

City of Menahga
Regular City Council Minutes
Tuesday, May 14, 2019

A. Call to Order

The Menahga City Council held a regular meeting on Tuesday, May 14, 2019. Mayor Joan Liimatta called the meeting to order at 6:00 pm.

B. Roll Call

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

Joan Liimatta	Tim Ellingson
Robyn Kernanen	Art Huebner

Staff present; Greenwood Connections Administrator Laura Ahlf, Chief Deputy Joe Schoon, Public Works Director Ron Yliniemi, Liquor Store Manager Renata Parks, Fire Chief Dave Kicker, Interim Administrator Char West.

C. Pledge of Allegiance

D. Appointment to Fill Vacant Council Seat

Mayor Liimatta reported that she was recommending the appointment of Karol Andreasen to fill the vacant Council seat. She requested Ms. Andreasen provide some background information about herself.

Karol Andreasen reviewed various civic activities she had worked on in the Menahga area.

Motion by Ellingson, seconded by Liimatta, to approve the appointment of Karol Andreasen to fill the remaining Council term of Larry Karjala until the end of 2020, Ellingson, Liimatta, Keranen voting aye, Huebner voting nay, motion carried.

Karol Andreasen received the Oath of Office from Interim Administrator Char West.

E. Approval/Amendment of Agenda

1. Approval of consent agenda
 - a. Accept and appropriate donations in the amount of \$1,500-VFW Post 6206, \$200-Pinoniemi Chiropractic, \$200-Harold Wenner, \$100-A Clean Plate, \$500-Gateway Lions Club for the Sounds of Spirit Lake.
 - b. Accept and appropriate donations in the amount of \$1,500-VFW Post 6206, \$400-Wolf Lake Wolf Pack, \$20-Hendrickson Agency, \$25-Spirit Lake Lumber, \$100-APQ Engineering, \$20-Torvinen's Auto Body, \$750-Gateway Lions Club for the Get Hooked on Fishing Program.

Motion by Ellingson, seconded by Huebner, to approve the Consent Agenda as present, all in favor, motion carried.

Motion by Ellingson, seconded by Keranen, to approve the April 9, 2019 Regular Council Meeting Minutes, as presented, all in favor, motion carried.

F. Communication and Appearance Requests

a. Menahga C&C members Liz Olson, Gloria Markkula and Jeremiah Erickson came before the Council to review the C&C Frisbee Disc Golf Course project in the Menahga Memorial Campground and the previous actions of the City Council.

Discussion was held on the Utilities employees cutting of the hazel brush for the fairways and ongoing maintenance of the fairways, 12 hole course versus a 9 hole course, whether trees would need to be removed or limbed.

Public Utilities Superintendent Ron Yliniemi reported that the first 9 holes of the course had been completed but the map they were working off of was different than the one presented by the C&C.

Mayor Liimatta requested Jeremiah Erickson and Travis Floyd work with the Utilities employees on how to simplify the project.

G. Public Input – No public input.

H. Reports by Departments

1. Greenwood Connections Administrator – Laura Ahlf, reviewed the May 7, 2019 Greenwood Connections Board Meeting Minutes and recommendations including payment of the April 2019 bills, March 2019 financial report, accepted employee hire/termination/separated report, Quality Assurance Plan update,

Nursing Home week of May 12th – 18th, Administrator’s Evaluation, advertising, building project update, Long Term Planning.

Motion by Andreasen, seconded by Ellingson, to approve the Greenwood Connections May 7, 2019 Board meeting minutes, May financial reports and report as presented, all in favor, motion carried.

2. Menahga Police Department - Chief Deputy Joe Schoon reviewed the April 2019 Menahga Police Department Report and reported the white squad was in need of a new printer and radar and being repaired due to a fender bender. He also reviewed a letter from Sheriff Mike Carr that stated starting May 1, 2019, the County would be billing the City for the Chief Deputy’s time as the City’s Chief Law Enforcement Officer at \$39.48 per hr.

Motion by Keranen, seconded by Huebner, to approve the payment of \$39.48 per hr. to Wadena County for Chief Deputy Joe Schoon’s work as the City’s Chief Law Enforcement Officer starting May 1, 2019, motion carried unanimously.

Motion by Ellingson, seconded by Huebner, to approve the Menahga Police Department April 2019 report as presented, all in favor, motion carried.

3. Northbound Spirits Liquor Store – Manager Renata Parks requested Council approval of the Musical Performance Services Agreement for the band Junk FM for Saturday, July 13th, a down payment of \$2,000.00 with the balance of \$2,000.00 on July 13th.

Discussion was held regarding the down payment not being refundable if the band had an accident and did not show up.

Motion by Huebner, seconded by Ellingson, to accept the Junk FM Band Agreement contingent upon something in writing addressing what would occur if the band did not show up to the event, all in favor, motion carried.

Parks requested Council approve the appointment of two part-time bartenders, Heather Shepersky and Megan Lugart at the same wage as previously paid.

Motion by Ellingson, seconded by Andreasen, to approve the appointment of Heather Skepersky and Megan Lugart as Part-time Liquor Store Bartenders at Grade 1, Minimum Step, \$9.68 per hr., start date immediate, motion carried unanimously.

Motion by Keranen, seconded by Huebner, to accept the Liquor Store report as presented, motion carried.

4. Public Works Department – Ron Yliniemi reviewed the current Cemetery expansion map and project; only the Veterans Cemetery would be expanded at this time for a reduced City expense of \$19,253.00, with no tree removal.

Motion by Liimatta, seconded by Ellingson, to approve the reduced project scope of the Cemetery Expansion Project to just the Veterans Cemetery for a cost of \$19,253.00, motion carried unanimously.

Mr. Yliniemi also reported that the Memorial Forest Campground opened, class 5 laid on gravel roads and wastewater treatment ponds discharged. Informed that the new Dodge Ram truck that was ordered the middle of June 2018 would need to be upgraded to a 2019 due to 2018 models no longer available for an increased expense of \$2,981.00; the box with the lift would not need to be replaced. Total cost of the truck increased from \$78,991.00, that was Council approved on June 11, 2018, to \$81,972.00.

Motion by Huebner, seconded by Liimatta, to approve the increased cost of \$2,981.00 for the upgrade from a 2018 Dodge Ram Utilities truck to a 2019 model, Huebner, Keranen, Andreasen, and Liimatta voting aye, Ellingson voting naye, motion carried.

Mayor Liimatta presented Public Works Director Ron Yliniemi with a Certificate Of Commendation for the compliance of the Menahga Wastewater Treatment Facility with MPCA regulations in 2018.

Motion by Ellingson, seconded by Andreasen, to approve the submission of a Request for Quotes for the 2019 Sealcoating Project with a quote due date of June 5, 2019, motion carried.

Motion by Ellingson, seconded by Keranen, to approve Public Work Director Ron Yliniemi's report as presented, all in favor, motion carried.

5. Fire Department – Fire Chief Dave Kicker reported on the Get Hooked on Fishing Event, a Fire Relief Association Meeting had been scheduled for June 18, 2019 at 8:30 p.m. or 9:00 p.m., and requested the development of a Fire Department Committee.

Motion by Keranen, seconded by Huebner, to approve Fire Chief Dave Kickers report as presented, all in favor, motion carried.

6. Administration – Interim Administrator Char West reported on the status of filling vacant Deputy Clerk, Public Works Laborer, City Administrator/Clerk /Treasurer positions and completion of Chief of Police hiring, 2019 Budgets & Financial Statement Review, Yellow Ribbon Grant Application. She added that the Interim Deputy Clerk had requested a change in status from contractual at \$35.00 per. hr. and approved during the March 28, 2019 Council Meeting, to temporary at \$32.51 per hr. retroactive back to April 1, 2019.

Motion by Ellingson, seconded by Keranen, to approve a change in employment status for Alvina Kytta, Interim Deputy Clerk, from contractual at \$35.00 per. hr., and approved during the March 28, 2019 Council Meeting, to temporary at \$32.51 per hr. retroactive back to April 1, 2019, motion carried unanimously.

I. Notices and Communications

1. Initiative Foundation Correspondence – for review only.
2. LMCIT Meeting Options – 1st Choice July 2nd, 2nd choice – June 12th.

J. Public Hearings

K. Unfinished Business

1. AEM Invoices – West presented the unpaid invoices from AEM Financial Services for financial services, bill paying, payroll and completion of reports;

-Unpaid invoices for February, March and on April 1st were \$32,069.38, January paid invoice was \$4,218.71 for a total City price of \$36,288.09.

-This total was less the \$7,500 contribution from Sourcewell.

She stated she had reviewed the invoices but due to her not being at the City during this time she was unable to provide a recommendation for payment or not.

Council discussed concerns regarding the work AEM did for the City, charging to correct mistakes made, Council receipt of incomplete or incorrect reports, the cost

to the City to correct mistakes, dispute payment of the invoices, and request assistance in negotiating the issue or appoint committee to review.

Motion by Huebner, seconded by Liimatta, to table payment of unpaid AEM invoices under dispute until having been reviewed by Council Member Andreasen, Council Member Keranen and Interim Administrator West, all in favor, motion carried.

2. Sourcewell Invoice

Motion by Ellingson, seconded by Robyn, to approve payment of \$650.00 to Sourcewell for Administrative Services for March 2019, motion carried unanimously.

3. City Administrator position; action to appoint, hold second interviews or re-advertise.

The Council discussed their rating of the three applicants interviewed for the City Administrator position on March 10, 2019 and gave recommendation.

Motion by Huebner, seconded by Ellingson, to offer the Administrator/Clerk/Treasurer position to Curt Kreklau at Grade 9, Step 14 - \$31.35 per hr. with 240 hrs. per yr. PTO time (yr. 3-9) and if he did not accept the offer then to offer the position to Janet Kern at Grade 9, Step 14 - \$31.35 per hr. with 240 hrs. per hr. PTO time (yr. 3-9), motion carried unanimously.

L. New Business

1. GWC Board Member appointment from Council and Planning Commission appointment from Menahga citizens.

Motion by Ellingson, seconded by Keranen, to appoint Council Member Andreasen to the vacant Greenwood Connections Board Council seat, all in favor, motion carried.

Council Member Huebner volunteered to serve on the Menahga Planning Commission. Council Member Keranen stated she would relinquish her appointment to the Planning Commission to Council Member Huebner.

Council Member Ellingson reported that there was a Shoreland District with an impervious surface area requirement and if alterations were done within that

District, a variance had to be obtained. New asphalt had been laid without abiding by Shoreland District guidelines, the dirt alley with new pavement going to it would create washouts and flooding in the area and Memorial Gardens. He added that the public needed to know there was a shoreland district and would need to obtain a variance.

Jim Day, owner of Kahlvia, reported on his previous discussions with City staff regarding the tarring and inquiring whether the City would want to pave the alleyway at the same time; he knew nothing of the shoreland district until the day of and could have cancelled the tar if knew ahead of time. He added that the contractor informed him that the runoff problem would not be any different than over the last 60 years, if the alleyway was not tarred then the gravel and sand would continue to go into drain tank, and due to the grade on 1st St. NW, the runoff would not run over the street.

Mayor Liimatta recommended Shoreland District information be publish in the newspaper to help educate the public.

Planning Commission Chair Liz Olson question whether it was the City's intent to never tar the alleyways.

M. Consideration of Bills

Council reviewed the financial and payable report with several questions.

Motion by Keranen, seconded by Huebner, to approve the May City financial statements, prepayment of bills and payment of payables as presented, motion carried unanimously.

N. Adjournment.

Motion by Huebner, seconded by Andreasen, to adjourned the May 14, 2019 Regular City Council Meeting at 8:58 p.m., all in favor, motion carried.

Interim City Administrator


Mayor