

**City of Menahga
Regular City Council Minutes
July 10, 2023**

1. Call to Order

The Menahga City Council held their Regular Monthly Meeting on Monday July 10, 2023.

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

2. Roll Call

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

Mayor Elizabeth Olson Mike Netland Dan Warmbold
Jody Bjornson Durwin Tomperi

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

3. Pledge of Allegiance

4. Approval of Agenda

Additions/Replacements:

- Replace the wording of 10 b. with the following: Summary of Conclusions of Evaluation of Performance of City of Menahga Employee pursuant to Minn. Statute Section 13 D.05, Subd. 3 (a)
- 10 f. Advertise for City Administration Position
- 10 g. Council Representative Information
- Remove 7 b. Minutes June 26, 2023
- 15. Add Closed Session at 8 pm. Continuation of Evaluation of Performance of Individual Subject to City Council Authority under Minn. Statute 13 D.05 Subd 3 (a)

Main Motion: To approve the agenda as amended.

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

5. Communication Appearance Request – None

6. Public Forum and Correspondence -None

7. Consent Agenda

Minutes to Approve:

- a. June 12, 2023 – Regular Meeting**
- b. June 30, 2023– Special Meeting – 2022 Audit Presentation**

Main Motion: To approve the meeting Minutes of June 12, 2023, and June 30, 2023 as presented.

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

8. Public Hearings – None

9. Acknowledgment/Motion of receipt of board/commission minutes.

a. Greenwood Connections Board Minutes and Report.

Administrator Laura Ahlf presented her monthly report to the council. The resident total today is 53 with an occupancy rate of 81%. The month of May shows a positive bottom line of \$81,061.70, with a year-to-date profit of \$510,476.07.

Ahlf provided the council with a draft of Drug and Alcohol Drug Testing Policy, Ahlf would like to discuss further at the Joint Meeting on July 31st at 5:30 pm. The GWC funds had been invested at Community First Bank who had the best rate of the three financial institutions of PMA, TruStar, and Community First Bank. Bids had been received for asphalt for the Assisted Living south parking lot from Howard’s Driveway for \$49,950, and the installation of a patio and sidewalks from Black Diamond Concrete for \$11,600.

Ahlf had received a draft from the attorney of new language for the Ordinance which governs Greenwood Connections. The Council was given the draft and will discuss it later. Mayor Olson mentioned that the Ordinance will eventually be sent to the City of Menahga Planning and Zoning Commission (P&Z), who reviews all Ordinance changes and holds the required public hearing. Ahlf questioned the reasoning for the involvement of the P&Z in this Ordinance.

Councilor Netland responded that it is the P&Z Commission who is oversees and reviews all the Ordinance changes which are currently being updated.

Main Motion: To approve the GWC Administrator Report and Financial Report.

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

b. Planning and Zoning Commission Minutes – Informational Only

Planning Commission member Netland pointed out that the Commission is considering adopting an Interim Ordinance regarding the rear and side yard setbacks requirement, which in the current ordinance is hard to understand and seems excessive as it currently uses a calculation based on the depth of the lot. These calculations result in setbacks of 30 foot to 37.5-foot on the rear on many residential lots. The Commission felt that a standard 10-foot setback was more realistic. Jensine Kurtti added that the City may have to go another route to implement this change, as she checked with the LMC and usually Interim Ordinances (Moratorium) are used to restrict usage while under review, and generally are used to place restrictions while something is researched.

10. New Business

a. Set Budget Meeting Time and Date

The council discussed and decided by consensus that they will hold their first Budget Meeting on July 24, 2023 at 5 pm.

b. Evaluation Summaries

City employee evaluations were held in closed session on June 30, 2023, by the entire City Council. The following evaluation summary was read into record by Mayor Olson:

Greenwood Connections Administrator Laura Ahlf - met or exceeded expectations.

Police Chief Amy Lane – met or exceeded expectations.

Liquor Store Manager Heather Shepersky – met expectations.

City Administrator/Clerk/Treasurer Lacey Erickson – did not meet expectations.

Deputy Clerk Dustyne Hewitt – It was not entirely clear the Deputy Clerk's performance was satisfactory in all competency areas and thus, it does not appear any conclusions were reached. It appeared that further discussion was and is necessary to reach a conclusion or conclusions, if any.

c. Ulteig – Master Consultant Service Contract

As a result of the Request for Proposal (RFP) process that was advertised, Ulteig Engineers was given the service contract for the City of Menahga. The contract had been reviewed by the City Attorney and signed by Ulteig. The contract outlines the services and responsibilities expected of Ulteig. The last Contract that was on file with the City of Menahga dated back to 2013.

Main Motion: To approve the Master Consultant Contract with Ulteig Engineers dated July 10, 2023.

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

d. Resolution 2023-26 Labor Agreement between City of Menahga and Teamsters General Local Union No. 346, of Duluth, Minnesota.

The Personnel Representatives of the City Council (Mayor Olson and Councilor Tomperi), the City Administrator/Clerk/Treasurer, City Attorney, and the Teamsters have been in negotiations for a new Contract effective January 1, 2023, to December 31, 2025. An agreement was reached, and a new Contract must be approved.

Main Motion: To adopt Resolution 2023-26 pertaining to the approval of the Labor Agreement between the City of Menahga and Teamsters General Local Union No. 346, of Duluth, Minnesota.

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

e. Memorandum of Understanding (MOU) between City of Menahga and Teamsters General Local Union No. 346, of Duluth, Minnesota.

A Memorandum of Understanding (MOU) was reached between the City of Menahga and the Teamsters General Local Union No. 346, for clarification on the employee’s wage step placement of the current Union positions.

Main Motion: To approve the Memorandum of Understanding between the City of Menahga and Teamsters General Local Union No. 346 concerning the wage step placement of the current Union positions.

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

f. Advertise for City Administrative Position - Position change to Clerk/Treasurer.

Mayor Olson informed the City Council that the City had received a letter of resignation from City Administrator/Clerk/Treasurer Lacey Erickson. The resignation is effective August 2, 2023. The council acknowledged the resignation and discussed how to move forward to fill the position. It was the consensus of the Council that the City will advertise for a Clerk/Treasurer position instead of City Administrator/Clerk/Treasurer. The ad will be placed on all media types from newspapers to online job search sites. The ad will have a low and a high salary range of pay, commensurate with experience, and a new job description to be established and approved. Lacey Erickson, Consultant Betty Thomsen, and Jensine Kurtti will review the administrative personnel job descriptions and update the administrative title to City Clerk/Treasurer.

Main Motion: To change the current administrative title of City Administrator/Clerk/Treasurer to Clerk/Treasurer.

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

Main Motion: To advertise for a Clerk/Treasurer Position.

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

g. Council Representative Information.

Council member Jody Bjornson was questioning the Council Committee/Council Representative structure and felt that they were one and the same. Mayor Olson stated that the Council members were not committee members but were Council Representatives. At the January organizational meeting it was clearly stated the purpose and duties of the Council Representatives was to work with staff. The City Attorney had recommended this structure be used by the City of Menahga. Bjornson was concerned that the entire council may not have access to all the information that each Council Representative has. It was mentioned that a summary of what is happening could be given to the City Clerk/Treasurer and they could disseminate information to the other Council members.

11. Unfinished Business

a. Sewer Bill Reduction for Pools Follow-up.

The city had been asked if there was any reduction in the cost of water for filling swimming pools. Lacey Erickson was asked to check with other cities, the results varied greatly. No action will be taken on the matter.

b. Porta-Potty Follow-up.

The subject of whether the City would be willing to place a Porta-Potty by the boat ramp was brought forward at a Work Session. Lacey Erickson called and got two bids for the service. Porta Shacks gave a verbal price of \$140 per month and Lee Hendrickson was \$300 per month. Both prices included weekly cleaning and restocking. The question of where the funds would come from was discussed and the possibility of seeking donations. It was decided that this will be brought up again during budget time and possibly be considered for the 2024 season.

12. Consideration of Bills

Mike Netland questioned the following bills: A charge on Amazon for the Liquor Store was for a replacement vent; a charge to O'Reilly Auto with sales tax of \$1.62 was an afterhours purchase by the Police Dept; Menahga Gateway Lions for \$50 charged to Liquor Store, which is advertising for a golf tournament; L&M Fleet charge was for Round-Up, and a declined charge on the Wexcard by the Fire Dept. was declined, as a card can only be used three times before it declines.

Mayor Olson asked if the bond payments included in the invoices were all that exist for the City. Erickson explained that they are payments only on those Bonds that are due at this time.

- a. Batch #BlondeBohunk - \$2,500.00
- b. Batch #MNPower062823 - \$7,074.95
- c. Batch #063023EFT - \$52,373.85
- d. Batch #071023PAY - \$208,587.30

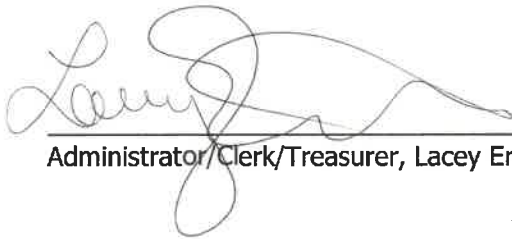
Main Motion: To approve consideration of bills: Batch #BlondeBohunk – \$2,500; Batch #MNPower062823- \$7,074.95; Batch #063023EFT - \$52,373.85; Batch #071023PAY - \$208,587.30 for a total amount of \$270,536.10.

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

13. Adjournment

Main Motion: To adjourn at 7:05 pm.

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



Administrator/Clerk/Treasurer, Lacey Erickson

Mayor, Elizabeth Olson

