

Mountain Lake City Council  
Regular Council Meeting  
Mountain Lake City Hall  
Monday, July 20, 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 9917607 – 9917682, E395, E396, E397\*(1-7)
  - b. Approval of Payroll Checks #61906 - 61924
  - c. Approval of July 6 Council Minutes\*(8-9)
  - d. Approval of June 5 EDA Minutes\*10-12)
  - e. Approval of June 8 Lake Commission Minutes\*(13-15)
  - f. Approval of June 10 Library Board Minutes , June Library Report and June Expenditures\*(16-18)
  - g. Approval of June 11 Utility Commission Minutes\*(19)
  - h. Approval of June 18 Police Commission Minutes\*(20-21)
  - i. Adoption of Resolution #19-15 *Certification of Unpaid Utility Charges*\*(22)
  
4. Public – A total of ten (10) minutes is allotted for individuals to briefly discuss a topic of concern with the Council.
  
5. Tax Increment Financing (TIF) District #1-8, (Downtown) Redevelopment Public Hearing
  - a. Memo\*(23-27)
  - b. Modified Redevelopment Plan for Modified Redevelopment Project #1 & TIF Financing Plan for TIF (Redevelopment) District #1-8 (Downtown) - separate packet
  - c. Adopt *Resolution #18-15 Approving Modified Redevelopment Project #1 & Establishing TIF District #1-8 within Redevelopment Project #1 and Approving the adoption of the Modified Redevelopment Plan and the TIS Plan*\*(28-32)
  
6. Public Nuisances
  - a. 736 9<sup>th</sup> St. N.
  - b. 1406 3<sup>rd</sup> Ave.

- c. 805 Basinger Memorial Dr.
  - d. Award Demolition Bid - 412 7<sup>th</sup> St.
7. Mt. Lake Active Living Plan, Drew Hage, SW MN Regional Development Commission Planner
- a. Adopt Plan – separate packet
  - b. Review Statewide Health Improvement Plan (SHIP) Grant Award\*(33-36)
8. Fire Department Personnel Matter. Meeting may be closed.\*(37-44)
9. 2015A Refunding Bonds
10. Administrator
- a. Sale of PIN 22.290.0010
  - b. Police Officer Opening Update
  - c. 2016 Capital Improvement Plan Adoption\* – separate handout
  - d. FYI - Thank you from Luke Ewald ‘Start Noticing’, Des Moines Valley Health and Human Services\*(45)
  - e. Expansion of the Small Cities Development Program (SCDP) Housing Rehabilitation Grant\*(46)
11. Adjourn

Upcoming

6:30 p.m. Wed. July 22, Planning and Zoning Commission Training

**\*Check Detail Register©**

July 2015

*July 29, 2015 mtg*  
*9917607-9917682*  
*395 E + 396 E + 397 E*

			Check Amt	Invoice	Comment
<b>10100 United Prairie</b>					
Paid Chk#	9917607	7/6/2015			AMBULANCE FUND
	E 231-42154-430	Miscellaneous	\$8.46	7/4/15	FOOD ON AMBULANCE RUN
		<b>Total</b>	<b>\$8.46</b>		<b>AMBULANCE FUND</b>
Paid Chk#	9917608	7/9/2015			AFLAC
	G 101-21713	AFLAC	\$192.74		
		<b>Total</b>	<b>\$192.74</b>		<b>AFLAC</b>
Paid Chk#	9917609	7/9/2015			BCBS/HSA
	G 101-21714	HSA	\$371.17		
		<b>Total</b>	<b>\$371.17</b>		<b>BCBS/HSA</b>
Paid Chk#	9917610	7/9/2015			COMMISSIONER OF REVENUE
	G 101-21702	State Withholding	\$765.58		
		<b>Total</b>	<b>\$765.58</b>		<b>COMMISSIONER OF REVENUE</b>
Paid Chk#	9917611	7/9/2015			GISLASON & HUNTER
	G 101-21712	Garnishments	\$355.54		
		<b>Total</b>	<b>\$355.54</b>		<b>GISLASON &amp; HUNTER</b>
Paid Chk#	9917612	7/9/2015			INTERNAL REVENUE SERVICE
	G 101-21703	FICA Tax Withholding	\$2,437.50		
	G 101-21701	Federal Withholding	\$1,748.78		
		<b>Total</b>	<b>\$4,186.28</b>		<b>INTERNAL REVENUE SERVICE</b>
Paid Chk#	9917613	7/9/2015			LAW ENFORCEMENT LABOR SERV
	G 101-21711	PD UNION DUES	\$94.00		
		<b>Total</b>	<b>\$94.00</b>		<b>LAW ENFORCEMENT LABOR SERV</b>
Paid Chk#	9917614	7/9/2015			PERA
	G 101-21704	PERA	\$3,805.30		
		<b>Total</b>	<b>\$3,805.30</b>		<b>PERA</b>
Paid Chk#	9917615	7/9/2015			VALIC
	G 101-21705	VALIC	\$645.06		
		<b>Total</b>	<b>\$645.06</b>		<b>VALIC</b>
Paid Chk#	9917616	7/10/2015			CALTHA LLP
	E 450-46300-434	Project Expense	\$1,790.00		PHASE 1 ENVIRONMENTAL STUDY
		<b>Total</b>	<b>\$1,790.00</b>		<b>CALTHA LLP</b>
Paid Chk#	9917617	7/10/2015			CARCHIOUS RODNEY
	E 608-46330-401	Repairs/Maint Buildings	\$26.40		JUNE MAINTENANCE HERITAGE ESTATES
	E 607-46330-401	Repairs/Maint Buildings	\$13.60		JUNE MAINTENANCE HERITAGE ESTATES
		<b>Total</b>	<b>\$40.00</b>		<b>CARCHIOUS RODNEY</b>
Paid Chk#	9917618	7/10/2015			CITIZEN PUBLISHING
	E 205-46500-343	Busnes Recrut/Comm Dev	\$75.00		AD FOR HERITAGE FAIR EDITION
		<b>Total</b>	<b>\$75.00</b>		<b>CITIZEN PUBLISHING</b>
Paid Chk#	9917619	7/10/2015			DARON J. FRIESEN
	E 609-46330-402	Repairs/Maint- Ground	\$420.00		MOWING MASON MANOR
	E 607-46330-402	Repairs/Maint- Ground	\$88.40		MOWING HERITAGE ESTATES
	E 608-46330-402	Repairs/Maint- Ground	\$171.60		MOWING HERITAGE ESTATES
		<b>Total</b>	<b>\$680.00</b>		<b>DARON J. FRIESEN</b>

(1)

**\*Check Detail Register©**

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			Check Amt	Invoice	Comment
Paid Chk#	9917620	7/10/2015	<b>MUNICIPAL UTILITIES</b>		
E 608-46330-380	Elec,Water,Sewer		\$164.82		UNPAID UT BILL AT 407 HERITAGE DRIVE
	<b>Total MUNICIPAL UTILITIES</b>		<b>\$164.82</b>		
Paid Chk#	9917621	7/10/2015	<b>NORTHLAND SECURITIES</b>		
E 450-46300-434	Project Expense		\$800.00		TIF#1-8 PLANNING
	<b>Total NORTHLAND SECURITIES</b>		<b>\$800.00</b>		
Paid Chk#	9917622	7/10/2015	<b>ROBERT ANDERSON</b>		
E 205-46500-331	Travel Expenses		\$120.14		MILEAGE TO MEETINGS
	<b>Total ROBERT ANDERSON</b>		<b>\$120.14</b>		
Paid Chk#	9917623	7/17/2015	<b>COUNTRY PRIDE SERVICES</b>		
E 101-43100-212	Motor Fuels		\$673.20		ST DEPT GAS
E 231-42154-212	Motor Fuels		\$269.66		AMB DIESEL
E 221-42200-212	Motor Fuels		\$55.66		FIRE DEPT FUEL
E 101-45200-212	Motor Fuels		\$138.36		PARKS DEPT GAS
E 101-42100-212	Motor Fuels		\$37.02		PD-SUV GAS
E 101-42100-212	Motor Fuels		\$601.93		PD-CHARGER GAS
E 507-45210-212	Motor Fuels		\$293.84		FUEL-WEED HARVESTOR
E 231-42154-404	Repairs/Maint Machinery/Equip		\$713.33	090053	4 TIRES-AMB
E 101-41400-200	Office Supplies		\$0.21	143940	SCREW-DOOR AT CITY HALL
E 507-45150-404	Repairs/Maint Machinery/Equip		\$2.98	143984	BOLT-WEED HARVESTOR
E 231-42154-404	Repairs/Maint Machinery/Equip		\$12.81	144124	RIVETS-2010 AMB
E 101-43100-430	Miscellaneous		\$87.78	144130,14518	BATTERY,MARKING PAINT, VACUUM BREAKERS-ST DEPT
E 221-42200-404	Repairs/Maint Machinery/Equip		\$24.54	144390,14468	FD-STABIL,LIGHTER,DUCT TAPE
E 101-42100-430	Miscellaneous		\$106.86	144637	PD-BISTRO SET
E 101-45183-404	Repairs/Maint Machinery/Equip		\$19.97	144671	VACUMN BREAKER-CAMPGROUND
E 101-45200-210	Operating Supplies		\$38.43	145200,14451	TRASHBAGS,TWISTEDLINE-CITY PARK
E 211-45500-220	Repair/Maint Supply		\$35.76	145299	BATTERY & CLEANERS-LIBRARY
E 101-45186-220	Repair/Maint Supply		\$52.84	145427,14480	COMM CTR-SMOKE DETECTOR,CLEANER VACCUM BAGS
E 608-46330-401	Repairs/Maint Buildings		\$65.00	18824	SERVICE CALL-FRIDGE AT EMMERT APT
E 101-45186-401	Repairs/Maint Buildings		\$213.70	18827	COMM CTR-AC CHECKUP
	<b>Total COUNTRY PRIDE SERVICES</b>		<b>\$3,443.88</b>		
Paid Chk#	9917624	7/17/2015	<b>MUNICIPAL UTILITIES</b>		
E 101-00000-430	Miscellaneous		\$1,133.32		GENERAL-3RD QUARTER SAFETY TRAINING
E 101-46200-308	Training & Instruction		\$226.67		CEMETERY-3RD QUARTER SAFETY TRAINING
E 101-45200-308	Training & Instruction		\$226.67		PARKS-3RD QUARTER SAFETY TRAINING
E 101-43100-308	Training & Instruction		\$680.00		ST DEPT-3RD QUARTER SAFETY TRAINING
	<b>Total MUNICIPAL UTILITIES</b>		<b>\$2,266.66</b>		
Paid Chk#	9917625	7/17/2015	<b>BOLTON &amp; MENK INC.</b>		
E 412-43100-303	Engineering Fees		\$204.85	0179449	ENGINEERING 2012-2014 ST PROJ
E 412-43150-303	Engineering Fees		\$1,179.81	0179449	ENGINEERING 2012-2014 ST PROJ
	<b>Total BOLTON &amp; MENK INC.</b>		<b>\$1,384.66</b>		
Paid Chk#	9917626	7/17/2015	<b>WINDOM AREA HOSPITAL</b>		
E 101-42100-430	Miscellaneous		\$40.00	6/19/15	POLICE BLOOD DRAW
	<b>Total WINDOM AREA HOSPITAL</b>		<b>\$40.00</b>		
Paid Chk#	9917627	7/17/2015	<b>NORTHLAND TRUST SERVICES</b>		
E 607-46330-610	Interest		\$1,630.00		4-PLEX INTEREST PAY
E 608-46330-610	Interest		\$4,645.00		8-PLEX INTEREST PAYMENT

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**\*Check Detail Register©**

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			Check Amt	Invoice	Comment
<b>Total</b>	<b>NORTHLAND TRUST SERVICES</b>		<b>\$6,275.00</b>		
Paid Chk#	9917630	7/17/2015	<b>NORTHLAND TRUST SERVICES</b>		
E	303-47000-611	Bond Interest	\$26,426.25		POP'D KERNS INTEREST PAYMENT
<b>Total</b>	<b>NORTHLAND TRUST SERVICES</b>		<b>\$26,426.25</b>		
Paid Chk#	9917631	7/17/2015	<b>NORTHLAND TRUST SERVICES</b>		
E	341-47000-611	Bond Interest	\$35,721.25		MT POWER INTEREST PAY
<b>Total</b>	<b>NORTHLAND TRUST SERVICES</b>		<b>\$35,721.25</b>		
Paid Chk#	9917632	7/17/2015	<b>NORTHLAND TRUST SERVICES</b>		
E	342-47000-610	Interest	\$17,323.75		LODGE INTEREST PAYMENT
<b>Total</b>	<b>NORTHLAND TRUST SERVICES</b>		<b>\$17,323.75</b>		
Paid Chk#	9917633	7/17/2015	<b>NORTHLAND TRUST SERVICES</b>		
E	307-47000-611	Bond Interest	\$5,505.00		LAKEVIEW ESTATES INTEREST PAY
<b>Total</b>	<b>NORTHLAND TRUST SERVICES</b>		<b>\$5,505.00</b>		
Paid Chk#	9917634	7/17/2015	<b>NORTHLAND TRUST SERVICES</b>		
E	332-47000-617	2002 Improve Interest	\$2,625.15		JENNY'S SUB INTEREST PAY
<b>Total</b>	<b>NORTHLAND TRUST SERVICES</b>		<b>\$2,625.15</b>		
Paid Chk#	9917635	7/17/2015	<b>NORTHLAND TRUST SERVICES</b>		
E	308-47000-611	Bond Interest	\$8,120.44		2006 ST PROJECT INTEREST
<b>Total</b>	<b>NORTHLAND TRUST SERVICES</b>		<b>\$8,120.44</b>		
Paid Chk#	9917636	7/17/2015	<b>CITY OF MOUNTAIN LAKE</b>		
E	450-46300-434	Project Expense	\$5,329.11		ASSESSMENTS 22.414.0040--DON ROSS BUILDING
<b>Total</b>	<b>CITY OF MOUNTAIN LAKE</b>		<b>\$5,329.11</b>		
Paid Chk#	9917637	7/17/2015	<b>MUNICIPAL UTILITIES</b>		
E	101-43160-381	Electric Utilities	\$2,576.60		JUNE STREET LIGHTING
<b>Total</b>	<b>MUNICIPAL UTILITIES</b>		<b>\$2,576.60</b>		
Paid Chk#	9917638	7/17/2015	<b>ALPHA WIRELESS COMMUNICATIONS</b>		
E	231-42154-323	Radio-monthly service contract	\$44.00	677740	AMB-JULY PAGER MAINTENANCE
E	221-42200-323	Radio-monthly service contract	\$36.00	677740	FIRE DEPT JULY PAGER MAINTENANCE
<b>Total</b>	<b>ALPHA WIRELESS COMMUNICATIONS</b>		<b>\$80.00</b>		
Paid Chk#	9917639	7/17/2015	<b>AMERIPRIDE</b>		
E	101-41400-401	Repairs/Maint Buildings	\$41.23	2800404489	MATS FOR CITY HALL
E	101-43100-215	Shop Supplies	\$28.71	2800404489	TOWELS FOR ST DEPT
<b>Total</b>	<b>AMERIPRIDE</b>		<b>\$69.94</b>		
Paid Chk#	9917640	7/17/2015	<b>ARCHITECTURAL DIGEST</b>		
E	211-45500-591	Periodicals	\$72.00		LIBRARY PERIODICALS-2 YR
<b>Total</b>	<b>ARCHITECTURAL DIGEST</b>		<b>\$72.00</b>		
Paid Chk#	9917641	7/17/2015	<b>BOLTON &amp; MENK INC.</b>		
E	202-49400-434	Project Expense	\$3,973.00	0179444	ENGINEERING WELL #7
<b>Total</b>	<b>BOLTON &amp; MENK INC.</b>		<b>\$3,973.00</b>		
Paid Chk#	9917642	7/17/2015	<b>BOUND TREE MEDICAL</b>		
E	231-42154-210	Operating Supplies	\$56.63	81835624	AMBULANCE SUPPLIES
<b>Total</b>	<b>BOUND TREE MEDICAL</b>		<b>\$56.63</b>		
Paid Chk#	9917643	7/17/2015	<b>BRADLEY M &amp; KELLY HANSON</b>		

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		Check Amt	Invoice	Comment
E 450-46300-434	Project Expense	(\$31,700.00)		void check
E 450-46300-434	Project Expense	\$31,700.00		PURCHASE 1050 4TH AVENUE
<b>Total</b>	<b>BRADLEY M &amp; KELLY HANSON</b>	<b>\$0.00</b>		
<b>Paid Chk# 9917644</b>	<b>7/17/2015</b>	<b>CASEYS-CREDIT CARD DEPARTMENT</b>		
E 101-42100-212	Motor Fuels	\$41.75		PD-CHARGER GAS
E 101-43100-212	Motor Fuels	\$7.81		ST DEPT GAS
E 101-45200-212	Motor Fuels	\$349.17		PARKS GAS
E 507-45150-212	Motor Fuels	\$44.00	6/3/15	LAKE COMM GAS
<b>otal</b>	<b>CASEYS-CREDIT CARD DEPARTMENT</b>	<b>\$442.73</b>		
<b>Paid Chk# 9917645</b>	<b>7/17/2015</b>	<b>CITY OF MOUNTAIN LAKE</b>		
E 450-46300-434	Project Expense	\$4,473.91		ASSESSMENTS 22.520.1010--1050 4TH AVENUE BRAD & KELLY HANSON
<b>Total</b>	<b>CITY OF MOUNTAIN LAKE</b>	<b>\$4,473.91</b>		
<b>Paid Chk# 9917646</b>	<b>7/17/2015</b>	<b>COMMUNITY ASSET DEVELOP GROUP</b>		
E 342-47000-300	Professional Svcs	\$5,525.67		1ST HALF TIF FOR LODGE
<b>otal</b>	<b>COMMUNITY ASSET DEVELOP GROUP</b>	<b>\$5,525.67</b>		
<b>Paid Chk# 9917647</b>	<b>7/17/2015</b>	<b>COTTONWOOD COUNTY VET CLINIC</b>		
E 101-42100-430	Miscellaneous	\$94.05		DOG TO VET CLINIC
<b>Total</b>	<b>COTTONWOOD COUNTY VET CLINIC</b>	<b>\$94.05</b>		
<b>Paid Chk# 9917648</b>	<b>7/17/2015</b>	<b>CRYSTEEL TRUCK EQUIPMENT</b>		
E 101-43100-404	Repairs/Maint Machinery/Equip	\$16.40	LP168290	OVAL RED LED
<b>Total</b>	<b>CRYSTEEL TRUCK EQUIPMENT</b>	<b>\$16.40</b>		
<b>Paid Chk# 9917649</b>	<b>7/17/2015</b>	<b>DAVID DODGE</b>		
E 450-46300-434	Project Expense	\$21,000.00		PURCHASE 324 10TH ST
<b>Total</b>	<b>DAVID DODGE</b>	<b>\$21,000.00</b>		
<b>Paid Chk# 9917650</b>	<b>7/17/2015</b>	<b>DIAMOND VOGEL PAINTS</b>		
E 101-43121-224	Street Maint Materials	\$1,437.45	295161412	YELLOW & WHITE TRAFFIC PAINT
<b>Total</b>	<b>DIAMOND VOGEL PAINTS</b>	<b>\$1,437.45</b>		
<b>Paid Chk# 9917651</b>	<b>7/17/2015</b>	<b>DONALD J. AND LEOLA M. ROSS</b>		
E 450-46300-434	Project Expense	\$10,000.00		PURCHASE 326 10TH STREET
<b>Total</b>	<b>DONALD J. AND LEOLA M. ROSS</b>	<b>\$10,000.00</b>		
<b>Paid Chk# 9917652</b>	<b>7/17/2015</b>	<b>DOUG BRISTOL</b>		
E 101-42100-430	Miscellaneous	\$18.55		MAIL TASER
<b>Total</b>	<b>DOUG BRISTOL</b>	<b>\$18.55</b>		
<b>Paid Chk# 9917653</b>	<b>7/17/2015</b>	<b>EVEREST EMERGENCY VEHICLES INC</b>		
E 231-42154-404	Repairs/Maint Machinery/Equip	\$170.34	P01364	AMBULANCE PARTS
<b>otal</b>	<b>EVEREST EMERGENCY VEHICLES INC</b>	<b>\$170.34</b>		
<b>Paid Chk# 9917654</b>	<b>7/17/2015</b>	<b>EXPERT T BILLING</b>		
E 231-42154-300	Professional Svcs	\$520.00	2204	JUNE AMB BILLING
<b>Total</b>	<b>EXPERT T BILLING</b>	<b>\$520.00</b>		
<b>Paid Chk# 9917655</b>	<b>7/17/2015</b>	<b>HEATHER FUNK</b>		
E 507-46103-430	Miscellaneous	\$307.11		T-SHIRTS-LAKE COMMISSION
<b>Total</b>	<b>HEATHER FUNK</b>	<b>\$307.11</b>		
<b>Paid Chk# 9917656</b>	<b>7/17/2015</b>	<b>HOMETOWN SANITATION SERVICE</b>		

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			Check Amt	Invoice	Comment
E 101-45183-384	Refuse/Garbage Disposal		\$120.00	134024	JULY CAMPGROUND GARBAGE
<b>Total HOMETOWN SANITATION SERVICE</b>			\$120.00		
<b>Paid Chk# 9917657</b>	<b>7/17/2015</b>	<b>INDOFF INCORPORATED</b>			
E 211-45500-200	Office Supplies		\$133.59		LIBRARY SUPPLIES-PRINTER TONER
E 211-45500-200	Office Supplies		(\$133.59)		void check 9917657
<b>Total INDOFF INCORPORATED</b>			\$0.00		
<b>Paid Chk# 9917658</b>	<b>7/17/2015</b>	<b>INGRAM</b>			
E 211-45500-590	Capital Outlay Books		\$306.08		LIBRARY BOOKS
<b>Total INGRAM</b>			\$306.08		
<b>Paid Chk# 9917659</b>	<b>7/17/2015</b>	<b>JEAN HABERMAN</b>			
E 211-45500-309	Automation/Tech Expense		\$59.97		TECHNOLOGY SERVICES-LIBRARY
<b>Total JEAN HABERMAN</b>			\$59.97		
<b>Paid Chk# 9917660</b>	<b>7/17/2015</b>	<b>KDOM RADIO</b>			
E 101-00000-430	Miscellaneous		\$161.00	540150636289	MONTHLY ADV
<b>Total KDOM RADIO</b>			\$161.00		
<b>Paid Chk# 9917661</b>	<b>7/17/2015</b>	<b>KUECHLE UNDERGROUND INC.</b>			
E 412-43100-434	Project Expense		\$10,836.74		FINAL PAYMENT -2012-14 ST PROJECT
E 412-43150-434	Project Expense		\$61,315.00		FINAL PAYMENT -2012-14 ST PROJECT
<b>Total KUECHLE UNDERGROUND INC.</b>			\$72,151.74		
<b>Paid Chk# 9917662</b>	<b>7/17/2015</b>	<b>LAKER ELECTRIC</b>			
E 211-45500-220	Repair/Maint Supply		\$82.43		LIBRARY REPAIRS & MAINTENANCE
<b>Total LAKER ELECTRIC</b>			\$82.43		
<b>Paid Chk# 9917663</b>	<b>7/17/2015</b>	<b>MAYNARDS FOOD CENTER</b>			
E 101-41400-200	Office Supplies		\$16.32	6/1/15	TP & GARBAGE BAGS-CITY HALL
E 101-41400-200	Office Supplies		\$12.04	6/17/15	SOAP & TP-OFFICE
E 205-46500-430	Miscellaneous		\$26.45	6/5/15	6-5-15 EDA MTG
E 205-46500-430	Miscellaneous		\$8.53	6/8/15	6-8-15 BLDG COMM MTG
<b>Total MAYNARDS FOOD CENTER</b>			\$63.34		
<b>Paid Chk# 9917664</b>	<b>7/17/2015</b>	<b>MILLER SELLNER EQUIPMENT</b>			
E 101-43100-404	Repairs/Maint Machinery/Equip		\$894.72	13479B	WORK ON #14-ST DEPT
<b>Total MILLER SELLNER EQUIPMENT</b>			\$894.72		
<b>Paid Chk# 9917665</b>	<b>7/17/2015</b>	<b>MINNESOTA RESORT &amp; CAMPGROUND</b>			
E 101-45183-433	Dues and Subscriptions		\$300.00		CAMPGROUND MEMBERSHIP DUES
<b>tal MINNESOTA RESORT &amp; CAMPGROUND</b>			\$300.00		
<b>Paid Chk# 9917666</b>	<b>7/17/2015</b>	<b>MUNICIPAL UTILITIES</b>			
E 101-41400-200	Office Supplies		\$255.90		CITY-POSTAGE 4/1/15 TO 7/6/2015
E 507-46103-322	Postage		\$14.93		LAKE COMM-POSTAGE 4/1/15 TO 7/6/2015
E 101-42100-200	Office Supplies		\$39.93		PD-POSTAGE 4/1/15 TO 7/6/2015
E 205-46500-200	Office Supplies		\$26.61		EDA-POSTAGE 4/1/15 TO 7/6/2015
<b>Total MUNICIPAL UTILITIES</b>			\$337.37		
<b>Paid Chk# 9917667</b>	<b>7/17/2015</b>	<b>ORIENTAL TRADING</b>			
E 211-45500-434	Project Expense		\$205.03		LIBRARY PROJECT EXPENSE
<b>Total ORIENTAL TRADING</b>			\$205.03		
<b>Paid Chk# 9917668</b>	<b>7/17/2015</b>	<b>PETERSON DRUG &amp; GIFTS</b>			
E 101-41110-430	Miscellaneous		\$32.00	6/15/15	MAYOR CANDY POW WOW PARADE

(5)

**\*Check Detail Register©**

July 2015

			Check Amt	Invoice	Comment
E 231-42154-404	Repairs/Maint Machinery/Equip		\$9.43	6/16/15	UPS D.WATKINS RADIO TO MMR
E 231-42154-210	Operating Supplies		\$40.17	6/2/15	AMB SUPPLIES
E 101-43100-430	Miscellaneous		\$10.14	6/5/15	ST DEPT SUPPLIES
<b>Total PETERSON DRUG &amp; GIFTS</b>			<b>\$91.74</b>		
<b>Paid Chk# 9917669</b>	<b>7/17/2015</b>	<b>PLUM CREEK LIBRARY SYSTEM</b>			
E 211-45500-591	Periodicals		\$360.00		PERIODICALS-ZINIO SUBSCRIPTION
<b>Total PLUM CREEK LIBRARY SYSTEM</b>			<b>\$360.00</b>		
<b>Paid Chk# 9917670</b>	<b>7/17/2015</b>	<b>PLUNKETT S</b>			
E 211-45500-401	Repairs/Maint Buildings		\$52.30	4874344	QUARTERLY SERVICE AT LIBRARY
<b>Total PLUNKETT S</b>			<b>\$52.30</b>		
<b>Paid Chk# 9917671</b>	<b>7/17/2015</b>	<b>PRAXAIR</b>			
E 231-42154-210	Operating Supplies		\$219.25	53107564	AMB OXYGEN
<b>Total PRAXAIR</b>			<b>\$219.25</b>		
<b>Paid Chk# 9917672</b>	<b>7/17/2015</b>	<b>RIVERBEND BUSINESS PRODUCTS</b>			
E 211-45500-200	Office Supplies		\$46.50		LIBRARY COPIER TONER
<b>Total RIVERBEND BUSINESS PRODUCTS</b>			<b>\$46.50</b>		
<b>Paid Chk# 9917673</b>	<b>7/17/2015</b>	<b>SEBCO BOOKS</b>			
E 211-45500-590	Capital Outlay Books		\$1,052.22		LIBRARY BOOKS
<b>Total SEBCO BOOKS</b>			<b>\$1,052.22</b>		
<b>Paid Chk# 9917674</b>	<b>7/17/2015</b>	<b>SHARON TOOSARVANDANI</b>			
E 450-46300-434	Project Expense		\$5,000.00		PURCHASE PROPERTY 322 10TH STREET
<b>Total SHARON TOOSARVANDANI</b>			<b>\$5,000.00</b>		
<b>Paid Chk# 9917675</b>	<b>7/17/2015</b>	<b>SWWC SERVICE COOPERATIVES</b>			
E 211-45500-131	Employer Paid Health		\$1,070.16		AUGUST HEALTH INS-LIBRARY
E 101-41400-131	Employer Paid Health		\$2,140.32		AUGUST HEALTH INS-OFFICE
E 101-42100-131	Employer Paid Health		\$2,473.38		AUGUST HEALTH INS-POLICE DEPT
E 101-42100-135	Employer Paid Other		\$366.00		AUGUST HEALTH INS-KEN BRADFORD
E 101-45200-131	Employer Paid Health		\$642.10		AUGUST HEALTH INS-PARKS DEPT
E 101-46200-131	Employer Paid Health		\$642.10		AUGUST HEALTH INS-CEMETERY
E 205-46500-131	Employer Paid Health		\$1,070.16		AUGUST HEALTH INS-EDA
E 101-42100-135	Employer Paid Other		\$366.00		AUGUST HEALTH INS-BRIAN LUNZ
E 101-42100-135	Employer Paid Other		(\$810.00)		KEN BRADFORD AUG HEALTH INSURANCE
E 101-42100-131	Employer Paid Health		(\$810.00)		KEN BRADFORD JULY HEALTH INSURANCE
E 101-43100-131	Employer Paid Health		\$1,926.28		AUGUST HEALTH INS-ST DEPT
<b>Total SWWC SERVICE COOPERATIVES</b>			<b>\$9,076.50</b>		
<b>Paid Chk# 9917676</b>	<b>7/17/2015</b>	<b>WINDOM AMBULANCE SERVICE</b>			
E 231-42154-430	Miscellaneous		\$632.40	988697	AMBULANCE RUN 6-25-15 FROM DELTON TOWN HALL TO WINDOM
<b>Total WINDOM AMBULANCE SERVICE</b>			<b>\$632.40</b>		
<b>Paid Chk# 9917677</b>	<b>7/17/2015</b>	<b>WINDOM AREA HOSPITAL</b>			
E 231-42154-430	Miscellaneous		\$337.22		NURSE ON AMB RUN 7-4-15
<b>Total WINDOM AREA HOSPITAL</b>			<b>\$337.22</b>		
<b>Paid Chk# 9917678</b>	<b>7/17/2015</b>	<b>WOMAN S DAY</b>			
E 211-45500-591	Periodicals		\$10.00		LIBRARY PERIODICALS-2 YR
<b>Total WOMAN S DAY</b>			<b>\$10.00</b>		
<b>Paid Chk# 9917679</b>	<b>7/17/2015</b>	<b>NORTHLAND TRUST SERVICES</b>			

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**\*Check Detail Register©**

July 2015

		Check Amt	Invoice	Comment
E 342-47000-620	Fiscal Agent s Fees	\$495.00		AGENT FEE-LODGE
<b>Total</b>	<b>NORTHLAND TRUST SERVICES</b>	<b>\$495.00</b>		
<hr/>				
Paid Chk# 9917680	7/17/2015	NORTHLAND TRUST SERVICES		
E 308-47000-620	Fiscal Agent s Fees	\$341.55		AGENT FEES-2006 ST PROJECT
<b>Total</b>	<b>NORTHLAND TRUST SERVICES</b>	<b>\$341.55</b>		
<hr/>				
Paid Chk# 9917681	7/17/2015	BRADLEY M & KELLY HANSON		
E 450-46300-434	Project Expense	\$20,700.00		PURCHASE 1050 4TH AVE
<b>Total</b>	<b>BRADLEY M &amp; KELLY HANSON</b>	<b>\$20,700.00</b>		
<hr/>				
Paid Chk# 9917682	7/17/2015	PIONEER BANK		
E 450-46300-434	Project Expense	\$11,000.00		HANSON-1050 4TH AVENUE
<b>Total</b>	<b>PIONEER BANK</b>	<b>\$11,000.00</b>		
	<b>10100 United Prairie</b>	<b>\$303,485.98</b>		

**Fund Summary**

<u>10100 United Prairie</u>		
101 GENERAL FUND		\$28,082.58
202 2014 SMALL CITIES DEVELOP PROG		\$3,973.00
205 ECONOMIC DEVELOPMENT AUTHORITY		\$1,326.89
211 LIBRARY FUND		\$3,352.45
221 FIRE DEPT FUND		\$116.20
231 AMBULANCE FUND		\$3,033.70
303 TIF #1-5 POPD KERNS		\$26,426.25
307 LAKEVIEW ESTATES-DEBT SERV		\$5,505.00
308 2011 BOND REFUND-06 ST PROJ		\$8,461.99
332 2002 STREET IMPROV		\$2,625.15
341 T.I.F.# 1-6 MT POWER		\$35,721.25
342 T.I.F.#1-4 GOOD SAM		\$23,344.42
412 2012 CITY WIDE PROJECT		\$73,536.40
450 DOWNTOWN-ROSS PROJECT		\$80,093.02
507 LAKE COMMISSION FUND		\$662.86
607 EDA----4 PLEX FUND		\$1,732.00
608 EDA----8 PLEX FUND		\$5,072.82
609 EDA-- MASON MANOR		\$420.00
		<b>\$303,485.98</b>

<hr/>				
Paid Chk# 000395E	7/6/2015	UNITED PRAIRIE BANK		
E 609-46330-610	Interest	\$876.91		MASON MANOR-INTEREST PAYMENT
G 609-22800	Notes Payable - Current	\$413.62		MASON MANOR-PRINC PAYMENT
<b>Total</b>	<b>UNITED PRAIRIE BANK</b>	<b>\$1,290.53</b>		
<hr/>				
Paid Chk# 000396E	7/9/2015	STATE OF MINNESOTA		
E 101-41910-430	Miscellaneous	\$63.62		2ND QTR 2015 BUILDING PERMIT SURCHARGE
<b>Total</b>	<b>STATE OF MINNESOTA</b>	<b>\$63.62</b>		
<hr/>				
Paid Chk# 000397E	7/9/2015	STATE OF MINNESOTA		
G 101-20802	Sales Tax Payable	\$1,073.00		2ND QUARTER 2015 CAMPGROUND TAX
<b>Total</b>	<b>STATE OF MINNESOTA</b>	<b>\$1,073.00</b>		

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

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

Members Absent: David Savage

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

Others Present: Tammy Omdal, Northland Securities; Andy Kehren,  
City Engineer, Bolton and Menk; Doug Regehr; David Dodge

**Call to Order**

Mayor Nelson called the meeting to order at 6:30 p.m.

**Agenda and Consent Agenda**

Motion by Kruser, seconded by Ysker, to remove 5. Public Nuisance from the agenda and to approve the consent agenda as presented and adopt the agenda as amended. Motion carried unanimously.

Bills: Check #'s 9917554-9917606 & E393-E394  
Payroll Checks #61866 - 61905  
June 1 Council Minutes  
June 18 Capital Improvement Plan Minutes  
May 14 Police Commission Minutes  
May 20 Library Board Minutes, Report and Expenditures  
Resolution #16-15 Resolution to Permit Gambling  
Thank You from POW WOW Road Race Committee

**Public**

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

**Northland Securities-Tammy Omdal-\$990,00 General Obligation Refunding Bonds Series 2015A-Resolution #17-15**

Tammy explained the refunding process and timeline for refunding Motion by Kruser, seconded by Kass, to adopt Resolution #17-15 approving issuance of General Obligation Refunding Bonds Series 2015A. Motion carried unanimously.

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**Tobacco Free Parks Policy**

Policy reviewed. Motion by Kass, seconded by Ysker to adopt Tobacco Free Parks Policy.  
Motion carried unanimously.

**2012-2014 Utility and Street Project-Change order #4 and Final Pay Estimate #18**

City Engineer Andy Kehren explained change order and final pay estimate. Motion by Kass, seconded by Kruser to approve change order #4 and approve final pay estimate #18 for \$487,221.56 Motion carried unanimously

**Well #7**

City Engineer Andy Kehren informed the council that the well was completed and online. Some painting in the well house will be done this fall.

**Transfer of Funds to Street and Police Equipment Reserve Fund**

Motion by Kruser, seconded by Ysker to transfer \$15,765.85 to Street Dept reserve and deduct \$15,051.03 from Police Dept reserve funds. The figures represent the amounts the two departments under or over spent in their budgets after considering revenues and expenses. The funds are reserved for future vehicle and equipment purchases.

**Letter from Adam Sayles**

Letter read and discussed. No action taken.

**Letter from Rachel Yoder**

Mayor Nelson received a letter late today. Letter was briefly discussed. No action taken.

**Adjourn**

Motion by Kruser, seconded by Kass to adjourn at 7:30 p.m.

ATTEST:

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Dawn Fast, Deputy Clerk/Treasurer

REGULAR MEETING  
ECONOMIC DEVELOPMENT AUTHORITY

June 5, 2015

12:00 Noon

PRESENT: Vern Peterson, Mark Hanson, Brian Harder, Mike Nelson, Steve Syverson, Jerry Haberman, and Clara Johnson, Advisor

ABSENT: Darla Kruser, Brad Hanson, Advisor

STAFF PRESENT: Rob Anderson and Marva Ott

CITY ADMINISTRATOR: Wendy Meyer

GUESTS: Jim Holmberg; Justin and Jennifer Klassen, and Cheryl Hiebert, O/A

1. Call to Order: Mark called the meeting to order.
2. Consent Agenda. Motion made and seconded by Brian and Vern to approve the minutes, bills and financials as presented. Carried.
3. Jim Holmberg loan request: Jim is in the process of buying out his two partners for the fitness center in the amount of \$30,000.00. He has secured a letter from the Odin Bank for a loan of \$15,000.00 and he has \$3,000.00 of his own money. He is requesting that the EDA loan him the balance of \$12,000.00 at 4% interest over 5 years. The EDA would take a 2<sup>nd</sup> position on the equipment and also would get personal guarantees from Jim and his wife, Sue Ellen. The board asked Jim how many memberships he has and Jim stated that they currently have 120 memberships. Total members including all family members is about 250. More questions were asked regarding marketing and future plans. Motion was then made by Mike and seconded by Brian to approve the loan request. Motion carried with Steve abstaining. The new lease for the fitness center is for 1 year at \$450.00 per month. Motion made and seconded by Vern and Mike to approve the new lease with Jim Holmberg. Carried with Steve abstaining.
4. Bridal Shop project: Klassens presented 2 estimates for the remodeling of the MAX building. They also had the financial summary put together for the board's consideration. To date they have purchases totaling \$22,857.24. The price for the EDA to purchase the MAX building will be \$35,000.00. After brief discussion, a motion was made and seconded to approve a loan of \$22,857.24 at 2% interest, no payments due for 6 months with inventory used as security along with personal guarantees from the Klassen's. Rob stated that the closing on the building will be next week along with the loan to the Klassen's. The board then reviewed the remodeling estimates and asked several questions. A motion was then made and seconded by Brian and Vern to authorize up to \$15,000.00 for remodeling. Motion carried. The Klassen's thanked the board for all their assistance and left the meeting.

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5. Custom Motors: Bill told Rob that he would like to do the lease option for 10 months until he can get financing in place to purchase the building. Lease will be \$650.00 per month till April 1, 2016.
  6. TIF District 1-8:
    - a. Consider Resolution calling for public hearing on the Proposed Establishment of Economic Development District No. 2. Motion made and seconded to approve the resolution by Mike and Vern. Carried. Public hearing will be held on July 20<sup>th</sup> at noon in council chambers.
    - b. Rob stated that all Purchase agreements on the properties in the redevelopment area have been signed. Dave Dodge is requesting that the EDA pay to have his electricity turned on for 2 months so he can get his property cleaned out of the building and that we waive the hookup fee also. Rob will talk to the utility commission about this.
    - c. Meeting for the building committee will be held on Monday June 8<sup>th</sup> at 12:00 at city hall. Rob met with Bill Freitag this morning and Bill stated that he doesn't think he wants to be the developer but he would be interested in being involved as construction manager. After figures on the project come in that may change. Rob stated that he discussed several issues with Bill Freitag and they went over and looked at the property. The board discussed doing the building for retail, a daycare, and/or a credit union possibly. The environmental issues with the properties were also discussed. Rob received two quotes for Phase 1 of the study including Caltha for \$1,790.00 and ISJ for \$2,500.00. The board questioned what the quotes included and if they were comparing the same thing. The board also asked what the costs of Phase 2 would be. Rob was directed to get more information before the board would make a decision on this. Rob also stated that Wilcon doesn't do demolition but would help coordinate this. Rob also stated that we should pick 2-3 companies to do a building design and Wilcon could help us chose a company to use. We need to bid out the demolition to local companies.
    - d. More discussion continued on the new building including only putting up a shell and building the interior to suit whichever business comes in. Motion was made and seconded to advertise for bids on demolition by Jerry and Brian. Carried. Wilcon can do up a couple of designs also for the board to look at. Motion was then made and seconded to Steve and Vern to approve up to \$2,500.00 on the Phase 1 study and get more information on the costs of Phase 2. Carried.
  7. Industrial Park Planning: nothing new to report.
  8. Daycare: nothing new to report.

9. Website Committee: request for funding. The committee has chosen the Untamed Mouse/Webicine for the website. The city has approved \$4,000.00, the utilities has agreed to pay \$2,000.00 and the committee is requesting that the EDA pay the remaining \$2,000.00. Motion made and seconded by Brian and Mike to approve the \$2,000.00 request which will be taken out of the Community Development line item in the budget. Carried.
10. Lakeview Estate Lots: Puente's building permit has been received and they are progressing on building the house. James and Shannon Dick's lot has not been issued a building permit and it has now been almost 2 years. Rob was directed to get in touch with them and see what their plans are. We also need to check to see if the lot can be reverted back to us if they don't build and also if they are allowed to sell the lot now.
11. General Discussion:
  - a. Next meeting will be July 10<sup>th</sup>.
  - b. Other: nothing discussed.
12. Meeting adjourned.

**Regular Lake Commission Meeting**  
**Monday, June 8, 2015**

Members Present: Jim Peterson, Dave Bucklin, Jay Schied, John Oeltjenbruns,  
Heather Funk, Matt Anderson, Jean Haberman

Guest Present: Mike Nelson

Chair Peterson called the meeting to order at 6:30 p.m. M/S/P Bucklin/Jay to approve the minutes of the May 11, 2015 meeting with one correction. The 3<sup>rd</sup> item under Other Business should read, "The **prairie** area around the big Cottonwood tree on the trail needs to be cleaned up and restored."

**Treasurer's Report:**

Beginning Budgeted Amount – Lake Commission Fund	13,000.00
Beginning Budgeted Amount – General Fund for Trail	<u>7,500.00</u>
	\$20,500.00

Income:

Sportsman's Club – Donation for fishing pier decking	\$664.17
--	----------

Bills:

Country Pride – Supplies for can bin repair	16.98
Country Pride – Supplies for fishing pier repair	96.38
Care & Share – Ice cream coupons for lake cleanup	30.00
League of MN Cities – Insurance for weed harvester	309.43
Weed harvester payroll	1,089.95
Jay Schied – Fuel for weed harvester	11.00

Ending Balance:

Lake Commission Fund	\$10,875.17
General Fund for Trail	<u>4,537.50</u>
	15,412.67

M/S/P Bucklin/Schied to approve Treasurer's Report and pay bills.

**Lake:**

1. Invasive Species Grant: Dave Bucklin reported that there is approximately \$16,000.00 left to spend for any expenses related to controlling invasive species. Jay suggested overhauling the hydraulic system on the harvester.
2. Mike Nelson said that he received a text from a concerned person about the fish that were being removed from the lake while harvesting. Since the DNR

approved this method of removing invasive species, it was suggested that Mike direct him to the Fisheries Dept.

3. M/S/P Bucklin/Schied to rescind two motions (items 4 & 5 under the Trail heading) made at the May 11, 2015 meeting:
  - a. To re-establish the 105 markers on the north side of the lake on Yoder's property.
  - b. To remove unauthorized signs on city property within easement.
4. On Wednesday, May 20<sup>th</sup>, the Waterville DNR conducted an aquatic vegetation survey. Jay will contact them to get the results when the report is completed. The DNR also was on the lake taking pictures of the shoreline.
5. Jay will forward the 2014 Secchi disk readings that Heather did to the PCA.

**Trail:**

1. There was discussion as to where to place the identification markers along the trail. Some suggestions were: Type 1, 2, & 3 wetlands, Cottonwood Tree, Island (including where the Boy Scout Cabin used to be), Cedar Trees, and Highest Point (pointing out Second Island).
2. Heather is going to order 25 t-shirts that say, "Walk, Run, Bike," to wear in the parade.
3. John O. has been repaired about 50 places where the root balls have caused the asphalt to buckle.
4. Trail maintenance was discussed. Several items that need attention were mentioned:
  - Establish a regular mowing schedule to help control the invasive species (e.g. wild parsnip) growing beside the trail and to keep it looking groomed. The North Shore and along Co. Rd. 44 are the areas that need attention.
  - Weed whip beside footbridge on west end of lake
  - Trim cedar trees on north side of trail
  - Sweep trail and intersections
  - Spray weeds on beach before they get big and add sand
  - Clean bathroom outhouse by boat landing
  - Fix aluminum dock

**Beach:** Jay has been pulling weeds on the beach. There will be a work night on Wed., June 10<sup>th</sup>, at 4:30, to pull weeds.

**Bench:** Jean suggested placing a bench at the top of the hill on 560<sup>th</sup> Ave. Jean will talk to Justin Voshage to see if this is a possibility.

Respectfully submitted,

**Mountain Lake Public Library Board Minutes**  
**June 10, 2015**

**Members Present:** Diane Englin, Marci Hernandez, Vickie Krueger, Dennis Cords, Barrie Wright, Carol Lehman-Director

**Members Absent:** None

**Others Present:** Darla Kruser

The meeting was called to order at 4:05 p.m. by chairman, Barrie Wright.

**M/S/P Cords/Englin** to approve the minutes of the May 20, 2015 meeting.

**Carol presented the May monthly report** indicating 3,304 total circulation and expenditures in the amount of \$1,518.00. **M/S/P Englin/Krueger**

**Old Business:** The new PCLS director will begin duties July 6, 2015.

**New Business:** The library will be closed Saturday, June 13, 2015 in addition to the closings discussed at the May 20, 2015 meeting.

**Library Activity report for May** was given.

Meeting adjourned at 4:20 p.m. by chairman, Barrie Wright.

**NEXT MEETING: Wednesday July 15, 2015 – 4:00 p.m.**

Respectfully submitted,

Marci Hernandez, secretary

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CITY OF MOUNTAIN LAKE  
PUBLIC LIBRARY REPORT  
MONTH OF June, 2015

CIRCULATION AND USE

Adult fiction	_____
Adult nonfiction	_____
Non print (includes videos, cassettes, art prints, etc.)	_____
Juvenile	_____
Periodicals	_____
	<u>TOTAL CIRCULATION</u> <u>3,620</u>
Interlibrary loan sent	<u>273</u>
Interlibrary loan received	<u>300</u>
	<u>TOTAL ILL</u> <u>573</u>
	<u>ILL NON SYSTEM</u> <u>71</u>

RECEIPTS

Cash income	<u>499.00</u>
Donations (monetary)	
County Revenue	<u>9,074.81</u>
Misc. Revenue	<u>7.50</u> Printing
Fines	<u>13.50</u>
Meeting room rental	
Sale of supplies	
Other	<u>784.00</u> (PCLS - Credit Automation)
TOTAL RECEIPTS	<u>10,378.81</u>

EXPENDITURES

Books	<u>1,773.67</u>
Periodicals	<u>442.00</u>
Audio-visual	<u>166.21</u>
Supplies	<u>180.09</u>
49. Postage	<u>49.00</u>
Miscellaneous	
Telephone	<u>64.89</u>
Repairs & maintenance <i>Janitorial</i>	<u>345.00</u>
Repairs & maint. of equipment	<u>82.43</u>
450. Project expense	<u>905.03</u>
Capital outlay	
Automation/Tech Services	<u>59.97</u>
Gas Utilities	<u>18.55</u>
TOTAL EXPENDITURES	<u>\$4,086.84</u>

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LIBRARY DIRECTOR Carol Lehman

## LIBRARY EXPENDITURES - JUNE 2015

Architectural Digest	Periodicals - 2 yr.	\$72.00
Bob Anderson	Project Expense - Mr. Twister 7/15	\$250.00
Frontier	Telephone Expense	\$64.89
Jean Haberman	Technology Services - website	\$59.97
Dennis Hulzebos	Repairs & Maintenance-Janitorial	\$345.00
Indoff, Inc.	Supplies - printer toner	\$133.59
Ingram	Books	\$306.08
Laker Electric, Inc.	Repairs & Maintenance	\$82.43
MN Energy Resources Corp.	Gas Utilities	\$18.55
Oriental Trading Co., Inc.	Project Expense	\$205.03
PCLS	Periodicals - Zinio subscription	\$360.00
River Bend Business Products	Supplies - copier toner	\$46.50
Sebco Books	Books	\$1,052.22
Synchrony Bank/Amazon	Books 415.37 / AV 166.21	\$581.58
Woman's Day	Periodicals - 2 yr.	<u>\$10.00</u>
		\$3,587.84
	Cash Expenditures	<u>\$499.00</u>
	<b>Total</b>	<b>\$4,086.84</b>

REGULAR UTILITIES COMMISSION MEETING  
THURSDAY, JUNE 11, 2015  
7:00 A.M.

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

ABSENT: None

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

Others: Dennis Overloh - Overloh & Associates

Mark Langland - Chairman called the regular meeting of the Utilities commission for June 11, 2015 to order at 7:00 a.m.

1. Minutes and Bills: Motion by John Carrison seconded by Todd Johnson to accept the minutes and bills as presented. Motion carried. Checks #15320-15377.

2. Water Department:

**RO:** The RO is working but has issues. Engineers will be here the week of June 15 to figure out the problem.

3. Electric Department:

**69KV Switch:** On June 17, 2015 the plans are in place to fix the 69KV Switch, so we will generate during the project.

**Replacement of Poles:** Highline Construction is in town to replace poles between 2nd and 3rd streets on County Road #1. Highline Construction had a used pole trailer that Ron purchased for \$500.00.

4. Office:

**Audit:** Dennis Overloh from Overloh & Associates presented the 2014 Audit.

**MSC:** The volume of water that MSC puts out our ponds can't handle.

**Refunding Bonds:** If we refund the bonds we will take approximately 2 years off the length of the bond. Commission wants to go ahead with Northlands request to refund the bond

**Kueckle bills:** Motion by Mark Langland second by Todd Johnson to accept Kueckle's offer (pay the materials and labor minus the \$1000 fines on each bill. The fines are approximately \$9000.00) and collect the money prior to Kueckles final payment to the City. Motion carried.

Meeting adjourned.

19 (1)

Police Commission Mtg.  
June 18, 2015

Members Present: Norm Kunkel, Sue Garloff, Chris Boldt, Chuck Witt, Andy Ysker, Wendy Myers, Mike Nelson, and Doug Bristol

Call to Order: Norm Kunkel

1. May minutes read: no additions or corrections  
Motion to approve: Chris Boldt: Seconded: Chuck Witt
2. Budget Expenditures
  - a. Seatbelt in Charger didn't flex
    - \$200 to replace seatbelt receiver
  - b. Ordered new oil center
    - oil pressure is peaking and dropping
    - \$600
3. Chief's Report
  - a. Doug investigated missing numbers: says 40 calls but closer to 100
    - shows more serious issues
    - missing medicals and assist agencies
    - dispatch puts us on a different module when the call is started
    - would be nice to see the primary and the secondary listed as an assist
    - slight upswing of calls the last several weeks
      - vandalism: renter issue
      - theft of grill
      - noise issues
  - b. Mileage: Dodge 73,449 Charger 70,535
4. Old Business
  - a. Ken's resignation is complete
  - b. Camera purchase
    - talked about putting it up
    - possibility of Dave Watkins making something portable
    - possibility of hanging in the shelter?
    - one camera looks like an electrical box and the other is a game camera
5. New Business
  - a. Pow Wow
    - short one officer each day
    - no noticeable difference
    - one missing child for 15 minutes
    - towed one vehicle
    - Nick broke up game at park on Tuesday
    - underage drinking party
  - b. Approval from Council to hire a 4<sup>th</sup> officer
  - c. Accepting Applications for the 4<sup>th</sup> officer
    - at end of time frame: give each applicant points
    - set up interviews: including panel and scenario situation
    - spoke of adding the functional fitness test
  - d. Issues with the detour

- reports of hitting the baracades(3X) and in the ditch (1X)
- e. Mn. Energy Grant Application
  - talked of thermal imaging equipment

Motion to Adjourn: Chuck Witt: Seconded: Chris Boldt

**Resolution #19-15**

**Certification of Unpaid Utility Charges**

**City of Mt. Lake, MN**

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

Acct #	Owner or Renter	Amount
1810-00-8	renter	\$483.63
9520-00-2	owner	\$1,345.24

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

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

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

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

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

Adopted by the Council this 20th day of July, 2015.

\_\_\_\_\_  
Mike Nelson, Mayor

ATTEST: \_\_\_\_\_  
Wendy Meyer, Administrator/Clerk

22



**EXTERNAL MEMORANDUM**

**To:** City of Mountain Lake  
**From:** Tammy Omdal  
**Date:** July 15, 2015  
**Re:** Tax Increment Financing District No. 1-8 (Downtown)

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The City of Mountain Lake (the "City") will hold a public hearing on Monday, July 20 for the proposed modification of Redevelopment District No. 1 and Tax Increment Financing District No. 1-8 (the "TIF District") and adoption of a Redevelopment Plan and Tax Increment Financing (TIF) Plan.

The Mountain Lake Economic Development Authority (the "Authority") will also hold a public hearing on this same date, Monday, July 20, for the establishment of Economic Development District No. 2.

This memorandum provides background information for the hearings and related City Council and Authority actions. Rusty Fifield, from Northland Securities, will attend the hearings and will be available to explain the plan, answer questions, and outline the remaining steps in the process.

**City Council Actions**

The City will consider the following resolution following the public hearing for this item:

1. Resolution Approving Modified Redevelopment Project No. 1 And Establishing Tax Increment Financing District No. 1-8 Within Redevelopment Project No. 1 And Approving The Adoption Of The Modified Redevelopment Plan And Tax Increment Financing Plan Relating Thereto.

**Authority Action**

The Authority will consider the following resolution following a public hearing for this item:

1. Resolution Establishing Economic Development District No. 2.

The Authority will also consider the following resolution (no public hearing required of the Authority, the City Council shall hold the public hearing):

2. Resolution Approving Modified Redevelopment Project No. 1 And Establishing Tax Increment Financing District No. 1-8 Within Redevelopment Project No. 1 And Approving

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The Adoption Of The Modified Redevelopment Plan And Tax Increment Financing Plan Relating Thereto.

3. Resolution Approving The Terms Of A \$250,000 Tax Increment Interfund Loan In Connection With Tax Increment Financing District No. 1-8 Within Redevelopment Project No. 1

### Notifications

The use of TIF is governed by Minnesota Statutes, Sections 469.174 through 469.1794 (the "TIF Act"). All notifications required by the TIF Act have been accomplished:

1. The County Commissioner for District No. 5 received a letter on June 3, 2015 providing notification of the City's intent to hold a public hearing and to consider the establishment of the TIF District.
2. The County and the School District received copies of the draft TIF Plan, including information on its fiscal and economic implications, pursuant to Minnesota Statutes, Section 469.175, Subd. 2, on June 12, 2015.
3. The notice of the City's public hearing for the proposed establishment of Redevelopment Project No. 1 and the TIF District and approval of the Redevelopment and TIF Plan was submitted to the newspaper by the City. The notice was to be published no later than on July 10, 2015. The publication included notice for a business subsidy. The City will not have a business subsidy to consider at the July 20<sup>th</sup> meeting. A notice for business subsidy will need to be published again, at a subsequent date, if and when a business subsidy may be considered for approval.
4. The notice of the Authority's public hearing for the proposed establishment of Economic Development District No. 1 was submitted for publication to the newspaper. The notice was to be published no later than July 9 2015.
5. The Planning Commission will consider a resolution related to the modification of Redevelopment Project No. 1 at a meeting on July 22, 2015.

### Project Description

The City and the Authority are pursuing the establishment of a TIF District to assist the Authority in financing for a redevelopment project in the downtown area that will involve the demolition of existing sub-standard buildings and the construction of an approximate 5,000 square foot mixed-used building to include commercial and residential space.

The Authority is considering the issuance of general obligation tax increment financing bonds, combined with City and Authority funds, to finance an estimated \$1.0 million project.

The bonds and the interfund loan (of City and Authority funds) may be repaid with interest from the future collection of tax increment and lease payments from future tenants. The Authority has not yet secured any leases for space.

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**TIF Plan Summary**

A complete copy of the proposed Redevelopment Plan and Tax Increment Financing Plan for TIF District 1-8 is attached to this memorandum. The following table summarizes the key elements of the Plan.

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Item	Plan Section	Comments
Project Area	Article III	TIF District 1-8 is located within Redevelopment Project No. 1. The Redevelopment Plan appears in Article III. The boundaries of the Redevelopment Project are shown in Exhibit V on page 20 of the Plan.
Conformance With City Plans	4.02.4	Section 4.02 of the TIF Plan summarizes the proposed development and explains how this development is consistent with local plans and policies. The City has approved all necessary zoning changes. No other land use control changes have been requested or are known to be needed. The Planning Commission shall consider the proposed modified Redevelopment Plan and the TIF Plan and the consistency of the Plan to the City's comprehensive plan for the development and redevelopment of the City as a whole.
District Type	4.03.3	TIF District 1-5 is a redevelopment district. The District meets the statutory criteria for a redevelopment district.
District Boundary	4.03.2	The TIF District includes the following parcels: 22-520-1020; 22-520-1000; 22-520-0990; and 22-520-1010 as shown in Exhibit V on page 20 of the Plan.
Estimated Tax Increment	4.04.1	The projected development is estimated to create annual tax increment revenue of \$5,326. This amount is based on the following factors: <ul style="list-style-type: none"><li>• Assumed Estimated Market Value of the parcel after development of \$250,000 based on the proposed project.</li><li>• Classification of the property as commercial-industrial. <i>It should be noted that the Authority anticipates that the project may ultimately include four units of residential housing, but this is not reflected in the TIF Plan. The City and Authority may need to modify the TIF Plan in the future to reflect changes to the project that may occur.</i></li><li>• The Original Tax Capacity value of the TIF District based on the current Estimated Market Value of the</li></ul>

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Item	Plan Section	Comments
		property. <ul style="list-style-type: none"><li>The Local Tax Rate of 153.272% for taxes payable in 2015. The certified Local Tax Rate for the TIF District will be based on taxes payable in 2016, which will not be known until next year.</li></ul> The actual Estimated Market Value of the property will be set by the County Assessor after completion of construction. Changes in property values and tax rates will alter the amount of tax increment revenue from year-to-year.
Uses of TIF	4.04.2 4.04.3 4.04.4 4.04.5 4.04.6	The TIF Plan assumes that the Authority will reserve the authority to retain up to 10% of the tax increment revenue to pay for administrative costs.  The Authority may advance monies to pay for improvements through issuance of TIF Bonds and an interfund loan from the Authority. The tax increments collected from the TIF District, along with lease payments, will be used to repay bonded indebtedness.
Duration	4.04.7	The TIF Act allows tax increments to be collected from the TIF District for a period not to exceed twenty-five (25) years from the date of receipt of the first tax increment.  Under the current schedule for development, the first tax increment is estimated to be collected in 2017 (assuming construction commences in 2015) creating the authority to collect tax increments through 2042. The Authority expects to request decertification of the TIF District after reimbursement of all eligible public costs and administrative expense but no later than after the final receipt of taxes payable, estimated to be 12/31/2042.
Administration	Article V	Following final approval of the Plan, Northland will request certification of the TIF District by the County. Northland will also file a copy of the plan with the State.  The City will be responsible for compliance with statutory annual reporting requirements.

**Attachments to Memorandum:**

1. City Council Resolution Approving Modified Redevelopment Project No. 1 And Establishing Tax Increment Financing District No. 1-8 Within Redevelopment Project No. 1 And Approving The Adoption Of The Modified Redevelopment Plan And Tax Increment Financing Plan Relating Thereto
2. Mountain Lake Economic Development Authority Resolution Approving Modified Redevelopment Project No. 1 And Establishing Tax Increment Financing District No. 1-8 Within Redevelopment Project No. 1 And Approving The Adoption Of The Modified Redevelopment Plan And Tax Increment Financing Plan Relating Thereto
3. Mountain Lake Economic Development Authority Resolution Establishing Economic Development District No. 2
4. Mountain Lake Economic Development Authority Resolution Approving The Terms Of A \$250,000 Tax Increment Interfund Loan In Connection With Tax Increment Financing District No. 1-8 Within Redevelopment Project No. 1
5. Modified Redevelopment Plan for Modified Redevelopment Project No. 1 and Tax Increment Financing Plan for Tax Increment Financing District No. 1-8 (the "TIF Plan")

EXTRACT OF MINUTES OF A MEETING OF THE  
CITY COUNCIL OF THE CITY  
OF MOUNTAIN LAKE, MINNESOTA

HELD: July 20, 2015

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Mountain Lake, Cottonwood County, Minnesota was duly called and held on the 20<sup>th</sup> day of July, 2015, at 6:30 p.m.

The following members of the Council were present:

and the following were absent:

Councilmember \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION #18-15

RESOLUTION APPROVING MODIFIED REDEVELOPMENT PROJECT NO. 1 AND ESTABLISHING TAX INCREMENT FINANCING DISTRICT NO. 1-8 WITHIN REDEVELOPMENT PROJECT NO. 1 AND APPROVING THE ADOPTION OF THE MODIFIED REDEVELOPMENT PLAN AND TAX INCREMENT FINANCING PLAN RELATING THERETO

A. WHEREAS, it has been proposed that the City of Mountain Lake, Minnesota, (the "City") approve the Modified Redevelopment Project No. 1 (the "Redevelopment Project"); approve and accept the Modified Redevelopment Plan for the Redevelopment Project (the "Redevelopment Plan"); establish Tax Increment Financing District No. 1-8 therein (the "TIF District"); and approve and accept the proposed Tax Increment Financing Plan therefor (the "TIF Plan"), all pursuant to and in conformity with applicable law, including Minnesota Statutes, Sections 469.001 through 469.068, inclusive, as amended, Minnesota Sections 469.174 to 469.1794, inclusive, as amended, (collectively, the "Act"), and Minnesota Sections 469.090 to 469.1082, inclusive, as amended; and

B. WHEREAS, the proposed Redevelopment Plan and the proposed TIF Plan (together, the "Plans") have been prepared and are contained in that certain document entitled in part "Modified Redevelopment Plan for Modified Redevelopment Project No. 1 and Tax Increment Financing Plan for Tax Increment Financing (Redevelopment) District No. 1-8" ("Downtown") and presented for the Council's consideration and approval; and

C. WHEREAS, the Mountain Lake Economic Development Authority (the "Authority") shall meet on Monday, July 20, 2015, to hold a public hearing on the adoption of a modification to Economic Development District No. 2 pursuant to Minnesota Statutes, Section 469.090 through 469.1082, inclusive, as amended; and

D. WHEREAS, the City has performed all actions required by law to be performed prior to the City's adoption of the Redevelopment Project and the establishment of the TIF District therein, and the adoption of the Redevelopment Plan and TIF Plan therefor, including, but not limited to, notification of Cottonwood County and Independent School District No. 173 having taxing jurisdiction over the property to be included in the TIF District and the holding of a public hearing, including for the business subsidy, upon published and mailed notice as required by law; and

E. WHEREAS, certain written reports (the "Reports") relating to the Plans and to the activities contemplated therein have heretofore been prepared by staff and submitted to the Board and/or made a part of the City or Authority files and proceedings on the Plans. The Reports include data, information and/or substantiation constituting or relating to (1) the "studies and analyses" on why the new TIF District meets the so-called "but for" test and the tests for establishing a economic development tax increment financing district under the Act and (2) the basis for the other findings and determinations made in this Resolution. The City Council hereby confirms, ratifies and adopts the Reports, which are hereby incorporated into and made as fully a part of this resolution to the same extent as if set forth in full herein; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Mountain Lake as follows:

1. Redevelopment Plan Findings. The City Council finds, determines and declares that with respect to the Redevelopment Plan:

(a) That the land in the Redevelopment Project would not be made available for redevelopment without the financial aid to be sought.

(b) That the Redevelopment Plan will afford maximum opportunity, consistent with the needs of the City as a whole, for the redevelopment of the Redevelopment Project and adjacent areas by private enterprise;

(c) That the Redevelopment Plan conforms to the general plan for the development or redevelopment of the City as a whole, and the anticipated development is in furtherance of long range plans of the City for that area; and

(d) That the Redevelopment Plan is intended and, in the judgment of the Authority, its effect will be, to promote the public purposes and accomplish the objectives specified in the Redevelopment Plan for the Redevelopment Project.

2. Redevelopment Project No. 1. There is hereby established in the City Redevelopment Project No. 1, the modified boundaries of which are fixed and determined as described in the Redevelopment Plan.

3. Redevelopment Plan. The Redevelopment Plan, as modified, for Redevelopment Project No. 1, is adopted as the Redevelopment Plan for Redevelopment Project No. 1.

4. Tax Increment Financing District No. 1-8. There is hereby established in the City within Redevelopment Project No. 1, Tax Increment Financing District No. 1-8, the initial boundaries of which are fixed and determined as described in the TIF Plan.

5. Tax Increment Financing Plan. The TIF Plan is hereby approved and adopted as the TIF Plan for the TIF District, and the Board makes the following findings:

(a) The TIF District is a redevelopment district as defined in Minnesota Statutes, Section 469.174, Subd. 10. Parcels consisting of 70 percent of the area of the TIF District are occupied by buildings, streets, utilities, paved or gravel parking lots, or other similar structures and more than 50 percent of the buildings, not including outbuildings, are structurally substandard to a degree requiring substantial renovation or clearance. The basis for these findings is described in Section 4.03.3 of the TIF Plan.

(b) The proposed redevelopment, in the opinion of the City Council, would not occur solely through private investment within the reasonably foreseeable future. The Authority has represented to the City that it would not undertake the project as proposed without the City's use of tax increment financing. Previous City planning attests to the difficulty of redeveloping this site solely through private financing. Due to the necessity of removing structurally substandard buildings, preparing property for redevelopment, and constructing public improvements, the City Council finds that public financing assistance for the redevelopment activities proposed in the TIF Plan is necessary so that other development by private enterprise will occur within the Development District and the TIF District.

(c) The increased market value of the site that could reasonably be expected to occur without the use of tax increment financing would be less than the increase in the market value estimated to result from the proposed redevelopment after subtracting the present value of the projected tax increments for the maximum duration of the TIF District permitted by the TIF Plan. A comparative analysis of estimated market values both with and without establishment of the TIF District and the use of tax increments has been performed as described above. Such analysis is found in Exhibit I of the TIF Plan, and indicates that the increase in estimated market value of the proposed redevelopment (less the indicated subtractions) exceeds the estimated market value of the site absent the establishment of the TIF District and the use of tax increments.

(d) The TIF Plan for the TIF District conforms to the general plan for development or redevelopment of the City as a whole. Section 4.02.4 of the TIF Plan contains information used in making this finding.

6. Public Purpose. The adoption of the Development Program for the Development and the TIF Plan for the TIF District conforms in all respects to the requirements of the Act and will help fulfill a need to develop an area of the State which is already built up to provide

employment opportunities, to improve the tax base and to improve the general economy of the State and thereby serves a public purpose and will afford maximum opportunity, consistent with the sound needs for the City as a whole, for the development or redevelopment of the project area by private enterprise in that the intent is to provide only that public assistance necessary to make the private developments financially feasible.

7. Certification and Filing. The City Administrator-Clerk is authorized and directed to transmit a certified copy of this resolution together with a certified copy of the TIF Plan for TIF District No. 1-8 to the Auditor of Cottonwood County with a request that the original tax capacity of the property within the TIF District be certified to the City pursuant to Section 469.177, Subd. 1 of the TIF Act, and to file a copy of the Development Program and the TIF Plan with the Minnesota Commissioner of Revenue and State Auditor as required by the TIF Act.

8. Administration. The administration of the Development District and the TIF District is assigned to the City Administrator-Clerk who shall from time to time be granted such powers and duties pursuant to the Act as the City Council may deem appropriate.

The motion for the adoption of the foregoing resolution was duly seconded by councilmember \_\_\_\_\_ 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.

STATE OF MINNESOTA  
COUNTY OF COTTONWOOD  
CITY OF MOUNTAIN LAKE

I, the undersigned, being the duly qualified and acting Administrator-Clerk of the City of Mountain Lake, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of said City, duly called and held on the date therein indicated, insofar as such minutes relate to the modification of Redevelopment Project No. 1 and establishment of Tax Increment Financing District No. 1-8 therein in the City.

WITNESS my hand this 21<sup>st</sup> day of July, 2015.

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City Administrator-Clerk

# SHIP Grant Award

Finally the city is responding to the request of senior citizens that handicapped accessible parking signs be added near the post office in downtown Mt. Lake.

**What issue, concern or problem with this project or activity address?**

These projects will address pedestrian safety, physically inactive or physically limited residents, and access to trail information.

**Who will carry out the work to complete this activity or project? Please list all people, and their work affiliation, or organizations that will work on this project or activity.**

Wendy Meyer, Clerk/Administrator: prepare grant application, coordinate and supervise work, ordering

Rick Oeltjenbruns, Public Works Supt.: coordinate and supervisor work, order material

Rick Oeltjenbruns Public Works Supt., Daron Friesen and Steve Peters, Public Work Workers: install kiosk, brochure holders, signs for bicycle loop and post office handicapped accessible parking signs; paint crossing and other on-street safety features

Dawn Fast, Deputy Clerk/Administrator: accounting

Anita Schlabach, The Untamed Mouse: revise trail map; oversee ordering of brochures and maps

Jeremy Hall, Hall Welding: construction of *Bike Mt. Lake* bicycle racks

Albert Quiriam: repair and maintenance of *Bike Mt. Lake* bicycles

Casey's General Stores: work with city to establish trailhead on the green space north and east of their building at the intersection of Golf Course Rd and 3<sup>rd</sup> Ave.

**What partners are you working with on this project or activity?**

Casey's General Stores

## WORK PLAN:

Please detail the milestones and action steps you will take to complete your project or activity:

OUTCOME:	ACTION STEP:	EXPECTED DATE COMPLETE:
<i>Promote and increase usable of Mt. Lake Trail</i>	Establish trailhead at Casey's	Sept. 1, 2015
<i>Encourage in-town bicycle riding</i>	Establish and sign bicycle loop	July 15, 2015
	Revise trail maps to include bicycle loop	July 15, 2015

*agree -  
ment  
Marilyn*

	Update maps at campground and boat landing	July 15, 2015
	Add bicycles racks and increase bicycle repair & maintenance	July 15, 2015
Increase pedestrian safety	Install one ped sign at Parkwood Place	July 1, 2015
	Purchase and rotate ped signs on streets	Purchase July 1, 2015 Rotate – on-going
	Paint crosswalks, etc.	June 15, 2015
	Add one handicapped parking sign, and paint at post office	June 15, 2015

**BUDGET:**

Please provide a detailed breakdown of the funds you need to achieve your goals and outcomes for increased physical activity. Be sure to include in the third column any additional funding sources that will support your project or activity.

Type of Expense	Description	Funds Requested	In-kind Monetary Contribution or additional funding sources
Supplies/Expense  Kiosk Brochure Holder Material for picnic table Material for bench Bicycle rack	Trailhead: Purchase Kiosk/brochure holder; material for bench and picnic table; bicycle rack	Kirby Built Message Center: AMC2085 - \$1,418; 4 slot literature rack. AMC9005: \$278; S & H \$107 Total \$1,800  Bench and picnic table materials \$250  ✓Hall Welding: Bicycle rack \$700 <i>ordered</i>	Public Works Supt. and City Clerk/Administrator will order  Public Works staff will install, paint and construct as needed.  Deputy Clerk/Administrator will pay bills and carry out other accounting functions.

507 - Jeremy  
327 - Howard

5626

Bicycle loop signs	Bicycle Loop: Purchase signs; revise trail map;	Bicycle signs 14@ \$26/ea. Arrows 10@ \$11/ea. Posts 14 @ \$17/ea. Shipping \$50 Total \$765	
750 brochures	Purchase 750 brochures	✓ Untamed Mouse: Revise and purchase brochures \$500	
Two brochure holders	Add brochure holders to boat landing and campground kiosks	Two (2) displays go five (5) pocket brochure holders \$85.22 each + S & H \$200	
Maps for three kiosks	Update map in boat landing and campground kiosks	Untamed Mouse \$225.00	
Two bicycle racks	Purchase two (2) additional bicycle racks for the free borrow-a-bicycle <i>Bike Mountain Lake</i> program	✓ Hall Welding: \$700 each Custom bicycle racks Total \$1,400	
Contract for bicycle repair	Contract with A. Quiriam to repair/maintain <i>Bike Mountain Lake</i> bicycles	Maximum Expected expense for 2015 season \$500	
Five (5) PED signs	Purchase four (4) PED signs Purchase one (1) PED for installation at Parkwood Place	\$275 each - \$1,100 + S & H DU HHS \$275 + S & H	DU HHS has purchased

Paint	Paint crosswalks near public school	Three (3) gallons paint \$50	
Handicapped Parking Sign and Paint	Add handicapped accessible parking sign near post office	Sign, post and S & H \$50; One (1) gallon paint \$17	
Training	Na	NA	NA
Travel	NA	NA	NA
Salary/Sub Pay	NA	NA	\$3,000
Other	NA	NA	Use of City Equipment
TOTAL	NA	\$	\$3,000

Please initial each item, below, to show that you agree to the following terms and conditions:

WM I agree to the "Requirements" to partner with SHIP listed on page 1;

WM SHIP will reimburse this organization for the cost of implementing the project or activity. Your organization is required to pay for the costs associated with this project or activity and must provide itemized receipts of expenditures to SHIP staff by September 1, 2015;

WM I agree to provide information and data to SHIP staff, in a timely manner, which may be requested for reporting requirements to the State of MN Department of Health;

WM I agree to make adequate progress toward the work outlined in this application with completion by September 1, 2015;

WM SHIP reserves the right to relinquish funding from any partner that is not making adequate progress, or working within the terms of this agreement;

WM Funds allocated to applicant will be spent by September 1, 2015 or forfeited;

**SIGNATURE:**

Signature:

By signing below, I agree to the terms and conditions of this agreement

City of Mt. Lake  
Applicant Name (Print)

Wendy Meyer Clerk/Admin.  
Title

Wendy Meyer  
Applicant Signature

5-18-15  
Date

For Office Use Only:

Approved as written

## Mountain Lake Fire Department Policies

Adopted 2012

### Article I (Name)

This organization shall be known as the Mountain Lake Volunteer Fire Department, hereinafter known as the Department.

### Article II (Department organization and officers)

Section 1. The number of active members of the Department shall be no more than twenty-five (25), being so limited by the by-laws of the Fire Department Relief Association, hereinafter known as the Association. When the total number of persons in the Department shall become reduced by death, dismissal, discharge, or otherwise, the chief of said Department, together with their assistants by and with the concurrent majority vote of the Department may proceed to organize this department, thereby constituting a department of no more than twenty-five (25) members. Applicants thus recommended must meet the requirements of the City of Mountain Lake (hereinafter known as the City) hiring policies, including an interview process and probationary period.

Formal application shall include: review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility; drug screening; final selection and pre-employment medical examination.

Section 2. There shall be a chief and assistant chief, elected from said membership, and upon final approval of the Mountain Lake city council, hereinafter known as the Council.

Section 3. The other officers of the Department shall be a president, secretary, and treasurer, elected from said membership upon final approval of the Council.

### Article III (Membership)

Section 1. All persons hereafter applying for admission to the Department shall meet the following desired minimum qualifications:

#### Education and experience:

1. Graduation from high school or GED equivalent with no specialized training.
2. No specific work experience level required.
3. Completion of the state licensing process and Department training programs.

#### Necessary knowledge and skills:

1. Working knowledge of driver safety; working knowledge of first aid.
2. Ability to successfully learn the operation of the tools and equipment listed herein; ability to learn to apply standard firefighting, emergency aid, hazardous materials, and fire prevention techniques; ability to perform strenuous or peak physical effort during emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke; ability to act effectively in emergency and stressful situations; ability to follow verbal and written instructions; ability to communicate effectively orally and in writing; ability to establish effective working relationships with employees, other agencies, and the general public; ability to meet the special requirements listed below.

#### Special requirements:

1. Must be eighteen (18) years of age or older at time of hire and resident within a reasonable emergency response time of the City of Mountain Lake.
2. Must possess, or be able to obtain by time of hire, a valid State Driver's License.
3. No felony convictions or disqualifying criminal histories within the past seven years.
4. Ability to read and write the English language.
5. Ability to meet Department physical standards.

All applicants who are not already licensed volunteer firefighters in the state of Minnesota shall complete firefighter 1 training as offered in various colleges in Minnesota and all other requirements to complete state volunteer firefighter licensing within one year of election date.

The examples of duties herein are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and that employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Section 2. All officers shall be recommended at the annual meeting in November of each year, upon final approval of the Council, and shall serve a one year term beginning on the date of the first meeting after the election, unless they are sooner dismissed or resign as herein provided, or until their successor officers are recommended, elected, approved and take office. Successor officers elected to fill vacancies that occur midterm, as herein provided, shall serve out the remainder of their predecessor's one-year term.

Section 3. All officers shall be recommended separately by ballot. Officers must receive a majority of the ballots cast in order to be presented for consideration for approval by the Council.

Section 4. Should a vacancy occur among the officers, said vacancy shall be filled by a replacement officer in accordance with the recommendation requirements in Sections 2 and 3 above, except that such replacement officer shall be recommended at the next regular meeting of the Department following said vacancy.

Section 5. No person shall hold more than one office in the same period of time.

Section 6. Newly hired members shall begin a 6-month probationary period upon successful completion of training in accordance with city employment policies.

#### Article IV. (Meetings)

Section 1. The annual meeting of the Department shall be held on the last Monday of November at 6:30pm.

Section 2. The regular monthly practice and meetings of the Department shall be held on the second Wednesday (practice) and last Monday (practice and meeting) of each month. The time at which these practices and meetings shall begin is 6:30pm unless specified otherwise by the chief or other officer acting in the chief's place.

#### Article V. (Powers and duties of officers)

Section 1. On an alarm of fire the chief shall immediately report to the place of the fire and take command and full control of the Department, and shall remain in charge until the fire is completely extinguished and the firefighting apparatus are returned to the fire station. The chief's other duties shall include preparation of fire reports; granting of applications; attendance at

Council and township meetings; assuring that all department members have completed necessary National Incident Management System (NIMS) training and testing or are in the process of completing NIMS training and testing; attendance at officers meetings; and advising the Council regarding by-law changes, development of standard operating guidelines (SOGs), and the annual budget.

The chief shall have authority to give due notice to the assistant chief of the chief's absence or inability to attend to his/her duties at any meeting, practice, or fire.

Section 2. The duties of the assistant chief shall be to take charge of the department at all fires, practices, and meetings, in the absence of the chief, or when otherwise delegated by the chief to assume such duties. The assistant chief's duties shall also include assisting the chief with preparation of fire reports, granting of applications, and assuring that all department members have completed necessary NIMS training and testing or are in the process of completing NIMS training and testing; attendance of Council and Township meetings; advising the Council regarding by-law changes, development of SOGs, and equipment purchases; attendance of officers meetings; and management of Department training programs.

The assistant chief shall always be in attendance at all fires, practices, and meetings, unless excused by the chief, and while on duty shall perform such duties as the chief may assign. The assistant chief shall at all times assist the chief as directed.

Section 3. It shall be the duty of the president to preside at all meetings of the Department; to preserve order; and decide questions of order according to Article XII herein. Such decisions are subject to appeal to the Department upon written request of five members thereof to be reconsidered and decided by the Department members by majority voice vote. The duties of the president shall also include receiving of the weekly mail; overseeing of self-contained breathing apparatus (SCBA) documentation and testing; assuring that all department members have completed necessary NIMS training and testing or are in the process of completing NIMS training and testing, and granting of applications; preside over communications committee; and attendance at officers meetings.

Section 4. It shall be the duty of the secretary to keep an accurate record of all proceedings of the Department; to call roll of members and officers; to keep all accounts of the department; to keep a record of the fires; and give notice of all special meetings. The secretary's duties shall also include management of Department public relations; preparation of practice and meeting charts; advising the Council regarding by-law changes and development of SOGs; attendance of officers meetings; and organization of Department photographs.

Section 5. It shall be the duty of the treasurer to send out fire bills; prepare financial reports; advise the Council regarding by-law changes and development of SOGs; assist with public relations and communications; assure that all department members have completed necessary NIMS training and testing or are in the process of completing NIMS training and testing; oversee Relief Association fund raising efforts; act as purchasing agent; manage news media relations; and coordinate Fire Prevention Week.

Section 6. It shall be the duty of all the officers to examine all firefighting apparatus from time to time, as deemed necessary according to the Department's SOGs, and cause all necessary repair to be made when needed and to procure material, that is in the budget, to keep the same in order and see that all companies are properly drilled.

Section 7. The chief shall have the duty to take command and control fire scenes. If the chief is not available or is unable to command, then the order of command shall be as follows:

1. Chief
2. Assistant chief

3. President
4. Secretary
5. Treasurer

The commanding officer shall have the following duties:

1. To report to and confer with the Council as deemed necessary by the commanding officer, the Department, or the Council.
2. To recommend to the city council the suspension of any member for conduct in violation of city personnel policies. Written notice of such suspension and cause thereof shall be given to such member within five days and such member shall have the right to be heard in their own behalf before the Council and the Department at regular or special meetings.
3. To make such details of members to do the duties of the various companies as the commanding officer may see fit.
4. To at all times be governed by the statutes of the state of Minnesota and by the charter and ordinances of the City.

Article VI. (Delegates and their expenses)

Section 1. The Department may, if included in the budget, elect annually two delegates who, with the chief, as delegate at large, shall constitute the delegation of the Department to the state convention of the Minnesota State Fire Department Association.

Only trips to conventions or business of the Department authorized by the Council, with the exception of emergencies, shall be recognized for payment of expenses.

Section 2. Reports by delegates shall be given at the next regular meeting.

Article VII. (Honorable discharge)

Any member applying to withdraw from this department shall be entitled to an honorable discharge; provided the member is not subject to dismissal or suspension.

Such honorable discharge shall be approved by the city and signed by the chief and the secretary of the department.

Article VIII. (Dismissal and suspension)

Section 1. Members will be disciplined or discharged only for just cause. In most cases, discipline will be progressive and follow the following steps:

1. Oral warning
2. Written warning
3. Dismissal

In cases of gross misconduct, discipline need not be progressive and may for a first offense involve an appropriate suspension or dismissal. Gross misconduct may include, but is not limited to, willful violation of the provisions of the policies of the Department, or neglecting or refusing to obey any lawful order, or any conduct during a meeting, practice, or fire which unduly endangers the health, safety, or property of other members of the Department or of the community.

The discipline and dismissal process shall in all ways be governed by the city employment policies, though the chief may recommend appropriate action to the city.

Section 2. If any member fails to attend 60% of the meetings and drills, or fails to attend four consecutive meetings and drills, or fails to attend 40% of the fire calls in any given year, with exceptions for military service or health reasons, they may be subject to discipline as per Section 1 above.

Any year in which a member fails to so attend meetings, drills, and fire calls, unless an exception applies, shall not count toward said member's years of service as recorded by the Association.

Section 3. Any failure upon the part of the Department or company officers to attend meetings, practices, and fires may be cause for their discipline or dismissal, provided that such officers may be excused for good and sufficient reasons.

Section 4. If any member takes a job or has other obligations that require said member to move beyond a reasonable emergency response range, said member may request a leave of absence (for a period not to exceed one year) without affecting said member's years of service as recorded by the Association. While on leave of absence, years of service will remain the same as when leave was granted. If said member returns to reside within a reasonable emergency response range within one year, said member may be reinstated to the Department, provided there is a position to be filled. At such time the member's years of service will resume the same as when leave was granted.

Except as provided herein, member leaves of absence are governed by the City personnel manual.

Section 5. In order to preserve public safety in emergency situations, the commanding officer has the authority to refuse a member to drive an emergency vehicle or enter a burning structure, with or without an air pack, if said officer reasonably believes that said member has used alcohol or drugs beyond the limits of the City drug and alcohol policy.

Should exercise of this policy leave insufficient crew to operate the Department in an emergency situation, the commanding officer shall obtain additional aid from other cities by invoking applicable mutual aid agreements.

Section 6. Members are prohibited from wearing facial hair that interferes with the wearing of an air pack (including beards, goatees, etc.).

#### Article IX. (Order of business)

The order of business of the Department shall be as follows:

1. Reading of minutes
2. Report of committees
3. Unfinished business
4. New business
5. Good and welfare of the department
6. Roll call
7. Adjournment

#### Article X. (Duties of members)

Section 1. It shall be the duty of each member of the Department, upon alarm of fire, to hasten with all speed allowable by law to their post of duty until the commanding officer orders the department back to the fire hall, and he/she shall assist in returning the apparatus and attend roll call unless excused by the commanding officer.

Section 2. Each and every member shall at all times be obedient to and subject to the orders and commands of their superior officers and shall endeavor at all times to execute the same to the best of their ability.

Section 3. It shall be the general purpose of the Department and its members to protect life and property by performing firefighting, emergency aid, hazardous materials, and fire prevention duties. Members shall also assist with maintenance of fire equipment, apparatus, and facilities.

Members are hired through the established hiring process and recommended to the Council for final approval of the Council.

Section 4. It shall be the duty of each member of the Department to work under the close supervision of the Department officers.

Section 5. The essential emergency response duties and responsibilities of members shall include the following:

1. Performs firefighting activities including laying hose and performing fire combat, containment, and extinguishment tasks.
2. Performs emergency aid activities including administering first aid and providing other assistance as required.
3. Performs salvage operations such as throwing salvage covers, sweeping water, and removing debris.
4. Responds to fire alarms and extinguishes or controls fires as a member of a team under the supervision of an officer.
5. Selects, drags, lifts, and carries hose and nozzle depending on the type of fire, and correctly applies a stream of water or chemicals onto the fire.
6. Positions and climbs ladders to gain access to upper levels of buildings or assist individuals from burning structure.
7. Creates openings in buildings for ventilation or entrance using appropriate and available manual and power tools.
8. Protects property from smoke and water damage using positive pressure ventilation, salvage covers, smoke ejectors and deodorants.
9. Wears appropriate protective clothing and equipment, including SCBA.
10. Able to communicate with two-way communications systems.

Section 6. The peripheral staff duties of members shall include the following:

1. Participates in fire drills, attends classes in firefighting, emergency medical, hazardous materials and related subjects
2. Participates in the inspection of buildings, hydrants, and other structures in fire prevention programs.
3. Maintains fire equipment, apparatus and facilities.
4. Performs minor repairs to Department equipment.
5. Performs general maintenance work in the upkeep of fire facilities and equipment; cleans and washes walls and floors; cares for grounds around station; makes minor repairs, washes, hangs, and dries hose; washes, cleans, polishes and tests apparatus and equipment.
6. Presents programs to the community on safety and fire prevention topics if trained.

Section 7. The tools and equipment used by the Department shall include emergency medical aid unit, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, and phone.

Section 8. The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms, The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell.

The employee must frequently lift and/or move up to ten (10) pounds and occasionally lift and/or move up to one hundred (100) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Section 9. The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in the office, vehicle and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

#### Article XI. (Special meetings and Practices)

Section 1. The Department shall practice twice a month or institute instructional periods at such times during the month as the chief or acting chief shall deem proper.

Section 2. Section 1 above shall not place upon the department any obligations or liabilities above and beyond what is required of the Department and its members by the laws of the state of Minnesota.

#### Article XII. (Rules)

Section 1. The presiding officer of the Department meeting shall preserve order, appoint all committees not otherwise provided for in the policies, and shall have none but a deciding vote, except when voting by ballot.

Section 2. The rules contained in Robert's Rules of Order shall govern the Department in all cases to which they are applicable, and in which they are not inconsistent with the policies of this department.

#### Article XIII. (Committees)

All committees appointed to transact business shall report at the next regular meeting of the department.

Each committee may elect its own chairperson, but if the committee failed to elect said chairperson then the first member elected shall act as chairperson.

It shall be the duty of the chairperson to appoint the time and place of the meeting.

Article XIV. (Amendments)

The policies shall be equally binding and no alteration shall be made, unless proposed in writing, which proposed amendment shall be laid over for one month, and require for its adoption a vote of two-thirds (2/3) of the members present, and upon final approval of the Council.

Article XV. (Additional rules)

Section 1. All resolutions and rules that may hereafter be adopted by a majority vote of the department, upon final approval of the Council, shall be of equal standing and effect as the policies until duly repealed.

Section 2. The chief together with the assistant chief in concurrence with the Department may adopt such rules and regulations as they may deem necessary and proper for the management of the Department at all fires, practices, and meetings, not conflicting with the statutes of the state and the charter and ordinances of the City, and upon final approval by the Council.

Dear Mountain Lake City Council,

On behalf of Start Noticing and Des Moines Valley Health and Human Services- Public Health Services, I would like to thank you again for allowing me the time to discuss tobacco-free parks and recreation with all of you. I am really appreciating the dedication Cottonwood County communities have done to help improve the County's wellness by trying to reduce tobacco use. One of the key statements I make to all city council members my entire premise for having a tobacco policy is not to take away individual freedoms but to help improve the health and wellness of the community; tobacco is the leading cause of preventative death and disease worldwide, and taking strides to prevent youth from experimenting and becoming lifetime users is important to me.

I look forward assessing your community in the coming months to see if there has been a difference with tobacco use around the parks, beaches, and recreational areas. As I mentioned at the meeting, Tobacco-Free Communities will be ending in February 2016 but we will have an extra nine (9) months for evaluation of what has been accomplished and to help or assist with sprucing up any policies or current work that needs it.

If you ever have a question regarding anything public health, please don't hesitate to contact Angela or me at 507-847-2366.

Sincerely,

Luke Ewald, Public Health



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**Marshall Office**  
 1400 South Saratoga Street  
 Marshall, MN 56258-3114  
 1-800-658-2448  
 507-537-1416

**Redwood Falls Office**  
 164 East 2nd Street  
 PO Box 172  
 Redwood Falls, MN 56283  
 507-637-2187

**Jackson Office**  
 115 South Highway Box 207  
 Jackson, MN 56143-0207  
 1-800-658-2480  
 507-847-2632

*Serving Cottonwood, Jackson, Lincoln, Lyon and Redwood Counties*

The City of Mountain Lake has received a grant of \$366,000.00 to provide housing repair loans to 20 income eligible homeowners. **This grant has now expanded city wide.**

The following eligibility requirements will apply.

- ◆ **Ownership** - The applicant must own or be purchasing a property within the City of Mountain Lake. Ownership of property also includes life estates and homes being purchased through contract for deed. Trusts are not eligible.
- ◆ **Occupancy** - The home to be improved must be the applicant's principal place of residency.
- ◆ **Eligible Repairs** - Repairs that are permanent and necessary are eligible. Examples include roofing, foundations, siding, heating units, electrical, plumbing, and other health and safety items. Additions are not allowed.
- ◆ **Real Estate Taxes** - Applicant must be current with their real estate taxes to receive a Housing Repair Loan.
- ◆ **Insurance** - The home must be insured while the loan is in place. Flood insurance may be required if the home is located within a flood plain.
- ◆ **Average Loan** - The average Housing Repair Loan is \$18,300. The homeowner will need to furnish a match 20%. WCA will assist in determining the match and other resources that may be available to fund the match.
- ◆ **Income** - Households must fall below the following **HUD 2015 Income Guidelines**

HOUSEHOLD SIZE	Gross Income limits
1	\$35,750
2	\$40,850
3	\$45,950
4	\$51,050
5	\$55,150
6	\$59,250
7	\$63,350
8	\$67,400

**Low to Moderate Income Loan Breakdown:**

80% of the cost, 0% deferred loan\*  
 20% homeowner's match.

\* **Deferred Loan** - The loans will be loaned as 0% deferred loans. This deferred loan requires no monthly payments and no interest will accrue if the property does not change ownership within ten (10) years. This deferred loan will be forgiven at the rate of 10% each year and will revert into a grant if the property does not change ownership within the ten (10) year period.

- ◆ **Application Ranking** - All applications submitted that are complete, signed, and accurate that include all the requested supporting documents will be served on a first-come, first-served basis.

Please contact either Jeff Buesing (Ext 2140) or Lleni Salazar (Ext 2134) at Western Community Action with any questions regarding this grant or to request an application. **Application packets are also available at your local City Hall.**

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