

**City of Menahga
Regular City Council Minutes
Monday, February 14, 2022**

1. Call to Order

The Menahga City Council held a Regular Meeting Monday, February 14, 2022.

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

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

3. Pledge of Allegiance

4. Approval of Agenda

Main Motion: To approve the agenda with the following additions/amendments:
Add 5.b. Acknowledge Temporary Administrator Betty Thomsen Non-Acceptance of offer of 1/31/22;
Add: 10.j. Appoint/Approve Fire Department Chief and Officers;
Add: 10.k. Dismissal of City of Menahga Employee;
Add: 10.l. Posting of Job Position.

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

5. Communications and Appearance Request:

- Mayor Olson reported to the Council from the Minnesota Mayors Handbook - "Principles of Making Meetings Work" - Simple Principals for Making Meetings Work -

1. Let the presiding officer manage the meeting.

2. Wait to be recognized by the presiding officer before speaking.
3. Be courteous and civil. Limit debate to the discussion of ideas. Do not make personal attacks.
4. Maintain decorum in the chambers. Do not have side conversations or disrupt the meeting through words and conduct.

a. Karol Andreasen - Menahga Memorial Park Reservation for Summer 2022:

Ms. Andreasen reported that on September 17, 2022, her granddaughter will be getting married in Menahga and would like to reserve the entire park for September 16 and 17, 2022. Ms. Andreasen stated that it would bring in more than \$1,000 for those two nights at the fees presently charged from 2021. It was discussed that the Fee Schedule had not been finalized for the 2022 year. The Council asked that she speak to the Deputy Clerk and Public Works Director to finalize this reservation.

b. Acknowledge Temporary Administrator Betty Thomsen Non-Acceptance of Offer of January 31, 2022. - The Council acknowledged this non-acceptance.

6. Public Forum and Correspondence: None.

7. Consent Agenda - Minutes to Approve

- a. Regular Meeting – January 10, 2022**
- b. Special Council Meeting - January 31, 2022-**

Did not approve the Special Council Meeting Minutes of January 31, 2022, as presented by the Deputy Clerk as the Minutes were not in proper format and Action Memorandums did not reflect the changes that were made before the Motions.

Main Motion: To approve the January 10, 2022 Minutes as presented.

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

8. Public Hearing - None.

9. Acknowledgment and receipt of Board/Commission minutes

a. Greenwood Connections Board Minutes and Report:

Administrator Laura Ahlf, reported the following:

- Nursing Home census was 83% for January, 2022.
- Was not currently in an outbreak but had been in January, 2022. At the present time there is one staff member and one resident who remain in isolation. Gowns and other PPE for the COVID outbreak was a very large expenditure in January. Additionally, two dryers were down and needed repairs as they had been running constantly to dry the washable gowns.
- Continue to test unvaccinated staff daily.
- Had various new hires, but continue to have six (6) open positions.
- Purchased a 2014 Chrysler Van for \$5,500 which is handicapped accessible with an automatic lift. The estimated value of the van is \$18,000.
- MDH was at the facility for an infection and complaint survey related to the recent COVID outbreak and policy for staff returning to work after testing positive for COVID. The complaint was found to be unsubstantiated and no citations were issued. The facility was found to be 100% compliant with vaccine and exemption requirements.
- Cyber Insurance - Laura reported that she is still in discussion with Essentia due to the increase in coverage they are requiring.
- Long Term Planning - The new dining room tables and chairs are expected to be delivered in mid-March. Plans are being made in the Spring for installation of a new patio between the TCU and activities area.
- Ahlf reported the possibility of adding another office staff member.

Main Motion: To approve the Greenwood Connections Board Report and Minutes.

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

10. New Business

a. Ehler's Arbitrage Reporting Contract Approval

Main Motion: To approve Ehler's Master Arbitrage Agreement Services Contract for: 1) Greenwood Connections Bond issue of 2017A (Proposed Base Fee of \$2,750) for the 5-year Installment Arbitrage Report dated 07/13/2022; and 2) City Bond Issue of 2020A (Proposed Base Fee of \$2,250) for the 5-year installment Arbitrage Report dated 11/05/2025.

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

b. Matson of Minnesota, LLC, Parcel Split

Main Motion: To approve the request by Matson of Minnesota, LLC, for a Parcel/Lot Split on Parcel #17.620.0060 Lot 3, Block 2, Odlands Pine Acres Fourth and Parcel #17.620.0070 Lot 4, Block 2, Odlands Pine Acres Fourth Addition from two (2) lots to four (4) lots.

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

c. Extension of Variance Request - Matson of Minnesota, LLC

Main Motion: To approve Matson of Minnesota, LLC, Variance Extension to May 11, 2022.

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

d. Public Works Replacement Help Wanted

Main Motion: To approve re-advertising for a P/T or F/T Public Works position in all of the surrounding newspapers.

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

e. OSA Audit

Main Motion: To approve Resolution No. 2022-07 requesting the Office of the State Auditor perform an audit for the 2021 fiscal year for the City of Menahga, pursuant to Minnesota Statutes, Section 6.55.

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

**CITY OF MENAHGA, MINNESOTA
Resolution No. 2022-07**

A Resolution Requesting Audit by the Office of the State Auditor for the City of Menahga's 2021 Audit.

WHEREAS, The Menahga City Council passed a Motion on January 31, 2022, stating that due to the absence of proposals from CPA firms for the 2021 audit, requested that the process be started as required by the Office of the State Auditor to seek its' services.

WHEREAS, Pursuant to Minnesota Statutes, Section 6.55, the governing body of the City of Menahga requests that the Office of the State Auditor perform an audit of all its' records for 2021.

NOW, BE IT RESOLVED THAT the City Council of City of Menahga hereby requests that the Office of the State Auditor perform an audit for the 2021 fiscal year, pursuant to Minnesota Statutes, Section 6.55.

Adopted by City Council of the City of Menahga, Minnesota, this 14th day of February, 2022.

Elizabeth Olson, Mayor

ATTEST:

Tanya Edwards, Deputy Clerk

f. Data Request Procedure - Approval of Appointment of Responsible Authority

Main Motion: To approve Resolution No. 2022-08 appointing Jensine Kurtti as the Responsible Authority according to Minnesota Statutes, Section 13.02.

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

**CITY OF MENAHGA, MINNESOTA
Resolution No. 2022-08**

A Resolution Appointing a Responsible Authority

WHEREAS, Minnesota Statutes, section 13.02, Subdivision 16, as amended, requires that the City of Menahga appoint one person as the Responsible Authority to administer the requirements for collection, storage, use and dissemination of data on individuals, within the City; and

WHEREAS, the City of Menahga City Council shares concern expressed by the legislature on the responsible use of all City data and wishes to satisfy this concern by immediately appointing an administratively qualified Responsible Authority as required under the statute.

NOW, BE IT RESOLVED THAT the City Council of the City of Menahga appoints **Jensine Kurtti** as the Responsible Authority for the purposes of meeting all requirements of Minnesota Statutes, Chapter 13, as amended, and with rules as lawfully promulgated by the Commissioner of Administration as published in the State Register on January 18, 2014.

Adopted by City Council of the City of Menahga, Minnesota, this 14th day of February, 2022.

Elizabeth Olson, Mayor

ATTEST:

Tanya Edwards, Deputy Clerk

g. CDC COVID Procedure

Main Motion: To follow the new CDC COVID guidelines as they are published.

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

h. City Park Manager

Main Motion: To direct Public Works Director Ron Yliniemi to create a job description covering all operational duties of managing the City Park and provide it to the Council before the next scheduled Work Session.

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

i. City Police Vehicles Decals

Main Motion: To direct the Chief of Police to have all City owned Police Cars display highly visible decals on both sides of each Car that clearly identify them as City of Menahga Police vehicles. The vehicle in question is that of the Chief of Police which needs to comply.

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

j. Approve Fire Department Chief/Officers

Main Motion: To approve the Menahga Fire Department Officers for 2022: Chief - Dave Kicker; Ass't Fire Chiefs - Jim Day and Terry Berttunen; Captains - Eli Jettmann and Randy Berttunen; Secretary - Aaron Hillukka; and Treasurer - Robert Weaver.

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

k. Dismissal of City of Menahga Employee

Main Motion:

- 1. That Curtis Kreklau, Jr. be dismissed from employment with the City of Menahga, effective February 14, 2022, for, but not limited to, the reasons specified in the City of Menahga Complaint Form of September 22, 2021 attached to correspondence from Mayor Elizabeth Olson to Curtis Kreklau, Jr. of October 15, 2021.**

- 2. That the City Council concludes that:**
 - A. Curtis Kreklau, Jr. has no property interest in his employment with the city.**

 - B. The city’s correspondence of October 15, 2021 specified the city’s intent to terminate Curtis Kreklau, Jr. from employment with the city, the reasons for the intent, and his opportunity to respond to the city’s intent to terminate him though notice of such and an opportunity to respond were not required.**

 - C. Curtis Kreklau, Jr. is not eligible for any Minnesota Veterans Preference Act rights related to his dismissal from employment with the city and that the city’s prior actions are not nor can they be construed to constitute any waiver of its right to assert that Curtis Kreklau, Jr. is not eligible for any Veterans Preference Act rights.**

 - D. The public welfare will be promoted by Curtis Kreklau, Jr.’s dismissal from employment with the city**

- 3. That the city:**
 - A. Expressly reserves and does not waive its right to assert that Curtis Kreklau, Jr. is not eligible for any Minnesota Veterans Preference Act rights;**

 - B. Cease any further compensation to Curtis Kreklau, Jr., effective February 14, 2022, that is not otherwise required.**

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

11. Unfinished Business

- a. **GPS on City Owned Vehicles** - To be addressed at a later date.
- b. **Funds Transferred from TD Ameritrade to PMA/4M Fund** - Need update from the Deputy Clerk as to the progress on this matter.

12. Council Information

- a. **Minutes of Planning and Zoning Committee** - Draft Minutes.
- b. **Water Tower Bid Opening Minutes:**
Public Notice for Sealed Bid Opening
Wednesday, January 12, 2022
11:00 A.M.

Present were:

City of Menahga: Mayor Elizabeth Olson and Council Member Durwin Tomperi; Public Works Director Ronald Yliniemi and Deputy Clerk Tanya Edwards.

Ulteig: Brian Hiles

General Construction Services, Inc.: 2 Representatives

At 11:00 a.m., Brian Hiles reported that there were 4 bids received and opened them; with all present, only 3 could be accepted due to missing and required information.

The apparent low bidder is: Maguire Iron, Inc., with the bid amount of \$1,117,500.00.

Brian Hiles will get the information to the City after he gets back to his office to make sure the bid is correct and complete.

Elizabeth Olson, Mayor

Tanya Edwards, Deputy Clerk

c. Fire Department Contract Meeting Minutes: See Attached.

Next Fire Department Contract Meeting scheduled for February 22, 2022
@ 6:30 p.m.

d. Tax Forfeited Sales Assessment Report: See Attached.

e. ARPA E-mail Report:

From: Elizabeth Olson <Eolson@wcta.net>

Sent: Monday, February 7, 2022 11:53 AM

To: Jon Kangas <jnkangas@hotmail.com>

Cc: cmenahga@wcta.net <cmenahga@wcta.net>; Tanya Edwards <depclerk@wcta.net>

Subject: Menahga City Requests for Wadena County ARPA Funds

Good Morning Chairman Jon Kangas/Wadena County Board of Commissioners:

Due to the absence of a City Administrator/Clerk/Treasurer and, pursuant to a Motion made by the Council on Monday, January 31, 2022, I am submitting this ARPA County Request e-mail on behalf of the City of Menahga.

The City of Menahga has three main priority projects to ensure that the 1,300+ resident's needs are met. They are as follows:

- 1. A new water tower to replace the current one that was built in the 1950's - Requesting \$650,000.00 (the total Project Budget is \$1,288,000);**
- 2. The replacement of the water treatment plant automatic back-up generator. Should the current one fail, the City would not be able to supply water to its residents - Requesting \$120,000.00; and,**
- 3. The replacement of the Hwy. 87 Water Main Project to replace clay pipe, this is the only remaining clay pipe left in the city - Requesting \$25,000;**

The new water tower, automatic back-up water treatment plant generator, and pipe replacement project on Hwy. 87, are very important to the resident's continued health and safety needs.

Based on the condition of the City's current financial situation and the current downgrade of the City's Bond Rating by S & P, the City appreciates the County Commissioner's consideration in the funding of these projects. This would eliminate or assist in any further debt to the City in order to meet these needs.

If you have any questions regarding the above, please feel free to contact me.

Respectfully submitted,

**Elizabeth Olson, Mayor
City of Menahga
(218) 329-5645**

f. Park Fees Report: None.

g. Update on City Attorney and Mayor Contacts - Temporary City Administrator/Clerk/Treasurer:

1. Fourteen (14) calls were made as a result of recommendations from City Attorney Fitzsimmons with respect to the LMC List, as well as some he was familiar that had retired, however, were not on the list. Further, during my calls to other retired City Administrators, they also gave me recommendations.

Here are the responses I received:

- Two (2) were already working in an interim/temporary position with other Cities;
- Others were snowbirds either in the South or leaving;
- One was in South Shores, AL, stated that if we did hire someone, that he may be interested in coaching;
- Retired and not interested;
- Four (4) reported Family situations and/or medical reasons;
- Distance was a great factor for two (2) very interested individuals;
- One (1) individual referred me to a type of "Head Hunter" firm!

There are a lot of Cities presently looking for City Administrator and here are a few - Wadena, Olivia, Breezy Point, Stillwater, Corcoran, Mora and Benson of 1/31/2022.

FYI - On all my phone conversation, I identified myself and stated that the City of Menahga needed organizational, operational and financial assistance, and stated that if they had any further questions, to feel free to contact Brandon Fitzsimmons (whom most were familiar with him).

Main Motion: To advertise for a full-time City Administrator/Clerk/Treasurer in any and all publications related to City Professionals with experience preferred.

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

13. Consideration of Bills

a. Approval of Bills - Batch #-21422 PAY in the amount of \$44,565.34; and Batch #013122 PAY - \$349.04, for a total of \$44,924.38.

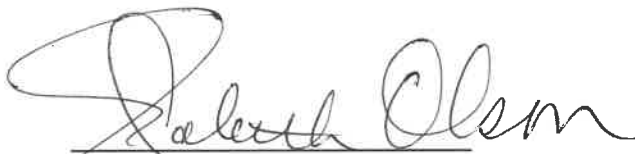
Main Motion: To approve payment of all bills in the total amount of \$44,924.38.


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

14. Adjournment

Main Motion: To adjourn at 6:58 p.m.

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


Acting Clerk, Mayor Elizabeth Olson


Mayor Elizabeth Olson