

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

AGENDA

1. Meeting called to order by Mayor Pro Tem, David Savage  
\* further information on agenda item is attached
2. Approval of Agenda and Consent Agenda
  - a. Bills: Check #'s 9917070 – 9917122; E-check #'s 380E – 382 E\*(1-6)
  - b. Approval of Payroll Checks #61620-61651
  - c. Approval of Feb. 3 and 10 Council Minutes\*(7-10)
  - d. Approval of Jan. 8 Police Commission Minutes\*(11)
  - e. Approval of Oct. 13, 2014 Tree Commission Minutes\*(12)
  - f. Approval of Jan. 14 Library Board Minutes, Jan. Library Report & Jan. Expenditures\*(13-15)
  - g. Approval of Jan. 16 EDA Minutes\*(16-17)
  - h. Approval of Jan. 22 Utilities Commission Minutes\*(18)
4. Public – A total of ten (10) minutes is allotted for individuals to briefly discuss a topic of concern with the Council.
5. League of MN Cities Insurance Trust (LMCIT) Workers' Compensation Policy
  - a. Current Policy Premium\*(19)
  - b. League Memo "Things to Think About..." \*(20-27)
  - c. League Memo "Accident Coverage for City Volunteers"\*(28-30)
  - d. Premium Options\*(31-32)
6. 2015 Rental Inspections
  - a. Sample of Letter to Property Owner\*(33)
  - b. Sample of Letter to Renter\*(34)
  - c. Rental Housing Inspection Form\*(35)
  - d. Status List\*(36-39)
  - e. Consider Action against Unlicensed Properties
7. Hazardous Buildings Update

- a. 724 Prince St.
- b. 412 7<sup>th</sup> St.

8. Administrator

- a. 2014 Budget – separate packet
- b. Local Board of Appeal and Equalization\*(40)

9. Trail Litigation Update, Meeting May Be Closed, Attorney/Client Privilege

10. Adjourn

Upcoming

- Mon. March 16, Public Mountain Lake Active Living Plan Existing Conditions Meeting  
5pm to 6:15pm, City Hall
- Thurs. April 16, Central MN Municipal Power Agency Meeting for Utility Commissions and  
City Councils, 3pm, Mankato
- Thurs. May 7, Local Board of Appeal and Equalization, 5:30pm, City Hall

**\*Check Detail Register©**

*February 17, 2015  
mtg*

*9917070-9917122*

February 2015

Check Amt Invoice Comment

*380E-382E*

**10100 United Prairie**

Paid Chk# 9917070	2/5/2015	AFLAC	
G 101-21713		AFLAC	\$192.74
		<b>Total AFLAC</b>	<b>\$192.74</b>

Paid Chk# 9917071	2/5/2015	BCBS/HSA	
G 101-21714		HSA	\$804.25
		<b>Total BCBS/HSA</b>	<b>\$804.25</b>

Paid Chk# 9917072	2/5/2015	COMMISSIONER OF REVENUE	
G 101-21702		State Withholding	\$742.70
		<b>Total COMMISSIONER OF REVENUE</b>	<b>\$742.70</b>

Paid Chk# 9917073	2/5/2015	GISLASON & HUNTER	
G 101-21712		Garnishments	\$359.55
		<b>Total GISLASON &amp; HUNTER</b>	<b>\$359.55</b>

Paid Chk# 9917074	2/5/2015	INTERNAL REVENUE SERVICE	
G 101-21701		Federal Withholding	\$1,638.75
G 101-21703		FICA Tax Withholding	\$2,329.42
		<b>Total INTERNAL REVENUE SERVICE</b>	<b>\$3,968.17</b>

Paid Chk# 9917075	2/5/2015	LAW ENFORCEMENT LABOR SERV	
G 101-21711		PD UNION DUES	\$141.00
		<b>Total LAW ENFORCEMENT LABOR SERV</b>	<b>\$141.00</b>

Paid Chk# 9917076	2/5/2015	PERA	
G 101-21704		PERA	\$4,222.29
		<b>Total PERA</b>	<b>\$4,222.29</b>

Paid Chk# 9917077	2/5/2015	VALIC	
G 101-21705		VALIC	\$957.58
		<b>Total VALIC</b>	<b>\$957.58</b>

Paid Chk# 9917078	2/9/2015	COMMISSIONER OF REVENUE	
G 101-21702		State Withholding	\$117.65
		<b>Total COMMISSIONER OF REVENUE</b>	<b>\$117.65</b>

Paid Chk# 9917079	2/9/2015	INTERNAL REVENUE SERVICE	
G 101-21703		FICA Tax Withholding	\$993.92
G 101-21701		Federal Withholding	\$233.87
		<b>Total INTERNAL REVENUE SERVICE</b>	<b>\$1,227.79</b>

Paid Chk# 9917080	2/9/2015	SELECT ACCOUNT		
E 205-46500-141		Admin Fees-HSA	\$2.11	FEB HSA ADMIN FEES
E 101-42100-141		Admin Fees-HSA	\$10.55	FEBHSA ADMIN FEES
E 101-43100-141		Admin Fees-HSA	\$3.80	FEB HSA ADMIN FEES
E 101-41400-141		Admin Fees-HSA	\$4.22	FEB HSA ADMIN FEES
E 101-41400-141		Admin Fees-HSA	\$4.22	JAN HSA ADMIN FEES
E 101-45200-141		Admin Fees-HSA	\$1.27	FEB HSA ADMIN FEES
E 101-42100-141		Admin Fees-HSA	\$10.55	JAN HSA ADMIN FEES
E 101-46200-141		Admin Fees-HSA	\$1.26	FEB HSA ADMIN FEES
E 101-46200-141		Admin Fees-HSA	\$1.26	JAN HSA ADMIN FEES
E 205-46500-141		Admin Fees-HSA	\$2.11	JAN HSA ADMIN FEES
E 211-45500-141		Admin Fees-HSA	\$2.11	JAN HSA ADMIN FEES
E 101-43100-141		Admin Fees-HSA	\$3.80	JAN HSA ADMIN FEES

(1)

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		Check Amt	Invoice	Comment
E 211-45500-141	Admin Fees-HSA	\$2.11		FEB HSA ADMIN FEES
E 101-45200-141	Admin Fees-HSA	\$1.27		JAN HSA ADMIN FEES
<b>Total SELECT ACCOUNT</b>		<b>\$50.64</b>		
<b>Paid Chk# 9917081</b>	<b>2/13/2015 CARCHIOUS RODNEY</b>			
E 607-46330-401	Repairs/Maint Buildings	\$180.00		EXTRA HOURS-4 PLEX
E 607-46330-401	Repairs/Maint Buildings	\$13.60		JANUARY MAINT-HERITAGE ESTATES
E 608-46330-401	Repairs/Maint Buildings	\$26.40		JANUARY MAINT-HERITAGE ESTATES
<b>Total CARCHIOUS RODNEY</b>		<b>\$220.00</b>		
<b>Paid Chk# 9917082</b>	<b>2/13/2015 SIMPLEX GRINNELL</b>			
E 403-46300-434	Project Expense	\$925.63		SERVICE AGREEMENT-POPD KERNS SPRINKLER
<b>Total SIMPLEX GRINNELL</b>		<b>\$925.63</b>		
<b>Paid Chk# 9917083</b>	<b>2/13/2015 ST JAMES ELECTRIC</b>			
E 608-46330-401	Repairs/Maint Buildings	\$187.74		REPLACE SMOKE ALARMS IN APT #401
<b>Total ST JAMES ELECTRIC</b>		<b>\$187.74</b>		
<b>Paid Chk# 9917084</b>	<b>2/13/2015 WILLIS KRAHN</b>			
E 608-46330-402	Repairs/Maint- Ground	\$475.20		SNOW REMOVAL-HERITAGE ESTATES
E 607-46330-402	Repairs/Maint- Ground	\$244.80		SNOW REMOVAL-HERITAGE ESTATES
E 609-46330-402	Repairs/Maint- Ground	\$300.00		SNOW REMOVAL-MASON MANOR
<b>Total WILLIS KRAHN</b>		<b>\$1,020.00</b>		
<b>Paid Chk# 9917085</b>	<b>2/13/2015 COUNTRY PRIDE SERVICES</b>			
E 231-42154-212	Motor Fuels	\$354.69		AMB DIESEL
E 101-42100-212	Motor Fuels	\$290.08		PD-CHARGER GAS
E 221-42200-212	Motor Fuels	\$584.61		FIRE DEPT FUEL
E 101-42100-212	Motor Fuels	\$149.08		PD-SUV GAS
E 101-43100-212	Motor Fuels	\$784.64		ST DEPT GAS
E 101-45200-212	Motor Fuels	\$40.89		PAKRS GAS
E 221-42200-404	Repairs/Maint Machinery/Equip	\$14.19	137040	RUBBER STRAP-NEW PUMPER
E 609-46330-401	Repairs/Maint Buildings	\$70.00	137264	LABOR ON FURNACE-HUDSON APT
E 608-46330-401	Repairs/Maint Buildings	\$523.23	137315,13726	PLUMBING HALE APT,FURNACE AT WASSMAN
E 211-45500-220	Repair/Maint Supply	\$37.66	137395	LIBRARY CLEANING SUPPLIES
E 101-43100-215	Shop Supplies	\$19.23	137588	WINDOW CLEANER-ST DEPT
E 240-46500-401	Repairs/Maint Buildings	\$70.00	137590	CHECK SEWER SMELL-ML FITNESS BLDG
E 507-46103-430	Miscellaneous	\$10.86	137681	ADAPTER,STRAP-LAKE COMM
E 101-43124-216	Chemicals and Chem Products	\$42.66	137806	SALT FOR SIDEWALKS
E 607-46330-401	Repairs/Maint Buildings	\$204.08	138067,13784	SPRING FOR GARAGE DOOR-400B,GARAGE DOOR OPENER-400C
E 221-42200-401	Repairs/Maint Buildings	\$16.01	138177	ELBOW,LUBRICANT-FIREHALL
E 101-43100-404	Repairs/Maint Machinery/Equip	\$205.90	138184,13817	BOLTS,PAINT,WOOD FOR PICNIC TABLES
E 101-45186-220	Repair/Maint Supply	\$53.90	138204	COMM CTR CLEANING SUPPLIES
E 231-42154-404	Repairs/Maint Machinery/Equip	\$1.59	138281	SEAL TAPE TO REPAIR OXYGEN REGULATOR
<b>Total COUNTRY PRIDE SERVICES</b>		<b>\$3,473.30</b>		
<b>Paid Chk# 9917086</b>	<b>2/13/2015 BOLTON &amp; MENK INC.</b>			
E 202-49400-434	Project Expense	\$884.95	0174781	ENGINEERING WELL #7
<b>Total BOLTON &amp; MENK INC.</b>		<b>\$884.95</b>		
<b>Paid Chk# 9917087</b>	<b>2/13/2015 PETERSON DRUG &amp; GIFTS</b>			
E 101-45186-220	Repair/Maint Supply	\$17.07	1/29/2015	GLOVES,CLEANING SUPPLIES-COMM CTR
<b>Total PETERSON DRUG &amp; GIFTS</b>		<b>\$17.07</b>		
<b>Paid Chk# 9917088</b>	<b>2/13/2015 SOUTH CENTRAL COLLEGE</b>			
E 101-42100-308	Training & Instruction	\$537.78	00136574	BRISTOL,HALL,HALE-1ST RESPONDER

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		Check Amt	Invoice	Comment
<b>Total SOUTH CENTRAL COLLEGE</b>		<b>\$537.78</b>		
<b>Paid Chk# 9917089 2/13/2015 CITIZEN PUBLISHING</b>				
E 101-41400-351	Legal Notices Publishing	\$108.75	01/14/2015	ORDINANCE-#1-15
E 101-41400-351	Legal Notices Publishing	\$82.50	1/14/2015	SUMMARY BUDGET
<b>Total CITIZEN PUBLISHING</b>		<b>\$191.25</b>		
<b>Paid Chk# 9917090 2/13/2015 THIRD AVENUE AUTO PARTS</b>				
E 101-43100-212	Motor Fuels	\$596.99	S143829	55 GAL 15W40 OIL-ST DEPT
E 101-43100-404	Repairs/Maint Machinery/Equip	\$72.19	S143896	SOLENOID
E 101-43100-215	Shop Supplies	\$2.39	S144054	LOCK DE-ICER-ST DEPT
E 101-43100-404	Repairs/Maint Machinery/Equip	\$297.21	S144064	BATTERY
E 101-43100-404	Repairs/Maint Machinery/Equip	\$51.60	S144069	RUBBERIZED UNDERCOATING-ST DEPT
E 101-43100-404	Repairs/Maint Machinery/Equip	\$14.59	S144099	TIRE FOAM,RUBBERIZED UNDERCOATING
E 101-43100-404	Repairs/Maint Machinery/Equip	\$36.99	S144125	FLOW PLUS-ST DEPT
E 101-43100-404	Repairs/Maint Machinery/Equip	\$11.00	S144128	REPL LENS
E 101-43100-404	Repairs/Maint Machinery/Equip	\$5.27	S144141	RETURN CAP, SOCKET, SWITCH, TUBING
E 101-43100-404	Repairs/Maint Machinery/Equip	\$23.59	S144142	RUBBERIZED UNDERCOATING,CAP-ST DEPT
E 101-43100-404	Repairs/Maint Machinery/Equip	\$6.49	S144174	PRIMARY WIRE
E 101-43100-404	Repairs/Maint Machinery/Equip	\$1.99	S144207	OIL FILLER CAP
E 101-43100-404	Repairs/Maint Machinery/Equip	\$10.16	S144210	PARTS #16-ST DEPT
E 101-43100-215	Shop Supplies	\$7.98	S144220	CARB CLEANER-ST DEPT
E 101-43100-404	Repairs/Maint Machinery/Equip	\$11.08	S144245	SOCKET,FUSE-ST DEPT
E 101-43100-404	Repairs/Maint Machinery/Equip	\$146.52	S144246	STARTER CABLE-ST DEPT
E 101-43100-404	Repairs/Maint Machinery/Equip	\$2.57	S144277	BATTERY BOLT & WIRE
E 101-43100-215	Shop Supplies	\$6.19	S144407	TIRE FOAM
E 101-43100-404	Repairs/Maint Machinery/Equip	\$353.19	S144460	ALTERNATOR
<b>Total THIRD AVENUE AUTO PARTS</b>		<b>\$1,657.99</b>		
<b>Paid Chk# 9917091 2/13/2015 NEW STAR SALES &amp; SERVICE</b>				
E 101-43100-200	Office Supplies	\$31.49	43540	FAX CARTRIDGE-ST DEPT
<b>Total NEW STAR SALES &amp; SERVICE</b>		<b>\$31.49</b>		
<b>Paid Chk# 9917092 2/13/2015 NEW STAR SALES &amp; SERVICE</b>				
E 101-41400-200	Office Supplies	\$331.73	43529	CITY-COPIES ON COLOR PRINTER-11/2/14 - 2/1/15
E 205-46500-200	Office Supplies	\$238.25	43529	EDA-COPIES ON COLOR PRINTER-11/2/14 - 2/1/15
<b>Total NEW STAR SALES &amp; SERVICE</b>		<b>\$569.98</b>		
<b>Paid Chk# 9917093 2/13/2015 ALPHA WIRELESS COMMUNICATIONS</b>				
E 221-42200-323	Radio-monthly service contract	\$36.00	674987	FEB-FD RADIO MAINT CONTRACT
E 231-42154-323	Radio-monthly service contract	\$44.00	674987	FEB-AMB RADIO MAINT CONTRACT
<b>Total ALPHA WIRELESS COMMUNICATIONS</b>		<b>\$80.00</b>		
<b>Paid Chk# 9917094 2/13/2015 BOLTON &amp; MENK INC.</b>				
E 412-43100-303	Engineering Fees	\$37.36	0174782	ENGINEERING-2012-14 ST PROJ
E 412-43150-303	Engineering Fees	\$215.15	0174782	ENGINEERING-2012-14 ST PROJ
<b>Total BOLTON &amp; MENK INC.</b>		<b>\$252.51</b>		
<b>Paid Chk# 9917095 2/13/2015 BOUND TREE MEDICAL</b>				
E 231-42154-210	Operating Supplies	\$554.67	81680137	COMBI-TUBE,SUCTION KITS-AMB SUPPLIES
<b>Total BOUND TREE MEDICAL</b>		<b>\$554.67</b>		
<b>Paid Chk# 9917096 2/13/2015 C &amp; B OPERATIONS LLC</b>				
E 101-43100-404	Repairs/Maint Machinery/Equip	\$38.47	1662629	REAR VIEW MIRROR-ST DEPT
<b>Total C &amp; B OPERATIONS LLC</b>		<b>\$38.47</b>		
<b>Paid Chk# 9917097 2/13/2015 CASEYS-CREDIT CARD DEPARTMENT</b>				

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E 101-45200-212	Motor Fuels		\$83.28		#4-PARKS GAS
E 101-43100-212	Motor Fuels		\$52.89		ST DEPT GAS
E 221-42200-430	Miscellaneous		\$51.27	1/17/15	FD PIZZA
total CASEYS-CREDIT CARD DEPARTMENT			\$187.44		
<b>Paid Chk# 9917098 2/13/2015 CITIZEN PUBLISHING</b>					
E 211-45500-591	Periodicals		\$70.00		LIBRARY-OBSERVER SUBSCRIPTION
Total CITIZEN PUBLISHING			\$70.00		
<b>Paid Chk# 9917099 2/13/2015 COMMUNITY ASSET DEVELOP GROUP</b>					
E 342-47000-300	Professional Svcs		\$5,655.78		2ND HALF 2014 TIF
total COMMUNITY ASSET DEVELOP GROUP			\$5,655.78		
<b>Paid Chk# 9917100 2/13/2015 DAVID SAVAGE</b>					
E 101-41110-331	Travel Expenses		\$181.49		REIMBURSE-CONFERENCE EXP
Total DAVID SAVAGE			\$181.49		
<b>Paid Chk# 9917101 2/13/2015 DENNIS HULZEBOS</b>					
E 211-45500-400	Janitor-Repairs/Maint		\$345.00		FEB MAINT AT LIBRARY
E 101-45186-400	Janitor-Repairs/Maint		\$250.00		FEB MAINT AT SR CTR
Total DENNIS HULZEBOS			\$595.00		
<b>Paid Chk# 9917102 2/13/2015 ELITE MECHANICAL SYSTEMS LLC</b>					
E 441-46300-434	Project Expense		\$3,095.75		PAYMENT-MT POWER BLDG
Total ELITE MECHANICAL SYSTEMS LLC			\$3,095.75		
<b>Paid Chk# 9917103 2/13/2015 FEDER MECHANICAL</b>					
E 101-43100-401	Repairs/Maint Buildings		\$354.98	76187	REPAIR WATER LEAK-ST SHOP
Total FEDER MECHANICAL			\$354.98		
<b>Paid Chk# 9917104 2/13/2015 HIGLEY FORD</b>					
E 101-42100-406	Vehicle Maint/Gen Repairs		\$384.69	67493	REPAIR TO 2010 FORD EXPEDITION-PD
Total HIGLEY FORD			\$384.69		
<b>Paid Chk# 9917105 2/13/2015 INGRAM</b>					
E 211-45500-590	Capital Outlay Books		\$145.47		LIBRARY BOOKS
Total INGRAM			\$145.47		
<b>Paid Chk# 9917106 2/13/2015 JACKSON COUNTY RECORDER</b>					
E 101-41400-200	Office Supplies		\$20.00		NOTARY RECORDING-DAWN
Total JACKSON COUNTY RECORDER			\$20.00		
<b>Paid Chk# 9917107 2/13/2015 JANZEN FABRICATION</b>					
E 221-42200-550	Motor Vehicles		\$7,851.27		BOX FOR 2015 CHEV 3500 PICKUP
Total JANZEN FABRICATION			\$7,851.27		
<b>Paid Chk# 9917108 2/13/2015 JR TOWING LLC</b>					
E 101-42100-406	Vehicle Maint/Gen Repairs		\$153.90	125	TOW DODGE CHARGER TO JACKSON
Total JR TOWING LLC			\$153.90		
<b>Paid Chk# 9917109 2/13/2015 KDOM RADIO</b>					
E 101-00000-430	Miscellaneous		\$28.00	540150134839	MONTHLY ADS
Total KDOM RADIO			\$28.00		
<b>Paid Chk# 9917110 2/13/2015 MARK WARNER</b>					
E 231-42154-308	Training & Instruction		\$245.00	2/9/2015	AMB DEPT CPR REFRESHER
Total MARK WARNER			\$245.00		

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Paid Chk#		Date	Entity		Check Amt	Invoice	Comment
Paid Chk# 9917111		2/13/2015	MAYNARDS FOOD CENTER				
E 101-41400-200	Office Supplies			\$4.25	1/15/2015	HAND SOAP-OFFICE	
E 101-43100-200	Office Supplies			\$36.84	1/15/2015	PAPER TOWELS-ST DEPT	
E 101-41400-200	Office Supplies			\$15.80	1/9/2015	TP & PAPER TOWELS-OFFICE	
Total MAYNARDS FOOD CENTER				\$56.89			
Paid Chk# 9917112		2/13/2015	MIDWAY FARM EQUIPMENT				
E 101-43100-404	Repairs/Maint Machinery/Equip			\$88.56	IM10564	END,HOSE-ST	
E 101-43100-404	Repairs/Maint Machinery/Equip			\$48.37	IM10583	JOY COUPLER-ST	
E 101-43100-404	Repairs/Maint Machinery/Equip			\$6.09	IM10621	GUAGE WIRE ENDS-#16 ST DEPT	
E 101-43100-404	Repairs/Maint Machinery/Equip			\$31.67	IM10674	ADAPTER & BALL-DISC MOWER	
Total MIDWAY FARM EQUIPMENT				\$174.69			
Paid Chk# 9917113		2/13/2015	MOUNTAIN LAKE PUBLIC SCHOOL				
E 101-45137-210	Operating Supplies			\$1,450.05		4TH QTR 2014 SWIMMING POOL PAY	
Total MOUNTAIN LAKE PUBLIC SCHOOL				\$1,450.05			
Paid Chk# 9917114		2/13/2015	MUNICIPAL UTILITIES				
R 101-00000-31000	General Property Taxes			\$360.48		WILFORD BOYD PRIVATE SEWER LINE	
R 101-00000-31000	General Property Taxes			\$96.38		MELANIE PEDERSON-PRIVATE SEWER LINE	
Total MUNICIPAL UTILITIES				\$456.86			
Paid Chk# 9917115		2/13/2015	NEW STAR SALES & SERVICE				
E 101-42100-200	Office Supplies			\$0.02	43528	PD-COPIES ON COPY MACHINE 11-2-14 TO 2-1-15	
E 205-46500-200	Office Supplies			\$66.57	43528	EDA-COPIES ON COPY MACHINE 11-2-14 TO 2-1-15	
E 101-41400-200	Office Supplies			\$141.72	43528	CITY-COPIES ON COPY MACHINE 11-2-14 TO 2-1-15	
Total NEW STAR SALES & SERVICE				\$208.31			
Paid Chk# 9917116		2/13/2015	NORTH STAR FLAGS				
E 101-00000-430	Miscellaneous			\$124.70	238713	2-5X8 POLYESTER FLAGS	
Total NORTH STAR FLAGS				\$124.70			
Paid Chk# 9917117		2/13/2015	PETERSON DRUG & GIFTS				
E 101-43100-200	Office Supplies			\$14.26	1/9/15	PICTURES-ST DEPT	
Total PETERSON DRUG & GIFTS				\$14.26			
Paid Chk# 9917118		2/13/2015	PLUM CREEK LIBRARY SYSTEM				
E 211-45500-590	Capital Outlay Books			\$832.70		LIB-E-BOOK ANNUAL FEE	
E 211-45500-434	Project Expense			\$175.50		LIBRARY PROJECT EXPENSE	
E 211-45500-220	Repair/Maint Supply			\$48.00		LIBRARY SUPPLIES	
E 211-45500-430	Miscellaneous			\$1,155.00		LIB-DELIVERY ANNUAL FEE	
E 211-45500-309	Automation Expense			\$2,450.10		LIB-AUTOMATION ANNUAL FEE	
Total PLUM CREEK LIBRARY SYSTEM				\$4,661.30			
Paid Chk# 9917119		2/13/2015	PRAXAIR				
E 231-42154-210	Operating Supplies			\$241.80		AMBULANCE OXYGEN	
Total PRAXAIR				\$241.80			
Paid Chk# 9917120		2/13/2015	SEACHANGE				
E 101-41400-200	Office Supplies			\$155.93	10015	MINUTE BOOK FILLER PAGES	
Total SEACHANGE				\$155.93			
Paid Chk# 9917121		2/13/2015	SOUTH CENTRAL COLLEGE				
E 231-42154-308	Training & Instruction			\$6,373.60	00136576	4 PEOPLE-EMT CLASS	
E 231-42154-308	Training & Instruction			\$788.56	00136576	P.BARNES,W.VOSHAGE-EMT REFRESHER	
Total SOUTH CENTRAL COLLEGE				\$7,162.16			

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February 2015

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Paid Chk#	Date	Account	Check Amt	Invoice	Comment
Paid Chk# 9917122	2/13/2015	WINTER EQUIPMENT CO			
E 101-43100-404		Repairs/Maint Machinery/Equip	\$397.12	IV25055	2--PLOW GUARDS
		<b>Total WINTER EQUIPMENT CO</b>	<b>\$397.12</b>		
		10100 United Prairie	\$57,500.03		

**Fund Summary**

Fund	Amount
<b>10100 United Prairie</b>	
101 GENERAL FUND	\$21,649.55
202 2014 SMALL CITIES DEVELOP PROG	\$884.95
205 ECONOMIC DEVELOPMENT AUTHORITY	\$309.04
211 LIBRARY FUND	\$5,263.65
221 FIRE DEPT FUND	\$8,553.35
231 AMBULANCE FUND	\$8,603.91
240 PROTIENT--DTED LOAN	\$70.00
342 T.I.F. #1-4 GOOD SAM	\$5,655.78
403 POPD KERNS CONST ACCT	\$925.63
412 2012 CITY WIDE PROJECT	\$252.51
441 MT POWER CONST ACCT	\$3,095.75
507 LAKE COMMISSION FUND	\$10.86
607 EDA----4 PLEX FUND	\$642.48
608 EDA----8 PLEX FUND	\$1,212.57
609 EDA-- MASON MANOR	\$370.00
	<b>\$57,500.03</b>

Paid Chk#	Date	Account	Check Amt	Comment
Paid Chk# 000380E	1/26/2015	SELECT ACCOUNT		
G 101-21710		Employee Flex Plan	\$20.00	WITHDRAWL FLEX ACCOUNT
		<b>Total SELECT ACCOUNT</b>	<b>\$20.00</b>	

**10100 United Prairie**

Paid Chk#	Date	Account	Check Amt	Comment
Paid Chk# 000381E	2/4/2015	STATE OF MINNESOTA		
E 211-45500-430		Miscellaneous	\$5.00	2014 LIBRARY SALES TAX
		<b>Total STATE OF MINNESOTA</b>	<b>\$5.00</b>	

Paid Chk#	Date	Account	Check Amt	Comment
Paid Chk# 000382E	2/6/2015	UNITED PRAIRIE BANK		
E 609-46330-610		Interest	\$884.58	MASON MANOR-INTEREST PAYMENT
G 609-22800		Notes Payable - Current	\$405.95	MASON MANOR-PRINC PAYMENT
		<b>Total UNITED PRAIRIE BANK</b>	<b>\$1,290.53</b>	

6

**DRAFT**  
**Mt. Lake City Council**  
**Mt. Lake City Hall**  
**Tuesday, February 3, 2015**  
**6:30 p.m.**

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

Members Absent: None

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

Others Present: Mt. Lake School Board Members: Tom Fast, Matt Gohr, Pam Hoek, Chad Peterson, Doug Standerwick, and Tim Swoboda; Supt. Bill Strom; Doug Regehr; Andy Kehren, Bolton & Menk

**Call to Order**

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

**Agenda and Consent Agenda**

The appointments of Tim Swoboda and Bryan Bargaen to the Planning and Zoning Commission were added to the consent agenda. Motion by Savage, seconded by Kass, to adopt the agenda as presented and the consent agenda with additions. Motion carried unanimously.

Bills: Check #'s 9917028-9917069

Jan. 20 Council Minutes

Jan. 8 Utility Commission Minutes

Appoint Tim Swoboda and Bryan Bargaen to the Planning and Zoning Commission

**Mt. Lake Public School Board**

Supt. Strom presented enrollment statistics, financial information, and a facility repair schedule. The continuation of the current operating levy and the extensive repair of the school building were discussed. The city's recently completed three year utility and street project was reviewed. The need to upgrade or replace the city's current sewage treatment system and the approximate costs were discussed. Other areas of joint interest were considered.

**Public**

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

### **Wastewater Treatment Upgrade Project and Funding**

Andy Kehren, Bolton & Menk, City Engineer, reviewed the sewage treatment upgrade project. While sewer main replacement, part of the 2012-2014 Utility and Street Project, reduced I & I (inflow and infiltration) entering the city's sewage system, the amount on average is above what the treatment ponds are permitted to receive. The quality of water being discharged from the ponds is also a problem. Alternatives under consideration, mechanical treatment or additional ponds, location, and cost were discussed. The sewer portion of the 2012-2014 project was funded by State of MN Public Facilities Authority (PFA) loans. When the PFA application was prepared the City was encouraged to submit a two part project to increase the opportunity to receive grant funding; the sewage treatment upgrades are the second part. Each year the city needs to update and re-submit the application to hold its place for funding. The city anticipates that much of the funding for the sewage treatment upgrades will be grants. Motion by Savage, seconded by Kruser, authorizing Bolton & Menk to prepare and submit the necessary revisions to the city's applications to the MN Pollution Control Agency Project Priority List and the MN Public Facilities Authority.

### **Appointment of Local Agent, League of MN Cities Insurance Trust (LMCIT) Policy**

The City of Mt. Lake rotates the local agent appointment between qualified insurance agencies in the city. Motion by Kass, seconded by Ysker, to adopt Resolution #3-15 appointing Hanson Agency the local agent from April 1, 2015 – April 1, 2018. Motion carried unanimously.

### **LMCIT Liability Coverage Waiver**

Discussion was held on the city's option to waive or not waive monetary limits on municipal tort liability established by MN Statutes Section 466.04. Motion by Savage, seconded by Kruser, to not waive the limits. Motion carried unanimously.

### **Work Session to Identify Council Goals**

By consensus the council agreed to meet on Tues. Feb. 10 at 6:30 p.m. to discuss 2015 goals.

### **Garbage Collection**

The history of garbage collection in the city and the current contract with Hometown Sanitation were reviewed. No action taken.

### **Conservation Improvement Plan, 2014 Summary and 2015 Goals**

The 2014 summary and 2015 goals were reviewed. No action taken.

### **2014 Budget**

The review of the 2014 budget was tabled to the Feb. 17 council meeting.

### **Bonded Indebtedness as of 12/31/14**

The schedule was reviewed. No action taken.

**Mt. Lake Trail**

Mayor Nelson closed the public meeting and opened the closed meeting at 8:51 p.m. to discuss on-going Mt. Lake trail litigation, attorney-client privilege. The closed meeting was closed and the public meeting opened at 9:20 p.m. No action taken.

**Adjourn**

Motion by Kruser, seconded by Kass, to adjourn at 9:22 p.m.

ATTEST:

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Wendy Meyer, Clerk/Administrator

**DRAFT**  
**Mt. Lake City Council**  
**Mt. Lake City Hall**  
**Tuesday, February 10, 2015**  
**6:30 p.m.**

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

Members Absent: None

Staff Present: Wendy Meyer, Clerk/Administrator

Others Present: None

**Call to Order**

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

**Goals**

The council completed a personality inventory and discussed the results. Council members were given an opportunity to ask questions, identify concerns and offer ideas that would better the community and city government. A number of topics including the city website, recreational opportunities, highway identification signs, downtown buildings, city staffing and the location of offices in city hall, and ways to make Mt. Lake a more welcoming community were discussed. Each council member agreed to research an area and report to the group at the Tues. March 3 council meeting. The meeting concluded with a tour of city hall.

**Adjourn**

The meeting adjourned at 8:25 p.m.

ATTEST:

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Wendy Meyer, Clerk/Administrator

Police Commission Mtg.  
January 8, 2015

Members Present: Chuck Witt, Wendy Myer, Garrett Wall, Norm Kunkel, Sue Garloff and Doug Bristol

Call to Order: Norm Kunkel

1. December minutes not available at the meeting: no discussion
  2. Election of Officers
    - a. Chair- Norm Kunkel
    - b. Vice Chair- Chuck Witt
    - c. Secretary- Sue Garloff
  3. Chief's Report
    - a. 53 calls for service- down slightly
    - b. New system sometimes kicks the user off: Windom has same issue
  4. Budget Expenditures
    - a. Year end wrap up is underway
      - State aid reimbursement
      - Fines/citations local
      - Revenue +\$2,500 for the year
      - Expenses tend to go up every year
      - Miscellaneous revenue: BCA training and \$1200 charger refund
    - b. Vehicles
      - Leasing is not a good idea due to mileage issues
      - A squad car takes 6 weeks to 2 months to complete
      - Average miles on Charger: 25,000 per year
      - Ken drives the SUV more
      - Explorer's state bid is \$25,000
      - Current Explorer has controls on steering wheel: a nice feature
    - c. Next Meeting in February
      - Entire budget and January budget and costs as well
  5. New Business
    - a. Snow Emergency
      - 5 cars on street: 3 towed: Nick door knocked
      - Tow person: based on availability of time
      - Tickets and documentation takes about 15-20 minutes
    - b. Nixle
      - Slowly working it into more usage by residents
    - c. Norm suggested an acknowledgement and thank you card for Darryl Barga and his years of service
- Motion To Adjourn: Garrett Wall: Seconded by Chuck Witt

Mountain Lake Tree Commission Minutes  
October 13, 2014  
City Hall, 7:45 p.m.

Present: Steve Harder, Jerry Logue, Dave Bucklin  
Others: Nathan Harder, Judy Harder, Brian Schultz, Wendy Meyer

1. July 14, 2014 minutes M/S/P

2. Removal/planting requests:

Junior Stoesz 427-0062 1017 7<sup>th</sup> Ave. remove ash trees  
Dave McFarland 1107 5<sup>th</sup> Ave. in conversation about his trees  
Kay Gemmer 427-2522  
Dan Janzen 427-3421 613 11<sup>th</sup> ST  
Kyle Lessmeier 636-0061/822-4040 plant 3 Japanese tree lilacs on 6<sup>th</sup> Ave & 2 Autumn Blaze  
on the west – as far away from the street as possible in right of way  
Ethyl Meyers – 822-3069 remove maple to the west on 2<sup>nd</sup> and replace w horse chestnut  
Sturm Funeral Home – replace 1-2 dead trees on north and replant 1 to the west?  
Apple tree to replace one that Toom lost at 101 12<sup>th</sup> St  
Wendt – 2 maples are gone – check to see about replacement  
ash on the western end of 4<sup>th</sup> and 6<sup>th</sup> Avenues  
Marilyn Stoesz (1210 Prince St?) – remove and replace tree  
check with new businesses – Popped Kerns (Caleb Krienke) & Mt. Power (Lauren Mifek 2015)  
Jessica Blom

3. Food Forest Update given by Nathan. He met with the city crew about the spot chosen west of the Lawcon shelter and it was approved but since then he has had second thoughts: the work required to keep it immaculate, etc. After several other suggestions around the room it was agreed to plant along the bike trail where it would be natural to have more fruit-bearing shrubs and trees: near the turn off to the island. Nathan and Dave are to decide on what types of plants to order and these will be planted May 2015.

4. TreeCity USA – Judy will submit this – at least try to...

5. Tree trimming by Dave, Steve and Nathan went very well. Brian showed up to inspire them to finish. The trees that were hit by spray this spring are slowing showing life. We wondered if the city spraying routine could be limited, either not done by new trees or reduce the spraying to every other year. The trees take a hard hit each year. Wendy spoke about tree trimming on KDOM kaleidoscope and the information was sent out with the utility bills. There were a couple homeowners that had questions about their tree trimming.

6. Dave's office is writing a Partner's Grant through GBERBA. If it is granted, applications will be accepted for water quality/storm water issues.

7. Next meeting – January 12, 2015

**Mountain Lake Public Library Board Minutes**  
**January 14, 2015**

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

**Members Absent:** Vickie Krueger

**Others Present:** None

Dennis Cords was introduced and welcomed as the new board member, replacing 3-term member, Margaret Hopwood.

The meeting was called to order at 10:05 a.m. by chairman, Barrie Wright.

**Election of Officers:** M/S/P Englin/Wright to cast a unanimous ballot to retain the current officers, Barrie Wright as chairman and Marci Hernandez as secretary.

M/S/P Englin/Hernandez to approve the minutes of the December 10, 2014 meeting.

Carol presented the December monthly report indicating 2,617 total circulation and expenditures in the amount of \$2,264.60. M/S/P Englin/Wright to approve the monthly report and expenditures. The budget was reviewed.

**Old Business:** None

**New Business:** The winter reading program "Book your Winter Getaway" started January 1 and continues through March 31, 2015. Library board meeting date and time were discussed and it was decided to continue with meeting on the 2<sup>nd</sup> Wednesday of the month at 4:00 p.m.

**Library Activity Report for December** was given.

Meeting adjourned at 11:00 a.m. by chairman, Barrie Wright.

**NEXT MEETING: Wednesday February 11, 2015 -- 4:00 p.m.**

Respectfully submitted,

Marci Hernandez, secretary

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CITY OF MOUNTAIN LAKE

PUBLIC LIBRARY REPORT

MONTH OF January, 2015

CIRCULATION AND USE

Adult fiction	_____
Adult nonfiction	_____
Non print (includes videos, cassettes, art prints, etc.)	_____
Juvenile	_____
Periodicals	_____

TOTAL CIRCULATION 2,833

Interlibrary loan sent	<u>264</u>	
Interlibrary loan received	<u>279</u>	
TOTAL ILL		<u>543</u>

ILL NON SYSTEM 74

RECEIPTS

Cash income	_____	
Donations (monetary)	_____	
County Revenue	_____	
Misc. Revenue	_____	
Fines	<u>12.00</u>	
Meeting room rental	_____	
Sale of supplies	_____	
TOTAL RECEIPTS		<u>\$ 12.00</u>

EXPENDITURES

Books	<u>1,199.19</u>	
Periodicals	<u>70.00</u>	
Audio-visual	<u>143.38</u>	
Supplies	<u>48.00</u>	
Postage	_____	
Miscellaneous/Delivery	<u>1,155.00</u>	
Telephone	<u>64.16</u>	
Repairs & maintenance	<u>345.00</u>	
Repairs & maint. of equipment	_____	
Project expense	<u>175.50</u>	
Capital outlay	_____	
Automation	<u>2,450.10</u>	
Gas Utilities	<u>405.22</u>	
TOTAL EXPENDITURES		<u>\$6,055.47</u>

(14)

LIBRARY DIRECTOR Carol Lehman

## LIBRARY EXPENDITURES - JANUARY 2015

Citizen Publishing Co.	Periodicals-2yr. (Observer/Advocate)	\$70.00
Frontier	Telephone Expense	\$64.16
Dennis Hulzebos	Repairs & Maintenance-Janitorial	\$345.00
Ingram	Books	\$145.47
MN Energy Resources Corp.	Gas Utilities	\$405.22
PCLS	Project Expense 175.50 Supplies 48.00 / Delivery 1,155.00 Automation 2,450.10 / Books 832.70	\$4,661.30
Synchrony Bank/Amazon	Books 221.02 / AV 143.30	\$364.32
		<hr/>
		\$6,055.47

REGULAR MEETING  
ECONOMIC DEVELOPMENT AUTHORITY

January 16, 2015

12:00 Noon

PRESENT: Darla Kruser, Mike Nelson, Brian Harder, Mark Hanson, Steve Syverson, and Jerry Haberman and Clara Johnson and Brad Hanson, Advisors

ABSENT: Vern Peterson

STAFF PRESENT: Rob Anderson and Marva Ott

GUESTS: Kelli Anderson-Salon 310; Cheryl Hiebert, O/A

1. Call to Order: Mark called the meeting to order.
2. Consent Agenda. Additional bills were presented in the amounts of \$1,012.24, \$44.32, and 2,202.50. Motion made and seconded by Brian and Steve to approve the minutes, bills and financials as presented including the additional bills: Carried.
3. Welcome new board members: The board welcomed Mike Nelson and Darla Kruser to the board representing the city council.
4. Election of Officers for 2015: Brian made a motion to keep the same officers as last year with Mark Hanson being Chairman, Vern Peterson being Vice-Chair and Marva Ott being Secretary. Steve seconded the motion and motion carried.
5. Loan Application from Kelli Anderson-Salon 310: Rob gave a brief outline that Kelli was purchasing the Salon for \$60,000.00. The bank in St. James is loaning her \$45,000.00, she is putting in \$5,000.00 equity and is asking the EDA for a loan of \$18,000.00. The EDA would take a second position on the building and equipment as collateral. The Bartels bought the salon from Cindy Quiring on a contract for deed and they would pay off their contract with her. Kelli is asking for a loan of \$18,000.00 at 4% interest over 10 years. Kelli then proceeded to explain to the board her intentions of keeping the salon as a full service salon. She stated that the two massage therapists are staying and she will have 3 stylists besides herself. The pricing will stay the same. She is also going to add a couple new services. Kelli stated that she has previous business and salon experience. The board asked her several questions and she answered the questions. She was then excused from the meeting.
6. Mt. Power Hydraulics project: Rob told the board that 4 contractors still need to finish their punch lists but the other ones are done. Rob gave an update on the common wall issue. The architect is requiring that the wall be reinforced. Mt. Power will implement a cross bracing between the buildings which they will pay for. A certificate of occupancy will then be issued. The South Dakota plant is closed and moved over to Mt. Lake so the business is going strong.

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7. Discussion about Salon 310 loan continued: the board was questioning the purchase price as Brad indicated that Bartels told him they would sell it for \$50,000.00. There was also questions about other issues after which Jerry made a motion to approve the loan requested with the terms discussed and Steve seconded the motion. Motion carried with Brian opposing the motion.
8. 2014 Work Plan Year End Report Review: Rob stated that 2014 was a good year and things are looking good for 2015. There was discussion about industrial park locations and where we should focus. The discussion led to the greenhouse property. Brian will talk with Marge Christensen to see if they are willing to sell or if anything is happening with the greenhouse. Motion was made and seconded by Jerry and Steve to accept the work plan as presented. Motion carried. Rob will present it to the council and then will put together the 2015 work plan.
9. Custom Motors roof leak: Rob stated that the roof is leaking where Travis works. Laraway Roofing did the original roof repair. They will come look at it and Rob was instructed to get pricing from them. Martin Quintero has looked at it and feels that it would cost about \$1,000.00 for time and materials. Jerry made a motion that if there is a cost for Laraway that is more than \$1,000.00 to have Barger's do the work. Brian seconded the motion. Carried.
10. General Discussion:
  - a. Industrial Park Planning: The board will keep looking at additional land for development. No action.
  - b. Next meeting will be February 13<sup>th</sup>.
  - c. Other: Rob discussed the housing rehab program and how to get more people interested since there are only 4 applicants so far. He stated that we could expand the target area to include the whole town if necessary. There was discussion about doing advertising in the paper but the board decided to try an insert in the utility bills first with general information and a telephone number for Western Community Action for more details.

A question was asked how Pop'd Kerns responded to our decision on the thermostat issue and Rob stated that they weren't pleased with the board's decision but they will take care of it.

11. Meeting adjourned.

SPECIAL UTILITIES COMMISSION MEETING  
THURSDAY, JANUARY 22, 2015  
7:00 A.M.

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

ABSENT: Brett Lohrenz

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

Others: Mike Thielen - Utilities Plus Energy Services

Mark Langland - Chairman called the special meeting of the Utilities commission for January 22, 2015 to order at 7:00 a.m.

1. Minutes and Bills: Motion by Mike Johnson seconded by John Carrison to accept the minutes and bills as presented. Motion carried. Checks #14988-15003.
2. Electric Department:

**Mike Thielen- Utilities Plus Energy Services (UPES):** Thielen discussed the report he had prepared reviewing the age, condition and future needs of the current sub-station. The Mountain Lake Interconnection facilities consists of a 69KV circuit switcher, a 5000 KVA Load Tap Changing Transformer, a 1200 amp 5kv circuit breaker and underground power cables. After years of service and peak loading the equipment can fail. The transformers and other equipment are presently 41 years old and at that age 10 percent of the transformers are expected to fail. The failure rate increases to 50 percent at 50 years of age, and the peak load is slowly increasing. The current transformer capacity does not leave any room for new load increases by new customers over and above normal load growth. If there was a failure the only way the utility could recover is by running the power plant engines, which has two concerns. 1. The utility does not have enough staff to cover a 24/7 x two weeks run period and 2. The fuel costs will increase approximately 31.5 cents per KWH. This would be an economical hit to the customers. Mobile substations are available but the rental of them is high and they are only available if the equipment owner does not need them. The utility should consider looking at a second transformer installed near the existing transformer and a second switchgear line. The exiting switchgear would be connected to the new switchgear with a bus tie. This would also help with the servicing of the equipment without running the engines. A second sub-station on the east end of the city was also discussed. The electrical needs of Milk Specialties Global, the utility's largest customer were discussed. A new transformer and second switchgear would run approximately 1.5 to 1.75 million dollars, and delivery could take up to several years. Funding the project was discussed. As a first step a rate study should be done. CMMPA has added paying for three rate studies to their 2015 budget. The utility will apply to CMMPA to cover the cost of a rate study.

Meeting adjourned.

**League of Minnesota Cities Insurance Trust**  
**Group Self-Insured Workers' Compensation Plan**  
 145 University Avenue West  
 St. Paul, MN 55103-2044  
 (651)215-4173

The "City"

MOUNTAIN LAKE, CITY OF  
 930 3RD AVE, PO BOX C  
 MOUNTAIN LAKE MN 56159-0320

Agreement No.: 0200069028  
 Agreement Period From: 4/01/2014  
 To: 4/01/2015

CONTINUATION SCHEDULE FOR INFORMATION PAGE

REMUNERATION	RATE	CODE	DESCRIPTION	EST. PREM
	73513.	8.96	5506 STREET CONSTRUCTION	6587.
	70000.	14.11	7381 VOLUNTEER AMBULANCE SERVICE	9877.
	40840.	4.56	7520 WATERWORKS	1862.
	106347.	3.99	7539 ELECTRIC & STEAM PLANT	4243.
	40840.	4.93	7580 SEWAGE DISPOSAL PLANT	2013.
POP	2917.	173.91	7708 FIREFIGHTERS (VOLUNTEER)	5073.
	183344.	3.93	7720 POLICE	7205.
	166485.	.73	8810 CLERICAL OFFICE EMPLOYEES NOC	1215.
	49730.	4.12	9102 PARKS	2049.
	39062.	.76	9410 MUNICIPAL EMPLOYEES	297.
	18200.	.35	9411 ELECTED OR APPOINTED OFFICIALS	64.
	43680.	.35	9411 BOARDS COMMISSIONS	153.
	75509.	.73	8810 LIBRARY OR MUSEUM- PROF & CLER	551.
			Manual Premium	41189.

EXPIRING INFORMATION  
DO NOT PAY

Agent: 411245939  
 00339 : FARMERS STATE CORPORATION  
 DBA UNITED PRAIRIE INS AGENCY  
 PO BOX 430  
 MOUNTAIN LAKE MN 56159-0430

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RISK MANAGEMENT INFORMATION  
**THINGS TO THINK ABOUT WHEN  
RENEWING WORKERS' COMPENSATION COVERAGE**

*The LMCIT workers' compensation program is specially designed for Minnesota cities to pick up risks that standard workers' compensation doesn't cover. The program makes standard some unique coverages. Members can tailor to their city the coverage, premium options, deductibles and credits. Members should consider a number of things when renewing coverage to ensure their needs are met.*

LMCIT tries to make buying coverage for workers' compensation exposures as simple and straightforward as possible, but there still are a number of things cities need to understand and decisions cities must make when renewing workers' compensation coverage.

### Unique Payroll Classes

While cities don't need to make any decisions regarding payroll classes, it's important to understand how these classes are developed because they are the foundation of the workers' compensation program.

LMCIT uses its own payroll classes to set its job class rate schedule. LMCIT's classes are unique from the job classes and rates developed by the Minnesota Workers' Compensation Insurance Association (MWCIA) and used by the commercial workers' compensation providers who might offer coverage to Minnesota cities. This allows LMCIT to better reflect employee roles and the real costs of losses for common city positions.

Maintaining and periodically revising a city-specific rate schedule is important for two reasons:

- Since LMCIT rates are based upon actual Minnesota city losses, the rates are a more accurate measure of Minnesota city risks. A more accurate rate schedule means LMCIT workers' compensation rates are sound, relative to the likely losses cities experience. That soundness translates directly into long-term rate stability for cities.
- This LMCIT-customized rate schedule helps ensure fairness in how costs are allocated among members. Cities with a lot of payroll in classes that have historically produced few injuries and losses pay less than others, and vice versa.

Sometimes a city employee may actually perform duties that are a mix of several different job classes. For instance, a streets worker also may have park maintenance duties. In these cases, the employee will be assigned into the job class with the higher LMCIT rate.

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LMCIT allows the city to separate an employee's payroll into varying class codes when there is adequate support for a division. The city's payroll records must indicate the specific number of hours the employee spends under separate class codes. This is done through maintenance of employee-specific time reports and needs to be more specific than a general description by percentage. For example, 10 percent of the time doing streets and 90 percent doing parks is not an adequate indication of split time.

### Exposure Testing for Bloodborne Pathogens and Infectious Diseases

Workers' compensation coverage consists mostly of state-mandated coverage for injured employees. In addition to requirements within the workers' compensation law itself, according to federal and state OSHA requirements, as well as state statutes, employers are responsible to pay for exposure testing for certain employees if employees experience significant exposure to some bloodborne pathogens or infectious diseases.

**Highlight**  
LMCIT's workers' compensation coverage is unique because it automatically includes testing for bloodborne pathogens and infectious diseases – an area that traditionally aren't part of workers' compensation

LMCIT's workers' compensation coverage automatically covers this employer responsibility. In fact, LMCIT coverage for exposure testing is broader than OSHA or statutory mandates. LMCIT covers the costs to test any employee who experienced significant exposure – not just public safety workers as required by law. The list of bloodborne pathogens and diseases covered under this LMCIT workers' compensation provision is broader than required, and includes exposure testing for meningitis and anthrax exposures.

This LMCIT coverage is automatic in the workers' compensation program. There is no additional premium charge for the coverage.

### Elected Officials

*Mt. Lake covers elected officials.*

Elected officials are not automatically covered by workers' compensation statutes. A city that wants to cover elected officials needs to pass an ordinance or resolution to make elected officials "employees" for purposes of workers' compensation coverage.

If the city doesn't pass an ordinance or resolution, workers' compensation benefits from the city won't be extended to the elected official injured on city business. Elected officials include mayors and council members, as well as other elected positions including clerks, treasurers, and other officers.

**Highlight**  
Elected officials are not automatically covered by workers' compensation statutes. A city that wants to cover elected officials needs to pass an ordinance or resolution to make elected officials "employees" for purposes of workers' compensation coverage

The 2015 workers' compensation premium rate for elected officials is \$.37 per \$100 of payroll. This rate is applied to the greater of either the elected official's actual salary, or an imputed annual salary of \$3,640. Using the imputed salary, the

average premium is \$13.47 per elected official. In case of injury, an elected official gets the same workers' compensation benefits as any other city employee. Indemnity benefits are based on the sum of earnings from the official's regular employment, plus salary (if any) received from the city.

## Boards and Commissions

### Separate administrative agencies

Mt. Lake  
covers  
EDA &  
Utility.

Cities should consider whether a separate administrative agency will be covered under a stand-alone workers' compensation policy or as part of the city's workers' compensation policy. Examples of boards that could have separate coverage include HRAs, EDAs, port authorities, utilities commissions, and hospital or nursing home boards.

In some cases, the city may prefer entities managed by a separate administrative board have workers' compensation coverage separate from the city. Cities may choose separate coverage for these agencies for a couple reasons:

- It may make it easier to allocate costs appropriately between the two budgets.
- Each operation will stand on its own for purposes of the experience modification calculation. For example, with separate coverage, losses experienced by employees of the utilities commission won't affect the city's experience modification, and vice versa.

A down-side to separate coverage is the city may lose some benefit of the volume-discount on premiums.

Whether to separate coverage is a decision to be made by the city. If the city wishes to include workers' compensation coverage for these employees together with other city employees, the city needs to let LMCIT know and the agency will be specifically listed as included.

Employees of a utilities commission, HRA, EDA, port authority, or hospital or nursing home board are not automatically covered by the city's LMCIT workers' compensation coverage unless that agency is listed on the information page of the coverage document.

Cities also should determine whether officers of the separate administrative agency will be covered under workers' compensation, just as a city has to determine whether elected officials will be covered.

Regardless of whether the separate administrative agency has its own workers' compensation policy or is part of the city's general workers' compensation coverage, the board of the separate agency should determine whether it wants its officers covered under workers' compensation. If so, the board will need to pass an ordinance or resolution to that effect.

### Learn More

Read more about covering elected officials in:

[Workers' Compensation Coverage for City Officers](#)

### Learn More

Read more about covering members of separate administrative boards in:

[Coordinating Coverages for Separate City Boards and Commissions](#)

Because these boards are separate legal entities, the decision about covering officers is distinct from the city's decision about covering its officers. Even if the administrative agency is included in the city's general workers' compensation policy, the decision whether to cover officers rests with the agency.

### Joint powers boards

A joint powers board needs workers' compensation coverage if it has its own employees. LMCIT offers workers' compensation coverage for any joint powers board with at least one city as a member. LMCIT can provide coverage by issuing separate coverage to the joint powers board, or by adding the joint powers board as a covered employer on the city's LMCIT workers' compensation coverage. Again, the decision whether to cover joint powers board officers under workers' compensation is a separate one the agency will need to make.

### Advisory boards

LMCIT workers' compensation coverage is not available for unpaid members of advisory boards that do not have legal decision-making authority. Volunteer members of a city advisory board or committee are automatically covered under LMCIT's volunteer accident coverage, which is an optional coverage available to members. See the section below titled "other city volunteers."

### City Volunteers

Mt. Lake  
covers  
Fire Dept,  
&  
Ambulance.

Certain volunteers are defined by statute as employees for purposes of workers' compensation coverage, including volunteer firefighters, ambulance attendants, first responders, law enforcement assistance volunteers, and civil defense volunteers. These volunteers are entitled to receive workers' compensation benefits if they are injured while performing volunteer services for the city, and are covered under the city's regular workers' compensation policy.

### Volunteers in an emergency

City volunteers who work during an emergency are entitled by statute to workers' compensation benefits under a city's policy, as long as the emergency city volunteers are registered with the city and work at the direction and control of the city. LMCIT does not charge an additional premium for this exposure.

### Other city volunteers

Also  
cover  
these  
volunteers

Other city volunteers are not considered employees and are therefore not covered by workers' compensation. Examples include coaches and instructors in recreation programs, volunteers working on city-sponsored festivals or celebrations, volunteers working on city construction and demolition projects, and volunteer members of purely advisory city committees or boards.

**Learn More**

Check out these LMCIT memos to learn more about city volunteers:

- [Providing Assistance in Emergencies: Coverage and Liability Issues](#)
- [Accident Coverage for City Volunteers](#)
- [Covering the City's](#)

For these volunteers, LMCIT offers optional volunteer accident coverage. Volunteers under this program receive limited death, disability and impairment benefits. The city can add coverage for as much as \$1,000 of medical costs for an additional charge. This coverage may help avoid litigation

in cases where the city may be at fault, and it also provides some protection for people donating their time and effort to city projects.

Volunteer accident coverage provides blanket coverage for all city volunteers working at the city's direction and control. The cost of volunteer workers' compensation coverage is based on the city's population, with a basic annual charge of \$.050 per capita subject to a minimum premium of \$75 and a maximum annual premium of \$750. The optional medical benefits have an additional charge of 45 percent of the total premium.

If the city wishes to provide volunteer accident coverage *only* for volunteer members of city advisory boards or committees, it may do so. The cost of this limited coverage is \$6.50 per board or committee member.

### Premium Options

LMCIT workers' compensation members have several premium options to weigh – regular premium, retrospective premium and deductible option.

*This is the city's current option.*

#### Regular premium

The regular premium option calculates a member city's premium based upon that city's payroll, according to payroll class. The premium is adjusted by an experience modification factor (EMF) that reflects the city's previous loss experience. LMCIT's policy is to use a city's claims from the previous four years, excluding the most recent year, to calculate EMF.

If a city chooses the regular premium option, premium payments are the city's only responsibility or liability. The regular premium option is a "fully insured" option.

#### Retrospective rating

Under LMCIT's retrospective-rating plan, or "retro," a city's final premium cost reflects its own, actual loss experience for the year. Cities with standard premiums of \$25,000 or more can elect one of three retro options, thereby choosing the amount of risk the city retains.

Retrospective rating is a form of risk retention. The city's final premium with a retro is a function of the city's own losses. With good experience, a retro can save the city significant money during the long run. Of course, the city is also subject to possible premium increases if it experiences a lot of injuries or a single big loss. Cities that use a retro – or would like

### Definition

#### Experience Modification Factor:

The fundamental premise of LMCIT's cost-allocation philosophy is experience rating – using a member's loss experience to set its premium rates. A city's experience modification factor, also known as "EMF" or "mod," looks at a city's claims from the oldest three years during a four-year period. The most recent year isn't part of the mod because those claims often are not yet mature. Using an EMF is one way LMCIT seeks to maintain

### Learn More

For more on retro rating, see:

- [Workers' Compensation Retrospective Rating Options](#)
- [Workers' Compensation Retro Close-Out Option](#)

to – should recognize that a strong safety program is an important component of developing good loss experience.

Cities that select a retro option pay a deposit premium at the beginning of the agreement period. Six months after the end of the agreement year, the city's premiums are adjusted up or down based upon the city's actual incurred losses for that year. That adjustment is repeated annually until all claim activity ceases permanently. This includes activity on claims that reopen and claims for injuries that are filed later for an accident occurring within the retro year.

Members that use a retro should review their decision on an annual basis to ensure it makes sense for the city. A prime opportunity to review a retro is when the city receives the annual adjustment bill or refund. This typically occurs about six months after the city's expiration date.

The adjustment mailing includes supporting loss and premium data members will need to decide how to go forward with the upcoming renewal. It's especially important during the first year of using a retro to look at the city's current-year losses after 10 months to see how the city is doing, and whether to continue with the retro at renewal.

Questions to ask when reviewing the retro option include:

- Are the funds available to cover the city's potential costs? Remember: even a single serious injury could be expensive enough to push the city's cost to the maximum for the year. Claims from prior years sometimes re-open or increase in cost, which means the city can owe additional amounts for prior years. When retaining risk through the retro option, a city should have a plan for where funds will come from to cover the city's potential obligations according to the retro.
- Does the retro option still make sense? Members should consider whether they are comfortable trading off cost certainty for potential savings. In addition, in light of the city's loss history and safety programs, members should consider whether they are confident that employee injuries will be kept down enough to save money in the coming year.

#### **Retro close-out option**

After five years, the city has the option to close out retro-rated coverage from previous years. If and when a city closes the retro, no more adjustments are made to the city's premiums under the retro-rated formula, regardless of future changes in the city's paid or incurred losses. The charge for the close-out is a percentage of the city's incurred losses for the coverage year in question. A city may elect the close out by sending a written request to LMCIT. The request must be made within 60 days following their

#### **Something to Think About**

Before choosing a retro, it's helpful to consider and calculate what a city's premium would have been for each of the past few years if the city had already been using a retro. This "what if" calculation is a useful tool for cities that would like to consider retrospective rating options

#### **Your League Resource**

To close out a retrospective rating or to learn what your city's close-out charges would be, call Barb Meyer at (651) 215-4173.

annual workers' compensation retro adjustment invoice letter. All retro plans are automatically closed out after 16 years at no additional charge to the city unless the city specifically opts to keep that year open.

### Deductible Options

A deductible option allows a member to pay a lower premium in return for reimbursing LMCIT for paid medical losses, up to a set deductible. Deductible options are available to cities of any size or premium volume.

If the city selects a deductible option, the deductible applies per occurrence to medical costs only. There are eight deductible options that range from a \$250 deductible with a 1.1 percent premium credit to a \$50,000 deductible with a 26 percent premium credit.

Deductibles do not affect the experience modification calculation. In addition, a deductible option requires the city reimburse LMCIT for certain medical costs, and those costs are included in calculating the experience modification.

As with the retro-rating options, deductibles are a way for the city to retain some risk. Cities that use a deductible option need to consider how they will fund that risk. The deductibles apply per occurrence, and cities need to be prepared for the possibility they may have multiple occurrences during a year.

### Workers' Compensation Managed Care premium credit eliminated

Each year, LMCIT reviews its Workers' Compensation program to compare loss experience of members enrolled in workers' compensation managed care to those who are not. The evaluation helps LMCIT make decisions about the premium credit offered for participation in a workers' compensation managed care program.

For several years now, we haven't found notable cost savings for workers' compensation members who use managed care. Consequently, the 2 percent workers' compensation premium credit was discontinued as of Jan. 1, 2010. However, a member city is free to continue to use the services of a managed care organization if it chooses to do so.

### Non-smoker Credit for Peace Officers and Firefighters

LMCIT offers member cities a 10 percent rate credit for non-smoking peace officers and firefighters. To qualify for the credit, the city must obtain written statements of non-smoking peace officers and/or firefighters from at least 90 percent of the members of the department. The statement must be signed and dated, and must state that the individual does not smoke and has not smoked within the previous six months. Police and fire departments can qualify separately for this credit.

LMCIT gives this discount because several of the diseases presumed by statute to be job-related for firefighters and

#### Learn More

Read about deductible options in:

[Workers' Compensation  
Deductible Options](#)

Mt. Lake  
has not  
done  
this.

#### Learn More

Read about non-smoker credit in:

[Workers' Compensation for  
Firefighters](#)

police officers – various heart diseases, lung diseases, and cancers – are also related to smoking. Fire or police departments with very few smokers represent a lower risk for claims for heart disease, lung disease, or cancer.

Liam Bieber 1/15



RISK MANAGEMENT INFORMATION  
**ACCIDENT COVERAGE FOR CITY VOLUNTEERS**

*Cities that elect optional accident coverage for city volunteers will provide a benefit for almost all city volunteers if those volunteers sustain an injury while doing work at the direction of the city. This memo explains volunteer accident coverage, rates, benefits, and options.*

**Who is Covered?**

This coverage automatically covers on a blanket basis almost all city volunteers who work under the city's direction and control. Examples of volunteers covered under the policy include coaches and instructors in recreation programs, volunteers working on a city-sponsored festival or celebration, volunteers working on city construction and demolition projects, "clean-up day" volunteers, etc.

Also included are volunteer members of advisory boards or committees that do not exercise independent decision-making authority.

**Who is Not Covered?**

Most city volunteers will be automatically covered when the city chooses this coverage option. However, there are certain volunteers that are defined as "employees" by Minnesota's workers' compensation statute and are therefore not covered under this policy. Volunteers covered by workers' compensation include:

- Volunteer firefighters.
- Ambulance attendants.
- First responders.
- Law enforcement assistance volunteers.
- Emergency management volunteers.

Since these volunteers already are protected by workers' compensation, they are not covered through LMCIT's optional accident coverage.

In addition, the workers' compensation law gives cities the option to extend workers' compensation coverage to city officers such as elected and appointed officials, including members of the city council and members of boards or committees exercising some level of independent decision-making authority. To include council or other city board members under workers'

**Learn More**  
More on coverage options for councils and commissions is in:

- [Workers' Compensation Coverage for City Officers](#)

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compensation, the city must pass an ordinance or resolution to that effect. Since these volunteers are eligible for coverage under workers' compensation, they are not covered in the volunteer accident policy.

### **Benefits for an Injured Volunteer**

The plan provides three basic benefits to covered volunteers: disability benefit, death benefit, and impairment benefit.

#### **Disability Benefit**

A volunteer who is unable to engage in the activities of his/her normal occupation because of an injury suffered while performing volunteer services for the city will receive a disability benefit of \$400/week for up to 26 weeks.

#### **Death Benefit**

If a volunteer dies as a result of an injury suffered while performing volunteer services for the city, a death benefit of \$100,000 is paid to the volunteer's survivors or estate.

#### **Impairment Benefit**

If a volunteer suffers a permanent impairment or disability as a result of an injury suffered while performing volunteer services for the city, the volunteer will receive a lump sum payment as compensation for that impairment. Payments are based on the percentage of disability, ranging from \$750 for a 1 percent disability to \$100,000 for 100 percent disability. The percentage of disability is determined in the same manner used for impairment compensation in the workers' compensation system.

#### **Optional Benefit**

The city can add optional coverage for as much as \$1,000 of medical costs. This limited medical coverage is intended to pick up relatively minor first aid costs. On more serious injuries, it could also be applied to the costs that the individual would otherwise have to bear under his/her own health coverage's deductible or co-pay provisions.

### **Amount of Volunteer Accident Coverage**

The cost is based on the city's population, and is broken down as follows:

- The basic charge is \$.050 per capita, subject to a minimum premium of \$75 and a maximum premium of \$750.
- The additional cost to add optional medical coverage is 45 percent of the basic premium.

The expiration date of this coverage is coordinated with the city's LMCIT workers' compensation coverage. For cities that add this coverage mid-term, the initial premium will be pro-rated.

### **Coverage for Volunteer Members of City Boards and Committees Only**

If you only want to cover the volunteer members of city boards or committees and not all other city volunteers, you can do so at a charge of \$6.50 per person.

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## Volunteer Accident Coverage—Aren't Volunteers Injuries Already Covered?

Not necessarily. An injury to a volunteer would be covered by the LMCIT liability coverage only if the city was legally liable for that injury – for instance, if an injury was caused by some negligence by the city, a city officer, employee or another city volunteer.

As with any other tort claim, however, the city would not be liable for an injury to a volunteer if the volunteer him/herself were more at fault than the city, or if the injury were simply an accident that really wasn't anyone's fault. For example, a volunteer coach being hit in the head by a batted baseball might be an example of an injury caused simply by accident that isn't anyone's fault.

In addition, no-fault benefits also could help avoid litigation in cases where fault lies with the city for injury to a city officer, employee or volunteer. The injured person can receive these benefits without being in an adversarial position against the city.

Of course, if the volunteer's injuries exceeded the benefits paid under this coverage and the injury was due to city negligence, the volunteer still would be able to make a tort claim against the city for those excess damages.

## Voluntary Workers' Compensation Endorsement

The LMCIT Board chose this approach for several reasons, including because it is:

- Substantially less expensive to provide than it is to provide workers' compensation benefits. That's the case because of the more limited scope of benefits provided.
- Easier for a city to administer this coverage because the city doesn't have to keep records of how many hours were worked by how many volunteers, etc.
- Less risky for LMCIT and for LMCIT's other members because it eliminates the problem of determining what the appropriate indemnity rate is for an unpaid volunteer.

## Obtain a Quote

Please complete the attached application and return to LMCIT.

Liam Biever 1/15

### Highlight

The volunteer accident coverage protects the volunteer on a "no-fault" basis. Benefits automatically are payable if the injury occurs while the volunteer is performing services for the city, regardless of fault.

### Your LMC Resources

If you have questions, contact:

Barb Meyer  
LMCIT Underwriter  
(651) 215-4173  
[bmeyer@lmc.org](mailto:bmeyer@lmc.org)

### City of Mt. Lake Workers' Comp. Premium Options

1. Regular Premium – Premium payments are the city's only responsibility of liability. The city would be 'fully insured'.
2. Retrospective rating – A city's final premium cost reflects its own, actual loss experience for a year. Cities with standard premiums of \$25,000 or more can select one of three retrospective options. Retrospective rating is a form of risk retention.

Cities that select a retrospective rating option pay a deposit premium to League's Insurance Trust (LMCIT) at the beginning of the agreement period. Six months after the end of the agreement year the premiums are adjusted to reflect the city's actual incurred losses for that year. That adjustment is repeated annually until all claims from the agreement period are closed.

If Mt. Lake deposit premium is \$28,059 based on estimated payrolls Mt. Lake's minimum and maximum retro premiums would be:

	Est. Minimum	Est. Maximum
Option 1	\$22,769	\$35,052
Option 2	\$22,068	\$38,100
Option 3	\$20,726	\$45,720

In a best case scenario Mt. Lake would have no losses; the city would pay the minimum. If Mt. Lake took Option 1 and had no losses the savings would be \$5,290 (\$28,059- \$22,769). In a worse case scenario if would take a claim of \$12,283 to bring the premium to the maximum, \$35,052. In that case the city would pay about \$6,993 more than the regular option.

Below is Mt. Lake's 10 Year Loss History from LMCIT:

10 Year Loss History			
Losses From	Total Incurred	SCF Assessment (indemnity X estimated 25%)	Sum
4/1/03-4/1/04	\$527	\$0	\$527
4/1/04-4/1/05	\$9,026	\$720	\$9,746
4/1/05-4/1/06	\$17,431	\$1,019	\$18,450
4/1/06-4/1/07	\$200	\$0	\$200
4/1/07-4/1/08	\$0	\$0	\$0
4/1/08-4/1/09	\$193	\$0	\$193
4/1/09-4/1/10	\$14,210	\$375	\$14,585
4/1/10 – 4/1/11	\$1,147	\$0	\$1,147
4/1/11 – 4/1/12	\$0	\$0	\$0
4/1/12-4/1/13	\$72,735	\$4,329	\$77,064
4/1/13-4/1/14	\$1,851	\$0	\$1,851
Total	\$117,320	\$6,443	\$123,763
Ave.	\$11,732	\$644	\$12,376

3. Deductible Options – City pays a lower premium in return for agreeing to reimburse LMCIT for paid medical losses up to a set deductible based on the city’s estimated standard premium of \$30,480. There are eight deductible options –

<u>Deductible per Occurrence</u>	<u>Premium Credit</u>	<u>Credit Amount</u>
\$250	1.20%	\$366
\$500	2.10%	\$640
\$1,000	3.50%	\$1,067
\$2,500	6.00%	\$1,829
\$5,000	9.00%	\$2,743
\$10,000	13.50%	\$4,115
\$25,000	20.50%	\$6,248
\$50,000	27.00%	\$8,230



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

Date: 9-29-14

Property Owner:

Re: 2000 Mt. Lake Rd.

Dear Property Owner:

City Ordinance requires residential rental property owners to have a Rental Housing License. The purpose of the license is to protect the health, safety, and general welfare of tenants and to protect the character and stability of buildings and property within the City of Mt. Lake. A copy of the Rental Housing Ordinance is available upon request at City Hall.

The 2015 Rental Housing Application and a Checklist of Common Violations is enclosed.

**This year property owners can select a rental inspection day and time between Oct. 13 and Nov. 15 that works best for the owner and tenants. Contact Steve Carson, Building Official directly at 507-380-4948 to set up an appointment.**

**If Steve is not contacted by Nov. 3 an inspection date and time will be assigned.**

Complete the enclosed application and return it to City Hall along with the \$10 per building rental housing fee prior to the inspection. A Rental Housing License will be issued after the building passes inspection.

Tenants will receive a courtesy letter from the City informing them that rental inspections will be conducted this fall. Owners need to notify tenants of the specific day and time of the inspection. Either the property owner or the tenant must be present during the inspection. Steve will not enter property if neither the owner nor tenant is present.

Sincerely;

Wendy Meyer  
Clerk/Administrator  
City of Mt. Lake



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

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

DATE: 10-1-14

Tenant:

Re: 2000 Mt. Lake Rd

Owner:

Dear Tenant,

According to city records you are the tenant of a house/apartment whose address and owner is given above.

City Ordinance requires that residential rental property be inspected and issued a Rental Housing License. The purpose of issuing a license is to protect the health, safety, and general welfare of tenants and to protect the character and stability of buildings and property within the City of Mt. Lake. A copy of the Rental Housing Ordinance is available upon request at City Hall.

A copy of the rental inspection check list and a Checklist of Common Violations is enclosed.

The owner of your unit has received a letter directing them to contact the building inspector Steve Carson to schedule an inspection between Oct. 13 and Nov. 15.

If Steve is not contacted by Nov. 3 an inspection date and time will be assigned.

Your landlord should notify you as to the day and time of the inspection.

Either the property owner or the tenant must be present during the inspection. Steve will not enter property if neither the owner nor tenant is present.

If you have any questions, contact me at City Hall, [city@mountainlake.govoffice.com](mailto:city@mountainlake.govoffice.com) or 427-2999 Ext. 1.

Sincerely,

  
Wendy Meyer  
Clerk/Administrator  
City of Mt. Lake

**CITY OF MOUNTAIN LAKE**  
**Department of Building Codes and Standards**  
**Rental Housing Inspection Form**

**Date of Inspection:**  
**Address of Rental Unit:**  
**Owner of Rental Unit:**

**Time of Inspection:**

**Rental Housing Inspection Report:**

<b>Items Checking</b>	<b>Pass</b>	<b>Fail</b>
Smoke Detectors, missing or operable		
Carbon Monoxide Detectors, Missing		
Use of Multiple adapters plugged into outlets		
Misuse of electrical extension cords		
Missing/broken screens and storm windows or doors		
Interior Walls damaged		
Ground Fault outlets (GFCI's) in Kitchen or Bathroom operable if required		
Peeling Paint; damaged siding or bad shingles over 160 sq. ft.		
Overgrown with weeds, trash, garbage and junk around building		
Rain gutters/down spouts pulled away from building.		
Rotting Soffits and fascia boards		
Stored items within 36 inches of in front of electrical service panel		
Gas cooking stoves fully operable		
Plumbing problems		
Electrical problems		
Water Heater working and properly installed		
Venting on Furnace		
Toilet Seat properly		

**Inspection: Pass or Fail:**

**Re-inspection Required:**

**Date of Re-inspection:**

**Corrective action Needed:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## 2014 Rental Inspections 2015 Rental Licenses

Owner	Address	Fee Pd.	Inspected	Pass	Other
Ammann, Randy	501 Klein St.	Not Inspected - Relative			
Anderson Tyler & Hannah	1541 1st Ave.	Not Inspected - Relative			
Bauer, Ronda	703 4th Ave.	Not Inspected - Relative			
Bottin, Eugene	1108 Mt. Lake Rd.	Y			being scheduled
Bouavichith Arnie	710 2nd Ave.	Not Inspected - Relative			
Brugman, Dennis	506 10th St. N.	Y	Y	Y	
Capetillo, Reynaldo	516 11th St. N.				has not responded
Care & Share	218 10th St. N. Apt. 1	Y	Y	Y	
Care & Share	218 10th St. N. Apt. 3	Y	Y	Y	
Care & Share	218 10th St. N. Apt. 4	Y	Y	Y	
Carpendar, David	1001 3rd Ave.	NO	y	y	
Christianson, James & Beverly	429 12th St. N.	Not Inspected - Relative			
Crowell, Amy & Matt	1216 Boxelder	Y	Y	Y	
Dick, Carol	322 10th St. N.	NO	y	NO	45 days to repair
Dick, Harold	411 11th St. N.	Not Inspected - Relative			
EDA	403 Heritage Dr.	Y	Y	Y	
EDA	1625 5th Ave.	Y	Y	Y	
EDA	1623 5th Ave.	Y	Y	Y	
EDA	1621 5th Ave.	Y	Y	Y	
EDA	1619 5th Ave.	Y	Y	Y	
EDA	400 Heritage Dr. Apt. A	Y	Y	Y	
EDA	400 Heritage Dr. Apt. B	Y	Y	Y	
EDA	400 Heritage Dr. Apt. C	Y	Y	Y	
EDA	400 Heritage Dr. Apt. D	Y	Y	Y	
EDA	401 Heritage Dr.	Y	Y	Y	
EDA	405 Heritage Dr.	Y	Y	Y	
EDA	407 Heritage Dr.	Y	Y	Y	
EDA - Mason Manor	1018 Estate Dr.	Y	Y	Y	
EDA - Mason Manor	1020 Estate Dr.	Y	Y	Y	
EDA - Mason Manor	1022 Estate Dr.	Y	Y	Y	
EDA - Mason Manor	1024 Estate Dr.	Y	Y	Y	
Fast, Helena	608 9th St. N.	Not Inspected - Relative			
Freitag, Brad & Tami	737 9th St. N.	Not Inspected - Relative			
Friesen, Melvin	1417 2nd Ave.	Not Inspected - Relative			
Gohr, Susan	320 12th St. N.	Y	Y	Y	
Hanson, Brad	510 11th St. N.	y	y	y	
Hanson, Brad & Kelly	211 9th St. J.	y	y	y	
Hanson, Brad & Kelly	1322 4th Ave.	y	y	y	

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## 2014 Rental Inspections 2015 Rental Licenses

Hanson, Brad & Kelly	1320 4th Ave.	y	y	y	
Hanson, Brad & Kelly	509 11th St. N.	y	y	y	
Hanson, Brad & Kelly	1050 4th Ave. Apt. E	y			being scheduled
Hanson, Brad & Kelly	1050 4th Ave. Apt. W	y			being scheduled
Hanson, Brad & Kelly	1317 2nd Ave.	y	y	y	
Hanson, Kelly	1103 5th Ave.	y	y	y	
Hanson, Kelly	506 11th St. N.	y	y	y	
Hanson, Mark	409 8th St. N.	Y	Y	Y	
Hanson, Mark	1103 4th Ave.	Y	Y	Y	
Hanson, Mark & Sharron	1418 4th Ave.	Y	Y	Y	
Hanson, Mark & Sharron	1410 Boxelder	y	y	y	
Mark Hanson Agency	716 10th St. N.	Y	Y	Y	
Mark Hanson Agency	1003 6th Ave.	Y	Y	Y	
Harder, Brenda	609 10th St. N.	Not Inspected - Relative			
Helferich, Luke	101 7th St. S.	y	y	y	
Helferich, Luke	103 7th St. S.	y	y	y	
Hooge, Melvin	735 10th St. N.	Y	Y	Y	
Jacobson, Scott	1018 9th Ave.	NO	y	y	
Jahnke, Kurt	410 9th St. N.	Not Inspected - Relative			
Jass, Robert Sr.	1005 6th Ave.	Not Inspected - Relative			
Johnson, Jim & Deb	1403 2nd Ave.	NO	y	NO	45 days to repair
Khamvongsa, Becky	720 10th St. N.	y	Y	Y	
Klassen, David	511 CR #1 N.	Not Inspected - Relative			
Klassen, David	1215 2nd Ave.	y	y	y	
Lindley, Jackie	1007 Boxelder	Y	Y	Y	
Linschied, Doug	315 9th St. N.	Y	Y	Y	
Stewart M., Lugo, M & L	703 Klein St.	y	y	y	
Chanthalayexay, Kaen %Lara, Anita	510 10th St. N.	NO	y	y	
Melheim, Sandy	510 12th St. N.	Not Inspected - Relative			
Mt. Lake Apartments	405 Golf Course Rd. Apt. 1	Y	Y	Y	
Mt. Lake Apartments	405 Golf Course Rd. Apt. 2	Y	Y	Y	
Mt. Lake Apartments	405 Golf Course Rd. Apt. 3	Y	Y	Y	
Mt. Lake Apartments	405 Golf Course Rd. Apt. 4	Y	Y	Y	
Mt. Lake Apartments	405 Golf Course Rd. Apt. 5	Y	Y	Y	
Mt. Lake Apartments	405 Golf Course Rd. Apt. 6	Y	Y	Y	
Mt. Lake Apartments	405 Golf Course Rd. Apt. 7	Y	Y	Y	
Mt. Lake Apartments	405 Golf Course Rd. Apt. 8	Y	Y	Y	
Mt. Lake Apartments	405 Golf Course Rd. Apt. 9	Y	Y	Y	
Mt. Lake Apartments	405 Golf Course Rd. Apt. 10	Y	Y	Y	
Mt. Lake Apartments	405 Golf Course Rd. Apt. 11	Y	Y	Y	
Mt. Lake Apartments	405 Golf Course Rd. Apt. 12	Y	Y	Y	

## 2014 Rental Inspections 2015 Rental Licenses

Mt. Lake Apartments	401 Golf Course Rd. Apt. 13	Y	Y	Y	
Mt. Lake Apartments	401 Golf Course Rd. Apt. 14	Y	Y	Y	
Mt. Lake Apartments	401 Golf Course Rd. Apt. 15	Y	Y	Y	
Mt. Lake Apartments	401 Golf Course Rd. Apt. 16	Y	Y	Y	
Mt. Lake Apartments	401 Golf Course Rd. Apt. 17	Y	Y	Y	
Mt. Lake Apartments	401 Golf Course Rd. Apt. 18	Y	Y	Y	
Mt. Lake Apartments	401 Golf Course Rd. Apt. 19	Y	Y	Y	
Mt. Lake Apartments	401 Golf Course Rd. Apt. 20	Y	Y	Y	
Mt. Lake Apartments	401 Golf Course Rd. Apt. 21	Y	Y	Y	
Mt. Lake Apartments	401 Golf Course Rd. Apt. 22	Y	Y	Y	
Mt. Lake Apartments	401 Golf Course Rd. Apt. 23	Y	Y	Y	
Mt. Lake Apartments	401 Golf Course Rd. Apt. 24	Y	Y	Y	
Naas, Shawn	1011 4th Ave.	Y	Y	Y	
Banegas, Yessenia	816 10th St. N.	NO	y	NO	45 days to repair
Netsch, Clifford	708 6th Ave.	NO	cancelled		cancelled
Netsch, Clifford	934 10th St. N.	NO	cancelled		need to
Netsch, Clifford	910 6th Ave.	NO	cancelled		be
Netsch, Clifford	1703 6th Ave.	NO	cancelled		re-scheduled
Netsch, Clifford	736 9th St. N.	Not Inspected - Relative			
Nickel, Don	608 10th St. N.	Y	Y	Y	
Rodney, CR & Barb	306 10th St. N. Apt. 2	Y	Y	Y	
Rodney, CR & Barb	306 10th St. N. Apt. 3	Y	Y	Y	
Rodney, CR & Barb	306 10th St. N. Apt. 4	Y	Y	Y	
Rodney, CR & Barb	306 10th St. N. Apt. 5	Y	Y	Y	
Rodney, CR & Barb	306 10th St. N. Apt. 6	Y	Y	Y	
Rodney, CR & Barb	306 10th St. N. Apt. 7	Y	Y	Y	
Rodney, CR & Barb	306 10th St. N. Apt. 8	Y	Y	Y	
Jonathan & Kathy Penner	1013 6th Ave.				?
Pesqueda, San Juanita	1401 5th Ave.	n	y	y	
Pinebrook	1609 5th Ave.	y	y	y	
Pinebrook	1611 5th Ave.	Y	Y	Y	
Pinebrook	1615 5th Ave.	Y	Y	Y	
Pinebrook	1613 5th Ave.	Y	Y	Y	
Prachomphanh, Bruce	1011 5th Ave.	y	Y	Y	
Prachomphanh, Bruce	1609 2nd Ave.	y	Y	Y	
Prachomphanh, Bruce	310 10th St. S.	Y			inspection on 2/14
Harold & Lowell Quiring	911 6th Ave.	Y	Y	Y	
Ramm, David	720 Prince St.	Not Inspected - Relative			
Renquist, Tawana	1009 5th Ave.				has not responded
Sengchan, La	214 12th St. N.	NO	NO	NO	
Sifuentes, Aracely	644 8th St. N.	NO	NO	NO	

## 2014 Rental Inspections 2015 Rental Licenses

Smith, Rodney & Beth	1016 7th Ave.	y	Y	Y	
Sourivong, Chansamone	1306 2nd Ave.	Not Inspected - Relative			
Soutthivong, Chanta	919 Mt. Lake Rd.	y			Inspect on 2/14
Speikers, Jim & Sharon	606 9th St, N.	Not Inspected - Relative			
Speikers, Jim & Sharon	1009 9th Ave.	Not Inspected - Relative			
Stauffer, Amy	1707 6th Ave.	Y	Y	Y	
Tanyavong, Khamtoy	724 10th St. N.		Empty		
Wallert, Mike	821 2nd Ave.	Not Inspected - Relative			
Wiens, Jason	901 Prince St.	NO	y	NO	need smoke detector
Williams, Paul	208 12th St. N.				?

Mt. Lake Local Board of Appeal and Equalization has been scheduled for **Thursday, May 7, 5:30 p.m. at City Hall.**

## Introduction

### Purpose of the board

The purpose of the Board of Appeal and Equalization is to provide a fair and objective forum for **property owners to appeal their valuation or classification.** The local board often serves as the first formal step in the appeals process for taxpayers.

One of the most important duties placed by law upon the **governing body of a township, city, or county is to serve as the Board of Appeal and Equalization.** Effective actions taken by the board may potentially make a direct contribution to attaining assessment equality.

The goal of the Board of Appeal and Equalization should be to attempt to address property owners' issues efficiently, fairly and objectively.

Always keep in mind that any changes made by the board must be substantiated by facts. Any value reductions must be justified because they have the effect of shifting the tax burden to other property in the jurisdiction. Further, any changes made by the board must meet statutory guidelines.

### Training for Boards of Appeal and Equalization

Legislation enacted in the 2003 and 2008 sessions requires that there be at least **one member at each meeting of a Board of Appeal and Equalization who has attended an appeals and equalization course developed or approved by the Commissioner of Revenue within the last four years.**

Board members have a four-year certification cycle. They may have also attended additional appeals and equalization courses as a refresher. This handbook and the accompanying presentation have been updated to provide additional useful information to help the local board members better understand the overall assessment process and their role within it.

#### The impetus for the legislation

The legislation was enacted in part as a response to complaints that were directed to the Governor, Legislature and Department of Revenue. The legislature determined that training was needed to address the procedural shortfalls of some boards. This training will provide information and education for board members that will make the process more efficient and result in a better overall experience for both property owners and board members.

#### Does "training" sound familiar?

Training for Local Boards of Appeal and Equalization is not a new concept. From 1947 to 1979, Local Boards of Appeal and Equalization (then referred to as local boards of review) were required by law to attend an instructional meeting at the county. In 1979, Minnesota Statutes, Section 273.03, subdivision 1 read as follows:

*"The assessors and at least one member of each local board of review shall meet at the office of the county auditor on a day to be fixed by the commissioner of taxation for the purpose of receiving instructions as to their duties under the laws of the state."*

While training or instructional meetings may not be a "new" idea, the 2003 legislature determined that training for Local Boards of Appeal and Equalization was necessary to explain and clarify the role and duties of the board to help ensure that property owners receive a fair and impartial review of their valuation and classification. County Boards were added in 2008.

Andrew and David's training is valid through June of 2017. Training will likely be offered sometime in 2015.

Complete training handbook can be found at:

[http://www.revenue.state.mn.us/local\\_gov/prop\\_tax\\_admin/education/baetraining\\_handbook.pdf](http://www.revenue.state.mn.us/local_gov/prop_tax_admin/education/baetraining_handbook.pdf)

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