

Mountain Lake City Council
Regular Council Meeting
Mountain Lake City Hall
Monday, May 4, 2015
6:30 p.m.

AGENDA

1. Meeting called to order by Mayor Mike Nelson
 - * Further information on agenda item is attached

2. Approval of Agenda and Consent Agenda
 - a. Bills: Check #'s -# 9917338 – 9917384; E-check #386E*(1-5)
 - b. Approval of Payroll Checks #61762 - #61778
 - c. Approval of April 21 Council Minutes*(6-8)
 - d. Approval of April 9 Utility Commission Minutes*(9-10)
 - e. Accept Ambulance Dept. resignation of Eldon Quiring effective 4/1/15*(11)
 - f. Hire Jason Sumner, Ambulance Dept. EMT effective 4/28/15
 - g. Approve Resolution #10-15 Authorizing the Certification of Unpaid Utility Charges*(12)

4. Public – A total of ten (10) minutes is allotted for individuals to briefly discuss a topic of concern with the Council

5. Rick Oeltjenbruns, Public Works Supt.
 - a. 2015 Gravel St. Dust Control Update*(13)
 - b. Purchase of Used Lawn Mower for Street Striping

6. Second Reading, Ordinance #3-15 Amending 7.4 Cemetery Regulation*(14)

7. Approve Partial Pay Est. #3, Well #7 Project*(14-17)

8. Resolution #9-15, Correcting the 2012-2014 Utility and Street Project Assessment Roll*(18-19)

9. Data Practices
 - a. Review and Adopt Data Practices Policy for Data Subjects*(20-27)
 - b. Review and Adopt Policy for Ensuring the Security of Not Public Data*(28-31)

10. Swimming Pool Discussion

11. Administrator

- a. 412 7th St. Update
- b. Public Nuisances Update
- c. Community Center Shades
- d. FYI - CMMPA Annual Mtg. Press Release*(32-34)

12. Mt. Lake Trail, Meeting may be Closed, Attorney-Client Privilege

13. Adjourn

Upcoming

- Thurs. May 7, Local Board of Appeal and Equalization, 5:30 pm, City Hall

***Check Detail Register©**

May 4, 2015 meeting
9917338 to 9917384
386E

April 2015 to May 2015

	Check Amt	Invoice	Comment
10100 United Prairie			
Paid Chk# 9917338 4/20/2015 JAY SCHIED			
E 507-46103-430 Miscellaneous	\$6.00		RECYCLE TIRES FISHED OUT OF LAKE
Total JAY SCHIED	\$6.00		
Paid Chk# 9917339 4/30/2015 AFLAC			
G 101-21713 AFLAC	\$192.74		
Total AFLAC	\$192.74		
Paid Chk# 9917340 4/30/2015 AFSCME COUNCIL 65			
G 101-21707 Union Dues	\$228.39		
Total AFSCME COUNCIL 65	\$228.39		
Paid Chk# 9917341 4/30/2015 BCBS/HSA			
G 101-21714 HSA	\$706.17		
Total BCBS/HSA	\$706.17		
Paid Chk# 9917342 4/30/2015 COMMISSIONER OF REVENUE			
G 101-21702 State Withholding	\$708.93		
Total COMMISSIONER OF REVENUE	\$708.93		
Paid Chk# 9917343 4/30/2015 GISLASON & HUNTER			
G 101-21712 Garnishments	\$355.54		
Total GISLASON & HUNTER	\$355.54		
Paid Chk# 9917344 4/30/2015 INTERNAL REVENUE SERVICE			
G 101-21703 FICA Tax Withholding	\$2,231.84		
G 101-21701 Federal Withholding	\$1,570.49		
Total INTERNAL REVENUE SERVICE	\$3,802.33		
Paid Chk# 9917345 4/30/2015 PERA			
G 101-21704 PERA	\$3,878.21		
Total PERA	\$3,878.21		
Paid Chk# 9917346 4/30/2015 VALIC			
G 101-21705 VALIC	\$1,031.04		
Total VALIC	\$1,031.04		
Paid Chk# 9917347 5/1/2015 FRONTIER			
E 211-45500-321 Telephone	\$66.41		LIBRARY PHONE 427-2506
Total FRONTIER	\$66.41		
Paid Chk# 9917348 5/1/2015 NORTHLAND TRUST SERVICES			
E 312-47000-602 Other Long-Term Oblig Princ al	\$23,745.00		INTEREST PAYMENT-CITY WIDE PROJECT
Total NORTHLAND TRUST SERVICES	\$23,745.00		
Paid Chk# 9917349 5/1/2015 EDA			
E 101-49300-700 Transfers	\$2,241.25		2015 ADD'L LEASE PAY-CITY HALL
Total EDA	\$2,241.25		
Paid Chk# 9917350 5/1/2015 NEW STAR SALES & SERVICE			
E 101-42100-200 Office Supplies	\$126.72		PD-1 YEAR VIRUS PROTECTION-CITY
E 205-46500-200 Office Supplies	\$126.72		EDA-1 YEAR VIRUS PROTECTION-CITY
E 101-41400-200 Office Supplies	\$126.72		CITY-1 YEAR VIRUS PROTECTION-CITY
Total NEW STAR SALES & SERVICE	\$380.16		
Paid Chk# 9917351 5/1/2015 NEW STAR SALES & SERVICE			

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April 2015 to May 2015

			Check Amt	Invoice	Comment
E 101-42100-200	Office Supplies		\$0.36	43960	PD-COPIES ON COPY MACHINE-2/1/15 TO 5/1/2015
E 101-41110-200	Office Supplies		\$1.28	43960	MAYOR-COPIES ON COPY MACHINE-2/1/15 TO 5/1/2015
E 101-41400-200	Office Supplies		\$123.24	43960	CITY-COPIES ON COPY MACHINE-2/1/15 TO 5/1/2015
E 205-46500-200	Office Supplies		\$28.99	43960	EDA-COPIES ON COPY MACHINE-2/1/15 TO 5/1/2015
Total NEW STAR SALES & SERVICE			\$153.87		
Paid Chk# 9917352 5/1/2015 NEW STAR SALES & SERVICE					
E 205-46500-200	Office Supplies		\$16.29	43959	EDA-COPIES COLOR PRINTER-1/28/15 TO 4/22/15
E 101-41400-200	Office Supplies		\$421.30	43959	CITY-COPIES COLOR PRINTER-1/28/15 TO 4/22/15
Total NEW STAR SALES & SERVICE			\$437.59		
Paid Chk# 9917353 5/1/2015 AMAZON					
E 211-45500-590	Capital Outlay Books		\$696.53		LIBRARY BOOKS
E 211-45500-592	A.V. Materials		\$165.31		LIBRARY AV
Total AMAZON			\$861.84		
Paid Chk# 9917354 5/1/2015 AVENET, LLC					
E 101-41110-200	Office Supplies		\$50.00	36722	MIKE NELSON-EMAIL SET UP
Total AVENET, LLC			\$50.00		
Paid Chk# 9917355 5/1/2015 BORDER STATES ELECTRIC					
E 101-41400-401	Repairs/Maint Buildings		\$33.02	909165469	BALLASTS FOR CITY HALL
E 221-42200-401	Repairs/Maint Buildings		\$275.25	909202678	LED STRIP-FIREHALL
Total BORDER STATES ELECTRIC			\$308.27		
Paid Chk# 9917356 5/1/2015 CARDMEMBER SERVICE					
E 101-42100-430	Miscellaneous		\$42.00	0045865	PD-BATTERY TESTER
E 101-42100-430	Miscellaneous		\$44.95	56994250	PD-BROWNELLS-CARBINE H3 HEAVY BUFFER
Total CARDMEMBER SERVICE			\$86.95		
Paid Chk# 9917357 5/1/2015 COTTONWOOD COUNTY AUD/TREAS					
E 101-41400-354	Real Estate Taxes		\$376.00		22.520.1432--414 9TH STREET
E 211-45500-354	Real Estate Taxes		\$24.00		22.520.0980--LIBRARY
E 101-41400-354	Real Estate Taxes		\$6.00		11.950.0050-FARMLAND BY RIIHLS
E 101-45186-354	Real Estate Taxes		\$24.00		22.520.0240-COMM CTR
E 101-41400-354	Real Estate Taxes		\$24.00		22.520.0490-CITY HALL
Total COTTONWOOD COUNTY AUD/TREAS			\$454.00		
Paid Chk# 9917358 5/1/2015 DENNIS HULZEBOS					
E 101-45186-400	Janitor-Repairs/Maint		\$250.00		MAY MAINT AT SR CTR
E 211-45500-400	Janitor-Repairs/Maint		\$345.00		MAY MAINT AT LIBRARY
Total DENNIS HULZEBOS			\$595.00		
Paid Chk# 9917359 5/1/2015 EDA					
E 101-49300-700	Transfers		\$2,241.25		LEASE PAYMENT ON CITY HALL
Total EDA			\$2,241.25		
Paid Chk# 9917360 5/1/2015 FOX LAWSON & ASSOCIATES					
E 101-00000-430	Miscellaneous		\$1,350.00	69273	COMPENSATION CONSULTING FEES
Total FOX LAWSON & ASSOCIATES			\$1,350.00		
Paid Chk# 9917361 5/1/2015 FRONTIER					
E 101-41400-321	Telephone		\$169.09		CITY HALL PHONE-427-2999
E 101-00000-430	Miscellaneous		\$87.91		UT-PHONE
E 205-46500-321	Telephone		\$37.50		EDA PORTION OF DSL & 427-2999
E 101-45186-321	Telephone		\$57.68		SR CTR PHONE-427-2151

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April 2015 to May 2015

			Check Amt	Invoice	Comment
E 101-42100-321	Telephone		\$209.16		POLICE DEPT PHONE-427-3403
E 101-43100-321	Telephone		\$68.66		STREET DEPT PHONE-427-2997
E 205-46500-321	Telephone		\$7.63		CHAMBER 800#
Total FRONTIER			\$637.63		
Paid Chk# 9917362	5/1/2015	GDF ENTERPRISES, INC			
E 101-43100-580	Other Equipment		\$4,000.00	15739	ERSKINE 68" ANGLE BROOM-STREET DEPT
Total GDF ENTERPRISES, INC			\$4,000.00		
Paid Chk# 9917363	5/1/2015	GM CONTRACTING			
E 202-49400-434	Project Expense		\$253,263.50		PAY ESTIMATE #3-WELL
Total GM CONTRACTING			\$253,263.50		
Paid Chk# 9917364	5/1/2015	INDOFF INCORPORATED			
E 101-41400-200	Office Supplies		\$244.74	2602731	CHAIRMAT-DAWN
E 101-41400-200	Office Supplies		\$28.85	2604882	ADDRESS LABELS
Total INDOFF INCORPORATED			\$273.59		
Paid Chk# 9917365	5/1/2015	JASON SUMNER			
E 231-42154-430	Miscellaneous		\$837.32		MILEAGE, TEST FEES-EMT CLASS
Total JASON SUMNER			\$837.32		
Paid Chk# 9917366	5/1/2015	JIM PETERSON			
E 507-46103-220	Repair/Maint Supply		\$507.47		REPAIR TO LAKE COMMISSION BOAT MOTOR
Total JIM PETERSON			\$507.47		
Paid Chk# 9917367	5/1/2015	JOHN YSKER			
E 101-43240-111	Contract		\$250.00		MAY DUMP SALARY
Total JOHN YSKER			\$250.00		
Paid Chk# 9917368	5/1/2015	LAKER ELECTRIC			
E 101-43100-401	Repairs/Maint Buildings		\$2,059.88	4589	EMERGENCY LITE BATTERIES-ST DEPT
Total LAKER ELECTRIC			\$2,059.88		
Paid Chk# 9917369	5/1/2015	LEAGUE OF MN CITIES-FINANCE			
E 101-41110-308	Training & Instruction		\$125.00	216734	LMC ANNUAL CONFERENCE-ANDREW YSKER
Total LEAGUE OF MN CITIES-FINANCE			\$125.00		
Paid Chk# 9917370	5/1/2015	MINNESOTA ENERGY RESOURCE CORP			
E 101-45186-383	Gas Utilities		\$166.32		SR CTR GAS-ACCT#4010846-6
E 101-41400-383	Gas Utilities		\$177.51		CITY HALL GAS-ACCT#4346780-2
E 221-42200-383	Gas Utilities		\$119.60		FIRE DEPT PORTION OF FIREHALL GAS-ACCT#4296165-6
E 231-42154-383	Gas Utilities		\$58.90		AMB PORTION OF FIREHALL GAS-ACCT#4296165-6
E 211-45500-383	Gas Utilities		\$108.86		LIBRARY GAS-ACCT#4134278-3
E 101-43100-383	Gas Utilities		\$204.58		STREET GARAGE GAS-ACCT#4092120-7
Total MINNESOTA ENERGY RESOURCE CORP			\$835.77		
Paid Chk# 9917371	5/1/2015	MINNESOTA MUTUAL LIFE			
E 101-41400-134	Employer Paid Life		\$4.00		MAY LIFE INS-OFFICE
G 101-21706	Hospitalization/Medical Ins		\$40.90		MAY LIFE INS-NICK NAXAY
G 101-21706	Hospitalization/Medical Ins		\$7.30		MAY LIFE INS-DARON FRIESEN
G 101-21706	Hospitalization/Medical Ins		\$26.70		MAY LIFE INS-KIM HALL
G 101-21706	Hospitalization/Medical Ins		\$18.10		MAY LIFE INS-ROBB ANDERSON
E 205-46500-134	Employer Paid Life		\$2.00		MAY LIFE INS-EDA
E 101-45200-134	Employer Paid Life		\$1.20		MAY LIFE INS-PARKS DEPT
E 101-43100-134	Employer Paid Life		\$3.60		MAY LIFE INS-ST DEPT

CITY OF MOUNTAIN LAKE

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April 2015 to May 2015

			Check Amt	Invoice	Comment
E 101-42100-135	Employer Paid Other		\$2.00		MAY BRIAN LUNZ LIFE INSURANCE
E 101-42100-134	Employer Paid Life		\$8.00		MAY LIFE INS-POLICE DEPT
E 101-41400-134	Employer Paid Life		\$2.00		MAY WENDY FAST-LAKER APTS-LIFE INS
E 211-45500-134	Employer Paid Life		\$2.00		MAY LIFE INS-LIBRARY
E 101-46200-134	Employer Paid Life		\$1.20		MAY LIFE INS-CEMETERY
Total MINNESOTA MUTUAL LIFE			\$119.00		
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Paid Chk#	9917372	5/1/2015	MODERN MARKETING		
E 101-42100-430	Miscellaneous		\$438.94	MMI108224	PENS-POLICE DEPT
Total MODERN MARKETING			\$438.94		
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Paid Chk#	9917373	5/1/2015	MUNICIPAL UTILITIES		
E 101-43100-380	Elec,Water,Sewer		\$227.05		ST DEPT UT
E 101-45200-380	Elec,Water,Sewer		\$102.53		LAWCON PARK LIGHTS
E 101-45171-380	Elec,Water,Sewer		\$48.54		WATER AT ICE RINK
E 101-45186-380	Elec,Water,Sewer		\$266.26		SR CTR UT
E 221-42200-380	Elec,Water,Sewer		\$102.02		FIRE DEPT PORTION OF FIREHALL UT
E 231-42154-380	Elec,Water,Sewer		\$50.25		AMB PORTION OF FIREHALL UT
E 211-45500-380	Elec,Water,Sewer		\$337.83		LIBRARY UT
E 607-46330-380	Elec,Water,Sewer		\$2.05		4-PLEX PORTION OF ST LITE ON HERITAGE DRIVE
E 608-46330-380	Elec,Water,Sewer		\$3.98		8-PLEX PORTION OF ST LITE ON HERITAGE DRIVE
E 101-45183-380	Elec,Water,Sewer		\$15.77		UT AT CAMPGROUND
E 101-45200-380	Elec,Water,Sewer		\$0.14		UT AT CITY PARK SHELTERHOUSE
E 101-41400-380	Elec,Water,Sewer		\$312.37		CITY HALL UT
E 101-45200-380	Elec,Water,Sewer		\$129.52		CITY PARK RESTROOMS UT
Total MUNICIPAL UTILITIES			\$1,598.31		
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Paid Chk#	9917374	5/1/2015	MUSKE, MUSKE, SURHOFF		
E 101-41400-304	Legal Fees		\$1,400.00		MAY LEGAL RETAINER
Total MUSKE, MUSKE, SURHOFF			\$1,400.00		
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Paid Chk#	9917375	5/1/2015	NEW STAR SALES & SERVICE		
E 205-46500-200	Office Supplies		\$153.99	43934	UPGRADE SERVER
E 101-42100-200	Office Supplies		\$154.00	43934	UPGRADE SERVER
E 101-41400-200	Office Supplies		\$154.00	43934	UPGRADE SERVER
Total NEW STAR SALES & SERVICE			\$461.99		
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Paid Chk#	9917376	5/1/2015	NORTHLAND TRUST SERVICES		
E 320-41940-611	Bond Interest		\$5,068.75		INTEREST PAY ON CITY HALL
Total NORTHLAND TRUST SERVICES			\$5,068.75		
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Paid Chk#	9917377	5/1/2015	PETTIPIECE & ASSOCIATES		
E 202-41400-434	Project Expense		\$2,554.43		GRANT ADMIN
Total PETTIPIECE & ASSOCIATES			\$2,554.43		
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Paid Chk#	9917378	5/1/2015	PRAXAIR		
E 231-42154-210	Operating Supplies		\$285.02	52362357	OXYGEN FOR AMBULANCE
E 231-42154-210	Operating Supplies		\$75.48	52426203	OXYGEN FOR AMBULANCE
Total PRAXAIR			\$360.50		
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Paid Chk#	9917379	5/1/2015	RDO TRUST #80-5800		
E 101-43100-404	Repairs/Maint Machinery/Equip		\$570.00	W08663	EXTENDED WARRANTY-444K
Total RDO TRUST #80-5800			\$570.00		
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Paid Chk#	9917380	5/1/2015	RED FEATHER PAPER		
E 101-41400-401	Repairs/Maint Buildings		\$56.00	80843	PAPER TOWEL DISPENSER-CITY HALL

CITY OF MOUNTAIN LAKE
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April 2015 to May 2015

			Check Amt	Invoice	Comment
Total RED FEATHER PAPER			\$56.00		
Paid Chk# 9917381	5/1/2015	RIVERSIDE LAUNDRY			
E 221-42200-404	Repairs/Maint Machinery/Equip		\$280.00		CLEAN 8 TURNOUT GEAR-FIRE DEPT
Total RIVERSIDE LAUNDRY			\$280.00		
Paid Chk# 9917382	5/1/2015	VERIZON			
E 231-42154-321	Telephone		\$10.91		AMB CELL PHONE
E 101-42100-321	Telephone		\$9.47		POLICE CELL PHONE
E 101-42100-321	Telephone		\$35.01		PD TABLET #1
E 101-42100-321	Telephone		\$35.01		PD TABLET #2
Total VERIZON			\$90.40		
Paid Chk# 9917383	5/1/2015	WENDY MEYER			
E 221-42200-430	Miscellaneous		\$32.20	4-16-15	MILEAGE TO JACKSON CTY FOR FD PKUP LICENSE
Total WENDY MEYER			\$32.20		
Paid Chk# 9917384	5/1/2015	WESTERN COMMUNITY ACTION			
E 202-41400-434	Project Expense		\$1,933.57		GRANT ADMIN
Total WESTERN COMMUNITY ACTION			\$1,933.57		
10100 United Prairie			\$321,635.19		

Fund Summary

10100 United Prairie		
101 GENERAL FUND		\$30,304.43
202 2014 SMALL CITIES DEVELOP PROG		\$257,751.50
205 ECONOMIC DEVELOPMENT AUTHORITY		\$373.12
211 LIBRARY FUND		\$1,745.94
221 FIRE DEPT FUND		\$809.07
231 AMBULANCE FUND		\$1,317.88
312 CITY WIDE PROJ-DEBT SERV		\$23,745.00
320 EDA - CITY HALL FUND		\$5,068.75
507 LAKE COMMISSION FUND		\$513.47
607 EDA----4 PLEX FUND		\$2.05
608 EDA----8 PLEX FUND		\$3.98
		\$321,635.19

Paid Chk# 000386E	4/23/2015	UNITED PRAIRIE BANK			
E 101-41400-200	Office Supplies		\$56.84		DEPOSIT TICKETS
Total UNITED PRAIRIE BANK			\$56.84		

DRAFT
Mountain Lake City Council
Regular Council Meeting
Mountain Lake City Hall
Tuesday, April 21, 2015
5:30 p.m.

Members Present: Dana Kass, Darla Kruser, Mike Nelson, David Savage, Andrew Ysker

Members Absent: None

Staff Present: Wendy Meyer, Clerk/Administrator; Maryellen Suhrhoff, City Attorney;

Others Present: Rachel Yoder; Tom Schaffer, USAquatics; Tammy Omdal, Northland Securities; Mt. Lake Public School Board Members: Tom Fast, Pam Hoek, Chad Peterson, Doug Standerwick, Tim Swoboda; Bill Strom, Supt.; Jim Peterson, Lake Commission Chair

Call to Order

Mayor Nelson called the meeting to order at 5:30 p.m.

Agenda and Consent Agenda

Motion by Savage, seconded by Ysker, to adopt the agenda and approve the consent agenda as presented. Motion carried unanimously.

Bills: Check #'s 9917285-# 9917337, E-checks #384E & #385E

Payroll Checks #61746-#61761

April 7 Council Minutes

March 19 Utility Commission Minutes

March 9 Lake Commission Minutes

Jan. 12 Tree Commission Minutes

March 13 EDA Minutes

Police Commission Minutes

March 11 Library Board Minutes, March Library Report and March Expenditures

Fire Dept. Resignation of Chuck Witt, Fire Dept. effective 9/6/13

Swimming Pools, Joint Meeting with Mt. Lake Public School (MLPS) Board

Public school pool reports prepared by four organizations included USAquatics were reviewed.

Tom Schaffer, USAquatics was present to discuss the report prepared by his company.

Discussion was held on the current status and future of the school pool; the possible construction

of a new either indoor or outdoor pool with ownership by either the school district or the city or both; and other future city and school district construction projects. A new pool feasibility study by USAquatics at a cost of \$8,500 would determine location, size, amenities, service area and cost. Schaffer said an outdoor pool would lose in the range of \$20,000 - \$30,000 a year. The city currently makes a \$15,000 contribution to the school to help offset pool losses. Tammy Omdal, Northland Securities, discussed bond payments and property tax impacts for \$1,000,000 and a \$2,000,000 projects. The annual bond payment for a 20 year \$2,000,000 bond is approximately \$140,000. The final City Hall bond payment of \$75,000 will be made in 2018. That amount could be redirected to pool payments after 2018. Determining residential support was discussed; a community survey and a pool referendum could follow the completion of a feasibility study.

Public

Rachel Yoder discussed the intended locations of the food forest with the council.

Repair of Heppner's Point Fishing Pier

The 84' pier is a joint project with the MN Dept. of Natural Resources (DNR). If the pier is repaired the DNR pays for materials; the city pays for or provides labor. The DNR has also offered to replace the pier with the cost divided between DNR and city. For maintenance reasons the DNR limits pier length to 64'. If the city wants an 84' pier the city will have to pay for materials for the additional 20 ft. of repair work or the additional cost for 20 ft. of new pier. The present pier is in good condition. The Lake Commission is recommending that the pier be repaired and the additional 20 ft. be kept and replaced at a cost of approximately \$600. The decision to hire the work done or use volunteer labor has not been decided. Motion by Ysker, seconded by Savage, to pay for the materials for the additional 20ft of repair work and get labor quotes if needed. Motion carried unanimously.

Tree Commission, Tree Removal Quotes

The quotes were reviewed. Motion by Ysker, seconded by Kruser, awarding the work to Kolander Tree Service at a cost of \$10,000 and accept the \$400 offer for the wood. Motion carried unanimously.

First Reading, Ordinance #3-15 Amending 7.4 Cemetery Regulation

The draft ordinance was reviewed. No action taken.

City-wide Clean-up Update

The flyer for the payable-in-May utility bill was reviewed and revised. Cottonwood County Solid Waste will be holding a recycling collection day for appliances, electronics and televisions, tires, florescent light bulbs and household hazardous waste on Thurs. June 11, 10 am to noon at the City Street Shop.

Adjourn

Motion by Kass, seconded by Kruser, to adjourn at 7:55 p.m.

ATTEST:

Wendy Meyer, Clerk/Administrator

REGULAR UTILITIES COMMISSION MEETING
THURSDAY, APRIL 9, 2015
7:00 A.M.

PRESENT: Mark Langland
Brett Lohrenz
David Savage-City Council Liaison
Todd Johnson
John Carrison

ABSENT: Mike Johnson

Staff: Lynda Cowell – Utilities Office Manager
Wendy Meyer - City Administrator
Kevin Krahn - Water/Wastewater Supt.
Pat Oja - Lineman
Dave Watkins - Water/Wastewater
Ron Melson - Electric Supt.

Others: None

Mark Langland - Chairman called the regular meeting of the Utilities commission for April 9, 2015 to order at 7:00 a.m. Additions: Private Sewer Line replacement and Digger Derrick

1. Minutes and Bills: Motion by John Carrison seconded by Brett Lohrenz to accept the minutes and bills as presented. Motion carried. Checks #15162-15219.

2. Water Department:

Well #7 update: The well is up and running as of April 1st. It is set at 275gallons per minute and has 23 grains of hardness. To try and get the water to 15 grains of hardness, two of the other wells have had the gallons per minute increased.

Private Sewer Lines: On April 6th an open meeting for the 18 properties was held to explain the process for televising and replacing private sewer lines. Only 2 properties were in attendance.

There are 9 properties from the 2012-13 Street/Utilities Improvement Project that have not replaced their sewer lines at this time. According to the ordinance the Utilities has the right to hire a licensed contractor to come in and replace the sewer line at the home owners expense. Motion by John Carrison seconded by Todd Johnson to split these properties as follows, three to Nickel Construction, three to Lohrenz Construction and three to Quad Brothers. Motion carried. Brett Lohrenz obtained from voting.

First Ave. North Sewer: After much discussion Andy Kehren will get costs to put in a water line from the east end of Kenton Stoesz's building to Lee Erickson's service on 1st Ave. and also from Lee Erickson's service to Tenth Street, on 1st Ave. This information will be brought to the May 14th Utility Commission meeting.

Water Treatment Project Update: Andy Kehren - Bolton & Menk updated the commission on the history and status of the sewer treatment upgrade project. A mechanical plant is about the same cost as updating the ponds, but the plant has higher operational costs. Currently Mt. Lake is on the Intended User Plan list with 83 points. 2016 is a MN legislative bonding year so the city should continue planning for upgrades with Public Facilities Authority grants and loans. Kehren suggested the city should talk to Representative Rod Hamilton and get the project earmarked. Motion by Brett Lohrenz and seconded by Todd Johnson to submit an updated ISU application. Motion carried.

Fast Manufacturing (Verlyn Fast): Fast Manufacturing has asked for a reduction in the monthly fee they pay to dump wash and powder coat painting sewage into the city's system. The amount was established in their Significant Industrial User (SIU) agreement. Only 10% of their painting is done at the Mountain Lake facility since moving the majority of their business to Windom. After some discussion the Commission invited representatives from Fast Manufacturing to bring their dumping records to the April 23rd Utility Commission meeting.

Block 8 Infrastructure: The water and sewer lines in the Block 8 alley should be repaired at some point. The estimated cost is \$208,000.00. The water hydrant that is currently by the electric boxes should be moved to the end of the alley on 2nd Ave. The looped water line should stay the same but repaired. The sewer line should be moved from the N 1/2 of the alley to the S 1/2 of the alley and a man hole put at the end. Both lines should be directionally bored. This project needs to be added to the Capital Improvement Plan.

4. Office:

Chapman Metering: Chapman Metering checked our 3 phase meters and found 4 errors. Correcting these errors should bring in some more revenue.

CMPAS Annual meeting: FYI - The annual meeting of CMPAS will be held April 16, 2015, 3:00 P.M. at the Courtyard by Marriott in Mankato, MN. Anyone wanting to attend should let Wendy know by Tuesday morning, April 14th.

Golf Course Calendar Advertising: Motion by John Carrison seconded by Brett Lohrenz to advertise on the Golf Course Calendar for a cost of \$25.00. Motion carried.

Adjustments: FYI

Jan./Feb. Electric and Water Usage Reports: FYI

Meeting adjourned.

April - 2015

To City of Mt. Lake.

I am writing this letter to inform you of my resignation from the Ambulance squad. This was in effect as of April-1-2015. I enjoyed working for you. But there comes a time when age and health factors move in and this has come to that time. I hope the Amb. crew continues they have a very good and positive group there.

God bless them all.

Eldon Lauing

Resolution #10-15

A Resolution Authorizing the Certification of Unpaid Utility Charges

Mt. Lake City Council

City of Mt. Lake, MN

WHEREAS the City Council of the City of Mountain Lake, Minnesota acknowledges that the Mt. Lake Utilities Account listed below has unpaid utility charges; and

Account Number:	00-00007910-10-6
Parcel Number:	22.610.0240
Total Bill:	\$332.59
Assessed	\$332.59

WHEREAS the cost of the utilities has been billed to the account holder and to this date remain unpaid; and

WHEREAS Minnesota Statutes, Chapter 444.075 (Subd. 3e) allows unpaid utility charges to be certified to the county auditor for collection as other taxes are collected and provides a procedure for such certification; and

WHEREAS City Ordinance 3.05 Subd. 8 allows unpaid utility charges to be made a lien upon the premises served and provides a procedure for certification;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Mountain Lake, Minnesota that it approve the certification as listed above, payable in a single installment at an annual rate of 0% interest.

BE IT FURTHER RESOLVED that the City Clerk is hereby authorized and directed to certify the same to the County Auditor.

Adopted by the Council this 4th day of May, 2015.

Mike Nelson, Mayor

ATTEST: _____
Wendy Meyer, Administrator/Clerk

DRAFT
CITY OF MOUNTAIN LAKE, MN

ORDINANCE #3-15

**AN ORDINANCE AMENDING SUBD. 8 BURIAL VAULTS; SUBD. 10
MONUMENTS AND MARKERS; AND SUBD. 14 DIAGRAMS; IN SECTION 7.04
CEMETERY REGULATION.**

Be it ordained by the City Council of the City of Mountain Lake that following subdivisions of Section 7.04 be amended to read:

Subd. 8 *Burial Vaults*

Added language is underlined.

All caskets, traditional or cremation must be encased in a permanent type burial case or vault, delivered and installed by a bonded and insured burial vault provider, and must be buried completely underground. Fiberglass vaults are prohibited.

Subd. 10 *Monuments and Markers* Paragraph c.

The masonry foundation base pad of a monument or marker shall not exceed 2' by 6' on a double lot or 2' by 3' on a lot. All monuments and markers shall be slightly smaller than the foundation base pad.

A double lot base pad was previously 2' by 5'.

Subd. 14 *Diagrams*, Paragraph a. *Double Lot – 10 feet by 9 feet, Bullet Point #3*

Monument or marker masonry foundation pad slightly smaller than 2 feet by 6 feet.

The foundation base pad for previously slightly smaller than 2 feet by 5 feet.

Adopted by the City Council this 18th day of May, 2015.

Mike Nelson, Mayor

ATTEST:

Wendy Meyer, Clerk/Administrator

Published in the Mt. Lake Observer/Butterfield Advocate May ____, 2015.

14

PARTIAL PAY ESTIMATE NO. 3 DISTRIBUTION:
 2014 CONSTRUCTION OF WELL NO. 7 & RAW WATERMAIN CONTRACTOR (1)
 CITY OF MOUNTAIN LAKE, MINNESOTA OWNER (1)
 PROJECT NO.: S14.107249 ENGINEER (1)
 WORK COMPLETED THROUGH APRIL 20, 2015
 H:\MTLK\S14107249\3_Preliminary Design\Spreadsheets\[107249 QUANT.xls]Partial Pay Est. #3A

TOTAL, COMPLETED WORK TO DATE.....	\$561,126.90
TOTAL, STORED MATERIALS.....	\$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS.....	\$561,126.90
RETAINED PERCENTAGE (5%).....	-\$28,056.35
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS).....	\$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE.....	\$533,070.55
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES.....	\$279,807.05
PAY CONTRACTOR AS ESTIMATE NO. 3	\$253,263.50

Certificate for Partial Payment

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the contract amount for the period covered by this Estimate.

Contractor: GM Contracting
 19810-515 Ave, P.O. Box 736
 Lake Crystal, MN 56055

By: _____
Name Title Date

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:
 BOLTON & MENK, INC., ENGINEERS, 140 FIRST AVENUE NORTH, P.O. BOX 434 SLEEPY EYE, MN.

By _____, Project Engineer
Andrew R. Kehren Title Date

APPROVED FOR PAYMENT:
 Owner: CITY OF MOUNTAIN LAKE, MINNESOTA

By _____
Name Title Date

And _____
Name Title Date

PARTIAL PAY ESTIMATE NO.

2014 CONSTRUCTION OF WELL NO. 7 & RAW WATERMAIN

CITY OF MOUNTAIN LAKE, MINNESOTA

PROJECT NO.: S14.107249

FILENAME: H:\MPLKS14\1072493_Preliminary Design\Spreadsheets\107249 QUANT.xls\Partial Pay Est. #3A

WORK COMPLETED THROUGH APRIL 20, 2015

BID ITEM NO.	ITEM DESCRIPTION	CONTRACT PRICES			WORK COMPLETED PREVIOUS ESTIMATE			WORK COMPLETED JOB-TO-DATE					
		UNIT PRICE	QNTY	UNIT	AMOUNT	QNTY	UNIT	AMOUNT	QNTY	UNIT	AMOUNT		
1	Mobilization	\$65,000.00	1	Lump Sum	\$65,000.00			0.50	Lump Sum	\$32,500.00	0.75	Lump Sum	\$48,750.00
2	Traffic Control	\$5,000.00	1	Lump Sum	\$5,000.00			0.50	Lump Sum	\$2,500.00	0.75	Lump Sum	\$3,750.00
3	Clearing Tree	\$250.00	0	Each	\$0.00			0	Each	\$0.00	0	Each	\$0.00
4	Grubbing Tree	\$100.00	16	Each	\$1,600.00			0	Each	\$0.00	16	Each	\$1,600.00
5	Common Excavation (EV) (P)	\$18.25	160	C.Y.	\$2,920.00			0	C.Y.	\$0.00	160	C.Y.	\$2,920.00
6	Subgrade Excavation (EV)	\$18.25	20	C.Y.	\$365.00			0	C.Y.	\$0.00	0	C.Y.	\$0.00
7	Subgrade Correction Aggregate (CV)	\$34.50	20	C.Y.	\$690.00			0	C.Y.	\$0.00	0	C.Y.	\$0.00
8	Remove Bituminous Pavement	\$6.00	100	S.Y.	\$600.00			0	S.Y.	\$0.00	0	S.Y.	\$0.00
9	Topsoil Borrow (LV)	\$18.30	500	C.Y.	\$9,150.00			0	C.Y.	\$0.00	30	C.Y.	\$549.00
10	Geotextile Fabric, Type V	\$1.55	750	S.Y.	\$1,162.50			0	S.Y.	\$0.00	0	S.Y.	\$0.00
11	Common Laborer	\$76.78	10	Hour	\$767.80			10	Hour	\$767.80	10	Hour	\$767.80
12	2 C.Y. Shovel	\$174.04	5	Hour	\$870.20			11	Hour	\$1,914.44	11	Hour	\$1,914.44
13	10 C.Y. Truck	\$98.09	5	Hour	\$490.45			0	Hour	\$0.00	0	Hour	\$0.00
14	2 C.Y. Front End Loader	\$142.48	5	Hour	\$712.40			1	Hour	\$142.48	1	Hour	\$142.48
15	1/2 C.Y. Skid Loader	\$109.27	5	Hour	\$546.35			0	Hour	\$0.00	0	Hour	\$0.00
16	Aggregate Base, Class 5	\$24.79	540	Ton	\$13,386.60			0	Ton	\$0.00	0	Ton	\$0.00
17	Salvaged Aggregate from Stockpile	\$8.97	200	Ton	\$1,794.00			0	Ton	\$0.00	0	Ton	\$0.00
18	Type SP Non-Wearing Course Mixture (B)	\$34.37	90	S.Y.	\$3,093.30			0	S.Y.	\$0.00	0	S.Y.	\$0.00
19	Type SP Wearing Course Mixture (B)	\$28.75	90	S.Y.	\$2,587.50			0	S.Y.	\$0.00	0	S.Y.	\$0.00
20	Silt Fences, Machine Sited and/or 9" Biocoll	\$3.51	200	L.F.	\$702.00			245	L.F.	\$859.95	295	L.F.	\$1,035.45
21	Inlet Protection	\$250.00	6	Each	\$1,500.00			0	Each	\$0.00	0	Each	\$0.00
22	Erosion Control Blanket, Category 2	\$2.58	400	S.Y.	\$1,032.00			0	S.Y.	\$0.00	0	S.Y.	\$0.00
23	Turf Establishment - Temporary	\$2,891.17	0.7	Acre	\$2,023.82			0	Acre	\$0.00	0.6	Acre	\$1,734.70
24	Turf Establishment - Permanent	\$3,923.73	0.7	Acre	\$2,746.61			0	Acre	\$0.00	0	Acre	\$0.00
25	Remove Culvert & Aprons	\$16.00	64	L.F.	\$1,024.00			0	L.F.	\$0.00	0	L.F.	\$0.00
26	21"x15" CMP-Arch Pipe Safety Apron w/ Grate	\$786.89	2	Each	\$1,573.78			0	Each	\$0.00	0	Each	\$0.00
27	4" - 12" PVC Pipe Tile Repair	\$25.00	100	L.F.	\$2,500.00			0	L.F.	\$0.00	0	L.F.	\$0.00
28	21"x15" CMP-Arch Pipe Culvert	\$58.60	60	L.F.	\$3,516.00			0	L.F.	\$0.00	0	L.F.	\$0.00
29	Random Riprap, Class II	\$85.00	1	C.Y.	\$85.00			0	C.Y.	\$0.00	0	C.Y.	\$0.00
30	6" PVC Watermain - C900	\$47.57	61	L.F.	\$2,901.77			57	L.F.	\$2,711.49	57	L.F.	\$2,711.49
31	8" PVC Watermain - C900	\$69.44	1,711	L.F.	\$118,811.84			185	L.F.	\$12,846.40	205	L.F.	\$14,235.20
32	8" PVC Restrained Joint Watermain - Trenchless Installation	\$69.44	270	L.F.	\$18,748.80			1,775	L.F.	\$123,256.00	1,775	L.F.	\$123,256.00

PARTIAL PAY ESTIMATE NO.

2014 CONSTRUCTION OF WELL NO. 7 & RAW WATERMAIN
CITY OF MOUNTAIN LAKE, MINNESOTA

PROJECT NO.: S14.107249

FILENAME: F:\M\LS\14107249\3_Preliminary Design\Spreadsheets\107249 QUANT.xls\Partial Pay Est. #3A
WORK COMPLETED THROUGH APRIL 20, 2015

JOB NO.	ITEM DESCRIPTION	CONTRACT PRICES			WORK COMPLETED PREVIOUS ESTIMATE			WORK COMPLETED JOB-TO-DATE			
		UNIT PRICE	QNTY	UNIT	AMOUNT	QNTY	UNIT	AMOUNT	QNTY	UNIT	AMOUNT
33	Watermain Fittings	\$12.62	962	Pound	\$12,140.44	755	Pound	\$9,528.10	824	Pound	\$10,398.88
34	Hydrant	\$4,689.23	2	Each	\$9,378.46	2	Each	\$9,378.46	2	Each	\$9,378.46
35	6" Gate Valve and Box	\$2,830.69	5	Each	\$14,153.45	5	Each	\$14,153.45	5	Each	\$14,153.45
36	8" Gate Valve and Box	\$3,299.20	1	Each	\$3,299.20	1	Each	\$3,299.20	1	Each	\$3,299.20
37	Drill 6" Pilot Test Hole	\$32.52	185	L.F.	\$6,016.20	210	L.F.	\$6,829.20	210	L.F.	\$6,829.20
38	Drill 18" Diameter (Nominal) Open Hole	\$72.28	185	L.F.	\$13,371.80	207	L.F.	\$14,961.96	207	L.F.	\$14,961.96
39	F & I 12" Diameter Casing	\$51.63	155	L.F.	\$8,002.65	148	L.F.	\$7,641.24	148	L.F.	\$7,641.24
40	12" Pipe Size SS Screen and Fittings - 100 Slot Screen	\$206.51	35	L.F.	\$7,227.85	54	L.F.	\$11,151.54	54	L.F.	\$11,151.54
41	Furnish and Install Pitless Unit	\$16,354.80	1	L.S.	\$16,354.80	1	L.S.	\$16,354.80	1	L.S.	\$16,354.80
42	Furnish and Install Gravel Pack - #120 Well Slot Red Flint	\$30.98	45	L.F.	\$1,394.10	64	L.F.	\$1,982.72	64	L.F.	\$1,982.72
43	Grout Well No. 7	\$413.02	20	Cubic Yard	\$8,260.40	4	Cubic Yard	\$1,652.08	4	Cubic Yard	\$1,652.08
44	Furnish and Install & Remove Well Development Equipment	\$2,048.84	1	Lump Sum	\$2,048.84	1	Lump Sum	\$2,048.84	1	Lump Sum	\$2,048.84
45	Well Development	\$206.51	60	Hour	\$12,390.60	49	Hour	\$10,118.99	49	Hour	\$10,118.99
46	Furnish, Install & Remove Test Pump with Discharge Piping	\$2,048.84	1	Lump Sum	\$2,048.84	1.0	Lump Sum	\$2,048.84	1.0	Lump Sum	\$2,048.84
47	Test Pumping	\$103.26	60	Hour	\$6,195.60	45	Hour	\$4,646.70	45	Hour	\$4,646.70
48	Water Analysis	\$2,065.12	1	Lump Sum	\$2,065.12	0	Lump Sum	\$0.00	0	Lump Sum	\$0.00
49	Video Taping	\$1,032.56	1	Lump Sum	\$1,032.56	0	Lump Sum	\$0.00	0	Lump Sum	\$0.00
50	Well No. 7 Pump, Pipe, Controls and Appertenances, Concrete Slab	\$189,007.28	1	Lump Sum	\$189,007.28	0	Lump Sum	\$0.00	1	Lump Sum	\$189,007.28
51	Well No. 5 Dedicated Draw Down Monitor	\$6,132.52	1	Lump Sum	\$6,132.52	0	Lump Sum	\$0.00	1	Lump Sum	\$6,132.52
52	Well No. 6 Dedicated Draw Down Monitor	\$5,099.39	1	Lump Sum	\$5,099.39	0	Lump Sum	\$0.00	1	Lump Sum	\$5,099.39
53	Modifications in Well Meter Building including Pipe, Fittings, Valves, Meter, Painting and Appertenances	\$40,907.27	1	Lump Sum	\$40,907.27	0	Lump Sum	\$0.00	0.90	Lump Sum	\$36,816.54
54	Remove Existing Structure No. 1	\$2,500.00	1	Lump Sum	\$2,500.00	0	Lump Sum	\$0.00	0	Lump Sum	\$0.00
55	Remove Existing Structure No. 2	\$2,500.00	1	Lump Sum	\$2,500.00	0	Lump Sum	\$0.00	0	Lump Sum	\$0.00
56	Remove Existing Structure No. 3	\$2,500.00	1	Lump Sum	\$2,500.00	0	Lump Sum	\$0.00	0	Lump Sum	\$0.00
57	Remove Existing Structure No. 4	\$2,500.00	1	Lump Sum	\$2,500.00	0	Lump Sum	\$0.00	0	Lump Sum	\$0.00
58	Remove Column Pipe & Pump, Remove Concrete Collar at Well No.2	\$3,548.45	1	Lump Sum	\$3,548.45	0	Lump Sum	\$0.00	0.5	Lump Sum	\$1,774.23
59	Remove Inner Casing at Well No. 2	\$2,048.84	1	Lump Sum	\$2,048.84	0	Lump Sum	\$0.00	0.5	Lump Sum	\$1,024.42
60	Grout for Sealing Well No. 2 and Structures 1, 2, 3 and 4	\$413.02	35	Cubic Yard	\$14,455.70	3	Cubic Yard	\$1,239.06	3	Cubic Yard	\$1,239.06
TOTAL AMOUNT BID					\$664,482.08			\$294,533.74			\$561,126.90

DRAFT

RESOLUTION # 9-15

**A Resolution Correcting the
2012-14 Utility and Street Project Assessment Roll**

WHEREAS a three year utility and street project was completed in the City of Mt. Lake In 2014, and

WHEREAS. The city, as required by statute, held a special assessment public hearing and following the hearing adopted Resolution # 42-14 Adopting 2012-2014 Utility and Street Project Special Assessments; and

WHEREAS, it has now been determined that city owned properties as identified in Exhibit A were inadvertently left on the assessment roll, and

WHEREAS, the City Council of the City of Mt. Lake wishes to remove said assessments.

THEREFORE BE IT RESOLVED that the City Council of the City of Mt. Lake orders the removal of city owned properties and identified in Exhibit A; and

BE IT FURTHER RESOLVED that the clerk shall transmit these changes to the county auditor.

Adopted by the Mt. Lake City Council this 4th day of May, 2015.

Mike Nelson, Mayor

ATTEST:

Wendy Meyer, Clerk/Administrator

Exhibit A

Assessment Roll Line	Parcel Identification No.	Assessment Amount
322	22.033.1300	\$747.00
89	22.413.0390	\$17,995.96
14	22.520.0071	\$10,111.02
104	22.520.0960	\$14,705.20
107	22.520.0980	\$6,835.66
347	22.520.0980	\$1,982.76
141	22.520.1431	\$565.20
139	22.520.1432	\$6,046.50
215	22.611.0170	\$3,108.60
287	22.033.0400	\$9,573.15
286	22.033.0500	\$2,576.00
264	22.610.0742	\$2,543.40
402	22.358.0160	\$6,418.20

City of Mountain Lake, Minnesota

Data Practices Policy for Data Subjects

Data about You

The Government Data Practices Act (Minnesota Statutes, Chapter 13) says that data subjects have certain rights related to a government entity collecting, creating, and keeping government data about them. You are the subject of data when you can be identified from the data. Government data is a term that means all recorded information a government entity has, including paper, email, DVDs, photographs, etc.

Classification of Data about You

The Government Data Practices Act presumes that all government data are public unless a state or federal law says that the data are not public. Data about you are classified by state law as public, private, or confidential. See below for some examples.

1. **Public data:** We must give public data to anyone who asks; it does not matter who is asking for the data or why.

The following is an example of public data about you: the names of City of Mt. Lake employees.

2. **Private data:** We cannot give private data to the general public, but you have access when the data are about you. We can share your private data with you, with someone who has your permission, with our government entity staff who need the data to do their work, and as permitted by law or court order.

The following is an example of private data about you: Social Security numbers.

3. **Confidential data:** Confidential data have the most protection. Neither the public nor you can get access even when the confidential data are about you. We can share confidential data about you with our government entity staff who need the data to do their work and to others as permitted by law or court order. We cannot give you access to confidential data.

The following is an example of confidential data about you: the identity of the subject of an active criminal investigation.

Your Rights under the Government Data Practices Act

This government entity must keep all government data in a way that makes it easy for you to access data about you. Also, we can collect and keep only those data about you that we need for administering and managing programs that are permitted by law. As a data subject, you have the following rights.

- **Access to Your Data**

You have the right to look at (inspect), free of charge, public and private data that we keep about you. You also have the right to get copies of public and private data about you. The Government Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

Also, if you ask, we will tell you whether we keep data about you and whether the data are public, private, or confidential.

As a parent, you have the right to look at and get copies of public and private data about your minor children (under the age of 18). As a legally appointed guardian, you have the right to look at and get copies of public and private data about an individual for whom you are appointed guardian.

Minors have the right to ask this government entity not to give data about them to their parent or guardian. If you are a minor, we will tell you that you have this right. We may ask you to put your request in writing and to include the reasons that we should deny your parents access to the data. We will make the final decision about your request based on your best interests.

Note: Minors do not have this right if the data in question are educational data maintained by an educational agency or institution.

- **When We Collect Data from You**

When we ask you to provide data about yourself that are not public, we must give you a notice. The notice is sometimes called a Tennessee warning. The notice controls what we do with the data that we collect from you. Usually, we can use and release the data only in the ways described in the notice.

We will ask for your written permission if we need to use or release private data about you in a different way, or if you ask us to release the data to another person. This permission is called informed consent. If you want us to release data to another person, you must use the consent form we provide.

- **Protecting your Data**

The Government Data Practices Act requires us to protect your data. We have established appropriate safeguards to ensure that your data are safe.

In the unfortunate event that we determine a security breach has occurred and an unauthorized person has gained access to your data, we will notify you as required by law.

- **When your Data are Inaccurate and/or Incomplete**

You have the right to challenge the accuracy and/or completeness of public and private data about you. You also have the right to appeal our decision. If you are a minor, your parent or guardian has the right to challenge data about you.

How to Make a Request for Your Data

To look at data, or request copies of data that this government entity keeps about you, your minor children, or an individual for whom you have been appointed legal guardian, make a *written request*. Make your request for data to the appropriate individual listed in the Data Practices Contacts on page 6. You may make your request by mail, fax, or email using the data request form on page 8.

If you choose not use to use the data request form, your request should include:

- that you are making a request, under the Government Data Practices Act (Minnesota Statutes, Chapter 13), as a data subject, for data about you;
- whether you would like to inspect the data, have copies of the data, or both;
- a clear description of the data you would like to inspect or have copied; and
- identifying information that proves you are the data subject, or data subject's parent/guardian.

This government entity requires proof of your identity before we can respond to your request for data. If you are requesting data about your minor child, you must show proof that you are the minor's parent. If you are a guardian, you must show legal documentation of your guardianship. Please see the Standards for Verifying Identity located on page 9.

How We Respond to a Data Request

Once you make your request, we will work to process your request. If it is not clear what data you are requesting, we will ask you for clarification.

- If we do not have the data, we will notify you *in writing* within 10 business days.
- If we have the data, but the data are confidential or private data that are not about you, we will notify you within 10 business days and state which specific law says you cannot access the data.
- If we have the data, and the data are public or private data about you, we will respond to your request within 10 business days, by doing one of the following:
 - arrange a date, time, and place to inspect data, for free, if your request is to look at the data, or
 - provide you with copies of the data within 10 business days. You may choose to pick up your copies, or we will mail or fax them to you. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format.

Information about copy charges is on page 7.

We also will arrange for you to prepay for the copies.

After we have provided you with access to data about you, we do not have to show you the data again for 6 months unless there is a dispute or we collect or create new data about you.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

The Government Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. (For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request.) If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, we are not required under the Government Data Practices Act to respond to questions that are not specific requests for data.

Data Practices Contacts

Responsible Authority

Wendy Meyer, Clerk/Administrator

P. O. Box C

Mt. Lake, MN 56159

507-427-2999 Ext. 1

Fax: 507-427-3325

city@mountainlake.govoffice.com

Responsible Authority Designees

Police Data

Doug Bristol, Chief

Utility Data

Lynda Cowell

City Data

Dawn Fast

Data Practices Compliance Official

Wendy Meyer, Clerk/Administrator

Copy Costs – Data Subjects

This government entity charges data subjects for copies of government data. These charges are authorized under Minnesota Statutes, section 13.04, subdivision 3.

You must pay for the copies before we will give them to you.

We do not charge for copies if the cost is less than \$5.

Paper copies – 25 cents per page

Black and white letter or legal size paper copies cost 25 cents for a one sided copy, or 50 cents for a two-sided copy.

Actual Cost of Making the Copies

In determining the actual cost of making copies, we factor in employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs (if any). If your request is for copies of data that we cannot reproduce ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

The cost of employee time to make copies is \$25 per hour

(25)

Data Request Form – Data Subjects

Date of request: _____

To request data as a data subject, you must show a valid state ID, such as a driver's license, military ID, or passport as proof of identity.

I am requesting access to data in the following way:

Inspection

Copies

Both inspection and copies

Note: inspection is free but we charge for copies when the cost is over \$5.

These are the data I am requesting:

Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

Contact Information

Data subject name _____

Parent/Guardian name (if applicable) _____

Address _____

Phone number _____ Email address _____

Staff Verification

Identification provided _____

We will respond to your request within 10 business days.

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Standards for Verifying Identity

The following constitute proof of identity.

- An **adult individual** must provide a valid photo ID, such as
 - a state driver's license
 - a military ID
 - a passport
 - a Minnesota ID
 - a Minnesota tribal ID

- A **minor individual** must provide a valid photo ID, such as
 - a state driver's license
 - a military ID
 - a passport
 - a Minnesota ID
 - a Minnesota Tribal ID
 - a Minnesota school ID

- The **parent or guardian of a minor** must provide a valid photo ID *and either*
 - a certified copy of the minor's birth certificate *or*
 - a certified copy of documents that establish the parent or guardian's relationship to the child, such as
 - ❖ a court order relating to divorce, separation, custody, foster care
 - ❖ a foster care contract
 - ❖ an affidavit of parentage

- The **legal guardian for an individual** must provide a valid photo ID *and* a certified copy of appropriate documentation of formal or informal appointment as guardian, such as
 - court order(s)
 - valid power of attorney

Note: Individuals who do not exercise their data practices rights in person must provide *either* notarized or certified copies of the documents that are required *or* an affidavit of ID.

Policy for Ensuring the Security of Not Public Data

Legal Requirement

The adoption of this policy by the City of Mt. Lake "The City" satisfies the requirement in Minnesota Statutes, section 13.05, Subd. 5, to establish procedures insuring appropriate access to not public data. By incorporating employee access to not public data in the City's Data Inventory (required by Minnesota Statutes, section 13.0225, Subd. 1), in the individual employee's position, or both, the City's policy limits access to not public data to employees whose work assignment reasonably requires access.

Please direct all question regarding this policy to the City of Mt. Lake's Data Practices Compliance Official (DPCO):

Wendy Meyer, Clerk/Administrator
city@mountainlake.govoffice.com

507-427-2999 Ext. 1

Fax: 507-427-3327

P. O. Box C

930 Third Ave.

Mt. Lake, MN 56159

Procedures implementing this policy

Data Inventory

Under the requirement in Minnesota Statutes, section 13.025, Subd 1, the City has prepared a Data Inventory which identifies and describes all not public data on individuals maintain by the City. To comply with the requirements in section 13.05, Subd. 5, the City has also modified its Data Inventory to represent the employees who have access to not public data.

In the event of a temporary duty as assigned by a supervisor an employee may access certain not public data for as long as the work is assigned to the employee.

In addition to the employees listed in the City's Data Inventory, the Responsible Authority/Data Practices Compliance Official and City Attorney may have access to all not public data

maintained by the City if necessary for specified duties. Any access to not public data will be strictly limited to the data necessary to complete the work assignment.

Employee position descriptions

Position descriptions may contain provision identifying any not public data accessible to the employee when a work assignment reasonably requires access.

Data sharing with authorized entities or individuals

State or federal law may authorize the sharing of not public data in specific circumstances. Not public data may be shared with another entity if a federal or state law allows or mandates it. Individual will have noticed of any sharing in applicable Tennessee warnings (see Minnesota Statutes, section 13.04) or the City will obtain the individual's informed consent. Any sharing of not public data will be strictly limited to the data necessary or required to comply with the applicable law.

Ensuring that not public data are not access without a work assignment

When a work task is assigned to an employee that requires access to not public data the Clerk/Administrator or Department Head will inform the employee which data are not public and that the data may not be disclosed to anyone else including other city employees.

When not public data must be provided to county or state employees or to appointed or elected officials of the City, County or State, the Clerk/Administrator or Department Head shall inform the appointed or elected official which data are not public and that the data may not be disclosed to anyone else.

Recommended actions for ensuring appropriate access include:

- Assigning appropriate security roles, limit access to shared network drives, and implement password protections for not public electric data
- Password protecting employee computers and locking computers before leaving work stations
- Securing not public data within locked work spaces and in locked file cabinets
- Shredding not public documents before disposing of them

Notice of a Breach

If the City becomes aware of an unauthorized acquisition of not public data, City Staff shall take the following actions:

1. Send a Notice to the individual who is the subject of the data and whose private or confidential data was, or is reasonably believed to have been, acquired by an unauthorized person.
2. The Notice shall be in substantial form as the attached form and sent via First Class mail or e-mail.
3. The City shall conduct an investigation into any breach in the security of data.
4. After finishing the investigation, the City shall have a report prepared on the facts and results of the investigation. This report shall be made available to the subject of the data by U. S. mail or e-mail.
5. In compliance with MN Statutes Section 13.055 Subd. 2(b), the report must include at minimum;
 - a. A description of the type of data that were accessed or acquired;
 - b. The number of individuals whose data was improperly accessed or acquired;
 - c. If an employee has been disciplined for the improper access and there has been a final disposition of that discipline as defined in MN Statutes Section 13.43, the name of the employee responsible for the unauthorized access or acquisition and the final disposition of discipline.
 - d. If a contractor or agent of the government entity is responsible for the unauthorized access, whether the City has changed how it does business with that contractor.

Annual Security Assessment

The City of Mt. Lake staff shall annually conduct a security assessment of any personal information maintained by the City.

Penalty for Violation of this Policy

Violation of this policy by a City of Mt. Lake employee is just cause for suspension without pay or termination. Minnesota Statute Section 13.09 provides that anyone who willfully violates this policy or applicable Minnesota Statutes or whose conduct constitutes the knowing unauthorized acquisition of not public data, is guilty of a misdemeanor.

NOTICE TO INDIVIDUAL OF BREACH OF SECURITY

February 31, 2015

Joe Kerr
123 Comedy Street
Anytown, MN

Dear Joe Kerr:

On _____, 20__, the City of Mt. Lake learned that _____ data (about you) held by the City of Mt. Lake may have been accessed by an unauthorized person. The City of Mt. Lake is conducting an investigation to determine exactly what private or confidential data about you may have been accessed and how such data was used.

The name of the investigator is Buck Thorn and he may contact you as part of the investigation. Please forward to me a telephone number or e-mail address which our investigator can use to contact you.

A report of this investigation will be prepared and we will notify you when it is completed along with instructions outlining how you may obtain the report.

We apologize for this breach in security and we are working to restore the security of your data.

Very truly yours,

Rose Toes,
Mt. Lake Clerk/Administrator

City Utility Leaders Receive High-Level Outlook for Power Industry at Annual Meeting

Blue Earth, MN – Mountain Lake City Council Member and Utility Liaison David Savage, Mayor Mike Nelson and utility representatives Wendy Meyer, Ron Melson and Lynda Cowell joined nearly 100 of their municipal utility counterparts recently for the annual meeting of Central Minnesota Municipal Power Agency (CMMPA). The municipal member-owners heard mixed news and learned that even though their municipal joint action agency is operating from its strongest financial position in its 27 year history, proposed U.S. Environmental Protection Agency carbon dioxide (CO₂) rules could cause electricity prices to increase dramatically in the near future.

“As we reviewed CMMPA's accomplishments and heard from guest speakers in the transmission and natural gas industries, it became clear that impending decisions by the EPA could challenge every utility's ability to deliver comparatively priced electricity from one year to the next,” said Wendy Meyer, Mountain Lake City Administrator and CMMPA President. “The impact could be quite shocking to most consumers.”

The draft EPA rules of concern that dominated the discussion are commonly referred to as the Clean Power Plan or Section 111(d) of the Clean Air Act. In attempting to write rules that will decrease CO₂ 30 percent nationally by 2030, the EPA will in effect alter the traditional dispatch order of power resources onto the transmission system.

This system is currently designed to balance reliability, cost and environmental considerations in dispatching generation resources; however the proposed rules favor low carbon emission characteristics over reliability and cost. If it moves forward as proposed, this regulatory regime would require costly, significant build-out and rebuilding over a short period of time to maintain system reliability.

In addition, the draft rules also establish carbon reductions for each state. Minnesota's reductions are among the highest with a 41 percent target by 2030 from 2005 emission levels. In comparison, Iowa is set at 16 percent, North Dakota at 11 and 30 percent for the entire nation.

According to presenters from CMMPA and from the Midcontinent Independent System Operator (MISO), a regional transmission organization that operates the grid, a regional compliance approach to reduce carbon would cost 40 percent less than an approach implemented state-by-state. However, the more expensive state-by-state regulatory scheme might be the only option available because states with low reduction targets will want to shield their customers from costs associated with cooperating with states assigned a higher CO₂ burden.

Guest speaker, Aditya Prabhakar from MISO, noted that compliance costs go beyond those that impact electric generators. It also causes significant cost increases as investments are made to expand the natural gas pipeline and electric transmission systems in order to maintain the reliability that consumers expect.

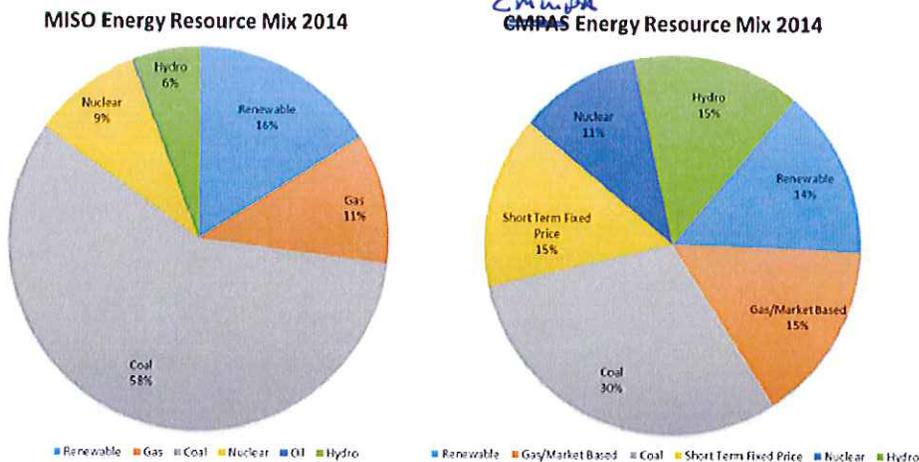
“CMMPA already has a well-diversified resource mix that is 48 percent carbon free,” said CMMPA CEO Steve Thompson. “Unfortunately, the draft Clean Power Plan ignores the investments made by MN-serving utilities in meeting Minnesota’s renewable energy standard and greenhouse gas goals. Given the information we have today, we are trying to work with our Congressional delegation to convince the EPA that they need to fix the inequitable targets and the many other potentially harmful measures that place Minnesota at a competitive disadvantage to neighboring states.”

Similarly another guest speaker, Ben Straus of Minnesota-based U.S. Energy Services, highlighted additional cost constraints and price volatility as natural gas is expected to replace coal for electric generation due to impending carbon regulations. Even though U.S. natural gas production is likely to increase, higher prices will remain given the lack of infrastructure to meet expected growth for the electric generation sector.

“For municipal utilities, a well-diversified electricity portfolio serves as a hedge against higher-priced energy markets, volatile gas prices and possible carbon risks, said CEO Thompson. “Through the determined leadership of CMMPA’s board and its local public utility owners, we will continue to explore and apply risk management strategies to limit the impact of harmful price fluctuations in the electric energy market.”

CMMPA serves as a municipal, consumer-owned, non-profit agency that helps municipal utilities identify strategies that minimize wholesale power costs, manage future risks and maintain stable competitive rates. In a consultative role, CMMPA offers strategic power supply planning and procurement services to help municipal utility boards address their full or partial utility requirement needs, while allowing them flexibility and autonomy to customize their electric energy portfolio.

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Tagline: Through the determined leadership of the 12 municipal member-owners of Central Minnesota Municipal Power Agency (CMMPA), a strategic planning and wholesale power supply organization, CMMPA’s wholesale costs are competitive despite its smaller size as a joint power agency. CMMPA operates within the Midcontinent Independent System Operator (MISO) wholesale energy market and transmission grid. Since CMMPA’s energy resource mix is more than 45 percent carbon free, its diversified resource portfolio serves as a hedge against

the potentially higher priced resource mix of the MISO wholesale energy market, volatile gas prices and possible carbon risks.