

City of Menahga
City Council Special Meeting/Budget Meeting Minutes
Monday, December 5, 2022 at 6:00 pm

A. Call to Order

The Menahga City Council held a Special Meeting/Budget Meeting on Monday, December 5, 2022.

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

B. Roll Call

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

Mayor Elizabeth Olson	Durwin Tomperi	Dan Warmbold
Robyn Keranen	Jody Bjornson	

Office Staff present: Temporary City Administrator Laura Ahlf
Temporary Administrative Assistant Jensine Kurtti
Administrative Secretary Dustyne Hewitt

C. Pledge of Allegiance.

D. New Business

1. Land Usage Forms and Fees

Reviewed the new forms for Land Use, Variance Application, Boundary Line Adjustment, Rezoning Application, Lot Split Application, Plat Approval and Conditional Use Permit. Kurtti presented a proposed fee schedule effective Jan 1, 2023, updating the Planning and Zoning forms and fees. Tomperi questioned the enforcement of current ordinances. Issuing Administrative Citations for nuisances was discussed. Bjornson asked about the effective timeframe of new Land Use Applications, which Application expires one year from the date of approval. Keranen inquired why the Land Use Application fees were increased. Kurtti responded that the fees were set to cover all costs, which includes at a

minimum, three (3) visits to the site. The fees were also raised when comparing those of other surrounding Cities.

Main Motion: To approve the new forms for the Land Use Application, Variance Application, Boundary Line Adjustment, Rezoning Application, Lot Split Application, Plat Approval and Conditional Use Permit effective immediately. And, approve the updated Fee Schedule effective Jan 1, 2023.

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

2. Water and Sewer Connections for Multi-Family Dwellings

Kurtti presented the requirements for water and sewer connections for multi-family dwellings. The requirement of a single-family dwelling is one service line and one meter. Requirements for multi-family dwelling is one service line with separate meters.

Main Motion: To approve the Water and Sewer Connections for Multi-Family Dwellings criteria effective immediately.

Moved	Bjornson
Seconded	Warmbold
Action:	Motion carried by a 5-0 voice vote
In favor:	Tomperi, Warmbold, Olson, Keranen, Bjornson
Opposed:	None

3. Change Zoning District Name from Agricultural Residential to Rural Residential

The Planning and Zoning Commission recommended the name change of Zoning District Agricultural Residential to Rural Residential. This will be more uniform with Zoning Classifications.

Main Motion: To approve the name change for the Zoning Classification from Agricultural Residential to Rural Residential.

Moved	Tomperi
Seconded	Warmbold
Action:	Motion carried by a 5-0 voice vote
In favor:	Tomperi, Warmbold, Olson, Keranen, Bjornson
Opposed:	None

E. Budget by Department: 2023 Budget

Temporary City Administrator Laura Ahlf stated that Chief of Police Adam Gunderson resigned on December 2, 2022. Ahlf then presented the Police Department Budget.

Police Department – The amounts from the previous budget meeting have been updated to reflect the new amount for 2023 of \$384,385, a \$36,122.27 reduction, no other changes have been made. Keranen questioned what accounts the reductions were from. Ahlf discussed reducing capital outlay for new squad car from \$10,000.00 to \$5,000.00, and other equipment, \$5,000.00 for cameras. Capital outlay account was reduced from \$30,000.00 to \$15,000.00. Salaries remain the same as was set at the previous meeting budget meeting.

Public Works – Ron Yliniemi – Water: Ahlf explained that the line Account 217 - Uniform Allowance was missing, which should be an additional \$300.00 for water and \$300.00 for sewer budgets. There are also blanks for the engineering fees and construction fees because they are allocated directly to that project fund. Ahlf stated the contracted maintenance line item should be the annual \$1,700.00 for the water tower inspection and the \$3,600.00 for Neptune 360 totaling \$5,300.00. Capital outlay will be budgeted at \$10,000.00.

Sewer: No concerns or questions regarding the sewer budget.

Fire Department – Dave Kicker – Ahlf explained that there was a decrease of \$8,529.22 calculated from the last budget meeting. It was agreed that operating supplies would be changed to \$4,000.00, repairs and maintenance would remain at \$15,000.00 and \$2,000.00 would be allocated for travel and conference. Chief Kicker inquired about raising the annual Fire

Relief contribution. The Council indicated it would discuss this at a later date. The total budget for the Fire Department is \$139,089.00.

Liquor Store – Heather Shepersky – Ahlf explained the increase in wages is due to doing a wage comparison. Wage increases have been previously discussed so Ahlf included a 20% increase in the 2023 budget to avoid adjustments later. Shepersky stated she would like to increase entertainment to allow for more DJs and different events. Council agreed to increase the entertainment amount to \$10,000. Capital outlay was also increased to \$20,000 to cover the replacement of the furnace and A/C unit.

Administration – Laura Ahlf – presented General Fund Accounts:

Street Department: Ahlf explained that the updated numbers on the sheet were what was agreed upon at the previous budget meeting, which resulted in a reduction of \$22,862.57, from the original amount of \$124,272.57 to \$101,409.00. Capital outlay was reduced from \$23,000.00 to \$6,000.00, as money set aside for future needs. Allocation of wages was discussed. Council discussed tracking hours in 2023 to get a more accurate picture of where the hours should be allocated for 2024. Yliniemi explained that the Public Works Employees do fill out a sheet showing how many hours each day they put into each department and, that the payroll system is set-up to automatically put a percentage towards each department. It was agreed to keep the salaries adjusted to keep the levy down and revisit the percentage breakdowns next year when there is a better system tracking on each Department's labor costs.

Seal Coating: There is \$15,000.00 in the budget for seal coating.

City Beach: There is an increase in the City Beach which is due to water, sewer, and garbage services that were not previously budgeted for. The increase brought the Beach Budget up from \$13,004.32 to \$16,851.00. It was explained that the salaries for the beach are currently apportioned for the cleaning and maintenance of the beach, however, does not include lifeguard expenses.

City Park: The City Park had a decrease from \$60,640.93 to \$60,284.96, due to the insurance decrease of \$355.97.

Unallocated Expenses: These numbers are all new, besides the ECPN payment, they were not previously entered into the budget. These numbers include Unemployment Insurance, Automotive Insurance, Errors and Omissions Insurance, and City paid tax and assessments. The total budget for unallocated expenses is \$104,107.00. General liability insurance was moved to General Government.

General Government: General liability insurance was added after being taken out of unallocated expenses, showing an increase of \$22,003.00, which a small portion of it was a slight increase in property insurance.

Mayor/Council: There was a slight increase of \$197.47 for workers compensation.

Planning Commission: There were no changes. But it was brought up to add Zoning Administrator costs under professional services in the Contractual Services budget line item.

City Administration: Salaries show a decrease, but it was discussed to have some of the administrative wages allocated out to other various Departments. Some administrative wages went to the Water, Sewer, and Fire Department. This also decreased the other retirement and benefit accounts.

Elections:

Contractual Services: There is a \$6,000.00 increase in the professional services to account for Sourcewell to complete the Zoning Administrator duties. The new Zoning Fees will offset some of the expenses incurred with the Zoning Administrator Contract with Sourcewell.

Government Buildings: The budget shows a \$19,542.68 increase. Most of the line items were blank previously. Ahlf added amounts to these line items for repair and maintenance, water, sewer, garbage, and cleaning services, among others.

Council discussed the City Administrator wage scale that was included in the packet. Cities had been contacted with similar population and geographical areas. It was noted that the 2019 wage step scale is outdated and needs updating. It was agreed that there would be an action memorandum at the next meeting.

F. Consideration of Bills

- 1. Batch #112822-2PAY - \$6,880.07**
- 2. Batch #113022PAY - \$242,250.00**

Main Motion: To approve and pay the bills as presented: Batch #112822-2PAY in the amount of \$6,880.07 and Batch #113022PAY in the amount of \$242,250.00, for a total of \$249,130.07.

Moved	Tomperi
Seconded	Keranen
Action:	Motion carried by a 5-0 voice vote
In favor:	Tomperi, Warmbold, Olson, Keranen, Bjornson
Opposed:	None

H. Adjournment

Main Motion: To adjourn at 7:31 p.m.

Moved	Keranen
Seconded	Warmbold
Action:	Motion carried by a 5-0 voice vote
In favor:	Tomperi, Warmbold, Olson, Keranen, Bjornson
Opposed:	None

Deputy Clerk, Lacey Erickson

Mayor Elizabeth Olson