

**Mt. Lake City Council**  
**Mt. Lake City Hall**  
**Monday, June 2, 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 9916116 -9916155; 346-348E\*(1-5)  
Payroll: Check #'s 61115 - 61132
  - b. Approval of May 19 Council Minutes\*(6-8)
  - c. Approval of May 8 Utility Commission Minutes\*(9-10)
  - d. Approval of April 28 Planning and Zoning Commission\*(11-12)
  - e. Adopt Resolution #20-14 Certifying Unpaid Utility Charges for Collection with Property Taxes\*(13)
  - f. Request to Close Street for Pow Wow, The Laker\*(14)
  - g. Authorize Rural Fire Dept. Volunteer Fire Assistance Matching DNR Grant Project Proposal\*(15)
3. Public – A total of ten (10) minutes is allotted for individuals to briefly discuss a topic of concern with the council.
4. Greg Mangold, Fox, Lawson and Associates Classification and Compensation Study – Preliminary Report
5. Hazardous Buildings
  - a. Award Demolition Bid – 202 12<sup>th</sup> St. S.
  - b. Resolution #20-14, Hazardous Building, 724 Prince St.\*(16-17)
  - c. 412 7<sup>th</sup> St. Update
6. Retroreflectivity Policy\*(18-20)
7. Mt. Lake Foundation Bike Plan Update
8. Administrator
  - a. Set date for Capital Improvement Plan Review
  - b. League Conference – June 18-20, St. Cloud
  - c. Assign General Fund Balance
9. Adjourn

**The second council meeting in June will be held on Monday, June 23.**

**\*Check Detail Register©**

*June 2, 2014  
mtg  
9916116-9916155  
346E-348E*

May 2014 to June 2014

	Check Amt	Invoice	Comment
<b>10100 United Prairie</b>			
Paid Chk# 9916116 5/29/2014 AFLAC			
G 101-21713 AFLAC	\$192.74		
Total AFLAC	\$192.74		
<b>Paid Chk# 9916117 5/29/2014 BCBS/HSA</b>			
G 101-21714 HSA	\$407.71		
Total BCBS/HSA	\$407.71		
<b>Paid Chk# 9916118 5/29/2014 COMMISSIONER OF REVENUE</b>			
G 101-21702 State Withholding	\$812.28		
Total COMMISSIONER OF REVENUE	\$812.28		
<b>Paid Chk# 9916119 5/29/2014 GISLASON &amp; HUNTER</b>			
G 101-21712 Garnishments	\$331.54		
Total GISLASON & HUNTER	\$331.54		
<b>Paid Chk# 9916120 5/29/2014 INTERNAL REVENUE SERVICE</b>			
G 101-21701 Federal Withholding	\$1,702.16		
G 101-21703 FICA Tax Withholding	\$2,376.22		
Total INTERNAL REVENUE SERVICE	\$4,078.38		
<b>Paid Chk# 9916121 5/29/2014 PERA</b>			
G 101-21704 PERA	\$3,704.22		
Total PERA	\$3,704.22		
<b>Paid Chk# 9916122 5/29/2014 VALIC</b>			
G 101-21705 VALIC	\$967.67		
Total VALIC	\$967.67		
<b>Paid Chk# 9916123 6/2/2014 LEAGUE OF MN CITIES--INSURANCE</b>			
E 101-00000-361 General Liability Ins	\$15,647.50		CITY LIABILITY INS
E 101-00000-361 General Liability Ins	\$251.74		UT-SEWER CAMERA MOBILE PROP INS-WATER
E 101-45200-363 Automotive Ins	\$355.00		PARKS VEHICLE INS
E 101-00000-361 General Liability Ins	\$3,898.00		UT-ELECT DEPT LIAB
E 101-00000-361 General Liability Ins	\$225.06		UT-DIESEL GENERATOR W/W
E 101-45200-362 Property Ins	\$3,639.00		PARKS PROP INS
E 101-43100-362 Property Ins	\$2,739.00		ST DEPT PROP INS
E 101-41400-362 Property Ins	\$2,538.00		CITY HALL PROP INS
E 221-42200-363 Automotive Ins	\$2,840.50		FIRE DEPT VEHICLE INS
E 607-46330-362 Property Ins	\$2,958.62		4-PLEX PROP INS
E 101-45183-360 Insurance (GL &PROP)	\$863.00		INS BATHHOUSE AT CAMPGROUN
E 101-00000-361 General Liability Ins	\$478.50		UT-MOBILE PROP INS
E 101-00000-361 General Liability Ins	\$32.00		STORAGE SHED LOT 1 BLK 1
E 240-46500-360 Insurance (GL &PROP)	\$693.00		ML FITNESS BLDG INS
E 303-47000-362 Property Ins	\$3,348.00		POPD KERNS BLDG INS
E 101-00000-361 General Liability Ins	\$478.50		MOBILE PROP INS LESS THAN \$25000
E 230-47001-362 Property Ins	\$1,371.00		INS ON CONESTOGA BLDG
E 101-00000-361 General Liability Ins	\$1,565.50		UT-VEHICLE INS-ELEC
E 101-00000-361 General Liability Ins	\$1,554.50		UT-VEHICLE INS-WATER DEPT
E 608-46330-362 Property Ins	\$5,910.38		8-PLEX PROP INS
E 609-46330-362 Property Ins	\$2,842.00		MASON MANOR PROP INS
E 101-00000-361 General Liability Ins	\$5,209.50		UT-WATER DEPT LIAB INS
E 101-00000-361 General Liability Ins	\$14,405.00		UT-ELECT DEPT PROP INS
E 101-00000-361 General Liability Ins	\$4,036.00		UT-WATER DEPT PROP INS
E 231-42154-362 Property Ins	\$185.13		AMBULANCE PROP INS

①

**\*Check Detail Register©**

May 2014 to June 2014

			Check Amt	Invoice	Comment
E 101-00000-361	General Liability Ins		\$381.00		UT-BONDS INS
E 221-42200-362	Property Ins		\$155.57		INS ON CASCADE SYSTEM-FD
E 101-45186-362	Property Ins		\$935.00		COMM CTR PROP INS
E 101-43100-363	Automotive Ins		\$1,728.50		ST DEPT VEHICLE INS
E 101-00000-361	General Liability Ins		\$381.00		BONDS INS-CITY
E 101-43100-363	Automotive Ins		\$2,850.25		MOBILE PROPERTY INS-CITY
E 101-00000-361	General Liability Ins		\$6,831.00		EXCESS LIABILITY INS-CITY
E 101-42100-363	Automotive Ins		\$942.50		POLICE VEHICLE INS
E 211-45500-362	Property Ins		\$821.00		LIBRARY PROPERTY INS
E 231-42154-363	Automotive Ins		\$1,430.50		AMB VEHICLE INS
E 235-46340-362	Property Ins		\$901.00		INS ON CUSTOM MOTORS BLDG
E 221-42200-362	Property Ins		\$375.87		FIRE DEPT PROP INS
E 507-45150-360	Insurance (GL &PROP)		\$317.38		WEED HARVESTOR-LAKE COMM
<b>Total LEAGUE OF MN CITIES--INSURANCE</b>			<b>\$96,115.00</b>		
<hr/>					
Paid Chk#	9916124	6/2/2014	<b>MUNICIPAL UTILITIES</b>		
E 101-43160-381	Electric Utilities		\$2,738.45		APRIL STREET LIGHTING
<b>Total MUNICIPAL UTILITIES</b>			<b>\$2,738.45</b>		
<hr/>					
Paid Chk#	9916125	6/2/2014	<b>FRONTIER</b>		
E 211-45500-321	Telephone		\$58.92		LIBRARY PHONE-427-2506
<b>Total FRONTIER</b>			<b>\$58.92</b>		
<hr/>					
Paid Chk#	9916126	6/2/2014	<b>ABDO,EICK &amp; MEYERS</b>		
E 101-41400-301	Auditing and Acct g Services		\$3,125.00	329551	2013 AUDIT
<b>Total ABDO,EICK &amp; MEYERS</b>			<b>\$3,125.00</b>		
<hr/>					
Paid Chk#	9916127	6/2/2014	<b>ALPHA WIRELESS COMMUNICATIONS</b>		
E 221-42200-404	Repairs/Maint Machinery/Equip		\$265.00	670488	2 RADIO BATTERIES-FD
E 101-42100-404	Repairs/Maint Machinery/Equip		\$265.00	670488	2 RADIO BATTERIES-PD
<b>otal ALPHA WIRELESS COMMUNICATIONS</b>			<b>\$530.00</b>		
<hr/>					
Paid Chk#	9916128	6/2/2014	<b>AMAZON-GE MONEY BANK</b>		
E 211-45500-590	Capital Outlay Books		\$706.61		LIBRARY BOOKS
E 211-45500-592	A.V. Materials		\$70.47		LIBRARY AV
<b>Total AMAZON-GE MONEY BANK</b>			<b>\$777.08</b>		
<hr/>					
Paid Chk#	9916129	6/2/2014	<b>AMBULANCE FUND</b>		
E 231-42154-430	Miscellaneous		\$16.42	5/28/2014	FOOD ON AMB RUN
E 231-42154-430	Miscellaneous		\$12.62	5/28/2014	FOOD ON AMB RUN
<b>Total AMBULANCE FUND</b>			<b>\$29.04</b>		
<hr/>					
Paid Chk#	9916130	6/2/2014	<b>CARCHIOUS RODNEY</b>		
E 101-45200-404	Repairs/Maint Machinery/Equip		\$6,543.07	214	REPAIR PARK BATHROOMS-FIRE
<b>Total CARCHIOUS RODNEY</b>			<b>\$6,543.07</b>		
<hr/>					
Paid Chk#	9916131	6/2/2014	<b>CUSTOM SPECIALTIES LLC</b>		
E 231-42154-430	Miscellaneous		\$485.85	13051-1	EMT WEEK ITEMS
<b>Total CUSTOM SPECIALTIES LLC</b>			<b>\$485.85</b>		
<hr/>					
Paid Chk#	9916132	6/2/2014	<b>DENNIS HULZEBOS</b>		
E 101-45186-400	Janitor-Repairs/Maint		\$250.00		JUNE MAINT AT SR CTR
E 211-45500-400	Janitor-Repairs/Maint		\$345.00		JUNE MAINT AT LIBRARY
<b>Total DENNIS HULZEBOS</b>			<b>\$595.00</b>		
<hr/>					
Paid Chk#	9916133	6/2/2014	<b>FAIRMONT GLASS &amp; SIGN</b>		
E 101-45186-401	Repairs/Maint Buildings		\$62.58	358469	REPAIR DOOR AT COMM CTR

②

**\*Check Detail Register©**

May 2014 to June 2014

			Check Amt	Invoice	Comment
<b>Total FAIRMONT GLASS &amp; SIGN</b>			<b>\$62.58</b>		
Paid Chk#	9916134	6/2/2014	<b>FRONTIER</b>		
E 205-46500-321	Telephone		\$37.50		EDA PORTION OF DSL & 427-2999
E 205-46500-321	Telephone		\$10.40		CHAMBER 800#
E 101-00000-430	Miscellaneous		\$115.14		UT-PHONE
E 101-43100-321	Telephone		\$66.68		STREET DEPT PHONE-427-2997
E 101-42100-321	Telephone		\$229.85		POLICE DEPT PHONE-427-3403
E 101-45186-321	Telephone		\$56.01		SR CTR PHONE-427-2151
E 101-41400-321	Telephone		\$226.99		CITY HALL PHONE-427-2999
<b>Total FRONTIER</b>			<b>\$742.57</b>		
Paid Chk#	9916135	6/2/2014	<b>HEIMAN FIRE EQUIPMENT</b>		
E 221-42200-404	Repairs/Maint Machinery/Equip		\$18,712.59	823604	REPAIR WORK-2001 FREIGHTLINER PUMPER
<b>Total HEIMAN FIRE EQUIPMENT</b>			<b>\$18,712.59</b>		
Paid Chk#	9916136	6/2/2014	<b>HIEBERT GREENHOUSES OF MN</b>		
E 101-43100-430	Miscellaneous		\$120.00		OVAL CONTAINERS-ST DEPT
<b>Total HIEBERT GREENHOUSES OF MN</b>			<b>\$120.00</b>		
Paid Chk#	9916137	6/2/2014	<b>INDOFF INCORPORATED</b>		
E 101-41910-200	Office Supplies		\$32.79	2445272	ENVELOPES-P&Z
E 101-41400-200	Office Supplies		\$225.97	2455507	FILE FOLDERS,COLORED PAPER,STORAGE BOXES
<b>Total INDOFF INCORPORATED</b>			<b>\$258.76</b>		
Paid Chk#	9916138	6/2/2014	<b>JASON SUMNER</b>		
E 221-42200-308	Training & Instruction		\$755.24		MILEAGE TO FIREFIGHTER CLASSES
<b>Total JASON SUMNER</b>			<b>\$755.24</b>		
Paid Chk#	9916139	6/2/2014	<b>JOHN YSKER</b>		
E 101-43240-111	Contract		\$250.00		JUNE DUMP SALARY
<b>Total JOHN YSKER</b>			<b>\$250.00</b>		
Paid Chk#	9916140	6/2/2014	<b>KYLE LESSMEIER</b>		
E 101-00000-430	Miscellaneous		\$32.18		REPLACE DAMAGED MAILBOX POST
<b>Total KYLE LESSMEIER</b>			<b>\$32.18</b>		
Paid Chk#	9916141	6/2/2014	<b>LAKER ELECTRIC</b>		
E 101-45183-401	Repairs/Maint Buildings		\$89.10	3952	PHOTO EYE-CAMPGROUND REST ROOM LIGHTS
<b>Total LAKER ELECTRIC</b>			<b>\$89.10</b>		
Paid Chk#	9916142	6/2/2014	<b>MAYNARDS FOOD CENTER</b>		
E 221-42200-430	Miscellaneous		\$18.33	4/9/14	FIRE DEPT SUPPLIES
<b>Total MAYNARDS FOOD CENTER</b>			<b>\$18.33</b>		
Paid Chk#	9916143	6/2/2014	<b>MIDSTATES</b>		
E 101-45200-404	Repairs/Maint Machinery/Equip		\$36.19	214275	ECHO AIR FILTERS,TRIM LINE SPOOL
E 101-45200-404	Repairs/Maint Machinery/Equip		\$27.99	214290	SPEED FEED 400 FOR TRIMMER
<b>Total MIDSTATES</b>			<b>\$64.18</b>		
Paid Chk#	9916144	6/2/2014	<b>MINNESOTA ENERGY RESOURCE CORP</b>		
E 211-45500-383	Gas Utilities		\$75.82		LIBRARY GAS-ACCT#4134278-3
E 101-41400-383	Gas Utilities		\$138.26		CITY HALL GAS-ACCT#4346780-2
E 221-42200-383	Gas Utilities		\$128.40		FIRE DEPT PORTION OF FIREHALL GAS-ACCT#4296165-6
E 231-42154-383	Gas Utilities		\$63.24		AMB PORTION OF FIREHALL GAS-ACCT#4296165-6
E 101-43100-383	Gas Utilities		\$239.19		STREET GARAGE GAS-ACCT#4092120-7

3

**\*Check Detail Register©**

May 2014 to June 2014

			Check Amt	Invoice	Comment
E 101-45186-383	Gas Utilities		\$22.35		SR CTR GAS-ACCT#4010846-6
al	MINNESOTA ENERGY RESOURCE CORP		\$667.26		
<hr/>					
Paid Chk#	9916145	6/2/2014	MINNESOTA MUTUAL LIFE		
E 101-45200-134	Employer Paid Life		\$1.20		JUNE LIFE INS-PARKS DEPT
E 101-46200-134	Employer Paid Life		\$1.20		JUNE LIFE INS-CEMETERY
G 101-21706	Hospitalization/Medical Ins		\$7.30		JUNE LIFE INS-DARON FRIESEN
G 101-21706	Hospitalization/Medical Ins		\$26.20		JUNE LIFE INS-KIM HALL
E 101-43100-134	Employer Paid Life		\$3.60		JUNE LIFE INS-ST DEPT
E 205-46500-134	Employer Paid Life		\$2.00		JUNE LIFE INS-EDA
E 101-41400-134	Employer Paid Life		\$4.00		JUNE LIFE INS-OFFICE
E 211-45500-134	Employer Paid Life		\$2.00		JUNE LIFE INS-LIBRARY
E 101-41400-134	Employer Paid Life		\$2.00		JUNE WENDY FAST-LAKER APTS-LIFE INS
E 101-42100-134	Employer Paid Life		\$8.00		JUNE LIFE INS-POLICE DEPT
E 101-42100-135	Employer Paid Other		\$2.00		JUNE BRIAN LUNZ LIFE INSURANCE
G 101-21706	Hospitalization/Medical Ins		\$15.85		JUNE LIFE INS-ROBB ANDERSON
	<b>Total MINNESOTA MUTUAL LIFE</b>		<b>\$75.35</b>		
<hr/>					
Paid Chk#	9916146	6/2/2014	MUNICIPAL UTILITIES		
E 221-42200-380	Elec,Water,Sewer		\$151.06		FIRE DEPT PORTION OF FIREHALL UT
E 101-45183-380	Elec,Water,Sewer		\$31.43		UT AT CAMPGROUND
E 101-45200-380	Elec,Water,Sewer		\$116.84		CITY PARK RESTROOMS UT
E 101-41400-380	Elec,Water,Sewer		\$300.50		CITY HALL UT
E 101-45200-380	Elec,Water,Sewer		\$23.09		LAWCON PARK LIGHTS
E 101-45186-380	Elec,Water,Sewer		\$280.93		SR CTR UT
E 231-42154-380	Elec,Water,Sewer		\$74.40		AMB PORTION OF FIREHALL UT
E 211-45500-380	Elec,Water,Sewer		\$271.56		LIBRARY UT
E 607-46330-380	Elec,Water,Sewer		\$1.92		4-PLEX PORTION OF ST LITE ON HERITAGE DRIVE
E 608-46330-380	Elec,Water,Sewer		\$3.74		8-PLEX PORTION OF ST LITE ON HERITAGE DRIVE
E 205-46500-380	Elec,Water,Sewer		\$85.18		UT AT BB'S DINER
E 609-46330-380	Elec,Water,Sewer		\$143.68		FINAL 1024 MASON MANOR
E 608-46330-380	Elec,Water,Sewer		\$82.63		FINAL BILL 407 HERITAGE DR
E 101-43100-380	Elec,Water,Sewer		\$205.85		ST DEPT UT
	<b>Total MUNICIPAL UTILITIES</b>		<b>\$1,772.81</b>		
<hr/>					
Paid Chk#	9916147	6/2/2014	MUSKE, MUSKE, SURHOFF		
E 101-41400-304	Legal Fees		\$1,400.00		JUNE 2014 LEGAL RETAINER
	<b>Total MUSKE, MUSKE, SURHOFF</b>		<b>\$1,400.00</b>		
<hr/>					
Paid Chk#	9916148	6/2/2014	NORTH STAR FLAGS		
E 101-00000-430	Miscellaneous		\$203.79	548262	FLAGS- 4X6 & 5X8
E 101-00000-430	Miscellaneous		\$64.85	548281	FLAGS-5X8
	<b>Total NORTH STAR FLAGS</b>		<b>\$268.64</b>		
<hr/>					
Paid Chk#	9916149	6/2/2014	NORTHLAND CHEMICAL CORP		
E 101-45200-210	Operating Supplies		\$128.88	5054143	SPRAY GEL-STREET DEPT
	<b>Total NORTHLAND CHEMICAL CORP</b>		<b>\$128.88</b>		
<hr/>					
Paid Chk#	9916150	6/2/2014	PETERSON DRUG & GIFTS		
E 231-42154-210	Operating Supplies		\$188.23	4/12/14	GLUCOGON-AMB
E 101-43100-200	Office Supplies		\$6.39	4/24/14	NOTEPADS,PUSHPINS-ST DEPT
E 101-42100-430	Miscellaneous		\$6.40	4/28/14	PD-BATTERIES FOR PBT
	<b>Total PETERSON DRUG &amp; GIFTS</b>		<b>\$201.02</b>		
<hr/>					
Paid Chk#	9916151	6/2/2014	POST BOARD		
E 101-42100-433	Dues and Subscriptions		\$90.00		KIM HALL POST BOARD RENEWAL

**\*Check Detail Register©**

May 2014 to June 2014

			Check Amt	Invoice	Comment
E 101-42100-433	Dues and Subscriptions		\$90.00		BRIAN LUNZ POST BOARD RENEWAL
	<b>Total POST BOARD</b>		<b>\$180.00</b>		
<hr/>					
Paid Chk# 9916152	6/2/2014	PRAXAIR			
E 231-42154-210	Operating Supplies		\$48.25	49433642	OXYGEN FOR AMB
	<b>Total PRAXAIR</b>		<b>\$48.25</b>		
<hr/>					
Paid Chk# 9916153	6/2/2014	TAYLOR NESMOE			
E 221-42200-308	Training & Instruction		\$659.92		MILEAGE TO FIREFIGHTER CLASSES
	<b>Total TAYLOR NESMOE</b>		<b>\$659.92</b>		
<hr/>					
Paid Chk# 9916154	6/2/2014	TEXAS REFINERY CORP			
E 101-43100-215	Shop Supplies		\$145.50	928303	BIG RED CLEANER-ST DEPT
	<b>Total TEXAS REFINERY CORP</b>		<b>\$145.50</b>		
<hr/>					
Paid Chk# 9916155	6/2/2014	VERIZON			
E 101-42100-321	Telephone		\$11.07		PD CELL PHONE
E 231-42154-321	Telephone		\$9.83		AMBULANCE CELL PHONE
E 101-42100-321	Telephone		\$12.45		PD DATA LINE
	<b>Total VERIZON</b>		<b>\$33.35</b>		
	<b>10100 United Prairie</b>		<b>\$148,178.46</b>		

**Fund Summary**

<b>10100 United Prairie</b>		
101 GENERAL FUND		\$100,541.70
205 ECONOMIC DEVELOPMENT AUTHORITY		\$135.08
211 LIBRARY FUND		\$2,351.38
221 FIRE DEPT FUND		\$24,062.48
230 REVOLVING LOAN FUND		\$1,371.00
231 AMBULANCE FUND		\$2,514.47
235 SW HOUSING GRANT		\$901.00
240 PROTIENT--DTED LOAN		\$693.00
303 T.I.F. #5-1 POPD KERNS		\$3,348.00
507 LAKE COMMISSION FUND		\$317.38
607 EDA----4 PLEX FUND		\$2,960.54
608 EDA----8 PLEX FUND		\$5,996.75
609 EDA-- MASON MANOR		\$2,985.68
		<b>\$148,178.46</b>

<hr/>					
Paid Chk# 000346E	5/6/2014	UNITED PRAIRIE BANK			
E 609-46330-610	Interest		\$898.03		MASON MANOR-INTEREST PAYMENT
G 609-22800	Notes Payable - Current		\$392.50		MASON MANOR-PRINC PAYMENT
	<b>Total UNITED PRAIRIE BANK</b>		<b>\$1,290.53</b>		
<hr/>					
Paid Chk# 000347E	5/15/2014	UNITED PRAIRIE BANK			
E 608-46330-301	Auditing and Acct g Services		\$5.00		NSF FEE ANNA GILLIAN
	<b>Total UNITED PRAIRIE BANK</b>		<b>\$5.00</b>		
<hr/>					
Paid Chk# 000348E	5/21/2014	SELECT ACCOUNT			
E 101-43100-141	Admin Fees-HSA		\$3.80		HSA ADMIN FEES
E 101-42100-141	Admin Fees-HSA		\$10.55		HSA ADMIN FEES
E 211-45500-141	Admin Fees-HSA		\$2.11		HSA ADMIN FEES
E 101-45200-141	Admin Fees-HSA		\$1.27		HSA ADMIN FEES
E 101-46200-141	Admin Fees-HSA		\$1.26		HSA ADMIN FEES
E 101-41400-141	Admin Fees-HSA		\$4.22		HSA ADMIN FEES
E 101-00000-361	General Liability Ins		\$0.00		HSA ADMIN FEES
E 205-46500-141	Admin Fees-HSA		\$2.11		HSA ADMIN FEES
	<b>Total SELECT ACCOUNT</b>		<b>\$25.32</b>		

5

**DRAFT**  
**Mt. Lake City Council**  
**Mt. Lake City Hall**  
**Monday, May 19, 2014**  
**6:30 p.m.**

Members Present: David Savage, Andrew Ysker, Mayor Pro Tem Brian Schultz,  
Audi Nickel

Members Absent: Dean Janzen

Staff Present: Maryellen Suhrhoff, City Attorney, Muske, Muske & and Suhrhoff;  
Wendy Meyer, Clerk/Administrator, Dawn Fast, Deputy Clerk/Treas.

Others Present: Kyle Meyers, Abdo, Eick & Meyers; Doug Regehr; Judy Harder, Vern  
Peterson, Joyce Bucklin, Meredith and Charlotte Sues

**Call to Order**

Mayor Pro Tem Schultz called the meeting to order at 6:30 p.m. Motion by Nickel, seconded by Savage, to approve the consent agenda as presented. Motion carried unanimously.

Bills: Check #'s 9916046- 9916115  
Payroll: Check #'s 61087 - 61114  
Approval of May 5 and 8 Council Minutes  
Approval of April 24 Utility Commission Minutes  
Approval of April 14 Lake Commission Minutes  
Approval of April 11 EDA minutes  
Approval of April 10 Police Commission Minutes  
Approval of April 8 Library Minutes, Report & Expenditures  
Approve hiring of Levi Kass and Austin Watkins, Electric Dept. summer help;  
Joshua Grev, Street Dept. summer help; Janessa Peters, City Hall/Street Dept.  
summer help

**Public**

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

**2013 Audit Presentation, Kyle Meyers, Abdo, Eick and Meyers**

Kyle Meyers, Abdo, Eick and Meyers, was present to review the city's audit. The city and utility's assets, fund balances, bonds and other indebtedness are satisfactory. The city and utility are in sound financial shape.

**Mt Lake Foundation/Sweet Fields Bike Plan**

Judy Harder presented the Foundations plan. The proposed plan includes stenciling on street to guide bicyclists from the current trail to downtown and to other points of interest in town. Bicycles will be available at no charge to the public at 3 locations. The foundation

has pledged \$2400 as start up money to cover cost of bicycles, bike racks, paint and all maintenance on bicycles. There will also be a brochure showing location of trail and points of interest along trail. Council gave Foundation go ahead on project. City Attorney and City Administrator will prepare a contract for the individual that will be responsible for bicycle maintenance.

**2014 Seal Coat**

Motion by Nickel, seconded by Ysker to accept and award bid from Pearson Bros of Hanover MN of \$4.85 per gallon for 3,900 gallons of oil for 2014 seal coat project. Motion carried unanimously.

**Resolution #15-14-Conditional Use Permit to Allow a Place of Worship in the Residential District**

Motion by Nickel, seconded by Ysker to approve conditional use permit for Assembly of God Church. Motion carried unanimously. Councilman Savage abstained from voting.

**Resolution #18-14-Conditional Use Permit to Allow Keeping of Bees at 1416 Boxelder St**

Application and findings of fact were reviewed by Planning and Zoning commission. Planning and Zoning Commission recommends that 2 conditions be met: Location of signs and approved owners request of 3 colonies. If owner would want to increase the number of colonies to the permissible number of 8, owner would need to notify City. Motion by Nickel, seconded by Savage to adopt resolution with the understanding that recommended conditions are met. Motion carried unanimously.

**Resolution #19-14--Proposed Modification of Redevelopment Project No. 1 and the Proposed Establishment of Tax Increment Financing District No. 1-7 within Redevelopment Project No. 1 and the Proposed Adoption of the Modified Redevelopment Plan and Adoption of Tax Increment Financing Plan relating to Approval of Business Subsidy--Milk Specialties**

Motion by Nickel and seconded by Savage to approve Resolution #19-14. Motion carried unanimously.

**Central Municipal MN Power Agency (CMMPA) Agreement for Additional Services-- Conservation Improvement Plan (CIP)**

Motion by Nickel, seconded by Savage to approve CMMPA agreement. Motion carried unanimously.

**2014 Small Cities Development Program Grant**

City received notification that the City of Mountain Lake's application for the 2014 Small Cities Development Program grant has been approved for funding in the amount of \$890,900. The funds will be used for a new well, water lines and housing rehabilitation.

**Other**

City Attorney reported the Appellate Court affirmed Judge Gross decision on the trail. Yoders had appealed Judge Gross's decision. City Attorney has asked Yoders attorney to set up mediation to settle all matters.

**Adjourn**

Motion by Nickel, seconded by Ysker, to adjourn at 8:20 p.m.

ATTEST:

---

Dawn Fast, Deputy Clerk/Treas.

REGULAR UTILITIES COMMISSION MEETING  
THURSDAY, MAY 8, 2014  
7:00 A.M.

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

ABSENT: None

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

OTHERS: None

Bryan Bargaen - Chairman called the regular meeting of the Utilities commission for May 8, 2014 to order at 7:00 a.m.

1. Minutes and Bills: Motion by John Carrison seconded by Brett Lohrenz to accept the minutes and bills as presented. Motion carried. Checks #14346-14387.
2. Water Department:

**Meeting with Milk Specialties (MSC):** MSC is considering purchasing a piece of equipment for approximately \$300,000.00 that should reduce the amount of wastewater and improve the quality of the wastewater they send to the ponds. Wendy offered to loan their 2014 Significant Industrial User fines back to them to help with the purchase. Wendy is also investigating other grant/loan opportunities.

**Meeting with and MN Pollution Control (MPCA):** The wastewater treatment project will keep its current ranking until 2017. An extension of 1-2 years beyond 2017 would be possible but only if the utility is finishing upgrade plans. It appears that the amount of wastewater going to the ponds has been reduced due to the sewer work done in 2012 and 13. The MPCA wants further monitoring of the amount of flow. If the flow is permanently reduced less improvements to the treatment system would be needed, but some improvements will still be needed. The city and utility need to actively continue to prepare for the upgrades.

**Jim Fleming Sewer:** Mr. Fleming's sewer was done with the 2006 road project, so the warranty has expired. There is a sag in his private line. Kevin will do more checking.

**Watering Ban for the City of Mountain Lake:** Kevin presented a Short Term Reduction Plan. The Commission would like something put in the paper about restricting water usage.

3. Electric Department:

**Resolution #U3-14, 5 day x 16 hour fixed price energy purchase:** Motion by Johnson, seconded by Lohrenz to rescind Resolution #U1-14 and adopt Resolution #U3-14. Motion carried. The new resolution raises the not to exceed cost of power in the contract now being negotiated to \$52 per megawatt hour from \$50.

**Conservation Improvement Plan (CIP) contract with Central MN Municipal Power Agency (CMMPA):** Motion by Mark Langland seconded by John Carrison to approve the contract with CMMPA. Motion carried.

**Summer Help:** Motion by Brett Lohrenz seconded by Mike Johnson to let Ron hire 1.5 people for the summer. Motion carried.

**Vehicle:** With two summer employees the electric utility needs another vehicle. Neither Town's Edge nor the dealership in Windom will lease a vehicle. Ron will check further on either purchasing or renting a pickup.

**Attach unpaid utility bills to property taxes for collection:** Motion by Mark Langland seconded by Mike Johnson to recommend to the City Council to attach four (4) utility bills to their taxes. Motion carried. One of the landlords involved is questioning the order in which the parts of the utility bill get paid. All electric charges are paid first, then all water and then all sewer. Wendy will check with the MMUA to see if this order is legal.

Meeting Adjourned.

**DRAFT**  
**Regular Meeting**  
**Planning and Zoning Commission**  
**Monday, April 28, 2014**  
**5:30 p.m.**  
**City Hall**

Members Present: Nathan Harder, Tim Janzen, Doug Regehr, Nik Strom

Members Absent: Erland Braun, Shawn Hiebert, Travis Smith

Staff Present: Wendy Meyer, Clerk/Administrator

Others Present: David Savage, Mt. Lake Assemblies of God Church; Arnold Harder, Cindy Garcia, Steve Harder, Judy Harder

**Call to order.**

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

**Approval of the March 31/April 7 minutes**

Motion by Regehr, seconded by Harder, to approve the minutes. Motion carried.

**Approval of Permits**

The March permits were reviewed. Where required, projects meet setbacks. Motion by Regehr, seconded by Harder, to approve the Mt. Lake Assemblies of God permit contingent on the approval of their conditional use permit and to approve all other permits. Motion carried.

**Assemblies of God Conditional Use Permit PIN 22.520.0550, 22.520.0560, 22.520.0570 and 22.520.0590, 810 3<sup>rd</sup> Ave.**

Janzen opened the public hearing at 5:35 p.m. The application was reviewed. David Savage, church pastor, explained the project to the commission. A new sanctuary will be constructed and attached to the memory care wing of the former Eventide Assisted Living facility. Arnold Harder, property owner on the east side of the site, asked questions about drainage and run-off.

The Findings of Fact were reviewed. Drainage, exterior lighting, and dust, mud, and snow control were discussed in greater detail. Conditions for these three concerns were discussed. The parking lot, with the exception of a small lot on the south edge of the parking lot will be gravel until the church has funds to hard surface the lots. The public hearing was closed at 5:55 p.m.

Motion by Strom, seconded by Harder, to recommend approval of the conditional use to the city council as presented in the application with three conditions.

1. Drainage – There must be no increase in the storm-water run-off leaving the property. Drains on the property are required to be attached to the storm sewer in 2<sup>nd</sup> Ave. and a drainage map

prepared by the contractor must be given to the city before the Certificate of Occupancy is issued.

2. Exterior Lighting – Any plan to add exterior lighting must be reviewed by the city.
3. Gravel Parking Lots – The church must take action when conditions exist to prevent dust, mud, gravel sprays and snow from negatively impacting the immediate vicinity.

Motion carried.

David Savage said that the church was committed to being a good neighbor and would address any complaint.

**Jubilee Fruits & Vegetables, Judy and Steve Harder, Conditional Use Permit, PIN 22.442.0070, 22.004.0102, 22.421.0010, 1310 Mt. Lake Rd.**

Janzen opened the public hearing at 6:00 p.m. The application was reviewed. The Harders briefly described their business and future plans including farm animals. The Harders intend to start with a llama, two pigs and 16 chickens, totally one animal unit and eventually add more chickens and 50 sheep for a total of 6 animal units on their 21.2 acre property. The location of buildings to house the animals, grazing areas, and composting were discussed.

The Findings of Fact were reviewed. Possible conditions were discussed. The commission agreed that the Harders should notify the City if changes were made to the composition and number of animals given in the conditional use application. The public hearing was closed at 6:27 p.m.

Motion by Regehr, seconded by Strom, to recommend approval of the conditional use to the city council as presented in the application with one condition.

1. Type and Number of Animals – the City must be notified if changes are made to the type and number of animals comprising the six animals units as listed in the application.

Motion carried.

**Adjourn**

Motion by Harder, seconded by Strom, to adjourn at 6:32 p.m.

ATTEST:

---

Wendy Meyer, Clerk/Adm.

**Resolution #21-14**

**Certification of Unpaid Utility Charges**

**City of Mt. Lake, MN**

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

<b>Account Number</b>	<b>Parcel ID Number</b>	<b>Total Bill</b>	<b>Amount to be Assessed</b>
6220-01-7	22.416.0140	\$433.28	\$409.64
4340-00-9	22.520.2090	\$166.51	\$166.51
8330-00-2	22.711.0050	\$61.58	\$61.58
5820-00-9	22.611.0180	\$971.64	\$971.64

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

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

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

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

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

Adopted by the Council this 2nd day of June, 2014.

\_\_\_\_\_  
Dean Janzen, Mayor

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

TO: Council

FROM: The Laker and the Lake Commission

The Laker is again asking permission to close 2<sup>nd</sup> Ave. from the west side of the 2<sup>nd</sup> Ave/10<sup>th</sup> St. intersection to the east side of the 2<sup>nd</sup> Ave. /Block 8 alley intersection for Pow Wow on Monday and Tuesday evenings June 16 and 17.

The Lake Commission is requesting that 4<sup>th</sup> and 6<sup>th</sup> Avenue and 15<sup>th</sup> Street between 4<sup>th</sup> and 6<sup>th</sup> Avenue be closed from 9 a.m. to noon on Saturday June 14.

# RURAL FIRE DEPARTMENT VOLUNTEER FIRE ASSISTANCE (VFA) MATCHING GRANT PROJECT PROPOSAL

Complete Mail or email to: **Kristie Prahl**  
**MN Interagency Fire Center**  
**402 SE 11<sup>th</sup> Street**  
**Grand Rapids, Minnesota 55744** (218) 327-4572  
**kristie.prahl@state.mn.us**

➔ **POSTMARKED NO LATER THAN..... JUNE 1, 2014** ←

<b>Fire Department:</b> <u>Mt. Lake</u>	<b>Name &amp; Title of person filling out form:</b> <u>Dave Watkins Fire Dept. Pres</u>
<b>Official FD Mailing Address:</b> <u>930 3<sup>rd</sup> Ave Box C</u>	<b>Telephone: Day:</b> <b>Night:</b> <b>Cell:</b> <u>507-822-3687</u> <b>Fire Hall:</b> <u>none</u>
<b>City, State, Zip:</b> <u>Mt. Lake MN 56159</u>	<b>FD e-mail:</b> <u>city@mountainlake.govoffice.com</u>

1. Population directly benefiting from the project: 2916
2. Fire Department's protection area (square miles): 119  
(excluding mutual aid area)
3. Number of fire incidents for the previous year: wildland 3 structural 5 other 19
4. Does the department participate in a Community Wildfire Protection Plan? Yes  No
5. Fill in the estimated total cost of the project(s) with the dollar amount.

\$	Wildland Personal Protective Equipment	\$	Hose, nozzles, water movement items
\$	Excess Property Equipment Conversion	\$	Radios/pagers
\$	Wildland equipment	\$	Breathing apparatus
\$	Foam unit	\$ <u>10412</u>	Structural Turnout Gear <u>x4</u>
\$	Slip-on-unit	\$	Cascade system
\$	Pumps	\$	Structural Equipment (be specific)
\$	Water storage system	\$	
\$ <u>3000</u>	Other miscellaneous projects (please describe)		<u>Retrofit grass rig new truck</u>

**Fire Department Chief's Signature:** [Signature] **Date:** 5-14-14

<b>OFFICE USE ONLY:</b>	
GRANT APPROVED UP TO \$ _____	PRIORITY IS FOR _____
APPROVAL/DATE: _____	CONTRACT NUMBER _____
Modified Project: _____	Approval/date: _____

**Exhibit A**

(15)

**CITY OF MOUNTAIN LAKE, MINNESOTA**

**RESOLUTION NO. 20-14**

**RESOLUTION ORDERING THE REPAIR OR REMOVAL OF A HAZARDOUS BUILDING UNDER MINNESOTA STATUTE 463.15 TO 463.61, IN THE MATTER OF HAZARDOUS BUILDING LOCATED AT 724 PRINCE STREET, MOUNTAIN LAKE; MINNESOTA. LEGALLY DESCRIBED AS: PARCEL NUMBER: 22.611.0730, LEGAL DESCRIPTION: W75' of E ½ LOT 7, BLOCK 3, PRINCE'S SECOND ADDITION.**

**TO: OWNER OF RECORD**

**H. Todd Anderson  
% Harold Anderson  
100 Muir Ave.  
Jackson, MN 56143**

1. Pursuant to Minnesota Statutes, Section 463.15 to 463. 61 the Council of the City of Mountain Lake, duly considered the matter, finds the above buildings to be hazardous for the following reasons:
  - a. The building is a manufactured building. It has been abandoned. There has been no maintenance for years. The dwelling has broken windows on the north side that allows animals and rodents into the basement.
  - b. The front door is open and not secure. It is not safe for the public to enter into the building.
  - c. The foundation has not been maintained and is questionable. The dwelling as it sits today is enforceable under Minnesota Statute 463.15.
  - d. The roof in the dwelling has started to fail. The exterior siding of the dwelling has failed to the point where it will need to be replaced.
  - e. There is no water or working sanitary sewer as required under 463.15.
  - f. In my opinion the cost of repairs shall exceed the value of the dwelling.

**2. Pursuant to the forgoing findings and in accordance with Minnesota Statutes, Sections 463.15 to 463.261, the council hereby orders the record owners of the above hazardous building to repair or raze such building in order to a safe environment and not detrimental to the public health, welfare and safety.**

- a. The City of City of Mountain Lake Building Official has made recommendation that the building be repaired or razed to protect the health and safety of the public.
- b. The City of Mountain Lake acknowledges that the Building Official/City Attorney has been unable to locate the owner of record to make any repairs or gain entry to make an inspection of the interior.
- c. The City of Mountain Lake acknowledges that at this time the dwelling continues to dilapidate and is a safety and health risk to the public. The Building Official inspected the property on March 21, 2012 and on May 1, 2014.
- d. The City of Mountain Lake acknowledges the dwelling is not occupied.

**3. The council further orders that unless such corrective action is taken or an answer is served upon the City of Mountain Lake and filed in the Office of the Clerk of District Court of Cottonwood County, Minnesota within 20 days from the date of the service and order, a motion for summary enforcement of this order will be made to the District Court of Cottonwood County.**

**4. The council further orders that if the city is compelled to take any corrective action herein, all necessary cost expended by the city will be assessed against the real estate concerned and collected in accordance with Minnesota Statutes 463.22.**

**5. The mayor, clerk, city attorney, and other officer and employees of the city are authorized and directed to take such action, prepare, sign, and serve such papers as are necessary to comply with this order and to assess the costs thereof against the real estate described above for collection along with taxes.**

\_\_\_\_\_  
Mayor

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

# City of Mountain Lake, Minnesota

## Sign Retroreflectivity Policy

### Article I. Purpose and Goal

The purpose of this policy is to establish how the City will implement an assessment or management method, or combination of methods, to meet the minimum sign retroreflectivity requirements in the Minnesota Manual on Uniform Traffic Control Devices (MN MUTCD).

Substantial conformance with the MN MUTCD is achieved by having a method in place to maintain minimum retroreflectivity levels. Conformance does not require or guarantee that every individual sign in the City will meet or exceed the minimum retroreflective levels at every point in time.

The goal of this policy is to improve public safety on the City's streets and roads, and prioritize the City's limited resources to replace signs.

### Article II. Applicable Signs

This policy applies to all regulatory, warning, and guide signs as set forth in the MN MUTCD.

Pursuant to Section 2A.8 of the MN MUTCD the City excludes the following signs from the retroreflectivity maintenance guidelines:

- A. Parking, Standing, and Stopping Signs (R7 and R8 series)
- B. Walking/Hitchhiking Crossing signs (R9 series, R10-1 through R10-4b)
- C. Acknowledgment signs, including Memorial signs
- D. All signs with blue or brown backgrounds
- E. Bikeway signs that are intended for exclusive use by bicyclists or pedestrians

### Article III. Resources

The City has reviewed and relied upon the *LMCIT Sign Retroreflectivity Memo and Model Policy*, League of Minnesota Cities (Final Edition, March 2014)

### Article IV. Sign Inventory

To meet the City's goal of maintaining sign retroreflectivity above certain levels, the City will maintain a sign inventory of all new or replacement signs installed after the effective date of this policy. The inventory shall indicate the type of sign, the location of the sign, the date of

installation or replacement, the type of sheeting material used on the sign face, the expected life of the sign, and any maintenance performed on the sign.

As to existing signs, the City will perform an inventory of all signs covered by this policy. The City recognizes that this process will occur over time subject to the City's monetary and human resources. The City expects to complete its sign inventory by January 1, 2016. The City shall record the above information related to new signs to the extent that such information is known and shall also include a statement on the general condition of the sign.

#### **Article V. Removal of Signs**

In recognition of the fact that excess road signs have been shown to reduce the effectiveness of signage, as well as impose an unnecessary financial burden on road authorities, it is the City's policy to remove signs determined to be unnecessary for safety purposes and which are not required to comply with an applicable state of federal statute or regulation. The removal of signs shall be based on an engineer study and the MN MUTCD.

#### **Article VI. Approved Sign Evaluation Method**

After reviewing the various methods proposed for sign maintenance, the City had adopted the following methods to meet the minimum sign retroreflectivity requirements in the MN MUTCD:

**Blanket Replacement.** All signs in the City of a given type are replaced at specified intervals. While this eliminates the need to assess retroreflectivity or track the life of individual signs the City will maintain an inventory as described in Article IV Sign Inventory. The replacement interval is based on the expected sign life for the shortest life material used in the City on a given sign type. The current replacement interval is 15 years.

**Nighttime Visual Inspection.** Signs that are nearing or have reached their replacement date, or for some reason appear to no longer meet minimum retroreflectivity requirements may be assessed by a trained sign inspector following a formal visual inspection procedure from a moving vehicle during nighttime conditions. Signs that are visually identified by the inspector to have retroreflectivity below minimum levels will be placed.

#### **Article VII. Sign Replacement**

The City hereby establishes the following priority order in which road signs will be replaced:

- First priority shall be given to replacing all signs determined not to meet applicable retroreflectivity standards. Top priority shall also be given to replacing missing or damaged signs determined to be of a priority for safety purposes.
- Second priority shall be given to signs determined to be marginal in their retroreflectivity evaluation.
- Third priority shall be given to all remaining signs as they come to the end of their anticipated service, become damaged, etc.

In addition, within each category above, further priority shall be given to warning and regulatory signs on roads with higher vehicle usage.

After the initial replacement of signs as provided for in this Article or the installation of new signs, the City shall, for the purpose of complying with the requirements of the MN MUTCD, maintain minimum retroreflectivity standards, a budgetary factors allow, by replacing signs as they reach the end of the expected life expectancy for the sheeting material used on the sign.

Damaged, stolen, or missing signs may be replaced as needed.

#### **Article VIII. Modification and Deviation from Policy**

The City reserves the right to modify this Sign Retroreflectivity Policy at any time if deemed to be in the best interests of the City based on safety, social, political and economic considerations.

The Street Superintendent, or his/her designee, may authorize a deviation from the implementation of this policy in regard to a particular sign when deemed to be in the best interests of the City based on safety, social, political and economic considerations. Such deviation shall be documented including the reason or the deviation and other information supporting the deviation.

Adopted by the City Council of the City of Mountain Lake on the 2<sup>nd</sup> day of June, 2014.

---

Mayor

---

Clerk/Administrator