

**City of Menahga  
Regular City Council Minutes  
Tuesday November 16, 2021**

**a. Call to Order**

The Menahga City Council held a Special Meeting on Tuesday, November 16, 2021.

Mayor Liz Olson called the meeting to order at 6:00 pm

**b. Roll Call**

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

Mayor Elizabeth Olson	Durwin Tomperi	Art Huebner
Dan Warmbold	Robyn Keranen	

**c. Pledge of Allegiance**

**d. Betty Thomsen Introduction**

**The new Temporary City Administrator/Clerk/Treasurer was present and addressed the council and audience with a statement as to her reasons for coming to Menahga and offered some advice, as to how the city should move forward and work as a team.**

**Several motions were introduced that would give Betty Thomsen the authority to take over all the necessary duties that are required of the position.**

**Data Requests/Grievances/etc.**

**Main Motion: That all existing data requests and grievances not completed to-date, be turned over to the Temporary City Administrator as the responsible party to receive and disseminate this information; that a review of daily assignments/job descriptions, including the review of the past practices of the existing department heads and office staff be reviewed; and that the Temporary City Administrator shall have full authority to perform any and all actions as she sees fit in order to conduct the business of the City of Menahga.**

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

### **E-mails/Banyon Access/Computer/Laptop**

**Main Motion:** Directing WCTA to return the Computer/Laptop used by the previous City Administrator and, to return the [cmegahga@wcta.net](mailto:cmegahga@wcta.net) e-mail back to the Temporary City Administrator, as well as full access to the Banyon Software Program. That WCTA shall provide access to other city employees at the request of the Temporary City Administrator who has deemed their access is conducive for the operations of the City.

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

### **Building and Office Entry Keys**

**Main Motion:** All individuals who currently hold entry keys to any City owned building or office, shall bring the keys to the Temporary City Administrator. The Temporary City Administrator shall record the individual holding the key, the number on the key, and what the key gains entry to what buildings and/or offices. If it is determined that the key holder has no reason to hold a particular key, that key shall be turned over to the Temporary City Administrator for safekeeping.

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

## Evaluations of Department Heads/Authorized Signers

**Main Motion: The Temporary Administrator shall conduct evaluations of all Department Heads. Temporary Administrator Betty J. Thomsen shall be an additional authorized signer on all financial accounts and check signature cards, together with the Mayor Elizabeth Olson, Council Member Durwin Tomperi and Deputy Clerk Tanya Edwards.**

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

## Legal Counsel

**Mayor Olson had spoke with Tom Winters of Ramstad, Skoyles & Winters regarding having legal representation from a law firm that specializes in personnel and labor union issues, due to the current situation, Winters agreed that it would be a good choice. Mayor Olson went on to say that the city has been happy with their services. The League of Minnesota Cities had recommended the firm of Flaherty & Hood, which sent the city a rate sheet, as well as a list of other cities that use their firm. The maximum rate per hour with Flaherty & Hood is \$180/hr, compared to \$200 with our current firm.**

**Main Motion: Provide a one-day notice to Ramstad, Skoyles & Winters of the termination of their civil representation of the City of Menahga and to hire immediately the firm of Flaherty & Hood, P.A. of St. Paul, MN, as the City of Menahga's civil representation at a rate of \$180/hour.**

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

## Background Checks

**Main Motion:** Effective immediately, all criminal background employment checks shall be conducted by the Minnesota Bureau of Criminal Apprehension (BCA), and personal reference background checks shall remain the responsibility of the City Administrator, unless the reference check is for the City Administrator's position, which shall then be conducted by the hiring committee members.

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

## Budget Adjustments Designation Directive

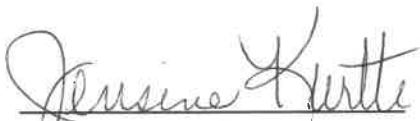
**Main Motion:** Directing the Deputy Clerk to immediately complete all budget amendments in Banyon as provided by the Department Heads and City Council for both 2021 and the 2022 Budgets. And, to provide a copy of the Banyon budget changed reports to the Temporary City Administrator for distribution to the City Council.

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

## 13. Adjournment

**Main Motion:** To adjourn at 6:35 pm.

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



Temporary Administrative Tech, Jensine Kurtti



Mayor Elizabeth Olson