

**City of Menahga  
Regular City Council Minutes  
Monday, January 10, 2022**

**1. Call to Order**

The Menahga City Council held a Regular Meeting Monday, January 10, 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 amendments: Move 8 a. Public Hearings - Facility Plan - 2023 Sanitary Sewer and Watermain Improvements to 4.a. and re-number all Agenda items due to this move; Add: 6.a. City Attorney Motion; 6.b. - Menahga City E-mails Motion; Now No. 9 New Business- Add: 9.j. TruStar Federal Credit Union Credit Card; 9.k. VFW Sunday Liquor Store License Permit Approval; and 9.L. Fire Contract Meeting Change; and remove now No. 10 - Unfinished Business a. and b.**

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

**4. a. Public Hearing - Facility Plan - 2023 Sanitary Sewer and Watermain Improvements**

**The Public Hearing Opened at 6:05 p.m**

Brian Hiles, of Ulteig Engineers, Inc., presented the Facility Plan Improvements to the public - 2024 Sanitary Sewer and Watermain Improvements to First Street SW and Balsam Avenue and Second Street North Area.

**Main Motion: To adopt the Facility Plan - 2023 Sanitary Sewer and Watermain Improvements Plan as provided and presented by Engineer Brian Hiles.**

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

**The Public Hearing closed at 6:24 p.m.**

**5. Notices and Communications:**

- Mayor Olson reported on the Planning & Zoning's recommendation to the City Council that the remaining lots for sale located in the Industrial Park be sold for 25% of the County's Assessed Value at the time of the sale. That a \$500 payment be made to the Menahga Development Corporation (MDC) upon the sale, as per a previous agreement with the City. That a Motion was made by the P & Z to recommend the reappointment of Jeremiah Erickson to the Planning Commission for a three-year term ending 12-31-2024. That the Planning Commission approved the 5-year Capital Improvement Plan (CIP) 2020-2025 for City Infrastructure Projects.
- Mayor Olson acknowledged Betty J. Thomsen's Resignation as of the afternoon of 1/6/2022.
- Mayor Olson Appointed Durwin Tomperi and Liz Olson to attend the Water Tower Bid Opening on January 19, 2022 @ 11:00 a.m., together with Deputy Clerk Tanya Edwards and Engineer Brian Hiles, Ulteig

Engineers, Inc., due to the absence of a City Administrator/Clerk/Treasurer.

## **6. Public Forum and Correspondence:**

Joanie Liimatta spoke to the council on employee turnover and how it had started in 2019 due to a new council member, and that the same is continuing to occur with Betty Thomsen's resignation. She stated that during her training as Mayor, the information given was that City Council Members were to stay away from City Hall and advised that they not visit with them during business hours. She stated that the City needs stability and the financial part has to be cleaned up including the City's debt. She stated that the Council can agree to disagree, but that it all stay at the Council table and not be discussed out in the public over Facebook and other social media platforms.

### **a. City Attorney Motion:**

#### **Main Motion:**

**1. That, due to the absence of a City Administrator, the City Council assigns Deputy Clerk Tanya Edwards to perform the following city Administrator duties and responsibilities until the City Council takes a different action:**

- **Reviews and provides information to the City Council;**
- **Attends City Council Meetings and makes presentations as well as taking Minutes and Preparing the same;**
- **Manages expenditures; reviews and approves purchases; provide grant and loan administration; prepares payroll and periodic reports;**
- **Assesses overall City operations to ensure effectiveness, efficiency and public convenience;**
- **Serves as Secretary of the Planning Commission;**
- **Coordinates enforcement of the Menahga Municipal Code, Minnesota Statutes, and City policies;**
- **Serves as the City Clerk and City Treasurer;**
- **Submits the City Budget to the State Auditor by January 31st, 2022;**
- **Submits Bonded Indebtedness Report to the appropriate governmental entity by January 31st, 2022 (Jean Voigt of Ehler's shall provide the blank Report and assist with the preparation);**
- **Other duties as apparent or assigned by the Council.**

**2. That the City Council Personnel/Hiring/Negotiations representatives and legal counsel communicate with the exclusive representative related to this action and any impacts.**

**3. That the City Council Personnel/Hiring/Negotiations representatives coordinate with Deputy Clerk Edwards on ensuring all City Administrator-related duties and responsibilities not expressly specified are performed.**

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

**b. City E-mails**

**Main Motion: To re-assign and re-direct all City of Menahga e-mails (cmenahga@wcta.net) to the Temporary Administrative Support Technician immediately for her dissemination to the appropriate individuals until a Temporary City Administrator/Clerk/Treasurer is hired. That WCTA give network administration and e-mail access to the Temporary Administrative Support Tech immediately.**

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

**7. Consent Agenda**

- a. Minutes to Approve** - January 3, 2022 Special Meeting/Work Session Minutes.
- b. Official Newspaper 2022** - To designate the Menahga Sebeka Review Messenger as the 2022 Official Newspaper for the City of Menahga;
- c. Appoint Civil Legal Counsel** - Approve Flaherty & Hood as Legal Counsel for Civil Legal and Personnel for the 2022 year.
- d. Appoint Criminal Counsel** - Approve Ramstad, Skoyles & Winters as legal counsel for criminal cases for the 2022 year.
- e. Appoint Acting Mayor** - To approve the Mayor's appointment of Durwin Tomperi as the Acting Mayor for the 2022 year.

**f. Approve Mayor's Appointment to Planning & Zoning Commission - Council Member:** To approve the Mayor's recommendation to appoint Mayor Elizabeth R Olson to the Planning/Zoning Commission for the 2022 year.

**g. Approve Mayor's Appointments - Council Representatives to work with staff:**

- **Personnel/Hiring/Negotiations** - Liz Olson & Durwin Tomperi
- **Fire Relief Association** - Dan Warmbold and Liz Olson
- **Greenwood Connections Board** - Robyn Keranen and Liz Olson
- **Fire Contract** - Durwin Tomperi & Dan Warmbold
- **Fee Schedule** - Robyn Keranen & Dan Warmbold

**Main Motion: To approve all of the Consent Agenda items noted above.**

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

**8. Acknowledgment and receipt of board/commission minutes**

**a. Greenwood Connections Board Minutes and Report:**

Administrator Laura Ahlf,

reported the following:

- Nursing Home census was 81% for December, 2021, with the current census up at 85%.
- Was not currently in an outbreak
- Are testing unvaccinated staff daily and the quarantine length for those who are asymptomatic CDC change from 10 days to 5 days but have not changed the policy until further guidance from MDH. The vaccine mandate had been on hold but set to go into effect January 28th, 2022 ;
- No new hires, but have many open positions which limits the ability to take in new Greenwood Connection residents.
- Are receiving Emergency Grant Funds from the MN Dept of Human Services in the amount of \$156,000 on January 5, 2022 and must be used in the period December 13, 2021 up to 90 days after receipt of the fund. The performance incentive was paid out on December 10, 2021,

so does not qualify. At least 90% of the funds must be used for hiring incentives for new employees and/or retention incentives for new and existing employees.

- Replaced the main water heater for the nursing home with the low bid of \$23,845 from Samuelson Laney.
- Was informed that it is necessary to increase the Cyber Insurance coverage in order to continue accessing Epic for medical records. We have been working with WCTA to meet requirements set by the insurance company and am waiting for an official quote on the additional cyber insurance coverage from \$1 million to \$5 million.
- Reported the current census was 56.

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

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

## 9. New Business

### a. Official Depositories for 2022

**Main Motion: To adopt Resolution #2022-03 Reauthorizing Membership in the 4M Fund, and to approve Community First Bank of Menahga and Sebeka, TruStar Federal Credit Union, the 4-M Fund, TD Ameritrade Financial and Ehlers as the 2022 Official Depositories for the City of Menahga.**

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

### **Resolution Reauthorizing Membership in the 4M Fund - 2022-03**

WHEREAS, Minnesota Statutes (the Joint Powers Act) provides that governmental units may jointly exercise any power common to the contracting parties; and

WHEREAS, The Minnesota Municipal Money Market Fund (the 4M Fund) was formed in 1987, pursuant to the Joint Powers Act and in accordance with Minnesota Investment Statutes, by the adoption of a joint powers agreement in the form of a Declaration of Trust; and

WHEREAS, The Declaration of Trust, which has been presented to this Council, authorizes municipalities of the State of Minnesota to become Participants of the Fund and make use from time to time, including the 4M Liquid Asset Fund, the 4M Plus Fund, the Term Series, the 4M Limited Duration Fund, the Fixed Rate Programs, and other Fund services offered by the Fund; and

WHEREAS, This Council deems it to be in the best interest for the municipality to make use of, from time to time, the approved services provided by the 4M Funds service providers, including investment advisor (PMA Asset Management, LLC), the administrator (PMA Financial Network, LLC) the distributor (PMA Securities, LLC) for the Fixed Rate Program Provider, PMA Financial Network, LLC and PMA Securities, LLC and the Custodian, U.S. Bank National Association, ("Service Providers") and/or their successors.

WHEREAS, This Council deems it advisable for this municipality to enter into the Declaration of Trust and become a Participant of the Fund for the purpose of joint investment with other municipalities so as to enhance investment earnings accruing to each; now, therefore BE IT RESOLVED:

Section 1. This municipality renews its' membership as a Participant of the Fund and adopt and enter into the Declaration of Trust, a copy of which shall be filed in the Minutes of this Meeting. The appropriate officials are hereby authorized to execute those documents necessary to effectuate entry into the Declaration of Trust and participation of all Fund programs.

Section 2. This municipality is authorized to invest monies from time to time and to withdraw such monies from time to time in accordance with the Declaration of Trust. The following officers of the municipalities or their successors are designated as "Authorized Officials" with the authority to effectuate investments and withdrawals in accordance with the Declaration of Trust:

Elizabeth R Olson, Mayor

\_\_\_\_\_  
Signature

Durwin Tomperi, Vice-Mayor

\_\_\_\_\_  
Signature

Betty J. Thomsen, Temp. Admin.

\_\_\_\_\_  
Signature

(Additional names may be added on a separate list. The treasurer shall advised the Fund of any changwes in authorized Officials in accordance with Fund procedures.)

Section 3. The Trustees of the Fund are designated as having official custody of those monies invested in accordance with the Declaration of Trust.

Section 4. That the municipality may open depository and other accounts, enter into wire transfer agreements, safekeeping agreements, third party surety agreements securing deposits,

collateral agreements, letters of credit, lockbox agreements, or other applicable or related documents with institutions participating in Fund programs including U. S. Bank National Association, or its successor, or programs of PMA Financial Network, LLC or PMA Securities, LLC for the purpose of transaction clearing and safekeeping, or the purchase of certificates of deposit ("CD's") or other deposit products and that these institutions shall be deemed eligible depositories for the municipality. PMA Financial Network, LLC and PMA Securities, LLC and their successors are authorized to act on behalf of this municipality as its agent with respect to such accounts and agreements. Monies of this entity may be deposited in such depositories, from time to time in the discretion of the Authorized Officials, pursuant to the Fund's Programs available through its Services Providers.

It is hereby certified that the Council of the City of Menahga adopted this Resolution at a duly convened meeting of the Council held on the 10th day of January, 2022, and that such Resolution is in full force and effect on this date, and that such Resolution has not been modified, amended, or rescinded since its adoption.

\_\_\_\_\_  
Elizabeth R Olson, Mayor

\_\_\_\_\_  
Betty J Thomsen, Temp City Administrator

**b. Go-to-Meeting Technology**

**Main Motion: That the City of Menahga shall discontinue the use of the Go-To-Meeting technology for all future meetings.**

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

**d. Award Bids - Tabled.**

**e. Reappoint Jeremiah Erickson to P & Z Commission - Term Expires 12-31-24**

**Main Motion: To approve the Mayor's recommendation for the reappointment of Jeremiah Erickson to the Planning/Zoning Commission for a 3-year term with an expiration of 12-31-2024.**

Moved by:	Tomperi
Seconded by:	Keranen
Action:	Motion carried unanimously by a 5-0 voice vote.
In favor:	Keranen, Tomperi, Huebner, Warmbold, Olson



Opposed: None

**f. Adopt Resolution 2022-04 - CIP**

**Main Motion: To approve Resolution No. 2022-04.**

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

CITY OF MENAHGA, MINNESOTA

**Resolution No. 2022-04**

**A Resolution Adopting the 5-Year CIP**

WHEREAS, the City Council of the City of Menahga, Minnesota, has received the 5-Year (2020-2025) Capital Improvement Plan (CIP) for City Infrastructure Projects and;

WHEREAS, the Menahga Planning/Zoning Commission has reviewed this CIP Plan and is recommending it to the City Council for approval;

THEREFORE, LET IT BE RESOLVED that the City Council of the City of Menahga MN does hereby acknowledge receipt of said plan and;

THEREFORE, LET IT BE FURTHER RESOLVED that the City Council of the City of Menahga does hereby adopt the 5-year (2020-2025) Capital Improvement Plan (CIP) for City Infrastructure Projects for use in the future development of City's infrastructure.

Adopted by the City Council of the City of Menahga, Minnesota this the 10th day of January, 2022.

\_\_\_\_\_  
Elizabeth Olson, Mayor

\_\_\_\_\_  
Betty J Thomsen, Temporary City Administrator

**g. Adopt Resolution 2022-02 - Accepting Donation**

**Main Motion: To approve Resolution No. 2022-02.**

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

CITY OF MENAHGA, MINNESOTA

**Resolution No. 2022-02**

**A Resolution Accepting Donation from Mayor Elizabeth Olson**

WHEREAS, the City Council of the City of Menahga, Minnesota, has received a check in the amount of \$3,649.34 from Mayor Elizabeth Olson, which includes all benefits and salary for her services as Mayor of the City of Menahga for 2021.

THEREFORE, LET IT BE RESOLVED that the City Council of the City of Menahga, MN does hereby graciously accept the donation with the intent in which it was given.

Adopted by the City Council of the City of Menahga, Minnesota this the 10th day of January, 2022.

\_\_\_\_\_  
Elizabeth Olson, Mayor

\_\_\_\_\_  
Betty J Thomsen, Temporary City Administrator

**h. Ballot for Sourcewell Director** - Information provided to the City Council, together with a ballot to vote for one Director for a 4-year term for Sourcewell's Board of Directors.

**i. Set rate for payloader for loading snow.**

**Main Motion: To set the hourly rate for the use of the payloader for loading snow at \$85.00 and authorize the Deputy Clerk to inform**

**MnDOT District 4 and execute any additional paperwork if required.**

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

**j. TruStar Federal Credit Union Credit Card**

**Main Motion: To suspend the use of the TruStar Federal Credit Union Credit Card and that all card(s) be handed into the Deputy Clerk immediately until the Council is provided a detailed accounting for 2021 and 2022 of the card(s), as well as providing a clear picture of the need for the credit card.**

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

**k. VFW Sunday Liquor License Permit**

**Main Motion: To approve the Menahga VFW Post 6206 Application and Permit for a one (1) Day Liquor License on February 13, 2022.**

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

**I. Change Date of Fire Contract Meeting**

**Main Motion: To change the date of the Fire Contract Meeting from Monday, January 17, 2022 to Monday, January 24, 2022 at 6:30 pm.**

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

**10. Unfinished Business**

- a. GPS on City Owned Vehicles - Removed.**
- b. Department Inventory - Removed.**
- c. Adopt Resolution No. 2022-05 adopting Enterprise Budgets for 2022**

**Main Motion: To adopt Resolution No. 2022-05.**

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

**CITY OF MENAHGA, MINNESOTA**

**Resolution No. 2022-05**

**A Resolution Adopting Enterprise Budgets for 2022**

WHEREAS, the City Council of the City of Menahga, Minnesota, has reviewed the budgets for the Enterprise Funds of Water, Sewer and Liquor Store;

THEREFORE, LET IT BE RESOLVED that the City Council of the City of Menahga, MN does hereby adopt the Enterprise Budgets for 2022 as follows:

Liquor Fund	Expenditures of \$1,181,409.93
Liquor Fund	Revenues of \$1,241,415.60
Sewer Fund	Expenditures of \$406,840.51
Sewer Fund	Revenue of \$295,400.00
Water Fund	Expenditures of \$1,402,656.31
Water Fund	Revenues of \$1,258,119.56

Adopted by the City Council of the City of Menahga, Minnesota this 10th day of January, 2022.

\_\_\_\_\_  
Elizabeth Olson, Mayor

\_\_\_\_\_  
Betty J Thomsen, Temporary City Administrator

## 11. Cemetery Software Proposal

**Main Motion: To approve the purchase of webCemeteries Software Proposal as presented - \$2,998.00 for 2022 and \$999.00 for 2023 and 2024 with an automatic renewal.**

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

## 12. Consideration of Bills

**a. Approval of Bills** - Batch #122721 PAY in the amount of \$34,814.14 (prepaids), EFTS Batch #123121 in the amount of \$51,267.08, Batch 2021-2017 aAF in the amount of \$475.090, Batch #2021-2017 API in the amount of \$267,634.38, Batch #2022-2015bAF in the amount of \$56,726.25, Batch #2022-2013bPI in the amount of \$23,300.00, Batch #2022-2020aPI in the amount of \$151,307.50 and Batch #010522 PAY in the amount of \$29,392.10 for a total of \$616,066.45.

**Main Motion: To approve payment of all bills in the total amount of \$616,066.45.**

Moved by:	Tomperi
Seconded by:	Olson
Action:	Motion carried by a 3/1/1 voice vote
In favor:	Tomperi, Warmbold, Huebner, Keranen, Olson
Opposed:	Huebner Keranen (Abstained)

The Deputy Clerk is directed to request a sales tax refund in the form of a check, from the vendors on amounts discovered by the Temporary City Administrator Betty Thomsen, on the TruStar Credit Card invoices for Police Department Uniform Allowances in the amount of \$212.50, and for Fire Dept Repair & Maintenance charges in the approximate amount of \$73.00. It is necessary that the Council be provided with all receipts that pertain to the Credit Card for 2021 and through January 10, 2022, the date the Credit Card was suspended, pursuant to the Motion made earlier in this meeting.

## 13. Council Information (included in packet)

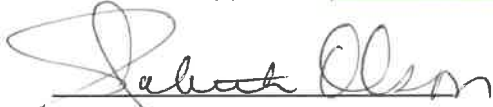
- a. Board of Adjustment Public Notice - Appeal for a Variance (informational only).
- b. Letter of Intent (drafted by Betty & signed by Mayor Olson) - County ARPA County Funds Request - County Commissioner Chair Jon Kangas, who was in attendance,

provided information and answered question with respect to the Wadena County ARPA Funds. The Council thanked him for attending the meeting.

#### 14. Adjournment

##### Main Motion: To adjourn at 7:19 p.m.

Moved by:	Keranen
Seconded by:	Huebner
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