

City of Menahga
Special Meeting/Work Session City Council Minutes
Monday, September 27, 2021

A. Call to Order

The Menahga City Council held a Special Meeting/Work Session Meeting Monday, September 27, 2021.

Mayor Liz Olson called the meeting to order at 6:00 pm and reported that she would be responsible to clerk the meeting due to the absence of the City Administrator and Deputy Clerk.

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 (Arrived at approx. 6:05 p.m.)

Absent: None.

C. Pledge of Allegiance

Mayor's Report prior to the beginning of the Work Session/Special Meeting: The Mayor reminded the Council Members of the oath each member took at the beginning of their service as a council member . She then read Article VIII - Decorum of Council Members located on Page 6 of the Menahga City By-Laws - Aspirational statements: "A. All council members shall assist the presiding officer in preserving order and decorum and in providing for the efficient operation to the meeting.; B. No council member shall engage in conduct which delays or interrupts the proceedings or which hinders honest, respectful discussion and debate.; C. City council meetings shall be conducted in a courteous manner that recognizes the validity of differing points of view and promotes the ideal of democratic discussion and debate free of insult, slander, and personal attacks and threats." Page 36 of the By-Laws: "No person, including a council member, has the right to disrupt the council's proceedings through fighting, threatening physical harm, or engaging in offensive, noisy, obscene or abusive conduct. This is a crime pursuant to Minn. Stat. Section 609.72. Aggressive, threatening conduct cannot be tolerated. The presiding officer should follow the council's adopted by-laws to issue warnings when such

conduct occurs and then order removal of the person by sergeant-of-arms." Page 20 of the By-Laws of the "Rules of Order for City Councils, c. Obligations of council members. The rights of individual council members cannot be realized unless all council members also recognize their obligations as members of the political body. Council members are obligated to receive the recognition of the chair before speaking, except as otherwise provided by these rules. No one has the right to speak at whim. Council members are obligated to speak directly on the subject being considered and observe time limits for comment. Finally, council members are obligated to address all remarks to the presiding officer, avoid personal attacks, and refrain from using any insulting or demeaning language or indecent or threatening behavior."

Mayor Olson informed the Council that she will call for a 5 minute recess if there are any interruptions during the meeting.

D. Auditor's Report - Dean Birkeland, City Auditor of CarlsonSV LLP - Mr. Dean Birkeland reported the following with respect to the 2020 Audit Report:

Reviewed the Financial Highlights and Notes to the Required Supplementary Information; Reported the General Fund Balance decreased from the 12/31/2019 amount of \$393,535 to \$96,863 as of December 31, 2020; Reported that the Liquor Store was in a deficit for the second year in a row; Provided the bank and cash reconciliation for all twelve months, which had not been completed by the staff, causing the audit costs to increase from \$16,000 to over \$35,000; Provided fifty-seven (57) audit adjustments for the City Staff to complete as of 12/31/2020 in order to reconcile all accounts. Mr. Birkeland reported this many adjustments is not common and, the Bank Reconciliations are always completed by the City; When questioned about the Mayor arbitrarily changing the original on-site Audit date, he reported that it was their idea to change the date in May to a June date, due to the fact that there were no Bank and Cash Reconciliations available from the City Staff in May.

A five (5) minute recess was called by the Mayor at 7:04 due to a disruption by Council Member Huebner during Dean Birkeland's Audit Report. The Meeting reconvened at 7:09 p.m., and the Auditor completed his report.

Main Motion: To approve the 2020 City of Menahga Audit as presented by Dean Birkeland.

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

E. Department Reports

- **Liquor Store** - Renata Parks, Manager Absent (Provided a Worksheet)
- **Public Works** - Ronald Yliniemi, Director
 - a. **Update on Excess Equipment advertise, etc.**

Main Motion: To direct the City Public Works Director to advertise on additional platforms for the excess equipment the City is advertising for sale, which would include any and all platforms within the United States.

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

b. Update on directive/Motion of September 13, 2021, to obtain a cost estimate on the recommendations of Ms. Oldakowski on the maintenance of the pond and spillway on Spirit Lake. Ron stated he could not get any estimates until Spring. He has reached out to Gilster Excavating and L & B Excavating. He indicated his crew would begin work on cutting down the trees in that area.

- **Police - Chief Adam Gunderson** (No Report)
- **Fire - Chief Dave Kicker** - Dave reported that he is not receiving notification of any Meetings. He requested to receive detailed expenditures and revenues with budget each month. The Council asked that he contact the City Administrator and request this information.

He reported the Fire Department is holding their Pancake Feed for the Fire Relief Fundraiser on October 10th, 2021 at the Fire Hall from 8:00 a.m. - Noon.

Reported a total of 44 fire and mutual aid calls for 2021, with one (1) vehicle fire as of September 27, 2021.

a. Fire Contract Update - Reported that he still was waiting to receive the requested financial information from the City Administrator.

- **Administration - Curtis Kreklau Jr. (Attended via Go-To-Meeting)**
 - a. Report on conversation with Ehler's on bond refunding -**
Discussions continue with on possible bond refunding.
 - b. Update on Ginger Thrasher, Union's Representative's request for financial data. -** No report.
 - c. Update on Eide Bailly Internal Controls Audit -** Waiting on interviewing Council Member Robyn Keranen and Liquor Store Manager Renata Parks.
 - d. Update on 2020 Audit-** Presented earlier in the meeting.

F. Action Items

- **Mayor Attending the LMC Fall Forums -** Cancelled by LMC
- **Preliminary Levy and Budget Resolutions**

CITY OF MENAHGA, MINNESOTA

Resolution No. 2021-009

A Resolution of the Menahga City Council Adopting the Preliminary 2022 Tax Levy

WHEREAS, the City of Menahga is required by Minnesota Statute 275.065 Subdivision 1, "to certify to the County Auditor the proposed property tax levy payable in the following year".

NOW, THEREFORE BE IT resolved by the City Council that the following sums of money be levied for the current year, collectible in 2022, upon the taxable property in the City of Menahga, for the following purposes:

General Fund:	\$	580,689.00
Debt Funds:		
2015B General Obligation Improvement Bond	\$	33,454.35
2020A General Obligation Improvement Bond	\$	61,321.01
		675,454.36
Total Preliminary Tax Levy:	\$	675,454.36

The City Clerk is instructed to transmit a copy of this resolution to the Wadena County Auditor.

Adopted by the City Council of the City of Menahga, Minnesota, this 27th day of September, 2021.

Elizabeth Olson, Mayor

Curt Kreklau, Jr., Administrator

Main Motion: To approve Resolution No. 2021-009 adopting the Preliminary 2022 Tax Levy in the amount of \$675,454.36, as presented virtually by City Administrator Curtis Kreklau, Jr. , reporting an increase of approximately 42.7%.

Moved by:	Huebner
Seconded by:	Tomperi
Action:	Motion carried by a unanimous roll call vote
In favor:	Huebner, Tomperi, Warmbold, Keranen, Olson
Opposed:	None

CITY OF MENAHGA, MINNESOTA
Resolution No. 2021-010

A Resolution of the Menahga City Council Adopting a Preliminary Budget for the City of Menahga, Minnesota for the Fiscal Year Beginning January 1, 2022, and ending December 31, 2022

NOW, THEREFORE BE IT resolved by the City Council, that the 2022 preliminary budget is hereby approved for all funds in the amounts stated below, and the supporting line item detail is incorporated as a part of this budget resolution.

Revenue

General Fund (101)	\$	1,341,355.00
Water Fund (601)	\$	260,350.00
Sewer Fund (602)	\$	295,400.00
Liquor Fund (609)	\$	1,140,150.00
Total Revenue:	\$	<u>3,037,255.00</u>

Expenditures

General Fund (101)	\$	1,341,355.00
Water Fund (601)	\$	196,615.00
Sewer Fund (602)	\$	296,000.00
Liquor Fund (609)	\$	1,268,240.00
Total Expenditures:	\$	<u>3,102,210.00</u>

Adopted by the City Council of the City of Menahga, Minnesota, this 27th day of September, 2021.

 Elizabeth Olson, Mayor

 Curtis Kreklau, Jr., Administrator

Main Motion: To approve Resolution No. 2021-010 adopting a Preliminary Budget for the City of Menahga beginning fiscal year January 1, 2022 and ending December 31, 2022 with total revenues of \$3,037,255.00 and total expenditures in the amount of \$3,102,210.00, as presented virtually by City Administrator Curtis Kreklau, Jr.

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

- **Hiring Temporary Part-time Administrative Support**

Background Information -

The Contract Hiring Committee met Friday, September 24, 2021, at 4:00 p.m., to interview the two candidates, Candidate 1 - Jennifer Phillips and Candidate 2 - Jensine Kurtti for the Temporary Part-time Administrative Support Position. The Committee used the interview questions and scoring sheets provided by the City Administrator. Due to the total scoring points showing a difference of 2 points, the decision was determined by the interview and experience qualifications. The final decision was made to offer the position to Candidate #2 - Jensine Kurtti. This decision was based on her extensive experience in other governmental positions, i.e., Blueberry Township Clerk, Wadena County P & Z member, OML, Planning & Zoning, Agenda and Minutes preparation, as well as bookkeeping in various jobs.

Main Motion: To hire Jensine Kurtti for the Temporary Part-time Administrative Support Position at the rate of \$14.50/hour starting immediately, upon the successful completion of a background check. In the event she does not accept the position, that it be offered to Jennifer Phillips.

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

- **City Employee Retro Pay** - No information provided, however, Council Member Huebner stated it was being brought up to compensate the two ladies in the office due to the Administrator's 4 hour work day. He stated that we gave retro pay to the Assistant Liquor Store Manager. The Mayor reported that this was due to the fact that the City had not hired an Assistant Liquor Store Manager after the previous one had retired very early in 2021.

G. Action Item - Invoices to Approve - September 23, 2021 Payment Batch.

Main Motion: To approve payment of the September 23, 2021 Batch bills in the amount of \$19,569.32.

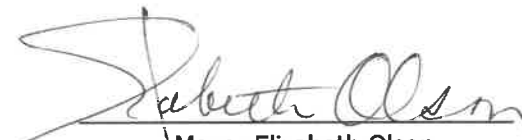
Moved by:	Warmbold
Seconded by:	Huebner
Action:	Motion carried by a unanimous voice vote.
In favor:	Tomperi, Warmbold, Olson, Keranen, Huebner
Opposed:	None.

H. Adjournment

Main Motion: To adjourn at 8:00 p.m.

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


Acting Clerk, Mayor Elizabeth Olson


Mayor Elizabeth Olson

