



Chair Quade Mayer
Larry Murphy
Connie Steiner
Mike Netland
Brian Madsen

City of Menahga
Planning and Zoning Commission Meeting
7:00 pm Wednesday, November 2, 2023

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

Agenda

A. Call to Order

B. Roll Call

C. Pledge of Allegiance

D. Approve the Agenda

E. Approval of Minutes

- Minutes of October 4, 2023

F. Public Hearing

G. New Business

1. Issued Land Use Permits - None
2. Zoning Issues Update
3. Greenwood Connections Ordinance

H. Old Business

- 1.

I. Adjournment

**City of Menahga
Planning & Zoning Minutes
Wednesday, October 4, 2023**

A. Call to Order

The Menahga Planning and Zoning Commission held their Regular Monthly Meeting on Wednesday, October 4, 2023.

Chairman Quade Mayer called the meeting to order at 7:00 pm

B. Roll Call

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

Quade Mayer, Connie Steiner, Mike Netland, and Larry Murphy. Absent: Brian Madsen

Also present was Interim City Clerk/Treasurer Jensine Kurtti

C. Pledge of Allegiance

D. Approval of the Agenda

Main Motion: To Approve the Agenda as presented.

Moved by:	Netland
Seconded by:	Murphy
Action:	Motion carried by a 4-0 voice vote
In favor:	Mayer, Netland, Steiner, Murphy
Opposed:	none

E. Approval of Minutes

The minutes from September 7, 2023 were presented.

Main Motion: To approve the minutes from September 7, 2023 as presented.

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

F. Public Hearing - None

G. New Business

1. Issued Land Use Permits

A list of the Land use Permits for 2023 was presented. 19 permits have been given with a total fee income of \$2,650 year-to-date. The total amount of permit fee income for 2022 was \$760.

2. Zoning Issues Update

Jensine Kurtti spoke on the ongoing issues that are in progress. Amy Lane has been sending letters to residents regarding yard cleanup, and private items being on public property. Once the citation process is implemented, she will be able to issue citations to the offenders. Kurtti had emailed Mark Winslow on the property he owns on 3rd St. but she had not heard back. Winslow has a permit that will expire in November 2023. Kurtti had photos of the Bolton Bees operation in a residential area. The commission felt that Amy Lane should pay them a visit and instruct them to cease operations and move their business items from a residential area, as it is not allowed per the ordinance.

Kurtti mentioned that she is trying to figure out how the zoning process is going to be handled when she goes to Arizona on December 15th. Currently Kurtti is the Zoning Administrator, she felt that maybe Jake Huebsch from Sourcewell should become the Zoning Administrator, as he is the one approving the permits for the city. The commission felt that Kurtti should talk to Huebsch and see if he would be willing to take over that role.

3. Wadena County Housing Abatement - Informational

Jensine Kurtti presented the commission with a copy of the Wadena County Housing Abatement information. This does not require any action by the City of Menahga. The abatement will be on all new residential construction of a single- or two-family housing unit. This abatement will be available on a second home, as well as primary residents and residential rental properties. Anyone who would like to participate in this program must contact Wadena County prior to construction for pre-approval. What this means for the participants, is that the county will waive the county's portion of the real estate taxes for 5-years or \$15,000.

H. Old Business

1. ATV Ordinance Discussion

Chief Amy Lane had drafted a proposed ATV Ordinance that she would like the city to consider. Currently the City of Menahga does not allow ATV's in the city, and Chief Lane feels that ATV's should be allowed within a set of guidelines. The commission felt that the ordinance seemed to cover all the necessary items and that Lane could put the finishing touches on it, so it would be ready to go to Public Hearing. It was mentioned that other ordinance updates will be part of the same Public Hearing, such as Chapter 31, which covers the Planning Commission and Greenwood Connections Board. There may also be a few other small ordinance updates that can be added to the Public Hearing.

I. Adjournment

Main Motion: To adjourn the meeting at 7:44 pm.

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

Interim City Clerk/Treasurer Jensine Kurtti

Chairman, Quade Mayer

GREENWOOD CONNECTIONS ORDINANCE

TIMELINE:

- A – Existing ordinance
- B – July 6, 2023 This was in the GWC packet. Underlined in blue was added and existing was crossed out. This was from Flaherty & Hood.
- C – This is a copy of the current ordinance that I made the changes to based on the July 6, 2023 document from the lawyer. Deleted items are underlined, new verbiage is highlighted in yellow. Many changes were made, eg. Board members went from five city residents to four, restructuring of the board powers, etc.
- D – August 14, 2023 Was in the GWC packet and some changes and rearranging in the numbers.
- E - September 11, 2023 Was in the GWC packet. Some changes were made from the August draft. These are highlighted in pink.
- F – October 3, 2023 GWC Meeting (not in council packet). Changes from the September draft are highlighted in yellow. The GWC voted to approve the ordinance.

A

GREENWOOD CONNECTIONS BOARD

ORIGINAL

§ 31.50 FACILITY NAME.

The nursing home, assisted living facilities and other related facilities operated by the city shall be officially known as Greenwood Connections.

(Ord. passed 3-13-00; Am. Ord. 31, passed 3-14-16)

§ 31.51 ESTABLISHMENT.

There shall be a Greenwood Connections Board whose duty shall be to manage and operate the Greenwood facilities subject to the authority of the City Council as provided in M.S. § 447.41, as it may be amended from time to time.

(Ord. passed 3-13-00; Am. Ord. 31, passed 3-14-16)

§ 31.52 COMPOSITION AND APPOINTMENT.

The Greenwood Connections Board ("Board") shall be composed of seven members, two of whom shall be members of the City Council, appointed by the Council on an annual basis. The remaining five members of the Board shall serve for a term of four years with the terms of each such member to begin and expire as follows: two members whose term shall expire on December 31, 2000, one member whose term shall expire on December 31, 2001, two members whose term shall expire on December 31, 2002, and one member whose term shall expire on December 31, 2003. At all times a minimum of five of the members of the Board shall be residents and qualified voters of the city. A member shall serve for a maximum of three consecutive terms. The Council, at its meeting in December, shall appoint appropriate persons to succeed the members whose terms expire in such year. Vacancies on the Board shall be filled by appointment by the Mayor with Council approval.

(Ord. passed 3-13-00; Am. Ord. 31.52, passed 3-14-11; Am. Ord. 31, passed 3-14-16)

§ 31.53 ORGANIZATION OF BOARD.

Each year in January at the first regular meeting of the Board, the Board shall elect a President and Vice-President from members of the Board and a Secretary, who may be a non-Board member. The President shall preside at all meetings of the Board. The Vice-President shall perform the duties of the President in the case of absence or disability. The Secretary shall keep a complete record of the minutes of each meeting of the Board and shall cause a copy of such record to be filed in the Office of the City Administrator/Clerk/Treasurer within ten days after such meeting.

(Ord. passed 3-13-00; Am. Ord. 31, passed 3-14-16)

§ 31.54 POWERS AND DUTIES OF BOARD.

(A) The Board shall provide recommendation to the City Council for the administration, maintenance and operations of Greenwood Connections;

(B) The Board shall establish written bylaws governing the management and operation of the Board, subject to approval of the City Council, with copies to be filed with the City Council;

(C) The Board shall meet monthly and all meetings must comply with the open meeting law pursuant to Minnesota Statutes;

(D) The Board shall recommend salary scales and a benefit program for employees subject to approval of the City Council;

(E) The Board shall present to the City Council at its monthly meeting in the month of August, a yearly budget for the upcoming fiscal year commencing October 1, subject to approval of the City Council;

(F) The Board and City Council shall meet jointly prior to the September Greenwood Connection Board Meeting to review the proposed Greenwood Connections budget;

(G) The Board may contract and purchase all necessary equipment, apparatus and supplies, provided however, that any single capital item of purchase not specifically included in the budget between the amounts of \$5,000 and \$25,000 shall be first approved by the City Council and all capital items of purchase of more than \$25,000 shall first be approved by the City Council;

(H) The Board shall recommend to the City Council all major transactions such as disposition of assets, acquisitions, major capital improvements and strategic plans and goals;

(I) A member shall serve in good faith and in a diligent and responsible manner with a duty of loyalty to exercise his or her authority for the benefit of the institution rather than for any personal gain or benefit;

(J) The Greenwood Connections Board shall meet annually in joint session with the City Council to hear the report of the Auditor, review the Auditor's management letter and review the operation of Greenwood Connections; and

(K) The City Council shall be responsible for the appointment of a qualified individual to function as the Greenwood Connections Administrator, with a recommended compensation package. Search committee will consist of: City Council, two Greenwood Connections Board Members, up to two Greenwood Connections supervisory staff, and City

Administrator/Clerk/Treasurer.

(Ord. passed 3-13-00; Am. Ord. 31, passed 3-14-16)

§ 31.55 FUNDS, ACCOUNTING AND PAYMENT OF ACCOUNTS.

All earnings of Greenwood Connections together with all contributions and other funds procured for the maintenance and improvement of the Greenwood Connections fund. All checks drawn on the account of Greenwood Connections shall contain two signatures. One signature shall be the signature of the Greenwood Connections Administrator/Mayor or City Administrator/Clerk/Treasurer. The second signature shall be the signature of either the Business Office Manager, Deputy Mayor or Deputy Clerk. The City Council authorizes the Greenwood Connections Administrator and Greenwood Connections Business Office Manager to make payment of regular expenditures for Greenwood Connections to include payroll expenditures, regular cyclical payments such as utility bills, payment of medical services contracts pre-approved by Board and Council and payment of all necessary equipment, apparatus and supplies provided however, that any single capital item of purchase not specifically included in the budget between the amounts of \$5,000 through \$25,000 shall be first approved by the City Council and all capital items of purchase of more than \$25,000 shall first be approved by the City Council, per Res. 110-2011. The Greenwood Connections Board shall keep accurate accountings of all monies received and disbursed by it and of all outstanding credits and liability and shall furnish to the Council on a monthly basis an itemized list of all checks written and a financial statement showing monthly income, expenditures and fund balances. The books, accounts and funds of the facility shall be audited in the same manner as all other funds of the city. The Board and its administration shall be subject to limitations on their powers as may be set by City Council resolution or other city ordinances.

(Ord. passed 3-13-00; Am. Ord. 31, passed 3-14-16)

B

7-6-23

• State Law

447.41 ESTABLISHMENT AND OPERATION; WITHDRAWAL.

Except cities of the first class, a city . . . may, by resolution or ordinance, establish and operate a nursing home or home for the aged . . . The governing body of the city . . . may by ordinance make rules and provide for a managing board as it deems necessary to operate the nursing home . . . [.]

(Emphasis added.)

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• Code Provisions

GREENWOOD CONNECTIONS BOARD

§ 31.5 ESTABLISHMENT AND AUTHORITY

There shall be a Greenwood Connections Board (Board) is hereby established and authorized whose duty shall be to manage and operate Greenwood Connections, pursuant to Minn. Stat. § 447.41, as amended, subject to the authority of the City Council as provided in Minn. Stat. § 447.41, or it may be amended from time to time.

(Ord. passed 3-13-00; Am. Ord. 31, passed 3-14-16)

§ 31.510 FACILITY NAME

The nursing home and home for the aged, assisted living facilities and other related facilities managed and operated by the Board shall be officially known as hereby collectively named Greenwood Connections.

(Ord. passed 3-13-00; Am. Ord. 31, passed 3-14-16)

§ 31.52 BOARD COMPOSITION AND APPOINTMENT AND TERM LIMITS

The Greenwood Connections Board (Board) shall be composed of seven members, two of whom shall be members of the City of Menasha (City) City Council, appointed by the City Council on an annual basis. The remaining five members of the Board shall serve for a term of four years: with the terms of each such member to begin and expire as follows: two members whose term shall expire on December 31, 2000, one member whose term shall expire on December 31, 2001, two members whose term shall expire on December 31, 2002, and one member whose term shall expire on December 31, 2003. At all times a minimum of five of the members of the Board shall be residents and qualified voters of the City. A member shall serve for a maximum of three consecutive terms. The City Council, at its meeting in December, shall appoint appropriate persons to succeed the members whose terms expire in such year. Vacancies on the Board shall be filled by appointment by the Mayor with City Council approval.

(Ord. passed 3-13-00; Am. Ord. 31.52, passed 3-14-11; Am. Ord. 31, passed 3-14-16)

Commented [NK11]: Because of recruitment aspect of board members cover the

§ 31.53 BOARD ORGANIZATION/OFFICERS OF BOARD.

Each year in January at the first regular meeting of the Board, the Board shall elect ~~the Board's~~ President and Vice-President from members of the Board, and ~~the Board's~~ Secretary, who may be a non-Board member. The ~~Board's~~ President shall ~~preside at all meetings of the Board as the~~ presiding officer for all Board meetings. The ~~Board's~~ Vice-President shall perform the duties of the ~~Board's~~ President in the case of absence or ~~disability/incapacity~~. The ~~Board's~~ Secretary shall ~~keep a complete record of~~ take the minutes of each meeting of the Board ~~Board meeting minutes~~ and shall cause a copy of such record to be filed in the Office of the City Administration/Clerk/Treasurer within ten days after such meeting ~~provide the City's designated responsible authority and/or designee with the minutes within ten days after each meeting.~~

(Ord. passed 3-13-00; Am. Ord. 31, passed 3-14-16)

§ 31.54 BOARD POWERS AND DUTIES OF BOARD.

The Board shall have the power to:

- (1) Hire or remove all employees;
- (2) Reimburse officers and employees for expenses necessarily paid or incurred in performance of their duties;
- (3) Require a bond of any officer or employee and pay the premium thereon;
- (4) Effect all necessary insurance;
- (5) Make rules of Greenwood Connections and its contents;
- (6) Establish and provide for rates and suitable charges for Greenwood Connections, and for payment and collection of the rates and charges;
- (7) Purchase all necessary equipment, apparatus and supplies;
- (8) Receive and accept all donations and contributions for Greenwood Connections and related purposes that may be made to the City and manage any such gifts that may be in the form of securities or property;
- (9) Establish such committees as it sees fit;
- (10) Make rules relating to its own procedure and to the administration, operation, management, and maintenance of Greenwood Connections; and
- (11) Carry out other duties deemed necessary by the Board for the management and operation of Greenwood Connections.

Commented [NK112]: This comes from Northfield Hospital
Do all need to be enumerated or can the Board just decide something and necessary to management and operate if not otherwise limited?
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- ~~-(A) The Board shall provide recommendation to the City Council for the administration, maintenance and operations of Greenwood Connections;~~
- ~~-(B) The Board shall establish written bylaws governing the management and operation of the Board, subject to approval of the City Council, with copies to be filed with the City Council;~~

Commented [NK113]: This was not from Northfield, I just added it.
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(C) The Board shall meet monthly and all meetings must comply with the open meeting law pursuant to Minnesota Statutes.

(D) The Board shall recommend salary scales and a benefit program for employees subject to approval of the City Council.

(E) The Board shall present to the City Council at its monthly meeting in the month of August, a yearly budget for the upcoming fiscal year commencing October 1, subject to approval of the City Council.

(F) The Board and City Council shall meet jointly prior to the September Greenwood Connections Board Meeting to review the proposed Greenwood Connections budget.

(G) The Board may contract and purchase all necessary equipment, apparatus and supplies, provided however, that any single capital item of purchase not specifically included in the budget between the amounts of \$5,000 and \$25,000 shall be first approved by the City Council and all capital items of purchase of more than \$25,000 shall first be approved by the City Council.

(H) The Board shall recommend to the City Council all major transactions such as disposition of assets, acquisitions, major capital improvements and strategic plans and goals.

(I) A member shall serve in good faith and in a diligent and responsible manner with a duty of loyalty to exercise his or her authority for the benefit of the institution rather than for any personal gain or benefit.

(J) The Greenwood Connections Board shall meet annually in joint session with the City Council to hear the report of the Auditor, review the Auditor's management letter and review the operation of Greenwood Connections, and

(K) The City Council shall be responsible for the appointment of a qualified individual to function as the Greenwood Connections Administrator, with a recommended compensation package. Search committee will consist of: City Council, two Greenwood Connections Board Members, up to two Greenwood Connections supervisory staff, and City Administrator/Clerk/Treasurer.

(Ord. passed 3-13-00; Am. Ord. 31, passed 3-14-16)

§ 31.55 ESTABLISHMENT AND AUTHORITY OF GREENWOOD CONNECTIONS ADMINISTRATOR

The Greenwood Connections Administrator is hereby established for the purposes of carrying out the administration of Greenwood Connections and its related facilities' management and operations and is directly responsible to the Board.

§ 31.56 FUNDS, ACCOUNTING AND PAYMENT OF ACCOUNTS.

All dealings of Greenwood Connections together with all contributions and other funds procured for the maintenance and improvement of the Greenwood Connections fund. All checks drawn on the account of Greenwood Connections shall contain two signatures. One signature shall be the signature of the Greenwood Connections Administrator and Board

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President, City Administrator/Clerk/Treasurer. The second signature shall be the signature of either the Business Office Manager, Deputy Mayor or Deputy Clerk. The City Council Board authorizes the Greenwood Connections Administrator and Greenwood Connections Business Office Manager to make approvals and make the payment of regular expenditures for Greenwood Connections to include payroll expenditures, regular cyclical payments such as utility bills, payment of medical services contracts pre approved by Board and Council and payment of all necessary equipment, apparatus and supplies provided however that any single capital item of purchase not specifically included in the budget not to exceed between the amounts of \$5,000 through \$25,000 shall be first approved by the City Council and all capital items of purchase of more than \$25,000 shall first be approved by the City Council, per Res. 110-3011. The Greenwood Connections Board shall keep accurate accountings of all monies received and disbursed by it and of all outstanding credits and liability and shall furnish to the Council on a monthly basis an itemized list of all checks written and a financial statement showing monthly income, expenditures and fund balances. The books, accounts and funds of the facility shall be audited in the same manner as all other funds of the city. The Board and its administration shall be subject to limitations on their powers as may be set by City Council resolution or other city ordinances.

(Ord. passed 3-13-00; Am. Ord. 31, passed 3-14-16)

§ 31.57 AUTHORITY RESERVED BY CITY COUNCIL

The City Council shall have the exclusive authority to:

- (1) Construct any additional nursing homes and related facilities;
- (2) Construct any apparatus and structures;
- (3) Acquire any real property;
- (4) Buy or sell any of the above mentioned facilities or property;
- (5) Levy or impose taxes for the operation and maintenance of any part of Greenwood Connections.

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(E) *Subdivision of land and rezone requests.* The Planning Commission shall make recommendations in relation to the subdividing of land and rezone requests as prescribed by the zoning chapter. The Commission shall report its recommendation to the Council for council action.

(F) *Capital improvement plan.*

(1) The Planning Commission shall yearly review the ensuing five-year capital improvement plan. The Planning Commission shall also request from the local school district a similar list of its proposed public works.

(2) The Planning Commission shall list and classify all proposed public works projects and shall prepare a coordinated program of proposed public works projects for the ensuing year and for a projected five-year period. The Planning Commission shall recommend to the Council all needed updates to the plan.

('77 Code, § 204.04)

(G) All applications for variances shall be referred to the city's Planning Commission and forwarded with or without recommendations directly to the Council for its decision.

('77 Code, § 204.05) (Am. Ord. 2018-001, passed 2-12-18)

§ 31.39 COMPENSATION.

Each commission member shall receive \$35 for each meeting the member attends.

(Am. Ord. 2018-001, passed 2-12-18)

XX

NEEDS A GREAT AMOUNT OF PROPOSED REVISIONS AND REVIEW

GREENWOOD CONNECTIONS BOARD

§ 31.50 FACILITY NAME.

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Each year in January at the first regular meeting of the Board, the Board shall elect a the Board President and Vice-President from the members of the Board, and the Board a Secretary, who may be a non-Board member. The Board President is the presiding officer for all Board Meetings. shall preside at all meetings of the Board. The Board Vice-President shall perform the duties of the President in the case of absence or disability incapacity. The Board Secretary shall keep a complete record of the minutes of take each meeting of the Board Board meeting minutes and shall cause a copy of such record to be filed in the Office of the City Administrator/Clerk/Treasurer within ten days after such meeting provide the City's designated responsible authority and/or designee with the minutes within ten days after the meeting.

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(K) The City Council shall be responsible for the appointment of a qualified individual to function as the Greenwood Connections Administrator, with a recommended compensation package. Search committee will consist of: City Council, two Greenwood Connections Board Members, up to two Greenwood Connections supervisory staff, and City Administrator/Clerk/Treasurer.

(Ord. passed 3-13-00; Am. Ord. 31, passed 3-14-16)

The Board shall have the power to:

(1) Hire and remove all employees:

(2) Reimburse officers and employees for expenses necessarily paid and incurred in performance of their duties:

(3) Require a bond of any officer or employee and pay the premium thereon:

(4) Effect all necessary insurance:

(5) Make repairs of Greenwood Connections and its contents:

(6) Establish and provide for rates and suitable charges for Greenwood Connections and for payment and collection of the rates and charges:

(7) Purchase all necessary equipment apparatus and supplies:

(8) Receive and accept all donations and contributions for Greenwood Connections and related purposes that may be made to the City and manage any such gifts that may be in the form of securities or property:

(9) Establish such committees as it sees fit:

(10) Make rules relating to its own procedures and to the administration, operation, management, and maintenance of Greenwood Connections: and

(11) Carryout other duties deemed necessary by the Board for the management and operation of Greenwood Connections.

§ 31.55 ESTABLISHMENT AND AUTHORITY OF GREENWOOD CONNECTIONS ADMINISTRATOR

The Greenwood Connections Administrator is hereby established for the purpose of carryout the administration of Greenwood Connections and its related facilities' management and operations and is directly responsible to the Board.

§ 31.556 FUNDS, ACCOUNTING AND PAYMENT OF ACCOUNTS.

All earnings of Greenwood Connections together with all contributions and other funds procured for the maintenance and improvement of the Greenwood Connections fund. All checks drawn on the account of Greenwood Connections shall contain two signatures. One Ssignatures shall be the signature of the Greenwood Connections Administrator/Mayor or City Administrator/Clerk/Treasurer and Board President. The second signature shall be the signature of either the Business Office Manager, Deputy Mayor or Deputy Clerk. The City Council Board authorizes the Greenwood Connections Administrator to and Greenwood Connections Business Office Manager to make approve and make the payment of regular expenditures for Greenwood Connections to include payroll expenditures, regular cyclical payments such as utility bills, payment of medical services contracts pre-approved by Board and Council and payment of all necessary equipment, apparatus and supplies provided however, that any single capital item of purchase not specifically included in the budget not to exceed between the amounts of \$5,000 through \$25,000 shall be first approved by the City Council and all capital items of purchase of more than \$25,000 shall first be approved by the City Council, per Res. 110-2011. The Greenwood Connections Board shall keep accurate accountings of all monies received and disbursed by it and of all outstanding credits and liability, and shall furnish to the Council on a monthly basis an itemized list of all checks written and a financial statement showing monthly income, expenditures and fund balances. The books, accounts and funds of the facility shall be audited in the same manner as all other funds of the city. The Board and its administration shall be subject to limitations on their powers as may be set by City Council resolution or other city ordinances.

§ 31.57 AUTHORITY RESERVED BY CITY COUNCIL.

The City Council shall have the exclusive authority to:

(1) Construct any additional nursing homes and related facilities:

(2) Construct any appurtenant structures:

(3) Acquire any real estate:

(4) Buy or sell any of the above mentioned facilities or property:

(5) Levy or impose taxes for the operation and maintenance of any part of Greenwood Connections.

(Ord. passed 3-13-00; Am. Ord. 31, passed 3-14-16)

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*Was in
8-14-23
packet*

GREENWOOD CONNECTIONS BOARD

§ 31.50 ESTABLISHMENT AND AUTHORITY

Greenwood Connections Board ("Board") is hereby established and authorized to manage and operate Greenwood Connections, pursuant to Minn. Stat. § 447.41, as amended.

(Ord. passed 3-13-00; Am. Ord. 31, passed 3-14-16)

§ 31.51 NAME.

The nursing home, and home for the aged, and related facilities managed and operated by the Board is hereby collectively named Greenwood Connections.

(Ord. passed 3-13-00; Am. Ord. 31, passed 3-14-16)

§ 31.52 BOARD COMPOSITION, APPOINTMENT, AND TERM LIMITS.

The Board shall be composed of seven members, two of whom shall be members of the City of Menahga (City) City Council, appointed by the City Council on an annual basis. The remaining five members of the Board shall serve for a term of four years. At all times a minimum of four of the members of the Board shall be residents and qualified voters of the City. A member shall serve for a maximum of three consecutive terms. The City Council, at its meeting in December, shall appoint appropriate persons to succeed the members whose terms expire in such year. Vacancies on the Board shall be filled by appointment by the Mayor with City Council approval.

(Ord. passed 3-13-00; Am. Ord. 31.52, passed 3-14-11; Am. Ord. 31, passed 3-14-16)

§ 31.53 BOARD OFFICERS.

Each year in January at the first regular meeting of the Board, the Board shall elect the Board President and Vice-President from members of the Board, and the Board Secretary, who may be a non-Board member. The Board President is the presiding officer for all Board meetings. The Board Vice-President shall perform the duties of the Board President in the case of absence or incapacity. The Board Secretary shall take Board meeting minutes and provide the City's designated responsible authority and/or designee with the minutes within ten days after each meeting.

(Ord. passed 3-13-00; Am. Ord. 31, passed 3-14-16)

§ 31.54 BOARD POWERS AND DUTIES.

The Board shall have the power to:

- (1) Hire or remove all employees;
- (2) Require a bond of any officer or employee and pay the premium thereon;
- (3) Effect all necessary insurance;

- (4) Make repairs of Greenwood Connections and its contents;
- (5) Approve the budget including rates and suitable charges for Greenwood Connections, and for payment and collection of the rates and charges;
- (6) Purchase all necessary equipment, apparatus and supplies;
- (7) Receive and accept all donations and contributions for Greenwood Connections and related purposes that may be made to the City and manage any such gifts that may be in the form of securities or property;
- ✓ (8) Establish such committees as it sees fit;
- (9) The board shall meet monthly and all meetings must comply with the open meeting law pursuant to Minnesota Statutes;
- (10) The Board shall approve salary scales and benefit program for employees.
- (11) A member of the board shall serve in good faith and in a diligent and responsible manner with a duty of loyalty to exercise his or her authority on behalf of the institution rather than for any personal gain or benefit;
- (12) The Greenwood Connections Board shall meet annually in joint session with the City Council to hear the report of the Auditor, review the Auditors management letter and review the operations of Greenwood Connections;
- (13) The City Council shall have authority to appoint upon recommendation of the Greenwood Connections Board, the GWC Administrator;
- (14) Make rules relating to its own procedure and to the administration, operation, management, and maintenance of Greenwood Connections; and
- (15) Carryout or assign as deemed necessary by the board to the GWC Administrator duties for the management and operations of Greenwood Connections.

*was deleted
on 9-11-22
moved to 3*

(Ord. passed 3-13-00; Am. Ord. 31, passed 3-14-16)

§ 31.55 ESTABLISHMENT AND AUTHORITY OF GREENWOOD CONNECTIONS ADMINISTRATOR.

The Greenwood Connections Administrator is hereby established for the purposes of carrying out the administration of Greenwood Connections and its related facilities' management and operations and is directly responsible to the Board. To the extent deemed necessary by the board including the duties provided in § 31.54 at the discretion of the Board.

§ 31.56 FUNDS, ACCOUNTING AND PAYMENT OF ACCOUNTS.

All checks drawn on the account of Greenwood Connections shall contain two signatures. One signatures shall be of either the Greenwood Connections Administrator, Mayor or Board President. The second signature shall be either the Business Office Manager, City Clerk/Treasurer, Deputy Clerk/Treasurer or Deputy Mayor. The Board authorizes the Greenwood Connections Administrator to approve and make the payment of regular expenditures for Greenwood Connections not to exceed \$25,000. The Greenwood Connections

Board shall keep accurate accountings of all monies received and disbursed by it and of all outstanding credits and liability.

(Ord. passed 3-13-00; Am. Ord. 31, passed 3-14-16)

§ 31.57 AUTHORITY RESERVED BY CITY COUNCIL

The City Council shall have the exclusive authority to:

- (1) Construct any additional nursing homes and related facilities;
- (2) Construct any appurtenant structures;
- (3) Acquire any real property;
- (4) Buy or sell any of the above mentioned facilities or property;
- (5) Levy or impose taxes for the operation and maintenance of any part of Greenwood Connections.

changed from 8-14-23

(E)

was in 9-11-23 council packet

GREENWOOD CONNECTIONS BOARD

§ 31.50 ESTABLISHMENT AND AUTHORITY

Greenwood Connections Board ("Board") is hereby established and authorized to manage and operate Greenwood Connections, pursuant to Minn. Stat. § 447.41, as amended.

(Ord. passed 3-13-00; Am. Ord. 31, passed 3-14-16)

§ 31.51 NAME.

The nursing home, and home for the aged, and related facilities managed and operated by the Board is hereby collectively named Greenwood Connections.

(Ord. passed 3-13-00; Am. Ord. 31, passed 3-14-16)

§ 31.52 BOARD COMPOSITION, APPOINTMENT, AND TERM LIMITS.

The Board shall be composed of seven members, two of whom shall be members of the City of Menahga (City) City Council, appointed by the City Council on an annual basis. The remaining five members of the Board shall serve for a term of four years. At all times a minimum of five of the members of the Board shall be residents and qualified voters of the City. A member shall serve for a maximum of three consecutive terms. The City Council, at its meeting in December, shall appoint appropriate persons to succeed the members whose terms expire in such year. Vacancies on the Board shall be filled by appointment by the Mayor with City Council approval.

(Ord. passed 3-13-00; Am. Ord. 31.52, passed 3-14-11; Am. Ord. 31, passed 3-14-16)

§ 31.53 BOARD OFFICERS.

Each year in January at the first regular meeting of the Board, the Board shall elect the Board President and Vice-President from members of the Board, and the Board Secretary, who may be a non-Board member. The Board President is the presiding officer for all Board meetings. The Board Vice-President shall perform the duties of the Board President in the case of absence or incapacity. The Board Secretary shall take Board meeting minutes and provide the City's designated responsible authority and/or designee with the minutes within ten days after each meeting.

(Ord. passed 3-13-00; Am. Ord. 31, passed 3-14-16)

§ 31.54 BOARD POWERS AND DUTIES.

The Board or Designee shall have the power to:

- (1) Hire or remove all employees;
- (2) Require a bond of any officer or employee and pay the premium thereon;
- (3) Effect all necessary insurance;

- (4) Make repairs of Greenwood Connections and its contents;
- (5) Purchase all necessary equipment, apparatus and supplies;
- (6) Receive and accept all donations and contributions for Greenwood Connections and related purposes and manage any such gifts that may be in the form of securities or property; subject to acceptance by the City Council.

The Board shall reserve unto itself the following powers:

- ✓ (1) Establish such committees as it sees fit;
- (2) The Board shall be responsible for recommending the appointment of a qualified individual to function as the nursing home Administrator, with recommended compensation package, subject to approval by the City Council;
- (3) The Board shall approve the budget including rates and suitable charges for Greenwood Connections, and for payment and collection of the rates and charges;
- (4) The Board shall approve capital improvement/purchases over \$25,000;
- (5) The Board shall meet monthly and all meetings must comply with the open meeting law pursuant to Minnesota Statutes;
- (6) The Board shall approve salary scales and benefit program for employees.
- (7) A member of the board shall serve in good faith and in a diligent and responsible manner with a duty of loyalty to exercise his or her authority on behalf of the institution rather than for any personal gain or benefit;
- (8) The Board shall meet annually in joint session with the City Council to hear the report of the Auditor, review the Auditors management letter and review the operations of Greenwood Connections.
- (9) The Board shall make rules relating to its own procedure and to the administration, operation, management, and maintenance of Greenwood Connections; and carry out or assign as deemed necessary by the Board to the GWC Administrator duties for the management and operations of Greenwood Connections.

(Ord. passed 3-13-00; Am. Ord. 31, passed 3-14-16)

§ 31.55 ESTABLISHMENT AND AUTHORITY OF GREENWOOD CONNECTIONS ADMINISTRATOR.

The Greenwood Connections Administrator is hereby established for the purposes of carrying out the administration of Greenwood Connections and its related facilities' management and operations and is directly responsible to the Board. To the extent deemed necessary by the board including the duties provided in 31.54 at the discretion of the Board.

§ 31.56 FUNDS, ACCOUNTING AND PAYMENT OF ACCOUNTS.

All checks drawn on the account of Greenwood Connections shall contain two signatures. One signatures shall be of either the Greenwood Connections Administrator, Mayor or Board

President. The second signature shall be either the Business Office Manager, City Clerk/Treasurer or Deputy Clerk/Treasurer, Deputy Mayor. The Board authorizes the Greenwood Connections Administrator to approve and make the payment of regular expenditures and any single capital item of purchase not specifically included in the budget that does not exceed \$25,000. The Greenwood Connections Board shall keep accurate accountings of all monies received and disbursed by it and of all outstanding credits and liability.

(Ord. passed 3-13-00; Am. Ord. 31, passed 3-14-16)

§ 31.57 AUTHORITY RESERVED BY CITY COUNCIL

The City Council shall have the exclusive authority to:

- (1) Construct any additional nursing homes and related facilities;
- (2) Construct any appurtenant structures;
- (3) Acquire any real property;
- (4) Buy or sell any of the above mentioned facilities or property;
- (5) Levy or impose taxes for the operation and maintenance of any part of Greenwood Connections.

Changed
from 9-11-23

F

10-3-23

GREENWOOD CONNECTIONS BOARD

§ 31.50 ESTABLISHMENT AND AUTHORITY

Greenwood Connections Board (“Board”) is hereby established and authorized to manage and operate Greenwood Connections, pursuant to Minn. Stat. § 447.41, as amended.

(Ord. passed 3-13-00; Am. Ord. 31, passed 3-14-16)

§ 31.51 NAME.

The nursing home, and home for the aged, and related facilities managed and operated by the Board is hereby collectively named Greenwood Connections.

(Ord. passed 3-13-00; Am. Ord. 31, passed 3-14-16)

§ 31.52 BOARD COMPOSITION, APPOINTMENT, AND TERM LIMITS.

The Board shall be composed of seven members, two of whom shall be members of the City of Menahga (City) City Council, appointed by the City Council on an annual basis. The remaining five members of the Board shall serve for a term of four years. At all times a minimum of five of the members of the Board shall be residents and qualified voters of the City. A member shall serve for a maximum of three consecutive terms. The City Council, at its meeting in December, shall appoint appropriate persons to succeed the members whose terms expire in such year. Vacancies on the Board shall be filled by appointment by the Mayor with City Council approval. Board members will be compensated \$75.00 for each meeting they attend.

(Ord. passed 3-13-00; Am. Ord. 31.52, passed 3-14-11; Am. Ord. 31, passed 3-14-16)

§ 31.53 BOARD OFFICERS.

Each year in January at the first regular meeting of the Board, the Board shall elect the Board President and Vice-President from members of the Board, and the Board Secretary, who may be a non-Board member. The Board President is the presiding officer for all Board meetings. The Board Vice-President shall perform the duties of the Board President in the case of absence or incapacity. The Board Secretary shall take Board meeting minutes and provide the City’s designated responsible authority and/or designee with the minutes within ten days after each meeting.

(Ord. passed 3-13-00; Am. Ord. 31, passed 3-14-16)

§ 31.54 BOARD POWERS AND DUTIES.

The Board or its Designee, to the extent permissible by law, shall have the power to:

- (1) Hire or remove all employees;
- (2) Require a bond of any officer or employee and pay the premium thereon;

- (3) Effect all necessary insurance;
- (4) Make repairs of Greenwood Connections and its contents;
- (5) Purchase all necessary equipment, apparatus and supplies;
- (6) Receive and accept all donations and contributions for Greenwood Connections and related purposes and manage any such gifts that may be in the form of securities or property; subject to acceptance by the City Council.

The Board shall reserve unto itself the following powers:

- (1) Establish such committees as it sees fit;
- (2) The Board shall be responsible for recommending the appointment of a qualified individual to function as the Greenwood Connections Administrator, with recommended compensation package, subject to approval by the City Council;
- (3) The Board shall approve the budget including rates and suitable charges for Greenwood Connections, and for payment and collection of the rates and charges;
- (4) The Board shall approve capital improvement/purchases over \$25,000;
- (5) The Board shall meet monthly and all meetings must comply with the open meeting law pursuant to Minnesota Statutes;
- (6) The Board shall approve salary scales and benefit program for employees.
- (7) A member of the board shall serve in good faith and in a diligent and responsible manner with a duty of loyalty to exercise his or her authority on behalf of the institution rather than for any personal gain or benefit;
- (8) The Board shall meet annually in joint session with the City Council to hear the report of the Auditor, review the Auditors management letter and review the operations of Greenwood Connections.
- (9) The Board shall make rules relating to its own procedure and to the administration, operation, management, and maintenance of Greenwood Connections; and carry out or assign as deemed necessary by the Board to the Greenwood Connections Administrator duties for the management and operations of Greenwood Connections.

(Ord. passed 3-13-00; Am. Ord. 31, passed 3-14-16)

§ 31.55 ESTABLISHMENT AND AUTHORITY OF GREENWOOD CONNECTIONS ADMINISTRATOR.

The Greenwood Connections Administrator is hereby established for the purposes of carrying out the administration of Greenwood Connections and its related facilities' management and operations and is directly responsible to the Board. To the extent deemed necessary by the board including the duties provided in 31.54 at the discretion of the Board.

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All checks drawn on the account of Greenwood Connections shall contain two signatures. One signature shall be of either the Greenwood Connections Administrator, Mayor or Board President. The second signature shall be either the Business Office Manager, City Clerk/Treasurer or Deputy Clerk/Treasurer, Deputy Mayor. The Board authorizes the Greenwood Connections Administrator to approve and make the payment of regular expenditures and any single capital item of purchase not specifically included in the budget that does not exceed \$25,000. The Greenwood Connections Board shall keep accurate accountings of all monies received and disbursed by it and of all outstanding credits and liability.

(Ord. passed 3-13-00; Am. Ord. 31, passed 3-14-16)

§ 31.57 AUTHORITY RESERVED BY CITY COUNCIL

The City Council shall, **to the extent permissible by law**, have the exclusive authority to:

- (1) Construct any additional nursing homes and related facilities;
- (2) Construct any appurtenant structures;
- (3) Acquire any real property;
- (4) Buy or sell any of the above mentioned facilities or property;
- (5) Levy or impose taxes for the operation and maintenance of any part of Greenwood Connections.

