

**Mt. Lake City Council
Mt. Lake City Hall
Monday, April 7, 2014
6:30 p.m.**

AGENDA

1. Meeting called to order by Mayor, Dean Janzen
 - * Further information on agenda item is attached
2. Approval of Agenda and Consent Agenda
 - a. Bills: Check #'s 9915863 - 9915933; 342E & 343E*(1-7)
Payroll: Check #'s 61014 - 61043
 - b. Approval of March 17 Council Minutes*(8-9)
 - c. Approval of March 13 Utility Commission Minutes*(10)
 - d. Approval of Feb. 24 Planning and Zoning Commission Minutes and Jan. – March Building Permits*(11-12)
 - e. Approve Pow Wow Street closings, June 15 – 17*(13)
 - f. Adopt Resolution #11-14 Pow Wow Raffle*(14)
3. Public – A total of ten (10) minutes is allotted for individuals to briefly discuss a topic of concern with the council.
4. Mt. Power Project - Rob Anderson, EDA; Tammy Omdal, Northland Securities
 - a. Review Finance Plan Summary*(15-20)
 - b. Adopt Resolution #10-14 Approving Issuance of Taxable GO TIF Bonds, 2014A*(21-22)
5. 7 p.m. Mt. Power Variance Public Hearing*(23-29)
 - a. Adopt Resolution #9-14
6. Well #7 Call for Bids, Andy Kehren, Bolton and Menk
7. Request to Amend Significant Industrial User Agreement*(30-34)
8. Police Dept., Chief Doug Bristol
 - a. Equipment Purchase - Zuercher Tech. county-wide Record Management System*(35-41)
9. Street Dept., Supt. Rick Oeltjenbruns
 - a. 2014 Dust Control*(42-43)
 - b. 2014 Seal Coat*(44)
 - c. Repair of Park Restrooms
10. Administrator
 - a. Adopt Resolution #6-14, #7-14 & #8-14*(45-47)
 - b. Assembly of God Request*(48-50)
 - c. Cable Access Channel
11. Adjourn

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April 7, 2014
mtg
9915863-
9915933
342E + 343E

March 2014 to April 2014

			Check Amt	Invoice	Comment
10100 United Prairie					
Paid Chk#	9915863	3/17/2014			EDAM
E 205-46500-308	Training & Instruction		\$300.00		SPRING CONF REGISTRATION-ROB ANDERSON
	Total EDAM		\$300.00		
Paid Chk#	9915864	3/17/2014			NORTHLAND SECURITIES
E 441-46300-434	Project Expense		\$2,035.00	3633	FINANCIAL PLANNING-MT POWER TIF 1-6
	Total NORTHLAND SECURITIES		\$2,035.00		
Paid Chk#	9915865	3/17/2014			DENNIS HULZEBOS
E 211-45500-400	Janitor-Repairs/Maint		\$345.00		MARCH MAINT AT LIBRARY
E 101-45186-400	Janitor-Repairs/Maint		\$250.00		MARCH MAINT AT SR CTR
	Total DENNIS HULZEBOS		\$595.00		
Paid Chk#	9915866	3/20/2014			AFLAC
G 101-21713	AFLAC		\$192.74		
	Total AFLAC		\$192.74		
Paid Chk#	9915867	3/20/2014			AFSCME COUNCIL 65
G 101-21707	Union Dues		\$153.04		
	Total AFSCME COUNCIL 65		\$153.04		
Paid Chk#	9915868	3/20/2014			BCBS/HSA
G 101-21714	HSA		\$728.71		
	Total BCBS/HSA		\$728.71		
Paid Chk#	9915869	3/20/2014			COMMISSIONER OF REVENUE
G 101-21702	State Withholding		\$724.08		
	Total COMMISSIONER OF REVENUE		\$724.08		
Paid Chk#	9915870	3/20/2014			GISLASON & HUNTER
G 101-21712	Garnishments		\$323.24		
	Total GISLASON & HUNTER		\$323.24		
Paid Chk#	9915871	3/20/2014			INTERNAL REVENUE SERVICE
G 101-21701	Federal Withholding		\$1,509.38		
G 101-21703	FICA Tax Withholding		\$2,064.00		
	Total INTERNAL REVENUE SERVICE		\$3,573.38		
Paid Chk#	9915872	3/20/2014			PERA
G 101-21704	PERA		\$3,693.15		
	Total PERA		\$3,693.15		
Paid Chk#	9915873	3/20/2014			SW/WC SERVICE COOPERATIVES
G 101-21708	Employee Paid Health Insurance		\$1,091.34		
	Total SW/WC SERVICE COOPERATIVES		\$1,091.34		
Paid Chk#	9915874	3/20/2014			VALIC
G 101-21705	VALIC		\$980.96		
	Total VALIC		\$980.96		
Paid Chk#	9915875	3/19/2014			COTTONWOOD COUNTY AUD/TREAS
E 608-46330-354	Real Estate Taxes		\$2,912.50		2014 8-PLEX PAYMENT IN LIEU OF TAXES
E 607-46330-354	Real Estate Taxes		\$1,410.00		2014 4-PLEX PAYMENT IN LIEU OF TAXES
	Total COTTONWOOD COUNTY AUD/TREAS		\$4,322.50		
Paid Chk#	9915876	3/19/2014			COTTONWOOD COUNTY AUD/TREAS

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		Check Amt	Invoice	Comment
E 609-46330-354	Real Estate Taxes	\$1,495.70		2014 MASON MANOR PAYMENT IN LIEU OF TAXES
Total COTTONWOOD COUNTY AUD/TREAS		\$1,495.70		
Paid Chk# 9915877	4/3/2014 AFLAC			
G 101-21713	AFLAC	\$192.74		
Total AFLAC		\$192.74		
Paid Chk# 9915878	4/3/2014 BCBS/HSA			
G 101-21714	HSA	\$728.71		
Total BCBS/HSA		\$728.71		
Paid Chk# 9915879	4/3/2014 COMMISSIONER OF REVENUE			
G 101-21702	State Withholding	\$722.11		
Total COMMISSIONER OF REVENUE		\$722.11		
Paid Chk# 9915880	4/3/2014 GISLASON & HUNTER			
G 101-21712	Garnishments	\$331.54		
Total GISLASON & HUNTER		\$331.54		
Paid Chk# 9915881	4/3/2014 INTERNAL REVENUE SERVICE			
G 101-21703	FICA Tax Withholding	\$2,072.58		
G 101-21701	Federal Withholding	\$1,495.46		
Total INTERNAL REVENUE SERVICE		\$3,568.04		
Paid Chk# 9915882	4/3/2014 LAW ENFORCEMENT LABOR SERV			
G 101-21711	PD UNION DUES	\$135.00		
Total LAW ENFORCEMENT LABOR SERV		\$135.00		
Paid Chk# 9915883	4/3/2014 PERA			
G 101-21704	PERA	\$3,695.31		
Total PERA		\$3,695.31		
Paid Chk# 9915884	4/3/2014 VALIC			
G 101-21705	VALIC	\$1,043.89		
Total VALIC		\$1,043.89		
Paid Chk# 9915885	4/4/2014 FRONTIER			
E 211-45500-321	Telephone	\$57.34		LIBRARY PHONE-507-427-2506
Total FRONTIER		\$57.34		
Paid Chk# 9915886	4/4/2014 MUNICIPAL UTILITIES			
E 211-45500-380	Elec,Water,Sewer	\$365.68		LIBRARY UT
E 101-45171-380	Elec,Water,Sewer	\$110.77		ICE RINK WATER
E 608-46330-380	Elec,Water,Sewer	\$99.80		407 HERITAGE DRIVE
E 101-45183-380	Elec,Water,Sewer	\$15.84		UT AT CAMPGROUND
E 608-46330-380	Elec,Water,Sewer	\$4.83		8-PLEX PORTION OF ST LITE ON HERITAGE DRIVE
E 607-46330-380	Elec,Water,Sewer	\$2.49		4-PLEX PORTION OF ST LITE ON HERITAGE DRIVE
E 231-42154-380	Elec,Water,Sewer	\$37.26		AMB PORTION OF FIREHALL UT
E 221-42200-380	Elec,Water,Sewer	\$75.66		FIRE DEPT PORTION OF FIREHALL UT
E 101-43100-380	Elec,Water,Sewer	\$221.37		ST DEPT UT
E 101-45186-380	Elec,Water,Sewer	\$291.89		SR CTR UT
E 101-45200-380	Elec,Water,Sewer	\$163.02		CITY PARK RESTROOMS UT
E 101-41400-380	Elec,Water,Sewer	\$323.33		CITY HALL UT
E 101-45200-380	Elec,Water,Sewer	\$26.00		LAWCON PARK LIGHTS
Total MUNICIPAL UTILITIES		\$1,737.94		
Paid Chk# 9915887	4/4/2014 MUNICIPAL UTILITIES			

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			Check Amt	Invoice	Comment
E 507-46103-322	Postage		\$17.02		LAKE COMM POSTAGE 12-28-13 TO 3-31-14
E 101-41400-200	Office Supplies		\$192.04		CITY POSTAGE 12-28-13 TO 3-31-14
E 205-46500-200	Office Supplies		\$22.91		EDA POSTAGE 12-28-13 TO 3-31-14
E 101-42100-200	Office Supplies		\$12.55		PD POSTAGE 12-28-13 TO 3-31-14
	Total MUNICIPAL UTILITIES		\$244.52		
Paid Chk# 9915888	4/4/2014	MUNICIPAL UTILITIES			
E 101-43160-381	Electric Utilities		\$3,453.09		FEB STREET LIGHTING
	Total MUNICIPAL UTILITIES		\$3,453.09		
Paid Chk# 9915889	4/4/2014	MUNICIPAL UTILITIES			
E 101-43100-308	Training & Instruction		\$55.80		ST DEPT-DRUG & ALCOHOL RANDOM TESTING
E 101-45200-308	Training & Instruction		\$18.60		PARKS DEPT-DRUG & ALCOHOL RANDOM TESTING
E 101-46200-308	Training & Instruction		\$18.60		CEMETERY DEPT-DRUG & ALCOHOL RANDOM TESTING
	Total MUNICIPAL UTILITIES		\$93.00		
Paid Chk# 9915890	4/4/2014	SOUTH CENTRAL COLLEGE			
E 231-42154-308	Training & Instruction		\$393.78	0129201	EMT REFRESHER-KAY GOHR
	Total SOUTH CENTRAL COLLEGE		\$393.78		
Paid Chk# 9915891	4/4/2014	ABDO,EICK & MEYERS			
E 101-41400-301	Auditing and Acct g Services		\$7,500.00	324245	2013 AUDIT SERVICES
	Total ABDO,EICK & MEYERS		\$7,500.00		
Paid Chk# 9915892	4/4/2014	ALEX AIR APPARATUS INC.			
E 221-42200-404	Repairs/Maint Machinery/Equip		\$1,897.11	25344	AIR QUALITY TEST,COMPRESSOR SERVICE,EQUIP REPAIR-FIRE DEPT
	Total ALEX AIR APPARATUS INC.		\$1,897.11		
Paid Chk# 9915893	4/4/2014	ALPHA WIRELESS COMMUNICATIONS			
E 221-42200-323	Radio-monthly service contract		\$36.00	669593	APRIL AMB DEPT RADIO CONTRACT
E 231-42154-323	Radio-monthly service contract		\$44.00	669593	APRIL FIRE DEPT RADIO CONTRACT
	Total ALPHA WIRELESS COMMUNICATIONS		\$80.00		
Paid Chk# 9915894	4/4/2014	AMAZON-GE MONEY BANK			
E 211-45500-592	A.V. Materials		\$98.98		
E 211-45500-590	Capital Outlay Books		\$369.68		
	Total AMAZON-GE MONEY BANK		\$468.66		
Paid Chk# 9915895	4/4/2014	AUDI NICKEL			
E 231-42154-430	Miscellaneous		\$214.74		CABINET FOR AMBULANCE HALL
	Total AUDI NICKEL		\$214.74		
Paid Chk# 9915896	4/4/2014	BANYON DATA SYSTEMS			
E 101-41400-414	Banyon Computer Contract		\$795.00	00151206	PAYROLL & FUND ACCOUNTING ANNUAL SUPPORT
	Total BANYON DATA SYSTEMS		\$795.00		
Paid Chk# 9915897	4/4/2014	BORDER STATES ELECTRIC			
E 101-43100-401	Repairs/Maint Buildings		\$91.96	907068429	LIGHTS FOR ST SHOP
	Total BORDER STATES ELECTRIC		\$91.96		
Paid Chk# 9915898	4/4/2014	CITIZEN PUBLISHING			
E 101-41400-351	Legal Notices Publishing		\$51.10	3/12/14	ORDINANCE #3-14
E 101-41400-351	Legal Notices Publishing		\$32.85	3/12/14	ORDINANCE #2-14
E 101-41400-351	Legal Notices Publishing		\$51.10	3/12/14	ORDINANCE #4-14
E 101-41400-351	Legal Notices Publishing		\$25.75	3/26/14	SUMMER HELP AD

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E 101-41400-351	Legal Notices Publishing		\$30.00	3/31/2014	VARIANCE HEARING
E 101-41400-351	Legal Notices Publishing		\$348.00	3/31/2014	VISITORS GUIDE
E 101-41400-351	Legal Notices Publishing		\$12.88	3/31/2014	SUMMER HELP AD
Total CITIZEN PUBLISHING			\$551.68		
Paid Chk# 9915899	4/4/2014	CITY OF ST. JAMES			
E 101-41910-308	Training & Instruction		\$769.48	14115	BLDG OFFICIAL CONT ED
Total CITY OF ST. JAMES			\$769.48		
Paid Chk# 9915900	4/4/2014	CRYTEEL TRUCK EQUIPMENT			
E 101-45200-404	Repairs/Maint Machinery/Equip		\$31.00	LP161919	CENTER CAP-PARKS DEPT
Total CRYTEEL TRUCK EQUIPMENT			\$31.00		
Paid Chk# 9915901	4/4/2014	EARL F. ANDERSON			
E 101-43100-580	Other Equipment		\$380.95	0104390	TRAFFIC CONES
Total EARL F. ANDERSON			\$380.95		
Paid Chk# 9915902	4/4/2014	EMERGENCY APPARATUS MAINTEN			
E 221-42200-404	Repairs/Maint Machinery/Equip		\$2,240.96	68938	WORK DONE TO PUMPER 92
Total EMERGENCY APPARATUS MAINTEN			\$2,240.96		
Paid Chk# 9915903	4/4/2014	FARM & HOME PUBLISHERS			
E 221-42200-430	Miscellaneous		\$243.00	15393	CTTWD,WATONWAN,JACKSON CTY BOOKS
E 231-42154-430	Miscellaneous		\$242.99	15393	CTTWD,WATONWAN,JACKSON CTY BOOKS
Total FARM & HOME PUBLISHERS			\$485.99		
Paid Chk# 9915904	4/4/2014	FRONTIER			
E 101-41400-321	Telephone		\$223.03		CITY HALL PHONE-427-2999
E 205-46500-321	Telephone		\$37.50		EDA PORTION OF DSL & 427-2999
E 101-43100-321	Telephone		\$56.19		STREET DEPT PHONE-427-2997
E 101-45186-321	Telephone		\$47.24		SR CTR PHONE-427-2151
E 101-42100-321	Telephone		\$224.88		POLICE DEPT PHONE-427-3403
E 205-46500-321	Telephone		\$10.36		CHAMBER 800#
E 101-00000-430	Miscellaneous		\$113.14		UT-PHONE
Total FRONTIER			\$712.34		
Paid Chk# 9915905	4/4/2014	HEIMAN FIRE EQUIPMENT			
E 221-42200-404	Repairs/Maint Machinery/Equip		\$865.00	0819519	PANTS FOR FIRE DEPT
Total HEIMAN FIRE EQUIPMENT			\$865.00		
Paid Chk# 9915906	4/4/2014	HIGLEY FORD			
E 101-43100-200	Office Supplies		\$47.92	INV675798	SPOT CHECK CARDS-ST DEPT
Total HIGLEY FORD			\$47.92		
Paid Chk# 9915907	4/4/2014	INDOFF INCORPORATED			
E 101-41400-200	Office Supplies		\$276.81	2415004	CHAIR-DAWN
E 101-41400-200	Office Supplies		\$53.01	2418755	CORK STRIPS
E 221-42200-430	Miscellaneous		\$85.38	2422029	MARKER BOARD-FIRE DEPT
E 101-41400-200	Office Supplies		\$1.05	2428773	BINDER CLIPS
E 101-41400-200	Office Supplies		\$53.43	2432155	FILE POCKETS
Total INDOFF INCORPORATED			\$469.68		
Paid Chk# 9915908	4/4/2014	JEAN HABERMAN			
E 507-45210-430	Miscellaneous		\$119.96		REIMBURSE TRAIL ENHANCEMENTS
Total JEAN HABERMAN			\$119.96		
Paid Chk# 9915909	4/4/2014	KDOM RADIO			

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			Check Amt	Invoice	Comment
E 101-00000-430	Miscellaneous		\$21.00	540140331931	MONTHLY ADV
	Total KDOM RADIO		\$21.00		
Paid Chk# 9915910	4/4/2014	LEAGUE OF MN CITIES-FINANCE			
E 101-41400-308	Training & Instruction		\$20.00	198113	WORKSHOP FOR WENDY
E 101-41110-308	Training & Instruction		\$375.00	198113	LEGAUDI NICKEL-LEAGUE CONF
E 101-43100-308	Training & Instruction		\$20.00	198113	WORKSHOP FOR RICK
	Total LEAGUE OF MN CITIES-FINANCE		\$415.00		
Paid Chk# 9915911	4/4/2014	LEAGUE OF MN CITIES--INSURANCE			
E 101-00000-361	General Liability Ins		\$168.00	VL00069009	VOLUNTEER ACCIDENT POLICY
	Total LEAGUE OF MN CITIES--INSURANCE		\$168.00		
Paid Chk# 9915912	4/4/2014	MARK WARNER			
E 221-42200-308	Training & Instruction		\$665.00		FIRE DEPT CPR
	Total MARK WARNER		\$665.00		
Paid Chk# 9915913	4/4/2014	MIDWAY FARM EQUIPMENT			
E 101-43100-404	Repairs/Maint Machinery/Equip		\$255.00	TM00332	STREET DEPT TRUCK INSPECTIONS
	Total MIDWAY FARM EQUIPMENT		\$255.00		
Paid Chk# 9915914	4/4/2014	MILLENNIUM CREDIT CONSULTANTS			
R 231-42154-36200	Miscellaneous Revenues		\$301.00		COLLECTION FEE ON AMB ACCOUNT
	Total MILLENNIUM CREDIT CONSULTANTS		\$301.00		
Paid Chk# 9915915	4/4/2014	MINNESOTA ENERGY RESOURCE CORP			
E 211-45500-383	Gas Utilities		\$294.40		LIBRARY GAS-ACCT#4134278-3
E 221-42200-383	Gas Utilities		\$441.90		FIRE DEPT PORTION OF FIREHALL GAS-ACCT#4296165-6
E 101-45186-383	Gas Utilities		\$17.48		SR CTR GAS-ACCT#4010846-6
E 101-43100-383	Gas Utilities		\$827.14		STREET GARAGE GAS-ACCT#4092120-7
E 231-42154-383	Gas Utilities		\$217.65		AMB PORTION OF FIREHALL GAS-ACCT#4296165-6
E 101-41400-383	Gas Utilities		\$433.42		CITY HALL GAS-ACCT#4346780-2
	al MINNESOTA ENERGY RESOURCE CORP		\$2,231.99		
Paid Chk# 9915916	4/4/2014	MINNESOTA MUTUAL LIFE			
E 205-46500-134	Employer Paid Life		\$2.00		LIFE INS-EDA
E 101-42100-134	Employer Paid Life		\$8.00		APRIL LIFE INS-POLICE DEPT
E 101-41400-134	Employer Paid Life		\$2.00		APRIL WENDY FAST-LAKER APTS-LIFE INS
E 211-45500-134	Employer Paid Life		\$2.00		APRIL LIFE INS-LIBRARY
E 101-43100-134	Employer Paid Life		\$3.60		APRIL LIFE INS-ST DEPT
E 101-42100-135	Employer Paid Other		\$2.00		APRIL BRIAN LUNZ LIFE INSURANCE
E 101-46200-134	Employer Paid Life		\$1.20		LIFE INS-CEMETERY
G 101-21706	Hospitalization/Medical Ins		\$15.85		LIFE INS-ROBB ANDERSON
G 101-21706	Hospitalization/Medical Ins		\$26.20		LIFE INS-KIM HALL
G 101-21706	Hospitalization/Medical Ins		\$7.30		LIFE INS-DARON FRIESEN
E 101-45200-134	Employer Paid Life		\$1.20		APRIL LIFE INS-PARKS DEPT
E 101-41400-134	Employer Paid Life		\$4.00		APRIL LIFE INS-OFFICE
	Total MINNESOTA MUTUAL LIFE		\$75.35		
Paid Chk# 9915917	4/4/2014	MODERN MARKETING			
E 101-42100-430	Miscellaneous		\$220.09	MMI101275	GLOVES & BAGS FOR POLICE DEPT
	Total MODERN MARKETING		\$220.09		
Paid Chk# 9915918	4/4/2014	MUNICIPAL UTILITIES			
E 101-43100-401	Repairs/Maint Buildings		\$10.00		PRESSURE VESSEL FEE-CITY SHOP

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			Check Amt	Invoice	Comment
Total MUNICIPAL UTILITIES			\$10.00		
Paid Chk#	9915919	4/4/2014	MUSKE, MUSKE, SURHOFF		
E 101-41400-304	Legal Fees		\$1,416.76		ADD'L LEGAL FEES
E 101-41400-304	Legal Fees		\$1,400.00		APRIL LEGAL RETAINER
Total MUSKE, MUSKE, SURHOFF			\$2,816.76		
Paid Chk#	9915920	4/4/2014	NEW STAR SALES & SERVICE		
E 101-41400-310	Computer Contract Services		\$4,250.00	41802	SERVICE CONTRACT-50 HRS
Total NEW STAR SALES & SERVICE			\$4,250.00		
Paid Chk#	9915921	4/4/2014	PLUNKETT S		
E 101-45186-401	Repairs/Maint Buildings		\$215.43	3497022	ANNUAL PAYMENT AT COMM CTR FOR PEST CONTROL SERVICES
Total PLUNKETT S			\$215.43		
Paid Chk#	9915922	4/4/2014	PRAXAIR		
E 231-42154-210	Operating Supplies		\$44.75	48878903	OXYGEN FOR AMB
Total PRAXAIR			\$44.75		
Paid Chk#	9915923	4/4/2014	SANFORD HEALTH		
E 221-42200-430	Miscellaneous		\$149.00	2/13/14	K.CLASSEN FIRE DEPT PHYSICAL
Total SANFORD HEALTH			\$149.00		
Paid Chk#	9915924	4/4/2014	SANFORD LABORATORIES		
E 101-42100-430	Miscellaneous		\$40.28	30007034	NICK NAXAY-BLOOD TEST
Total SANFORD LABORATORIES			\$40.28		
Paid Chk#	9915925	4/4/2014	SMOKE-EATER		
E 221-42200-433	Dues and Subscriptions		\$168.00	4/14-4/15	FIRE DEPT SUBSCRIPTION
Total SMOKE-EATER			\$168.00		
Paid Chk#	9915926	4/4/2014	SOUTH CENTRAL COLLEGE		
E 221-42200-308	Training & Instruction		\$220.00	00129097	FIRE SCHOOL-B.GOHR,A.NICKEL
Total SOUTH CENTRAL COLLEGE			\$220.00		
Paid Chk#	9915927	4/4/2014	SOUTH CENTRAL REGIONAL FIRE		
E 221-42200-433	Dues and Subscriptions		\$50.00		FIRE DEPT MEMBERSHIP DUES
Total SOUTH CENTRAL REGIONAL FIRE			\$50.00		
Paid Chk#	9915928	4/4/2014	SWWC SERVICE COOPERATIVES		
E 101-41400-131	Employer Paid Health		\$2,140.32		MAY HEALTH INS-OFFICE
E 101-43100-131	Employer Paid Health		\$1,926.28		MAY HEALTH INS-ST DEPT
E 101-45200-131	Employer Paid Health		\$642.10		MAY HEALTH INS-PARKS DEPT
E 211-45500-131	Employer Paid Health		\$1,070.16		MAY HEALTH INS-LIBRARY
E 101-46200-131	Employer Paid Health		\$642.10		MAY HEALTH INS-CEMETERY
E 205-46500-131	Employer Paid Health		\$1,070.16		MAY HEALTH INS-EDA
E 101-42100-135	Employer Paid Other		\$366.00		MAY HEALTH INS-BRIAN LUNZ
E 101-42100-131	Employer Paid Health		\$3,543.54		MAY HEALTH INS-POLICE DEPT
Total SWWC SERVICE COOPERATIVES			\$11,400.66		
Paid Chk#	9915929	4/4/2014	TAYLOR NESMOE		
E 221-42200-404	Repairs/Maint Machinery/Equip		\$48.61	529274	PORTABLE JAWS OF LIFE REPAIR
Total TAYLOR NESMOE			\$48.61		
Paid Chk#	9915930	4/4/2014	THIRD AVENUE AUTO PARTS		
E 101-43100-404	Repairs/Maint Machinery/Equip		\$0.79	S138119	MINI-LAMP #14

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		Check Amt	Invoice	Comment
E 101-43100-404	Repairs/Maint Machinery/Equip	\$5.25	S138249	OIL FILTER FOR #20
E 101-43100-404	Repairs/Maint Machinery/Equip	\$46.17	S138250	OIL & SOCKET FOR #20
E 101-43100-215	Shop Supplies	\$16.48	S138253	WASHER FLUID & STOP LEAK
E 101-43100-215	Shop Supplies	\$22.58	S138310	ABSORBENT
E 101-43100-215	Shop Supplies	\$13.85	S138392	MIST 'N SHINE
E 101-43100-430	Miscellaneous	\$49.95	S138450	LED 20 REPLACE CLUSTER
E 101-43100-430	Miscellaneous	\$22.58	S138452	ABSORBENT
Total THIRD AVENUE AUTO PARTS		\$177.65		

Paid Chk#	Date	Vendor			
9915931	4/4/2014	VERIZON			
E 231-42154-321	Telephone		\$10.61		AMB CELL PHONE
E 101-42100-321	Telephone		\$9.73		PD CELL PHONE
E 101-42100-321	Telephone		\$60.95		PD DATA LINE
Total VERIZON			\$81.29		

Paid Chk#	Date	Vendor			
9915932	4/4/2014	VOLUNTEER FIREMANS BENEFIT			
E 221-42200-433	Dues and Subscriptions		\$44.00		4 FIREFIGHTERS MEMBERSHIP
Total VOLUNTEER FIREMANS BENEFIT			\$44.00		

Paid Chk#	Date	Vendor			
9915933	4/4/2014	WINDOM FARM SERVICE			
E 101-43100-404	Repairs/Maint Machinery/Equip		\$126.66	151114	FILTERS & PARTS-ST DEPT
Total WINDOM FARM SERVICE			\$126.66		
10100 United Prairie			\$78,523.80		

Fund Summary

10100 United Prairie	
101 GENERAL FUND	\$57,643.93
205 ECONOMIC DEVELOPMENT AUTHORITY	\$1,442.93
211 LIBRARY FUND	\$2,603.24
221 FIRE DEPT FUND	\$7,229.62
231 AMBULANCE FUND	\$1,506.78
441 MT POWER CONST ACCT	\$2,035.00
507 LAKE COMMISSION FUND	\$136.98
607 EDA----4 PLEX FUND	\$1,412.49
608 EDA----8 PLEX FUND	\$3,017.13
609 EDA-- MASON MANOR	\$1,495.70
\$78,523.80	

Paid Chk#	Date	Vendor			
000342E	3/20/2014	SELECT ACCOUNT			
E 101-42100-141	Admin Fees-HSA		\$10.55		HSA ADMIN FEES
E 101-41400-141	Admin Fees-HSA		\$4.22		HSA ADMIN FEES
E 205-46500-141	Admin Fees-HSA		\$2.11		HSA ADMIN FEES
E 211-45500-141	Admin Fees-HSA		\$2.11		HSA ADMIN FEES
E 101-43100-141	Admin Fees-HSA		\$3.80		HSA ADMIN FEES
E 101-45200-141	Admin Fees-HSA		\$1.27		HSA ADMIN FEES
E 101-46200-141	Admin Fees-HSA		\$1.26		HSA ADMIN FEES
E 101-00000-361	General Liability Ins		\$0.00		HSA ADMIN FEES
Total SELECT ACCOUNT			\$25.32		

Paid Chk#	Date	Vendor			
000343E	3/27/2014	CUSTOM MOTORS			
E 280-47000-301	Auditing and Acct g Services		\$5.00		RETURN CHECK FEE
Total CUSTOM MOTORS			\$5.00		

Mt. Lake City Council
Mt. Lake City Hall
Monday, March 17, 2014
6:30 p.m.

Members Present: Mayor Dean Janzen, Audi Nickel, David Savage, Andrew Ysker,
Brian Schultz

Members Absent: None

Staff Present: Maryellen Suhrhoff, City Attorney, Muske, Muske & and Suhrhoff; Dawn
Fast, Deputy Clerk/Treasurer

Others Present: Doug Regehr, Gloria McKissik

Call to Order

Mayor Janzen called the meeting to order at 6:30 p.m. Motion by Schultz, seconded by Savage to add: letter from Kuechle's attorney, to the agenda. Motion carried unanimously. Motion by Schultz, seconded by Nickel, to approve the consent agenda as presented and the agenda as amended. Motion carried unanimously.

Bills: Check #'s 9915812 - 9915862; 341E
Payroll: Check #'s 60985 - 61013
Approval of March 3 Council Minutes
Approval of Feb. 27 Utility Commission Minutes
Approval of Feb 13 Police Commission Minutes
Approval of Feb Library expenditures
Approval of Feb 14 EDA minutes
Approval of March 4 EDA minutes)
Approval of Feb 10 Lake Commission minutes

Public

Gloria McKissik addressed council with concerns of cats. In her neighborhood, there was a feral cat with many serious diseases and would like to make public aware that there could be health risks with many of the feral cats. Council agreed that public should be made of aware of this. A notice will be put with the utility bills along with a public notice in newspaper.

Gloria also informed the council that the Food Shelf usage is really rising here in town and donations are needed. Council suggested some agencies to contact that may be able to assist the Food Shelf.

Letter from Kuechle attorney

Letter from Kuechle's attorney was reviewed in which they suggested to alter our prior agreement to go straight to arbitration on the matter. Motion by Savage, seconded by Nickel to reject offer. Motion carried.

Adjourn

Motion by Schultz seconded by Nickel, to adjourn at 7:15 p.m.

Approved April 7, 2014

ATTEST:

Dawn Fast, Deputy Clerk/Treasurer

REGULAR UTILITIES COMMISSION MEETING
THURSDAY, MARCH 13, 2014
7:00 A.M.

PRESENT: John Carrison
Mark Langland
Mike Johnson
David Savage-City Council Liaison
Bryan Bergen, Chairman

ABSENT: None

STAFF: Lynda Cowell – Utilities Office Manager
Kevin Krahn – Water/Wastewater Supt.
Dave Watkins – Water/Wastewater
Pat Oja – Lineman
Ron Melson – Electric Supt.

OTHERS: None

Bryan Bergen - Chairman called the regular meeting of the Utilities commission for March 13, 2014 to order at 7:00 a.m.

1. Minutes and Bills: Motion by John Carrison seconded by Mike Johnson to accept the minutes and bills as presented. Motion carried. Checks #14209-14244. Lynda will check the amount for the Water Plant gas before mailing the check.

2. Water/Wastewater Department:

Status of Private Sewer Line Replacement: 17 properties letters were sent out giving them 30 days to notify the utility that the line has been replaced by someone other than Lohrenz and Nickel, or to get their property on a contractor's 2014 project list. The 2013 letters went out to 139 properties and they will have a year to get their sewers done.

3. Electric Department

KVA/UNIT Service fee: The commission has been considering ways to recoup funds spent on upgrading commercial/industrial services that generate little additional income for the utility. Ron handed out a spreadsheet with the size of and number of commercial/industrial amp meters in the city. The spreadsheet also included the amount of money that would raise each month and year depending upon where the cost per amp that was set. The spreadsheet was discussed; questions were raised and answered. A copy of the So. Central rural Electric Coop's rate sheet and Kenyon Municipal Utilities policy were presented. We will try to get generic bills from South Central Electric for the March 27th meeting.

4. Meeting adjourned.

**Regular Meeting
Planning and Zoning Commission
Monday, February 24, 2014
5:30 p.m.
City Hall**

Members Present: Erland Braun, Nathan Harder, Tim Janzen, Doug Regehr, Travis Smith, Nik Strom

Members Absent: Shawn Hiebert

Staff Present: Wendy Meyer, Clerk/Administrator

Others Present: Judy Harder

Call to order

Janzen called the meeting to order at 5:30 p.m. There were no additions to the agenda.

Approval of January 27 minutes

The minutes were reviewed. Motion by Braun, seconded by Smith, to approve the minutes.
Motion carried.

Animal Regulation (Section 8.12) Conditional Use Permit Draft

The draft prepared by the administrator was reviewed and discussed. Information requested for electric fence signs, storage of feed and the keeping of hay, straw and similar materials was discussed and revisions made. Subdivision 8 Domestic Animals and 8.13 Regulation of Potentially Dangerous and Dangerous Dogs were also discussed. By consensus it was agreed to use the revised application form and make changes following use if necessary.

Adjourn

Motion by Harder, seconded by Regehr to adjourn at 6:10 p.m. Motion carried.

Approved March 31, 2014.

ATTEST:

Wendy Meyer, Clerk/Administrator

January - March 2014

City of Mt. Lake

Building Shingling/Siding Permits

Building							
Janzen	Nathan	1429 6th Ave.	22.610.0805	self		move in pre-fab 20' by 12' shed	
Sayles	Adam	812 6th Ave.	22.520.1611	Fast BC521587		Change roof line	
Shingling							
Nonthavongsa	Loth	1415 3rd Ave.	22.610.0640	Self		shingle house and garage	
Permit Extensions							
Nanthavongsa	Toom	101 12th St. N.	22.520.0110	self		#41-13; shingling/siding	
Telles	Allen	329 S. 9th St.	22.169.0071	self		#113-13 shingling/siding	

Mt. Lake Chamber of Commerce
Pow Wow, 2014 Request for Street Closings:

June 15th

Pow Wow 3 on 3 Basketball Tournament
4th Ave. from 9th Street to 10th Street
11:00 a.m. to 3:00 p.m.

Pow Wow Carnival

10th Street N. from 3rd Ave. to 4th Ave. and 9th Street to 10th Street
3:00 p.m. on June 15th to 9:00 a.m. on June 18th

June 15th

Pow Wow Kiddie Parade and Antique Car Parade
3rd Avenue from Co. Hwy. 1 to 7th Ave.
4:45 p.m. to 6:00 p.m.
3rd Avenue from 10th Street N. to 11th St.
6:00 p.m. to 8:00 p.m.

June 16th

Pow Wow Grand Parade
3rd Avenue from Co. Hwy. 1 to 7th Ave.
5:00 p.m. to 9:00 p.m.

June 17th

Pow Wow Kids Tractor Pull
10th Street N. from 3rd Ave. to 2nd Ave.
1:00 p.m. to 5:00 p.m.

RESOLUTION TO PERMIT GAMBLING

City of Mountain Lake, Minnesota

WHEREAS, an official of the City of Mountain Lake, Minnesota has received a Minnesota Lawful Gambling Application for an Exempt Permit submitted by the Mountain Lake Chamber of Commerce on April 3, 2014; and

WHEREAS, the City of Mountain Lake has no objection to the application, which would allow the Mountain Lake Chamber of Commerce to conduct a raffle at Mountain Lake City Park in Mountain Lake, Minnesota on Tuesday, June 17, 2014.

NOW THEREFORE, BE IT RESOLVED, that the City of Mountain Lake waives the 30-day waiting period and approves the application with no waiting period; and

BE IT FURTHER RESOLVED that the City of Mountain Lake recommends prompt approval of said application by the Minnesota Gambling Control Board.

Adopted this 7th day of April, 2014.

Dean Janzen, Mayor

ATTEST:

Wendy Meyer, Administrator/Clerk

FINANCE PLAN SUMMARY

FOR

CITY OF MOUNTAIN LAKE, MINNESOTA

\$2,040,000

**TAXABLE GENERAL OBLIGATION TAX INCREMENT
BONDS, SERIES 2014A**

NORTHLAND  SECURITIES

45 South 7th Street
Suite 2000
Minneapolis, MN 55402
612-851-5900 800-851-2920

April 7, 2014

City of Mountain Lake, Minnesota
\$2,040,000
Taxable General Obligation Tax Increment Bonds, Series 2014A

FINANCING PLAN OVERVIEW

This finance plan provides for the public issuance of approximately \$2,040,000 taxable general obligation tax increment bonds through a negotiated sale process. The proceeds will be used by the City's Economic Development Authority (the "EDA") to build an approximate 40,000 square foot manufacturing building. The facility will be leased to Mountain Power Hydraulics LLC.

AUTHORITY & PURPOSE

The Bonds will be issued pursuant to Minnesota Statutes 475 and 469. The proceeds will be used to fund the EDA's construction of a building for a manufacturing facility to be leased to Mountain Power Hydraulics LLC. The current estimated source and uses of funds for the Series 2014A Bonds is shown below.

Sources & Uses

Dated 05/01/2014 | Delivered 05/01/2014

Sources Of Funds

Par Amount of Bonds	\$2,040,000.00
Total Sources	\$2,040,000.00

Uses Of Funds

Total Underwriter's Discount (1.960%)	39,984.00
Costs of Issuance	35,166.00
Deposit to Debt Service Reserve Fund (DSRF)	186,589.96
Deposit to Capitalized Interest (CIF) Fund	52,569.38
Deposit to Project Construction Fund	1,724,788.00
Rounding Amount	902.66
Total Uses	\$2,040,000.00

STRUCTURE & SECURITY

Principal on the Series 2014A Bonds will be payable on February 1, 2016 – 2029. Interest is payable semi-annually on February 1 and August 1. Capitalized interest funded from Bond proceeds will pay the interest due on the Bonds through February 1, 2015. The City will make

its first interest payment beginning on August 1, 2015. The average annual interest rate is estimated at 3.969%.

The Series 2014A Bonds are general obligations of the City of Mountain Lake secured by a pledge of the City's full faith, credit and unlimited taxing ability. Principal and interest on the Series 2014A Bonds is expected to be paid from a combination of tax increment revenues from Tax Increment Financing District No. 1-6 and lease payments received by the EDA from Mountain Power Hydraulics. Tax increment collections are expected to be received through 2023 (statutory maximum) with lease payments expected to be received through the term of the bonds.

The first collection of tax increment revenue will be received with the first installment (summer) of 2015. Therefore, capitalized interest has been included in the bond issue to make the interest payments through February 1, 2015. The balance of the debt service to be paid from lease revenues will begin with revenues collected in 2014. The estimated cash flow for the debt service is illustrated below. Please note the assumptions regarding tax increment have been reviewed and approved by City staff. A complete analysis of the projected cash flow is illustrated in Appendix B.

RELATED CONSIDERATIONS

- *Continuing Disclosure* - The City currently provides full disclosure to the municipal market per the Securities and Exchange Commission. We recommend this issue also become part of the City's full disclosure reporting requirements. Northland Securities is prepared to assist the City in this capacity.

ATTACHMENT A

Net Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	DSR*	Capitalized Interest	Net New D/S
08/01/2014	-	-	-	-	(1,278.43)	-	(1,278.43)
02/01/2015	-	-	52,569.38	52,569.38	(2,565.61)	(52,569.39)	(2,565.62)
08/01/2015	-	-	35,046.25	35,046.25	(2,565.61)	-	32,480.64
02/01/2016	120,000.00	1.000%	35,046.25	155,046.25	(2,565.61)	-	152,480.64
08/01/2016	-	-	34,446.25	34,446.25	(2,565.61)	-	31,880.64
02/01/2017	125,000.00	1.350%	34,446.25	159,446.25	(2,565.61)	-	156,880.64
08/01/2017	-	-	33,602.50	33,602.50	(2,565.61)	-	31,036.89
02/01/2018	125,000.00	1.800%	33,602.50	158,602.50	(2,565.61)	-	156,036.89
08/01/2018	-	-	32,477.50	32,477.50	(2,565.61)	-	29,911.89
02/01/2019	125,000.00	2.250%	32,477.50	157,477.50	(2,565.61)	-	154,911.89
08/01/2019	-	-	31,071.25	31,071.25	(2,565.61)	-	28,505.64
02/01/2020	130,000.00	2.750%	31,071.25	161,071.25	(2,565.61)	-	158,505.64
08/01/2020	-	-	29,283.75	29,283.75	(2,565.61)	-	26,718.14
02/01/2021	135,000.00	3.100%	29,283.75	164,283.75	(2,565.61)	-	161,718.14
08/01/2021	-	-	27,191.25	27,191.25	(2,565.61)	-	24,625.64
02/01/2022	140,000.00	3.500%	27,191.25	167,191.25	(2,565.61)	-	164,625.64
08/01/2022	-	-	24,741.25	24,741.25	(2,565.61)	-	22,175.64
02/01/2023	145,000.00	3.750%	24,741.25	169,741.25	(2,565.61)	-	167,175.64
08/01/2023	-	-	22,022.50	22,022.50	(2,565.61)	-	19,456.89
02/01/2024	150,000.00	4.000%	22,022.50	172,022.50	(2,565.61)	-	169,456.89
08/01/2024	-	-	19,022.50	19,022.50	(2,565.61)	-	16,456.89
02/01/2025	155,000.00	4.200%	19,022.50	174,022.50	(2,565.61)	-	171,456.89
08/01/2025	-	-	15,767.50	15,767.50	(2,565.61)	-	13,201.89
02/01/2026	160,000.00	4.350%	15,767.50	175,767.50	(2,565.61)	-	173,201.89
08/01/2026	-	-	12,287.50	12,287.50	(2,565.61)	-	9,721.89
02/01/2027	170,000.00	4.500%	12,287.50	182,287.50	(2,565.61)	-	179,721.89
08/01/2027	-	-	8,462.50	8,462.50	(2,565.61)	-	5,896.89
02/01/2028	175,000.00	4.650%	8,462.50	183,462.50	(2,565.61)	-	180,896.89
08/01/2028	-	-	4,393.75	4,393.75	(2,565.61)	-	1,828.14
02/01/2029	185,000.00	4.750%	4,393.75	189,393.75	(189,155.57)	-	238.18
Total	\$2,040,000.00	-	\$712,201.88	\$2,752,201.88	(262,271.08)	(52,569.38)	\$2,437,361.41

*Earnings based on 10 Year Treasury rate of 2.75%.

Yield Statistics

Average Coupon	3.9699101%
Net Interest Cost (NIC)	4.1927864%
True Interest Cost (TIC)	4.1872807%
All Inclusive Cost (AIC)	4.4344967%

ATTACHMENT B

City of Mountain Lake

Estimated Cash Flow Summary for Tax Incremental Financing District No. 1-6 Project

	USE OF FUNDS					SOURCE OF FUNDS					BALANCE OF FUNDS		
	Principal Payment TIF Bonds	Interest Payment TIF Bonds	Construction Costs	Credit Payments to Tenant	Admin Expense - City	Total Use of Funds	Lease	TIF	TIF Proceeds	Capitalized Interest Fund / Debt Service Reserve Fund	Total Source of Funds	Annual Source Less Use of Funds	Net Cumulative Balance
2014			\$1,724,788	\$0	\$10,000	\$1,734,788	\$19,000		\$1,724,788	\$1,278	\$1,745,066	\$10,278	\$10,278
2015	\$0	\$52,569		\$0	\$500	\$53,069	\$117,420			\$57,701	\$175,121	\$122,051	\$132,329
2016	\$120,000	\$70,093		\$47,672	\$500	\$238,264	\$168,614	\$43,569		\$5,131	\$217,314	(\$20,950)	\$111,379
2017	\$125,000	\$68,893		\$49,278	\$500	\$243,671	\$173,849	\$45,211		\$5,131	\$224,191	(\$19,480)	\$91,900
2018	\$125,000	\$67,205		\$50,942	\$500	\$243,647	\$179,250	\$46,915		\$5,131	\$231,296	(\$12,351)	\$79,549
2019	\$125,000	\$64,955		\$52,669	\$500	\$243,124	\$184,826	\$48,683		\$5,131	\$238,640	(\$4,484)	\$75,065
2020	\$130,000	\$62,143		\$54,459	\$500	\$247,102	\$190,581	\$50,517		\$5,131	\$246,229	(\$873)	\$74,192
2021	\$135,000	\$58,568		\$56,318	\$500	\$250,385	\$196,523	\$52,420		\$5,131	\$254,074	\$3,689	\$77,882
2022	\$140,000	\$54,383		\$58,246	\$500	\$253,129	\$202,658	\$54,395		\$5,131	\$262,184	\$9,055	\$86,937
2023	\$145,000	\$49,483		\$60,246	\$500	\$255,229	\$208,990	\$56,443		\$5,131	\$270,564	\$15,336	\$102,272
2024	\$150,000	\$44,045		\$62,321	\$500	\$256,866	\$215,527	\$58,568		\$5,131	\$279,226	\$22,360	\$124,633
2025	\$155,000	\$38,045		\$5,131	\$500	\$198,676	\$162,934			\$5,131	\$168,065	(\$30,611)	\$94,022
2026	\$160,000	\$31,535		\$5,131	\$500	\$197,166	\$167,668			\$5,131	\$172,799	(\$24,367)	\$69,654
2027	\$170,000	\$24,575		\$5,131	\$500	\$200,206	\$172,544			\$5,131	\$177,675	(\$22,531)	\$47,123
2028	\$175,000	\$16,925		\$5,131	\$500	\$197,556	\$177,566			\$5,131	\$182,697	(\$14,859)	\$32,264
2029	\$185,000	\$8,788		\$5,131	\$500	\$199,419	\$167,939			\$189,155	\$357,094	\$157,675	\$189,940
Total	\$2,040,000	\$712,202	\$1,724,788	\$517,806	\$17,500	\$5,012,296	\$2,705,890	\$456,721	\$1,724,788	\$314,837	\$5,202,236		

Notes:

22.4% <<< TIF as % of Principal of Bonds

Monthly lease payment = Set by Lease Agreement

Revised TIF estimate = assumes value of \$1,466,070 for project (40,000SF*\$36.65/SF) and 3.75% annual increase in valuation. Value based on 85% of construction cost.

This information is intended solely for financial planning for the TIF District and NSI is not providing advice on the timing, terms, structure or similar matters related to a specific bond issue. Costs related to issuance of bonds, including underwriter discount, cost of issuance, etc. is not included in this schedule.

Preliminary bond structure anticipates 2/1/2015 interest will be paid from bond proceeds.

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EXTRACT OF MINUTES OF A MEETING
OF THE CITY OF MOUNTAIN LAKE, COTTONWOOD COUNTY,
STATE OF MINNESOTA

HELD: April 7, 2014

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Mountain Lake, Cottonwood County, State of Minnesota, was duly held on Monday, April 7, 2014 at 6:30 o'clock p.m.

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION #10-14

**A RESOLUTION APPROVING THE ISSUANCE OF
TAXABLE GENERAL OBLIGATION TAX INCREMENT BONDS,
SERIES 2014A**

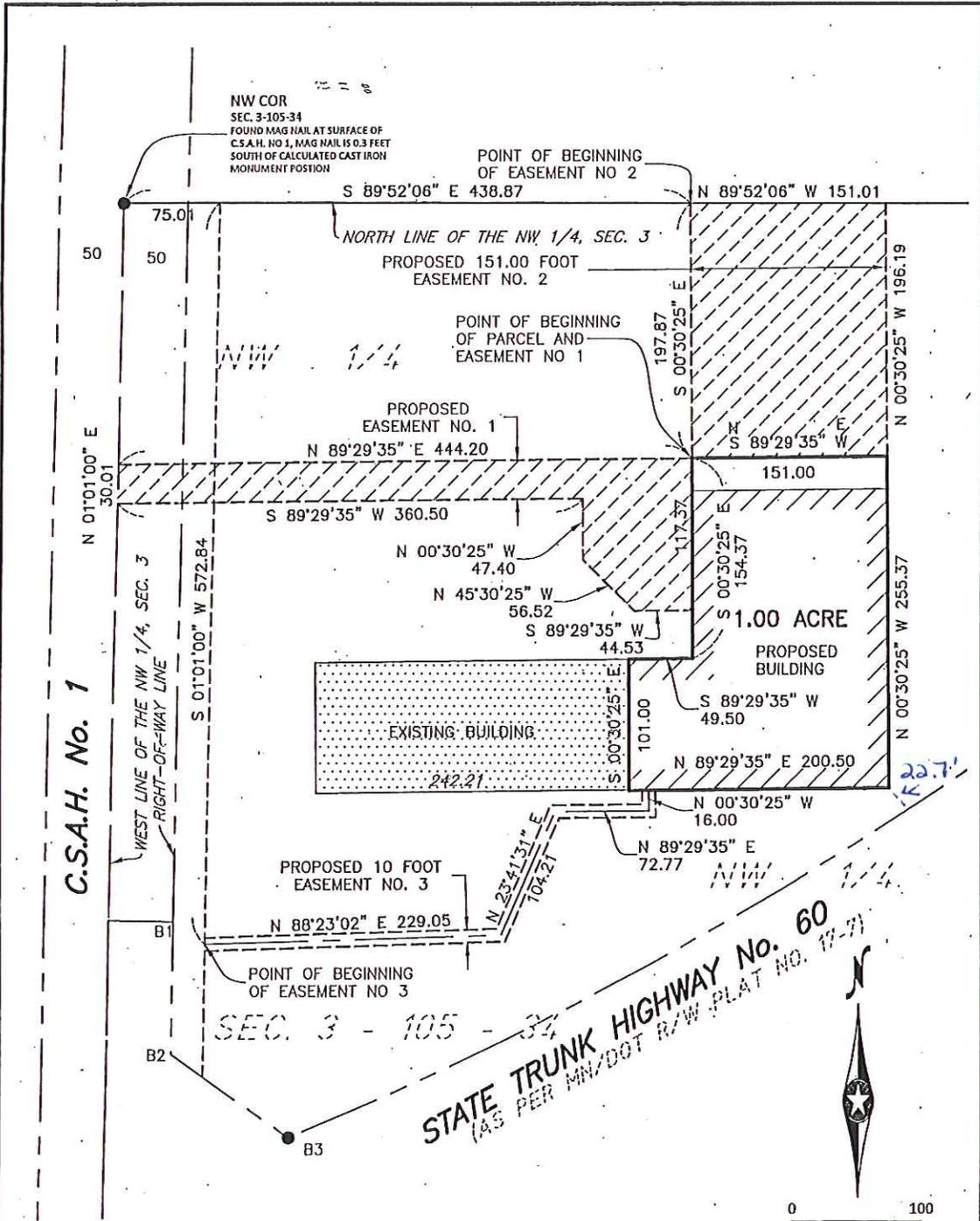
BE IT RESOLVED by the City Council of Mountain Lake, (herein, the "City"), Cottonwood County, State of Minnesota as follows:

1. The City Council hereby finds and declares that it is necessary and expedient for the City Council to sell and issue its fully registered taxable general obligation tax increment bonds in the total aggregate principal amount of not to exceed \$2,050,000 (herein, the "Bonds"). The proceeds of the Bonds will be granted to the Economic Development Authority to build an approximately 40,000 square foot facility for lease to Mountain Power Hydraulics LLC and to pay the costs of the issuing the Bonds.
2. The City desires to proceed with the sale of the Bonds by direct negotiation to Northland Securities, Inc. (herein, "NSI"). NSI will purchase the Bonds in an arm's-length commercial transaction with the City. The Mayor and the City Administrator-Clerk are hereby authorized to approve the sale of the Bonds in an aggregate principal amount of not to exceed \$2,050,000 and to execute a bond purchase agreement for the purchase of the Bonds with NSI, provided the True Interest Cost (TIC) does not exceed 5.50%.
3. Upon approval of the sale of the Bonds by the Mayor and the City Administrator-Clerk, the City Council will take action at its next regularly scheduled meeting thereafter to adopt the necessary approving resolutions as prepared by the City's bond counsel.
4. NSI is authorized to prepare and distribute an Official Statement related to the sale of the Bonds.
5. If the Mayor and the City Administrator-Clerk have not approved the sale of the bonds to NSI and executed the related bond purchase agreement by December 31, 2014, this resolution shall expire.

The motion for the adoption of the foregoing resolution was duly seconded by Member _____, and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.



C.S.A.H. No. 1

SURVEYOR'S CERTIFICATION
 I hereby certify that this survey was prepared by me or under my direct supervision and that I am a duly licensed land surveyor under the laws of the State of Minnesota.

Jesse D. Zeig
 Jesse D. Zeig
 License Number 44996

02/04/2014
 Date

DATE OF ORIGINAL - 12/13/2013
 DATE OF REVISION - 01/15/2014
 -ADDED EASEMENT NO. 2
 DATE OF REVISION - 02/04/2014
 -REVISED EASEMENT NO. 1
 -ADDED EASEMENT NO. 3

LEGEND

- MONUMENT FOUND
- B4 B CORNERS AS NOTED ON MN/DOT R/W PLAT NO. 17-7



SHEET 1 OF 2

SKETCH OF DESCRIPTIONS
 CITY OF MOUNTAIN LAKE, COTTONWOOD COUNTY

BOLTON & MENK, INC.
 Consulting Engineers & Surveyors

140 FIRST AVENUE NORTH
 SLEEPY EYE, MINNESOTA 56085
 (507)-794-5541

PT OF NW 1/4-NW 1/4, SEC. 3-105-34,
 CITY OF MOUNTAIN LAKE,
 COTTONWOOD COUNTY,

FOR: MOUNTAIN LAKE EDA

I:\PRIV\1107077\CSD\107077-EDA4.DWG 02-04-2014 11:23a.m.

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JOB NUMBER: S11.107077

23

1. Storage, manufacturing, processing, or testing of chemicals, fuels, fertilizer, feed or grain.
2. Livestock slaughter houses, packing, or processing plants.
3. Gasoline and oil bulk stations and distributing plants.
4. Refineries and distilleries.
2. Extraction of minerals or other materials.
6. Wind energy conversion systems which comply with the requirements as set forth in Section 9.41.

Subdivision 4. Lot Coverage, Lot Width, and Yard Requirements.

- Lot Coverage: No more than fifty percent (50%) of the total lot area shall be covered by buildings.
- Lot Width: Every lot shall have a width of not less than one hundred (100) feet abutting a public right-of-way.
- Front Yard: There shall be a front yard set-back of fifty (50) feet from all public rights-of-way.
- Side Yard: No side yard shall be required; except, that no building shall be located within one hundred (100) feet of any residential district.
- Rear Yard: No rear yard shall be required; except that no building shall be located within seventy-five (75) feet of any rear lot line abutting a lot in any district other than an industrial district.

Subdivision 5. Height Requirements.

No building other than grain elevators shall hereafter be erected or structurally altered to exceed four (4) stories or forty-five (45) feet in height, excluding material-handling equipment and its containing structure.

(Sections 9.31 through 9.34, reserved.)



Minnesota Department of Transportation

District 7

2151 Bassett Drive
Mankato, MN 56001

April 2, 2014

Wendy Meyer, City Clerk/Administrator
City of Mountain Lake
PO Box C
Mountain Lake, MN 56159

RE: Mountain Power Hydraulics - 60, CS1703, MP 52.448

Dear Ms. Meyer,

The MnDOT District 7 Access Committee recently reviewed a request from the City of Mountain Lake regarding the expansion of Mountain Power Hydraulics adjacent to TH 60/CR 1.

According to the site plan provided by Bolton and Menk, the building expansion would be 22.7' from the MnDOT right-of-way (which is 75' from centerline). Taking this information under consideration, adequate sight distance should be maintained (according to the MnDOT Road Design Manual) if Mountain Power Hydraulics were to expand their existing building according to the specification of this site plan. Please keep in mind, however, that there should not be any retaining walls, landscaping, etc. that would be closer to TH 60 than the new building. Also, the business should make sure that they maintain enough distance around the structure to conduct any necessary maintenance on the building without having to locate maintenance equipment in the right-of-way.

MnDOT is very grateful that you allowed us the opportunity to comment on this project. Please do not hesitate to contact me if you have any questions or need additional clarification.

Sincerely,

Ronda Allis, Principal Planner

MnDOT District 7

2151 Bassett Drive

Mankato, MN 56001-6888

507-304-6196

Ronda.allis@state.mn.us

An Equal Opportunity Employer



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CITY OF MOUNTAIN LAKE, MINNESOTA

**RESOLUTION TO APPROVE A VARIANCE FROM
SETBACK REGULATIONS**

RESOLUTION #9 -14

WHEREAS, the Planning and Zoning Commission of the City of Mountain Lake, Minnesota reviewed and recommended a Variance from Setbacks for Parcel Numbers 22.003.0101 and 22.003.0100 described as parts of the NW1/4, NW1/4, Section 3-105-34, Annexation from Mt. Lake Township, City of Mountain Lake, at a meeting held March 31, 2014 and continued to April 7, 2014; and

WHEREAS, the City Council held a public hearing regarding this request at 7 p.m. on Monday, April 7, 2014; and

WHEREAS, the City Council acting as the Board of Adjustment shall always act with due consideration to promote the public health, safety, convenience, and welfare, and assures that the proposal is consistent with the intent and purpose of Chapter 9 of the City Code; and

WHEREAS, the City Council acting as the Board of Adjustment has reviewed and accepted the Findings of Fact and Conditions for the Variance from Setback Regulations for Parcel Numbers 22.003.0101 and 22.003.0100, parts of the NW1/4, NW1/4, Section 3-105-34, Annexation from Mt. Lake Township, City of Mountain Lake;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Mountain Lake, Minnesota that the Variance from Setback Regulations for Parcel Numbers 22.003.0101 and 22.003.0100 described as parts of the NW1/4, NW1/4, Section 3-105-34, Annexation from Mt. Lake Township, City of Mountain Lake is hereby approved and the Mayor and City Administrator/Clerk are authorized to sign.

Adopted this 7th day of April, 2014.

Dean Janzen, Mayor

ATTEST:

Wendy Meyer, Administrator/Clerk



DRAFT FINDINGS OF FACTS

The applicant, the Mt. Lake Economic Development Authority is the owner of Parcel Number 22.003.0101, part of the NW1/4, NW1/4, Section 3-105-34; approximately one acre, Annexation from Mt. Lake Township.

Mt. Power is the owner of PIN 22.003.0100.

PIN 22.003.0100 surrounds 22.003.0101.

The EDA intends to build a 50,000 sq. ft. addition (the Project) to the existing Mt. Power Hydraulics Manufacturing facility on the parcel.

The EDA will be entering into a 15 year lease to purchase agreement with Mt. Power.

It is the intent of the agreement that at the end of the 15 year lease both parcels will belong to Mt. Power.

Easements assure that if Mt. Power defaults there will be access to PIN 22.003.0101.

The parcel is zoned Industrial (I).

Industrial District Lot Coverage, Lot Width and Yard Requirements are as follows:

- Lot Coverage: No more than fifty (50%) of the total lot area shall be covered by buildings.
- Lot Width: Every lot shall have a width of not less than one hundred (100) feet abutting a public right-of-way.
- Front Yard: There shall be a front yard set-back of fifty (50) feet from all public right-of-ways.
- Side Yard: No side yard shall be required; except that no building shall be located within one hundred (100) feet of any residential district.
- Rear Yard: No rear yard shall be required; except that no building shall be located within seventy-five (75) feet of any rear lot line abutting a lot in any district other than an industrial district.

The Project exceeds lot coverage requirements. PIN 22.003.0101 does not abut a public right-of-way. When both parcels are considered as one, the Project does not meet front yard setbacks.

The main access to the property is from Co. Rd. #1 to the west of the property. There is no

direct access to the property from Hwy. 60. The main entrance to the facility is on the south side of the building.

Three of the four sides of the property abut roadways; under Mt. Lake Code these three sides must meet front yard setbacks.

The Project at its closest point, considering the two parcels as a whole, is 22.7 ft. from the Hwy. 60 right of way. Mt. Lake Code requires a 50' front yard setback.

The extreme southeast corner of the building is within the 50 ft setback. This corner encompasses a triangular area with sides: 1) approximately 50 ft. parallel to Hwy. 60; 2) 33 ft. perpendicular to Hwy. 60; and 3) 61 ft. in length. This area is approximately 826 sq. ft.

The applicant has applied for a variance to reduce the required Industrial front yard setback.

CONCLUSIONS

- 1. The requested variance is in harmony with the purposes and intent of the ordinance for the following reasons.**

The ordinance is intended to keep buildings at a great enough distance from the right-of-way to insure visibility and safety for vehicles and pedestrians using public roadways.

The distance from the center line of the north lane of Hwy. 60 to the right of way is 80 ft. and the distance to the corner of the addition is 22.7 ft. totally 102.7 ft. The distance from the center line of County Road #1 to the right of way is 50 ft. and the distance to the setback is 50 ft. for a total of 100 ft.

The speed limit on Hwy. 60 is 60 mph; the speed limit on Co. Rd. #1 is 55 mph.

The MN Department of Transportation has been given the opportunity to review the project and has found that adequate sight distance will be maintained; provided that no retaining walls or landscaping is added.

- 2. The requested variance consistent with the comprehensive plan as follows.**

Element 3, Economic Development, Citizen Goal #1 of the city's comprehensive plan calls for the encouragement of industrial and commercial development along Hwy. 60. Element #2 calls for supporting the development of a strong, diversified, and growing economic base and creation of a favorable climate for economic development and ongoing business activities.

Element #4 calls for the planning orderly, efficient and fiscally responsible growth of commercial and industrial development in Mt. Lake. 2

The variance would allow Mt. Power to expand its facility and continue to use undeveloped areas of the site for parking and storage, and access to Co. Rd. #1 and the Mt. Lake Rd.

3. The property owner does propose to use the property in a reasonable manner for the following reasons.

The manufacturing of hydraulic cylinders is an allowable use in the Industrial District (I).

The project developer, the Mt. Lake EDA, is using public funds to finance the project. The Mt. Lake EDA is taking prudent steps to protect itself in the case Mt. Power defaults on its 15 year lease-to-purchase contract. This necessitates separating the ownership of the land under the addition from the rest of 22.003.0100, and receiving easements from Mt. Power to access the addition.

4. That there are unique circumstances to the property not created by the owner.

The parcel has roadways on three of its four sides – Hwy. 60, County Road #1, and Mt Lake Road.

The south side of the parcel curves because Hwy. 60 curves to the south around the City of Mt. Lake. .

The location and configuration of the addition were selected to most effectively arrange the manufacturing process in the existing building and the addition.

The addition was located and configured to allow convenient parking, storage, and shipping.

5. The variance will maintain the essential character of the locality.

The property contains a manufacturing facility with a large amount of open space. The project allows the manufacturer located there to expand and create additional jobs.



BOLTON & MENK, INC.

Consulting Engineers & Surveyors

140 First Avenue North • P.O. Box 434 • Sleepy Eye, MN 56085-0434

Phone (507) 794-5541 • Fax (507) 794-5542

www.bolton-menk.com

March 24, 2014

Wendy Meyer
City Administrator
City of Mountain Lake
Box C - 930 Third Ave.
Mountain Lake, MN 56159

Re: Change Request to the Significant Industrial User Agreement
Milk Specialties Company
City of Mountain Lake, MN

Dear Wendy:

During our meeting in late January, MSC shared that the MPCA intends to deny renewal of their NPDES permit that historically allowed the surface discharge of the reject water originating from their reverse osmosis (RO) treatment system. Needing a source of treatment for their RO reject water, MSC requests that the current Significant Industrial User (SIU) Agreement be modified to allow an additional 60,000 gpd discharge to the municipal sanitary sewer system. The industry does not request any change to the organic loading limits provided in the current SIU Agreement.

In 2002, the City and Protein Ingredient Technologies, Inc. (Protient) entered into an SIU agreement for the treatment of the industries wastewater. Among other things, the SIU Agreement allowed the industry an average daily wastewater flow of 125,000 gpd over a 30 day period and a maximum daily flow of 175,000 gpd. The average daily flow volume allocated to the industry under the SIU Agreement represented about 36% of the total hydraulic design capacity of the City's wastewater treatment facility. The SIU Agreement renews on a 5-year basis. With the exception of some corporate name modifications, the SIU Agreement has been unchanged since inception.

In response to the industries request an evaluation was made as to the current excess hydraulic capacity of the Municipal Wastewater Treatment Facility (WWTF). The historic monthly flow to the WWTF over the past three years was evaluated relative to the permitted design flow of the WWTF. The analysis was based on the 180-day cumulative average flow to the WWTF. The analysis indicates that the actual 180-day influent flow at the WWTF exceeded the permitted design flow during 20 of past 32 months. On average, the actual influent flow exceeded the design flow by 84,000 gpd.

The City's NPDES Permit allows for the controlled discharge of treated wastewater from the ponds during the annual time windows of April 1 through June 15 and September 15 through December 15. During other periods, the expectation is that adequate storage capacity is available in the ponds to store the influent wastewater until the next discharge window opens. A review of the flow data indicates that the 180-day cumulative average flow to the WWTF exceeded the design capacity of 350,000 gpd by more than 300,000 gpd in July and August, 2011 and by about 250,000 gpd in July and August 2012. Therefore, it is reasonable to assume that on a continuous basis the City does not have the hydraulic capacity to accept an additional 60,000 gpd of wastewater from the industry and that the MPCA would not approve a modification to the SIU Agreement allowing the requested increase in the wastewater flow.

Consideration has been given to the construction of additional treatment components at the Water Treatment Plant (WTP) in order to reduce the volume of RO reject water discharged by the City to the WWTF in order to "free-up" additional flow capacity for the industry. The analysis concluded that a flow



Wendy Meyer, City Administrator
March 24, 2014
Page 2

reduction to the WWTF of approximately 30,000 gpd could be realized if capital improvements costing an estimated \$2M to \$7M were constructed at the WTP. However, the wastewater flow reduction would not be adequate to offset the flow increase requested by the industry. Furthermore, the flow reduction would not be adequate to bring the WWTF into compliance with the current permitted design flow.

Further analysis was made to better define the actual flow increase to the WWTF that could be realized if the SIU Agreement was modified. As part of this analysis, the actual wastewater flow records from the industry over the past two years were compared to the requested new average daily flow limit of 185,000 gpd. The recorded 180-day average cumulative flow from the industry over the two year period was about 96,000 gpd. Therefore, relative to the current SIU Agreement the revised discharge limit would have allowed an additional 180-day cumulative flow of 89,000 gpd to be discharged to the WWTF during this time period. For planning purposes, the increased wastewater flow from the industry would be about 89,000 gpd more than the recent recorded flows.

The following comments and recommendations are made regarding MSC's request to increase the flow limits set forth in the SIU Agreement:

- MSC should be advised that the City does not have excess hydraulic treatment capacity at the WWTF to accommodate the requested change to increase the SIU flow limit by 60,000 gpd. Therefore, the City cannot modify the current SIU Agreement until such time that additional treatment capacity is developed.
 - The SIU Agreement includes surcharge fees for flow in excess of the permit limits. The surcharge fees would remain in place until such time that the agreement can be modified.
 - Should the water level of the ponds become critical where the City can no longer accept any additional wastewater, the City may on occasion need to refuse acceptance of the RO reject water.
- Assuming the City desires to accommodate MSC's wastewater needs as quickly as possible, the City should:
 - Request placement on the 2015 Intended Use Plan. The request must be made to the Public Facilities Authority by June 6th.
 - Consider making application to the Department of Employment and Economic Development (DEED) for infrastructure grant funding associated with job creation and retention in Greater Minnesota.
 - Inform local legislators as to the City's financial needs in order to retain employment in the community such that appropriate funding is included in the bonding bill during the current legislative session.
- MSC should evaluate their future wastewater needs for inclusion in the design of any WWTF improvements.

Please feel free to contact our office with any questions or comments regarding information presented herein. We are available to review this information with the Council, Utility Commission, Staff and MSC at your convenience.

Sincerely,

BOLTON & MENK, INC.


Andrew R. Kehren, P.E. 

Enclosure

Mountain Lake Wastewater Analysis
Proposed SIU Modification to Increase the Average Daily Flow to 185,000 GPD
- Past 3 Years Actual Flows

- Potential Wastewater Flow Reduction from Enhancing the WTP to Reduce the RO Reject Flow
March, 2014

H:\MFL\SIU\2012\3_Preliminary Design\Spreadsheets\March 2014 WWTFF Flow Precipitation Summary.xls(675) MGD 210-ay Proposed WWTFF

Date	Precipitation	Recorded Flow			Recorded Flow Relative to Permitted Flow			Projected Flow to WWTFF after WTP Enhancements to Reduce RO Reject Flow			Projected 180 Day Flow in Excess of Permit Design Flow with WTP Enhancements (MGD)	
		Monthly Total Flow (MG)	Average Daily Flow (MGD)	Maximum Day Flow (MGD)	180 Day Cumulative flow (MG)	180 Day Design Flow = Permitted Flow (MGD)	Actual 180 Day Flow in Excess of Design Flow (MGD)	Total Estimated RO Reject Flow (MGD)	Total Estimated RO Reject Flow Reduction with Additional Treatment at WTP (MGD)	Projected 180 Day Flow with WTP Enhancements (MGD)		
Feb-2011	0.24	11.44	0.408	0.72								
Mar-2011	1.4	25.81	0.852	2.42								
Apr-2011	2	24.28	0.800	1.05								
May-2011	4.9	20.53	0.660	1.04								
Jun-2011	6.9	25.15	0.838	2.05								
Jul-2011	6.1	15.85	0.510	1.70	0.675	0.350	0.325	0.040	0.030	0.645	0.295	
Aug-2011	0	9.92	0.320	0.40	0.660	0.350	0.310	0.040	0.030	0.630	0.280	
Sep-2011	0.8	8.28	0.276	0.31	0.567	0.350	0.217	0.040	0.030	0.537	0.187	
Oct-2011	0.1	7.99	0.257	0.34	0.477	0.350	0.127	0.040	0.030	0.447	0.097	
Nov-2011	0.05	7.45	0.248	0.30	0.408	0.350	0.058	0.040	0.030	0.378	0.028	
Dec-2011	0.05	8.20	0.260	0.39	0.312	0.350	0.000	0.040	0.030	0.282	0.000	
Jan-2012	0.7	7.83	0.252	0.31	0.269	0.350	0.000	0.040	0.030	0.239	0.000	
Feb-2012	1.8	7.99	0.275	0.51	0.261	0.350	0.000	0.040	0.030	0.231	0.000	
Mar-2012	1.15	8.68	0.280	0.33	0.262	0.350	0.000	0.040	0.030	0.232	0.000	
Apr-2012		9.80	1.600		0.486	0.350	0.136	0.040	0.030	0.456	0.106	
May-2012	11.9	17.84	0.575	1.15	0.540	0.350	0.190	0.040	0.030	0.510	0.160	
Jun-2012	2.8	14.56	0.485	0.80	0.578	0.350	0.228	0.040	0.030	0.548	0.198	
Jul-2012	0.7	10.28	0.331	0.47	0.591	0.350	0.241	0.040	0.030	0.561	0.211	
Aug-2012	1.3	11.17	0.360	0.57	0.605	0.350	0.255	0.040	0.030	0.575	0.225	
Sep-2012	6	10.39	0.346	0.43	0.615	0.350	0.266	0.040	0.030	0.586	0.236	
Oct-2012	0.41	10.20	0.329	0.42	0.404	0.350	0.054	0.040	0.030	0.374	0.024	
Nov-2012	0.5	10.08	0.336	0.63	0.365	0.350	0.015	0.040	0.030	0.335	0.000	
Dec-2012	1.4	10.56	0.340	0.65	0.340	0.350	0.000	0.040	0.030	0.310	0.000	
Jan-2013	0.3	9.72	0.313	0.37	0.337	0.350	0.000	0.040	0.030	0.307	0.000	
Feb-2013	0.85	9.03	0.322	0.45	0.331	0.350	0.000	0.040	0.030	0.301	0.000	
Mar-2013	2	10.33	0.333	0.48	0.329	0.350	0.000	0.040	0.030	0.299	0.000	
Apr-2013	4.6	12.41	0.413	0.59	0.343	0.350	0.000	0.040	0.030	0.313	0.000	
May-2013	2.8	14.26	0.460	0.35	0.364	0.350	0.014	0.040	0.030	0.334	0.000	
Jun-2013	5.5	16.84	0.561	1.12	0.400	0.350	0.050	0.040	0.030	0.370	0.020	
Jul-2013	1	10.99	0.354	0.47	0.407	0.350	0.057	0.040	0.030	0.377	0.027	
Aug-2013	2.35	10.01	0.322	0.45	0.407	0.350	0.057	0.040	0.030	0.377	0.027	
Sep-2013	0.8	9.13	0.304	0.37	0.402	0.350	0.052	0.040	0.030	0.372	0.022	
Oct-2013	2.6	9.09	0.293	0.36	0.382	0.350	0.032	0.040	0.030	0.352	0.002	
Nov-2013	0.7	9.03	0.301	0.35	0.356	0.350	0.006	0.040	0.030	0.326	0.000	
Dec-2013	1.1	9.58	0.309	0.36	0.314	0.350	0.000	0.040	0.030	0.284	0.000	
Jan-2014	1.2	10.59	0.341	0.49	0.312	0.350	0.000	0.040	0.030	0.282	0.000	
Feb-2014	1	8.30	0.295	0.35	0.307	0.350	0.000	0.040	0.030	0.282	0.000	
Average			0.428			0.350						
Average							0.084					0.069

Summary: Over the past 3 years the Average Daily Flow exceeds the 180 Day Design Flow by 0.078 MGD
Over the past 3 years the 180 Day Cumulative Flow exceeds the 180 Day Design Flow by 0.084 MGD

Additional treatment of the RO reject water at the WTP in order to reduce the RO wastewater flow to the WWTFF and achieve compliance with the current WWTFF design flow is not feasible because the current volume of wastewater flow (0.084 MGD) that exceeds the permit design limit far exceeds any potential reduction (0.030 MGD) in wastewater flow realized by constructing additional WTP treatment

Mountain Lake Wastewater Analysis
Proposed SIU Modification to Increase the Average Daily Flow to 185,000 GPD
- 60,000 GPD Increase to Current SIU Limit
March, 2014

H:\MOUNTAIN\14072073_Preliminary Design\Sheets\March 2014 WWTF Flow Projection Summary.xls(C:670 MGD 210-yr Proposed WWTF

Date	Precipitation	Recorded Flow			Recorded Flow Relative to Permitted Flow			SIU Flow Increase Projection					Projected Flow to WWTF with SIU Flow Increase		
		Monthly Total Flow (MG)	Average Daily Flow (MGD)	Maximum Day Flow (MGD)	180 Day Cumulative flow (MGD)	180 Day Design Flow = Permitted Flow (MGD)	Actual 180 Day Flow in Excess of Design Flow (MGD)	Monthly Total Flow (MGD)	Average Daily Flow (MGD)	180 Day Cumulative flow (MGD)	Requested New Discharge Limit (MGD)	Potential 180 Day Cumulative Flow Increase from SIU (MGD)	Total Potential 180 Day Cumulative Flow from City and SIU (MGD)	180 Day Design Flow = Permitted Flow (MGD)	Projected 180 Day Flow in Excess of Design Flow with SIU Limit Increase (MGD)
Feb-2011	0.24	11.44	0.408	0.72											
Mar-2011	1.4	25.81	0.832	2.42											
Apr-2011	2	24.28	0.800	1.06											
May-2011	4.9	20.53	0.660	1.04											
Jun-2011	6.9	25.15	0.838	1.05											
Jul-2011	6.1	15.85	0.510	1.20	0.675	0.350	0.325								
Aug-2011	0	9.92	0.320	0.40	0.660	0.350	0.310								
Sep-2011	0.8	8.28	0.276	0.51	0.567	0.350	0.217								
Oct-2011	0.1	7.99	0.257	0.34	0.477	0.350	0.127								
Nov-2011	0.05	7.45	0.248	0.30	0.408	0.350	0.058								
Dec-2011	0.05	8.20	0.280	0.39	0.312	0.350	0.000								
Jan-2012	0.7	7.83	0.252	0.31	0.269	0.350	0.000	3.00	0.097						
Feb-2012	1.8	7.99	0.275	0.51	0.261	0.350	0.000	2.89	0.100						
Mar-2012	1.15	8.68	0.280	0.38	0.262	0.350	0.000	2.57	0.083						
Apr-2012	9.80	1.600	0.160	0.486	0.486	0.350	0.136	3.03	0.101						
May-2012	11.9	17.84	0.575	1.26	0.540	0.350	0.190	3.05	0.098						
Jun-2012	2.8	14.56	0.485	0.80	0.578	0.350	0.228	2.97	0.095						
Jul-2012	0.7	10.28	0.331	0.47	0.591	0.350	0.241	3.34	0.108						
Aug-2012	1.3	11.17	0.360	0.57	0.605	0.350	0.255	3.08	0.099						
Sep-2012	6	10.39	0.346	0.43	0.616	0.350	0.266	2.96	0.099						
Oct-2012	0.41	10.20	0.329	0.42	0.404	0.350	0.054	2.34	0.092						
Nov-2012	0.5	10.08	0.336	0.53	0.365	0.350	0.015	3.26	0.109						
Dec-2012	1.4	10.56	0.340	0.65	0.340	0.350	0.000	3.04	0.098						
Jan-2013	0.3	9.72	0.313	0.37	0.337	0.350	0.000	2.82	0.093						
Feb-2013	0.85	9.03	0.322	0.45	0.331	0.350	0.000	2.82	0.101						
Mar-2013	2	10.33	0.333	0.48	0.329	0.350	0.000	2.98	0.096						
Apr-2013	4.6	12.41	0.413	0.59	0.343	0.350	0.000	2.20	0.073						
May-2013	2.8	14.26	0.460	0.55	0.364	0.350	0.000	2.20	0.093						
Jun-2013	5.5	16.84	0.561	1.12	0.400	0.350	0.050	2.71	0.088						
Jul-2013	1	10.99	0.354	0.47	0.407	0.350	0.057	2.72	0.088						
Aug-2013	2.35	10.01	0.322	0.43	0.407	0.350	0.057	2.93	0.095						
Sep-2013	0.8	9.13	0.304	0.37	0.402	0.350	0.052	2.94	0.098						
Oct-2013	2.6	9.09	0.293	0.36	0.382	0.350	0.032	2.81	0.091						
Nov-2013	0.7	9.03	0.301	0.35	0.356	0.350	0.006	2.79	0.093						
Dec-2013	1.1	9.58	0.309	0.46	0.314	0.350	0.000	3.11	0.100						
Jan-2014	1.2	10.59	0.341	0.49	0.312	0.350	0.000	3.42	0.110						
Feb-2014	1	8.30	0.295	0.35	0.307	0.350	0.000								
Average			0.428		0.419	0.350			0.096						
Average						0.084			0.096						0.149

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Summary: Over the past 3 years the Average Daily Flow exceeds the 180 Day Design Flow by 0.078 MGD
Over the past 3 years the 180 Day Cumulative Flow exceeds the 180 Day Design Flow by 0.084 MGD

Looking back, had the SIU utilized the full volume of the new requested Average Daily Flow volume of 185,000 GPD the 180 Day Cumulative Flow over the past two years would have averaged approximately 0.499 MGD
Looking back, had the SIU utilized the full volume of the new requested Average Daily Flow volume of 185,000 GPD the 180 Day Cumulative Flow over the past two years would have on average exceeded the design capacity of the WWTF by approximately 0.149 MGD

Mountain Lake Wastewater Analysis
Proposed SIU Modification to Increase the Average Daily Flow to 185,000 GPD
- Post WWTF Enhancements With 210 day Wet Weather Design Flow of 0.670 MGD
March, 2014

H:\MTR\13-41-07827\3_Preliminary Design\Spreadsheets\March 2014 WWTF Flow Precipitation Summary.xlsx 0.670 MGD 210-day Proposed WWTF

Date	Precipitation	Recorded Flow				Recorded Flow Relative to Permitted Flow				SIU Flow Increase Projection					Projected Flow to WWTF with SIU Flow Increase		
		Monthly Total Flow (MG)	Average Daily Flow (MGD)	Maximum Day Flow (MGD)	210 Day Cumulative flow (MGD)	210 Day Design Flow = NEW Permitted Flow (MGD)	Actual 210 Day Flow in Excess of Design Flow (MGD)	Monthly Total Flow (MGD)	Average Daily Flow (MGD)	210 Day Cumulative flow (MGD)	Requested New Discharge Limit (MGD)	Potential 210 Day Cumulative Flow Increase from SIU (MGD)	Total Potential 210 Day Cumulative Flow from City and SIU (MGD)	210 Day Design Flow = NEW Permitted Flow (MGD)	Projected 210 Day Flow in Excess of Design Flow with SIU Limit Increase (MGD)		
Feb-2011	0.24	11.44	0.408	0.72													
Mar-2011	1.4	25.81	0.832	2.42													
Apr-2011	2	24.28	0.800	1.06													
May-2011	4.9	20.53	0.660	1.04													
Jun-2011	6.9	25.15	0.838	2.05													
Jul-2011	6.1	15.85	0.510	1.20													
Aug-2011	0	9.92	0.320	0.40	0.624	0.670	0.000										
Sep-2011	0.8	8.28	0.276	0.31	0.605	0.670	0.000										
Oct-2011	0.1	7.99	0.257	0.34	0.523	0.670	0.000										
Nov-2011	0.05	7.45	0.248	0.30	0.444	0.670	0.000										
Dec-2011	0.05	8.20	0.260	0.39	0.387	0.670	0.000										
Jan-2012	0.7	7.83	0.252	0.31	0.303	0.670	0.000	3.00	0.097								
Feb-2012	1.8	7.99	0.275	0.51	0.270	0.670	0.000	2.89	0.100								
Mar-2012	1.15	8.68	0.280	0.38	0.264	0.670	0.000	2.57	0.083								
Apr-2012		9.80	1.600	1.16	0.453	0.670	0.000	3.03	0.101								
May-2012	11.9	17.84	0.575	1.16	0.499	0.670	0.000	3.05	0.098								
Jun-2012	2.8	14.56	0.485	0.80	0.532	0.670	0.000	2.97	0.099								
Jul-2012	0.7	10.28	0.331	0.42	0.543	0.670	0.000	3.34	0.108								
Aug-2012	1.3	11.17	0.360	0.57	0.558	0.670	0.000	3.08	0.099	0.098	0.185	0.630	0.670	0.000	0.000	0.000	
Sep-2012	6	10.39	0.346	0.43	0.568	0.670	0.000	2.96	0.099	0.098	0.185	0.645	0.670	0.000	0.000	0.000	
Oct-2012	0.41	10.20	0.329	0.42	0.575	0.670	0.000	2.84	0.092	0.099	0.185	0.655	0.670	0.000	0.000	0.000	
Nov-2012	0.5	10.08	0.336	0.63	0.395	0.670	0.000	3.26	0.109	0.101	0.185	0.661	0.670	0.000	0.000	0.000	
Dec-2012	1.4	10.56	0.340	0.66	0.361	0.670	0.000	3.04	0.098	0.100	0.185	0.479	0.670	0.000	0.000	0.000	
Jan-2013	0.3	9.72	0.313	0.37	0.336	0.670	0.000	2.89	0.093	0.100	0.185	0.446	0.670	0.000	0.000	0.000	
Feb-2013	0.85	9.05	0.322	0.45	0.335	0.670	0.000	2.82	0.101	0.099	0.185	0.422	0.670	0.000	0.000	0.000	
Mar-2013	2	10.33	0.333	0.48	0.331	0.670	0.000	2.98	0.096	0.098	0.185	0.418	0.670	0.000	0.000	0.000	
Apr-2013	4.6	12.41	0.413	0.59	0.341	0.670	0.000	2.20	0.073	0.094	0.185	0.431	0.670	0.000	0.000	0.000	
May-2013	2.8	14.26	0.460	0.55	0.360	0.670	0.000	2.80	0.093	0.095	0.185	0.450	0.670	0.000	0.000	0.000	
Jun-2013	5.5	16.84	0.561	1.12	0.392	0.670	0.000	2.71	0.088	0.092	0.185	0.485	0.670	0.000	0.000	0.000	
Jul-2013	1	10.99	0.354	0.47	0.394	0.670	0.000	2.72	0.088	0.090	0.185	0.488	0.670	0.000	0.000	0.000	
Aug-2013	2.95	10.01	0.322	0.43	0.395	0.670	0.000	2.93	0.095	0.091	0.185	0.489	0.670	0.000	0.000	0.000	
Sep-2013	0.8	9.13	0.304	0.37	0.392	0.670	0.000	2.94	0.098	0.090	0.185	0.487	0.670	0.000	0.000	0.000	
Oct-2013	2.6	9.09	0.293	0.36	0.387	0.670	0.000	2.81	0.091	0.089	0.185	0.487	0.670	0.000	0.000	0.000	
Nov-2013	0.7	9.03	0.301	0.35	0.371	0.670	0.000	2.79	0.093	0.092	0.185	0.483	0.670	0.000	0.000	0.000	
Dec-2013	1.1	9.58	0.309	0.36	0.349	0.670	0.000	3.11	0.100	0.093	0.185	0.441	0.670	0.000	0.000	0.000	
Jan-2014	1.2	10.59	0.341	0.49	0.318	0.670	0.000	3.42	0.110	0.096	0.185	0.406	0.670	0.000	0.000	0.000	
Feb-2014	1	8.30	0.295	0.35	0.309	0.670	0.000										
Average			0.428		0.417	0.670	0.000					0.090	0.670			0.000	
Average							0.000									0.000	

Summary: Enhancements to the WWTF to increase the 210 Day Cumulative Treatment Capacity to 0.670 MGD would have provided adequate treatment capacity to accommodate the 60,000 GPD SIU flow increase request

Doug Bristol

From: Purrington, Jason (CO-Cottonwood) [jason.purrington@co.cottonwood.mn.us]
Sent: Tuesday, March 04, 2014 2:15 PM
To: Scott Peterson; Doug B (Chief)
Subject: FW: Toughpad Info
Attachments: CCE03042014_0000.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

The quote on the tough pad has the built in WiFi so an air card is not needed... There are two wireless keyboards and the more expensive one has the mouse pad built into the keyboard and the other one does not... If you would like to place an order I would like to do it all at once because we may get a price break because of volume ordered...

Any questions' let me know...

Thanks,

Jason J. Purrington
Sheriff, Cottonwood County

Cottonwood County Sheriff's Office
902 5th Avenue
Windom, MN 56101
(507) 831-1375 - Office
(507) 831-1957 - Fax

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From: Porath, Kristen (CO-Cottonwood)
Sent: Tuesday, March 04, 2014 2:06 PM
To: Purrington, Jason (CO-Cottonwood)
Subject: Toughpad Info



Pricing Proposal
 Quotation #: 7666917
 Created On: 2/20/2014
 Valid Until: 3/22/2014

County of Cottonwood MN

IAE

Glenn Johnson
 900 3rd Ave
 Windom, MN 56101
 UNITED STATES
 Phone: (507) 822-7429
 Fax:
 Email: glenn.w.johnson@co.cottonwood.mn.us

Briton Zamoyta
 290 Davidson Avenue
 Somerset, NJ 08873
 Phone: 732-564-8511
 Fax: 732-564-8224
 Email: Briton_Zamoyta@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Panasonic Toughpad FZ-G1 - Tablet (no keyboard) - Core i5 3437U / 1.9 GHz - Windows 7 Pro / 8 Pro 64-bit downgrade - pre-installed: Windows 7 - 4 GB RAM - 128 GB SSD - 10.1" touchscreen wide 1920 x 1200 - Intel HD Graphics 4000 - Bluetooth - 4G - with To Panasonic - Part#: FZ-G1AABEFLM	6	\$2,444.00	\$14,664.00
		Subtotal	\$14,664.00
		Total	\$14,664.00

Additional Comments

If you are using SHI's contract# #48196 release C1046(5), please include this contract number on your PO

The Products offered under this proposal are subject to the SHI Return Policy posted at www.shi.com/returnpolicy, unless there is an existing agreement between SHI and the Customer.

\$ 2,825⁰⁰ x 2 PADS

\$ 800⁰⁰ x 2 - DOCK

\$ 7,250

\$ 14,750 This year approx.
 with \$ 7,500 going to CCSO

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Pricing Proposal
 Quotation #: 7700672
 Created On: 2/27/2014
 Valid Until: 3/29/2014

County of Cottonwood MN

IAE

Glenn Johnson
 900 3rd Ave
 Windom, MN 56101
 UNITED STATES
 Phone: (507) 822-7429
 Fax:
 Email: glenn.w.johnson@co.cottonwood.mn.us

Briton Zamoyta
 290 Davidson Avenue
 Somerset, NJ 08873
 Phone: 732-564-8511
 Fax: 732-564-8224
 Email: Briton_Zamoyta@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 iKey BT-87-TP-P - Keyboard - Bluetooth - black Panasonic - Part#: BT-87-TP-P Note: http://www.ikey.com/product/bt-87-tp/	1	\$381.00	\$381.00
2 iKey BT-80-03 - Keyboard - Bluetooth - black Panasonic - Part#: BT-80-03-P Note: http://www.ikey.com/product/bt-80-03-for-windows-android/	1	\$300.00	\$300.00
		Subtotal	\$681.00
		Total	\$681.00

Additional Comments

If you are using SHI's contract# #48196 release C1046(5), please include this contract number on your PO

The Products offered under this proposal are subject to the SHI Return Policy posted at www.shi.com/returnpolicy, unless there is an existing agreement between SHI and the Customer.

+1 512-837-0283

info@key.com



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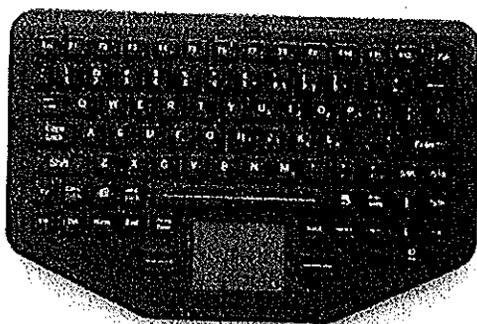
iKey News

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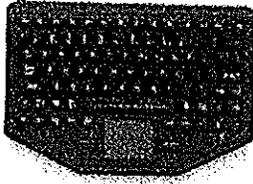
QUOTE LIST

Bluetooth®-Compatible, Wireless Industrial Keyboard with Touchpad



iKey introduces the first Bluetooth®-compatible, wireless industrial keyboard with an integrated touchpad – the BT-87-TP. This fully-sealed keyboard is designed to meet NEMA 4X specifications, meaning it is resistant to dirt, dust, water, ice and corrosives. Built with an industrial silicone rubber keypad and a rugged ABS polycarbonate case, the BT-87-TP is submersible and easy to clean with disinfectants. The compact design and internal Bluetooth® module make the BT-87-TP highly portable. It is an ideal fit for mobile, material handling, food and beverage processing, medical, and other environments where rugged flexibility is a necessity. The BT-87-TP requires 2 AA batteries for power and does not require a USB dongle if your computer has an internal Bluetooth® radio.

38



- Features:
- 12 Function Keys
 - Built-In Mounting Holes
 - Class 2 Output Power
 - Integrated Touchpad
 - Up to a 30-foot Range
 - Bluetooth®- compatible version 2.0

Product Code BT-87-TP

Related Products [BT-87-TP-IS](#), [BT-87-TP-NI](#),
[BT-87-TP-FL](#)

Download Forms [Warranty](#) [Data Sheet](#) [Technical Drawing](#) [iKey Approved Disinfection Procedures](#) [Ball State Study](#) [ICT Article June 2009](#) [Operations Manual](#)

Qty: 1 **ADD TO QUOTE**

0 0 0
 2

ADDITIONAL SPECIFICATIONS

CERTIFICATIONS IP68

SHOCK 3 X 11 ms pulses of 50g on each of 3 axes

KEY SWITCH MATERIAL: Industrial Silicone Rubber LIFE: Greater Than 10 Million Cycles
 TRAVEL: 0.055 in. (1.4mm) ACTUATION FORCE: 7.03 oz +/- 1.06 oz. (200g +/- 30g) FEEDBACK: Tactile with Mechanical Snap

VIBRATION POWER SPECTRAL DENSITY: .04g/HZ FREQUENCY RANGE: 20Hz-2Khz
 DURATION OF TEST PER AXIS: 3 hours

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POWER	2 AA Batteries
COMPATIBILITY	All Windows Operating Systems
TEMPERATURE RANGE	STORAGE: -40C to +65C (-40F to +149F) OPERATING: 0C to +60C (+32F to +140F)
WEIGHT	2.00 lbs +/- 0.10 lbs (0.91 kg +/- 0.05 kg)
WARRANTY	1 Year Limited Warranty
HUMIDITY	100% Humidity Resistant
DIMENSIONS	12.01" x 7.75" x 2.03" (w-h-d) 305.54 mm x 196.85 mm x 51.56 mm
MODEL NUMBERS	BT-87-TP

WHAT OUR CUSTOMERS ARE SAYING

"The fact that iKey's products are without parallel in them to our customers a must, and iKey's professional ordering them a pleasure."

- Victoria Kamenev, Export Manager, ITC

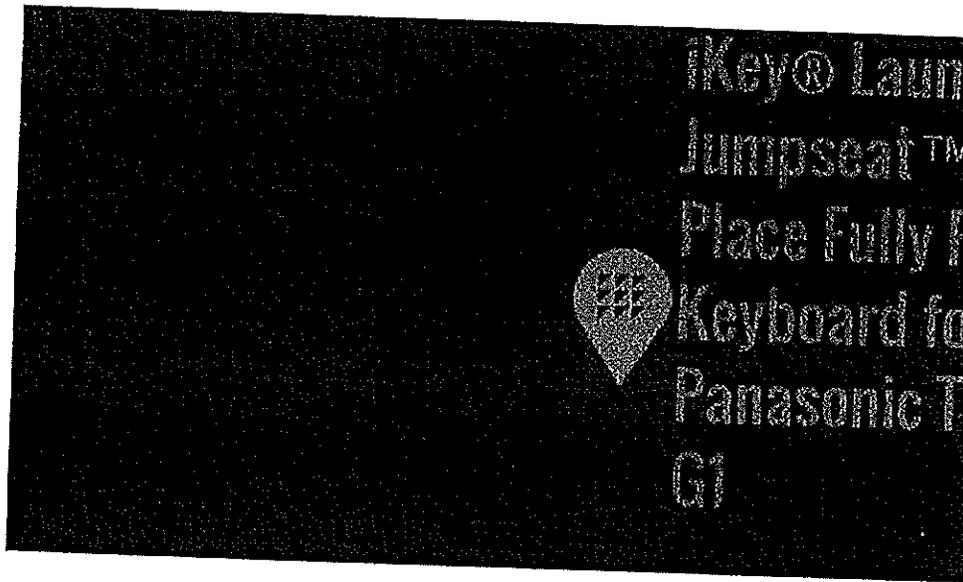
ASSEMBLED IN AMERICA

IKEY NEWS

2621 Ridgepoint Drive | Austin, TX 78754

+1 512-837-0283

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iKey® Launches FZ-G1 Jumpseat™ Snap-in- Place Fully Rugged Keyboard for the Panasonic Toughpad FZ- G1

iKey® Releases Rugged Bluetooth® Keyboard Designed for Enterprise Users of iPad

SOCIAL AND NEWSLETTER



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Dust Control - Mt. Lake Gravel Streets Lengths

7 th St.	300'
1 st Ave. S.	1047'
1 st Ave. (west of 10 th St.)	1170'
North Klein	500'
South Klein	712'
13 th St.	670'
1 st Ave. (east of CR#1)	1040'
1 st Ave. (CR#1 to 10 th St.)	2484'
Prince St.	1560'
Castle Dr.	500'
7 th Ave.	300'
Brad Ave.	548'
Nickel St.	1165'
9 th St.	2230'
TOTAL	14791'

Cost \$316/400' or \$79/100'

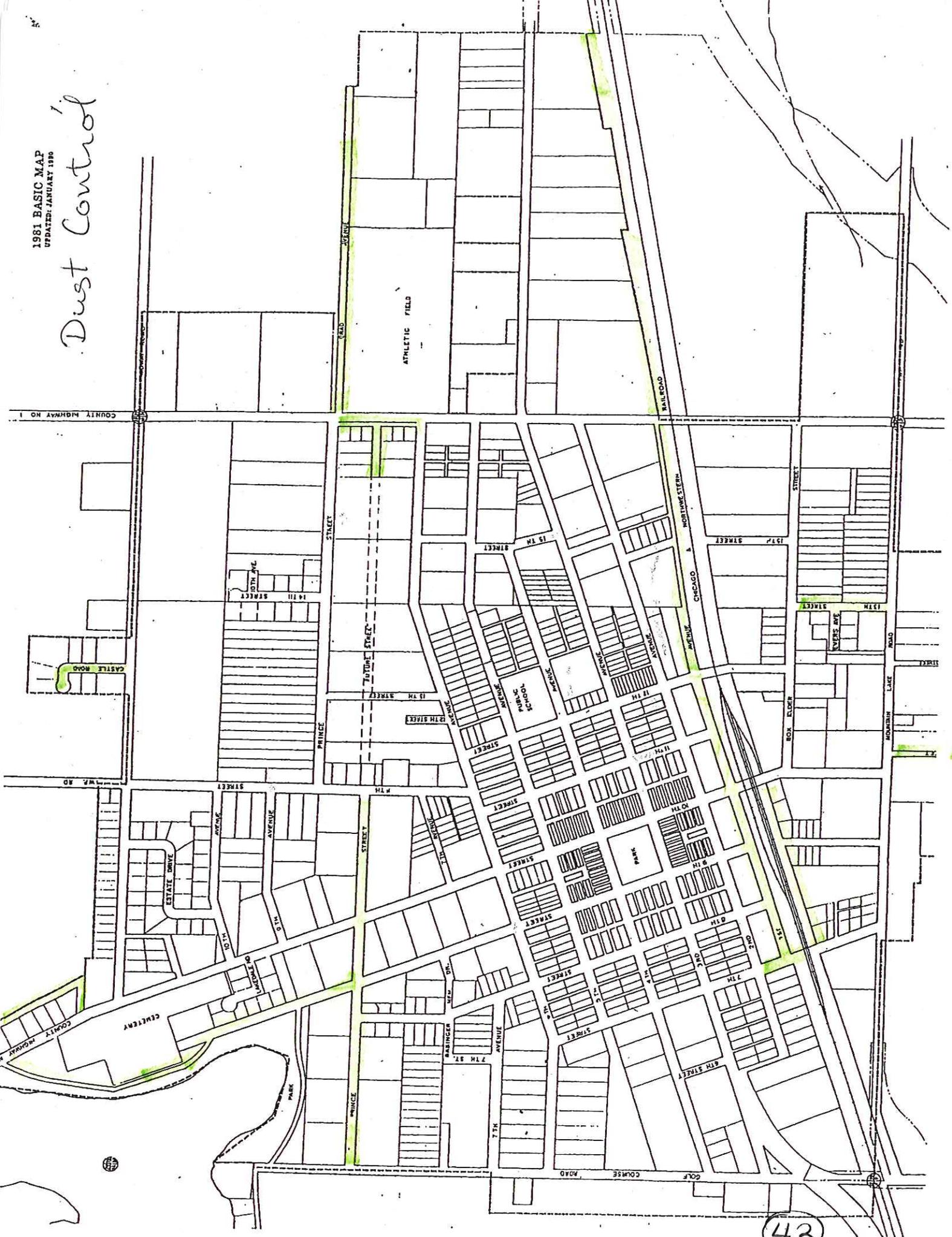
Total cost \$11,692 without tax

With tax \$12,496 (\$804 savings)

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1981 BASIC MAP
UPDATED: JANUARY 1990

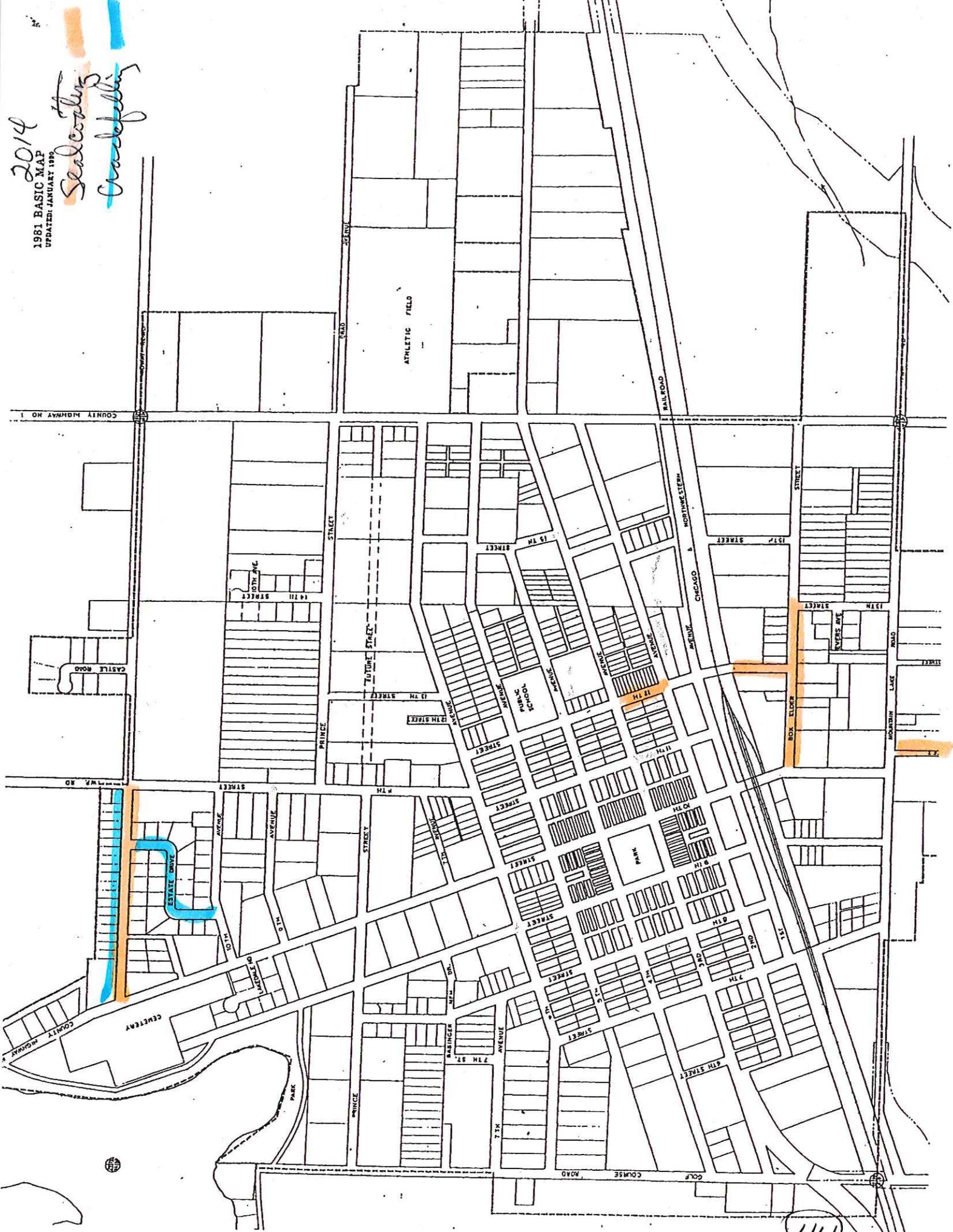
Dust Control



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2014
1981 BASIC MAP
UPDATED: JANUARY 1999

Sealcoating
Crackfilling



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City of Mt. Lake, Minnesota

Resolution #6-14

**A Resolution Removing the Designation of Unreserved General Funds
For the Purchase of 12.5 KHZ Radio Equipment for the
Mountain Lake Ambulance, Fire, Police and Public Works Departments**

WHEREAS, the Federal Communication Commission mandated that by January 1, 2013 all public safety agencies that operate radio equipment on frequencies of less than 500 MHz must use 'narrow banded' radio equipment operating on a band width of 12.5 KHz; and

WHEREAS, the City of Mt. Lake adopted Resolution #23-10 on July 6th 2010 designating \$200,000 from the unreserved general fund balance for the purchase of narrow band radio equipment;; and

WHEREAS, the narrow band equipment needed by the City of Mountain Lake Ambulance, Fire, Police and Public Works Departments has been purchased through a combination of grants and city funds.

THEREFORE BE IT RESOLVED, that the designation of unreserved general funds for the purchase of 12.5 KHZ radio equipment for the Mountain Lake Ambulance, Fire, Police and Public Works Departments be removed and said funds are designated as unreserved.

This resolution was adopted and approved by the City Council on this 7th day of April, 2014.

Dean Janzen, Mayor

ATTEST:

Wendy Meyer, Clerk/Administrator

City of Mt. Lake, Minnesota

Resolution #7-14

**A Resolution Removing the Designation of Unreserved General Funds
For Upgrades and Surfacing of the Mountain Lake Trail**

WHEREAS, the Lake Commission of the City of Mountain Lake worked over 20 years to construct the Mt. Lake Trail, a six mile non-motorized trail that follows the shores of Mt. Lake and township and county roads on the southwest corner of the City of Mt. Lake, and

WHEREAS, the Lake Commission raised funds, applied for and received grants, arranged land changes, and negotiated easements to expand the trail, and

WHEREAS, Cottonwood County, on behalf of the City of Mt. Lake, applied for and was awarded federal funds through the Area Transportation Partnership to hard surface the trail, and

WHEREAS, the City of Mt. Lake was financially responsible for 20% of the expected project cost of \$400,000, and

WHEREAS, prior to hard surfacing the City of Mt. Lake made changes to the trail's existing slopes and grades to comply with the new requirements of the federal American with Disabilities Act.

WHEREAS, the City of Mountain Lake adopted Resolution #24-10 on July 6, 2010 designating \$200,000 of its unreserved general fund balance for the City's share of the costs of improving and the hard surfacing the Mt. Lake Trail.

WHEREAS, the improvements and hard surfacing of the Mt. Lake Trail has been completed.

THEREFORE BE IT RESOLVED that the designation of unreserved general funds for the upgrading and surfacing of the Mt. Lake Trail be removed.

This resolution was adopted and approved by the City Council on this 7th day of April, 2014.

ATTEST:

Dean Janzen, Mayor

Wendy Meyer, Clerk/Administrator

City of Mountain Lake, Minnesota

Resolution #8-14

**A RESOLUTION CLOSING FUND 306
A DEBT SERVICE FUND ACCOUNT**

WHEREAS, Fund 306 – 2006 Street and Utility Project Debt Service was establishing following the completion of the said named project, and

WHEREAS, the bonds sold for the 2006 Street and Utility Project were called and re-funded in 2011; and

WHEREAS, Fund 308 – 2011 Bond Refunding Debt Service was established following the refunding of the 2006 Street and Utility Project Bonds.

THEREFORE BE IT RESOLVED, that the City Council authorizes the closing of Fund 306 – 2006 Street and Utility Project Debt Service effective December 31, 2013.

Adopted this 7th day of April, 2014.

Dean Janzen, Mayor

ATTEST:

Wendy Meyer, Administrator/Clerk



March 27, 2014

Mayor and Council Members
City of Mountain Lake
Mountain Lake, MN 56159

Re: 2014 Property Tax Abatement

Mountain Lake Assembly of God is requesting that the 2014 property taxes due the City of Mountain Lake from the former Eventide building in the amount of \$9,615.24 be abated.

We understand the property valuation process and realize the value of the property is based on the condition of the property on January 2, 2013. However, we believe it is still reasonable for the City to grant this request based on the following reasons.

1. **While the valuation of the property is based upon January 2, 2013 the actual tax amount is set at the end of 2013 for taxes collected and services rendered in 2014.**
 - Since the building was deemed apartments the City's amount of \$9,615.24 is intended to provide the services for the many residence of the property.
 - However, at no time during 2014 has anyone lived on the property.
 - A majority of the building structure dictating this high tax value was demolished at the end of 2013.

2. **The property was acquire by the church solely for tax-exempt religious purposes.**



3. The tax exempt laws are intended to protect churches from the undue burden of property taxes.

- The building was not available to us soon enough in 2013 in order to file the necessary paperwork to be tax exempt for 2014.
- We are not talking about the value of a church building, but an apartment building which it is no longer.

4. This financial burden to the Church could delay the completion of our new church home and the economic benefit of these construction-related jobs.

- Every available dollar is need for the completion of this building and to qualify for the necessary loan to complete this project.
- We still have cash shortfalls to complete this project and this undue tax burden would increase that shortfall.
- Increasing our loan amount to cover the taxes is not an option.

Thank you for your time and consideration. We look forward to speaking with you on this matter at your April 7th Council Meeting.

Sincerely,

Pastor David Savage and the Mountain Lake Assembly Church Board

Cottonwood Co. Commissioners' Meeting

Page Five

Minutes

December 17, 2013

Chairman Oeltjenbruns gave an update regarding the Minnesota River Board. He reported that the Minnesota River Board will be disbanding the Joint Powers Board sometime in 2014. They have been in existence for almost 20 years.

Oeltjenbruns also gave a brief update regarding the last Department Head Meeting.

* * * *

Ryan Doorenbos, Windom Area Fisheries Supervisor for the DNR, was present to give an update regarding the Asian Carp Barrier Program as a result of invasive species that are getting closer to the area.

* * * *

Brief discussion was held in regards to a letter that Commissioner White has started working on in regards to septic systems that he would like the board to consider sending out. This letter will be reviewed at the next board meeting.

* * * *

Brief discussion was held regarding the Sentence to Service Program and the possibility of having someone designated from the county for the STS crew to have to report to in regards to work that may be needed by the county. No action was taken.

* * * *

Motion by White, second by Schmidt, unanimous vote to allow an additional allocation from Cottonwood County of up to but not to exceed \$25,000 for Cottonwood-Jackson CHS to pay 2013 payables.

Motion by Holmen, second by Stevens, unanimous vote to transfer the physical property in the Windom Office of Cottonwood-Jackson CHS to Des Moines Valley Health and Human Services (DVHHS).

* * * *

Don Pankratz and Pastor David Savage met with the board to request a waiver of 2014 taxes for the Eventide property in Mt. Lake, which the church recently acquired and is currently in demolition mode. The board suggested that the church would have to apply for a tax abatement and they were unsure if the church would meet the qualifications established. County Attorney Nick Anderson will do some further review of the process as to the criteria for requesting an abatement.

* * * *

County Assessor Gale Bondhus met with the board to report that Karla Ambrose (Appraiser) has successfully completed her 6-month probationary period and she would like the board to consider allowing an increase to her wage. Motion by Schmidt, second by White, unanimous vote to allow Karla Ambrose to move off of probation and to set her new hourly rate at \$18.08/hour effective December 17, 2013. This wage will be between Step 2 & 3 on the current matrix.

* * * *

Discussion was held regarding the possibility of sharing a Planning & Zoning Administrator with Jackson County. It was reported that Jackson County is interested in moving forward with this possibility. After further discussion, there was a motion by Holmen, second by Schmidt to develop a draft job description for a Planning & Zoning/Parks Administrator to review in two weeks for possible advertising for a position