

City of Menahga
City Council Special Meeting/Budget Meeting Minutes
Monday, July 24, 2023 at 5:00 pm

1. Call to Order

The Menahga City Council held a Special Meeting/Budget Meeting on Monday, July 24, 2023.

Mayor Elizabeth Olson called the meeting to order at 5:00 pm

2. Roll Call

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

Mayor Elizabeth Olson	Durwin Tomperi	Dan Warmbold
Michael Netland	Jody Bjornson	

Office Staff present: City Administrator/Clerk/Treasurer Lacey Erickson and Administrative Assistant Jensine Kurtti

3. Pledge of Allegiance.

4. Summary of Conclusions of evaluation of performance of Dustyne Hewitt pursuant to MN Statute 13D.05, Sub. 3

On July 10, 2023, the City Council evaluated the performance of Dustyne Hewitt, Deputy Clerk, as an employee of the City. In accordance with the Minnesota Open Meeting Law, the City Council is required at the next open meeting to summarize the conclusions of the evaluation of the performance of Dustyne Hewitt reached by the City Council: The Deputy Clerk's satisfactory evaluation performance is contingent upon the satisfaction of certain financial components of the position of Deputy Clerk.

5. Budget by Department: 2024 Budget

Police Department – Amy Lane Lane presented the Police Department's initial budget numbers. Erickson provided the wages and insurance

numbers, adding 3% to 2023 premiums. The \$15,000 in Capital Outlay will be moved down to the Transfer-Out line item to be saved for a new squad. The total preliminary budget for the Police Department is \$354,271. Lane stated that the VFW has agreed to donate money for the body cameras.

Public Works – Ron Yliniemi – Streets: Yliniemi presented the preliminary budget for streets. Beginning numbers were \$153,410.23. After discussion the Council and Yliniemi agreed to reduce Repair and Maintenance from \$18,000 to \$12,000. This amount will mainly cover payloader tires. The Council discussed the need for the \$1,500 to be allotted for the crosswalk signs. The amount for the Street and Road Repair was discussed, this includes chloride, grading, and cold patch. There is currently \$31,700 budgeted in the Transfer Out account to save for new vehicles and the shop roof. Capital outlay has \$20,000 for the payloader repairs and shop roof repairs. Transfer Out account also has \$31,700 for future vehicle and equipment upgrades. These things were not in the final levy in 2023. The new budget amount with the \$6,000 reduction is \$147,410.23.

Ron Yliniemi – Beach: The preliminary numbers for the beach totaled \$14,984.00. \$10,000 was added to part-time salaries to allot for a lifeguard. Erickson will update the Social Security and Medicare items as well. \$150 was added to the printing and publishing line item to run the help wanted ad for the lifeguard. Garbage services were lowered from \$600 to \$450.

Ron Yliniemi – Seal Coating: There is \$15,000.00 in the budget for seal coating.

Ron Yliniemi – City Parks: The City Park preliminary budget numbers were presented. The garbage services were decreased from \$950 to \$750.

Fire Department – Dave Kicker was absent – Erickson briefly explained the Fire Department's preliminary numbers. The insurance had not been entered into Banyon; Erickson will do this also adding 3% to the 2023 amount. The Council discussed the Fire Relief amount at \$4,000, agreed to lower it down to \$3,000. Based on historical numbers the Council also reduced each of the operating supplies and motor fuels and lubricants from \$4,000 to \$2,000. Erickson will update the numbers in Banyon.

Liquor Store – Heather Shepersky – Shepersky presented the Liquor Store's preliminary budget. The Council questioned the credit card fees since the new POS system will be eliminating these costs. The budget will be

updated to reflect those line items to \$0. Based on historical numbers water/sewer utilities were increased from \$7,000 to \$8,100; cable increased from \$1,290 to \$1,500; and the computer support services from \$560 to \$1060 to reflect the new POS monthly fee. The transfer out for each on-sale and off-sale will be added at \$35,000 each for a total amount of \$70,000 to be transferred to the general fund.

Administration – Lacey Erickson – presented General Fund Accounts:

General Government: These line items include the health insurance benefits for the retired employee as well as a 3% increase from the 2023 actual rate on general liability and property insurance.

Mayor/Council: Wages were set according to the 12 Regular Meeting, 12 Work Session/Special meetings, and 4 Budget Meetings. Travel and conference funds are allocated for training, dues and subscriptions are for the MN Small Cities membership.

Planning Commission: Wages were set according to 12 meetings. Advertising is for public notice fees. Travel and conference are for training. The contracted services through Sourcewell are placed under contractual services.

City Administration: Wages include a 3-person office with a negative in Admin salaries in due to the percentage allocated to other departments. Dues and subscriptions are allocated for MCFOA membership, \$2,500 for the Economic Alliance, \$795 for the Initiative Fund membership and SwipeClock Time keeping.

Elections: Salaries, travel, and publishing funds were budgeted due to 2024 election year.

Contractual Services: There is \$36,000.00 budgeted currently. This accounts for Sourcewell's contracted services with Zoning, and any consultant fees for 2024. Legal services include the \$700 monthly criminal defense contract with Wadena County Attorney Ladd and the rest for Flaherty and Hood for general municipal legal advice.

Government Buildings: These amounts were based off of historical numbers. Garbage was raised from \$900 to \$1200, Capital Outlay was increased from \$0 to \$10,000.

Unallocated Expenses: The budgeted numbers presented were based off of historical rates with a 3% increase from 2023 actual payment in the insurance.

Cemetery – No budget was recorded in the Cemetery Budget. Erickson stated that they would make sure that the wage and benefit expenses of mowing and any other expenses for the Cemetery would be transferred to this account from the City Park or other incorrect accounts where it had been applied.

6. Consent Agenda – Minutes to Approve

a. Minutes of Special Meeting/Work Session of June 26, 2023

Netland would like the Minutes amended to reflect his entire motion to include "To approve giving James Moeller a \$ 0.50 per hour raise for a new per hour rate of \$15.50 and give Cox the authority to raise Moeller's wages to \$16.00 per hour as he sees fit."

Main Motion: To approve the Special Meeting/Work Session Minutes of June 26, 2023, with the amendment of Netland correcting his verbiage "To approve giving James Moeller a \$ 0.50 per hour raise for a new per hour rate of \$15.50 and give Cox the authority to raise Moeller's wages to \$16.00 per hour as he sees fit."

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

b. Minutes of June 30, 2023, Special Meeting – Employee Evaluations and Minutes of July 10, 2023, Regular Meeting

Main Motion: To approve the Minutes of the June 20, 2023, Special Meeting – Employee Evaluations and, the Minutes of the July 10, 2023, Regular Meeting as presented.

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

7. New Business

a. LCC Propane Agreement

Erickson received the annual pre-pay agreement with LCC to purchase propane at a price of \$1.60 per gallon. The agreement stated that there were 2,507 gallons delivered last winter with 450 gallons remaining. The budget included 2,150 gallons of propane be pre-paid.

Main Motion: To approve the prepaid purchase from LCC of 2,150 gallons of propane at a price of \$1.60 per gallon for a total of \$3,440.

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

b. Approval of Clerk/Treasurer Job Description

Main Motion: To approve the Clerk/Treasurer Job Description as presented, adding the additional verbiage at the end of the Job Description before the signatures.

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

c. Approval of Deputy Clerk/Treasurer Job Description – Tabled.

Bjornson stated he would like the Deputy Clerk/Treasurer Job Description and the Administrative Clerk Job Description tabled to allow time to review them since they were handed out right before the Meeting.

d. Approval of Administrative Clerk Job Description – Tabled.

e. Advertise for Administrative Clerk Position- Tabled.

8. Consideration of Bills –

a. Batch #071423PAY - \$16,062.52

b. Batch #TODDWAD071423 - \$324.05

**Main Motion: To approve and pay the bills as presented:
Batch #071423PAY - \$16,062.52 and Batch
#TODDWAD071423 - \$324.05 for a total of
\$16,386.57.**

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

9. Adjournment

Main Motion: To adjourn at 7:50 p.m.

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

Lacey Erickson, City Administrator/Clerk/Treasurer

Elizabeth Olson, Mayor