

MENAHGA CITY COUNCIL REGULAR MEETING
Monday, June 11, 2018

The Regular Meeting of the Menahga City Council was held in the Council Chambers on Monday, June 11, 2018. The meeting was called to order at 7:00 p.m. by Mayor Pat Foss.

Present: Mayor Pat Foss, Council Members Craig Lawrey, Maxine McNeece, Tim Ellingson and Larry Karjala.

Staff present: Public Works Director Frank Thelin, Greenwood Connections Administrator Laura Ahlf and Interim City Administrator Char West.

Guests Present: Menahga C&C President Travis Floyd.

Approval of Agenda

Approval of consent agenda

- a. Action Memorandum 18-039: Accept and Appropriate Donations in the Amounts of \$200 from Gilster Excavating and \$25 from Spirit Lake Lumber for the Hooked on Fishing Program,
- b. Action Memorandum 18-040: Accept and Appropriate Donations in the Amounts of \$250 from Ben Mar Rose Bed & Breakfast, \$1,000 from Pinoniemi Chiropractic, Inc., \$200 from Shell Sport & Bait, and \$200 from Harold Wenner, Ltd for the Sounds of Spirit Lake Program,
- c. Resolution No. 2018-011: Requesting City of Menahga Police Officer Rodney Rychner be Accepted as a Member of the Public Employees Police and Fire Plan (IM 18-007),
- d. Resolution No. 2018-012: Designating Authorized Signatures for Check Signing Affecting the General Checking Account (IM 18-008),
- e. Action to accept and appropriate donations in the amount of \$400.00 from the Wolf Lake Wolf Pack for Hooked on Fishing Program.

Motion by Lawrey, seconded by Karjala, to approve Consent Agenda items as presented, all in favor, motion carried.

Mayor Foss recommended several amendments to the minutes prior to approval;

-5/14/18 Regular Meeting Minutes “Main motion: To accept Janette Bower’s resignation.” Recommend amendment of motion “To accept Janette Bower’s resignation as of May 26, 2018.”

-5/14/18 Regular Meeting Minutes “Main motion: To accept Dennis Komulainen’s resignation from the Council.” Recommend amendment of motion “To accept Dennis Komulainen’s resignation from the Council as of May, 31, 2018.”

-5/22/18 Special Meeting Minutes “Main motion: To appoint Char West as the Interim City Administrator.” Recommend amendment of motion “To appoint Char West as the Interim City Administrator as of May 25, 2018 at \$40.00 per hr.”

-Motion to clarify 5/8/18 Special Meeting minutes “Main motion: To approve hiring of the Lifeguards.” Recommend adding to motion “Motion to approve appointment of Kaitlyn Honga and Ethan Trout to the 2018 Lifeguard positions at \$10.00 per hr. and Jordan Honga to the 2018 Head Lifeguard position at \$10.75 per hr.”

Motion by Ellingson, seconded by Lawrey, to approve consent agenda minutes, amendments and approving motion to appoint Kaitlyn Honga and Ethan Trout to the 2018 Lifeguard positions at \$10.00 per hr. and Jordan Honga to the 2018 Head Lifeguard position at \$10.75 per hr.” all in favor, motion carried.

Communications and Appearance Requests:

Travis Floyd, C&C President, reviewed the progress made in the development of the Disc Golf Course at the Menahga Memorial Park. He reviewed the map of the proposed 12 hole golf course and a preliminary budget for the project. He reported that the course was set for 9 holes and that the C&C would be responsible for setting up the course.

Utilities Superintendent Frank Thelin reported that 6 of the holes had been completed and the next 3 holes would be fairly easy to complete but that the last 3 holes would mean having a logger come in to cut and remove trees as well as someone needing to remove the brush and keep it maintained.

Council Member McNeece commented that completing all 12 holes would add to the community's economic development.

Motion by McNeece, seconded by Ellingson, to support the completion of the 12 hole Disc Golf Course and City funding of \$4,510.00 contingent upon the C&C's approval of their financial commitment of \$6,000.00 to the project, all in favor, motion carried.

Public Input:

Jensine Kurtti commented in regards to the Trinity Junes Zoning Variance Application; recommend the Council consider conservation design with properties within the shore land district; bushes and areas to absorb water not to direct to storm drains.

New Business:

#4-Junes Variance Request: Mayor Foss reported that Trinity Junes would not need a Zoning Variance as the property he was referring to was City road right-of-way. Mr. Junes reported that he was open for different ideas but main goal was to obtain a driveway to the property. He added his concern over plants and shrubs in the right-of-way due to snowplowing. Mayor Foss stated the City would make a decision as to how to address Mr. June's request for access to his property along 1st St. SE but at this time research was being done as to whether the City would have the ability to issue a variance to its self if the decision would result in the installation of an impervious surface as the property was located within the Shoreland District. Council Member Karjala suggested Mr. Junes contact the MNDOT as the possibility of having an approach installed off of T.H. 71.

Reports by Departments:

Greenwood Connections Administrator Laura Ahlf reviewed the June 5, 2018 Greenwood Connections Board Meeting Minutes and recommendations; approval of May 8, 2018 Board minutes, payment of bills, financial report, accepted May employee hire/termination/separated report, Adopt-a-Highway participation, Open House/Grand Opening of new Transitional Care Unit-date to be determined, building project update, long term planning, and workers Compensation renewal

premium of \$84,340.00. Administrator Ahlf also reviewed the September 4th 2018 to January 18, 2019 Lease Agreement between the Menahga Public Schools and Green Pine Acres Nursing Home/City of Menahga (landlord) for training room and teaching services provided by Greenwood Connections to students.

Motion by McNeece, seconded by Karjala, to approve the Greenwood Connections Board minutes and financials, as presented, all in favor, motion carried.

Motion by Ellingson, seconded by McNeece, to approve the September 4th 2018 to January 18, 2019 Lease Agreement between Menahga Public School and Green Pine Acres Nursing Home/City of Menahga with a spelling correction on page four Option to Renew – “one”, all in favor, motion carried.

Frank Thelin, Public Works Director – none.

Char West, Interim City Administrator reviewed the Administrator’s Report: Liquor Store – Midsummer bands Audio Throttle for \$1,500.00 and John and Rose Band for \$800.00, Gateway Lions assisting in Beer Garden for \$2,000.00, Building Project update - BHH Architects reported receipt of three proposals for site surveys and additional information has been requested. Cemetery Expansion Project – Met with Apex Engineering and Meadowland Surveying to discuss proposed project. General Fund 5/31/18 Cash Balance – Negative cash balance on 5/31/18 due to transfer out to Fire Department Service Fund and investments; 6/4/18 property tax levy received and Fund is currently in the black.

Council reviewed May 2018 Menahga Police Department Report.

Notices and Communications:

Council reviewed League of Minnesota Cities correspondence regarding the 2018-2019 dues.

Unfinished Business: None

New Business:

Action Memorandum 18-038: Authorize Purchase and Installation of Two Outdoor Cameras at City Beach. Discussed WCTA quote for placement of cameras on beach lift station and one on beach restroom building. Discussion held.

Mayor Foss called for the motion, Action Memorandum 8-038 failed for lack of a motion.

Recommendation to install brighter lighting in area, adding additional trail cam, citizen watch.

Action Memorandum 18-041: Authorize the Purchase of a 2018 Dodge Ram 4X4 in the amount of \$78,991.00 from Mike Motors. Public Works Director Thelin reviewed the presented information regarding the truck chassis, crane and plow and the need for the new vehicle. Council discussed and asked questions regarding the vehicle. Council Member Karjala questioned whether the current truck could be modified in order to provide the additional capabilities needed to pull the new lift station pump. Council Member Lawrey commented that the current vehicle was a 2006 and felt it was at the end of its useful life.

Motion by Lawrey, seconded by McNeece, to approve the purchase of the 2018 Dodge Ram with accessories from Mike Motors on 2018 State Contract in the amount of \$78,991.00, McNeece, Lawrey and Foss voting aye, Karjala and Ellingson voting nay, motion carried.

Motion by McNeece, seconded by Karjala, to approve “Application and Permit for 1 Day to 4 Day Temporary On-Sale Liquor License for North Bound Spirits, July 6, 2018 through July 8, 2018, all in favor, motion carried.

Motion by McNeece, seconded by Ellingson, to appoint the 2018 City Election Judges; Larry Murphy, Carol Ann Cleveland, Annamae Holzworth, Glenda Komulainen, Jean Weyer, Deb Lenzen at \$12.00 per hr. and City staff Alvina Kytta and Amanda Pachel, all in favor, motion carried.

Motion by Lawrey, seconded by Karjala, to approve the reactivate/ appointment of Marie Haataja as an on-call part-time Bartender at Grade 1, Minimum Step - \$9.76 per hr, all in favor, all in favor, motion carried.

Council Member McNeece informed the Council that Sounds of Spirit Lake representative Ralph Kumpula had requested permission to purchase several brighter lights in stage area assist bands in pack up at the end of the event. Sounds of Spirit Lake funds would be used to purchase the lights. As the City would not be expending any funds Council recommended Mr. Kumpula discuss with Public Works Director Thelin regarding what needed to be done to accomplish their request.

Motion by Lawrey, seconded by McNeece to approve the prepayment of bills and payment of payables as presented, all in favor, motion carried.

Motion by Karjala, seconded by Lawrey, to adjourn the Regular Council Meeting, motion carried.



**Charleen West, Interim City
Administrator**



Patrick Foss, Mayor

MENAHGA CITY COUNCIL SPECIAL MEETING
Monday, June 18, 2018

A Special Meeting of the Menahga City Council was held in the Council Chambers on Monday, June 18, 2018. The meeting was called to order at 10:00 a.m. by Mayor Pat Foss.

Also present: Council Members Craig Lawrey, Maxine McNeece, Tim Ellingson and Larry Karjala. Staff: Interim City Administrator Char West.

Interim Administrator West reported that seven applications for the City Administrator/Clerk/Treasurer position were received but none of the applications met the minimum requirements as posted and advertised.

Mayor Foss reviewed the posting that was advertised which reflected the minimum qualifications to include a Bachelor's degree in Public Administration, Business Administration or related field. He reviewed the previously used posting for the position that he indicated was supposed to be used which reflected a Bachelor's degree as a "preferred" qualification not a minimum qualification.

Mayor Foss recommended resubmitting the previously used position posting for several weeks, informed the existing applicants of such, and to hold another special council meeting once the application period had ended. He noted that, if, at that time there were still no eligible applicants then the Council should consider Council Member McNeece's recommendation to contact NJPA for hiring assistance.

Council discussion was held; re-advertise previously used posting for two weeks, expand where posted, inform current applicants that qualifications had been misstated, revise previously used posting.

Council scheduled a Special Council Meeting at 10:00 a.m. on July 2, 2018.