store Manager provide a profit and loss statement for the Liquor Store for future reporting.

A question was posed as to when the 2019 pay plan would be updated which was used for the starting wage for the Liquor Store Assistant Manager.

7. Public Works - Ronald Yliniemi, Director

- a. Security of City Buildings** - Reported that the buildings are locked up each night.
- b. Sale of Surplus Equipment** - Provided a list of surplus equipment and the proposed minimum bids. All surplus equipment to be advertised for sealed bids and placed as an action item on the next Regular Meeting. Ron stated he would add the Road Grader to the list.
- c. Street Sweeper Repair** - Called on the street sweeper repair but has not received a cost for the repair, nor when the repair would be completed. It was noted that Ewanika's had the Street Sweeper for over three (3) months.
- d. Public Works Report** - ADA compliant ramp and pad by the Nursing Home is finished; the manhole on ironwood raised and done; The extreme drought conditions are still in effect until the DNR lifts the same.

e. Action Items - Paving Cattail Trail Quotes and Development Agreement for Paving Cattail Trail:

Main Motion: To approve Howard's Driveway, Inc., to complete the paving of Cattail Trail by September 20, 2021, for the quoted amount of \$30,684.60. The City's responsibility is \$3,175.00, which includes 1/2 of the Subgrade Preparation Quote as well as the Aggregate Class 5 Base Quote. The Developer's portion is \$27,509.60.

Moved by:	Huebner
Seconded by:	Tomperi
Action:	Motion carried by a unanimous vote
In favor:	Keranen, Olson, Tomperi, Warmbold, Huebner
Opposed:	None.

Main Motion: To authorize the Mayor and Administrator to sign the Development Agreement regarding Cattail Tail (Marsh Creek Addition) after the attorney has reviewed and issued a properly completed document according to the terms agreed to by the Council on August 30th, 2021.

Moved by:	Huebner
Seconded by:	Tomperi
Action:	Motion carried by a unanimous vote
In favor:	Olson, Keranen, Tomperi, Warmbold, Huebner
Opposed:	None.

Other Action Items for next Regular City Council Meeting:

- a.** Replace VFD for lift station at ponds. Have received a bid from Les' Electric for \$3,200.
- b.** Streetlight to be installed at the Cattail Trail Cul-de-sac new residential development, which will be brought up as an action item at the next regular scheduled meeting.

8. Police Department - Chief Adam Gunderson

- a. Police** Reviewed Police Department Incident Report. Chief Gunderson agreed to report on all traffic tickets and revenue received from January 1st, 2021 to August 30th, 2021.

9. Fire Department - Chief Dave Kicker

- a. **Fire Contract Update** - The Fire Subcommittee met on Wednesday, August 25, 2021 and are in the process of gathering more information.
- b. **Fire Department Report** - Presented both a report for fire calls in August for a total of 4, as well as a year-to-date of 42 calls for 2021. Chief Kicker also reported that five (5) of the newly hired firemen are in training at this time.

10. Administration - Curtis Kreklau Jr. (Absent)

- a. **Temporary Cameras at the Head Start Building/City Hall** - Fire Chief Kicker stated that the cameras have been removed and that it was his understanding that the County was responsible for payment of the temporary cameras.
- b. **Chain of Command and Job Descriptions** - It was reported that the City Administrator Job Description provided, was updated May 2018 as Revision #: "Two". Question posed was whether or not the Revision #Two was approved by the prior Council in 2018, since the "Prepared date" continued to be reported on the job description as September 2005. That a review of the Chain of Command and Job Descriptions be completed at a later meeting.
- c. & d. **Action items - Temporary Administrative Support Job Description and Ad for Part-time Temporary Administrative Support Position.** Discussion to change/add the following: **STATUS: Part-time/Temporary (20-30 Hours per Week (add) with possible additional hours that are pre-approved);**
 - A. POSITION SUMMARY: Remove the first sentence and add the following in its' place - "Part-time/Temporary employee will be under the direction of the City Council designated representative in communication with the City Administrator.";**
 - Under B. ESSENTIAL DUTIES AND RESPONSIBILITIES - Add as the first bullet point as follows: "The City Council designated representative in communication with the City Administrator, will establish a procedure for assigning work duties. Temporary employee will make weekly reports of assigned duties and accomplishments.";** Remove bullet point three and change bullet point four by placing a period after the word assigned. "Support for Planning and Zoning functions as assigned"; Placing a period on the last bullet point after the work assigned, as follows: "Other bookkeeping responsibilities as assigned.";

At the bottom of the second page, add, "P O Box C" to the mailing address where applications can be mailed.

Main Motion: To approve the temporary Administrative Support Technician Job Description and Ad as amended above.

Moved by:	Tomperi
Seconded by:	Warmbold
Action:	Motion carried by a 3-2 voice vote
In favor:	Tomperi, Warmbold, Olson
Opposed:	Keranen, Huebner.

e. Actual Total Cost to Remove Mold and Replacement of HVAC Air Conditioner and Furnace - Responsible Party for Maintenance of City Buildings - Public Works Department Head Ron Yliniemi stated he was responsible for the maintenance of the City buildings and that he would bring the total cost of the removal and replacement of the HVAC Air Conditioner and Furnace to the next scheduled meeting. He stated the bathroom ceiling had been leaking since 2018.

f. Bank Reconciliation by Eide Bailly for December 31, 2021 provided to Auditor Dean Birkeland projected by August 30th, 2021. Forensic Auditor Brett Johnson of Eide Bailly's E-mail of August 27, 2021 was reviewed regarding its' update on their reconciliation of the City's bank accounts. He reported that due to experiencing the following issues, they would not be able to provide the City with a bank reconciliation as of September 1, 2021: "Further clarification is needed for certain disbursements and how they relate to GL entries - An example would be payroll withholdings; The withholdings in the accounting for a pay period may be slightly different than what is paid to the IRS or other vendors; Numerous reversals, adjusting entries, or voids with little or no description - Identifying which bank transactions they relate to is a time consuming process; Timing differences between accounting entries and bank clearing can be months apart; We determined that it was necessary to document all deposited checks for 2020 in order to complete the reconciliation. This alone required several days of work by our staff."

Discussion followed regarding the identification of the Banyon software continuing to be corrupt and inaccurate as reported by the City Administrator and Deputy Clerk.

Main Motion: To direct the City Administrator/Deputy Clerk to immediately send a complete copy of the data contained in the Banyon program to its' FTP site, to allow Banyon to research the program and report back to the Council as to its' findings.

Moved by:	Olson
Seconded by:	Warmbold

Action:	Motion carried by a unanimous voice vote
In favor:	Tomperi, Warmbold, Olson, Huebner, Keranen
Opposed:	None.

It was reported that there should not be any cost to the City.

g. Future Budget Meeting Set for September 10, 2021, 10:00 a.m.

h. Action Item - Apex Proposal/Contract for Cemetery Expansion

Main Motion: To approve Apex Engineering Group's Proposal for the cemetery Expansion in the amount of \$15,800.00.

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

11. Council By-law Review - The Mayor asked that the Council review the attached By-Laws which will be discussed at a later meeting.

12. Personnel Policy - Page 5 - Access to use of City Property Review - The Mayor asked that the Council review the attached Personnel Policy which will be discussed at a later meeting.

13. Discussion on Engine Brake (Jake Brake) - Chief Gunderson agreed to check into securing enforcement signs for the City regarding the use of engine brakes.

14. Action Item - Change the Date for October Regular City Council Meeting.

Main Motion: To approve changing the October 2021 Regular Meeting from Monday, October 11, 2021 to Tuesday, October 12, 2021 at 6:00 p.m. due to Columbus Day observation by the City.

Moved by:	Keranen
Seconded by:	Huebner
Action:	Motion carried by a unanimous voice vote
In favor:	Keranen, Huebner, Tomperi, Warmbold, Olson
Opposed:	None

15. Action Item - Appointment of Council member to Planning Commission - Due to Resignation of Council Member Art Huebner on 8/9/21.

Main Motion: To approve appointment of Council Member Elizabeth Olson to the Planning Commission for the remainder of 2021.

Moved by:	Warmbold
Seconded by:	Tomperi
Action:	Motion carried by a 4-1 voice vote.
In favor:	Tomperi, Warmbold, Olson, Keranen
Opposed:	Huebner

16. Action Item - Invoices to Approve - Payment Batch 08/23/21.

Main Motion: To approve payment of the August 23, 2021 Batch bills in the amount of \$84,835.31.

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

17. Action Item - Invoices to Approve - Payment of 2015a Bond Payment.

Main Motion: To approve payment of the 2015a Bond in the amount of \$131,852.50.

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

18. Action Item - Sounds of Spirit Lake - End of season Bills to be Approved.

Main Motion: To approve payment of the Sounds of Spirit Lake End of Season Invoices in the amount of \$1,860.50.

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

19. Closed Meeting - Employee Evaluation Permitted under Minnesota State Statute 13D.05, subd. 3(a) A public body may close a meeting to evaluatye the performance of an individual who is subject to its' authority. The public body shall identify the individual to be evaluated prior to closing the meeting. At its' next open meeting, the public body shall summarize its' conclusions regarding the evaluation. A meeting must be open at the request of the individual who is subject to the meeting.

Main Motion: To close the Special Meeting/Work Session at 7:22 p.m. under Minnesota State Statute 13D.05, Subdivision 3(a) to evaluate the performance of Curtis Kreklau Jr., Administrator.

Moved by:	Tomperi
Seconded by:	Warmbold
Action:	Motion carried by a 4-1 voice vote
In favor:	Tomperi, Warmbold, Olson, Keranen
Opposed:	Huebner

Main Motion: To open the Closed Meeting at 7:26 p.m. under Minnesota State Statute 13D.05, Subdivision 3(a) to evaluate the performance of Curtis Kreklau Jr., Administrator.

Moved by:	Tomperi
Seconded by:	Warmbold
Action:	Motion carried by a 4-1 voice vote
In favor:	Tomperi, Warmbold, Olson, Keranen
Opposed:	Huebner

Main Motion: To close the Closed Meeting at 8:10 p.m.

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

20. Reopen Meeting

Main Motion: To reopen the Special City Council Meeting /Work Session Meeting at 8:10 p.m.

Moved by:	Keranen
Seconded by:	Warmbold
Action:	Motion carried by a unanimous voice vote
In favor:	Tomperi, Warmbold, Huebner, Olson, Keranen
Opposed:	None

Main Motion: To approve the Mayor to provide a summary statement of the closed evaluation of the City Administrator at the next regular meeting, and provide a copy to the City Administrator.

Moved by:	Tomperi
Seconded by:	Warmbold
Action:	Motion carried by a unanimous voice vote
In favor:	Tomperi, Warmbold, Olson, Keranen, Huebner
Opposed:	None

21. Adjournment

Main Motion: To adjourn at 8:12 p.m.

Moved by:	Tomperi
Seconded by:	Keranen
Action:	Motion carried by a unanimous voice vote
In favor:	Tomperi, Warmbold, Huebner, Olson, Keranen
Opposed:	None

Acting Clerk, Mayor Elizabeth Olson

Mayor Elizabeth Olson

