

**City of Menahga
Special/Work Session Council Minutes
May 22, 2023**

a. Call to Order

The Menahga City Council held their Special/Work Session Council Meeting on Monday May 22, 2023.

Mayor Elizabeth 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
Dan Warmbold

Durwin Tomperi
Jody Bjornson

Mike Netland

City Office Staff present: Deputy Clerk Dustyne Hewitt

c. Pledge of Allegiance

d. Department Reports

• Police – Chief Amy Lane

1. Monthly Report

There were 148 calls, five (5) citations, one (1) for speed, two (2) for vaping, one (1) for careless driving, and one (1) for requiring dog license. There was also a gross misdemeanor DUI and felony assault resulting in arrests. Chief Lane reported the mileage on the squad cars. The steering in Derek's squad is completely out, Council approved to complete the repairs for \$1,950.00. Joe White assisted in a difficult call this past weekend and received a letter commending his efforts by Sheriff Carr. Chief Lane stated she has sent letters asking for financial donations to assist in purchasing body cams for the department. Body cams for the department will cost approximately \$4,000.

2. Concealed Carry Weapon Discussion

Chief Lane reported on an article from the League of Minnesota's website, stating that the State does not allow Cities to ban concealed carry firearms into facilities. The only authority Cities have would be to ban employees from carrying firearms into the workplace.

- **Public Works/Streets – Ron Yliniemi**

1. Monthly Report –

Yliniemi reported Corbin has been grading and spraying the chloride on the roads. Corbin sprayed the chloride thicker to help it last longer and reduce the need to grade. Tomperi asked about the Shared Roads with the Townships. Jensine is working on an Agreement to possibly provide monetary support to the Township.

Yliniemi spoke on the Lead Service Line Inventory, stating Ulteig has a majority of the information and there is grant money available for Ulteig to complete this on behalf of the City. Yliniemi and Erickson will work on applying for the grant money to have Ulteig complete the inventory.

Yliniemi presented the job ticketing process and forms that he and Erickson had completed. Netland asked if this process is being utilized currently. Netland asked on a shop/maintenance job duty, whether or not two (2) people were required to complete the job. Yliniemi answered that at times it depends on the work being done in the shop. Netland questioned why there was 1-2 hours per day to check emails, which Yliniemi responded it is not only emails, it is also other office work. Tomperi asked if the job ticketing process is going to be a good management tool, Yliniemi replied, "yes".

The pier and beach dock have been placed in Spirit Lake. The Council asked to advertise for lifeguard positions for the summer to see if there is any interest.

One hundred (100) yards of beach sand was delivered. Matt Erickson offered to provide his Bobcat with tracks to level the sand. The Council asked if the City raft was delivered to the Public Works building. It was reported that the City had not placed the raft in the lake in the past when lifeguards had not been hired as well as due to liability issues. Yliniemi reported that there is a sign posted "No lifeguard on duty, swim at your own risk", but the City is still liable if someone were to get injured. There would be an option to have a beach attendant in place of a lifeguard.

Yliniemi presented the confirmed quote for digging on well #2 for \$500.

Main Motion: To approve J&S Handyman quote to complete the digging work around Well #2 for \$500.00.

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

Bike Lane: Chris Thorson with Ulteig made a recommendation to paint the center line around the curve to assist with keeping traffic on the proper side of the road concerning the ongoing problems with the bike lane. The quotes for striping do not include Thorson's recommendation. Yliniemi will ask for updated quotes adding Thorson's recommendation.

Yliniemi reported that J Brothers inspected the sewer at the City shop and found that it was not connected to City sewer and the drain tile was plugged. Tomperi asked what that line was servicing, which Yliniemi stated that it is the toilet at the shop. Warmbold asked how far it is to the sewer hookup which Yliniemi reported was roughly 300 feet. A second estimate has not been received yet.

2. Discussion on Meter Replacement for Non-working Meters

Yliniemi presented a list of meters that have not yet been replaced. The meters have been ordered and received, just need to replace them. Yliniemi asked what the process should be if the owners do not respond to the City's request to enter the property to change out the meter. The Council decided that there will be a letter sent and if there is still no contact after 15 days, the water will be shut-off until the meter is replaced. Hewitt spoke on different meters on the list that do not need to be replaced but were on the list from previous months to be checked and have been corrected. There are a total of 10 total meters left to be replaced.

Main Motion: To approve the water shut-off for residents that fail to respond within 15 days of a final notice letter sent via mail to replace the water meter, incurring a \$50 disconnect fee and \$50 reconnect fee.

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

3. Cemetery Well Discussion

Erickson called and received a quote from Johnson and Sons for \$7,499.99. Electrician costs would be extra. A sand point well would not be an option due to the elevation at the cemetery. Council and Yliniemi discussed location and options for a well or, boring a water line to possibly save costs. Yliniemi will get quotes on boring and hook up at the curb stop.

4. Street Sweeper Repair Update

Yliniemi and Hewitt presented the cost to repair the street sweeper which total was \$11,084.85, a little over the original quote. The difference was the upgrade to the AR 700 rust resistant steel for the dump box. This will last longer than regular steel and minor water issues that Keith found and repaired. The box has been primed and painted. Street sweeping started today. There is a bearing going out on the conveyor belt but it will not affect the rest of the operation. The bearing is ordered and Keith will replace once received.

- **Liquor Store – Heather Shepersky**

1. Monthly Report –

Shepersky presented the liquor store's monthly financials. The on-sale revenues were \$28,702 with expenses of \$17,667.43, showing a net profit of \$11,034.57. Off-sale revenues were \$58,013.72 with expenses of \$47,915.79, for a net profit of \$10,097.93, totaling for the month a net profit of \$21,132.50.

Shepersky reported the difference that Netland had inquired about at the last meeting was the over/under change which had not been recorded from the spreadsheet into Banyon in the same revenue account.

Shepersky has been preparing for Midsummer.

Shepersky presented a letter that was received from the Wadena County Sheriff's Office asking for donations to purchase supplies for a youth program. The City cannot donate public funds, but individuals could donate money for the program. Netland asked how the new employees are working out which she stated that they were showing improvement. More training is needed, however, Shepersky is confident that they will work out.

- **Fire – Dave Kicker – Absent**

May's Report which was provided to the Council to 5/22/23 indicated three (3) total calls, one vehicle fire and two mutual aid calls from Sebek and Wolf Lake.

- **Park/Beach/Mowing/Building Maintenance – Ralph Cox**

- 1. Monthly Report**

- Mayor Olson inquired about the volleyball court at the Beach. It was reported that the City owns it, but the School has always maintained it in the past. Cox does not mind maintaining it.

- Cox reported he had been working on cleaning up the Campground and doing minor repairs. He has been looking into a new dealer for mower parts which Tomperi provided the number for a dealer in Sebek. Cox has been working with Hewitt on campground reservations and it is full for the Memorial weekend.

- 2. Horseshoe Pit**

- There was a free will donation meal held at the VFW. Cox donated the hamburger, worked at the event, and worked on the updates to the horseshoe pit. Dan Warmbold worked at the event and worked on the updates to the horseshoe pit. Cindy Peterson also worked at the dinner. Workers who assisted with the updates to the horseshoe pit include Lance Vanwyke, John Makela, Wes Makela, and Mickey Burkman. The City would like to extend a huge thank you to those who volunteered and those who participated in the dinner event to make this possible. Cox is waiting on a sign for the horseshoe pit. There is approximately \$340 left for the sign, grass seed, and dirt from Menahga Concrete. Once the final list of materials is received, Erickson will complete the Donation Resolution for Council approval.

- 3. Beach Sand**

- Yliniemi had 100 yards of beach sand delivered to the beach. Cox worked with Matt Erickson on leveling the sand. The City would like to extend a huge thank-you to Matt Erickson for helping level the beach sand. Cox would like to work on current erosion in certain areas at the beach area.

Main Motion: To approve reimbursement of the cost of fuel for the use of the Bobcat for spreading the sand to Matt Erickson for \$98.81.

Moved by:	Netland
Seconded by:	Warmbold
Action:	Motion carried by a 5-0 voice vote

In favor:
Opposed:

Olson, Tomperi, Warmbold, Netland, Bjornson
None

Netland inquired on how long the ceiling repair would take once there is a rainy day. Cox replied not long once sheet rock is hung, which would include one day for mud to dry and another to finish it.

4. Liquor Store Sidewalk

The liquor store sidewalk has some sinking and cracking along the front of the building. Cox has contacted Black Diamond Concrete for a quote. He will also have it quoted to add handicapped access to the sidewalk which is not currently available. Cox will get quotes on the replacement of the sidewalk and give them to Erickson for the next meeting.

- **Administration – Dustyne Hewitt provided the information in Lacey Erickson’s absence**

1. Monthly Report April 2023

April has been closed. Erickson had provided an email and printed report to the Council. Netland asked if there was a monthly fee for DocuSend as well. Hewitt replied that she believes it is only the transaction fee per e-mail. Netland asked if the credit card fees can be passed onto the consumer for the liquor store. Hewitt replied that there is a way to build it into the pricing and that would be a question for Shepersky. The Council discussed the paperless billing further concerning if the funds were in the budget and how many responses had been received. Hewitt did not have the number of ‘yes’ votes, but reported there was only one ‘no’ vote.

The investments were completed, and the documents have been provided. The rate of return included rates from 4.124 for the longer-term CD to 5.198% for shorter CD terms, which increased significantly from where the money was previously held.

2. Spring Clean-Up Final Report

There were 67 residents that utilized the clean-up service. There was 118 cubic yards of garbage, 106 tires, 29 TVs, 6 non-freon appliances, 5 freon appliances, and 22 small electronics. The total for the dumpsters came to \$3,501.94. Netland inquired to see if the advertising will also be paid out of the RD5 grant money, as well as any other expenses incurred with the project. The hazardous clean-up is from 9-11:30 on Tuesday May 23rd.

3. Credit Card Policy

Erickson made the changes requested to the form and policy. Netland pointed out a spelling error to be corrected. Netland also brought up that gas, diesel, and/or oil in privately owned vehicles. Netland questioned if the City can withhold unauthorized from payroll. Council members discussed payroll options and a garnishment is not legally allowed unless by court order.

Main Motion: To approve the Credit Card Policy and Agreement Form with adding the bullet point of "Gas, diesel, and/or oil in privately owned vehicles" to the prohibited purchases.

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

Ahlf asked about the policy and how it covers the nursing home. The activity staff purchases alcohol and tobacco products with credit cards for the residents. The Council asked Ahlf to bring a draft of her policy to the next meeting.

4. Approve Nursing Home Proclamation

On Monday May 15th Mayor Olson read a proclamation at GWC, designating the week of May 14-20, 2023 as Skilled Nursing Care Week in Menahga, MN. This proclamation recognizes the caring staff of nursing home. The Council would like to extend a thank you to all the staff who provide the compassionate care to all nursing home residents.

Main Motion: To approve the Proclamation declaring the week of May 14-20, 2023 as National Skilled Nursing Care Week in Menahga.

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

5. Resolution 2023-15

This Resolution authorizes Greenwood Connections to participate in the 4M Fund to maximize investments.

Main Motion: To adopt Resolution 2023-15 authorizing Greenwood Connection Membership in the 4M Fund.

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

6. Directive to Complete Written Processes

Netland found two (2) grammatical errors in the Action Memorandum form to be corrected. The Council would like all daily processes written down and filed to assist other staff in cross-training or in the case of an absence.

Main Motion: To direct City staff to complete written processes of the daily work and programs for cross-training and to assist other staff in their absence.

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

7. Evaluations of Department Heads

In the past the Council has completed the Evaluations of Department Heads and the City Administrator/Clerk/Treasurer.

Main Motion: To approve that the Council shall complete the Evaluations of all Department Heads, together with the City Administrator/Clerk/Treasurer.

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

8. Lifeguard Discussion

Mayor Olson would like to advertise for lifeguards for the City beach. Netland inquired about the shortage of lifeguards in other cities and room in the budget for this. The Council would like to advertise to see if there is interest. Tomperi

stated if a lifeguard was paid \$15 per hour for 8 hours a day, 7 days a week from beginning of June to middle of August the budget impact would roughly be \$11,000. The Council would like Thomsen and Erickson to look at the budget to see if there are funds available for a lifeguard. The Council discussed the certification requirements of a lifeguard.

Main Motion: To approve advertising for lifeguard positions at \$15 per hour from approximately June 1st through the first week of August.

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

9. Zoning and Comprehensive Plan Public Hearings

The 2012 Comprehensive Plan states that all Zoning issues and review of the Comprehensive Plan Hearings will be held at the City Council level. It would be best to hold the Public Hearings that concern Zoning issues and the Comprehensive Plan at the Planning and Zoning Commission level, then any changes can be made prior to being recommended and presented to the City Council for approval.

Main Motion: To approve all Zoning issues and review of the Comprehensive Plan to be held at the Planning and Zoning Commission level.

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

e. Consideration of Bills

The bills that were paid were presented. Council member Netland had questions on the following bills: Flaherty and Hood questioning what services were provided. Netland will follow up with Erickson. The Swipeclock invoice was difficult to read, wanted clarification on it. Netland stated that the available credit on the Elan Credit Card statement was \$33,778 dollars and questioned why it is so high. Tomperi also reported one of the statements had a \$5,000 credit limit. Hewitt made a note to ask Erickson why the credit limit is so high. Netland asked what the Eliot card fees are for and if

those are the fees the City pays to accept credit cards. Tomperi asked on a UPS charge in Detroit Lakes. Hewitt reported that Yliniemi also picked up the cold patch for road patch work.

- Batch #043023EFT - \$44,672.82
- Batch #043023EFT2 - \$538.93
- Batch #052223PAY - \$69,654.03
- Batch #052223PAY2 - \$7,145.00


Main Motion: To approve consideration of bills: Batch #043023EFT in the amount of \$44,672.82; Batch #043023EFT2 in the amount of \$538.93; Batch #052223PAY, in the amount of \$69,654.03; and Batch #052223PAY2 in the amount of \$7,145.00, for a total amount of \$122,010.78.

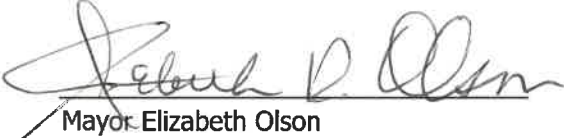
Moved by:	Netland
Seconded by:	Warmbold
Action:	Motion carried on a 5-0 voice vote
In favor:	Tomperi, Warmbold, Netland, Olson, Bjornson
Opposed:	None.

f. Adjournment

Main Motion: To adjourn at 7:58 pm.

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


Lacey Erickson, City Administrator/Clerk/Treasurer


Mayor Elizabeth Olson