

Mountain Lake City Council
Regular Council Meeting
Mountain Lake City Hall
Tuesday, March 3, 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 9917123-9917164(1-5)
 - b. Approval of Payroll Checks #61652-61668
 - c. Approval of Feb. 17 Council Minutes*(6-7)
 - d. Approval of Dec. 8 and Jan. 12 Lake Commission Minutes*(8-10)
 - e. Approval of Feb. 12 Utility Commission Minutes*(11)
4. Public – A total of ten (10) minutes is allotted for individuals to briefly discuss a topic of concern with the Council.
5. Approval of Ordinance #2-15, Building Code, Steve Carson, Building Official*(12-14)
6. MN Government Data Practices Act*(15-23)
 - a. Checklist
 - b. Adopt Data Practices Policy for Members of the Public
 - c. Adopt Resolution #4-15 Appointment of Responsible Authority
 - d. Appoint Responsible Authority Designees
7. Resolution #5-15 Dedicated State Funding for City Streets*(24-27)
8. Administrator
 - a. City-wide Clean-up*(28)
 - b. Sale of Utility and Fire Pick-ups – available at meeting
 - c. 724 Prince St. bids – available at meeting
 - d. Private Sewer Line Replacement Program Update*(29-36)
9. Council Committee Reports*(37-38)
10. Adjourn

Upcoming

- Wed. March 4, Meeting with AFSCME, LELS, and Fox-Lawcon consultant Greg Mangold, 2 p.m.
- Mon. March 16, Mountain Lake Active Living Plan Existing Conditions Public Meeting
5pm to 6:15pm, City Hall
- Thurs. April 16, Central MN Municipal Power Agency Meeting for Utility Commissions and City Councils, 3pm,
Mankato*(39)
- Thurs. May 7, Local Board of Appeal and Equalization, 5:30pm, City Hall

***Check Detail Register©**

February 2015 to March 2015

March 3, 2015
mty
9917123 - 9917164

			Check Amt	Invoice	Comment
10100 United Prairie					
Paid Chk#	9917123	2/19/2015	AFLAC		
G 101-21713	AFLAC		\$192.74		
			Total AFLAC	\$192.74	
Paid Chk#	9917124	2/19/2015	BCBS/HSA		
G 101-21714	HSA		\$804.25		
			Total BCBS/HSA	\$804.25	
Paid Chk#	9917125	2/19/2015	COMMISSIONER OF REVENUE		
G 101-21702	State Withholding		\$712.99		
			Total COMMISSIONER OF REVENUE	\$712.99	
Paid Chk#	9917126	2/19/2015	GISLASON & HUNTER		
G 101-21712	Garnishments		\$359.55		
			Total GISLASON & HUNTER	\$359.55	
Paid Chk#	9917127	2/19/2015	INTERNAL REVENUE SERVICE		
G 101-21703	FICA Tax Withholding		\$2,291.94		
G 101-21701	Federal Withholding		\$1,565.66		
			Total INTERNAL REVENUE SERVICE	\$3,857.60	
Paid Chk#	9917128	2/19/2015	LAW ENFORCEMENT LABOR SERV		
G 101-21711	PD UNION DUES		\$141.00		
			Total LAW ENFORCEMENT LABOR SERV	\$141.00	
Paid Chk#	9917129	2/19/2015	PERA		
G 101-21704	PERA		\$3,925.78		
			Total PERA	\$3,925.78	
Paid Chk#	9917130	2/19/2015	SW/WC SERVICE COOPERATIVES		
G 101-21708	Employee Paid Health Insurance		\$1,091.34		
			Total SW/WC SERVICE COOPERATIVES	\$1,091.34	
Paid Chk#	9917131	2/19/2015	VALIC		
G 101-21705	VALIC		\$1,001.35		
			Total VALIC	\$1,001.35	
Paid Chk#	9917132	2/19/2015	AFSCME COUNCIL 65		
G 101-21707	Union Dues		\$152.26		
			Total AFSCME COUNCIL 65	\$152.26	
Paid Chk#	9917133	3/3/2015	MUNICIPAL UTILITIES		
E 101-43160-381	Electric Utilities		\$3,620.05		JANUARY STREET LIGHTING
			Total MUNICIPAL UTILITIES	\$3,620.05	
Paid Chk#	9917134	3/3/2015	FRONTIER		
E 211-45500-321	Telephone		\$64.86		LIBRARY PHONE 507-427-2506
			Total FRONTIER	\$64.86	
Paid Chk#	9917135	3/3/2015	AMERIPRIDE		
E 101-43100-215	Shop Supplies		\$27.67	2800463632	TOWELS FOR ST DEPT
E 101-41400-401	Repairs/Maint Buildings		\$26.72	2800463632	MATS FOR CITY HALL
			Total AMERIPRIDE	\$54.39	
Paid Chk#	9917136	3/3/2015	ASA AUTO PLAZA		
E 101-42100-406	Vehicle Maint/Gen Repairs		\$919.13	160232	WORK ON 2012 DODGE CHARGER

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February 2015 to March 2015

			Check Amt	Invoice	Comment
Total		ASA AUTO PLAZA	\$919.13		
Paid Chk#	9917137	3/3/2015	BOUND TREE MEDICAL		
E	231-42154-210	Operating Supplies	\$125.22	81696045	AMB SUPPLIES
E	231-42154-210	Operating Supplies	\$12.60	81702828	AMB SUPPLIES
Total		BOUND TREE MEDICAL	\$137.82		
Paid Chk#	9917138	3/3/2015	COTTONWOOD COUNTY AUD/TREAS		
E	101-43150-390	Ditch/Road Assessments	\$2.50		ROAD BENEFITS
Total		COTTONWOOD COUNTY AUD/TREAS	\$2.50		
Paid Chk#	9917139	3/3/2015	DAVID OLSON		
E	403-46300-434	Project Expense	\$1,460.00		REPAIR WATER DAMAGE-POPD KERNS
Total		DAVID OLSON	\$1,460.00		
Paid Chk#	9917140	3/3/2015	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#	9917141	3/3/2015	DINN BROTHERS		
E	231-42154-430	Miscellaneous	\$95.00	332418	AMB-PLAQUE FOR ELDON QUIRING
Total		DINN BROTHERS	\$95.00		
Paid Chk#	9917142	3/3/2015	EXPERT T BILLING		
E	231-42154-300	Professional Svcs	\$702.00	1918	JANUARY AMB BILLING
Total		EXPERT T BILLING	\$702.00		
Paid Chk#	9917143	3/3/2015	FAIRMONT AWARDS		
E	221-42200-430	Miscellaneous	\$50.35	6908	FD PLAQUE-CHUCK WOLLE
Total		FAIRMONT AWARDS	\$50.35		
Paid Chk#	9917144	3/3/2015	FOX LAWSON & ASSOCIATES		
E	101-00000-430	Miscellaneous	\$187.50	65434	CONSULTING FEES
Total		FOX LAWSON & ASSOCIATES	\$187.50		
Paid Chk#	9917145	3/3/2015	FRONTIER		
E	101-00000-430	Miscellaneous	\$68.76		UT-PHONE
E	101-42100-321	Telephone	\$190.02		POLICE DEPT PHONE-427-3403
E	101-41400-321	Telephone	\$130.80		CITY HALL PHONE-427-2999
E	101-45186-321	Telephone	\$50.10		SR CTR PHONE-427-2151
E	205-46500-321	Telephone	\$10.75		CHAMBER 800#
E	205-46500-321	Telephone	\$37.50		EDA PORTION OF DSL & 427-2999
E	101-43100-321	Telephone	\$61.63		STREET DEPT PHONE-427-2997
Total		FRONTIER	\$549.56		
Paid Chk#	9917146	3/3/2015	HEIMAN FIRE EQUIPMENT--USE THI		
E	221-42200-550	Motor Vehicles	\$387.17	0831440-IN	FIRE DEPT-SPEAKER,SIREN-2015 CHEV PKUP
Total		HEIMAN FIRE EQUIPMENT--USE THI	\$387.17		
Paid Chk#	9917147	3/3/2015	HOMETOWN CAFE		
E	205-46500-430	Miscellaneous	\$99.27		JANUARY EDA MTG LUNCH
Total		HOMETOWN CAFE	\$99.27		
Paid Chk#	9917148	3/3/2015	INDOFF INCORPORATED		
E	101-41400-200	Office Supplies	\$4.58	2577240	PENCILS
E	101-41110-200	Office Supplies	\$98.59	2581131	COUNCIL NAMEPLATES

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February 2015 to March 2015

			Check Amt	Invoice	Comment
E 101-41400-200	Office Supplies		\$2.77	2584974	CALCULATOR RIBBON
E 101-41400-200	Office Supplies		\$8.18	2586171	CALCULATOR PAPER
	Total INDOFF INCORPORATED		\$114.12		
Paid Chk# 9917149	3/3/2015	LEAGUE OF MN CITIES-FINANCE			
E 101-41400-308	Training & Instruction		\$20.00	214490	WENDY-SAFETY & LOSS WORKSHOP
	Total LEAGUE OF MN CITIES-FINANCE		\$20.00		
Paid Chk# 9917150	3/3/2015	MACQUEEN EQUIPMENT			
E 101-43100-404	Repairs/Maint Machinery/Equip		\$56.60	2151311	SCRAPER-DIRT SHOE-ST DEPT
	Total MACQUEEN EQUIPMENT		\$56.60		
Paid Chk# 9917151	3/3/2015	MALONEY INC.			
E 403-46300-434	Project Expense		\$309.94	13008	3 PLS WINDOW SILLS-POPD KERNS
	Total MALONEY INC.		\$309.94		
Paid Chk# 9917152	3/3/2015	MID-AMERICAN RESEARCH CHEMICAL			
E 101-45200-210	Operating Supplies		\$364.16	0544555-IN	PARKS SUPPLIES
	Total MID-AMERICAN RESEARCH CHEMICAL		\$364.16		
Paid Chk# 9917153	3/3/2015	MIKE NELSON			
E 101-41110-308	Training & Instruction		\$159.18		NEWLY ELECTED OFFICIAL CONF EXPENSE
	Total MIKE NELSON		\$159.18		
Paid Chk# 9917154	3/3/2015	MINNESOTA ENERGY RESOURCE CORP			
E 101-45186-383	Gas Utilities		\$239.02		SR CTR GAS-ACCT#4010846-6
E 101-41400-383	Gas Utilities		\$311.68		CITY HALL GAS-ACCT#4346780-2
E 221-42200-383	Gas Utilities		\$332.35		FIRE DEPT PORTION OF FIREHALL GAS-ACCT#4296165-6
E 231-42154-383	Gas Utilities		\$163.70		AMB PORTION OF FIREHALL GAS-ACCT#4296165-6
E 101-43100-383	Gas Utilities		\$685.45		STREET GARAGE GAS-ACCT#4092120-7
E 211-45500-383	Gas Utilities		\$280.38		LIBRARY GAS-ACCT#4134278-3
	Total MINNESOTA ENERGY RESOURCE CORP		\$2,012.58		
Paid Chk# 9917155	3/3/2015	MINNESOTA MUTUAL LIFE			
E 101-41400-134	Employer Paid Life		\$4.00		MARCH LIFE INS-OFFICE
E 205-46500-134	Employer Paid Life		\$2.00		MARCH LIFE INS-EDA
G 101-21706	Hospitalization/Medical Ins		\$40.90		MARCH LIFE INS-NICK NAXAY
G 101-21706	Hospitalization/Medical Ins		\$7.30		MARCH LIFE INS-DARON FRIESEN
E 211-45500-134	Employer Paid Life		\$2.00		MARCH LIFE INS-LIBRARY
G 101-21706	Hospitalization/Medical Ins		\$18.10		MARCH LIFE INS-ROBB ANDERSON
E 101-42100-135	Employer Paid Other		\$2.00		MARCH BRIAN LUNZ LIFE INSURANCE
E 101-46200-134	Employer Paid Life		\$1.20		MARCH LIFE INS-CEMETERY
E 101-41400-134	Employer Paid Life		\$2.00		MARCH WENDY FAST-LAKER APTS-LIFE INS
G 101-21706	Hospitalization/Medical Ins		\$26.70		MARCH LIFE INS-KIM HALL
E 101-42100-134	Employer Paid Life		\$8.00		MARCH LIFE INS-POLICE DEPT
E 101-43100-134	Employer Paid Life		\$3.60		MARCH LIFE INS-ST DEPT
E 101-45200-134	Employer Paid Life		\$1.20		MARCH LIFE INS-PARKS DEPT
	Total MINNESOTA MUTUAL LIFE		\$119.00		
Paid Chk# 9917156	3/3/2015	MUNICIPAL UTILITIES			
E 607-46330-380	Elec,Water,Sewer		\$2.30		4-PLEX PORTION OF ST LITE ON HERITAGE DRIVE
E 231-42154-380	Elec,Water,Sewer		\$31.57		AMB PORTION OF FIREHALL UT
E 101-45183-380	Elec,Water,Sewer		\$15.77		UT AT CAMPGROUND
E 608-46330-380	Elec,Water,Sewer		\$4.47		8-PLEX PORTION OF ST LITE ON HERITAGE DRIVE
E 101-45200-380	Elec,Water,Sewer		\$1.15		UT AT CITY PARK SHELTERHOUSE
E 211-45500-380	Elec,Water,Sewer		\$317.06		LIBRARY UT

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February 2015 to March 2015

			Check Amt	Invoice	Comment
E 101-45171-380	Elec,Water,Sewer		\$129.97		WATER-ICE RINK
E 101-45200-380	Elec,Water,Sewer		\$103.75		LAWCON PARK LIGHTS
E 101-41400-380	Elec,Water,Sewer		\$294.45		CITY HALL UT
E 101-45200-380	Elec,Water,Sewer		\$134.80		CITY PARK RESTROOMS UT
E 101-45186-380	Elec,Water,Sewer		\$270.80		SR CTR UT
E 101-43100-380	Elec,Water,Sewer		\$222.86		ST DEPT UT
E 221-42200-380	Elec,Water,Sewer		\$768.81		FIRE DEPT PORTION OF FIREHALL UT
Total MUNICIPAL UTILITIES			\$2,297.76		
Paid Chk# 9917157 3/3/2015 NEW STAR SALES & SERVICE					
E 101-41110-200	Office Supplies		\$965.51	43632	COMPUTER-MAYORS OFFICE SN#1527135
Total NEW STAR SALES & SERVICE			\$965.51		
Paid Chk# 9917158 3/3/2015 PEST PRO					
E 101-41400-401	Repairs/Maint Buildings		\$77.36	270715	QUARTERLY SERVICE AT CITY HALL
Total PEST PRO			\$77.36		
Paid Chk# 9917159 3/3/2015 PRAXAIR					
E 231-42154-210	Operating Supplies		\$73.32	51884220	OXYGEN FOR AMB
Total PRAXAIR			\$73.32		
Paid Chk# 9917160 3/3/2015 RICKWAY INC.					
E 403-46300-434	Project Expense		\$6,145.00		WORK AT POPD KERNS BLDG
Total RICKWAY INC.			\$6,145.00		
Paid Chk# 9917161 3/3/2015 SERVICEMASTER PROFESSIONAL SER					
E 403-46300-434	Project Expense		\$2,168.24	111199	REPAIR WATER DAMAGE-POPD KERNS BLDG
Total SERVICEMASTER PROFESSIONAL SER			\$2,168.24		
Paid Chk# 9917162 3/3/2015 SOUTHWEST INITIATIVE FOUNDATIO					
E 101-46500-312	Community Develop		\$1,250.00		2015 CONTRIBUTION
Total SOUTHWEST INITIATIVE FOUNDATIO			\$1,250.00		
Paid Chk# 9917163 3/3/2015 SW/WC SERVICE COOPERATIVES					
E 101-41400-131	Employer Paid Health		\$2,140.32		APRIL HEALTH INS-OFFICE
E 101-42100-135	Employer Paid Other		\$366.00		APRIL HEALTH INS-BRIAN LUNZ
E 205-46500-131	Employer Paid Health		\$1,070.16		APRIL HEALTH INS-EDA
E 101-46200-131	Employer Paid Health		\$642.10		APRIL HEALTH INS-CEMETERY
E 211-45500-131	Employer Paid Health		\$1,070.16		APRIL HEALTH INS-LIBRARY
E 101-42100-131	Employer Paid Health		\$3,543.54		APRIL HEALTH INS-POLICE DEPT
E 101-43100-131	Employer Paid Health		\$1,926.28		APRIL HEALTH INS-ST DEPT
E 101-45200-131	Employer Paid Health		\$642.10		APRIL HEALTH INS-PARKS DEPT
Total SW/WC SERVICE COOPERATIVES			\$11,400.66		
Paid Chk# 9917164 3/3/2015 VERIZON					
E 101-42100-321	Telephone		\$8.85		PD CELL PHONE
E 231-42154-321	Telephone		\$9.84		AMB CELL PHONE
E 101-42100-321	Telephone		\$70.02		PD TABLETS
Total VERIZON			\$88.71		
10100 United Prairie			\$48,785.60		

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February 2015 to March 2015

Check Amt Invoice Comment

Fund Summary**10100 United Prairie**

101 GENERAL FUND	\$32,644.58
205 ECONOMIC DEVELOPMENT AUTHORITY	\$1,219.68
211 LIBRARY FUND	\$2,079.46
221 FIRE DEPT FUND	\$1,538.68
231 AMBULANCE FUND	\$1,213.25
403 POPD KERNS CONST ACCT	\$10,083.18
607 EDA----4 PLEX FUND	\$2.30
608 EDA----8 PLEX FUND	\$4.47
	<hr/>
	\$48,785.60

DRAFT
Mountain Lake City Council
Regular Council Meeting
Mountain Lake City Hall
Tuesday, February 17, 2015
6:30 p.m.

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

Members Absent: Mike Nelson

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

Others Present: Doug Regehr

Call to Order

Mayor Pro Tem Savage called the meeting to order at 6:30 p.m.

Agenda and Consent Agenda

Motion by Kass, seconded by Kruser to add 8c. Sidewalk Snow Removal and 8d. March 4 Meeting with local American Federation of State, County and Municipal Employees (AFSCME) and Law Enforcement Labor Services (LELS) Unions to the agenda. Motion carried unanimously. Motion by Ysker, seconded by Kruser to approve the consent agenda as presented and the agenda as amended. Motion carried unanimously.

Bills: Check #'s 9917070 – 9917122; E-check #'s 380E – 382 E

Payroll Checks #61620-61651

Feb. 3 and 10 Council Minutes

Jan. 8 Police Commission Minutes

Oct. 13, 2014 Tree Commission Minutes

Jan. 14 Library Board Minutes, Jan. Library Report & Jan. Expenditures

Jan. 16 EDA Minutes

Jan. 22 Utilities Commission Minutes

Public

No one present addressed the council during this portion of the meeting.

League of MN Cities Insurance Trust (LMCIT) Workers' Compensation Policy Renewal

Elected official, volunteer, and boards and commissions coverage and premium options were reviewed. Motion by Kass, seconded by Ysker, to make no changes to coverage or premiums from the 2014 policy. Motion carried unanimously.

2015 Rental Inspections

The list of rental properties in the city and the status of their yearly rental inspection were reviewed. Those properties that have not been inspected or have not paid the rental inspection fee will be turned over to the city attorney.

Hazardous Buildings Update

The house at 412 7th St. has been vacated; cleaning out the property and preparing for demolition will be done as volunteers have time. The city is seeking a court order to remove the structure at 724 Prince St. The hearing on this matter has been scheduled for Tues. Feb. 24. Motion by Kruser, seconded by Kass, directing the administrator to get quotes for the demolition of 724 Prince. Motion carried unanimously. Ten thousand dollars has been budgeted for property clean-up in the 2015 budget.

2014 Budget

The 2014 budget revenues and expenses were reviewed. No action taken.

Local Board of Appeal and Equalization

The Mt. Lake board has been scheduled for 5:30 p.m. Thurs. May 7. Training for new council members was discussed.

Sidewalk Snow Removal

Section 7.03 of Mt. Lake City Code was discussed.

Meeting with American Federation of State, County and Municipal Employees (AFSCME) and Law Enforcement Labor Services (LELS)

The two groups have requested a meeting to discuss the salary adjustments approved by the council at their Dec. 22 meeting. The meeting will be held March 4, 2 p.m. Greg Mangold, Fox-Lawson and Associates will also be attending.

Mt. Lake Trail

Savage closed the public meeting and opened the closed meeting at 7:35 to discuss on-going Mt. Lake trail litigation, attorney-client privilege. The closed meeting was closed and the public meeting opened at 7:53 p.m. No action taken.

Adjourn

Motion by Ysker, seconded by Kass, to adjourn at 8 p.m.

ATTEST:

Wendy Meyer, Clerk/Administrator

**Regular Lake Commission Meeting
Monday, December 8, 2014**

Members Present: Jim Peterson, Jay Schied, Jean Haberman

Guests Present: Wendy Meyer, Rachel Yoder

Chair Peterson called the meeting order at 6:40 p.m. Minutes of the November 10th meeting were reviewed. No action was taken.

Treasurer's Report:

Bills:

Casey's - Gas to take aluminum to Mankato (10/16)	110.01
Coast Marine - Check compression	8.95

Ending Cash Balance as of Dec. 5, 2014 (\$77,141.78)

Lake: The aeration system will be turned on and the thin ice signs will be put out when the weather gets colder. The permit was received. Jim will mail in post cards after it is started and copies of two weeks of Observer articles.

Wendy submitted the reimbursement request for the Invasive Species Grant.

Trail: Michael Watkins will take on the project of making 8 interpretive trail makers. The quote for 4 - 10' 4X4s of FIBERFORCE plastic lumber from Bedford Technology in Worthington was \$390.00 (\$97.50 @ post). The quote from Co-Op was \$21.00 for 4 12' pressure treated 4X4s. It was decided to go with pressure treated lumber.

Rachel Yoder was present to talk about trail matters. She was encouraged to contact her attorney to set a date for mediation. She is concerned about snowmobiles on the trail. She would like the "No Snowmobile" signs placed closer to the entrance of the trail. We told Rachel about the possibility of a "food forest" being started by the island. She would like to be included in further discussions and planning. Jay asked Rachel's permission to trim a mulberry tree that is growing on the south side of the fence line between the Oeltjenbruns and Yoder property. Rachel said that she and her husband would take care of trimming the tree.

Old Business:

We need to find someone to replace Greg Hildebrant on the Lake Commission. Members are to think of possible names.

New Business: Jim showed us the mailing list of who is getting the minutes every month. Wendy will put enclose a note with the minutes next month letting people

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know that they should contact the City Office if they wish to continue receiving the minutes.

Wendy informed us about a foundation that is being set up through the Geronimo Wind Turbine Group. \$40,000 a year will be donated for community projects - starting in 2016.

Respectfully submitted,

Jean Haberman

Jean Haberman,
Secretary

Regular Meeting Lake Commission

Monday January 12th, 2015

Members present : Heather Funk, Jay Scheid, Jim Peterson's

Guests : John Oeltjenbruns, Wendy Meyer

Meeting was called to order at 6:35pm

Minutes were looked at but not approved.

Treasurer's Report was read:

Cash (73,140.23)

Accounts were cleared to a zero balance

Bills: Coop 26.60

Citizen 131.40

Postage 19.20

Received from DNR invasive species grant \$3,358.39

Jim will contact the Windom DNR office for a DO reading from the Lake

Jay will talk to Rick about storage for excess items from the aeration shed.

Michael Watkins has the trail marker posts ready, he is also going to build 5 or 6 wood duck houses.

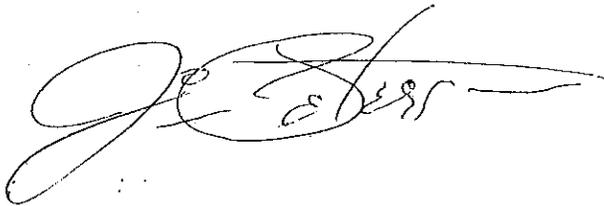
We need to create a list of points of interest and locations. Heather offered to mock up a map when we develop our ideas.

John Oeltjenbruns has agreed to join the Lake Commission.

Jay is continuing to cut buck thorn.

It was mentioned that the sportsman club fishing contest is Sat Jan 31st.

Meeting Adjourned at 7:35pm



REGULAR UTILITIES COMMISSION MEETING
THURSDAY, FEBRUARY 12, 2015
7:00 A.M.

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

ABSENT: Brett Lohrenz

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

Others: None

Mark Langland - Chairman called the regular meeting of the Utilities commission for February 12, 2015 to order at 7:00 a.m. Addition: March meeting dates.

1. Minutes and Bills: Motion by Mike Johnson seconded by John Carrison to accept the minutes and bills as presented. Motion carried. Checks #15004-15073.
2. Electric Department:

Fence: Ron presented some quotes for the fence around the transformers. After some discussion it was tabled.

Arc Flash Study: OSHA's requirements for arc flash protection have increased. As a first step the Utility needs to a study. A proposal from Utilities Energy Services, Inc. was presented and discussed. Training was also offered as an option. Motion by Mike Johnson and seconded by John Carrison hire UPES at a cost of \$10,211 for a power system and arc flash study for the power plant and water treatment plant. Motion carried.

Rate Study: CMMPA has hired MRES to do a rate study for the Utility in 2015.

3. Office:

Private sewer updates: By consensus the commission agreed that private line inspections will be done in 2015 in areas of town not in the 2012-2014 Utility and Street Project. Kevin Krahn will present a list of lines to be inspected in 2015 at the next meeting.

CIP: The 2014 results and the 2015 goals of the Conservation Improvement Plan were discussed.

Adjustments: FYI

March meeting dates: Since a number of people will be gone in March, the commission tentatively agreed to have one meeting in March on the 19th.

Meeting adjourned.

DATE: February 25, 2015

To: Wendy Meyer, City Administrator

From: Steve Carson, Building Official

Re: Building Department

Attached you will find an ordinance adopting the 2012 International Building Code, which is part of the Minnesota State Building Code. The State of Minnesota, adopted the 2012 Code about a month ago.

The City of Mountain Lake has already adopted the state code. The attached ordinance is merely some administrative housekeeping to address changes in a portion of the state code. The ordinance is also a perpetual ordinance. In other words in the future when the State of Minnesota updates the code Mountain Lake will automatically update.

What I am asking for is City Council consent to approve the perpetual ordinance attached.

Another item you may want to address at a later date that is listed in the ordinance is:

Section 3. Permits and Fees:

The building permit fees are set by the local authority (City). Currently The City of Mountain Lake has set their fees according to the 1991 Uniform Building Code Appendix A. Building Department should be self-sustaining and set by your income (permit fees) and expenses (Building Inspector, administrative/city staff) and state surcharges. The majority of municipalities are charging the building permit fees according to the 1997 Uniform Building code appendix A.

In order to help you with your determination of expenses and my fees; I am \$50.00/hr. - lower than the going rate (other contract inspectors) and have no intention of raising my rates for at least a couple more years.

Also the rental inspection program costs the city about \$1500.00 per year.

Some of the changes to the code:

- Utility sheds up 200 square feet no building permit needed, It used to be 144 square feet. (Address by Zoning Permit.)
- Fences under 7 feet high no permit needed, it used to be 6 feet. (Address by Zoning Permit)
- Building Officials can no longer give the contractor the plans reviewed for code.

In another matter - rental inspections:

This year we had a few new rentals to inspect and I found the following issues:

- LP gas room heater-not vented, told the tenant it could not be used.
- Several units not having carbon monoxide detectors.
- Smoke detectors not working.
- Gas cooking stoves not operable.
- Improper plumbing and electrical.
- Emergency egress windows and doors not working properly.

CITY OF MOUNTAIN LAKE, MINNESOTA

ORDINANCE No. 2-15

Adopting the Minnesota State Building Code

THIS ORDINANCE: PROVIDES FOR THE APPLICATION, ADMINISTRATION, AND ENFORCEMENT OF THE MINNESOTA STATE BUILDING CODE BY REGULATING THE ERECTION, CONSTRUCTION, ENLARGEMENT, ALTERATION, REPAIR, MOVING, DEMOLITION, CONVERSION, OCCUPANCY, EQUIPMENT, USE, HEIGHT, AREA, AND MAINTENANCE OF ALL BUILDINGS AND/OR STRUCTURES IN THIS MUNICIPALITY; PROVIDES FOR THE ISSUANCE OR PERMITS AND COLLECTION OF FEES THEREOF; PROVIDES FOR PENALTIES FOR VIOLATION THEREOF; REPEALS ALL ORDINANCES AND PARTS OF ORDINANCES THAT CONFLICT THEREWITH. THIS ORDINANCE SHALL PERPETUALLY INCLUDE THE MOST CURRENT EDITION OF THE MINNESOTA STATE BUILDING CODE WITH THE EXCEPTION OF THE OPTIONAL APPENDIX CHAPTERS. OPTIONAL APPENDIX CHAPTERS SHALL NOT APPLY UNLESS SPECIFICALLY ADOPTED.

This municipality does ordain as follows:

Section 1. Codes adopted by reference. The Minnesota State Building Code, as adopted by the Commissioner of Labor and Industry pursuant to Minnesota Statutes chapter 326B, including all of the amendments, rules and regulations established, adopted and published from time to time by the Minnesota Commissioner of Labor and Industry, through the Building Codes and Standards Unit, is hereby adopted by reference with the exception of the optional chapters, unless specifically adopted in this ordinance. The Minnesota Building Code is hereby incorporated in this ordinance as if fully set out herein.

Section 2. Application, Administration and Enforcement. The application, administration, and enforcement of the code shall be in accordance with the Minnesota State Building Code. The Code shall be enforced within the extraterritorial limits permitted by Minnesota Statutes, 326B.121, Subd, 2(d), when so established by the ordinance.

The code enforcement agency of this municipality is the City of Mountain Lake. This code shall be enforced by the Minnesota Certified Building Official designated by this Municipality to administer the code in accordance with Minnesota Statutes 326B.133, Subdivision 1.

Section 3. Permits and Fees. The issuance of permits and the collection of fees shall be authorized in Minnesota Rules 1300. Permit fees shall be assessed for work governed by this code in accordance with the fee schedule adopted by the municipality in Ordinance #1-15. In addition, a surcharge fee shall be collected on all permits for work governed by this code in accordance with Minnesota Statutes 326B.148.

Section 4. Violations and Penalties. A violation of this code is a misdemeanor. (Minnesota Statutes 326B, Subd.16)

Section 5. Building Code Optional Chapters. Minnesota State Building Code, Chapter 1300 allows the Municipality to adopt by reference and enforce certain optional chapters of the most current edition of the Minnesota State Building Code.

The following provisions identified in the most current edition of the State Building Code are hereby adopted and incorporated as part of the building code for this municipality.

1. The City of Mountain Lake does not elect to adopt the optional chapters.

Section 6. Effective Date of Ordinance. The effective date of this Ordinance is April 1, 2015.

Adopted by the City Council this 3rd day of March, 2015.

Mike Nelson, Mayor

ATTEST:

Wendy Meyer, Clerk/Administrator

Published in the Mt. Lake Observer/Butterfield Advocate on _____.

MN Government Data Practices Act "Next Steps" Checklist

Action	Initials	Date
<p>City has passed a resolution naming the Responsible Authority (Minn. Stat. §13.02 Subd 16, Minn R. 1205.1000 and 1205.2000 Subp. 2)</p>	draft	
<p>Written order appointing Responsible Authority Designees</p> <p>*City should have at least one designee (to respond to data request when Responsible Authority unavailable)</p> <p>*If City has Police Department, the city should appoint a responsible authority designee for responding to law enforcement data requests</p> <p>*All designees trained on MGDPA and scope of their duties and authority as a "designee" (Minn Stat. §13.02 Subd. 6, 13.03 Subd 2 and Minn. R 1205.1100)</p>	draft draft	
<p>City has made a written appointment of Data Compliance Official (Minn. Stat. §13.05 Subd 13) (the Responsible authority may also be the Compliance Official)</p>	yes -	at org. council mtg.
<p>Completed data inventory (i.e. what do we have?)</p> <p>*Each City Department has provided a complete data inventory to Responsible Authority</p> <p>*Data Inventory/Audit review completed by Responsible Authority or Designee (i.e. did we miss anything?)</p> <p>*Department/ Responsible Authority review of data produced, managed and maintained by department and classification for such data (i.e. is data properly classified and appropriately managed?)</p>	preparing	
<p>City has prepared a public document that provides an inventory of all private and confidential data on individuals (Minn. Stat. §13.025 and Minn. R. 1205.2000)</p>		
<p>Completed data mapping</p> <p>Data mapping provides a framework for, and works with, your inventory. Inventory= what data do we have. Data map= where do we have data? What form is the data in? Who manages that data? Who has access to that data?</p> <p>*Each Dept. has provided a "Data Map" to Responsible Authority. Data Map to include: all data created or maintained by department, where data is stored, data format (i.e. electronic, hard copy or both) and who currently has access to data)</p> <p>*Identified procedural safeguards and have enacted policies to limit access to data.</p>		
<p>City has formally adopted a Records Retention Schedule (Minn Stat §138.17 Subd. 7)</p>	yes	

City of Mountain Lake

Data Practices Policy for Members of the Public

As required by MN Statutes, section 13.025, subdivision 2.

Right to Access Public Data

The Government Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law says the data are not public. Government data is a term that means all recorded information a government entity has, including paper, email, DVDs, photographs, etc.

The Government Data Practices Act also provides that this government entity must keep all government data in a way that makes it easy for you, as a member of the public, to access public data. You have the right to look at (inspect), free of charge, all public data that we keep. You also have the right to get copies of public data. 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.

How to Make a Data Request

To look at data or request copies of data that this government entity keeps, you must make a written request. Make your request for data to the appropriate individual listed in the Data Practices Contacts on page 4. You may make your request for data by mail, fax, or email, using the data request form on page 6.

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

- that you, as a member of the public, are making a request for data under the Government Data Practices Act, Minnesota Statutes, Chapter 13;
- whether you would like to look at the data, get copies of the data, or both; and
- a clear description of the data you would like to inspect or have copied.

This government entity cannot require you, as a member of the public, to identify yourself or explain the reason for your data request. However, depending on how you want us to process your request (if, for example, you want us to mail you copies of data), we may need some information about you. If you choose not to give us any identifying information, we will provide you with contact information so you may check on the status of your request. In addition, please keep in mind that if we do not understand your request and have no way to contact you, we will not be able to begin processing your request.

How We Respond to a Data Request

Upon receiving your request, we will work to process it.

- If we do not have the data, we will notify you in writing as soon as reasonably possible.
- If we have the data, but the data are not public, we will notify you as soon as reasonably possible and state which specific law says the data are not public.
- If we have the data, and the data are public, we will respond to your request appropriately and promptly, within a reasonable amount of time 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 as soon as reasonably possible. You may choose to pick up your copies, or we will mail or fax them to you. If you want us to send you the copies,

you will need to provide us with an address or fax number. 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 5.

We also will arrange for you to pre-pay for the copies.

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, the Government Data Practices Act does not require us to answer questions that are not requests for data.

Requests for Summary Data

Summary data are statistical records or reports that are prepared by removing all identifiers from private or confidential data on individuals. The preparation of summary data is not a means to gain access to private or confidential data. We will prepare summary data if you make your request in writing and pre-pay for the cost of creating the data. Upon receiving your written request – you may use the data request form on page 6 – we will respond within ten business days with the data or details of when the data will be ready and how much we will charge.

Data Practices Contacts

Responsible Authority

Wendy Meyer
Clerk/Administrator
930 Third Ave.
P. O. Box C
Mt. Lake, MN 56159
507-427-2999 Ext. 1
Fax: 507-427-3327
city@mountainlake.govoffice.com

Data Practices Compliance Official

Wendy Meyer

Data Practices Designees

City of Mt. Lake:
Dawn Fast
930 Third Ave.
P. O. Box C
Mt. Lake, MN 56159
507-427-2999 Ext. 7
Fax: 507-427-3327
dawnfast@mountainlake.govoffice.com

Mt. Lake Municipal Utilities:
Lynda Cowell
930 Third Ave.
P. O. Box C
Mt. Lake, MN 56159
507-427-2999 Ext. 7
Fax: 507-427-3327
lyndacowell@mountainlake.govoffice.com

Mt. Lake Police Dept.:
Douglas Bristol
930 Third Ave.
P. O. Box C
Mt. Lake, MN 56159
507-427-2999 Ext. 2
Fax: 507-427-3327
dbristol@mountainlake.govoffice.com

Copy Costs – Members of the Public

This government entity charges members of the public for copies of government data. These charges are authorized under Minnesota Statutes, section 13.03, subdivision 3(c).

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

Paper Copies

We do not charge for paper copies if the request is less than 20 pages.

20 or more pages of black and white, letter or legal size paper copies cost 25¢ for a one-sided copy, or 50¢ for a two-sided copy.

Most Other Types of Copies – Actual cost

The charge for most other types of copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and making the copies or electronically transmitting the data (e.g. sending the data by email).

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 search for data, retrieve data, and make copies is \$25.00 per hour.

We do not charge for other types of copies if the cost is less than \$5.00.

If, because of the subject matter of your request, we find it necessary for a higher-paid employee to search for and retrieve the data, we will calculate the search and retrieval portion of the copy charge at the higher salary/wage.

Data Request Form – Members of the Public

Date of request: _____

I am requesting access to data in the following way:

Inspection

Copies

Both inspection and copies

Note: inspection is free but the City of Mt. Lake does charge for paper copies when the request is over 19 pages and for other copies when the cost of the request over \$5.00.

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

Name: _____

Address: _____

Phone number: _____ Email address: _____

You do not have to provide any of the above contact information. However, if you want us to mail/email you copies of data, we will need some type of contact information. In addition, if we do not understand your request and need to get clarification from you, without contact information we will not be able to begin processing your request until you contact us.

We will respond to your request as soon as reasonably possible.

RESOLUTION #4-15

Appointment of Responsible Authority

City of Mountain Lake, Minnesota

WHEREAS, *Minnesota Statutes*, section 13.02, subdivision 16, as amended, requires that the City of Mountain Lake appoint one person as the Responsible Authority to administer the requirements for collection, storage, use, and dissemination of data on individuals within the City and,

WHEREAS, the Mountain Lake City Council shares concern expressed by the Legislature on the responsible use of all City data and wishes to satisfy this concern by immediately appointing an administratively qualified Responsible Authority as required under the statute.

BE IT RESOLVED, the City Council of Mountain Lake appoints Wendy Meyer as the Responsible Authority for the purposes of meeting all requirements of *Minnesota Statutes*, chapter 13 as amended, and with rules as lawfully promulgated by the commissioner of Administration.

FURTHER, BE IT RESOLVED, the Responsible Authority shall require the requesting party to pay the actual cost of making, certifying, and compiling copies and of preparing summary data, as allowed by *Minnesota Statutes*, chapter 13 and by *Minnesota Rules*, chapter 1205, as amended.

ADOPTED BY MOUNTAIN LAKE CITY COUNCIL ON MARCH 3, 2015.

ATTESTED TO BY THE:

Mayor Date

City Clerk Date

CITY OF MOUNTAIN LAKE, MINNESOTA

RESOLUTION # 5-15

A RESOLUTION SUPPORTING DEDICATED STATE FUNDING FOR CITY STREETS

WHEREAS, Minnesota contains over 141,000 miles of roadway, and over 22,500 miles—or 16 percent—are owned and maintained by Minnesota's 852 cities; and

WHEREAS, almost 85 percent of municipal streets are ineligible for dedicated Highway User Tax Distribution Fund dollars; and

WHEREAS, the more than 700 Minnesota cities with populations below 5,000 are ineligible for dedicated Highway User Tax Distribution Fund dollars; and

WHEREAS, city streets are a separate but integral piece of the network of roads supporting movement of people and goods; and

WHEREAS, existing funding mechanisms, such as Municipal State Aid (MSA), property taxes and special assessments, have limited applications, leaving cities under-equipped to address growing needs; and

WHEREAS, city cost participation in state and county highway projects diverts resources from city-owned streets; and

WHEREAS, maintenance costs increase as road systems age, and no city--large or small—is spending enough on roadway capital improvements to maintain a 50-year lifecycle; and

WHEREAS, for every one dollar spent on maintenance, a road authority--and therefore taxpayers--save seven dollars in repairs; and

WHEREAS, cities need greater resources, including an additional dedicated state funding source for transportation, and flexible policies in order to meet growing demands for street improvements and maintenance.

NOW, THEREFORE, BE IT RESOLVED BY THE MOUNTAIN LAKE CITY COUNCIL that the City of Mountain Lake supports an omnibus transportation funding bill that provides additional dedicated state funding for city streets including funding that can be used for non-MSA city street maintenance, construction and reconstruction.

ADOPTED by the Mountain Lake City Council this 3rd day of March, 2015.

Mike Nelson, Mayor

ATTEST:

Wendy Meyer, Clerk/Administrator

24

League Board Directs New Transportation Advocacy Strategy

The League will support only omnibus transportation funding bills that contain a new state funding source for city streets that is distributed outside the constitutional formula.

(Published Jan 20, 2015)

After a lengthy discussion, the League of Minnesota Cities Board of Directors voted Jan. 15 that the League will base its support for a 2015 transportation funding bill on inclusion of a new state funding stream for city streets. The directive, which marks a change in the League's transportation advocacy strategy, reads as follows:

"The League will support and advocate only for omnibus transportation funding bills that contain a new funding source for city streets. The League will advocate for a sustainable funding stream outside the constitutional formula for city streets. The League may also advocate for street improvement districts, although it will not condition its support for an omnibus transportation bill on inclusion of a street improvement district mechanism. The League will testify in support of omnibus transportation funding bills that contain discretionary funds for cities, including for city streets. The League would be neutral/silent on bills that do not contain discretionary funds and tools for cities."

While some Board members expressed concerns that this directive might put the League in the position of being neutral on a bill that contains provisions the League has supported—such as a gas tax increase and street improvement district authority for cities—all members agreed that city street funding has remained unaddressed in omnibus transportation funding bills for over a decade. The revised strategy is intended to convey that adequately funded city streets are essential to mobility and economic vitality.

Background

Throughout the 2014 campaign season, and more recently in the news media, Gov. Dayton and legislative leaders made statements indicating that passage of a substantial transportation funding bill is a priority for the 2015 legislative session. The League has a long history of supporting increased transportation investments. The League helped override then-Gov. Pawlenty's veto to enact a significant transportation funding bill in 2008. The League has been an active member of the Minnesota Transportation Alliance ([Link to: http://www.transportationalliance.com/](http://www.transportationalliance.com/)) and other transportation stakeholder groups. Every legislative session, the League has provided testimony at the Legislature in support of increasing transportation investments.

Unfortunately, this support has not helped secure more discretionary transportation funds for cities and, despite intense efforts over the last two decades on the part of the League and city officials, the Legislature has not passed the street improvement district enabling legislation requested by cities. The counties have secured additional wheelage tax authority as well as local option sales taxes for transportation. The Legislature has increased the gas tax and other revenues distributed by a constitutional formula through the Highway User Tax Distribution Fund (HUTDF), but those revenues provide discretionary funds to only 147 of Minnesota's 852 cities (those over 5,000 in population). State bonding investments have helped, but have very limited applications. Currently, 84 percent of city streets are funded with property taxes and special assessments. Further, when state and county highway investments occur, cities have the added burden of cost participation, which diverts dollars from city streets.

Looking ahead

This Board directive will guide the League's strategy on transportation advocacy during the current legislative session. League staff will be meeting with transportation committee chairs and stakeholders in the coming days to convey the new position. We will also be preparing a model resolution for cities that want to show support for the League's position.

Read the current issue of the Cities Bulletin ([Link to: http://www.lmc.org/page/1/cities-bulletin-newsletter.jsp](http://www.lmc.org/page/1/cities-bulletin-newsletter.jsp))

RESOLUTION #6-13

CITY OF MOUNTAIN LAKE, MINNESOTA

A RESOLUTION SUPPORTING LEGISLATION AUTHORIZING THE ESTABLISHMENT OF MUNICIPAL STREET IMPROVEMENT DISTRICTS

WHEREAS, Minnesota contains over 135,000 miles of roadway, and over 19,000 miles— or 14 percent—are owned and maintained by Minnesota's 853 cities; and

WHEREAS, 84 percent of municipal streets are ineligible for dedicated Highway User Tax Distribution Fund dollars; and

WHEREAS, the more than 700 Minnesota cities with populations below 5,000 are ineligible for dedicated Highway User Tax Distribution Fund dollars; and

WHEREAS, city streets are a separate but integral piece of the network of roads supporting movement of people and goods; and

WHEREAS, existing funding mechanisms, such as Municipal State Aid (MSA), property taxes and special assessments, have limited applications, leaving cities under-equipped to address growing needs; and

WHEREAS, maintenance costs increase as road systems age, and no city--large or small—is spending enough on roadway capital improvements to maintain a 50-year lifecycle; and

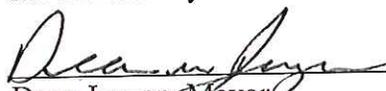
WHEREAS, for every one dollar spent on maintenance, a road authority saves seven dollars in repairs; and

WHEREAS, the Council of the City of Mountain Lake finds it is difficult to develop adequate funding systems to support the City's needed street improvement and maintenance programs while complying with existing State statutes; and

WHEREAS, cities need flexible policies and greater resources in order to meet growing demands for municipal street improvements and maintenance.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MOUNTAIN LAKE that the city supports enabling legislation authorizing cities to establish street improvement districts to fund municipal street maintenance, construction and reconstruction.

ADOPTED by the Mountain Lake City Council this 1st day of April, 2013.



Dean Janzen, Mayor

STREET IMPROVEMENT DISTRICT AUTHORIZATION LEGISLATION

A bill introduced in 2013 HF 745 (Erhardt, DFL-Edina) and SF 607 (Carlson, DFL-Eagan), If enacted, this legislation would have allow cities to create street improvement districts. This authority would have allowed cities to collect fees from property owners within a district to fund municipal street maintenance, construction, reconstruction, and facility upgrades. If enacted, this legislation would have provided cities with an additional tool to build and maintain city streets.

Talking points from the League -

- This was enabling legislation. No city would have been required to create a municipal street improvement district.
- The street improvement district authority legislation was modeled after Minn. Stat. 435.44, which allows cities to establish sidewalk improvement districts.
- This authority would have provided a funding mechanism that is fair. It established a clear relationship between who pays fees and where projects occur, but stopped short of the benefit test that sometimes makes special assessments vulnerable to legal challenges. It also would not have prohibited cities from collecting fees from tax exempt properties within a district.
- This tool would have allowed cities to perform maintenance and reconstruction on schedule. Timely maintenance is essential to preserving streets and thereby protecting taxpayer investments.
- This tool would have allowed property owners to fund expensive projects by paying relatively small fees over time. The tool could have been used to mitigate or eliminate the need for special assessments.

SOLID WASTE SERVICES CONTRACT
CITY-WIDE CLEAN-UP

THIS CONTRACT is made commencing the 1st day of April 2013, by and between the City of Mountain Lake, MN, hereinafter referred to as "City," and Hometown Sanitation Services, Inc., hereinafter referred to as "Contractor."

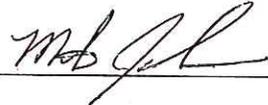
WHEREAS, Contractor has been awarded the contract for city-wide clean-up for the City for 2013 through 2015.

WHEREAS, the following sets forth the dates and compensation for such service.

NOW, THEREFORE, IT IS AGREED:

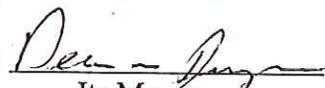
1. Contractor shall provide services for city-wide clean-up on the following dates: May 4 2013, the first Saturday in May, 2014 and the first Saturday in May, 2015.
2. Such services shall not include pick up of household hazardous waste, appliances, electronics, tires, recyclables, light bulbs, and demolition and construction debris.
3. Compensation to Contractor shall be \$8,000 for 2013, \$8,500 for 2014 and \$9,000 for 2015.

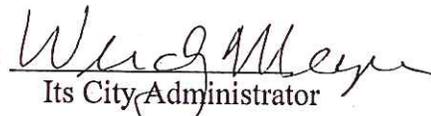
Hometown Sanitation Services, Inc.

By: 

Its: General Manager

City of Mountain Lake

By: 
Its Mayor

Attest: 
Its City Administrator

CITY OF MOUNTAIN LAKE, MINNESOTA

ORDINANCE #6-12

REPLACEMENT OF PRIVATE SANITARY SEWER LINES
CONNECTED TO THE PUBLIC SANITARY SEWER

Be it ordained the Mt. Lake City Code is amended:

by adding Subdivision 12 Replacement of Private Sanitary Sewer Lines Connected the Public Sanitary Sewer, Section 3.30 Rules and Regulations Relating to Sewage Service;

Subdivision 12. Replacement of Sanitary Sewer lines connected to the Public Sanitary Sewer

1. All houses, building or properties used for human occupancy, employment, recreation or other purposes from which waste water is discharged shall not use any sewer line connected with the public sanitary sewer system that is clogged, obstructed, broken, damaged, or not in conformance with the existing Plumbing Code as determined by the WWW Superintendent or designee.
2. Following inspection by the WWW superintendent or designee the owner of the property shall receive written notice of the non-conforming sewer line and requiring the installation of a new sewer line connection to the sanitary sewer within one (1) year from the date of notice. New connections shall be gastight and watertight. Appeals do not stay the time limits for compliance.
3. A request for review by the Utility Commission shall be filed with the City Administrator within thirty (30) days of the date of the written notice. The review will be heard within 30 days of the request being filed. The Utility Commission shall decide the matter within 30 days of the review being heard.
4. Appeals to the City Council shall be filed with the City Administrator within 30 days of the date of the Utility Commission decision. The Administrator shall, within one week of the appeal being filed, establish a date for a public hearing. The notice of such hearing shall be published in the legal newspaper not more 30 days or less than 10 days prior to the public hearing. The City council shall decide the matter appealed within thirty days after the date of the hearing.
5. In the event the owner fails to install a new service line to connect to the public sewer within one (1) year from the date of notice the city shall have the following remedies:

- a. The city may disconnect and/or shut off the property in question from city water service. This provision shall be made subject to the cold weather rule MN Statutes 216B.095. If the cold weather rule does not apply, the city shall notify the owner in writing personally or by certified mail. If the premises are not occupied and the address of the owner of the premises is unknown, service may be made by posting such notice on premises. Such notice shall provide an explanation of the city's intent to disconnect and/or shut off water service to the property and shall provide an opportunity for a hearing. The hearing shall be held no less than ten days after the notice is given.

- b. The city may undertake connection to the public sewer by installation of a private service line by a private contractor and assess the cost against the property. Such assessment, when levied, shall bear interest at the rate determined by the Council and shall be certified to the Auditor of Cottonwood County, and shall be collected and remitted to the city in the same manner as assessments for local improvements.

- c. Any person violating any provisions of Section 3.30 shall be guilty of a petty misdemeanor.

Adopted by the Council this 20th day of August 2012.

Attest:

Dean Janzen
Mayor

Wendy Meyer
Clerk

Published in the Mt. Lake/Butterfield Observer/Advocate on 8-29-12.

Mt Lake Municipal Utilities Private Sewer Line Loan Program

1. This program is for residential units and churches. Property owners may be asked to prove ownership.
2. Property owners eligible to participate at this time must be in the 2012-14 utility and street project area; and their private line is being televised as part of the project. The property owner will receive written notification of the deficient line with information on sewer loan program.
3. If the property owner contacts city hall and states verbally that they are over 50% Area Median Income they will automatically qualify for the 5 year loan, 2% interest, if they agree in writing to have the loan payable with their property taxes.
4. If the property owner states that their income is less than 50% Area Median Income they will be provided forms from Western Community Action (WCA), who will collect information and determine eligibility. The documents required are: grant application, verification of employment or child support or public assistance, two years of tax returns, statement of social security benefits, and/or pension benefits, and asset verification.
5. A qualifying property owner will first be referred to the Rural Development 504 loan/grant program. If the property owner is not eligible for that program, they will be able to access a 50% loan/50% grant from the city's private sewer line grant/loan program.
6. The loan program will be extended to property owners outside the project following the project completion as funding allows.



Drawer C
 Mountain Lake, Minnesota 56159
 (507) 427-2999 • Fax (507) 427-3327

DATE: 9-26-13
 TO: _____
5
Mt. Lake MIN 56159

Dear Property Owner,

An inspection of your private sewer line at _____ as part of 2012-14 Utility and Street Project has shown the line at does not meet City Code Subdivision 8.12 and must be replaced by 9-26-14. If you wish to appeal all appeals must be filed with the City by 10-26-13. If the work is not completed within one year the city may disconnect water to the property or make the connection and assess the cost against the property.

If you would like to discuss the inspection contact City Hall at 427-2999 Ext. 1 or city@mountainlake.govoffice.com.

You will need to hire your own contractor to do the work. The new line must be inspected by the City before the trench is closed. Contact the Wastewater Dept. at 427-2633 Ext. 6. or 1 to schedule an inspection.

All owner-occupied homes in the 2012-14 Utility and Street Project area are eligible to receive a two (2) %, five (5) year loan after completing the enclosed *Agreement to Special Assessment and Waiver of Irregularity and Appeal* and returning it to City Hall. When the work is completed a bill from the contractor must be presented at City Hall. Bills will be paid after the line has passed inspection and the City has a signed waiver agreement from the property owner.

A grant/loan program is available to homeowners earning less than 50% of the Area Median Income. See chart below. The application can be picked up at City Hall and must be returned to Western Community Action for processing.

Household Size	1	2	3	4	5	6	7	8
Median Income	\$41,500	\$47,400	\$53,300	\$59,200	\$64,000	\$68,700	\$73,500	\$78,200
50% of Median Income	\$20,7500	\$23,700	\$26,650	\$29,600	\$32,000	\$34,350	\$36,750	\$39,100

If you want more information stop by City Hall or call-427-2999 Ext. 1 or e-mail
city@mountainlake.govoffice.com.

Sincerely,

A handwritten signature in black ink that reads "Wendy Meyer". The signature is written in a cursive style with a long horizontal line extending from the end of the name.

Wendy Meyer
Clerk/Administrator
City of Mt. Lake



Drawer C
Mountain Lake, Minnesota 56159
(507) 427-2999 • Fax (507) 427-3327

PRIVATE SANITARY SEWER SERVICE REPLACEMENT REVIEW

Date: 9-24-2013

Property Address: _____

Televised By: Ritter & Ritter, Inc.

Date of Televising: Did NOT televise

Disk Number: _____

Video Number: _____

Deficiency Review:

- Clogged
- Obstructed
- Broken
- Damaged
- Tile or Sump Line Cross Connection
- Root Intrusion/Leaking/Infiltration
- Plumbing Code Non-conformance

Comments: New sewer hooked to clay

Summary of Staff's Review of the Sanitary Sewer Service Video Inspection:

- Service Line Must be Replaced
- Service Line is Recommended to be Replaced
- No Action Required at This Time



Drawer C
Mountain Lake, Minnesota 56159
(507) 427-2999 • Fax (507) 427-3327

The City of Mountain Lake is an equal opportunity employer and provider TTY
Communications, MN Relay Serve at 7-1-1 or
(800)627-3529

February 20, 2015

Mt. Lake, MN 56159

RE: !

Dear Mr. and Mrs.

In 2013 you received the enclosed letter notifying you that the private sewer line at . did not meet city code and needed to be replaced by Sept. 26, 2014.

Mt. Lake Municipal Utilities' (MLMU) records show that the work has not been done.

MLMU realizes that you may have had the work done. If this is the case, contact me at 507-427-2999 Ext. 1.

City code gives MLMU the authority to replace the line and assess the cost against the property.

The Utility Commission has determined that property owners who have not replaced their line and have not scheduled the replacement work have until March 6, 2015 to notify MLMU that a contractor has been hired to do the work in 2015.

If there is no response from the homeowner MLMU will hire a contractor, schedule the work, and assess the property.

Thank you for your prompt attention to this matter. I can be reached at 507-427-2999 Ext. 1.

Sincerely,

Wendy Meyer
Administrator/Clerk
City of Mt. Lake

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Lines to be Replaced in 2014
that were not Replaced.

	Address	Contractor
1	642 2nd Ave.	Lohrenz
2	701 2nd Ave.	
3	817 2nd Ave.	
4	1518 2nd Ave.	Nickel
5	1615 2nd Ave.	
6	801 3rd Ave.	
7	706 4th Ave.	
8	710 4th Ave.	
9	807 4th Ave.	
10	911 4th Ave.	
11	909 4th Ave.	Nickel
12	1009 5th Ave.	
13	1011 5th Ave.	
14	1401 5th Ave.	
15	1706 5th Ave.	
16	1015 6th Ave.	
17	1304 6th Ave.	Lohrenz
18	1308 6th Ave.	
19	1609 6th Ave.	Nickel
21	1022 9th Ave.	
23	502 11th St.	
24	620 11th St.	
25	901 11th St.	
27	505 12th St.	<i>Nickel</i>
28	1019 Prince St.	Nickel

Wendy Meyer

From: Rob Anderson <eda@mountainlake.govoffice.com>
Sent: Thursday, February 26, 2015 3:50 PM
To: 'Wendy Meyer'
Subject: RE: GovOffice Web Solutions Design Pricing

The EDA and Chamber of Commerce would like to be a part of the web site discussion. Would it make sense to appoint a committee of each the city, EDA and Chamber boards to work on the web site? I think this would be a great opportunity to combine resources to get a web site that works well for all. Thanks!
Rob

-----Original Message-----

From: Wendy Meyer [<mailto:city@mountainlake.govoffice.com>]
Sent: Thursday, February 26, 2015 3:13 PM
To: Rob Anderson
Subject: FW: [?? Probable Spam] GovOffice Web Solutions Design Pricing

Wendy Meyer
Clerk/Administrator
City of Mt. Lake
P. O. Box C
930 Third Ave.
Mt. Lake, MN 56159
507-427-2999 Ext. 1
Fax: 507-427-3327

-----Original Message-----

From: Ross Heupel [<mailto:rossh@avenet.net>]
Sent: Monday, February 23, 2015 11:45 AM
To: city@mountainlake.govoffice.com
Subject: [?? Probable Spam] GovOffice Web Solutions Design Pricing

Wendy,

It was nice visiting with you regarding your city website, we offer a number of affordable web design options (see attached document).

The following websites also have very strong site content, see attached tips document.

Budget - \$595
<http://www.village.lakewood.il.us> <<http://www.village.lakewood.il.us>>
We simply apply photos to a template.

Budget with Color Scheme - \$845
<http://www.cityofgregory.com> <<http://www.cityofgregory.com>>

Value - \$1,295

Custom banner with large background image <http://www.annandale.mn.us>
<<http://www.annandale.mn.us>>

Progressive - \$2,495

Three custom banners
<http://stillwatertownship.com> <<http://stillwatertownship.com>>

Premium - \$4,895

Five custom banners
<http://www.cityofluverne.org> <<http://www.cityofluverne.org>>

Let's schedule a design webinar, let me know what day/time works best for you. We can also discuss the homepage content setup service.

Regards,

Ross Heupel

Marketing Director

GovOffice.com <<http://www.govoffice.com/>>

651.270.0442

<<https://plus.google.com/+GovOffice/posts>>

<<https://www.facebook.com/govoffice>> <<https://twitter.com/govoffice>>

Save The Date

Utility Commissioners, City Council Representatives,
Municipal Staff and Legal Counsel

The Staff at Central Municipal Power Agency/Services
Cordially Invites You To The 2015 Annual Meeting and Dinner

Date: Thursday, April 16th

Time: 3:00PM

Venue: Courtyard by Marriott ~ Mankato, Minnesota

This meeting has been designed to bring together your city/utility colleagues and leaders for an excellent learning opportunity to manage the challenges of working in a rapidly changing energy environment.

More Information To Follow

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