



Mayor Elizabeth Olson
Council Member Durwin Tomperi
Council Member Dan Warmbold
Council Member Mike Netland
Council Member Jody Bjornson

Public

**City of Menahga
Regular City Council Meeting
Monday March 11, 2024**

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

**Agenda
6:00 P.M.**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Communication and Appearance Request
 - a. Dave Treinen, Interim C & C President
 - b. Adam Waite – Speed Bumps on 1st St SW (around the lake)
6. Consent Agenda
 - a. Approval of February 12, 2024 Council Meeting Minutes
 - b. Approval of February 26, 2024 Special Work Session Meeting Minutes
7. Acknowledgement/Motion of receipt of board/commission minutes
8. New Business
 - a. Approve Implementation of Employee Appreciation Program
 - b. Consideration of Fund Transfer(s)
 - c. Approval of letter and list of corrected utility billing statements to issued
 - d. Resolution #2024-10 PERA Part-time Peace Officer
 - e. Consider increasing the hours of Officer Joe White
 - f. St. Urho's Day Proclamation
 - g. Approve Fire Department Officers
 - h. Approve ESST Policy
 - i. Cleaning Services Agreement
 - j. Results of Communications Meeting with Sourcewell
 - k. Resolution #2024-11 - Donations
 - l. Contract Termination – Betty J Thomsen
 - m. Letter of Resignation – Ralph Cox
9. Unfinished Business
 - a. Approve Job Description for Public Works Director
 - b. Street Light
 - c. Set date for final review of the Special Assessment Policy

Agenda Item 5a

For March
11, 2023
Regular Mtg.
5. Communication
and Appearance
Request - Dave
Treinen, Interim
Co. President

MENAHGA CITY COUNCIL AGENDA CARD

(please print clearly)

Public input is an opportunity for citizens to present an issue or concern to the City Council. Each presentation should be limited to no more than five minutes. Matters currently under negotiation, litigation or related to personnel will not be discussed in this forum. If your item needs follow-up from the City, staff will arrange for that follow-up and will contact you to let you know what is being done.

Meeting Date 3-11-24

Name of Speaker ADAM WAITE

Address 117 1st SW

Telephone (optional) 765-721-0696

Subject to be Presented SPEED BUMPS ON 1st ST SW AROUND THE LAKE.

SOME SOLUTION. I HAVE IDEAS HAPPY TO SHARE

**City of Menahga
Regular City Council Meeting Minutes
February 12, 2024**

1. Call to Order

The Menahga City Council held their Regular Monthly Meeting on Monday February 12, 2024.

Mayor Elizabeth Olson called the meeting to order at 6:02 p.m.

2. Roll Call

Comprising a quorum of the Council, the following members were present:

Mayor Elizabeth Olson Mike Netland Dan Warmbold
Jody Bjornson

Durwin Tomperi attending via electronic means from 2929 East Main Street, Space 100, Mesa, Arizona 85213

City Office Staff present: Consultant Betty Thomsen was absent.

3. Pledge of Allegiance

4. Approval of Agenda

The following changes were made: Moved 8. a. Duane Hillukka - Possible Sale of City Property and b. Chris Torvinen - Snow Removal to 5. c. and 5. d., respectively; and added to 8. New Business: p. 2025 Budgeting; q. Reporting Schedule to Receive Financials; and r. Part-time Police Officer.

Main Motion: To approve the Agenda as amended.

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

5. Communication Appearance Request

a. Vernon Kath - Street Light, Culvert Cleaning and High-Water Bills.

Mr. Kath indicated that he would like to see a streetlight installed on the corner of First Street North and Larch Avenue as he indicated it is a very dark area. He wondered if this would be beneficial for everyone and asked what the procedure to have a City streetlight installed. He also stated that he mows the lawn for the Redeemer Lutheran Church in the Southgate Addition and reported the culvert in that area should be cleaned as it invariably plugs up and floods the area where he mows. He also asked about his high-water bills and was there something he could do to reduce them. Mayor Olson stated that she would make sure the appropriate people are contacted to respond to his concerns.

b. Nicholas Patson - Law Enforcement - Did not attend the meeting.

c. Duane Hillukka - Possible Sale of City Property

Mr. Hillukka stated he would like to purchase the old railroad property that borders his property on the South side of Menahga in Wadena County, to the area which runs between Schaefer's and Skoog's businesses in the City of Menahga. He stated his sons own land that this property would assist in providing an easement/driveway to their property. He stated he would like to take care of this matter prior to his passing. He also brought up the fact that beavers have done damage to the north line and he would like to get it fixed. He stated he would agree to fair terms and would not object to granting a utility easement back to the City. Mr. Hillukka understood that there would be a process in selling the property if the City so chose to do so.

d. Chris Torvinen - Snow Removal - Did not attend the meeting.

6. Public Forum and Correspondence - None.

7. Consent Agenda –

- a. January 8, 2024 Regular Council Minutes
- b. January 26 2024 Special Meeting Interview
- c. January 29, 2024 Special Meeting Interview
- d. January 29, 2024 Special Meeting/Work Session Minutes

**Main Motion: To approve the following Minutes of:
 January 8, 2024 Regular Council Minutes;
 January 26, 2024 Special Meeting Interview;
 January 29, 2024 Special Meeting Interview; and
 January 29, 2024 Special Meeting/Work Session Minutes.**

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

7a. Acknowledgment/Motion of receipt of Board/Commission Minutes.

a. Greenwood Connections Board Minutes of February 2nd, 2024, and Financial Reports - Laura Ahlf

Greenwood Connections Administrator Laura Ahlf presented her report.

- i. Nursing Home census was 82% for January 2024 and reported that overall, for the 2023 year, the census average was 84%;
- ii. Reported a \$1.5 million CD was coming due and that she would be reinvesting the funds in either the Community First Bank or the 4M Fund;
- iii. Stated that she had received the Pledged Securities from the Community First Bank since the February 2nd meeting;
- iv. Reported the Personnel Handbook had been changed to reflect the information received from the Board;
- v. Would like to purchase a 14-passenger Ford Transit Van to replace the 2007 Ford Van which the DOT would not certify due to the lift;
- vi. Stated the Quality Assurance and Performance Improvement annual review was discussed and the purpose of it.
- vii. Woodside Manner received a very good first Assisted Living Report Card;
- viii. Are changing therapy contracts with the Rehab Visions ending as of March 31st, 2024, and the contract with Blue Stone Therapy beginning April 1st, 2024 which has a lower charge percentage
- ix. Board discussed the By-Laws;
- x. Long-term planning includes replacement of all windows in Woodside Manor and will obtain quotes to start the process; possibly updating the office area; and, the attic dry sprinkler system needs extensive replacement.

Discussion followed regarding the fact that now that the Pay Equity Report has been completed for the City, the Council should act on the pay increase to wages for GWC,

which was presented to the Council in December. (Note: This item was listed on the Agenda as 8.I).

Main Motion: To approve the Greenwood Connections 6% wage increase as presented in December 2023, effective January 1st, 2024.

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

Main Motion: To approve the Greenwood Connections Report and Financials, including the Personnel Handbook as presented by Laura Ahlf.

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

b. Planning Commission Meeting - February 8, 2024 Meeting - Canceled - Informational Only.

8. New Business

a. Duane Hillukka - Possible Sale of City Property - Moved to 5.c.

b. Chris Torvinen - Snow Removal - Moved to 5.d.

c. Competitive Bid Policy - Tabled to 2/26/24 Work Session.

d. Freeze Runs -

After discussion on the information provided, it was the consensus of the Council that Consultant Thomsen, Administrative Clerk Vry and Public Works Director Yliniemi come back to the Council with an appropriate and fair Freeze Run Policy.

e. Approve Job Description for Public Works Director

The Council reviewed the job description provided by Thomsen. Various changes were provided by the Council. It was the consensus of the Council to approve the job description after the changes were completed and a clean copy was provided to the Council.

f. Set the Menahga Board of Review

Lee Brekke, County Assessor stated they had tentatively scheduled the 2023 Board of Review for the City of Menahga for Tuesday, April 9, 2024 at 1:00 p.m. The discussion by the Council was that we approve this date, however, that Mayor Olson should contact Mr. Brekke to see if it could be changed to a Friday to accommodate two of the Council members. The deadline to obtain a date change was 2/15/24.

(Note: Meeting was changed to Friday April 19, 2024, at 9:00 a.m.)

Main Motion: To set Tuesday April 9 2024 at 1:00 p.m. for the Board of Review, unless a Friday date can be obtained, and to direct staff to post and publish the meeting notice 10 days prior to said date.

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

g. Resolution #2024-05 Destruction of Obsolete City Keys

Thomsen reported the City staff had gone through all the keys that were found in various locations within City Hall and asked for authorization for the destruction of said keys by melting them in the furnace at the Public Works shop. Discussion followed that this was not a usual way to destroy keys and the question was asked if they could be destroyed in a different manner. The Council requested that a witness should be part of the process when the keys are destroyed.

Main Motion: To adopt Resolution #2024-05 To Declare the Obsolete Keys are Excess City Property and to Authorize the the Destruction of Obsolete City Keys, in the presence of a witness.

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

h. Resolution #2024-06 Authorize Sounds of Spirit Lake to Fundraise

The Council yearly authorizes fundraising activities for the Sounds of Spirit Lake as the City serves as the fiscal agent/host for the Sounds of Spirit Lake.

Main Motion: To adopt Resolution #2024-06 Authorizing Fundraising for the Sounds of Spirit Lake.

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

i. Resolution #2024-07 - Records Retention

The City has adopted the General Records Retention Schedule for Minnesota Cities as developed by the State Department of Administration, Information Policy Analysis Division and the Minnesota Historical Society Division of Archives and Manuscripts. A list was attached which identifies the records the City staff have identified as having met or in some cases, exceeded the retention schedule. Upon adoption of the Resolution, it will be sent to the appropriate entity and upon notice of their approval, the staff will destroy said records.

Main Motion: To adopt Resolution #2024-07 Authorizing the Destruction of City Records per the Records Retention Schedule for Municipalities as developed by the Minn. State Dept. of Admin., Information Policy Analysis Division, and the Minn. Historical Society Division of Archives and Manuscripts.

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

j. Resolution #2024-08 Accepting Donation from Five Wings Arts Council

The City received a donation in the amount of \$3,900 from the Five Wings Art Council for the Sounds of Spirit Lake.

Main Motion: To adopt Resolution #2024-08 to Accept the Donation from the Five Wings Arts Council for the Sounds of Spirit Lake in the amount of \$3,900.00.

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

k. Resolution #2024-09 Accept Donation from Wolf Pack Snowmobile Club

The City has received a donation from the Wolf pack Snowmobile Club in the amount of \$75.00 for the Menahga Fire Department.

Main Motion: To adopt Resolution #2024-09 to Accept the Donation In the amount of \$75.00 from the Wolf Pack Snowmobile Club for the Menahga Fire Department.

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

l. Approve GWC Wage Increase - See 7.a. for Motion.

m. Deputy Clerk Position - Update

Kytta provided a statement that Whitney Hetherington had declined the position and that both positions (Deputy Clerk and Clerk/Treasurer) had been posted on the League of Minnesota Cities website.

n. Approve Summary for Publication of Ordinance Title XII Traffic Rules

Thomsen provided the proposed summary for publication of the Traffic Rules 70.01 through 70.08 that is required to be published for the change in the Traffic

Ordinance. Upon publication in the official newspaper this becomes effective and law enforcement can begin the enforcement thereof.

Main Motion: To approve the summary of City Ordinance Chapter 70 Traffic Rules for publication in the Review Messenger and to direct staff to move forward with getting this published.

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

o. Set Meeting with Facilitator from Sourcewell - City & GWC

It was the consensus of the Council to defer setting this meeting until Interim Clerk/Treasurer Kurtti returns to Minnesota as it was discussed that she needed to be a part of the process.

p. 2025 Budgeting

Council Member Netland reported he would like to see the Council begin the 2025 budget process in May. It was a consensus of the Council to set May 10th, 2024 @ 1:00 p.m. to start this process with the Department Heads.

q. Reporting Schedule to Receive Financials to Work Session

Council Member Netland reported he thought it would be helpful that all Department Heads and City entities report at the Work Session, including Greenwood Connections.

Main Motion: To direct Laura Ahlf, Administrator of Greenwood Connections, to report at the Work Sessions beginning with the March 25, 2024 Work Session/Special Meeting, for the next three (3) months, at which time it shall be re-evaluated.

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

r. Part-time Police Officer

Police Chief Lane provided information that prior Menahga Officer Joe White would like to re-join the City's Police Department as he was impressed with the nice changes that have occurred within the City. He would be willing to come back part-time if the full-time position was not available. Chief Lane asked the Council to approve adding Officer White as a part-time officer so she could begin the process of updating the necessary POST requirements, background check and any other mandatory training. Because it has not been over six (6) months since Officer's White departure from the City, Chief Lane reported it was not necessary for him to complete a Psychological Evaluation. Council Member Netland asked where the funding would come from for this position. Officer Lane offered the City could use the Public Safety Aid received in the amount of \$59,033, instead of it being used for a new squad car. Chief Lane reported that she is planning to apply for a grant for a new squad car. She reported that the graffiti case had been solved.

Main Motion: To hire Officer Joe White as a part-time Police Officer as of February 13, 2024, to enable Chief Lane to begin the necessary paperwork and training for Officer White .

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

9. Unfinished Business

a. Update on Re-assessment of Properties and Timeline for Resolution

This matter was tabled to seek legal guidance on what the City can or can't do legally. The Council directed Consultant Betty Thomsen to obtain this information and report back to the Council.

b. Update on Timeline for Water Bill Issues and Timeline for Resolution

Thomsen reported that Administrative Clerk Vry has been working diligently on auditing each account and her goal is to have everything ready for Council's approval at the March Regular Council Meeting.

c. Update on Clerk/Treasurer Applications and Timeline for Interviews

Discussion followed whereby it was noted that Interim Clerk/Treasurer Kurtti should play a part in the interview process as she would assist in training the new individual. It was also reported that Kurtti did not resign her position, nor did the Council terminate her as she was asked to take the City's laptop with her during her vacation to assist the City during her vacation, should the need arise.

Main Motion: That Interim Clerk/Treasurer Jensine Kurtti shall continue to be retained as the Interim Clerk/Treasurer upon her return from her winter vacation in Arizona. It is anticipated she will resume her Clerk/Treasurer duties in mid-March.

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

10. Correspondence/Information - None.

11. Consideration of Bills

- a. Batch #013124 EFT in the amount of \$61,935.04;
- b. Batch #020624PAY in the amount of \$8,098.34;
- c. Batch #021224PAY in the amount of \$36,802.94

**Main Motion: To approve payment of the following bills:
Batch #013124 EFT - \$61,935.04;
Batch #020624PAY - \$8,098.34; and,
Batch #021224PAY - \$36,802.94,
for a total of \$106,836.32.**

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

12. Adjournment

Main Motion: To adjourn at 7: 30 pm.

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

Alvina Kytta, Acting Clerk/Treasurer

Elizabeth Olson, Mayor

**City of Menahga
Special Meeting/Work Session City Council Minutes
Monday, February 26, 2024**

1. Call to Order

The Menahga City Council held a Special Meeting/Work Session Meeting Monday, February 26, 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 Mike Netland Dan Warmbold
 Durwin Tomperi

Jody Bjornson - Absent

Office Staff present: Consultant – Betty Thomsen

3. Pledge of Allegiance

4. Motion to Close the Meeting - Mayor Olson's opening statement, prior to closing the meeting, included that this item was the evaluation of a City of Menahga employee under Minnesota Statutes, Section 13D.05, Subdivision 3(a). The employee is Police Chief Amy Lane.

Main Motion: To close the Meeting at 6:05 p.m.

Moved by:	Netland
Seconded by:	Tomperi
Action:	Motion carried by a 4-0 voice vote
In favor:	Olson, Warmbold, Netland, Tomperi
Opposed:	None

5. Motion to close the Closed Meeting

Main Motion: To close the Closed Meeting at 6:27 p.m.

Moved by:	Netland
Seconded by:	Tomperi
Action:	Motion carried by a 4-0 voice vote
In favor:	Olson, Warmbold, Netland, Tomperi
Opposed:	None

6. Reconvene - Call Work Session Meeting to Order

Main Motion: To reopen the Special Meeting/Work Session at 6:27 p.m.

Moved by:	Tomperi
Seconded by:	Netland
Action:	Motion carried by a 4-0 voice vote
In favor:	Olson, Warmbold, Netland, Tomperi
Opposed:	None

A summary of the conclusion of the evaluation of Police Chief Lane was provided as follows:

In all categories, Police Chief Lane has met or exceeded the expectations of those who have evaluated her, and which shall include the next step pay increase retroactive to February 15, 2024.

Main Motion: To accept the Evaluation Summary of Police Chief Lane as provided.

Moved by:	Tomperi
Seconded by:	Netland
Action:	Motion carried by a 4-0 voice vote
In favor:	Olson, Warmbold, Netland, Tomperi
Opposed:	None

7. Department Reports

- **Police Department – Chief Amy Lane**

1. Monthly Report

Chief Lane reported that there were 155 calls from January 25, 2024 to February 22, 2024. One (1) Disorderly Conduct Citation and Two (2) arrests - 1

DAC and 1 IPS. Lane reported the mileage on each of the squads and that based on additional repairs on the 2016 Squad, it will be parked. She stated that Officer White had completed all mandated training and is back in compliance. She asked if it would be possible to move him to F/T status on April 1, 2024. Discussion followed on where the funds would come from to pay a full-time Police Officer, since an estimate was provided totaling \$45,402.85 for wages and benefits from April - December, 2024. The consensus was that Officer White be kept at less than thirty (30) hours per week so that benefits would not be incurred. That the Council would re-address this issue after the 2025 Budget Meeting. Lane reported that the computers need updating in the squad cars and that she would continue to work on grants for the needs of the Police Department.

- **Public Works - Ronald Yliniemi, Director**

- 1. Monthly Report**

Ron Yliniemi provided a written monthly report to the Council as follows: The DNR Report was completed as well as the Water Conservation Report; That he is working on a 10-year extension of the Wellhead Protection Plan; Inventories are being finished up; Is verifying what needs to be retained as far as the pump maintenance sheets for all the past years; The State inspected the new Water Tower and found a leaking pipe which will be looked into by Maguire Iron on February 27, 2024; That he will make sure Engineer Chris T. provides the final reports on the Water Tower; Has completed the quarterly maintenance in the Water Plant; Discussed the vehicle log sheets; Reported that twenty-eight (28) homes may be tested for Lead & Copper; And, that the P/W Department is completing the oil changes and brake repairs to the equipment.

- a. Spirit Lake Retention Pond Maintenance Schedule 2024**

Yliniemi reported that the Public Works Department did go around the area with the brush cutter in the Fall to prevent trees from sprouting up and stated that they will continue to do so. He stated that he did have the design information when the Pond was first constructed and would provide it to the Council.

- b. Culvert Question located near Redeemer Lutheran Church**

Yliniemi reported that he had contacted the Baxter MNDOT Office regarding the culvert question and when he receives any information back from them, will report back to the Council and Vernon Kath, the individual inquiring about it at the February 2024 Regular Meeting.

- **Liquor Store – Heather Shepersky**

- 1. Monthly Report**

Heather Shepersky provided the Council with the January Monthly Sales Reports. She reported that the lack of snow and ice has hindered snowmobile and ice fishing individual traffic to the Liquor Store. She stated that the POS System/equipment is working fine, and credit cards are being charged the appropriate usage fee. The next special event at the Liquor Store will be the St. Urho's Days Celebration in March.

- **Fire Department – Dave Kicker - Absent (Jim Day, Ass't Fire Chief attended)**

- 1. Monthly Report** – Monthly reports for October, November, December, and a Year-End Report was provided for 2023, as well as a monthly report for January, 2024, with January 2024 reporting no fire calls for that month.

Day reported the following: That in February, there was a mutual aid call with Park Rapids on Super Bowl Sunday, grass fire/burn on President's Day, as well as assisting in the location of two missing children on Sunday, February 25, 2024; The Fire Department will be receiving ten (10) used radios donated by McCleod County; The Fire Department has started working on a twenty-five (25) year capital improvement plan for replacement of equipment and asked for assistance from the Council, with Dan W. and Jody B. to assist with the capital improvement plan, prior to it being presented to the full Council; Day requested copies of the old Fire Contract with the Townships with Consultant Thomsen stating she would provide it to him; He requested that the Council provide a cage or enclosure for the City server so the Fire Department could go in and out of the area for its' pancake breakfast in October.

- **Administration – Betty J Thomsen**

- a. Procedure for finalizing the Personnel Policy**

It was the consensus of the Council that April 22nd, 2024 Special Meeting/Work Session be scheduled for discussing and reviewing the Personnel Policy.

- b. Recognition Program**

Thomsen provided a draft Certificate which she requested may be awarded to staff indicating their years of service to the City, i.e., 5, 10 and 20 years and be presented at a City Council Work Session. A final copy will be provided at the March 11, 2024 Regular Council Meeting for approval.

- c. S & P Update**

Consultant Thomsen provided a copy of the previous March 10, 2022 S & P Global Rating Summary and stated that a teleconference call has been requested by S & P Representative Joseph Vodziak, for any new updates of the City from the prior date. Mayor Olson requested that Jensine Kurtti be a part of the call since she participated in the previous call with S & P. New dates for the call shall be obtained from the S & P Representative.

- 8. Appointment Two Council Members to Work with GWC/GPA on Revising the Ordinance**

Main Motion: To approve the appointment of Michael Netland and Durwin Tomperi to work with GWC/GPA on Revising the Ordinance.

Moved by:	Warmbold
Seconded by:	Netland
Action:	Motion carried by a 4-0 voice vote
In favor:	Olson, Warmbold, Netland, Tomperi
Opposed:	None

- 9. Consideration of Bills**

**Batch #021524 PAY - \$1,880.27;
Batch #022124 PAY - \$325.95; and,
Batch #022624PAY - \$56,700.74.**

**Main Motion: To approve the bills as follows: Batch #021524
PAY - \$1,880.27; Batch #02224PAY - \$325.95;
and Batch #022624PAY - \$56,700.74
for a total of \$58,906.96.**

Moved by:	Tomperi
Seconded by:	Warmbold
Action:	Motion carried by a 4-0 voice vote
In favor:	Olson, Warmbold, Netland, Tomperi
Opposed:	None

10. Adjournment

Main Motion: To adjourn at 7:28 pm

Moved by:	Netland
Seconded by:	Warmbold
Action:	Motion carried by a 4-0 voice vote
In favor:	Olson, Warmbold, Netland, Tomperi
Opposed:	None

Alvina Kytta, Acting City Clerk/Treasurer

Elizabeth Olson, Mayor

**City of Menahga
Planning & Zoning Minutes
Thursday, March 7, 2024**

1. Call to Order

The Menahga Planning and Zoning Commission held their Regular Monthly Meeting on Thursday, March 7, 2024.
Chairman Larry Murphy called the meeting to order at 6:06 pm.

2. Roll Call

Comprising a quorum of the Planning Commission, the following members were present: Larry Murphy, Michael Netland, Brian Madsen, and Connie Steiner (6:10 p.m.).

Also, present were Interim Note Taker Elizabeth Olson in the absence of Interim City Clerk/Treasurer Jensine Kurtti and, Zoning Administrator Jake Huebsch from Sourcewell.

3. Pledge of Allegiance

4. Approval of the Agenda – Change 5. To Approval of January 4, 2024 Minutes and renumber Public Hearing to 6.; Add under Public Hearing the following: 7. Zoning Map Update; 8. Zoning Ordinance Update; 9. Potential Lot Split Discussion and renumber Adjournment to 10.

Main Motion: To approve the Agenda as amended.

Moved by:	Netland
Seconded by:	Madsen
Action:	Motion carried by a 4-0 vote
In favor:	Murphy, Netland, Madsen, Steiner
Opposed:	None.

5. Approval of Minutes

The minutes from January 4, 2024 were presented and corrected as follows. (Note: The meeting scheduled for February 1st, 2024 was cancelled).

Main Motion: To approve the Minutes from January 4, 2024 as corrected, under "3. Ordinance Change Review" from Ordinance No. 90 to the correct Ordinance No. 91.

Moved by:	Netland
Seconded by:	Madsen
Action:	Motion carried by a 4-0 vote
In favor:	Murphy, Netland, Madsen, Steiner
Opposed:	None.

6. Public Hearing – Resolution "Chapter 91 - Animals"

Chair Murphy opened the Public Hearing at 6:11 p.m.

Zoning Administrator Huebsch reported that this hearing was necessary to reinstate the previously missed Ordinance 91 - Section 8 - Animals from the old Ordinance. He stated that the notification of the hearing date, time and place was published in the City's official newspaper at least ten (10) days prior to the hearing. He also reported that he had not received any written comments, and asked if Police Chief Lane, who was in attendance, had any comment. She stated that she would be very happy to see this Ordinance reinstated.

Chair Murphy closed the Public Hearing at 6:26 p.m.

The Commission Members then discussed and recommended approval of reinstating Ordinance 91 - Animals and providing a Resolution for the City Council to act on at its' March 11th, 2024 Regular Meeting, after making a few corrections.

Main Motion: Based on the information provided, the recommendation of the Commission is to approve adding back into Ordinance 91 - Animals and submitting it to the City Council for approval.

Moved by:	Madsen
Seconded by:	Steiner
Action:	Motion carried by a 4-0 vote
In favor:	Murphy, Netland, Madsen, Steiner
Opposed:	None.

7. Zoning Map Update

Huebsch stated there are four (4) areas of the map that need clarification and that he would be conferring with Kurtti when she returns regarding those areas. He also provided a copy of a map he had been working on that was parcel specific, and maps showing both the existing 1,000 feet and, a possible change to 500' as follows: The shoreline residential zone should be established to extend through the first tier of parcels on developed lake shore and to a public road or 500' from the OHW, whichever is closer to the water body on undeveloped shoreline. Huebsch provided this wording from a Pequot Lakes City Ordinance which was reviewed by the Commission. It was the consensus of the Commission Members to consider approving the Pequot Lakes Ordinance.

8. Zoning Ordinance Update

Huebsch handed out two Ordinance packets, the existing Chapter 151: Zoning, as well as a revised Chapter 151 that he had been working on and asked the Commission Members to review the following on the revised document Sections: 151.10 Building Standards; 151.14 Use of Accessory Structures; 151.25 Reserved Through Sections 151.36 Reserved (Huebsch stated this was necessary to reserve for possible future additions to the Zoning Ordinance); 151.38 Fence Regulations; 151.39 Parking and Loading; 151.40 Drainage; 151.41 - Sheds and Accessory Buildings (which the P & Z just adopted and updated in 2022 so may not be much of a change, if any); 151.43 - Solar Energy Systems; 151.44 Storage Containers; 151.49 Bed and Breakfasts; 151.50 Proposed Telecommunication Towers; 151.51 Auto Salvage Yards; 151.52 Keeping of Chickens; 151.53 Keeping of Horses; 151.55 Recreational Vehicles and Camping; 151.56 Accessory Dwelling Unit (ADU); 151.57 Commercial Storage (Mini Storage); 151.58 - Short-term Rentals; 151.59 Zoning Administrator; 151.60 Planning and Zoning Commission; 151.61 City Council; 151.62 Conditional Use Permits (CUP); 151.63 Variances; 151.64 Interim Use Permit; 151.65 Land Use Zoning Permits; 151.66 Fees; 151.67 Financial Requirements; 151.68 Separability; 151.69 Supremacy; 151.70 Effectuation; 151.71 Amendment; and 151.72 Procedure.

He indicated that he would be coming back with information on the hi-lighted Sections 151.16 Agricultural Residential; 151.17 One-to-Four Family Residence; 151.18 R-2 Multiple Family Residence; 151.19 - C-B Central Business; 151.20 C-1 Commercial; 151.21 C-2 Highway Commercial; 151.22 Industrial; 151.23 Shoreland; 151.24 M-H Manufactured Home Resident; 151.37 Sign Regulations; 151.45 Planned Unit Developments; and 151.54 Keeping of Farm Animals.

An ordinance from the City of Pequot Lakes was provided for discussion regarding Shoreline Residential.

Huebsch reported that Menahga was the only City that he was working with that was without an Ordinance governing impervious surfaces outside of the Shoreline Ordinance.

9. Lot Split Discussion

Information was provided to the Commission on a possible lot split and easement with respect to the Menahga Marine & More properties. Huebsch stated that he would bring back more information to the April 4, 2024 Meeting.

10. Adjournment

Main Motion: To adjourn the meeting at 8:34 pm.

Moved by:	Netland
Seconded by:	Madsen
Action:	Motion carried by a 4-0 vote
In favor:	Netland, Madsen, Steiner, Murphy
Opposed:	None.

Acting Minute Taker, Elizabeth Olson

Planning Commission Chair, Larry Murphy

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
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Action Requested

<input type="checkbox"/> <input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Informational <input type="checkbox"/> Consent Agenda Items	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other _____
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Regarding: Staff Appreciation – Agenda Item 8a

Date of Meeting: March 11, 2024 **Total time requested:**

Department Requesting Action:

Presenting at Meeting:

Background Supporting Documentation Enclosed

As I talked about at the 2/26/24 meeting, I would like the City to consider recognizing employees who have been with the city for 5, 10, 15, 20, 25, etc. consecutive years. I showed you a proposed certificate of appreciation at that meeting and it is included in your packets – and it will be printed on the best quality paper that we have.

Employees who would be recognized would be invited to attend the March work session at which time, the council will stand and form a line, with the Mayor announcing the individual and the number of years for which they are being recognized, hand them the certificate and each council member would have the opportunity to shake the employee’s hand and thank them for their years of dedication/service.

Options Supporting Documentation Enclosed

As this is the first time, we have 22 employees who would be receiving this Certificate of Appreciation.

Recommendations The Menahga City Council approves the following by Motion:

To approve the Staff Appreciation Recognition and authorize staff to invite the recipients to the March 25, 2024 Special Work Session of the City Council.

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

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

Signatures

Certificate of Appreciation

This Certificate of Appreciation is awarded to

For ----- years of dedication and service to the

City of Menahga

Presented on this ----- day of -----

By the City Council of the City of Menahga

Mayor

City Seal

Council Action Request Form



Action Requested

<input type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Informational <input type="checkbox"/> Consent Agenda Items	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other _____
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Regarding: **Consideration of Fund Transfer(s)** **Agenda Item 8b**

Date of Meeting: March 11, 2024 **Total time requested:**

Department Requesting Action:

Presenting at Meeting: Durwin Tomperi & Alvina Kytta

Background Supporting Documentation Enclosed

See the enclosed document – Prepared by Betty J Thomsen.

Options Supporting Documentation Enclosed

Recommendations The Menahga City Council approves the following by Motion:

To transfer funds from _____ to _____ in the amount of \$ _____ with adjusting journal entries for 2023 to enhance the fund balance in the general fund.

Financial Implications:

Comments

Funding Source:

Budgeted: Yes No

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

Signatures

For the first time in the three years that I have been assisting the City, I feel that we have some accurate information as to the finances. This is due in large part to the expertise of Alvina.

FUND BALANCES AS OF DECEMBER OF 2023

- General Fund - \$(147,431.75)
- Water Fund - \$83,608.00
- Sewer Fund - (\$7,010.80)
- Liquor Fund - \$124,401.02

For whatever reason a transfer from the liquor store into the general fund was not a part of the budget for 2023.

LIQUID ASSETS:

- Water Fund - \$907,597.89
- Sewer Fund - \$647,160.82

If you were to make the determination to transfer funds from the enterprise funds into the general fund it would require an adjusting journal entry for 2023 that would be made in 2024.

You could get your general fund balance down to zero, and start 2024 at zero, follow your budget as adopted and at the end of 2024 if all revenues were realized as budgeted and expenditures as budgeted, you would have a zero balance. Which is how the budget was structured.

In the water and sewer liquid assets you do have a good base for depreciation of the capital outlay fixtures.

The liquor fund however, because of the transfers into the general fund, does not have a solid base for capital outlay. This building, as you are all aware of, does have room for improvements. It may be that you decide not to transfer funds here this year, but put it in capital outlay.

With the work that Diane is doing on the utility accounts, there is a substantial amount of revenues to be collected for billing infractions of the past. As of this date, 3/1/24, there is over \$70,000 to be collected.

Council Action Request Form



Action Requested

<input type="checkbox"/> ✓ Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Informational <input type="checkbox"/> Consent Agenda Items	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other _____
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Regarding: **Approval of Letter & Utility Bills Agenda Item 8c**

Date of Meeting: **March 11, 2024** **Total time requested:**

Department Requesting Action:

Presenting at Meeting: **Durwin Tomperi & Alvina Kytta**

Background Supporting Documentation Enclosed

The letter that is included in your packet has already been vetted by the City Attorney and is ready for your approval as is the list of the corrected utility bills.

You will need to decide who you want to sign this letter.

A thank you to Diane for her work on this issue.

Options Supporting Documentation Enclosed

Recommendations The Menahga City Council approves the following by Motion:

To approve the letter to residents, and the list of utility users who had previous infractions in their utility bills, as far back as 6 years and to authorize _____ to sign the letter.

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

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

Signatures

Dear

The City Council has recognized that there have been some significant errors that were made in processing utility billings in the past which resulted in a loss of revenue for the City.

The City Council has been informed, by legal counsel that they have the legal right to collect for services that were billed incorrectly, and even more so, the City has an obligation under the law to collect the proper rates that have been set for in their Fee Schedule for the water/sewer your property has received.

Failing to collect what was undercharged would not only be unfair to those who paid in full, but could be considered an illegal gift to those who were able to pay less for what they actually used.

On January 8, 2024, the City Council directed City staff to, pursuant to MN Statute 541.05, go back no further than 6 years, auditing utility accounts and issuing correct billing statements. No late fees will be charged and customers will be afforded the opportunity to either pay in full or enter into a payment plan that is equal to the number of years of the infraction(s). Example: if the infraction occurred 3 years ago, the utility customer may elect to set up a payment plan for 3 years.

The billing errors are a combination of staff errors such as incorrect multiplying factors, meters not reading correctly, no access to the meters, etc. These errors have been ongoing since as far back as 2012, however, the City Council as provided by law has determined to go back no further than 6 years.

Enclosed you will find your corrected bill that encompasses previous billing infractions.

If you wish to schedule a time to meet with City staff to establish a payment plan, we ask that you contact Diane Vry at 218-564-4557. If you wish to further discuss or dispute your billing, please contact Diane at the number referenced above within 60 days.

Sincerely,

Council Action Request Form



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Action Requested

<input type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Informational <input type="checkbox"/> Consent Agenda Items	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other _____
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Regarding: Consideration of Fund Transfer(s) ~~Agenda Item 8d~~
Resolution 2024-10

Date of Meeting: March 11, 2024 **Total time requested:** _____

Department Requesting Action: _____

Presenting at Meeting: Durwin Tomperi & Alvina Kytta

Background Supporting Documentation Enclosed

The Resolution included in your packet is a requirement.

Options Supporting Documentation Enclosed

Recommendations The Menahga City Council approves the following by Motion:

To adopt Resolution #2024-10, Public Employees Retirement Association Police Officer Declaration.

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

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

Signatures

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CITY OF MENAHGA, MINNESOTA

Resolution No. 2024-10

**A Resolution of the City Council of the City of Menahga, Minnesota,
Public Employees Retirement Association Police Officer Declaration**

WHEREAS, the policy of the state of Minnesota as declared in Minnesota Statutes 353.63 is to give special consideration to employees who perform hazardous work and devote their time and skills to protecting the property and personal safety of others; and

WHEREAS, Minnesota Statutes Section 353.64 permits governmental subdivisions to request coverage in the Public Employees Police and Fire plan for eligible employees of police or sheriff departments whose position duties meeting the requirements stated therein and listed below.

BE IT RESOLVED that the City Council of the City of Menahga hereby declares that the position of part-time police officer, currently held by Joseph White, meets all the following Police and Fire Plan membership requirements:

1. Said position requires a license by the Minnesota Peace Officer standards and training board under sections 626.84 to 626.863 and this employee is so licensed;
2. Said position’s primary (over 50%) duty is to enforce the general criminal laws of the state;
3. Said position charges this employee with the prevention and detection of crime;
4. Said position gives this employee the full power of arrest, and
5. Said position is assigned to a designated police or sheriff’s department.

BE IT FURTHER RESOLVED that this governing body hereby requests that the named employee(s) be accepted as a member of the Public Employees Police and Fire Plan effective the date of this employee’s initial Police and Fire Plan salary deduction by the governmental subdivision.

Elizabeth Olson, Mayor

Jensine Kurtti, Interim City Clerk/Treasurer

Council Action Request Form



Action Requested

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

Regarding: **Approval of Letter & Utility Bills Agenda Item 8e**

Date of Meeting: **March 11, 2024** **Total time requested:**

Department Requesting Action: **Law Enforcement**

Presenting at Meeting:

Background Supporting Documentation Enclosed

At the work session Chief Amy Lane discussed with you the possibility of increasing the part-time peace officer's hours to up to 30/hours/week, without benefits of insurance.

With the information that Durwin and Alvina have presented on finances, there may be some opportunity to utilize some of those funds to offset this cost. Also, the \$22,500 budgeted in the event a DNR Grant as obtained this year is available.

The City has exhausted the funds for the Consultant from Sourcewell and with Betty Thomsen terminating her contract with the City, any funds that would have been expended on this contract could be considered.

Options Supporting Documentation Enclosed

Recommendations The Menahga City Council approves the following by Motion:

To approve (disapprove) the increase in hours of Officer Joseph White to up to 30/hours/week, without the insurance benefits afforded full-time employees.

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

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

Council Action Request Form



Action Requested

<input type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Informational <input type="checkbox"/> Consent Agenda Items	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other _____
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Regarding: ~~Approval of Letter & Utility Bills~~ **Agenda Item 8f**
St Urho Proclamation

Date of Meeting: March 11, 2024 **Total time requested:**

Department Requesting Action:

Presenting at Meeting: Elizabeth R Olson

Background Supporting Documentation Enclosed

Proclamation as written by Mayor Olson is included in your agenda packet.

Options Supporting Documentation Enclosed

Recommendations The Menahga City Council approves the following by Motion:

To approve the St. Urho's Day Proclamation as presented and to authorize the Mayor to sign the proclamation.

Financial Implications: _____ **Comments**

Funding Source: _____

Budgeted: Yes No

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

Signatures



CITY OF MENAHGA

ST. UHRO'S DAY PROCLAMATION

WHEREAS, A significant number of residents of Menahga are of Finnish descent; and,

WHEREAS, This distinguished group of citizens has contributed substantially in many ways to the pioneer settlement and subsequent development of the great City of Menahga; and,

WHEREAS, This ethnic group through the years, has continually honored their heritage with great fortitude and enviable sense of humor as recipients of numerous amusing and unusual tales of Finnish endeavor; and

WHEREAS, Descendants of this noteworthy nationality have adopted the renowned St. Urho as the patron Saint of the Finnish people in commemoration of this great deed, saving the grape crop in Finland by driving the grasshoppers out of that country with the now famous words:

"Heinasirkka, Heinasirkka, Mene Taalta Hiteen"

NOW THEREFORE, I Elizabeth Olsoninen, Mayor of the City of Menahga, the home of thousands of advocates of St. Urho, do hereby proclaim March 16, 2024, and March 16th for all years to come, as St. Urho's day, to be celebrated accordingly by all people of Finnish descent and friends.

Dated: March 11, 2024

Elizabeth R. Olson, Mayor

Council Action Request Form



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 218-564-4557
 www.cityofmenahga.com

Action Requested

<input type="checkbox"/> √ Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Informational <input type="checkbox"/> Consent Agenda Items	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other _____
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Regarding: **Approve Fire Department Officers** **Agenda Item 8g**

Date of Meeting: **March 11, 2024** **Total time requested:**

Department Requesting Action:

Presenting at Meeting: **Durwin Tomperi & Alvina Kytta**

Background Supporting Documentation Enclosed

Jim Day provided a list of officers for the Menahga Fire Department for 2024.
 Chief – Dave Kicker
 Ass't Chief – Jim Day
 Ass't Chief – Terry Berttunen
 Treasurer – Robert Weaver
 Secretary – Ken Isaacson
 Trsutee's – Quade Mayer & Randy Berttunen

Options Supporting Documentation Enclosed

Recommendations The Menahga City Council approves the following by Motion:

To approve the following officers for the Menahga Fire Department for 2024 as follows: Chief – Dave Kicker; Ass't Chief – Terry Berttunen; Ass't Chief – Jim Day; Treasurer – Robert Weaver; Secretary – Ken Isaacson and Trustee's- Quade Mayer & Randy Berttunen.

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

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

Signatures

Menahga Fire Dept Officers 2024

Chief	Dave Kicker
Asst Chief	Terry Berttunen
Asst Chief	Jim Day
Treasurer	Robert Weaver
Secretary	Ken Isaacson
Trusee's	Quade Mayer & Randy Berttunen

Council Action Request Form



Action Requested

<input type="checkbox"/> √ Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Informational <input type="checkbox"/> Consent Agenda Items	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other _____
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Regarding: **Approve ESST Policy Agenda Item 8h**

Date of Meeting: March 11, 2024 **Total time requested:**

Department Requesting Action:

Presenting at Meeting:

Background Supporting Documentation Enclosed

The ESST Policy is included in your packet. The implementation of this leave will follow the governing statutes as stated in the policy.

If you elect to approve this, a copy of it needs to be sent to Dan Wilson – Law Enforcement Labor Services.

Options Supporting Documentation Enclosed

Recommendations The Menahga City Council approves the following by Motion:

To approve the ESST Policy, retro to 1/1/24 and to direct staff to submit a copy to the Dan Wilson – Law Enforcement Labor Services.

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

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

Signatures

Earned Sick and Safe Time Policy City of Menahga MN

This policy outlines the procedures for providing earned sick and safe time to eligible employees of the City of Menahga, Minnesota.

The City of Menahga provides earned sick and safe time to eligible employees in accordance with the Minnesota's earned sick and safe time law.

Eligibility:

Employees who work at least 80 hours in a year for the City of Menahga, Minnesota are eligible for sick and safe time.

Temporary and part-time employees are also eligible for sick and safe time.

Eligible employees will earn one hour of sick and safe time for every 30 hours worked.

Use:

Employees can use their earned sick and safe time for reasons such as:

- The employee's mental or physical illness, treatment or preventive care.
- A family member's mental or physical illness, treatment or preventive care.
- Absence due to domestic abuse, sexual assault or stalking of the employee or a family member.
- Closure of the employee's workplace due to weather or public emergency or closure of a family member's school or care facility due to weather or public emergency.
- When determined by a health authority or health care professional that the employee or a family member is at risk of infecting others with a communicable disease.

Defined Family Members:

Employees may use earned sick and safe time for their family members as follows:

- their child, including foster child, adult child, legal ward, child for whom the employee is legal guardian or child to whom the employee stands or stood in loco parentis (in place of a parent);
- their spouse or registered domestic partner;
- their sibling, stepsibling or foster sibling;
- their biological, adoptive or foster parent, stepparent or a person who stood in loco parentis (in place of a parent) when the employee was a minor child;
- their grandchild, foster grandchild or step-grandchild;
- their grandparent or step-grandparent;
- a child of a sibling of the parents of the employee;
- a child-in-law or a sibling-in-law;
- any of the family members listed above of an employee's spouse or registered domestic partner;

- any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and
- up to one individual annually designated by the employee.

Accrual:

Employees will accrue as earned with the unused balance carried over to a maximum of 80 hours.

Tracking: The finance department will track ESST on hours worked and time used.

Pay-out:

There will be no pay-out for unused earned sick and safe time.

Rate of Pay:

Sick and safe time will be paid at the same hourly rate an employee earns when they are working when they use their sick and safe time.

Implementation of ESST: The City will implement ESST as per MN Statute 181.9445 through 181.9448.

This policy will be implemented the same for all employees, union and non-union.

The City of Menahga will provide written notice to employees of their rights to earned sick and safe time.

This policy, adopted by the Menahga City Council, on March 11, 2024 is effective January 1, 2024.

Earned sick and safe time as of Jan. 1, 2024

WHAT IS SICK AND SAFE TIME?

Sick and safe time is paid leave employers must provide to employees in Minnesota that can be used for certain reasons, including when an employee is sick, to care for a sick family member or to seek assistance if an employee or their family member has experienced domestic abuse.



WHO IS ELIGIBLE?

An employee is eligible for sick and safe time if they:

- work at least 80 hours in a year for an employer in Minnesota; and
- are not an independent contractor.

Temporary and part-time employees are eligible for sick and safe time. Sick and safe time requirements will not apply to building and construction industry employees who are represented by a building and construction trades labor organization if a valid waiver of these requirements is provided in a collective bargaining agreement.

HOW MUCH LEAVE CAN EMPLOYEES EARN?

An employee earns one hour of sick and safe time for every 30 hours worked and can earn a maximum of 48 hours each year unless the employer agrees to a higher amount.

AT WHAT RATE MUST THE LEAVE BE PAID?

Sick and safe time must be paid at the same hourly rate an employee earns when they are working.

WHAT CAN THE LEAVE BE USED FOR?

Employees can use their earned sick and safe time for reasons such as:

- the employee's mental or physical illness, treatment or preventive care;
- a family member's mental or physical illness, treatment or preventive care;
- absence due to domestic abuse, sexual assault or stalking of the employee or a family member;
- closure of the employee's workplace due to weather or public emergency or closure of a family member's school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that the employee or family member is at risk of infecting others with a communicable disease.

WHICH FAMILY MEMBERS ARE INCLUDED?

Employees may use earned sick and safe time for their following family members:

1. their child, including foster child, adult child, legal ward, child for whom the employee is legal guardian or child to whom the employee stands or stood in loco parentis (in place of a parent);
2. their spouse or registered domestic partner;
3. their sibling, stepsibling or foster sibling;
4. their biological, adoptive or foster parent, stepparent or a person who stood in loco parentis (in place of a parent) when the employee was a minor child;
5. their grandchild, foster grandchild or step-grandchild;
6. their grandparent or step-grandparent;
7. a child of a sibling of the employee;
8. a sibling of the parents of the employee;
9. a child-in-law or sibling-in-law;
10. any of the family members listed in 1 through 9 above of an employee's spouse or registered domestic partner;
11. any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and
12. up to one individual annually designated by the employee.

Earned sick and safe time as of Jan. 1, 2024

WHAT ADDITIONAL SICK AND SAFE TIME RESPONSIBILITIES DO EMPLOYERS HAVE?

In addition to providing their employees with one hour of paid leave for every 30 hours worked, up to at least 48 hours each year, employers are required to:

- include the total number of earned sick and safe time hours accrued and available for use, as well as the total number of earned sick and safe time hours used, on earnings statements provided to employees at the end of each pay period;
- provide employees with a notice by Jan. 1, 2024 — or at the start of employment, whichever is later — in English and in an employee's primary language if that is not English, informing them about earned sick and safe time; and
- include a sick and safe time notice in the employee handbook, if the employer has an employee handbook.

The Minnesota Department of Labor and Industry will prepare a uniform employee notice that employers can use and will make it available in the five most common languages spoken in Minnesota.

CURRENT SICK AND SAFE TIME LOCAL ORDINANCES

Earned sick and safe time local ordinances already exist in the cities of Bloomington, Duluth, Minneapolis and St. Paul, Minnesota. When Minnesota's statewide earned sick and safe time law goes into effect Jan. 1, 2024, employers must follow the most protective law that applies to their employees.



Sick time

For physical or mental health conditions, illness or injury



Safe time

To address domestic abuse, sexual assault or stalking



Labor Standards • 443 Lafayette Road N. • St. Paul, MN 55155
651-284-5075 • 800-342-5354 • dli.mn.gov • dli.laborstandards@state.mn.us

Notice: This is a brief summary of Minnesota law. It is intended as a guide and is not to be considered a substitute for Minnesota Statutes regarding earned sick and safe leave.

Main Motion: To approve the Traffic Rules Ordinance – Chapter 70, as recommended by the Planning & Zoning Commission.

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

d. ESST Policy (Earned Sick and Safe Time)

The State of Minnesota requires that employers have an ESST Policy in place for employees that work at least 80 hours a year in Minnesota. This law will take effect January 1, 2024. The criterion for eligibility is spelled out in the law and does not apply to all city employees. In implementing the plan there are three options to consider. Option #1 Accrue as earned -unused balance carried over (Max 80 hours) no pay-out. Option #2 Front Load 48 hours. Payout at the end of year. Option #3 Front Load 80 hours. No payout at the end of year.

Main Motion: To approve Option #1 - Accrue as earned - unused balance carried over (max 80 hours) with no pay-out for the City of Menahga ESST Policy.

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

e. Certify Past Due Water Bills to County

The City Council was given a list of twelve City water customers that have past due water bills which are older than 91 days. These accounts were sent letters in September 2023 notifying them that if they were still unpaid at the end of the year, that they would be sent to the County for collection with their 2024 real estate taxes. The amount on the list is the maximum that can be certified and some of these accounts have been paying on their accounts to lower that amount. These will be sent to the County at the end of December for collection.

Main Motion: To approve certification of unpaid utility bills to Wadena County of a maximum amount of \$6,785.39.

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

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

Regarding: **Cleaning Services Agreement Agenda Item 8i**

Date of Meeting:	Total time requested:
-------------------------	------------------------------

Department Requesting Action:

Presenting at Meeting: Durwin Tomperi & Alvina Kytta

Background Supporting Documentation Enclosed

Included in your packet is the Cleaning Services Agreement between Wadena County DAC and the City of Menahga.

The three of us in the office at this time have reviewed this and are in agreement with the services that are outlined in this contract. They no longer clean the Fire Hall.

Options Supporting Documentation Enclosed

Recommendations The Menahga City Council approves the following by Motion:

To approve the Cleaning Services Agreement as presented and to authorize the execution of the agreement by the appropriate signatory of the City.

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

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

Signatures

Wadena County DAC, Inc.

305 5th St. SW
Sebeka, MN 56477
Phone 218-837-5182
Fax 218-837-5063
E-mail wcdac@wcta.net

CLEANING SERVICES AGREEMENT

THIS CLEANING SERVICES AGREEMENT (the Agreement) dated this 1st day of March 2024

Between;

(Client) City of Menahga
PO Box C
Menahga MN 56464

(Contractor) Wadena County DAC
PO Box 235, 305 5th St SW
Sebeka, MN 56477

(the "Client")

(the "Contractor")

BACKGROUND

A. The Client is of the opinion that the Contractor has the necessary qualifications, experience and abilities to provide cleaning services to the Client.

B. The Contractor is agreeable to providing such cleaning services to the Client on the terms and conditions set out in this Agreement.

IN CONSIDERATION OF the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the Client and the Contractor (individually the "Party" and collectively the "Parties" to this Agreement) agree as follows:

SERVICES PROVIDED

1. The Client hereby agrees to engage the Contractor to provide the Client with the following cleaning services (the "Services"):

- **Dust**
 - Heat registers in council room
 - Entryway
 - Hallway
 - Bathrooms
 - Candymachine
 - Coat rack
 - Flag pole
 - Window sills
 - Fire extinguishers Boxes
- **Windows**
 - Clean all door windows on both sides
- **Sweep & Mop**
 - Kitchen
 - Hallway

- 2 City Hall bathrooms
- **Cleans Bathrooms**
 - 2 City Hall bathrooms (sinks, toilets, urinal, counter tops)
- **Vacuums**
 - Police station offices
 - Water guys office
 - Council Room (put down chairs and put in rows)
 - Front entryway rugs (make sure rugs are free of all dirt)
 - All Rugs (making sure to vacuum/sweep underneath)
 - Front offices
- **Garbages**
 - 3 in front offices
 - 1 in kitchen
 - 2 in police station
 - 2 in city hall bathrooms
 - 1 in the water guys office
- **If there is extra time**
 - Sweep outside
 - Clean outside windows
 - Clean glass doors

2. The venue for delivery of the Services is:
City of Menahga, 115 2nd St NE, Menahga MN

3. The time for delivery of the Services is:
● Wednesday 1:00 pm – 2:15 pm

4. The Services will also include any other cleaning tasks which the Parties may agree on. The Contractor hereby agrees to provide such Services to the Client.

TERM OF AGREEMENT

5. The term of this Agreement (the “Term”) will begin on the date of this Agreement and will remain in full force and effect indefinitely until terminated as provided in this Agreement.

6. In the event that either Party wishes to terminate this Agreement, that Party will be required to provide 30 days’ written notice to the other Party.

7. In the event that either Party breaches a material provision under this Agreement, the non-defaulting Party may terminate this Agreement immediately and require the defaulting Party to indemnify the non-defaulting Party against all reasonable damages.

8. This agreement may be terminated at any time by mutual agreement of the Parties.

9. Except as otherwise provided in this Agreement, the obligations of the Contractor will end upon the termination of this Agreement.

PERFORMANCE

10. The Parties agree to do everything necessary to ensure that the terms of this Agreement take effect.

CURRENCY

11. Except as otherwise provided in this Agreement, all monetary amounts referred to in this Agreement are in USD (US Dollars).

COMPENSATION

12. The Contractor will charge the Client for the Services at the rate of \$6.40 (per Client per Hour,) for the "Compensation".

13. The Client will be invoiced every month.

14. Invoices submitted by the Contractor to the Client are due within 30 days of receipt.

15. The Compensation as stated in this Agreement does not include sales tax, or other applicable duties as may be required by law. Any sales tax and duties required by law will be charged to the Client in addition to the Compensation.

REIMBURSEMENT OF EXPENSES

16. The Contractor will be reimbursed from time to time for the following expenses reasonably incurred by the Contractor in connection with providing the Services:

- Any cleaning supplies needed by the Contractor to perform Services that are not provided by the Client.

PENALTIES FOR LATE PAYMENT

17. Any late payments will trigger a fee of 1.5% per month on the amount still owing.

CONFIDENTIALITY

18. Confidential information (the "Confidential Information") refers to any data or information relating to the business of the Client which would reasonably be considered to be proprietary to the Client including, but not limited to, accounting records, business processes, and client records and that is not generally known in the industry of the Client and where the release of that Confidential Information could reasonably be expected to cause harm to the Client.

19. The Contractor agrees that they will not disclose, divulge, reveal, report or use, for any purpose, any Confidential Information which the Contractor has obtained, except as authorized by the Client or as required by law. The Contractor further agrees that they will not disclose, divulge, reveal, report or use, for any purpose, any personal information of the Client, without the prior written consent of the Client. The obligation of confidentiality will apply during the Term and will survive indefinitely upon termination of this Agreement.

RETURN OF PROPERTY

20. Upon the expiration or termination of this Agreement, the Contractor will return to the Client any property, documentation, records, or Confidential Information which is the property of the Client.

CAPACITY/INDEPENDENT CONTRACTOR

21. In providing the Services under this Agreement it is expressly agreed that the Contractor is acting as an independent contractor and not as an employee. The Contractor and the Client acknowledge

that this Agreement does not create a partnership or joint venture between them, and is exclusively a contract for services. The Client is not required to pay, or make any contributions to, any social security, local, state or federal tax, unemployment compensation, worker's compensation, insurance premium, profit-sharing, pension or any other employee benefit for the Contractor during the Term. The Contractor is responsible for paying and complying with reporting requirements for, all local, state and federal taxes related to payments made to the Contractor under this Agreement.

NOTICE

22. All notices, requests, demands or other communications required or permitted by the terms of this Agreement will be given in writing and delivered to the Parties at the following addresses:

a. City of Menahga,
PO Box C
Menahga MN 56464

b. Wadena County DAC
PO Box 235
305 5th St SW
Sebeka, MN 56477

or to such other address as either Party may from time to time notify the other, and will be deemed to be properly delivered (a) immediately upon being served personally, (b) two days after being deposited with the postal service if served by registered mail, or (c) the following day after being deposited with an overnight courier.

INDEMNIFICATION

23. Except to the extent paid in settlement from any applicable insurance policies, and to the extent permitted by applicable law, each Party agrees to indemnify and hold harmless the other Party, and its respective directors, shareholders, affiliates, officers, agents, employees, and permitted successors and assigns against any and all claims, losses, damages, liabilities, penalties, punitive damages, expenses, reasonable legal fees and costs of any kind or amount whatsoever, which result from or arise out of any act or omission of the indemnifying party, its respective directors, shareholders, affiliates, officers, agents, employees, or permitted successors and assigns that occurs in connection with this Agreement. This indemnification will survive the termination of this Agreement.

MODIFICATION OF AGREEMENT

24. Any amendment or modification of this Agreement or additional obligation assumed by either Party in connection with this Agreement will only be binding if evidenced in writing signed by each Party or an authorized representative of each Party.

ASSIGNMENT

25. The Contractor will not voluntarily, or by operation of law, assign or otherwise transfer its obligations under this Agreement without the prior written consent of the Client.

ENTIRE AGREEMENT

26. It is agreed that there is no representation, warranty, collateral agreement or condition affecting this Agreement except as expressly permitted in this Agreement.

ENUREMENT

27. This Agreement will enure to the benefit of and be binding on the Parties and their respective heirs, executors, administrators and permitted successors and assigns.

TITLES/HEADINGS

28. Headings are inserted for the convenience of the Parties only and are not to be considered when interpreting this Agreement.

GOVERNING LAW

29. This Agreement will be governed by and construed in accordance with the laws of the State of Minnesota.

SEVERABILITY

30. In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

WAIVER

31. The waiver by either Party of a breach, default, delay or omission of any of the provisions of this Agreement by the other Party will not be construed as a waiver of any subsequent breach of the same or other provisions.

The Parties have duly affixed their signatures on this _____ day of _____, 2024.

City of Menahga (Client)

Wadena County DAC

Per: _____ (Contractor)

Wadena County DAC, Inc.
305 5th St. SW
Sebeka, MN 56477
Phone 218-837-5182
Fax 218-837-5063
E-mail wcdac@wcta.net

Current

CLEANING SERVICES AGREEMENT

THIS CLEANING SERVICES AGREEMENT (the Agreement) dated this 1st day of January, 2023

Between;

**(Client) City of Menahga
PO Box C
Menahga MN 56464**

**(Contractor) Wadena County DAC
PO Box 235, 305 5th St SW
Sebeka, MN 56477**

(the "Client")

(the "Contractor")

BACKGROUND

A. The Client is of the opinion that the Contractor has the necessary qualifications, experience and abilities to provide cleaning services to the Client.

B. The Contractor is agreeable to providing such cleaning services to the Client on the terms and conditions set out in this Agreement.

IN CONSIDERATION OF the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the Client and the Contractor (individually the "Party" and collectively the "Parties" to this Agreement) agree as follows:

SERVICES PROVIDED

1. The Client hereby agrees to engage the Contractor to provide the Client with the following cleaning services (the "Services"):

- Clean 1 bathroom in Fire Department
- Clean 2 bathrooms in City Hall
- Clean Bathrooms
- Clean mirrors
- Clean sink & Counter top in Fire Station
- Dust window sills in Conference room, heat registers, Candy machine, Coat rack & Fire extinguisher boxes
- Mop Hallway, bathrooms & Kitchen
- Stack Chairs
- Sweep & Mop
- Sweep hallway, bathrooms, & Kitchen
- Take out all garbages, 3 in front office, Kitchen, 2 in police station, 3 in bathrooms & 1 in Water office
- Wipe down kitchen counters

14. Invoices submitted by the Contractor to the Client are due within 30 days of receipt.

15. The Compensation as stated in this Agreement does not include sales tax, or other applicable duties as may be required by law. Any sales tax and duties required by law will be charged to the Client in addition to the Compensation.

REIMBURSEMENT OF EXPENSES

16. The Contractor will be reimbursed from time to time for the following expenses reasonably incurred by the Contractor in connection with providing the Services:

- Any cleaning supplies needed by the Contractor to perform Services that are not provided by the Client.

PENALTIES FOR LATE PAYMENT

17. Any late payments will trigger a fee of 1.5% per month on the amount still owing.

CONFIDENTIALITY

18. Confidential information (the "Confidential Information") refers to any data or information relating to the business of the Client which would reasonably be considered to be proprietary to the Client including, but not limited to, accounting records, business processes, and client records and that is not generally known in the industry of the Client and where the release of that Confidential Information could reasonably be expected to cause harm to the Client.

19. The Contractor agrees that they will not disclose, divulge, reveal, report or use, for any purpose, any Confidential Information which the Contractor has obtained, except as authorized by the Client or as required by law. The Contractor further agrees that they will not disclose, divulge, reveal, report or use, for any purpose, any personal information of the Client, without the prior written consent of the Client. The obligation of confidentiality will apply during the Term and will survive indefinitely upon termination of this Agreement.

RETURN OF PROPERTY

20. Upon the expiration or termination of this Agreement, the Contractor will return to the Client any property, documentation, records, or Confidential Information which is the property of the Client.

CAPACITY/INDEPENDENT CONTRACTOR

21. In providing the Services under this Agreement it is expressly agreed that the Contractor is acting as an independent contractor and not as an employee. The Contractor and the Client acknowledge that this Agreement does not create a partnership or joint venture between them, and is exclusively a contract for services. The Client is not required to pay, or make any contributions to, any social security, local, state or federal tax, unemployment compensation, worker's compensation, insurance premium, profit-sharing, pension or any other employee benefit for the Contractor during the Term. The Contractor is responsible for paying and complying with reporting requirements for, all local, state and federal taxes related to payments made to the Contractor under this Agreement.

NOTICE

28. Headings are inserted for the convenience of the Parties only and are not to be considered when interpreting this Agreement.

GOVERNING LAW

29. This Agreement will be governed by and construed in accordance with the laws of the State of Minnesota.


SEVERABILITY

30. In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

WAIVER

31. The waiver by either Party of a breach, default, delay or omission of any of the provisions of this Agreement by the other Party will not be construed as a waiver of any subsequent breach of the same or other provisions.

IN WITNESS WHEREOF the Parties have duly affixed their signatures under hand and seal on this 20th day of October, 2022.


Laurie (Client)

Wadena County DAC

Per:  (Contractor)
10/26/2022

Council Action Request Form



Action Requested

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

Regarding: **Result of Communications Meeting** **Agenda Item 8j**

Date of Meeting: March 11, 2024 **Total time requested:**

Department Requesting Action:

Presenting at Meeting: Durwin Tomperi & Alvina Kytta

Background Supporting Documentation Enclosed

Liz, Diane, Alvina and myself had a meeting with Heather and Jake from Sourcewell. Heather did an excellent job of facilitating this meeting. This meeting took place as an attempt to enhance communications and define what each respective position involved with P & Z would be responsible for, i.e., the left hand knows what the right hand is doing.

Included in your packet is the outcome of that meeting depicting what each position is responsible for as well as information I received from both Alvina and Diane as to their thoughts on having this session. I can echo what these two ladies have already stated. They have been given a copy of the outcome and one is in the office for Jensine.

Options Supporting Documentation Enclosed

Recommendations The Menahga City Council approves the following by Motion:

To acknowledge receipt of the outcome of the communications meeting held with Sourcewell which identifies the tasks of each respective position at the City as they pertain to the Planning & Zoning of the City.

Financial Implications:

Comments

Funding Source:

Budgeted: Yes No

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

Signatures

<p>Diane, Administrative Clerk <i>Primary Point of Contact</i> <i>Zoning comms will include cc → Alvina</i></p> <ul style="list-style-type: none"> - Work with Alvina to create P&Z SOPs (e.g. forms, steps to take before & after) - Coordinate with Alvina so that she can serve as "P&Z back-up" - Answer P&Z inquiry phone calls and emails to collect name, parcel ID or address, phone #, email, & nature of the inquiry - Connect P&Z inquiries with Jake - Scan P&Z permits to send to Jake - Receive mtg info from Betty and publicly post (e.g. date/time, agenda, minutes) - Send out P&Z mailings, after printing on city letterhead and signed by Alvina, in partnership with Betty - Refer to P&Z forms on Menahga website 	<p>Betty, Consultant <i>Notes below reflect duties that will belong to Interim City Clerk-Treasurer</i></p> <ul style="list-style-type: none"> - Prepare Planning Commission agenda - Send Planning Commission meeting notices to Diane - Compile Planning Commission packet to give to Diane - Include Planning Commission minutes in City Council packet - Provide "final touches" on P&Z resolutions sent by Jake - Duplicate paper PID files to also be housed in an electronic folder on city shared drive for Diane and Alvina to access - Upon coordinating with Jake, advise City Council whether or not P&Z ordinance amendments are recommended - <i>Post city jobs on LMC Careers page</i> - <i>Assume the taking of Planning Commission notes, beginning in mid-March</i> 	<p>Liz, Mayor <i>Transitional support</i></p> <ul style="list-style-type: none"> - Taking Planning Commission notes at 6pm meeting (limited in time, thru mid-March)
<p>Alvina, Deputy Clerk-Treasurer <i>Signatory & Manage Reports</i> <i>Zoning comms will include cc → Diane</i></p> <ul style="list-style-type: none"> - Work with Diane to create P&Z SOPs (e.g. forms, steps to take before & after) - Serve as Diane's "P&Z back-up" - Review P&Z permits for missing info - Sign letters & forms on behalf of city - Publish newspaper notices in partnership with Betty - Complete & submit Wadena County reports - Complete & submit State reports - Respond to requests for P&Z data, in partnership with Jake - Refer to P&Z forms on Menahga website - <i>Serve as city contact for Jensine, until her return in mid-March</i> 	<p>Jake, Senior Community Development Administrator <i>Shared Services Agreement with Sourcewell</i> <i>Zoning comms will include → Diane w/ cc to Alvina</i></p> <ul style="list-style-type: none"> - Review P&Z roles & responsibilities planning guide with city staff at follow-up mtg (this doc) - Receive P&Z phone calls and emails from Diane and public - Answer P&Z questions and follow-up as needed - Handle P&Z permits - Attend Planning Commission meetings - Work through P&Z ordinance amendments with Planning Commission and send outcomes to Betty - Prepare reports for Planning Commission and send to Betty - Prepare P&Z resolutions and send to Betty - Prepare mailings and send to Diane (w/ cc to Alvina) - <i>Meet with Wadena County Planning & Zoning dept (e.g. quarterly v. annual)</i> 	<p>Jensine, Returning mid-March 2024 <i>In the transition – will be contacted directly by Alvina or Jake</i></p> <ul style="list-style-type: none"> - Historical city knowledge - Unique zoning issues <p>Notes</p> <ul style="list-style-type: none"> - <i>Establish staff meetings will be held following City Council meetings</i> - <i>City staff expressed establishing trust with elected officials as primary goal</i>

- Serve as zoning contact for Jensine, until her return in mid-March

On Tuesday, February 6th, we had a meeting scheduled with Sourcewell with Jake and Heather. I was not exactly sure what it would be about except that it may have had something to do with Planning & Zoning. I knew we were having some communication issues about who was responsible for what and so I anticipated that would be our purpose.

I was pleasantly surprised to find out that Heather, who facilitated the meeting was excellent in helping us to define our roles and lines of communication. I believe all of us learned quite a bit to help us out in getting the flow of activity done more effectively and efficiently.

Heather will be putting together a brochure to reinforce what we established at the meeting. This will not only help us, but also anyone new coming in to the positions that need to be filled.

Sourcewell is able to assist us at no cost and is well worth the effort to use their services, not only in our office dynamics, but also in other areas of the City that could improve the quality of communication and structure. There have been times when one position may step over the bounds of another and also when a position has not stepped up to the plate in completing tasks they should be doing.

I have seen this in the past where one person might be an over achiever and takes on too much responsibility, while someone else who should be doing these tasks, just lets them. In the end, one may get burned out or become insufficient with too many tasks to do and the other person does not perform up to the standards they should be performing.

When putting tasks and responsibilities in the right place, each person begins to know and develop proper boundaries in the position that they serve.

Alvina Kytta

City Clerk-Treasurer

From: Diane Vry
Sent: Friday, February 9, 2024 11:13 AM
To: City Administrator
Subject: Letter

Betty,

I found the meeting with Jake and Heather to be beneficial, because even though we went over our rolls before Jensine left there still seemed to be some things that arose that needed clarification. Heather did a great job of taking emotions, personal feelings and all things NOT related to the task at hand out of the equation. This was very helpful because it allowed us to make decisions based on abilities, structure, job descriptions and followed the organizational chart. I feel we want to be helpful and lose sight of the big picture (structure) not realizing how much confusion we can be adding and causing frustration for others involved. When I started in September, it didn't take me long to see that people didn't communicate well when it came to duties. I have been trying to work hard with the public works department, so they understand why I need things from them. If we don't build trust and keep open lines of communication, we will go backwards, and I don't think anyone wants us back to 20 plus non-working meters. There is not one person to blame, we are all to blame because we're a team!

Thank you,

Diane Vry
City Administrative Clerk
adminclerk@cityofmenahga.com
www.cityofmenahga.com
218-564-4557
115 2nd St N.E.
Menahga, MN 56464

Agenda Date: March 11, 2024

Action:

Vote:

Yes:

No:

CITY OF MENAHGA, MINNESOTA

Resolution No. 2024-11

**A Resolution of the City Council of the City of Menahga, Minnesota,
Accepting Donations for Sounds of Spirit Lake**

WHEREAS, the City Council of the City of Menahga, Minnesota does hereby recognize that the following individuals wish to make a donation to the Sounds of Spirit Lake; Greener Tomorrows in the amount of \$400.00 and Betty J Thomsen in the amount of \$100.00;

NOW, THEREFORE BE IT resolved by the City Council of the City of Menahga, Minnesota that the City does hereby accept the donation from Greener Tomorrows in the amount of \$400.00 and from Betty J Thomsen in the amount of \$100.00 for the Sounds of Spirit Lake.

Adopted by the City Council of the City of Menahga, Minnesota this the 11th day of March, 2024.

Elizabeth Olson, Mayor

Jensine Kurtti, Interim City Clerk/Treasurer

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"/> Report
<input type="checkbox"/> Discussion	<input type="checkbox"/> Resolution
<input type="checkbox"/> Informational	<input type="checkbox"/> Other _____
<input type="checkbox"/> Consent Agenda Items	

Regarding: **Contract Termination Agenda Item 8I**

Date of Meeting: **March 11, 2024** **Total time requested:**

Department Requesting Action:

Presenting at Meeting:

Background Supporting Documentation Enclosed

Included in your agenda packet is a hard copy of my letter, which I emailed to each one of you on 3/1/24, notifying you that I am terminating my contract with the City of Menahga, effective 3/7/2024

Options Supporting Documentation Enclosed

Recommendations The Menahga City Council approves the following by Motion:

To acknowledge receipt of written notice from Betty J Thomsen to officially terminate her contract with the City of Menahga, effective 3/7/2024.

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

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

Signatures

March 1, 2024

Mayor Olson & City Councilmembers,

This is my official 7 day written notice that I am electing to terminate my contract with the City of Menahga. March 7, 2024 will be my last day.

As everything that I attempt to move forward on, I am told that it should wait until Jensine gets back, there is no need for me to continue in this contract and expend more of the City funds.

Betty J Thomsen

A handwritten signature in black ink that reads "Betty J Thomsen". The signature is written in a cursive style with a large, looped "B" and a long, sweeping underline.

Council Action Request Form



Action Requested

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

Regarding: **Contract Termination Agenda Item 8I**

Date of Meeting: March 11, 2024 **Total time requested:**

Department Requesting Action:

Presenting at Meeting:

Background Supporting Documentation Enclosed

Included in your agenda packet is a hard copy of my letter, which I emailed to each one of you on 3/1/24, notifying you that I am terminating my contract with the City of Menahga, effective 3/7/2024.

I have also included a list of things that I have initiated and completed in my 3-year off/on employment with the City. If something has not been fully completed I have provided you with the status thereof.

Options Supporting Documentation Enclosed

Recommendations The Menahga City Council approves the following by Motion:

To acknowledge receipt of written notice from Betty J Thomsen to officially terminate her contract with the City of Menahga, effective 3/7/2024, and an update on the status of items that she worked on.

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

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

Signatures

I was hired on 11/16/21, to assist the City in getting them to the point that they operated as City government should.

This is a list of things that I have completed and if not, the status thereof and the reason why has been stated.

Procedure Manual – (how- to -manual) this manual contains the following for which I have written a step by step process:

- Records Retention
- Local Sales Tax Process (in the event that the City would ever decide to explore this)
- Manager Return to Work Program (that was provided to Lacey & Nico on 3/13/23)
Still in limbo -never heard from either of them
- Budget
- Credit Card Policy – **Still in limbo**
- Special Assessment Process – from start to finish
- Public Personnel Data – readily tells what can be shared and what cannot be shared
- Payroll Records – defines what payroll records are to be kept and where – this was done because these records were found in personnel files, and amidst the stacks of paperwork left behind
- Competitive Bidding Requirements
- Criteria for Competitive Bids
- Hiring Process
- City Ordinances
- Performance Evaluation/Appraisals
- Equity Pay Act of 1984
- Expenditures of Public Funds – defines what is acceptable and what is not
- How to Avoid a Structural Imbalance in City Finances
- Request form for employees to complete when they want to review their personnel file

Personnel Policy

- This has been ongoing for three years now. Drafted as City attorney advised following the League of MN Cities example. It was given to the previous City Administrator and it went to the City Attorney and they noted what should be changed. It was in the hands of the previous Administrator for a number of days before I even knew it had been returned.

Status of this policy: I made the adjustments and it is now sitting in the hands of the Council for their critiquing. Which I was told at the February meeting would happen in April.

Special Assessment Policy

- This policy was long overdue for a revision. The one the city currently is word for word of that of a metro city – addressing skywalks, etc., I took it upon myself to revise this policy.
- I did a comparison with several other cities, draft a policy and provided all of that information to the group working on it.

Status of this policy:

- The final draft has been ready for the final review for several months now.
- Waiting to hear from the councilmembers as to when they can arrange their schedules to meet to go over this and then move it forward to the City Council. This could have been done prior to the end of 2023 had we been able to get together.
- Jensine was present at the meetings and was helpful in reviewing the definitions of how the assessments would be for the various lot shapes. So she is well versed in this.

Records Retention

- Numerous boxes of city records have been gone through and a resolution has been passed by the council regarding the destruction of said records.

Status of this project: I have notified Ron that the records can be destroyed and requested that he work with GWC in coordinating a time for when the records can be shredded.

There are still boxes that need to be gone through. This should be on-going and should be done on a yearly basis.

Competitive Bidding Policy:

What was previously submitted to you as a council was the competitive bidding policy that the City is bound to adhere to – no verbiage was changed.

Status: More defining language as to the dollar amount for which the staff/Council will need to obtain quotes, etc.

Free Run Policy

Status: A draft of the policy along with accompanying forms was emailed to each councilmember on 3/6/24. This needs to be brought before the council for their approval.

Forensic Audit:

- Jensine and I did a lot of research, tracking down invoices, payroll records, etc.
- We have received the data from Amazon, all but the last that we requested and it does not appear that they are going to provide anything further.
- I have sent the information we received from Amazon to the auditor so that he can account for that in his report.

Status: Waiting for confirmation from Chase Davis (auditor) as to whether or not he needs anything further. Otherwise, the audit will be move forward and presented to you at a later date.

Staff Appreciation Program:

Status – waiting final approval of the City Council.

City Files: (Personnel data, payroll data, was found in amongst the stacks of paper in the office of the Clerk/Treasurer and Deputy Clerk – which was retrieved and filed properly)

- Personnel files are in place and under lock and key in the office of the City Clerk/Treasurer
- Payroll files are in place and in the office of the Deputy Clerk
- PID files have been started and are in the office of the City Clerk/Treasurer

City Projects:

- A binder with all of the paperwork for the water tower was created and is in the office of the City Clerk/Treasurer.
- A project binder should be used for all future projects of the City – this makes it easier to locate paperwork for a specific project and if outside funds has been provided for the project for which an audit could be pulled – everything is one place

City Keys:

- All keys for city owned buildings/vehicles, etc., have been identified and old keys have been properly destroyed. Because there is not adequate space in the key holder box on the wall, there is also a box in the top file drawer of the file cabinet that contains the PID files.

Job Descriptions:

- Job Descriptions for the most part, have been updated – a project I started working on when I first started my employment with the city

Status: Awaiting council approval of the PW Director Job Description, then all will have been updated.

Review of these descriptions should take place once a year and any updates should be made and presented to the City Council for approval.

Union Contracts:

- LELS & Teamsters Contracts have been negotiated and both contracts are in place until December of 2025

Pay Equity Report:

- Has been completed, approved and submitted. This is a report that needs to be completed every three years.

ESST Policy

- Policy has been drafted, and is on the 3/11/24 council agenda for approval.

PSOB (Public Safety Officer's Benefit):

- In order for the City to seek reimbursement for the health insurance costs of a previous police officer, the City must provide one of the following to be eligible for full reimbursement per MN Statute 299A.465 subd. 4:
 - Annual wellness training to peace officers and firefighters who are employees;
or
 - An employee assistance program or peer support program.

Amy Lane had provided information on a program that the City of Sebeka utilizes, however, it was suggested at a council meeting that we look at what the LMC has to offer.

Status: Review of the two options is under way.

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

Regarding: Letter of Resignation **Agenda Item 8m**

Date of Meeting: March 11, 2024 **Total time requested:**

Department Requesting Action:

Presenting at Meeting:

Background Supporting Documentation Enclosed

Included in your packet is a letter of resignation from Ralph Cox, effective at the end of the campground season this year.

Ralph has also included a plan of succession for your consideration.

Ralph deserves a big round of applause and a thank you for all that he has done for the City in his capacity as manager of the campgrounds. He has done a super job and many of the campers have taken the time to stop in City Hall and tell us how much they appreciated him for all of his help, and his friendliness in making their camping experience delightful.

Options Supporting Documentation Enclosed

Recommendations The Menahga City Council approves the following by Motion:

To acknowledge receipt of the letter of resignation submitted by Ralph Cox effective at the end of the campground season this year and his plan of succession.

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

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

Signatures

Ralph Cox

39551 Twin Lakes Road
Menahga, MN 56464
(218) 255-5984
colbar@wcta.net

February 28 2024

Menahga City Council

115 2nd St. NE
PO Box C
Menahga, MN 56464

Council Members, City Administrator,

With my greatest regret, after this season I will be resigning my position with the City of Menahga Campground Manager. I only wish that I had more time to complete many of the missions and ideas. Although I believe I had many good accomplishments. But the bar I set for myself was probably a little high for the time I had. But I still believe that it is possible for the campground to become one of the top 10 campgrounds in the state of Minnesota.

Due to some medical issues and surgeries needed, I have to step down so I can address these issues. Throughout the time that I have worked for the city, I have been blessed to work with great people, and met so many people that have helped and supported me.

I have also included a succession plan that I have thought about. This might help as a guideline for my successor.

Sincerely



Ralph Cox

SUCCESSION PLAN

Here is an opinion of my thoughts for one that could save money for the city.

I am very precise on the way our guests are treated so they can enjoy the wow factor when they stay with us as guests. As for my thoughts for this, I would like the transition to be as seamless as possible, as for my resignation. I will still be able and content to help when needed on a limited basis.

Throughout the meetings I have attended, one question has always risen about Public Works. If they need 3 full time employees. My opinion is yes, but there are times when they can get along with 2. But the need for a third person is highly appropriate for the city's operations with one of them managing the campground during those months and available for snow removal and other public works tasks.

My thoughts about the person that would be very suitable for this position and save some financial issues for the city is Brian S.

Brian has filled in for me when I needed time off. For me Brian did so on a very highly professional level. Checking in with the guests and getting to know them. Our guests were very pleased with Brian and voiced their opinion to me when I returned.

Brian has also assisted me on many projects at the campground and the beach. His equipment operations far exceed many others. Brian's mechanical and troubleshooting abilities far exceed any job skills required for this position or any other job requirements for employees. Also his skill at irrigation systems and working knowledge of them saved the St. Urho park this year.

We have a very beautiful city and it is on the upswing to become great. As I stated earlier, I would still be more than willing to help make this a Top Ten Campground and a Star City.

Thank You

A handwritten signature in blue ink, appearing to read "Ralph Cox". The signature is fluid and cursive, with a long horizontal stroke extending from the end.

Ralph Cox

Council Action Request Form



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Action Requested

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

Regarding: Approve PW Director Job Description – Agenda Item 9a

Date of Meeting: March 11, 2024 **Total time requested:**

Department Requesting Action: Administration

Presenting at Meeting:

Background Supporting Documentation Enclosed

Noted corrections as requested by the City Council on February 12, 2024 have been made. A copy of the previous one that has the watermark DRAFT across it is included so that you can see that the changes were made.

Options Supporting Documentation Enclosed

Recommendations The Menahga City Council approves the following by Motion:

To approve the Job Description for the Public Works Director as presented.

Financial Implications: Comments

Funding
 Budgeted: Yes No

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

Signatures

**JOB DESCRIPTION
PUBLIC WORKS DIRECTOR
APPROVED by CITY COUNCIL**

POSITION TITLE: PUBLIC WORKS DIRECTOR
DEPARTMENT: PUBLIC WORKS DEPARTMENT
ACCOUNTABLE TO: CITY CLERK/TREASURER
STATUS: FULL TIME
SUPERVISES: PUBLIC WORKS STREET MAINTENANCE STAFF,
PUBLIC WORKS UTILITIES STAFF
EFFECTIVE:

POSITION SUMMARY

Under direction of the City Clerk Treasurer this position is responsible for the management and daily operation, services and activities of the municipal water production and distribution program and the municipal wastewater collection program, maintenance of the municipal streets, boulevard, sanitary, storm and water departments, city parking lots, cemetery grounds, beach area, parks and capital improvements. Responsible for the supervision of personnel within the departments listed above.

JOB DUTIES OR ESSENTIAL FUNCTIONS

Supervisory

- Supervises and prioritizes work schedules for public works maintenance/utility workers.
- Supervises work for proper procedures, equipment and safety.
- Issues daily work tickets to staff to maximum use of their time. This includes summer employees if applicable.
- Reviews and approves all time cards, payroll reports, overtime and leave requests.
- Informs the City Clerk/Treasurer of any disciplinary issues and works with the City Clerk/Treasurer in addressing disciplinary issues of staff under supervision.
- Maintains emergency water/wastewater operating plan.
- Supervises sewer and water operators to assure compliance of regulating agencies.
- Conducts a yearly Job Performance review for employees supervised.
- Coordinates activities with other departments.
- Assures that new employees are trained on all aspects of their job description.
- Seeks out and schedules safety programs for staff.

Records/Reports/Filing

- Maintains five-year capital project and capital equipment plan.
- Reviews and understands drawings, blue prints and specifications for various improvement projects.
- Confirms that all state and federal mandates are being met for both water and wastewater.
- Completes and files reports to the various regulating agencies.
- Ensures master utility map is up to date.
- Maintains "as-builts", project plans and maps.

Records/Reports continued...

- Maintains an in-depth record keeping system (exact locations of water/sewer lines, curb stops, etc.)
- Maintains department-operating files.
- Maintains OSHA compliance and establishes and enforces policy for work safety.
- Maintains department-operating files.
- Maintains safety policy.
- Maintains a playground safety certificate.
- Records and documents hour meters and other pertinent information.
- Performs tests and collects samples for lab testing.

Policy/Ordinances/Procedures

- Keeps abreast of pertinent state and federal laws, codes and regulations and confirms that the City is in compliance with them.
- Keeps abreast of the City's policies, ordinances and procedures to assure compliance.
- Assists city engineer in providing information for plans and specifications for city projects.

Budget/Financial

- To the extent possible and working with the City Clerk/Treasurer prepares, monitors and maintains annual budget for the public works, parks, water and sewer funds.
- Monitors and maintains monthly financial reports.
- Annually submits a five-year capital project plan with preliminary cost estimates and funding sources.
- Annually submits a five-year capital equipment purchasing plan with cost estimates and funding sources.
- Codes invoices for payment.
- Orders and/or approves equipment repairs to be made within budget constraints.
- Orders and/or approves the purchase of parts and supplies within budget constraints.
- Assists in the writing of specifications for equipment purchases within budget constraints.

Maintenance

- Maintains sewage collection lines, lift stations, treatment ponds in compliance with regulatory agencies.
- Maintains streets, alleys and right-of-ways to ensure that they are safe for driving conditions.
- Operates equipment properly, efficiently and safely.
- Keeps shop safe, clean, and organized.
- Maintains proper tool storage.
- Performs mechanical duties such as daily service of equipment, oil changes and other monthly or scheduled maintenance.

Maintenance continued... ..

- Orders and schedules electrical, hydraulic, and mechanical repairs to equipment when required.
- Works with the public and contractors.
- Maintains playground equipment.
- Locates city utilities per Gopher State notifications.

Coordination

- Coordinates operations with the Water and Sewer Departments.
- Coordinates operations with Wadena County Highway Department, if needed.
- Coordinates operation with MnDOT if needed.
- Coordinates projects with private utilities and contractors.

Other

- Attends continuing education courses pertinent to position.
- Attends city council meetings at request of City Clerk/Treasurer or Council.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience and training required.

Education

High School diploma or GED

Licensure

A Class B CDL Minnesota State Driver's license.

Class D wastewater license

Class C water treatment license

Experience

Operation of motorized heavy equipment

Operation of hand and power tools

1 year supervisory

Communications with the public

DESIRED QULIFICATIONS

The requirements listed below are representative of the formal education, experience and training preferred in order to exceptionally perform all of the functions of this position.

Education

Bachelor's degree in related field

Licensure

A Class B CDL Minnesota State Driver's license.

Class D wastewater license
Class C water treatment license

Experience

3 or more years in similar field
3 years' experience in the maintenance of streets, building and ground.
1 year supervisory
Experience in the operation and maintenance of heavy equipment.
Street maintenance and construction and underground utilities.
Operate and maintain light equipment, such as tractors, mowers, leaf sweepers, welders, air tools, water testing equipment, etc.
Tree trimming and pruning
Communications with the public.

REQUIRED PHYSICAL ABILITIES AND WORK CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hazards

While performing the duties of this job, the employee is regularly required to: stand, walk, sit, talk or hear, use hands to finger - handle or feel, climb or balance, stoop, kneel, crouch or crawl, reach with hands and arms, taste or smell up to 1/3 of the time.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

The employee must lift up to 100 pounds or more on a frequent basis (1/3 or more of the time).

While performing the duties of this job, the employee is required to: use hands to finger keyboard operations; sit, talk or hear up to 2/3 or more of the time.

The employee is exposed to moderate, loud and very loud noise levels.

Surroundings

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to wet, humid, conditions (non-weather), work near moving mechanical parts, work in high precarious

places, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, risk of electrical shock and vibration up to 1/3 of the time.

The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer may and reserves its right to change the job description and establish, modify or eliminate job duties and responsibilities and jobs at its discretion with or without notice.

REVIEW

I acknowledge reviewing and receiving this job description.

Employee

Date

I acknowledge reviewing and approve this job description.

Department Head

Date

City Clerk/Treasurer

Date

Acknowledgement

By my signature I hereby understand and accept the duties outlined in this job description.

Employee

Date

**JOB DESCRIPTION
PUBLIC WORKS DIRECTOR
APPROVED by CITY COUNCIL**

POSITION TITLE: PUBLIC WORKS DIRECTOR
DEPARTMENT: PUBLIC WORKS DEPARTMENT
ACCOUNTABLE TO: CITY CLERK/TREASURER
STATUS: FULL TIME
SUPERVISES: PUBLIC WORKS STREET MAINTENANCE STAFF,
PUBLIC WORKS UTILITIES STAFF
EFFECTIVE:

POSITION SUMMARY

Under ~~limited~~ direction of the City Clerk Treasurer this position is responsible for the management and daily operation, services and activities of the municipal water production and distribution program and the municipal wastewater collection program, maintenance of the municipal streets, boulevard, sanitary, storm and water departments, city parking lots, cemetery grounds, beach area, parks and capital improvements. Responsible for the supervision of personnel within the departments listed above.

JOB DUTIES OR ESSENTIAL FUNCTIONS

Supervisory

- Supervises and prioritizes work schedules for public works maintenance/utility workers.
- Supervises work for proper procedures, equipment and safety.
- Issues daily work tickets to staff to maximum use of their time. This includes summer employees if applicable.
- Reviews and approves all time cards, payroll reports, overtime and leave requests.
- Informs the CITY Clerk/Treasurer of any disciplinary issues and works with the City Clerk/Treasurer in addressing disciplinary issues of staff under supervision.
- Maintains emergency water/wastewater operating plan.
- Supervises sewer and water operators to assure compliance of regulating agencies.
- Conducts a yearly Job Performance review for employees supervised.
- Coordinates activities with other departments.
- Assures that new employees are trained on all aspects of their job description.
- Seeks out and schedules safety programs for staff.

Records/Reports/Filing

- Maintains five-year capital project and capital equipment plan.
- Reviews and understands drawings, blue prints and specifications for various improvement projects.
- Confirms that all state and federal mandates are being met for both water and wastewater.
- Completes and files reports to the various regulating agencies.
- Ensures master utility map is up to date.
- Maintains "as-builts", project plans and maps.

Records/Reports continued...

- Maintains an in-depth record keeping system (exact locations of water/sewer lines, curb stops, etc.)
- Maintains department-operating files.
- Maintains OSHA compliance and establishes and enforces policy for work safety.
- Maintains department-operating files.
- Maintains safety policy.
- Maintains a playground safety certificate.
- Records and documents hour meters and other pertinent information.
- Performs tests and collects samples for lab testing.

Policy/Ordinances/Procedures

- Keeps abreast of pertinent state and federal laws, codes and regulations and confirms that the City is in compliance with them.
- Keeps abreast of the City's policies, ordinances and procedures to assure compliance.
- Assists city engineer in providing information for plans, and specifications for city projects.

Budget/Financial

- To the extent possible and working with the City Administrator prepares, monitors and maintains annual budget for the public works, parks, water and sewer funds.
- Monitors and maintains monthly financial reports.
- Annually submits a five-year capital project plan with preliminary cost estimates and funding sources.
- Annually submits a five-year capital equipment purchasing plan with cost estimates and funding sources.
- Codes invoices for payment.
- Orders and/or approves equipment repairs to be made within budget constraints.
- Orders and/or approves the purchase of parts and supplies within budget constraints.
- Assists in the writing of specifications for equipment purchases within budget constraints.

Maintenance

- Maintains sewage collection lines, lift stations, treatment ponds in compliance with regulatory agencies.
- Maintains streets, alleys and right-of-ways to ensure that they are safe for driving conditions.
- Operates equipment properly, efficiently and safely.
- Keeps shop safe, clean, and organized.
- Maintains proper tool storage.
- Performs mechanical duties such as daily service of equipment, oil changes and other monthly or scheduled maintenance.

Maintenance continued.....

- Orders and schedules electrical, hydraulic, and mechanical repairs to equipment when required.
- Works with the public and contractors.
- Maintains playground equipment.
- Locates city utilities per Gopher State notifications.

Coordination

- Coordinates operations with the Water and Sewer Departments.
- Coordinates operations with Wadena County Highway Department, if needed.
- Coordinates operation with MnDOT if needed.
- Coordinates projects with private utilities and contractors.

Other

- Attends continuing education courses pertinent to position
- Attends City Council meetings at request of City Administrator or Council.
- Performs other duties as assigned.

City Clerk/
Treasurer

MINIMUM QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience and training required.

Education

- ~~Bachelor's degree in related field~~
- High School diploma or GED

HS Diploma
or GED

Licensure

- A Class B CDL Minnesota State Driver's license.
- Class D wastewater license
- Class C water treatment license

Experience

- Operation of motorized heavy equipment
- Operation of hand and power tools
- 1 year supervisory
- Communications with the public

DESIRED QULIFICATIONS

The requirements listed below are representative of the formal education, experience and training preferred in order to exceptionally perform all of the functions of this position.

Education

- Bachelor's degree in related field
- ~~High school diploma or GED~~

Licensure

A Class B CDL Minnesota State Driver's license.

Class D wastewater license

Class C water treatment license

Experience

3 or more years in similar field

3 years' experience in the maintenance of streets, building and ground.

1 year supervisory

Experience in the operation and maintenance of heavy equipment.

Street maintenance and construction and underground utilities.

Operate and maintain light equipment, such as tractors, mowers, leaf sweepers, welders, air tools, water testing equipment, etc.

Tree trimming and pruning

Communications with the public.

REQUIRED PHYSICAL ABILITIES AND WORK CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hazards

While performing the duties of this job, the employee is regularly required to: stand, walk, sit, talk or hear, use hands to finger - handle or feel, climb or balance, stoop, kneel, crouch or crawl, reach with hands and arms, taste or smell up to 1/3 of the time.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

The employee must lift up to 100 pounds or more on a frequent basis (1/3 or more of the time).

While performing the duties of this job, the employee is required to: use hands to finger keyboard operations; sit, talk or hear up to 2/3 or more of the time.

The employee is exposed to moderate, loud and very loud noise levels.

Surroundings

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to wet, humid, conditions (non-weather), work near moving mechanical parts, work in high precarious places, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, risk of electrical shock and vibration up to 1/3 of the time.

The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer may and reserves its right to change the job description and establish, modify or eliminate job duties and responsibilities and jobs at its discretion with or without notice.

REVIEW

I acknowledge reviewing and receiving this job description.

Employee _____
Date

I acknowledge reviewing and approve this job description.

Department Head _____
Date

City Clerk/Treasurer _____
Date

Acknowledgement *understand and*
By my signature I hereby accept the duties outlined in this job description.

Employee _____
Date

Council Action Request Form



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Action Requested

<input type="checkbox"/> <input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Informational <input type="checkbox"/> Consent Agenda Items	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other _____
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Regarding: **Street Light Agenda Item 9b**

Date of Meeting: **March 11, 2024** **Total time requested:**

Department Requesting Action:

Presenting at Meeting:

Background Supporting Documentation Enclosed

Ron has obtained information on the cost of installing a street light at the intersection of Larch & 1st Streets as discussed with Vernon Kath at a previous meeting.

Included in your packet is the information that Ron obtained pertaining to the cost should you elect to have a light installed.

Options Supporting Documentation Enclosed

Recommendations The Menahga City Council approves the following by Motion:

Financial Implications:

Comments

Funding Source:

Budgeted: Yes No

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

Signatures

Ron Yliniemi

From: Emily Allen (MP) <eallen@mnpower.com>
Sent: Monday, February 12, 2024 9:51 AM
To: Ron Yliniemi
Cc: New Construction (MP)
Subject: Lighting/ID110346

Ron-here are the prices for a street light. If you want to move forward email new construction and they will get a Designer on it!

Light Emitting Diode (LED) 4,000 Lumens (54 watts or less) LED54W \$14.95 8,800 Lumens (118 watts or less, but more than 54 watts) LED118W \$19.89 23,000 Lumens (219 watts or less, but more than 118 watts) LED219W \$24.73

Thank you,

Emily Allen
Distribution Service Representative
Pine River, Park Rapids
218-355-2282

CITY OF MENAUGA

JOB TICKET

JOB TICKET # 2024-38

DATE REQUESTED: 1-26-24

REQUESTED BY: Vernon Krath

LOCATION: 27 New Leach Ave

CONTACT NAME: _____

CONTACT PHONE NUMBER: 218-948-2080

FORM COMPLETED BY: Diane Vry

PRIORITY: HIGH MEDIUM LOW

WORK REQUESTED

Installation
STREET LIGHT ~~OUTAGE~~
Question

TREE PROBLEMS

LOCATE

SEWER PROBLEMS

ORDINANCE VIOLATION

READ METER

WATER PROBLEMS

SIGNS

DISCONNECT

STREET MAINTANCE

RECONNECT

ANIMAL

CEMETERY

OTHER

DESCRIPTION: Please take care of this.
Talked to me

RF: _____

ASSIGNED TO: Ry

DATE: 2-6-24

SOLUTION: Talked to Minnesota Power about pole/light rental, said around \$29.50 for rent. Would get back to me with more information.

DATE COMPLETED: 2-12-24

APPROXIMATE TIME SPENT: 15 mins

Received information from Emily at Minnesota Power

BILL CUSTOMER: YES NO

AMOUNT TO BILL: _____

PRINT NAME: Ronald Ylänen

SIGNATURE: Ronald Ylänen

SUPERVISOR SIGN OFF: Ronald Ylänen

DATE: 2-12-24

Council Action Request Form



Action Requested

<input type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Informational <input type="checkbox"/> Consent Agenda Items	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other _____
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Regarding: **Special Assessment Policy Agenda Item 9c**

Date of Meeting: **March 11, 2024** **Total time requested:**

Department Requesting Action:

Presenting at Meeting: **Durwin Tomperi & Alvina Kytta**

Background Supporting Documentation Enclosed

Requesting that the council members who have been meeting with City staff on the Special Assessment Policy set a date for their final review of this so that it can be brought forth to the full council for approval and adoption. This is long over due.

Options Supporting Documentation Enclosed

Recommendations The Menahga City Council approves the following by Motion:

To set _____ at _____ for council representatives Liz Olson and Mike Netland to meet with City staff for the final review of the Special Assessment Policy after which the policy will be presented to the full council for their consideration of approval and adoption.

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

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

Signatures

Council Action Request Form



Action Requested

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

Regarding: **Consideration of Bills Agenda Item 11**

Date of Meeting: **March 11, 2024** **Total time requested:**

Department Requesting Action:

Presenting at Meeting:

Background Supporting Documentation Enclosed

Options Supporting Documentation Enclosed

Recommendations The Menahga City Council approves the following by Motion:

To approve the payment of bills as follows: Batch #022824 PAY in the amount of \$71,552.28; Batch #022924 EFT in the amount of \$39,766.38 and Batch #031124 PAY in the amount of \$29,722.31 for a total of \$141,040.97.

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

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

Signatures

City Administrator

From: Jake Huebsch <Jake.Huebsch@sourcewell-mn.gov>
Sent: Thursday, February 29, 2024 8:29 AM
Subject: New! Leadership & Supervision Sessions | Cities, Counties, Public Safety & Nonprofits

Registration is now open for two leadership training opportunities. Please feel free to share this with co-workers or colleagues:

Both sessions are facilitated by Lisa Negstad, a frequent facilitator for the [Association of Minnesota Counties \(AMC\)](#) and [Minnesota Council of Nonprofits \(MCN\)](#). She has a graduate degree from Yale and knows every corner of Minnesota.

Practical Leadership – *The Art of Everyday Leadership* → <https://mn.sourcewell.org/professional-development/practical-leadership-art-everyday-leadership>

Date: April 11, 2024
Time: 9 a.m.-3:30 p.m.
Location: Sourcewell
Cost: \$20 per participant

Practical Leadership – *Being a People Leader* → <https://mn.sourcewell.org/professional-development/practical-leadership-people-leader>

Date: April 12, 2024
Time: 9 a.m.-3 p.m.
Location: Sourcewell
Cost: \$20 per participant

Participants are welcome to register for one or both. They are each designed to be in-person/standalone options.

Thanks, and take care.

Jake Huebsch | Community Development Administrator

Office: 218-895-4205 | Cell: 507-508-0004
Website: sourcewell-mn.gov

City Administrator

From: Jake Huebsch <Jake.Huebsch@sourcewell-mn.gov>
Sent: Thursday, February 29, 2024 8:14 AM
Subject: Land Use 101 | Wed., March 27th @ 10am-3pm - Sourcewell

Greetings Colleagues,

Registration is now open for a **Land Use 101** training opportunity with attorney Jason Kuboushek on Wednesday, March 27th, from 10 am-3 pm - Sourcewell

This is a beginner training session. It is intended to help build capacity for city leaders, zoning administrators, and Planning Commission members regarding a foundational understanding of land use.

There are 40 seats available. **The session will be free of charge, but registration is required.**

Info & registration → https://mn.sourcewell.org/professional-development/land-use-101?search=&program_category=1071&sort_by=title

Thanks, and take care.

Jake Huebsch | Community Development Administrator

Office: 218-895-4205 | Cell: 507-508-0004

Website: sourcewell-mn.gov

City Administrator

From: Jake Huebsch <Jake.Huebsch@sourcewell-mn.gov>
Sent: Thursday, February 29, 2024 8:08 AM
Subject: Land Use 201 | Wed., April 3rd @ 10am-3pm - Sourcewell

Greetings Colleagues,

Registration is now open for a **Land Use 201** training opportunity with attorney Jason Kuboushek on April 3 from 10 am-3 pm at Sourcewell.

This advanced training session is intended to help build capacity for tenured zoning administrators to approach complex land use scenarios in their changing communities.

Info & registration → <https://mn.sourcewell.org/professional-development/land-use-201?search=>

There are 40 seats available. **The session will be free of charge, but registration is required.** If we fill this session, we will offer it again soon.

I look forward to seeing you for our next Zoning Network meeting this spring—we'll send details soon.

ALSO:

We are also hosting a **Land Use 101 Training on March 27th, 10 am – 3 pm** at Sourcewell (I will send out a separate email with this information)

Thanks, and take care.

Jake Huebsch | Community Development Administrator

Office: 218-895-4205 | Cell: 507-508-0004

Website: sourcewell-mn.gov

(320) 632-9255
405 First Street SE
Little Falls, MN 56345



ifound.org

February 15, 2024

Jensine Kurtti, Interim City Clerk/Treasurer
City of Menahga
115 2nd St NE PO Box C
Menahga, MN 56464

Dear Jensine,

We have received the city of Menahga's 2024 funding to support the work of the Initiative Foundation in Central Minnesota. Please extend our appreciation to your city council and mayor. **Thank you!**

Together, we work to build strong local economies and vibrant communities. Your investment supports economic development through business financing activities designed to create living-wage jobs, diversify economies and leverage private sector investment. Communities are strengthened through signature leadership training and capacity building programs, grants to local units of government and nonprofit organizations, early childhood initiatives and scholarships. This work will provide lasting impact on the health of the region and the future of rural Minnesota.

We truly value your partnership and your support.

Sincerely,

A handwritten signature in black ink, appearing to read 'Brian' followed by a long horizontal stroke.

Brian Voerding
President

A handwritten signature in black ink, appearing to read 'Carl' in a cursive style.

Carl Newbanks
Director of Development



Powering Possible

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