

**City of Menahga
Special/Work Session Council Minutes
March 27, 2023**

a. Call to Order

The Menahga City Council held their Special/Work Session Council Meeting on Monday March 27, 2023.

Mayor Elizabeth Olson called the meeting to order at 6:02 pm.

b. Roll Call

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

Mayor Elizabeth Olson Mike Netland Dan Warmbold Jody Bjornson
and Durwin Tomperi (via Zoom and speaker phone from 2929 East Main Street,
Space 100, Mesa, Arizona 85213).

City Office Staff present: City Administrator/Clerk/Treasurer Lacey Erickson

c. Pledge of Allegiance

d. Department Reports

• **Police – Chief Amy Lane**

1. Monthly Report - Chief Lane's monthly report consisted of 106 calls, 3 total Citations which included an MV Registration, Tinting and Vaping. Lane was commended for being present at the School for the loading and unloading of students. She stated that Derek's squad will need the struts replaced again which were just installed in December 2022. She stated the part is still under warranty, but the City would be responsible to pay for the labor. Tomperi asked if Lane had any needs for the department. She felt a new squad car for Derek was needed and body cams for officers. Lane stated that Menahga is the only department in Wadena County that currently does not use body cams. Lane was thanked for the job she is doing for the City.

2. Wadena County IT Contract – Dave Hotchkiss

Hotchkiss explained to the council what will be provided to the City with the Wadena County IT Contract. Law enforcement regulations mandate that civilian data and law enforcement data be segregated, so that sensitive data would not be accessible to others using the same server. There are also BCA mandates as to how data must be protected from hackers or “Bad Actors”. One item is that there is a requirement that passwords must be changed every 60 days which went from 8 characters to 20 characters. One benefit for the City is that whatever is on the system for the Menahga Police Department is accessible to Wadena County. Since the City is contracting its’ criminal legal with the Wadena County Attorney’s Office, all information would be accessible to it, such as Dash Cams, Body Cams, and all other information.

Mayor Olson stated that the biggest concern was the cost. Hotchkiss explained that some of the cost is to update the operating systems on the computers since the systems are outdated. Hotchkiss explained the itemized costs associated with implementing the system with much of the cost being absorbed by Wadena County as it already pays for the system. Tomperi asked if the City Administrator would have access to the Law Enforcement emails if needed for disciplinary purposes. Hotchkiss explained the process would require a data request submitted by the City Attorney with any non-public data being redacted. The information would then be released. Hotchkiss stated that there will be some set-up costs involved and should be operational in two weeks. The annual cost of the contract is \$3,500.

Main Motion: To approve the Contract with Wadena County for IT Services for the Menahga Police Department at an annual cost of \$3,500.

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

• Public Works/Streets – Ron Yliniemi

1. Monthly Report – Yliniemi provided the Council with information on the Menahga’s drinking water which placed 2nd out of 31 cities on quality of drinking water at the recent conference he attended. Yliniemi went on to inform the Council of some of

the repair needs to the department’s equipment. Bike Path signs on 1st Street NW will be installed soon, and then tickets can be issued to violators. The campground water will be turned on May 8th. The waterline for the cemetery will have to be moved between lots 1 and 2 in Odland’s Addition which the City currently owns and has for sale, as well as installing a new curb stop. Yliniemi will go out for quotes on the cost.

2. Pothole Discussion - Potholes were discussed regarding who is responsible for filling them. Yliniemi will contact the State and County, inquiring as to when the potholes will be filled on its’ roadways. Yliniemi will check if the County would lend its’ hot mix machine to the City for its’ use to install hot mix rather than cold mix in the City potholes.

3. Quote for Planters – The City has 10 planters that are filled annually with flowers. Yliniemi will advertise for quotes which will include plants and labor. It was mentioned that the inserts in the planters are rusty and should be replaced, preferably with plastic so that they do not rust again.

Main Motion: To approve going out for quotes for plants and labor for the City planters.

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

4. Street Sweeper - Yliniemi has spoken with Keith Kurtti regarding the repair to the Street Sweeper. Kurtti will evaluate the sweeper and repair as needed. The cost will be for parts and labor. The City will purchase the parts with Kurtti supplying the labor at a cost of \$40 per hour for regular repair and \$50 per hour for welding. The City had obtained a quote previously for repairs from Ewanika of Frazee for over \$11,000.

Main Motion: To approve Keith Kurtti to repair the Steet Sweeper, with the total cost for parts and labor not to exceed \$10,000 without further council approval.

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

- **Liquor Store – Heather Shepersky**

1. Monthly Report – Shepersky reported that it has been slower than usual due to the snowstorms, however, she is starting to see some of the summer patrons coming back in. The profit and loss show a loss of \$5,345, due to the repair of the bar sink and new furnace. Shepersky stated she would be cleaning out the basement to accommodate more storage. Mayor Olson mentioned the city-wide clean-up day in May when there will be dumpsters available for disposal.

- **Administration – Lacey Erickson**

1. Profit and Loss Summary and Check Reconciliation - City Administrator explained details of the reports and answered questions from the Council.

2. Asyst Accounting Software Update - Erickson explained the reasoning behind staying with Banyon, as opposed to the Asyst system which had previously been purchased by a previous Council. Erickson had reached out to other cities regarding the Asyst system, and the majority had stated that they felt that Banyon was a more user-friendly system. Erickson also mentioned that the City would also lose the resource of former Deputy Clerk Alvina Kytta if they switched, as she knows the system like the “back of her hand.”

- **Fire – Dave Kicker**

1. Monthly Report - Chief Kicker presented the Council with the department monthly report showing two (2) calls, both being mutual aid calls.

2. VFW Donation - The Menahga VFW has donated \$3,000 to the Fire Department for the purchase of 25 hoods. Kicker stated he hopes to apply for a grant to buy a second set of hoods, so if one is in the wash, another set is available. Mayor Olson asked if the Lions had provided a donation which had been discussed at a previous meeting. Chief Kicker stated he had not attended the last Lion’s meeting, however, Warmbold and Tomperi were in attendance. Kicker stated he will attend the next Lion’s meeting with a specific dollar amount request. Kicker reported the department will be purchasing 30 pairs of extra gloves. Netland stated that the VFW meets monthly where another donation request could be made for the Fire Department.

Main Motion: To approve Resolution 2023-06 accepting the \$3,000 donation from the Menahga VFW Post #6206, to go towards the purchase of 25 Innotex Gray Hoods for the Menahga Fire Department.

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

- **Campground – Ralph Cox/Dustyne Hewitt**

1. Update on Campground - City Administrator Lacey Erickson reported that the DNR Grant for the campground is being worked on but has not been submitted.

e. New Business

1. Resolution 2023-04 Adopting the Wadena County Hazard Mitigation Plan - Lacey Erickson had spoken with Wadena County and it was suggested that the City adopt the County’s plan for Hazard Mitigation. This would enable the City to receive FEMA Fund Grants should the need arise.

Main Motion: To approve Resolution 2023-04 adopting the Wadena County All-Hazard Mitigation Plan.

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

2. Engineering Firms RFP Proposal - Erickson opened the quotes from six (6) Engineering Firms. A sub-committee of Bjornson and Warmbold was appointed to review the quotes on April 7th to verify the information and report back at a later meeting. The deadline for the Project Priority List is May 5th. Some of the Engineering firms were in attendance and were allowed to introduce themselves and speak briefly about their firm. Quotes were received from Northern Engineering (not in attendance),

Moore Engineering (Chris Somner had spoken at an earlier meeting), Ulteig Engineering (Chris Thorsen), Widseth Engineering (Tom Hule), Apex Engineering (Bob and Ben), and Boltan & Menk (not in attendance).

f. Unfinished Business

1. Resolution 2023-05 Adopting a Joint Powers Agreement with Wadena County - Erickson stated that since the City has contracted with the Wadena County Attorney for criminal prosecution, the BCA requires that a Joint Powers Agreement be in place.

Main Motion: To approve Resolution 2023-05 adopting the State of Minnesota Joint Powers Agreement with the City of Menahga on behalf of its City Attorney and the Menahga Police Department.

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

g. Consideration of Bills –

Erickson answered questions from the Council, explaining the cost of the legal bills of over \$6,000, which included labor negotiations and general information, as well as Greenwood Connections (GWC) inquiries. These fees will be paid by GWC. Erickson reported that Minnesota Energy had mistakenly been paid twice, but since that time a credit had been issued.

Batch #031723UBPOSTAGE - \$282.72

Batch #032723PAY - \$43,062.49

Main Motion: To approve consideration of bills: Batch #031723UBPOSTAGE - \$282.72; Batch #032723PAY - \$43,062.49, for a total amount of \$43,345.21.

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

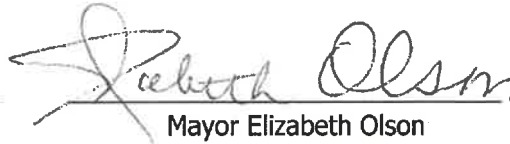
h. Adjournment

Main Motion: To adjourn at 8:02 pm.

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



Lacey Erickson, Administrator



Mayor Elizabeth Olson

