

Mayor Jody Bjornson
Council Member Durwin Tomperi
Council Member Keith Waaraniemi
Council Member Mike Netland
Council Member TO BE DETERMINED

City of Menahga
Regular City Council Meeting
Monday January 13, 2025
6:00 pm

City Council Chambers
115 2nd Street NE
Menahga MN 56464
www.cityofmenahga.com

Agenda

1. Call to Order
 - a. Swear in Mayor and New Council Member
 - b. Resolution 2025-02 Declare vacancy of Council Member (Now Mayor) Bjornson's seat.
 - c. Appoint vacant Council Seat – Bill Hodge (A/M)
 - i. Swear in New Council Member
2. Roll Call
3. Pledge of Allegiance
4. Mayoral expectations for council and staff
4. Approval of Agenda
5. Communication and Appearance Request
 - a. None
6. Public Forum and Correspondence (Must sign in).
7. Consent Agenda -
 - a. December 23rd, 2024 Work Session Meeting minutes
 - b. Designate Official Depositories for 2025
 - c. Designate Official Newspaper for 2025
 - d. Designate Legal Counsel for 2025
 - e. Designate Criminal Legal Counsel
 - f. Approve Mayor's Appointment to the Planning and Zoning Commission
 - g. Appoint Personnel Representatives
 - h. Appoint Committee Members
8. Public Hearings
9. Acknowledgement of Receipt of Commission Minutes
 - a. N/A

10. New Business

- a. 2025 Fee Schedule approval
- b. Informational - Council being compensated on a monthly basis
- c. Motion to allow City Clerk/Treasurer to manage consultants.
- d. Clarification – Council Member Mike Netland.
- e. League of Minnesota Cities 2025 Elected Leaders Institute
- f. MCOFA Annual Conference
- g. 2025 Meeting Schedule

11. Unfinished Business

- a. Set interview date for Deputy Clerk position
- b. Pay Scale 2025
- c. PTO Personnel Policy Change based on New ESST policy
- d. Pay Raise for Administrative Clerk (March 2024 Approval).

12. Consideration of Bills

- a. Batch #123124PEFT- \$77,324.83
- b. Batch #123124PAY - \$34,600.88
- c. Batch #011325PAY – \$526,633.15

13. Adjournment

Comments from visitors must be informational in nature and not exceed five (5) minutes per issue. The City Council cannot engage in a discussion or debate in those five minutes but will take the information and find answers if that is appropriate. As part of the City Council protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public council meeting.

We ask that once the meeting is over, that everyone leave the building so that it can be locked.

Anyone wishing to speak, must be recognized by the presiding officer.

Reminder:

- **Planning & Zoning Commission – February 06, 2024 – 6 pm**

City of Menahga

The "Gateway to the Pines"



218-564-4557

BOX C

MENAHGA, MINNESOTA 56464

Oath of Office

I, Jody Bjornson, do hereby solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Minnesota, the ordinances of the City of Menahga, and that I will faithfully, justly, and impartially discharge the duties of Mayor for the City of Menahga, Minnesota to the best of my judgment and ability.

Jody Bjornson
Mayor

Attest

Brett A. Gagnonpalick
City Clerk/Treasurer

City of Menahga

The "Gateway to the Pines"



218-564-4557

BOX C

MENAHGA, MINNESOTA 56464

Oath of Office

I, Keith Waaraniemi, do hereby solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Minnesota, the ordinances of the City of Menahga, and that I will faithfully, justly, and impartially discharge the duties of Council Member for the City of Menahga, Minnesota to the best of my judgment and ability.

Keith Waaraniemi
Council Member

Attest

Brett A. Gagnonpalick
City Clerk/Treasurer

CITY OF MENAHGA, MINNESOTA

Resolution No. 2025-02

**A Resolution of the City Council of the City of Menahga, Minnesota,
Declaring Vacancy of Council Member Seat**

WHEREAS, the City of Menahga, Minnesota, is a statutory city governed by Minnesota Statutes and its adopted policies and procedures;

WHEREAS, Mr. Jody Bjornson was elected to the office of Mayor during the 2024 general election, and their term as Mayor began on 06 January 2025;

WHEREAS, Mr. Jody Bjornson previously served as a City Council Member, and their council seat has now become vacant due to their assumption of the office of Mayor;

WHEREAS, the unexpired term of this vacant council seat is less than two years in duration, and therefore, pursuant to Minnesota Statutes Section 412.02, Subdivision 2a, a special election is not required;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Menahga, Minnesota:

1. A vacancy is hereby declared on the City Council effective as of 06 January 2025, the date Mr. Jody Bjornson officially assumed the office of Mayor.
2. The City Council shall proceed to fill the vacancy by appointment, as authorized under Minnesota Statutes Section 412.02, Subdivision 2a. The appointee shall serve the remainder of the unexpired term, which concludes on 06 January 2027.

Adopted by the City Council of the City of Menahga, Minnesota, this the 13th day of January, 2025.

Jody Bjornson, Mayor

Brett Gagnonpalick, City Clerk/Treasurer

City of Menahga

The "Gateway to the Pines"

218-564-4557

BOX C

MENAHGA, MINNESOTA 56464

Oath of Office

I, _____, do hereby solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Minnesota, the ordinances of the City of Menahga, and that I will faithfully, justly, and impartially discharge the duties of Council Member for the City of Menahga, Minnesota to the best of my judgment and ability.

Council Member

Attest

Brett A. Gagnonpalick
City Clerk/Treasurer

City of Menahga
Special Meeting/Work Session City Council Minutes
Monday, December 23rd, 2024

1. Call to Order

The Menahga City Council held a Special Meeting/Work Session on Monday, December 23, 2024.

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 Dan Warmbold Mike Netland

Jody Bjornson Durwin Tomperi

Administrative staff: None.

3. Pledge of Allegiance

4. Department Reports

- **Liquor Store Manager, Heather Shepersky – Absent**

- 1. **Monthly Report** – Heather’s report, which was provided to the Council, noted a total YTD Profit of \$148,513.75.

- **Police Department – Chief Amy Lane**

- 1. **Monthly Report** – Lane reported 156 calls from November 20th to December 17th and reviewed all citations and squad car mileage. She reported she participated in the “Shop with a Hero” at the Wadena Walmart on December 12, 2024 and thanked the many donations received

for the Empty Stocking Fund. Mayor Olson thanked Chief Lane for her report and wished her a very Merry Christmas.

- **Public Works/Streets – Ron Yliniemi**

1. **Monthly Report** – Yliniemi reported the following: Streets and parking lots had been sanded five (5) times; reported the mileage for the 2018 Dodge, 2019 Dodge and the 2016 Explorer; the new pump has been installed in the Odland’s Main Life Station; all water meters are reading correctly; and ten (10) Christmas Lights have been put up by Minnesota Power. Mayor Olson thanked Ron and wished him a Merry Christmas.

- **Fire Department – Chief Dave Kicker - Absent**

1. **Monthly Report** – Kicker provided a report indicating three (3) calls had been received to date in December: One rescue assist; Structure fires in Blueberry Township; and, one within the City.

- **Greenwood Connections Administrator – Laura Ahlf**

1. **Monthly Report** – Ahlf reported that Vickie Paurus was willing to serve a second term on the GWC Board.

Main Motion: To approve a second term for Vickie Paurus on the GWC Board effective 1/1/2025.

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

Ahlf reported that the census was 56% with 91 skilled day which was low for November. She further reported that a correction had been made on the financial reports as it pertained to the formula used for the calculation of the salary accrual, resulting in an overstatement of net income. She provided copies of the corrected financials.

Ahlf reported that due to the Auditor’s recommendation, GWC would continue with ECPN.

She discussed ESST and stated that after a meeting with the City Attorney and the City Clerk/Treasurer, her decision is to keep PTO in one bucket for benefit eligible employees and for all other employees to accrue ESST.

Ahlf reported a total of \$68,062.61 in write-offs for the year, although she had budgeted \$15,000. She stated that this was in part due to non-payment by insurance companies (one being Humana) and private pay. She discussed the possibility of requiring payment up-front for private pay individuals. Netland encouraged Ahlf to file a complaint with the Minnesota Department of Commerce Insurance Division for the non-payment by the insurance companies.

Main Motion: To approve writing off the GWC uncollectible accounts in the total amount of \$68,062.61, as presented.

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

She reported a new CNA class was starting soon with both the Menahga and Sebeka Schools, which classes will be both taught by the GWC Director of Nurses (DON).

She reported that she would be working with ViewPoint Consulting Group, Inc. to conduct a market study related to the possibility of an expansion to the Woodside Manor. She is also looking into solar panels for the facility with Tomperi suggesting she investigate the company who installed the Menahga School solar panels.

Main Motion: To approve the Monthly Report and Financials, as presented by GWC Administrator Laura Ahlf.

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

- **Park/Beach/Mowing/Building Maintenance – Bryan Soukup**

1. Monthly Report –

Soukup said November receipts were \$287.00 for the campground and will continue to do off seasonal maintenance including the removal of three (3) trees depending on snow fall amounts. He reported that Ralph C. is helping with the sign repair and snow plowing this winter.

- **Administration - City Clerk/Treasurer, Brett Gagnonpalick – Absent**

1. Monthly Report – November Budget YTD Rev-Exp, Check Reconciliation, Cash, and Investments – FYI.

Mayor Olson asked if there were any questions or comments on the documents, which there was none.

2. Resolution No. 2024-51 – Donation from VFW to Fire Department – Jaws of Life

Main Motion: To adopt Resolution No. 2024-51, accepting a \$5,000 donation from the VFW Post 6206 to the Menahga Fire Department to be used towards the purchase of the Jaws of Life.

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

3. Approve December 9, 2024 Truth in Taxation Meeting Minutes

4. Approve December 9, 2024 Regular Council Minutes

Main Motion: To approve the December 9, 2024 Truth in Taxation Meeting Minutes and the December 9, 2024 Regular Council Minutes, as presented.

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

**5. First Meeting Announcement – January 13, 2025
Organizational Meeting - FYI**

5. New Business

1. ESST Policy Discussion and Approval

The City Attorney and Clerk/Treasurer Gagnonpalick worked together to provide the ESST Policy as presented and recommend its' approval to become effective January 1, 2025.

Main Motion: To approve, adopt and direct staff to provide notice of and implement the revised City of Menahga Earned Sick and Safe Time Policy, Concurrent with PTO, effective January 1, 2025 for non-union employees and subject to the opportunity for meaningful discussion with union employees and negotiate over any negotiable terms, if any.

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

Based on the new ESST Policy as approved, the City Personnel Policy is required to be revised on Page 15 – Benefits – Eligibility Period – paragraphs one and two, as follows: PTO will be used as ESST for all qualifying personnel with PTO accrual available for use immediately upon hire.

Main Motion: To approve and adopt the following change to the City of Menahga Personnel Policy Adopted 8/11/14, Page 15 – “Benefits – Eligibility Period”: PTO will be used as ESST for all qualifying personnel, with PTO accrual, available for use immediately upon hire.

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

6. Unfinished Business

1. 2025 Pay Scale discussion – Tabled

The Mayor discussed that the Pay Scale in place for 2024, did not follow the same percentage and step increase approved by the Council in 2024. When the table was increased, based on the Union's 2025 increase of 3% on Step One and a \$.72/\$.73 between the Steps, the Police Chief and the City Clerk/Treasurer pay scale did increase in the same way as all other staff members.

2. Motion to Allow Driveway Through Deeded Row at 5th and Larch

This issue was tabled at the December 9, 2024 Regular Meeting. Bret Kilpela is requesting access to his property through the deeded row off from 5th and Larch. As this individual wishes to access his property via a driveway, the City Clerk/Treasurer is recommending the Council grant this request pending that reasonable effort will be made to preserve the growing mature trees.

Main Motion: To approve a driveway through the deeded right-of-way, stipulating that mature trees be preserved to the greatest extent possible, and acknowledge that the City will not fund any costs related to this construction.

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

Public Works Director Yliniemi reported that the Clerk/Treasurer had contacted the City Attorney regarding this matter to make sure that it was in the best interest of the City to grant this request. Councilor Netland indicated that the cost of the City Attorney should be borne by Mr. Kilpela pursuant to the Motion.

3. Clarification on Effective Date of Increased City Health Insurance Benefits Approved 12/9/24

Based on the new group health insurance benefit approved on December 9, 2024, the following clarification is necessary: Up to \$1,000 per month for single coverage for all qualifying full-time staff and up to \$1,200 per month for family coverage for all qualifying full-time staff, effective 1/1/2025.

Full-time staff/eligible employees as indicated on **Page 16 of the Personnel Policy, Paragraph 1**, are defined as **“employees regularly scheduled to work 30 hours per week or more.”**

Main Motion: To approve and adopt the following: Group Health Insurance – Up to \$1,000 per month for single coverage for all qualifying full-time staff and up to \$1,200 per month for family coverage for all qualifying full-time staff, as defined as working 30 or more hours per week, effective January 1, 2025.

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

7. Mayoral Recap – Elizabeth “Liz” Olson

The following Mayor’s Recap dated December 23, 2024 was read into the record as follows:

I was encouraged to run for the City Mayor’s position in 2020 based on my financial background and the condition of the City’s Finances.

1. When the new Council members were sworn in on January 12, 2021 (Durwin Tomperi, Daniel Warmbold and me, Elizabeth Olson), the following was initiated:
 - a. Opened up Menahga City Hall, following COVID protocols, which offices had been closed since early Spring of 2020.
 - b. Scheduled a second meeting each month to provide transparency to the entire Council and taxpayers for receiving information from all Department Heads at one meeting, so all Council members would be apprised of all information and could make educated/informed recommendations for future needs.

- c. This second Work Session/Special Meeting a month allowed for the Council to approve a second invoice run. It should be noted that at the beginning of my term, I was called in several times during the month (outside of Council approval) to sign separate checks to allow for delivery of goods. This practice was put in place by suppliers prior to January 2021, due to very late payment of invoices in the past. The City was also required to pay late payments/finance charges on several invoices.
 - d. The first year of my term, the Personnel Representatives (Durwin Tomperi and Elizabeth Olson) were instructed by the entire Council to review all invoices and payroll prior to payment of the same. On prior invoice payments, it was not uncommon to find large and small amounts of sales tax being paid on large expenditures when they were not taxable.
 2. Called for a Special Meeting in February 2021 to place a moratorium on all unnecessary purchases and payroll overtime, which the entire Council approved. This moratorium is still in effect.
 3. The Council made sure any idle funds of the City were properly invested in the most lucrative banks/financial institutions, thus being good stewards of taxpayer's funds. This also includes City owned Nursing Home, Greenwood Connections. The amount of interest that was being earned when the new Council arrived was very little from TD Ameritrade and the local banking institutions. After providing an RFP to the various banks and entering into the 4M Fund, interest rates went from a .5% to 5.5%. (I was unable to obtain the actual interest amounts).
 4. In 2021, the "Unallocated Fund Balance" was \$400.00. Reported with the 2023 Audit of the City, the Unallocated Fund Balance had increased to \$271,887. The recommended amount for a city our size if estimated at \$450,000. The City should continue to make progress in this area due to the conservative budget for 2025.
 5. One main project that occurred in the past four (4) years was the construction of the City's Water Tower. The funds for this \$1,288,000 project came from the following: City's Federal Funds of the American Rescue Plan Act (ARPA) - \$142,285; Wadena County ARPA funds - \$231,250; \$300,000 from City

Reserves; and the remaining \$614,500 from a PFA/Public Finance Loan at a rate of 1.52%. This will continue to be paid for from the City's water rate funds.

6. I have always made it a practice to look out for the best interest of the City of Menahga, but as everyone is aware, the Mayor is only one of a five (5) person Council and as such, cannot make any decisions on his or her own. The majority rules on all decisions.
7. I would like to thank the following individuals who were an integral part of providing continuity and correcting/assuring that the finances were being properly accounted for the City: Interim/Acting/Administrator/Administrative Clerk/Treasurer individuals: Betty Thomsen, Jensine Kurtti, Lacey Erickson, Laura Ahlf and retired Deputy Clerk Alvina Kytta (who continues to assist in this position).
8. I also thank the past and present Council for contributing to the progress made on the finances of the City. It is my hope that the new Council in January 2025 will continue to look out for the best interests of all City residents you were elected to serve.
9. Thank you to the taxpayers of Menahga for allowing me to serve as your Mayor over the past four (4) years.

Respectfully submitted
Elizabeth "Liz" Olson, Mayor (2021-2024)

8. Consideration of Bills

Invoice copies were sent to the City Council members for the following batches.

- a. Batch #122324PAY - \$33,544.51;**
- b. Annual Payroll for Planning & Zoning (P&Z) - \$1,750.00; and**
- c. Annual City Council Payroll - \$13,030.00**

For a total of \$48,324.51

Main Motion: To approve Batch #122324PAY - in the amount of \$33,544.51; Annual Payroll for Planning and Zoning in the amount of \$1,750; and Annual City Council Payroll in the amount of \$13,030, for a total amount of \$48,324.51, as presented.

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

9. Meeting Adjournment

Main Motion: To adjourn the meeting at 6:45 p.m.

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

Elizabeth Olson in the Absence of:
Clerk/Treasurer Brett Gagnonpalick

Mayor Elizabeth Olson

Council Action Request Form



CITY OF MENAHGA
"The Gateway to the Pine"

115 2nd St NE - PO Box C
Menahga, MN 56464
218-564-4557
www.cityofmenahga.com

Action Requested

<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Informational Item <input type="checkbox"/> Consent Agenda Items	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other _____
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Regarding: Consent Agenda / 2025 Designees

Date of Meeting: 13 Jan 2025 **Total time requested:**

Department Requesting Action: Administration

Presenting at Meeting:

Background Supporting Documentation Enclosed

- a. 23 December 2024 Work Session Minutes
- b. Designate Official Depositories for 2025 - Community 1st Bank of Menahga and 4M/PMA Financial
- c. Designate Official Newspaper of Record for 2025 - The Review Messenger
- d. Designate Civil Legal Counsel - Flaherty & Hood, P.A.
- e. Designate Criminal Legal Counsel - Kyra Ladd, Wadena County Attorney

Options Supporting Documentation Enclosed

Recommendations The Menahga City Council approves the following by Motion:

To approve letters A through E on the consent agenda.

Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Opposed
Motion:	<input type="checkbox"/> Bjornson	<input type="checkbox"/> Bjornson
Second:	<input type="checkbox"/> Tomperi	<input type="checkbox"/> Tomperi
<input type="checkbox"/> Passed	<input type="checkbox"/> Waaraniemi	<input type="checkbox"/> Waaraniemi
<input type="checkbox"/> Failed	<input type="checkbox"/> Netland	<input type="checkbox"/> Netland
<input type="checkbox"/> Tabled	<input type="checkbox"/>	<input type="checkbox"/>

Signatures

Council Action Request Form



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Action Requested

<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Informational Item <input type="checkbox"/> Consent Agenda Items	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other _____
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Regarding: Consent Agenda / 2025 Appointees

Date of Meeting: 13 Jan 2025 **Total time requested:**

Department Requesting Action: Administration

Presenting at Meeting:

Background Supporting Documentation Enclosed

f. Approve Mayor's Appointment to the Planning and Zoning Commission - Jody Bjornson
 g. Appoint Mayor's Representative Appointments to Personnel/Hiring/Negotiations - Jody Bjornson, _____, and Acting Mayor _____.
 h. Appoint Mayor's Committee Members:
 Greenwood Connections - Durwin Tomperi and _____,
 Police Committee - Keith Waaraniemi and _____,
 Fire Department, Fire Contracts, Fire Relief - Mike Netland and Durwin Tomperi,
 Public Works Committee - Mike Netland and Jody Bjornson
 Liquor (Northbound Spirits) Committee - Jody Bjornson and Durwin Tomperi.

Options Supporting Documentation Enclosed

Recommendations The Menahga City Council approves the following by Motion:

To approve letters F through H on the consent agenda.

Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Opposed
Motion:	<input type="checkbox"/> Bjornson	<input type="checkbox"/> Bjornson
Second:	<input type="checkbox"/> Tomperi	<input type="checkbox"/> Tomperi
<input type="checkbox"/> Passed	<input type="checkbox"/> Waaraniemi	<input type="checkbox"/> Waaraniemi
<input type="checkbox"/> Failed	<input type="checkbox"/> Netland	<input type="checkbox"/> Netland
<input type="checkbox"/> Tabled		

Signatures

Committee Meetings VS. Work Session – a historical look, summarized.

Minnesota Open Meeting Law and Menahga Compensation:

- According to Minnesota Statutes, all committee meetings must comply with the Open Meeting Law. This includes posting notices, sending out notifications, and maintaining minutes, which should also be recorded.
- Per Menahga city ordinance, starting from January 1, 2025, council members will receive compensation of \$75 for each committee meeting and council meeting they attend.

Historical Context of Committees in Menahga:

- The City of Menahga has previously established committees for the liquor store, fire department, public works, police, and administration. These committees typically included two council members, the respective department supervisor, and the City Clerk/Treasurer.
- In the past, these committee meetings were held monthly without a fixed schedule, and council members did not receive payment for attending these meetings. Public notice was not consistently provided for these meetings.

New Meeting Structure and Financial Implications:

- The city plans to hold quarterly work sessions, with one committee meeting scheduled between each work session, resulting in a potential maximum total of 16 committee meetings annually.
- The cost for each quarterly work session, with all council members present, would be \$375 (assuming 5 council members at \$75 each), leading to an annual cost of \$1,500 for work sessions.

Meeting Actions and Information Sharing:

- During work sessions, the council has the authority to take action if they choose, whereas at committee meetings, no official action can be taken.
- Committee meetings will require a recap during the subsequent quarterly work session to inform all council members about the discussions and decisions from committee meetings, where only two council members were present.

Council Action Request Form



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Action Requested

<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Informational Item <input type="checkbox"/> Consent Agenda Items	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other _____
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Regarding: Fee Schedule 2025

Date of Meeting: 13 Jan 2025 **Total time requested:**

Department Requesting Action: Administration

Presenting at Meeting:

Background Supporting Documentation Enclosed

2025 Fee Schedule for the City of Menahga

Of note: A water/sewer rate study was conducted by Minnesota Rural Water Association and found that the City's rates are in line with norms. No increase is recommended for 2025.

Options Supporting Documentation Enclosed

Recommendations The Menahga City Council approves the following by Motion:

To approve the 2025 Fee Schedule.

Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Opposed
Motion:	<input type="checkbox"/> Bjornson	<input type="checkbox"/> Bjornson
Second:	<input type="checkbox"/> Tomperi	<input type="checkbox"/> Tomperi
<input type="checkbox"/> Passed	<input type="checkbox"/> Waaraniemi	<input type="checkbox"/> Waaraniemi
<input type="checkbox"/> Failed	<input type="checkbox"/> Netland	<input type="checkbox"/> Netland
<input type="checkbox"/> Tabled	<input type="checkbox"/>	<input type="checkbox"/>

Signatures

City of Menahga Fee Schedule

Cemetery	
Cemetery Lot	\$ 250.00
Cemetery Lot Transfer	\$ 15.00
Election Fees	
Candidate Filing Fee	\$ 2.00
Fire Fighter Services - Non Contract	
Mobilization (base charge)	\$ 500.00
Additional Fire Call Time - per hour	\$ 300.00
Fire Engine 4855 - per hour, up to 4 personnel	\$ 275.00
Pump Tender 4861 - per hour, includes 1 person	\$ 230.00
Tender 4860 - per hour, includes 1 person	\$ 230.00
Pump/Tender 4862 - per hour, includes 1 person	\$ 230.00
Additional Tank - per day	\$ 25.00
EQ Can 4875 - per hour, includes 1 person	\$ 100.00
4871, 4872 - per hour, includes 1 person	\$ 125.00
ATV/UTV 4873, 4874 - per hour, includes 1 person	\$ 60.00
Special Detail Call - per person, per hour	\$ 20.00
Cost of City Water - to be determined	
Land Use Permits	
New Residential Structure:	
0 to 1500 sq ft	\$ 200.00
Over 1501 sq ft	\$ 300.00
New Commercial Structure:	
0 to 1500 sq ft	\$ 400.00
Over 1501 sq ft	\$ 500.00
Accessory Structure(s) & Existing Residential and Commercial Expansions:	
0 to 200 sq ft - Must register with City, subject to 5' setback from side & rear	No Charge
201 to 800 sq ft	\$ 75.00
Over 801 sq ft	\$ 100.00
Miscellaneous:	
Variance	\$ 300.00
Conditions Use Permit/Interim Use Permit	\$ 300.00
Rezone	\$ 300.00
Fence	\$ 50.00
Boundary Line Adjustment	\$ 100.00
Minor Subdivision (lot split(s) resulting in 3 or less new parcels with certificate of survey)	\$ 100.00
Subdivision & Platting	\$ 500.00
Permit after the fact (double the original permit fee)	
Demolition Permit	\$ 50.00
Zoning Review:	
Construction & Land Use Permit Review	\$ 50.00
Extra Site Visit/Inspection	\$ 50.00

Approved July 8, 2024

City of Menahga Fee Schedule

Miscellaneous	
Notary Fee and Burning Permits	No charge
Golf Cart Permits (per year)	\$ 15.00
Non-Sufficient Funds (NSF) - per item	\$ 30.00
Fax - per page	\$ 0.50
Photocopies - single-sided, black and white - per page	\$ 0.25
Photocopies - double-sided, black and white - per page	\$ 0.35
Street Sweeping - per hour	\$ 75.00
Snow Plowing - per hour	\$ 145.00
Sidewalk Sweeping - Bobcat w/ operator - per parcel, per snow event	\$ 20.00
Nuisance Clean-up - per hour	\$ 125.00
Skidsteer - per hour	\$ 100.00
Resident Price for 5-gallon bucket of salt/sand mix (resident provides bucket)	\$ 5.00
Peddler, Solicitors and Transient Merchants (Daily \$10.00, Monthly \$150.00, 4-month season \$400.00) Fees double for application not filed within the allowed 14 day timeframe	Varies by length of time
Monthly Water Rates (Each account is charged a meter base rate and usage rate)	
State Testing Fee	\$ 0.81
Monthly Base Rate for all Users	\$ 26.11
Monthly Usage Rate for all Users:	
0-2,000 gallon (per gallon)	\$ 0.00438
2,001-4,000 gallons (per gallon)	\$ 0.00548
Over 4,000 gallons (per gallon)	\$ 0.00741
Bulk water rate - per 1,000 gallons	\$ 20.00
Monthly Waste Water Rates (Each account is charged a meter base rate and usage rate)	
Monthly Base Rate for all Users	\$ 16.54
Monthly Usage Rate for all Users (per gallon)	\$ 0.00392
Waste Water Only (no water service)	\$ 27.50
Utilities	
Utility Late Fee - \$5 per month for every month bill is unpaid	\$ 5.00
Duplicate Utility Bill for Rental Properties - per month, per residence	\$ 1.00
Certification of Delinquent Utility Accounts to County - per Utility Account	\$ 50.00
Connection/Disconnection Fee	\$ 50.00
Connection/Disconnection Fee after hours, Holidays, or weekends	\$ 125.00
Refusing to Grant Meter Read Access/Maintenance (per incident)	\$ 100.00
Tampered Meter - actual cost to replace meter	
Utility Mailing List	\$ 50.00

Approved July 8, 2024

City of Menahga Fee Schedule

Administrative Citations	
Traffic Offenses (per citation)	\$ 60.00
Traffic Citation Hearing (per hearing)	\$ 50.00
Public Nuisance Citation (per citation/per day) - Maximum set by State of MN	\$ 75.00
Alcoholic Beverage Licenses and Permits	
Off-Sale Non-Intoxicating	\$ 75.00
Club License - one year	\$ 200.00
One Day Event Permit	\$ 50.00
Sunday Liquor License Permit - one year	\$ 100.00
Animal Control Fees	
Dog License - one year (expires one year from date of issue)	\$ 5.00
Lost Tag Fee	\$ 5.00
Animal Impound Fee - per day	\$ 20.00
Assessment Search	
Assessment Search	\$ 15.00
Campground Fees (plus sales tax)	
Dump Fee	\$ 10.00
Pavilion Rental - per day	\$ 45.00
Skip Fee for unpaid campsite fees	\$500.00
Skip Fee for unpaid dump station fees	\$100.00
Nightly Campsite Rental:	
Primitive	\$ 25.00
Campsite with electric	\$ 32.00
Campsite with electric and water	\$ 40.00
Weekly Campsite Rental:	
Primitive	\$ 130.00
Campsite with electric	\$ 175.00
Campsite with electric and water - 1 week	\$ 230.00
Campsite with electric and water - 2 week	\$ 437.00
Campsite with electric and water - 3 week	\$ 623.00
Campsite with electric and water - 4 week	\$ 789.00
Cancellation Fee - within 48 hours of check-in date	
14 days or more prior to arrival	No charge
Less than 14 day, but more than 48 hours to arrival	\$ 10.00
Less than 48 hours of arrival	\$10 + 1 night
NOTE: ALL CREDIT CARD RESERVATIONS MADE THROUGH ONLINE BOOKING	2.5% of Total
Data Requests	
Copies of requested data - per page, up to 100 pages, single-sided black and white copies	\$ 0.25
Copies of requested data - per page, up to 100 pages, double-sided black and white copies	\$ 0.50
Copies of requested data - per page, in excess of 100 pages - actual cost of staff time, materials, and mailing costs (MN AAC 1205.0300)	
CD or Flash Drive	\$ 25.00

Approved July 8, 2024

City Council Members are compensated monthly for their service to the city.

Under **Minnesota Statutes § 415.10**, city council members in statutory cities must be paid on a **monthly basis** for their services unless a different payment schedule is specified by city charter or ordinance. Here's the relevant text from the statute:

"The members of the governing body of any city, however organized, shall be paid monthly, out of the treasury of the city, such compensation as may be fixed by ordinance or charter provision, unless the ordinance or charter shall specify that payment shall be made at some other intervals."

Council Action Request Form



CITY OF MENAHGA
"The Gateway to the Pine"

115 2nd St NE - PO Box C
 Menahga, MN 56464
 218-564-4557
 www.cityofmenahga.com

Action Requested

<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Informational Item <input type="checkbox"/> Consent Agenda Items	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other _____
--	--

Regarding: Consultants

Date of Meeting: 13 Jan 2025 **Total time requested:**

Department Requesting Action: Administration

Presenting at Meeting:

Background Supporting Documentation Enclosed

The administration section of City Hall is currently undergoing a period of turnover, which I, as the City Clerk/Treasurer, am actively managing to ensure continuity and stability. I am confident in my ability to oversee the operations effectively and would like the council's support to allow me to continue managing the administration without unnecessary interference. This approach will enable smoother decision-making and operational efficiency during this transitional period.

Options Supporting Documentation Enclosed

Recommendations The Menahga City Council approves the following by Motion:

To authorize the City Clerk/Treasurer to oversee and manage the administration section of City Hall during this period of turnover, granting them the authority to make necessary operational and staffing decisions to ensure continuity and efficiency.

Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Opposed
Motion:	<input type="checkbox"/> Bjornson	<input type="checkbox"/> Bjornson
Second:	<input type="checkbox"/> Tomperi	<input type="checkbox"/> Tomperi
<input type="checkbox"/> Passed	<input type="checkbox"/> Waaraniemi	<input type="checkbox"/> Waaraniemi
<input type="checkbox"/> Failed	<input type="checkbox"/> Netland	<input type="checkbox"/> Netland
<input type="checkbox"/> Tabled	<input type="checkbox"/>	<input type="checkbox"/>

Signatures

Council Action Request Form



CITY OF MENAHGA
"The Gateway to the Pine"

115 2nd St NE - PO Box C
 Menahga, MN 56464
 218-564-4557
 www.cityofmenahga.com

Action Requested

<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Informational Item <input type="checkbox"/> Consent Agenda Items	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other _____
--	--

Regarding: LMC - Elected Leaders

Date of Meeting: 13 Jan 2025 **Total time requested:**

Department Requesting Action: Administration

Presenting at Meeting:

Background Supporting Documentation Enclosed

The Foundational Program is designed for recently elected city officials with less than two years in office. Become familiar with the nuts and bolts of city leadership through a combination of online, on-demand courses and a two-day, in-person program.

The Advanced Program gives elected officials a chance to learn higher-level leadership skills and network with other elected leaders from across the state. Designed for more experienced officials who have served in local government for over two years or have completed the Foundational Program.

Options Supporting Documentation Enclosed

Recommendations The Menahga City Council approves the following by Motion:

To approve any council member to attend Elected Leaders - Foundational Program and/or Advanced Program and to coordinate with city staff for registration and fee payment.

Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Opposed
Motion:	<input type="checkbox"/> Bjornson	<input type="checkbox"/> Bjornson
Second:	<input type="checkbox"/> Tomperi	<input type="checkbox"/> Tomperi
<input type="checkbox"/> Passed	<input type="checkbox"/> Waaraniemi	<input type="checkbox"/> Waaraniemi
<input type="checkbox"/> Failed	<input type="checkbox"/> Netland	<input type="checkbox"/> Netland
<input type="checkbox"/> Tabled		

Signatures

From: League of Minnesota Cities <members@lmc.org>
Sent: Wednesday, January 8, 2025 2:14 PM
To: City Clerk-Treasurer
Subject: It's almost time! Elected Leaders Institute

[View this email in your browser](#)



City Hall Staff: Please forward this information to your elected officials and encourage them to participate in the program that suits their experience (especially recently elected officials)!

Join the Elected Leaders Institute

Serving on city council? Fill your toolbox and connect during the Elected Leaders Institute!

Foundational Program

Feb. 7-8 — Mankato

Feb. 21-22 — Plymouth

Feb. 28 - March 1 — Alexandria

Register soon—online learning begins ahead of each cohort!

The Foundational Program is designed for recently elected city officials with less than two years in office. Become familiar with the nuts and bolts of city leadership through a combination of online, on-demand courses and a two-day, in-person program.

Advanced Program

Feb. 21-22 — Plymouth

Feb. 28 - March 1 — Alexandria

Take your leadership skills to the next level! The Advanced Program gives elected officials a chance to learn higher-level leadership skills and network with other elected leaders from across the state. Designed for more experienced officials who have served in local government for over two years or have completed the Foundational Program.

[Learn more about the Foundational Program.](#)

Fee: **\$350**

[Learn more about the Advanced Program.](#)

Fee: **\$350**

Register for the Elected Leaders Institute

Special thanks to our sponsor:



As part of your membership in the League of Minnesota Cities, you will receive occasional emails from us about our events, products, and services. You can opt out of these emails by clicking the unsubscribe link below.

[Unsubscribe](#) from this list.

League of Minnesota Cities, 145 University Ave. W, Saint Paul, MN 55103-2044 | www.lmc.org

Council Action Request Form



Action Requested

<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Informational Item <input type="checkbox"/> Consent Agenda Items	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other _____
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Regarding: MCOFA - Annual Conference

Date of Meeting: 13 Jan 2025 **Total time requested:**

Department Requesting Action: Administration

Presenting at Meeting:

Background Supporting Documentation Enclosed

The 2025 Conference Planning Committee is excited to present the 87th Annual Municipal Clerks and Finance Officers Association of Minnesota (MCFOA) Conference at Heritage Center (Formerly known as Earle Brown) in Brooklyn Center, MN.
 Cost is 395 / person.

Options Supporting Documentation Enclosed

Recommendations The Menahga City Council approves the following by Motion:

To approve city staff to attend this training and compensate for lodging and per diem in accordance with standard GSA rates.

Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Opposed
Motion:	<input type="checkbox"/> Bjornson	<input type="checkbox"/> Bjornson
Second:	<input type="checkbox"/> Tomperi	<input type="checkbox"/> Tomperi
<input type="checkbox"/> Passed	<input type="checkbox"/> Waaraniemi	<input type="checkbox"/> Waaraniemi
<input type="checkbox"/> Failed	<input type="checkbox"/> Netland	<input type="checkbox"/> Netland
<input type="checkbox"/> Tabled	<input type="checkbox"/>	<input type="checkbox"/>

Signatures

Hats Off to You!



The 2025 Conference Planning Committee is excited to present the 87th Annual Municipal Clerks and Finance Officers Association of Minnesota (MCFOA) Conference at Heritage Center (Formerly known as Earle Brown) in Brooklyn Center, MN! Kassidi Andres and her staff at St. Cloud State University assisted the committee with scheduling the presenters of the educational sessions, and as well as the keynote speakers in accordance with the theme: “Hats Off to You!” Here are of the highlights for the week:

Tuesday, March 18th: Optional Pre-Conference Sessions

- Athenian Dialogue: “Five Little Indians,” facilitated by Anne Uecker (all day)
- New City Clerk Orientation and Election Administration (all day)
- Excel Basics (half day)

Keynote Speakers

Wednesday: Greta Grosch – The Hokey Pokey Paradox: How to Put Your “Whole Self” in

Thursday: Marita Rhude, Kary Tillmann, Linda Rappe, and Betsy Snyder – The Fundamentals of MCFOA

Friday: Desi Payne – Do You Work with the Living Dead?

Educational Sessions and Trade Show

A total of 24 educational sessions will be held on a wide range of topics; note that there will be sessions held on Friday morning. The annual trade show will be held on Thursday; this is a great opportunity to learn about new products and services that can help you perform your job.

Entertainment

The President’s Reception will be held on Tuesday night to kick off the conference. On Wednesday night, join us for our “Hats Off to City Clerks Banquet,” and after dinner, the Entertainment Committee will be hosting a Bingo Night once again. Magician, Matt Dunn, will show us a few tricks on Thursday night.

MCFOA Organization

- The board will meet on Tuesday afternoon and again on Friday at the conclusion of the conference. Nominations for Board positions will be held on Wednesday at 4:00 PM. If you are interested in serving on the board, please submit an application to the Nominations Committee.
- The annual Awards Luncheon will be held on Wednesday at noon. Normally, we encourage you to wear your region colors on Wednesday, however, please save that for Thursday!
- The Annual Business Meeting will be held on Thursday morning, and this includes elections for board members.
- The Silent Auction is held on Thursday in the exhibit hall!
- IIMC drawings will be the last item of business on Friday morning – All MCFOA members in attendance are eligible for one of the trips to the annual IIMC Conference. This year’s conference will be located in St. Louis, Missouri.

The Committee encourages you to come to the conference and celebrate our achievements! Thank you for everything you do in your roles, and thank you for attending this year’s conference. Hats Off to You!

Sincerely,

Beth Carlson, MMC
Vice President & Planning Committee Chair

Special Features

Location/Accommodations

Exciting news! We have changed locations this year! In 2025 and 2026, we will be located at the beautiful Heritage Center in Brooklyn Center, MN (Formerly Earle Brown). Better yet, the primary room block will be set up at The Embassy Suites, which is connected to the venue. **PLEASE**

NOTE: the block at the Embassy is already full, however, there will be a waiting list for cancellations, and an overflow block is located just steps away at The Fairfield Inn & Suites. Both hotels provide overnight guests with a broad range of amenities including heated swimming pools, exercise areas, and dining facilities.

The sleeping room blocks (Embassy Suites-\$129/night plus tax and Fairfield Inn & Suites - \$129/night plus tax) are being held until February 28th, or until they are sold out. Make your overnight reservations via phone or e-mail. A booking link to both hotels can be found on the [PACE website](#).

Optional Tuesday Pre-Conference Workshops

This year's conference includes three pre-conference training options on Tuesday, March 18th. At 9:00 AM, join Daphney Maras, City of Albert Lea, and Kary Tillmann, City of Zimmerman, for a full-day orientation for New City Clerks, or join a full-day Athenian Dialogue moderated by Anne Uecker, Professional Speaker. She will be leading a discussion on the book, "Five Little Indians," by Michelle Good. From 1:00-4:30, Bob Bruce from Trista Technology will be facilitating a half-day session on Excel Basics.

CMC/MMC Points

This year's education-rich conference offers numerous opportunities to earn CMC/MMC Education Points. Even the pre-conference sessions provide opportunity for IIMC credits. You can find more information in your final program and in the conference app, Whova, to receive these points.

For those pursuing CMC (Certified Municipal Clerk) or MMC (Master Municipal Clerk) certification, this conference provides 1 CMC Education or 1 MMC Advanced Education point for every 4 hours of approved participation in combination with a completed learning assessment. St. Cloud State University will provide a Certificate for those participants who check "YES" during the registration process. The cost is covered by MCFOA. Please be sure to request them at the time of registration for costs to be covered. If IIMC Points will not play a role in your ongoing education plans, then you need not obtain them.

Continuing Education Units/Customized Certificates

For those who are not tracking Education Points, but desire a certificate for CEUs (Continuing Education Units) or Certificate of Attendance, you may request if it meets the criteria you need. A CEU is defined as, "10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction." If you want a customized certificate, the cost is \$15 each. St. Cloud State University will be in touch for the specific certificate you are requesting, and provide your certificate by email.

Instructional Materials/Speaker Handouts

Moving forward, all speaker handouts from keynote and concurrent sessions will be provided to attendees via the Whova Conference App. This will allow you to print out all materials or load to your devices in advance for use during the Conference.

Wednesday Highlights

This year, we are switching things up a bit. Make sure to wear your region colors on **THURSDAY INSTEAD**, and join us for our annual awards luncheon. Then, make sure to stick around for a cash bar followed by a **our Hats Off to City Clerks Banquet**. Due to last year's popularity, the conference entertainment committee will be hosting Bingo Night again with fun, themed prizes to win.

Please note: registration is required for the plated dinner, so if you sign up, please make sure to attend, and if you don't sign up, please do not attend, as the venue will not have a meal prepared for you.



Thursday Vendor Show

Once again, day two at the Conference brings an exciting exhibit show, with vendors from around the country showcasing their products and services to make a big difference in your daily work lives. **It is extremely important to visit their booths as their support of the conference keeps your attendance costs as low as possible.** Take the time to visit them all, especially at the 2:45-4:30 PM timeslot where many of the exhibitors have brought items, and offer an opportunity to win fabulous prizes!

Thursday Silent Auction

The popular silent auction starts at 10:30 AM. Take time to view and bid on items donated by clerks and finance officers throughout the state, as well as items from our generous sponsors and exhibitors. Be sure to bid often... **Please note: the Silent Auction closes at 4:00 PM.** Silent Auction items must be paid for and picked up by 4:30 PM on Thursday, March 20th. If you are not able to stay for the end of the Silent Auction, please make arrangements to have a colleague pick up your item(s). Proceeds from the auction support the Association's training, scholarship programs, and 3 lucky winners will be granted conference registration and travel costs to attend the 2025 IIMC Annual Conference in St. Louis (**Winners must be active MCFOA members at the time of the drawing**).

Thursday Evening

In accordance with the conference theme, we are excited to welcome Minneapolis magician, Matt Dunn! Make sure to join us right away at 4:30, as Matt Dunn will be providing some improv fun during cocktail hour. Then, from 5:30-6:30 PM, don't miss out on his live performance! **Please note:** we are starting entertainment a little bit earlier on Thursday. **Dinner will be on your own!**

Conference Updates

You asked! We listened! See below for important updates.

****Dietary Restrictions: for those with allergies, a menu will be sent ahead of time, and the Chef will provide labeled options for you in the buffet line. If you are attending the banquet, please see your option on page 3. If the alternative option does not work, please contact Kassidi at kassidi.andres@stcloudstate.edu.**

Conference Updates

We have some exciting news to share! Based on last year's conference feedback, we have implemented a few changes! These changes include:

No More Scanning QR Codes

That's right! We have decided to take out scanning QR codes, submitting attendance cards, and signing attendance sheets all-together! To receive credit for your session, we are going to trust you attended, and you must complete & pass your learning assessment. That's it!



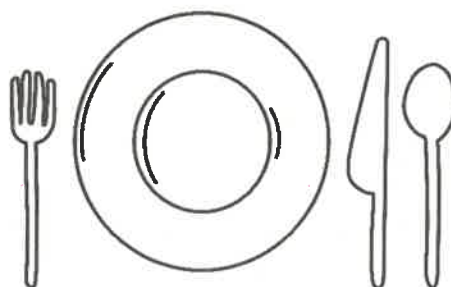
New Assessment Tool: FlexiQuiz

Last year, we used Qualtrics as an assessment tool, and it didn't work out very well. This year, we will be using an assessment tool specifically designed for multiple choice quizzes. All you will have to do is click on the provided links found in Whova, and you will be redirected to your assessment! Your assessment is automatically graded, so you'll know right away if you passed.



Handouts Stored Elsewhere

More great news! It will be much easier to access speaker handouts and presentations moving forward! All you have to do is click on the provided link in Whova, and you will be redirected to a Google Drive, where all handouts will be organized and stored!



Plated Banquet Dinner

This year, you will have two entrees to choose from for Wednesday's dinner: **a)** Chicken Marsala, **b)** Roasted Pork Loin, or **c)** Vegan/Vegetarian/Dairy Free/Gluten Free **ONLY:** Mushroom Bourguignon with celery, baby carrots, and fresh herb

Registration Information

The MCFOA early bird member rates are **\$395/person** (through February 18, 2025) or **\$420** (after February 18, 2025). To qualify for these rates, individuals must be current, paid members of MCFOA. The non-member rate is **\$500**. To determine membership status, contact Betsy Snyder (MCFOA Administrative Assistant) at adminasst@mcfoa.org.

All above fees include tuition for Wednesday-Friday, instructional materials, Wednesday evening entertainment, Thursday evening entertainment, two lunches, three breakfasts, all refreshment breaks, and a Wednesday evening plated dinner. **Appetizers on Thursday are first come, first served, and NOT guaranteed. Thursday dinner is on your own.**

MCFOA retirees can register at a special rate of **\$325, and must pay an additional \$45 to attend Wednesday's banquet**. To be eligible for this reduced rate, they must not be employed by or under contract with a Minnesota community.

Registration fees for Tuesday's pre-conference workshops are in addition to the overall conference amounts:

- Full-day sessions: Member rate **\$100/person**; Non-member rate **\$125/person** (lunch included). **Athenian Dialogue participants MUST be an MCFOA member.**
- Half-day sessions: Member rate **\$60/person**; Non-member rate **\$85/person** (lunch NOT included)
- Half-day participants may purchase lunch for **\$35**

Tuesday workshops are:

- Athenian Dialogue – "Five Little Indians"
- New City Clerk Orientation & Election Administration
- Excel Basics **(Bring your laptop and charger!)**

Registration

Online registration is available at the [PACE website](#).

- While we hope to accommodate the request of participants selected for each breakout session room, you may be asked to consider another session.
- You will not be able to change your breakout sessions this year. Make a note of what you signed up for by creating your own schedule in the conference app.
- You will receive a confirmation email of your registration (Note: may be sent to your Junk/Spam folder). The concurrent sessions selected will **not** be in the confirmation email.

Register online with a credit card or by mail/email with check or purchase order. Online registration is preferred, however, a fillable PDF form is available on the above SCSU-MCFOA Conference website. An invoice will be emailed for those registering with a purchase order. For registration questions, contact Roxann Neu at PACE@stcloudstate.edu or 320-308-4962.

Registrations must be received no later than **February 25, 2025**. Any registrations received/postmarked after February 25, 2025 will incur a \$25 late registration fee. Also, please note that SCSU

has a policy that a \$25 late fee will be applied for payments not received within 30 days of the invoice date. Upon completion of registration for the conference, registrants will receive an electronic confirmation ONLY if an email address was provided.

Additional Lunch or Entertainment Tickets

Have a guest you'd like to bring? Additional lunch tickets are **\$35/person**, and entertainment/banquet tickets are **\$45/person**.

Cancellations/Refunds

Fees will be refunded (less a \$25 service fee) only if cancellation is received via email (PACE@stcloudstate.edu) by **February 25, 2025**. If you do not cancel your registration and do not attend, a refund will not be provided. Should inclement weather (or other circumstances beyond our control) necessitate program cancellation or postponement, you will receive communication from Kassidi Andres.

For Further Information

For program questions, please contact:

Kassidi Andres at kassidi.andres@stcloudstate.edu, 320-308-5759.

For registration questions, please contact:

Roxann Neu at reneu@stcloudstate.edu, 320-308-4962.



SOLUTION DRIVEN.

We approach every client, location, and project as unique and let collaboration lead us to the right solution.

BOLTON & MENK
Real People. Real Solutions.
Bolton-Menk.com

IIMC Conference Information

Save the Date:



For more information, please visit [IIMC's website](#),
and check for updates

Agenda - Whova app will include a detailed schedule, menu, and MCFOA points

TUESDAY - March 18, 2025 (Pre-Conference)

- 8:00-9:00 AM Continental Breakfast
- 8:30-9:00 AM Check-In for Full-Day Workshops
- 9:00-3:00 PM Athenian Dialogue: "Five Little Indians"
- 9:00-4:00 PM New City Clerk Orientation & Election Administration
- 12:00-12:30 PM Lunch (Full Day Workshops Only)
- 12:30-1:00 PM Check-In for Half-Day Workshop
- 1:00-4:30 PM Excel Basics
- 2:30-2:45 PM Afternoon Break
- 4:30-5:30 PM Board Meeting (Board Only)
- 4:30-7:00 PM Conference Check-In
- 5:30-6:30 PM President's Reception

WEDNESDAY - March 19, 2025 (Day 1)

- 7:45-8:40 AM Conference Check-In and Continental Breakfast
- 8:15-8:40 AM First Time Attendee Welcome Breakfast with MCFOA Board
- 8:45-9:00 AM Mayor Introduction & Therapy Dogs
- 9:00-9:15 AM Welcome Ceremony
- 9:15-10:30 AM **Opening Keynote:** Greta Grosch
- 10:30-10:45 AM Morning Break
- 10:45-12:00 PM **Concurrent Sessions #1 (CHOOSE ONE)**
 1. Staying Sane from 9-5: Conquering Workplace Frustration
 2. Are We Out of the Weeds Yet? – REPEAT SESSION
 3. Good Mental Health in the Workplace
 4. Digital Accessibility in MN Cities
- 12:00-1:15 PM Awards Luncheon
- 1:15-2:30 PM **Concurrent Sessions #2 (CHOOSE ONE)**
 5. Are We Out of the Weeds Yet? – REPEAT SESSION
 6. Intro to Public Finance Tools
 7. Emergency Management Planning
 8. Minnesota Withholding Tax Basics
- 2:30-2:45 PM Afternoon Break
- 2:45-4:00 PM **Concurrent Sessions #3 (CHOOSE ONE)**
 9. ESST & Wage Theft Laws
 10. PERA Statewide Volunteer Firefighters Plan Benefits & Costs
 11. Budget 101
 12. Data Requests Panel
- 4:00-5:00 PM Nominations (Nominating Committee Only)
- 4:30-5:30 PM Cocktail Hour
- 5:30-6:30 PM Hats Off to City Clerks Banquet and IIMC Drawing

- 6:30-8:00 PM Bingo Night (Kentucky Derby Theme)

THURSDAY - March 20, 2025 (Day 2)

- 8:00-8:30 AM Conference Check-In | Breakfast Buffet Begins
- 8:30-9:15 AM Oath of Office | Business Meeting | Breakfast Continues
- 9:15-10:30 AM **General Session:** Fundamentals of MCFOA
- 10:30-11:15 AM Exhibit Hall Opens | Morning Break | Silent Auction
- 11:15-12:30 PM **Concurrent Sessions #4 (CHOOSE ONE)**
 13. Liquor Licensing Essentials – REPEAT SESSION
 14. Artificial Intelligence in Municipal Governance
 15. Ordinances Vs. Resolutions
 16. Small Town Round Table
- 12:30-1:30 PM Lunch | Exhibitors eat @ 11:30 AM
- 1:30-2:45 PM **Concurrent Sessions #5 (CHOOSE ONE)**
 17. Liquor Licensing Essentials – REPEAT SESSION
 18. Elections Updates
 19. Implementing an Apprentice Program (MNRW)
 20. Planning & Zoning: The Basics and More
- 2:45-4:30 PM Connect with Vendors | Afternoon Break | Silent Auction **(Silent Auction closes at 4:00pm)**
- 4:30 PM Vendor Booth Closes | Silent Auction Payments Due
- 4:30-5:30 PM Cocktail Hour & LIGHT Appetizers | Magician improv
- 5:30-6:30 PM Magician, Matt Dun – Show Begins
- 6:30 PM Entertainment Ends | Dinner ON OWN

FRIDAY - March 21, 2025 (Day 3)

- 8:00-9:00 AM Breakfast Buffet
- 9:00-10:15 AM **Concurrent Sessions #6 (CHOOSE ONE)**
 21. Records Management
 22. Give Me Some Chocolate...I'm Stressed!
 23. Grant Writing Essentials
 24. Gambling
- 10:15-10:30 AM Morning Break
- 10:30-11:45 AM **Closing Keynote:** Desi Payne
- 11:45-12:00 PM Final Announcements and IIMC Drawings
- 12:00 PM Adjourn

Keynote Speakers

Wednesday Opening Keynote Address

The Hokey Pokey Paradox: How to Put your “Whole Self” in

Greta Grosch

A professional actor, writer, director and public speaker, Greta works regularly as a voiceover artist, an on-camera and live stage performer, and she travels extensively as a motivational speaker and meeting facilitator. In addition, Greta has scripted dozens of theatrical plays and musicals, serves as a staff writer for Awards Shows and fundraisers, and often serves as a Creative Director for commercial and business theatrical events. Past clients include L’Oreal/Matrix, HealthPartners, McDonalds, the Theodore Roosevelt Medora Foundation, Honeywell International, and the Minnesota Vikings. For more information visit gretagrosch.com.



Friday Closing Keynote Address

Do You Work with the Living Dead?

Desi Payne

Got stress? Desi INSPIRES and EQUIPS audiences who work with negative people to better manage their stress. You will LAUGH, LEARN, and be actively ENGAGED with Desi!

Desi is a frequent guest on the lifestyle show, Hello Iowa! As a TV personality, she has a following who learns about managing stress.

As an award-winning entertainer and speaker, she uses humor and storytelling to keep the audience engaged (and awake). Desi is an Executive Maxwell Leadership Team Member. Showcasing nearly 30 years of knowledge as an educator, author, customer service and leadership trainer, her expertise will motivate your team.



She is the author of *Do You Work with the Living Dead?*, *Give Me Some Chocolate...I’m Stressed!* and *Manage Stress Without Losing Your Mind*.

Tuesday Pre-Conference Workshops

Full Day – 9:00 AM to 4:00 PM (Lunch included)

New City Clerk Orientation & Election Administration

Daphney Maras, City Clerk, City of Albert Lea, & Kary Tillmann, City Clerk/Treasurer, City of Zimmerman

In this session, new clerks will receive a toolkit to learn more about the following:

Role of a City Clerk | Election Administration | Official Notices - Types | City Council | Minute Taking | Boards & Commissions | Personnel/Human Resources | Finance | Liquor Licensing | Building Permits | Planning and Zoning | Records Retention | Data Practices and Policies | Codification of City Ordinances | Tips from the Trenches

Full Day – 9:00 AM to 3:00 PM (Lunch included)

Athenian Dialogue – “Five Little Indians,” by Michelle Good

Anne Uecker, Speaker

Taken from their families when they are very small and sent to a remote, church-run residential school, Kenny, Lucy, Clara, Howie and Maisie are barely out of childhood when they are finally released after years of detention. Alone and without any skills, support or families, the teens find their way to the seedy and foreign world of Downtown Eastside Vancouver, where they cling together, striving to find a place of safety and belonging in a world that doesn't want them. The paths of the five friends cross and crisscross over the decades as they struggle to overcome, or at least forget, the trauma they endured during their years at the Mission. Fuelled by rage and furious with God, Clara finds her way into the dangerous, highly charged world of the American Indian Movement. Maisie internalizes her pain and continually places herself in dangerous situations. Famous for his daring escapes from the school, Kenny can't stop running and moves restlessly from job to job—through fishing grounds, orchards and logging camps—trying to outrun his memories and his addiction. Lucy finds peace in motherhood and nurtures a secret compulsive disorder as she waits for Kenny to return to the life they once hoped to share together. After almost beating one of his tormentors to death, Howie serves time in prison, then tries once again to re-enter society and begin life anew. With compassion and insight, *Five Little Indians* chronicles the desperate quest of these residential school survivors to come to terms with their past and, ultimately, find a way forward.

Half Day – 1:00 to 4:30 PM

Excel Basics

Bob Bruce, Information Architect, Trista Technology, LLC.

Learning outcomes:

- Getting started: Exploring the Excel environment
- Navigating, managing worksheets, and views
- Worksheet layout, entering and modifying Data
- Creating formulas and using basic functions
- Formatting cells, themes and cell styles
- Printing worksheets



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Concurrent Sessions #1: Wednesday, 10:45 AM to 12:00 PM

1

Staying Sane from 9-5: Conquering Workplace

Frustration

Greta Grosch, Keynote Speaker

Stress: The confusion created when our mind overrides our body's urge to choke the living daylight out of some jerk who desperately deserves it. Whether or not stress kills, it CAN make you want to do serious damage. Dealing with PEOPLE is one of life's greatest stress factors – in the office, on the phone, in the next cubicle – customers, clients and co-workers can tax the patience of even the most generous soul. How do you deal with the customer who thinks they know more than you; and how do you *politely* tell your nose-y co-worker to mind her own business? Following the energy and excitement of the opening keynote, Greta Grosch will help attendees explore specific skills they can implement into their daily lives by taking a lighthearted look at the frustrations we all face - at home and at work - and then give you some techniques for coping. Unfortunately, your co-workers, your family and your difficult clients aren't going anywhere. You have to learn to live with them, try and love them and, if that doesn't work, at least figure out a way to **STAY SANE** in the process.

2

Are We Out of the Weeds Yet? – REPEAT SESSION

Kyle Hartnett, Assistant Research Manager, LMC

In this session, we will discuss where things are at with adult use cannabis in Minnesota and what cities should be doing in preparing for licenses to come online.

3

Good Mental Health in the Workplace: 5 Things You Can Do

Kay King, Older Adults Program Coordinator and Community Educator, NAMI

Learn the five things you can do to create a workplace that values good mental health. Participants will learn how to promote good mental health (including dealing with stress), the common symptoms of a mental illness, how attitudes and language impact people with mental illnesses, and accommodations for a mental illness. This class is for employees, supervisors, organizational leaders, owners, board members, and human resource professionals.

4

Digital Accessibility in MN Cities

Jay Wyant, Chief Information and Accessibility Officer, State of MN

You may have heard that the US Department of Justice recently updated the Americans with Disabilities Act (ADA) with specific requirements for cities and other local governments. These requirements affect your websites, digital documents, mobile apps, and other web-based information.

Jay Wyant, the State's Chief Information Accessibility Officer, will present on this new rule. Attend to learn more about what the rule means for you and how it impacts the work you do.

Specifically, you will learn:

- Why digital accessibility matters, and how the new ADA rule creates urgency for all cities, their employees, and residents.
- Fundamentals of digital accessibility, along with how to determine if your current content is accessible.
- Where to obtain up-to-date information and training on digital accessibility relevant to your role.

Concurrent Sessions #2: Wednesday, 1:15 to 2:30 PM

5

Are We Out of the Weeds Yet? – REPEAT SESSION

Kyle Hartnett, Assistant Research Manager, LMC

In this session, we will discuss where things are at with adult use cannabis in Minnesota and what cities should be doing in preparing for licenses to come online.

6

Introduction to Public Finance Tools to Assist with Private Development

Tammy Omdal, Managing Director & Jessica Green, Managing Director – Northland Securities

- Provide general introductory information on the use of public finance tools
- Presentation will focus on:
 - Source and use of Tax Increment Financing (TIF).
 - Use of development agreements.
 - Managing TIF districts.
 - Tax abatement for economic development.
 - Other forms of public financial assistance.

7

Emergency Management Planning

Brian Olson, Director of Preparedness & Recovery, MDHSEM

This session will be a basic overview of state and federal disaster recovery programs, covering:

- State and Federal Disaster Declaration Process
- The state and federal Public Assistance Program
- The Federal Individual Assistance Program
- State programs that support the Federal Individual Assistance Program
- The different hazard mitigation programs available for applicants
- Key takeaways for Clerks at the city level to be prepared for disaster recovery

8

Minnesota Withholding Tax Basics and Employer Responsibilities

Patrick Smith, Withholding Outreach Coordinator

This seminar covers the basics of Minnesota Withholding Tax and the main responsibilities of employers. We'll place special emphasis on employment forms like the W-4MN (withholding allowance or exemption form) and MWR (reciprocity exemption form).

Concurrent Sessions #3: Wednesday, 2:45 to 4:00 PM

9

ESST & Wage Theft Laws

David Skovholt, Education & Engagement Program Administrator, Dept. of Labor & Industry

This session will cover Earned Sick and Safe time and wage payment laws in Minnesota, including an overview refresher, updates, rulemaking, common violations the Department of Labor and Industry finds. Ask questions and directly interact with the state agency charged with overseeing these laws.

10

PERA SVF Plan Benefits and Costs

Doug Anderson, Executive Director, MN PERA

A Public Employee Retirement Association (PERA) Statewide Volunteer Firefighter (SVF) plan benefit level is the dollar amount corresponding to each year of a volunteer firefighter's certified service. The fire department's governing body has the authority to approve benefit level increases for the fire department. This session provides information on how to assess a plan's current financial health and important considerations when considering benefit level increases.

11

Budget 101

Kary Tillmann, City Clerk, Treasurer, City of Zimmerman and Jean McGann, President of Abdo

When developing a budget, it is critical to understand all budget components as well as the City Council and staff's role in the budget process. During this session we will assist you in understanding budget impacts and other things to consider as well as review the budget timeline and key decision points.

12

Data Requests Panel

Megan Hamilton, City of Burnsville | Casey Carmody, Senior Policy Analyst – Data Practices Office | Christina Scipioni, City of Apple Valley

Fulfilling data requests is an important part of a Clerk's role, but it can be a real challenge! A panel of Data Practices Office staff and clerks will discuss best practices, provide tips, and answer your questions. Topics include organizing large-scale requests that involve multiple departments, anonymous requests, communicating with frequent flyer requestors, and more. If possible, please email your questions ahead of time to Kassidi Andres at kassidi.andres@stcloudstate.edu.

General Session: Thursday, 9:15 to 10:30 AM

Fundamentals of MCFOA

Marita Rhude, City of Barrett | Kary Tillmann, City of Zimmerman | Betsy Snyder, City of Milroy | Linda Rappe, City of Kasson

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Think of this session as your "one stop shop" for all things MCFOA and IIMC. This experienced panel of Municipal Clerks will walk you through member benefits of both MCFOA and IIMC, describe in detail the educational offerings of the organization, explain the certification process to achieve the MCFOA MCMC and MMMC and the IIMC CMC and MCMC, and discuss why participation in MCFOA is vital to your success as a Municipal Clerk.

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Concurrent Sessions #4: Thursday, 11:15 AM to 12:30 PM

13

Liquor Licensing Essentials – REPEAT SESSION

Mike McManus, Program Administrator, and Kellie Murray, Administrative Supervisor, AGED

Provide a Liquor Licensing Overview and Update Information on any changes to law impacting alcohol Licensing

Items covered:

- Brief History of liquor regulation and the three tier system
- An overview of each type of license & submittals for each
- Basic information related to Alcohol & Gambling Enforcement's role and local license jurisdictions role in the process.
- Registrants can submit questions in advance for Q&A portion of the workshop

14

Artificial Intelligence in Municipal Governance

Mark Gill, Director of AI & Visualization Lab, SCSU

Join us for a comprehensive session on embracing AI in municipal governance, tailored for Municipal Clerks and Finance Officers. We'll demystify AI, debunk myths, and showcase its practical applications in document management, meeting minutes, chatbots, financial management, and permitting processes. We'll also address ethical considerations like data privacy, bias, and transparency, and share real-life success stories. Finally, we'll look at future trends in AI and their impact on the job market. Engage in our Q&A to share experiences and envision future AI uses. Conclude with key takeaways and resources for continued learning.

15

Ordinances Vs. Resolutions

Kyle Hartnett, Assistant Research Manager, LMC

In this session, we will discuss the differences between ordinances and resolutions and how cities use each. The discussion will focus on how to properly draft resolutions and ordinances; when to use them (and not use them); and what they mean for Minnesota cities.

16

Small Town Round Table

Betsy Snyder, Clerk/Treasurer, City of Milroy, and Beth Carlson, City Clerk, City of Chatfield

Discussion on current challenges they are experiencing, where to find resources, and sharing what has worked in their individual cities.

- Major topics covered in the course:
 - Overall conflict with residents
 - Council and other employees, and how to work together in a small city
 - Available resources and where to find them

Concurrent Sessions #5: Thursday, 1:30 to 2:45 PM

17

Liquor Licensing Essentials – REPEAT SESSION

Mike McManus, Program Administrator, and Kellie Murray, Administrative Supervisor, AGED

Provide a Liquor Licensing Overview and Update Information on any changes to law impacting alcohol Licensing

Items covered:

- Brief History of liquor regulation and the three tier system
- An overview of each type of license & submittals for each
- Basic information related to Alcohol & Gambling Enforcement's role and local license jurisdictions role in the process.
- Registrants can submit questions in advance for Q&A portion of the workshop

19

Implementing an Apprentice Program to Address Workforce Shortages

Lori Blair, Bob Klug, and Joel Jasmer, Minnesota Rural Water Association

The benefits of being in a Registered apprenticeship program: Water and Wastewater Operations Specialists are imperative to your community for access to clean drinking water and to ensure wastewater effluent is returned to the environment properly. Many current operations specialists will be retiring in the next five years, communities will fail to prosper or eventually even exist if replacements aren't put in place AND properly trained. A growing population and increased demand for water and wastewater treatment services plus an aging workforce will drive employment growth and qualified, certified Operations Systems Specialists will be in high demand.

18

Elections Updates

Paul Linnell, Elections Director, Office of the MN Secretary of State

Learn about administering elections in Minnesota. We will review the busy 2024 elections, discuss the implementation of recent election law changes, and look ahead to the next election cycle and the future of election administration in Minnesota.

20

Planning & Zoning – The Basics and More

Nathan Fuerst, Dylan Edwards, and Robin Cauffman, Planners from Bolton & Menk

Join professional planners from Bolton & Menk to learn more about the basics of planning and zoning in Minnesota. This session will cover the basics of planning and zoning and practical information on requirements from Minnesota State Statutes and touch on emerging topics in Minnesota and throughout the planning community. Prepared topics will include planning history and basics, Minnesota Legislation and Statutes, housing trends, and emerging topics such as zoning for cannabis and low salt initiatives. Do you have challenges in your community that you want to see addressed during this session?

Concurrent Sessions #6: Friday, 9:00 to 10:15 AM

21

Records Management

Terri Spangrud, City Clerk, City of New Brighton

Effective records management is the backbone of transparency, compliance, and trust in local government—and yet, it can feel daunting – especially when transitioning from paper systems to digital solutions. This interactive session will provide practical, actionable strategies for municipal leaders looking to build or strengthen their records management foundations. Attendees will leave equipped with clear steps to assess their current systems, overcome barriers to change, and create a roadmap for digital transformation.

23

Grant Writing Essentials

Jan Castillo, President/Owner, The Dotted Line Collaborative

Are you new to the world of grant writing? This introductory seminar will demystify the grant writing process and equip you with the confidence to begin your grant-seeking journey. Whether you're starting from scratch or looking to strengthen your basics, this session is perfect for entry-level grant writers, nonprofit staff, and anyone eager to make their funding goals a reality.

Key Takeaways:

- Understanding the components of a grant proposal
- Tips for researching and identifying the right funding opportunities
- How to align your proposal with funder priorities
- Avoiding common pitfalls in grant writing

22

Give Me Some Chocolate...I'm Stressed!

Desi Payne, Keynote Speaker

Do you wear so many hats that you don't know if you're coming or going? Does stress wear you down? Do you stay up at night due to anxiety? Are you experiencing burn-out? Are you frustrated with your workload or the people you work with? Then you definitely need this session! Nobody is immune to stress. It affects your health, personal, and professional life. In this breakout, you will learn how to be intentional about taking care of the stress that is robbing you of your happiness and joy. You will learn to manage stress so that you can enjoy life, have more energy, and be more productive on the job.

24

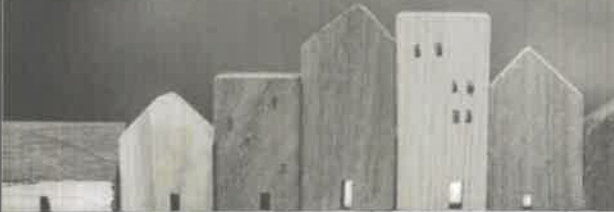
Gambling

Bradley Rezny, Assistant Special Agent in Charge, AGED


Minnesota's gambling laws are complex and sometimes difficult to understand. Learn how they relate to situations you may encounter as a municipal clerk and what steps can be taken to prevent the municipality from becoming a victim. We will also dive into several criminal investigations to explore the importance of internal controls, separation of duties and how it could have prevented large scale thefts. We will also discover how K9 Bia helps recover funds that are given back to charities that support your community.

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2025 Planning Committee

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City of Eden Valley

Beth Carlson
City of Chatfield

Audra Etzel
City of Otsego

Rayla Ewald
City of Mounds View

Cheryl Hahn
City of Sebeka

Megan Hamilton
City of Burnsville

Monica Hennessy Mohan
City of Winona

Rebecca Kiernan
City of Inver Grove Heights

Pamela LaBine
City of Virginia

Kris Luedke
City of Albertville

Daphney Maras
City of Albert Lea

Jessica Mead
City of Luverne

Devin Montero
City of Brooklyn Park

Kristie Moseng
City of Albertville

Jamie Oxley (Ex-Officio)
League of MN Cities

Michelle Peterson
City of Onamia

Linda Rappe
City of Kasson

Marita Rhude
City of Barrett

Laurie Schell
City of Barnsville

Kari Schreck
City of Lake City

Betsy Snyder (Ex-Officio)
City of Milroy

Angie Storlie (Ex-Officio)
League of MN Cities

Kary Tillmann
City of Zimmerman

Nicole Tingley
City of Minnetonka

Sue Uhrinak
City of Cass Lake

St. Cloud State University Staff

Kassidi Andres (Ex-Officio)
Conference Planning

Roxann Neu (Ex-Officio)
Registration

MCFOA President

Monica Hennessy Mohan
Ex-Officio

MCFOA Vice President & Chair

Beth Carlson

Contact Information

For program questions, please contact Kassidi Andres at:

Email: kassidi.andres@stcloudstate.edu

Direct: 320-308-5759

For registration questions, please contact Roxann Neu at:

Email: reneu@stcloudstate.edu

Direct: 320-308-4962

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Council Action Request Form



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Action Requested

<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Informational Item <input type="checkbox"/> Consent Agenda Items	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other _____
--	--

Regarding: 2025 Meeting Schedule

Date of Meeting: 13 Jan 2025 **Total time requested:**

Department Requesting Action: Administration

Presenting at Meeting:

Background Supporting Documentation Enclosed

The presented meeting schedule is for the City Council regular meeting, Quarterly Work Sessions, Planning Commission, and Committee meetings.

-Committee Meetings are 'To be Determined' as the times and dates are subjective to the needs of the department. Meetings will be posted in accordance with the MN Open Meeting Law.

Options Supporting Documentation Enclosed

Recommendations The Menahga City Council approves the following by Motion:

To adopt the 2025 meeting schedule for Council Meetings, Work Sessions, Planning Commission, and the tentative schedule for Committee Meetings.

Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Opposed
Motion:	<input type="checkbox"/> Bjornson	<input type="checkbox"/> Bjornson
Second:	<input type="checkbox"/> Tomperi	<input type="checkbox"/> Tomperi
<input type="checkbox"/> Passed	<input type="checkbox"/> Waaraniemi	<input type="checkbox"/> Waaraniemi
<input type="checkbox"/> Failed	<input type="checkbox"/> Netland	<input type="checkbox"/> Netland
<input type="checkbox"/> Tabled	<input type="checkbox"/>	<input type="checkbox"/>

Signatures

City Council Chambers Use Schedule 2025

Date	Event	Time
Monday, January 13, 2025	Regular Council Meeting	6:00 PM
TBD January	Committee Meetings	TBD
Thursday, February 6, 2025	Planning and Zoning	6:00 PM
Monday, February 10, 2025	Regular Council Meeting	6:00 PM
TBD February	Committee Meetings	TBD
Thursday, March 6, 2025	Planning and Zoning	6:00 PM
Monday, March 10, 2025	Regular Council Meeting	6:00 PM
Monday, March 31, 2025	Special Work Session	6:00 PM
Thursday, April 3, 2025	Planning and Zoning	6:00 PM
Monday, April 14, 2025	Regular Council Meeting	6:00 PM
TBD April	Committee Meetings	TBD
Thursday, May 1, 2025	Planning and Zoning	6:00 PM
Monday, May 12, 2025	Regular Council Meeting	6:00 PM
TBD May	Committee Meetings	TBD
Thursday, June 5, 2025	Planning and Zoning	6:00 PM
Monday, June 9, 2025	Regular Council Meeting	6:00 PM
Monday, June 30, 2025	Special Work Session	6:00 PM
Thursday, July 3, 2025	Planning and Zoning	6:00 PM
Monday, July 14, 2025	Regular Council Meeting	6:00 PM
TBD July	Committee Meetings	TBD
Thursday, August 7, 2025	Planning and Zoning	6:00 PM
Monday, August 11, 2025	Regular Council Meeting	6:00 PM
TBD August	Committee Meetings	TBD
Thursday, September 4, 2025	Planning and Zoning	6:00 PM
Monday, September 8, 2025	Regular Council Meeting	6:00 PM
Monday, September 29, 2025	Special Work Session	6:00 PM
Thursday, October 2, 2025	Planning and Zoning	6:00 PM
Tuesday, October 14, 2025	Regular Council Meeting	6:00 PM
TBD October	Committee Meetings	TBD
Thursday, November 6, 2025	Planning and Zoning	6:00 PM
Monday, November 10, 2025	Regular Council Meeting	6:00 PM
Monday, November 24, 2025	Special Work Session	6:00 PM
Thursday, December 4, 2025	Planning and Zoning	6:00 PM
Monday, December 8, 2025	Regular Council Meeting	6:00 PM

CITY OF MENAHGA, MINNESOTA

Resolution No. 2025-01

**A Resolution of the City Council of the City of Menahga, Minnesota,
Adopting the 2025 Pay Scale for City Employees**

WHEREAS, the City of Menahga, Minnesota, is committed to maintaining a competitive and equitable pay structure for its employees;

WHEREAS, the City has conducted a review of its pay scale to ensure alignment with current market trends, budget considerations, and the responsibilities of each position;

WHEREAS, the proposed 2025 pay scale reflects adjustments for cost of living, position responsibilities, and employee retention goals;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Menahga, Minnesota, that the attached 2025 pay scale, labeled as Attachment A, is hereby adopted and shall take effect on January 1, 2025.

BE IT FURTHER RESOLVED, that the City Clerk is directed to implement the 2025 pay scale and ensure all relevant payroll adjustments are made in accordance with this resolution.

Adopted by the City Council of the City of Menahga, Minnesota, this the 13th day of January, 2025.

Jody Bjornson, Mayor

Brett Gagnonpalick, City Clerk/Treasurer



Compliance Report

Jurisdiction: Menahga

Report Year: 2024

Case: 1 - 2023 DATA (Private (Jur Only))

PO Box C
Menahga, MN 56464

Contact: Alvina J. Kytta

Phone: (218) 564-4557

E-Mail: depclerk@cityofmenahga.com

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	10	27	0	37
# Employees	14	132	0	146
Avg. Max Monthly Pay per employee	4314.63	4573.24		4548.44

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 1080 *

	Male Classes	Female Classes
a. # At or above Predicted Pay	6	26
b. # Below Predicted Pay	4	1
c. TOTAL	10	27
d. % Below Predicted Pay (b divided by c = d)	40.00	3.70

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 144	Value of T = -1.156
-------------------------------	---------------------

a. Avg. diff. in pay from predicted pay for male jobs = 27

b. Avg. diff. in pay from predicted pay for female jobs = 1494

III. SALARY RANGE TEST = 89.89 (Result is A divided by B)

A. Avg. # of years to max salary for male jobs = 13.25

B. Avg. # of years to max salary for female jobs = 14.74

IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

A. % of male classes receiving ESP = 0.00 *

B. % of female classes receiving ESP = 0.00

*(If 20% or less, test result will be 0.00)



Predicted Pay Report for: Menahga

Case: 2023 DATA

Job Nbr	Job Title	Nbr Males	Nbr Females	Non-Binary	Total Nbr	Job Type	Job Points	Max Mo Salary	Predicted Pay	Pay Difference
29	Chief-of-Police	0	1	0	1	Female	362	7495.2300	890.0354	6605.1946
23	Clinical Director AL	0	1	0	1	Female	404	7678.6700	-1839.4090	9518.0790
26	Clerk/Treasurer	0	1	0	1	Female	514	8231.7500	2856.0335	5375.7165
24	Director Of Nursing	0	1	0	1	Female	516	9074.0000	2834.4865	6239.5135
25	Administrator	0	1	0	1	Female	994	11206.0000	-40195.1353	51401.1353

Job Number Count: 37



**MANAGEMENT
AND BUDGET**

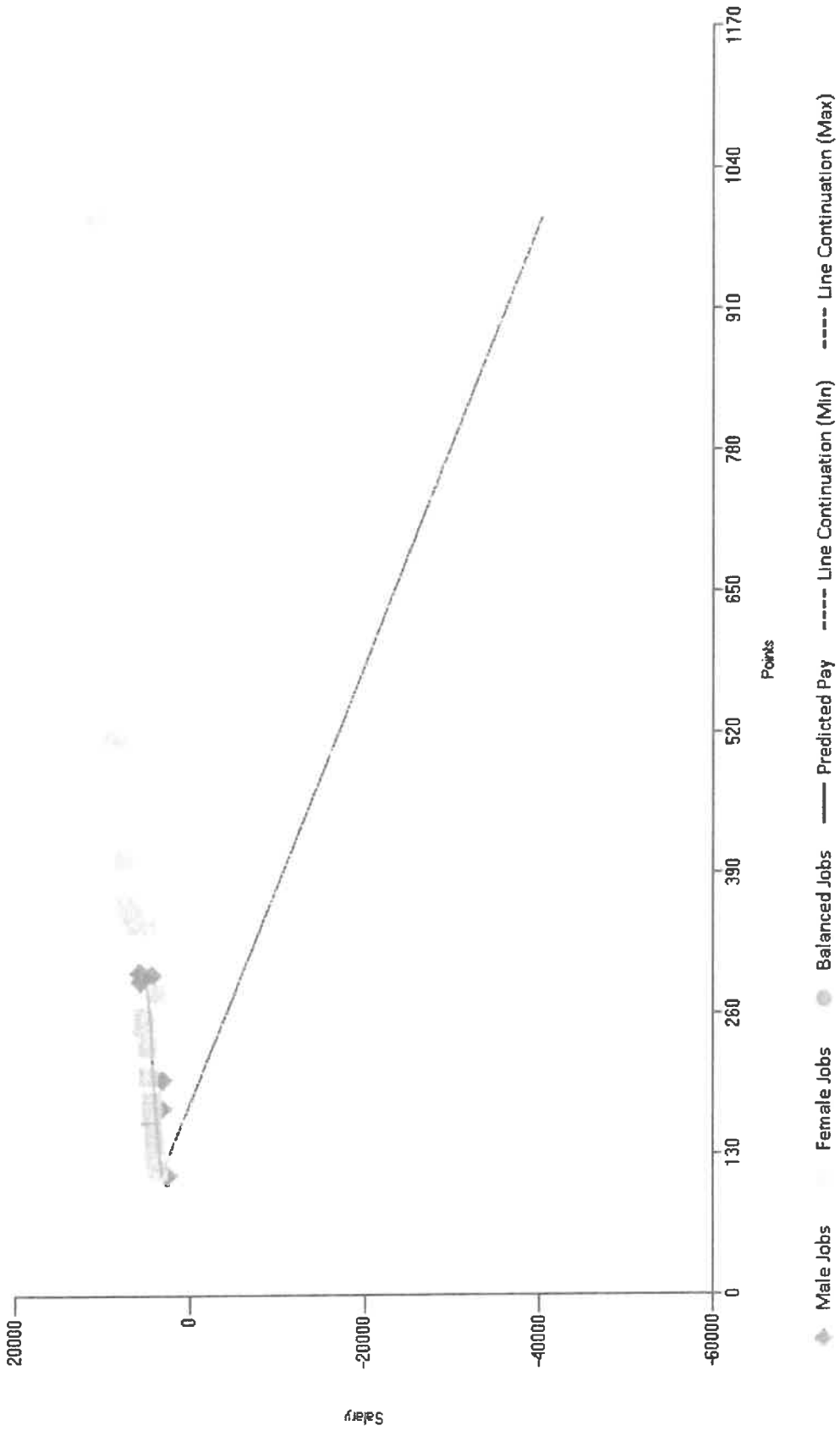
Predicted Pay Report for: Menahga

Case: 2023 DATA

Job Nbr	Job Title	Nbr Males	Nbr Females	Non-Binary	Total Nbr	Job Type	Job Points	Max Mo Salary	Predicted Pay	Pay Difference
34	PT-Summer Mower	1	0	0	1	Male	111	2686.1500	3375.0684	-688.9184
4	Home Health Aides	0	7	0	7	Female	116	3752.6700	3430.1608	322.5092
1	Dietary Aides	0	16	0	16	Female	116	3752.6700	3430.1608	322.5092
2	Housekeeping Aides	0	7	0	7	Female	116	3752.6700	3430.1608	322.5092
3	Maintenance	1	0	0	1	Male	116	3752.6700	3430.1608	322.5092
7	Cook	0	4	0	4	Female	125	3960.6700	3529.6198	431.0502
8	Accounts Payable/Recept.	0	1	0	1	Female	125	3960.6700	3529.6198	431.0502
5	Nursing Assistants	8	37	0	45	Female	129	4064.6700	3573.4987	491.1713
6	Trained Medication Aides	3	11	0	14	Female	138	4090.6700	3672.9577	417.7123
9	Medical Records	0	1	0	1	Female	138	4108.0000	3672.9577	435.0423
18	Kitchen Supervisor	0	1	0	1	Female	148	4151.3300	3783.6302	367.6998
10	Licensed Maintenance	2	0	0	2	Male	148	4220.6700	3783.6302	437.0398
11	Hsk/Lnd Supervisor	0	1	0	1	Female	150	4229.3300	3805.5696	423.7604
32	Utility Maintenance Wrk	2	0	0	2	Male	160	4613.2500	3915.7546	697.4954
28	Admin Assistant Sec	0	1	0	1	Female	170	4464.2100	4026.4270	437.7830
37	Liquor Store Clerk	2	0	0	2	Male	173	3379.3500	4059.5800	-680.2300
27	Deputy Clerk	0	1	0	1	Female	180	4526.6000	4136.6119	389.9881
33	Campgrounds Mgr	1	0	0	1	Male	200	3292.7000	4339.4491	-1046.7491
12	Accounts Rec/Payroll	0	2	0	2	Female	203	4922.6700	4502.6703	419.9997
16	Activities Director	0	1	0	1	Female	230	4992.0000	4608.0887	383.9113
20	LPN	0	7	0	7	Female	250	5286.6700	4561.2554	725.4146
15	Licensed Social Worker	0	1	0	1	Female	250	5564.0000	4561.2554	1002.7446
14	Dietary Manager	0	1	0	1	Female	258	5520.6700	4688.4812	832.1888
13	Housing Manager	1	0	0	1	Male	258	5520.6700	4688.4812	832.1888
36	Assistant Liquor Store Mgr	0	1	0	1	Female	280	3812.6000	5031.1338	-1218.5338
31	Public Works Director	1	0	0	1	Male	291	5805.5500	5221.5262	584.0238
30	Police Officer	2	0	0	2	Male	297	4526.6000	5158.2902	-631.6902
17	Maintenance Director	1	0	0	1	Male	299	5867.3300	5136.7432	730.5868
19	Business Office Manager	0	1	0	1	Female	342	6274.6700	4680.5076	1594.1624
35	Liquor Store Manager	0	1	0	1	Female	342	5112.3500	4680.5076	431.8424
21	RN	1	6	0	7	Female	350	6586.6700	1670.6967	4915.9733
22	Unit Manager RN	0	6	0	6	Female	353	6950.6700	1475.5314	5475.1386

Predicted Pay Report for: Menahga

Case: 2023 DATA



Attachment A

15 Steps

Effective 1/1/2025	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
BARTENDER	\$13.58	\$14.12	\$14.67	\$15.21	\$15.75	\$16.29	\$16.84	\$17.38	\$17.92	\$18.47	\$19.02	\$19.56	\$20.10	\$20.64	\$21.19
ASST LIQUOR MGR	\$16.29	\$16.84	\$17.38	\$17.92	\$18.47	\$19.02	\$19.56	\$20.10	\$20.64	\$21.19	\$21.73	\$22.27	\$22.81	\$23.36	\$23.90
ADMIN CLERK	\$20.38	\$20.92	\$21.46	\$22.01	\$22.56	\$23.10	\$23.64	\$24.18	\$24.73	\$25.27	\$25.81	\$26.35	\$26.90	\$27.44	\$27.98
LIQUOR MGR	\$24.44	\$24.98	\$25.52	\$26.08	\$26.62	\$27.16	\$27.70	\$28.25	\$28.79	\$29.33	\$29.87	\$30.42	\$30.96	\$31.50	\$32.04
PUBLIC WORKS DIR.	\$28.25	\$28.79	\$29.33	\$29.87	\$30.42	\$30.96	\$31.50	\$32.04	\$32.60	\$33.14	\$33.68	\$34.22	\$34.77	\$35.31	\$35.85
CHIEF OF POLICE	\$31.78	\$32.86	\$33.95	\$35.03	\$36.12	\$37.21	\$38.30	\$39.38	\$40.47	\$41.55	\$42.64	\$43.72	\$44.82	\$45.90	\$46.99
CITY CLERK/TREAS.	\$36.39	\$37.48	\$38.56	\$39.65	\$40.74	\$41.83	\$42.91	\$44.00	\$45.08	\$46.17	\$47.25	\$48.35	\$49.43	\$50.52	\$51.60
DEPUTY CLERK/TREAS.	\$26.50	\$27.04	\$28.65	\$28.95	\$29.82	\$30.71	\$31.63	\$32.58	\$33.55	\$34.54	\$35.55	\$36.59	\$37.65	\$38.74	\$39.85

8 Steps

Effective 1/1/2023	1	2	3	4	5	6	7	8							
PUBLIC WORKS	\$21.70	\$22.43	\$23.15	\$23.87	\$24.60	\$25.32	\$26.05	\$26.77							
POLICE OFFICER	\$21.70	\$22.43	\$23.15	\$23.87	\$24.60	\$25.32	\$26.05	\$26.77							
PUBLIC WORKS	\$3.30														

on call-weekends only
per Personnel Policy

2024's

Effective 1/1/2024

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
ADMIN SEC	\$12.81	\$13.32	\$13.84	\$14.35	\$14.86	\$15.37	\$15.89	\$16.40	\$16.91	\$17.42	\$17.94	\$18.45	\$18.96	\$19.47	\$19.99
BARTENDER	\$12.81	\$13.32	\$13.84	\$14.35	\$14.86	\$15.37	\$15.89	\$16.40	\$16.91	\$17.42	\$17.94	\$18.45	\$18.96	\$19.47	\$19.99
ASST LIQUOR MGR	\$15.37	\$15.89	\$16.40	\$16.91	\$17.42	\$17.94	\$18.45	\$18.96	\$19.47	\$19.99	\$20.50	\$21.01	\$21.52	\$22.04	\$22.55
ADMIN CLERK	\$19.23	\$19.74	\$20.25	\$20.76	\$21.28	\$21.79	\$22.30	\$22.81	\$23.33	\$23.84	\$24.35	\$24.86	\$25.38	\$25.89	\$26.40
LIQUOR MGR	\$23.06	\$23.57	\$24.08	\$24.60	\$25.11	\$25.62	\$26.13	\$26.65	\$27.16	\$27.67	\$28.18	\$28.70	\$29.21	\$29.72	\$30.23
PUBLIC WORKS DIR.	\$26.65	\$27.16	\$27.67	\$28.18	\$28.70	\$29.21	\$29.72	\$30.23	\$30.75	\$31.26	\$31.77	\$32.28	\$32.80	\$33.31	\$33.82
CHIEF OF POLICE	\$29.98	\$31.00	\$32.03	\$33.05	\$34.08	\$35.10	\$36.13	\$37.15	\$38.18	\$39.20	\$40.23	\$41.25	\$42.28	\$43.30	\$44.33
CITY CLERK/TREAS.	\$34.33	\$35.36	\$36.38	\$37.41	\$38.43	\$39.46	\$40.48	\$41.51	\$42.53	\$43.56	\$44.58	\$45.61	\$46.63	\$47.66	\$48.68

Effective 1/1/2023

	1	2	3	4	5	6	7	8
PUBLIC WORKS	\$21.70	\$22.43	\$23.15	\$23.87	\$24.60	\$25.32	\$26.05	\$26.77
DEPUTY CLERK	\$21.70	\$22.43	\$23.15	\$23.87	\$24.60	\$25.32	\$26.05	\$26.77
POLICE OFFICER	\$21.70	\$22.43	\$23.15	\$23.87	\$24.60	\$25.32	\$26.05	\$26.77
PUBLIC WORKS on call-weekends only per Personnel Policy	\$3.30							

Approved 11-27-23

Council Action Request Form



CITY OF MENAHGA
"The Gateway to the Pines"

115 2nd St NE - PO Box C
 Menahga, MN 56464
 218-564-4557
 www.cityofmenahga.com

Action Requested

<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Informational Item <input type="checkbox"/> Consent Agenda Items	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other _____
--	--

Regarding: Employee Movement to new pay scale

Date of Meeting: 13 Jan 2025 **Total time requested:**

Department Requesting Action: Administration

Presenting at Meeting:

Background Supporting Documentation Enclosed

In accordance with the approved 2025 pay scale, employees (non-union) will maintain their current step level on the new pay scale. For example, if an employee is current at step 8 on the 2024 pay scale, they will be placed at step 8 on the 2025 pay scale. This adjustment ensures that employees' pay reflects the change while maintaining their position on the pay scale in accordance with the updated chart.

Options Supporting Documentation Enclosed

Recommendations The Menahga City Council approves the following by Motion:

To approve that employees will maintain their current step level on the 2025 pay scale, with the adjustment taking effect January 1st, 2025.

Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Opposed
Motion:	<input type="checkbox"/> Bjornson	<input type="checkbox"/> Bjornson
Second:	<input type="checkbox"/> Tomperi	<input type="checkbox"/> Tomperi
<input type="checkbox"/> Passed	<input type="checkbox"/> Waaraniemi	<input type="checkbox"/> Waaraniemi
<input type="checkbox"/> Failed	<input type="checkbox"/> Netland	<input type="checkbox"/> Netland
<input type="checkbox"/> Tabled	<input type="checkbox"/>	<input type="checkbox"/>

Signatures

Council Action Request Form



CITY OF MENAHGA
"The Gateway to the Pine"

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 Menahga, MN 56464
 218-564-4557
 www.cityofmenahga.com

Action Requested

<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Informational Item <input type="checkbox"/> Consent Agenda Items	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other _____
--	--

Regarding: Personnel Policy in relation to ESST

Date of Meeting: 13 Jan 2025 **Total time requested:**

Department Requesting Action: Administration

Presenting at Meeting:

Background Supporting Documentation Enclosed

Due to the adoption of the ESST Policy, the Personnel Policy needs to be adjusted. The method that city took, enabling PTO to be used in accordance with ESST purposes needs to be reflected. Specifically the use and eligibility.

These changes will reflect in the updated personnel policy.

Options Supporting Documentation Enclosed

Recommendations The Menahga City Council approves the following by Motion:

To approve updating the Personnel Policy to be in accordance with the rules and regulations that govern ESST (MN Statutes, Chapter 181, Section 181.9445).

Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Opposed
Motion:	<input type="checkbox"/> Bjornson	<input type="checkbox"/> Bjornson
Second:	<input type="checkbox"/> Tomperi	<input type="checkbox"/> Tomperi
<input type="checkbox"/> Passed	<input type="checkbox"/> Waaraniemi	<input type="checkbox"/> Waaraniemi
<input type="checkbox"/> Failed	<input type="checkbox"/> Netland	<input type="checkbox"/> Netland
<input type="checkbox"/> Tabled	<input type="checkbox"/>	<input type="checkbox"/>

Signatures

Council Action Request Form



CITY OF MENAHGA
"The Gateway to the Pines"

115 2nd St NE - PO Box C
 Menahga, MN 56464
 218-564-4557
 www.cityofmenahga.com

Action Requested

<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Informational Item <input type="checkbox"/> Consent Agenda Items	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other _____
--	--

Regarding: Recognition and Codification of Administrative Clerk's March 2024 Raise

Date of Meeting: 13 Jan 2025 **Total time requested:**

Department Requesting Action: Administration

Presenting at Meeting:

Background Supporting Documentation Enclosed

In March 2024, the Administrative Clerk received a raise that, while appropriate, was not formally approved by the City Council, nor was it documented in the council minutes or any other official record. While there is no disagreement regarding the validity or merit of the raise, it is important to codify and formally recognize this adjustment to maintain transparency and compliance with standard procedures.

Options Supporting Documentation Enclosed

Recommendations The Menahga City Council approves the following by Motion:

To approve and formally codify the raise given to the Administrative Clerk in March 2024 from step 13 to step 15, ensuring it is accurately reflected in the official city records and payroll documentation.

Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Opposed
Motion:	<input type="checkbox"/> Bjornson	<input type="checkbox"/> Bjornson
Second:	<input type="checkbox"/> Tomperi	<input type="checkbox"/> Tomperi
<input type="checkbox"/> Passed	<input type="checkbox"/> Waaraniemi	<input type="checkbox"/> Waaraniemi
<input type="checkbox"/> Failed	<input type="checkbox"/> Netland	<input type="checkbox"/> Netland
<input type="checkbox"/> Tabled	<input type="checkbox"/>	<input type="checkbox"/>

Signatures

Council Action Request Form



CITY OF MENAHGA
"The Gateway to the Floor"

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 Menahga, MN 56464
 218-564-4557
 www.cityofmenahga.com

Action Requested

<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Informational Item <input type="checkbox"/> Consent Agenda Items	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other _____
--	--

Regarding: Bills

Date of Meeting: 13 Jan 2025 **Total time requested:**

Department Requesting Action: Administration

Presenting at Meeting:

Background Supporting Documentation Enclosed

The invoice copies were sent to the City Council for the following batches:

- a. Batch #123124PEFT- \$77,324.83
- b. Batch #123124PAY - \$34,600.88
- c. Batch #011325PAY – \$526,633.15

Total: \$638,558.86

Options Supporting Documentation Enclosed

Recommendations The Menahga City Council approves the following by Motion:

To approve Batch #123124PEFT- \$77,324.83, Batch #123124PAY - \$34,600.88, Batch #011325PAY – \$526,633.15 for a total of \$638,558.86

Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Opposed
Motion:	<input type="checkbox"/> Bjornson	<input type="checkbox"/> Bjornson
Second:	<input type="checkbox"/> Tomperi	<input type="checkbox"/> Tomperi
<input type="checkbox"/> Passed	<input type="checkbox"/> Waaraniemi	<input type="checkbox"/> Waaraniemi
<input type="checkbox"/> Failed	<input type="checkbox"/> Netland	<input type="checkbox"/> Netland
<input type="checkbox"/> Tabled	<input type="checkbox"/>	<input type="checkbox"/>

Signatures