

**Mt. Lake City Council**  
**Mt. Lake City Hall**  
**Monday, October 20, 2014**  
**6:30 p.m.**

**AGENDA**

1. Meeting called to order by Mayor, Dean Janzen
  - \* Further information on agenda item is attached
  
2. Approval of Agenda and Consent Agenda
  - a. Bills: Check #'s 9916640-9916695, 363E – 365E \*(1-6)  
Payroll: Check #'s 61360- 61393
  - b. Approval of Oct. 6 Council Minutes\*(7-9)
  - c. Approval of Sept. 25 Utility Commission Minutes\*(10)
  - d. Approval of Sept. 11 Police Commission Minutes\*(11)
  - e. Approval of Sept. 8 Lake Commission Minutes\*(12-13)
  - f. Approval of July 14 Tree Commission Minutes\*(14)
  - g. Approval of Sept. 12 and Sept. 30 EDA Minutes\*(15-18)
  
3. Public – A total of ten (10) minutes is allotted for individuals to briefly discuss a topic of concern with the council.
  
4. Final Report, Classification and Compensation Study, Greg Mangold, Fox Lawson & Associates\*(19-38)
  
5. Jason Kruser, Mt. Lake Trail
  
6. Review of 2014 Budget- separate packet
  
7. Administrator
  - a. Swimming Pool Agreement, Mt. Lake Public School\*(39-40)
  - b. City Hall Holiday Hours\*(41)
  - c. Canvassing Board Meeting Date\*(41)
  
8. Adjourn

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*October 20, 2014  
mtg  
ck# 9916640--9916649:  
303E & 305E*

October 2014

			Check Amt	Invoice	Comment
<b>10100 United Prairie</b>					
Paid Chk#	9916640	10/13/2014	COMMISSIONER OF REVENUE		
G 101-21702	State Withholding		\$62.90		
	<b>Total</b>	<b>COMMISSIONER OF REVENUE</b>	<b>\$62.90</b>		
Paid Chk#	9916641	10/13/2014	INTERNAL REVENUE SERVICE		
G 101-21701	Federal Withholding		\$117.56		
G 101-21703	FICA Tax Withholding		\$816.26		
	<b>Total</b>	<b>INTERNAL REVENUE SERVICE</b>	<b>\$933.82</b>		
Paid Chk#	9916643	10/6/2014	AMBULANCE FUND		
E 231-42154-212	Motor Fuels		\$124.00	9/19/14	AMB DIESEL
E 231-42154-430	Miscellaneous		\$13.55	9/22/14	FOOD ON AMB RUN
E 231-42154-430	Miscellaneous		\$6.18	9/25/14	FOOD ON AMB RUN
	<b>Total</b>	<b>AMBULANCE FUND</b>	<b>\$143.73</b>		
Paid Chk#	9916644	10/10/2014	CARCHIOUS RODNEY		
E 608-46330-401	Repairs/Maint Buildings		\$940.00		INSTALL 4 NEW WINDOWS
E 607-46330-401	Repairs/Maint Buildings		\$47.60		SEPT MAINT
E 608-46330-401	Repairs/Maint Buildings		\$92.40		SEPT MAINT
	<b>Total</b>	<b>CARCHIOUS RODNEY</b>	<b>\$1,080.00</b>		
Paid Chk#	9916645	10/10/2014	CITIZEN PUBLISHING		
E 205-46500-430	Miscellaneous		\$172.00	9/24/14	AD FALL IMPROVEMENT EDITION
	<b>Total</b>	<b>CITIZEN PUBLISHING</b>	<b>\$172.00</b>		
Paid Chk#	9916646	10/10/2014	COTTONWOOD COUNTY AUD/TREAS		
E 205-46500-354	Real Estate Taxes		\$192.65		TAXES ON RADTKE LOT 22.421.0030
	<b>Total</b>	<b>COTTONWOOD COUNTY AUD/TREAS</b>	<b>\$192.65</b>		
Paid Chk#	9916647	10/10/2014	DARON J. FRIESEN		
E 607-46330-402	Repairs/Maint- Ground		\$40.00		SPRAY WEED KILLER
E 608-46330-402	Repairs/Maint- Ground		\$40.00		SPRAY WEED KILLER
E 607-46330-402	Repairs/Maint- Ground		\$66.30		MOWING HERITAGE ESTATES
E 608-46330-402	Repairs/Maint- Ground		\$128.70		MOWING HERITAGE ESTATES
E 609-46330-402	Repairs/Maint- Ground		\$315.00		MOWING MASON MANOR
E 609-46330-402	Repairs/Maint- Ground		\$40.00		SPRAY WEED KILLER
	<b>Total</b>	<b>DARON J. FRIESEN</b>	<b>\$630.00</b>		
Paid Chk#	9916648	10/10/2014	ROBERT ANDERSON		
E 205-46500-430	Miscellaneous		\$66.90		MILEAGE & POSTAGE REIMBURSEMENT
	<b>Total</b>	<b>ROBERT ANDERSON</b>	<b>\$66.90</b>		
Paid Chk#	9916649	10/10/2014	BRAUN INTERTEC		
E 441-46300-434	Project Expense		\$9,032.00		SOIL, CONCRET, MASONARY TESTING-MT POWER
	<b>Total</b>	<b>BRAUN INTERTEC</b>	<b>\$9,032.00</b>		
Paid Chk#	9916650	10/10/2014	ELITE MECHANICAL SYSTEMS LLC		
E 441-46300-434	Project Expense		\$19,481.71		PLUMBING-MT POWER
	<b>Total</b>	<b>ELITE MECHANICAL SYSTEMS LLC</b>	<b>\$19,481.71</b>		
Paid Chk#	9916651	10/10/2014	GROUND ZERO SERVICES		
E 441-46300-434	Project Expense		\$30,805.50		EARTH WORK-MT POWER
	<b>Total</b>	<b>GROUND ZERO SERVICES</b>	<b>\$30,805.50</b>		
Paid Chk#	9916652	10/10/2014	HOMETOWN SANITATION SERVICE		
E 441-46300-434	Project Expense		\$2,018.25		DUMPSTER-MT POWER

1

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October 2014

			Check Amt	Invoice	Comment
<b>Total</b>		<b>HOMETOWN SANITATION SERVICE</b>	<b>\$2,018.25</b>		
Paid Chk#	9916653	10/10/2014	<b>KADUCE PLUMBING &amp; HEATING</b>		
E 441-46300-434	Project Expense		\$3,391.50		HVAC-MT POWER
<b>Total</b>		<b>KADUCE PLUMBING &amp; HEATING</b>	<b>\$3,391.50</b>		
Paid Chk#	9916654	10/10/2014	<b>KNICKREHM ELECTRIC</b>		
E 441-46300-434	Project Expense		\$39,387.00		ELECTRICAL WORK-MT POWER
<b>Total</b>		<b>KNICKREHM ELECTRIC</b>	<b>\$39,387.00</b>		
Paid Chk#	9916655	10/10/2014	<b>NATURE CALLS SERVICES LLC</b>		
E 441-46300-434	Project Expense		\$85.50		PORTA POTTY RENT-MT POWER
<b>Total</b>		<b>NATURE CALLS SERVICES LLC</b>	<b>\$85.50</b>		
Paid Chk#	9916656	10/10/2014	<b>PIETSCH CONSTRUCTION</b>		
E 441-46300-434	Project Expense		\$6,173.10		STEEL STUD & DRYWALL-MT POWER
<b>Total</b>		<b>PIETSCH CONSTRUCTION</b>	<b>\$6,173.10</b>		
Paid Chk#	9916657	10/10/2014	<b>SALONEK CONCRETE &amp; CONSTRUCTON</b>		
E 441-46300-434	Project Expense		\$338.58		STEEL PANEL-MT POWER
<b>Total</b>		<b>SALONEK CONCRETE &amp; CONSTRUCTON</b>	<b>\$338.58</b>		
Paid Chk#	9916658	10/10/2014	<b>VIKING AUTO SPRINKLER CO</b>		
E 441-46300-434	Project Expense		\$14,987.00		FIRE SPRINKLER SYSTEM-MT POWER
<b>Total</b>		<b>VIKING AUTO SPRINKLER CO</b>	<b>\$14,987.00</b>		
Paid Chk#	9916659	10/10/2014	<b>VOSS PLUMBING &amp; HEATING</b>		
E 441-46300-434	Project Expense		\$9,874.30		CONCRETE WORK-MT POWER
<b>Total</b>		<b>VOSS PLUMBING &amp; HEATING</b>	<b>\$9,874.30</b>		
Paid Chk#	9916660	10/10/2014	<b>WILCON CONSTRUCTION INC</b>		
E 441-46300-434	Project Expense		\$3,246.83		CARPENTRY PKG-MT POWER
E 441-46300-434	Project Expense		\$7,994.06		GENERAL CONDITIONS-MT POWER
E 441-46300-434	Project Expense		\$7,090.80		CONSTRUCTION MANAGE-MT POWER
<b>Total</b>		<b>WILCON CONSTRUCTION INC</b>	<b>\$18,331.69</b>		
Paid Chk#	9916661	10/16/2014	<b>AFLAC</b>		
G 101-21713	AFLAC		\$192.74		
<b>Total</b>		<b>AFLAC</b>	<b>\$192.74</b>		
Paid Chk#	9916662	10/16/2014	<b>AFSCME COUNCIL 65</b>		
G 101-21707	Union Dues		\$153.04		
<b>Total</b>		<b>AFSCME COUNCIL 65</b>	<b>\$153.04</b>		
Paid Chk#	9916663	10/16/2014	<b>BCBS/HSA</b>		
G 101-21714	HSA		\$407.71		
<b>Total</b>		<b>BCBS/HSA</b>	<b>\$407.71</b>		
Paid Chk#	9916664	10/16/2014	<b>COMMISSIONER OF REVENUE</b>		
G 101-21702	State Withholding		\$724.04		
<b>Total</b>		<b>COMMISSIONER OF REVENUE</b>	<b>\$724.04</b>		
Paid Chk#	9916665	10/16/2014	<b>GISLASON &amp; HUNTER</b>		
G 101-21712	Garnishments		\$331.54		
<b>Total</b>		<b>GISLASON &amp; HUNTER</b>	<b>\$331.54</b>		
Paid Chk#	9916666	10/16/2014	<b>INTERNAL REVENUE SERVICE</b>		

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October 2014

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G 101-21701	Federal Withholding	\$1,499.20		
G 101-21703	FICA Tax Withholding	\$2,205.54		
<b>Total INTERNAL REVENUE SERVICE</b>		<b>\$3,704.74</b>		
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Paid Chk# 9916667	10/16/2014 PERA			
G 101-21704	PERA	\$3,655.51		
<b>Total PERA</b>		<b>\$3,655.51</b>		
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Paid Chk# 9916668	10/16/2014 SW/WC SERVICE COOPERATIVES			
G 101-21708	Employee Paid Health Insurance	\$1,091.34		
<b>Total SW/WC SERVICE COOPERATIVES</b>		<b>\$1,091.34</b>		
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Paid Chk# 9916669	10/16/2014 VALIC			
G 101-21705	VALIC	\$876.77		
<b>Total VALIC</b>		<b>\$876.77</b>		
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Paid Chk# 9916670	10/17/2014 COUNTRY PRIDE SERVICES			
E 231-42154-212	Motor Fuels	\$460.85		AMB DIESEL
E 101-42100-212	Motor Fuels	\$47.70		SUV GAS
E 101-42100-212	Motor Fuels	\$529.16		CHARGER GAS
E 221-42200-212	Motor Fuels	\$4.52		FD GAS
E 101-43100-212	Motor Fuels	\$766.25		ST DEPT GAS
E 101-43100-404	Repairs/Maint Machinery/Equip	\$275.63	087804	BATTERIES-ST DEPT
E 231-42154-404	Repairs/Maint Machinery/Equip	\$50.00	087844	ROTATE TIRE ON AMB
E 101-45186-220	Repair/Maint Supply	\$52.10	131100,13165	BASKET STRAINER,CLEANER,GARBAGE BAGS-COMM CTR
E 101-42100-430	Miscellaneous	\$4.58	131335	CHAULK-INSTALL TOWEL HOLDER IN PD BATHROOM
E 609-46330-401	Repairs/Maint Buildings	\$96.47	131517,13237	FILL VALVE,CO ALARM-MASON MANOR
E 211-45500-220	Repair/Maint Supply	\$32.02	131657	CLEANERS-COMM CTR
E 607-46330-401	Repairs/Maint Buildings	\$342.93	132037,13245	FURNACE FILTERS,LABOR,SPRING,REPAIR SUPPLIES
E 101-41400-401	Repairs/Maint Buildings	\$548.85	132042	THERMOSTATS-CITY HALL
E 240-46500-401	Repairs/Maint Buildings	\$171.80	132153	TOLIET REPAIR-FITNESS CENTER
E 608-46330-401	Repairs/Maint Buildings	\$1,377.30	132454,13233	NEW WINDOWS-HERITAGE ESTATES,FURNACE FILTER, CARTRIDGES
E 101-43150-220	Repair/Maint Supply	\$10.67	132538	QUICKCRETE-STORM SEWER
<b>Total COUNTRY PRIDE SERVICES</b>		<b>\$4,770.83</b>		
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Paid Chk# 9916671	10/17/2014 MUNICIPAL UTILITIES			
E 101-43100-308	Training & Instruction	\$680.00		STREET-4TH QTR SAFETY PROGRAM
E 101-45200-308	Training & Instruction	\$226.66		PARKS-4TH QTR SAFETY PROGRAM
E 101-46200-308	Training & Instruction	\$226.67		CEMETERY-4TH QTR SAFETY PROGRAM
E 101-00000-430	Miscellaneous	\$1,133.33		GEN-4TH QTR SAFETY PROGRAM
<b>Total MUNICIPAL UTILITIES</b>		<b>\$2,266.66</b>		
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Paid Chk# 9916672	10/17/2014 ALPHA WIRELESS COMMUNICATIONS			
E 221-42200-404	Repairs/Maint Machinery/Equip	\$400.00	672778	PAGER BATTERIES FOR FIRE DEPT
E 231-42154-323	Radio-monthly service contract	\$44.00	672937	OCT AMB RADIO CONTRACT
E 221-42200-323	Radio-monthly service contract	\$36.00	672937	OCT FIRE DEPT RADIO MAINT CONTRACT
<b>otal ALPHA WIRELESS COMMUNICATIONS</b>		<b>\$480.00</b>		
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Paid Chk# 9916673	10/17/2014 AMBULANCE FUND			
E 231-42154-430	Miscellaneous	\$17.28	10/9/2014	FOOD ON AMB RUN
<b>Total AMBULANCE FUND</b>		<b>\$17.28</b>		
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Paid Chk# 9916674	10/17/2014 BOLTON & MENK INC.			
E 412-43150-303	Engineering Fees	\$3,330.92		ENGINEERING 2012-14 ST PROJ

3

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October 2014

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E 412-43100-303	Engineering Fees		\$578.65		ENGINEERING 2012-14 ST PROJ
E 202-49400-434	Project Expense		\$4,513.90	0170850	ENGINEERING WELL #7
	<b>Total BOLTON &amp; MENK INC.</b>		<b>\$8,423.47</b>		
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Paid Chk#	9916675	10/17/2014	CASEYS-CREDIT CARD DEPARTMENT		
E 101-43100-212	Motor Fuels		\$18.00		
E 101-00000-430	Miscellaneous		\$3.44		UT GAS (BILLED THEM)
E 101-45200-212	Motor Fuels		\$237.54		PARKS GAS
	<b>Total CASEYS-CREDIT CARD DEPARTMENT</b>		<b>\$258.98</b>		
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Paid Chk#	9916676	10/17/2014	COTTONWOOD COUNTY AUD/TREAS		
E 101-41910-344	Property Cleanup		\$4,482.19		DEMO HOUSE @ 202 12TH ST
	<b>Total COTTONWOOD COUNTY AUD/TREAS</b>		<b>\$4,482.19</b>		
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Paid Chk#	9916677	10/17/2014	EXPERT T BILLING		
E 231-42154-300	Professional Svcs		\$468.00	1673	SEPTEMBER AMB BILLING
	<b>Total EXPERT T BILLING</b>		<b>\$468.00</b>		
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Paid Chk#	9916678	10/17/2014	HOFFMAN FILTER SERVICE LLC		
E 101-43100-404	Repairs/Maint Machinery/Equip		\$50.00	69005	USED OIL FILTERS-ST DEPT
	<b>Total HOFFMAN FILTER SERVICE LLC</b>		<b>\$50.00</b>		
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Paid Chk#	9916679	10/17/2014	HOMETOWN SANITATION SERVICE		
E 101-45183-384	Refuse/Garbage Disposal		\$160.00	95419	GARBAGE AT CAMPGROUND
	<b>Total HOMETOWN SANITATION SERVICE</b>		<b>\$160.00</b>		
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Paid Chk#	9916680	10/17/2014	INDOFF INCORPORATED		
E 211-45500-200	Office Supplies		\$44.32		LIBRARY SUPPLIES
	<b>Total INDOFF INCORPORATED</b>		<b>\$44.32</b>		
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Paid Chk#	9916681	10/17/2014	INGRAM		
E 211-45500-590	Capital Outlay Books		\$169.87		LIBRARY SUPPLIES
	<b>Total INGRAM</b>		<b>\$169.87</b>		
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Paid Chk#	9916682	10/17/2014	KDOM RADIO		
E 101-00000-430	Miscellaneous		\$28.00	540140933595	MONTHLY ADV
E 231-42154-430	Miscellaneous		\$147.00	55314093723	MONTHLY ADV
	<b>Total KDOM RADIO</b>		<b>\$175.00</b>		
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Paid Chk#	9916683	10/17/2014	KUECHLE UNDERGROUND INC.		
E 412-43100-303	Engineering Fees		\$1,524.86		PAY ESTIMATE #17 2012-14 ST PROJECT
E 412-43150-303	Engineering Fees		\$922.01		PAY ESTIMATE #17 2012-14 ST PROJECT
	<b>Total KUECHLE UNDERGROUND INC.</b>		<b>\$2,446.87</b>		
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Paid Chk#	9916684	10/17/2014	LAKE SUPERIOR COLLEGE		
E 221-42200-308	Training & Instruction		\$120.00		FIREMAN RAIL SAFETY CLASS-JASON SUMNER
	<b>Total LAKE SUPERIOR COLLEGE</b>		<b>\$120.00</b>		
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Paid Chk#	9916685	10/17/2014	LEAGUE OF MN CITIES-FINANCE		
E 101-41400-308	Training & Instruction		\$40.00	204379	REGIONAL MEETING-WENDY
	<b>Total LEAGUE OF MN CITIES-FINANCE</b>		<b>\$40.00</b>		
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Paid Chk#	9916686	10/17/2014	MAYNARDS FOOD CENTER		
E 101-43100-200	Office Supplies		\$41.33	9/10/14	TP & PAPER TOWELS-ST DEPT
E 205-46500-430	Miscellaneous		\$53.77	9/12/14	9-12-14 EDA MTG
E 101-41400-200	Office Supplies		\$26.63	9/17/14	CLEANERS FOR OFFICE

4

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October 2014

		Check Amt	Invoice	Comment
<b>Total MAYNARDS FOOD CENTER</b>		<b>\$121.73</b>		
Paid Chk# 9916687	10/17/2014 MCFOA			
E 101-41400-308	Training & Instruction	\$15.00	11/19/14	WORKSHOP-WENDY
<b>Total MCFOA</b>		<b>\$15.00</b>		
Paid Chk# 9916688	10/17/2014 MCLAUGHLIN AND SCHULTZ			
E 101-00000-430	Miscellaneous	\$367.50	009307	TAR-POWERLINE MT. LAKE ROAD
E 101-00000-430	Miscellaneous	\$220.50	009307	TAR-WATERMAIN BRAK 5TH AVE
E 101-43121-224	Street Maint Materials	\$735.00	009307	TAR-BILL LOHRENZ ALLEY
<b>Total MCLAUGHLIN AND SCHULTZ</b>		<b>\$1,323.00</b>		
Paid Chk# 9916689	10/17/2014 MODERN MARKETING			
E 101-42100-430	Miscellaneous	\$136.68	MM1104492	GLOVES FOR POLICE DEPT
<b>Total MODERN MARKETING</b>		<b>\$136.68</b>		
Paid Chk# 9916690	10/17/2014 MUNICIPAL UTILITIES			
E 205-46500-200	Office Supplies	\$41.39		EDA POSTAGE 7-3-14 TO 10-2-14
E 507-46103-322	Postage	\$19.20		LAKE COMM POSTAGE 7-3-14 TO 10-2-14
E 101-42100-200	Office Supplies	\$1.44		PD POSTAGE 7-3-14 TO 10-2-14
E 101-41400-200	Office Supplies	\$200.05		CITY POSTAGE 7-3-14 TO 10-2-14
<b>Total MUNICIPAL UTILITIES</b>		<b>\$262.08</b>		
Paid Chk# 9916691	10/17/2014 NORTHERN SAFETY TECHNOLOGY INC			
E 101-42100-580	Other Equipment	\$388.22	37132	HEADREST PRINTER MOUNT-PD
<b>Total NORTHERN SAFETY TECHNOLOGY INC</b>		<b>\$388.22</b>		
Paid Chk# 9916692	10/17/2014 PETERSON DRUG & GIFTS			
E 221-42200-404	Repairs/Maint Machinery/Equip	\$9.57	9/10/14	SHIP RADIO TO MANKATO
E 221-42200-404	Repairs/Maint Machinery/Equip	\$8.01	9/17/14	BATTERIES FOR AMB PAGERS
E 231-42154-404	Repairs/Maint Machinery/Equip	\$8.01	9/17/14	BATTERIES FOR FD PAGER
<b>Total PETERSON DRUG &amp; GIFTS</b>		<b>\$25.59</b>		
Paid Chk# 9916693	10/17/2014 PLUM CREEK LIBRARY SYSTEM			
E 211-45500-590	Capital Outlay Books	\$65.50		LIBRARY BOOKS
<b>Total PLUM CREEK LIBRARY SYSTEM</b>		<b>\$65.50</b>		
Paid Chk# 9916694	10/17/2014 SWWC SERVICE COOPERATIVES			
E 205-46500-131	Employer Paid Health	\$1,070.16		NOVEMBER HEALTH INS-EDA
E 101-42100-135	Employer Paid Other	\$366.00		NOVEMBER HEALTH INS-BRIAN LUNZ
E 101-46200-131	Employer Paid Health	\$642.10		NOVEMBER HEALTH INS-CEMETERY
E 211-45500-131	Employer Paid Health	\$1,070.16		NOVEMBER HEALTH INS-LIBRARY
E 101-45200-131	Employer Paid Health	\$642.10		NOVEMBER HEALTH INS-PARKS DEPT
E 101-43100-131	Employer Paid Health	\$1,926.28		NOVEMBER HEALTH INS-ST DEPT
E 101-41400-131	Employer Paid Health	\$2,140.32		NOVEMBER HEALTH INS-OFFICE
E 101-42100-131	Employer Paid Health	\$3,543.54		NOVEMBER HEALTH INS-POLICE DEPT
<b>Total SWWC SERVICE COOPERATIVES</b>		<b>\$11,400.66</b>		
Paid Chk# 9916695	10/17/2014 ZOLL MEDICAL CORPORATION			
E 231-42154-210	Operating Supplies	\$176.28	2172084	AMB SUPPLIES
<b>Total ZOLL MEDICAL CORPORATION</b>		<b>\$176.28</b>		
<b>10100 United Prairie</b>		<b>\$206,613.77</b>		

5

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October 2014

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**Fund Summary**

**10100 United Prairie**

101 GENERAL FUND	\$33,047.61
202 2014 SMALL CITIES DEVELOP PROG	\$4,513.90
205 ECONOMIC DEVELOPMENT AUTHORITY	\$1,596.87
211 LIBRARY FUND	\$1,381.87
221 FIRE DEPT FUND	\$578.10
231 AMBULANCE FUND	\$1,515.15
240 PROTIENT--DTED LOAN	\$171.80
412 2012 CITY WIDE PROJECT	\$6,356.44
441 MT POWER CONST ACCT	\$153,906.13
507 LAKE COMMISSION FUND	\$19.20
607 EDA----4 PLEX FUND	\$496.83
608 EDA----8 PLEX FUND	\$2,578.40
609 EDA-- MASON MANOR	\$451.47
	<hr/>
	\$206,613.77

Paid Chk# 000363E 10/2/2014 STATE OF MINNESOTA

G 101-20802 Sales Tax Payable	\$253.00	3RD QTR CAMPGROUND TAX
<b>Total STATE OF MINNESOTA</b>	<b>\$253.00</b>	

Paid Chk# 000364E 10/6/2014 UNITED PRAIRIE BANK

E 609-46330-610 Interest	\$890.61	OCTOBER PAYMENT-MASON MANOR
G 609-22800 Notes Payable - Current	\$399.92	OCTOBER PAYMENT-MASON MANOR
<b>Total UNITED PRAIRIE BANK</b>	<b>\$1,290.53</b>	

Paid Chk# 000365E 10/7/2014 STATE OF MINNESOTA

E 101-41910-430 Miscellaneous	\$802.51	3RD QTR 2014 BUILDING PERMIT FEES
<b>Total STATE OF MINNESOTA</b>	<b>\$802.51</b>	

6

**DRAFT**  
**Mt. Lake City Council**  
**Mt. Lake City Hall**  
**Monday, October 6, 2014**  
**6:30 p.m.**

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

Members Absent: None

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

Others Present: Andy Kehren, Bolton and Menk; Diana Madsen, Angela Naumann and DeTasha Place, Des Moines Valley Health and Human Services Agency; Bill Strom, Superintendent, Mt. Lake Public Schools; Tim Swoboda, Mt. Lake Public School Board member; Dana Kass; Doug Regehr

**Call to Order**

Mayor Janzen called the meeting to order at 6:30 p.m. Motion by Savage, seconded by Schultz to add 5b. to the agenda, Basketball Hoop. Motion carried unanimously. Motion by Schultz, seconded by Savage, to adopt the agenda as amended and the consent agenda as presented. Motion carried unanimously.

Bills: Check #'s 9916564 - 9916639; 361E – 362E  
Payroll: Check #'s 61327- 61359  
Sept. 15 and 22 Council Minutes  
Sept. 11 Utility Commission Minutes  
Aug. 21 Police Commission Minutes  
Resolution #28-14 Permitting Charitable Gambling  
Resolution #39-14 Appointment Election Judges  
Appoint Brad Hanson as advisory member, EDA Board

**Public**

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

**Community Active Living Plan**

Diana Madsen, Statewide Health Improvement Program Coordinator (SHIP), Des Moines Health and Human Services Agency (DVHHS), DeTasha Place and Angela Naumann, DVHHS discussed an opportunity for the city to receive a SHIP mini-grant to contract with SW Regional Development Commission (SWRDC) to develop a Community Active Living Plan. The plan

will identify opportunities for the City to become more walk and bike friendly, and will enable the City to apply for grants to accomplish that goal. A series of public meetings will be held to develop the plan during which the city's current strengths and weaknesses, and future needs will be identified. By consensus the council agreed that a Community Active Living Plan should be written. Madsen will prepare the necessary documents for council approval.

### **Mt. Lake Public School Pool**

Supt. Bill Strom and School Board Member Tim Swoboda were present to discuss the pool. Income, expenses, funding sources and ongoing pool maintenance were reviewed. It was agreed that the current pool contract should be extended.

### **Basketball Hoop**

Motion by Schultz, seconded by Savage, to declare an older basketball hoop recently removed from the Park surplus property and donate it to the public school. Motion carried unanimously.

### **645 Fourth Ave.**

A section of sidewalk was removed on this property to allow the installation of a new private sewer line. The owners of the property are requesting that they be allowed to remove the remaining sidewalk since the property to the west, 543 4<sup>th</sup> Ave., does not have sidewalk, and while the property to the east, 657 4<sup>th</sup> Ave., does have sidewalk, the next three properties to the east, 649, 653, and 655 4<sup>th</sup> Ave., do not. Motion by Ysker, seconded by Schultz, to allow the owner to remove the sidewalk. Voting Yay: Janzen, Schultz, Ysker; Voting Nay: Savage. Motion carried.

### **Special Assessment Hearing**

The administrator reminded the council that the hearing will be held at 6 p.m. on Tues. Nov. 18 at the community center.

### **Partial Payment Estimate #17**

Andy Kehren, Bolton and Menk reviewed the estimate. Motion by Savage, seconded by Ysker, to approve partial payment #17 of \$35,461.92 to Kuechle. Motion carried unanimously. Settling repair costs, final quantities, punch list items and the city's answer to the Kuechle v. City of Mt. Lake complaint were also reviewed and discussed. After some discussion it was agreed that prior to making issuing a check to Kuechle for partial payment #17 Kim Kozar appointed by the League of Minnesota Cities (LMC) to represent the city should review the estimate and approve payment. Motion by Schultz, seconded Ysker, to rescind the previous motion. Motion carried unanimously. Motion by Savage, seconded by Ysker, to approve partial payment #17 subject to Kozar's review and approval. Motion carried unanimously.

**2015 Campground Fees**

Income and expenses for 2006 through Sept. 30 2014 and current fees for Island View Campground, and fees at other publicly owned campgrounds in southwest MN were reviewed. No action taken, camping fees will not be increased in 2015.

**Abdo, Eick & Meyers**

A letter from the firm was reviewed. No action taken.

**Adjourn**

Motion by Schultz, seconded by Ysker to adjourn at 8:00 p.m.

ATTEST:

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Wendy Meyer, Clerk/Administrator

SPECIAL UTILITIES COMMISSION MEETING  
THURSDAY, SEPTEMBER 25, 2014  
7:00 A.M.

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

ABSENT: None

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

Bryan Bargaen - Chairman called the special meeting of the Utilities commission for September 25, 2014 to order at 7:00 a.m.

1. Minutes and Bills: Motion by Mike Johnson seconded by Brett Lohrenz to accept the minutes and bills as presented. Motion carried. Checks #14706-14738.

2. Water/Wastewater Department:

**2015 Sewer loan Policy:** The existing Sewer Line Policy was discussed. The 2015 program should be determined by March 1. The commission feels that #8 "Terms of Grant and Loan Program" needs to be changed.

3. Electric Department:

**WAPA request to move from variable to fixed billing update:** Tracy Thone (WAPA) and Chad Hanson (CMMPA) were here during the week to discuss the request. Chad will look at all the numbers and come to future meeting. WAPA would like an answer by this time next year.

**CMMPA Load forecast:** Electric usage in the City of Mt. Lake is expected to stay fairly flat for the next five years with only small increases.

**Transformer storage:** Country Pride will not negotiate on the rent of the building on Boxelder Street. Wendy will contact Verlyn Fast to see if he is interested in selling his building on 2<sup>nd</sup> Ave.

**UT Pickup:** The new pickup is in at Towns Edge Auto.

**Utilities Plus Energy Services, Milte Thelan:** Discussion was held on determining a utility meeting date when Thelan can present this list of power plant repairs and upgrades.

4. Office Department:

**Y-T-D Budgets:** Budgets were reviewed.

Meeting Adjourned.

Police Commission Mtg  
September 11, 2014

Members Present: Darryl Bargaen, Wendy Myer, Norm Kunkel, Sue Garloff and Doug Bristol

Call to Order: Norm Kunkel

1. August Minutes read: no additions or corrections
  - a. Motion to approve: Darryl Bargaen: Seconded: Sue Garloff
2. Budget Expenditures
  - a. Nick's radio: \$2000 to replace: \$600 to fix
    - Narrow band radios are a big cost to replace
3. Chiefs Report
  - a. Stolen bikes: approx 6: several returns: gang rumor
  - b. Drug Court: 2 incidents
  - c. 2 Burglaries
4. New Business
  - a. Record Management Systems
    - Training in October
    - Staffing shortages
    - Going live October 16<sup>th</sup>
  - b. Docking Stations
    - Need to be live before the system begins
    - Printers are now larger versions
    - Thermal paper roll at additional cost
  - c. Laptops
    - Require wireless cards
    - \$35 to \$70 cost
  - d. Hi tech game camera
    - \$650
    - Mobile unit
    - Sim card can text pictures
    - Cost of data determined by usage
  - e. Docking Stations
    - Most of equipment can be used again
    - Surge protectors
    - Can't be stolen
  - f. Set up
    - Ordinances and statute numbers need to be changed

Motion to Adjourn: Darryl Bargaen Seconded: Sue Garloff

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

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

Guest Present: Wendy Meyer

Chair Peterson called the meeting order at 6:30 p.m. M/S/P Bucklin/Schied to approve the minutes of the August 11<sup>th</sup> meeting and the July 14<sup>th</sup> meeting as corrected: There was a misunderstanding about changing the wording on the signs on Curt Fast's property and they will not be changed.

**Treasurer's Report:**

Cash Balance as of Sept. 4, 2014 (\$77,418.22)

**Bills:**

Country Pride – Harvester repairs and gas	467.26
Sweet Fields – ice cream cones for lake cleanup	25.00
Payroll – Weed harvesting	215.30
Muske – Trail legal fees	270.00
Inland Lake – Harvester repairs	246.11
Radtke Welding – Harvester repairs	312.42
Radtke Welding – Dock repair	491.45
Windom Quick Print – Curt Fast replacement signs	174.10
Sewah Studio – Damaged sign by lake	2,695.00
(Insurance deductible \$1,000)	

**Income:**

League of MN cities – Insurance for damaged sign 1,695.00

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

**Lake:** The harvesting permit expired on Sept. 1<sup>st</sup>. Jim, Jay, Bob Ewert, and Marlin Palm did the harvesting. The harvester needs to be taken out of the lake, new motor mounts, and an oil change. The leak on the left, front hydraulic cylinder needs to be repaired.

Heather reported that the lake clarity has remained about 3 feet.

**Trail:** The stenciling of mile and half mile markings has been completed. The City crew will also paint a bike stencil on Golf Course Road.

The Mountain Lake Trail brochure was discussed. Plans are on hold until the city bike route is established. Members are encouraged to come up with landscape attractions, flora, and fauna that should be included on the brochure

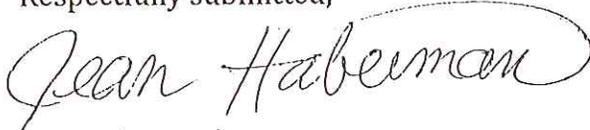
**Beach:** Jim reported that the beach permit was reviewed and finalized and should be arriving soon.

**Island:** The poison ivy needs to be sprayed on the island.

**Other Business:**

- Jay contacted the DNR about the overgrown boat landing at the west end of the lake. The cattails have been trimmed to provide better access.
- Some trees along the trail need to be trimmed.
- Rod Hamilton's family has expressed interest in sponsoring a bench along the trail.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jean Haberman". The signature is written in black ink and is enclosed within a faint, hand-drawn oval.

Jean Haberman,  
Secretary

Mountain Lake Tree Commission Minutes

July 14, 2014

City Hall, 7:45 p.m.

Present: Steve Harder, Kevin Krahn, Dave Bucklin, Sonya Buller

Others: Nathan Harder, Judy Harder, Brian Schultz, Rick Oeltjenbruns, Wendy Meyer

1. Approved April 14, 2014 minutes M/S/P
2. Judy showed a brief slide show of all the trees around town that have been hard hit by chemical sprays – all along the bike trail down Golf Course Road, by the pond and lake and along Cty Rd 1 were the spots where trees were extremely malformed. We didn't have a consensus of how to proceed.
3. Trimming date for city boulevard trees is to be September 20. Meet at City Hall parking lot.
4. Nathan presented an update on the food forest. The next meeting is a 'site' visit at the Lawcon Park shelter, July 17 at 7 PM.
5. Dave has placed a tree order with Bailey's Nurseries - 30 trees including 5 Sienna Glens.
6. There has been a large number of trees that we have planted over the years that are dead or dying. A motion was made by Dave Bucklin: A free replacement will be made for a boulevard tree that died by natural means that was planted and paid for through our program. Seconded by Sonya and passed. The objective is to keep our city streets looking nice.
7. Kevin is moving to St. Peter. We need a replacement for his position. Thanks Kevin for being part of this commission since the start – in the Harder living room!
8. Our next meeting: Sept 8 -which ended up being the wrong date!

Submitted by – Judy Harder

REGULAR MEETING  
ECONOMIC DEVELOPMENT AUTHORITY  
September 12, 2014  
12:00 Noon

PRESENT: Mark Hanson, Brian Harder, Dean Janzen, Steve Syverson, Jerry Haberman and Clara Johnson, Advisor

ABSENT: Vern Peterson

STAFF PRESENT: Rob Anderson and Marva Ott

GUESTS: Vicki Beckondorf-O/A; Lori Puente and Dan Molitor; Andy Kehren-Bolton & Menk; Jill and Todd-Wilcon; Lorin Mifek-Mt. Power;

1. Call to Order: Mark called the meeting to order.
2. Consent Agenda. Extra bills were presented in the amount of \$200.00 from Nickel Construction; \$108.75 and \$661.25 from Holt's Cleaning for apartment at Heritage Estates. Motion made and seconded by Steve and Brian to approve the minutes, bills and financials as presented including the extra bills. Carried.
3. Lori Puente & Dan Molitor-proposal for BB's Diner: Lori explained her proposal to the board regarding leasing the building to put a restaurant in. She stated that Dan Molitor will be her cook. She and Dan have several years' experience in managing a restaurant. Lori asked the board if the lease is approved if the EDA would be willing to do something about the gutter system on the building so it doesn't drain in front of the door. The board felt this was negotiable. The name they have chosen for the restaurant is "Our Hometown Café". They also want the EDA's permission to remove the old stuff in back of the building. The DQ sign is there and the board discussed what they could do with that and who owns it. The EDA would rather sell the building than lease it. The board discussed what a purchase price would be. The tax value on the building is \$72,600.00 and the board discussed what they have into the building. They discussed \$50,000.00 cash or \$90,000.00 on a Contract for Deed with low interest (4%) and a down payment being offered to another previously interested party. Jerry, Rob and Mark will come up with a proposal and meet with Lori. Lori and Dan left the meeting at 12:29.
4. Mt. Power Hydraulics project: Todd from Wilcon explained the progress on the construction. They are waiting on heaters and are about 1 month behind schedule but still moving along. Lorin is asking for drain tile underground and tiling back to the holding pond along with a manhole. They are shooting for the end of September for the building to be completed. Rob explained the budget as of 8-31-14. Spreadsheet handed out showed the actual vs. projected on the general conditions budget. There would be plenty of funds in that budget for the proposed changes being requested. Todd also talked about the gas piping part of the plumbing package not being in the original bid. Elite Mechanical have said that they would do all the gas lines for \$11,500.00. After more

discussion a motion was made and seconded by Steve and Dean to accept the proposal as presented. Motion carried.

After the meeting we will tour the building for anyone who wants to. Lorin stated that they expect to move into the new building in November and are hiring more people.

5. Industrial Park Planning: Andy Kehren presented the board with some proposals for their consideration. The board discussed infrastructure costs for each area discussed. The board will review the proposal and make a decision. Andy is proposing 20 acre site minimum with lot sizes similar to the ones in Jenny's Subdivision. We could also look at Hiebert's Greenhouse area for re-development.

*[At 1:00, an offer was given to Rob to present to the board from Lori Puente] Her proposal was a Contract for Deed in the amount of \$75,000.00 at 4% with monthly payments of \$700.00 for 10 years. No early penalties, 0% down and delay payments till January 2015. She would take over taxes and insurance on January 1. Building maintenance would begin January 1.*

The board discussed several options. The board decided to counter offer a proposal to include \$75,000.00 at 4% with a \$500.00 down payment and with payments of \$500.00 per month beginning January 1, 2015. This will be a 10 year contract with a balloon. Taxes and insurance begin January 1. Motion made and seconded to offer this proposal to Lori by Dean and Brian. Motion carried unanimously. Rob will contact Lori with this proposal.

6. Milk Specialties Global: sale was final this week and they are starting construction soon.

7. New Advisors: Brad Hanson has stated that he is interested in serving as advisor. Motion made and seconded by Brian and Dean to have Dean appoint Brad as an advisor. Motion carried with Mark abstaining from the vote.

8. General Discussion:

- a. MSG is potentially going to ask the EDA for a loan for a Water Polisher. Wendy told Rob to suggest to the board that the Utility Commission do the loan instead. If the EDA wants to administer the loan they could do that. Board agreed.
- b. Pop'd Kerns building repair: repairs have been made and it should not be giving them any more problems. Restoration now needs to be done on the office area and landscaping.
- c. Well project: The city is not going to be asking the EDA for additional funds.
- d. Next meeting will be October 10<sup>th</sup>.

9. Meeting adjourned.

SPECIAL MEETING  
ECONOMIC DEVELOPMENT AUTHORITY  
September 30, 2014  
12:00 Noon

PRESENT: Mark Hanson, Brian Harder, Jerry Haberman, Vern Peterson and Clara Johnson, Advisor

ABSENT: Steve Syverson and Dean Janzen

STAFF PRESENT: Rob Anderson, City Administrator Wendy Meyer

GUESTS: Lori Puente, Cheryl Dick, Kay Gohr, Joyce & Bill Lohrenz, Dick Lohrenz and Mary Kispert

1. Call to Order: Mark called the meeting to order.
2. Public Hearing on Sale of EDA Owner Property Located at 1205 Third Avenue. Mark opened up the public hearing for comments at 12:08 p.m. Several in the audience stated that the community needs a restaurant, hopefully this one will be better, can't get breakfast in town and residents from the high rise supported BB's Diner when it was open and will now support Lori. At 12:15 Mark closed the public hearing.
3. Consider Approval of 1205 Third Avenue Contract for Deed to Lori and Jorge Puente. Mark reviewed the Contract for Deed included in board member packets. Jerry commented that a list of equipment and fixtures needs to be completed. Lori stated that she is in the process of developing a list and she will share the list with Rob when she is done and Rob will go through the list with Lori at the restaurant. Mark stated that the Contract for Deed is verbal to this point, selling for a minimal price at \$75,000, minimal down payment and is being sold as is. Lori stated that since the last EDA board meeting they have spent many hours cleaning and getting the restaurant ready to open and have found that many pieces of equipment do not work and/or are not NSF. The roof leaks in several spots. Mark stated that the roof on the restaurant has reached the end of its useful life. Lori responded that she has received a bid from Garrett Wall for a steel roof. The cost of materials is \$7,566.84. Lori passed around to board members the state health inspectors report. The hood over the stove needs to be professionally cleaned to pass inspection. Lori has an estimate from SHS to have the cleaning done at a cost of \$849.70. This may be a high bid because SHS could not come to Mt. Lake to inspect the hood. Lori stated that there is old restaurant equipment, booths, garbage, old soft serve machine motors, fluorescent bulbs, etc. behind the restaurant and she would like it cleaned up. Lori presented an estimate from Hometown Sanitation for a 20 yard roll-off dumpster at a cost of \$672.75. Lori invited EDA board members to visit at any time and she would be glad to show them around. Lori stated that she has contacted the Dairy Queen corporate office regarding the old DQ sign in the back. The sign belongs to the original DQ franchise owner and now belongs to the city. Mike Nelson has contacted Lori and asked if the sign could be donated to Heritage Village as a museum piece. Lori said that it is up to the EDA what is done with the sign but she does not want it on the property. Lori has received a quote from Total Restaurant Supply on equipment that she wants replaced or added over the next 5 years. Lori is not requesting that the EDA pay for equipment on the list but Lori is requesting that she be allowed to sell equipment that

she does not need, put that money in an escrow account (according to the Contract for Deed) and then be allowed to buy the equipment as needed from the Total Restaurant Supply list. Jerry stated that Lori's plan is reasonable and directed Lori to work with Rob and this does not need to come before the board every time she wants to sell or buy a piece of equipment. Lori stated that the walk in cooler does not work. She is not asking for financial help from the EDA to replace or repair the cooler. She will cover the cost of putting in new refrigeration at a later time. Mark stated that getting the roof fixed is priority number one. Brian asked if this is the right type of roof to put on the building. Brian asked if there was rotten wood under the fascia. The general consensus of board members is that there likely is water and mold damage throughout the roof. Rock should be removed, new foundation installed with insulation and then the steel roof constructed on top of that. Mark stated that insulating the roof will result in utilities cost savings. Mark also gave Lori some advice on how to kill mold. Jerry asked Rob if the improvements that Lori has presented would qualify for the SCDP Commercial Rehab program. Rob stated that yes, the improvements would qualify for the 1/3 equity, 1/3 forgivable loan and 1/3 low interest loan. Lori stated that she would like to utilize this program to make the improvements. Mark asked Lori if she was comfortable with the Contract for Deed with the changes presented today. Lori stated that yes, she is comfortable with the Contract and changes. Lori asked if the cost of the dumpster could go under the rehab program. Rob responded that yes, it could be if the board approves. The total of costs to rehab the property is \$9,089.29. Lori stated that the roof costs may be higher depending on the level of water damage and mold that they find when they do the work. Rob responded that we can wait until all of the costs are known before we enter into the rehab agreement. Board members agreed that both the hood work and dumpster can be included in the rehab program. At this time Mark reviewed the entire Contract for Deed with board and audience members. Mark stated that after the contract is signed today, the EDA will record the document. Mark informed Lori that she will need to get Rob a copy of the proof of insurance when she gets it. Motion made and seconded by Vern and Brian to approve the SCDP Commercial Rehab application for \$9,089.29. If the final amount is much greater than the approved amount, Rob will let board members know so the amount can be changed if necessary. Carried. Motion made and seconded by Brian and Jerry to sign the Contract for Deed with Jorge and Lori Puente. Carried. Motion made and seconded by Vern and Brian to donate the DQ sign to Heritage Village to be used as a museum piece. Carried.

4. Meeting Adjourned.

4

18



Fox Lawson & Associates  
a Division of Gallagher Benefit Services, Inc.  
*Compensation and Human Resources Specialists*

# City of Mountain Lake, Minnesota

## Classification and Compensation Study

October 2014

Final Report



Gallagher Benefit Services, Inc.  
thinking ahead

19

# Table of Contents

- Executive Summary
- Job Evaluation Study
- Compensation Study
  - Survey Process
  - Survey Results
- Conclusions
- Recommendations
  - Salary Structure
- Appendix

19

## Executive Summary

- The city of Mountain Lake (City) contracted with Fox Lawson & Associates (FLA) to conduct a classification and compensation study.
- The objectives of the survey were to:
  - Collect compensation information from other similar municipalities in the region
  - Determine the City's relationship to the market in terms of compensation
  - Utilize the Decision Band™ Method to evaluate the City's jobs
  - Create a "step" pay system
- On an overall basis, the City's average salary range midpoints are 11.8% below the average salary range midpoints of the market.

21

# Job Evaluation

## What is Job Evaluation

- A method used to determine the relative value of jobs within the City.
- A tool for blending internal equity with market parity.
- The foundation of a salary structure

## The Decision Band™ Method of Job Evaluation

- Three-step process ensures fair and equitable salaries.
  - ✓ The value of a job should reflect the importance of the job to the City.
  - ✓ The importance of a job is directly related to the decision-making requirements of the job
  - ✓ Decision-making is common to all jobs
  - ✓ Decision-making is measurable

## DBM/Market Based Salary Structures

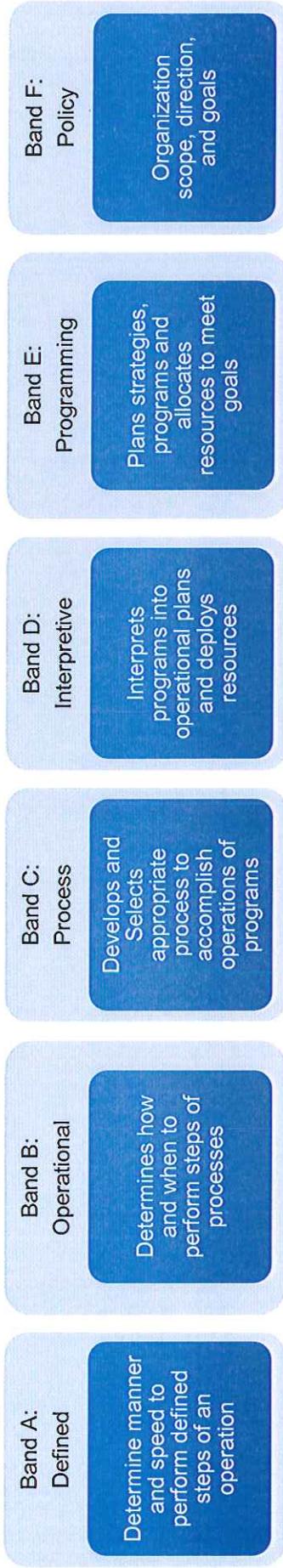
- Developing a fair and competitive salary structure requires a balance between internal equity and market parity.
- Internal equity is established through the application of a formal job evaluation methodology, such as the Decision Band™ Method (DBM) of job evaluation.
- Market parity can be established by benchmarking the competitive labor market and using that data to anchor the salary structure.
- The salary structure is developed based directly on the market of each Decision Band™

22



# Job Evaluation: Decision Band™ Method

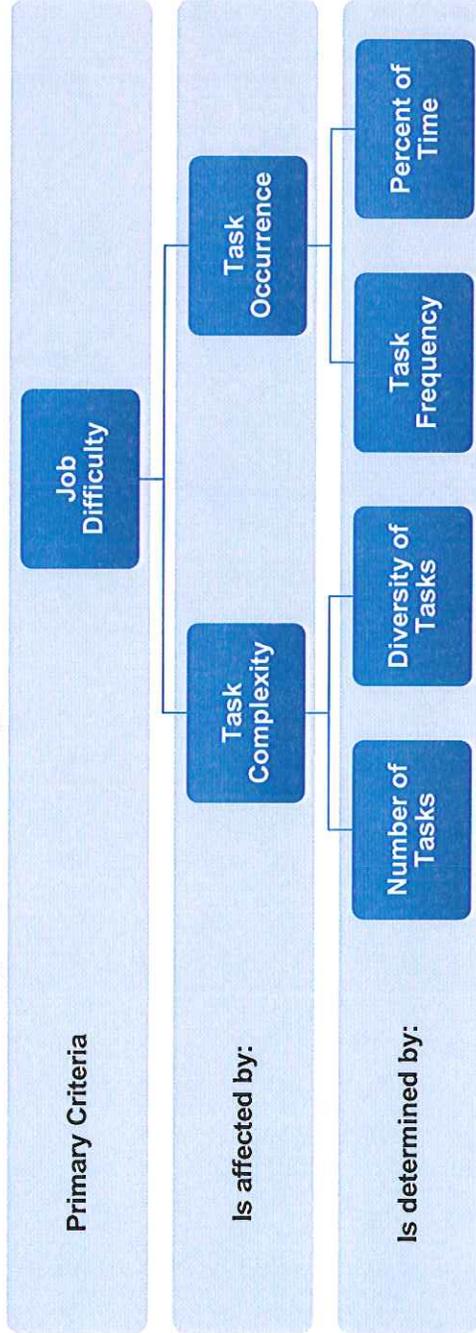
## Step 1: Determine appropriate band



## Step 2: Determine appropriate grade



## Step 3: Determine appropriate subgrade



23

# Compensation Study

- Given the City's request to receive findings and recommendations prior to May 2014, FLA recommended that the salary information be obtained from the published Minnesota League of Cities Salary Survey rather than from a more time consuming custom market survey. The City agreed with FLA's recommendation.
- In order to obtain sufficient salary information (five independent data points) FLA suggested that salary data be obtained from the League Survey for cities with a population range from 1,000 – 4,000 filtered for southwest, southeast and central Minnesota.
- FLA used the City provided job descriptions and matched those jobs to the League of Cities survey and then attempted to obtain comparative salary for each City job.

24

# Compensation Study - Survey Process

- Market data were collected on ten (10) of the City's fifteen (15) classifications. There were less than five data points for the Electric Utility Superintendent, Water/Wastewater Superintendent, Deputy City Administrator Clerk and Assistant Library Director. There were no job matches for the Economic Development Assistant and Library Assistant/Aide.

- |  |  |
|--|--|
| 1. City Administrator                  | 6. Police Officer                          |
| 2. Police Chief                        | 7. Lineperson                              |
| 3. Economic Development<br>Coordinator | 8. Utility Office Manager/Billing<br>Clerk |
| 4. Library Director                    | 9. Water/Wastewater Worker                 |
| 5. Public Works Superintendent         | 10. Public Works Worker                    |

25

## Survey Results - Compensation

- We have compared Mountain Lake's data with the salary information obtained from the Minnesota League of Cities Salary Survey.
- The overall percentage differences at the bottom of the following charts is not simply an average of all of the individual averages, but rather reflect the sum of all City salary rates minus the sum of all market salary rates, divided by the sum of all market salary rates. This reflects a more accurate comparison rather than averaging the percent differences of each job.

26

## Survey Results - Compensation

- The following guidelines are used when determining the competitive nature of current actual compensation:
  - +/- 5% (Highly Competitive)
  - +/- 10% (Competitive)
  - +/- 10-15% (Possible misalignment with the market)
  - > 15% (Significant misalignment with the market)

27

## Survey Results - Compensation

- For each comparison, the percentage difference has been calculated between the City's salary figure and the market salary figure in terms of the City's salary. If the figure is:
  - Positive (+) : Figure indicates that the City pays above the market
  - Negative (-) : Figure indicates that the City pays below the market
- Jobs highlighted in yellow are significantly below the market – 15% or greater.
- At 11.8% below the market (average salary range midpoints), our analysis indicates that overall, the City's current pay structure is possibly misaligned with the market.

28

## Survey Results - Compensation

- Given that the City is misaligned with the market, it is important to be mindful that individual jobs vary significantly, with some jobs being further above or below the market than the overall amounts.
- Factors such as performance, turnover, and longevity will impact actual salaries and may explain some of the differences between the City and the market in actual salaries.

29

# Survey Results - Compensation

- The following table summarizes the City's data against the market.

	L of C 2013 Survey Range Calculated Midpoint Average	Mountain Lake 2013 Calculated Midpoint	% Difference between Mountain Lake 2013 Midpoint and L of C 2013 Midpoint
<b>2013 L of C Survey Benchmark</b>			
City/County Administrator/Manager/Coordinator	\$67,335	\$59,407	-11.8%
Police Chief	\$55,501	\$53,091	-4.3%
Community Development Director	\$53,313	\$41,547	-22.1%
Library Director	\$44,117	\$36,819	-16.5%
Streets Supervisor	\$43,750	\$37,973	-13.2%
Patrol Officer/Deputy Sheriff	\$42,766	\$35,975	-15.9%
Lineworker	\$48,451	\$43,090	-11.1%
Utilities Billing Clerk	\$34,437	\$34,688	0.7%
Sewer & Water Maintenance Worker	\$39,921	\$34,688	-13.1%
Streets Maintenance Worker	\$37,408	\$34,688	-7.3%
	\$466,996	\$411,965	-11.8%

28

# Survey Results – Compensation

- In addition to collecting and comparing market data, we have also evaluated the City's jobs using DBM

Mountain Lake Job Description Title	DBM Value
City Administrator	E82
Police Chief	D63
Economic Development Coordinator	D62
Library Director	C41
Electric Utility Superintendent	B32
Public Works Superintendent	B31
Water/Wastewater Superintendent	B31
Police Officer	B23
Lineperson	B23
Deputy City Administrator/Clerk	B23
Utility Office Manager/Billing Clerk	B22
Water/Wastewater Worker	B21
Assistant Library Director	B21
Economic Development Assistant	B21
Public Works Worker	A13
Library Assistant/Aide	A12

31

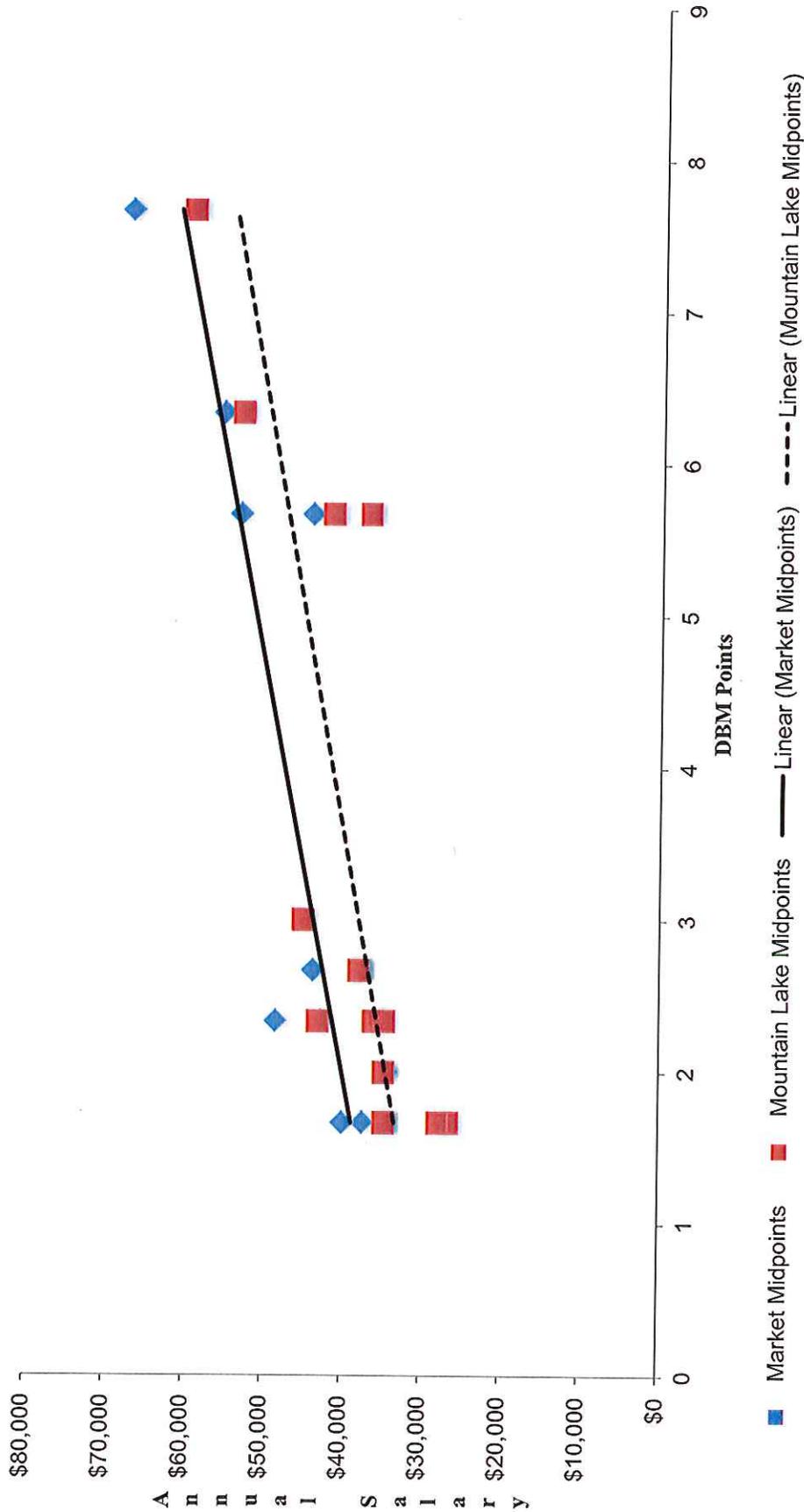
## Survey Results - Compensation

- A graphical representation of the survey results is shown on the following page. The graph exhibits salary figures (which are shown as plot-points).
- For jobs which we did or could not collect comparable market data, the job evaluation results (DBM) will determine the appropriate pay for these jobs to retain internal equity.
- The next step is to combine the internal equity with market data to develop a salary structure through regression analysis.

32

# Survey Results - Compensation

## Mountain Lake Midpoints v. Market Midpoints Average Salaries



## Recommendations - Salary Structure

- We have developed a salary structure for the City's consideration. This salary structure is based on a regression analysis of the current market data.
- We utilized regression analysis to calculate a "line of best fit," or trend line, which projected an average predicted market pay rate.
- This process results in a salary structure that is internally equitable and externally competitive.
- The salary structure can be found on the next page.

34

# Recommendations - Salary Structure

Mountain Lake Job Description Title	DBM Value	Minimum of New Salary Range-Annual spread	Salary Table Control Point (Midpoint of New Salary Range-Annual)	Maximum of New Salary Range-Annual 40% spread	Mountain Lake 2013 Calculated Salary Range (Median)	Mountain Lake 2013 Actual Salary (Source: 2013 Pay Equity Report)
City Administrator	E82	\$53,279	\$63,935	\$74,591	\$59,407	\$64,224
Police Chief	D63	\$47,796	\$57,355	\$66,915	\$53,091	\$57,396
Economic Development Coordinator	D62	\$46,701	\$56,041	\$65,381	\$41,547	\$44,916
Library Director	C41	\$39,027	\$46,833	\$54,638	\$36,819	\$39,804
Electric Utility Superintendent	B32	\$36,833	\$44,200	\$51,567	\$45,011	\$48,660
Public Works Superintendent	B31	\$35,738	\$42,885	\$50,033	\$37,973	\$41,052
Water/Wastewater Superintendent	B31	\$35,738	\$42,885	\$50,033	\$37,973	\$41,052
Police Officer	B23	\$34,639	\$41,567	\$48,495	\$35,975	\$37,784
Lineperson	B23	\$34,639	\$41,567	\$48,495	\$43,090	\$46,584
Deputy City Administrator/Clerk	B23	\$34,639	\$41,567	\$48,495	\$34,688	\$37,500
Utility Office Manager/Billing Clerk	B22	\$33,544	\$40,253	\$46,962	\$34,688	\$37,500
Water/Wastewater Worker	B21	\$32,449	\$38,938	\$45,428	\$34,688	\$37,500
Assistant Library Director	B21	\$32,449	\$38,938	\$45,428	\$26,551	\$28,704
Economic Development Assistant	B21	\$32,449	\$38,938	\$45,428	\$27,894	\$30,156
Public Works Worker	A13	\$31,350	\$37,620	\$43,890	\$34,688	\$37,500

35

# Recommendations – Comparison of Current Salary Ranges to Proposed New Salary Ranges

Mountain Lake Job Description Title	Minimum of New Salary Range- Annual 40% spread	Maximum of New Salary Range- Annual 40% spread	Mountain Lake 2013 Minimum (85% of Full Wage Rate)	Mountain Lake 2013 Maximum (Full Wage Rate)	Mountain Lake 2013 Actual Salary (Source: 2013 Pay Equity Report)
City Administrator	\$53,279	\$74,591	\$54,590	\$64,224	\$64,224
Police Chief	\$47,796	\$66,915	\$48,787	\$57,396	\$57,396
Economic Development Coordinator	\$46,701	\$65,381	\$38,179	\$44,916	\$44,916
Library Director	\$39,027	\$54,638	\$33,833	\$39,804	\$39,804
Electric Utility Superintendent	\$36,833	\$51,567	\$41,361	\$48,660	\$48,660
Public Works Superintendent	\$35,738	\$50,033	\$34,894	\$41,052	\$41,052
Water/Wastewater Superintendent	\$35,738	\$50,033	\$34,894	\$41,052	\$41,052
Police Officer	\$34,639	\$48,495	\$33,058	\$38,892	\$37,784
Lineperson	\$34,639	\$48,495	\$39,596	\$46,584	\$46,584
Deputy City Administrator/Clerk	\$34,639	\$48,495	\$31,875	\$37,500	\$37,500
Utility Office Manager/Billing Clerk	\$33,544	\$46,962	\$31,875	\$37,500	\$37,500
Water/Wastewater Worker	\$32,449	\$45,428	\$31,875	\$37,500	\$37,500
Assistant Library Director	\$32,449	\$45,428	\$24,398	\$28,704	\$28,704
Economic Development Assistant	\$32,449	\$45,428	\$25,633	\$30,156	\$30,156
Public Works Worker	\$31,350	\$43,890	\$31,875	\$37,500	\$37,500

36

# Recommendations

- Adopt new salary ranges.
- Adopt DBM as the job evaluation method for determining internal equity.
- Review those jobs that are significantly above or below the market.
  - Confirm accuracy of the job description
  - Review tenure and performance to determine the impact on compensation
- Move individuals who are below the minimum of the new range to the minimum of the range.
- Consider freezing or slowing salary growth for those positions that are significantly above the maximum of the spread range.

37

# Appendix

- Salary ranges with 12 steps have been separately provided to the City along with various implementation costs options.

30

Same as Original signed in

Jan. 2011

for '11-'12-'13

### Swimming Pool Agreement

This agreement is entered into on the \_\_\_\_\_ day of \_\_\_\_\_, 2014, by and between the City of Mountain Lake (herein referred to as "City") and Independent School District #173 (herein referred to as "School.")

WHEREAS, the City and the School both believe that a swimming pool should be available to residents on a year round basis.

WHEREAS, the City and the School wish to cooperate in the funding of the operational costs of the swimming pool.

WHEREAS, the City and the School recognize that the age of the pool (built in 1970) may hinder the School's ability to keep the pool open due to unforeseen, unsustainable operational and repair costs.

WHEREAS, the City and the School recognize that the funding the swimming pool places a burden on their respective budgets.

WHEREAS, the City and the School welcome community participation in pool matters by groups such as The Friends of the Pool and other community and area groups.

WHEREAS, the City and the School recognize that the swimming pool minimally includes: the pool, a boy's locker room, a girl's locker room, a pump room, an office and a boiler room.

THEREFORE,

IT IS AGREED, that the City will fund pool related costs of for ONE (1) year at a 50/50 split of the net remaining swimming facility costs up to \$15,000 for each of the three years. The net costs will be calculated as the difference between pool related revenues and covered pool operational expenses.

IT IS AGREED, that the school will calculate quarterly bills to be presented to the City the quarterly "Pool Advisory Committee" meetings. The bills and payments will be calculated according to the City calendar for the following ending dates:

	School Calendar	<u>City Calendar</u>
April 15	3 <sup>rd</sup> Quarter	1 <sup>st</sup> Quarter
July 15	4 <sup>th</sup> Quarter	2 <sup>nd</sup> Quarter
October 15	1 <sup>st</sup> Quarter	3 <sup>rd</sup> Quarter
January 15	2 <sup>nd</sup> Quarter	4 <sup>th</sup> Quarter

IT IS AGREED, that the covered pool operational EXPENSES include the following examples: lifeguards, pool coordinator, pool operator, custodial, pool instructional supplies, balls, paddle board, diving bricks, ropes, floats, lighting, chairs, benches, chemicals, tickets, advertising, licensing, printing, certificates, postage, mailing, chemical testing supplies, renewal fees, Red Cross CPR fees, WSI books, lifeguard shirts, CD's, ink cartridge, general office supplies, painting, MN Dept of Health hospitality fees, minor pool repairs, upgrades and improvements costing less than \$2,000.

39

IT IS AGREED, that the pool operational EXPENSES do not include: superintendent, bookkeeping, head custodian, district secretary, coaches, all utilities (water, gas, heating, electrical), insurance, and repair or facility upgrades costing \$2,000 or more.

IT IS AGREED, that the School may request City participation to share repairs that costs totaling \$2,000 or more. It is further agreed that a request from the School to the City for participation to share a repair that costs \$2,000 does not obligate the City to help fund the repair.

IT IS AGREED, that the School will keep the City informed of the overall physical condition of the swimming facility, the cost and need for major repairs, upgrades and improvements costing \$2,000 and above including: tuck point, pump room, boiler, pool blanket, roofing, ventilation, handicap lift, etc. It is further agreed that keeping the City for informed of major repairs costing \$2,000 and above does not obligate the City to fund the repair, upgrade or improvement.

IT IS AGREED, that the School and City will form a joint Pool Advisory Committee to review and discuss pool matters. The Pool Advisory Committee will consist of: up to 2 members from the City, the City Administrator, up to 3 members from the School Board, the school Superintendent, the School Pool Coordinator, School District Secretary, and Friends of the Pool representative.

IT IS AGREED, that neither the School Board or the City Council is obligated to adopt the advice of the Pool Advisory Committee as official School policy.

IT IS AGREED, that the district will act as fiscal host for the Friends of the Pool donations. These donations will be held in the School "fund 09." The management and release of these funds to pool related projects will be at the discretion of the Friends of the Pool organization.

IT IS AGREED, that this agreement shall be in force and effect beginning January 1, 2015 and ending December 31, 2015 unless changed by mutual agreement. The terms of this agreement shall be reviewed annually.

Dated at Mountain Lake, Minnesota this \_\_\_\_\_ day of \_\_\_\_\_ 2014.

\_\_\_\_\_  
City Mayor Date

\_\_\_\_\_  
City Clerk Date

\_\_\_\_\_  
School Board Chair Date

\_\_\_\_\_  
School Board Clerk Date

40

**City Hall Holiday Hours:**

After talking to staff I am proposing that City Hall be closed on Fri. Nov. 28 and Fri. Dec. 26. Employees that want to work may do so. Employees that do not work will need to use accrued vacation leave.

**Canvassing Board Meeting Date:**

By statute the Canvassing Board must meet between Fri. Nov. 7 and Fri. Nov. 14.

ifmeanddate.com

December 2014 (United States)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6 O Full Moon	7 X	8
9	10 X	11 Veterans Day	12 X	13 X	14 O 3rd Quarter X	15
16	17	18	19	20	21	22 O New Moon
23	24	25	26	27 Thanksgiving Day	28	29 O 1st Quarter
30						

ifmeanddate.com

December 2014 (United States)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
7	8	9	10	11	12	13
14 O 3rd Quarter	15	16	17	18	19	20
21 O New Moon	22	23	24 Christmas Eve	25 Christmas Day	26	27
28 O 1st Quarter	29	30	31 New Year's Eve	New Year's Day		

(4)