



**b. Approval of the St. Urho's Day Parade Route - Action Request**



**Main Motion: To approve the Parade Route for the St. Urho's Day Celebration scheduled for Saturday, March 12, 2022.**

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

Menahga Civic & Commerce Assn. President Gloria Markkula provided a copy of the poster for March 11th and 12th, 2022, for all the events scheduled for the St. Urho's Day weekend planned by the Menahga Civic & Commerce Assn.

**5. Department Head Reports - Renata Parks - Northbound Spirits (Did not attend the meeting).**

- a. Provided a Spreadsheet of Monthly Sales and Tax Totals
- b. Entertainment for St. Urho's Day Reported (the Mayor reported the entertainment was noted on the St. Urho Day's Poster which was distributed to the Council Members).

**6. Department Head Report - Ronald Yliniemi - Public Works Director**

**a. Monthly Report:**

- Quotes for cleaning/inspecting clear well - Ron will bring a recommendation to the next Regular Meeting.
- Requested more information on Campground Manager duties and how it pertained to his job description.
- Reported the Hemlock fire hydrant had froze up due to the cold.
- Worked on plowing in Odland's Addition due to snow drifting.
- Schaefer Auto requested permission to add its' sign to the City's Industrial Park Sign. Was a discussion on the procedure/process and that Tim Lund of Lund Signs was the individual who was hired to provide the signage in the past. Mayor Olson agreed to find a way to contact Mr. Lund, and request that he provide information on the Industrial Park Sign to the Council.
- Reported the freeze run is continuing for all City of Menahga residents, beginning on January 20, 2022. The Mayor asked why all residents were affected. Was it because both the water and sewer lines were too close to the surface in all areas of the City? Ron reported that the water temp at 40 degrees made it necessary for the freeze run.

**b. Water Plant Generator - Action Request:**

- Reported on a proposal from BE of Sebeka, MN for an automatic generator at the Water Treatment Plant. The Proposal was described as follows: A new 125 KW

Generator for Water Plant and Well House to include wiring of new 600A ATS Switch; 125 KW Cummins Generator; Demo existing transfer switch and old equipment; Concrete pad for new generator; Directional boring to re-feed well house and take off existing services; All start-up, and 100 Gallons diesel provided.

The generator has a 43 week lead time from 2/7/2022, and the ATS is 16 weeks from 2/7/2022. The bid proposal to include furnishing materials & labor, complete in accordance with the above specs for a total sum of \$94,910.00.

(Council Member Tomperi also asked if there would be any prepayment on the total proposed cost of \$94,910.00, prior to the 43 week lead-time. Director Ron Yliniemi replied, "No").

**Main Motion: To approve the purchase order proposal from BE of Sebeka, MN dated February 7, 2022, for an Automatic Water Treatment Plant Generator at the quoted \$94,910.00, with no down payment required.**

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

- Water Main Replacement. Questioned who was responsible for the trees along the #87 Highway Project. Was MNDOT required to remove them or the City? Ron stated he would look into the matter and report back to the Council.
- Reported on an Ordinance that homeowners are responsible of snow removal around the fire hydrants in their area.
- Sidewalk Clean-up: A discussion was held regarding residents and businesses were not removing snow from sidewalks within the 24 hours as stated in the City's Ordinance. Discussion followed regarding the City purchasing a piece of equipment to remove the snow ifrom sidewalks n the past. If the snow was not removed within the 24 hours, the City would remove it, and a fee would be

assessed against the property owner. Ron mentioned that they had removed snow from some sidewalks, however, at this time, snow banks were too high to use the equipment the City had available.

## **7. Police - Chief Adam Gunderson**

### **a. Monthly Report**

- Incident Report: Gunderson stated he was unable to present his report for the month since the Wadena County server was down. He agreed to run it as soon as the server was working and would provide it to the Deputy Clerk to send out to all of the Council Members.

### **b. Citizen Request for therapy pet:**

- Report on Citizen regarding Chicken Ordinance. No documentation was provided to the Council. Chief Gunderson stated that the pet was a chicken and a therapy pet an autistic child. The Mayor reminded Chief Gunderson that on September 13, 2021, he was directed by the Council to uphold any and all of the Menahga Municipal Codes. The Mayor further stated that the Ordinances that applied in this case were 91.03 and 91.04 - NonDomestic Animals and Farm Animals. (The Mayor agreed to check with the City Attorney as it pertained to this matter).

## **8. Fire - Chief Dave Kicker**

- ### **a. Township Contract Meeting:** It has been set for Tuesday, March 1, 2022, at 6:30 p.m.

### **b. Monthly Report:**

- Chief Dave Kicker reported the Fire Department had a total of 7 calls to-date for 2022, and that repairs were being made to one of the Fire Trucks.

**9. Administration Report and Action Item(s):**

**a. City Attorney Contact Request - Action Request:**

**Main Motion: To allow Deputy Clerk, Tanya Edwards to contact the City Attorney's Employment Law team for conversation and research to make sure the City is in compliance with both States' Employment Law for purposes of payroll.**

Moved by:	Huebner
Seconded by:	Keranen
Action:	Motion failed by a 2-3 roll call vote
In favor:	Keranen, Huebner
Opposed:	Olson, Tomperi, Warmbold

**b. Temporary Designation Assignment (in the absence of a City Administrator)**

**Main Motion: That the following duties shall be assigned to Jensine Kurtti, the Temporary Administrative Support Tech and Responsible Authority, during the absence of a City Administrator/Clerk/Treasurer shall include, but not be limited to the following: Develop, review and provide information to the City Council; serves as a liaison with various external organizations and agencies; attends public meetings and makes presentations; evaluates potential economic development and other projects, programs and services to determine feasibility and community impact; makes recommendations to the City Council; serves as the City's Zoning Administrator, Secretary of the Planning Commission and issuing Building Permits and participates in the Regular and Work Session/Special Meetings and is the designated responsible authority for all spare keys to the buildings, city equipment and vehicles of the City of Menahga.**

Moved by:	Olson
Seconded by:	Warmbold

Action:	Motion carried by a 3-2 roll call vote
In favor:	Olson, Tomperi, Warmbold
Opposed:	Keranen, Huebner

**10. Other Council information: and Action Item(s):**

**a. Fee Schedule Discussion:**

- Fee Schedule Representatives Dan Warmbold and Robyn Keranen discussed their progress on the fee schedule meeting with Deputy Clerk Tanya Edwards. They indicated that they were waiting for the Planning Commission to come back with fees pertaining to Variances and Conditional Use Permits. That a final Fee Schedule would be presented for an action item at the March 14, 2022 Regular City Council Meeting.

**b. Administrative Secretary position - Action Request:**

- Council Member Tomperi reported that interviews by the hiring representatives consisting of Mayor Olson and Tomperi, for the Administrative Secretary position were held on Friday, February 25, 2022. Two (2) applicants were interviewed.

**Main Motion: The hiring representative committee is recommending Dustyne Hewitt for the full-time position of Administrative Secretary at Step 1, of the existing wage scale, pending a successful BCA criminal background check. The need for a full-time status will be reviewed after the 90 day probation period by the City Administrator and/or City Council and acted on accordingly, based on the need of either full-time or part-time.**

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

**11. Consideration of Bills:**

**Main Motion: To approve the Fire Truck Lease Payment to the Community First Bank, Menahga, MN, in the amount of \$25,312.77 from Account #881508.**

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

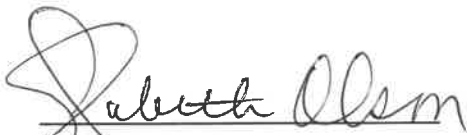
**Main Motion: To approve Payment Batch #022422PAY in the amount of \$60,137.31 as presented.**

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

**12. Adjournment**

**Main Motion: To adjourn at 6:55 pm**

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

  
Acting Clerk, Elizabeth Olson

  
Mayor Elizabeth Olson