

City of Menahga
Special Meeting/Work Session City Council Minutes
Monday, January 3, 2022

A. Call to Order

The Menahga City Council held a Special Meeting/Work Session Meeting Monday, January 3, 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 Art Huebner
Dan Warmbold Robyn Keranen

Present Betty Thomsen, Temporary City Administrator

C. Pledge of Allegiance

D. Consent Agenda – Approval of Minutes

- a. Special Budget Meeting - August 20, 2021
- b. Special Budget Meeting - September 10, 2021
- c. Special Budget Meeting – December 9, 2021
- d. Truth-in-Taxation Public Hearing – December 13, 2021
- e. Regular Council Meeting – December 13, 2021

Main Motion: To approve the minutes of August 20, 2021, September 10, 2021, December 9, 2021, December 13, 2021 T-N-T and December 13, 2021 Regular Council Meeting as presented.

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

E. Ehler's – Cliff Janney to discuss investments. Was not in attendance.

F. WCTA – Cost savings proposal to city.

Betty Thomsen reported that she had met with Nate Nims from West Central Telephone Association, and that he would have a presentation for the city at a later date.

G. Department Reports

- **Liquor Store** - Renata Parks, Manager - Absent
Tomperi asked if Parks had a profit and loss report for the council.
Thomsen will check with Parks and forward to council if one is available.
- **Public Works** - Ronald Yliniemi, Director

Yliniemi reported that the city pay loader was down for repairs but had been fixed. He was not sure what the cost would be, as he had not received the bill. Tomperi asked Yliniemi what had happened. Yliniemi stated that a hydraulic hose had kinked and when Yliniemi was looking at it, he decided to see if he could repair it. He loosened some bolts and the diesel fuel tank fell and ripped up some of the wiring. While the payloader was down during the big snowstorms, they called in Menahga Concrete to plow and haul it away. Tomperi asked if the use of Menahga Concrete may be more efficient to use during snowstorms and if the city could use them on a regular basis? Yliniemi replied that since they have been short-handed, it was a big help during the snowstorms.

Warmbold asked if the part-time utility worker could not have been called in. Yliniemi said that there is only so many days that the part-time person can work. He stated that a part-time employee can work 17 hours a week and a seasonal employee can only work 67 days. Warmbold then asked about alleys which are used by many residents and if they could not be opened sooner, so they can get out? Yliniemi stated they would try.

Yliniemi then mentioned that vehicles are parked on the streets and makes it hard to snowplow. Yliniemi said that it is a violation in the ordinance, and they could be ticketed and towed. Mayor Olson stated that she was not aware of this and so she was sure others probably were not aware as well. Olson then asked if there are signs that overnight parking is not allowed? Yliniemi replied that there is not.

Yliniemi also mentioned that there have been problems with the high service pump at the water treatment plant, there are two pumps in the treatment plant, so they are just running with one pump currently and he has a repair person coming to look at it in a couple of days.

Sidewalk snow removal was discussed; Yliniemi stated that in other years, he had put an ad in the newspaper telling residents they need to keep their sidewalks clear. Yliniemi stated he is working with Betty Thomsen to come up with a way of billing residents if the city must clean the sidewalks. Huebner stated that a lot of the residents are elderly, and if they are going to be billed it should be monthly. Thomsen stated that they hoped to have something in place by February as to how the city will charge. Mayor Olson asked if there were any other snow removal related contracts that had to be looked at. Yliniemi replied, "just the one with the lumberyard". This contract allows Spirit Lake Lumber to push the snow from their business onto the beach property in exchange for plowing the alley. Tomperi asked if we ever remove snow off the beach area. Yliniemi replied that they have. Tomperi then asked who bears that expense. Yliniemi states that he would have to look at the contract, but he thought the city helps load it, but the lumberyard hauls it away, it is a shared expense according to Yliniemi. Mayor Olson stated they needed to find the contract with Spirit Lake Lumber. Yliniemi then stated that last year they did use the city trucks to haul the snow away, so the question is, do we charge something to the lumberyard for that? Keranen stated, we should find the contract first and see what it says. Huebner said we should be very careful about charging them out, as it is an agreement that the city has with them and they store the snow there because it is convenient, so maybe we should not charge anybody. Tomperi asked why the snow is not left there to melt, Yliniemi replied that there is so much snow there that we can't get back to the lift station. Betty Thomsen then asked neighboring property owner Jensine Kurtti, what she does with their snow? Kurtti replied that they stack their snow in the back of their private lot, but as for the sidewalk it is extremely difficult to keep clean, as when MnDot plows Highway 71 it gets filled up again. The fact that their sidewalk has two highway signs by the sidewalk means that it cannot be cleaned up with a snowplow like most everyone else does. Kurtti stated that she had just hired a company with a loader today to remove the snow from the sidewalk (for \$150) and dumped the snow in their lot, it was not hauled away.

a. Full-time Maintenance/PW Employee – Approve ad and publication.

Advertising for a Public Works employee was discussed, and it was decided that maybe this position could be a part-time position due to the current city financial situation. It was also mentioned that someone with mechanical experience would be beneficial to the city. Many members of the Council felt that it would be good if they could find someone with those qualifications. Mayor Olson felt that she would like to see a log as to what the Public Works department work on daily for the month of January. Warmbold felt that using work orders may accomplish that. Thomsen stated a work order system would have to be developed, as there was not one in place currently.

Main Motion: To approve posting the ad for a Part-time/Full-time Public Works employee with mechanical experience preferred.

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

• Police - Chief Adam Gunderson

Gunderson presented the council with a report showing the breakdown of calls for December 2021. Mayor Olson asked if the council could get the last two months reports that had previously been requested during the last two work sessions, and not received. Gunderson said he could do that tomorrow and get it to Betty. Gunderson went on to say that he had on-going items in his report as cost-saving measures, one of which was to remove on-call time wages (\$3.30 an hour) for the officers. The problem with that would be then the city would have to rely on the County for back up when an officer was not working. Gunderson also felt that having council committees versus work sessions would save money, in his opinion.

Tomperi read a previous motion that passed at an earlier meeting that directed the Police Department to provide the council with a detailed operational cost analysis which was to be presented to the council on October 25, 2021. Gunderson said he was aware of that and would work with the new administrator. Tomperi asked when the council could

expect this to be done. Gunderson felt that it could be done by next month. Tomperi stated that when a Police Department budget is around \$400,000 for a city this size, he felt the expenses should be looked at. Questions about depreciation on vehicles and administrative cost were discussed and probably should be part of the costs of the department. The group mentioned that a cost comparison with other cities should be explored and reported on.

Administration – Betty Thomsen

a. Enterprise Funds Budget

Betty Thomsen asked the council to review the worksheets that were handed out for Water, Sewer and Liquor Store. Thomsen asked the council to review and make changes, then these budgets could be adopted at the January 10, 2022 Council Meeting. Tomperi asked if the Liquor Store profits shown on the report were solid numbers. Thomsen replied that these are the numbers that she was given.

Thomsen then reported on the Water and Sewer Departments which both show a deficit. If the city did not take depreciation into consideration, then it is only short \$10,000. Huebner mentioned the 50 meters out there that only pay base rate, wherein Yliniemi replied that they also pay for usage based on previously readings. Yliniemi said he has 20 new readers on order (4 on hand currently) and a box of 20 meter readers cost the city \$2,500.

b. Fee Schedule

A report was given to the council and will be reviewed and acted on at a regular meeting.

c. 2022 Projects

Thomsen had a list of things she felt needed to be looked at and updated.

d. Profit & Loss Summary YTD

Thomsen stated Deputy Clerk Tanya Edwards was still working on the profit and loss. Mayor Olson asked how some of the accounts on the profit and loss show negative amounts? Thomsen said she was not quite sure of why they show that amount. Thomsen also handed out a list of the city investments and accounts on December 31, 2021. A total of these accounts were \$1,430,644.81.

Fire - Chief Dave Kicker

Dave Kicker reported that the department had three calls in December 2021. Blueberry Township – one structure fire and one vehicle crash, and one Mutual Aid call with Sebeka.

Reported a total of 54 fire and mutual aid calls for 2021. A total of 10 calls for Blueberry, 6 calls for Huntersville, 4 for Shell River, 12 calls for the City, 2 for DNR, 7 for Park Rapids, 11 for Sebeka and 2 for Wolf Lake.

Set the date for the Fire Department Annual Meeting for January 20th at 7:30 pm, and the Fire Relief Association Meeting for January 20th at 9 pm. The committee will consist of Mayor Liz Olson, Dan Warmbold and Betty Thomsen.

Tomperi asked Kicker if the numbers for the fire contract are ready. Kicker said that depreciation needed to be looked at, as it is way different than how it had been done before. He understood that this is the way the IRS says to do it.

Fire Contract Update – Set the date for a meeting with the townships for January 17th at 6:30 pm to go over the proposed 2022/2023 Fire Contracts. A letter will be sent out.

H. New Business

1. Authorize Mayor to Execute the Agreement for consulting services – USI Consulting Group Inc.

Betty Thomsen presented a contract from USI Consulting Group, Inc. to do an actuarial report for the Menahga Fire Department. The cost will be \$2450 for the base year (2021) and \$1100 for the second year (2022). Thomsen will check on who will be charged for the report, the Fire Department or the Fire Relief Association. This report is mandatory and is required to be done for GASB 67&68.

Main Motion: To authorize the Mayor to sign the agreement for USI Consulting Group, Inc.

Moved by:	Tomperi
Seconded by:	Warmbold
Action:	Motion carried by a 3-1 roll call vote Keranen abstained
In favor:	Tomperi, Warmbold, Olson
Opposed:	Huebner

2. Authorize and publish RFP for Auditor for 2022

The city was notified by the city auditing firm of Carlson SV that they were not going to audit the city for the 2021 audit prepared in 2022. Carlson stated that because of the amount of time it took and accounting problems. Betty Thomsen stated that she would like to send out RFP's (Request for Proposal) to auditing firms to have an auditing firm in place for the 2021 audit. Tomperi mentioned that the Minnesota State Auditor's Office, he thought also does audits.

Main Motion: To authorize Betty Thomsen to publish RFP's for an auditing firm for 2021 fiscal year.

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

3. Resolution 2022-01 Accepting Donation & Authorizing Purchase.

Betty Thomsen and Fire Chief Dave Kicker presented the council with a donation from the Wolf Lake Wolf Pack for \$4700, which will be used to purchase an air compressor, air dryer and all the piping for the Menahga Fire Department. The compressor will be installed in the Menahga Fire Hall. The council thanked the Wolf Pack for their generous donation.

Main Motion: To approve Resolution # 2022-001 accepting the donation and authorizing the purchase of an air compressor for the Menahga Fire Department from the Wolf Lake Wolf Pack.

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

CITY OF MENAHGA, MINNESOTA

Resolution No. 2022-01

A Resolution Accepting Donation and Authorizing Purchase

WHEREAS, the City Council of the City of Menahga, Minnesota, does hereby accept the generous donation from the Wolf Lake Wolf Pack Baseball Club in the amount of \$4,700.00 to the Menahga Fire Fund, and;

WHEREAS the Menahga Fire Department is in need of an air compressor.

THEREFORE, LET IT BE RESOLVED that the City Council of the City of Menahga MN does hereby authorize the use of the donation in the amount of \$4,700 for the purchase of an air compressor and all the piping associated with it.

Adopted by the City Council of the City of Menahga, Minnesota this the 3rd day of January 2022.

Elizabeth Olson, Mayor

Betty J Thomsen, Temporary City Administrator

H. Adjournment

Main Motion: To adjourn at 7:13 pm

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



Temporary Administrative Assistant

Jensine Kurtti



Mayor Elizabeth Olson